



**Pharmacy Programs  
Administrator**

# PORTAL USER GUIDE – SUMMARY REPORTS

July 2020

## OVERVIEW

The following user guide has been produced to assist Service Providers in generating Summary Reports through the Pharmacy Programs Administrator (PPA) Portal:

1. **Claims Value Report** which displays:
  - The value of Claims Approved, Cancelled or Adjusted for a specific Program
  - The total number of Claims Approved, Cancelled or Adjusted for a specific Program
  - The total Net value of Claims Approved by PPA within the specified timeframe (Negative values will be displayed in red and in brackets).
2. **Payments Report** which displays:
  - Payments made by PPA to you (the Service Provider)
  - Any amounts payable by you (the Service Provider) to PPA ('Closing Balance').
3. **Aged Care Facility (ACF) Claims Value Report** which displays:
  - Value of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility
  - Total number of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility.

This guide outlines how to:

- Understand the layout of a summary report
- Generate summary reports within a specified timeframe
- View recently generated reports
- Print a summary report
- Export contents of a summary report to a spreadsheet or .csv file
- Download a copy of a summary report.

Reports can only be generated for transactions that have taken place after 1 February 2019. Transactions prior to this time were not managed by the PPA.

Should you have any queries, please do not hesitate to contact the Support Centre on 1800 951 285 or email [support@ppaonline.com.au](mailto:support@ppaonline.com.au).

## UNDERSTANDING THE LAYOUT OF A SUMMARY REPORT

The generated report contains the following sections:

- 1) Report overview
  - In the Payments Summary report, an 'Opening' or 'Closing Balance' with a red value in brackets indicates that at the beginning (opening balance) or end (closing balance) of the selected time period the Service Provider had an amount payable to PPA
- 2) Report description
- 3) Link to Remittance Report User Guide
  - Additional information about claims or payments can be located on the specific remittance advice
- 4) Claims/Payment information
  - In the Claims Summary Reports, a red value in brackets indicates a negative value
  - In the Payments Summary report, a value of \$0.00 indicates that no payment was paid by PPA for that invoice.

**CLAIMS VALUE REPORT - OPERATOR APPROVAL PHARMACY**

◀ Back to Summary Reports

Service Provider ID : 378 Service Provider Name : Operator Approval Pharmacy	Claims Approved From : January 01, 2020 Claims Approved To : May 31, 2020 Total Net Claims Value : \$5,570.99	<div style="margin-bottom: 5px;"> Print Page</div> <div> Export</div>
---	---	---

This report provides the following information for the selected time period

- Value of Claims Approved, Cancelled or Adjusted for a specific Program
- Total number of Claims Approved, Cancelled or Adjusted for a specific Program
- Total Net value of Claims Approved by PPA

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

If you have any questions please contact the PPA Support Centre at support@ppaonline.com.au or 1800 951 285

**CLAIMS**

PROGRAM NAME	QUANTITY	PAYMENT AMOUNT
<b>Administration Activity</b>		
Claims Approved	5	\$5,600.00
Cancellations	1	(\$3,000.00)
<b>Intern Incentive Allowance For Rural Pharmacies - Extension Program</b>		
Claims Approved	1	\$2,500.00
<b>Clinical Interventions</b>		
Claims Approved	1	\$4.04
<b>Dose Administration Aids</b>		
Claims Approved	21	\$435.05
Adjustments	1	\$31.90
<b>TOTAL NET CLAIMS VALUE</b>		<b>\$5,570.99</b>

First « 1 2 » Last

Show 10 entries

Ⓞ Total number of entries: 5

## GENERATING A CLAIMS VALUE REPORT

The Claims Value Report provides the following information, itemised by Program for a specified timeframe:

