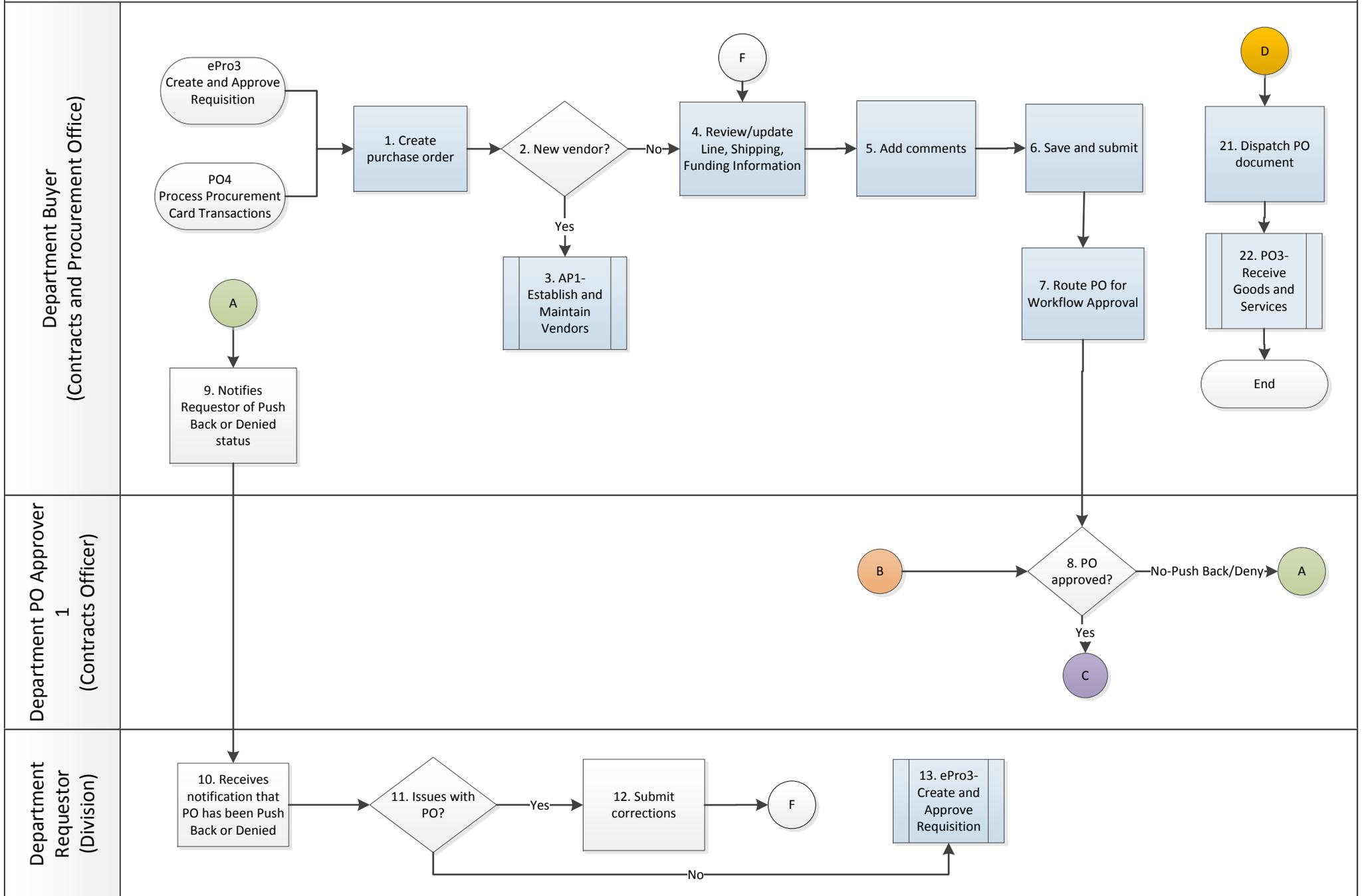


Business Process Flowcharting Standards – Please use ONLY the symbols show below, following these guidelines:

