Validation Process for Newly Issued Invoices

SOP: Invoice Review and Currency Validation Process

Purpose:

To ensure the accuracy of invoicing by validating the client details, invoice amounts, currencies, and other key invoice attributes.

Timeline: <u>Process has to be followed up each month on 2nd day of a new month</u>

Step 1: Request List of Invoices (from Developers Team)

1. **Request the invoice list** (in production). This list must include the following details:
   - Client name
   - Amounts
   - Invoice numbers
   - A column indicating whether the invoice was sent to the client automatically (*send_invoices_automatically*)
   - Invoice currency

Step 2: Currency Validation

1. **Filter the currency column** and check for any unusual currencies, such as TZS, VND, or others that do not align with standard billing practices at Eskimi.
2. Verify that the invoices are issued in the correct currencies for each Eskimi entity as follows:
   - **Eskimi Nigeria**: NGN, USD, EUR only
   - **Eskimi Singapore**: SGD, USD, EUR, AUD only
   - **Eskimi Bangladesh**: All invoices in BDT
   - **Eskimi Indonesia**: Only IDR & USD
   - **Eskimi India**: Only INR & USD
   - **Eskimi Kenya**: Only KES & USD
   - **Eskimi UAE**: Only USD
   - **Eskimi Azerbaijan**: AZN, USD, EUR
   - **Eskimi Kazakhstan**: KZT, USD, EUR

- **Eskimi Myanmar**: MMK, USD
- **Eskimi Turkey**: TYR, USD, EUR
- **Eskimi Lithuania**: Ensure no invoices with currencies such as TZS, ZWD, SGD, LKR, AED, or others not accepted as per the tracker history. At the moment we do bill in EUR, USD, ZAR, PLN, GBP, SEK, JPY.

Step 3: Invoice Amount Validation

1. **Check for any invoices with negative amounts**. Only credit notes should have negative values.
2. **Investigate any invoices with very small amounts** (e.g., $0.01, $1.00, or atypical amounts like $26.00) by verifying:
   - Whether the small amount reflects a discount applied to the invoice total.
   - If the invoice is related to a **test campaign**.
   - If it is a **BrandLift campaign** (should be indicated in the invoice title), and ensure the discount has been applied correctly.

Step 4: Example of Invoice Review

- If there is an invoice in **VND** under **Eskimi Lithuania**, investigate and correct it. Since VND is not an accepted currency and the client's usual billing currency is **USD**, revise the invoice and check the company profile settings for currency consistency.

  This below example indicates that usual client's billing is USD:

In the company profile settings choose the user which has USD currency as the main and set it as a default for billing:

Summary:

This SOP outlines a detailed process for invoice review, currency validation, and user account checks to ensure the accuracy and correctness of invoices issued for the previous month.