

Accounts Payable Audit Checklist

Use this checklist to assess the health of your AP process. Tick the statements that apply to your workflow, then use the scoring guide at the end to see where you stand and how to move forward.

Invoice Capture & Entry

- ☐ We still receive invoices via paper or email attachments.
- ☐ Staff manually input invoice data into our finance system.
- ☐ We rely on Excel or manual logs to track invoices.
- ☐ Invoices are sometimes lost, misplaced, or duplicated.
- ☐ Our system doesn't detect duplicate invoices automatically.

Approval Workflow

- ☐ Approvals are handled via email, paper, or verbal communication.
- ☐ Approvals are delayed when staff are on leave or unavailable.
- ☐ We don't have automated reminders or escalation rules for approvers.
- ☐ There's no visibility into where invoices are sitting in the process.
- ☐ Some invoices are approved after payment deadlines have passed.

Payments

- ☐ We've paid late fees due to missed payment deadlines.
- ☐ Payment runs are delayed because of outstanding approvals.
- ☐ There's no clear audit trail for invoice changes or approvals.
- ☐ We've processed duplicate or fraudulent invoices in the past.

Reporting

- ☐ It's hard to get real-time visibility of outstanding bills/liabilities.
- ☐ We can't easily break down AP data by supplier, department, or location.
- ☐ Month-end close takes longer than we'd like due to AP inefficiencies.
- ☐ We don't track invoice cycle times (receipt → approval → payment).

Staff Time & Resources

- ☐ Our AP process requires significant manual effort from the finance team.
- ☐ Team members are frequently chasing approvers or suppliers.
- ☐ We've considered hiring more staff just to keep up with invoice volume.
- ☐ Staff are overqualified for the repetitive tasks they perform.

Risk & Compliance

- ☐ We can't easily track who did what and when.
- ☐ Our AP process would be difficult to audit or explain externally.
- ☐ We're concerned about internal fraud or policy breaches.
- ☐ There's no way to enforce compliance with approval rules.

How many boxes did you tick? Use the traffic light scoring system

12+

You have significant AP inefficiencies. Manual processes are draining time, money, and visibility. It's time to automate. Book a free AP review to see where automation can make the biggest impact.

6-11

You're on the right track, but there's room for improvement. Claim your free AP review to uncover quick wins and cost-saving opportunities.

0-5

Nice work, your AP process is efficient. No action needed.

[Get a free AP process review](#) with our experts