Functional Specification Document

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# 1. Document Information

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# 9. Output

The SAP Making Tax Digital (MTD) report program produces several distinct outputs, each designed to meet specific business and compliance requirements. All outputs are generated in CSV (.csv) file format, with a single header record containing field names, and are intended for download from a server location (SAP AL11 path as defined in ZBCON for the program). The outputs are as follows:

- Calendarised Report: This report provides a monthly breakdown of VAT-related values by Company Code and Period. The layout includes columns for Company Code, Name, Period, Basic Income, Basic Expenditure, Output VAT, Partially Recoverable VAT, Wholly Recoverable VAT, VAT on Acquisitions, and VAT Control a/cs Balance. The report is sorted by Company Code and Period and is intended to assist with inventory monitoring, reconciliation, and monthly closing activities.

- Summary Report: This output summarizes VAT-related values per Company Code. The layout includes Company Code, Name, Basic Income, Basic Expenditure, Output VAT, Partially Recoverable VAT, Wholly Recoverable VAT, VAT on Acquisitions, and VAT Control a/cs Balance. The report is sorted by Company Code and is used for high-level VAT reporting and reconciliation.

- Details Report: This detailed extract lists all relevant line items with comprehensive information, including Company Code, Year, Period, GL Account, Profit Centre, VAT Code, Tax Flag, Document Number, Document Type, Document Date, Posting Date, Amount in Local Currency, Tax Base Amount, Basic Income, Basic Expenditure, Output VAT, Partially Recoverable VAT, Wholly Recoverable VAT, VAT on Acquisitions, VAT Control a/cs Balance, and Vendor VAT Registration. The report is sorted by Company Code, Year, Period, GL Account, and Profit Centre, and is used for detailed analysis and audit purposes.

- Summary by VAT Code Report: This report summarizes VAT-related values by Company Code and VAT Code. The layout includes Company Code, Name, VAT Code, Basic Income, Basic Expenditure, Output VAT, Partially Recoverable VAT, Wholly Recoverable VAT, VAT on Acquisitions, and VAT Control a/cs Balance. The report is sorted by Company Code and VAT Code and is used for VAT code-level analysis.

- Summary by GL Account Code Report: This output summarizes VAT-related values by Company Code, GL Account, and VAT Code. The layout includes Company Code, Name, GL Account, VAT Code, Basic Income, Basic Expenditure, Output VAT, Partially Recoverable VAT, Wholly Recoverable VAT, VAT on Acquisitions, and VAT Control a/cs Balance. The report is sorted by Company Code, GL Account, and VAT Code for account-level VAT analysis.

- Summary by Profit Centre Report: This report summarizes VAT-related values by Company Code, GL Account, Profit Centre, and VAT Code. The layout includes Company Code, Name, GL Account, Profit Centre, VAT Code, Basic Income, Basic Expenditure, Output VAT, Partially Recoverable VAT, Wholly Recoverable VAT, VAT on Acquisitions, and VAT Control a/cs Balance. The report is sorted by Company Code, GL Account, Profit Centre, and VAT Code, supporting profit centre-level VAT analysis.

- Royal Mail – Input Tax Accruals Details Report: This output, generated when the relevant parameter is selected, provides a detailed listing similar to the Details Report but filtered by Posting Date and Document Date as specified by the user. The layout matches the Details Report and is used for input tax accrual analysis specific to Royal Mail requirements.

- Completion Report: Upon execution, a completion report is generated as a spool output. It includes the user, start and end date/time, and the filenames of all generated CSV files (up to seven). This report serves as an audit trail and confirmation of successful report execution.

All CSV outputs are stored on the SAP AL11 server path as configured, and users can select and download files to their local environment. The outputs are designed to be easily imported into Excel for further analysis and manipulation. The completion report is available as a spool in SAP for reference and audit purposes.

# 10. UI Requirement

The selection screen for the SAP Making Tax Digital (MTD) report includes the following UI elements, parameters, and controls:

Company Code (S\_BUKRS)

- Type: Input (with lookup/validation against T001)

- Mandatory: Yes (unless "Enable File to be Chosen" or "Download File" is selected)

- Allows: Single entry, multiple entries, range

- Business Purpose/Validation: Ensures only valid company codes are entered; lookup against T001.

Tax Code (S\_MWSKZ)

- Type: Input (with dropdown/lookup as per T007A-MWSKZ)

- Mandatory: No

- Allows: Single entry, multiple entries, range

- Business Purpose/Validation: Dropdown shows relevant input/output VAT codes based on entered Company Code.

From Period (P\_PERFR)

- Type: Input

- Mandatory: Yes (unless "Enable File to be Chosen" or "Download File" is selected)

- Business Purpose/Validation: Validate as per GJHAR; period check against T009 using fiscal year variant PO.

From Year (P\_YRFR)

- Type: Input

- Mandatory: Yes (unless "Enable File to be Chosen" or "Download File" is selected)

- Business Purpose/Validation: Validate as per GJHAR.

To Period (P\_PERTO)

- Type: Input

- Mandatory: Yes (unless "Enable File to be Chosen" or "Download File" is selected)

- Business Purpose/Validation: Validate as per MONAT; check that "From" date is not greater than "To" date.

