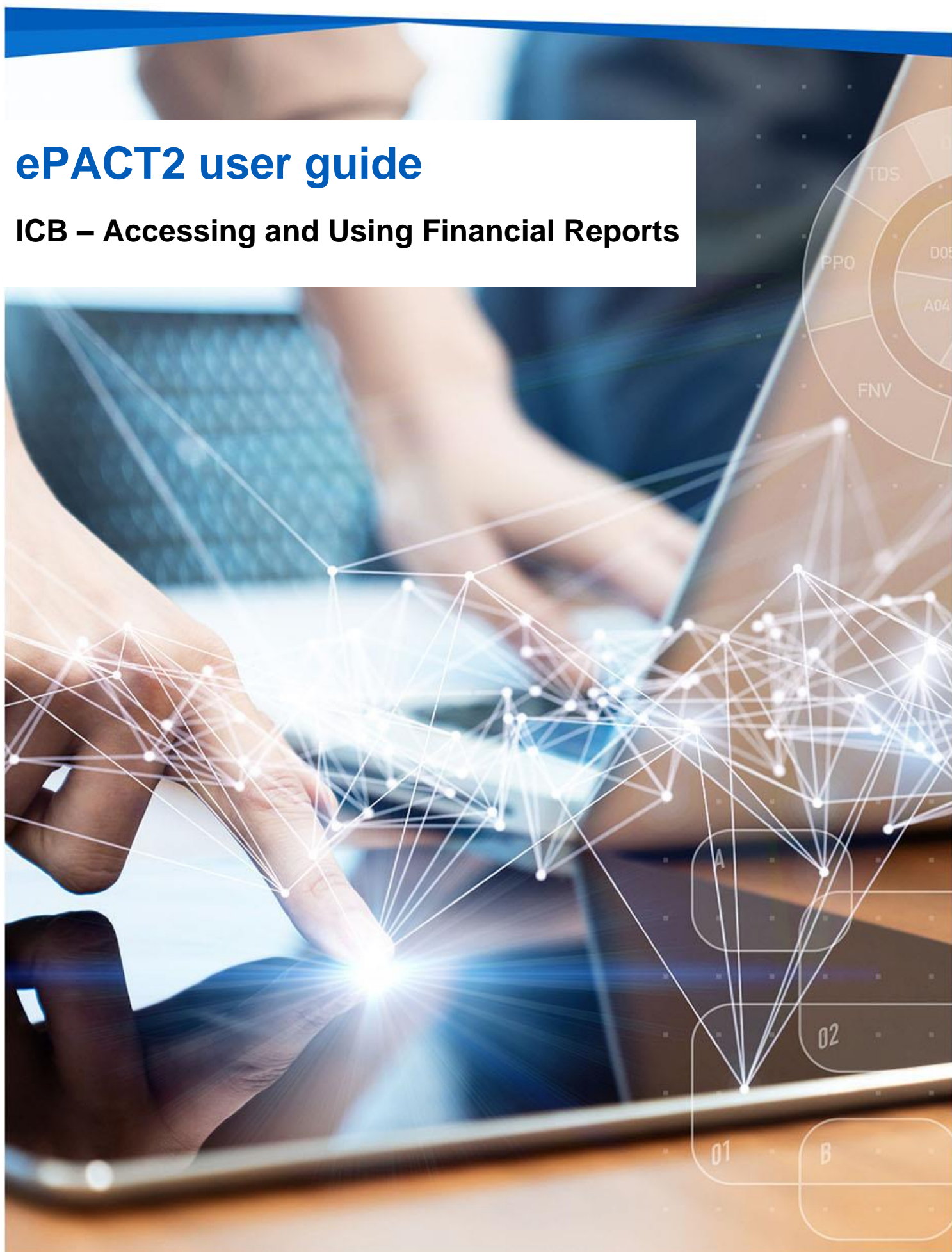


ePACT2 user guide

ICB – Accessing and Using Financial Reports



Interactive Contents

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

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Accessing the Financial Reports

There are several financial reports available to ICB users to monitor the various aspects of reimbursement costs for their organisation.

Access to an individual organisation's financial report data is only available to authorised users approved to view the financial data by the named organisation.

The financial reports available to ICB users are:

- IPP (Itemised Prescribing Payment) report
- Remuneration report
- Prescribing Monitoring Document report
- Invoice Reconciliation report

To access any of these financial reports, select the Financial Reports tab when you have logged in to the system:

The screenshot displays the ePACT2 user interface. At the top, there is a navigation bar with the ePACT2 logo and user options like Home, Catalog, Favourites, Dashboards, Create, and Open. Below this is a main header area with a 'Welcome to ePACT2' message and a navigation menu containing 'News', 'Dashboards', 'Prescribing Reports', 'Financial Reports', and 'Quick Search'. The 'Financial Reports' tab is highlighted with a yellow circle and a hand cursor. The main content area is divided into several sections: 'NEWS FEED' with recent updates, 'MY FOLDERS' with 'My Folders' and 'Archive', 'ePACT2 LATEST DATA' with 'Prescription Data: Feb-24' and 'Remuneration Report: Jan-24', 'SANDBOX' with various dashboards, and 'TRAINING' with a webinar link. The footer includes production information and the NHS Business Services Authority logo.

