
Financial Overview

FI_ 200

Practice Guide

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FI_200 Practice Guide Overview

This Practice Guide is intended to accompany the FI_200 Financial Overview Online Training Course. It provides all the procedures necessary to practice the demonstrations shown in the online course in the IRIS Training Sandbox.

This course is intended to give you a high level overall perspective of finance modules in the IRIS system. It is not intended to be specific in any one area. You will learn what it is you need to know to be able to do whatever it is you need to do in IRIS in the 300 level classes listed in your training plan.

You may check your answers to the various questions asked in some of the exercises in this Practice Guide using the answer guide located on page 27 of this document.

If you like to check each step as you complete it, a check box is included next to the step number for your convenience.

The following are the components of the FI_200 Financial Overview online training course:

- FI_200 Financial Overview Online Training Course –Simulation
- FI_200 Financial Overview – Student Guide
- FI_200 Financial Overview – Practice Guide

The way you will get comfortable with the IRIS system is through practice... practice... practice.

Remember the Training Sandbox is available 24/7 for you to practice the exercises contained in this practice guide as many times as you like.

Exercise 1.0 – Preparing to Use the IRIS Training Sandbox

Scenario

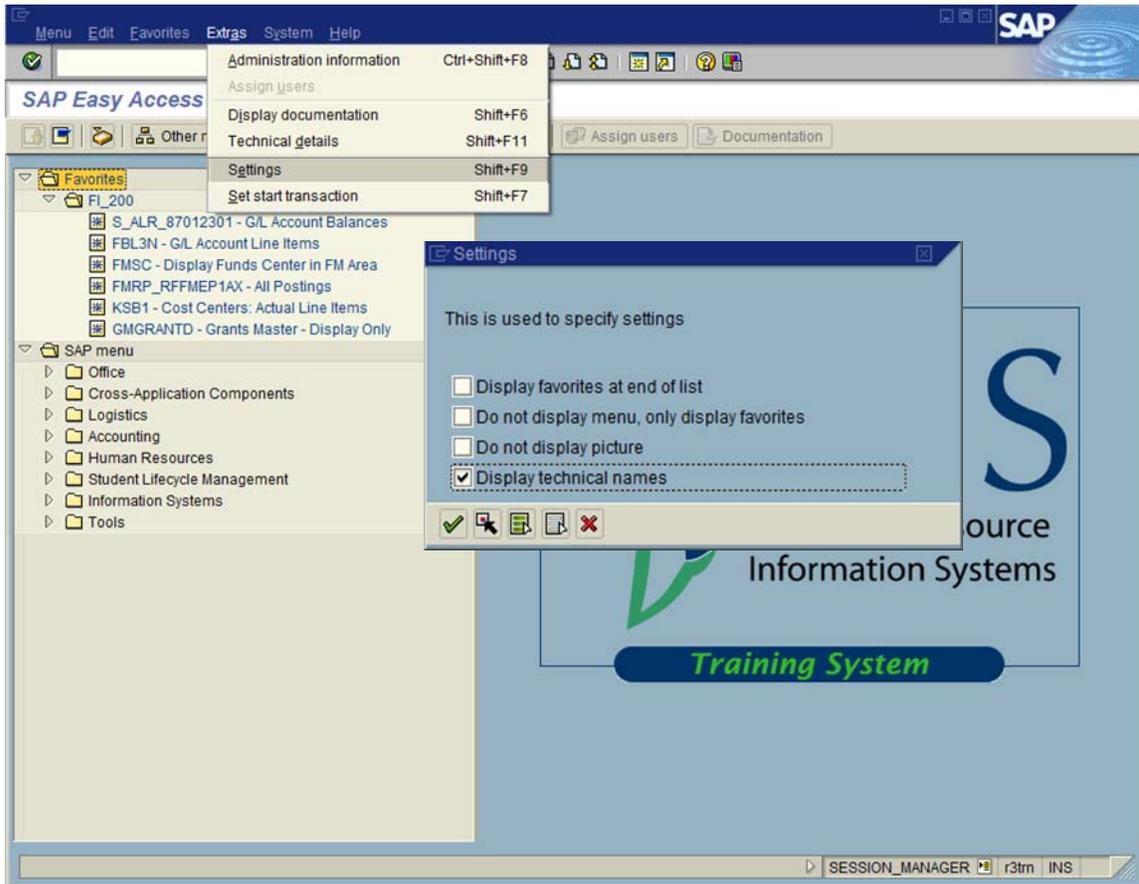
You wish to prepare your computer to practice in the IRIS Training Sandbox. You will log in to the UK Web Portal and launch the IRIS Training Sandbox. You will then create a list of favorites for the exercises that follow.

Refer to figure 1.0, if necessary, when completing this exercise.

Procedure

Step	Explanation/process
1 <input type="checkbox"/>	Launch either your Internet Explorer or Firefox web browser.
2 <input type="checkbox"/>	Go to the UK Home Page (http://www.uky.edu) and click on link blue
3 <input type="checkbox"/>	Click on the myUK link on the left side of the screen.
4 <input type="checkbox"/>	Enter your AD or MC User ID and Password (do not use ad\ or mc\).
5 <input type="checkbox"/>	Click the Log on button.
6 <input type="checkbox"/>	On the myUK home tab click once on the Training Sandbox link.
	The SAP Easy Access Menu is displayed.
7 <input type="checkbox"/>	Right click the Favorites folder and select Insert Transaction from the fly out menu.
8 <input type="checkbox"/>	Enter S_ALR_87012301 in the Transaction code field and press Enter.
9 <input type="checkbox"/>	Repeat steps 7 & 8 and create favorites for the following 5 transaction codes: FBL3N, FMSC, FMRP_RFFMEP1AX, KSB1, GMGRANTD.
10 <input type="checkbox"/>	On the menu bar, open the Extras menu and click Settings .
11 <input type="checkbox"/>	Select the Display technical names checkbox.
12 <input type="checkbox"/>	Either press Enter or select the Continue icon  .

Figure 1.0 – SAP Easy Access Menu



Exercise 2.1 – Display GL Totals and Balances S_ALR_87012301

Scenario

You want to know the balance for operating expense accounts for a specific month and fiscal year to date.

Refer to figures 2.1 – 2.2, if necessary, when completing this exercise.

Procedure

Step	Explanation/process
1 <input type="checkbox"/>	Double-click the favorite you created for transaction code S_ALR_87012301 .
2 <input type="checkbox"/>	In the Chart of Accounts field enter UK00 .
3 <input type="checkbox"/>	In the GL Account (range) field enter From 530000 to 540999 .
4 <input type="checkbox"/>	In the Company Code field enter UK00 .
5 <input type="checkbox"/>	In the Reporting year field enter 2006 .
6 <input type="checkbox"/>	In the Reporting period field enter 2 .
7 <input type="checkbox"/>	In the Subtotal at level field enter 1 .
8 <input type="checkbox"/>	Click on the Execute icon  to execute the report.
	The GL Account Balance report for reporting period 2 of fiscal year 2006 is shown.
	It shows the: <ul style="list-style-type: none"> - GL Account numbers and names - debit/credit totals for the reporting period entered - in this example we requested 2 - debit/credit totals for YTD - in this example Period 1 thru Period 2 - total debit/credit balance
9 <input type="checkbox"/>	Click the Back icon  until you get to the SAP Easy Access Menu .

