

*This document is intended to assist Affiliation Finance Users with approving invoices in ADLC's Student Information System (SIS).*

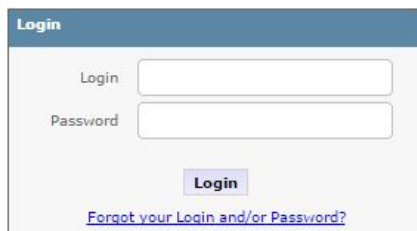
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ADLC's Invoice Approval System allows Affiliation Finance Users to access, print, and approve invoices for payment. Once invoices have been approved, follow your district's internal payment process. Payment can be made via cheque or electronic funds transfer (EFT). If you would like to pay via credit card, please call our ADLC Finance Department with your credit card information.

Generally, the Master Account Receivable (MAR) is held by the district, and this district can see outstanding invoices for their schools (affiliations). Districts pay ADLC based on invoices that have been approved and submitted to the district office by the affiliations.

When ADLC receives a payment from the district, our finance staff will mark the invoice as paid in the SIS and will apply the payment against the MAR (rather than the individual school's account).

1. Log into the SIS via the following link: <https://sis.adlc.ca/PublicWelcome.aspx>



- if you cannot recall your login and/or password, click the [Forgot your Login and/or Password?](#) link
  - if you do not have a login and/or password, click the following link to complete the sign up form <https://www.adlc.ca/educators/finance-user-request/>
2. When you are logged into the SIS, make sure your **Affiliation Finance** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



If you do not have a drop-down menu, it is possible that Affiliation Finance is your only role in the SIS and you may proceed with Step 3. If you have a drop-down menu but do not see this role in the drop-down menu, click the following link to complete the sign up form <https://www.adlc.ca/educators/affiliation-finance-user-request/>.

- Click on the **Affiliations** tab. From the menu on the left-hand side, click **Active Affiliations**. Click on the name of your affiliation or type the name of the affiliation in the **Search** field, and then click on the name when it appears in the list.
- In the top left corner of the screen, in the Main Information section, click **Invoice Approval**.



- In the Invoice Approval screen, select your desired filters from the drop-down menus below:
  - **Approved:** Select **Yes** or **No**
  - **Paid:** Select **Yes** or **No**
  - **Start:** Entered desired start date for invoice results
  - **End:** Enter desired end date for invoice results
  - **Order #:** If you wish to locate a specific invoice
  - **Filter by:** Select **Transaction Date**, **Approved Date**, or **Paid Date**
- Once you have entered the desired filters, click **Get Data**.

The image shows a search criteria form with the following fields:
 

- Approved: No (dropdown)
- Paid: No (dropdown)
- Start: 08/18/2014 (text input)
- End: 01/26/2018 (text input)
- Affiliation: (dropdown)
- Filter by: Transaction Date (dropdown)
- Order #: (text input)

 A red circle highlights the "Get Data" button at the bottom center of the form.

The invoice results for your selected search parameters will appear.

Select	Order #	Affiliation	Student	Section	Amount	Approved	Paid	Transaction Date
<input type="checkbox"/>	000000000660637	Vista Virtual School		Science 9 (2014-D) - Vista Virtual School - Electronic Lessons	\$-123.00	No	No	10/01/2014
<input type="checkbox"/>	000000000660821	Vista Virtual School		Language Arts 9 (2014-D) - Vista Virtual School - Electronic Lessons	\$-69.00	No	No	10/02/2014
<input type="checkbox"/>	000000000660912	Vista Virtual School		Career and Life Management (2014-C) - Vista Virtual School - Electronic Lessons	\$-152.00	No	No	09/30/2014
<input type="checkbox"/>	000000000660925	Vista Virtual School		Social Studies 7 (2014-D) - Vista Virtual School - Electronic Lessons	\$-125.00	No	No	10/08/2014

7. Complete the desired action for your invoice results:

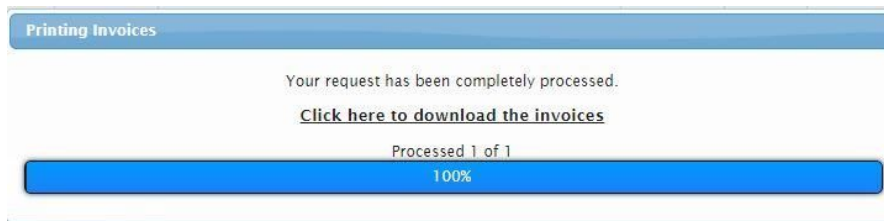
- to determine the date and user for an approved invoice, refer to the **Approved On** and **Approved By** column(s) for the desired invoice(s); these columns appear to the right of the **Transaction Date** column
- to print a report of the invoice results, click **Print Page** in the dark blue bar near the top of the screen



- to review your desired invoice(s), complete the following:
  - to review an individual invoice, click on the link in the **Order #** column
  - to review multiple invoices, click the box in the **Select** column for the invoices you wish to review OR click the **Check All** box (if you wish to review all invoices listed), then click the **Print Selected** button

**Print Selected**

- click the link **Click here to download the invoices**, to review your selected invoices



- after reviewing your desired invoice(s), to approve the invoice(s), click the **Approve Selected** button

**Approve Selected**

## Questions?

Give us a call at 1-866-774-5333 or email [finance@adlc.ca](mailto:finance@adlc.ca)