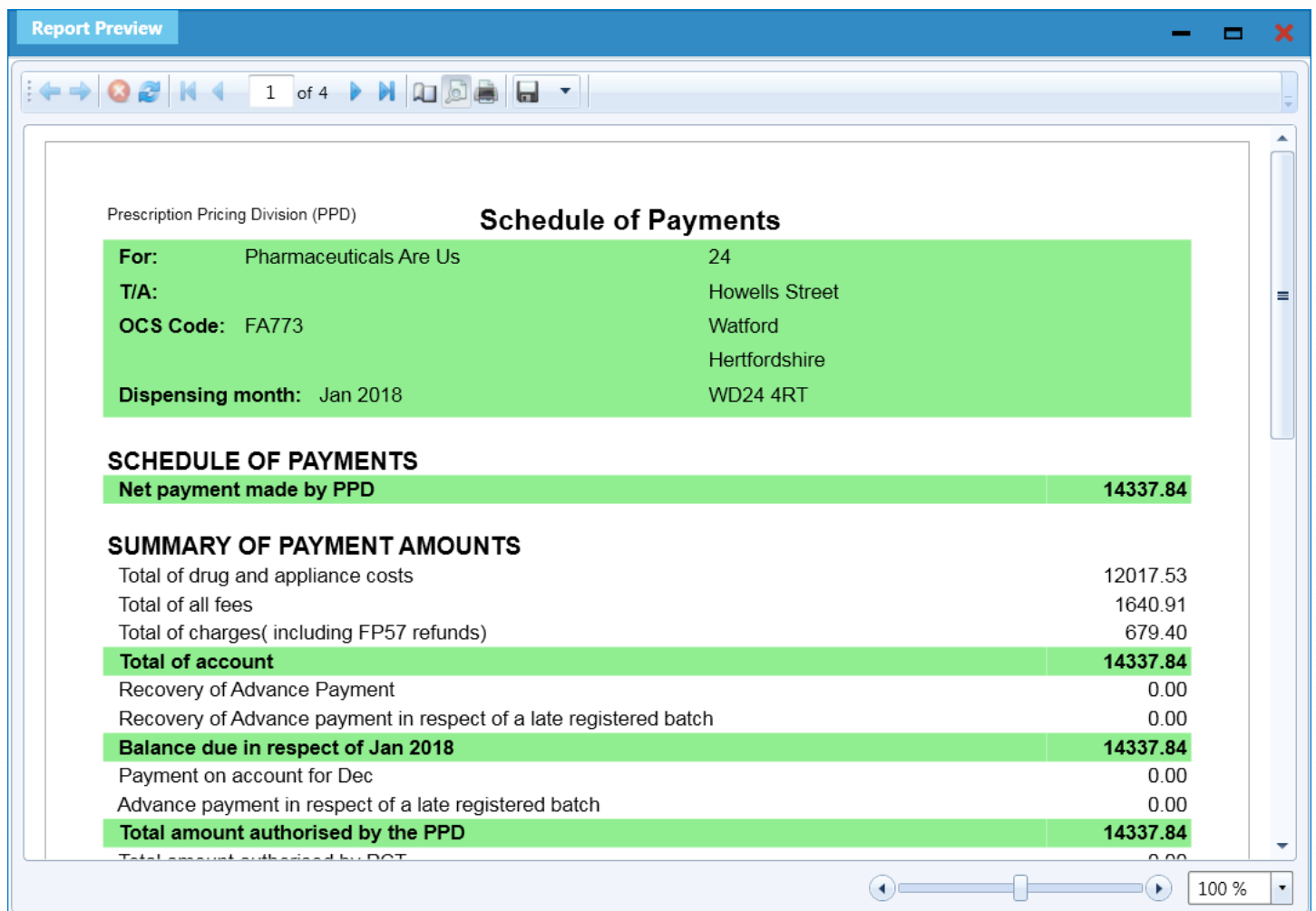


Printing and/or Exporting a Payment Schedule Report (FP34)

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.

Printing 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.
4. From the bottom left-hand corner, click **[Print Schedule]**.
5. The report's print preview displays in a new window.



Report Preview

Prescription Pricing Division (PPD) **Schedule of Payments**

For: Pharmaceuticals Are Us 24
T/A: Howells Street
OCS Code: FA773 Watford
Hertfordshire
Dispensing month: Jan 2018 WD24 4RT

SCHEDULE OF PAYMENTS



Net payment made by PPD	14337.84
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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 DCT	0.00

