

Allotment Period 2 - Performance Measure Statistical Key Figure Process

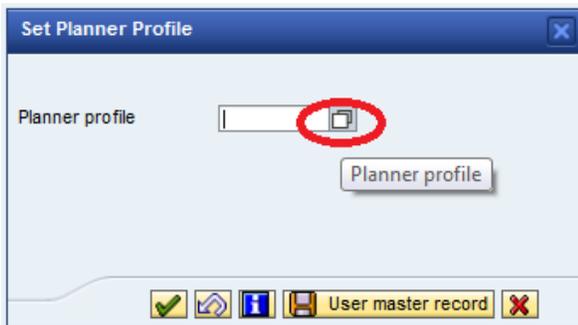


Below is the Simple Second Allotment Period Performance Measure / Statistical Key Figure Process. For the first allotment period, refer to the Job Aid in uPerform titled "[Allotment Period 1 – Performance Measure Statistical Key Figure Process](#)".

1) First be sure that your layout is set to Z1-301FFB. Enter transaction code **KP04**.



2) Use Search button to find ZSOMS:



SAPIM2	Activity Input Multi-Currency	
SAPIM3	Revenues Multi-Currency	
SAPR&R	CO-OM: Resource and Dependency Planning	
SAPREFX	RE-FX: Cost and Revenue Planning	
ZSOMS	SOMS CO Planning with Budget Period: All Areas	



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This will give you the correct profile and save it permanently for future use.

If you have any new Statistical Key figures or you did not create SKF during Allotment period one, you will need to create these Statistical Key Figures before you do anything further.

- 1) Execute t-code **KK01**. SKF can be alpha numeric, but it is suggested to use the first four digits for your agency number and then the last two digits to sequentially number your SKF: (example below, DFA 1130 and this is the 10th SKF to be created). Click Enter.

The screenshot shows the 'Create Statistical Key Figure: Initial Screen' in SAP. At the top, there is a 'Menu' dropdown and a search field. Below that are buttons for 'Back', 'Exit', 'Cancel', 'System', and 'Master Data'. The main area contains a 'Stat. key figure' field with the value '113010'. Below this is a 'Copy from' section with two rows: 'Stat. key figure' and 'Controlling Area', each with an empty input field.

- 2) Name your SKF. The unit of measure from the drop down list, and then whether it is a Fxd val. Or Tot. value.

Since the majority of the State of MS will be putting in a total for the allotment period and not monthly numbers, your SKF will have the Radio Button checked for Tot. Values.

- 3) Click **Save**.

The screenshot shows the 'Create Statistical Key Figure: Master Data' screen. At the top, there is a 'Menu' dropdown and a search field. Below that are buttons for 'Save', 'Back', 'Exit', 'Cancel', 'System', and 'Link to LIS'. The main area contains 'Stat. key figure' (113010) and 'Controlling area' (SOMS, State of Mississippi). Below this is a 'Basic data' section with three rows: 'Name' (Description of Stat Key Figure Free Text), 'Stat. key fig. UnM.' (EA), and 'Key fig. cat.' (radio buttons for 'Fxd val.' and 'Tot. values', with 'Tot. values' selected).

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4) After creating your SKFs you can assign your planned data to them. Do this with t-code **KP46**:

Things to check on this screen:

- SKF are for allotment period A2 so you will be entering From Period 7 to Period 12
- You tie your SKF to an LBO program with Cost Centers, so enter the Cost Center that correlates to the LBO program.
- Grant will be NRGRANT
- Fund will be NRFN
- Allotment period A2 will be for periods 7 – 12
- Functional area is 8 digits and is your LBO program
- Stat. key figure is the 6 digit SKF you created with KK01
- If Planned data was entered for the entire year when entering SKF during A1 there is not need to enter anything this time as they will carry forward. If they have increased or decreased then enter here.

