Outstanding Advances by ORG

Report Summary

This report is designed to display ALL Outstanding Accountable Advances charged to a Department ORG.

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:

Department ORG – e.g. 5 digit code organization code

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” when an advance is 30 days past the return date of the trip.

Amount fields are:

Advance Amount – the amount requested as an Accountable Advance.

Grand Total – Total of all outstanding Accountable Advances