Figure 2.1 – Transaction code S_ALR_87012301

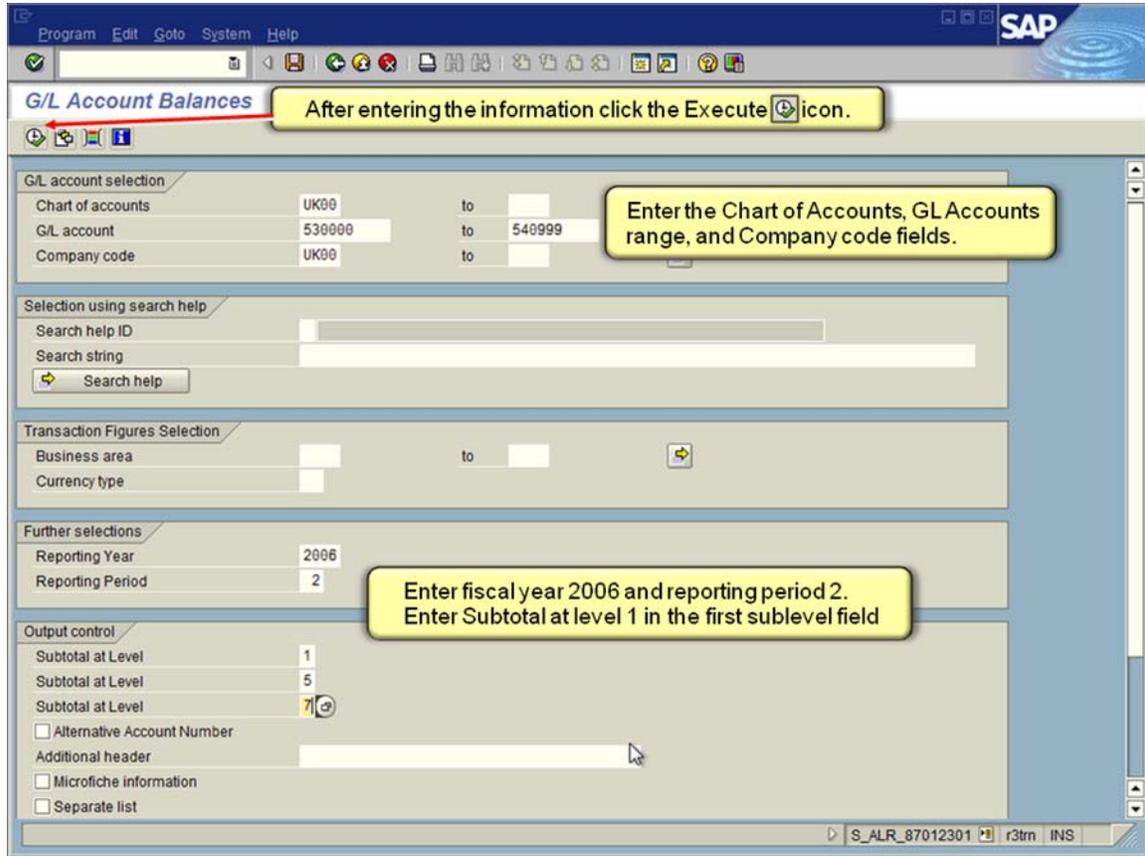
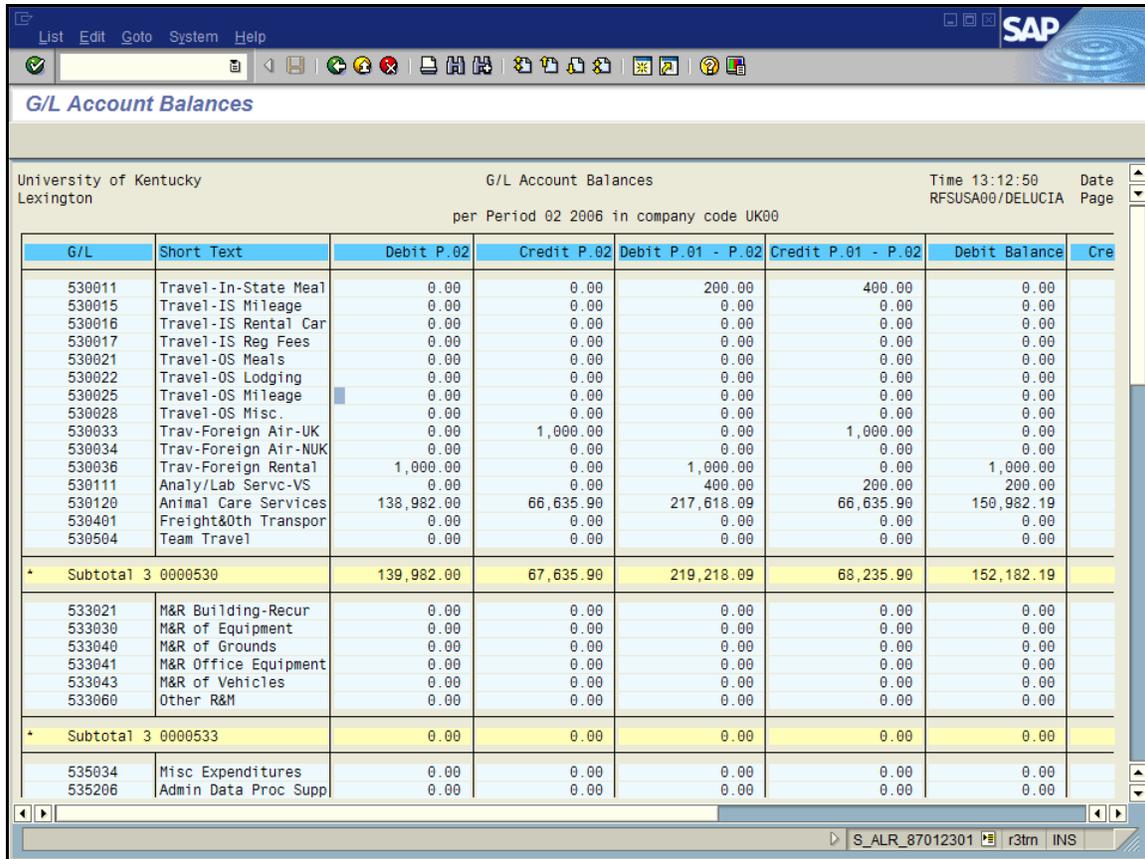


Figure 2.2 – GL Account Balances Report



G/L	Short Text	Debit P.02	Credit P.02	Debit P.01 - P.02	Credit P.01 - P.02	Debit Balance	Cre
530011	Travel-In-State Meal	0.00	0.00	200.00	400.00	0.00	
530015	Travel-IS Mileage	0.00	0.00	0.00	0.00	0.00	
530016	Travel-IS Rental Car	0.00	0.00	0.00	0.00	0.00	
530017	Travel-IS Reg Fees	0.00	0.00	0.00	0.00	0.00	
530021	Travel-OS Meals	0.00	0.00	0.00	0.00	0.00	
530022	Travel-OS Lodging	0.00	0.00	0.00	0.00	0.00	
530025	Travel-OS Mileage	0.00	0.00	0.00	0.00	0.00	
530028	Travel-OS Misc.	0.00	0.00	0.00	0.00	0.00	
530033	Trav-Foreign Air-UK	0.00	1,000.00	0.00	1,000.00	0.00	
530034	Trav-Foreign Air-NUK	0.00	0.00	0.00	0.00	0.00	
530036	Trav-Foreign Rental	1,000.00	0.00	1,000.00	0.00	1,000.00	
530111	Analy/Lab Servc-VS	0.00	0.00	400.00	200.00	200.00	
530120	Animal Care Services	138,982.00	66,635.90	217,618.09	66,635.90	150,982.19	
530401	Freight&0th Transpor	0.00	0.00	0.00	0.00	0.00	
530504	Team Travel	0.00	0.00	0.00	0.00	0.00	
* Subtotal 3 0000530		139,982.00	67,635.90	219,218.09	68,235.90	152,182.19	
533021	M&R Building-Recur	0.00	0.00	0.00	0.00	0.00	
533030	M&R of Equipment	0.00	0.00	0.00	0.00	0.00	
533040	M&R of Grounds	0.00	0.00	0.00	0.00	0.00	
533041	M&R Office Equipment	0.00	0.00	0.00	0.00	0.00	
533043	M&R of Vehicles	0.00	0.00	0.00	0.00	0.00	
533060	Other R&M	0.00	0.00	0.00	0.00	0.00	
* Subtotal 3 0000533		0.00	0.00	0.00	0.00	0.00	
535034	Misc Expenditures	0.00	0.00	0.00	0.00	0.00	
535206	Admin Data Proc Supp	0.00	0.00	0.00	0.00	0.00	

This is the GL Account Balance report for reporting period 2 of fiscal year 2006. It shows:
 GL Accounts/names...debit/credit totals for period 2...debit/credit totals for YTD...total debit/credit balance.

Exercise 2.2 – Display Document Information – FBL3N

Scenario

You need to check the details for a particular document for your Cost Center.
 Refer to figures 2.3 – 2.4 – 2.5 – 2.6, if necessary, when completing this exercise.

Procedure

Step	Explanation/process
1 <input type="checkbox"/>	Double-click the favorite you created for transaction code FBL3N .
2 <input type="checkbox"/>	Enter the G/L account range – 510000 to 530999 .
3 <input type="checkbox"/>	In the Company Code field enter UK00 (if necessary).
4 <input type="checkbox"/>	In the Line item selection status area select All items and enter 9/1/2005 to 11/30/2005 in the date fields .
5 <input type="checkbox"/>	Click on the Dynamic Selection icon  to select additional search criteria.
6 <input type="checkbox"/>	On the left side, find the Cost Center and double click it. The Cost Center is now available as search criteria on the right side.
7 <input type="checkbox"/>	Enter 1012013090 in the Cost Center field.
8 <input type="checkbox"/>	Click on the Execute icon  to execute the report. The results of the search are displayed.
9 <input type="checkbox"/>	Drill down into document #100000103 by double-clicking on it. The document line item is displayed.
10 <input type="checkbox"/>	On the application toolbar, click the Overview Icon The Document Overview is displayed.
11 <input type="checkbox"/>	Click the Back icon  until you get to the SAP Easy Access Menu .

