

Invoice Validation Rules: Ideas

The following invoice rule ideas are designed to assist you in implementing effective and efficient invoice validation rules for your business using our Invoice Validation Rules builder. Whether you want to implement basic rules or explore advanced strategies to enhance your existing processes, we've provided a list of ideas that you can easily build upon.

Basic Rules	
Use Case	Example of a Rule
Flag / Reject Expense Codes, Task Codes, and /or Activity Codes	Reject E101
Flag Keywords	If the line item is an expense, flag if line item or invoice if the words "copy" and "copies" appear
Advanced Rules	
Use Case	Example of a Rule
Vendor Discount	Vendor DLA Piper needs to apply a 10% discount to all hourly fees.
Tiered Discount	Our standard discount with Ropes & Gray is 5%. Once our annual spend with them exceeds \$10M, the discount goes up to 7.5%. If our annual spend exceeds \$20M, the discount goes up to 10%. Flag invoice is correct tired discount is not applied
Validating against specific attributes on the matter of vendor	A vendor needs to bill in a specific currency. Flag the invoice if it is submitted in a different currency
Prevent Parent Line Item Codes from Submission	Flag if L100 is used. Firms should be submitting codes like L110, L120, etc
Negative Amount Flag	Flag if there is a line item <0
Fee / Expense code required	If expense code line type, and expense code is blank, Flag invoice or line item
Specific Code Set not allowed	Flag any invoice with Task Codes that contain "D"

By leveraging these rules, you can streamline your invoice validation workflows, ensure accuracy, and mitigate potential errors or discrepancies.

Please contact your Customer Success Manager or email success@simplelegal.com for any questions and advice on which rules to implement.