

# ePACT2 User Guide

## Reconciling Your Invoice

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## Accessing the Systems Required

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To reconcile your invoice you will need access to the Itemised Prescribing Payment (IPP) Report and the Remuneration Report, both of which are located within ePACT2.

Access to this system is via a registration process. Details on how to register for access can be found at <https://www.nhsbsa.nhs.uk/epact2>

If you wish to see the individual drugs which have been prescribed this information can also be accessed via ePACT2.

A standard report (Invoice Reconciliation Report) is available via ePACT2 which will provide a breakdown of the prescribing costs attributed to an organisation at unit/cost centre level. A guide to accessing this report is available at <https://www.nhsbsa.nhs.uk/epact2/epact2-user-guides>

# Invoice Received

COPY INVOICE		NHS Business Services Authority		
Your NHS Foundation Trust 123 Green Lane Bristol BS1 1HJ		PO Box 974 Newcastle Upon Tyne NE29 1SQ Tel No : 0191 264 6507 Fax No: 0191 264 6500 VAT Reg No: 654 434 729 web www.nhs.uk		
Pricing Information Recharge for March 2015 FP10 Prescriptions		CUSTOMER NO.		
		INVOICE		
		DATE ISSUED	10 May 2015	
INVOICE RAISED ON BEHALF OF		REQUESTED BY	TELEPHONE NO.	
Hospital, Provider & Contractor Invoicing				
DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
1 PRESCRIBING		33,713.68	ZERO RATED	33,713.68
2 RESOURCES RETAINED CENTRALLY		627.69	ZERO RATED	627.69
3 DISPENSING FEES-PREVIOUS MONTH		3,065.69	ZERO RATED	3,065.69
4 CHARGES-PREVIOUS-MONTH		-751.85	ZERO RATED	-751.85
TERMS: PAYMENT IS DUE ON DATE OF INVOICE		SUB TOTAL		36,955.21
PAYMENT METHODS:		TOTAL VAT		0.00
1 BACS Payment to: 08-23-00 12316188 or RFT Payment to: 12316188		TOTAL AMOUNT		36,955.21
2 Cheque Payable to: NHS Business Services Authority				
Note: Receipts will not be issued unless requested and a SAE enclosed				

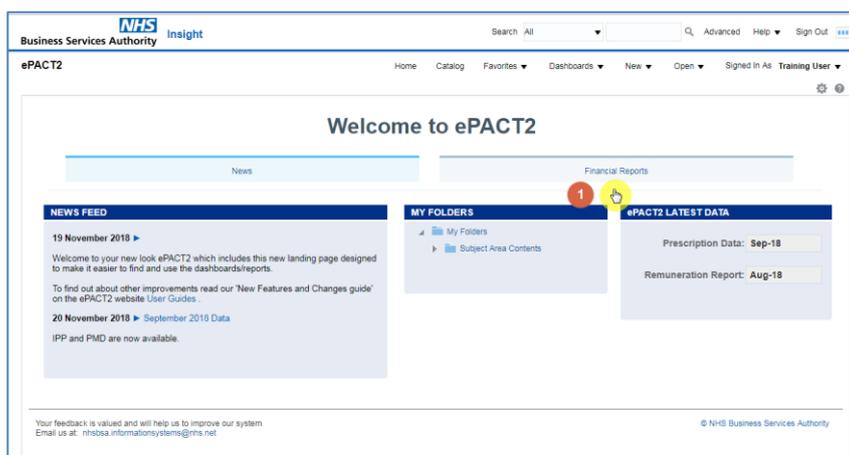
1. Show the 'Prescribing Costs' attributed to an organisation and can be reconciled using the IPP report. ePACT2 can be used to split this cost to the individual cost centres/units under the organisation.
2. Shows the 'Resources Retained Centrally' attributed to the organisation and can be reconciled using the IPP report.
3. Shows the 'Dispensing Fees - Previous Month' and can be reconciled using the Remuneration Report.
4. Shows the 'Charges - Previous Month' and can be reconciled using the Remuneration Report. Please note this is a credit figure.
5. To calculate dispensing fees you need to add the prescription charges total to the total remuneration figure. The prescription charges are then credited to your invoice separately.

## Finding the IPP and Remuneration Reports

Log-in to ePACT2 using the user ID registered for the system and your password associated with the user ID.

Once you have signed in the system 'Landing' page will be displayed.

