

Advances & Expense Reimbursements by FST



Report Summary

This report is designed to display all Accountable Advances and Expense Reimbursements charged to funds that fall within a given FST jurisdiction, Fiscal Year and Fiscal Period. This report contains posted transactions only.

Note:

The data warehouse includes all transactions up to and including yesterday's data. Changes made in the Finance system today will only appear in the data warehouse tomorrow.

Data Warehouse View(s):

FA.Advances.Reimbursements

Prompting query fields are:

Fiscal Year – e.g. 09 (2008/2009)

Fiscal Period – e.g. 02 (July)

FST Code – e.g. ENG01 (six digit fst code)

Detail Information includes:

Audit No. – Reference number assigned to the Advance or Expense Reimbursement transaction in Minerva. Used to reconcile within the Finance system as the Vendor Invoice number

Finance Document number – e.g. IE123456

Paid To – Individual paid on the request

Responsible McGill Person – Individual responsible for the request

Additional Information – Includes amounts, dates, destination city, purpose & FOAPAL(s)

Amount fields are:

FOAPAL Amount – Amount charged to FOAPAL per item

GST Amount – GST amounts charged to FOAPAL per item

QST Amount – QST amounts charged to FOAPAL per item

Total for Amount – Total of Advance or Expense Reimbursement request

Grand Total – Sum of all Advance and Expense Reimbursements listed