



Payroll Detail Report Manual

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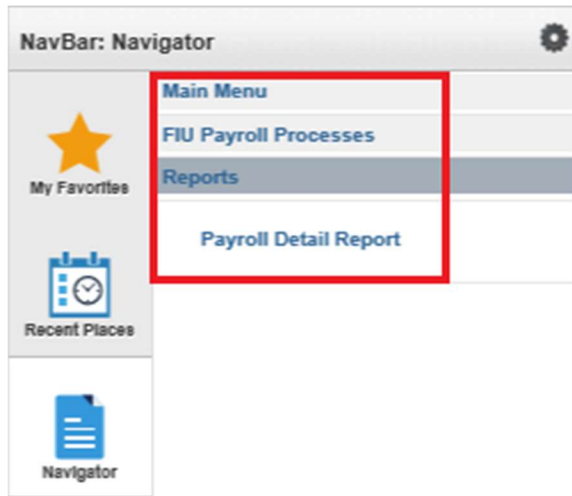
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Overview

This manual describes and illustrates how to generate and understand the Payroll Detail Report in PantherSoft Financials. The Payroll Detail Report provides detailed information on salary and employer-paid benefits. Users should run this report on a monthly basis to reconcile payroll charges to the financial statements, and review that no inactive employees have been paid in error.

Generating the Payroll Detail Report by Chartfield

Log into the PeopleSoft Financials system and go to the Payroll Detail Report run control page via the following navigation.



Step 1: The first time you run the report, you will need to create a run control ID by clicking "Add a New Value", entering a Run Control ID, and clicking "Add". Otherwise, find an existing run control to run the report.

Tip: Run Control IDs may not have spaces. Use underscores instead, as shown in the example below.

Payroll Detail Report

A screenshot of the "Payroll Detail Report" run control page. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value" (highlighted with a red rectangle). Below these buttons is a text input field labeled "Run Control ID:" containing the text "Payroll_Detail_Report" (highlighted with a red rectangle). To the right of the input field is a small "X" icon. At the bottom left, there is an "Add" button (highlighted with a red rectangle).

Whether you add a new run control or find an existing value, you will be taken to the following run control page.

By Chartfield

By Employee

Payroll Detail Report

Run Control ID: PAYROLL_DETAIL_REPORT

[Report Manager](#)

[Process Monitor](#)

Run

Date(s) to Print

Accounting Date:

OR

From Date:

To Date:

Output Format

☒ PDF

☐ XLS

☐ Both

Recs to include on Output

Template	Descr	Include?
		<input type="checkbox"/>

Include All

Selection Criteria

Chartfield:

Values

ChartField Value	Description
1	<input type="text"/>

Save

[By Chartfield](#) | [By Employee](#)

Step 2: Choose one accounting date or enter a range of dates in the “Date(s) to Print” section and make sure to tab out.

Date(s) to Print

Accounting Date:

OR

From Date:

To Date:

Step 3: Various templates will populate in the “Recs to include on Output section” depending on the date range selected. Click “Include All” to make sure all the available data is reflected on the Payroll Detail Report output.

Tip: If your report does not run successfully, check the “Recs to include on Output” section of the run control page, and make sure templates are listed. Change the dates in the “Date(s) to Print” section until values appear in this section.

Recs to include on Output		
Template	Descr	Include?
PAYROLL	HR Payroll	<input checked="" type="checkbox"/>
OFFCYCLE	Off-Cycle	<input checked="" type="checkbox"/>

Include All

Step 4: Select your desired output format in the “Output Format” section. Click “XLS” for an Excel output or “Both” to generate two files, a PDF and an Excel file.

Output Format

☐ PDF

☒ XLS

☐ Both

Step 5: In the “Selection Criteria” section, select the Chartfield you would like to search by. The most popular searches are by Activity Number, Project ID or department.

Selection Criteria Find First 1 of 1 Last

Chartfield: Activity Nbr

Values

ChartField	Value	Description
1		

Step 6: If you selected the “Activity Number” Chartfield, enter the activity number you would like to run a report for in the “Values” section. Click on the plus sign in the “Values” section to add additional activity numbers to include on the report.

If you had selected “Project ID” as the Chartfield to search by, you would enter a Project ID in the “Values” section.

