

This document is intended to help Affiliation Finance Users view 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. In SIS, in the drop-down menu on the dark blue bar that runs along the screen, select one of following roles: **Affiliation Finance** or **Affiliation Finance District** or **Payor**.



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



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



4. Enter your search criteria and click on the **Get Data** button.

Search criteria:

Start Date: 09/01/2014	End Date: 08/06/2015
Affiliation Code: <input type="text" value="Select..."/>	Super Affiliation Code: <input type="text" value="Select..."/>
Status: <input type="text" value="Select..."/>	

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 to Excel, click on the **Export Results to Excel** button in the upper right-hand corner of the page.



Contact

If at any time you have questions, please contact:

Finance Department

1-866-774-5333, ext. 5308

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