The Financial Management Reports are located within the 'Financial Reports' section of the ePACT2 'Landing' page. To access the financial reports:



1. From the 'Landing' page select the 'Financial Reports'.
2. The financial reports available will be displayed to select.



If the 'Itemised Prescribing Payment' or 'Remuneration Report' links are selected the 'Finance Management' dashboard will open:

The report page will be displayed as:

Financial Management for Comm./Prov. Users

Itemised Prescribing Payments Remuneration Values



Commissioner/Provider Overview Commissioner/Provider Individual

\* MONTH: Apr 18 | COUNTRY: ENGLAND | REGION: --Select Value | LOCAL OFFICE: --Select Value | AREA: --Select Value | **Apply** **Reset**

**FM2(C4). Itemised Prescribing Payments**  
 Prescriptions dispensed by pharmacy and appliance contractors in Apr 18

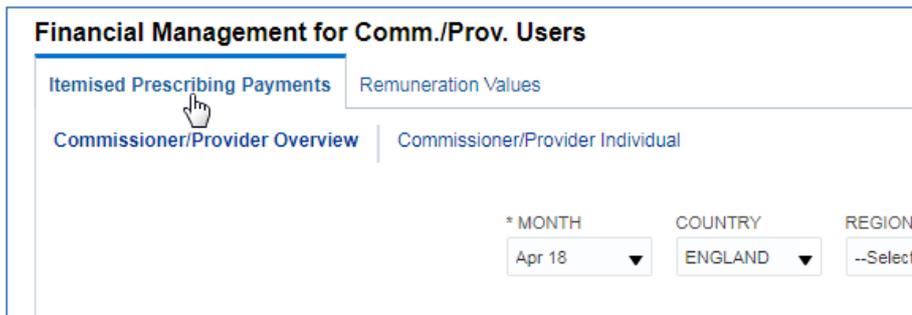
Commissioner/Provider	Area	Practice Comm./Prov. prescribing (£)	Unidentified prescribing (£)	Unidentified deputising services (£)	Community prescribing (£)	Adjustments to charge statements (£)	Lost batches of prescriptions (£)	Elements for which resources have been retained centrally (£)	Total reimbursement (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)	14,287.00	-1,000.00	-1,000.00	1,000.00	-1,000.00	-1,000.00	-1,000.00	14,287.00
<b>Totals</b>		14,287.00	-1,000.00	-1,000.00	1,000.00	-1,000.00	-1,000.00	-1,000.00	14,287.00

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## Using the Itemised Prescribing Report (IPP)

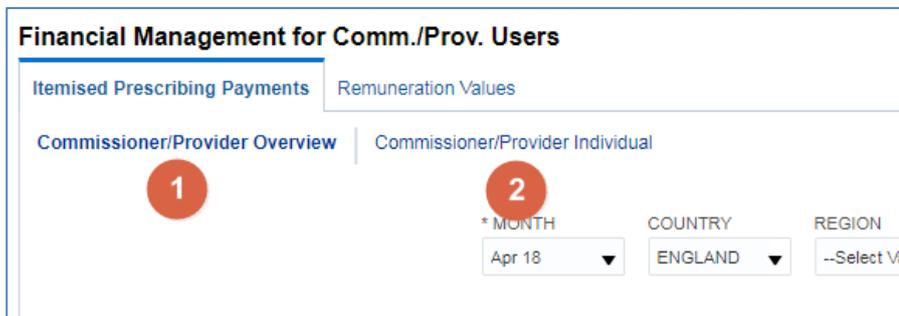
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The Itemised Prescribing Report tab will be opened by default.



The IPP reports are split into 2 sections:

1. Comm./Prov. Overview – which is an overview of all organisations that the user has access rights to view
2. Comm./Prov. Individual – shows individual reports for each organisation



### Comm. /Prov. Overview

Within the Comm. /Prov. Overview report a selection of prompts will allow the user to change or limit the data displayed within the Overview.

