12.2 – New Date Options in Document Search

Based on customer feedback, additional date options have been added to Document Search. These new options allow more flexibility when using specific date ranges to search for documents.

The new date options are as follows:

- **Last History Date**: This refers to the date the last entry was made on the history tab (audit trail) of the document. This can be used to track things such as when a matching activity occurred on a PO or when a PO was sent to the supplier.

  You will find Last History Date in the first drop-down box for Dates. All others will be found in the second drop-down box. (NOTE: Last History Date is not an option when “All Documents” is selected as the Search Criteria but does appear when any of the individual document types are selected.

- **Before X Date**: This date option allows users to search for documents that are older than a specific date. For example, if you wanted to look for all PO’s that were older than June 1st, you could do so using this relative date range.

- **After X Date**: This date option allows users to search for documents that are newer than a specific date. For example, if you wanted to search for invoices that had an accounting date newer than June 1st you could do so using this relative date range.

- **Last X Days**: This option allows users to search for documents that have a date in the last X days. For example, you could use this to look for all requisitions that completed workflow in the last 10 days.

- **Next X Days**: This option allows users to search for documents that have a future date in the next X days. For example, an AP clerk can use this to search for all invoices that have an accounting date in the next 15 days.

- **Before the Last X Days**: This option allows users to search for documents that are older than a certain number of days. For example, if you want to find all PO’s that are older than ten days by allowing users to search by a specific number of days, it gives users the ability to create their own relative date range and save their search to be run again.

- **After the Last X Days**: This option allows users to search for documents based on future dates. For example, you can now search for an invoice that has an accounting date that is newer than 10 days. This means that the invoice has an accounting date that is at least 10 days from now or greater. It uses a start date of 10 days from the current date.
Also, Custom Date Range has been moved to the top of the list since it has become the most commonly-used option.

You can find the new Date Searches at the bottom of the list.