

Start by following this simple checklist to optimise your SaaS spend

7 STEPS

- 01 Ensure all your SaaS licenses are paid from a central point i.e each team leader must pay for all SaaS licenses.
- 02 If you're utilizing free tiers or free trials, make sure you mark the date in your calendar when these expire.
- 03 If you are tracking SaaS costs in your department, make sure you track important information such as:
 - Account owner
 - Payment frequency
 - Auto-renewal
 - Currency type
 - Billing contact
 - Reason for purchase and key features
- 04 Review your SaaS use cases every six months to see if you are solving the problem.
- 05 Create rules in your email inbox to send all SaaS invoices to one central place, or within sub folders under their respective name.
- 06 Keep using fewer products, don't overcomplicate things.
- 07 Use a password manager.