Once selected, you will then be presented with the financial reports available for you to use:

ePACT2

Home Catalog Favorites Dashboards Create Open

ePACT2 Financial Reports

News Dashboards **Financial Reports** Prescribing Reports Quick Search

Reports for Financial Users

- FM2 :: Itemised Prescribing Payments
- FM5 :: Remuneration Recharges
- FM6 :: Remuneration Values
- PM1 :: Prescribing Monitoring Document
- F1(A) :: Invoice Reconciliation Report - Prescribing Costs April 2018 onwards
- F1(B) :: Invoice Reconciliation Report - Prescribing Costs pre-April 2018

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Accessing and Using the IPP (Itemised Prescribing Payments) Report

Firstly, select the IPP report by clicking on the link once:

ePACT2

ePACT2 Financial Reports

News Dashboards **Financial Reports**

Reports for Financial Users

- FM2 :: Itemised Prescribing Payments**
- FM5 :: Remuneration Recharges
- FM6 :: Remuneration Values
- PM1 :: Prescribing Monitoring Document
- F1(A) :: Invoice Reconciliation Report - Prescribing Costs April 2018 onwards
- F1(B) :: Invoice Reconciliation Report - Prescribing Costs pre-April 2018

Once the link has been selected, the IPP report will open up and default to the 'ICB Overview' page.

ICB Overview page

The 'ICB Overview' page shows the detailed breakdown of reimbursement costs for ICBs, **but will only show data for those organisations that you have been approved access for to view their financial data**

If you have financial access for multiple ICB organisations then they will all show on the 'ICB overview' page:

Itemised Prescribing Payments | Remuneration Recharges | Remuneration Values

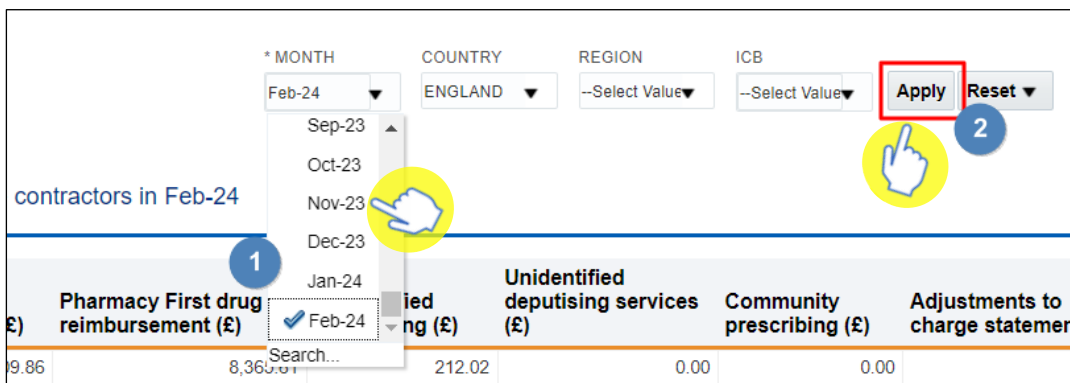
ICB Overview | ICB Individual | Commissioner Overview | Commissioner Individual | Provider Overview | Provider Individual | Supporting Information

* MONTH: Feb-24 | COUNTRY: ENGLAND | REGION: --Select Value | ICB: --Select Value | Apply | Reset

ICB Overview - Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Feb-24

ICB	Practice Comm. prescribing (£)	Pharmacy First drug reimbursement (£)	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 (£)
	10,754,009.86	8,365.61	212.02	0.00	0.00	0.00	0.00	387,665.24	11,150,252.73
Totals	10,754,009.86	8,365.61	212.02	0.00	0.00	0.00	0.00	387,665.24	11,150,252.73

1. Once accessed, users then have the options to select the criteria they want (shown below), to display the financial data for the organisations they have access to. This will allow the user to select all the different individual months of financial data held for those organisations.
2. Be sure once you've made a selection in any of the drop-down menus that you click the 'Apply' button to initiate these changes:



Once you have specified the month and applied that change, the IPP 'ICB Overview' page will display the report for all of the organisations you have been granted access to view their financial data.

Each of the columns in the table of data refer to specific charges relating to the ICB(s) you have access for, and are explained below:

ICB Overview - Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Feb-24

ICB	1 Practice Comm. prescribing (£)	2 Pharmacy First drug reimbursement (£)	3 Unidentified prescribing (£)	4 Unidentified deputising services (£)	5 Community prescribing (£)	6 Adjustments to charge statements (£)	7 Lost batches of prescriptions (£)	8 Elements for which resources have been retained centrally (£)	Total reimbursement (£)
	10,754,009.86	8,365.61	212.02	0.00	0.00	0.00	0.00	387,665.24	11,150,252.73
Totals	10,754,009.86	8,365.61	212.02	0.00	0.00	0.00	0.00	387,665.24	11,150,252.73

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Business Services Authority

Column 1 - Practice / Comm. / Prov. prescribing where the correct practice, cost centre or hospital unit could be identified

The actual cost of prescribing in the named ICB by identified practice prescribers, ICB employed prescribers or hospital units i.e. GP, nurse, supplementary prescribers or hospital units, for the named dispensing month, which have been dispensed in primary care

Column 2 - Pharmacy First drug reimbursement

Which is the actual cost of the supply of medicines within the Advanced Service for Pharmacy First Clinical Pathways for the named dispensing month, which have been dispensed in primary care

Column 3 - Unidentified prescribing where only the ICB could be identified

Contains all ICB prescribing which has been dispensed in primary care that cannot be linked to a specific prescriber or hospital unit but can be linked to the named ICB

Column 4 - Unidentified deputising services where only the ICB could be identified

