Accounts payable: audit summary

SAMPLE DOCUMENT — **ILLUSTRATIVE FIGURES · NOT A REAL CLIENT**

EXAMPLE CLIENT	PROCESS	SYSTEMS	AUDIT
UK wholesale distributor, 180 people	Supplier invoices to approved bills	Sage 200, Microsoft 365, email approvals	Two weeks, on-site and remote

1 VERDICT

Worth automating. Start here.

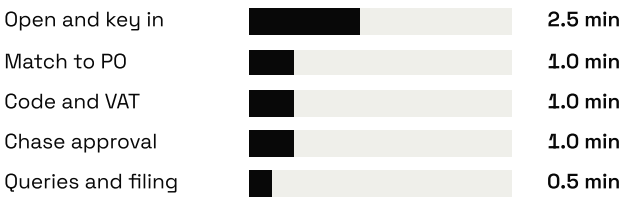
FIXED FEE	SAVING	PAYBACK
£25,000	£40,320	7.6 months
agreed before we build	a year, before running costs	net of running costs

2 BASELINE WE MEASURED

MEASURE	TODAY
Supplier invoices a month	1,500
Minutes per invoice, end to end	6.0
Hours of manual work a month	150
Loaded cost per hour	£32
Cost of the process a month	£4,800
Cost per invoice	£3.20
Invoices a person touches	100%

Measured from a two-week sample of 700 invoices, timed with the team. Loaded cost includes salary, NI, pension and overheads.

3 WHERE THE SIX MINUTES GO



Keying, matching and coding are 75% of the time and follow clear rules. That is the part we automate. Queries stay with the team.

AFTER GO-LIVE	TODAY	TARGET
Invoices a person touches	1,500	450
Hours of manual work a month	150	45
Cost of the process a month	£4,800	£1,440

4 PROPOSED SCOPE

IN SCOPE

- Invoices picked up from the accounts payable inbox and read automatically
- Checks for VAT, totals, duplicates and changed supplier bank details
- Matching to purchase orders within a 2% tolerance
- Suggested nominal code, cost centre and VAT code, with a confidence score
- One-click approvals by email, and bills created in Sage 200 with the PDF attached

OUT OF SCOPE, AND WHY

- Payment runs stay in Sage, approved by a person. We never move money.
- Supplier statement reconciliation: a good next process, once this one pays back
- Credit notes over £5,000 are left for a person to handle

RUNNING COSTS

AI model usage and hosting estimated at up to £90 a month for 1,500 invoices, which takes payback from 7.4 to 7.6 months.

5 PLAN: LIVE IN 30 DAYS FROM SYSTEM ACCESS

DAYS 1–5	DAYS 6–20	DAYS 21–29	DAY 30
Connect	**Build**	**Run alongside**	**Live**
Access to Sage 200 and the inbox. Test environment. Acceptance tests signed off.	Built on real invoices, approval rules included. A working demo every week.	Runs next to the team on the same invoices until the numbers match.	Switched over. Team trained. Code, documents and credentials handed over.

What you receive on day 30

SAMPLE DOCUMENT

ILLUSTRATIVE FIGURES · NOT A REAL CLIENT

Everything below is handed over at go-live and belongs to you. Your team can run, change or move the system without us.

1 APPROVAL MATRIX: WHO DECIDES WHAT

SITUATION	WHAT THE SYSTEM DOES	WHO DECIDES
Matched to the PO within 2%, under £5,000	Creates the bill in Sage, sends a one-click approval	Budget holder
Matched, £5,000 or more	Creates the bill, holds it for sign-off	Finance Director
No PO, or outside tolerance	Sends it to the exception queue with the reason	Accounts payable team
Possible duplicate	Holds it and shows the matching invoice	Accounts payable team
New supplier, or bank details changed	Blocks it until verified	AP manager, by phone to a known contact
Coding confidence below 90%	Suggests a code and asks a person to confirm	Accounts payable team

2 AUDIT LOG: EVERY ACTION RECORDED

FIELD	EXAMPLE
Received	14 Oct 09:42, ap@ inbox
Invoice	Supplier A · INV-20417 · £1,284.60
Checks	VAT ✓ · totals ✓ · duplicate ✓ · bank ✓
Match	PO 88123 · within 0.4%
Coding	5010 Stock · confidence 97%
Decision	Bill created, sent for approval
Approved	Budget holder · 14 Oct 11:05
Sage reference	PI-55832

Your finance team and auditors can search and export the full log.

3 ACCEPTANCE TESTS, SIGNED OFF IN WEEK 1

TEST	RESULT
Every invoice in the parallel run is accounted for, none lost	PASS
Totals reconcile to the Sage purchase ledger	PASS
Every planted duplicate is caught	PASS
Every planted bank detail change is blocked	PASS
No bill is approved without the right approver	PASS
Coding matches the team's choice on the parallel run	PASS

Tests and pass marks are agreed with your team before the build starts. Go-live waits until every test passes.

4 WHAT YOU OWN

Code and credentials
The full code repository, transferred to your account. Every key and password rotated to ones only you hold.

Runbook
How it works, how to pause it, how to change a rule or threshold, and what to do when something fails.

Results report
Cost per invoice, invoices touched and hours saved, measured against the audit baseline.

5 AFTER DAY 30

OPTION	WHAT IT COVERS
Go-live support INCLUDED	Two weeks after go-live, while it settles in with real volumes.
Handover support	£1,000 a month for three months. Faults fixed with guaranteed response times, six hours a month of changes and training, and your team trained to run it.
Then you run it	Everything above is yours. No licence and no lock-in. Need us later? £100 an hour.