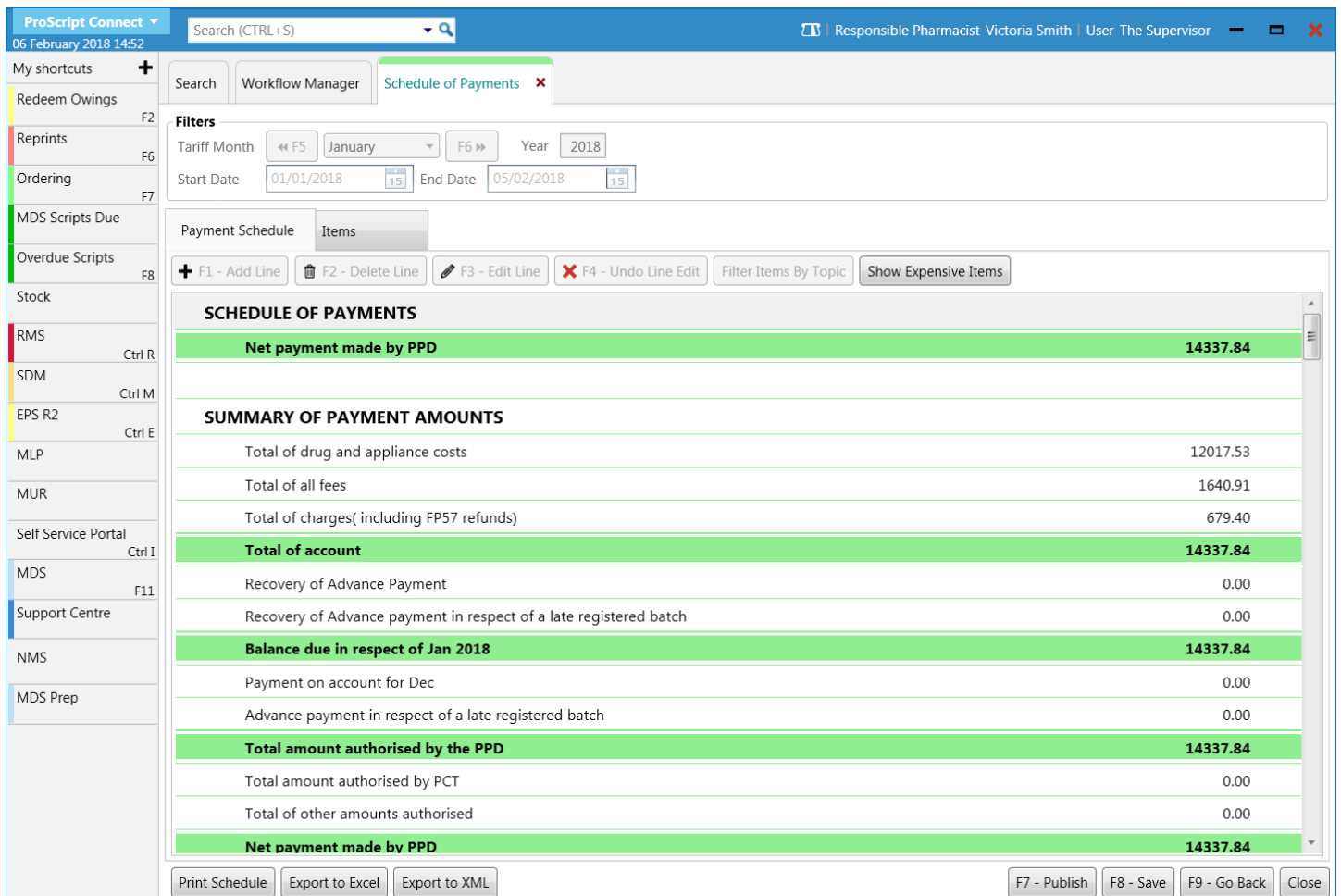# Generating and Editing a Payment Schedule Report (FP34)

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.

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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