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Oracle 12 E-Business Suite Implementation in Steel & Cement Divisions of  
ABUL KHAIR GROUP, Bangladesh

**ENVISIONED END-STATE DOCUMENT**

*Procure to Pay*  
*v1.1*

**IBCS-PRiMAX**

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Author(s): Saikat Gupta, PwC

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Reviewer(s): Subhra Majumdar, PwC

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# **1 Introduction**

## **1.1 Document Structure**

This document covers the envisioned solution for the Procure to Pay process at AKG Steel and Cement Divisions through Oracle E-Business Suite. The document is organized in the following manner:

Section 1 covers the document structure along with a high-level overview of the Oracle Procure to Pay and a brief description of the processes.

Section 2 covers the Envisioned Business processes. In this section, the key Business Scenarios are mapped to Oracle Procure to Pay functionality.

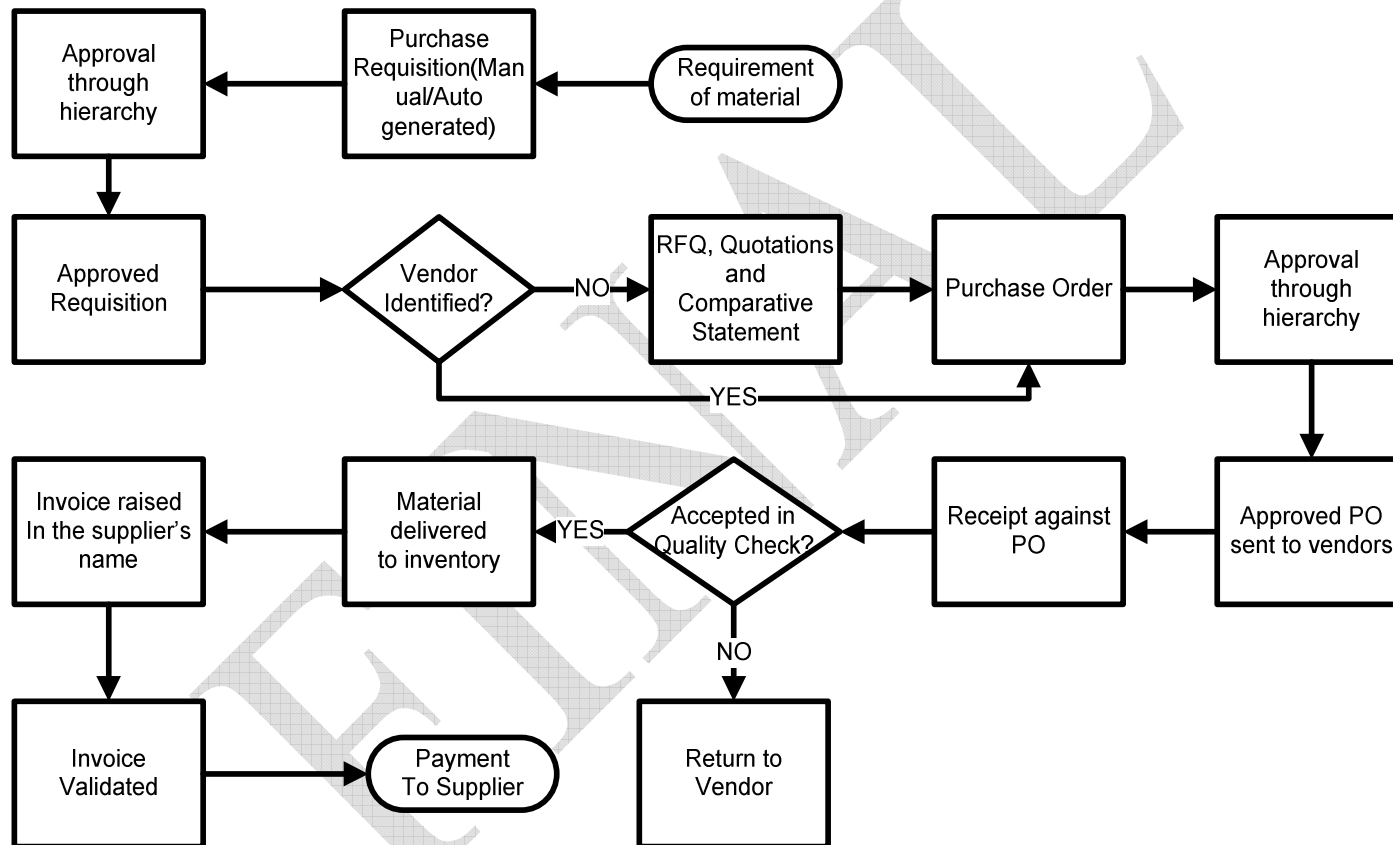
At the end, there are two Annexure.

