NHS
Business Services Authority

ePACT2

Accessing and using the Invoice Reconciliation Report

Interactive Contents

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Accessing the report

You can access the Hospital Trust Volume & Cost report by the following steps:

1. First access the 'Prescribing Reports' section. from the Landing page select 'Prescribing Reports'

You will be taken to the 'Prescribing Reports' section, all reports are accessed by expanding the report category and selecting the blue link for the report you wish to view:

2. Click on the drop-down arrow for 'Invoice Reconciliation Reports'

3. Select 'Invoice Reconciliation Report (F1a/b)' from the available list

Running the report

The report will open at a prompt screen to allow you to select the time period and organisation required, the prompts will default to the latest month available and the organisation you are registered under

Change the data required

Use the prompts available to select the time period and organisation required. For example, if you would like to see the data for a different month:

1.   Click on the Month prompt dropdown

2.   Select the month required, data can only be run for a single month at a time

3.   Click 'OK' to generate the report

The report will return data for the month and organisation selected

Invoice Reconciliation Report - Prescribing Costs April 2018 onwards

Month	HS Commissioner / Provider plus Code	HS Practice	HS Practice Code	Items	Actual Cost (£)
May-23				6	23.10
May-23				145	3,138.06
May-23				12	166.95
May-23				1	2.76
May-23				4	50.72
May-23				54	1,203.11
May-23				40	1,502.39
May-23				22	236.32

Exporting the data

1.   Select the 'Export' option below the report required.

2.   A drop-down list with the formats available to export in will be displayed

3.   Select the format required from the list presented

Getting more help

Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our ePACT2 user guides page

Webinar sessions

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find out more and book your webinar by going to our ePACT2 training page