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| Logo, company name  Description automatically generated |  |
| **Document Naming**   * From the integration inventory, take the integration ID and follow by \_FSTS. | |

Document Control / Revision History

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| --- | --- | --- | --- |
| Version | Date | Change Detail (Include CR/Issue Number) | Revised By |
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# Introduction (Primarily updated by BPA)

## Document Purpose

## Supporting References

### Business Use-Case Models

### Business Use-Case Model Specifications

*N/A for SuccessFactors HCM Implementation*

### Use-Case Model(s)

### Use-Case Specification(s)

*N/A for SuccessFactors HCM Implementation*

### Software Requirements Attributes

*N/A for SuccessFactors HCM Implementation*

### Other Related Documents

# Software Requirements (Primarily updated by BPA)

## Functionality

### Describe “As Is”

#### *System Architecture Diagram*

### Describe “To be”

#### *System Architecture Diagram*

## Considerations

### Short text

Name of the Program (from integration inventory)

### Prerequisites

Any steps that need to be completed before the program can be run, internal and external to SAP.  Include data stage information here.

### Selection

Details about the selection screen and how to run the program

### Output

Details about the output (reporting) and how to be distributed. Can be summary or datils.

### Error Handling

What conditions for Remedy ticket to be created. What conditions and who to be contacted for specific errors

### Go Live Considerations

Anything to keep in mind that will happen to the program at EC go live (such as the new start date for all data)

### Data Change Tracking (Full file, change send all fields, change send all table, change send that field plus key)

Details on what data needs to be sent if a change is needed

### Current or Top of Stack, Future Data

Details on if the data needs action immediately or that needs action in the future. If data is sent current, state what should be with future records.

### Importance of Action / Event Codes

Describe what action / event is most important to share with the vendor (EX: a complete file might be a hire event plus two data change events so we must account for all events)

### Testability

Details on where testing will be done. If no testing environment (only production environment available), state how changes be tested (may need a report).

### Maintenance

Details on who will make changes to the up and running program and how the change will be made. Discuss what maintenance was required in the past.

### Notes

Anything to keep in mind while running or using the program

# Supplementary Requirements (Primarily updated by Technical resource as needed)

## Reports

### <Name or Basic Description>

#### Related Use-Case Specifications

<Provide a brief description of each use case and Insert a link to the use-case specifications>

#### Current Functionality

<Complete this section for existing use-cases. If the functionality is new, note that here.>

#### Desired Functionality

#### Selection Criteria (add layout attachment, if applicable)

| Name | Table Field/, Check Box/, or Radio Button? | Select-Option (S) or Parameter (P) | Comments (Range, Single/Multiple Selection, Patterns, Mandatory, etc.) | Default Value |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Report Layout

<Insert link>

#### Field Mapping



#### General Report Information

| Item | Description |
| --- | --- |
| Distribution/Volume |  |
| Scheduling Requirements |  |
| Special Printing/Media Requirements |  |
| Retroactive Transaction Requirements |  |
| Sort Criteria |  |
| Totaling and Page Break Related Information |  |
| Mode of Execution |  |

#### SAP-Only Report Information

| Item | Description |
| --- | --- |
| Program Name |  |
| Transaction Code |  |
| Report Menu Path |  |
| Variants |  |
| Drill-down Report Flow |  |
| Report Color |  |

#### Key Test Criteria

#### Error Handling

#### Interface Monitoring

#### Add Exception Scenario

## User Interfaces / Forms/ Function Modules

### <Name or Basic Description>

#### Related Use-Case Specifications

<Provide a brief description of each use case and Insert a link to the use-case specifications>

#### Current Functionality

<Complete this section for existing use-cases. If the functionality is new, note that here.>

#### Desired Functionality

#### Field Mapping

| Report Field Description | Table-Field | Comment |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

#### Selection Criteria

| Name | Table Field/, Check Box, or Radio Button | Select-Option (S) or Parameter (P) | Comments (Range, Single/Multiple Selection, Patterns, Mandatory, etc.) | Default Value |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### SAP (Form Configuration Considerations)

| Item | Description |
| --- | --- |
| Output Determination |  |
| Output Type |  |
| Mode of Execution |  |
| Layout Set Name |  |
| Standard Text |  |
| Logo |  |

#### Form Layout

<Insert link>

## Data Interfaces/ Conversions

### <Name or Basic Description>

#### Related Use-Case Specifications

<Provide a brief description of each use case and Insert a link to the use-case specifications>

#### Overview

#### Objectives

#### Scope

#### Donor System

* Platform—
* Processing Narrative—
* Execution Parameters—

#### Target System

* Platform—
* Processing Narrative—
* Execution Parameters—

#### Field Mapping

| Donor Table-Field | Target Table-Field | Comment |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

#### Frequency / Duration / Timing

#### Data Volume

#### Assumptions

#### Reconciliation / Balance Procedures

#### Recovery / Restart Procedures

#### Programs

#### Design Issues

#### Contacts

#### Clean Up

## Security (Should always be filled out and should include any detail from all objects described above)

### <To capture SAP Security details>

#### Does this specification require an RFC user? Explain purpose

(If yes, can the RFC user be mirrored after an existing RFC user? Ex. BWREMOTE)

#### Does this specification have any custom t-codes/programs/tables?

(If yes, need to work with Security team to ensure an AUTHORITY-CHECK OBJECT statement has been inserted and the t-code can be executed and secured)

#### Program

Does this custom program need to be controlled by authorization object?

(If yes, need to work with Security team to ensure an AUTHORITY-CHECK OBJECT statement has been inserted and code can be executed and secured [S\_PROGRAM, Auth Groups])

#### Table-

Does this table needs to be secured by authorization group?

( If yes, need to work with Security team to ensure table is locked down using custom authorization group)

#### Is this custom functionality ( program/table/transaction code) sensitive to Business?Kindly rate it below-

High (Access to this functionality affects system performance/configuration)-

Medium (Acess to this functionality has a moderate impact on system performance/configuration)-

Low (Acess to this functionality has a low/negligible impact on system performance/configuration)-

#### Does this specification require any user parameter updates/changes?

(If yes, need to work with Security team to identify user parameter (s)) [ ex /SAPAPO/FCST\_GREEN, value X ].

#### Have you identified new roles to be created or changes to existing ones?

(Kindly make sure Security team is aware of the impact on roles)

# Checklist of other items to consider (If items below are selected, add a section above to make sure the requirements are considered)

| 🞐 | If applicable, have SAP Function Module names been provided? |
| --- | --- |
| 🞐 | If you are changing a Function Module, has a proper “where used” search been performed and analyzed? |
| 🞐 | Are any related BDR reports affected by this form/report? |
| 🞐 | Are authorization checks defined? |
| 🞐 | Are any Work Instructions affected? |
| 🞐 | Will Training be affected? If so, which training materials need to be created or updated? |
| 🞐 | Has international usage been considered? Local currencies? Local time? Regulations? |
| 🞐 | Performance |
| 🞐 | On-line User Documentation and Help System Requirements |
| 🞐 | Purchased Components |
| 🞐 | Batch job Considerations |
| 🞐 | Workflow Considerations |
| 🞐 | Email/Paging Considerations |
|  |  |