Compass - how to

… view monthly statements

Step 1

Go to *www.nhsbsa.nhs.uk/compass* click on the **Access Compass** link and then log in.

Click on the Payments menu option

NHS ... al Services
prev... by...

NHS
Business Services Authority

🏠 Logout | Accessibility | Print | Help

Provide... Homepage

Homep... ...e Menu
📁 Use... Maintenance
📁 Pro... der
📁 Co... ract
📁 Per... ormer
📁 Payments
📁 Pensions
📁 Activity
📁 Reporting
📁 Participant Update

User Details

Full Name	Bernard Moroney
Email Address	test@integra.com
Security Role	Business Owner
Current Date	11/05/2015
Last Successful Login	30/04/2015 10:29:37

System Messages

No System Messages Found

User Messages

Message Text	Action
Payment Adjustment 700413 for Long Term Sickness Pay (England only) requires your approval/rejection. Please click here to approve/reject the payment adjustment.	Delete

Records 1 to 1 of 1 |◀ ◀ Page 1 / 1 ▶ ▶|

Approved Contracts

Search Contract No ▾ [_____] ▶

Contract No	Type	Commissioner	Start Date	Postcode	Action
1175520001	GDS	Leicestershire and Lincolnshire AT	01/10/2011	M26 1GE	View

Records 1 to 1 of 1 |◀ ◀ Page 1 / 1 ▶ ▶|

Debt Notifications

Search Contract ID ▾ [_____] ▶

Contract ID	Provider ID	Provider	Period	Debt Outstanding	Action

Step 2

Commissioner Users Homepage

Homepage Menu

- 🔼 Back To Commissioner Homepage
- 📋 Debt Management
- 📋 Local KPI Results
- 📋 Monthly Statements
- 📋 Payment Adjustment Approval
- 📋 Payment Adjustment Update
- 📋 Payment Search
- 📋 Request Chargeable Services
- 📋 Withhold / Release Payment

Click on Monthly Statements

Step 3

Enter the relevant 10 digit contract number (the six digit personal number and four digit tag) i.e. 1234560001

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DCS222 - Pay
🏠 Home

| Contract ID | | 🔍 | From Period | |
| Performer ID | | 🔍 | To Period | |

Search | Clear

Enter the performer number if you want to view a performer schedule

| Contract ID ▾ | | ▶ |
| ID | Performer ID | Ter | | Action |

Enter the period you wish to search. Click Search

Records 0 to 0 of 0

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You can refine your search here

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