



Pearson

# Manage Invoices Guide

qualifications management application

Version 05.16



# Manage Invoices

## Section Overview

The Manage Invoices functionality provides detailed information about the transactions for which you will be invoiced and includes:

- Detailed information about the transactions (aligned with your centre's billing schedule)
- Learner-level data associated with registration, booking and certification transactions
- Centre-related information such as who created an order and when
- Search for an invoice and related transactions using customised search criteria
- Linked credit notes

By using the functionality, learning providers can search invoiced transactions, track and assess invoice totals, and confirm that all learners have been registered correctly.

This section explains how to access invoices, create customisable searches, and get the most value from the information displayed.


# 1

# Manage Invoices

This section will explain how to manage invoices assuming you have created at least one order which has at least one product and cost associated with it.


To Begin, Click: **Learner Management App > Learner Management Menu > Manage > Manage Invoices**

## Step 1

This will direct you to the Centre Invoice page. By clicking on the first search field, a drop down menu will appear to enable you to narrow down your search. Alternatively, click 'Search' or the 'Refresh'  icon and a list of invoices that have previously been generated will be displayed.

Centre Invoice

Invoice Number  Starts With  Search

▼ Pearson Invoice Ref	▼ Start Date	▼ End Date	▼ Financial Year	▼ Total Amount	Actions
<p>« ‹ 1 › » 10 items per page No items to display </p>					

## Step 2

To sort invoices according to your specifications, click on the arrows in the columns.


Locate your invoice and click 'Open' at right. You can narrow your search down by using the 'Search' boxes.

This will allow you to enter a specific date range, Purchase Order number, Learner Reference and / or invoice number. Click on 'Add another' if you wish to include further search criteria.

Centre Invoice

Invoice Number  Starts With  Search

▼ Pearson Invoice Ref	▼ Start Date	▼ End Date	▼ Financial Year	▼ Total Amount	Actions
LPI000000127	12 April 2015 00:00	19 April 2015 00:00	2015	177.48	<input type="button" value="Open"/>
LPI000000237	26 April 2015 00:00	03 May 2015 00:00	2015	954.6	<input type="button" value="Open"/>
LPI000000363	03 May 2015 00:00	10 May 2015 00:00	2015	217.8	<input type="button" value="Open"/>

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# Manage Invoices (continued)

## Step 3

The Invoice Description page has now loaded and lists all details for the relevant invoice such as the 'Purchase Order Number', 'Qualification' and 'Quantity'. It displays a breakdown of invoice line items and includes the associated invoice number, total amount for all orders as well as product information. To view the learners linked to the invoice, click on the 'Invoice Line'. This will expand the 'Learners' associated at the bottom of the screen, as shown on the following page.

Please note that invoices often contain a number of separate orders. You can filter the results of your search by clicking on the arrows in the column heading(s).

### Invoice Description

Invoice Number: **LPI000000127**, Total Amount: **177.48**

*To View Learners Click on the Invoice line*

PO Number	Financial Year	Linked Credit Notes	Invoice Line Description	Product Pearson Ref	QN Number	Product Title	Quantity	Sub Amount	VAT Amount
	2015		PEARSON BTEC LEVEL 2 CERTIFICATE IN PRINCIPLES OF PROVIDING SECURITY SERVICES (QCF)	Q-0005000644	601/5081/6	PEARSON BTEC LEVEL 2 CERTIFICATE IN PRINCIPLES OF PROVIDING SECURITY SERVICES (QCF)	5	246.5	49.3
			-						
			RegistrationFee						

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Learners:

Learner Pearson Ref	First Name	Last Name	Type	Sub-Total	VAT	Total	Currency	Order Number	Order Date	Order Created By
No items to display										

« ‹ 1 › » 10 items per page

# Manage Invoices (continued)

## Step 4

The learners screen will now appear. This will display the learner, order and invoice details. It also displays the type of transaction you have been invoiced for under the heading 'Type'. This will show as either one of the following: 'Booking', 'Registration' or 'Certification'.

A helpful tip would be to create your own reference name or number when creating an order. Once an invoice has been issued, you can then search by your customised Purchase Name or Number in the Invoice Description page of Manage Invoices.