100 %

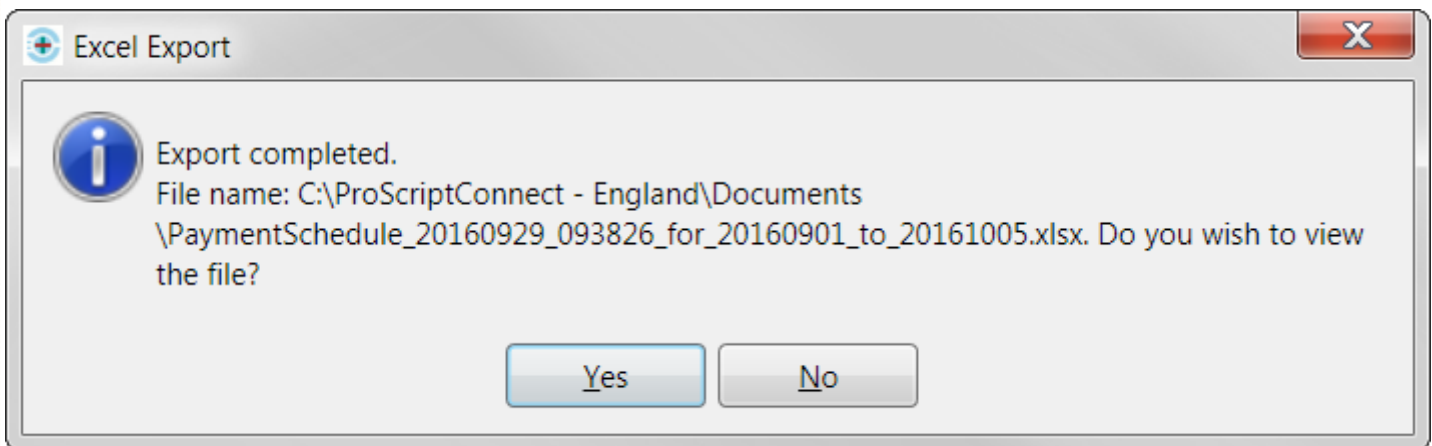
6. From there, you can either:

- Click the floppy disk  icon to export and save the report on your computer
- Click the printer  icon to print the report

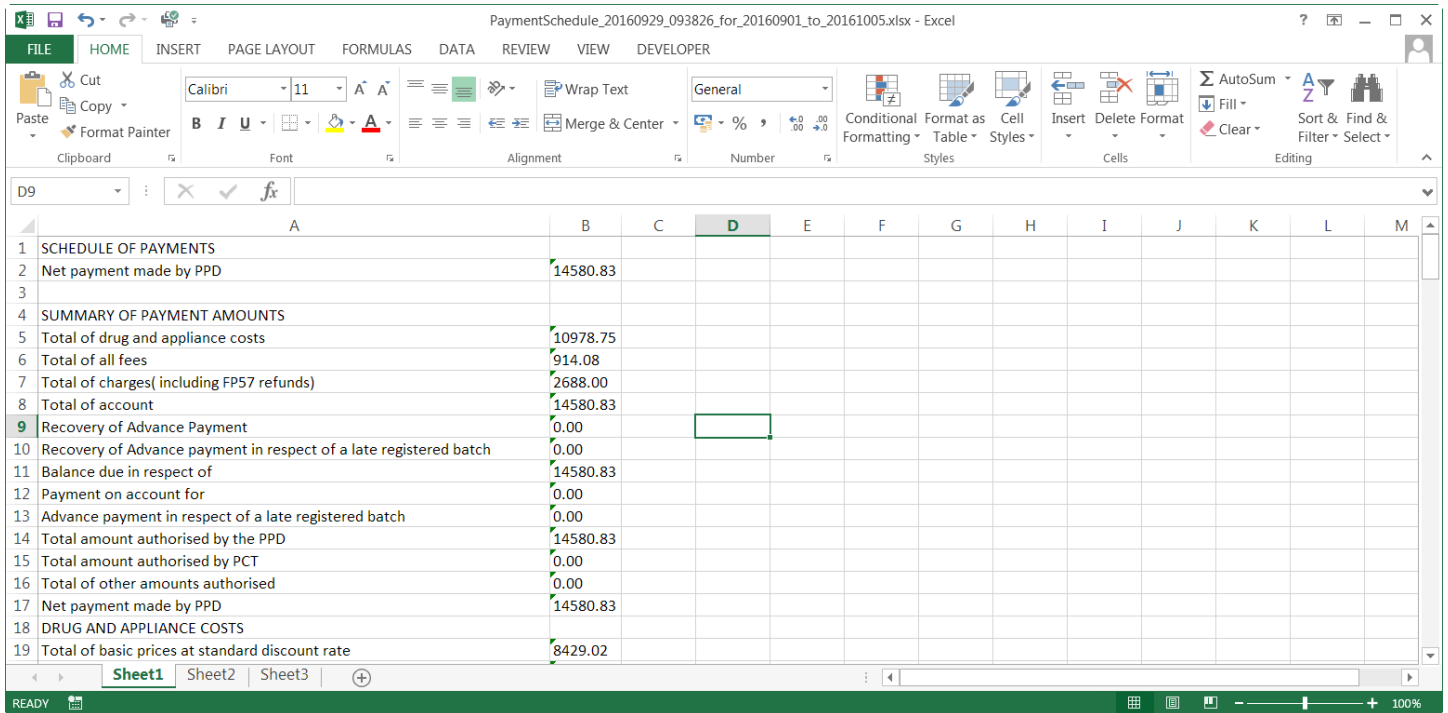
Exporting a Payment Schedule Report to Excel

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.
4. From the bottom left-hand corner of the Payment Schedule, click **[Export to Excel]**.
5. A pop-up window displays, advising you that the export was completed to the exports folder, and asking whether you want to view the document.

