# The Seven-Question SaaS Audit Checklist

*A self-assessment for technology leaders who can already see the waste but cannot get it back*

Most technology leaders do not have a visibility problem. Usage reports exist and say what everyone expects. Seeing a number and recovering a dollar are separate jobs, and in most organizations only the first has an owner.

Zylo's 2026 SaaS Management Index puts the scale of it plainly. Organizations leave an average of 36 percent of their SaaS licenses unused, median spend runs $9,455 per employee, and large enterprises add roughly 21 applications a month, so the portfolio grows faster than anyone reviews it. Renewals are most of software spend, so the rollover date decides the money.

Answer as things stand today, not as they will be after the project you have planned.

## The seven questions

1. **Do you know which contracts auto-renew in the next 90 days?**
   Ninety days is when a renewal is still negotiable. Inside thirty, you are accepting terms.
2. **Who is accountable for reclaiming a seat once a usage report flags it?**
   Not who receives the report. Who is measured on the reclaim.
3. **When a license is reclaimed, does the contract shrink or only the assignment?**
   Unassigning a seat costs the vendor nothing. The saving is real only when the contracted quantity drops.
4. **What is your cycle time from finding waste to renegotiating the contract?**
   If it is longer than the renewal cycle, the finding never converts.
5. **How much of your software spend sits with business units outside your budget?**
   Spend you cannot see is spend you cannot consolidate. Duplicates are the easiest dollars to recover.
6. **When an invoice exceeds the contracted rate, what catches it before payment?**
   Overcharges and duplicate payments are ordinary. The question is whether anything is systematically looking.
7. **Can you state the dollar value of everything you recovered last year?**
   If the number is not to hand, the path from finding to recovered is not tracked, so it is not worked.

### Scoring

**Six or seven clean answers.** Your software estate is well run. Keep the renewal calendar ahead of ninety days.

**One or two you cannot answer.** A reporting gap. The data almost certainly exists in your invoices, contracts, and general ledger.

**Three or more you cannot answer.** Money is leaking, concentrated in renewals and off-contract purchasing. That is what EvoXedge was built to find.

**Most tools find problems. EvoXedge closes them.** It reads your invoices, contracts, and GL data, names the dollars leaking out, and drives every finding through a pipeline to recovered. Savings cover the cost in the first 90 days.

**Run the numbers at evoxedge.ai/roi-calculator, or book a 15-minute demo at evoxedge.ai/book-a-demo**

**Sources.** Zylo, 2026 SaaS Management Index, January 29, 2026: an average 36 percent of SaaS licenses go unused, median spend is $9,455 per employee, and enterprises add about 21 applications a month. Zylo's published figures from the same index: 305 applications and 211 renewals a year, renewals at 87 percent of software spend.