

Month 6 2014/15 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/carrying the trade receivable/ 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 stated otherwise)	Detail Payables/Receivables Reconciliation
Tuesday 30th September 2014	Final date for e-mailing September 2014 dated invoices. These invoices relate to activity and services up to and including August and can include September activity and services.
Friday 3rd October 2014	Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 30th September 2014. Payments received up to and including 30th September 2014 must be included in the statement. Only one statement must be sent to each “Payables” organisation. A statement must be sent to each “Payables” organisation even if the balance is under £50,000 but need not be sent if the balance is less than £500. Agreement is not required where the total balance is below £50,000.
Monday 6th October 2014	If a statement has not been received by the 3rd October 2014. The “Payables” organisation to inform the “Receivables” organisation. In such cases, the “Receivables” organisation must email a statement immediately.
Thursday 16th October 2014	Final date for agreement of outstanding Receivables and Payables dated up to 30th September 2014 and above £50,000.
Monday (noon) 20th October 2014	NHS foundation trusts submit completed FTC Month 6 AoB form to Monitor. Submission is via the Monitor Portal, with the content type ‘ Trust Return ’ and the activity name ‘ FTC 6 Months (AoB only) ’.
Wednesday 22nd October 2014	Monitor distributes FT to FT mismatch reports to manage clearance of differences.
Thursday 30th October 2014	Monitor distributes FT to wider-NHS mismatch reports to manage clearance of differences.
Friday 7th November 2014	Resubmission (if required) of updated AoB forms (depending on level of mismatch).