



Five Steps to Better Invoice Management

Yh'GHUfhYX'cb'h\Y'>ci fbYmhc'
F Y]a U[]bY'5D'Zfca '9bX!hc!9bX



=a dfcj]b['h\Y Y WYbWmicZ]bj c]W'a UbU[Ya Ybh'h fci [\ 'Ui hca Uh]cb'ZfYg'h]a Y'Zcf'ghfUH[]Wdfc'YWg'
UbX'Ya dck Yfg'mei f'cf[Ub]nUh]cb'k]h' XUH'hc'Wld]hU']nY'cb'a ca Ybhg'cZVX Ub[Y'UbX'XYW]g]cb": c`ck '
h\YgY' j Y'ghYdg'hc'UVX]Yj]b['h\Y VYbY hg'cZ5Ww'i bhg'DUhtUV'Y'f5DE'Ui hca Uh]cb"

1



H\Y'Uj YfU[Y'h]a Y'gdYbhd'fcW'gg]b['
]bj c]W'g'YUVX'k YY'_VmYUVX':]bUbW'
cf'5Ww'i bh]b['Ya d`cnYY"1

2



cZ' bUbW'`YUXYfg'k cf'Xk]XY'gUmi
• 7 Ub'mei]bhY[fUH']bj c]W' XUH'k]h' ch'Yf'
gdYbX]b['a Yhf]Wg3

K \UhXcYg'nei f']XYU']bj c]W'a UbU[Ya Ybhhd
'cc_`_]Y'k]h'ci h'h\Y'a Ubi U' hUg_g'UbX'VchY'
d'U[i]b['nei' hcXUm3

- 5i hca UH']bj c]W' Wldhi fY'hc'dfYj YbhYffc'f'
UbX'Xi d']W]h]cb"
- 9bUV'Y'j YbXc'fg'hc'gYbX'Y'YW'fcb]W]bj c]W'g'
- =a dcfh]bj c]W'g']bh'nei f' bUbW' hcc`Zcf'
ZUghYf'Ui X]h]b["
- : cW'g'a cfY'h]a Y'k \YfY']hg'bYYXYX' 'cb'
]hi c]W'X]W'dh'cbg":

&S&&G5D G9cf Ub G5D U .]UHY Wa dUbrf5 ``f][\hg FYgYfj YX*GYY@V[U Bch]W cb k.k.k"q.k]Wa #Y[U]bch]W Z:fi gY
H/fa g2X]gWUJa YfgzX]gWcgi FYgzcf FYgff]W]cbgFY UHYX hc G5D A UHf]Jug Z:f [YbYfU U X]YbWg

THE BEST RUN