Contains all deputising service prescribing which has been dispensed in primary care that can be linked to the named ICB

Column 5 - Community Prescribing

Contains all prescribing issued under a community Nurse Prescribing Contract. Community Nurse Prescribing contracts were discontinued in April 2013 as part of NHS reforms

Column 6 - Adjustments to Charge Statements (this line is currently not used)

The actual cost of adjustments caused by, for example, late notification of GP movements, computer-produced prescriptions for a GP still being generated for a previous practice, and pricing errors

Column 7 - Lost batch prescriptions (this line is currently not used)

The actual cost of lost batches as authorised by the commissioner / provider. From April 2013, commissioner / provider no longer authorise lost batches as this is now done by ICBs

Column 8 - Elements for which resources have been retained centrally

This is the proportional share per ICB of other costs based on prescribing which cannot be directly attributed to practices

These costs include:

- VAT
- nationally unidentified prescribing
- broken bulk
- schedule adjustments
- net cross-boundary costs
- out of pocket expenses and payments for containers for national unidentified prescribing
- Urgent Medicine Supply (wef December 2016)
- Pharmacy First Costs associated to distance selling pharmacies

The amount of resources retained centrally invoiced or charged to an organisation is a proportion based on actual cost for that month.

If the total actual cost for England in that month is £1000 and your organisation accounted for £100 of that, your organisation would be charged 10% of the centrally retained items value.

All organisations set up on NHSBSA systems to provide prescriptions are charged a proportion of the costs in centrally retained items whether they be ICBs, hospital trusts, local authorities or independent sector healthcare providers (ISHPs).

More information can be found on the IPP report [here](#).

ICB Individual page

The 'ICB Individual' page will allow a user to view an individual ICB and the financial data held for that organisation. This will be the same financial data as displayed in the ICB Overview page.

If a user has access to multiple organisations' financial data, there is an 'ICB prompt' (highlighted red) where you can select between individual ICB organisations to view:

Financial Management for ICB Users

Itemised Prescribing Payments | Remuneration Recharges | Remuneration Values

ICB Overview | **ICB Individual** | Commissioner Overview | Commissioner Individual | Provider Overview | Provider Individual | Supporting Information

* MONTH: Feb-24 | * COUNTRY: ENGLAND (1) | Apply | Reset

ICB Individual - Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Feb-24

	Expenditure for prescriptions based on 100% of dispensing month above (£)
Practice/Comm/Prov. Prescribing	10,754,009.86
Pharmacy First drug reimbursement	8,365.61
Unidentified Prescribing	212.02
Unidentified Deputising Services Prescribing	0.00
Community Prescribing	0.00
Adjustments to Charge Statements	0.00
Lost Batches of Prescriptions	0.00
Elements for which resources have been retained centrally	387,665.24
Total reimbursement referable to cost of drugs	11,150,252.73

Accessing the Remuneration Report

The Remuneration report:

- provides information to support the monitoring and management of remuneration payments for pharmaceutical services supplied by pharmacy and appliance contractors
- only shows payments which relate to remuneration and include payments previously sourced from funding held centrally by the Department of Health and Social Care, known as the global sum

ePACT2 will hold data from April 2018, which will be updated monthly.

The report is split into 2 views, which are:

- 'Remuneration Values' - used for information purposes only and provides users with an overall view of remuneration for all the organisations which are linked to them
- 'Remuneration Recharges' - showing only the remuneration which the organisation has been charged for

The 'recharge view' is only available to organisations at integrated care board (ICB) level and above.

More information can be found on the Remuneration report [here](#).

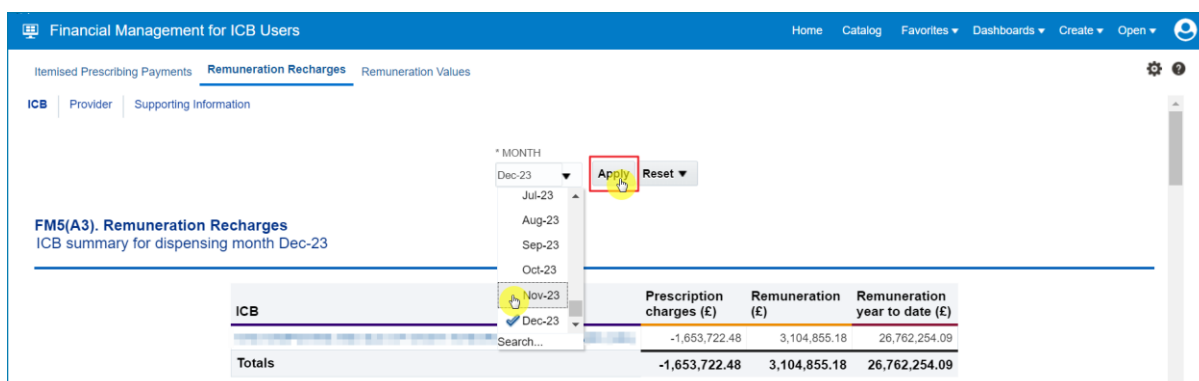
Using the Remuneration Recharges report

Firstly, select the 'Remuneration Recharges' report link:



The Remuneration Recharges report will open in the ICB page, where you can select a month to view financial data for an organisation you have access to.

