

Working Capital + Cash Conversion Checklist

Control debtor days, stock/WIP, and creditor timing to improve cash.

Weekly 15-minute checklist

Area	Quick checks	Action
Debtors (Accounts receivable)	Overdue list reviewed; top 10 overdue called; disputes resolved fast.	
Creditors (Accounts payable)	Know what is due this week and next; negotiate terms if needed.	
Stock / WIP	Do we have cash stuck in stock/WIP? Is it turning?	
Invoicing discipline	Are we invoicing at milestones? Any 'done but not billed' work?	
Deposits / progress payments	Are deposits/progress claims built into terms?	

Key metrics to track

- Debtor days (DSO)
- Creditor days (DPO)
- Stock / WIP days (if relevant)
- Cash conversion cycle (DSO + Stock/WIP days – DPO)