

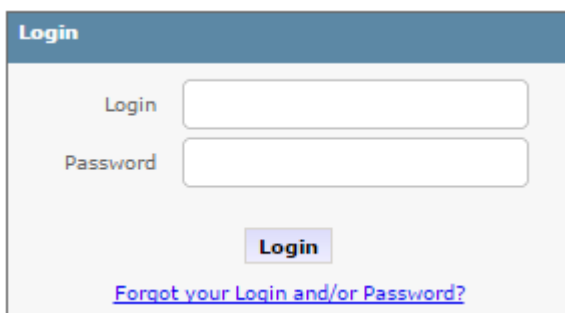
This document is intended to help Affiliations use ADLC's Online Invoice Approval System.

Context: ADLC's Online Invoice Approval System allows Affiliations to access, print, and approve invoices.

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

When ADLC receives a District payment, our Finance team marks the invoice as paid in Genius (SIS) and applies the payment against the MAR (rather than the individual School's account). To do this, use the following steps:

1. Log into SIS at <https://sis.adlc.ca/PublicWelcome.aspx>



- If you can't recall your Login and/or Password, click on [Forgot your Login and/or Password?](#) and follow the instructions provided.
 - If you don't have a Login and/or Password, click the following link to complete the sign-up form: <https://www.adlc.ca/educators/affiliation-finance-user-request/>
2. In SIS, ensure you've selected the **AFFILIATION FINANCE** role from the drop down menu in the dark blue bar near the top of the screen



If you don't 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/>

3. Click on the **Affiliations** tab and type your Affiliation (i.e., School) name into the field.
4. Click on the **Go** button and your affiliation file will appear.

5. In the “Main Information” in the top left corner of the window, section, click on **Invoice Approval**.

Note: What appears is dependent on your Affiliation type:

- a) **Districts will see a list of all their schools:**
 - a) **Click on the desired School to access the Invoice Approval screen for that school.**
 - b) **Continue to Step 6**
- b) **Schools will see the Invoice Approval screen.**
 - a) **Continue to Step 6**

6. In the **Invoice Approval** screen, select your desired filters from the below drop down menus.
 - a) **Approved:** Select Yes or No
 - b) **Start:** Enter desired start date for invoice results
 - c) **Order #:** To locate a specific invoice
 - d) **Paid:** Select Yes or No
 - e) **End:** Enter desired end date for invoice results
 - f) **Filter by:** Enter desired filter for invoice results

7. Click on the **Get Data** button. The invoice results for your 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"/> | 000000000669225 | Vista Virtual School | | Social Studies 7 (2014-D) - Vista Virtual School - Electronic Lessons | \$-125.00 | No | No | 10/08/2014 |

8. Complete the desired action for your invoice results:

| 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 |
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- a) 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" (last column in the above image).
- b) To print a report of the invoice results, click **Print Page** in the dark blue bar near the top of the screen
- c) To review your desired invoice(s), use the following steps:
 - I. To review an individual invoice, click on the link in the **Order #** column
 - II. To review multiple invoices, click the box in the **Select** button for the invoices you wish to review *OR* click the **Check All** box (if you wish to review all invoices listed).
 - III. Click on the **Print Selected** button.

Print Selected

9. After reviewing your desired invoice(s), approve them by clicking on the **Approve Selected** button.

Approve Selected

Contact

If at any time you have questions, please contact:

Finance Department

1-866-774-5333, ext.5308

finance@adlc.ca