

Month 6 2016/17 Timetable - Agreement of Balances (AoB)

The NHS Receivables and Payables Reconciliation

Organisations should note the following definitions:

- **Receivable organisation** - this is the organisation sending the invoice/is carrying the trade receivable/is receiving the income i.e. the supplier or provider
- **Payable organisation** - this is the organisation receiving the invoice/carrying the trade payable/recording expenditure i.e. the purchaser or commissioner

Date (close of play unless otherwise stated)	Detail
Payables/Receivables Reconciliation	
Friday 30th September 2016	Final date for e-mailing September 2016 dated invoices. These invoices relate to activity and services up to and including August and can include September activity and services.
Wednesday 5th October 2016	<p>Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 30th September 2016. Payments received up to and including 30th September 2016 must be included in the statement.</p> <p>Only one statement must be sent to each "Payables" organisation.</p> <p>A statement must be sent to each "Payables" organisation even if the balance is under £100,000 but need not be sent if the balance is less than £2,500. Agreement is not required where the total balance is below £100,000.</p>
Thursday 6th - Monday 10th October 2016	If a statement has not been received by the deadline stated. The "Payables" organisation to inform the "Receivables" organisation. In such cases, the "Receivables" organisation must email a statement immediately.
Tuesday 18th October 2016	Final date for agreement of outstanding Receivables and Payables dated up to 30th September 2016 and above £100,000.
Thursday (noon) 20th October 2016	NHS Foundation Trusts - submit completed FTC Month 6 AoB form to NHS Improvement (Monitor). Submission is via the Monitor Portal, with the content type 'Trust Return' and the activity name 'FTC 6 Months (AoB only)'
Monday 24th October 2016	to NHS Improvement (Monitor) distributes FT to FT mismatch reports to manage clearance of differences.
Thursday 27th October 2016	to NHS Improvement (Monitor) distributes FT to wider-NHS mismatch reports to manage clearance of differences.
Tuesday (noon) 8th November 2016	Resubmission (if required) of updated AoB forms (depending on level of mismatch). This should be confirmed by 28th October 2016.