Figure 2.3 – Transaction code FBL3N

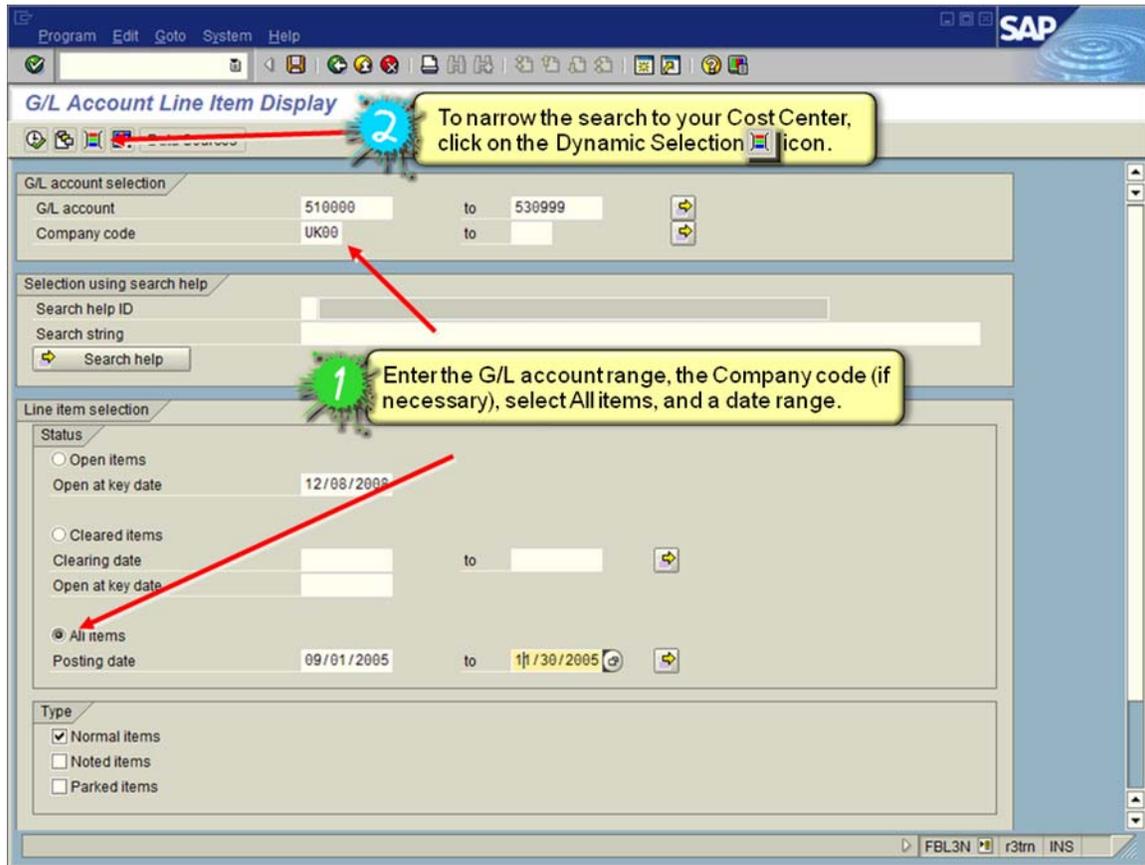


Figure 2.4 – G/L Account Line Item Display

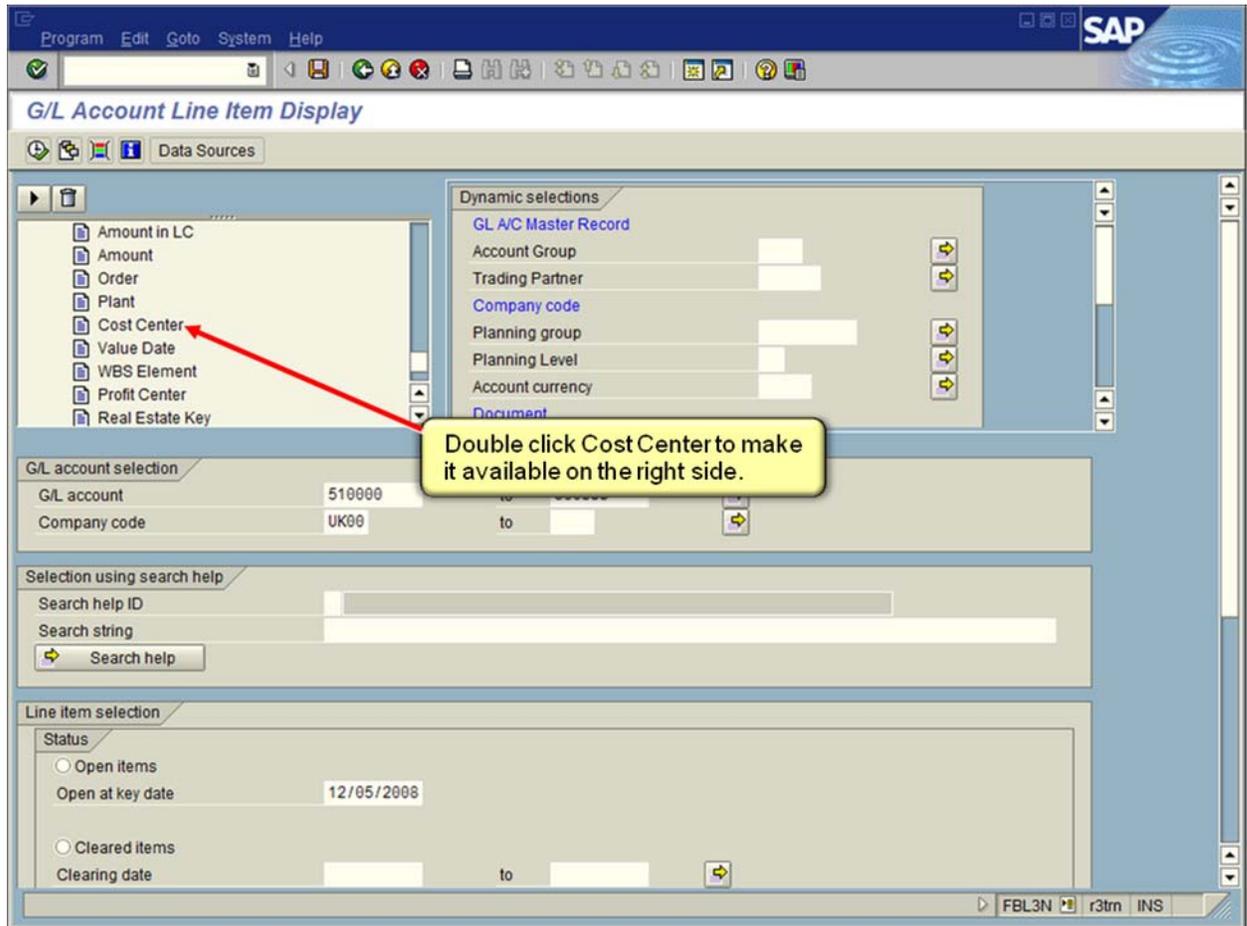


Figure 2.5 – Dynamic Selection

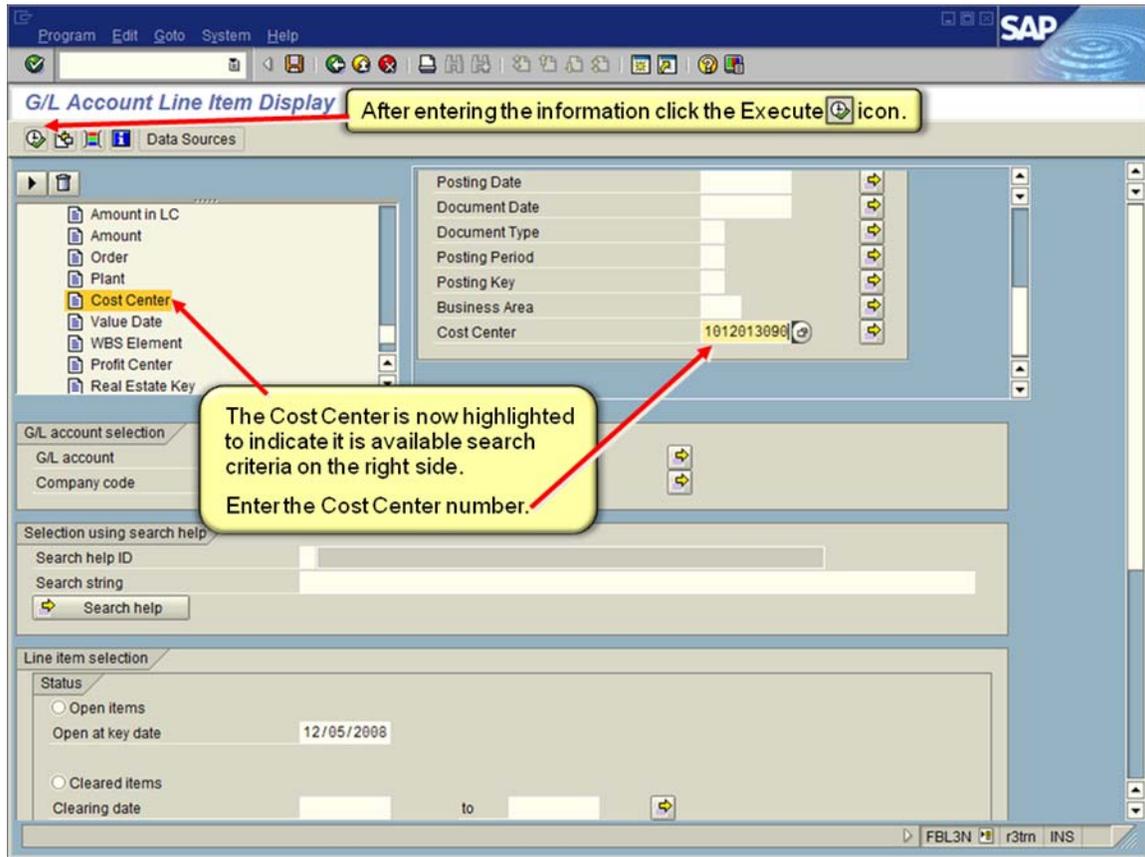
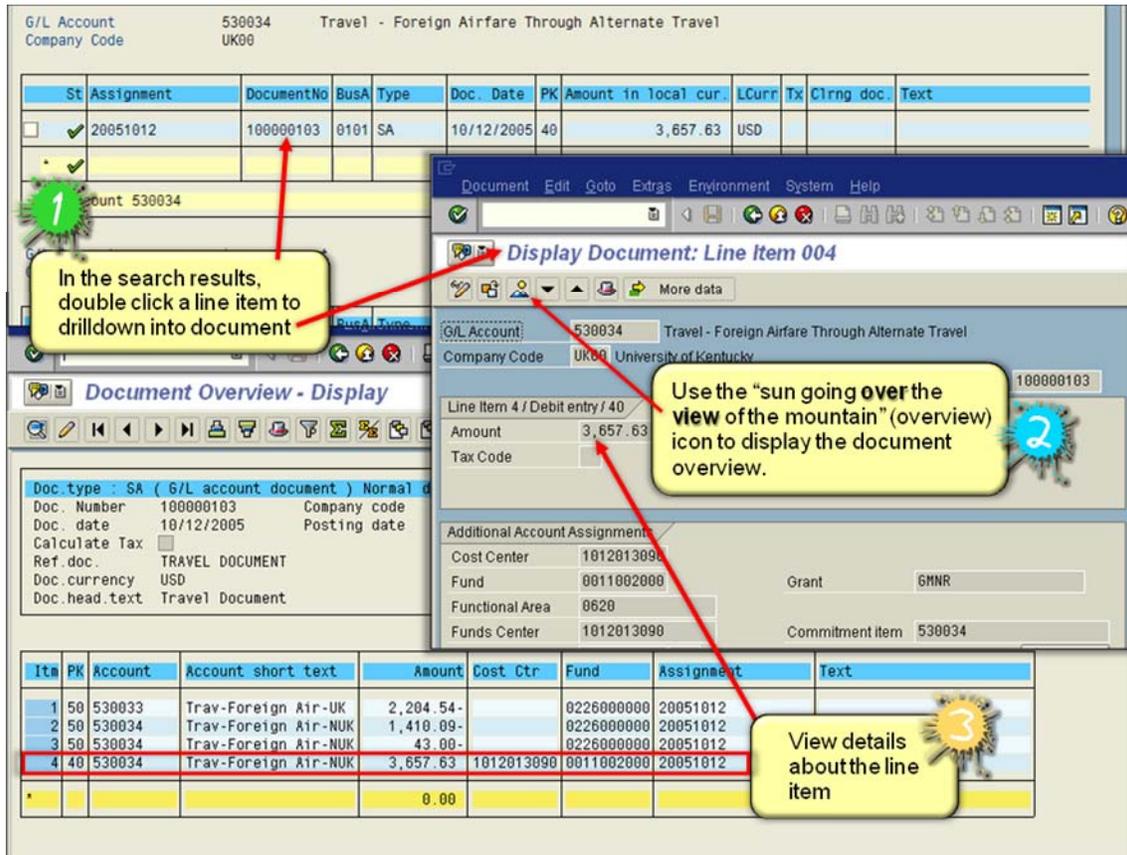


Figure 2.6 – Document Information



1 In the search results, double click a line item to drilldown into document

2 Use the "sun going over the view of the mountain" (overview) icon to display the document overview.

3 View details about the line item

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
	20051012	100000103	0101	SA	10/12/2005	40	3,657.63	USD			

Item	PK	Account	Account short text	Amount	Cost Ctr	Fund	Assignment	Text
1	50	530033	Trav-Foreign Air-UK	2,204.54-		0226000000	20051012	
2	50	530034	Trav-Foreign Air-NUK	1,410.09-		0226000000	20051012	
3	50	530034	Trav-Foreign Air-NUK	43.00-		0226000000	20051012	
4	40	530034	Trav-Foreign Air-NUK	3,657.63	1012013090	0011002000	20051012	
*				0.00				

Exercise 3.1 – Display a Funds Center – FMSC

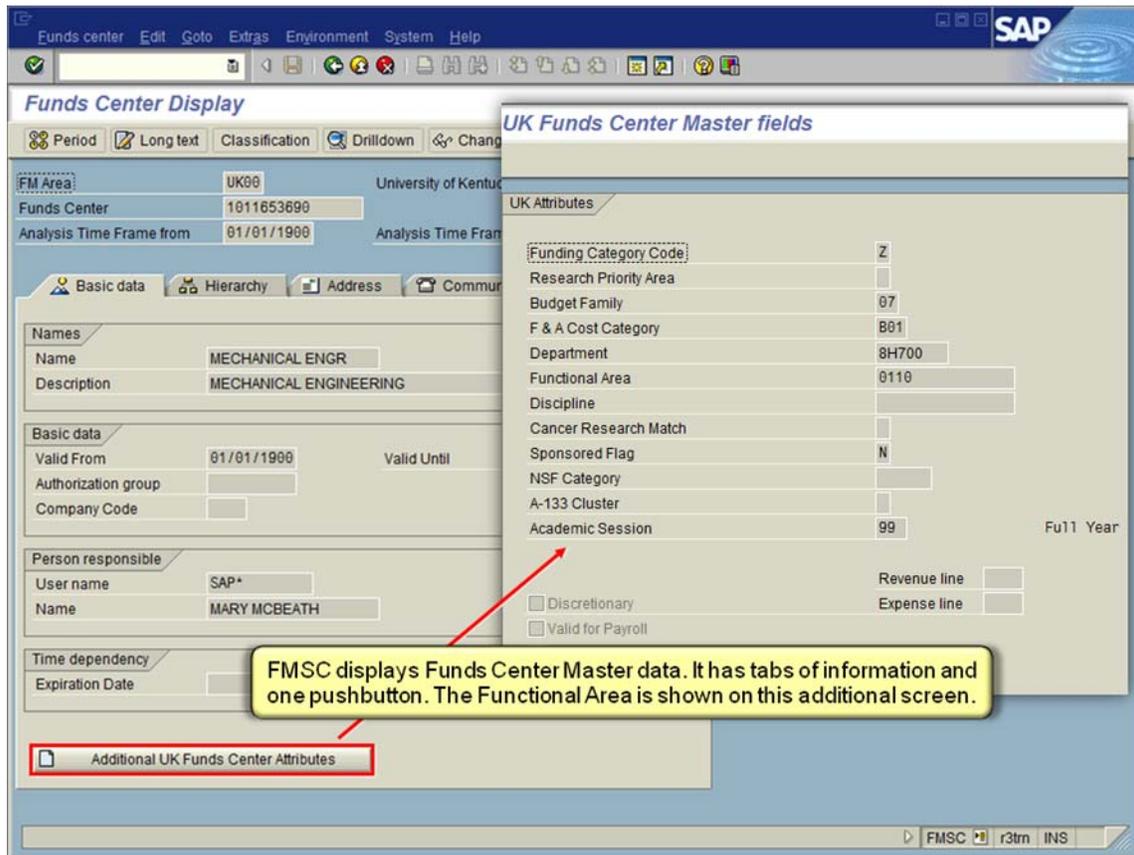
Scenario

You need to locate information associated with a particular Funds Center.
Refer to figure 3.1, if necessary, when completing this exercise.

Procedure

Step	Explanation/process
1 <input type="checkbox"/>	Double-click the favorite you created for transaction code FMSC .
2 <input type="checkbox"/>	In the Funds Center field enter 1011653690 .
3 <input type="checkbox"/>	In the FM Area field enter UK00 , if necessary.
4 <input type="checkbox"/>	Press Enter.
	The Master Data for Funds Center 1011653690 is displayed. From this screen, you should be able to answer the following questions.
5 <input type="checkbox"/>	What is the description for this funds center?
6 <input type="checkbox"/>	Who is responsible for this funds center?
7 <input type="checkbox"/>	What department is associated with this funds center?
8 <input type="checkbox"/>	What is the Functional area associated with this funds center?
9 <input type="checkbox"/>	Where did you find the information for questions 7 and 8?
10 <input type="checkbox"/>	Click the Back icon  until you get to the SAP Easy Access Menu.

Figure 3.1 – Transaction code FMSC



Exercise 3.2 – Document Journal Line Item Report – FMRP_RFFMEP1AX

Scenario

You would like to see the documents entered for a fund center and then manipulate the report data

Refer to figures 3.2 – 3.3 – 3.4, if necessary, when completing this exercise.