Selection Criteria Find First 1 of 1 Last

Chartfield: Activity Nbr

Values

ChartField	Value	Description
1	1560020002	DHR Administration
2	1560120002	Compensation Administration

In some cases, you may want to run reports for project IDs and activity numbers at the same time. In that case, click on the plus sign to the right of the Chartfield drop-down and a new selection criteria section will display underneath.


Selection Criteria Find First 1 of 2 Last

Chartfield: Activity Nbr

Values	ChartField Value	Description
1	1560020002	DHR Administration
2	1560120002	Compensation Administration

Chartfield: Project ID

Values	ChartField Value	Description
1	800002030	McNair 2012-2017

Step 7: Click  **Save** on the bottom left to save the Run Control ID and associated parameters. You can run this same report in the future by searching for the Run Control ID under “Find An Existing Value”, instead of having to add a new value (See the “Find an Existing Value” tab in Step 1).

Step 8: Click “Run” to run the report.

Tip: While the report is generating, you cannot change the parameters and click run again. To run several reports at the same time, click “Return to Search” to create another run control.

Payroll Detail Report

Run Control ID Payroll_Detail_Report Report Manager Process Monitor **Run**

Data(s) to Print

Accounting Date: []

OR

From Date: 07/01/2015 To Date: 06/30/2016

Output Format

☐ PDF ☒ XLS ☐ Both

Recs to include on Output

Template	Descr	Include?
OFFCYCLE	Off-Cycle	<input checked="" type="checkbox"/>
PAYROLL	HR Payroll	<input checked="" type="checkbox"/>

Selection Criteria Find First 1 of 2 Last

Chartfield: Activity Nbr

Values	ChartField Value	Description
1	1560020002	DHR Administration
2	1560120002	Compensation Administration

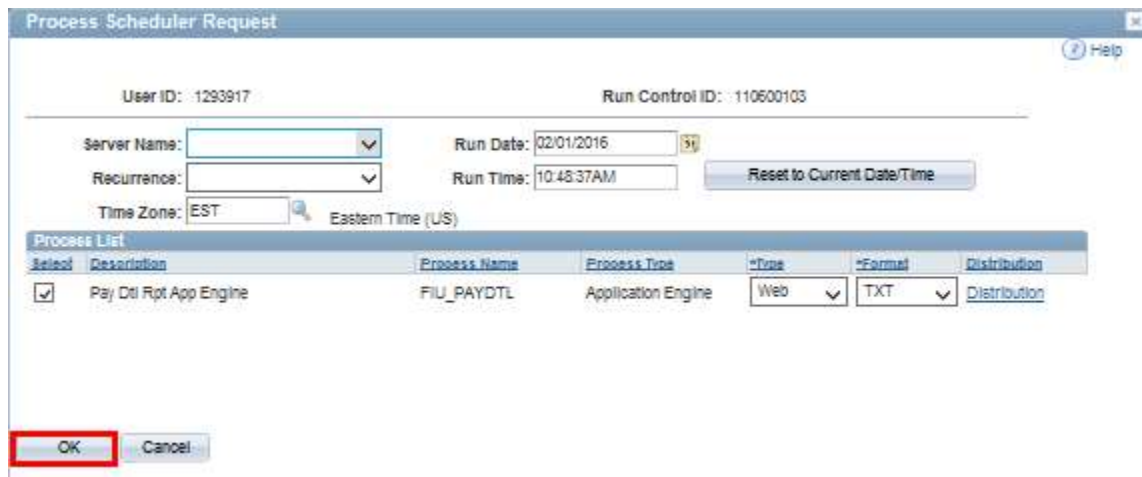
Chartfield: Project ID

Values	ChartField Value	Description
1	800002030	McNair 2012-2017

Save **Return to Search**

Step 9: In the “Process Scheduler Request” pop-up, click “OK”.

Tip: Leaving the Server Name blank will allow the system to automatically select the server that will run the report the fastest. Leave “Type” as “Web” and “Format” as “TXT”.




