

Post Annual Reconciliation Report (ARR) guidance

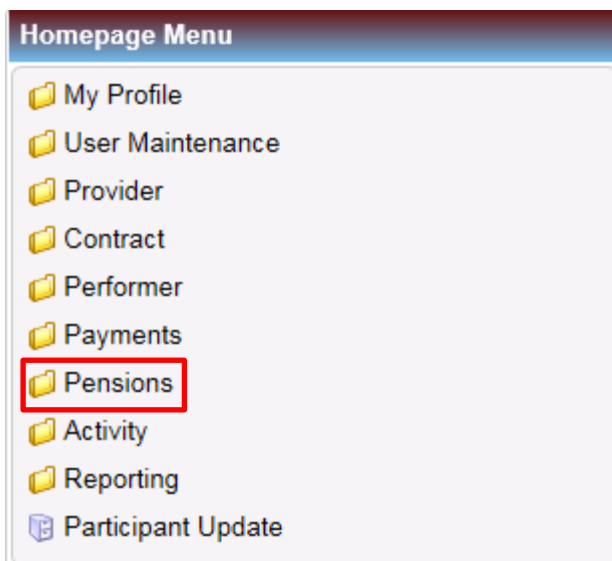
In this guide we'll show you how to:

- [Create a Post ARR as a provider](#)
- [Accept/Reject a Post ARR as a performer](#)
- [Submit a Post ARR](#)
- [Create a Post ARR as a performer](#)

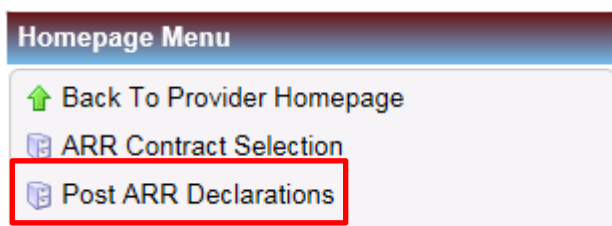
How to create a Post ARR as a provider

Step 1: Log in to [Compass](#).

Step 2: Click on the 'Pensions' folder in the Homepage Menu.



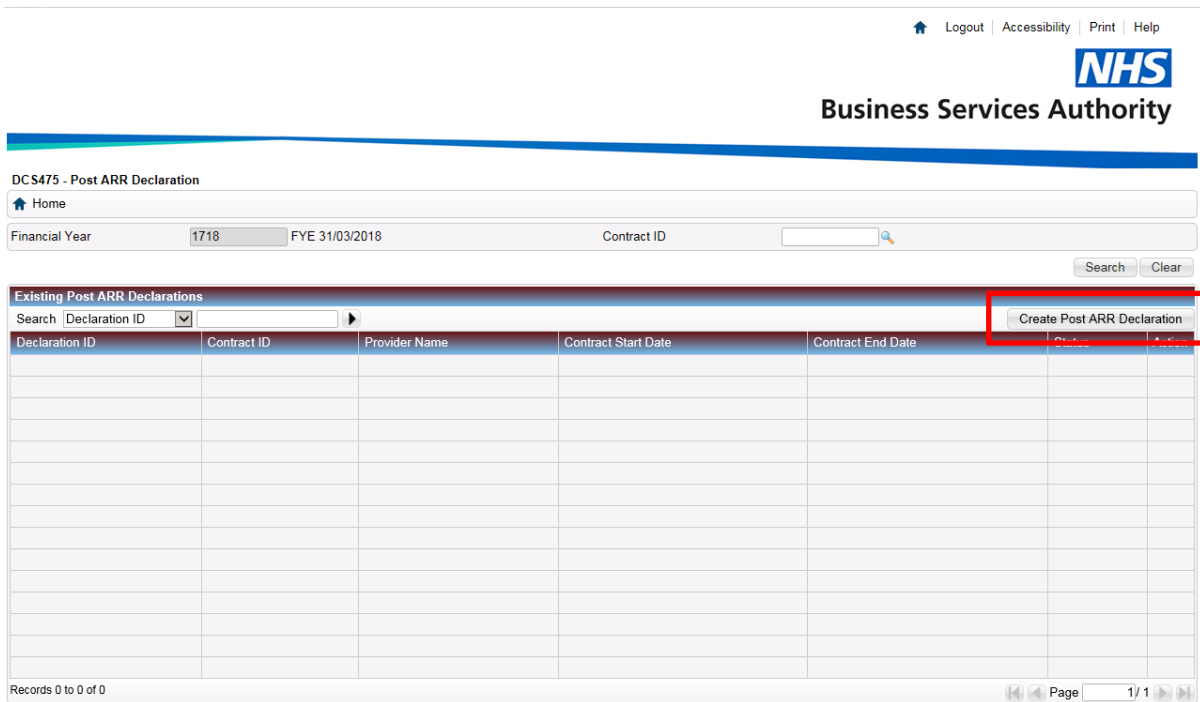
Step 3: Click on the 'Post ARR Declarations' function in the Pensions folder.



