



# GP Payments Statements

Version V3 - 29th June 2022



Primary Care Support England

# Introduction

GP Payments administration is now managed through PCSE Online.

You can now view all of your practice statements through PCSE Online. Complete with all of your contractual and drug figures. These new statement screens will also include all of the claims you have been reimbursed from your commissioner.

As a commissioner, you are able to access the statements of all the practices within your area. The Commissioner Statement functionality within PCSE Online provides:

- **All the details for payments made to a practice within the Commissioners area.**
- **The payments detailed and included within a month are based on when the payment was uploaded to Oracle so that these reports align to the Pension Payover report.**
- **This information is shown on a month-by-month basis and can either be run or updated at any point.**
- **If a report has been run, it is then available for download to all users within the commissioner**

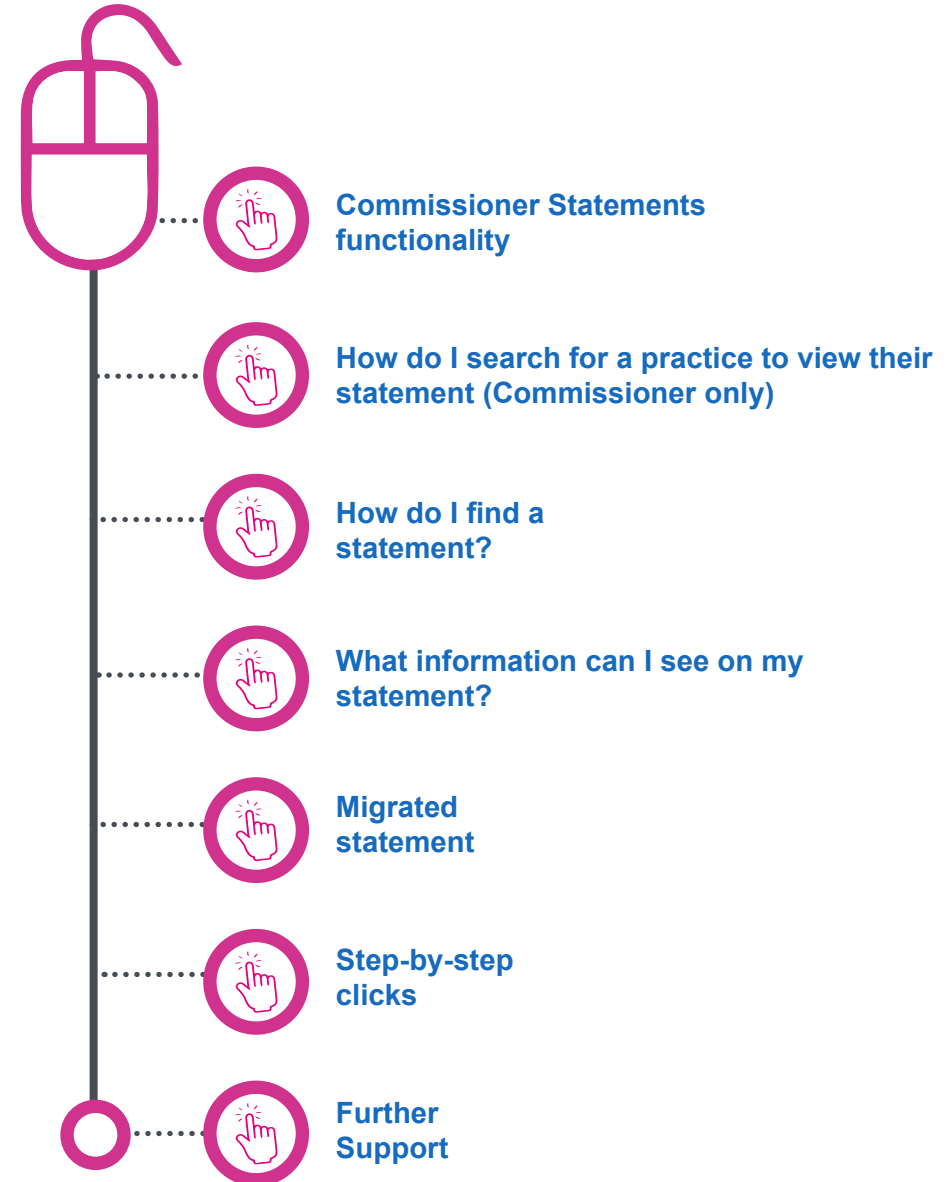
If you are a commissioner, then your report will have the information for all the Commissioner(s).

