FIVEFOLD AI · FREE RESOURCE

The 25-Point SaaS Cost Audit

A self-audit you can run in an afternoon. Companies that have never audited typically find 15-25% of SaaS spend is recoverable.

Part 1 · Build the inventory (find everything)

- ■ Export 12 months of transactions from your accounting system; filter software and subscriptions.
- ■ Sweep corporate card statements for SaaS charged outside procurement.
- ■ Sweep expense claims: personal-card SaaS is where shadow IT hides.
- ■ Pull the connected-apps list from Google Workspace / Microsoft Entra.
- ■ Record for every tool: owner, cost, billing cycle, seat count, renewal date, payment method.
- ■ Flag every tool with no identifiable business owner. No owner usually means no value.

Part 2 · Hunt the waste

- ■ Zombie check: any tool with zero logins in 60+ days.
- ■ Seat check: compare seats paid vs. active users for your 10 most expensive tools.
- ■ Duplicate check: cluster tools by function; flag every function with 2+ tools.
- ■ Tier check: are you paying for enterprise tiers using only starter features?
- ■ Departed-staff check: licences still assigned to people who left.
- ■ Free-tier check: tools where usage fits inside the vendor's free plan.
- ■ Bundle check: features you pay for separately that your Microsoft/Google plan already includes.

Part 3 · Audit the AI line

- ■ Count AI assistant seats (Copilot, ChatGPT, Claude) vs. weekly active users.
- ■ Pull API spend by provider; is anyone attributing it to teams or products?
- ■ Check for duplicate AI subscriptions: individuals expensing personal AI tools alongside company seats.
- ■ Confirm spend alerts or caps exist on every pay-per-use AI account.

Part 4 · Check the contracts

- ■ List every contract with an auto-renewal clause and its cancellation notice window.
- ■ Diarise every renewal at 90 days out, with the notice deadline, not the renewal date.
- ■ Flag every contract that renewed with a price uplift you did not negotiate.
- ■ Identify multi-year commitments and their exit provisions.
- ■ Check invoices against contracts: billing errors favour the vendor surprisingly often.

Part 5 · Score yourself

Finding	What it means
0-5 items flagged	Well managed. Keep the renewal calendar alive.
6-12 items flagged	Typical. Expect 10-15% recoverable with focused effort.
13+ items flagged	Significant leakage. A structured program usually recovers 15-25%.

Too busy to run this yourself? Fivefold AI runs it for you, then keeps running it every month. Free 30-minute spend audit at **5foldstrategy.com**. If we don't find savings worth more than our annual fee in 90 days, you don't pay.