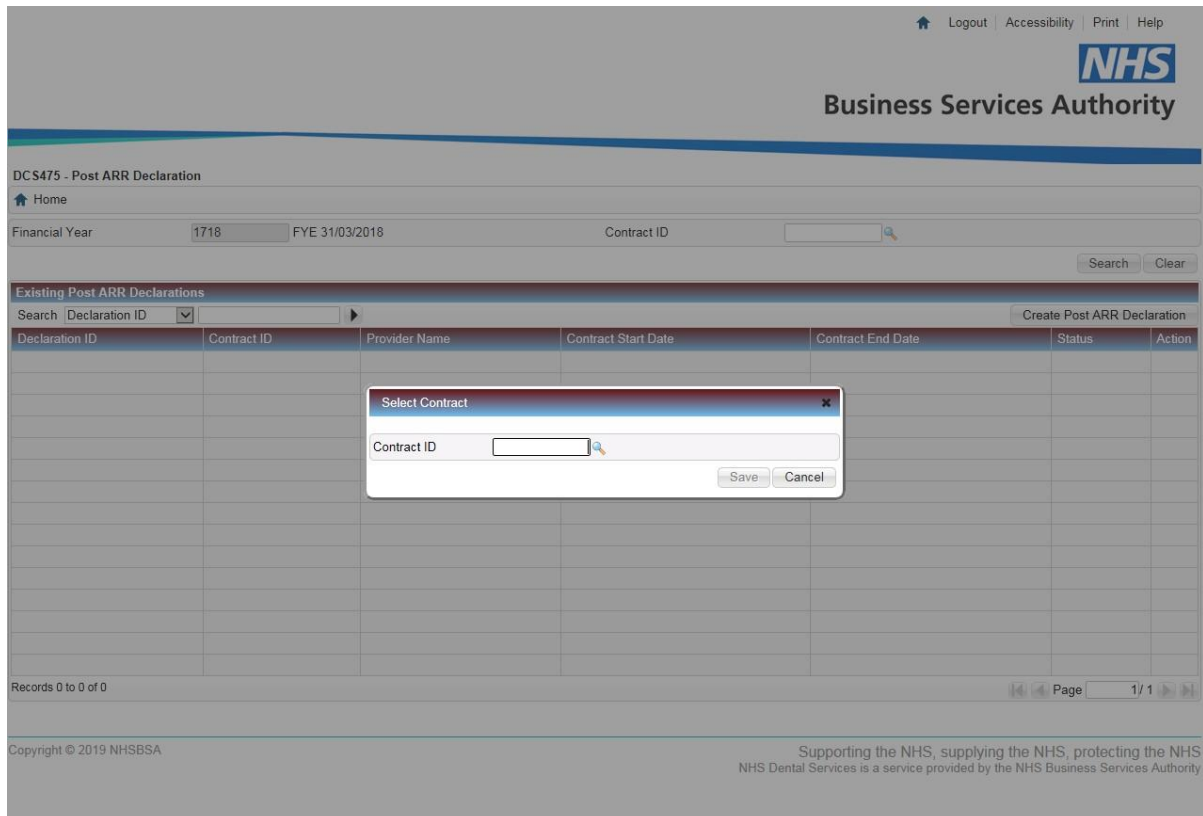
Step 4: The ARR Declarations function will open.

You can search for an existing Post ARR Declaration using the search box at the top of the screen.

To create a new declaration, use the 'Create Post ARR Declaration' button.



Step 5: Enter the Contract ID then click 'Save'.



Step 6: The Post ARR Declaration screen will appear. Click 'Select' to display the declaration and a list of performers.

Logout | Accessibility | Print | Help

NHS
Business Services Authority

DCS475 - Post ARR Declaration

Home

Financial Year: 1718 FYE 31/03/2018 Contract ID: 3893820002 Alluradent Ltd

Search Clear

Existing Post ARR Declarations						
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
1548	3893820002	Alluradent Ltd	05/07/2006		Started	Select

Records 1 to 1 of 1

Step 7: Click 'Select' next to the performer you wish to amend the earnings for.

