ADMINFORCE

AI & Finance Checklist for Business Buyers

September 2026 | Before close and the first 100 days

Use alongside your financial, legal and transaction advisers. An operational discussion guide, not a quality-of-earnings report, valuation, legal opinion or cybersecurity certification.

1. Reporting quality

• Can management reconcile recent reporting to the ledger?

• What is manually adjusted, by whom, and with what evidence?

• Are reporting definitions consistent across periods?

2. Cash and working capital

• Is receivables aging reconciled? Which balances are disputed?

• Where do expected receipts and payment commitments come from?

• Who owns cash assumptions and approvals?

3. Owner-dependent work

• Which customer, supplier and operating decisions rely on the seller's memory?

• What is documented and transferable at close?

• Who can review exceptions when the owner is unavailable?

4. Systems and data

• Which systems are used, and can data be exported lawfully?

• Are customer and supplier identifiers consistent?

• What access, permissions or third-party contracts would a new workflow need?

From diligence to implementation

5. Recurring manual work

• Which reports, collections tasks or input requests repeat?

• What is the measured baseline: hours, errors and cycle time?

• Would improving the process be more useful than adding AI?

6. Controls and accountability

• Which outputs require human approval?

• Who owns exceptions, access changes and incident response?

• Can the proposed workflow be stopped and reverted?

7. Implementation readiness

• Is there a named process owner and a known-good reference output?

• What data cleanup, integration work or training is required?

• Can one bounded workflow be tested before expanding?

8. First 100 days

• Days 1-30: establish baseline, owners, prerequisites and pilot scope.

• Days 31-60: test sample cases and supervise a live cycle.

• Days 61-100: document, train, measure and prioritize the next change.

Plan your next step

Under LOI or recently closed? Discuss cash, reporting and your first 100 days with AdminForce.

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