



Warm Homes Year 4, Final Reconciliation Oct 2015

Business Day	Normal case for October Reconciliation Run		Events	
			No defaults	In the event of defaults
1	08/10/2015	<b>A</b>	Receive Notification	
2	09/10/2015		Reconciliation calculation by ELEXON	
3	12/10/2015	<b>B</b>		
4	13/10/2015		Issue backing sheet to suppliers & FAA by ELEXON	
5	14/10/2015			
6	15/10/2015	<b>C</b>	Generate invoices by FAA	
7	16/10/2015	<b>D</b>	Issue invoices to suppliers by FAA	
8	19/10/2015			
9	20/10/2015	<b>E</b>	Phone suppliers to make sure funds are available by ELEXON	
10	21/10/2015			
11	22/10/2015	<b>F</b>	Suppliers make payments	
12	23/10/2015	<b>G</b>	BACS payments to suppliers by FAA	Manage non-payments
13	26/10/2015			
14	27/10/2015	<b>H</b>	Suppliers receive money	
15	28/10/2015	<b>I</b>	Produce DECC report by ELEXON	
16	29/10/2015			
17	30/10/2015	<b>J</b>	Issue DECC report to DECC by ELEXON	Scale back calculation & mutualisation calculation by ELEXON
18	02/11/2015			Scale back notice issued to suppliers & FAA by ELEXON
19	03/11/2015			Production of scale back invoice(credit notes) & mutualisation invoice by FAA
20	04/11/2015			Issue scale back credit notes to suppliers by FAA
21	05/11/2015			Same day payment to suppliers by FAA
22	06/11/2015			Issue mutualisation invoice to suppliers by FAA
23	09/11/2015			Phone suppliers to make sure funds available by ELEXON
24	10/11/2015			
25	11/11/2015			
26	12/11/2015			
27	13/11/2015			Suppliers make mutualisation payments
28	16/11/2015			Further payments to suppliers by FAA
+ 1 day				Defaulting supplier makes payment
+ 2 days				Notify FAA to generate credit notes to refund mutualisation
+ 3 days				FAA generates credit notes to refund mutualisation
+ 4 days				FAA issues credit notes to refund mutualisation
+ 5 days				FAA makes payments to suppliers
+ 6 days				Finance to generate DECC report
				Finance to issue DECC report to DECC

**NOTE on calendar creation**

Note that although the calendar must follow the order above, the only regulatory constraints are two regulations that stipulate the minimum time between the issue date of invoice and the minimum time between the supplier due date for payment and supplier due receipt date - see below.

All other dates should be established bearing in mind practical constraints, bank holidays etc and should use the suggested Business days. Eg if Business day 1 is when we receive the Instruction from DECC and that is 1st February then on Day 3 we run the reconciliation ie 3rd Feb assuming there are no bank holidays and no weekends in between.

<b>D</b>	<b>invoice date</b>
<b>F</b>	<b>Due date for supplier to make payment</b>
<b>D to F</b>	<b>note that per the regulations the time between issue of invoice and due date for payment must be not less than 3 working days</b>
<b>H</b>	<b>Due date for supplier to receive payment</b>
<b>F to H</b>	<b>note that per the regulations the time between payment due date and received due date for payment must be not less than 10 working days</b>