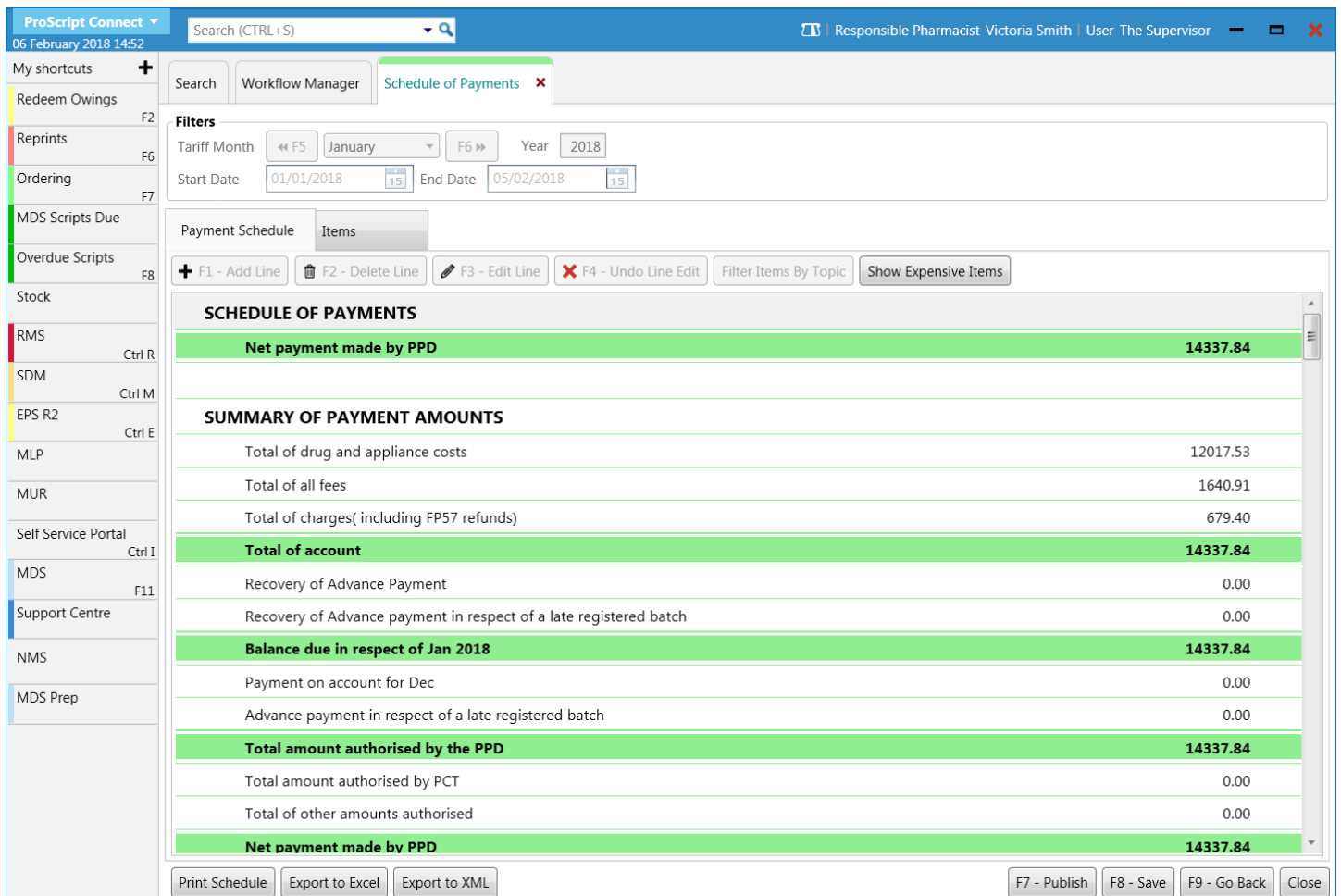


Generating and Editing a Payment Schedule Report (FP34)

Fees and charges for locally added drugs are not included in the final figures displayed in the report output. You will need to add these in manually.

Generating a Payment Schedule Report

1. From the Schedule of Payments window, select the month or custom date for which you want the report to apply.
2. Press **[F10 – Run Report]**.
3. ProScript Connect will automatically generate the schedule of payments report for the selected month.



The screenshot displays the ProScript Connect interface with the 'Schedule of Payments' window open. The window title is 'Schedule of Payments' and it shows filters for Tariff Month (January 2018) and dates (01/01/2018 to 05/02/2018). The report is titled 'SCHEDULE OF PAYMENTS' and shows a net payment made by PPD of 14337.84. Below this is a 'SUMMARY OF PAYMENT AMOUNTS' table.

SUMMARY OF PAYMENT AMOUNTS	
Total of drug and appliance costs	12017.53
Total of all fees	1640.91
Total of charges(including FP57 refunds)	679.40
Total of account	14337.84
Recovery of Advance Payment	0.00
Recovery of Advance payment in respect of a late registered batch	0.00
Balance due in respect of Jan 2018	14337.84
Payment on account for Dec	0.00
Advance payment in respect of a late registered batch	0.00
Total amount authorised by the PPD	14337.84
Total amount authorised by PCT	0.00
Total of other amounts authorised	0.00
Net payment made by PPD	14337.84

At the bottom of the window, there are buttons for 'Print Schedule', 'Export to Excel', 'Export to XML', 'F7 - Publish', 'F8 - Save', 'F9 - Go Back', and 'Close'.

Filtering Items

Filtering Items by Topic

The Schedule of Payments enables you to drill down on certain lines within the report to view the itemised breakdown of pricing in more detail. These lines display payment values in blue font and are the only lines for which the **[Filter Items by Topic]** option is available.

1. From the Payment Schedule tab, highlight a line with a payment value in blue font.
2. Click **[Filter Items by Topic]**.
3. This automatically selects the *Items* tab, with the items relevant to the selected line in the grid.

Display Expensive Items

1. From the Payment Schedule tab, click **[Show Expensive Items]**.
2. This automatically selects the *Items* tab, filtered down to only display the total number of expensive items.


Editing the Payment Schedule Report

Adding a New Line to the Report


1. From the Schedule of Payments *Payment Schedule* tab, highlight a line, and press **[F1 – Add Line]**.
2. The Add Line window displays.
3. Select the type of line you want to add and enter its adjoining value.
4. Press **[F10 – OK]**.
5. The line displays in the grid.

You can only add lines which have previously been deleted.

Editing an Existing Line in the Report

1. From the *Payment Schedule* tab, highlight a line and press **[F3 – Edit Line]**.
2. The Edit Line window displays.
3. Edit the line value if required.
4. Press **[F10 – OK]**.
5. The line displays in the *Payment Schedule* tab.
6. Notice a red cross  icon displays against the edited line. This means you can undo the edit on this line.

Undoing a Line Edit in the Report

1. From the *Payment Schedule* tab, highlight a line with an adjoining red cross  icon.
2. Press **[F4 – Undo Line Edit]**.
3. The line reverts back to its original value, prior to the edit.

Deleting a Line

1. From the *Payment Schedule* tab, highlight a line and press **[F2 – Delete Line]**.
2. The line is removed from the grid.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	28 February 2022		Joanne Hibbert-Gorst

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