The image shows a "Process Scheduler Request" dialog box. At the top, it displays "User ID: 1293917" and "Run Control ID: 110600103". Below this, there are fields for "Server Name" (a dropdown menu), "Run Date" (a date field set to 02/01/2016), "Recurrence" (a dropdown menu), "Run Time" (a time field set to 10:48:37AM), and "Time Zone" (a dropdown menu set to EST). A "Reset to Current Date/Time" button is located next to the Run Time field. Below these fields is a "Process List" table. The table has columns: "Select", "Description", "Process Name", "Process Type", "Type", "Format", and "Distribution". There is one row in the table with a checked "Select" box, "Pay Dtl Rpt App Engine" as the "Description", "FIU_PAYDTL" as the "Process Name", "Application Engine" as the "Process Type", "Web" as the "Type", "TXT" as the "Format", and "Distribution" as the "Distribution". At the bottom of the dialog box, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Pay Dtl Rpt App Engine	FIU_PAYDTL	Application Engine	Web	TXT	Distribution

Generating the Payroll Detail Report by Employee

To run the Payroll Detail Report by Employee, click on the “By Employee” tab and enter an employee ID in the “Employee ID” section. Follow the other steps in the “Generating the Payroll Detail Report by Chartfield” section of this manual.

Tip: Click on the magnifying glass  to search by name (Last name,First name).

By Chartfield


By Employee

Employee Payroll Detail Report


Run Control ID PAYROLL_DETAIL_REPORT [Report Manager](#) [Process Monitor](#)


Run

Date(s) to Print

Accounting Date: 

OR

From Date: 

To Date: 

Output Format

☒ PDF

☐ XLS


☐ Both

Recs to include on Output

Template	Descr	Include?
		<input type="checkbox"/>

Include All

Employee ID

Emplid: 

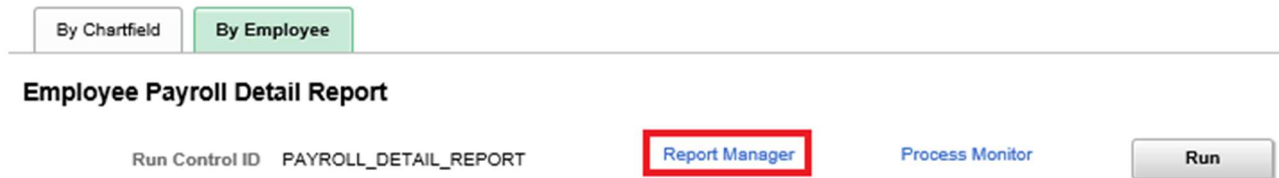
Save

[By Chartfield](#) | [By Employee](#)

Retrieving the Payroll Detail Report

Whether you ran the report by Chartfield or by Employee, follow these steps to retrieve your report.

Step 1: Click on “Report Manager” from the Payroll Detail Report run control page.

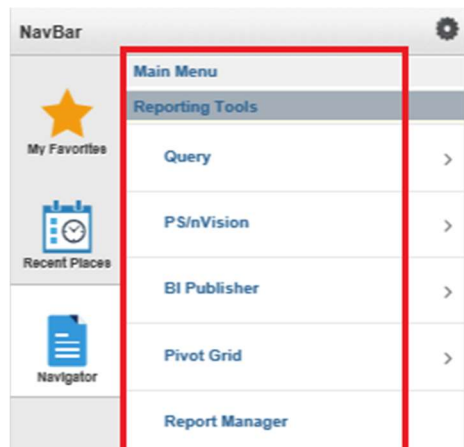


By Chartfield By Employee

Employee Payroll Detail Report

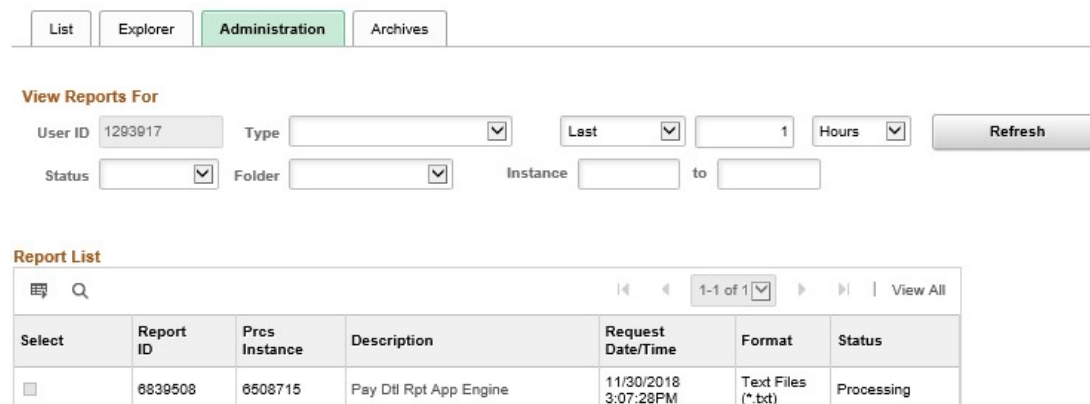
Run Control ID PAYROLL_DETAIL_REPORT [Report Manager](#) [Process Monitor](#) [Run](#)

Alternatively, you can follow the navigation below to go to the Report Manager.



