



Department
of Health &
Social Care

Agreement of Balances 2018 to 2019: Financial year Quarter 2 Timetable

September 2018

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Contents

Contents	3
The NHS Receivables and Payables Reconciliation	4

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

Please note that agreement between counterparties and submission to DHSC are not mandated for month 6. However parties are encouraged, following the exchange of statements, to raise and respond to queries from counterparties.

The NHS Receivables and Payables Reconciliation

Date (close of play unless otherwise stated)	Detail
Friday 28th September 2018 (20th working day)	Payables/Receivables Reconciliation Final date for e-mailing September 2018 dated invoices. These invoices relate to activity and services up to and including August and can include September activity and services.
Wednesday 3rd October 2018 (3rd working day)	Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 28th September 2018. Payments received up to and including 28th September 2018 must be included in the statement. Only one statement must be sent to each "Payables" organisation. A statement need not be sent if the balance is less than £2,500.
Thursday 4th – Monday 8th October 2018 (4th – 6th working days)	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.
Thursday 4th 2018 onwards (4th working day onwards)	Period of discussion between counterparties where deemed necessary to resolve local issues.

Note - There is no requirement to send I&E statements.