



Creating and Using Statistical Key Figures

This job aid provides instructions for setting up Statistical Key Figures (SKFs), entering performance measure targets and actuals, and generating a Performance Measure Report.

The following transactions are discussed in this resource:

- [KP04 – Set Planner Profile](#)
- [KK01 – Create Statistical Key Figure](#)
- [KK02 – Change an existing Statistical Key Item](#)
- [KK03 – Display an existing Statistical Item](#)
- [KP46 – Enter planned data into the newly created Statistical Key Item](#)
- [KB31N – Enter Actual Data into Statistical Key Item](#)
- [ZFFM Perf Budget – Performance Tracking Report](#)
- [S_ALR_87013611 – Cost Centers: Actual/Plan/Variance Report](#)

See [Appendix](#) on pages 9-10 for Security business role information for these transactions.

For additional information, [click here](#) to find the Job Aid “An Overview of Performance Measures in MAGIC.”

Overview:

Performance Measures = Statistical Key Figures

Statistical Key Figures – represent activities or statistics in a cost object (cost center, WBS project or internal order).

Facts on Statistical Key Figures:

- Can be tracked against any cost objects
- Key figures will be agency and centrally maintained
- Full lifecycle tracking of plan to actual
- Zero cost or financial impact
- Delivered reports by key financial dimensions.
- Can be reported by Budget-period

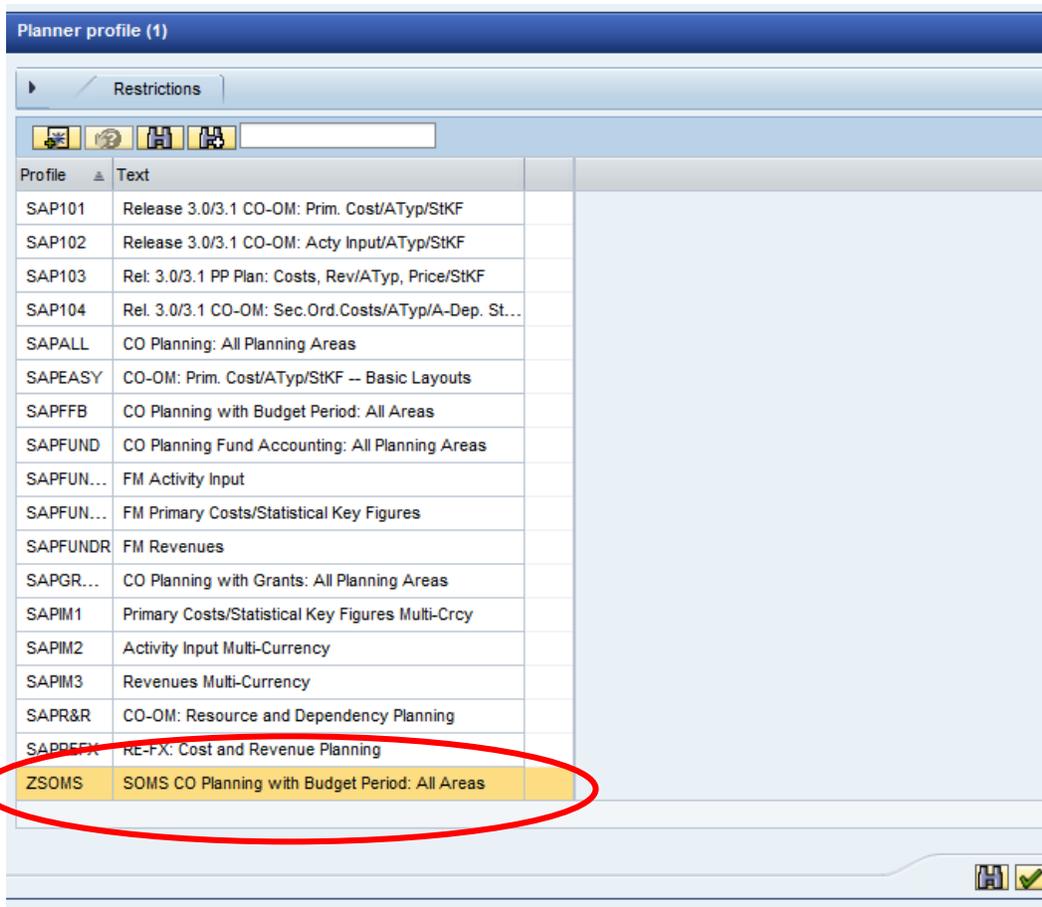
Statistical Key Figures measure:

- Numbers/Counts
- Units of Time
- Quantities
- Pounds
- Square Feet
- Percentages
- Plus other

Creating and Using Statistical Key Figures

1. Set Planner Profile:

- 1) Be sure that your layout is set to Z1-301FFB. To do this, enter transaction code **KP04**. Use Search icon to find ZSOMS:



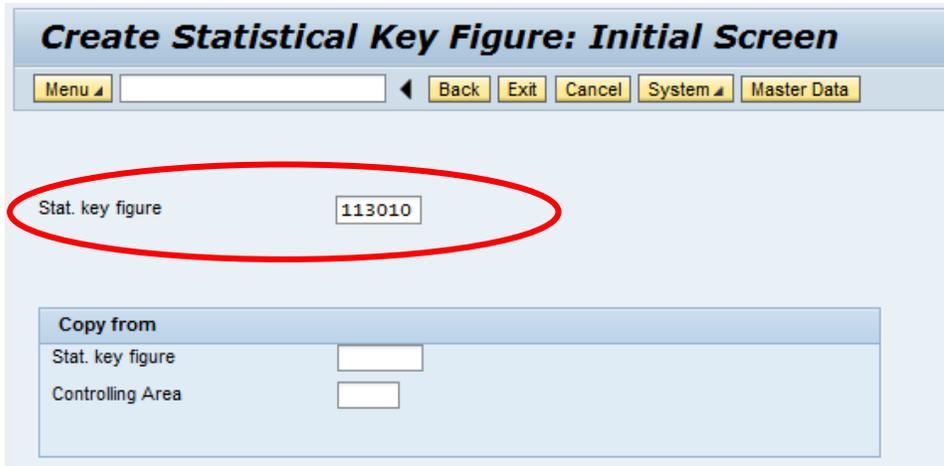
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- 2) After selecting ZSOMS (either by double-clicking or highlighting and then clicking the green checkmark, click the green checkmark on the Set Planner Profile screen:



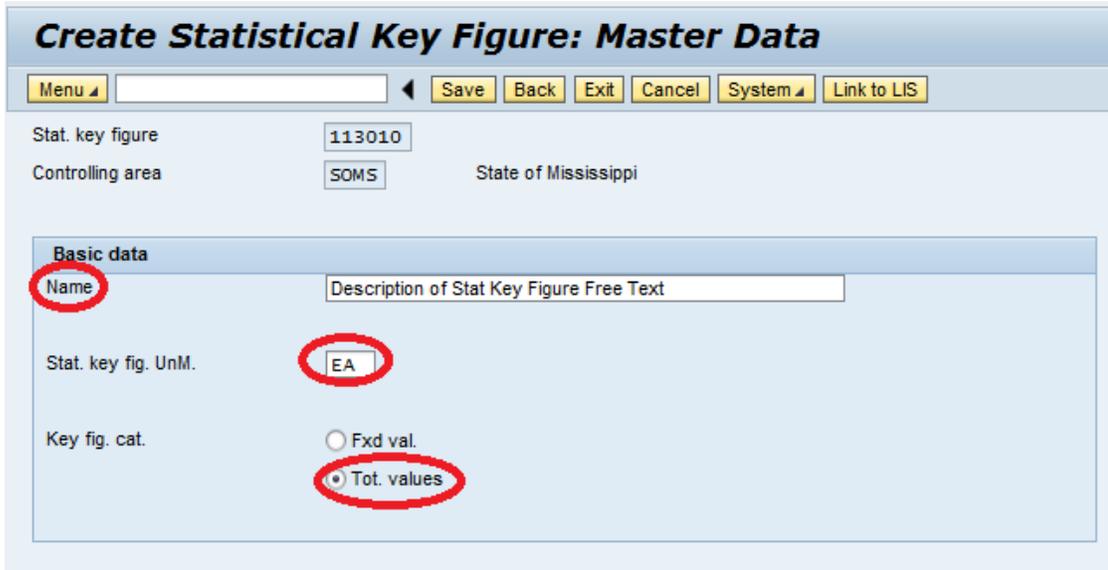
2. Create Statistical Key Figure:

- 1.) Create a new Statistical Key Item based on the Agency's list using **KK01**. SKFs 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).
- 2.) Press **Enter**.



