



{Workstream}
FUNCTIONAL SPECIFICATION
ABAP custom development – Reports
{WRICEF ID Description}
{Organisation / Project Name}

Role and Reason for Approval

Role	Reason for Approval
Author	The author is signing to confirm that this document has been prepared in accordance with the programme document management process, that relevant input from any contributory authors has been included and that an appropriate review/editing process has been conducted.
SAP Solution Lead or Architect	The SAP Solution Lead or Architect is signing, on behalf of the Workstream, to confirm that this Functional Specification meets the Acceptance Criteria expected of it and assigned to it in the Deliverable Quality Log.
SAP Development Lead or Manager	The SAP Development Lead or Manager is signing, on behalf of the Development Team, to confirm that this Functional Specification meets the Acceptance Criteria expected of it and assigned to it in the Deliverable Quality Log.

Note. Master copy of this document, with signatories, is held on Solution Manager

DATE: 02/02/2021

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Version	Date	Name	Alteration Reason
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1 Context

1.1 Business Background

Explain the business scenario that requires the development.

1.2 Why is SAP standard not appropriate or sufficient?

Generally we want to keep the system as standard as possible, so each custom development requires a justification.

1.3 Alternative Approaches Considered

Sometimes a number of different approaches are possible to meet a requirement. If that is the case, outline what the other options were, and why they were rejected in favour of this one.

1.4 Out of Scope

If functionality has been considered and decided to be out of scope for the development, then please record it here.

1.5 Assumptions

If the proposed design relies on any assumptions, please state them here.

1.6 Dependencies

If the proposed design has dependencies on other developments or configuration, please state them here.

1.7 Links

Provide any links here to further relevant information (e.g. from SAP Help, SCN, SAP Notes).

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2 Solution Design

2.1 Selection Criteria

Specify the selection criteria that should be available to users before running the report. Indicate if the criteria are optional or mandatory and if any data restrictions should apply. Either use the table in Appendix 1 below to specify the details, or provide a mock-up here.

2.2 Validation

For the selection parameters, only valid values will be allowed, as defined by the underlying Data Element and Domain (e.g. fixed values or a value table). However if any additional validation logic is required it can be described here, along with related error messages.

2.3 Authorizations

Authorizations are used to restrict what data and actions a user has access to.

Please consider if the data selection should be restricted by authorization objects - for example by Company Code or other org units.

2.4 Data Selection and Error Handling

What is the data to be reported? You may provide table and field names here, and/or explain where to see the data in transactions.

How should the data be processed in the program – any functional logic? E.g. any calculated fields? Grouping totals or subtotals?

Is a particular message required if the report finds no data? Are there any other situations that should produce a message?

2.5 Process Flow Diagram

If the selection logic described above is complex, then please provide a flow diagram to illustrate it.

2.6 Report Output

Provide a mock-up of the output here. Ideally use real example data from the development environment. Alternatively work directly with the developer to design the output.

For a batch job it may be that only a success message is needed rather than an output screen.

2.7 Drilldown and follow-on activities

If the user should be able to drilldown from the report, then specify from which fields, and to what transactions.

If any other buttons or actions are required on the report, described the requirements here.

Will the user need the option to download the report as a spreadsheet?

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2.8 Batch Frequency and Timing

If the report is to run as a batch job, please indicate the frequency that it should run; i.e. Ad Hoc, Daily, Weekly, Quarterly etc, and any timing considerations that should be applied; i.e. 'must be run before 7am Monday morning'. Will the batch job have preceding or subsequent steps?

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Appendix 1. Selection Screen Requirements

Table/Structure Name	Field Name	Format	Default Value	Table Value / Checkbox / Radio Button / Radio Button Group	Select Option or Parameter	Single, Range, Multiple ranges	Mandatory or Optional	Field Labels

Table 1 Selection Parameters

Any grouping of selection screen fields into blocks? Title of Selection Screen Block? Any preferred layout of the Selection Screen?