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NHS
Business Services Authority

DCS475 - Post ARR Declaration

Home

Financial Year: 1718 FYE 31/03/2018

Contract ID: 3893820002 Alluradent Ltd Ceiling: 62,614.14

Search Clear

NPE/NPEE Contract Details									
Performer	Performer Name	Start Date	End Date	Original NPE	Original NPEE	Revised NPE	Revised NPEE	Status	Action
253979	HELENA JANE ANDERSON	01/04/2017	31/03/2018	56,007.59	0.00	56,007.59	0.00	Unchanged	Select
253960	MITUL HARSHAD HOUSTON	01/05/2017	31/03/2018	2,935.23	0.00	2,935.23	0.00	Unchanged	Select

Records 1 to 2 of 2

Submit Declaration Close

Step 8: An NPE/NPEE dialogue box will open to show you the performer's original Net Pensionable Earnings/Net Pensionable Earnings Equivalent (NPE/NPEE).

You can amend this figure using the Revised NPE/NPEE box. The box you enter this in will depend on the performer's pension status within the financial year the declaration is for:

- Performers who were a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings (NPE).
- Performers who were not a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings Equivalent (NPEE).

Once you have entered the revised figure, click 'Save'.

DCS475 - Post ARR Declaration

Home

Financial Year

Existing Post ARR

Search Declaration

Declaration ID: 1548

Post ARR Declaration Dialog

Contract ID: 3893820002 Alluradent Ltd Financial Year: 1718 FYE 31/03/2018

Ceiling: 62,614.14

NPE/NPEE Contract Details

Search Performer

NPE/NPEE details

Performer ID: 253979 HELENA JANE ANDERSON

Start Date: 01/04/2017 End Date: 31/03/2018

Original NPE: 56007.59 Original NPEE: 0.00

Revised NPE: 56007.59 Revised NPEE: 0.00

Save Cancel

Records 1 to 2 of 2

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Submit Declaration Close

Records 1 to 1 of 1

Page: 1/1

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Step 9: The Status will now change to 'Awaiting Acceptance by Performer' and the performer will receive an email from Compass to inform them that a revised ARR has been submitted.

DCS475 - Post ARR Declaration

Home

Financial Year

Existing Post ARR

Search Declaration

Declaration ID: 1548

Post ARR Declaration Dialog

Contract ID: 3893820002 Alluradent Ltd Financial Year: 1718 FYE 31/03/2018

Ceiling: 62,614.14

NPE/NPEE Contract Details

Search Performer

Performer	Performer Name	Start Date	End Date	Original NPE	Original NPEE	Revised NPE	Revised NPEE	Status	Action
253979	HELENA JANE ANDERSON	01/04/2017	31/03/2018	56,007.59	0.00	55,000.00	0.00	Awaiting Acceptance by Performer	Select
253960	MITUL HARSHAD HOUSTON	01/05/2017	31/03/2018	2,935.23	0.00	2,935.23	0.00	Unchanged	Select

Records 1 to 2 of 2

Page: 1/1

Submit Declaration Close

Records 1 to 1 of 1

Page: 1/1

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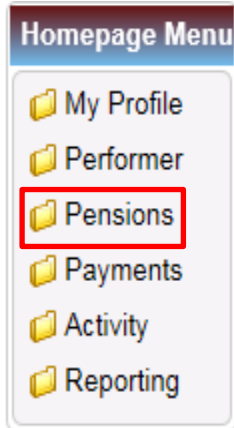
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The next part of this guide will cover the performer's part in this process. You will not be able to submit the revised NPE/NPEE figure until the performer has accepted the entry using their Compass account.

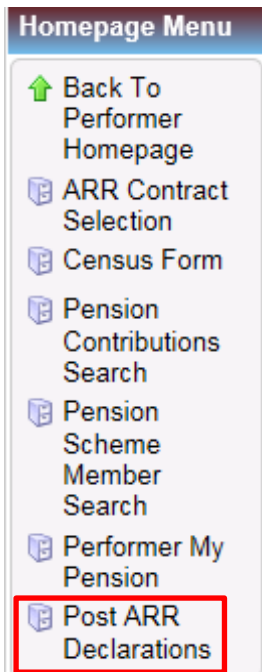
How to accept/reject a Post ARR as a performer

Step 1: Log in to [Compass](#).

