Outstanding Advances by Responsible ID

Report Summary

This report is designed to display all Outstanding Accountable Advances linked 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** – The McGill ID of the individual responsible for the request e.g. 150xxxxxx

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)

**Overdue** – Indicator which displays “Y” only when an Advance is 30 days past the return date of the trip

Amount fields are:

**Advance Amount** – The amount of the original accountable advance request.

**Grand Total** – Total of all Outstanding Accountable Advances