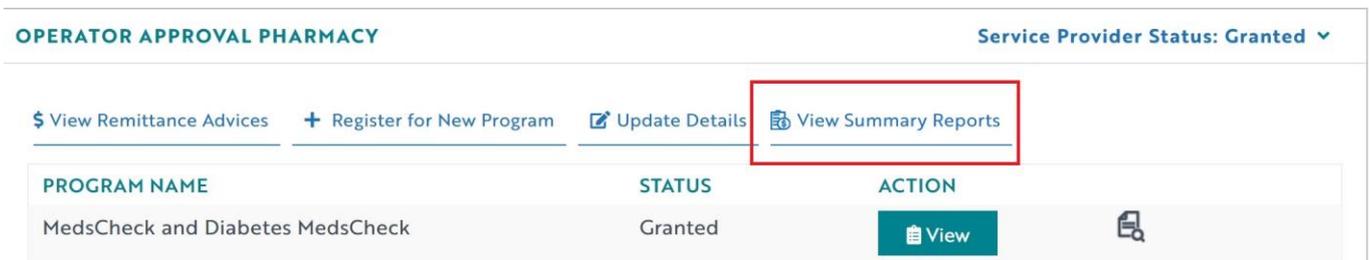
- The value of Claims Approved, Cancelled or Adjusted for a specific Program
- The total number of Claims Approved, Cancelled or Adjusted for a specific Program
- The total Net value of Claims Approved by PPA within the specified timeframe (Negative values will be displayed in red and in brackets).

Please note that this report only displays claim transactions that have occurred within the selected timeframe. This means that displayed cancellations or adjustments may refer to claims that were initially approved *outside* of the report timeframe.

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

To view your Claims Value Report, please follow these steps:

- 1) Log in to the Pharmacy Programs Administrator Portal – [www.ppaonline.com.au](http://www.ppaonline.com.au).
- 2) Select the **View Summary Reports** link below the Service Provider name that you wish to generate a summary report for.



**OPERATOR APPROVAL PHARMACY** Service Provider Status: **Granted** ▾

[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[✎ Update Details](#)
[📄 View Summary Reports](#)

PROGRAM NAME	STATUS	ACTION
MedsCheck and Diabetes MedsCheck	Granted	<span style="background-color: #007060; color: white; padding: 5px 10px;">View</span> <span style="margin-left: 10px;">📄</span>

- 3) Select **Claims Value Report** from the *Report Type* drop-down menu.



**SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY**

Report Type

Claims Value Report

Payments Report

ACF Claims Value Report

- 4) Enter the desired dates into the **Claims Approved From** and **Claims Approved To** fields and then click on the **Generate Report** button.

Note: Reports cannot be generated for dates prior to 1 February 2019, nor can they be generated for the current or future dates.

## PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – SUMMARY REPORTS

### SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY

Report Type

Claims Value Report ▼

This report provides the following information for the selected time period

- Value of Claims Approved, Cancelled or Adjusted for a specific Program
- Total number of Claims Approved, Cancelled or Adjusted for a specific Program
- Total Net value of Claims Approved by PPA (Negative values to be displayed in red and in brackets)

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

Claims Approved From

dd/mm/yyyy 🗄

Claims Approved To

dd/mm/yyyy 🗄

 Generate Report

- 5) The newly generated report will display in the list of recently generated as below. Select the report by clicking on the **View Report**  icon.

You can access reports generated over the last 3 days below, if you need the reports generated prior to this time then you will have to generate the reports again.

DATE REPORT GENERATED	REPORT TYPE	PROGRAM	REPORT FROM	REPORT TO	VIEW REPORT
22/06/2020	Claims Value Report	-	01/06/2020	21/06/2020	

- 6) The report displayed will be itemised by Program types. Please refer to the section above titled *Understanding the layout of a Summary report* on page 3 for further information.  
Note: Payment amounts displayed in red and in brackets refer to negative values.

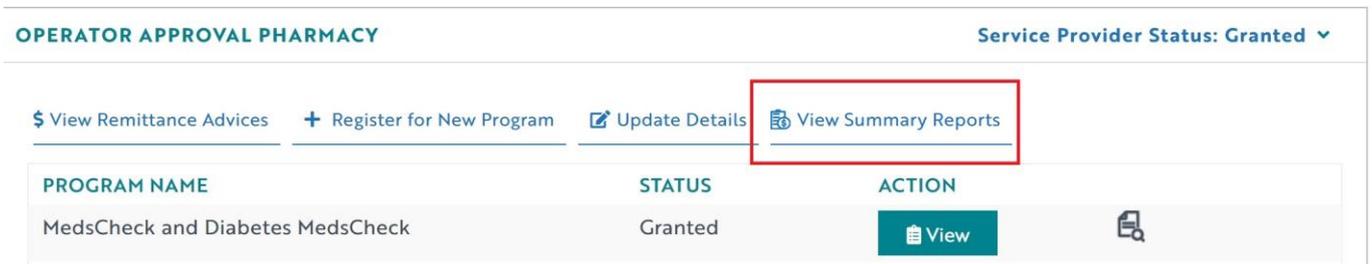
## GENERATING A PAYMENTS REPORT

This report provides the following information for the specified timeframe:

- Payments made by PPA to you (the Service Provider).
- Any amounts payable by you (the Service Provider) to PPA ('Closing Balance').

