Accounts Payable Audit
for profit recovery

Rosslyn
Data Technologies

INTRODUCTION

CHALLENGES

A range of factors can create errors within the AP department.

0.005% to 0.1%

As experienced auditors, we commonly see error rates in the range of 0.005% to 0.1% of the total Accounts Payable.

£50K to £1.0M

For enterprise scale organisations, with an AP spend of £1bn, this could account for anywhere between £50k and £1m in recoverable funds.
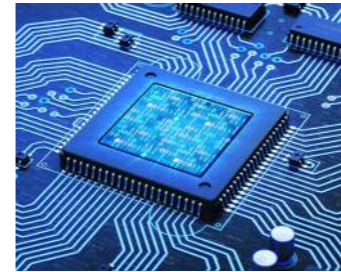
Over £2.0M

This would go straight to the bottom line and could potentially represent over £2m of additional sales revenue to the business.

SYSTEM CHANGES

DEPARTMENTAL RESTRUCTURES

MULTIPLE CURRENCIES

HIGH VOLUMES OF INVOICES

LACK OF COMMUNICATION

FREQUENT STAFF CHANGES

PAYMENTS ARE FORCED THROUGH IN ERROR

LACK OF PROCESS TRANSPARANCY
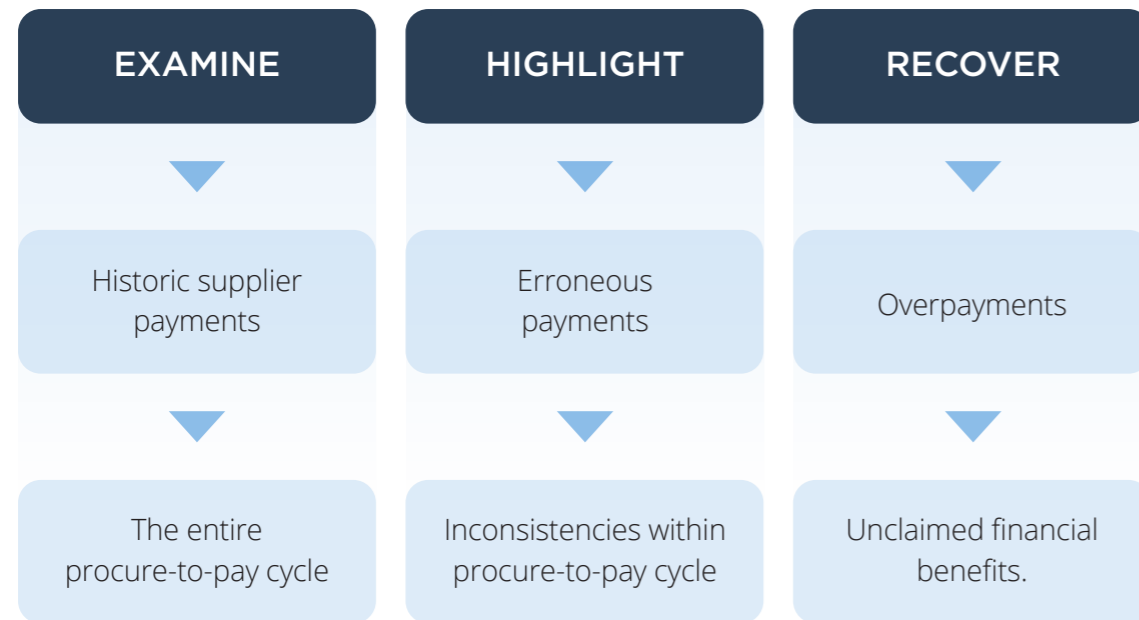
Accounts Payable Audit for profit recovery