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- 3.) Enter a Name for the STF, then use drop down for Stat. key fig. UnM. (unit of measure), then choose if it is fixed value, or total 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 selected for Tot. values.
- 4.) Click the **Save** button.



Create Statistical Key Figure: Master Data

Menu ▾ [] ◀ Save Back Exit Cancel System ▾ Link to LIS

Stat. key figure: 113010
 Controlling area: SOMS State of Mississippi

Basic data

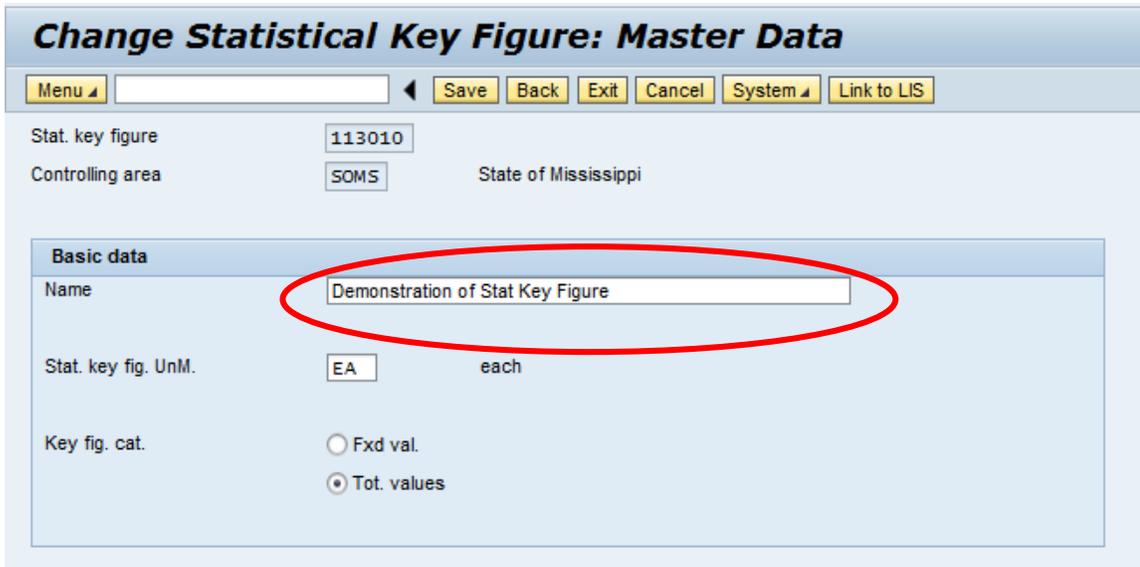
Name: Description of Stat Key Figure Free Text

Stat. key fig. UnM.: EA

Key fig. cat.: Fxd val. Tot. values

3. Change Statistical Key Figure (if needed):

- 1.) Change an existing Statistical Key Item, use **KK02**. In the example below the name of the SKF (Statistical Key Figure) 113001 was changed, Save changes.



