ADOA

HRIS – Human Resources Information Solution
# RESOURCE GUIDE:
## REIMBURSEMENTS

# REIMBURSEMENTS

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# Employee Reimbursements ZR35.2

## Introduction

To ensure proper taxation, Employee Reimbursements are paid out of HRIS instead of the Arizona Financial Information System (AFIS). The expenses can be recorded by Agency Reimbursement Specialists and Agency Payroll Specialists, using the **Employee Reimbursements form ZR35.2**.

Use the ZR35.2 form to batch and enter employee reimbursements and the associated labor distribution. The labor distribution for the reimbursements will come from one of three places, as defined during entry, including:

- Default from the position, using the employee's default labor distribution
- For employees with multiple distributions, the funding sources will be pulled from the Payroll Distributions – Positions Form XR23.3, or
- Labor as overridden and entered directly on the ZR35.2

*It is important to remember, if you do not enter a specific labor distribution on this form, the expenses will be charged to the default for the Position (where it is a single distribution or multiple distribution).*

This form will be used to input the following types of reimbursements:

- Airfare
- Lodging
- Mileage
- Meals
- Car Rental
- Various Employee Reimbursement (tuition, cell phone, etc.)
- Miscellaneous Expenses

It is critical to use the correct pay codes to ensure proper recording and taxation. The reimbursement time record date should be the date the expense was incurred. If there are multiple dates, use the Friday pay period end date when the travel occurred. Each batch should include all items on an employee's claim batched together based on the date the employee signed the claim. Employees will receive the funds from these claims during the bi-weekly payroll cycle. **GAO Forms 502 and 503AZ** can be used for both initial entry and, if necessary, adjustments to prior claims.

*It is critical to use the correct pay codes to ensure proper recording and taxation.*

The reimbursement pay codes are defined as follows:

| Pay Code | Description | Comptrollers Object | Title | Taxable |
|---|---|---|---|---|
| | *NOTE: HRIS description will be slightly different due to spacing limitations* | | | |
| 525 | TRAVEL HUB PAYMENT-TAXABLE | 6099 | Non-Paid Pay Codes | Y |
| 526 | TRAVEL HUB PAYMENT-NONTAXABLE | 6099 | Non-Paid Pay Codes | N |
| 600 | UNIFORM REIMBURSE-NONTAX | 7311 | Uniforms | N |
| 650 | CELL PHONE REIMB-NONTAX | 7172 | External Telecommunications Charges | N |
| 652 | REPAIR&MAINT-VEH REIMB-NONTAX | 7256 | Repair & Maintenance-Vehicles | N |
| 654 | TOOLS REIMBURSEMENT-NONTAX | 7269 | Repair & Maintenance-Other | N |
| 656 | OFFICE SUPPLIES REIMB-NONTAX | 7321 | Other Supplies | N |
| 658 | HOUSEKEEPING SUPP REIMB-NONTAX | 7341 | Housekeeping Supplies | N |
| 659 | EDUCATION ASSISTANCE PROGRAM | 7452 | Employee Tuition Reimbursement | T |
| 660 | EDUC-WRKNG COND FRINGE-NONTAX | 7452 | Employee Tuition Reimbursement | N |
| 661 | EDUC ASSISTANCE OTHER-TAXABLE | 7452 | Employee Tuition Reimbursement | Y |
| 662 | CONF/TRAINING FEE REIMB-NONTAX | 7455 | Conference Registration/Attendance Fees | N |
| 664 | POSTAGE/DELIVERY REIMB-NONTAX | 7481 | Postage & Delivery | N |
| 668 | EMP RECOGNITION REIMB-NONTAX | 7511 | Awards | N |
| 670 | DUES AND PROF LIC REIMB-NONTAX | 7531 | Dues | N |
| 672 | EMP RELOCATION REIMB-NONTAX | 7593 | Employee Relocations | N |
| 673 | EMP RELOCATION REIMB-TAXABLE | 7593 | Employee Relocations | Y |
| 690 | MISC/TRVL-PERSONS IN CUSTODY | 6295 | Costs related to those in custody of the State | N |
| 698 | OTHER MISC REIMBURSEMENT-NONTAX | 7599 | Other Miscellaneous Operating | N |
| 700 | LEG SUBSISTENCE-TAXABLE | 6551 | Legislative Subsistence-Taxable | Y |
| 700A | LEG SUBSISTENCE-NONTAXABLE | 6552 | Legislative Subsistence-Nontaxable | N |
| 920 | IN STATE-AIRFAIRE | 6511 | Airfare and other Common Carrier Charges | N |
| 921 | IN STATE-MILEAGE | 6516 | Mileage-Private Vehicle | N |
| 922 | IN STATE-LODGING | 6531 | Lodging | N |
| 923 | IN STATE-MEALS-W OVERNGT STAY | 6541 | Meals with Overnight Stay | N |
| 924 | IN STATE-MEALS-W/O OVERNGT STAY | 6542 | Meals without Overnight Stay | Y |
| 925 | IN STATE-CAR RENTAL | 6522 | Car Rental In-State | N |
| 926 | IN STATE-MISC EXPENSE | 6599 | Other Miscellaneous In-State Travel | N |
| 930 | OUT STATE-AIRFARE | 6611 | Airfare and Other Common Carrier Charges | N |
| 931 | OUT STATE-CAR RENTAL | 6621 | Car Rental Out-of-State | N |
| 932 | OUT STATE-LODGING | 6631 | Lodging Out-of-State | N |
| 933 | OUT STATE-MEALS-W OVERNGT STAY | 6641 | Meals with Overnight Stay | N |
| 934 | OUT STAEE-MEALS-W/O OVERNGT STAY | 6642 | Meals without Overnight Stay | Y |
| 936 | OUT STATE-MISC EXPENSE | 6699 | Other Miscellaneous Out-of-State Travel | N |
| 940 | OUT OF U.S. AIR FARE | 6612 | Airfare Out-of-Country | N |
| 941 | OUT OF U.S. CAR RENTAL | 6622 | Car Rental Out-of-Country | N |
| 942 | OUT OF U.S. LODGING | 6632 | Lodging Out-of-Country | N |
| 943 | OUT OF U.S. MEALS W OVERNGT STAY | 6651 | Meals with Overnight Stay Out-of-Country | N |
| 944 | OUT OF U.S. MEALS W/O OVERNGT STAY | 6652 | Meals without Overnight Stay Out-of-Country | Y |
| 945 | TRAVEL ADVANCE | 6571 | Travel Advances | N |

## Enter New Reimbursements



*Note: The fields referenced in the steps below are required unless stated otherwise*

1. Type **ZR35.2** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Batch:** Leave **blank**, Batch number is assigned when clicking **Add**

4. **Employee**: Type or select the **Employee Identification Number**

5. **FC**: Type or select **A Add**

   ▪ **Time Rec Date** displays the current date



6. **Pay Code:** Select a **Reimbursement Pay Code** or search by Pay Class = RMB from the drop down menu.

*Only reimbursement Pay Codes should be used on this form.*

7. **Reimbursement Amount:** Type the **dollar amount** of the reimbursement using two decimals and no dollar signs, for example 123.00. Type prior period recoveries as a negative amount, for example 123.00-.

8. **Time Rec Date:** Select the **date** of the reimbursement, if different from the current date. Dates can vary for each line of entry, but cannot be later than the current pay period ending date.

- Purchase reimbursements: select the **date of purchase**

- Travel reimbursements: select the **date of travel**, or

- Multiple days of travel for the same reimbursement (Mileage for example) select the applicable **pay period end date**

9. **Pay Dist** (Payroll Distribution): Leave blank to default or select **N** to override Default Labor Distribution shown on the employee's XP02/ZP02 or XR23.3 position form, by entering new Labor Distribution values (described in steps 12-15 below)

   - If left blank, **N** will populate this field if no XR23.3 payroll distribution record exists for the employee's position; **Y** will populate if a XR23.3 payroll distribution record exists for the employee's position

