



Fraud Detection & Prevention Control Checklist 2026

Segregation of Duties (SoD) Verification

Reviewing organizational structure to ensure no single individual has control over all phases of a financial transaction.

Reviewer Name

Write something...

Audit Date

Enter date...

Functions Monitored

- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Payroll
- ☐ Fixed Assets
- ☐ Cash Management

Conflict Identified

Write something...

Description of Identified Overlapping Duties

Write something...

Evidence of Access Rights Review



Upload File

Compliance Officer Sign-off

Authorization & Approval Controls

Auditing approval workflows for high-value transactions, vendor master file changes, and manual journal entries.

Approval Thresholds Verified

- ☐ All transactions above \$5,000 have secondary approval
- ☐ Vendor setup requires Department Head signature
- ☐ Budget overrides require CFO authorization
- ☐ Manual journal entries have documented justification

Date of Last Approval Audit

Discrepancy Found in Authorization Workflow

Evidence of Approval (Approval Emails/Signed Memos)

 Upload File

Compliance Officer Attestation

Number of Unauthorized Transactions Identified

Cash & Bank Security Protocols

Verifying controls over wire transfers, electronic funds transfers (EFT), checkstock security, and bank account access levels.

Audit Completion Date

Bank Account Access Review Status

- ☐ Verified - No unauthorized users
- ☐ Flagged - Unauthorized user detected
- ☐ Action Required - Access needs revocation

Security Controls Verified

- ☐ Wire Transfer Authorization Limits
- ☐ Physical Checkstock Security
- ☐ Electronic Funds Transfer (EFT) Verification
- ☐ Bank Statement Reconciliation Review

Total Number of Discrepancies Found

Enter a number...

Upload Bank Reconciliation Report

 Upload File

Auditor Verification Signature

Vendor & Procurement Integrity

Screening for ghost vendors, verifying vendor legitimacy, and auditing the procurement-to-payment lifecycle for anomalies.

Vendor Verification Status

- ☐ Verified
- ☐ Pending Documentation
- ☐ Flagged for Review
- ☐ High Risk

Vendor Name/ID

Write something...

Last Audit Date

Enter date...

Compliance Documents Checked

- ☐ W-9/Tax ID Verification
- ☐ Certificate of Insurance
- ☐ Business License Check
- ☐ Conflict of Interest Disclosure
- ☐ Sanction/Watchlist Screening

Evidence of Vendor Screening

 Upload File

Discrepancy Notes & Observations

Write something...

Auditor Approval Signature

Payroll & Employee Master Data Audit

Detecting unauthorized salary changes, ghost employees, and irregular overtime or bonus distributions.

Audit Scope Area

- ☐ Salary & Wage Increases
- ☐ Bonus & Commission Payments
- ☐ New Hire Onboarding Records
- ☐ Terminated Employee Deactivation
- ☐ Bank Account Details Updates
- ☐ Tax Withholding Accuracy

Audit Review Period

Enter date...

Employee Master Data Integrity Status

- ☐ Verified - No Discrepancies
- ☐ Discrepancy Found - Pending Investigation
- ☐ High Risk - Immediate Action Required

Total Number of Records Sampled

Enter a number...

Description of Identified Discrepancies

Write something...

Payroll Variance Report

 Upload File

Auditor Confirmation

Data Access & System Security Monitoring

Reviewing ERP access logs, password policies, and monitoring unauthorized attempts to modify financial master data.

Audit Review Date

Enter date...

System/ERP Module Audited

- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ General Ledger
- ☐ Payroll
- ☐ Fixed Assets

Security Check Completed

- ☐ User Access Rights Review
- ☐ Password Policy Compliance Check
- ☐ Privileged Account (Admin) Audit
- ☐ Unauthorized Access Attempt Log Review
- ☐ Segregation of Duties (SoD) Conflict Scan

Identified Security Anomalies or Vulnerabilities

Write something...

System Access Logs/Audit Trail Export

 Upload File

IT/Security Auditor Signature

Expense & Reimbursement Forensic Review

Analyzing corporate credit card usage, duplicate invoice submissions, and potential misuse of company assets.

Audit Review Date

Reviewer Name

- ☐ Internal Auditor
- ☐ Finance Manager
- ☐ Compliance Officer

Expense Categories Audited

- ☐ Travel & Lodging
- ☐ Meals & Entertainment
- ☐ Client Gifts
- ☐ Mileage & Fuel
- ☐ Software & Subscriptions

Total Transaction Value Reviewed

Identified Discrepancies or Red Flags

Supporting Evidence/Receipt Samples



Upload File

Auditor Verification Signature

Reconciliation & Exception Reporting

Ensuring all bank, credit, and intercompany reconciliations are performed timely and all discrepancies are investigated.

Reconciliation Completion Date

Account Type Reconciled

- ☐ Bank Account
- ☐ Credit Card
- ☐ Intercompany Account
- ☐ Accounts Payable
- ☐ Accounts Receivable

Total Unresolved Discrepancy Amount

Enter a number...

Identified Discrepancy Types

- ☐ Timing Difference
- ☐ Mathematical Error
- ☐ Unidentified Transaction
- ☐ Duplicate Entry
- ☐ Missing Documentation

Description of Identified Exceptions

Write something...

Upload Reconciled Statement/Report

 Upload File

Reviewer Verification Signature

Whistleblower & Reporting Channels

Evaluating the effectiveness and anonymity of fraud reporting mechanisms and the responsiveness of the investigation process.

Reporting Channel Availability

- ☐ Email Hotline
- ☐ Anonymous Web Portal
- ☐ Phone/Telephone Line
- ☐ Physical Suggestion Box

Whistleblower Policy Version

Last Policy Review Date

Mandatory Training Modules Completed

- ☐ Ethics Awareness Training
- ☐ Anti-Fraud Awareness Training
- ☐ Compliance Reporting Procedures

Internal Audit Report (Incident History)

 Upload File

Notes on Communication Effectiveness

Write something...

Compliance Officer Attestation

Post-Detection & Incident Response Planning

Reviewing the protocols for investigating identified irregularities and the strength of corrective action plans.

Incident Discovery Date

Enter date...

Incident Description

Write something...

Detailed Investigation Summary

Write something...

Initial Severity Level

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

Root Cause Categories

- ☐ Human Error
- ☐ System Vulnerability
- ☐ Intentional Fraud
- ☐ Process Breakdown

Evidence Documentation (Logs, Screenshots, or Invoices)

 Upload File

Compliance Officer Acknowledgment

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✓ Finish

 **Generate Sample Report**