Step 2: Click on the 'Pensions' folder from the Homepage Menu.



Step 3: Click on the 'Post ARR Declarations' function in the Pensions folder.



Step 4: You will then be presented with the Post ARR Declaration screen.

You can search for an existing Post ARR Declaration using the search box.

DCS475 - Post ARR Declaration

Home

Financial Year: 1718 FYE 31/03/2018

Contract ID:

Existing Post ARR Declarations

Search Declaration ID:

Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action

Records 0 to 0 of 0

Page 1/1

Step 5: The declaration will appear in 'Existing Post ARR Declarations' screen. Click 'Select' to display the submission.

DCS475 - Post ARR Declaration

Home

Financial Year: 1718 FYE 31/03/2018

Contract ID: 3893820002 Alluradent Ltd

Existing Post ARR Declarations

Search Declaration ID:

Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
1548	3893820002	Alluradent Ltd	05/07/2006		In Progress	Select <input type="button" value=""/>

Records 1 to 1 of 1

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Step 6: The figure shown in the Revised NPE/NPEE column is the figure the provider has submitted for you.

To accept the figure, click on the 'Accept' button.

To reject the figure, use the drop down arrow to the right hand side of the 'Accept' button to display the 'Reject' option.

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NHS
Business Services Authority

DCS475 - Post ARR Declaration

Home

Financial Year

Post ARR Declaration Dialog

Contract ID: 3893820002 Alluradent Ltd Financial Year: 1718 FYE 31/03/2018

NPE/NPEE Contract Details

Search Performer

Performer	Performer Name	Start Date	End Date	Original NPE	Original NPEE	Revised NPE	Revised NPEE	Status	Action
253979	HELENA JANE ANDERSON	01/04/2017	31/03/2018	56,007.59	0.00	55,000.00	0.00	Awaiting Acceptance by Performer	Accept

Records 1 to 1 of 1

Page 1 / 1

Submit Declaration Close

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If you select the 'Accept' option, you will be presented with the screen below. Click the 'Accept' button to complete the submission.

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NHS
Business Services Authority

DCS475 - Post ARR Declaration

Home

Financial Year

Post ARR Declaration Dialog

Contract ID: 3893820002 Alluradent Ltd Financial Year: 1718 FYE 31/03/2018

NPE/NPEE Contract Details

Search Performer

NPE/NPEE details

Performer ID: 253979 HELENA JANE ANDERSON

Start Date: 01/04/2017 End Date: 31/03/2018

Original NPE: 56007.59 Original NPEE: 0.00

Revised NPE: 55000.00 Revised NPEE: 0.00

To Confirm acceptance of the above revisions, please click the Accept button

Accept Cancel

Records 1 to 1 of 1

Page 1 / 1

Submit Declaration Close

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If you have selected the 'Reject' option, you will be presented with the NPE/NPEE details screen.

You will be required to enter a reason for the rejection which will then be sent to the provider. Once entered, click the 'Reject' button to complete the response.

Logout | Accessibility | Print | Help

NHS
Business Services Authority

DCS475 - Post ARR Declaration

Home

Financial Year

Existing Post ARR Search Declaration Declaration ID 1548

25397

Post ARR Declaration Dialog

Contract ID 3893820002 Alluradent Ltd Financial Year 1718 FYE 31/03/2018

NPE/NPEE details

Perform ID 253979 HELENA JANE ANDERSON

Start Date 01/04/2017 End Date 31/03/2018

Original NPE 56007.59 Original NPEE 0.00

Revised NPE 55000.00 Revised NPEE 0.00

To Confirm rejection of the above revisions, please enter a rejection reason and then click the Reject button

Reject Reason

Reject Reason

0 of 140 characters (140 remaining)