10. **Process Level** and **Dept:** Employee's current Process Level and Department display after the time record is added, fields cannot be changed



11. **Acct Unit (Function):** Leave blank to default to position's Account Unit or select an **Accounting Unit**

12. **OBJ**: Leave blank. The current **Expenditure Object** account of the selected Pay Codes will populate when the time record is added

13. **BFY**: Leave blank to default to the BFY value on the employee's accounting unit or select a **Budget Fiscal Year**

14. **Activity (Program):** Leave blank to default from position or select an **Activity**

    - If an **Activity** is selected, you must also select an **Account Category**

15. **Acct Category (PPC)** Leave blank to default from position or select an **Account Category**

    - If Acct Category is selected, you must also select an **Activity (Program)**

    - Agencies that use Activity but not Account Category should enter the default value **ZZZZZ**

**Repeat steps 5-15 to enter additional employee reimbursements. Otherwise, go to step 16.**

16. Click **Add** to save

    - Status bar displays message **Add Complete-Continue**

- Previously blank fields have populated with default values

**To enter more than the six reimbursements allowed on one screen:**

17. Place your cursor in the **FC** field of row 1, and simultaneously press the **Ctrl Shift K** buttons on your keyboard. Data will clear from all row(s) on the screen. The previously entered reimbursements are not deleted; they were saved when you selected the Add button in step 16

18. Repeat steps 5-15 to enter additional employee reimbursements

19. Click **Change** to save the changes

    - Status bar displays message **Change Complete – Continue**
    - **Do not click** the **Add** button**. Doing so will duplicate the entries made on the previous screen**

20. After all reimbursements are added to the batch, follow the steps to run the Employee Reimbursement Report (ZR135) at the end of this training to validate the entries

## Change Existing Reimbursements

| ☰ Menu | | | | | Q | ZR35.2 | × | Go | ⌂ |
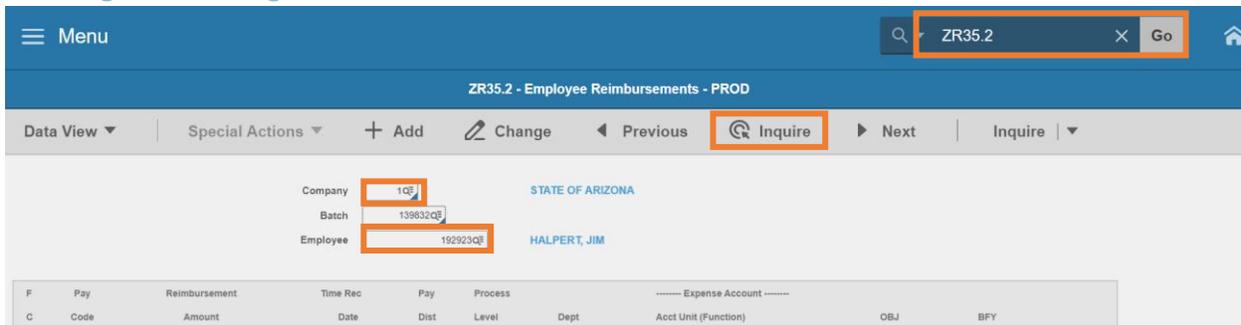
**ZR35.2 - Employee Reimbursements - PROD**

| Data View ▼ | Special Actions ▼ | + Add | ✎ Change | ◀ Previous | 🔍 Inquire | ▶ Next | Inquire | ▼ |

Company    1Q    STATE OF ARIZONA
Batch    139832Q
Employee    192923Q    HALPERT, JIM

| F | Pay | Reimbursement | Time Rec | Pay | Process | | -------- Expense Account -------- | | |
| C | Code | Amount | Date | Dist | Level | Dept | Acct Unit (Function) | OBJ | BFY |

*Note: The fields referenced in the steps below are required unless stated otherwise*

1. Type **ZR35.2** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Batch**: Select the **Batch Number**

4. **Employee**: Type or select the **Employee Identification Number**

5. Click **Inquire**

    - Reimbursements previously entered for the Batch display
    - Use the **Page Down** key to view additional records
    - Use the **Page Up** key to return to the previous screen
    - If a **Security Violation** is received, re-assign the batch on ZR10.1

6. **FC**: Type or select **C** or **D**

    ▪ Select **C** to change a reimbursement

    ▪ Select **D** to Delete. If D is selected, skip to step 16

7. **Pay Code:** Skip or select a *new* **Reimbursement Pay Code** or search by Pay Class = RMB from the drop down menu.