**Financial Management for Comm./Prov. Users**

Itemised Prescribing Payments | Remuneration Values

Commissioner/Provider Overview | Commissioner/Provider Individual

\* MONTH: Apr 18 | COUNTRY: ENGLAND | REGION: --Select Value | LOCAL OFFICE: --Select Value | AREA: --Select Value | Apply | Reset

**FM2(C4). Itemised Prescribing Payments**  
Prescriptions dispensed by pharmacy and appliance contractors in Apr 18

Commissioner/Provider	Area	Practice Comm./Prov. prescribing (£)	Unidentified prescribing (£)	Unidentified deputising services (£)	Community prescribing (£)	Adjustments to charge statements (£)	Lost batches of prescriptions (£)	Elements for which resources have been retained centrally (£)	Total reimbursement (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)								
<b>Totals</b>									

Print - Export

RUN AT 7/4/2018 7:45:07 AM

1. Month – Allows the user to select the time period the wish to view data for. Data will be available from April 2018 onwards, if a time period earlier than this is selected the report will return a message of ‘No Results’.
2. Country – Allows the user to limit information to a selected Country, data is only available for ‘England’.
3. Region – Allows the user to limit information to a selected Region. If a Region is selected which the user does not have access rights to the system will return a message of ‘No Results’.
4. Local Office - Allows the user to limit information to a selected Local Office. If a Local Office is selected which the user does not have access rights to the system will return a message of ‘No Results’.
5. Area - Allows the user to limit information to a selected Area. If an Area is selected which the user does not have access rights to the system will return a message of ‘No Results’.
6. Apply – Confirms the selections made and regenerates the report to display the selected information.
7. Reset – Will reset any selections made to the default settings.

## Comm. / Prov. Individual

A selection of prompts will be displayed within the report to allow the user to select the report required.

Itemised Prescribing Payments Remuneration Values

Commissioner/Provider Overview Commissioner/Provider Individual

\* MONTH  
Apr 18 Apply Reset

**FM2(C2). Itemised Prescribing Payments**  
Prescriptions dispensed by pharmacy and appliance contractors in Apr 18

Commissioner/Provider UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)

	Expenditure for prescriptions based on 100% of dispensing month above (£)
Practice/Comm./Prov. Prescribing	
Unidentified Prescribing	
Unidentified Deputising Services Prescribing	
Community Prescribing	
Adjustments to Charge Statements	
Lost Batches of Prescriptions	
Elements for which resources have been retained centrally	
<b>Total reimbursement referable to cost of drugs</b>	

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Print - Export

1. Month - Allows the user to select the time period the wish to view data for.

 Data will be available from April 2018 onwards, if a time period earlier than this is selected the report will return a message of 'No Results'.

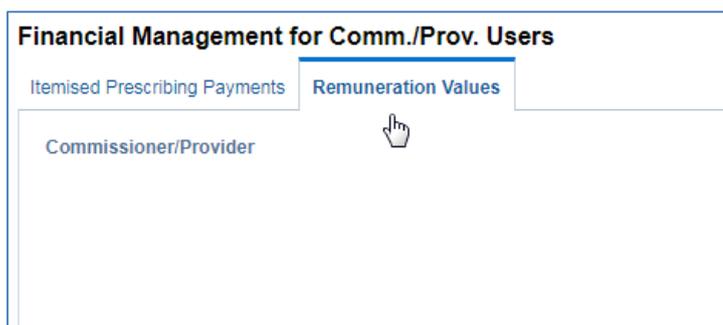
2. Commissioner/Provider – Allows the user to select the organisation they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.
3. Apply – Confirms the selections made and regenerates the report to display the selected information.
4. Reset – Will reset any selections made to the default settings.
5. Print – Will display the available formats the report can printed in.
6. Export – Will display the available formats the report can be exported in.

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## Using the Remuneration Reports

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Commissioner / Providers Users will have access to Remuneration Values Reports which can be accessed by choosing the Remuneration Values tab within the Financial Management dashboard:



### Remuneration Values

Remuneration Recharges report will show:

- A summary for a dispensing month
- An itemised listing for a dispensing month

### Summary

A selection of prompts will be displayed within the report to allow the user to select the report required.

Total 'Prescription Charge' and 'Remuneration' figures will be displayed for each organisation. The summary report showing all organisations under the selected organisation can be downloaded in a single file.

To calculate dispensing fees you need to add the prescription charges total to the total remuneration figure. The prescription charges are then credited to your invoice

separately.

\* MONTH  
Apr 18 Apply Reset

**FM6(C4). Remuneration Values**  
Commissioner/Provider summary for dispensing month Apr 18 (information only)

Area DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)

Commissioner/Provider	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)			
<b>Totals</b>			

Print - Export

1. Month - Allows the user to select the time period the wish to view data for.
2. Area – Allows the user to select the Area they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.
3. Apply – Confirms the selections made and regenerates the report to display the selected information.
4. Reset – Will reset any selections made to the default settings.
5. The total ‘Prescription Charges’ attributed to the organisation for the time period selected will be displayed within the summary, this can be used to reconcile the invoice received.
6. The total ‘Remuneration’ attributed to the organisation for the time period selected will be displayed within the summary; this can be used to reconcile the invoice received.
7. Print – Will display the available formats the report can printed in.
8. Export – Will display the available formats the report can be exported in.

