ePACT2

Accessing and using the Itemised Prescribing Payment (IPP) Report

Interactive Contents

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Accessing the report

Specific access to financial reports is required to be able to access the Itemised Prescribing Payment (IPP) report. If you would like to access these reports and you don't have financial access contact our registration team at DataServicesSupport@nhsbsa.nhs.uk

If you have access, you can view the IPP report by following these steps:

1. First access the 'Financial Reports' section. from the Landing page select 'Financial Reports'
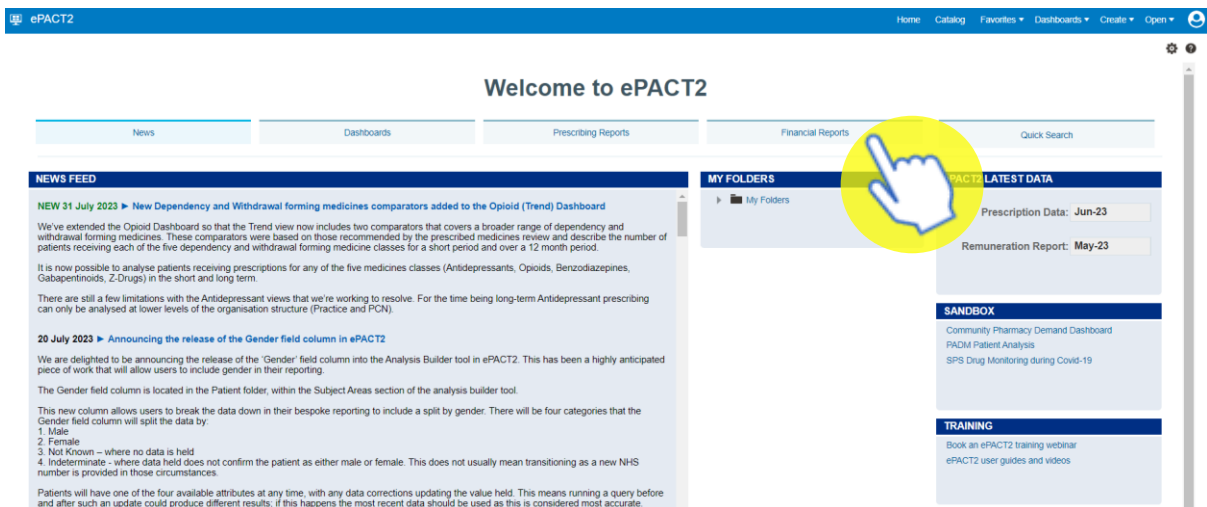
You will be taken to the 'Financial Reports' section, all reports are accessed by selecting the blue link for the report you wish to view:

2. Select 'Itemised Prescribing Payments (FM2) Report' from the available list.

Navigating the report

The report will open and will default to the latest time period available.

As this is a financial report you will only be able to access information for the organisations you are registered to access financial data for.

The report will show data for the following organisation level breakdowns depending on your access:

ICB, Commissioner and/or Provider Overview – Gives an overview of the IPP report for all organisations you are registered to access

ICB, Commissioner and/or Provider Individual – Shows the IPP report for the selected organisation

Navigating between reports

The tabs displayed in the top left-hand corner of the screen can be used to switch between the organisation breakdowns.
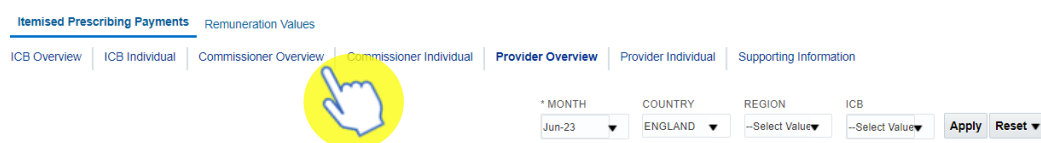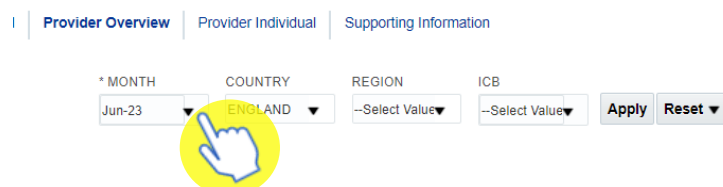

Change the data displayed

Use the prompts available to select the time period and organisation required, you will only be able to select an alternative organisation is you have registered to access their financial data.

For example, if you would like to see the data for a specific 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 'Apply' to update the report

The report will return data for the month selected

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