

# Instructions for Using the "Accounts with Billing Issues" Report (Lookerstudio)

The **Accounts with Billing Issues** report identifies clients with incorrect billing settings, where the account management does not align with the billing profile. This includes both active and inactive accounts. The purpose of this report is to correct billing settings within the DSP company profiles.

## Frequency:

- Check this report **at least twice a month** and **once at the end of the month** before the billing cycle.
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## Steps to Use the Report

1. **Download the Report:**
    - Access the report and download it in **Excel format**.
  2. **Remove Duplicates:**
    - In the Excel file, **remove duplicates** in **Column B**. This will give you a list of companies that need your attention.
  3. **Check Companies:**
    - Review the companies **one by one** to identify billing issues.
  4. **Ignore Internal Accounts:**
    - **Skip** internal company names such as **Eskimi**, **NULL**, or **test** as they don't require changes.
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# How to Know if a Company's Billing Settings Are Correct

Companies can be categorized as **Mixed (both self-service and managed accounts)**, **Self-service**, or **Managed**.

## 1. Mixed Type (Self-service and Managed Accounts)

- **Correct setup:**

- If the company type is "Mixed," there should be **at least two billing profiles**:
- One for **managed accounts**.
  - One for **self-service accounts**.
  - Alternatively, there can be **one billing profile** for some accounts, and other accounts should be listed under **non-auto invoicing users**, with the reason clearly mentioned.
  - **Example:** Glowlight Corporation has accounts listed in a billing profile, and one account not assigned to a billing profile, with a reason provided.

Client auto-invoicing profile

Non-auto invoicing users

Glowlight VN Performance

Reason for Non-Auto Invoicing

Performance campaigns billed manually

Client auto-invoicing profile

Auto billing users?

Glowlight VN

When invoice should be generated?

☒ End of month (+interim invoices)

☐ End of IO budgets spend (campaign status = complete)

How group invoice media budgets?

☐ One line "DSP services" (default)

☐ By media budget and country

☒ Group all client accounts under one invoice (always a new IO+invoice(dedicated for self-service))

☐ Group all client io's under one invoice

☐ Grouping by account and IO

Select client main account for IO/Invoice

Glowlight VN

☒ Is default

☐ Send invoices automatically

Credit limit

Base credit limit (with VAT (USD))

5,000

Client auto-invoicing profile

Credit limit

Factoring

Eskimi billing entity

Billing entity change history

Contract detail

Buttons

Profile finance status

Credit limit level: \$3,640.00 / \$7,000.00

Company type: Mixed

Finance balance: \$3,640.00

Overdue: 0.00

Last invoice: 31 Aug, 2024

Last payment: 24 Apr, 2024

Open IOs:

Open IOs amount: \$0.00

Agreement status: Signed

Discount: 0.00%

Rebate: 0%

Bonus: 0.00%

Tax: 0.00%(i.e. WHT)

Currency rate: USD1.00

Created by: Eskimi - Asif Adops

Last updated by: Eskimi - Aiste

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- **Fix:**

If no reason is provided for non-auto invoicing, find out why. If there is no valid reason, the account must be assigned to a billing profile.

## 2. Self-service Type

- **Correct setup:**

All accounts should be under **one billing profile**, with invoices generated at the **end of the month (+ interim invoices)**. The **invoice grouping** should be set to the **3rd option**: "Group all client accounts under one invoice."

- **Example:** Dage Digital is self-service but does not have a billing profile:
- NOT CORRECT:

Client auto-invoicing profile

**Non-auto invoicing users**

Dage Digital

Reason for Non-Auto Invoicing

Select a reason

Client auto-invoicing profile + x

Auto billing users?

Select any

**When invoice should be generated?**

☐ End of month (+interim invoices) ⓘ

☐ End of IO budgets spend (campaign status = complete) ⓘ

How group invoice media budgets?