## Itemised Listing

The prompts for ‘MONTH’ and ‘Area’ from the Summary report apply changes to the itemised report also.

There are two additional prompts on the Itemised report to allow you to change the ‘Area’ and ‘Commissioner/Provider’

Month - Allows the user to select the time period the wish to view data for.

Apply – Confirms the selections made and regenerates the report to display the selected information.

Reset – Will reset any selections made to the default settings.

Print – Will display the available formats the report can printed in.

Export – Will display the available formats the report can be exported in.

**FM6(C2). Remuneration Values**  
Commissioner/Provider itemised listing for dispensing month Mar 18

Area DEVON.CORNWALL&ISLES OF SCILLY AREA (Q86) 1 Commissioner/Provider UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK300) 2

Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
Professional Fees	Professional/Activity Fee	1000		1000.00	10,000.00
	Extemp Dispensed Preps/Unlicensed Medicines	1		100.00	1,000.00
	Appliance Fee (Measured and Fitted)	1		1.00	10.00
	Appliance Fee (Home Delivery)	1		1.00	10.00
	Extemp liquids ordered in more than one container				10.00
	Limited stability (<14 days) extra supplies				10.00
	Controlled drug schedules 2 and 3	10		10.00	100.00
	Expensive prescription fees	10		100.00	1,000.00
	Manually Priced				10.00
	Methodone Payment	1		1.00	10.00
	National Unidentified Prescribers			1.00	10.00
<b>Professional Fees Total</b>				<b>1,212.00</b>	<b>12,120.00</b>
Payments for Essential Services	Establishment Payments				10.00
	Practice Payments			1.00	10.00
	Repeat Dispensing Fee			1.00	10.00
	Transitional Payment			1.00	10.00
	ETP Allowances			1.00	10.00
	Appliance Infrastructure Payment			10.00	100.00
	Pharmacy Access Scheme			10.00	100.00
<b>Payments for Essential Services Total</b>				<b>24.00</b>	<b>240.00</b>
Advanced Services	Medicine Use Reviews			1.00	10.00
	Appliance Use Reviews			1.00	10.00

1. Area – Allows the user to select to view/export the itemised report for all organisations or a single organisation.

 The prompt will default to 'All', to view the report for a single organisation the parent organisation name should be selected. An additional prompt will then be displayed to allow the user to select the organisation required.

2. Commissioner/Provider – Allows the user to select the organisation they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.

 The prompt will only be shown when a value other than 'All' is selected in the 'Area' prompt.

## Practice Level

To view the Remuneration Values summary and itemised report down to unit or cost centre level, select the blue hyperlink available in the Remuneration Values summary table

**FM6(C4). Remuneration Values**  
Commissioner/Provider summary for dispensing month Apr 18 (information only)

Area: DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)

Commissioner/Provider	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)			
<b>Totals</b>			

Print - Export

A Practice summary and Practice itemised listing will be displayed:

### Practice Summary:

\* MONTH  
Apr 18 Apply Reset

**FM6(P1). Remuneration Values**  
Practice summary for UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900) in dispensing month Apr 18 (information only)

Practice	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
CARDIOLOGY DERRIFORD (RK92A)			
CHILD DEVELOPMENT CENTRE (RK98A)			
CHILD HEALTH LAUNCESTON (RK94A)			
CHILD HEALTH LISKEARD (RK95A)			
CHILD HEALTH SOUTH HAMS (RK96A)			
COLORECTAL CLINIC (RK9C1)			
DERMATOLOGY CUMBERLAND (RK93A)			
DERMATOLOGY DERRIFORD (RK91D)			
DIABETES/ENDOCRINOLOGY (RK91E)			
EMERGENCY DEPARTMENT (RK91A)			

Rows 1 - 10

Print - Export



The 'Prescription Charges' and 'Remuneration' totals for all practices will be displayed in the summary and can be exported in a single file.

The report lists the first ten practices/ cost centres within the organisation, to view all practices/ cost centres for the selected organisation click on the

'display maximum rows' icon



## Practice Itemised Listing:

Allows the user to view/export the Itemised Remuneration report for all practices or a selected practice registered under the organisation.

