

Financial training For non financial staff



The financial training specialists

Getting the invoice out (cashflow)

I've been doing some work for a new client. It's great getting new clients, but important to make sure all the details happen properly.

They'd sent me their standard terms of trade, which we then amended over a couple of points. Great – terms of trade agreed (always better than just blindly agreeing to theirs!).

I ran a workshop for them in Poland – all went well – and it was time to invoice.

The detail in the contract I hadn't really picked up on was that they wanted scanned copies of all my expense receipts along with the invoice.

No problem, except that I live in the middle of nowhere and have no access to a scanner. However, I needed a portable printer for another course, so I bought a printer/scanner/copier, thus killing several birds with one stone.

Then before I could scan my receipts I needed to set the printer up, and work out how to use it as a scanner, find all the appropriate receipts and scan them – all this took time.

As I was in the middle of a very busy period and was trying to do all this whilst running other courses it was more than a week after the course before I had all the details I needed to be able to invoice.

The morale is: we need to make sure our internal processes work well enough for us to be able to invoice promptly, and we must ensure our terms of trade allow us to invoice promptly.