Please note that this will only work when creating multiple orders for the same product within the same billing period. You will just see the one invoice line per product. If the Purchase Order Number is different then you will see multiple lines per product on one invoice.

If the financial year is different, transactions will be placed on a new invoice with a new invoice number.

Learners:

▼ Learner Pearson Ref	▼ First Name	▼ Last Name	▼ Type	▼ Sub-Total	▼ VAT	▼ Total	▼ Currency	▼ Order Number	▼ Order Date	▼ Order Created By
L-007290953	Anne	Example	Registrations - RegistrationF...	49.3	9.86	59.16	GBP	ORD- 011853029	Sun Apr 12 2015 15:02:21 GMT+0100 (GMT Daylight Time)	John Baker
L-007290954	John	Smith	Registrations - RegistrationF...	49.3	9.86	59.16	GBP	ORD- 011853029	Sun Apr 12 2015 15:02:21 GMT+0100 (GMT Daylight Time)	John Baker

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# Manage Invoices (terms of reference)

Field	Description	Use
<b>Pearson Invoice Ref</b>	Unique QMA-specific invoice reference number, which also appears on the hard copy invoice. Also referred to as the 'Invoice Number'	Enter this reference number in to the search box above the columns to locate a specific invoice
<b>Start Date</b>	First date of invoice period (aligned with your centres billing cycle)	You can sort invoices according to Start Date by clicking on the arrow in the column
<b>End Date</b>	End date of invoice period (aligned with your centres billing cycle)	You can sort invoices according to End Date by clicking on the arrow in the column
<b>Financial Year</b>	Financial Year associated with the invoice (September - August)	You can see which invoices that have been created for which financial year (associated with course start date)
<b>Total Amount</b>	Total amount of the invoice	If viewed before invoice period ends, can be used to assess the running total of costs associated with a particular invoice period
<b>Invoice Number</b>	Unique QMA-specific invoice reference number, which also appears on the hard copy of the invoice. Also referred to as the 'Pearson Invoice Ref'	Enter this reference number in to the search box above the columns to locate a specific invoice
<b>PO Number</b>	Free text reference number (up to 30 numbers and characters allowed) that can be entered by the learning provider while making an order	This reference can be used for centres internal admin purposes. The reference number can relate to the name of the teacher, name of the contract if learners are coming from external sources, time of the enrolment or anything else that would help the learning provider in administering their invoices. Create your PO Number by entering in a customised reference name or number in the 'Purchase Order Number' field when creating an order
<b>Credit Note Number</b>	QMA-specific reference number given for each credit note	Please see linked credit notes
<b>Linked Credit Notes</b>	If a transaction is cancelled after it has already been charged, e.g. registration, test booking etc - a credit note will be issued and appear in the Linked Credit Note column of the applicable invoice line item (not learner)	Learning provider will be able to link the learners to the credit notes that offset them
<b>Type</b>	Refers to the type of transaction being charged - either: Registration fee Certification fee Booking fee (for an exam booking)	Learning provider can differentiate the type of transactions that learners have been invoiced for
<b>Invoice Line Description</b>	Title of the qualification together with a high level fee type (registration or certification)	This is what will appear on the physical copy of the invoice and can be used to trace / confirm the product against the hard copy
<b>Pearson Product Ref</b>	QMA specific reference number given to each product	Can be used to search for the product on QMA pages
<b>QN Number</b>	Qualification (QN) or Accreditation Number if the Product is a unit	Can be cross referenced against Ofqual register
<b>Product Title</b>	The title of a qualification	Can be cross referenced against Ofqual register
<b>Quantity</b>	The number of learners that the invoice line item applies to	Can be used to confirm if correct number of learners have been registered / booked for a test or certificated
<b>Sub-Amount</b>	Fee (registration: registration or booking, certification) charger per learner	Can be used to identify the initial fee associated with a particular learner for an order
<b>VAT Amount</b>	VAT amount charger per learner	Indicates associated VAT amount charged. Note - learning providers that are fully or partially exempt from VAT might see a value of 0 if no VAT is charged
<b>Order Number</b>	QMA-specific reference number created for each order made by the learning provider	Can be used to trace / confirm the order

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