



## **Interactive Contents**

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

**Accessing the report** 

**Navigating the report** 

Change the data displayed

**Exporting the data** 

**Getting more help** 

# **Accessing the report**

Specific access to financial reports is required to be able to access the Remuneration report. If you would like to access these reports and you don't have financial access contact our registration team at <a href="mailto:nhsbsa.registration@nhs.net">nhsbsa.registration@nhs.net</a>

If you have access you can access the Remuneration report by the following steps:

1. First access the 'Financial Reports' section. from the Landing page select 'Financial Reports'



You will be taken to the 'Financial Reports' section, all reports are accessed by selecting the blue link for the report you wish to view:

2. Select 'Remuneration Values' from the available list.



# **Navigating the report**

The report will open and will default to the latest time period available.

As this is a financial report you will only be able to access information for the organisations you are registered to access financial data for.

The report will be split into 2 separate reports, 1 showing total figures for remuneration and patient charges and a 2<sup>nd</sup> breaking the data into the individual elements of remuneration.



## Change the data displayed

Use the prompts available to select the time period and organisation required, you will only be able to select an alternative organisation is you have registered to access their financial data.

For example, if you would like to see the data for a specific month:

1. Click on the 'Month' prompt drop-down



2. Select the month required, data can only be run for a single month at a time



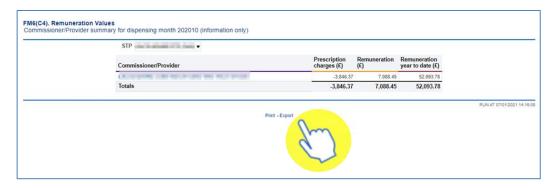
3. Click 'Apply' to update the report



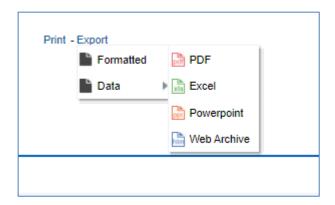
The report will return data for the month selected

# **Exporting the data**

1. Select the 'Export' option below the report required



2. A drop-down list with the formats available to export in will be displayed



Select the format required from the list presented

## **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 <u>ePACT2 user guides page</u>

#### **Webinar sessions**

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

Our webinar sessions are booked as 1.5 hour slots and are delivered just to you or your invited colleagues. Our experienced trainers deliver these session using MS Teams.

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 you webinar by going to our <a href="ePACT2">ePACT2</a> training page