Annexure 1 contains the list of customized reports identified.

Annexure 2 contains the legends for process flow diagrams.

## 1.2 Envisioned Module Overview

### 1.2.1 Process Overview



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### **1.2.2 Process Description**

- Material Requisition will be created manually or automatically in Oracle Purchase module, and will get approved through approval authorization route. Automatic indents will be created for certain items when the on-hand stock goes below the minimum re-order level.
- For purchase requisitions, RFQs can be created with reference to the requisitions and sent to suppliers, in case vendors are not pre-decided.
- Quotations received from suppliers will be entered in the system, A Comparative study of quotations will be done and a vendor selected.
- Purchase Orders can be created with reference to purchase requisitions or quotations. They can also be created manually.
- Blanket purchase orders may be created of rate contracts. Against a particular Blanket Agreement, there may be multiple releases as and when required.
- Subcontractor work order will be created as a Service type Purchase Order in Oracle Apps.
- Purchase orders follow an approval cycle in Oracle Purchasing; approved POs will be sent to suppliers.
- Receipt of goods from suppliers undergoes a quality check, the result of which determines whether the item is sent to stores or returned to vendor.
- Supplier bills are entered in Oracle Payables with reference to a PO and can be 2-way, 3-way or 4-way matched and passed for payment.
- All accounting will be done in Oracle Apps.

## 2 Envisioned Business Processes

### Key Business Scenarios

SL.	BUSINESS SCENARIOS	DESCRIPTION
1.	PURCHASE REQUISITIONS	
a.	Creation of Purchase Requisitions	Manual and Automatic creation of Purchase Requisitions
2.	RFQ, QUOTATIONS	
a.	Creation of RFQ and Quotations	Entering RFQ and Quotation data and analyzing with Comparative Statements
3.	PURCHASE ORDER	
a.	Auto create Functionality	Conversion of a Purchase Requisition to a RFQ/PO/Blanket Release
b.	Purchase Orders	Creation of Purchase Orders for products and service
4.	MATERIAL RECEIPT	
a.	Receipt in inventory	Material receipt in inventory after inspection
5.	PAYMENT	
a.	Invoice and Payment	Preparation of invoice and payment to supplier

