

ePACT2

Accessing and using the Invoice Reconciliation Report



Interactive Contents

Use this interactive contents list to jump straight to the content you want to see. Just ctrl+click the titles below to go directly to that section:

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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'

里 ePACT2			Home Catalog Favorites	 Dashboards Create 	▼ Open ▼	9
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	Welcome	to ePACT2				Î
News	Dashboards	Prescribing Reports	Quick 5	earch		Ŀ
NEWS FEED		MY FOLDERS	ePACT2 LATES	I DATA		Ŀ
NEW 31 July 2023 ► New Dependency and Withdrawal formin	g medicines comparators added to the Opioid (Trend) Dashbo	ard My Poss	Prescrip	tion Data: Jun-23		
We've extended the Opioid Dashboard so that the Trend view now withdrawal forming medicines. These comparators were based on patients receiving each of the five dependency and withdrawal form	includes two comparators that covers a broader range of depende those recommended by the prescribed medicines review and desc ning medicine classes for a short period and over a 12 month period	ncy and nbe the number of d.	Remuneration	on Report: May-23		Ŀ
It is now possible to analyse patients receiving prescriptions for an Gabapentinoids, Z-Drugs) in the short and long term.	y of the five medicines classes (Antidepressants, Opioids, Benzodi	azepines,				

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

* Month	Jun-23	•	* Commissioner / Provider plus Code	NAMES OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTIONO	•	ок	Reset 🔻
Edit - Refr	esh						

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

* Month	May-23	•	* Commissioner / Provider plus Code	AND A REAL PROPERTY OF A DESCRIPTION OF	•	ок	Reset	t 🔻
Edit - Refr	esh						m	

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	and characterized and the state of the second	100 C 100	1000	6	23.10
May-23	and compared a static term for a state			145	3,138.06
May-23	had seened a with a section of the		interest of the second s	12	166.95
May-23	THE PROPERTY AND A REAL PROPERTY AND	and the second second	1000	1	2.76
May-23	100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	And the second sec		4	50.72
May-23	The second rates of the second		-	54	1,203.11
May-23	THE LOCATE CONTRACTOR AND ADDRESS.			40	1,502.39
May-23				22	236.32

L.

Exporting the data

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

Jun-23	an and a start of the first states. I show the		13	192.16				
Jun-23	and the second sec	10000	17	381.92				
Jun-23	and the second	1000	5	33.59				
Jun-23	A DESCRIPTION OF A DESC	1000	1	3.80				
Grand Total			695	13,389.59				
Return - Edit - Refresh - Print - Export - Add to Briefing Book - Create Bookmark Link								

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

Jun-23					
Jun-23			pdf	PDF	
Jun-23			xis	Excel	
Grand Total				Powerpoint	
Return - Edit -	Refresh - Print -	Export - Add to B	Bri 🔤		e Bookmark Link
		Formatted		Web Archive	J
		Data Data	Þ		

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 <u>ePACT2 user guides page</u>

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