This is done using the 'Month' prompt. Once a month is selected click the Apply button to return the data:



The first view in the report will show a summarised view of remuneration recharges attributed to an ICB:

Financial Management for ICB Users

Home Catalog Favorites Dashboards Create Open

Itemised Prescribing Payments **Remuneration Recharges** Remuneration Values

ICB | Provider | Supporting Information

* MONTH
Nov-23 Apply Reset

FM5(A3). Remuneration Recharges
ICB summary for dispensing month Nov-23

ICB	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
	-1,686,007.59	3,381,044.91	23,657,398.91
Totals	-1,686,007.59	3,381,044.91	23,657,398.91

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Scrolling down the dashboard page you will then find a second view in the Remuneration Recharges report, allowing a user to view an itemised breakdown of an ICBs remuneration recharges:

FM5(A2). Remuneration Recharges

ICB itemised for dispensing month Nov-23

ICB	Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
	Professional Fees	Professional/Activity Fee	2,752,043		3,483,227.23	27,168,793.54
		Extemp Dispensed Preps/Unlicensed Medicines	749		14,980.00	117,880.00
		Appliance Fee (Measured and Fitted)	102		265.20	2,379.00
		Appliance Fee (Home Delivery)	33,410		130,243.80	995,360.00
		Extemp liquids ordered in more than one container				0.00
		Limited stability (<14 days) extra supplies				0.00
		Controlled drug schedules 2 and 3	77,869		48,023.77	382,914.95
		Expensive prescription fees	35,883		137,997.72	1,107,889.72
		Manually Priced				0.00
		Methadone Payment	242		517.25	3,662.75
		SSP Remuneration (fee)	45		240.75	23,791.45
		National Unidentified Prescribers			3,077.87	13,741.80
	Professional Fees Total		2,900,343		3,818,573.59	29,816,413.21
	Payments for Essential Services	Establishment Payments				0.00
		Practice Payments			0.00	0.00
		Repeat Dispensing Fee			0.00	0.00
		Transitional Payment			162,032.03	1,315,999.37
		ETP Allowances			365.64	2,925.62
		Appliance Infrastructure Payment			104,190.00	812,919.96
		Pharmacy Access Scheme			44,157.64	355,912.58
		Discharge Medicine Service			13,452.10	91,257.85
	Payments for Essential Services Total				324,197.41	2,579,015.39
	Advanced Services	Medicine Use Reviews			0.00	0.00
		Appliance Use Reviews			10,357.53	94,884.66
		Completed New Medicine Services Monthly Payment			273,794.47	1,927,096.48
		Stoma Customisation	4,360		18,835.20	144,262.08
		Urgent Medicine Supply			0.00	0.00
		CPCS sign-up fee			0.00	0.00
		CPCS Remuneration payment			63,978.24	504,340.00
		GP Referral Pathway Fee			0.00	0.00
		Hypertension Case-Finding Set Up Fee			3,520.00	32,120.00
		Hypertension Case-Finding Check And ABPM Fee			64,500.00	521,010.00
		Hypertension Case- Finding Incentive			1,000.00	10,000.00
		SCS Set-up			2,000.00	26,000.00
		SCS Consultations			170.00	1,460.00
		SCS NRT Product Cost			311.83	2,654.09
		SCS NRT Product Charges				0.00
		Contraception Set-Up			13,700.00	63,300.00
		Contraception Consultations			3,240.00	18,918.00
		Contraception Product Cost			1,477.66	9,766.21
		Lateral Flow Device Eligible Patient Service Fee			1,665.60	1,665.60
		Lateral Flow Device Eligible Patient Test Cost			2,831.52	2,831.52
		Pharmacy First Initial Fixed Payment			438,000.00	438,000.00
	Advanced Services Total		4,360		899,382.05	3,798,308.64
	Hepatitis C Testing Service	Hepatitis C Testing Service			0.00	0.00
		Hepatitis C Kit				0.00
	Hepatitis C Testing Service Total				0.00	0.00
	Quality Payments Scheme	Quality Payments Scheme			0.00	0.00
		Pharmacy Quality Scheme - Aspirational Payment			0.00	485,647.93

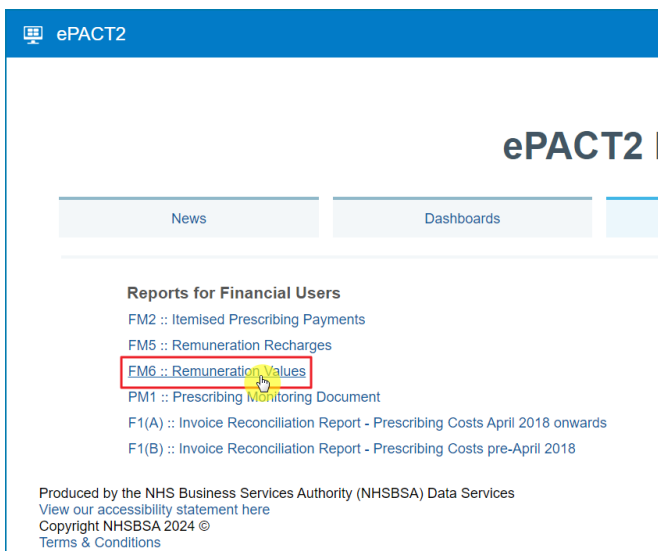
Quality Payments Scheme Total			0.00	485,647.93
Essential Small Pharmacy Local Pharmaceutical	Essential Small Pharmacy			0.00
Essential Small Pharmacy Local Pharmaceutical Total				0.00
Local Authorised Payments	Pharmacy Reward Scheme		0.00	4.04
	Other Local Payments		23,100.00	84,875.66
Local Authorised Payments Total			23,100.00	84,879.70
Local Pharmaceutical Services	Local Pharmaceutical Services - Debited		-182.21	-1,270.12
	Local Pharmaceutical Services - Credit			0.00
Local Pharmaceutical Services Total			-182.21	-1,270.12
Other Fees	Fine For Breach of Service			0.00
	Lost Batches			0.00
	Fraud Pharmacy Recovery Fees			0.00
	Temporary Safeguarding Payment		3,335.74	31,149.94
Other Fees Total			3,335.74	31,149.94
Remuneration Adjustments	Adjustments		-1,354.08	-21,153.25
Remuneration Adjustments Total			-1,354.08	-21,153.25
Prescription Charges	Charges Collected		-1,073,316.49	-8,476,971.67
	Pre-payment Certificates		-604,399.88	-4,514,009.64
	FP 57 Refunds		4,557.15	40,803.65
	Fraud Pharmacy Recovery Charges			0.00
	PPC HRT		-12,848.36	-165,414.89
Prescription Charges Total			-1,686,007.59	-13,115,592.55
Total		2,904,703	3,381,044.91	23,657,398.91
Totals		2,904,703	3,381,044.91	23,657,398.91