Reject Cancel

Records 1 to 1 of 1 Page 1 / 1

Submit Declaration Close

Records 1 to 1 of 1 Page 1 / 1

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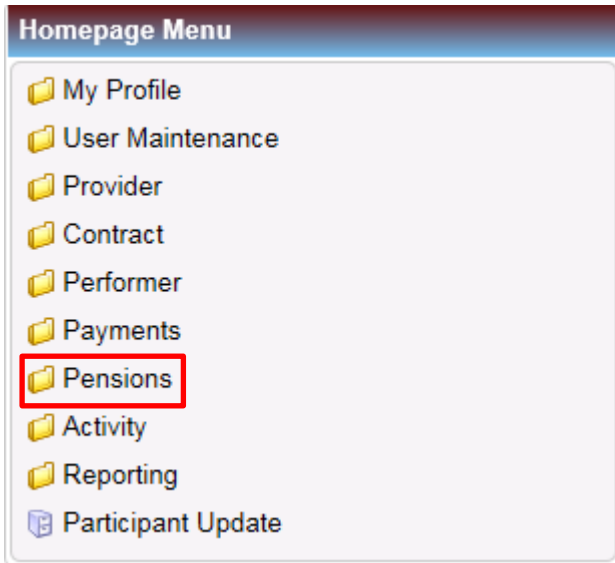
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The next part of this guide will cover how the provider can submit the ARR.

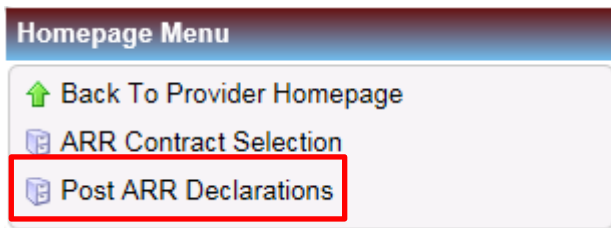
How to submit a Post ARR

Step 1: Log in to [Compass](#).

Step 2: Click on the 'Pensions' folder from the Homepage Menu.

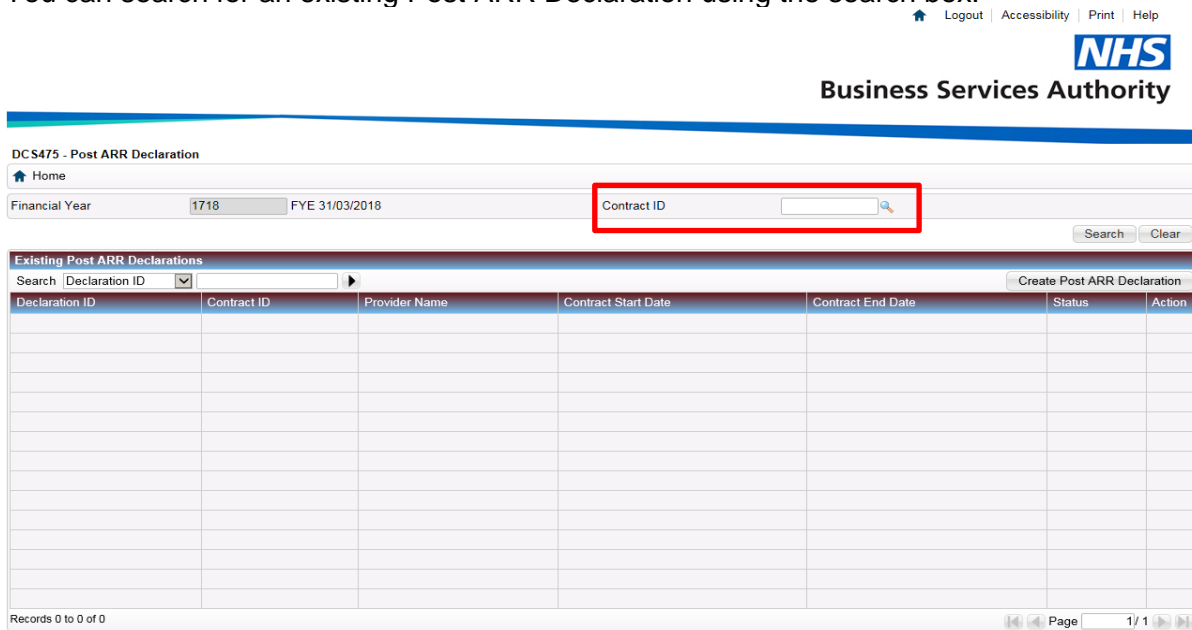


Step 3: Click on the 'Post ARR Declarations' option.



Step 4: You will then be presented with the Post ARR Declaration screen.

You can search for an existing Post ARR Declaration using the search box.



Step 5: The declaration will appear in the Existing Post ARR Declarations screen. Click 'Select' to display the submission.



DCS475 - Post ARR Declaration

Home

Financial Year: 1718 FYE 31/03/2018 Contract ID: 3893820002 Alluradent Ltd

Existing Post ARR Declarations						
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
1548	3893820002	Alluradent Ltd	05/07/2006		In Progress	Select

Step 6: You can see the current status of each entry using the Status column. To amend the ARR figure again, click on the 'Select' button.