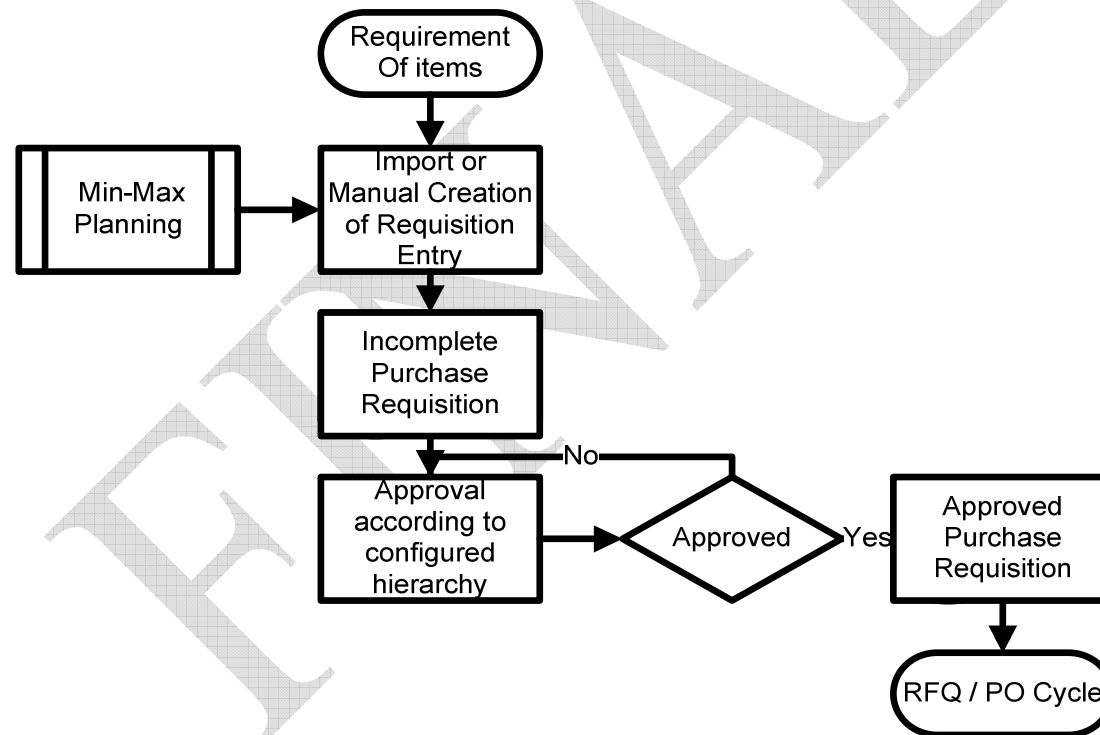


## 2.1 Purchase Requisitions

### 2.1.1 Creation of Purchase Requisitions

#### Process Map

#### Purchase Requisition Creation



## Process Overview (Text)

### Description

- The requisitions are either generated automatically (based on re-order levels as defined in Min-Max Planning) or entered directly in the system. Requisitions can be entered by personnel of any department. Since Oracle Apps creates approved invoices from MRP, AKG will only use the suggestion from MRP to create PR manually.
- The approved suppliers can be entered in the 'Approved Supplier List' (ASL) form and this will restrict a PO from being raised against any other supplier. The requisition can still be raised on a supplier absent from the ASL.
- The requestor can specify a single supplier on the requisition optionally. The buyer (from Purchase Department) can change this information if required. The price will default from the List Price that will be setup in the Item Master. The List Price will be updated with the last PO price.
- The use-of area, need by date, brand, origin, make (and other specifications), LC Opening date will be entered by the person raising the indent (Information will be captured in a line level DFF, only LC opening date will be captured in a header level DFF). The last purchase price, current stock as well as stock-in-transit should be available to the user.
- The 'Note to Buyer' field can be used to inform the buyer of any other information such as the type of item.
- The purchase requisitions created in the system will be approved depending on the hierarchy configured.
- The approval authorization limits can be determined by amount, charge account, item category, items and location.
- The system will also provide the current status and action history of the requisitions to the concerned persons.
- Requisition Numbering will be 'L <sequence no>' for locally procured items, and 'I<sequence no>' for imported items. For fixed assets, a different sequence will be followed ('FA<sequence no>'). Since an item can be procured both locally and can be imported, the prefix to an Indent number will be editable in case the indent is raised automatically through Min-Max Planning.
- In case a person belonging to a particular position in the approval hierarchy is on leave, he should be able to depute someone to carry out this job. This will be done by setting up vacation rules.
- A budgeted value for each department will be mentioned. The system should throw an alert when an indent is raised for such items, if the budgeted value is exceeded. Exceeded budget needs to be maintained at the purchase requisition for reference.
- In case of imports, the user will check the position of different mother vessels before raising an indent. **AKG needs to give the format for this.**