☒ One line "DSP services" (default) ⓘ

☐ By media budget and country ⓘ

☐ Group all client accounts under one invoice (always a new IO+invoice(dedicated for self-service)) ⓘ

☐ Group all client io's under one invoice ⓘ

☐ Grouping by account and IO ⓘ

☒ Is default

☐ Send invoices automatically

Credit limit

Base credit limit (with VAT (USD)) \*

500

**Form navigation**

- General Information
- Discounts & Taxes
- Rebate payment term
- Rebates
- Client auto-invoicing profile
- Credit limit
- Factoring
- Eskimi billing entity
- Billing entity change history
- Contract detail
- Buttons

**Profile finance status** ⓘ

Credit limit level: \$0.00 / \$700.00

Company type: Self-service

Finance balance: \$0.00

Overdue: 0.00

Last invoice: 31 Mar, 2024

Last payment: 29 Feb, 2024

Open IOs:

Open IOs amount: \$0.00

Agreement status: Signed

Discount: 0.00%

Rebate: 0%

Bonus: 0.00%

Tax: 13.00%(i.e. WHT)

Currency rate: NGN1,750.00

- **Fix:**

Update the settings so:

- Invoice generation frequency is set to **End of month (+ interim invoices)**.
- Invoice grouping is set to the **3rd option** ("Group all client accounts under one invoice").
- No accounts are listed as **non-auto invoicing users**.
- This is how CORRECT company profile looks after the above changes are made:

Client auto-invoicing profile

Non-auto invoicing users

Dage Digital

Reason for Non-Auto Invoicing

Select a reason

Client auto-invoicing profile

Auto billing users?

Select any

When invoice should be generated?

☒ End of month (+interim invoices) ⓘ  
☐ End of IO budgets spend (campaign status = complete) ⓘ

How group invoice media budgets?

☐ One line "DSP services" (default) ⓘ  
☐ By media budget and country ⓘ  
☒ Group all client accounts under one invoice (always a new IO+invoice(dedicated for self-service)) ⓘ  
☐ Group all client io's under one invoice ⓘ  
☐ Grouping by account and IO ⓘ

Select client main account for IQ/Invoice

Dage Digital

☒ Is default

☐ Send invoices automatically

Rebate payment term

Rebates

Client auto-invoicing profile

Credit limit

Factoring

Eskimi billing entity

Billing entity change history

Contract detail

Buttons

Profile finance status ⓘ

Credit limit level: \$0.00 / \$700.00

Company type: Self-service

Finance balance: \$0.00

Overdue: 0.00

Last invoice: 31 Mar, 2024

Last payment: 29 Feb, 2024

Open IOs:

Open IOs amount: \$0.00

Agreement status: Signed

Discount: 0.00%

Rebate: 0%

Bonus: 0.00%

Tax: 13.00%(i.e. WHT)

Currency rate: NGN1,750.00

Created by: Dage Digital

## Summary for Correct Billing Setup:

- **No accounts** should be listed as **non-auto invoicing users** unless reason mentioned
- Invoice generation frequency should be **End of month (+ interim invoices)**.
- Invoice grouping should be set to the **3rd option** ("Group all accounts under one invoice").
- The **main billing account** must be selected.

## 3. Managed Type

- **Correct setup:**  
Most accounts should have a billing frequency assigned (one or both options), and **any invoice grouping** can be chosen, except the **3rd grouping**, which is only for self-service accounts.
- Here is an example of CORRECT company profile:

Client auto-invoicing profile

Non-auto invoicing users

Reason for Non-Auto Invoicing

Select a reason

Client auto-invoicing profile

+ x

Auto billing users?

Utopia Media Group, Justin Essien, Utopia Media Group\_Wazino, Utopia Media Group.. +11

When invoice should be generated?

☒ End of month (+interim invoices) ⓘ
 ☒ End of IO budgets spend (campaign status = complete) ⓘ

How group invoice media budgets?

