Advances & Expense Reimbursements by Responsible ID

Report Summary

This report is designed to display all Accountable Advances and Expense Reimbursements belonging to a Responsible McGill ID.

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:
Responsible McGill ID – e.g. 150xxxxxx

Detail Information includes:
Audit No. – Reference number assigned to the Advance or Reimbursement transaction in Minerva. Used to reconcile within the Finance system as the Vendor Invoice number
Finance Document Number – e.g. IE123456
Banner Feed Date – Date the transaction loaded to Banner
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