

# SOP: Settlement of Billing and Administrative Processes

This SOP details the **settlement of billing and administrative processes**, covering invoice verification, payment processing, reconciliation of accounts, record keeping, and compliance with financial regulations. The objective is to ensure accurate, timely, and efficient handling of all billing and administrative tasks to maintain financial integrity and organizational accountability.

## 1. Scope

This SOP applies to all personnel involved in billing, payment processing, account reconciliation, and related administrative functions.

## 2. Responsibilities

- **Billing Staff:** Prepare and verify invoices.
- **Accounts Payable:** Process payments and maintain records.
- **Finance Manager:** Review reconciliations and ensure compliance.
- **Compliance Officer:** Monitor adherence to financial regulations.

## 3. Procedure

1. **Invoice Verification**
  - Receive and review all invoices for completeness and accuracy.
  - Match invoices to purchase orders and delivery receipts.
  - Flag discrepancies for resolution before processing.
2. **Payment Processing**
  - Upon verification, enter invoices into the accounting system for approval.
  - Obtain necessary approval from authorized personnel.
  - Process payments via approved channels (bank transfer, cheque, etc.).
  - Record payment transaction details in the accounting system.
3. **Account Reconciliation**
  - Regularly reconcile bank statements with accounting records.
  - Investigate and resolve discrepancies.
  - Document justification for adjustments.
4. **Record Keeping**
  - Maintain accurate and complete records of all billing and payment transactions.
  - Store records securely as per organizational policy and regulatory requirements.
5. **Compliance**
  - Ensure all processes comply with internal financial controls and external regulations.
  - Participate in audits and provide requested supporting documents.

## 4. Documentation

- Invoices and supporting documents
- Payment authorizations
- Bank statements and reconciliation reports
- Audit and compliance reports

## 5. References

- Financial policies and procedures manual
- Regulatory guidelines for financial compliance
- Internal control framework

## 6. Revision History

Version	Date	Description	Author
1.0	2024-06-12	Initial Release	Finance Department