DCS475 - Post ARR Declaration

Home

Financial Year: 1718 FYE 31/03/2018 Contract ID: 3893820002 Alluradent Ltd Ceiling: 62,614.14

Post ARR Declaration Dialog									
NPE/NPEE Contract Details									
Performer	Performer Name	Start Date	End Date	Original NPE	Original NPEE	Revised NPE	Revised NPEE	Status	Action
253979	HELENA JANE ANDERSON	01/04/2017	31/03/2018	56,007.59	0.00	55,000.00	0.00	Rejected by Performer	Select
253960	MITUL HARSHAD HOUSTON	01/05/2017	31/03/2018	2,935.23	0.00	2,935.23	0.00	Unchanged	Select

To submit the ARR Declaration once the performer has accepted the figure, click the 'Submit Declaration' button.

A 'Declaration' dialogue box will open. You will be required to accept the declaration using the 'OK' button to complete the process.

The screenshot shows the NHS Business Services Authority interface for submitting a Post ARR Declaration. A modal dialog box titled "Declaration" is open, containing a warning icon and the following text:

I understand that the administration of NHS Dental Services and responsibility for anti-fraud work in the NHS are both responsibilities of the NHS Business Services Authority. I understand that NHS Dental Services may share the information on this form with NHS Protect, a division of the NHS Business Services Authority, for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the health service. I declare that the information provided is complete and accurate. I understand and accept that if I provide NHS Dental Services with false or misleading information, I may be liable to prosecution and/or civil proceedings. By confirming your acceptance of the figure(s) you are agreeing to the terms set out in this declaration.

Buttons for "OK" and "Cancel" are visible at the bottom of the dialog. The background interface includes a "Post ARR Declaration Dialog" window with the following details:

- Contract ID: 3893620002
- Contract Name: Alluradent Ltd
- Financial Year: 1718
- FYE: 31/03/2018
- Ceiling: 62,614.14

Below these details is a table titled "NPE/NPEE Contract Details" with columns for Performer, Performer Name, and Start Date. Two records are listed:

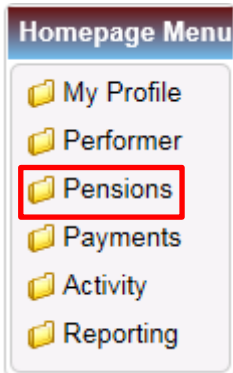
Performer	Performer Name	Start Date
253979	HELENA JANE ANDERSON	01/04/2017
253960	MITUL HARSHAD HOUSTON	01/05/2017

At the bottom of the dialog, there is a "Submit Declaration" button and a "Close" button. The footer of the page contains the text: "Supporting the NHS, supplying the NHS, protecting the NHS. NHS Dental Services is a service provided by the NHS Business Services Authority."

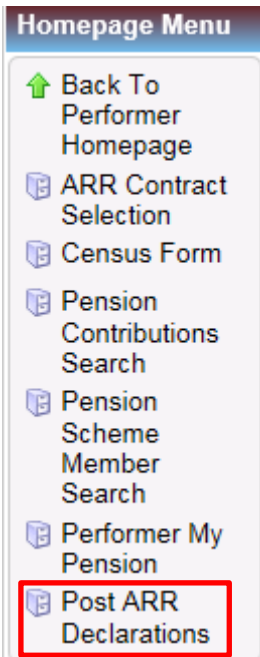
Creating a Post ARR as a performer

Step 1: Log in to [Compass](#).

Step 2: Click on the 'Pensions' folder from the Homepage Menu.