To view your Payments Report, please follow these steps:

- 1) Log in to the Pharmacy Programs Administrator Portal – [www.ppaonline.com.au](http://www.ppaonline.com.au).
- 2) Select the **View Summary Reports** link below the Service Provider name that you wish to generate a report for.



The screenshot shows the 'OPERATOR APPROVAL PHARMACY' interface. At the top right, it says 'Service Provider Status: Granted'. Below this, there are several navigation links: '\$ View Remittance Advices', '+ Register for New Program', 'Update Details', and 'View Summary Reports'. The 'View Summary Reports' link is highlighted with a red box. Below the links is a table with columns for 'PROGRAM NAME', 'STATUS', and 'ACTION'. The table contains one row for 'MedsCheck and Diabetes MedsCheck' with a status of 'Granted' and a 'View' button highlighted in a dark green box.

- 3) Select **Payments Report** from the *Report Type* drop-down menu.



The screenshot shows the 'SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY' page. Under the 'Report Type' section, there is a drop-down menu. The 'Payments Report' option is selected and highlighted in blue. Other options visible are 'Claims Value Report' and 'ACF Payments Report'. A red box highlights the drop-down arrow on the right side of the menu.

- 4) Enter the desired dates into the **Payments From** and **Payments To** fields and then click on the **Generate Report** button.

Note: Reports cannot be generated for dates prior to 1 February 2019, nor can they be generated for the current or future dates.

## PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – SUMMARY REPORTS

### SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY

Report Type

Payments Report

This report provides the following information for the selected time period

- Payments made by PPA to you (the Service Provider)
- Any amounts payable by you (the Service Provider) to PPA ('Closing Balance')

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

Payments From

01/01/2020

Payments To

01/06/2020

Generate Report

- 5) The newly generated report will display in the list of recently generated reports. Select the report by clicking on the **View Report**  icon.

DATE REPORT GENERATED	REPORT TYPE	PROGRAM	REPORT FROM	REPORT TO	VIEW REPORT
22/06/2020	Payments Report	-	01/01/2020	01/06/2020	

- 6) The itemised report will display all invoices paid during the selected timeframe. Please refer to the section above titled *Understanding the layout of your summary report* on page 3 for further information.

Note: A value of \$0.00 indicates that no payment was paid by PPA for that invoice.

- 7) If an 'Opening Balance' is in red and in brackets this means at the beginning of the selected time period the Service Provider had an amount payable to PPA.

### PAYMENTS REPORT - OPERATOR APPROVAL PHARMACY

« Back to Summary Reports

Service Provider ID : 378

Service Provider Name : Operator Approval Pharmacy

Opening Balance : (\$4,540.95)

Payment From : June 01, 2019

Payment To : June 23, 2020

Closing Balance : (\$1,950.06)

Total Paid : \$2,590.09

Print Page

Export

This report provides the following information for the selected time period

- Payments made by PPA to you (the Service Provider)
- Any amounts payable by you (the Service Provider) to PPA ('Closing Balance')

- 8) If a 'Closing Balance' is in red and in brackets this means at the end of the selected time period the Service Provider had an amount payable to PPA.

- 9) Additional information on specific remittance advices included in this report and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

## GENERATING AN AGED CARE FACILITY CLAIMS VALUE REPORT

The Aged Care Facility (ACF) Claims Value Report provides the following information for the Residential Medication Management Review (RMMR) and Quality Use of Medicines (QUM) Programs, itemised by ACFs for a chosen timeframe:

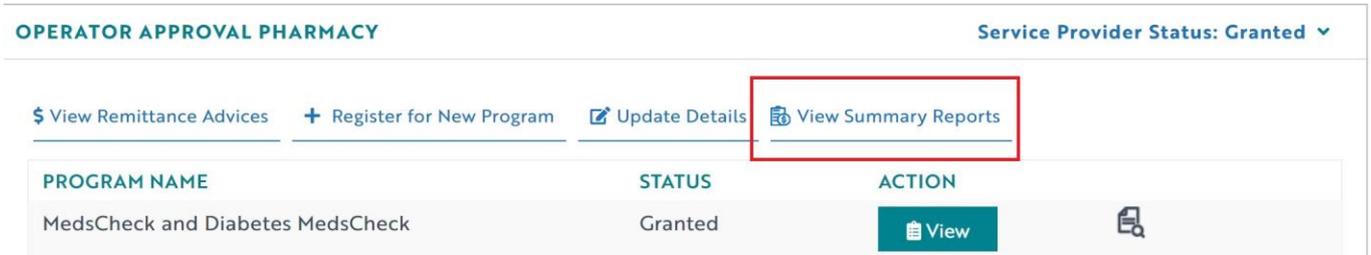
- Value of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility
- Total number of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility.

