

Local Payment Application Enhancements

LPC Levies

You are able to view accounts that do not have a levy indicator as illustrated below –

Local Payments Application
Version 1.05
ADMINISTRATOR
Back to Selection
NHS
Prescription Pricing Authority
Contractor List
Currently Accessing: BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB
Summary / Authorisation Sheet | Input Contractor Data | View LPC Levy | Contractor List | Historical Payment Details
Payment Date: 31-May-24 | Final Input Date: 15-May-24 | Status: Open
[Show me all of my contractors.](#) To view Contractors without a levy indicator. Please choose the indicator then click select.
 Statutory Voluntary **Select**
Please select a Payment Category from the list: Payment Category **GO**
OCS Code | Name | Value (Payment Category) | Ceased Date

Under the *Contractor List* tab, indicate whether you would like to search for statutory or voluntary and then click Select button. The report will appear on a separate tab.

BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB
The following contractors for payment date 31-May-24 do not have a Statutory levy indicator

OCS code	Name	Trading Name	Address	Start Date	Ceased Date
F				-Mar-18	21-Nov-23
F				-Apr-24	

Once a contractor is assigned to an LPC, they will be removed from the report.

To set a levy indicator, click on the *Input Contractor Data* tab then either enter the OCS code or select it from the drop down list and click Enter.

Local Payments Application ADMINISTRATOR Back to Selection NHS Prescription Pricing Authority

Version 1.05 Currently Accessing: BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB

Contractor payments

Summary / Authorisation Sheet **Input Contractor Data** View LPC Levy Contractor List Historical Payment Details

Payment Date: 31-May-24 Final Input Date: 15-May-24 Status: Open

Select Contractor

Please enter OCS code: Enter

OR

Select a contractor from the list:

F Enter

Click on the *Levies* tab and enter the indicator into the appropriate box. Then select the correct LPC that the contractor will pay contributions to from the drop down list.

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Version 1.05 Currently Accessing: BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB

Contractor payments

Summary / Authorisation Sheet Input Contractor Data View LPC Levy Contractor List Historical Payment Details

Payment Date: 31-May-24 Final Input Date: 15-May-24 Status: Open

OCS Code: F Name: Post Code:

Trading Name: Start Date:

Address:

Payments and / or Deductions Pre-Registration Trainee ESPS Details High Cost Advances **Levies** Historical Payment Details

Voluntary Indicator: Voluntary Adjustments:

Statutory Indicator: Y Statutory Adjustments:

Current LPC : YL02023 ----> AVON L P C

YL02023 ----> AVON L P C

YL02173 ----> SWINDON & WILTSHIRE LPC

Save

Once the indicator and LPC have been selected, press *Save*.

An LPC must be selected from the drop down list before the indicator can be saved.

Payment Entry

Select *Input Contractor Data*, then either enter the OCS code or select it from the drop down list and click *Enter*.

BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB

Local Payments Application

Version 1.05

ADMINISTRATOR [Back to Selection](#)

Currently Accessing:

NHS
Prescription Pricing Authority

Welcome

Summary / Authorisation Sheet **Input Contractor Data** View LPC Levy Contractor List Historical Payment Details

Payment Date: 31-May-24 Final Input Date: 15-May-24 Status: Open

Welcome to the Local Payments Application. You are logged on as LICRU of BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB.

Please remember to change your password on a regular basis, passwords will expire after 90 days. Please click [select](#) to change it.

[Summary / Authorisation sheet](#)

[Input Contractor Data](#)

[View LPC Levy](#)

[Contractor List](#)

[Historical Payment Details](#)

These are the contact details for BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB, if you would like to change them, please click [select](#)

Local Payments Application

Version 1.05

ADMINISTRATOR [Back to Selection](#)

Currently Accessing: BATH&NE SOMERSET,SWINDON & WILTSHIRE ICB

NHS
Prescription Pricing Authority

Contractor payments

Summary / Authorisation Sheet **Input Contractor Data** View LPC Levy Contractor List Historical Payment Details

Payment Date: 31-May-24 Final Input Date: 15-May-24 Status: Open

Select Contractor

Please enter OCS code: [Enter](#)

OR

Select a contractor from the list:

[Enter](#)

Select expense head from the drop down list then enter the payment/deduction amount and click *Save*.

The screenshot shows the 'Local Payments Application' interface. At the top, it displays 'ADMINISTRATOR' and 'Prescription Pricing Authority'. The current contractor is identified as 'BATH&NE SOMERSETSWINDON & WILTSHIRE ICB'. The interface includes navigation tabs for 'Summary / Authorisation Sheet', 'Input Contractor Data', 'View LPC Levy', 'Contractor List', and 'Historical Payment Details'. The current status is 'Open' with a payment date of '31-May-24' and a final input date of '15-May-24'. Below this, there are input fields for 'OCS Code', 'Name', 'Trading Name', 'Address', 'Post Code', and 'Start Date'. A series of tabs at the bottom represent different payment categories: 'Payments and / or Deductions', 'Pre-Registration Trainee', 'ESPS Details', 'High Cost Advances', and 'Levies'. The 'Payments and / or Deductions' tab is active, showing a table with columns for 'Last Period' and 'Current Period'. A dropdown menu is open, listing various categories such as 'Additional Pharmacist Access Svcs', 'Advice to Care Homes', 'Appliance use review, adjustment', 'Bottle Storage', 'Collect Unused Drugs', 'Formulary Development', and 'Local Scheme 1' through 'Local Scheme 26'. An 'Enter amount:' field and a 'Save' button are also visible.

When entering payments into the system if a payment has already been entered onto that expense head, you will be presented with the following warning message.