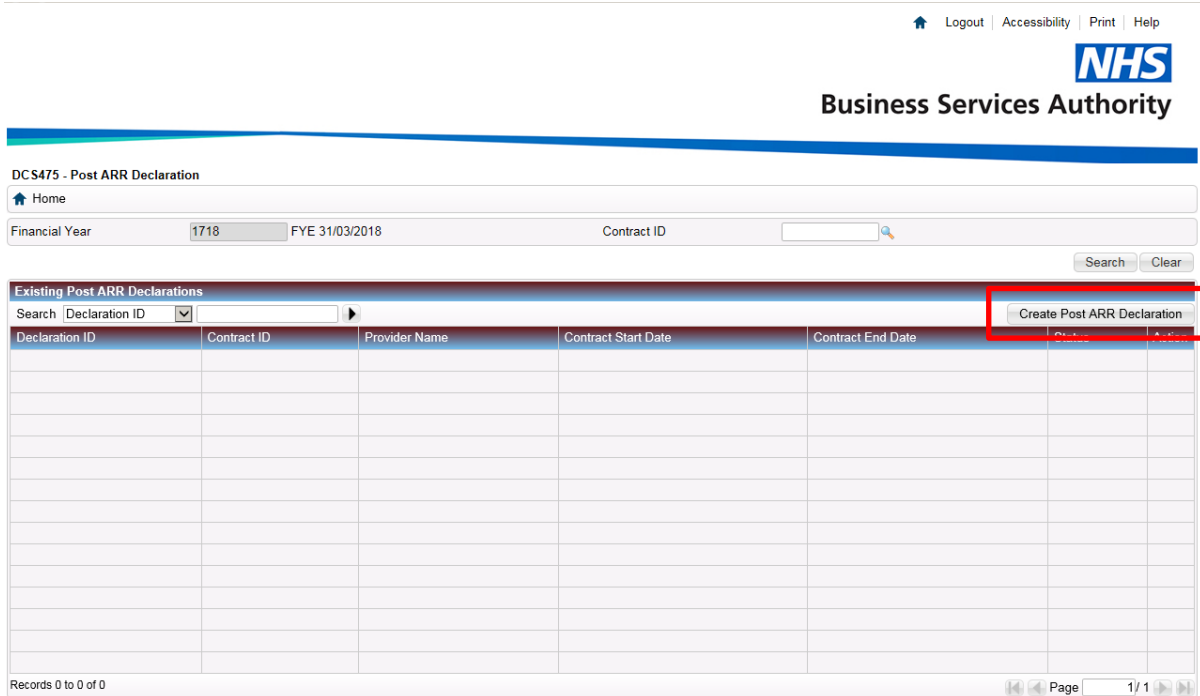
Step 3: Click on the 'Post ARR Declarations' function



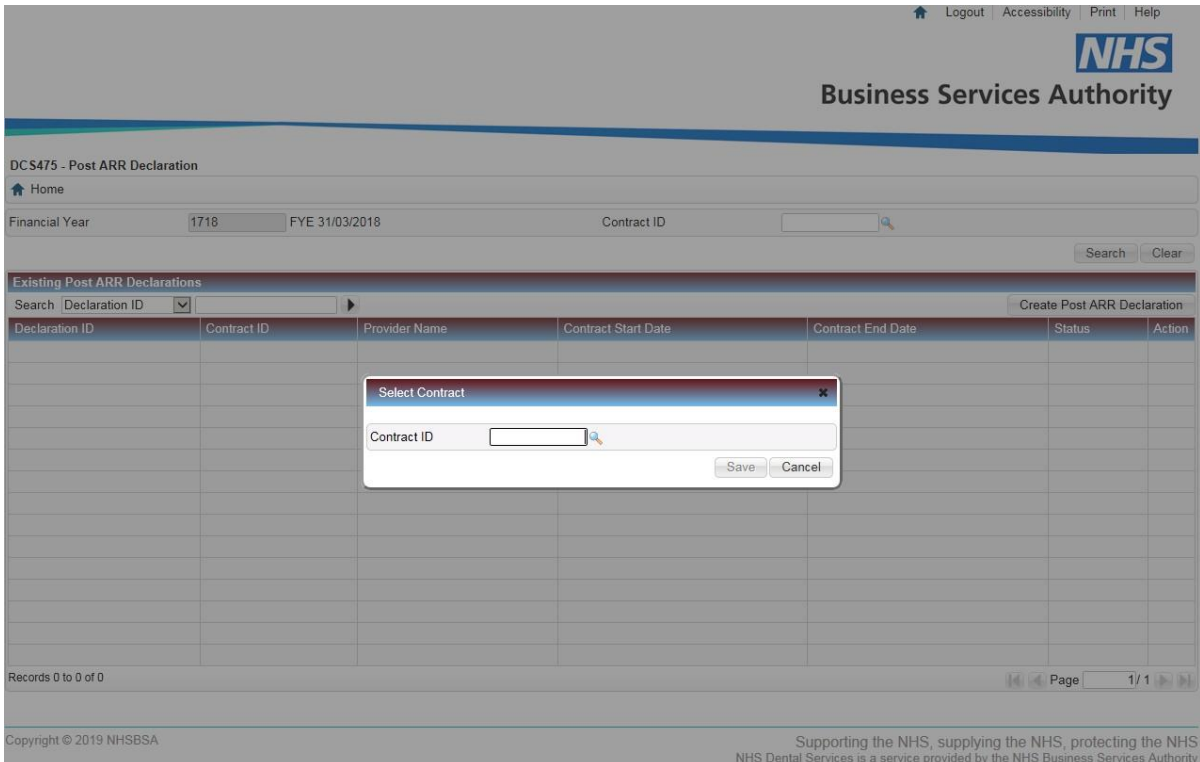
Step 4: You will then be presented with the Existing Post ARR Declaration screen.

