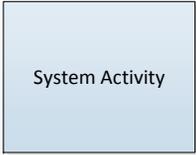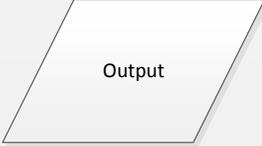# Business Process Flowcharting Standards – Please use ONLY the symbols show below, following these guidelines:

Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

On-Page Connector - On-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.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

Interface – Data conversion from one electronic system to another.

System Task - Represents an individual step or activity in FI$Cal.

Sub Process - Represents a separate process within Fi$Cal that occurs in a subsequent or interdependent process in the same or different P/S module.

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

Off-Page Reference – Directs diagram flow between two separate flowchart diagrams or processes. Connectors are labeled with UPPER CASE letters.

Input Documents – A paper document (or email) that is used for entering data in the process.

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

Flow Arrow

Role

Swim lanes are 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.

Color Legend

A   B   C   D   E   F   G

On-Page Connectors containing alpha characters will use the above color format (Example: The alpha character 'A' is the color green in all flow charts) for the fill color.

Asset Management
AM6 – Retire/Reinstate Assets

Department Asset Processor (Department)

Start → 1. Initiate FI$Cal Form 152 ← A

Department Asset Manager (Department)

2. Approve for disposal?
- Yes → 4. Asset lost, stolen, or destroyed?
  - Yes → 5. Record asset disposal
  - No → 6. Initiate FI$Cal online Form 152
- No → 3. Notification of denial → A

12. Complete physical transfer → 13. Execute asset disposal with cash proceeds → End

11. Vehicle/ Mobile equipment?
- Yes → 12. Complete physical transfer
- No → 14. DGS surplus → 15. Execute asset disposal → 16. Complete physical transfer → End

DGS AM Approver

7. Receive disposal request → 8. Approve disposal request?
- Yes → 10. Notification of approval → 11. Vehicle/ Mobile equipment?
- No → 9. Notification of denial → A