DEFINITION

An AP Audit is the process of examining historic supplier payments, plus the entire procure-to-pay cycle, to highlight and then recover any overpayments or unclaimed financial benefits from an organisation's suppliers and counter-parties.
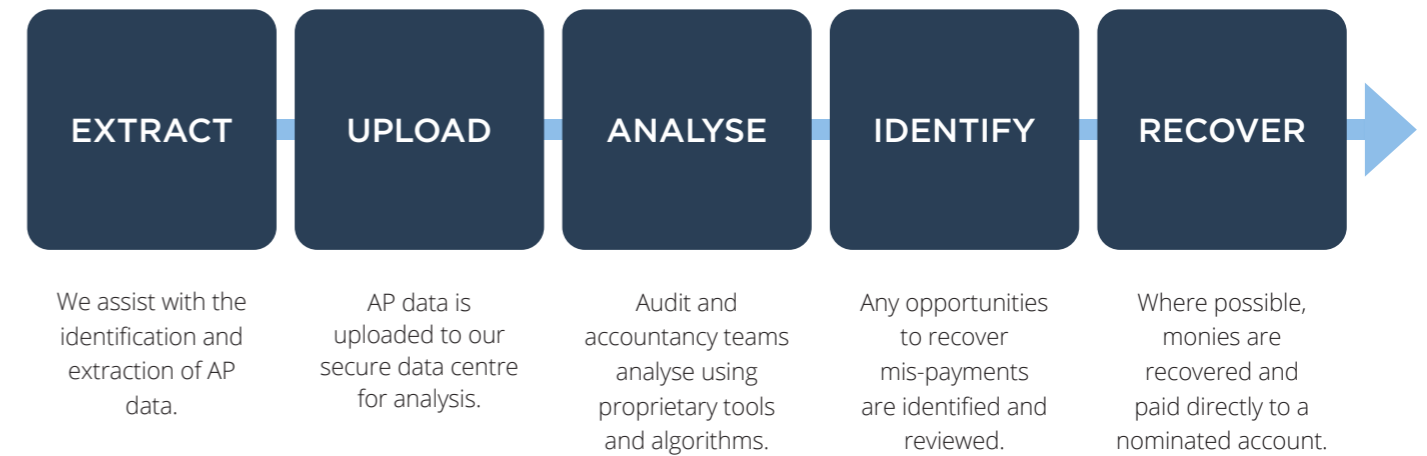
OBJECTIVE

The objective is to deliver a successful AP Audit engagement through the use of Rosslyn's AP Audit methodology, experienced staff and comprehensive technology infrastructure.

METHODOLOGY

EXAMINE	HIGHLIGHT	RECOVER
▼	▼	▼
Historic supplier payments	Erroneous payments	Overpayments
▼	▼	▼
The entire procure-to-pay cycle	Inconsistencies within procure-to-pay cycle	Unclaimed financial benefits.

EXTRACT	UPLOAD	ANALYSE	IDENTIFY	RECOVER
We assist with the identification and extraction of AP data.	AP data is uploaded to our secure data centre for analysis.	Audit and accountancy teams analyse using proprietary tools and algorithms.	Any opportunities to recover mis-payments are identified and reviewed.	Where possible, monies are recovered and paid directly to a nominated account.

Accounts Payable Audit Benefits

No Win, No Fee

Knowledge Transfer

Minimal Resource

Forensic Analysis

Fund Recovery
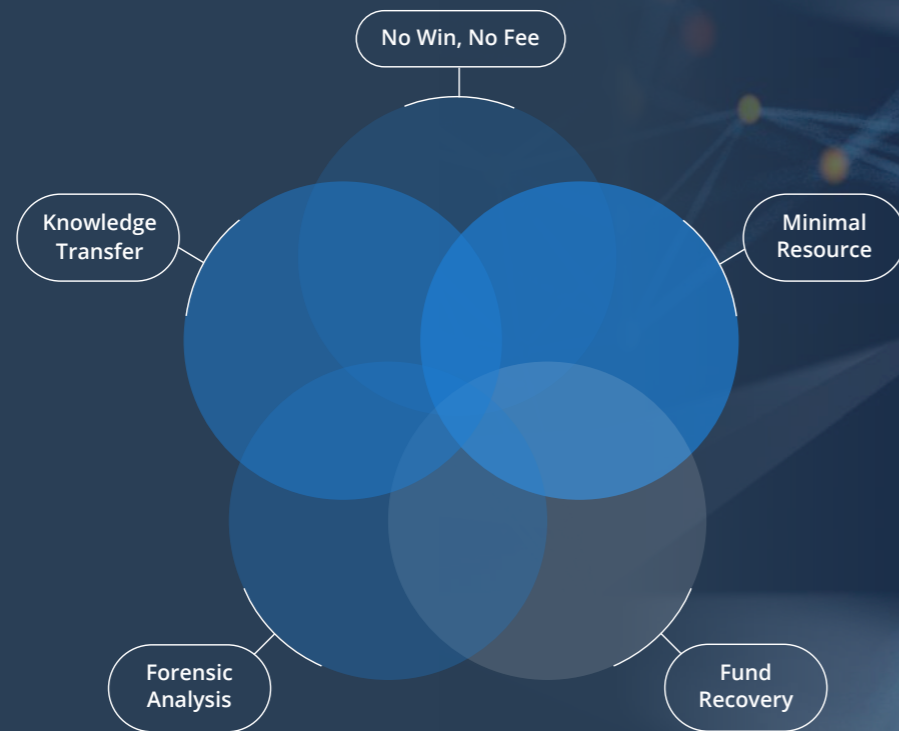
How a Rosslyn Analytics AP Audit can deliver with minimal impact to your business

BENEFITS

No win, no fee

We use a success-based fee approach. Simply put, if we are unable to identify any over or underpayment occurrences or issues, then we do not charge a fee for our time or the use of our resources.

