

## Advance and Expense Reference Number Search



### Report Summary

This report is designed to display the transaction details for a specific Advance or Expense Reference Number.

**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:

Advance or Expense Reference number – e.g. 00012345

### Detail Information includes:

Audit No. – Reference number assigned to the Advance or Expense 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 amount charged to FOAPAL per item

QST Amount – QST amount charged to FOAPAL per item

Total for Amount – Total of Advance, Expense Reimbursement or Petty Cash document