Volume of Transaction for this process		High		
Frequency of occurrence of this process		Daily		
Accounting (If any)				
SL	PARTICULARS	DEBIT	CREDIT	REMARKS
1.	No Accounting			
Process Improvements				
Problems Addressed: <ul style="list-style-type: none"><li>Auto-indent functionality not present in legacy.</li><li>Notification/alert feature absent in legacy.</li><li>Prefix of requisition numbers has to be entered manually.</li></ul>		Applications Features Leveraged <ul style="list-style-type: none"><li>This will be done by enabling min-max planning.</li><li>This will be taken care of by setting up Oracle Alerts.</li><li>This is a customization.</li></ul>		
Gaps as Identified in Oracle <ul style="list-style-type: none"><li>Different sequences of indent numbering for local and import purchases</li><li>Position of mother vessel</li></ul>		Suggested Resolution In Oracle.		
Forward Looking Practices Introduced <ul style="list-style-type: none"><li>Purchasing is integrated with accounts payables.</li><li>Increase control with approval steps online in Oracle Applications.</li><li>Approved Supplier List can be utilized to inform the buyer of various suppliers and restrict from placing the PO on any other supplier.</li></ul>		Other Enablers Proposed		

Customizations suggested (if any)			
SL	PARTICULARS	TYPE	Level of Customization
1	Different sequences of indent numbering for local and import purchases	Customization to alter standard set-up step	Medium
2	Capture the stock of an item for which there is an approved PR but the material is yet to reach stores.	Form personalization	Medium
3	Capturing current stock of item	Form personalization	Medium
4	Capturing last purchase price	Form personalization	Medium
5	Position of mother vessel	Custom Form	Low
Interfaces, if any (Only custom interfaces)			
SL	PARTICULARS	SYSTEM	BUSINESS LOGIC
1			
2			

## 2.2 Auto-creation of indent to PO or RFQ

### 2.2.1 Auto-create Process to convert a Requisition to a Purchase Order/ RFQ

Process Overview (Text)				
<b>Description</b> <ul style="list-style-type: none"><li>• Purchase Requisitions, once created and approved, will be forwarded to the buyer for further processing.</li><li>• The buyer may auto-create a purchase order or RFQ (depending on whether the vendor is pre-decided or not) from the approved requisition. He can split the requisition lines, and create a RFQ or PO based on common items across requisitions.</li><li>• In the Auto-create form, the buyer will be able to see only those requisition lines assigned to him.</li><li>• In case the quantity on the requisition needs to be changed, the buyer can return the requisition to the requestor with appropriate comments. The requestor will get a notification intimating him of the same. The requestor will make the required changes and forward the requisition again for approval</li></ul>				
Volume of Transaction for this process		High		
Frequency of occurrence of this process		Daily		
Accounting (If any)				
SL	PARTICULARS	DEBIT	CREDIT	REMARKS
1	No Accounting			
Process Improvements				
Problems Addressed:		Applications Features Leveraged		



<b>Gaps as Identified in Oracle</b>			<b>Suggested Resolution In Oracle.</b>
<b>Forward Looking Practices Introduced</b> <ul style="list-style-type: none"><li>Return requisition to requestor online for quantity changes</li></ul>			<b>Other Enablers Proposed</b>
<b>Customizations suggested (if any)</b>			
<b>SL</b>	<b>PARTICULARS</b>	<b>TYPE</b>	<b>REASON</b>
<b>Interfaces, if any (Only custom interfaces)</b>			
<b>SL</b>	<b>PARTICULARS</b>	<b>SYSTEM</b>	<b>BUSINESS LOGIC</b>
1			
2			