As a practice user, you may notice different pay codes on your statement. Click [here](#) to access your GP Payments support page. The file can be found next to the statements guide.

Any premises claims, locum cover cost claims, adjustments and any other contractual payments that a practice reviews, will now be compiled and stored on PCSE online. You will receive a notification when a statement is generated and you have the option to download statements for your own record keeping.

# Contents

If there is a specific section in this guide that you would like to see, please **click** one of the icons below to be taken straight to that section.





# Commissioner Statements functionality

As a commissioner, you are able to access the statements of all the practices within your area. To do this you need to:

- Log in to PCSE Online
- Click GP Payments
- Choose Payments
- Click Commissioner Statements
- You will now be in the Commissioner Statement screen.

The screen will then show any reports that have previously been run and the status of these reports.

Click on the magnifying glass icons to see more information.

**PCSE Online**

[Home](#) [GP Payments and Payments](#) [Help](#)

[Home](#) > [GP Payments](#) > [Commissioner Statements](#)

## Commissioner Statements

STATEMENT MONTH

Jul 2021

[Request Statement](#)

The Statements below will be available for 30 days. If you do not find a Statement for the required period please submit a new request.

Request Date and Time	Requested By	Month	Status	Action
05/05/2021 11:52:18	Liverpool Data Entry	Jul 2021	New	<a href="#">Refresh Status</a>

