

Functional Requirements Examples

Functional Requirements are in contrast to Non-Functional Requirements which are descriptive of the parameters of system performance, quality attributes, reliability and security, cost, constraints in design/implementation, etc. The key goal of determining “functional requirements” is to capture the required behavior of a system in terms of functionality.

Listed below are a total of fifty examples of functional requirements. These examples are from five basic systems:

- Accounts Payable
- Purchasing
- Sales
- Human Resources
- Finance

Accounts Payable: The following is a running list of possible Accounts Payable functional requirements:

1. Supports three way matching - purchase order, receipts, and supplier invoices
2. Supports the option to place an individual invoice on hold
3. Allows for modifications to invoice account distribution after processing
4. Supports the partial payment of invoices
5. Supports the vendor payments without purchase orders
6. Vendor return processing is fully integrated with the warehouse and accounts payable functionality
7. Vendor return processing provides the user the ability to ties the return to a specific purchase order
8. Vendor return processing supports return of goods received against closed purchase orders
9. Supports the linkage of the return's debit memo to a single purchase order
10. Supports basic Internet based purchasing functionality

Purchasing: The following is a running list of possible Purchasing Functional requirements:

1. Supports user defined vendor types
2. Supports unique vendor address and contact information for vendor corporate address, remit to address, and ship to address
3. Supports automatic purchase order generation default by vendor
4. Supports minimum and maximum receipt allowances by vendor
5. Supports tracking of last price paid for an item
6. Supports calculation of purchased price variances (PPV)
7. Supports online inquiry or report to compare actual vs. expected purchase costs
8. Allows purchase order price to default to last amount paid
9. Tracks vendor performance on late deliveries
10. Tracks vendor performance on order fill rates



Sales: The following is a running list of Possible Sales functional requirements:

1. Application must capture appropriate information and produce comparative analysis reports
2. Application must capture appropriate information and produce trend analysis reports
3. Trend analysis by customer and product, including profitability by customer
4. Monthly detail by customer and invoice
5. Graphic trend charts by customer, salesman, product type, and others
6. Sales of products by vendor, by zip code.
7. Sales by source code (for mail order companies)
8. Sales analysis by state
9. Daily activity report

Human Resources: The following is a running list of Possible Human Resources functional requirements:

1. Tracks employee sick and personal time allowed versus time taken
2. Supports the tracking of individual employee date of hire and anniversary dates
3. Supports the tracking of time and attendance reporting for hourly employees
4. Supports the tracking of time and attendance reporting for salary employees
5. Supports integration of time and attendance functionality to the manufacturing plant floor schedule
6. Supports printing of payroll checks
7. Supports the tracking of federal payroll tax processing
8. Supports the tracking multi-state and providence payroll tax processing
9. Federal, state, and providence based payroll tax tables are included with Software Sale and Post-Sale Updates Provided
10. Supports employee tax accruals and reports

Finance: The following is a running list of Possible Finance: General Ledger functional requirements:

1. Supports user defined general ledger account structure
2. Allows two or more accounting periods to be open at one time
3. Allows for automatic period close processing
4. Supports the automatic close of income and expense accounts to retained earnings
5. Supports automatic year-end processing
6. Allows the user to run year-end more than once
7. Standard report for chart of accounts
8. Standard report for comparative balance sheets for individual period review
9. Standard report for cash flow
10. User defined financial reports
11. Allows prior period adjustment

