Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:

- **Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.
- **Decision** - Shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.
- **System Task** - Represents an individual step or activity in Fi$Cal.
- **Manual Task** - Represents an individual step or activity in the process that is made out of Fi$Cal.
- **Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.
- **Interface** – Data conversion from one electronic system to another.
- **Batch Process** - Represents a batch process within Fi$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.
- **Connector** - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.
- **Intra Integration Process** - A input or Output to some other process within the same capability
- **Flow Arrow**
- **Output Documents** - An electronic document that is created by the process and can be printed (for example – any kind of report).

Swim lanes used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.
Department Identifies need for Procure Goods/Services

Create/ Update Requisition

System Check Chartfields Valid?

Yes

Route Requisition for Department Approval

No

Approver

1

Program Approval

Approved?

Yes

Approver 1

No

Approver 2

Worklist Distributor

Need Buyer Reassignment?

Yes

Assign Buyer to Requisition

No

A

FI$cal will default accounting data based on user setup
**Create and Approve Requisition To-Be Process (Page 2)**

**PO Buyer**

1. **A**
   - Determine Acquisition Type and method
   - **Within PD Purchasing Authority**
     - Yes → Start Solicitation
     - No → Requisition Routed for DGS Approval

**DGS PD**

- Perform Intake Analysis
- **DGS takes over Requisition?**
  - Yes → Assign Buyer to Requisition
  - No → Buyer Determines Acquisition Process
  - **Engineering Review Required?**
    - No → Buyer Starts Solicitation
    - Yes → Engineering Review

**ePro1 - Manage Solicitation**

**PO 2 - Manage Purchase Order**