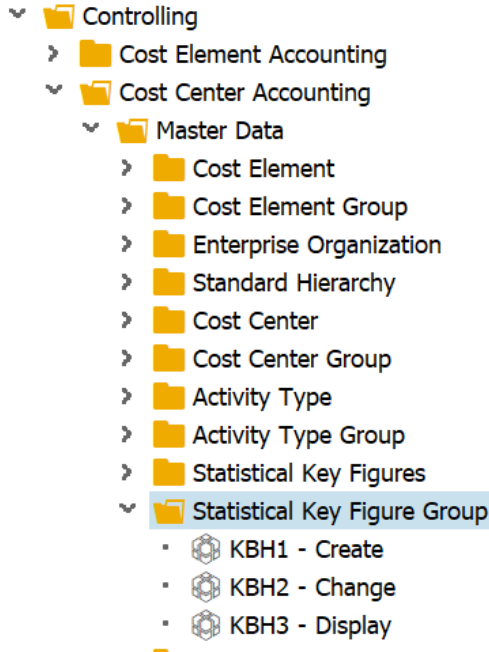


KBH1/KBH2/KBH3 - Statistical key figure group management



STEP 1

In SAP system, select the transactions below according to the required action:

- KBH1 to create
- KBH2 to update
- KBH3 to display



STEP 2

1. To create a new group you must select **KBH1**.
 2. You can create a new group from scratch or use an already existing group as reference.
 3. Make sure you are in the proper controlling area and insert a name for the group.
- Enter ↵**
4. Click on 
 5. In the next screen insert a description for the new group you are creating.
 6. Then start adding the required statistical key figures according to the needs.
 7. To save click on 

Create Statistical Key Figure Group: Initial Screen

Controlling Area	CHEF
Statistical Key Figure Group	XXXXXX
Reference	
Statistical Key Figure Group	YYYYYY
Controlling Area	Chef

Create Statistical Key Figure Group: Structure

xxxxxx

Create Statistical Key Figure Group: Structure

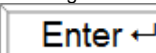
xxxxxx

111263	:	:
112023	:	:
	:	:
	:	:



The statistical key figures codes should be entered by alphabetical order.

STEP 3

1. To update an existing SKF group you must select **KBH2**.
 2. Insert the SKF group you want to change.
 3. Make sure you are in the proper controlling area.
- Enter ↵**
4. Click on 

Change Statistical Key Figure Group: Initial Screen

Controlling Area	CHEF
Statistical Key Figure Group	ECO2-ALL

- Choose the sub-group you need to update and then take the necessary action in the menu (insert a new SKF, change the order of the already existing SKF, update descriptions...).



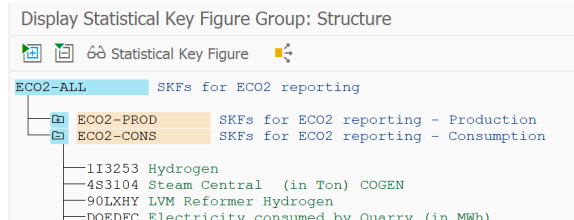
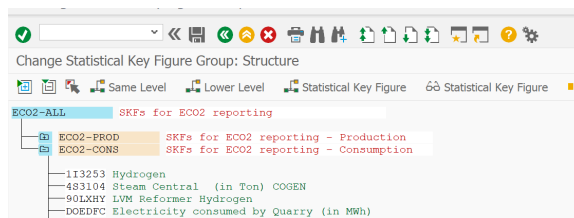
- To save click on

STEP 4

- To display an existing SKF group you must select **KBH3**.
- Insert the SKF group you want to display.
- Make sure you are in the proper controlling area.



- Click on
- Open in the + the sub-group for which you need to see the detail.



Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 13, 2022	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	Edit	updated the page at 9:45 am	
		State	changed state to Published at 7:46 am	v8
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 7:46 am	
May 12, 2022				
	Faria, Tania	Edit	updated the page at 7:27 pm	
	Faria, Tania	Edit	created the page at 7:27 pm	
		State	changed state to Draft at 5:41 pm	v4
Published	Faria, Tania	State	changed state to Published at 5:36 pm	v3