

Invoice Follow Up Clock

One page quick guide | F05 | Version 1.1 | 10/11/2026

Use the workbook to review 200 invoice rows (9-208). It sends nothing. "Today" below means your as-of date, not the computer date.

Before each review

1. Open Invoice_Follow_Up_Clock_v1_1.xlsx and set Follow-up!B3.
2. Update invoice details, receipts, contacts, promises and status in the yellow inputs.
3. Recalculate. Fix warnings before relying on totals; check the facts before contacting anyone.

Read the action and next review date

Action	Meaning and next review
FIX REVIEW DATE	The as-of date is missing or invalid. Fix B3; headline outputs also show this warning.
FIX INPUT	Invalid or incomplete row. Balance, days overdue and next review are blank; the row counts as needing review.
COMPLETE	Valid entered amounts leave zero balance, including a zero invoice. No next review, even for Hold or Disputed.
ON HOLD	Valid remaining balance with Hold status. No next review until the status changes.
RESOLVE DISPUTE	Valid remaining balance with Disputed status. Review today to resolve the issue.
ADD PROMISE DATE	Promised status with a valid remaining balance but no promise date. Review today.
WAIT FOR PROMISE	Promised status; future promise date. Review on that date.
REVIEW PROMISE TODAY	Promised status; promise date is today. Review today; it is not yet missed.
PROMISE MISSED	Promised status; promise date has passed with a balance. Review today.
WAIT UNTIL DUE	Routine invoice due today or later. Review the day after the due date.
SEND FIRST FOLLOW-UP	Routine overdue invoice with no Last contact date. Review today.
FOLLOW UP TODAY	Routine overdue invoice, at least 7 calendar days since Last contact. Review today.
WAIT UNTIL NEXT REVIEW	Routine overdue invoice, fewer than 7 calendar days since contact. Review on Last contact plus 7 days.

Next review dates are capped at 12/31/9999 when a calculation would go beyond that date.

Input checks come first

Required: Invoice ID, invoice date, due date, amount and status. Client label is optional. Use whole numeric dates from 01/01/1900 to 12/31/9999; invoice date must be on/before as-of and due date on/after invoice date. Last contact must fall between invoice date and as-of. Any promise date must be on/after invoice date.

Amounts: Keep money-input formatting unchanged. Use 0 to 999999999.99, at most two decimals. Blank Received means zero; blank Invoice amount is invalid. Receipts cannot exceed amount. Status is Open, Promised, Disputed, Paid or Hold; Paid with a balance is invalid. Invalid rows are excluded from balance totals. The review count includes fixes and due reviews. See README.txt for full rules.

Limits and compatibility

COMPLETE does not prove settlement. This file sends no reminders, authorizes no fees, offers no accounting, tax, legal or collection advice, and guarantees no payment. Keep private client data out of shared copies. Native Microsoft Excel and Google Sheets testing have not been performed.