Please note that this report only displays claim transactions that have occurred within the selected timeframe. This means that displayed cancellations or adjustments may refer to claims that were initially approved *outside* of the report timeframe.

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

To view your ACF Claims Value Report, please follow these steps:

- 1) Log in to the Pharmacy Programs Administrator Portal – [www.ppaonline.com.au](http://www.ppaonline.com.au).
- 2) Select the **View Summary Reports** link below the Service Provider name you wish to generate a report for.



**OPERATOR APPROVAL PHARMACY** Service Provider Status: Granted ▾

[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[✎ Update Details](#)
[📄 View Summary Reports](#)

PROGRAM NAME	STATUS	ACTION
MedsCheck and Diabetes MedsCheck	Granted	<a href="#">📄 View</a>

- 3) Select **ACF Claims Value Report** from the *Report Type* drop-down menu.



**SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY**

Report Type

- Claims Value Report
- Payments Report
- ACF Claims Value Report**

## PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – SUMMARY REPORTS

- 4) Select **RMMR** or **QUM** from the *Select a program type to generate a report for* drop-down menu.

**SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY**

Report Type  
ACF Claims Value Report

This report provides the following information for this Service Provider for the selected time period:  
 - Value of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility  
 - Total number of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

Select a program to generate a report for

RMMR  
QUM

- 5) Enter the desired dates into the **Claims Approved From** and **Claims Approved To** fields and then click on the **Generate Report** button.

Note: Reports cannot be generated for dates prior to 1 February 2019, nor can they be generated for the current or future dates.

**SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY**

Report Type  
ACF Claims Value Report

This report provides the following information for this Service Provider for the selected time period:  
 - Value of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility  
 - Total number of Claims Approved, Cancelled or Adjusted for the QUM or RMMR program broken down by registered Aged Care Facility

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).

Select a program to generate a report for  
RMMR

Claims Approved From  
dd/mm/yyyy

Claims Approved To  
dd/mm/yyyy

**Generate Report**

- 6) The newly generated report will display in the list of recently generated reports. Select the report by clicking on the **View Report**  icon.

You can access reports generated over the last 3 days below, if you need the reports generated prior to this time then you will have to generate the reports again.

DATE REPORT GENERATED	REPORT TYPE	PROGRAM	REPORT FROM	REPORT TO	VIEW REPORT
19/06/2020	ACF Claims Value Report	QUM	01/01/2020	01/06/2020	

- 7) The report will display and will be itemised by ACFs. Please refer to the section above titled *Understanding the layout of your summary report* on page 3 for further information.

Note: Payment amounts displayed in red and in brackets refer to negative values.

## VIEWING RECENTLY GENERATED REPORTS

To view your recently generated reports, please follow these steps:

- 1) Log in to the Pharmacy Programs Administrator Portal – [www.ppaonline.com.au](http://www.ppaonline.com.au).
- 2) Select the **View Summary Reports** link below the Service Provider name.

**OPERATOR APPROVAL PHARMACY** Service Provider Status: **Granted** ▼

---

[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[✎ Update Details](#)
[📄 View Summary Reports](#)

PROGRAM NAME	STATUS	ACTION
MedsCheck and Diabetes MedsCheck	Granted	<a href="#">📄 View</a>

- 3) All reports that have been generated within the last 3 days will display as below. Click on the **View Report**  icon to view a report.  
 Note: Any summary reports generated earlier than this will need to be generated again.

**SUMMARY REPORTS - OPERATOR APPROVAL PHARMACY**

Report Type

[📄 Generate Report](#)

You can access reports generated over the last 3 days below, if you need the reports generated prior to this time then you will have to generate the reports again.

