Post Annual Reconciliation Report (ARR) guidance

In this guide we'll show you how to:

- Create a Post ARR as a provider
- <u>Accept/Reject a Post ARR as a performer</u>
- 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.

				★ LogoBusiness Ser	Accessibility Print Help Print Help
DCS475 - Post ARR Dec	claration				
🕈 Home					
Financial Year	1718 F	FYE 31/03/2018	Contract ID		
					Search Clear
Existing Post ARR Dec	larations				
Search Declaration ID					Create Post ARR Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	
Records 0 to 0 of 0					Page 1/1
DC \$475 - Post ARR Dec	laration			Business Ser	wices Authority
Home Financial Year	1718 F	FYE 31/03/2018	Contract ID		
					Search Clear
Existing Post ARR Dec	larations				
Search Declaration ID					Create Post ARR Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status Action
		6			
		Select Contract		×	
		Contract ID			
				ave Cancel	
Records 0 to 0 of 0					Dame dit D
					rage 1/ 1 (All)
opyngni @ 2019 NHSBS	<u>0</u>			Supporting the NHS, suppl NHS Dental Services is a service provided	ying the NHS, protecting the NH by the NHS Business Services Author

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



Business Services Authority

DC3475 - FOSTARR Decial	auon					
A Home						
Financial Year	1718 FY	'E 31/03/2018	Contract ID	3893820002 🔍 Alluradent	Ltd	
					Se	arch Clear
Existing Post ARR Declara	ations					
Search Declaration ID	~				Create Post A	RR Declaration
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 -

Copyright © 2019 NHSBSA

Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority

🕈 Logout Accessibility Print Help **Business Services Authority** DCS475 - Post ARR Declaration A Home Post ARR De Contract ID 3893820002 Alluradent Ltd Financial Yea 1718 FYE 31/03/2018 Ceiling 62,614.14 NPE/NPEE Cor Search Performer ~ . Performer Perfor Start Date End Date O 253979 HELENA JANE ANDERSON 01/04/2017 31/03/2018 56,007.59 0.00 56,007.59 0.00 Unchange Select -253960 MITUL HARSHAD HOUSTON 01/05/2017 31/03/2018 2,935.23 2,935.23 0.00 Select 0.00 Unchang Records 1 to 2 of 2 Page 1/1 🗩 🕅 Submit Declaration Close Records 1 to 1 of 1 Page 1/1 Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority

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

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	Declara	tion						Busin	♠ Logou		Print Help
Financial Year Existing Post ARR Search Declaration Declaration ID 1548	Post / Contrat Ceiling NPE/N Searc	ARR Declaration	Dialog 3893820002 62,614.14 Details	Alluradent Ltd		Financial Year	1718	FYE 31/	03/2018	×	Search Clear st ARR Declaration Action Select -
	Perfo 25397 25396	Performer ID Start Date Original NPE Revised NPE	253979 01/04/201 56	HELENA J/ 7 1007.59 1007.59	ANE ANDERSON	End Date Original NPEE Revised NPEE	31/03/2018 0 0	.00	Save C	ancel	
	Records	1 to 2 of 2							Page Submit Declarat	1/1 tion Close	
Records 1 to 1 of 1										Pag	ie 1/1 🕨 🕌
Copyright © 2019 NH	SBSA						Si NHS Dental	upporting the Services is a se	NHS, supply arvice provided b	ving the NHS, (by the NHS Busin	protecting the NHS ess Services Authority

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			_	_	_	_	_	_	Rusiness Ser	nt Accessibility	Print Help NHS uthority
Financial Year	Post ARR	Declaration	Dialog	_	_	_	_	_	_		×	1
Existing Post ARR Search Declaration	Contract ID Ceiling		3893820002 62,614.14	Allurad	ent Ltd		Finan	cial Year	1718	FYE 31/03/2018		Search Clear
Declaration ID	NPE/NPE Search P	E Contract D erformer	etails					_	_			Action
1548	Performer	Performer I	Name	Start Date	End Date	Original NPE	Original NPEE	Revised NPE	Revised NPEE	Status	Action	Select
	253979	HELENA JA	NE N	01/04/2017	31/03/2018	56,007.59	0.00	55,000.00	0.00	Awaiting Acceptance by Performer	Select -	
	253960	MITUL HAR HOUSTON	SHAD	01/05/2017	31/03/2018	2,935.23	0.00	2,935.23	0.00	Unchanged	Select	
	Records 1 to	2 of 2								A Page	1/1 (1) (1)	
										Submit Doclara		

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.