Step 2: Click on the “Administration” tab.

Tip: The reports are not available in Report Manager until the Pay Dtl Rpt App Engine status is “Posted”. Click Refresh to update the statuses. It may take a few minutes for the status to change.



List Explorer **Administration** Archives

View Reports For

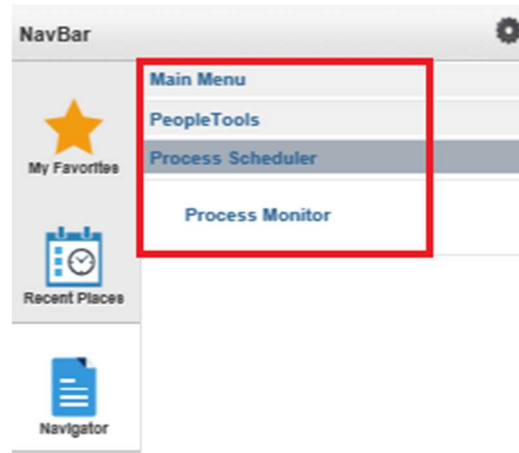
User ID 1293917 Type Last 1 Hours Refresh

Status Folder Instance to

Report List

Select	Report ID	Pres Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	6839508	6508715	Pay Dtl Rpt App Engine	11/30/2018 3:07:28PM	Text Files (*.txt)	Processing

Tip: If the status for the Pay Dtl Rpt App Engine status remains “NA” for longer than a few minutes, go to the Process Monitor page via the navigation below, and make sure the Run Status is not “Error”. If the status says “Queued” for an extended period of time, or if it says “Error”, contact the Human Resources Service Center at 305-348-2181.



Process List Server List

View Process Request For

User ID: s1293917 Type: Last: 5 Days: Refresh

Server: Name: Instance From: Instance To: Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6508718		Application Engine	FIU_PAYDTL	s1293917	11/30/2018 3:11:07PM EST	Queued	N/A	Details

Step 3: From the Report Manager page, click the link for “Detail Report XLS (for both)” or “Payroll Detail Report PDF”, depending out the output format selected on the run control page.

List Explorer **Administration** Archives

View Reports For

User ID: 1293917 Type: Last: 1 Hours: Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	6839513	6508720	Payroll Detail Report PDF	11/30/2018 3:11:58PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	6839512	6508719	Detail Report XLS (for both)	11/30/2018 3:11:58PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	6839511	6508718	Pay Dtl Rpt App Engine	11/30/2018 3:11:09PM	Text Files (*.txt)	Posted	Details

Step 4: In the Report Detail pop-up window, click on the file with the “.xls” or “.pdf”. suffix.

Report Detail

Report

Report ID: 5180003

Process Instance: 5076891

[Message Log](#)

Name: FGLR638C

Process Type: SQR Report

Run Status: Success

Detail Report XLS (for both)

Distribution Details

Distribution Node: unixnode

Expiration Date: 05/01/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_FGLR638C_5076891.log	1,840	02/01/2016 10:48:31.860475AM EST
fglr638c_5076891.out	11,403	02/01/2016 10:48:31.860475AM EST
fglr638c_5076891.xls	104,178	02/01/2016 10:48:31.860475AM EST

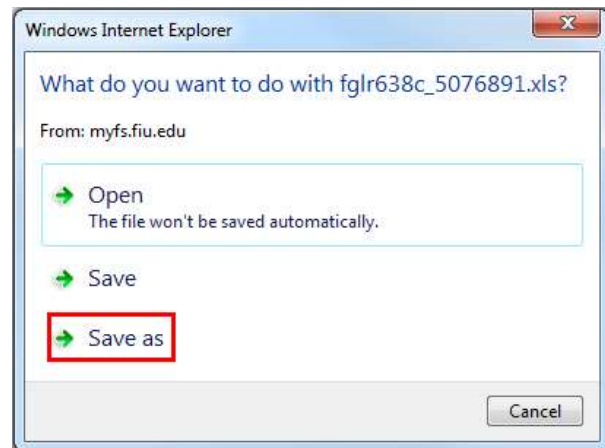
Distribute To

Distribution ID Type	*Distribution ID
User	1293917

OK

Cancel

Step 5: In the pop-up window, click “Save As” to save the file to your desired location.



