



Template: Financial Proof and Approval Checklist

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Based on Article: "Ultimate Resource for Financial Proof, Approvals, and Audit Trails"

Website: <https://allfullness.com/>

A practical checklist to ensure all financial transactions are documented, approved, and traceable for audit purposes.

Checklist Items:

- ☐ **1. Capture Evidence at Point of Action**
Attach the relevant receipt, invoice, or contract immediately when the transaction occurs to maintain context.
Reference Section: Core Methods: Build a Reliable Proof and Approval Workflow
- ☐ **2. Link Transactions to Source Documents**
Ensure that every payment record has the corresponding invoice or receipt attached to provide a complete story.
Reference Section: Core Methods: Build a Reliable Proof and Approval Workflow
- ☐ **3. Define Approval Rules**
Establish clear approval rules based on transaction amount, category, role, and risk to streamline the approval process.
Reference Section: Core Methods: Build a Reliable Proof and Approval Workflow
- ☐ **4. Record Approval History**
Document who approved each transaction, including timestamps and any changes made to ensure accountability.
Reference Section: Core Methods: Build a Reliable Proof and Approval Workflow
- ☐ **5. Reconcile Records with Double-Entry Books**
Regularly compare operational records with double-entry accounting books to confirm alignment and accuracy.
Reference Section: Core Methods: Build a Reliable Proof and Approval Workflow
- ☐ **6. Use Consistent Foreign Exchange Rates**
Apply a single mid-market foreign exchange rate across all transactions to avoid discrepancies in accounting.
Reference Section: Core Methods: Build a Reliable Proof and Approval Workflow
- ☐ **7. Implement Exception Process**
Establish a clear process for handling missing or disputed evidence, assigning ownership and deadlines for resolution.
Reference Section: Core Methods: Build a Reliable Proof and Approval Workflow

☐ **8. Verify Transaction Authorization**

Check that each transaction has an appropriate approval record showing the approver's details and timestamp.

Reference Section: A Six-Point Control Checklist

☐ **9. Ensure Supporting Evidence is Attached**

Confirm that each transaction entry has the necessary supporting documentation, such as receipts or contracts.

Reference Section: A Six-Point Control Checklist

☐ **10. Review Accounting Entries for Completeness**

Ensure that all accounting entries include debit and credit lines, account codes, and period assignments.

Reference Section: A Six-Point Control Checklist