

# LIST OF DATA FIELDS – INVOICES FOR EDUCATION SERVICES

**DCI Number/Fiscal Year:**

461821 (2019-2020)

**Purpose:**

As per funding agreement

**Reporting Period:**

As per funding agreement

**Due Date:**

As per funding agreement

**Legend:**

- Auto-Calc: Automatically calculated field.
- Auto-Fill: Automatically filled field.
- Mandatory: Field must be completed by recipient to reduce potential delays in processing as Regional Office staff may need to contact recipients for incomplete reports.
- Pre-Populated: Data field is Pre-Populated with information contained in the proposal submitted to the department.
- Roll-Over: Data that has been rolled-over from the previous years' submitted report.

**Field Descriptions:**

Field	Description
<b>Report Identification</b> - This section of the form is used for identification and tracking purposes. The fiscal year and reporting period are automatically filled with the relevant information.	
Fiscal Year (Pre-Populated field)	The fiscal year is entered automatically.
Period (Pre-Populated and Mandatory field)	The time period on which you are reporting.
<b>Organization Identification</b> - This section is used to identify the organization completing the Educational Invoices Report.	
Recipient Number (Mandatory field)	The recipient ID number as assigned by ISC. Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name (Mandatory field)	The official name of the Recipient of ISC funds.
Organization Type (Mandatory field)	A dropdown list of possible organizations that could complete a Proposal.
Organization Name (Mandatory field)	The official name of your organization. This field is automatically populated when you enter the Organization No. in the next field and vice versa.

Field	Description
Organization Number (Mandatory field)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (Mandatory field)	The organization's telephone number.
Extension Number	The extension number, if applicable.
Fax Number	The organization's facsimile number.
E-mail Address	The e-mail address of the organization's contact, if available.
Web site	The home page URL for the organization's web site.

### Mailing Address

<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Mandatory field)</li> <li>- City/Town (Mandatory field)</li> <li>- Province or Territory (Mandatory field)</li> <li>- Country (Mandatory field)</li> <li>- Postal Code (Mandatory field)</li> </ul>	The address or P.O. Box at which the party can be reached by mail.
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**Contacts** - The Primary Contact is the person who ISC would contact for general questions regarding the Educational Invoices Report. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.

Given Name (Mandatory field)	The given name or first name.
Family Name (Mandatory field)	The family name or surname.
Title/Position (Mandatory field)	The contact's job title or position.
Telephone No. (Mandatory field)	The contact's telephone number.
Extension No.	The extension number, if applicable.
Fax No.	The contact's facsimile number, if available.
E-mail Address	The e-mail address of the contact, if available.

### Mailing Address

Field	Description
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Mandatory field)</li> <li>- City/Town (Mandatory field)</li> <li>- Province or Territory (Mandatory field)</li> <li>- Country (Mandatory field)</li> <li>- Postal Code (Mandatory field)</li> </ul>	<p>The address or P.O. Box at which the party can be reached by mail.</p>

**Street Address**

<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Mandatory field)</li> <li>- City/Town (Mandatory field)</li> <li>- Province or Territory (Mandatory field)</li> <li>- Country (Mandatory field)</li> <li>- Postal Code (Mandatory field)</li> </ul>	<p>The address or at which the party can be reached.</p>
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**Secondary Contact Information**

<p>Do you want to specify a secondary contact? (Mandatory field)</p>	<p>Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact.</p>
<p>Given Name (Mandatory field)</p>	<p>The given name or first name.</p>
<p>Family Name (Mandatory field)</p>	<p>The family name or surname.</p>
<p>Title/Position (Mandatory field)</p>	<p>The contact's job title or position.</p>
<p>Telephone No. (Mandatory field)</p>	<p>The contact's telephone number.</p>
<p>Extension No.</p>	<p>The extension number, if applicable.</p>
<p>Fax No.</p>	<p>The contact's facsimile number, if available.</p>
<p>E-mail Address</p>	<p>The e-mail address of the contact, if available.</p>

**Mailing Address**

Field	Description
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Mandatory field)</li> <li>- City/Town (Mandatory field)</li> <li>- Province or Territory (Mandatory field)</li> <li>- Country (Mandatory field)</li> <li>- Postal Code (Mandatory field)</li> </ul>	<p>The address or P.O. Box at which the party can be reached by mail.</p>

### Street Address

Same as Mailing Address	If selected, the fields below will automatically be populated.
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Mandatory field)</li> <li>- City/Town (Mandatory field)</li> <li>- Province or Territory (Mandatory field)</li> <li>- Country (Mandatory field)</li> <li>- Postal Code (Mandatory field)</li> </ul>	<p>The address or at which the party can be reached.</p>

### Summary of Invoices

#### Delivery Organization

Type (Pre-Populated and Mandatory field)	The type of organization delivering the service.
Name (Mandatory field)	The official name of the organization.
Number	This field is disabled.
Invoice Number (Mandatory field)	The invoice number.
Billing Period (YYYYMMDD) (Mandatory field)	The date range of the billing period (From, To).
Invoice Amount (Mandatory field)	The total amount of the invoice.
Number of FTEs (Mandatory field)	The number of Full-Time Equivalent students included in the invoice, if applicable.
Are there any arrears related to amounts owed? (Mandatory field)	Indicate whether there remains an amount owed to the supplier on previous invoices (Yes or No)

Field	Description
Explanation (Mandatory field)	An explanation for why there is, or is not, money owned on the related invoice.
File Name (Mandatory field)	This field displays the file name of the attached document.
Total Amount (automated calculated field)	A sum of all the invoices, automatically calculated.
<b>Declaration</b>	
Given Name (Mandatory field)	The given name or first name.
Family Name (Mandatory field)	The family name or surname.
Title (Mandatory field)	The job title or position.
Date (YYYYMMDD) (Mandatory field)	Today's date, in the format of Year, Month and Day.