



Global 3000 Service Pack Note POP Overdue Items Report

Author	DCP		
Project	ZO60_000078.doc		
Version	1.0		1 of 4

INTRODUCTION

This service pack provides a new report which lists purchase order lines that are overdue.

A new PDF format report has been created which list purchase order lines that have passed their due date.

The report provides following selection criteria.

- Range of suppliers
- Range of products
- Single or all locations
- Date to be compared with order line due date (defaults to the current date)

The report can be sequenced by supplier, location, order, product or the number of days overdue.

Note: This report can only be produced in PDF format; as such it requires an up-to-date copy of either PDF_In_The_Box or All_In_The_Box to be present on each GX client used to perform the report generation.

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DOCUMENTATION CHANGES

Overdue Items Report

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File Run Settings Options Help

Overdue Items Report

Details
This report lists order lines that are overdue based on their due date and the date specified below.

Criteria

Location

Supplier From To

Product From To

Date after which lines are overdue

Content
 Print supplier product codes and descriptions?

Sequence
Report sequence

Search Next > Cancel

Partition 2 Computer 1D 13:06:57 DCP PO395/W1

This window appears when you select 'Overdue Items Report' from the 'Order Reporting' menu.

Purpose This report (which is only available in PDF format – please see the below note) shows details of which order lines are overdue based on their due date.

Note PDF format reports require an up to date copy of either PDF_In_The_Box or All_In_The_Box to be present on each GX client used to perform the report generation.

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The prompts are:

- Location** Set this to limit the order lines included to those for a specific delivery location. This can be left blank to include lines for all locations. A search is available.
- Supplier from...to** Set these to limit the order lines included based on their supplier. These can be left blank to include lines belonging either from the 'first' or to the 'last' supplier defined. A search is available.
- Product from...to** Set these to limit the order lines included based on their product code. These can be left blank to include order lines either from the 'first' or to the 'last' product on file. A search is available.
- Date after which lines are overdue** Set this to the date to be compared with the order lines due date when determining if the line is overdue. By default this is set to the current date.
- Print supplier product codes and descriptions?** Set this to print supplier's product codes and descriptions where available.
- Sequence** Select the sequence in which you wish to produce the report. The options are:
- By product,
 - By supplier,
 - By location,
 - By order,
 - By the number of days the line is overdue (highest first).

The buttons are:

- Next>** Select this to produce the report based on the selected criteria.
- Cancel** Select this to return to the Order Reporting menu.

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