

TASK	TO-DO	HOW OFTEN	DATE	DONE
Invoice immediately	Do not wait until the end of the week or worse the end of the month to send your invoices. Once the job is complete send it!	On-going		<input type="checkbox"/>
Supplier Relationships	<ul style="list-style-type: none"> Regularly review your suppliers and their terms. Negotiate longer payment terms (definitely longer than your debtor payment terms). Negotiate lower costs. Negotiate smaller order quantities (without cost changes). Review the quality and delivery times. <p>If your current suppliers are not interested then SHOP AROUND!</p>	When engaging a new supplier and at least annually for existing suppliers		<input type="checkbox"/>
Review overdue debtors (late payers)	<ul style="list-style-type: none"> As soon as an invoice is overdue, email and call the debtor requesting payment. Get a commitment date of the payment, diarise that date and follow up again if not received. If the debtor is struggling to pay, discuss a payment plan Be prepared to take appropriate legal action for non-payment (letters of demand, debt collection agencies, VCAT) 	In line with Reconciling your Debtors		<input type="checkbox"/>
Customer discount for early payment	<ul style="list-style-type: none"> If you cannot re-negotiate your customer terms, then consider a small discount for earlier payment eg. a 2% discount for payment in 5 days may be enticing enough for the customer AND provide a boost to current cash to help pay the debts 	Ad-hoc, typically when a short term cash boost is required.		<input type="checkbox"/>
Make it easy for your customers to pay you	<ul style="list-style-type: none"> Ensure your invoices are clear and accurate Include the customer purchase order (PO) number if provided Offer multiple payment options; bank transfers, credit cards, 3rd party instalment payment 	On-going		<input type="checkbox"/>

TASK	TO-DO	HOW OFTEN	DATE	DONE
Inventory (stock)	<ul style="list-style-type: none"> Review your inventory Ensure you are holding the minimum inventory levels without jeopardising the potential for short supply. Minimise the time between products being made and being sold 	Monthly		<input type="checkbox"/>
Analyse your expenses	<ul style="list-style-type: none"> Complete a full review of all expenses Identify areas of excess or waste and reduce them Undertake a cost/benefit analysis 	Six monthly		<input type="checkbox"/>
Financial Reporting	<ul style="list-style-type: none"> Make sure you understand your financial statements Ensure accurate and regular reporting Establish key metrics/ratios to monitor the working capital of the business 	On-going		<input type="checkbox"/>

Working capital health can be complex and there are many levers that can hurt or improve the overall financial performance of the business.

We at **Cross the T** can help you **review your current practices and recommend improvements.**

If you would like to discuss this topic, please **click below** to have a **free no-obligation meeting with Barry White.**

[FREE CONSULTATION WITH BARRY](#)



Barry White

Finance Consultant and Director

Barry is a finance professional with over 20 years' experience with medium to large corporates, he understands finance and business. He currently co owns Cross the T providing legal and business advisory services.

Barry has a no nonsense approach one that challenges the status quo, helping business owners and management create the necessary business foundations to prepare and actually grow the business at pace.