**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