You will need to have a *Payment Schedule Output Data Folder* selected within the *Payment Schedule* category in [Edit Application Settings](#) to be able to successfully export to Excel or XML.



6. Click **[Yes]**.
7. The file opens in Windows Excel.

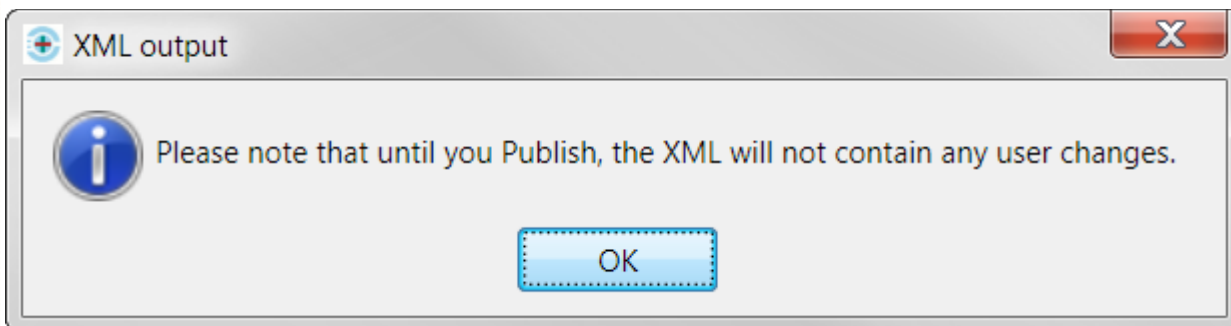


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SCHEDULE OF PAYMENTS												
2	Net payment made by PPD	14580.83											
3	SUMMARY OF PAYMENT AMOUNTS												
5	Total of drug and appliance costs	10978.75											
6	Total of all fees	914.08											
7	Total of charges(including FP57 refunds)	2688.00											
8	Total of account	14580.83											
9	Recovery of Advance Payment	0.00											
10	Recovery of Advance payment in respect of a late registered batch	0.00											
11	Balance due in respect of	14580.83											
12	Payment on account for	0.00											
13	Advance payment in respect of a late registered batch	0.00											
14	Total amount authorised by the PPD	14580.83											
15	Total amount authorised by PCT	0.00											
16	Total of other amounts authorised	0.00											
17	Net payment made by PPD	14580.83											
18	DRUG AND APPLIANCE COSTS												
19	Total of basic prices at standard discount rate	8429.02											

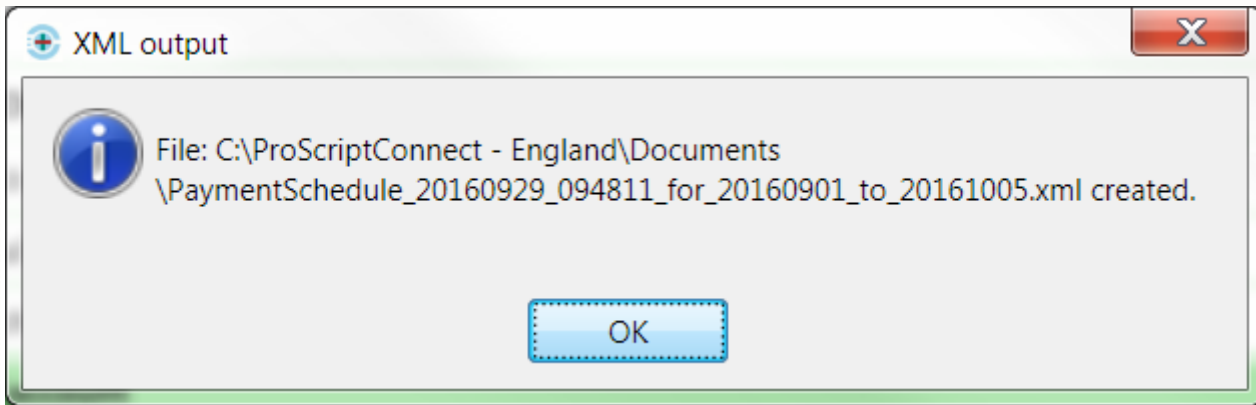
Exporting a Payment Schedule Report to XML

1. From the bottom left-hand corner of the Payment Schedule, click **[Export to XML]**.
2. A pop-up window displays, advising you that you until you publish the report, the XML will not contain any user changes.

You will need to have a *Payment Schedule Output Data Folder* selected within the *Payment Schedule* category in Edit Application Settings to be able to successfully export to Excel or XML.



3. Click **[OK]**.
4. A second pop-up window displays, advising you that the document has been successfully created. It also provides you with the folder path for the document.



5. Click **[OK]**.

Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601

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