☒ One line "DSP services" (default) ⓘ
 ☐ By media budget and country ⓘ
 ☐ Group all client accounts under one invoice (always a new IO+invoice(dedicated for self-service)) ⓘ
 ☐ Group all client io's under one invoice ⓘ
 ☐ Grouping by account and IO ⓘ

☒ Is default

☐ Send invoices automatically

Credit limit

General Information

Discounts & Taxes

Rebate payment term

Rebates

Client auto-invoicing profile

Credit limit

Factoring

Eskimi billing entity

Contract detail

Buttons

Profile finance status

Credit limit level: \$11,905.27 / \$1.00

Company type: **Managed**

Finance balance: \$10,895.17

Overdue: 6,071.83

Last invoice: 15 Feb, 2024

Last payment: 19 Aug, 2024

Open IOs: 36434

Open IOs amount: \$1,010.10

Agreement status: Signed

Discount: 0.00%

Rebate: 15%

Bonus: 0.00%

Tax: 13.00%(i.e. WHT)

Currency rate: NGN1,750.00

- Company profile can have several billing profiles as well if brands (accounts) request different grouping of invoices, for example, one brand requires invoices for each IO and another one may accept grouped under one invoice.

## How to Choose the Main Account for Billing

If there are multiple accounts, here's how to select the main billing account:

- If all accounts are in **USD**, you can use any account.
- If there are **multiple currencies**, check the SOA (Statement of Account) history to see which currency was used in previous billing cycles. Choose the account in that currency.

- Ensure the selected account uses a currency that is accepted for payment (e.g., **Zimbabwean dollar** cannot be used for billing).

# Troubleshooting: Notification When Saving Changes


If you receive a **notification** while trying to save changes, it means some accounts need to be added to the **Auto-billing list**.

Select the relevant users and **save changes**.

Here is an example of notification:

[< BACK TO LIST](#)

Editing Dage Digital

 Error(s): please fix the following issues:

- User is required when auto billing profile selected
- Client main account needs to be within the current auto billing profile users

General Information

Official company (organization) name \*

Dage Digital

Country

Nigeria

Company address \*

31b, Olorunibe Street, Wemabod Estate, Opposite Adenine Jones Avenue, Ikeja Lagos

Form navigation

General Information

Discounts & Taxes

Rebate payment term

Rebates

Client auto-invoicing profile

Credit limit


Factoring

Eskimi billing entity

Billing entity change history

Contract detail

Buttons

Profile finance status 

Credit limit level: \$0.00 / \$700.00

Company type: Self-service

Here is an illustration where the users have to be selected:

Client auto-invoicing profile

Non-auto invoicing users

Dage Digital

Reason for Non-Auto Invoicing

Select a reason

Client auto-invoicing profile

Auto billing users?

Select any

When invoice should be generated?

☒ End of month (+interim invoices) ⓘ  
☐ End of IO budgets spend (campaign status = complete) ⓘ

How group invoice media budgets?

☐ One line "DSP services" (default) ⓘ  
☐ By media budget and country ⓘ  
☒ Group all client accounts under one invoice (always a new IO+invoice(dedicated for self-service)) ⓘ  
☐ Group all client io's under one invoice ⓘ  
☐ Grouping by account and IO ⓘ

Select client main account for IO/Invoice

Dage Digital

☒ Is default

☐ Send invoices automatically

Rebate payment term

Rebates

Client auto-invoicing profile

Credit limit

Factoring

Eskimi billing entity

Billing entity change history

Contract detail

Buttons

Profile finance status ⓘ

Credit limit level: \$0.00 / \$700.00

Company type: Self-service

Finance balance: \$0.00

Overdue: 0.00

Last invoice: 31 Mar, 2024

Last payment: 29 Feb, 2024

Open IOs:

Open IOs amount: \$0.00

Agreement status: Signed

Discount: 0.00%

Rebate: 0%

Bonus: 0.00%

Tax: 13.00%(i.e. WHT)

Currency rate: NGN1,750.00

Created by: Dage Digital

# Summary for Correct Billing Setup (Self-service Example):

For self-service clients:

- **No accounts** should be listed as **non-auto invoicing users**.
- Invoice generation frequency should be **End of month (+ interim invoices)**.
- Invoice grouping should be set to the **3rd option** ("Group all accounts under one invoice").
- The **main billing account** should be selected (if there is only one account under the company profile).

By following these steps, you can effectively identify and resolve billing issues in client accounts, ensuring correct and compliant billing settings.

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