Procedure

Step	Explanation/process
1 <input type="checkbox"/>	Double-click the favorite you created for transaction code FMRP_RFFMEP1AX .
2 <input type="checkbox"/>	In the FM Area field enter UK00 , if necessary.
3 <input type="checkbox"/>	In the Funds Center field enter 1012005200 .
4 <input type="checkbox"/>	In the Fiscal Year field enter 2006 .
5 <input type="checkbox"/>	In the Period From field enter 1 .
6 <input type="checkbox"/>	In the Period To field enter 12 .
7 <input type="checkbox"/>	Click on the Execute icon  to execute the report.
	The Document Journal Line Item Report is displayed.
8 <input type="checkbox"/>	Total the Payment budget column by first identifying the column by clicking once on the column header and then click on the Total icon  .
9 <input type="checkbox"/>	Sub-total by GL Accounts by first identifying the column by clicking once on the column header and then click on the Sub-Total icon  .
	From this screen, you should be able to answer the following questions.
10 <input type="checkbox"/>	How much has been charged to GL account 540325?
11 <input type="checkbox"/>	Now, create a sub-total on the Fund column. How much has been charged to the PROVOST UK GENERAL FUND 0011020100?
12 <input type="checkbox"/>	With the information shown in the online course, change the report layout by first clicking on the Change Layout icon  and then hide/show columns in the Change Layout dialog box .
13 <input type="checkbox"/>	Click the Back icon  until you get to the SAP Easy Access Menu .

Figure 3.2 – Transaction code FMRP_RFFMEP1AX

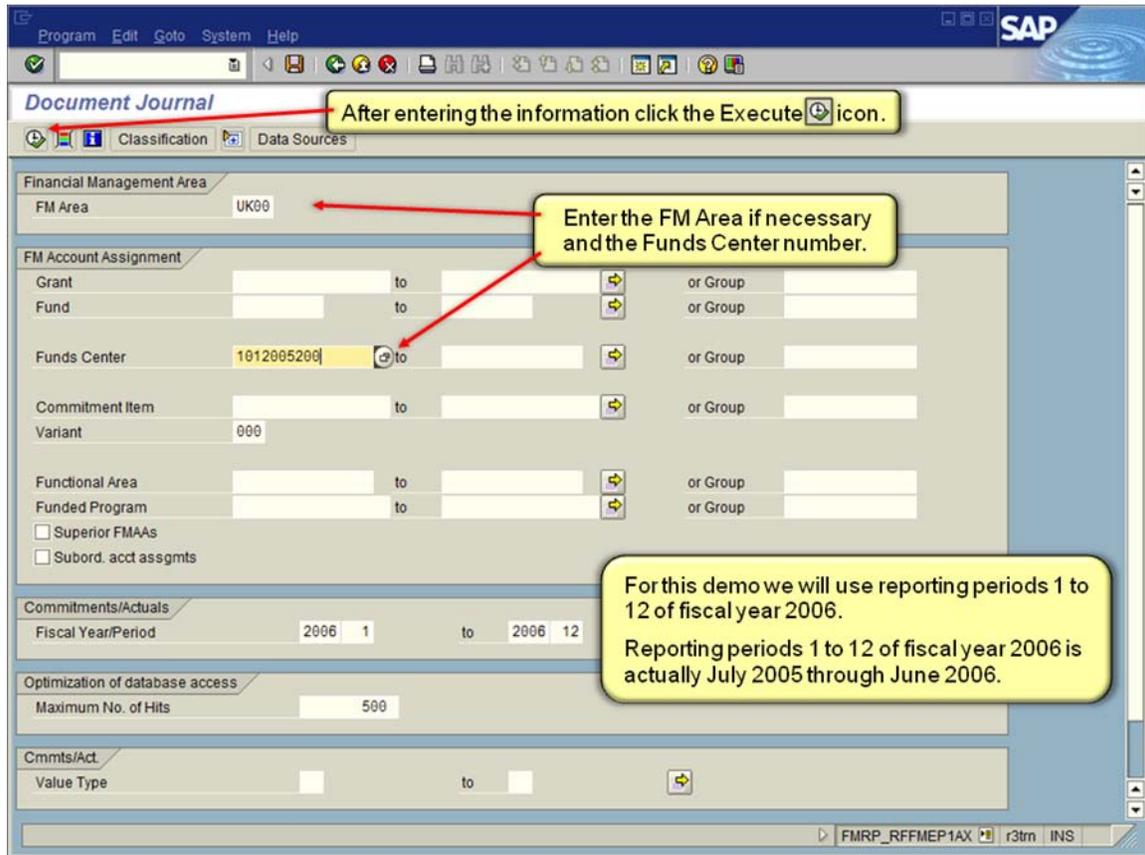


Figure 3.3 – Document Journal Line Item Report

Document Journal

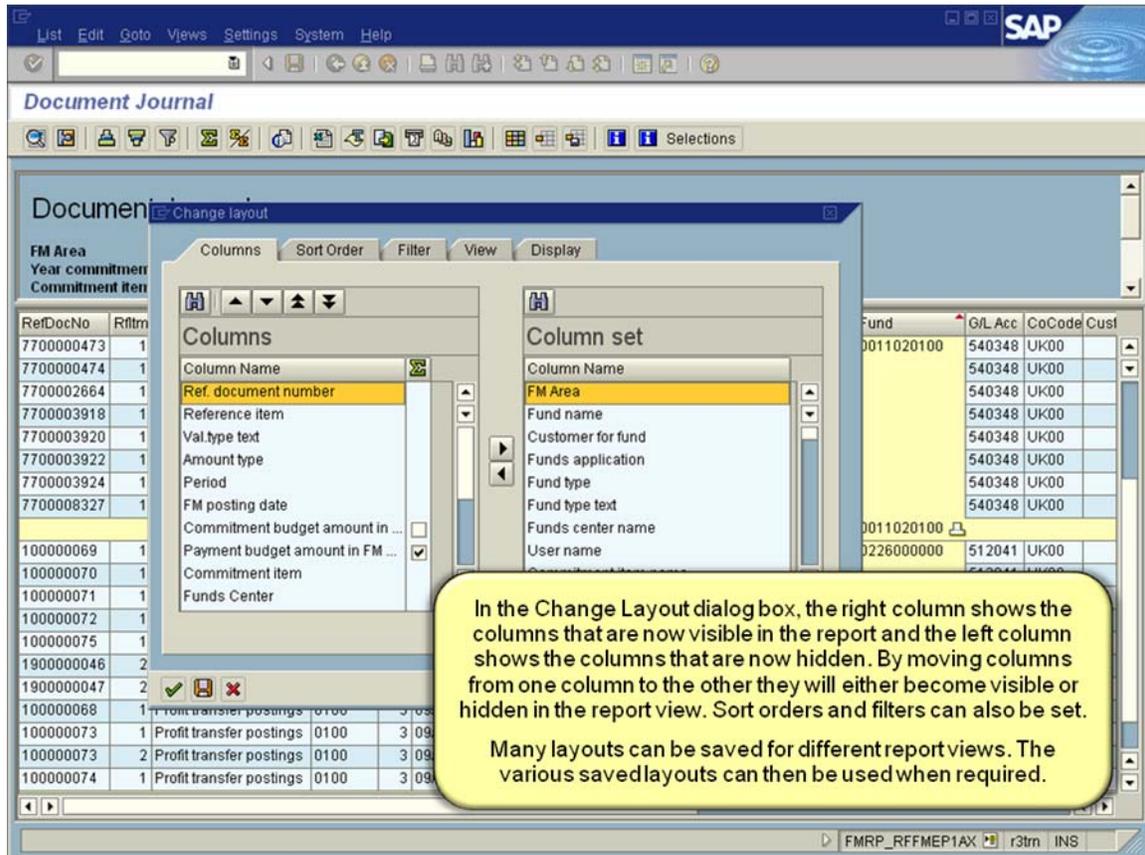
The report is now totaled by the Payment Budget column and sub-totaled by Fund.

FM Area UK00
Year commitment item
Commitment item

RefDocNo	Rfltrn	Val.type text	Amt type	Prd	FM pstg d.	Commt bdtg	z	Pymt B...	Cmmt lte...	Funds Center	Fund	G/L Acc	CoCode	Cust
770000473	1	Invoices	0100	3	09/22/2005			10.00	540348	1012005200	0011020100	540348	UK00	
770000474	1	Invoices	0100	3	09/22/2005			299.99	540348	1012005200		540348	UK00	
7700003918	1	Invoices	0100	3	09/22/2005			595.79	540348	1012005200		540348	UK00	
7700003920	1	Invoices	0100	3	09/22/2005			430.80	540348	1012005200		540348	UK00	
7700003922	1	Invoices	0100	3	09/22/2005			10.00	540348	1012005200		540348	UK00	
7700003924	1	Invoices	0100	3	09/22/2005			10.00	540348	1012005200		540348	UK00	
7700008327	1	Invoices	0100	3	09/22/2005			299.99	540348	1012005200		540348	UK00	
= 8,347...											0011020100			
100000069	1	Invoices	0100	3	09/27/2005			100.00	512041	1012005200	0226000000	512041	UK00	
100000070	1	Invoices	0100	3	09/27/2005			100.00	512041	1012005200		512041	UK00	
100000071	1	Invoices	0100	3	09/27/2005			4,500.00	512041	1012005200		512041	UK00	
100000072	1	Invoices	0100	3	09/27/2005			10,000.00	512041	1012005200		512041	UK00	
100000075	1	Invoices	0100	3	09/29/2005			300.00	512041	1012005200		512041	UK00	
1900000046	2	Invoices	0100	3	09/27/2005			12,000.00	512041	1012005200		512041	UK00	
1900000047	2	Invoices	0100	3	09/27/2005			3,000.00	512041	1012005200		512041	UK00	
100000068	1	Profit transfer postings	0100	3	09/27/2005			1.00	512041	1012005200		512041	UK00	
100000073	1	Profit transfer postings	0100	3	09/27/2005			1,200.00	512041	1012005200		512041	UK00	
100000073	2	Profit transfer postings	0100	3	09/27/2005			1,200.00	512041	1012005200		512041	UK00	
100000074	1	Profit transfer postings	0100	3	09/27/2005			500.00	512041	1012005200		512041	UK00	