Understanding the Payroll Detail Report by Chartfield

Both the Payroll Detail Report PDF and Excel provide valuable information on wages and benefits paid. The Excel version generally provides the same information, with some exceptions. Under each section of the manual below are screenshots of both the Excel and PDF versions of the report for comparison.

For specific questions, please contact the Human Resources Service Center at 305-348-2181.

Heading

The heading includes the chartfield values, accounting date (generally the same as the pay date), and the journal ID.

Department	Project ID	Activity Nbr.	Cost PID	Task	Accounting Date	Appl_Jrnl_Id	Journal ID	Fund Code	Budget Entity
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1

The pay period begin and end dates associated with the pay date are only found on the PDF output.

Department:	156000000	DHR Administration
Activity Nbr:	1560020002	DHR Administration
Accounting Date:	08/21/2015	
Pay Period Start:	08/01/2015	End: 08/14/2015
Journal ID:	PAY0813498	
Fund Code:	210	General Revenue Budget Entity: 1 E&G

Demographics

The demographics section provides the employee name, Employee ID, position number, FTE, Comp. Rate and hours worked by funding source. For temporary employees, the position number is their jobcode.

Employee Name	Panther ID	Position Nbr	FTE	Compensation Rate	Hours Worked
			1.0000	69640.89	80
			1.0000	109080.3	80
			1.0000	55825	80
			1.0000	151494.92	80

Demographics					
Employee Name	Empl ID	Pos. Num	FTE	Comp. Rate	Hours
Administrative					
			1.0000	69,640.89	80.00
			1.0000	109,080.30	80.00
			1.0000	55,825.00	80.00
			1.0000	151,494.92	80.00

Salary and Benefits Details

The salary and benefits section details earnings and associated benefits. If a particular row has a date in the “Transferred From” column, that row represents a payroll transfer and the date represents the date when that check was first issued or last transferred from.

Fringe Benefits are a percentage of the earnings based on the pay plan or earnings type. Review the current budget manual for the latest fringe benefit pools and percentages.

Check Number	Transferred From	771141	771151	771951	771962	771963
		Salaries - Administrative	Salaries - Staff	Cellphone Allowance	Fringe Benefits - Admin	Fringe Benefits - Staff
942719		2,668.23	0	0	740.7	0
942720		0	1,757.25	0	0	688.31
942732		4,179.32	0	90	1,160.18	0
942703		2,138.89	0	0	593.76	0

Salaries				Benefits	Employee	Transferred
Check No	Salary	Account	*Other Earning	Fringe	Total	From
942719	2,668.23	771141		740.70	3,408.93	
942732	4,179.32	771141	90.00	1,160.18	5,429.50	
942703	2,138.89	771141		593.76	2,732.65	
942699	5,804.40	771141		1,611.30	7,415.70	

Other Earnings

Cell phone allowances, bonuses, and other one-time payments appear in the “Other Earning” column of the PDF version of the report. Below are other types of expenses included in the “Other Earning” column.

Account	Account Description	Types of payment
771152	Salaries – On Call	On-call pay for eligible employees
771153	Salaries – Overtime	Pay to regular, non-exempt employees for hours worked over 40 within each week
771154	Law Enforcement Incentives	Pay to law-enforcement officers as part of the criminal justice incentive program
771503	Temporary – Overtime	Pay to Temporary employees for hours worked over 40 within each week
771517	Other Earnings	Educational Incentive, Spot Awards, or Bonuses
771951	Cell Phone Allowance	Allowance for monthly cell phone expenses or stipend for a new cell phone
771952	Miscellaneous Payroll Allowances	Uniform, tool, car, moving, relocation, or other allowances

Summary Section (PDF only)

Only the PDF version has a summary section on the bottom left. Detailed accounts for amounts in the "Other Earning" column may be further defined here.

