

Edexcel Online Invoices

**For further
information
visit our
support page:**

www.pearsonwbl.edexcel.com/our-support

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1. Introduction

About this guide

The purpose of this user guide is to help you understand and operate Edexcel Online. The user guide is written for centre staff and makes the following assumptions:

- You know how to use a personal computer
- You are familiar with Microsoft Window operating system
- The computer you are using meets system requirements

System requirements

Cookies: This Pearson website stores cookies on your computer. They help the site work better for you, and let us understand how our visitors use the site so that we can keep improving it for you. If you login, we assume you are happy to accept the site's usage of cookies.

Pre-requisites: Adobe Acrobat Reader and Microsoft Excel (Our site uses Adobe Acrobat and Microsoft Office files to output certain reports. Depending on what system you are using, you may need to install this software.

Java Scripting: In order to use our Website, your Web browser must be configured to use "Java Scripting."

Pop-Up Windows: Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows or configure them so Edexcel is a trusted website.

Data Protection: Edexcel Online provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Edexcel business purposes only. Improper use of personal information is an offence under the Data Protection Act.

2. Invoices



This guide explains how to view Invoices for candidates against a qualification on Edexcel Online as well as the Individual price list per product.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have permission to view invoices.

Step 1

On the left hand side menu, select **View Invoices**.



Step 2

From the menu, select **View Summary Invoices**.



Step 3

To display the invoice you wish to view, you can either search by: **Invoice Number Search** or **Date Search**.

Select **Search**.

View Invoice Summary Search Help 

Invoice Number Search

Date Search

From Date (dd/mm/yyyy)
To Date (dd/mm/yyyy)

Search Back

Step 4

This now shows the programmes the centre has been invoiced for.

To get a break down of a specific invoice select **View**.

Invoice Number	Description	Date Issued	Date Due	Amount Due (£)	Currency	
C74398	BTEC/NVQ registrations and Skills for Life entries	23-OCT-2012	22-Nov-2012	-878.00	GBP	View
792638	BTEC/NVQ registrations and Skills for Life entries	26-JUN-2012	26-Jul-2012	702.40	GBP	View
789930	BTEC/NVQ registrations and Skills for Life entries	19-JUN-2012	19-Jul-2012	175.60	GBP	View

Credit Notes
A negative 'Amount Due' indicates a Credit Note

Late Fees
Please note invoices many contain late fee charges

Step 5

To get a break down of the candidates registered against the invoice select **Candidates**.

View Invoice Lines

Centre Billing Address
Edexcel Test Centre
Jonathan Soanes
One90 High Holborn
London
WC1V 7BH

Print
Export Invoice Lines
Export All Invoice (Print)
Export All Invoice (Excel)
 Display All

Back

Invoice Date	Examination Date	Invoice Number	Centre Number
19-JUN-2012		789930_VOC	99000

BTEC/NVQ registrations and Skills for Life entries

Description	No. of Items	Item rate (£)	Total Amount (£)	VAT Code	R&B Candidates
JUN-2012 PO1234 MODERN APPRENTICESHIP: MAS04330	1	175.6	175.6	E	Candidates

Net Amount	V.A.T	Invoice Total
£175.60	£0.00	£175.60

Back

From this screen you can either print the invoice for your records or export to Excel. This report will also contain registered learner information against each line of the invoice.

The following screen will appear listing the registered candidates associated with the invoice.

View Invoice Candidates

Centre Billing Address
Edexcel Test Centre
Jonathan Soanes
One90 High Holborn
London
WC1V 7BH

Print
Export to file
 Display All

Back

Invoice Date	Examination Date	Invoice Number	Centre Number
19-JUN-2012		789930_VOC	99000

JUN-2012 PO1234 MODERN APPRENTICESHIP: MAS04330

Cand/Reg. No.	First Name	Last Name
DV42635	JAMES	JAZZ

Back

From this screen you can either print the invoice for your records or export to file (which will download direct to your computer).