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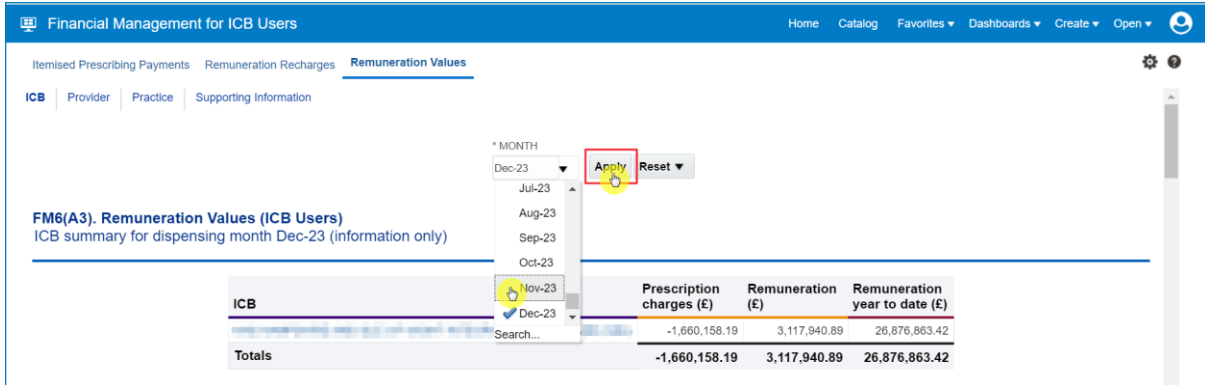
Using the Remuneration Values Report

Select the 'Remuneration Values' report link:

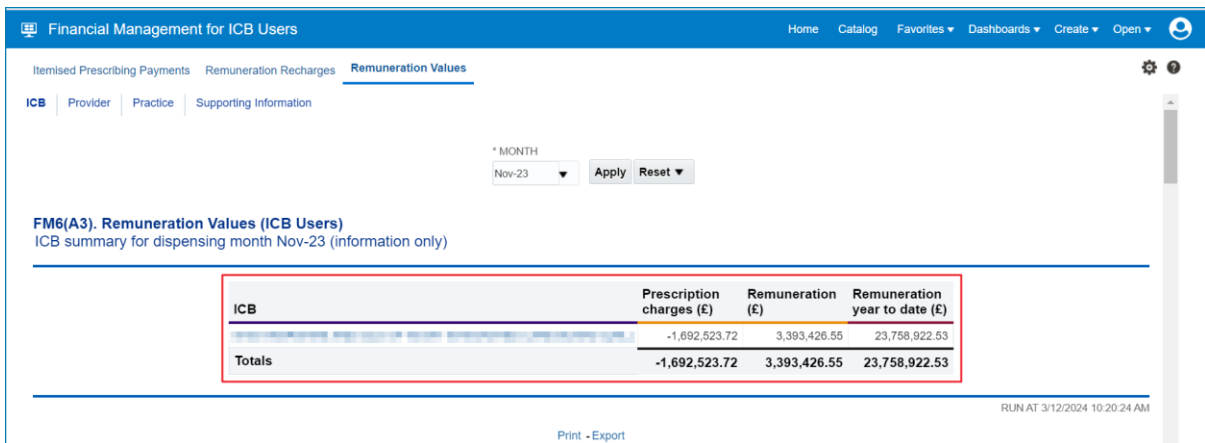


The Remuneration Values report will open in the ICB page, where you can select a month to view financial data for an organisation you have access to.