FMRP_RFFMEP1AX r3trn INS

Figure 3.4 –Changing Layout of Report



Document Journal

Change layout

RefDocNo	Rfltrn
770000473	1
770000474	1
7700002664	1
7700003918	1
7700003920	1
7700003922	1
7700003924	1
7700008327	1
100000069	1
100000070	1
100000071	1
100000072	1
100000075	1
1900000046	2
1900000047	2
100000068	1
100000073	1
100000073	2
100000074	1

Column Name
Ref. document number
Reference item
Val.type text
Amount type
Period
FM posting date
Commitment budget amount in ...
Payment budget amount in FM ...
Commitment item
Funds Center

Column Name
FM Area
Fund name
Customer for fund
Funds application
Fund type
Fund type text
Funds center name
User name

Callout Box:

In the Change Layout dialog box, the right column shows the columns that are now visible in the report and the left column shows the columns that are now hidden. By moving columns from one column to the other they will either become visible or hidden in the report view. Sort orders and filters can also be set.

Many layouts can be saved for different report views. The various saved layouts can then be used when required.

Exercise 4.1 – Display Actual Cost Line Items – KSB1

Scenario

You would first like to view the printing supplies account for a cost center and find the relevant documents. Then you would like to view all the cost elements (GL account postings) for a cost center.

Refer to figures 4.1 – 4.2 – 4.3, if necessary, when completing this exercise.

Procedure

Step	Explanation/process
1 <input type="checkbox"/>	Double-click the favorite you created for transaction code KSB1 .
2 <input type="checkbox"/>	In the Cost Center field enter 1013601270 .
3 <input type="checkbox"/>	In the Cost Element field enter 540337 .
4 <input type="checkbox"/>	In the Posting date fields enter 10/01/2005 to 12/31/2007 .
5 <input type="checkbox"/>	Click on the Execute icon  to execute the report.
6 <input type="checkbox"/>	To view the relevant document(s) for the printing supplies account postings simply double-click on the line item.
7 <input type="checkbox"/>	Click the Back icon  until you get to the Initial KSB1 Screen .
8 <input type="checkbox"/>	Delete the 540337 in the Cost Element field.
9 <input type="checkbox"/>	Click on the Execute icon  to execute the report again.
10 <input type="checkbox"/>	To view the relevant document(s) for any GL account posting simply double-click on the line item.
11 <input type="checkbox"/>	Click the Back icon  until you get to the SAP Easy Access Menu .

Figure 4.1 – Transaction code KSB1

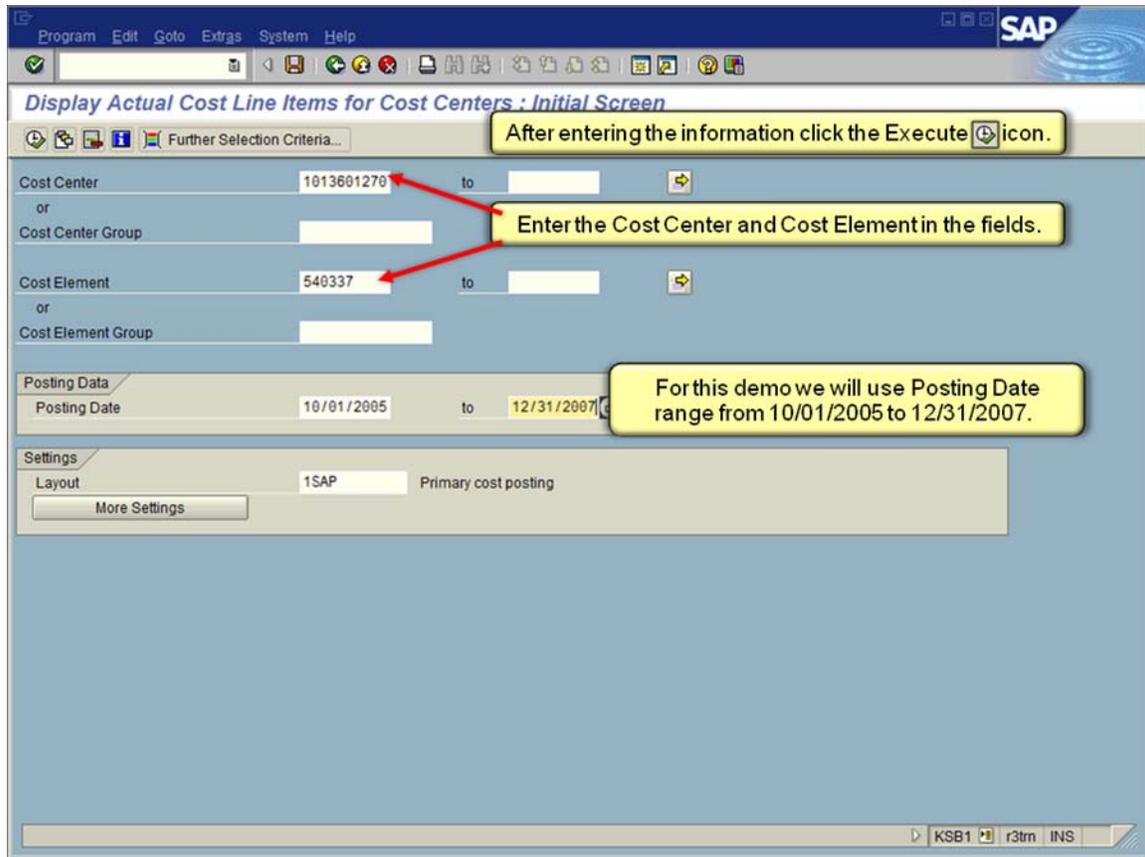
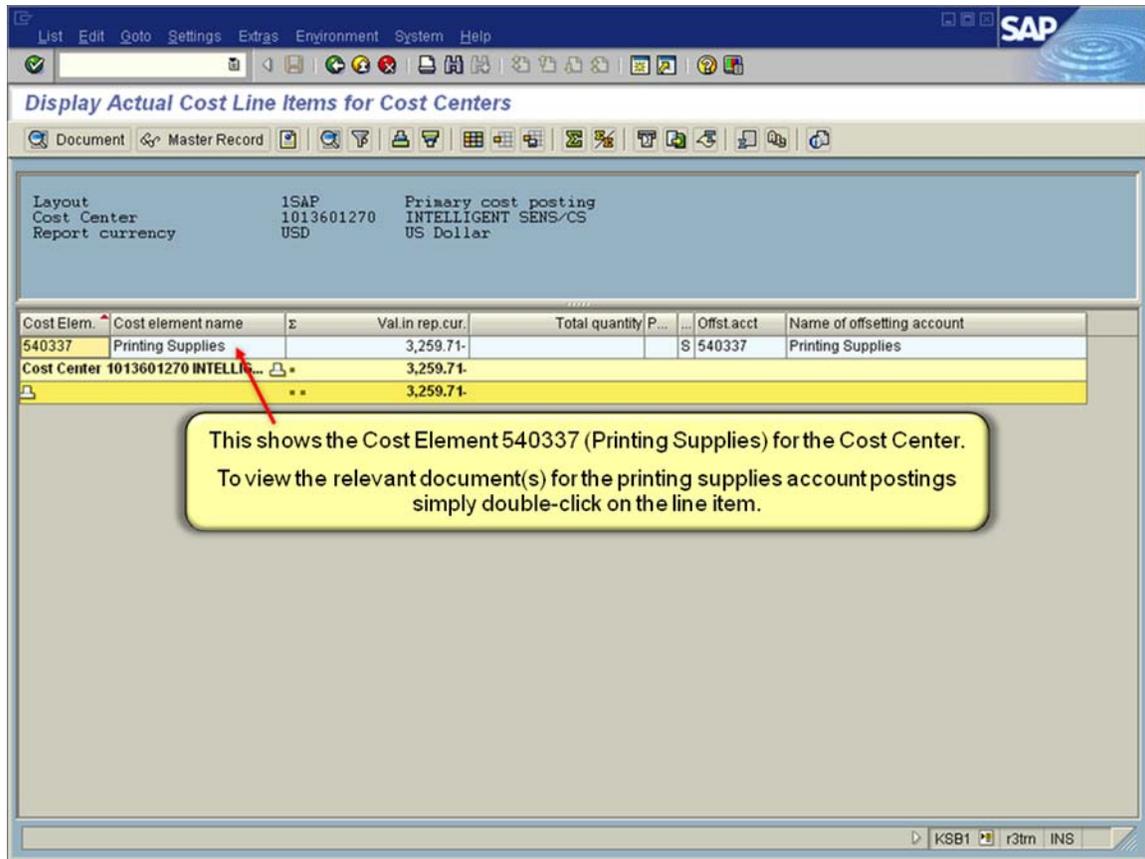


