



High Level Description			
Modification No.	SACFS000 (next assigned number – NOTE: update index document)		
Modification Title			
Module	Module Name (GL, AP, PO, etc)		
Requested By		Date:	
Status	(Check one) Draft:    Approved:    Completed:    Not Approved:		
Functional Approval		Date:	
Technical Approval		Date:	
Sponsor Approval		Date:	

Technical Analysis Summary			
Analyst/Author			
Estimated Effort Required	xx hours	Earliest Completion Date:	

Revision History		
00/00/00	Name	Description of Revision

### Business Justification (reason for modification)

Required: Requestor provides narrative information on the background behind the request. A brief statement of importance and reason for modification should also be provided

### Functional Detailed Requirements (proposal)

Required: Requestor provides a detailed description of the functional requirements. This information will usually be gathered from previously created documents or during functional user interviews.

### Technical Detailed Requirements (proposal)

Required: To be completed jointly by Technical Analyst & Requestor.

*Security Requirements:*

*Process Flow:*

*Process Frequency:*

*Inputs/Outputs (screen / report layouts):*

*See attached layout*

*Panels/Pages/Tables/Fields:*

Panel/Page/Table	Field

*Selection Criteria:*

Field	Type	Condition

*Special Calculations or Derived Data Requirements:*

*Sample Report Layout::*

## Test Conditions / Results

Required: Requestor and Technical Analyst provides initial test conditions based on the functional requirements. These will act as input to the tests. The conditions should be focused on the business scenarios that will enable the newly-modified/created modification to be executed.

Test Number	Seq	Scenario Description	Intent	Result

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