

## Advances & Expense Reimbursements by ORG Code



### Report Summary

This report is designed to display all Accountable Advances and Expense Reimbursements charged to Department ORG within the Fiscal Year.

#### **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)

Department ORG – 5 digit code starting with '0'

### 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