Change Statistical Key Figure: Master Data

Menu ▾ [] ◀ Save Back Exit Cancel System ▾ Link to LIS

Stat. key figure: 113010
 Controlling area: SOMS State of Mississippi

Basic data

Name: Demonstration of Stat Key Figure

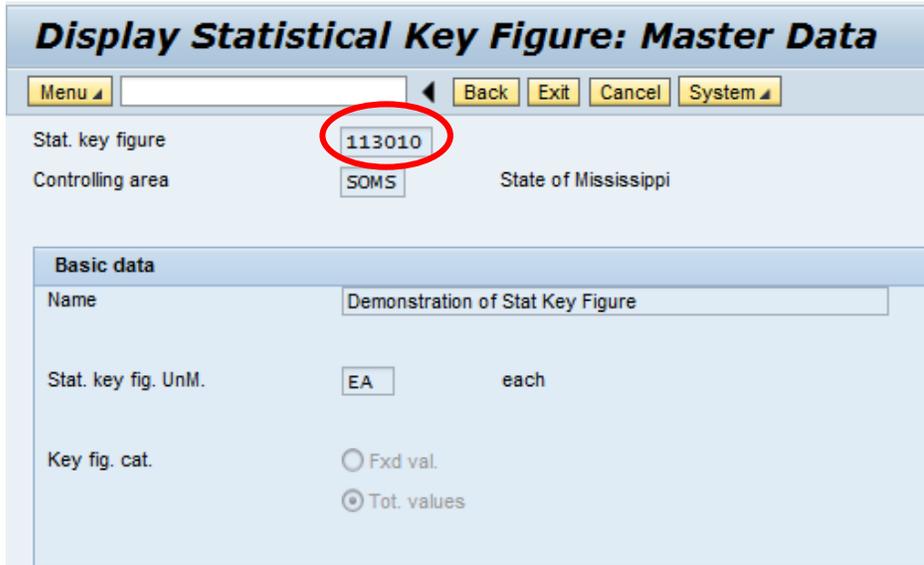
Stat. key fig. UnM.: EA each

Key fig. cat.: Fxd val. Tot. values

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4. Display Statistical Key Figure:

- 1.) You can display an existing Statistical Item by using transaction **KK03**.



Display Statistical Key Figure: Master Data

Menu Back Exit Cancel System

Stat. key figure: **113010**

Controlling area: SOMS State of Mississippi

Basic data

Name: Demonstration of Stat Key Figure

Stat. key fig. UnM.: EA each

Key fig. cat.: Fxd val. Tot. values

5. Enter Planned Data:

- 1.) Enter planned data into the newly created Statistical Key Item using transaction **KP46**. SKFs will always be associated with a Cost Object. Every Cost Object has a Responsible Cost Center. It is that Cost Center that you will enter on the screen below (whether this is just a cost center or a cost center associated with a WBS or Internal Order).

Things to check on this screen:

- Currently SKF are for allotment period A1 so you will be entering From Period 1 to Period 6
- You should 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 A1 will be for periods 1 – 6
- Functional area is 8 digits and is your LBO program
- Stat. key figure is the 6 digit SKF you created with **KK01**.



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2.) Once data is entered, select either the the **Period Screen** or **Overview Screen** button.

- Total Value for 6 months: **Overview Screen**
- Monthly numbers: **Period Screen**

Change Statistical Key Figure Planning: Initial Screen

Menu ◀ Back Exit Cancel System **Overview Screen** **Period Screen**

Layout Stat. Key Figures

Variables		
Version	<input type="text" value="0"/> Always Zero	Plan/Act - Version
From Period	<input type="text" value="1"/> First allotment period	July
To Period	<input type="text" value="6"/>	December
Fiscal Year	<input type="text" value="2015"/>	
Cost Center	<input type="text" value="1130220001"/> Responsible CC	Capitol Facilities Administration
to	<input type="text"/>	
or group	<input type="text"/>	
Grant	<input type="text" value="NR,GRANT"/>	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"/>	
to	<input type="text"/>	
Budget Period Group	<input type="text" value="2015-A1"/>	
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="113010"/>	Demonstration of Stat Key Figure
to	<input type="text"/>	
or group	<input type="text"/>	



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3.) When entering Total for 6 months you will enter one value on the Overview screen, then click **Post**:

Change Statistical Key Figure Planning: Overview

Menu ▾ [] ◀ Post Back Exit Cancel System ▾ Period Screen

Version: 0 Plan/Act - Version: []
 Period: 1 To: 6
 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

Statistic...	Text	T	Current Plan Value	Unit
113010	Description of Stat	2	40	EA

4.) If entering monthly numbers, use the Period Screen, then click **Post**:

