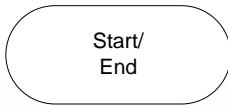


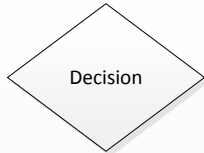
Business Process Flowcharting Standards – Please use ONLY the symbols show below, following these guidelines:

Template Key



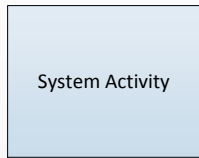
Start/
End

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



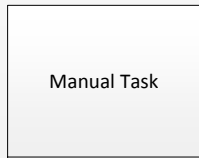
Decision

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



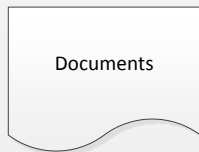
System Activity

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



Manual Task

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



Documents

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

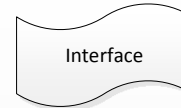


Flow Arrow



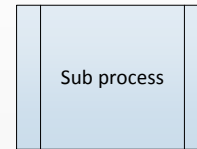
A

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.



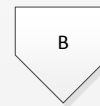
Interface

Interface - Data conversion from one electronic system to another.



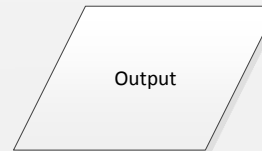
Sub process

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.



B

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



Output

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

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.

Bidder (Supplier)/Central Vendor Processor
(External / VMF Group)

