



5-Step Scale-Readiness Checklist

Goal: Find backend cash leaks before growth breaks your systems.

1. AR Follow-Up Process

- Pull a current AR aging report: 30 / 60 / 90+ days.
 - Highlight every invoice over 30 days and assign an owner.
 - Escalate slow-paying customers before balances get too large.
Red flag: invoices go out, but nobody owns collection until cash gets tight.
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2. Vendor Payment Controls

- Review recent vendor payments against invoice numbers and amounts.
 - Flag duplicate payments, overpayments, and missing approvals.
 - Separate invoice entry, review, and payment approval where possible.
Red flag: payment volume is rising, but AP review still happens manually.
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3. Purchase Order & Budget Approval

- Identify purchases made outside the normal approval process.
 - Tie each purchase to a PO, job, budget, or approval owner.
 - Set approval thresholds for larger or unusual spend.
Target: no material, tool, or vendor cost should bypass budget visibility.
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4. Rejected Invoice Ownership

- List every rejected, disputed, or unpaid invoice.
 - Assign one owner to each issue and document the next action.
 - Track resolution weekly until the invoice is corrected or collected.
Red flag: earned revenue is sitting in limbo because nobody owns the next step.
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5. Backend Cash-Leak Review

- Review AR, AP, rogue purchases, rejected invoices, and vendor issues together.
 - Track dollars stuck or leaking in each category.
 - Assign owners, deadlines, and follow-up dates every week.
Target: see backend leaks before they become cash-flow crises.
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 **Use this checklist to review one backend process with your team this week.**

You'll catch uncollected AR, duplicate payments, rogue purchases, and unresolved billing issues - before scale turns small leaks into a cash crisis.

Next step: Book a 20-min call if you want help strengthening your AR, AP, purchasing, and billing control process.