DATE REPORT GENERATED	REPORT TYPE	PROGRAM	REPORT FROM	REPORT TO	VIEW REPORT
22/06/2020	Claims Value Report	-	01/06/2020	21/06/2020	<a href="#">📄</a>
19/06/2020	ACF Claims Value Report	QUM	01/01/2020	01/06/2020	<a href="#">📄</a>
19/06/2020	Claims Value Report	-	01/01/2020	31/05/2020	<a href="#">📄</a>
19/06/2020	Payments Report	-	01/01/2020	01/06/2020	<a href="#">📄</a>
19/06/2020	ACF Claims Value Report	RMMR	01/01/2020	30/05/2020	<a href="#">📄</a>
19/06/2020	ACF Claims Value Report	RMMR	16/03/2019	19/02/2020	<a href="#">📄</a>

## HOW TO PRINT A SUMMARY REPORT

1) At the top of your summary report, select the **Print Page** button.

**PAYMENTS REPORT - OPERATOR APPROVAL PHARMACY**

« Back to Summary Reports

Service Provider ID : 378	Payment From : January 01, 2020	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Print Page</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Export ▾</div>
Service Provider Name : Operator Approval Pharmacy	Payment To : June 01, 2020	
Opening Balance :\$0.00	Closing Balance :\$0.00	
	Total Paid :\$295,084.82	

2) Your **Summary Report** will appear on the left-hand side of the screen. On the right-hand side of the screen you will be presented with **Print** options.

Note: The *Print* window may look different depending on your device.

**PAYMENTS REPORT - OPERATOR APPROVAL PHARMACY**

Service Provider ID : 378	Payment From : January 01, 2020
Service Provider Name : Operator Approval Pharmacy	Payment To : June 01, 2020
Opening Balance :\$0.00	Closing Balance :\$0.00
	Total Paid :\$295,084.82

This report provides the following information for the selected time period  
 - Payments made by PPA to you (the Service Provider)  
 - Any amounts payable by you (the Service Provider) to PPA ('Closing Balance')

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).  
 If you have any questions please contact the PPA Support Centre at support@ppaonline.com.au or 1800 951 285

**PAYMENTS**

DATE	INVOICE ID	AMOUNT PAID
08/05/2020	1945	\$112.65
06/05/2020	1911	\$143.07
05/05/2020	1881	\$0.00
04/05/2020	1862	\$0.00
16/04/2020	1813	\$0.00
15/04/2020	1791	\$0.00
13/04/2020	1750	\$0.00
12/04/2020	1729	\$0.00
10/04/2020	1711	\$0.00
02/04/2020	1683	\$0.00
01/04/2020	1625	\$0.00
28/03/2020	1600	\$0.00
25/03/2020	1577	\$0.00
22/03/2020	1569	\$4,000.00
05/03/2020	1508	\$2,100.90
26/02/2020	1473	\$99.79
14/02/2020	1458	\$911.90
24/02/2020	1439	\$2,500.00

