Overdue invoice next-action tracker

Stop losing track of unpaid invoices and decide which follow-up is due today.

Three steps

1. Check your ledger for unpaid invoices
2. Record any promised dates
3. Sort by next follow-up, then mark the action

A worked example

Invoice reference	INV-042
Due date	Nov 10
Amount unpaid	450
Agreed follow-up date	Nov 27
Next action	Ask for expected payment date

The follow-up is due; send a concise status request rather than issuing another invoice.

Respect any agreed payment dates and stop reminders once paid.

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Use one row per item or decision. Start with what you know.

Invoice reference	Due date	Amount unpaid	Agreed follow-up date	Next action

My next action / when