Figure 4.2 – Display Actual Cost Line Items for Cost Centers

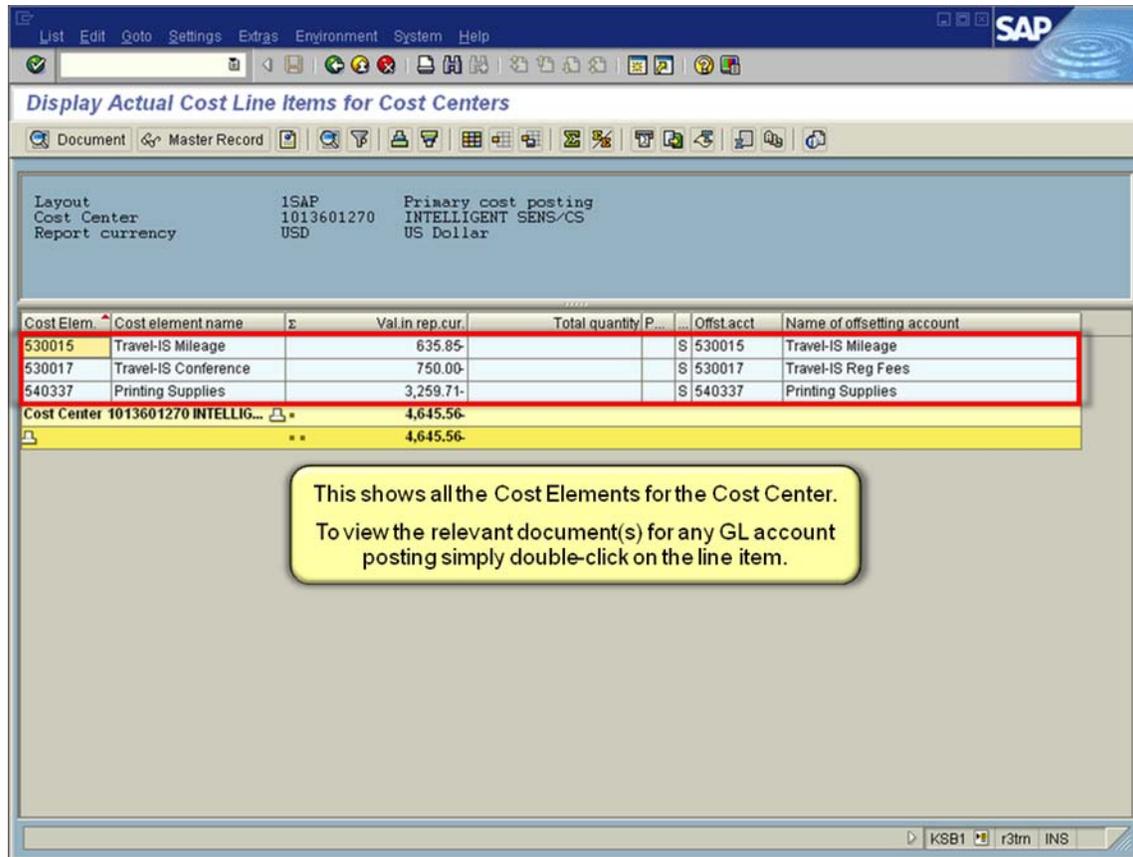


Layout: 1SAP Primary cost posting
 Cost Center: 1013601270 INTELLIGENT SENS/CS
 Report currency: USD US Dollar

Cost Elem.	Cost element name	Σ	Val. in rep. cur.	Total quantity	P...	Offst. acct	Name of offsetting account
540337	Printing Supplies		3,259.71-			S 540337	Printing Supplies
Cost Center 1013601270 INTELLIGENT SENS/CS			3,259.71-				
			3,259.71-				

This shows the Cost Element 540337 (Printing Supplies) for the Cost Center.
 To view the relevant document(s) for the printing supplies account postings simply double-click on the line item.

Figure 4.3 – Display Actual Cost Line Items for Cost Centers – 2



Layout: 1SAP Primary cost posting
 Cost Center: 1013601270 INTELLIGENT SENS/CS
 Report currency: USD US Dollar

Cost Elem.	Cost element name	Σ	Val.in rep.cur.	Total quantity/P...	Ofst.acct	Name of offsetting account
530015	Travel-IS Mileage		635.85-		S 530015	Travel-IS Mileage
530017	Travel-IS Conference		750.00-		S 530017	Travel-IS Reg Fees
540337	Printing Supplies		3,259.71-		S 540337	Printing Supplies
Cost Center 1013601270 INTELLIG...			4,645.56-			
			4,645.56-			

This shows all the Cost Elements for the Cost Center.
 To view the relevant document(s) for any GL account posting simply double-click on the line item.

Exercise 5.1 – Display a Grant – GMGRANTD

Scenario

A grant award has been received from a sponsor. You need to display the grant to find information about the various master data associated with this grant.

Refer to figures 5.1 – 5.2 – 5.3, if necessary, when completing this exercise.

Procedure

Step	Explanation/process
1 <input type="checkbox"/>	Double-click the favorite you created for transaction code GMGRANTD .
2 <input type="checkbox"/>	In the Grant field enter 3046844400 .
3 <input type="checkbox"/>	Press enter.
	On the General Data tab , you should be able to answer the following questions.
4 <input type="checkbox"/>	Who is the Sponsor?
5 <input type="checkbox"/>	What is the Grant Value?
	On the F & A tab , you should be able to answer the following questions.
6 <input type="checkbox"/>	What are the validity dates?
	On the Dimensions tab , you should be able to answer the following questions.
7 <input type="checkbox"/>	What is the description of the Internal Fund?
8 <input type="checkbox"/>	What is/are the sponsored program(s)?
9 <input type="checkbox"/>	What is the sponsored class for Personnel?
10 <input type="checkbox"/>	Click the Back icon  until you get to the SAP Easy Access Menu .