TOTALS by Account for 1560020002, 210			
771141	- Salaries - Administrative	:	51,201.00
771151	- Salaries - Staff	:	4,585.70
771501	- Temporary Employment	:	910.00
771508	- College Work Study	:	83.12
771951	- Cellphone Allowance	:	840.00 in "Other Earning" Column
771962	- Fringe Benefits - Admin	:	14,213.40
771963	- Fringe Benefits - Staff	:	1,796.21
771965	- Fringe Benefits - Other Tempor	:	29.94
Total:			73,659.37

Understanding the Payroll Detail Report by Employee

Departments pay a fringe benefit rate, while the University-Wide Fringe Benefits Pool covers actual benefits. The Payroll Detail Report by Employee shows actual fringe benefits paid on behalf of the employee in activity number 1104110003, in addition to the fringe rate and salary charged to the employee's funding source. Amounts are grouped by pay date and activity number/Project ID on the PDF version.

For specific questions, please contact the Human Resources Service Center at 305-348-2181.

Check Number	Transferred From	771141	771611	771652	771701	771716	771901	771902	771962
		Salaries - Administrative	Social Security Matching	Medicare Tax Expense Employer	State Retirement	FICA Savings	State Health -Employer	State Life - Employer	Fringe Benefits - Admin
942719		0	156.03	36.49	193.71	11.6	632.03	2.27	-740.7
942719		2,668.23	0	0	0	0	0	0	740.7

Pos. Num	FTE	Comp. Rate	Hours	Check No	Type	Account	Description	Amount	Trans. From
Acct Date : 21-AUG-2015									
Department : 110401000 Office of the Controller Adm									
Activity Nbr.: 1104110003 Univ Wide Fringe Benefit									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
99999999	9.9900	999,999.99		942719	BEN	771611	Social Security Matching	156.03	
					BEN	771652	Medicare Tax Expense Employer	36.49	
					BEN	771701	State Retirement	193.71	
					BEN	771716	FICA Savings	11.60	
					BEN	771901	State Health -Employer	632.03	
					BEN	771902	State Life - Employer	2.27	
					BEN	771962	Fringe Benefits - Admin	740.70-	
							Sub-Total	291.43	
Acct Date : 21-AUG-2015									
Department : 156000000 DHR Administration									
Activity Nbr.: 1560020002 DHR Administration									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
41676000	1.0000	69,640.89	80.00	942719	SAL	771141	Salaries - Administrative	2,668.23	
				942719	BEN	771962	Fringe Benefits - Admin	740.70	
							Sub-Total	3,408.93	
							Employee Total	3,700.36	

Summary Section (PDF only)

The PDF version has a summary section on the bottom left of the last page that sums amounts by account for the date ranges used in the run control page.

The Fringe Benefits account is displayed as \$0.00 because it reflects the sum of the amount charged to the department and the credit that posted to the Fringe Benefit Pool.

TOTALS by Account for EMPLID: 			
771141	-	Salaries - Administrative	: 2,668.23
771611	-	Social Security Matching	: 156.03
771652	-	Medicare Tax Expense Employer	: 36.49
771701	-	State Retirement	: 193.71
771716	-	FICA Savings	: 11.60
771901	-	State Health -Employer	: 632.03
771902	-	State Life - Employer	: 2.27
771962	-	Fringe Benefits - Admin	: 0.00
Total:			3,700.36

Appendix A – Sample Payroll Detail Report by Chartfield PDF

Department: 156000000 DHR Administration
 Activity Nbr: 1560020002 DHR Administration
 Accounting Date: 08/21/2015
 Pay Period Start: 08/01/2015 End: 08/14/2015
 Journal ID: PAY0813498
 Fund Code: 210 General Revenue Budget Entity: 1 NaG

