MEKORMA

AP Wellness Checklist

At Mekorma, we understand that managing Accounts Payable (AP) efficiently is crucial to your organization's financial health. With the right processes in place, you can reduce errors, prevent fraud, and improve cash flow.

This checklist is designed to help you assess the wellness of your AP operations, identify areas for improvement, and implement best practices. By using this tool, you'll gain a clearer understanding of how well your AP processes are functioning and what steps you can take to optimize them.

How to Use this Checklist

- Conduct a self-assessment with your AP team.
- Identify areas of strength and opportunities for improvement.
- Calculate your total score and evaluate your AP wellness level using our scoring guide:
  - **3 Points:** Fully implemented and consistently followed
  - **2 Points:** Partially implemented or inconsistently followed
  - **1 Point:** Needs improvement or not implemented
  - **0 Points:** Not applicable

Let's Get Started! ➡

Vendor Management

Have all vendor records been verified for accuracy (e.g., vendor name, vendor address, tax ID numbers, etc.)?

0   1   2   3

Are vendor payment terms standardized and documented?

0   1   2   3

Is there a process for regular vendor reviews and updates? Is vendor verification conducted at the time of addition and reviewed annually?

0   1   2   3

Invoice Processing

Are invoices received and processed electronically?

0   1   2   3

Is there a clear approval workflow in place?

0   1   2   3

Are invoices matched against purchase orders and receipts consistently?

0   1   2   3

Payment Controls

Are payment methods and timing optimized to maximize cash flow?

0   1   2   3

Is there dual approval for high-value payments?

0   1   2   3

Are payment policies communicated and enforced company-wide?

0   1   2   3

Reconciliation & Reporting

Are bank and credit card statements reconciled regularly?

0　　　**1**　　　**2**　　　**3**

Do you review AP aging reports to manage outstanding balances?

0　　　**1**　　　**2**　　　**3**

Are discrepancies resolved promptly?

0　　　**1**　　　**2**　　　**3**

Security & Compliance

Are internal controls in place to prevent fraud?

0　　　**1**　　　**2**　　　**3**

Do you have a vendor maintenance approval process in place so that vendor data cannot be modified without two sets of eyes?

0　　　**1**　　　**2**　　　**3**

Do you have separation of duties for invoice entry/approval from payment entry/approval?

0　　　**1**　　　**2**　　　**3**

Are system permissions and user roles configured to prevent unauthorized changes or approvals?

0　　　**1**　　　**2**　　　**3**

Is sensitive vendor and payment information secured?

0　　　**1**　　　**2**　　　**3**

Are regulatory requirements and tax implications understood and followed?

0　　　**1**　　　**2**　　　**3**

Technology & Automation

Is AP software integrated with your ERP system?

0   1   2   3

Have manual tasks been identified, and are there opportunities for automation?

0   1   2   3

How would you evaluate the effectiveness of your technology use?

0   1   2   3

Continuous Improvement

Are KPIs tracked to measure AP performance (e.g., cycle time, error rates)?

0   1   2   3

Is there a feedback loop with stakeholders to refine AP processes?

0   1   2   3

Are industry best practices monitored and adopted where relevant?

0   1   2   3

After answering our questions, please calculate your total score and evaluate your AP wellness level.

★★★	★★	★
40 - 50 Points	**25 - 39 Points**	**0 - 24 Points**
Best-In-Class AP Processes	Strong foundation but room for improvement	High risk— consider optimizing your AP workflows

Next Steps

1. Create an action plan with clear priorities and timelines.

2. Leverage Mekorma's expertise and resources to optimize your AP processes.

Need Help Enhancing Your AP Workflow?

Mekorma offers expert solutions and support to streamline your Accounts Payable processes. Let's chat about how we can partner together!

[Schedule Your Free AP Wellness Assessment](#)

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