Customer Help Guide

How to download Bill Reports

Vodafone VCO

Please download the last 3 monthly Bill Reports for the type detailed below:

– Report 1: 'Itemised usage'

...and download the last 1 monthly Bill Report for the type detailed below:

– Report 2: 'Charges summary'

To get started, click the following link:
https://www.vcol.co.uk/home/login.vco

Step 1: Log in to VCO with your Username and Password

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About VCO   What's New   Help & Support

Need help with your device?

Device Support

○ ● ● ●

Log in to your VCO account

Username*

Your email address

Password*

password

● ○

Log in

What could we do for your business?

Vodafone Corporate Online (VCO) lets you manage your company's mobile services and billing directly from your web browser. You can order new devices and accessories, manage SIMs and connections, track orders, monitor usage and much more.

Step 2: Complete the Security Questions

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About VCO   What's New   Help & Support

 iPhone 11 Pro

Take it to 11 on the UK's
Best Mobile Network, voted
by Trusted Reviews.

Log in to order or speak to your administrator

Security questions for
colin.loveday@4gscotland.com

Place of Birth*

••••••

Security Code*

••••

Log in

Forgotten your password?

What could we do for your business?

Vodafone Corporate Online (VCO) lets you manage your company's mobile services and billing directly from your web browser. You can order new devices and accessories, manage SIMs and connections, track orders, monitor usage and much more.

Step 3: Click on 'Online billing'

Home | Contact us | Logout

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Orders & tracking | VCO & Connection admin | Online billing | Help & support

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What's new on VCO

Find Out

● ● ● ● ● ● ○ ● ●

Unbilled Usage

View your unbilled usage here.

View here

New Connections

Buy new devices with a connection.

Start order

Upgrades

Upgrade an existing subscription with a new device.

Start upgrade

Order tracking

You may see what has been ordered and when

Track orders

Network Status

View a map of current coverage in your area

Check coverage

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Step 4: Click on 'Billing Analytics'

Step 5: Click on 'View my analytics'

Step 6: Click on the 'Reports' tab

Step 7: Click on 'All reports'

Step 8: Click on 'Usage'

Home   Contact us   Logout

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| Dashboard | Reports | Administration |

Billed data   Unbilled data   Ready to download   Scheduled reports   ?

Search   ?   All   ?   **Search**

All Billing Analytics Data is strictly CONFIDENTIAL

Summary reports	Detail
Invoice summary	Usage
Charges	Call type
Phone summary	Frequently dialled numbers
Management summary	High user spend
	SOC

Drilldown	Published reports
Billing period	Summary report
Bundle usage	Detail report
Cost summary	
Call Tagging	

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Step 9: Click on the downward-facing arrow on the 'Invoice date' drop-down menu

Step 10: Select the 'Pick a date range' option from the drop-down menu

Step 11: Choose a date range of just one month, then click 'Run report'
- Note: You will need to repeat this process to download 3 consecutive months

The results are for the calendar month BEFORE the chosen dates, as it's based on the invoice date.

From example: 01/12/19 to 31/12/19 would result in data from 01/11/19 to 30/11/19

Step 12: Click on the highlighted button to open up the menu

| Dashboard | Reports | Administration |

Reports | Usage

Usage

Viewpoint
Default

Account number
ALL

BEN
ALL

Phone number
ALL

Allocation code 1
ALL

Allocation code 2
ALL

Allocation code 3
ALL

Allocation code 4
ALL

Invoice date
Pick a date range

Top rows
ALL

Select from date
01/12/2019

Select to date
31/12/2019

Run report   **Reset**

Reset custom column

Invoice number	Bill sequence number	Invoice period	Invoice date	Account (BAN)	Sub accou
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001

javascript:displayexportmenu(1)

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Step 13: Select the 'CSV' file format option to download your Itemised Bill

Dashboard	**Reports**	Administration

Reports | Usage

Usage

Viewpoint
Default ▾

Account number
ALL ▾

BEN
ALL ▾

Phone number
ALL ▾

Allocation code 1
ALL ▾

Allocation code 2
ALL ▾

Allocation code 3
ALL ▾

Allocation code 4
ALL ▾

Invoice date
Pick a date range ▾

Top rows
ALL ▾

Select from date
01/12/2019

Select to date
31/12/2019

Run report   Reset

Reset custom column

Invoice number ☰	Bill sequence number ☰	Invoice period ☰	Invoice date ☰	Account (BAN)
			PDF	
			XLSX	
			CSV	
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019	
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019	00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019	00001

javascript:void(0)

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Step 14: If the file size is too large, it will not download immediately. Click 'Close' and wait for the file to be ready for download

Dashboard	Reports	Administration

Reports | Usage

Usage

Viewpoint

Default

Account number

ALL

BEN

ALL

Phone number

Download ✕

Due to the size of this report it will take a little while to download. Once it is ready, it will appear under the 'ready to download' tab.

