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