**Print**

2 pages

Destination Save as PDF ▾

Pages All ▾

Pages per sheet 1 ▾

Margins Default ▾

Options

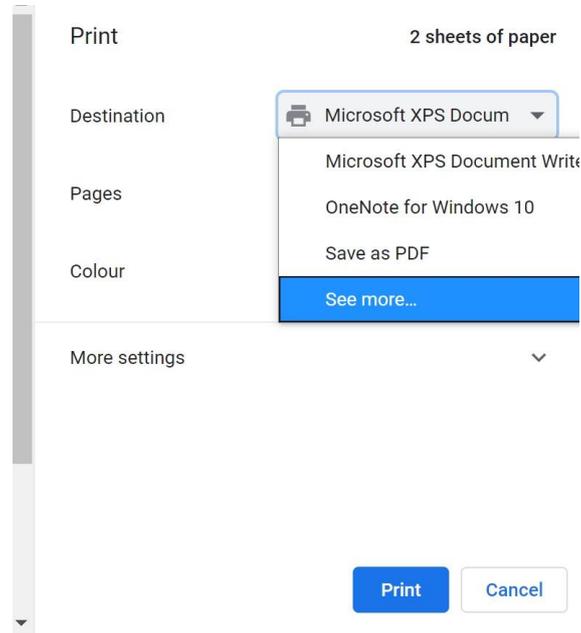
Headers and footers

Background graphics

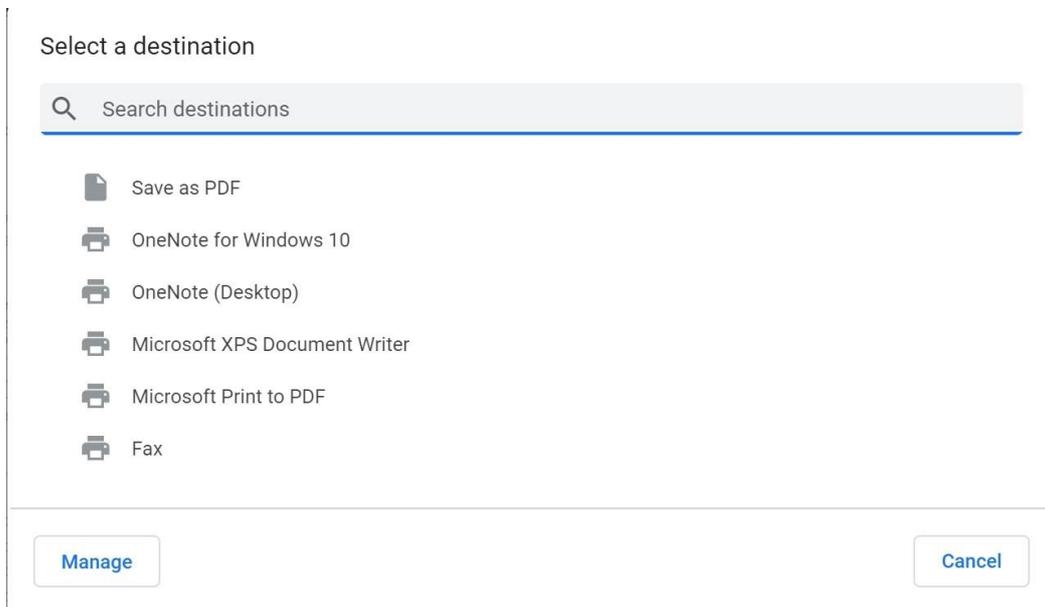
Save

Cancel

3) Select **See More** from the drop-down menu for **Print Destinations**.



4) Choose your preferred printer from a drop-down list.



**PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – SUMMARY REPORTS**

5) You may select **More Settings** and proceed to adjust the print settings before selecting the **Print** button on the bottom-right hand corner.

**PAYMENTS REPORT - OPERATOR APPROVAL PHARMACY**

Service Provider ID : 378  
 Service Provider Name : Operator Approval Pharmacy  
 Opening Balance :\$0.00

Payment From : January 01, 2020  
 Payment To : June 01, 2020  
 Closing Balance :\$0.00  
 Total Paid :\$295,084.82

This report provides the following information for the selected time period  
 - Payments made by PPA to you (the Service Provider)  
 - Any amounts payable by you (the Service Provider) to PPA ('Closing Balance')

Additional information on specific remittance advices and their associated claims can be found using the separate Remittance Reconciliation Report functionality. A User Guide on how to access and use the Remittance Reconciliation Report can be found [here](#).  
 If you have any questions please contact the PPA Support Centre at support@ppaonline.com.au or 1800 951 285

**PAYMENTS**

DATE	INVOICE ID	AMOUNT PAID
08/05/2020	1945	\$112.65
06/05/2020	1911	\$143.07
05/05/2020	1881	\$0.00
04/05/2020	1862	\$0.00
16/04/2020	1813	\$0.00
15/04/2020	1791	\$0.00
13/04/2020	1750	\$0.00
12/04/2020	1729	\$0.00
10/04/2020	1711	\$0.00
02/04/2020	1683	\$0.00
01/04/2020	1625	\$0.00
28/03/2020	1600	\$0.00
25/03/2020	1577	\$0.00
22/03/2020	1569	\$4,000.00
05/03/2020	1508	\$2,100.90
26/02/2020	1473	\$99.79
14/02/2020	1458	\$911.90
24/02/2020	1439	\$2,500.00

1/2

**Print** 2 sheets of paper

Destination Microsoft XPS Docum

Pages All

Colour Colour

**More settings** ^

Paper size A4

Pages per sheet 1

Margins Default

Scale Default

Options

Headers and footers

Background graphics

Print
Cancel

24/06/2020

DATE	PPA INVOICE ID	AMOUNT PAID
20/02/2020	1427	\$140,251.79
19/02/2020	1391	\$142,430.00
15/02/2020	1346	\$1,080.69
01/02/2020	1322	\$0.00

## HOW TO EXPORT REPORTS TO A SPREADSHEET OR .CSV FILE

1) At the top of your summary report, click on the **Export** button and select either **Excel** or **CSV**.