Close

Allocation code 1

ALL

Allocation code 3

ALL

Invoice date

Pick a date range

Top rows

ALL

Select from date

01/12/2019

Select to date

31/12/2019

Run report   **Reset**

Reset custom column

Invoice number	Bill sequence number	Invoice period	Invoice date	Account (BAN)	Sub accou
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001

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Step 15: Once the file is ready for download, you can find it on the 'All reports' page

Step 16: Your report can be found in the 'Ready to download' tab

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Dashboard	Reports	Administration

Billed data   Unbilled data   **Ready to download**   Scheduled reports   ?

Search   ?   All   ▼   ?   **Search**

All Billing Analytics Data is strictly CONFIDENTIAL

Summary reports	Detail
Invoice summary	Usage
Charges	Call type
Phone summary	Frequently dialled numbers
Management summary	High user spend
	SOC

● ○

Drilldown	Published reports
Billing period	Summary report
Bundle usage	Detail report
Cost summary	
Call Tagging	

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Step 17: Once downloaded, extract the compressed folder to find the CSV file you need

Step 18: The next steps will help you download the Summary Bill. Click 'Charges'

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Dashboard	Reports	Administration

Billed data   Unbilled data   Ready to download   Scheduled reports   ?

[Search] ?   [All ▼] ?   **Search**

All Billing Analytics Data is strictly CONFIDENTIAL

Summary reports	Detail
Invoice summary	Usage
Charges	Call type
Phone summary	Frequently dialled numbers
Management summary	High user spend
	SOC
	● ○

Drilldown	Published reports
Billing period	Summary report
Bundle usage	Detail report
Cost summary	
Call Tagging	

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Step 19: Click the downward-facing arrow on the 'Invoice date' drop-down menu

Step 20: Select the 'Pick a date range' option from the drop-down menu

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Live advisers busy

| Dashboard | Reports | Administration |

Reports | Charges

Charges

Viewpoint
Default

Account number
ALL

BEN
ALL

Phone number
ALL

Allocation code 1
ALL

Allocation code 2
ALL

Allocation code 3
ALL

Allocation code 4
ALL

Invoice date
Last month

Top rows
ALL

🔍

Last 12 months

Pick a date range

Pick number of months

Reset custom column

| Invoice number | | Bill sequence number | | Invoice period | | Invoice date | | Account (BAN) | | Sub accou |

Busy

Step 21: Select the date range that matches the previous report, then click 'Run report'

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Orders & tracking   VCO & Connection admin   Online billing   Help & support

Live advisers busy

| Dashboard | **Reports** | Administration |

Reports | Charges

Charges

Viewpoint
Default

Account number
ALL

BEN
ALL

Phone number
ALL

Allocation code 1
ALL

Allocation code 2
ALL

Allocation code 3
ALL

Allocation code 4
ALL

Invoice date
Pick a date range

Top rows
ALL

Select from date
01/12/2019

Select to date
31/12/2019

Run report   Reset

Reset custom column
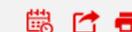
Busy

Step 22: Click the highlighted button to download your Summary Bill

Charges

Viewpoint		**Account number**
Default ▾		ALL ▾
BEN		**Phone number**
ALL ▾		ALL ▾
Allocation code 1		**Allocation code 2**
ALL ▾		ALL ▾
Allocation code 3		**Allocation code 4**
ALL ▾		ALL ▾
Invoice date		**Top rows**
Pick a date range ▾		ALL ▾
Select from date		**Select to date**
01/12/2019		31/12/2019

Run report   Reset

Reset custom column

Invoice number	Bill sequence number	Invoice period	Invoice date	Account (BAN)	Sub accou
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001
000093447833	069	01-Nov-19 to 30-Nov-19	16-Dec-2019		00001

Busy

Step 23: Click the 'CSV' file option, this file should be small enough to download immediately. If not, refer to steps 14-17

Charges

Viewpoint

| Default | ∨ |

Account number

| ALL | ∨ |

BEN

| ALL | ∨ |

Phone number

| ALL | ∨ |

Allocation code 1

| ALL | ∨ |

Allocation code 2

| ALL | ∨ |

Allocation code 3

| ALL | ∨ |

Allocation code 4

| ALL | ∨ |

Invoice date

| Pick a date range | ∨ |

Top rows

| ALL | ∨ |

Select from date

| 01/12/2019 | 📅 |

Select to date

| 31/12/2019 | 📅 |

Run report   Reset

Reset custom column

Invoice number	☰	Bill sequence number	☰	Invoice period	☰	Invoice date	☰	Account (BAN)	
								PDF	
000093447833		069		01-Nov-19 to 30-Nov-19		16-Dec-2019		XLSX	
000093447833		069		01-Nov-19 to 30-Nov-19		16-Dec-2019		CSV	00001
000093447833		069		01-Nov-19 to 30-Nov-19		16-Dec-2019			00001
000093447833		069		01-Nov-19 to 30-Nov-19		16-Dec-2019			00001

javascript:void(0)

💬 Busy