One way to improve the process of creation and submission of reports is the use of creation and submission of reports’ specialized software, designed to automate creation of reports and submission of reports in electronic form, use of which can increase the quality and accuracy of reports, efficiency and effectiveness of the process of creation and submission of reports.

The use of creation and submission of reports’ specialized software involves the stage of selecting particular software among existing software as results of its comparative analysis. The systematic description and informed choice of specialized reporting software can only be based on its classification and systematic requirements to it.

The aim of the research is to develop a classification of specialized reporting software and formulate systematic requirements to it.

In order to achieve this aim, functional, technical, ergonomic and commercial possibilities of specialized reporting software have been detected on the basis of what a classification on different features is developed and requirements to it are systematized.

As the classification features the functional features, which include functional purpose, composition of subjects of reports, composition of recipients of reports, composition of reporting, and the technical features, which include the composition of supported electronic digital signature, support for import-export of reports, integration with accounting programs, method of use, support for multiuser mode of work, are selected.

There are the functional and technical requirements, which include functional and technical features of the classification, as well as ergonomic and commercial requirements, which include requirements for ease, convenience, reliability and protection of users, support and cost of software.

On the basis of the developed classification and formed systematic requirements we can give a systematized characteristic and implement informed choice of specialized reporting software.