**CLAIMS VALUE REPORT - OPERATOR APPROVAL PHARMACY**

« Back to Summary Reports

Service Provider ID : 378  
Service Provider Name : Operator Approval Pharmacy

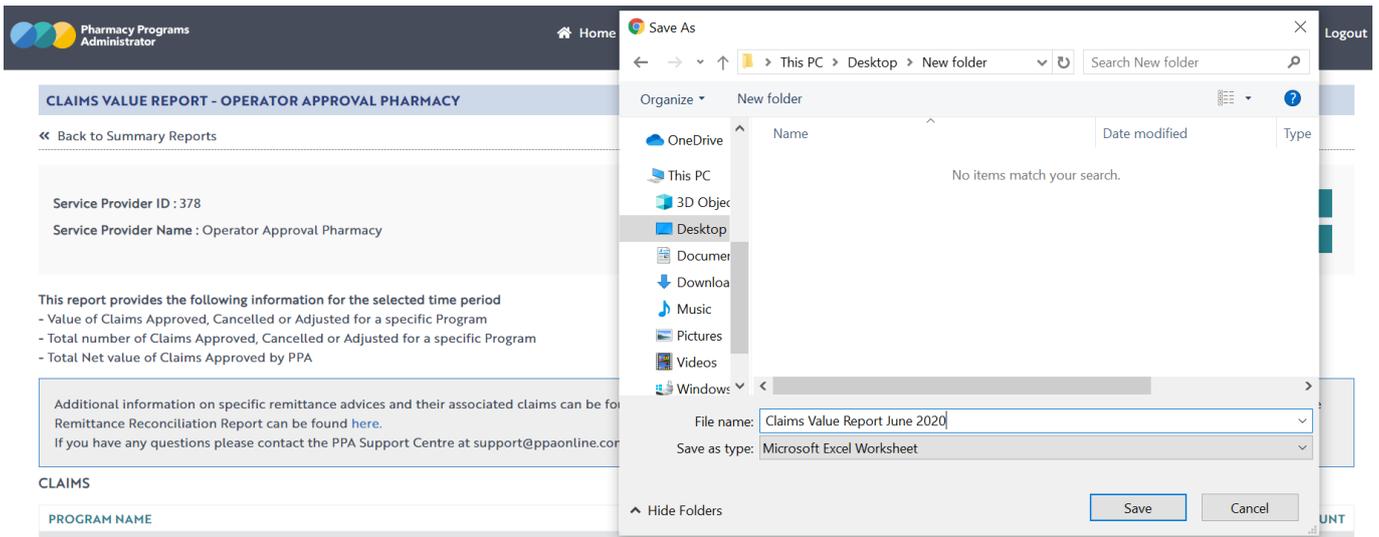
Claims Approved From : June 01, 2020  
Claims Approved To : June 21, 2020  
Total Net Claims Value :\$5.96

Print Page  
**Export**  
Excel  
CSV

This report provides the following information for the selected time period  
- Value of Claims Approved, Cancelled or Adjusted for a specific Program

2) The *Save As* window will pop up. Assign a file name, browse to the desired file location, and click on the **Save** button.

Note: Depending on your browser settings, the file may automatically download. The *Save As* pop up window may look different depending on your device.



Pharmacy Programs Administrator

Home

**CLAIMS VALUE REPORT - OPERATOR APPROVAL PHARMACY**

« Back to Summary Reports

Service Provider ID : 378  
Service Provider Name : Operator Approval Pharmacy

This report provides the following information for the selected time period  
- Value of Claims Approved, Cancelled or Adjusted for a specific Program  
- Total number of Claims Approved, Cancelled or Adjusted for a specific Program  
- Total Net value of Claims Approved by PPA

Additional information on specific remittance advices and their associated claims can be found in the Remittance Reconciliation Report can be found [here](#).  
If you have any questions please contact the PPA Support Centre at [support@ppaonline.com](mailto:support@ppaonline.com)

CLAIMS

PROGRAM NAME

Save As

This PC > Desktop > New folder

Search New folder

Organize

New folder

Name Date modified Type

No items match your search.

File name: Claims Value Report June 2020

Save as type: Microsoft Excel Worksheet

Save Cancel

3) To access the saved Excel or CSV file, navigate to the previously chosen file location.

## HOW TO DOWNLOAD A PDF COPY OF THE SUMMARY REPORT

1) At the top of your Summary Report, select the **Print Page** option.