## 2.3 RFQ, Quotations and Comparative Statement

### 2.3.1 Entering RFQ and Quotation data and analyzing with Comparative Statements

#### Process Overview (Text)

##### Description

- A RFQ may be auto-created from an approved purchase requisition. The auto-creation process can be done across requisitions. The same item entered in different requisitions can be entered in a single RFQ.
- The suppliers to whom the RFQ is to be forwarded to are selected online from the Approved Supplier List (ASL). A supplier not on the ASL can also be selected but cannot be placed onto the Purchase Order till the supplier has been added to the ASL. Suppliers can be categorized based on the items/item categories, and while entering information in a RFQ, this categorization will be visible to the user.
- Printed copies of the RFQ will be sent to different vendors. **Email will also be sent to them.**
- RFQs and Quotations will be entered by the Central Purchase team of both Steel and Cement divisions.
- When the supplier gives a quotation, the information can be captured in the Quotations form. The quotation can be linked to its corresponding RFQ.
- Based on quotation information provided by different suppliers, a Comparative Statement report will be generated, which can be used to select a vendor. If the requestor feels, he can give a remark saying that he would not purchase from that vendor. This information may be used while preparing CS/PO.
- A quotation can also be entered without a RFQ.
- RFQ and Quotation numbers will be automatic and numeric.
- AKG wants to maintain price history of certain items given by certain suppliers. They also want to capture the discount specified for certain items by certain suppliers for a period of time, so that they can check this data while preparing the Comparative Statements Report.



Volume of Transaction for this process		Medium		
Frequency of occurrence of this process		As and When Required		
<b>Accounting (If any)</b>				
<b>SL</b>	<b>PARTICULARS</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>REMARKS</b>
1				
<b>Process Improvements</b>				
<b>Problems Addressed:</b>		<b>Applications Features Leveraged</b>		
		<ul style="list-style-type: none"> <li>• Direct Linkage with Purchase Requisitions and with Purchase Orders in Oracle Purchasing.</li> <li>• Online history of all RFQs and received quotes.</li> </ul>		
<b>Gaps as Identified in Oracle</b>		<b>Suggested Resolution In Oracle.</b>		
<b>Forward Looking Practices Introduced</b>		<b>Other Enablers Proposed</b>		
<ul style="list-style-type: none"> <li>• Direct Linkage with Purchase Requisitions in Oracle Purchasing.</li> <li>• Online history of all RFQs and received quotations</li> </ul>				
<b>Customizations suggested (if any)</b>				
<b>SL</b>	<b>PARTICULARS</b>	<b>TYPE</b>	<b>REASON</b>	



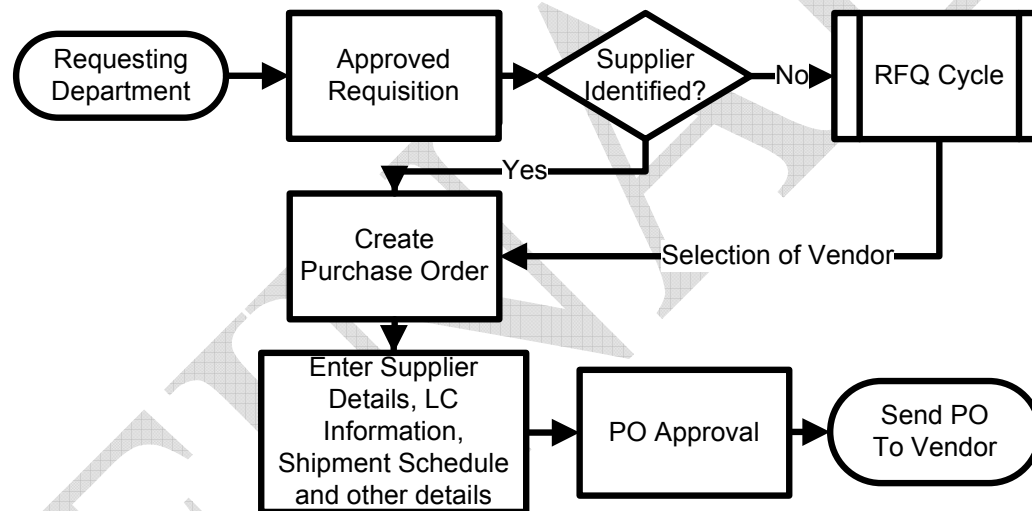


1	While entering price information for an item in a RFQ, the user wants to see the Rate History for that item (last five quotations provided by different suppliers)	Customization in RFQ form	Medium
<b>Interfaces, if any (Only custom interfaces)</b>			
<b>SL</b>	<b>PARTICULARS</b>	<b>SYSTEM</b>	<b>BUSINESS LOGIC</b>
1			