*Only reimbursement Pay Codes should be used on this form.*

8. **Reimbursement Amount:** Skip or type the **new dollar amount** of the reimbursement using two decimals and no dollar signs, for example 123.00. Type prior period recoveries as a negative amount, for example 123.00-

9. **Time Rec Date**:  Skip or select the **new date** of the reimbursement. Dates can vary for each line of entry, but cannot be later than the current pay period ending date

    ▪ Purchase reimbursements: select the **date of purchase**

    ▪ Travel reimbursements: select the **date of travel**, or

    ▪ Multiple days of travel for the same reimbursement (Mileage for example) select the applicable **pay period end date**

10. **Pay Dist** (Payroll Distribution): Skip or select **N** to override Default Labor Distribution shown on the employee's XP02/ZP02 or XR23.3 position form, and input *new* Labor Distribution values (described in steps 12-15 below)

11. **Acct Unit (Function):** Skip or select a **new Accounting Unit**

12. **OBJ:** Skip. Even if changing the Pay Code, this field will default to the **Expenditure Object** account associated with the changed Pay Code

13. **BFY**: Skip. Even if changing the Accounting Unit, this field will default to the Budget Fiscal Year of the changed Accounting Unit

14. **Activity (Program):** Skip or select a **new Activity**

    ▪ If this field is populated, the Acct Category (PPC) must also be populated

15. **Acct Category (PPC):** Skip or Select a **new Account Category**

    ▪ If this field is populated, the Activity (Program) must also be populated

    ▪ Agencies that use Activity but not Account Category should enter the default value **ZZZZZ**

16. Click **Change**. Status bar displays the message **Ready**

    ▪ Changed reimbursements (**FC** field=**C**) have been changed

    ▪ Deleted reimbursements (**FC** field=**D**) have been removed

# Employee Reimbursement Report ZR135

Run **Employee Reimbursement Report (ZR135)** to verify all pending time records entered in the HRIS Payroll system grouped by a specific Pay Class. Run the ZR135 prior to the payroll compute.

Depending on how the report parameters are chosen, different levels of information display. This report displays pending reimbursement time records, either by Pay Class or by Process Level ranges. It also indicates the Pay Distribution (PD) indicator on the time record.

The report can be defined to only include Employee Wage Information, or expanded to show specific Process Level, Department, Employee Range and/or Date Range.

The report can be defined to include only specific Pay Classes. The Pay Class drop-down menu has two selection options:

- **RMB** to include Employee Reimbursement time records
- **TVL** to include Travel Employee Reimbursement time records, or
- The report can also be run without a Pay Class selection

## Create Report Parameters



1. Type **ZR135** in search field, click **Go**

2. **Job Name**: Type a unique name for the report

3. **Job Description**: Type a detailed description of the report

4. **Company**: Type or select **1**



5. **Report Selection**: Select **1**, **2** or **3**

- Select **1 Time Record Edit** to view general time record information

- Select **2 Time Record Distribution** to view general ledger distribution information for each time record

- Select **3 Time Record Detail** to view detail information form the time records

6. **Time Record Selection**: Select an option:

   - **1** Batch

   - **2** Future

   - **3** Error

   - **4** Current Error & Processed

   - **5** All – Including Manual Payments

   - **6** All – Excluding Manual Payments

   - **7** Manual

7. **Batch**: Enter a **batch number** if Time Record Selection **1. Batch** was selected

8. **Pay Class**: Select a Pay Class:

   - **RMB** –Employee Reimbursement time records

   - **TVL** –Travel Employee Reimbursement time records

   - Or Leave Blank to run without a Pay Class selection

9. **Process Level**: Leave blank or select a **Process Level range** to limit results
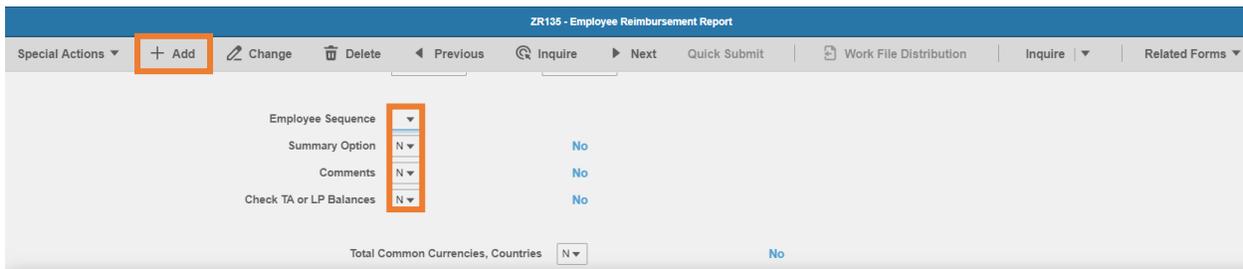


10. **Employee Sequence:** Select option for results order:

    - **A=**Alpha

    - **N**=Numeric

    - **T**=Time Record – order in which time records were entered.  Valid only for Batch status time records.

11. **Summary Option:** Select **Y** or **N** (default). Indicates if the time record edits print in summary by employee

12. **Comments:** Select **Y** or **N** (default). Indicates if time record comments print on the report

13. **Check TA or LP Balances**: Select **Y** to view employees whose entered time record hours exceed their current eligible balance, results print on a separate edit report

14. Click **Add** to save report parameters. Status bar displays message **Job Added**

# Submit Report

| ☰ Menu | | | | | | | 🔍 ▾ ZR135 | ✕ | Go | 🏠 |
|---|---|---|---|---|---|---|---|---|---|---|

**ZR135 - Employee Reimbursement Report**

| Special Actions ▾ | ✛ Add | ✎ Change | 🗑 Delete | ◀ Previous | ⓠ Inquire | ▶ Next | Quick Submit | 🗎 Work File Distribution | Inquire ▾ | Related Forms ▾ |
|---|---|---|---|---|---|---|---|---|---|---|

| Submit | Reports | Job Sched | Print Mgr |
|---|---|---|---|

| | |
|---|---|
| Job Name | ZR135 |
| Job Description | Travel Time Records |
| User Name | adtrain |
| Data Area/ID | PROD |

1.  Click **Quick Submit**, status bar displays message **Job has been submitted**

2.  Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

## Examples of ZR135 Report Results

**Example 1:**

| | |
|---|---|
| Report Selection: | 1 - Time Record Edit |
| Time Record Selection: | Batch |
| Summary Option: | N |

```
Employee Reimbursement Report
ZR135 Date 06/28/19                    Company    1 STATE OF ARIZONA                              Page    1
      Time 16:40                       Time Record Edit For Batch

                                                            - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay                T/R                          S S P                             Proc                     C Batch
Code Description   Date    Hours      Rate      Wages  T H D   General Ledger Account   Level Dept Job Code T Nmbr
---- ----------- -------- -------- ----------- ------------ - - - ------------------------------ ----- ----- -------- - ------

662  CONF/TRAINI 06/03/19   0.00     155.0000     155.00  U 0 Y   1 ADGRRC200000   -  7455-2019 ADDIA DIA00 AUN03064  S 141351
     Totals                0.00     155.0000     155.00

600  UNIFORM REI 06/21/19   0.00   1,000.0000   1,000.00  U 0 Y   1 ADGAO5000000   -  7311-2020 ADFSG FG010 AUN09059  S 142066
945  TRAVEL ADVA 06/21/19   0.00     500.0000     500.00  U 0 Y   1 ADGAO5000000   -  6571-2020 ADFSG FG010 AUN09059  S 142066
     Totals                0.00   1,500.0000   1,500.00

656  OFFICE SUPP 05/08/19   0.00       6.2400       6.24  U 0 Y   1 ADRMDADM9780   -  7321-2019 ADFSR FR040 S10121    S 141351
     Totals                0.00       6.2400       6.24
```

