



To: Unincorporated MSAs

Unincorporated MSA Timelines: Financial Statements and Payments

You are receiving this email because you are the administrator/project manager for the unincorporated MSA(s) that you represent.

Please review the below for important information relating to financial statements and payment timelines. Please note that timelines may vary slightly depending on your MSA's agreement with Enkel.

In order to ensure Enkel is able to provide monthly income statements by the 25th day of the next month, please refer to the MSA actions and timelines below.

****Please note that it is essential that MSAs submit necessary expenses, claims and invoices by the dates below in order to ensure draft year-end financial statements are available in time for the Site Reporting and Review Process.***

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 MSA sends all internal operating expenses to Receipt Bank
By the 5 th day of the next month	<ul style="list-style-type: none"> Enkel reviews all invoices in Receipt Bank and sends queries to the MSA (if needed) MSA forwards credit card statement to Enkel (if applicable)
By the 15 th day of the next month	<ul style="list-style-type: none"> MSA responds to Enkel queries
By the 25 th day of the next month	<ul style="list-style-type: none"> Enkel sends MSA monthly income statement with comments

If the 25th falls on a weekend the statement will be released on the following working day.

Administrator/Project Manager and Manual Payments (not VersaPay)	
Timelines	Action
On the 1 st and the 15 th of the month	<ul style="list-style-type: none"> Enkel initiates payment
5 business days before the payment initiation date	<ul style="list-style-type: none"> MSA submits all internal operating expenses to Receipt Bank (consultant invoices) and supplier claims in FEMS
4 business days before the payment initiation date	<ul style="list-style-type: none"> Enkel reviews the invoices and sends queries to MSA (if needed)
3 business days before the payment initiation date	<ul style="list-style-type: none"> MSA responds to Enkel queries
2 business days before the payment initiation date	<ul style="list-style-type: none"> Enkel generates the payment schedule for internal operating expenses and manual payment supplier claims and forwards the schedule to F.E. services
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: 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

Credit Card Payments	
Timelines	Action
15 th of the month	<ul style="list-style-type: none"> Credit card cut-off date (no action required)
16 th of the month	<ul style="list-style-type: none"> All credit card claims must be entered and approved in FEMS
4 business days after claims are entered in FEMS	<ul style="list-style-type: none"> Enkel will reach out to credit card holders regarding any unknown transactions
4 business days after receiving unknowns list from Enkel	<ul style="list-style-type: none"> Unknown transactions response from the credit card holder due back to Enkel with corresponding claim numbers.

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