Change Statistical Key Figure Planning: Period Screen

Menu ▾ [] ◀ Post Back Exit Cancel System ▾ Overview Screen Undo Entr

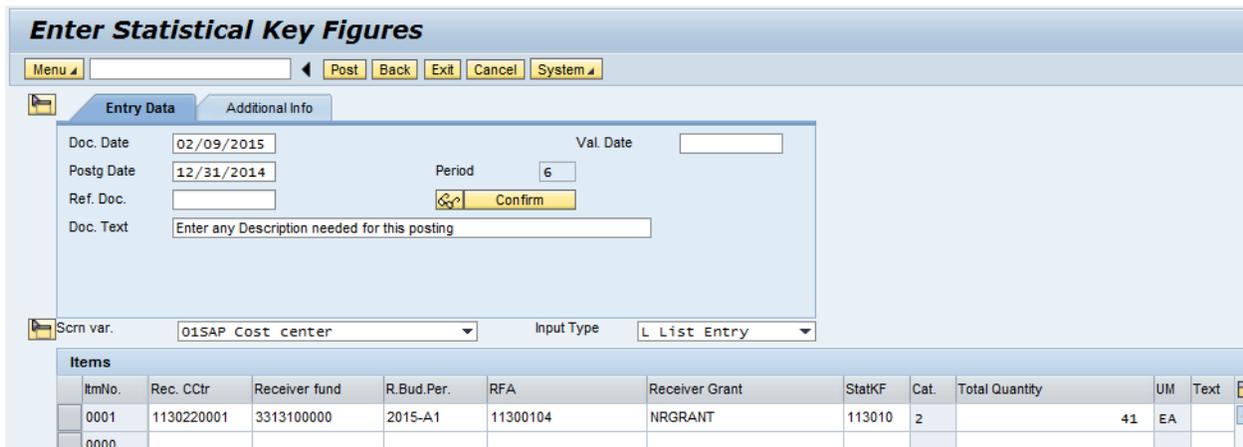
Version: 0 Plan/Act - Version: []
 Fiscal Year: 2015
 Cost Center: 1130220001 Capitol Facilities Administration
 Fund: NRFN NOT RELEVANT - AVC ONLY
 Budget Period: 2015-A1 SOMS 2015 Allot Period 1(July-Dec)
 Functional Area: 11300104 Capitol Facilities
 Grant: NRGRANT Not Relevant Grant
 Stat. key fig.: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

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6. Enter Actual Data

- 1.) To enter the Actual SKF use transaction code **KB31N**. Double check on this screen:
 - Your posting date needs to be Period 6, so enter 12/31/2014
 - 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 A1 should be 2015-A1
 - StatKF is your SKF
 - Total quantity is total of actual received.
 - All other fields are derived



ItmNo.	Rec. Cctr	Receiver fund	R.Bud.Per.	RFA	Receiver Grant	StatKF	Cat.	Total Quantity	UM	Text
0001	1130220001	3313100000	2015-A1	11300104	NRGRANT	113010	2	41	EA	
0000										

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

Document is posted under number 400000800

7. Performance Tracking Report:

- 1.) Go to **ZFFM_Perf_Budget**. Enter Criteria for report and **Execute** the report.
 - Period 1 to Period 6
 - 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: 6
 Plan Version: 0

Selection groups

Cost Center Group:
 Or value(s): to

Statistical Key Figure Group:
 Or value(s): 113010 to

Functional Area:
 Or value(s): to

Business Area Group:
 Or value(s): to

The 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

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8. Cost Centers: Actual/Plan/Variance Report

- 1.) To see dollars associated with a Cost Center run report **S_ALR_87013611**.
 - Periods 1 to Period 6
 - Enter Cost Center value
 - Enter Cost Element Values 60001000 to 69999999

Cost Centers: Actual/Plan/Variance: Selection

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Data Source... | Report Group Documentation

Selection values

Controlling Area: SOMS
 Fiscal Year: 2015
 From Period: 1
 To Period: 6
 Plan Version: 0

