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## Report listing outstanding overdue items

- **Article Type:** Q&A
  - **Product:** Aleph
  - **Product Version:** 20
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### Question

Is there an Aleph report which lists all the overdue letters that have been sent out but have not yet been invoiced? (The cash transaction is created manually.)

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### Answer

Presuming that the overdues which have been invoiced have a loan status of Lost, the cir-04 Loan Report can be run with:

1. Loan status "Active Loan" (this excludes statuses "Lost" and "Claimed Returned")

and

2. a "Due Date To" of the date by which an overdue letter would have been sent out.

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### Additional Information

If more than one overdue notice is sent and only overdues which have received the final overdue notice are desired, the preceding would not work; SQL would need to be used, checking for cases where z36\_letter\_number = '0n' (where "n" is number of the final overdue notice) and z36\_status = 'A'.

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