

# SaaS Spend Audit Tracker

Catalog every SaaS subscription, identify waste, track renewals, and reclaim budget your team forgot it was spending.

**\$28K**

Avg annual waste  
found per audit

**6 hrs**

Typical audit  
completion time

# The Average Company Wastes 30% of Its SaaS Budget

SaaS sprawl is silent. Subscriptions start on credit cards, teams grow and change, and no one cancels the tools from two reorgs ago. This tracker gives you a single source of truth — and a repeatable audit process to run every quarter.

## Step 1

### Catalog

Pull every subscription from cards, invoices, and team surveys

## Step 2

### Classify

Tag each tool: Active, Underused, Redundant, or Cancel

## Step 3

### Cut & Consolidate

Cancel redundant tools, downgrade plans, renegotiate contracts



### How to Discover All Your Subscriptions

- ✓ Pull all company credit card statements for the last 3 months
- ✓ Survey each department head for tools their team uses
- ✓ Review AWS/GCP/Azure spend for SaaS-adjacent services
- ✓ Search email inbox for "receipt", "invoice", "billing", "subscription"
- ✓ Check your SSO provider (Okta, Google Workspace) for connected apps
- ✓ Check your AP/finance team for any PO-based renewals

## Complete Subscription Catalog

Add every subscription your organization pays for. Be exhaustive — include tools that seem minor. Status codes: **A** = Active/Keep, **U** = Underused/Review, **R** = Redundant/Consolidate, **C** = Cancel

[illegible]

## Department Allocation Summary

| Department       | Tools Owned | Annual Spend | % of Total | Identified Savings | Notes |
|------------------|-------------|--------------|------------|--------------------|-------|
| Sales            |             |              |            |                    |       |
| Marketing        |             |              |            |                    |       |
| Operations       |             |              |            |                    |       |
| Engineering      |             |              |            |                    |       |
| Finance          |             |              |            |                    |       |
| HR / People      |             |              |            |                    |       |
| Customer Success |             |              |            |                    |       |
| Leadership / G&A |             |              |            |                    |       |
| TOTAL            |             | \$           | 100%       | \$                 |       |

## Duplicate & Overlapping Tools

List tools serving the same function. Identify which to keep and which to consolidate.

| Function                | Tool A | Annual \$ | Tool B      | Annual \$ | Keep   | Savings |
|-------------------------|--------|-----------|-------------|-----------|--------|---------|
| e.g. Video Conferencing | Zoom   | \$6,000   | Google Meet | \$0       | G Meet | \$6,000 |
|                         |        |           |             |           |        |         |
|                         |        |           |             |           |        |         |
|                         |        |           |             |           |        |         |
|                         |        |           |             |           |        |         |
|                         |        |           |             |           |        |         |

# 90-Day Renewal Watchlist

List all contracts renewing in the next 90 days. Start renegotiation conversations at least 60 days before renewal.

| Vendor | Renewal Date | Current Annual Cost | Auto-Renews? | Cancel-By Date | Action Required | Owner |
|--------|--------------|---------------------|--------------|----------------|-----------------|-------|
|        |              |                     |              |                |                 |       |
|        |              |                     |              |                |                 |       |
|        |              |                     |              |                |                 |       |
|        |              |                     |              |                |                 |       |

# Post-Audit Action Items

| Action                      | Tool / Vendor | Est. Savings | Target Date | Owner | Status |
|-----------------------------|---------------|--------------|-------------|-------|--------|
| Cancel unused license       |               | \$           |             |       |        |
| Downgrade plan tier         |               | \$           |             |       |        |
| Renegotiate contract        |               | \$           |             |       |        |
| Consolidate redundant tools |               | \$           |             |       |        |
|                             |               |              |             |       |        |
|                             |               |              |             |       |        |
|                             |               |              |             |       |        |
| TOTAL PROJECTED SAVINGS     |               | \$           |             |       |        |



# Audit complete. Savings identified.

Pair this tracker with the Opsply Budget Tracker and  
Contract Renewal Tracker for a complete spend  
management stack.

[opsply.com](https://opsply.com)