

FESC MSA Timelines for Financial Statements and Supplier Payments

To ensure Enkel can provide monthly income statements by the 20th day of each month, please refer to the MSA actions and timelines below.

Financial Statements	
Timelines	Action
By month end	<ul style="list-style-type: none"> MSA enters all physician claims and expenses into FEMS MSA enters all supplier claims into FEMS Expenses and claims are approved
By the 15 th day of the next month	<ul style="list-style-type: none"> MSA responds to any Enkel queries on FEMS information
By the 20 th day of the next month	<ul style="list-style-type: none"> Enkel sends MSA monthly income statement with comments

**If the 20th falls on a weekend the statement will be released on the following working day.*

Supplier Payments	
Timelines	Action
On the 1 st and the 15 th of the month	<ul style="list-style-type: none"> Enkel initiates payments for all suppliers
5 business days before the payment initiation date	<ul style="list-style-type: none"> MSA submits all internal operating expenses and supplier claims in FEMS
2 business days before the payment initiation date	<ul style="list-style-type: none"> Enkel generates the payment schedule for internal operating expenses and supplier claims and forwards the schedule to FE provincial office for approval
Within 4 business days of the payment initiation date	<ul style="list-style-type: none"> Payee receives a notification from Plooto*
Within 6 business days of the payment initiation date	<ul style="list-style-type: none"> Payee receives payment via Plooto*

**Plooto is Enkel's electronic fund transfer payment software.*

Please note that if the payment initiation date falls on a weekend the payment initiation date will move to the preceding Friday

If you are unable to meet a deadline or require further support, please contact Enkel at fesc@enkel.ca.