Change Statistical Key Figure Planning: Initial

Menu ◀ Back Exit Cancel System ◿ Overview Screen Period Screen

Layout Stat. Key Figures

Variables		
Version	<input type="text" value="0"/>	Plan/Act - Version
From Period	<input type="text" value="7"/>	January
To Period	<input type="text" value="12"/>	June
Fiscal Year	<input type="text" value="2015"/>	
Cost Center	<input type="text" value="113022000"/>	Capitol Facilities Administration
to	<input type="text"/>	
or group	<input type="text"/>	
Grant	<input type="text" value="NRGRANT"/>	Not Relevant Grant
to	<input type="text"/>	
Grant Group	<input type="text"/>	
Fund	<input type="text" value="NRFN"/>	NOT RELEVANT - AVC ONLY
to	<input type="text"/>	
Fund Group	<input type="text"/>	
Budget Period	<input type="text" value="2015-A2"/>	SOMS 2015 Allot Period 2(Jan-June)
to	<input type="text"/>	
Budget Period Group	<input type="text"/>	
Functional Area	<input type="text" value="11300104"/>	Capitol Facilities
to	<input type="text"/>	
Functional Area Grp	<input type="text"/>	
Stat. key figure	<input type="text" value="11301"/>	Demonstration of Stat Key Figure
to	<input type="text"/>	
or group	<input type="text"/>	

Entry

Free Form-Based

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5) Once all data is entered there are two options to input planned data into the SKF, monthly and a total value for the 6 months.

Most will use Total Value for the 6 months: Overview Screen

To enter monthly numbers: Period Screen

6) When entering Total for 6 months, enter one value on this screen and click **Post**:

Change Statistical Key Figure Planning: Overview Screen

Menu Post Back Exit Cancel System Period Screen

Version: 0 Plan/Act - Version: _____
 Period: 7 To: 12
 Fiscal Year: 2015
 Cost Center: 113022000 Capitol Facilities Administration
 Fund: NRFN NOT RELEVANT - AVC ONLY
 Budget Period: 2015-A2 SOMS 2015 Allot Period 2(Jan-June)
 Functional Area: 11300104 Capitol Facilities
 Grant: NRGRANT Not Relevant Grant

Stati...	Text	T	Current Plan V...	Unit
11301	Demonstration of	2	40	EA

7) If entering monthly numbers you will see this screen and click post:

Change Statistical Key Figure Planning: Period Screen

Menu Post Back Exit Cancel System Overview Screen Undo Entr

Version: 0 Plan/Act - Version: _____
 Fiscal Year: 2015
 Cost Center: 1130220001 Capitol Facilities Administration
 Fund: NRFN NOT RELEVANT - AVC ONLY
 Budget Period: 2015-A1 SOMS 2015 Allot Period 1(July-Dec)
 Functional Area: 11300104 Capitol Facilities
 Grant: NRGRANT Not Relevant Grant
 Stat. key fig.: 113010 Description of Stat Key Figure Free Text

Per...	Text	T	Current Plan Value	Unit
1	July	2	6.667	EA
2	August	2	6.666	EA
3	September	2	6.667	EA
4	October	2	6.667	EA
5	November	2	6.666	EA
6	December	2	6.667	EA
7	January	2		EA
8	February	2		EA

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8) To enter the Actual SKF use t-code **KB31N**. Double check on this screen:

- Your posting date needs to be Period 12, so enter 06/30/2015
- Doc. Text is free text field
- Rec. Cctr is the cost center you put onto your SKF
- Receiver fund will derive
- R.BudPer. for allotment period A2 should be 2015-A2
- StatKF is your SKF
- Total quantity is total of actual received.
- All other fields are derived

Enter Statistical Key Figures

Menu

Entry Data Additional Info

Doc. Date: 05/28/2015 Val. Date:

Postg Date: 06/30/2015 Period: 12

Ref. Doc.:

Doc. Text: Enter any description needed will not show on rpt

Scrn var.: 01SAP Cost center Input Type: L List Entry

ItemNo.	Rec. Cctr	Receiver fund	R.Bud.Per.	RFA	Receiver Grant	StatKF	Cat.	Total Quantity	UM	Text
0001	113022000	3313100000	2015-A2	11300104	NRGRANT	113010	2	41	EA	
0000										
0000										

9) Click **Post** and you will receive a Document number at the bottom of your screen:

Document is posted under number 400000800

10) Report **ZFFM_PERF_BUDGET** will show you SKF data. Enter the following criteria:

- Period 1 to Period 12
- Plan version 0
- Enter Statistical Key Figure OR value

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Statistical Key Figure by FM Object: Selection

Menu Save as Variant... Back Exit Cancel System Execute Data Source...