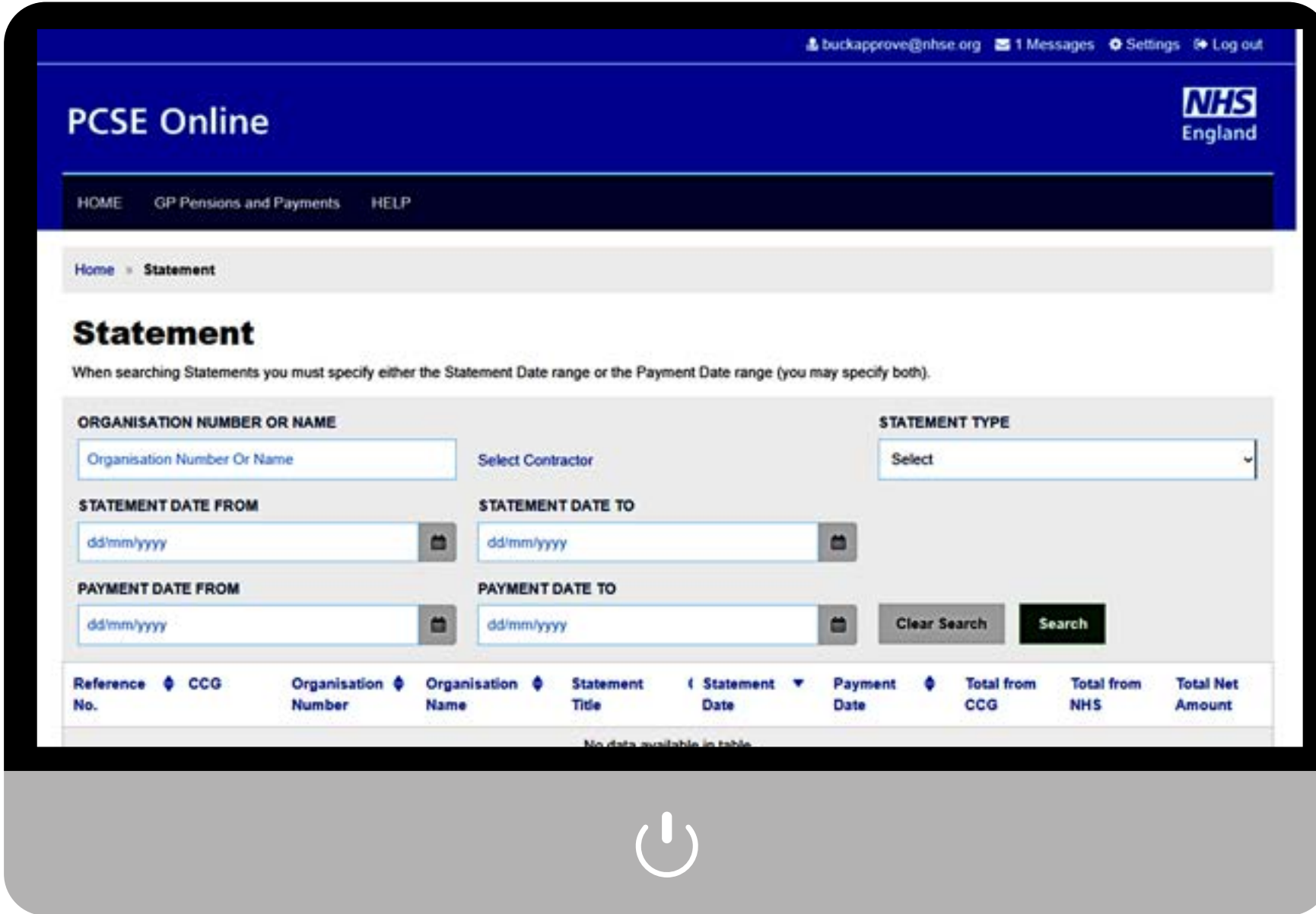
Displaying 1 of 1 Items

# How do I search for a practice to view their statement? (Commissioner only)

If you are a commissioner who needs to view a practice statement, first you need to:

- Log in to PCSE Online
- Click GP Payments
- Choose Payments
- Click Statements
- You will now be in the Statement screen.

Click on the magnifying glass icons to see more information.



The screenshot shows the PCSE Online interface for searching statements. The top navigation bar includes the user's email (buckapprove@nhse.org), message count (1 Messages), settings, and a log out button. The main header displays "PCSE Online" and the NHS England logo. Below this is a navigation menu with "HOME", "GP Pensions and Payments", and "HELP". The breadcrumb trail shows "Home > Statement".

The "Statement" section contains a search form with the following fields:

- ORGANISATION NUMBER OR NAME:** A text input field with a placeholder "Organisation Number Or Name".
- STATEMENT TYPE:** A dropdown menu with "Select" as the current option.
- STATEMENT DATE FROM:** A date input field with a placeholder "dd/mm/yyyy" and a calendar icon.
- STATEMENT DATE TO:** A date input field with a placeholder "dd/mm/yyyy" and a calendar icon.
- PAYMENT DATE FROM:** A date input field with a placeholder "dd/mm/yyyy" and a calendar icon.
- PAYMENT DATE TO:** A date input field with a placeholder "dd/mm/yyyy" and a calendar icon.

At the bottom of the search form are two buttons: "Clear Search" and "Search".

Below the search form is a table with the following columns:

Reference No.	CCG	Organisation Number	Organisation Name	Statement Title	Statement Date	Payment Date	Total from CCG	Total from NHS	Total Net Amount
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The table currently displays "No data available in table."



# How do I find a statement?

To find a particular statement, first you need to:

- Log in to PCSE Online
- Click GP Payments
- Choose Payments
- Click Statements
- You will now be in the Statement screen.

Click on the magnifying glass icons to see more information.

Once you have entered your search criteria. Click **Search** and all of the relevant statements will appear in the table below.



HOMEGP Pensions and PaymentsHELP

Home » Statement

Statement

When searching Statements you must specify either the Statement Date range or the Payment Date range (you may specify both).

ORGANISATION NUMBER OR NAME

Organisation Number Or Name

Select Contractor

STATEMENT TYPE

Select

STATEMENT DATE FROM

dd/mm/yyyy

STATEMENT DATE TO

dd/mm/yyyy

PAYMENT DATE FROM

dd/mm/yyyy

PAYMENT DATE TO

dd/mm/yyyy

Clear Search

Search

Reference No.	Organisation Number	Organisation Name	Statement Title	Statement Date	Payment Date	Total from CCG	Total from NHS	Total Net Amount
No data available in table								





# What information can I see on my statement?

There is a lot of useful information in your **Statement** screens.

Click on the magnifying glass icons to see more information and then click **next**.

HOMEGP Pensions and PaymentsHELP

Home>Statement

Statement

When searching Statements you must specify either the Statement Date range or the Payment Date range (you may specify both).