Services Authonity	Business Se				
				Declaration	DC S475 - Post ARR D
					A Home
	Q	Contract ID	FYE 31/03/2018	1718	Financial Year
Search Clear					
				Declarations	Existing Post ARR D
Create Post ARR Declaration				n ID 🔽	Search Declaration II
Status Action	Contract End Date	Contract Start Date	D Provider Name	Contract IE	Declaration ID
					Records 0 to 0 of 0
Page 1/1					Records 0 to 0 or 0

Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority

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

f	Logout	Accessibility	Print	Help
----------	--------	---------------	-------	------

Business	Services	Aut	hority
----------	----------	-----	--------

🕈 Home						
Financial Year	1718	FYE 31/03/2018	Contract ID	3893820002 🔍 Allu	radent Ltd	
						Search Clear
Existing Post ARR De	clarations					
Search Declaration ID					Create Post	ARR Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
1548	3893820002	Alluradent Ltd	05/07/2006		In Progress	Select
Records 1 to 1 of 1					A Page	1/1 🕟 🛙

Copyright © 2019 NHSBSA

Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority

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.

DC \$475 - Post ARR	Declaration									Business Ser		uthority
A Home	-				_							
Financial Year	Post ARR	Declaration	i Dialog								×	
Evisting Doct ADD	Contract ID)	389382000	2 Allura	dent Ltd		Fina	ncial Year	1718	FYE 31/03/2018		Search Clear
Search Declaration	NPE/NPE	E Contract I erformer	Details									st ARR Declaration
1548	Performer	Performer	Name	Start Date	End Date	Original	Original	Revised NPF	Revised	Status	Action	Select -
	253979	HELENA J ANDERSC	ANE DN	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								14 A Page	1/1 🔊 🔊	
										Submit Declara	tion Close	
Records 1 to 1 of 1											Pag	ge 1/1 🔊 🕅

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

							🟫 Logou	ut Accessibility	Print Help
						B	usiness Ser	vices A	NHS uthority
DCS475 - Post ARR	Declara	tion							
Financial Year	Deet		Dislag			_			1
Tinanciai Tear	POSt/	www.Declaration	Dialog					~	Search Clear
Existing Post ARR	Contra	:t ID	3893820002	Alluradent Ltd	Financial Year	1718	FYE 31/03/2018		Search Clear
Search Declaration	NPE/N	PEE Contract D	Details						st ARR Declaration
Declaration ID	Search						_	_	Action
1548	Perfor	NPE/NPEE de	etalls					an 🗶	Select 👻
	25397	Performer ID	253979	HELENA JANE ANDER	SON				
		Start Date Original NPE	01/04/20	17 6007.59	End Date Original NPEE	31/03/2018			
		Revised NPE	5	5000.00	Revised NPEE	0.00			
		To Confirm acc	eptance of the al	oove revisions, please click the A	ccept button				
							Accept	Cancel	
	Records	1 to 1 of 1					Page	1/1	
	U.						Submit Declara	tion Close	
Records 1 to 1 of 1	_	41						Id Id Pag	je 1/1 () ()
Copyright © 2019 NHS	SBSA					Supp	orting the NHS, supply	/ing the NHS, I	protecting the NHS
						NHS Dental Serv	ces is a service provided l	by the NHS Busin	ess Services Authority

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.

			B	usiness Servio	ces Aut	NHS hority
DC S475 - Post ARR Declaration						
Financial Year Post ARR Declaration Dialog		_	_	_	×	
Contract ID 39930 Search Declaration ID 1548 Performer ID Start Date Revised NPE To Confirm rejection of	Alluradent Ltd 253979 HELENA JANE ANDERSON 01/04/2017 56007.59 55000.00 the above revisions, please enter a rejection reas	End Date Original NPEE Revised NPEE son and then click the Re	1718 31/03/2018 0.00 0.00 eject button	FYE 31/03/2018		RR Declaration
Reject Reason Reject Reason		0 of 140 characters (140 remaining)	Reject Cance		
Records 1 to 1 of 1				Submit Declaration	Close Page	1/1

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.

Homepage Menu	
📁 My Profile	
📁 User Maintenance	
📁 Provider	
📁 Contract	
📁 Performer	
📁 Payments	
📁 Pensions	
📁 Activity	
📁 Reporting	
Participant Update	

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.