## 2.4 Purchase Orders

### 2.4.1 Creation of Purchase Orders for Goods or Service

#### Process Map



#### Process Overview (Text)

#### Description

- Once the indents are approved and, if required, the quotes have been analyzed, leading to selection of a vendor, the requisition will be converted into a purchase order by the assigned buyer.
- The purchase order may be made using the 'Auto-create' functionality.

- The Purchase Order will capture details like supplier name and site, item specifications, quantity, rate, shipment schedule; need-by date terms and conditions, payment terms, LC details and other information as required. Terms and Conditions can be captured either as text or as an attachment.
- If the Purchase Order is an Imports PO, the buyer will change the currency on the PO to the supplier's currency. The rate of conversion will be picked up automatically from the pre-defined rate.
- Once the PO is ready to be placed, the buyer will forward the Purchase Order for approval by routing it through the appropriate approval hierarchy. The approvers will get a notification of the same. The approver can view the purchase order and approve, reject or re-assign the PO with comments.
- Purchase Order Numbering will be 'L <sequence no>' for locally procured items, and 'I<sequence no>' for imported items. A separate sequence will be maintained for fixed assets ('FA<sequence no>')
- Once a PO is amended, a notification should be sent to the person who had raised the indent for that PO
- As decided, Freight Charges will be treated as an expense and not be added to the material account(for items other than RM)
- For certain items, AKG wants to maintain a price for an item-supplier combination for informative purposes. This can be taken care of either by using a custom form, or by using the Price List form (in case the number of such suppliers is not large). This information can be used while preparing a RFQ for such items.
- PO reports will be generated on A4 sheets.
- There should be a Supplier evaluation form where suppliers will be classified into different categories based on their performance and prices offered. The details which need to be captured will be provided by AKG.
- An alert will be sent to the Purchase Department, 2 days before the need by date for an item is reached.
- For imports, the Commercial Department raises purchase orders. Such orders should capture the LC number, date of LC opening, LC validity date in the system.
- Supplier numbering will be automatically generated.
- Purchase Orders can also be created in the system without any prior requisition or quotation.
- The purchase orders created need to be approved using the PO Approval Process. The Purchase Order approval process needs to be defined in the system. This hierarchy can be made separate for different items/item categories and/ or monetary limits of the order. At any point of time, a history of approvals/rejections of a particular PO can be found out from the system.

- A PO can be amended by the user. It will be called for re-approval if any one of the following is changed: Supplier, Bill-To, Ship-To, Payment Terms, Items, Item Category, Item description, Quantity, Rate, and Need-By Date. Purchasing automatically increments the revision number once changes are made to it.
- Receiving Controls like Days-Late/ Days-Early, Over Tolerance are functionalities provided by Oracle Applications to set up flexible purchasing and receiving controls.
- Days Early/Late decides the number of calendar days before and after the purchase order delivery date that AKG allows receipt and whether Purchasing prohibits the transaction, displays a warning message while permitting the transaction, or permits the transaction without a warning.
- Over tolerance decides the maximum acceptable over-receipt percentage and whether Purchasing prohibits the transaction, displays a warning message while permitting the transaction, or permits the transaction without a warning.
- Blanket purchase agreements can be created when the details of goods or services are known but the delivery schedules are yet to be determined. These are applicable mainly for rate contracts. As and when material/service is required by the user departments, indents will be raised and approved according to the normal indent cycle. Releases will be created against blanket PO for all such approved indents, as long as they are within the specified limits of Blanket Agreement.
- For items for which AKG wants to maintain a price list along with the discount, a blanket PO will be raised. A report will give them the comparison between all Blanket POs for an item for all approved suppliers.
- If required, a Purchase Order can be cancelled fully or partially by the user. Once a PO is cancelled, no items can be received against it, nor can any payment be made.
- In certain cases, where material needs to be procured on an emergency basis, the material can be received (using the unordered receipts functionality) prior to creation of the PO. The PO can be created post facto and matched with the unordered receipt.
- Warranty of materials will be captured at Item Master level which can be overridden at PO.