Figure 5.1 – Transaction code GMGRANTD – General Data Tab

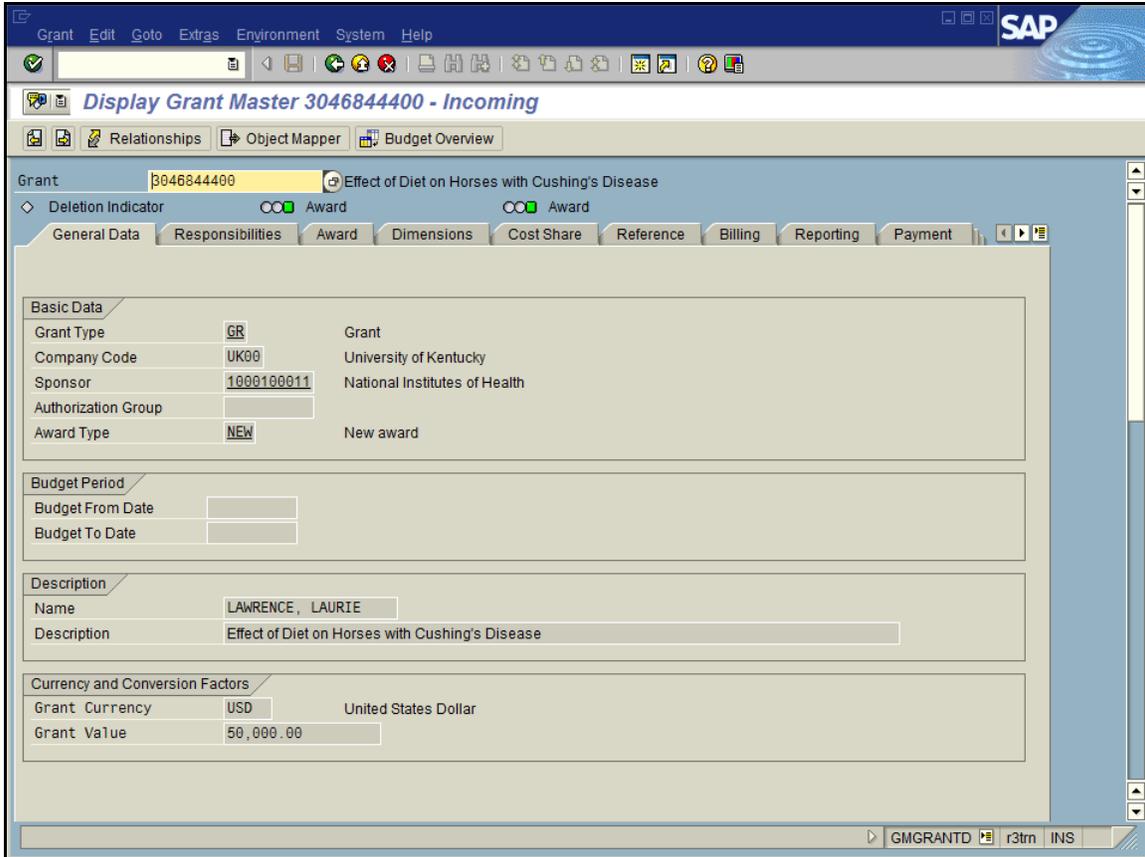


Figure 5.2 – Transaction code GMGRANTD – F & A Tab

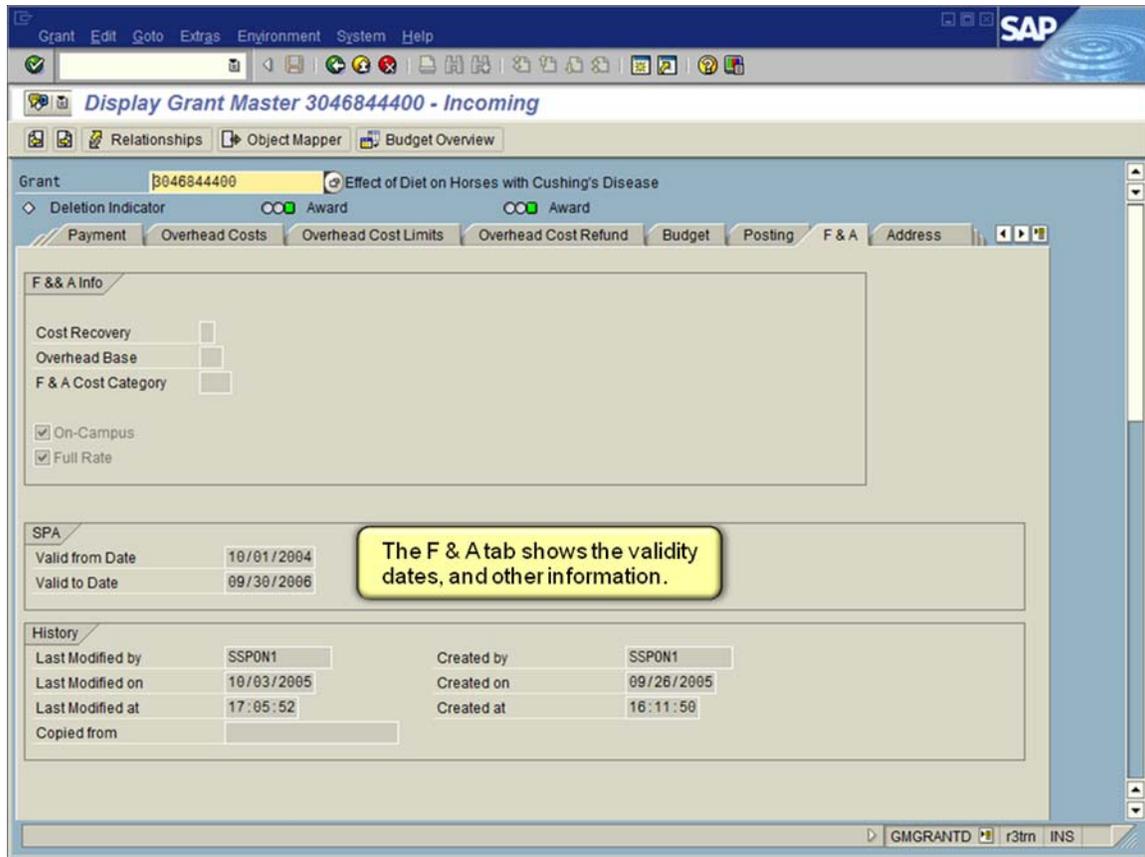
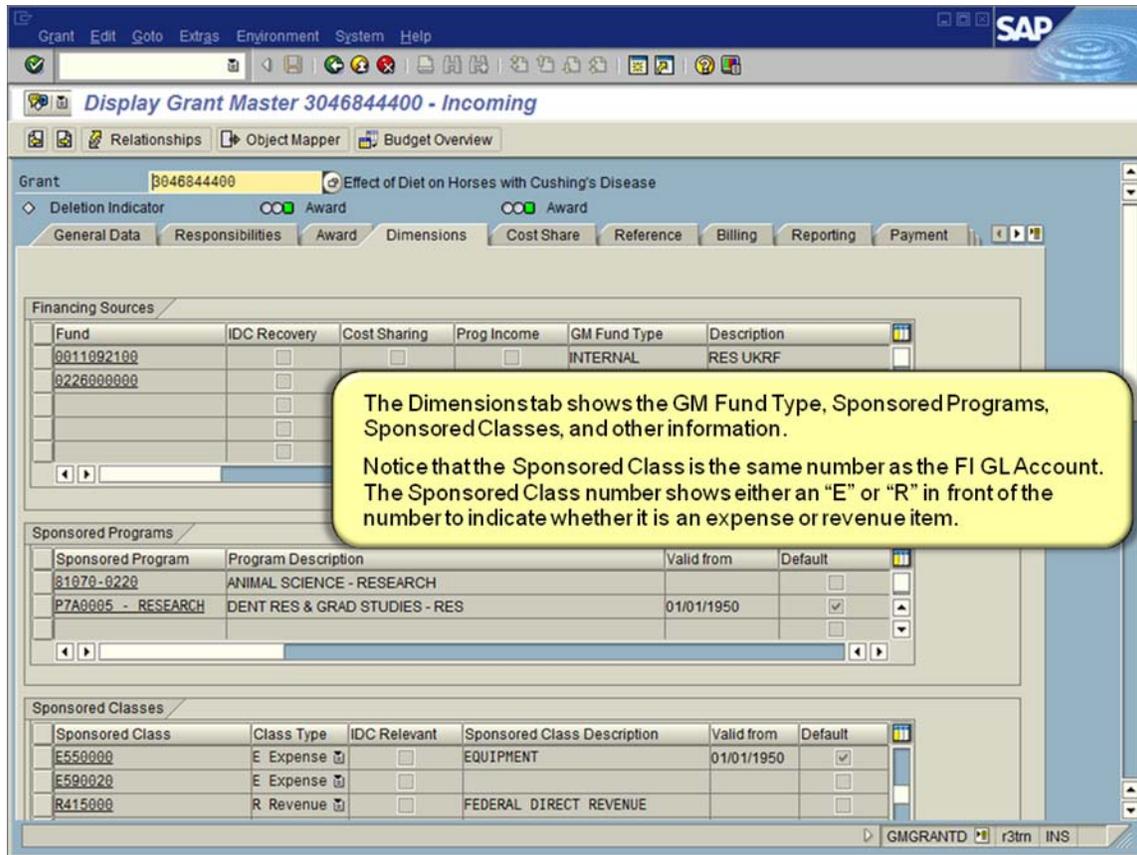


Figure 5.3 – Transaction code GMGRANTD – Dimensions Tab



The Dimensions tab shows the GM Fund Type, Sponsored Programs, Sponsored Classes, and other information. Notice that the Sponsored Class is the same number as the FI GL Account. The Sponsored Class number shows either an "E" or "R" in front of the number to indicate whether it is an expense or revenue item.

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
0011092100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	RES UKRF
0226000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sponsored Program	Program Description	Valid from	Default
81070-0220	ANIMAL SCIENCE - RESEARCH		<input type="checkbox"/>
P7A0005 - RESEARCH	DENT RES & GRAD STUDIES - RES	01/01/1950	<input checked="" type="checkbox"/>

Sponsored Class	Class Type	IDC Relevant	Sponsored Class Description	Valid from	Default
E550000	E Expense	<input type="checkbox"/>	EQUIPMENT	01/01/1950	<input checked="" type="checkbox"/>
E590020	E Expense	<input type="checkbox"/>			<input type="checkbox"/>
R415000	R Revenue	<input type="checkbox"/>	FEDERAL DIRECT REVENUE		<input type="checkbox"/>

Answer Guide

The table below lists all the answers to the questions posed in the preceding exercises.

Exercise	Step	Answer
3.1	5	The description for this funds center is Mechanical Engineering.
3.1	6	The person responsible for this funds center is Mary McBeath.
3.1	7	The department associated with this funds center is 8H700.
3.1	8	The Functional area associated with this funds center is 0110.
3.1	9	The information for questions 7 and 8 is available by clicking on the Additional UK Funds Center Attributes push button.
3.2	10	The amount charged to GL account 540325 is \$550.00.
3.2	11	The amount charged to the PROVOST UK GENERAL FUND 0011020100 is \$8347.47.
5.1	4	The Sponsor of this grant is the National Institutes of Health. More information on the sponsor may be viewed by clicking on the underlined sponsor number, i.e. 1000100011.
5.1	5	The Grant Value of this grant is \$50,000.00.
5.1	6	The validity dates are 10/01/2004 to 09/30/2006.
5.1	7	RES UKRF is the description of the Internal Fund.
5.1	8	The sponsored program(s) are: - 81070-0220 - Animal Science - Research - P7A0005 – RESEARCH - Dent Res & Grad Studies – Res
5.1	9	The sponsored class for Personnel is E510000.

Summary of Transactions Covered in Financial Overview

Transaction	Transaction Code	See	Try	Do
Display GL Totals and Balances	S_ALR_87012301	X	X	Ex. 2.1
G/L Account Line Item Display	FBL3N	X	X	Ex. 2.2
Display a Funds Center	FMSC	X	X	Ex. 3.1
Document Journal Line Item Report	FMRP_RFFMEP1AX	X	X	Ex. 3.2
Display Actual Cost Line Items for Cost Center	KSB1	X	X	Ex. 4.1
Display a Grant	GMGRANTD	X	X	Ex. 5.1