



# Overdue Invoice Digest: Google Sheets → Gmail

A free **Make.com** template. Once a day it reads your invoice sheet, finds every **Unpaid** invoice whose due date has passed, and sends **one summary email to you** with the days overdue and the total. **Your clients never receive anything** from this scenario.

## What it does

- Once a day, lists invoices with Status **Unpaid** and a due date **before today**, most overdue first.
- Shows invoice number, client, due date, **days overdue** and amount, plus the **total** (per currency, up to 3 currencies).
- Paid, Paused, Disputed and Partial rows are left out. Nothing overdue = no email.

## In the download

- Flowpaja\_Overdue\_Invoice\_Digest\_FREE\_blueprint.json**: the Make scenario (no connections or account IDs inside).
- Overdue\_Invoice\_Digest\_EXAMPLE\_sheet.xlsx**: the sheet with 9 fictional invoices.
- Overdue\_Invoice\_Digest\_Invoices\_tab.csv**: the same rows as CSV.
- README.txt** and this guide.

You need a Make.com account (the Free plan works) and a Google account with Sheets and Gmail.

## What the email looks like

Overdue invoices: 4 unpaid, EUR 4,230.00 (25 Sep 2026) · to: you only

As of 25 Sep 2026 you have **4 overdue unpaid invoices**.

**Total overdue: EUR 4,230.00**

| Invoice  | Client     | Due date    | Days overdue | Amount       |
|----------|------------|-------------|--------------|--------------|
| INV-1008 | Xavi Moss  | 26 Aug 2026 | 30           | EUR 300.00   |
| INV-1003 | Rita Stone | 9 Sep 2026  | 16           | EUR 2,200.00 |
| INV-1002 | Oscar Vale | 15 Sep 2026 | 10           | EUR 480.00   |
| INV-1001 | Nora Pine  | 20 Sep 2026 | 5            | EUR 1,250.00 |

[Open your invoice sheet](#)

Real test email from a Run once in Make on 25 Sep 2026, using the fictional example sheet. The 5 other sample rows (Paid, Paused, Disputed, Partial, not due yet) were correctly left out.

## Limits (please read)

- It only tells you.** It never emails clients, writes to the sheet or checks your bank. You keep Status up to date.
- Skipped rows:** Status other than Unpaid, a due date that is empty or text, an amount that is empty, zero or text.
- Credits:** about 4 on a day with overdue invoices, 1–2 otherwise (about 30–120 a month, daily). Make's Free plan currently has 1,000 credits a month and 2 active scenarios (see [make.com/pricing](https://make.com/pricing)).
- Personal Gmail connections** need re-authorizing about every 6 months ([apps.make.com/google-email](https://apps.make.com/google-email)). "Today" uses your Make organization's time zone.



## Set it up in 7 steps

- 1 Make your sheet.** Google Sheets > Blank spreadsheet > File > Import > Upload > choose `Overdue_Invoice_Digest_EXAMPLE_sheet.xlsx` > **Replace spreadsheet.** Keep the tab name `Invoices` and the headers in row 1 (columns A–H).
- 2 Import the blueprint.** In Make: Scenarios > **Create a new scenario** > ... (More) at the bottom > **Import Blueprint** > choose `Flowpaja_Overdue_Invoice_Digest_FREE_blueprint.json` > Save.
- 3 Module 1 (Google Sheets):** add your Google connection, select your spreadsheet, choose the sheet `Invoices`. Click OK.
- 4 Module 4 (Gmail):** add a Gmail connection (Sign in with Google). In **To**, replace `YOUR-EMAIL@example.com` with **your own** address. Click OK and save the scenario.
- 5 Test:** click **Run once**. With the example rows you get one email listing **4 invoices, EUR 4,230.00**. Modules 2 and 3 need no setup.
- 6 Schedule it daily.** Open the schedule settings (clock icon on module 1 or in the toolbar) > **Every day** (or Days of the week, Mon–Fri) > time e.g. **08:00** > OK > Save. Then switch the scenario **ON**.
- 7 Go live:** delete the 9 sample rows and add your own invoices (one row per invoice, Status = Unpaid).

**Don't leave the schedule at "Every 15 minutes".** Imported scenarios often start with a 15-minute interval. That would send up to 96 emails a day and use about 380 credits a day. Set it to once a day in step 6.

### ● No email?

- Is any row **Unpaid** with a due date **before today**? Due today doesn't count yet.
- Is the due date a real date (right-aligned in Sheets), not text?
- Is the amount a plain number, without "€" or "EUR"?
- Check Gmail's Sent folder and spam. In Make, open the run in History to see how many rows passed the filter before module 2.

### ● Adjust it

- **Different wording:** edit Subject and Content in module 4 (Content is HTML).
- **Include Partial invoices:** in the filter before module 2, set the first condition to *Matches pattern* with `^(unpaid|partial)$`.
- **Your own columns:** keep A–H as they are and add yours after H.
- **Weekly instead of daily:** set the schedule to one weekday.

### Want the reminders sent for you?

The **Polite Invoice Reminder** (\$19) uses the same columns A–H and emails your clients a friendly, firm and final reminder from your Gmail. It includes Test mode, stop controls (Paid, Paused, Disputed, Partial), a sending history per invoice and a log.

[flowpaja.com/templates/](https://flowpaja.com/templates/)

New to Make? Create a free account: [make.com/en/register?pc=flowpaja](https://make.com/en/register?pc=flowpaja) (**affiliate link:** Flowpaja may earn a commission if you later buy a paid plan, at no extra cost to you. The Free plan is enough for this template).

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