To Year (P\_YRTO)

- Type: Input

- Mandatory: Yes (unless "Enable File to be Chosen" or "Download File" is selected)

- Business Purpose/Validation: Validate as per MONAT; check that "From" date is not greater than "To" date.

Summary Reports (Radio Button Group)

- Type: Radio Button

- Mandatory: Yes (one must be selected)

- Options: Display Calendarised Report, Display Summary Report, Display Summary by VAT code, Display Summary by GL Account, Display Details Report, Display Summary by Profit Centre, Royal Mail – Input Tax Accrual

- Business Purpose/Validation: Only one report type can be run at a time; summary group reports can be run together or individually via checkboxes.

Display Calendarised Report (P\_CAL)

- Type: Checkbox (within summary group)

- Mandatory: No

- Business Purpose/Validation: Allows selection of calendarised report within summary group.

Display Summary Report (P\_SUM)

- Type: Checkbox (within summary group)

- Mandatory: No

- Business Purpose/Validation: Allows selection of summary report within summary group.

Display Summary by VAT code (P\_VAT)

- Type: Checkbox (within summary group)

- Mandatory: No

- Business Purpose/Validation: Allows selection of summary by VAT code within summary group.

Display Summary by GL Account (P\_GL)

- Type: Checkbox (within summary group)

- Mandatory: No

- Business Purpose/Validation: Allows selection of summary by GL account within summary group.

Display Details Report (P\_DET)

- Type: Radio Button (individual report)

- Mandatory: No

- Business Purpose/Validation: Allows running of details report individually.

Display Summary by Profit Centre (P\_PC)

- Type: Radio Button (individual report)

- Mandatory: No

- Business Purpose/Validation: Allows running of summary by profit centre individually.

Royal Mail – Input Tax Accrual (P\_ITA)

- Type: Radio Button (individual report)

- Mandatory: No

- Business Purpose/Validation: If selected, Posting Date From (P\_BUDAT\_FROM) and Posting Date To (P\_BUDAT\_TO) become mandatory. Error message if executed without these dates.

Royal Mail – Input Tax Accrual Posting Date From (P\_BUDAT\_FROM)

- Type: Date Input

- Mandatory: Yes (if P\_ITA is selected)

- Business Purpose/Validation: Must be a valid date, correct format, and less than Posting Date To.

Royal Mail – Input Tax Accrual Posting Date To (P\_BUDAT\_TO)

- Type: Date Input

- Mandatory: Yes (if P\_ITA is selected)

- Business Purpose/Validation: Must be a valid date, correct format, and greater than Posting Date From.

Document Type (S\_BLART)

- Type: Input (with lookup/validation as per T003-BLART)

- Mandatory: No

- Allows: Single entry, multiple entries, range

Profit Centre (S\_PRCTR)

- Type: Input (with lookup/validation as per CEPC-PRCTR)

- Mandatory: No

- Allows: Single entry, multiple entries, range

Partially Recoverable Car Hire (S\_PAR)

- Type: Input (with lookup/validation as per T007A-MWSKZ)

- Mandatory: Yes (unless "Enable File to be Chosen" or "Download File" is selected)

- Allows: Single entry, multiple entries, range

- Business Purpose/Validation: Must be a tax code in TAXGB and MWART V (input tax code); error message if not.

Wholly Recoverable Car Hire (S\_WHO)

- Type: Input (with lookup/validation as per T007A-MWSKZ)

- Mandatory: Yes (unless "Enable File to be Chosen" or "Download File" is selected)

- Allows: Single entry, multiple entries, range

- Business Purpose/Validation: Must be a tax code in TAXGB and MWART V (input tax code); error message if not.

Enable File to be Chosen (P\_VIEW)

- Type: Button

- Mandatory: No

- Business Purpose/Validation: If selected, "Choose File" (P\_FILE) and "Choose Download Location" (P\_DESTPATH) fields become available for input. All other mandatory fields are ignored.

Choose File (P\_FILE)

- Type: Dropdown/File Selector

- Mandatory: Yes (if P\_VIEW or P\_DOWN is selected)

- Business Purpose/Validation: Allows selection of file from AL11 server location (controlled in ZBCON). Dropdown should show all files in location, with optional restriction by "date of last change".

Choose Download Location (P\_DESTPATH)

- Type: Dropdown/Directory Selector

- Mandatory: Yes (if P\_DOWN is selected)

- Business Purpose/Validation: Allows browsing and selection of download location from server.

Download File (P\_DOWN)

- Type: Button

- Mandatory: No

- Business Purpose/Validation: If selected, checks that both "Choose File" and "Choose Download Location" are populated; error message if either is missing. All other mandatory fields are ignored.

General Validation and Interactivity:

- Input parameters can be saved as a variant.

- Program can only be run in background to generate a new file.

- Before execution, all parameters are validated as per their technical requirements.

- If "Enable File to be Chosen" or "Download File" is selected, all other mandatory fields are ignored.

- Error messages are shown for missing or invalid mandatory fields, incorrect date ranges, or invalid tax codes.

- Upon execution in background, a confirmation message is displayed to the user.

These UI requirements ensure that the selection screen is user-friendly, enforces correct data entry, and supports the business logic for generating the required MTD reports.

# 11. Authorization & Security

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# 12. Error Handling & Notifications

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