| | | | | |
|---------------------|---|--|--|---|
| Template Key |  | <p>Start/End - Indicates point at which the process begins or ends. Does not represent any activity.</p> |  | <p>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.</p> |
| |  | <p>Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.</p> |  | <p>Interface – Data conversion from one electronic system to another.</p> |
| |  | <p>System Task - Represents an individual step or activity in Fi\$Cal.</p> |  | <p>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.</p> |
| |  | <p>Manual Task - Represents an individual step or activity in the process that is made out of Fi\$Cal.</p> |  | <p>Off-Page Reference – Directs diagram flow between two separate flowchart diagrams or processes. Connectors are labeled with UPPER CASE letters.</p> |
| |  | <p>Input Documents – A paper document (or email) that is used for entering data in the process.</p> |  | <p>Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).</p> |
| |  | <p>Flow Arrow</p> | | |
| Role | <p>Swim lanes are used to indicate which user role has <u>primary responsibility</u> 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.</p> | | | |
| Color Legend | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> A</div> <div style="text-align: center;"> B</div> <div style="text-align: center;"> C</div> <div style="text-align: center;"> D</div> <div style="text-align: center;"> E</div> <div style="text-align: center;"> F</div> <div style="text-align: center;"> G</div> </div> <p>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.</p> | | | |

Requisition to Check
 PO2 – Manage Purchase Order
 Create Purchase Order - IT Goods

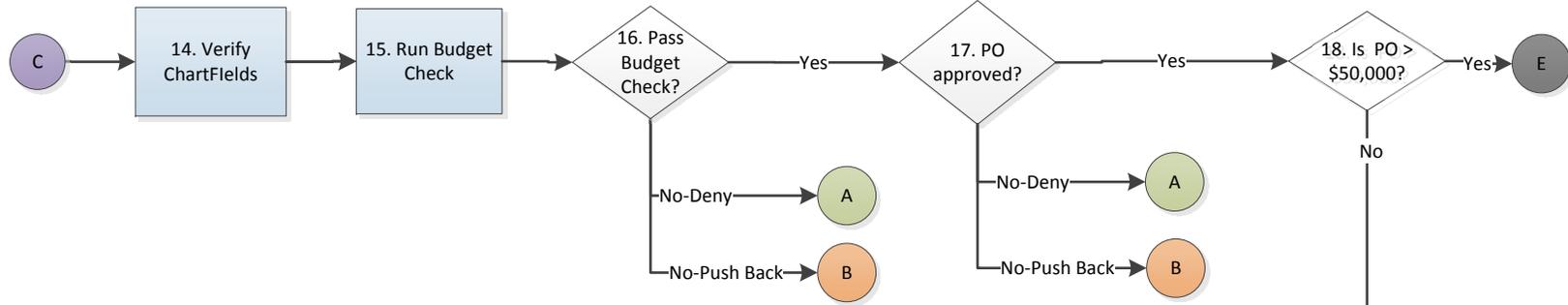
2/20/2015



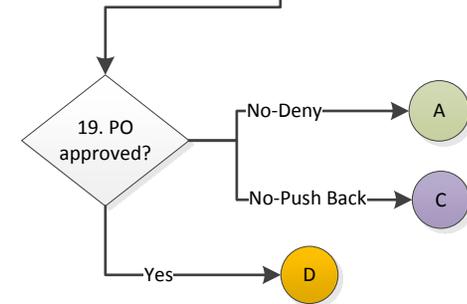
Requisition to Check
PO2 – Manage Purchase Order
Create Purchase Order - IT Goods

2/20/2015

Department PO
Approver 2
(Accounting Office)



Department PO
Approver 3
(Budgets Office)



Department PO Approver 4
(Budgets Office)