				Business Ser	NHS vices Authority
DC S475 - Post ARR Declara	tion				
✿ Home					
Financial Year	1718 FYE	31/03/2018	Contract ID		
				· ·	Search Clear
Existing Post APP Doclarat	tione				Gearch
Search Declaration ID					Create Post ARR Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status Action
Records 0 to 0 of 0					A Page 1/1 >

Copyright © 2019 NHSBSA

Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority **Step 5:** The declaration will appear in the Existing Post ARR Declarations screen. Click 'Select' to display the submission.



inancial Year	1718	EYE 31/03/2018	Contract ID	3893820002 Q Allu	radent I td	
		12 0 1100/2010	Contact ib			
						Search Clea
xisting Post ARR Decla	rations					
Search Declaration ID	~				Create Pos	t ARR Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
548	3893820002	Alluradent Ltd	05/07/2006		In Progress	Select

Copyright © 2019 NHSBSA

DC \$475 - Post ARR Declaration

Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority

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.

									E	Business Sei	rvices Au	thori
5 - Post ARR	Declaration										_	_
ne												
al Year	Post ARR	Declaration I	Dialog								×	
a Doct ADD	Contract ID Ceiling		3893820002 62,614.14	Alluradent	Ltd		Financial '	/ear	1718	FYE 31/03/2018		Search
Declaration	NPE/NPE	E Contract D	etails									t ARR Decla
ation ID	Search Pe	erformer	~									Act
	Performer	Performer N	lame	Start	End Date	Original	Original	Revised	Revised	Status	Action	Selec
	253979	HELENA JA	NE ANDERSON	01/04/2017	31/03/2018	56,007.59	0.00	55,000.00	0.00	Rejected by Performer	Select 👻	
	253960	MITUL HAR HOUSTON	SHAD	01/05/2017	31/03/2018	2,935.23	0.00	2 <mark>,935.2</mark> 3	0.00	Unchanged	Select 👻	
	Records 1 to	2 of 2								Page	1/1 (5) (6)	
										Submit Declara	ation Close	
1 to 1 of 1											Page	1/1
											raye	

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.

								В	usiness Ser	vices A	NHS uthority
DCS475 - Post ARR	Declaration	1									
Financial Year	Post ARF	Declaration	Dialog		_		_		_	×	
	Contract IE)	3893820002	Allura	dent Ltd	Financial Year	1718		FYE 31/03/2018		Search Clear
Existing Post ARR Search Declaration	Ceiling	E Contract D	62,614.14 etails		Declaration	l understand that the administration o	of NHS r anti-fraud		_		st ARR Declaration
1548	Performer	Performer	Name	Start Date		work in the NHS are both responsibil NHS Business Services Authority. I u that NHS Dental Services may share	ities of the understand the	sed E	Status	Action	Select -
	253979	HELENA JA	NE ANDERSOI	01/04/.		division of the NHS Business Service	es Authority,		Accepted by Performer	Select	
	253960	MITUL HAF HOUSTON	SHAD	01/05/.		to the purpose of the purpose, the purpose of the the purpos	eatthin, ealth n provided is and accept with false iable to By gure(s) you his		Unchanged	Select 👻	
						ОК	Cancel	J			
	Records 1 to	2 of 2							Id Id Page	1/1 -	
									Submit Declara	tion Close	
Records 1 to 1 of 1										Pag	e 1/1 ()
Copyright © 2019 NH	SBSA						NHS Den	Suppo tal Servi	orting the NHS, supply ces is a service provided I	ring the NHS, I by the NHS Busin	protecting the NHS ess 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.

My Profile Performer
Performer
📁 Pensions
📁 Payments
📁 Activity
📁 Reporting

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.

				Business Se	rvices Authority
DC S475 - Post ARR Decla	aration				
♠ Home					
Financial Year	1718 FY	E 31/03/2018	Contract ID		
					Search Clear
Existing Post ARR Decla	rations				
Search Declaration ID					Create Post ARR Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	0 A.t
Records 0 to 0 of 0					候 🕢 Page 📃 1/ 1 🅟 🔊

