

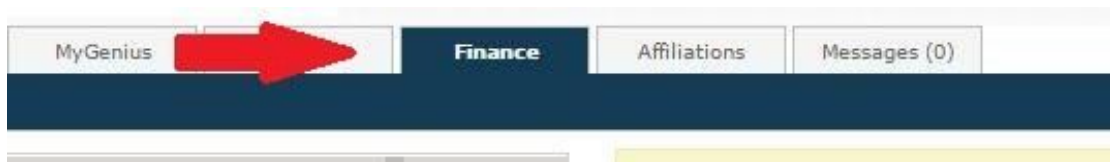
This document is intended to assist Affiliation Finance Users in viewing CEU claims ADLC has submitted on their behalf in ADLC's Student Information System (SIS).

Note: ADLC sends the CEU Claims Report to Alberta Education at the beginning of every month. If a claim has been submitted by ADLC to Alberta Education and your school has not yet received the CEU's, you can communicate that with your District Funding Administrator who can follow up with Alberta Education .

1. When you are logged into the SIS, in the drop down menu on the dark blue bar that runs along the screen, select one of the following roles: **Affiliation Finance** or **Affiliation Finance District** or **Payor**.



2. Click on the **Finance** tab.



3. From the menu on the left-hand side, click **CEU Claims Report**.



4. Enter your search criteria and click **Get Data**.

Search criteria:

Start Date: 09/01/2014	End Date: 08/06/2015
Affiliation Code: Select...	Super Affiliation Code: Select...
Status: Select...	

Get Data

5. You can sort the results as desired by clicking on the appropriate column heading (e.g. to sort by date registered, simply click on **Date Registered** at the top of that column).

Student ID	Last Name	First Name	Protected	DOB	Gender	Course Code	School code	Super Affiliation Code	Date Registered	Status	Funding	Completion Date	Section
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6. To export the results in Excel, click on the **Export Results to Excel** button in the upper right-hand corner of the page.



Questions?

Give us a call at 1-866-774-5333 or email finance@adlc.ca