Selection groups

Cost Center Group: 1130220001 to []
 Cost Element Group: 60001000 to 69999999

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

1SIP-001	Cost Centers: Actual/Plan/Variance	
Date:	02/10/2015	
Pages:	4	
Requested by:	NC583259	
Controlling Area	SOMS	State of Mississippi
Fiscal Year	2015	
From Period	1	
To Period	6	
Plan Version	0	
Cost Center/Group	1130220001	Cap Facilities Admin
Cost Element Group	60001000..69 Cost Element Group	
Cost Centers: Actual/Plan/Variance Date: 02/10/2015 Page: 2 / 4		
Column: 1 / 2		
Cost Center/Group	1130220001	Cap Facilities Admin
Person responsible:	Roe Grubbs	
Reporting period:	1 to 6 2015	

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Cost Centers: Actual/Plan/Variance		Date: 02/10/2015	Page: 2 / 4	
			Column: 1 / 2	
Cost Center/Group	1130220001	Cap Facilities Admin		
Person responsible:	Roe Grubbs			
Reporting period:	1 to 6 2015			

Cost Elements	Act. Costs	Plan Costs	Var. (Abs.)	Var. (%)
60001000 Salaries & Wages				
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				
* Debit				
** Over/Underabsorption				

Cost Centers: Actual/Plan/Variance		Date: 02/10/2015	Page: 3 / 4	
			Column: 1 / 2	
Cost Center/Group	1130220001	Cap Facilities Admin		
Person responsible:	Roe Grubbs			
Reporting period:	1 to 6 2015			

Parked Postings	Actual	Quantity
Cost Element Group	1.00	

Cost Centers: Actual/Plan/Variance		Date: 02/10/2015	Page: 4 / 4	
			Column: 1 / 2	
Cost Center/Group	1130220001	Cap Facilities Admin		
Person responsible:	Roe Grubbs			
Reporting period:	1 to 6 2015			

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

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Appendix

Business roles that include the transactions discussed in this Job Aid are listed below. Please contact your agency's Security Contact to have a role added.

Tcode	Business Role
KK01	CO - Cost Center Master Data Maintenance *
	GM - Grant Stat Key Figure Processor
	IO - Internal Order Administration
	PS - Project Systems Project Admin
KBH1	CO - Cost Center Master Data Maintenance *
	IO - Internal Order Administration
	PS - Project Systems Project Admin
KP04	IO – Internal Order Administration
KP46	CO - Cost Center Accountant
	CO - Cost Center Master Data Maintenance *
KPD6	GM - Grant Stat Key Figure Processor
	IO - Internal Order Administration
KB31N	CO - Cost Center Accountant
	GM - Grant Stat Key Figure Processor
	IO - Internal Order Analyst
	PS - Project Systems Project Analyst
ZFFM_PERF_BUDGET	CO – Cost Center Reports & Display
S_ALR_87013611	CO - Cost Center Reports & Display
KK02	CO - Cost Center Master Data Maintenance *
	GM - Grant Stat Key Figure Processor
	IO - Internal Order Administration
	PS - Project Systems Project Admin
KK03	PM - Fleet Coordinator UC

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	PM - Fleet Coordinator
	CO - Cost Center Reports & Display
	CO - Cost Center Accountant
	GM - Grant Stat Key Figure Processor
	GM - Grant Reports & Display
	GM - Grant Master Data Maintenance - Agency
	GM - Grant Indirect Cost Processor
	GM - Grant Budget Entry Administration
	GM - Grant Budget Approver
	GM - Grant Billing Administration
	GM - Grant Accounts Receivable Administration
	GM - Grant Approver
	IO - Internal Order Reports & Display
	IO - Internal Order Analyst
	IO - Internal Order Administration
	PS - Project Systems Reports & Display
	PS - Project Systems Project Analyst
	PS - Project Systems Project Admin
KBH2	CO - Cost Center Master Data Maintenance *
	IO - Internal Order Administration
	PS - Project Systems Project Admin
KBH3	PM - Fleet Coordinator UC
	PM - Fleet Coordinator
	CO - Cost Center Reports & Display
	CO - Cost Center Accountant
	IO - Internal Order Reports & Display
	IO - Internal Order Analyst
	IO - Internal Order Administration
	PS - Project Systems Reports & Display
	PS - Project Systems Project Analyst
	PS - Project Systems Project Admin
KB31N	CO - Cost Center Accountant
	GM - Grant Stat Key Figure Processor
	IO - Internal Order Analyst
	PS - Project Systems Project Analyst