Volume of Transaction for this process	High
Frequency of occurrence of this process	Daily
<b>Accounting (If any)</b>	

Process Improvements			
<b>Problems Addressed:</b> <ul style="list-style-type: none"><li>PO amendment history not in legacy</li><li>Online approval system not present.</li></ul>		<b>Applications Features Leveraged</b> <ul style="list-style-type: none"><li>Standard Oracle Purchasing feature.</li><li>Standard Oracle Purchasing feature.</li></ul>	
<b>Gaps as Identified in Oracle</b> <ul style="list-style-type: none"><li></li></ul>		<b>Suggested Resolution In Oracle.</b> <ul style="list-style-type: none"><li></li></ul>	
<b>Forward Looking Practices Introduced</b> <ul style="list-style-type: none"><li>Notifications/alerts generated by the system</li></ul>		<b>Other Enablers Proposed</b>	
Customizations suggested (if any)			
SL	PARTICULARS	TYPE	Level of Customization
1	Different sequences of PO numbering in same Operating Unit	Customization to alter standard set up step	Medium
2	Supplier Evaluation form	Custom Form	Low
3			
Interfaces, if any (Only custom interfaces)			
SL	PARTICULARS	SYSTEM	BUSINESS LOGIC

## 2.5 Material Receipt

### 2.5.1 Receipt of Material in Store

#### Process Overview (Text)

##### Description

- Material is received against a Purchase Order and a GRN is generated
- The material goes for quality check. If accepted, it is taken into inventory. If not, it is returned to vendor.
- When the material is received, there may exist a time gap before which quality checking is done. Till such time, the material is deemed to be received but not delivered to store. The user may find out the quantity of such items which have been received but are yet to be delivered to store (quarantine store).
- Once the item is delivered to inventory, the stock gets updated automatically.
- Different inventory transactions have been captured in the Envisioning document for Inventory.
- Material Receipt tolerance will be maintained at Item level which will default to the PO. This value may be overridden by the user. For short / over receipt of material a custom concurrent program will update the differential cost into inventory without altering the on hand stock quantities.

Volume of Transaction for this process	High
Frequency of occurrence of this process	As and When Required

Accounting (If any)				
SL	PARTICULARS	DEBIT	CREDIT	REMARKS
1	Receiving Inspection account	XX		During receipt
2	AP Accrual		XX	
1	Inventory	XX		During delivery
2	Receiving Inspection account		XX	
Process Improvements				
Problems Addressed:		Applications Features Leveraged		
Gaps as Identified in Oracle <ul style="list-style-type: none"><li>LC module not present in Oracle Apps</li></ul>		Suggested Resolution In Oracle. <ul style="list-style-type: none"><li>A workaround will be provided so that different cost elements may be captured in Oracle, and reports may be drawn.</li></ul>		
Forward Looking Practices Introduced		Other Enablers Proposed		
Customizations suggested (if any)				
SL	PARTICULARS	TYPE	Level of Customization	
1	Program to update Inventory cost with Short/ Excess Receipt of material	Concurrent Program	Medium	



2	Program to update Inventory Cost with discount that is received after item is received into inventory	Concurrent Program	Medium
Interfaces, if any (Only custom interfaces)			
SL	PARTICULARS	SYSTEM	BUSINESS LOGIC
1			