Selection values

Controlling Area: SOMS
 Fiscal Year: 2015
 From Period: 1
 To Period: 12
 Plan Version: 0

Selection groups

Cost Center Group: Or value(s) to

Statistical Key Figure Group: Or value(s) 13010 to

Functional Area: Or value(s) to

Business Area Group: Or value(s) to

This report will generate:

Performance Tracking Report		Date: 02/09/2015	Page: 2 / 2	
Cost Center/Group	*			
Person responsible				
Fiscal Year	2015			

Statistical Key Figures	Actual	Plan	Var. (Abs.)	Var. (%)
11300104 Capitol Facilitie	41 EA	40 EA	1 EA	2.50
* 1130220001 Cap Facilities	41 EA	40 EA	1 EA	2.50
** 113010 Description of Stat	41 EA	40 EA	1 EA	2.50

10) To see dollars associated with this cost center run report **S_ALR_87013611**. Enter this criteria:

- Periods 1 to Period 12
- Enter Cost Center

Notes:

- Actual costs blocked for agency privacy
- Multiple pages scroll down to view entire report

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This report will generate:

Cost Centers: Actual/Plan/Variance								
Menu		Back	Exit	Cancel	System	Navigation on/off	Print page formatting on/off	Column
Cost Centers: Actual/Plan/Variance		Date: 02/09/2015		Page: 2 / 5				
Cost Center/Group		1130220001		Cap Facilities Admin		Column: 1 / 2		
Person responsible:		Roe Grubbs						
Reporting period:		1 to 2015						
Cost Elements	Act. Costs	Plan Costs	Var. (Abs.)	Var. (%)				
60001000 Salaries & Wages	[Redacted]	[Redacted]	[Redacted]	[Redacted]				
60020000 Emplr PERS Mtch E								
60021000 Sal SS Match EFT								
60023000 GrpHlth Ins Mtch								
60024000 GrpLife Ins Mtch								
61070000 Travel Related Re								
61100000 Transport of Good								
61200000 Utilities								
61600000 Inter-agency Fees								
62070000 Lab & Med Supply								
62078000 Other Misc Suppli								
62085000 Office Supplies								
62100000 Printing Supplies								
62110000 Parts- Heat/Cool/								
62135000 Uniforms & Appare								
87000000 Grant In-Kind Exp								
89992000 LIV Price Diff								
* Debit	[Redacted]	[Redacted]	[Redacted]	[Redacted]				
** Over/Underabsorption	[Redacted]	[Redacted]	[Redacted]	[Redacted]				

Cost Centers: Actual/Plan/Variance								
Cost Centers: Actual/Plan/Variance		Date: 02/09/2015		Page: 3 / 5				
Cost Center/Group		1130220001		Cap Facilities Admin		Column: 1 / 2		
Person responsible:		Roe Grubbs						
Reporting period:		1 to 2015						
Statistical Postings	Stat. Act.	Stat. Plan	Var. (Abs.)	Var. (%)				
40100000 Sales Tax	[Redacted]	[Redacted]	[Redacted]	[Redacted]				
43200000 Chg/Srv-Outside En								
43250000 Sales								
43300000 Rent - State Prop								
49993000 Grant In-Kind Rev								
* Over/Underabsorption	[Redacted]	[Redacted]	[Redacted]	[Redacted]				

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Cost Centers: Actual/Plan/Variance		Date: 02/09/2015	Page: 4 / 5	
Cost Center/Group		1130220001	Column: 1 / 2	
Person responsible:		Roe Grubbs	Cap Facilities Admin	
Reporting period:		1 to 2015		

Parked Postings	Actual	Quantity
Cost Element Group	1.00	

Cost Centers: Actual/Plan/Variance		Date: 02/09/2015	Page: 5 / 5	
Cost Center/Group		1130220001	Column: 1 / 2	
Person responsible:		Roe Grubbs	Cap Facilities Admin	
Reporting period:		1 to 2015		

Statistical Key Figures	Actual	Plan	Var. (Abs.)	Var. (%)
113010 Description of Stat Ke	41 EA	40 EA	1 EA	2.50