**PAYMENTS REPORT - OPERATOR APPROVAL PHARMACY**

« Back to Summary Reports

Service Provider ID : 378  
Service Provider Name : Operator Approval Pharmacy  
Opening Balance :\$0.00

Payment From : January 01, 2020  
Payment To : June 01, 2020  
Closing Balance :\$0.00  
Total Paid :\$295,084.82

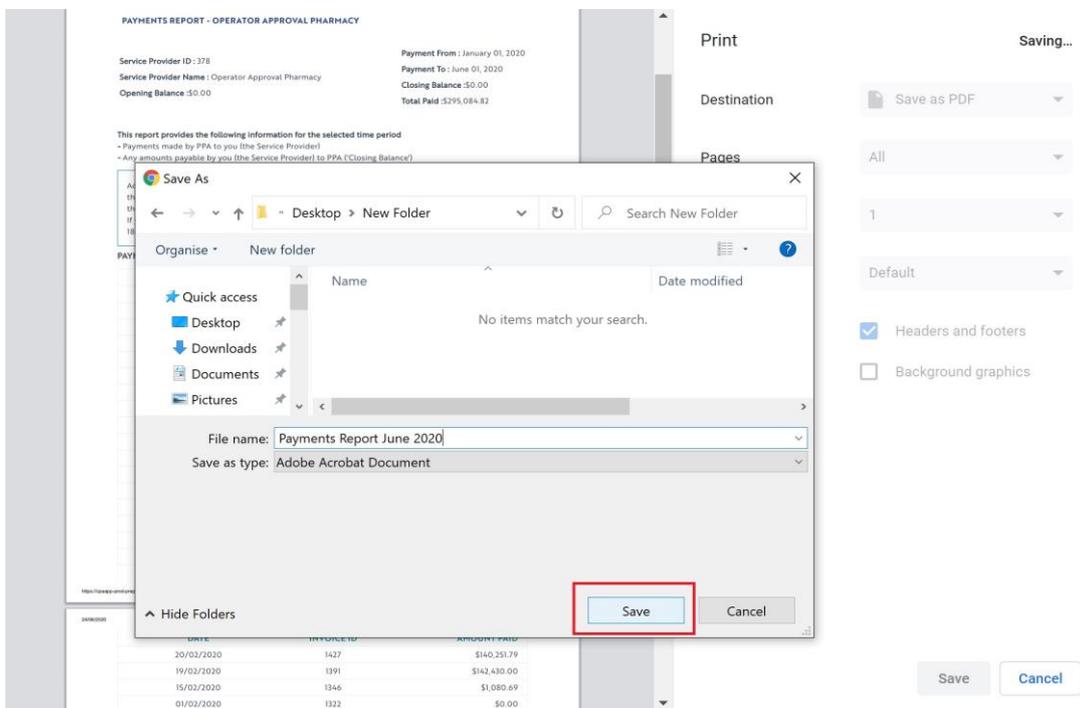
**Print Page**  
Export ▾

2) Your **Summary Report** will appear on the left-hand side of the screen. On the right-hand side of the screen you will be presented with **Print** options.

3) Select **Save as a PDF** in the Destination drop-down menu.

4) The *Save As* window will pop up. Assign a file name, browse to the desired file location, and click on the **Save** button.

Note: Depending on your browser settings, the file may automatically download. The *Save As* pop up window may look different depending on your device.



**PAYMENTS REPORT - OPERATOR APPROVAL PHARMACY**

Service Provider ID : 378  
Service Provider Name : Operator Approval Pharmacy  
Opening Balance :\$0.00

Payment From : January 01, 2020  
Payment To : June 01, 2020  
Closing Balance :\$0.00  
Total Paid :\$295,084.82

This report provides the following information for the selected time period  
- Payments made by PPA to you (the Service Provider)  
- Any amounts payable by you (the Service Provider) to PPA (Closing Balance)

Print  
Destination: Save as PDF  
Pages: All, 1, Default  
Headers and footers:   
Background graphics:

Save as PDF  
All  
1  
Default  
 Headers and footers  
 Background graphics

Save as  
File name: Payments Report June 2020  
Save as type: Adobe Acrobat Document  
Save

DATE	INVOICE ID	AMOUNT PAID
10/02/2020	1427	\$140,251.79
19/02/2020	1391	\$142,430.00
15/02/2020	1346	\$1,080.69
01/02/2020	1322	\$0.00

5) A copy of your summary report will be downloaded. To access the downloaded report, navigate to the previously chosen file location.