ORGANISATION NUMBER OR NAME

Organisation Number Or Name

STATEMENT TYPE

Select Contractor

Select

STATEMENT DATE FROM

dd/mm/yyyy

STATEMENT DATE TO

dd/mm/yyyy

PAYMENT DATE FROM

dd/mm/yyyy

PAYMENT DATE TO

dd/mm/yyyy

Clear Search

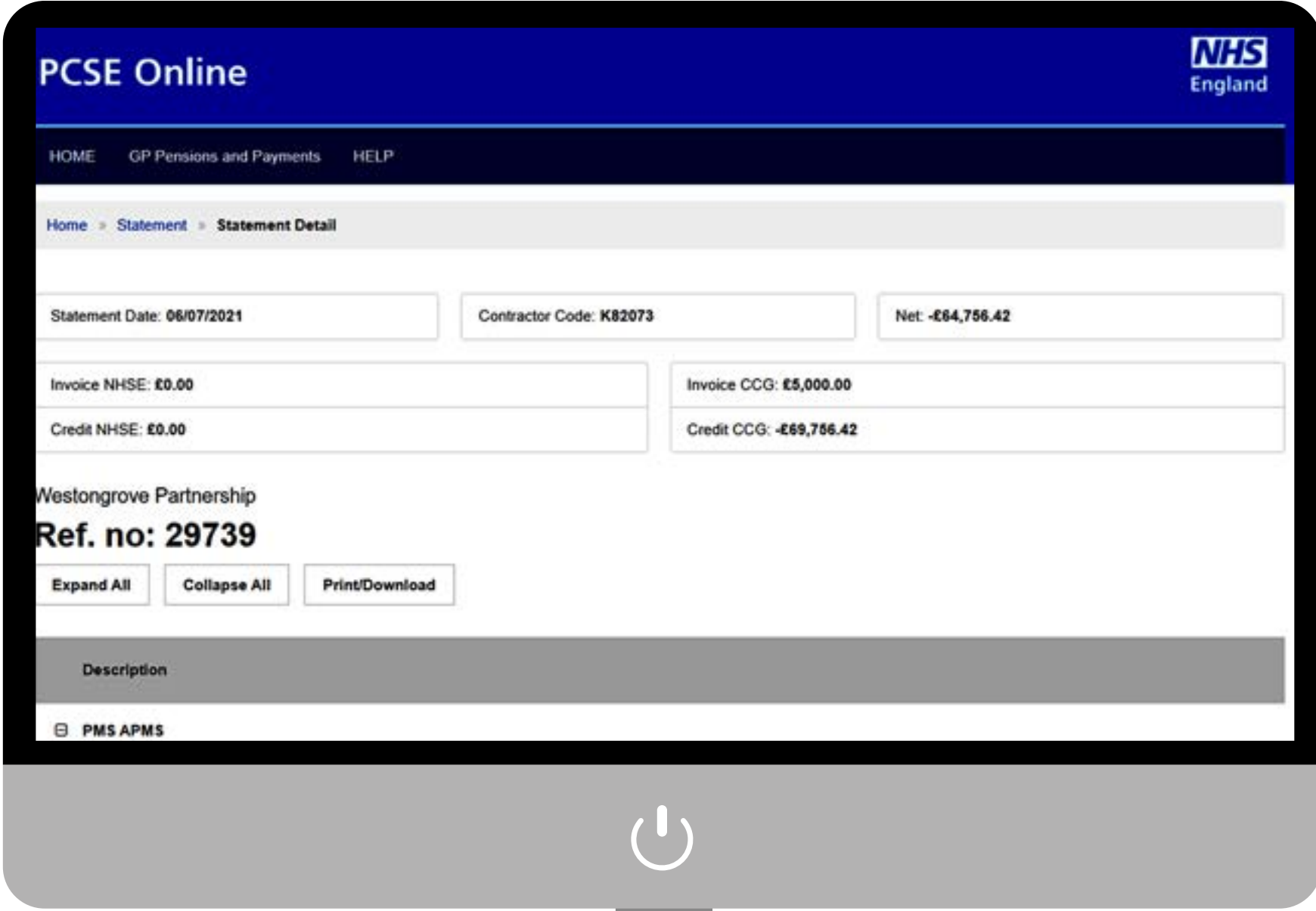
Search

Reference No.	Organisation Number	Organisation Name	Statement Title	Statement Date	Payment Date	Total from CCG	Total from NHS	Total Net Amount
29739	NHS BUCKINGHAMSHIRE CCG K82073	Westongrove Partnership	Contractual05Jul2101	06/07/2021	13/07/2021	-£64,756.42	£0.00	-£64,756.42
25144	NHS BUCKINGHAMSHIRE K82019	The Mandeville Practice	Contractual05May2102	05/05/2021	14/05/2021	-£1,142.40	£0.00	-£1,142.40



# What information can I see on my statement?

Click on the magnifying glass icons to see more information and then click **next**.



# What information can I see on my statement?

Click on the magnifying glass icons to see more information and then click **next**.

Westongrove Partnership

Ref. no: 29739

Expand All

Collapse All

Print/Download

Description

PMS APMS

PMS APMS

PMS APMS Total: £5,000.00

A/PMS Payment Type	Annual Contract Value	Instruction Type	Value Per Patient	List Size	£
Monthly Baseline	£60,000.00	Flat Amount			£5,000.00

Displaying 1-1 of 1 items

<<

<

1


>

>>

Pension Contributions

Total Amount Paid

-£64,756.42





# What information can I see on my statement?

Click on the magnifying glass icons to see more information and then click **next**.

Westongrove Partnership

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Expand All

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Monthly Baseline	£60,000.00	Flat Amount			£5,000.00

Displaying 1-1 of 1 items

<<

<

1


>

>>

Pension Contributions

Total Amount Paid

-£64,756.42



# Migrated Statements

As part of the integration of your GP Payments administration into PCSE Online, we have migrated up to 6 years worth of statements. These will be stored separately to any statements generated post the launch of GPPP in PCSE Online.

To view migrated statements in PCSE Online:

- Log in to PCSE Online
- Click GP Payments
- Choose Payments
- Click Migrated Statements

You will now be in the **Migrated Statement** screen.