Minimal resource

Our AP Audit is a low-impact service. We'll need a little of your time at project initiation, and again when it comes to reviewing the opportunities for recovery. Other than that, there is no further demand on your resources.

Fund recovery

An additional benefit of using Rosslyn is that we complete the process of recovering the actual sums identified back to your bank account (or as an offset if this is agreed), saving you even more time and effort.

Forensic analysis

Through the use of our automated, proprietary analysis algorithms we are able to identify errors that would otherwise go un-noticed through the use of traditional manual methods. This results in the highest probability of maximum recovery.

Knowledge transfer

Systems and process improvement is a key component of the Rosslyn methodology. Future payment problems can be avoided as part of the process of payment issue-identification, analysis and review.

Recovery Audit Areas

We have expertise in identifying onerous invoice duplication relationships and errors in many areas:

TYPES OF ERRORS

Contract compliance/non-compliance

Duplicate Payments - altered invoice details

Duplicate Payments - multiple suppliers

Duplicate Payments - computer systems

Supplier statement requests

Currency errors

Unrecovered or under- recovered V.A.T

VAT input under declarations

Payments to incorrect supplier

Duplicate payments

Multiple variables on invoice entries

Other areas as agreed

11%
Supplier credits

6%
Supplier returns

8%
VAT unrecovered

14%
Contract compliance

9%
Price volume overpayments

5%
Property

21%
Duplicate payments - altered invoice

11%
Duplicate payments - mulitple suppliers

4%
Duplicate payments - computer systems

5%
Duplicate payments - other

6%
Payment wrong supplier
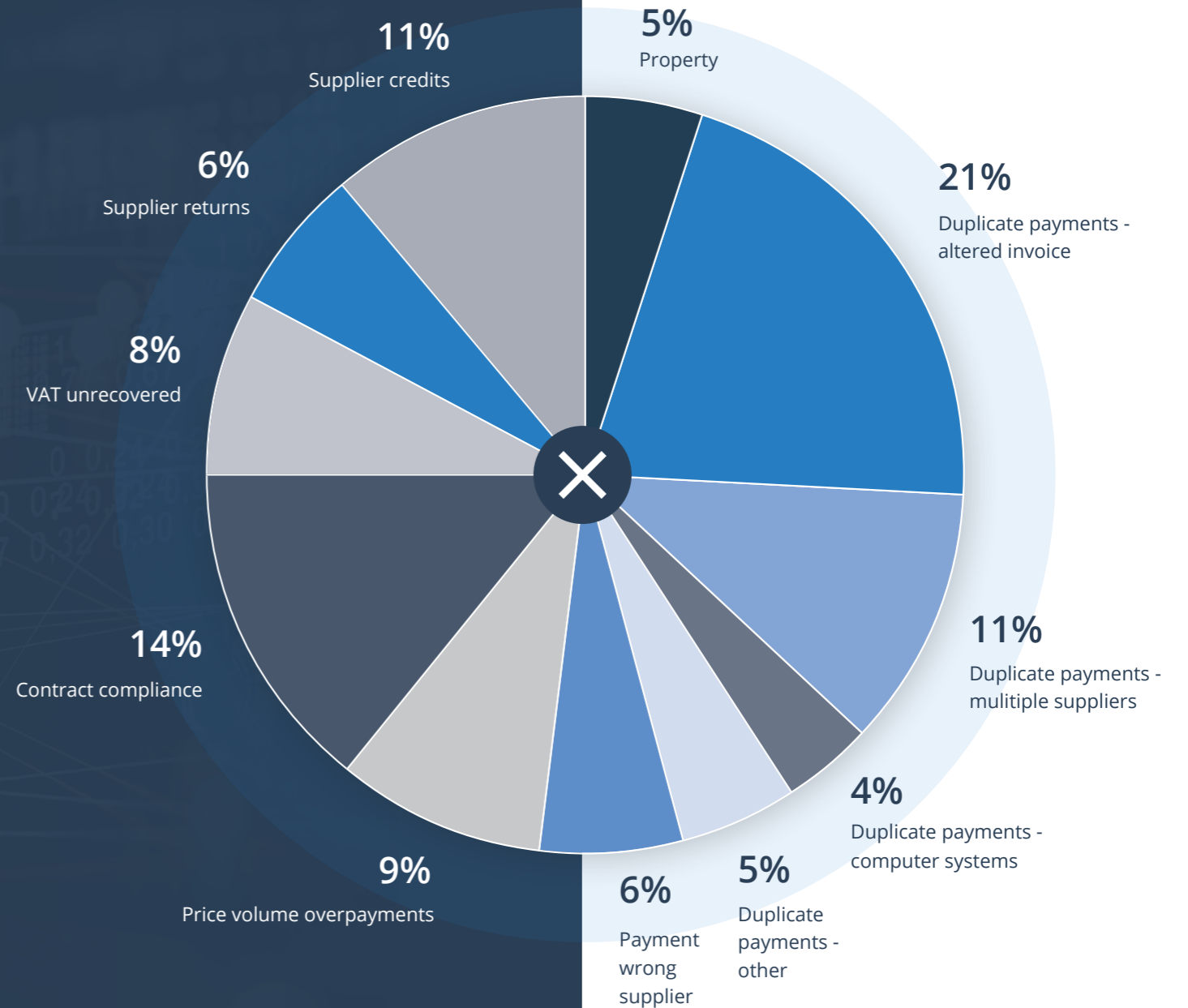
Project Plan

PROJECT PHASE 1

A tried and tested project plan that delivers quantifiable value

```
KICK-OFF MEETING
        ↓
AGREE THE SCOPE
OF THE PROJECT
        ↓
ARRANGE SYSTEM
ACCESS
        ↓
EXTRACT DATA
        ↓
UPLOAD & ANALYSIS
        ↓
IDENTIFICATION OF
OVERPAYMENTS
        ↓
```

EXTRACT AND ANALYSIS

Kick-off meeting:

All nominated participants are involved in this activity, ensuring that both client and Rosslyn staff are working to the same plan.

Agree the scope of the project:

Defining what is in and what is out of scope is a collaborative process; involving Rosslyn and representatives of the client's AP team.