## Example 2:

Report Selection:        1 - Time Record Edit

Time Record Selection:  Batch

Summary Option:          Y

```
Employee Reimbursement Report
ZR135 Date 06/28/19                               Company    1 STATE OF ARIZONA                                    Page    2
     Time 16:40                                   Time Record Edit For Batch
                                                              - - - - - - - - D I S T R I B U T I O N - - - - - - - -
Pay                   T/R                                    S S P                                  Proc              C Batch
Code Description      Date      Hours       Rate        Wages T H D   General Ledger Account     Level Dept  Job Code T Nmbr
---- -----------      ----      -----       ----        ----- - - -   ----------------------     ----- ----  -------- - ------
Totals Company
                      921       0.00   95,860.7400   95,860.74
                      922       0.00   67,756.3300   67,756.33
                      923       0.00  103,598.7400  103,598.74
                      924       0.00    7,240.2600    7,240.26
                      933       0.00   21,739.8100   21,739.81
                      936       0.00    9,575.3200    9,575.32
                      932       0.00   49,556.3900   49,556.39
                      926       0.00    6,250.5700    6,250.57
                      934       0.00      262.9900      262.99
                      942       0.00      296.7600      296.76
                      943       0.00      250.0000      250.00
                      659       0.00   25,258.5300   25,258.53
```

## Example 3:

Report Selection:        2 - Time Record Distribution

Time Record Selection:  Batch

Summary Option:          N

```
Employee Reimbursement Report
ZR135 Date 06/28/19                               Company    1 STATE OF ARIZONA                                    Page    1
     Time 16:12                                   Time Record Distribution Edit For Batch
                                                         - - - - - - - - D I S T R I B U T I O N - - - - - - -
Pay    T/R                           Overtime    Shift                                               Proc         P C Batch
Code   Date      Hours      Wages    Premium Differential Job Code  General Ledger Account        Level Dept      D T Nmbr
----   ----      -----      -----    -------- ------------ --------  ----------------------        ----- ----      - - ------

662  06/03/19    0.00      155.00     0.00       0.00 AUN03064   1 ADGRRC200000   -  7455-2019 ADDIA DIA00       Y S 141351
     Totals      0.00      155.00     0.00       0.00

600  06/21/19    0.00    1,000.00     0.00       0.00 AUN09059   1 ADGAO5000000   -  7311-2020 ADFSG FG010       Y S 142066
945  06/21/19    0.00      500.00     0.00       0.00 AUN09059   1 ADGAO5000000   -  6571-2020 ADFSG FG010       Y S 142066
     Totals      0.00    1,500.00     0.00       0.00

656  05/08/19    0.00        6.24     0.00       0.00 S10121     1 ADRMDADM9780   -  7321-2019 ADFSR FR040       Y S 141351
     Totals      0.00        6.24     0.00       0.00

924  06/07/19    0.00       24.35     0.00       0.00 AUN07552   1 ADGSDBP22000   -  6542-2019 ADGSD GSD20       Y S 141848
     Totals      0.00       24.35     0.00       0.00
```

## Example 4:

Report Selection:        2 - Time Record Distribution

Time Record Selection:  Batch

Summary Option:          Y

```
Employee Reimbursement Report
ZR135 Date 06/28/19                               Company    1 STATE OF ARIZONA                                    Page    2
     Time 16:12                                   Time Record Distribution Edit For Batch

                                                         - - - - - - - - D I S T R I B U T I O N - - - - - - - -
Pay    T/R                           Overtime    Shift                                               Proc         P C Batch
Code   Date      Hours      Wages    Premium Differential Job Code  General Ledger Account        Level Dept      D T Nmbr
----   ----      -----      -----    -------- ------------ --------  ----------------------        ----- -----      - - ------
Totals Company
921              0.00   95,860.74     0.00       0.00
922              0.00   67,756.33     0.00       0.00
923              0.00  103,598.74     0.00       0.00
924              0.00    7,240.26     0.00       0.00
933              0.00   21,739.81     0.00       0.00
936              0.00    9,575.32     0.00       0.00
932              0.00   49,556.39     0.00       0.00
926              0.00    6,250.57     0.00       0.00
934              0.00      262.99     0.00       0.00
942              0.00      296.76     0.00       0.00
943              0.00      250.00     0.00       0.00
659              0.00   25,258.53     0.00       0.00
```