## 2.6 Invoice and Payment to Supplier

### 2.6.1 Invoice and Payment

#### Process Overview (Text)

##### Description

- After receipt (in case of a Goods PO) or after a part of the service is completed (in case of a Service PO), an invoice may be created in the supplier's name.
- The invoice can be matched with either the PO or the receipt as mentioned in the corresponding PO.
- The invoice can be 2-way, 3-way or 4-way matching and based on this, the finance user can be prevented from an overbilling. 2-way matching invoices check the invoice quantity with the PO quantity and the invoice price with the PO price. 3-way matching invoices check the received quantity along with the PO quantity apart from the other checks carried out by 2-way matching invoices. 4-way matching invoices check the accepted quantity along with PO quantity, along with other checks carried out by 3-way matching invoices. This decision is taken while preparing the PO. In case a service PO is prepared, 2-way matching will be enabled. In case of a goods PO, 3-way (if inspection is not required) or 4-way (inspection required) matching may be enabled.
- Once the invoice is validated, payment can be made as and when required.
- For imports, bank charges and margin which are paid at the time of LC opening, can be entered as prepayments (advance).
- A report will be generated in the system to inform the user about the pending date of payments based on Payment Due Date in PO.
- Details of capturing different cost elements in the LC process will be described in the Accounts Payables Envisioning document.

Volume of Transaction for this process

High

Frequency of occurrence of this process		As and When Required		
<b>Accounting (If any)</b>				
<b>SL</b>	<b>PARTICULARS</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>REMARKS</b>
1	AP Accrual account	XX		During invoice
2	Sundry creditors		XX	
1	Sundry creditors	XX		During payment
2	Bank		XX	
<b>Process Improvements</b>				
<b>Problems Addressed:</b>		<b>Applications Features Leveraged</b>		
<b>Gaps as Identified in Oracle</b>		<b>Suggested Resolution In Oracle.</b>		
<b>Forward Looking Practices Introduced</b>		<b>Other Enablers Proposed</b>		
<b>Customizations suggested (if any)</b>				
<b>SL</b>	<b>PARTICULARS</b>	<b>TYPE</b>	<b>Level of Customization</b>	
1	A report will be generated in the system to inform the user about the pending date of payments based on Payment Due Date in PO.	Report	Low.	

Interfaces, if any (Only custom interfaces)			
SL	PARTICULARS	SYSTEM	BUSINESS LOGIC
1			

### 3 Open Issues

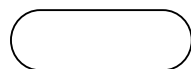
Open Issues	Details
Approval hierarchy for Requisition and PO approval	Approval hierarchy needs to be finalized by AKG
Supplier Evaluation form	Format needs to be provided by AKG
Mother vessel detail format	Format needs to be provided by AKG

## ANNEXURE I - List of Reports identified

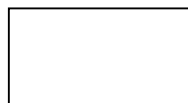
Report Name	Description
Rate History (item-wise)	Rate history of an item for a fixed time period. Report should capture all PO numbers, supplier invoice numbers and PO details
Supplier wise Purchase order	All purchase order details corresponding to a supplier for a fixed time frame
Weekly summary of Eng. Purchase	Latest PO price and the price of the PO immediately before that for a particular department for a period of time
Supplier wise GRN	Supplier wise GRN report for a period of time
History(indent to store receipt)	All details from indent to GRN creation for a requisition
History(GRN to payment)	All details from GRN to payment for a GRN as well as for a supplier
GRN	Goods receive note Report
PO	Purchase order report
Indent	Purchase requisition report
Summary Supplier Ledger	Supplier ledger report indicating balances against a vendor for a period of time
Use Area wise requisition report	Details of Store requisitions for a time period
Comparative Statement Report	Quotations of different suppliers for an item
Purchase statement of Supplier wise (MRR and GRN)	GRN details for a supplier
Bill Submit list for Cheque	Invoice and Payment details of a supplier
Payment Schedule Report	A report will be generated in the system to inform the user about the pending date of payments based on Payment Due Date in PO.

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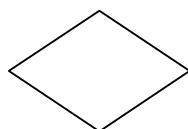
## ANNEXURE I - Legend for Process Maps



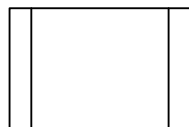
Terminator to denote Start and End of a process



Oracle or Oracle Assisted Process



Decision Point



Process external to a particular flow