**Advances & Expense Reimbursements by FST**

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**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