



ERP Software License Compliance & Audit Checklist 2026

License Inventory & Asset Documentation

Verification of all active ERP modules, user licenses, and third-party add-on subscriptions currently in use.

ERP Module Name

Write something...

Total Number of Licenses Owned

Enter a number...

Current Number of Active Users

Enter a number...

License Expiration Date

Enter date...

License Type

- ☐ Perpetual
- ☐ Subscription (SaaS)
- ☐ Node-Locked
- ☐ Concurrent User

Proof of Purchase / Contract PDF

 Upload File

Discrepancy Notes

Write something...

User Access & Seat Utilization Audit

Analysis of active user accounts against purchased seat counts to identify over-provisioning or unlicensed access.

Total Number of Purchased Licenses

Enter a number...

Total Number of Active User Accounts

Enter a number...

License Utilization Rate (%)

- ☐ 0-50% (Underutilized)
- ☐ 51-80% (Optimal)
- ☐ 81-99% (At Capacity)
- ☐ 100%+ (Over-provisioned/Non-compliant)

Identified Discrepancy Types

- ☐ Unassigned licenses available
- ☐ Inactive users still consuming seats
- ☐ Unauthorized/Guest accounts detected
- ☐ Role-based access mismatch

Audit Findings & Discrepancy Details

Write something...

User Access Export Report

 Upload File

Audit Completion Date

Enter date...

Compliance Officer Approval

Contractual Terms & Maintenance Review

Review of Enterprise Agreement (EA) terms, renewal dates, support tier levels, and maintenance coverage scope.

Contract Expiration Date

Enter date...

Agreement Type

- ☐ Subscription (SaaS)
- ☐ Perpetual License
- ☐ Term License
- ☐ Usage-Based

Included Support Services

- ☐ 24/7 Critical Support
- ☐ Standard Business Hours Support
- ☐ Technical Account Manager
- ☐ Regular Security Patching
- ☐ On-site Training Services

Maintenance Scope Summary

Write something...

Master Service Agreement (MSA) Upload

 Upload File

Annual Maintenance Cost

Enter a number...

Deployment & Instance Compliance

Assessment of license usage across different environments including Production, Sandbox, Development, and Disaster Recovery instances.

Environment Type

- ☐ Production
- ☐ Sandbox/Testing
- ☐ Development
- ☐ Disaster Recovery

Instance ID/Name

Write something...

Last Deployment Date

Enter date...

Included Modules in Instance

- ☐ Finance
- ☐ Human Capital Management
- ☐ Supply Chain
- ☐ CRM
- ☐ Manufacturing

Deployment Configuration Logs

 Upload File

Compliance Discrepancy Notes

Write something...

Third-Party Integration & Middleware Licensing

Audit of API call limits, connector licenses, and third-party plugin compliance within the ERP ecosystem.

Integration Name

Write something...

Integration Type

- ☐ API-based
- ☐ EDI/Batch Processing
- ☐ Custom Script/SDK
- ☐ SaaS Connector

Monthly API Call Volume

Enter a number...

Middleware Subscription Expiry

Enter date...

Proof of License/Contract

 Upload File

Included Features

- ☐ Data Transformation
- ☐ Error Handling
- ☐ Real-time Sync
- ☐ Security Encryption

Software Version & Patch Compliance

Ensuring all deployed versions and patches align with the permitted usage rights defined in the vendor contract.

Current ERP Core Version Number

Write something...

Last Security Patch Deployment Date

Enter date...

Patch Compliance Status

- ☐ Fully Compliant
- ☐ Partial Compliance (Pending Patches)
- ☐ Non-Compliant (Critical Updates Missing)

Identified Missing Patch Categories

- ☐ Security Fixes
- ☐ Bug Fixes
- ☐ Feature Enhancements
- ☐ Database Driver Updates

Patch Deployment Log

 Upload File

Risk Assessment of Pending Updates

Write something...

Cost Management & Renewal Preparedness

Evaluation of upcoming renewal timelines, budget forecasting for license expansion, and cost-optimization opportunities.

Next License Renewal Date

Enter date...

Current Annual ERP License Spend

Enter a number...

Renewal Strategy

- ☐ Renew Existing Contract
- ☐ Negotiate New Terms
- ☐ Consolidate/Downsize Licenses
- ☐ Transition to Different Vendor

Budget Approval Status

- ☐ Budget Approved
- ☐ Pending Review
- ☐ Under Negotiation
- ☐ Requires Re-allocation

Cost Optimization Notes & Savings Opportunities

Write something...

Current ERP Contract/Agreement Copy

 Upload File

Audit Readiness & Evidence Collection

Preparation of logs, usage reports, and documentation required for a formal vendor-led software audit.

Audit Completion Date

Enter date...

Primary Auditor Name

Write something...

Evidence Documents Collected

- ☐ License Certificates
- ☐ Usage Usage Reports
- ☐ Deployment Logs
- ☐ Proof of Payment/Invoices

Upload Audit Summary Report

 Upload File

Discrepancy Findings & Notes

Write something...

Compliance Officer Approval

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✓ Finish

🔧 Generate Sample Report