Copyright © 2019 NHSBSA

Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority

✿ Logout | Accessibility | Print | Help

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

				A Logo	ut Accessibility Print	Help
				Business Ser	Vices Autho	IS ority
				Dusiness ser	Theory Autom	incy
DC \$475 - Post ARR Decl	laration					
♠ Home						
Financial Year	1718 FYE	31/03/2018	Contract ID	٩		
					Search	h Clear
Existing Post ARR Decla	arations					
Search Declaration ID					Create Post ARR	Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
		(
-		Select Contract		×		
		Contract ID	4			
			Sa	Cancel		
Records 0 to 0 of 0					Page	1/1 1
Copyright © 2019 NHSBSA	A.			Supporting the NHS, suppl	ying the NHS, protecti	ng the NHS

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



Business Services Authority

A Home						
Financial Year	1718 FY	E 31/03/2018	Contract ID	3893820002 🔍 Alluraden	t Ltd	
					Se	arch Clear
Existing Post ARR Declarat	ions				<i>(</i>	
Search Declaration ID	⊻				Create Post AF	R Declaration
Declaration ID	Contract ID	Provider Name	Contract Start Date	Contract End Date	Status	Action
1548	3893820002	Alluradent Ltd	05/07/2006		Started	Select -
					•	
Pocorde 1 to 1 of 1					(2) (2) D	1

Copyright © 2019 NHSBSA

Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority

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

DC \$475 . Post ARR	Declaration								Busine	* Logou	t Accessibility	Print Help NHS uthority
A Home												
Financial Year	Post ARR	Declaration	Dialog	-	_	_		-		_	×	Search Clear
Existing Post ARR	Contract ID	E .	3893820002	Alluradent Lto	t	F	inancial Year	1718	FYE 31/0	3/2018		
Search Declaration	NPE/NPE	E Contract I	Details									st ARR Declaration
Declaration ID	Search Pe	erformer								0.1		Action
1548	253979	HELENA	JANE ANDERSON	01/04/2017	31/03/2018	55,000.00	0.00	55,000.00	0.00	Unchanged	Select 🗸 🗸	View
	Records 1 to	1 of 1							14	Page	1/1 🔊 🔊	
	·								S	ubmit Declarat	ion Close	
Records 1 to 2 of 2											R Pag	e1/1
Copyright © 2019 NH:	SBSA							S NHS Dental	Supporting the Services is a ser	NHS, supply vice provided b	ing the NHS, p y the NHS Busin	protecting the NHS ess Services Authority

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.

								A Logou	it Accessibility	Print Help
							3	Business Ser	vices Au	thority
DCS475 - Post ARR	Declara	tion								
Financial Year	Post	ARR Declaration	ı Dialog						×	
Evisting Post ARR	Contra	et ID	3893820002	Alluradent Ltd		Financial Year	1718	FYE 31/03/2018		Search Clear
Search Declaration Declaration ID 1549 1548	NPE/N Search Perfor	PEE Contract I h Performer I NPE/NPEE d	Details		Original	isisat Davisad	Buind		x on	t ARR Declaration Action Select View
	25397	Performer ID Start Date Original NPE Revised NPE	253979 01/04/20 55	HELENA J 17 5000.00 1000.00	ANE ANDERSON	End Date Original NPEE Revised NPEE	<u>31/03/2018</u> 0.0 0.0	0		
								Save	ancel	
	Records	1 to 1 of 1						la A Page	1/1 🔊 🔊	
								Submit Declara	tion Close	
Records 1 to 2 of 2									id d Page	1/1
Copyright © 2019 NH	SBSA						Sup	porting the NHS, supply	ving the NHS, pr	otecting the NHS

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.

									Business Ser	ut Accessibility	Print Help
DC S475 - Post ARR	Declaration										
inancial Year	Post ARR	Declaration Dialog	_	_	_	_				×	Saarch Clear
xisting Post ARR	Contract ID	38938200	002 Allurad	ent Ltd		Finan	cial Year	1718	FYE 31/03/2018		Gearch
earch Declaration	NPE/NPE	Contract Details									st ARR Declaration Action
549	Performer	Performer Name	Start	End Date	Original	Original	Revised NPF	Revised	Status	Action	Select
540	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	View
	Records 1 to	1 of 1							Tage Page	1/1 00 00	
	L								Submit Declara	tion Close	
cords 1 to 2 of 2										Pag) e 1/1
pyright © 2019 NH	SBSA							S NHS Dental	Supporting the NHS, supply Services is a service provided I	ying the NHS, (by the NHS Busin	protecting the NH

Please see the <u>Submit a Post ARR</u> section of this guide which covers how the provider can submit the ARR following your revised declaration.