Data Specification Document

Data Specification: Monthly Performance Report

1. File & Submission Requirements

To ensure the "To-Be" process remains on schedule, all submissions must adhere to these transport rules:

- **File Format:** Standardized `.xlsx` or `.csv` (Pivot tables are strictly prohibited).
- **Filename Convention:** `YYYYMM_Department_ReportName.xlsx` (e.g., `202503_Sales_MonthlyVolume.xlsx`).
- **Submission Deadline:** No later than 9:00 AM on the 2nd business day of the month.
- **Location:** Uploaded directly to the **Finance/Monthly_Reporting/Input** SharePoint folder.

2. Required Data Schema (Sales Department)

Sales data must be "flattened" into a raw table format to replace the previous Excel pivot table hand-offs.

Field Name	Data Type	Required Format	Validation Rules
Transaction_Date	Date	`YYYY-MM-DD`	Must be within the reporting month.
Region	String	List (North, South, East, West)	No abbreviations (e.g., "N" is invalid).
Product_ID	String	`SKU-XXXXX`	Must match Master Product List.
Gross_Revenue	Decimal	`0.00`	No currency symbols ($).

3. Required Data Schema (Operations Department)

Operations must use the updated template to remove legacy system columns that are no longer utilized by Finance.

Field Name	Data Type	Required Format	Validation Rules
Production_Line	String	`Line_01` to `Line_10`	Mandatory field.
Unit_Count	Integer	Whole Number	Cannot be negative.
Quality_Pass_Rate	Percentage	`0.00%`	Values between 0 and 100.
Shift_ID	String	Day / Night	Case sensitive.

4. Locked Template Controls

To maintain data integrity and prevent manual errors, the following technical controls will be applied to the master template:

- **Structure Lock:** Users cannot add, delete, or rename columns (prevents "extra column" issues from legacy systems).
- **Data Validation:** Drop-down menus for Regions and Product IDs to prevent typos.
- **Format Protection:** Date and Currency cells are locked to specific ISO standards.

5. Validation Logic (Finance Step)

Upon upload, Finance will perform a 5-minute automated check:

1. **Completeness:** Are all mandatory fields populated?

2. **Schema Match:** Does the column header row exactly match the Data Specification?

3. **Accuracy:** Do the sum totals align with the system's raw export?