

## ePACT2

# Accessing and using the Itemised Prescribing Payment (IPP) 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:

[Accessing the report](#)

[Navigating the report](#)

[Navigating between reports](#)

[Change the data displayed](#)

[Exporting the data](#)

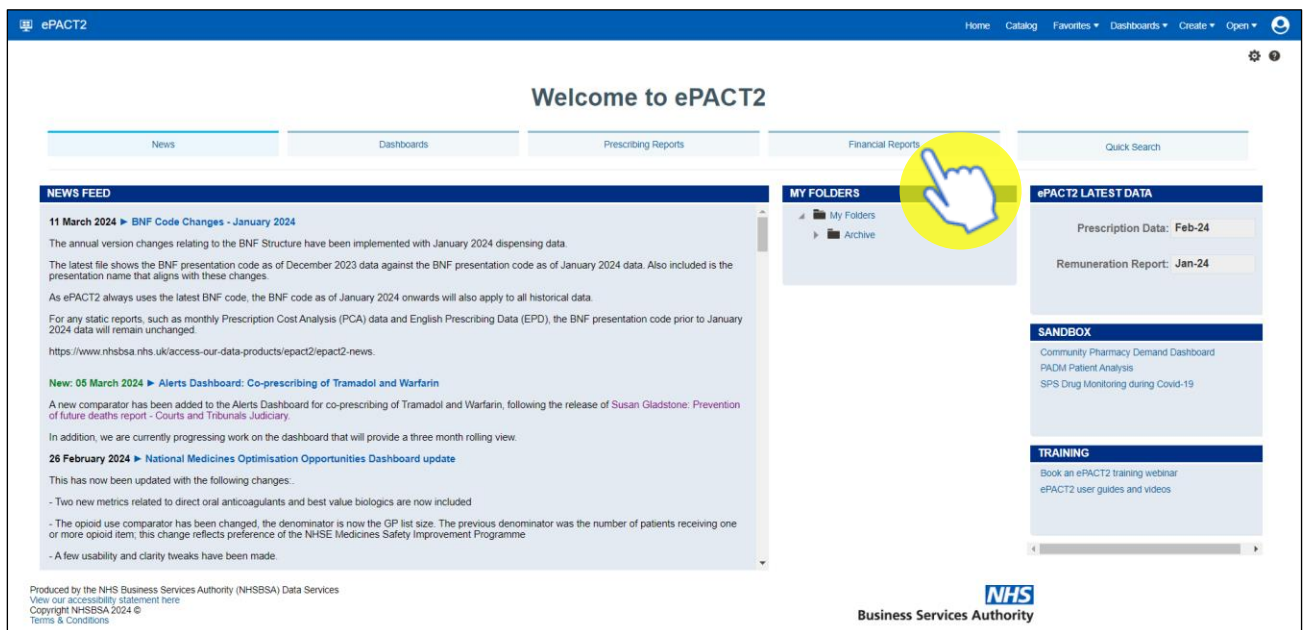
[Getting more help](#)

# 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, please contact our registration team at [DataServicesSupport@nhsbsa.nhs.uk](mailto: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.

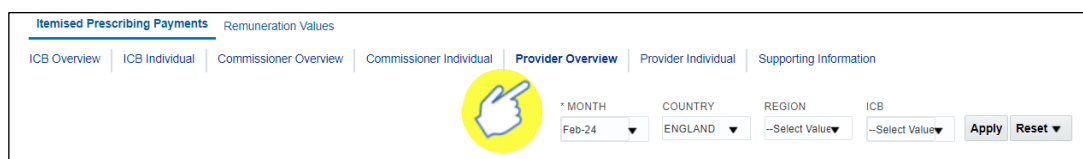
The report will show data for the following organisation level breakdowns depending on your access:

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.



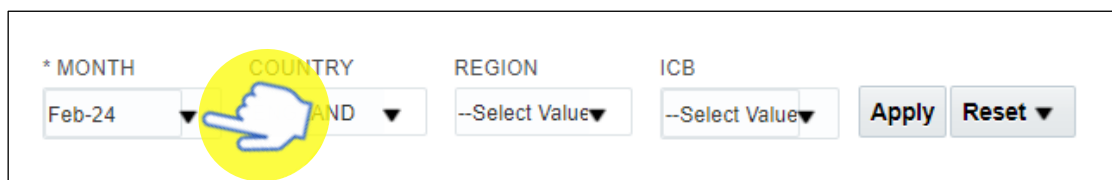
The screenshot shows a navigation bar with two main sections: 'Itemised Prescribing Payments' and 'Remuneration Values'. Under 'Itemised Prescribing Payments', there are several tabs: 'ICB Overview', 'ICB Individual', 'Commissioner Overview', 'Commissioner Individual', 'Provider Overview' (which is highlighted), 'Provider Individual', and 'Supporting Information'. Below the tabs, there are four filter prompts: '\* MONTH' (set to 'Feb-24'), 'COUNTRY' (set to 'ENGLAND'), 'REGION' (set to '--Select Value'), and 'ICB' (set to '--Select Value'). There are also 'Apply' and 'Reset' buttons.

## 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 if 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



This close-up screenshot focuses on the filter prompts. A yellow hand icon with a blue pointer is positioned over the '\* MONTH' dropdown menu, which currently displays 'Feb-24'. The other prompts are 'COUNTRY' (displaying 'ENGLAND'), 'REGION' (displaying '--Select Value'), and 'ICB' (displaying '--Select Value'). 'Apply' and 'Reset' buttons are also visible.

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

A screenshot of a filter menu. At the top, there are four dropdown menus: '\* MONTH' (set to 'Feb-24'), 'COUNTRY' (set to 'ENGLAND'), 'REGION' (set to '--Select Value'), and 'ICB' (set to '--Select Value'). To the right are 'Apply' and 'Reset' buttons. A hand cursor is pointing to the 'Feb-24' option in the '\* MONTH' dropdown. Below the filter menu, a table header is visible with columns: 'Unidentified deputising services (£)', 'Community prescribing (£)', and 'Adjustment charge state (£)'. A search bar is also present.

3. Click 'Apply' to update the report

A screenshot of the 'Provider Overview' tab. It shows the same filter menu as above, but with the '\* MONTH' dropdown set to 'May-23'. A hand cursor is clicking the 'Apply' button.

The report will return data for the month selected

## Exporting the data

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

Unidentified deputising services (£)	Community prescribing (£)	Adjustments to statements (£)
0.00	0.00	
0.00	0.00	

Print - Export

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

Unidentified deputising services (£)	Community prescribing (£)	Adjustments to statements (£)
0.00	0.00	
0.00	0.00	

Print - Export

- Formatted
  - Data
    - Excel
    - CSV
    - Tab Delimited
    - XML

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](#)