INVOICES FOR EDUCATIONAL SERVICES REPORT - LIST OF DATA FIELDS

DCI Number/Fiscal Year:
461821 (2024-2025)

Purpose:
As per funding agreement

Reporting Period:
As per funding agreement

Due Date:
As per funding agreement

Legend:
- Mandatory: Completing all mandatory data fields will reduce potential delays as Indigenous Services Canada (ISC) Regional Office staff will need to contact recipients whose Report is incomplete.
- Pre-populated: These fields are automatically populated from the approved proposal such as Recipient Number and Recipient Name.
- Auto-Calc: Automatically calculated field.

IMPORTANT:
The list below is a representation of the data fields. The actual reports are available on the ISC Services Portal or through your Regional Office. Some of these reports will be available with your pre-populated data, which will save you preparation time. If you have any questions please contact your Regional Office.

Field Descriptions:

Field	Description
Report Identification	
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)	This field defaults to the fiscal year for which you are reporting.
Period (Pre-populated and Mandatory)	The time period on which you are reporting.
Organization Identification	
This section is used to identify the organization completing the Educational Invoices Report.	
Recipient Number (Mandatory)	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)	The official name of the Recipient of ISC funds.

Field	Description
Organization Type (Mandatory)	A drop-down list of possible organizations that could complete a Report.
Organization Name (Mandatory)	The official name of your organization. This field is automatically populated when you enter the Organization Number in the next field and vice versa.
Organization Number (Mandatory)	The official number of your organization. Some *Organization Types* do not require an *Organization Number*.
Telephone Number (Mandatory)	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, if available.
Web site	The home page URL for the organization's web site.
Mailing Address	
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The address or P.O. Box at which the party can be reached by mail.

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.

Field	Description
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title/Position (Mandatory)	The contact's job title or position.
Telephone Number (Mandatory)	The contact's telephone number.
Extension Number	The extension number, if applicable.
Fax Number	The contact's facsimile number, if available.
E-mail Address	The e-mail address of the contact, if available.
Mailing Address	

Field	Description
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Street Address	
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The address at which the party can be reached.
Secondary Contact Information	
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact person.
Summary Of Invoices	
Delivery Organization Type (Pre-populated and Mandatory)	The type of organization delivering the service.
Delivery Organization Name (Mandatory)	The official name of the organization.
Delivery Organization Number	This field is disabled.
Invoice Number (Mandatory)	The invoice number.
Billing Period (YYYYMMDD) (Mandatory)	The date range of the billing period (From, To).
Invoice Amount (Mandatory)	The total amount of the invoice.
Number of FTEs (Mandatory)	The number of Full-Time Equivalent students included in the invoice, if applicable.
Are there any arrears related to amounts owed? (Mandatory)	Indicate whether there remains an amount owed to the supplier on previous invoices (Yes or No).
Explanation (Mandatory)	An explanation for why there is, or is not, money owned on the related invoice.
File Name (Mandatory)	This field displays the file name of the attached document.
Total Amount (Auto-Calc)	A sum of all the invoices, automatically calculated.
Declaration	

Field	Description
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title/Position (Mandatory)	The job title or position.
Date (Mandatory)	Today's date (YYYY-MM-DD)