# Saving and Publishing 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.

Saving 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 right-hand corner of the Payment Schedule, press **[F8 – Save]**.
5. You can then close the Schedule of Payments by clicking **[Close]**.

Publishing a Payment Schedule Report

1. From the bottom left-hand corner of the Payment Schedule, press **[F7 – Publish]**.
2. A pop-up window displays, asking whether you want to publish.
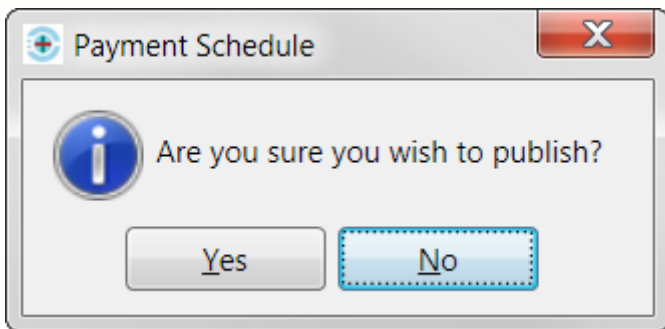
3. Click **[Yes]**.
4. The Schedule of Payments is now published.

Revision History

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

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