## Example 5:

Report Selection:          3 - Time Record Detail

Time Record Selection:  Batch

Summary Option:          N

**Employee Reimbursement Report**

```
ZR135 Date 06/28/19                              Company    1 STATE OF ARIZONA                                    Page    1
      Time 16:15                                 Time Record Detail Edit For Batch


Pay  Att  O S  Work Wk   T/R                                              St Nbr Proc  Rpt                      S P T C Batch
Code Code C T   Date     Date      Hours              Rate          Wages Pr Pp  Level Enty  Dept  Job Code    H D F T Nmbr
---- ---- - - -------- -------- --------  ---------------- --------------- -- --- ----- ----- ----- ---------  - - - - ------


662         U 06/07/19 06/03/19     0.00        155.0000         155.00 AZ      ADDIA       DIA00 AUN03064     Y   S 141351
                                               Position SAD000000744  Schedule ASRATTY    Grade 01  Step  0
        Wh State: AZ   Location: PAYROLL     Wc State: AZ   Work: County           City                Sch Dst
Totals                              0.00        155.0000         155.00

600         U 06/21/19 06/21/19     0.00      1,000.0000       1,000.00 AZ      ADFSG       FG010 AUN09059     Y   S 142066
                                               Position SAD000000833  Schedule AREG       Grade 27  Step  0
        Wh State: AZ   Location: PAYROLL     Wc State: AZ   Work: County           City                Sch Dst
945         U 06/21/19 06/21/19     0.00        500.0000         500.00 AZ      ADFSG       FG010 AUN09059     Y   S 142066
                                               Position SAD000000833  Schedule AREG       Grade 27  Step  0
        Wh State: AZ   Location: PAYROLL     Wc State: AZ   Work: County           City                Sch Dst
Totals                              0.00      1,500.0000       1,500.00

656         U 05/10/19 05/08/19     0.00          6.2400           6.24 AZ      ADFSR       FR040 S10121       Y   S 141351
                                               Position SAD000000844  Schedule AREG       Grade 22  Step  0
        Wh State: AZ   Location: PAYROLL     Wc State: AZ   Work: County           City                Sch Dst
Totals                              0.00          6.2400           6.24
```

## Example 6:

Report Selection:          3 - Time Record Detail

Time Record Selection:  Batch

Summary Option:          Y

**Employee Reimbursement Report**

```
ZR135 Date 06/28/19                              Company    1 STATE OF ARIZONA                                    Page    2
      Time 16:15                                 Time Record Detail Edit For Batch

Pay  Att  O S  Work Wk   T/R                                              St Nbr Proc  Rpt                      S P T C Batch
Code Code C T   Date     Date      Hours              Rate          Wages Pr Pp  Level Enty  Dept  Job Code    H D F T Nmbr
---- ---- - - -------- -------- --------  ---------------- --------------- -- --- ----- ----- ----- ---------  - - - - ------
Totals Company
921                                 0.00     95,860.7400      95,860.74
922                                 0.00     67,756.3300      67,756.33
923                                 0.00    103,598.7400     103,598.74
924                                 0.00      7,240.2600       7,240.26
933                                 0.00     21,739.8100      21,739.81
936                                 0.00      9,575.3200       9,575.32
932                                 0.00     49,556.3900      49,556.39
926                                 0.00      6,250.5700       6,250.57
934                                 0.00        262.9900         262.99
942                                 0.00        296.7600         296.76
943                                 0.00        250.0000         250.00
659                                 0.00     25,258.5300      25,258.53
```