

How Documents Are Included in Expediting Reports (and Which Due Date Appears)

08/19/2026 9:04 am MDT

Which expediting report a card appears in, and which due date shows against it, depends on three things: whether the card has been submitted yet, the **Type** set for its doc code on the Code List, and whether the card has a routing.

Cards awaiting first issue (NULL cards)

Cards that have not yet had a file submitted show the Due to Customer date by default, and are included in expediting reports according to the **Type** selected for the doc code on the Code List:

- Generated (Internal)
- Generated (Sub-Supplier)*
- Generated (Customer)

Cards with a routing are included in the **Outstanding Actions** report instead. For those cards, the due date shown comes from the **Action Turn Around** value in Project Configuration.

Using an Expected Date to expedite earlier

For both internally generated and sub-supplier generated documents, you can set an Expected Date manually for the first issue. Use this when you want to chase the document ahead of the customer due date.

The expediting report shows the Due to Customer date by default. Where an Expected Date is set and falls earlier, the Expected Date is shown instead.

Stage list variations

Stage lists set to complete on upload: the Due to Customer field is blank by default. If the card has no routing, you can enter either a Due to Customer date or an Expected Date. Once one of those dates is present, the card is included in the relevant report: Outstanding Actions if the card has a routing, otherwise the Internal or Sub-Supplier report according to the doc code Type.

Stage lists targeting internal or sub-supplier: a Due to Customer date is still generated automatically, so these cards appear in the expediting reports according to the doc code Type.

Submitted documents

For documents that have already been submitted, the Expected Date is filled in automatically from the relevant **Turn Around** value in Project Configuration. These cards appear in the expediting report that matches their current location.