You can search for an existing Post ARR Declaration using the search box at the top of the screen.

To create a new declaration, use the Create Post ARR Declaration button.



Step 5: Enter the Contract ID then click 'Save'.



Step 6: The declaration will then appear in the Existing Post ARR Declarations screen. Click 'Select' to display the declaration.



NHS Business Services Authority

DCS475 - Post ARR Declaration

[Home](#)

Financial Year: 1718 FYE 31/03/2018 Contract ID: 3893820002 Alluradent Ltd

[Search](#) [Clear](#)

Existing Post ARR Declarations

Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
1548	3893820002	Alluradent Ltd	05/07/2006		Started	Select

Records 1 to 1 of 1 Page 1 / 1

Step 7: Click 'Select' next to the performer you wish to amend the earnings for.



NHS Business Services Authority

DCS475 - Post ARR Declaration

[Home](#)

Financial Year: 1718 FYE 31/03/2018 Contract ID: 3893820002 Alluradent Ltd

[Search](#) [Clear](#)

Post ARR Declaration Dialog

Contract ID: 3893820002 Alluradent Ltd Financial Year: 1718 FYE 31/03/2018

NPE/NPEE Contract Details

Performer	Performer Name	Start Date	End Date	Original NPE	Original NPEE	Revised NPE	Revised NPEE	Status	Action
253979	HELENA JANE ANDERSON	01/04/2017	31/03/2018	55,000.00	0.00	55,000.00	0.00	Unchanged	Select

Records 1 to 1 of 1 Page 1 / 1

[Submit Declaration](#) [Close](#)

Step 8: You will then be presented with an NPE/NPEE details dialogue box.

The NPE/NPEE details dialogue box will show you your original Net Pensionable Earnings/Net Pensionable Earnings Equivalent (NPE/NPEE).

You can amend this figure using the Revised NPE/NPEE box. The box you enter this in will depend on your pension status within the financial year the declaration is for:

- Performers who were a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings (NPE).
- Performers who were not a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings Equivalent (NPEE).
- Once you have entered the revised figure, click Save.

DCS475 - Post ARR Declaration

Logout | Accessibility | Print | Help

NHS
Business Services Authority

Financial Year

Post ARR Declaration Dialog

Contract ID: 3893820002 | Alluradent Ltd | Financial Year: 1718 | FYE 31/03/2018

NPE/NPEE Contract Details

Search Performer

Performer ID: 253979 | HELENA JANE ANDERSON

Start Date: 01/04/2017 | End Date: 31/03/2018

Original NPE	55000.00	Original NPEE	0.00
Revised NPE	51000.00	Revised NPEE	0.00

Save | Cancel

Records 1 to 1 of 1

Page: 1 / 1

Submit Declaration | Close

Records 1 to 2 of 2

Page: 1 / 1

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Step 9: The Status will now change to 'Awaiting Acceptance by Provider' and the provider will now receive an email from Compass to inform them that a revised ARR has been submitted.

The screenshot shows the NHS Business Services Authority interface for 'Post ARR Declaration'. A modal window titled 'Post ARR Declaration Dialog' is open, displaying 'NPE/NPEE Contract Details'. The contract ID is 3893820002 for Alluradent Ltd, with a financial year of 1718 and an end date of 31/03/2018. The table below shows the contract details for performer HELENA JANE ANDERSON.

Performer	Performer Name	Start Date	End Date	Original NPE	Original NPEE	Revised NPE	Revised NPEE	Status	Action
253979	HELENA JANE ANDERSON	01/04/2017	31/03/2018	55,000.00	0.00	51,000.00	0.00	Awaiting Acceptance by Provider	Select

Records 1 to 1 of 1

Please see the [Submit a Post ARR](#) section of this guide which covers how the provider can submit the ARR following your revised declaration.