Florida International University
 Payroll Detail Report

Report: PGLR0638 1.1
 Run Dt: 02/01/2016
 Page: 9 of 10

Demographics						Salaries				Benefits	Employee	Transferred
Employee Name	Empl ID	Pos. Num	FTE	Comp. Rate	Hours	Check No	Salary	Account	*Other Earning	Fringe	Total	From
Administrative												
	41676000		1.0000	69,640.89	80.00	942710	2,668.23	771141		740.70	3,408.93	
	45079000		1.0000	109,080.30	80.00	942732	4,179.32	771141	90.00	1,160.18	5,429.50	
	33801000		1.0000	55,825.00	80.00	942703	2,138.89	771141		593.76	2,732.65	
	44221000		1.0000	151,494.92	80.00	942699	5,804.40	771141		1,611.30	7,415.70	
	45973000		1.0000	115,781.50	80.00	942729	4,436.07	771141	90.00	1,231.45	5,767.52	
	41679000		1.0000	63,494.00	80.00	942700	2,432.72	771141	100.00	675.32	3,208.04	
	45426000		1.0000	231,750.00	80.00	942701	7,661.96	771141	110.00	2,126.96	9,898.92	
	44475000		1.0000	142,178.16	80.00	942702	5,447.44	771141	90.00	1,512.21	7,049.65	
	35467000		1.0000	59,397.80	80.00	942734	2,275.78	771141	90.00	631.76	2,997.54	
	41677000		1.0000	68,250.00	80.00	942713	218.91	771141		60.77	279.68	
	33679000		1.0000	61,725.00	80.00	942731	2,364.94	771141		656.51	3,021.45	
	44477000		1.0000	116,897.40	80.00	942726	4,478.83	771141	90.00	1,243.32	5,812.15	
	33794000		1.0000	75,002.88	80.00	942735	2,873.67	771141	90.00	797.73	3,761.40	
	70005780		1.0000	56,840.00	80.00	942736	2,177.78	771141	90.00	604.55	2,872.33	
	33536000		1.0000	53,297.65	80.00	942727	2,042.06	771141		566.88	2,608.94	
Group Totals:							51,201.00		840.00	14,213.40	66,254.40	
Staff												
	45625000		1.0000	45,864.25	80.00	942720	1,757.25	771151		688.31	2,445.56	
	33257000		1.0000	39,822.61	80.00	942721	1,525.77	771151		507.64	2,123.41	
	70016381		1.0000	34,000.00	80.00	944969	1,302.68	771151		510.26	1,812.94	
Group Totals:							4,585.70			1,796.21	6,381.91	
Temporary, Adjunct & Overload												
	0015		0.5000	23,660.00	40.00	939062	910.00	771501		29.94	939.94	
			Temporary Employment Total:				910.00					
	0192		0.4200	10.00	33.25	946252	83.12	771508			83.12	
			College Work Study Total:				83.12					
Group Totals:							993.12			29.94	1,023.06	
Activity Nbr Totals:							56,779.82		840.00	16,039.55	73,659.37	
TOTALS by Account for 1560020002, 210												
771141	-	Salaries - Administrative	:	51,201.00								
771151	-	Salaries - Staff	:	4,585.70								
771501	-	Temporary Employment	:	910.00								
771508	-	College Work Study	:	83.12								
771951	-	Cellphone Allowance	:	840.00								
771962	-	Fringe Benefits - Admin	:	14,213.40								
771963	-	Fringe Benefits - Staff	:	1,796.21								
771965	-	Fringe Benefits - Other Tempor	:	29.94								
Total:			:	73,659.37								

Appendix B – Sample Payroll Detail Report by Employee PDF

Accounting Date: 21-Aug-2015

Florida International University
Employee Payroll Detail Report

Report: FGLR638E 3.0
Run Dt: 02/01/2016
Page: 1 of 1

Pos. Num	FTE	Comp. Rate	Hours	Check No	Type	Account	Description	Amount	Trans. From
Acct Date : 21-AUG-2015									
Department : 110401000 Office of the Controller Adm									
Activity Nbr.: 1104110003 Univ Wide Fringe Benefit									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
99999999	9.9900	999,999.99		942719	BEN	771611	Social Security Matching	156.03	
					BEN	771652	Medicare Tax Expense Employer	36.49	
					BEN	771701	State Retirement	193.71	
					BEN	771716	FICA Savings	11.60	
					BEN	771901	State Health -Employer	632.03	
					BEN	771902	State Life - Employer	2.27	
					BEN	771962	Fringe Benefits - Admin	740.70	
							Sub-Total	291.43	
Acct Date : 21-AUG-2015									
Department : 156000000 DHR Administration									
Activity Nbr.: 1560020002 DHR Administration									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
41676000	1.0000	69,640.89	80.00	942719	SAL	771141	Salaries - Administrative	2,668.23	
				942719	BEN	771962	Fringe Benefits - Admin	740.70	
							Sub-Total	3,408.93	
							Employee Total	3,700.36	

TOTALS by Account for EMPLID:

771141	-	Salaries - Administrative	:	2,668.23
771611	-	Social Security Matching	:	156.03
771652	-	Medicare Tax Expense Employer	:	36.49
771701	-	State Retirement	:	193.71
771716	-	FICA Savings	:	11.60
771901	-	State Health -Employer	:	632.03
771902	-	State Life - Employer	:	2.27
771962	-	Fringe Benefits - Admin	:	0.00
Total:				3,700.36