The screenshot shows the same 'Local Payments Application' interface as above, but with a warning message dialog box overlaid. The dialog box is titled 'applications.nhsbsa.nhs.uk says' and contains the text: 'A payment already exists for this Payment Category. Save anyway? OK=Yes - Cancel=No'. The dialog box has 'OK' and 'Cancel' buttons. In the background, the 'Payments and / or Deductions' tab is active, showing a table with columns for 'Last Period' and 'Current Period'. The 'Local Scheme 8' category is selected, with a value of '7.40' in the 'Current Period' column. An 'Enter amount:' field is set to '10.00' and a 'Save' button is visible.

Reconciliation

To assist in your monthly reconciliation and to meet audit requirements there is now an option to view payments input by user.

The screenshot shows the 'Local Payments Application' interface. At the top, it displays 'ADMINISTRATOR' and 'Prescription Pricing Authority'. The current user is 'BLACK COUNTRY ICB'. The interface includes a navigation bar with 'Authorisation Sheet' and 'Contractor List' tabs. Below this, the 'Payment Date' is '01-May-24', the 'Final Input Date' is '15-Apr-24', and the status is 'Authorised'. A 'Select View' dropdown menu is open, showing options: 'All Payments', 'QUA00A', 'QUA00F', and 'All Payments'. The 'Alter View' button is highlighted. Below the dropdown, the 'Show Audit' button is also highlighted. The main table shows a list of payment categories and their respective amounts, with columns for 'Payments' and 'Deductions'. A text box on the right explains the new audit report functionality.

Local Payment Authorisation Details for: **BLACK COUNTRY ICB**
 AT Code: **QUA**
 Showing all payments: **Show Audit**

Select View (only users who have entered payments this month will be shown): All Payments **Alter View**
 QUA00A
 QUA00F [Authorisation Sheet](#)
 All Payments

	Payments	Deductions
Bottle Storage		
Formulary development		
Local Scheme 26		
Local scheme 1		
Local scheme 2		
Local scheme 6		
Local scheme 8		
Total Payments for PH		
Total Deductions for PH		
Total Payments for AC		
Total Deductions for AC		
Total Amount Certified		
Other Information		
Number of Contractors with LPC Voluntary Levy Indicator set		
Number of Contractors with LPC Statutory Levy Indicator set		

There is now a function which allows audit reports to be produced either by individual user, auto payments or all payments. To select the relevant option, click the drop down arrow, select from the list and click *Alter View*, then click *Show Audit*. A report will be produced in a separate tab.

This report can be printed, sorted by payment type and more information can be viewed if needed.

The screenshot shows the audit report interface. It includes a 'Print' button and the payment date '01-May-24'. The report title is 'Audit data for all payments:'. Below this, there is a note '(Click on table headings to sort the results)'. The main table displays a list of payment details with columns for DCS Code, Address Line 1, Expense Head, Payment User Created, Date Created, User Amended, Date Amended, and Audit Information. The table is sorted by Payment User Created.

Payment date: 01-May-24
 Audit data for all payments:

(Click on table headings to sort the results)

DCS Code	Address Line 1	Expense Head	Payment User Created	Date Created	User Amended	Date Amended	Audit Information
F		local Scheme 1	41.02	08-APR-2024 16:53:21			More Info
F		local Scheme 1	1004.39	08-APR-2024 16:36:55			More Info
F		Local scheme 8	32.41	08-APR-2024 14:43:25			More Info
F		local Scheme 1	73.74	08-APR-2024 15:23:13			More Info
F		Local Scheme 26	395.52	12-APR-2024 14:44:46			More Info
F		Local scheme 6	234.70	12-APR-2024 14:45:17			More Info
F		local Scheme 1	908.21	08-APR-2024 16:22:25		08-APR-2024 16:51:44	More Info
F		local Scheme 1	27.74	08-APR-2024 16:10:29			More Info
F		Local scheme 6	8.01	12-APR-2024 14:45:25			More Info
F		Local scheme 8	43.34	08-APR-2024 14:52:36			More Info
F		local Scheme 1	321.42	08-APR-2024 15:58:58			More Info
F		Formulary Development Amount	0.00	08-APR-2024 16:00:20		08-APR-2024 16:00:32	More Info
F		Local scheme 8	48.27	08-APR-2024 14:56:54			More Info
F		local Scheme 1	222.89	08-APR-2024 16:00:42			More Info
F		local Scheme 1	42.68	08-APR-2024 16:33:51			More Info
F		local Scheme 1	37.59	08-APR-2024 16:38:05			More Info
F		Local scheme 8	17.13	08-APR-2024 14:57:16			More Info
F		local Scheme 1	76.68	08-APR-2024 16:05:15			More Info
F		Local scheme 6	17.00	12-APR-2024 14:45:33			More Info

By selecting more information on an amended payment this displays the original amount and the amended amount.

Print
Go Back

(Click on table headings to sort the results)

User ID	Date of Change	Type of Change	OCS Code	Expense Head	Payment	User Created	Date Created	User Amended	Date Amended
	08-APR-2024 16:22:25	INSERT	F	local Scheme 1	882.68		08-APR-2024 16:22:25		
	08-APR-2024 16:51:44	PRE UPDATE	F	local Scheme 1	882.68		08-APR-2024 16:22:25		
	08-APR-2024 16:51:44	POST UPDATE	F	local Scheme 1	908.21		08-APR-2024 16:22:25		08-APR-2024 16:51:44

The report details PRE and POST update

Please be aware that there is no change to the authorisation process and only one user must authorise overall payments.

If you require any further information please contact the Customer Payment Team on 0300 330 1349.