

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

The *Invoice Approval System* in ADLC SIS allows Affiliation Finance Users to access, print/download and approve invoices for payment. Once invoices have been approved, follow your district's internal payment process.

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

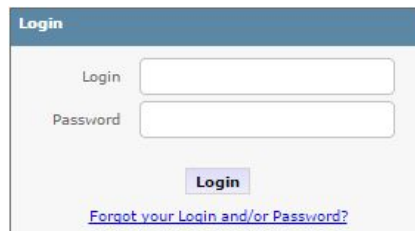
Please note: Approving invoices in SIS does not automatically submit invoices to your district for payment.

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.

When ADLC receives a payment from the district, the invoice is marked as paid in SIS and the payment will be applied against the MAR (rather than the individual school's account).

To Access the Invoice Approval System in SIS

1. Log into [SIS](#)



- 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, complete the [Finance User Request form](#).
2. After logging in, make sure your *Affiliation Finance* role is selected before you begin (there will be no other option if you do not have any other roles). This can be found in the drop-down menu on the dark blue bar near the top of the screen.



If you do not see this role in the drop-down menu, you will need to complete the [Finance User Request form](#).

3. Select the **Affiliations** tab near the top of the screen.

4. Select **Active Affiliations** in the left menu.
5. Select the name of your affiliation or type the name of the affiliation in the *Search* field, and then click on your affiliation name when it appears.
6. In the left menu, under the *Main Information* section, select **Invoice Approval**.



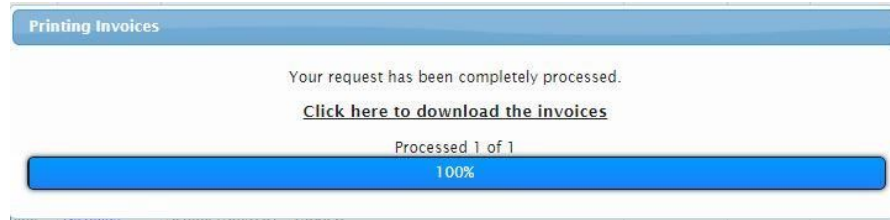
7. On the *Invoice Approval* screen, select your desired filters from the drop-down menus below:
 - *Approved:* Select **Yes** or **No**
 - *Paid:* To search for invoices that have been paid, select **Yes**, For unpaid, select **No**
 - *Start:* The date the system will begin searching from
 - *End:* The date the system will stop the search
 - *Order #:* If you wish to locate a specific invoice by number
 - *Filter by:* Select **Transaction Date**, **Approved Date** or **Paid Date**
8. Once you have applied your desired filters, select **Get Data**.

 A screenshot of a search criteria form. The form is titled "Search criteria:" and contains several input fields: "Approved:" with a dropdown menu set to "No", "Paid:" with a dropdown menu set to "No", "Start:" with a date field containing "08/18/2014", "End:" with a date field containing "01/26/2018", "Affiliation:" with a dropdown menu, "Order #:" with a text input field, and "Filter by:" with a dropdown menu set to "Transaction Date". A "Get Data" button is located at the bottom right of the form and is circled in red.

The results of your search will appear. You can view approval/paid statuses, transaction/approval dates and who approved an invoice.

9. Viewing Invoices

- To view an *individual invoice*, click on the linked order number in the *Order #* column. This will download a PDF of the invoice that you can open, save or print.
- To view *multiple invoices*, select the check boxes in the *Select* column for the desired invoices OR click the **Check All** box to select all invoices listed and click the **Print Selected** button. This will open a window (shown on next page) with a progress bar. Select the link **Click here to download the invoices**. The invoices will be downloaded as a PDF that you can open, save or print.



10. Approving Invoices

- After review, select the checkboxes of the desired invoices
- Click the **Approve Selected** button

Approve Selected

11. **Important! Forward the invoice copies to your district for payment or follow your district's internal payment process.**

Questions?

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