Click on the magnifying glass icons to see more information.

Home > GP Payments > Practice Statement Search

## Practice Statement Search

CONTRACTOR NAME OR CODE

Contractor Name Or Code

Select Contractor

STATEMENT TYPE

Please Select

Statement Month

Please Select


Statement Year

Statement Year

Clear Search

Search

Contractor Code	Contractor Name	Statement Type	Statement Month	Statement Year	Total Net Amount
K82030	Wye Valley Surgery	Details - Contractual Payment	June	2014	£54,001.39
K82030	Wye Valley Surgery	Details - Contractual Payment	June	2015	£56,048.08
K82030	Wye Valley Surgery	Details - Contractual Payment	June	2016	£60,259.73
K82030	Wye Valley Surgery	Details - Contractual Payment	June	2017	£64,676.48





# Step-by-step clicks

Each process been summarised below in a series of step by step quick clicks. If you would like to see these processes in more detail, return to the contents page and click on the relevant process.

## How do I find a statement?

1. Log in
2. GP Payments
3. Payments
4. Click Statements
5. Enter the search criteria (if you're a commissioner, you need to enter the relevant practice code/name)
6. Click Search (all of the relevant statements will appear below)

## What information can I see on my statement?

1. Log in
2. GP Payments
3. Payments
4. Click Statements
5. Search and view any statement

You will be able to see the following:

- Log in
- GP Payments
- Payments
- Click Statements
- Enter the search criteria (if you're a commissioner, you need to enter the relevant practice code/name)
- Click Search (all of the relevant statements will appear below)



Primary Care Support England

Your feedback helps us to make things better.

How satisfied are you with this interactive guide for viewing statements?

Very Satisfied

Satisfied

Dissatisfied

Very Dissatisfied



Go back to the contents page

# Contact Us

For further support and information, please visit our website:



**PCSE Website**

[www.pcse.england.nhs.uk](http://www.pcse.england.nhs.uk)

To visit PCSE Online:

**PCSE Online**

For queries relating to a particular service, please use our:



**Online Enquiries Form**

<https://pcse.england.nhs.uk/contact-us/>

Or alternatively, you can call our:



**Customer Support Centre**

0333 014 2884