Arrange system access:

Access to the appropriate client IT systems needs to be organised. so the subsequent extraction of data is straight-forward.

Extract data:

An automated process, leveraging the proprietary tools provided by Rosslyn, that requires little time from the client resource.

Upload & analysis:

Conducted by Rosslyn staff. Any data-issues are raised for resolution at this stage, when completed the data is considered "accepted".

Identification of overpayments:

This is where the bulk of the Rosslyn resource is expended; analysing the output of the RAPid data analysis software platform to identify potential overpayments and other errors.

Project Plan

PROJECT PHASE 2

ACCOUNTS PAYABLE REVIEW

CONTACT SUPPLIERS

RECOVERY OF FUNDS

FINAL REPORT

TRAINING

PROJECT CLOSE

REVIEW AND RECOVERY

Accounts payable review:

After the conclusion of the analysis of the financial data by Rosslyn, the Potential Recoveries report is passed back to the client for review and approval.

Contact suppliers:

Once the list of overpayments has been approved, Rosslyn will contact all relevant suppliers and initiate the process of recovering the identified monies.

Recovery of funds:

Rosslyn will recover all sums identified back to a bank account of your choosing (or as an offset if this is agreed), saving you even more time and effort.

Final report:

A final report detailing the Rosslyn activities, findings and any relevant recommendations is prepared for the client.

Training:

If required, training can be delivered to the client to ensure that any knowledge gained is transferred to the appropriate staff.

Project close:

All activities are completed, and work stops.

ABOUT ROSSLYN

Since 2005, Rosslyn Data Technologies has been at the forefront of helping organisations deliver accelerated business value through data insight.

With thousands of users in over fifty countries, we empower organisations to automate critical business processes and analytics through simple, self-service tools. Our portfolio of services ranges from AI-driven Procurement Spend Analytics to Master Data Management.

We service a global list of clients from our headquarters in London, with US presence in Chicago and New York.

Rosslyn
Data Technologies

UK

+44 (0) 203 285 8008

info@rosslyndatatech.com
www.rosslyndatatech.com

US

+1 866-817-6404 (Toll Free)