**FM6(P2). Remuneration Values**  
Practice itemised listing for UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900) in dispensing month Mar 18

Practice: **CARDIOLOGY DERRIFORD (RK92A)**

Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)	
Professional Fees	Professional/Activity Fee				11.00	
	Extemp Dispensed Preps/Unlicensed Medicines				11.00	
	Appliance Fee (Measured and Filled)				11.00	
	Appliance Fee (Home Delivery)				11.00	
	Extemp liquids ordered in more than one container				11.00	
	Limited stability (<14 days) extra supplies				11.00	
	Controlled drug schedules 2 and 3				11.00	
	Expensive prescription fees				11.00	
	Manually Priced				11.00	
	Methadone Payment				11.00	
	National Unidentified Prescribers				11.00	11.00
	<b>Professional Fees Total</b>				<b>11.00</b>	<b>11.00</b>
Payments for Essential Services	Establishment Payments				11.00	
	Practice Payments				11.00	
	Repeat Dispensing Fee				11.00	
	Transitional Payment				11.00	
	ETP Allowances				11.00	
	Appliance Infrastructure Payment				11.00	
	Pharmacy Access Scheme				11.00	
<b>Payments for Essential Services Total</b>				<b>11.00</b>	<b>11.00</b>	
Advanced Services	Medicine Use Reviews				11.00	
	Appliance Use Reviews				11.00	
	Completed New Medicine Services Monthly Payment				11.00	
	Stoma Customisation				11.00	
	Flu Reimbursement Payment				11.00	

A selection of prompts will be displayed within the report to allow the user to select the report required.

Month - Allows the user to select the time period they wish to view data for.

Practice – Allows the user to select the practice they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.



The prompt will default to 'All', to view/export the report for a single practice the practice should be selected from the drop down list.

Apply – Confirms the selections made and regenerates the report to display the selected information.

Reset – Will reset any selections made to the default settings.

Print – Will display the available formats the report can be printed in.

Export – Will display the available formats the report can be exported in.

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## Common Queries

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**The dispensing fees and patient charges shown on the invoice do not reconcile with the Remuneration Report.**

Check that you are using the Remuneration Report for the correct month. Dispensing fees and patient charges shown on the invoice relate to the previous months Remuneration Report. Therefore the invoice for July's prescriptions will reconcile with June's Remuneration Report.



**Charges are shown on the Itemised Remuneration Report for Appliance Infrastructure Payments but the provider has not prescribed any appliances on an FP10 Prescription.**

Appliance Infrastructure payments are made to appliance contractors in the same way Establishment payments are paid to pharmacy contractors. The cost of these payments are apportioned across all Primary Care Organisations (PCOs) and Trusts. The calculation used to apportion the cost is shown in the glossary at <http://www.nhsbsa.nhs.uk/PrescriptionServices/3234.aspx>



**I cannot access ePACT2.**

If you do not have an ePACT username or password, please complete the registration process, registration guidance is available at instructions at <https://www.nhsbsa.nhs.uk/epact2>. If you have any further queries regarding the system please contact Information Services at [nhsbsa.help@nhs.net](mailto:nhsbsa.help@nhs.net) or 0191 2035050.



**I cannot get the dispensing fees on the Remuneration Report to match the figure on the invoice using the guidance provided. The figure is out by a small amount (i.e. pence).**

This is due to slight differences in the way figures are rounded in the Remuneration Report totals



**When using ePACT2 to split costs between each hospital unit, the total prescribing figure does not add up to the amount invoiced.**

The hospital invoice is now based on Actual Cost. When using ePACT to split costs between hospital units the actual cost field should be used. Additionally, prescriptions that have been dispensed by a GP practice should be excluded from the data as these will have been charged to the CCG of the GP practice. To establish where a prescription has been dispensed the dispenser code field should be included in the report.

A standard report template is available within ePACT2 providing prescribing cost split by hospital unit/cost centre. A guide to accessing the template, 'Accessing the Invoice Reconciliation Report', is available via the ePACT2 User Guide webpage at <https://www.nhsbsa.nhs.uk/epact2/epact2-user-guides>.

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## Getting Help

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### **Additional training material and user guides**

The NHSBSA has developed a number of how to guides to help you get the best out of ePACT2. These can be found at: [Additional User Guides](#)

### **WebEx sessions**

WebEx will be provided on a number of different topics and features. More information about these can be found here: [WebEx Training](#)