This is done using the 'Month' prompt. Once a month is selected click the Apply button to return the data:



The first view in the report will show a summarised view of Remuneration Values attributed to an ICB:



Scrolling down the dashboard page you will then find a second view in the Remuneration Values report, allowing a user to view an itemised breakdown of an ICBs remuneration values:

FM6(A2). Remuneration Values
 ICB itemised for dispensing month Nov-23 (information only)

ICB

ICB	Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
	Professional Fees	Professional/Activity Fee	2,751,977		3,483,143.41	27,168,470.96
		Extemp Dispensed Preps/Unlicensed Medicines	749		14,980.00	117,880.00
		Appliance Fee (Measured and Fitted)	102		265.20	2,379.00
		Appliance Fee (Home Delivery)	33,410		130,243.80	995,360.00
		Extemp liquids ordered in more than one container				0.00
		Limited stability (<14 days) extra supplies				0.00
		Controlled drug schedules 2 and 3	77,808		47,950.79	382,627.75
		Expensive prescription fees	35,883		137,997.72	1,107,869.72
		Manually Priced				0.00
		Methadone Payment	211		467.05	3,472.40
		SSP Remuneration (fee)	45		240.75	23,791.45
		National Unidentified Prescribers		2.86	3,077.79	13,741.63
	Professional Fees Total		2,900,185		3,818,366.51	29,815,612.91

	Payments for Essential Services	Establishment Payments				0.00
		Practice Payments			0.00	0.00
		Repeat Dispensing Fee			0.00	0.00
		Transitional Payment		2.85	162,028.10	1,315,983.60
		ETP Allowances		2.86	365.63	2,925.59
		Appliance Infrastructure Payment		2.86	104,187.50	812,910.32
		Pharmacy Access Scheme		2.85	44,156.57	355,908.30
		Discharge Medicine Service		2.86	13,451.78	91,256.75
	Payments for Essential Services Total				324,189.57	2,578,984.56
	Advanced Services	Medicine Use Reviews			0.00	0.00
		Appliance Use Reviews		3.37	10,357.53	94,884.66
		Completed New Medicine Services Monthly Payment		2.86	273,787.88	1,927,073.33
		Stoma Customisation	4,360		18,835.20	144,262.08
		Urgent Medicine Supply			0.00	0.00
		CPCS sign-up fee			0.00	0.00
		CPCS Remuneration payment		2.86	63,976.70	504,333.99
		GP Referral Pathway Fee			0.00	0.00
		Hypertension Case-Finding Set Up Fee			0.00	0.00

		Hypertension Case-Finding Check And ABPM Fee				0.00
		Hypertension Case- Finding Incentive				0.00
		SCS Set-up				0.00
		SCS Consultations				0.00
		SCS NRT Product Cost				0.00
		SCS NRT Product Charges				0.00
		Contraception Set-Up				0.00
		Contraception Consultations				0.00
		Contraception Product Cost				0.00
		Lateral Flow Device Eligible Patient Service Fee				0.00
		Lateral Flow Device Eligible Patient Test Cost				0.00
		Pharmacy First Initial Fixed Payment				0.00
	Advanced Services Total		4,360		366,957.31	2,670,554.06
	Hepatitis C Testing Service	Hepatitis C Testing Service			0.00	0.00
		Hepatitis C Kit				0.00
	Hepatitis C Testing Service Total				0.00	0.00
	Quality Payments Scheme	Quality Payments Scheme			0.00	0.00
		Pharmacy Quality Scheme - Aspirational Payment			0.00	485,644.68

	Quality Payments Scheme Total				0.00	485,644.68
	Essential Small Pharmacy Local Pharmaceutical	Essential Small Pharmacy				0.00
	Essential Small Pharmacy Local Pharmaceutical Total					0.00
	Local Authorised Payments	Pharmacy Reward Scheme			0.00	4.04
		Other Local Payments				0.00
	Local Authorised Payments Total				0.00	4.04
	Local Pharmaceutical Services	Local Pharmaceutical Services - Debited	0.15		-182.21	-1,270.05
		Local Pharmaceutical Services - Credit				0.00
	Local Pharmaceutical Services Total				-182.21	-1,270.05
	Other Fees	Fine For Breach of Service				0.00
		Lost Batches				0.00
		Fraud Pharmacy Recovery Fees				0.00
		Temporary Safeguarding Payment	2.86		3,335.66	31,149.56
	Other Fees Total				3,335.66	31,149.56
	Remuneration Adjustments	Adjustments	2.86		-1,354.05	-21,153.05
	Remuneration Adjustments Total				-1,354.05	-21,153.05
	Prescription Charges	Charges Collected	2.86		-1,073,290.67	-8,476,870.73
		Pre-payment Certificates	2.86		-604,385.33	-4,513,955.34
		FP 57 Refunds	2.86		4,557.04	40,803.17
		Fraud Pharmacy Recovery Charges				0.00
		PPC HRT	2.86		-12,848.05	-165,412.83
	Prescription Charges Total				-1,685,967.01	-13,115,435.72
			2,904,545		2,825,345.78	22,444,090.99
Totals			2,904,545		2,825,345.78	22,444,090.99

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Accessing and Using the PMD (Prescribing Monitoring Document) Report

The PMD (Prescribing Monitoring Document) report provides monthly financial information about prescribing costs against budgets, to enable management of the drugs element of unified budgets.

The figures shown on this report are for monitoring purposes only and do not reflect the actual charge.

Data within the PMD report is updated on a monthly basis.

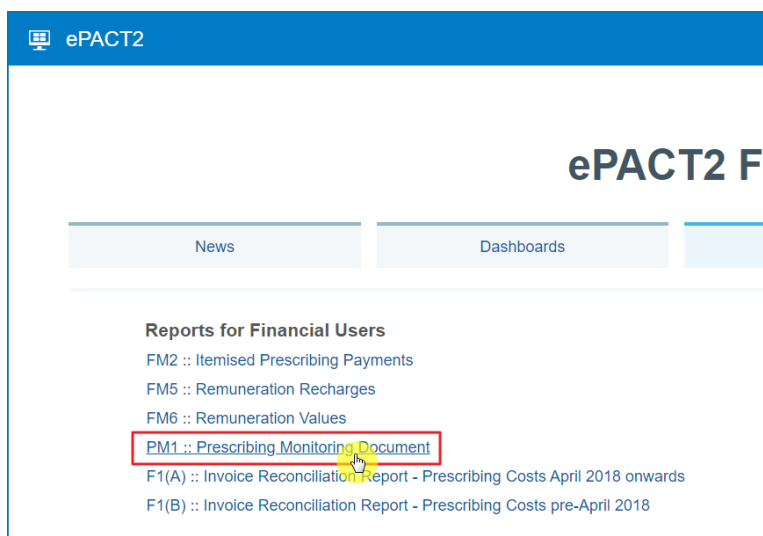
Statements are issued every month and show:

- the indicative prescribing budget for the current financial year (not shown in April or May)
- total monthly expenditure
- cumulative expenditure (April to current month)
- forecast out-turn (based on information provided by the Department of Health and Social Care, which is based on a spending pattern, calculated using previous year's spending data). The accuracy is determined by local factors at a local level (not shown in April or May)
- the number of dispensing days in the month and year to date

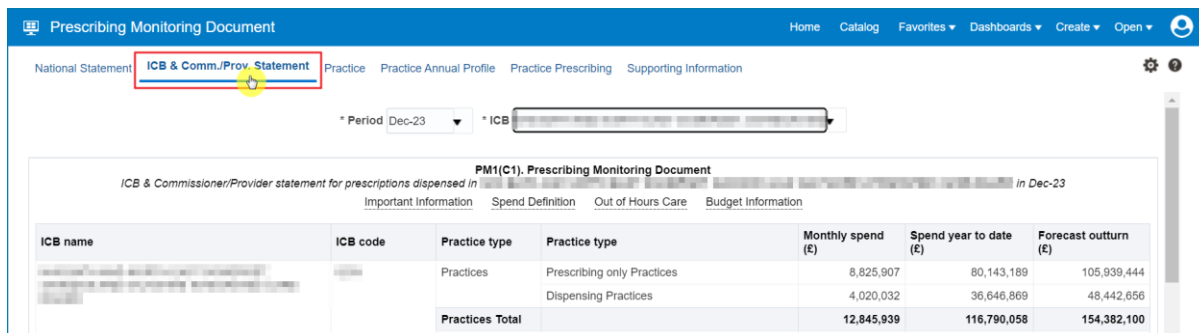
The annual statement produced for March shows the actual expenditure for the financial year.

More information on the PMD report can be found [here](#).

To access the PMD report select the link within the Financial Reports page:

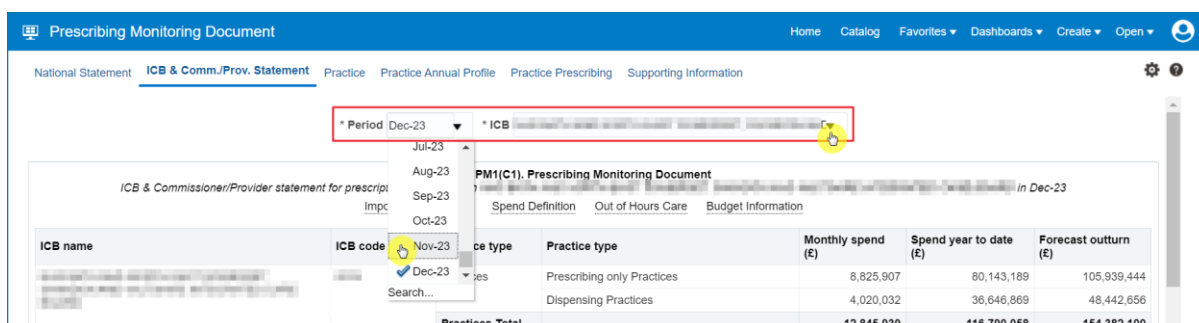


Once selected, this will open up the Prescribing Monitoring Document report. The report will default to the ‘National Statement’ page in the report. To view specific ICB data in the PMD report, a user should then select the ‘ICB & Comm./Prov. Statement’ page:



Once the ‘ICB & Comm./Prov. Statement’ page has been selected, you can then select the month and ICB you want to view.

To change the month or ICB use the prompt drop-down lists (shown below):



Once a month and ICB has been specified in the criteria selection, users can then use the ‘Comm./Prov.’ prompt drop-down list (highlighted red below) to display data for a specific commissioner/provider within the ICB selected (if an organisation is not specified ALL commissioner/providers within that ICB will be displayed):

PM1(C1). Prescribing Monitoring Document

ICB & Commissioner/Provider statement for prescriptions dispensed in [ICB Name] in Dec-23

ICB name	ICB code	Practice type	Practice type	Monthly spend (£)	Spend year to date (£)	Forecast outturn (£)
[ICB Name]	[ICB Code]	Practices	Prescribing only Practices	8,825,907	80,143,189	105,939,444
			Dispensing Practices	4,020,032	36,646,869	48,442,656
		Practices Total		12,845,939	116,790,058	154,382,100
		Out-of-hours service	Out-of-hours service	17,668	144,118	190,507
Out-of-hours service Total		17,668	144,118	190,507		

Once an individual commissioner/provider has been selected, the PMD report will display data for the ICB, the comm/prov you have specified (highlighted red) and the number of dispensing days in the month specified:

PM1(C1). Prescribing Monitoring Document

ICB & Commissioner/Provider statement for prescriptions dispensed in [ICB Name] in Dec-23

ICB name	ICB code	Practice type	Practice type	Monthly spend (£)	Spend year to date (£)	Forecast outturn (£)
[ICB Name]	[ICB Code]	Practices	Prescribing only Practices	8,825,907	80,143,189	105,939,444
			Dispensing Practices	4,020,032	36,646,869	48,442,656
		Practices Total		12,845,939	116,790,058	154,382,100
		Out-of-hours service	Out-of-hours service	17,668	144,118	190,507
Out-of-hours service Total		17,668	144,118	190,507		

Comm./Prov. name	Comm./Prov. code	Practice type	Practice type	Annual budget (£)	Monthly spend (£)	Spend year to date (£)	Forecast outturn (£)
[Comm./Prov. Name]	[Comm./Prov. Code]	Practices	Prescribing only Practices	0	8,819,365	80,103,972	105,887,604
			Dispensing Practices	0	4,020,032	36,646,869	48,442,656
Practices Total		0	12,839,396	116,750,841	154,330,260		
Out-of-hours service		Out-of-hours service	0	17,668	144,118	190,507	
Out-of-hours service Total		0	17,668	144,118	190,507		

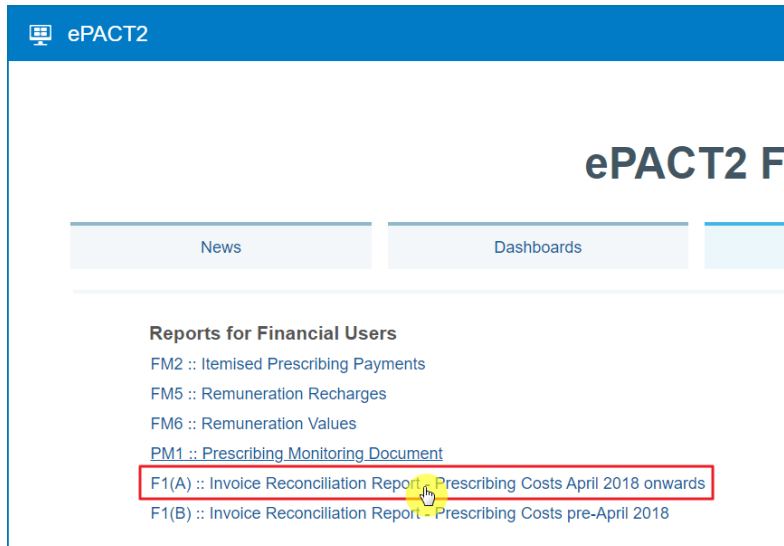
PM1(C2). Prescribing Monitoring Document

Number of dispensing days in Dec-23

	In month	Year to date
Dispensing days	24	227

Accessing and Using the Invoice Reconciliation Report

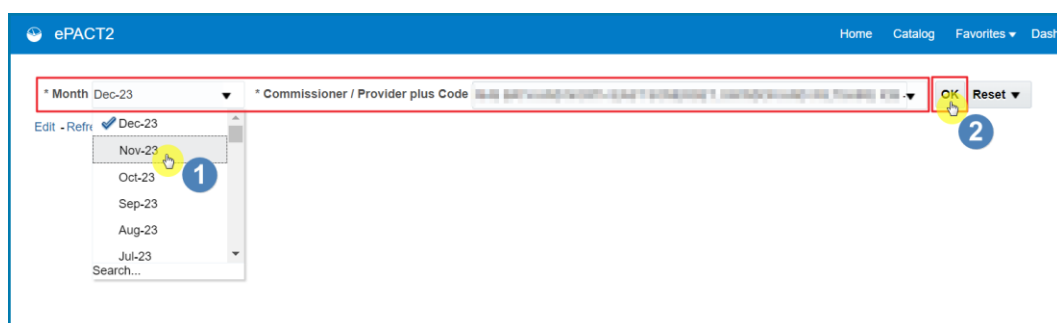
To access the Invoice Reconciliation report select the link within the Financial Reports page:



Please note: if you're using the Invoice Reconciliation report but require data for an organisation prior to April 2018, then please use the **F1(B):: Invoice Reconciliation Report – Prescribing Costs pre-April 2018**

Once accessed, the Invoice Reconciliation report will give you the options to specify a month, and an organisation in which to run the report for using the 'Month' and 'Commissioner/Provider plus Code' prompts.

1. Select a month and a commissioner/provider using the drop-down list prompts provided (highlighted red below)
2. Be sure to click 'OK' to then enact your selections and run the Invoice Reconciliation report



The report will then return data for the month and organisation selected:

Month	HS Commissioner / Provider plus Code	HS Practice	HS Practice Code	Items	Actual Cost (£)
Dec-23				7,344	62,021.35
Dec-23				13,262	97,808.21
Dec-23				9,368	84,114.96
Dec-23				11,508	140,988.41
Dec-23				4,839	44,530.97
Dec-23				992	9,439.75
Dec-23				88	187.52
Dec-23				7	25.36
Dec-23				2	12.88
Dec-23				78	123.55
Dec-23				3,327	28,800.64
Dec-23				5	18.44
Dec-23				29	235.25
Dec-23				559	3,586.13
Dec-23				236	485.45
Dec-23				6,012	67,574.11
Dec-23				9,293	76,798.19

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, personalised webinar training service to all our users and you can book as many as you need.

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. You can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our [ePACT2 training page](#)