Report Writer Calculated Column Quick Reference Guide

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| Calculation Type Description | Calculation Expression |
| **IIF** – allows an if condition to be performed | **IIF**(Condition, True Result, False Result)  ***Example 1:*** iif({Job Title}="","MISSING JOB","")  ***Example 2***:IIF({Division Code}= "A" OR {Department Code} = "200" OR {Employee Number} = "131", "Yes", "No") |
| **UCASE** – returns all uppercase letters | **UCASE**({Employee Name}) Joe Smith will be returned as **JOE SMITH** |
| **LCASE** – returns all lowercase letters | **LCASE**({Employee Name}) Joe Smith will be returned as **joe smith** |
| **LEFT –** returns the left most characters specified | ***Example 1:*** **LEFT**({Employee Name}, 1) Joe Smith will be returned as **J** (1 character from the left)  ***Example 2:*** **LEFT**({Employee Name}, 5) Joe Smith will be returned as **Joe S** (the space is included as a character) |
| **RIGHT –** returns the right most characters specified | **RIGHT**({Employee Name}, 1) Joe Smith will be returned as **h** (1 character from the right)  **RIGHT**({Employee Name}, 4) Joe Smith will be returned as **mith** (4 characters from the right) |
| **MID –** returns a specified number of characters from the middle of the string | **MID**({Employee Name}, 2, 6) Joe Smith will be returned as **oe Smi** (starting with the 2nd position, return 6 characters) |
| **DateAdd –** adds a specified time interval (Days, Months, Years) to a date | **DateAdd**("d",3,{Hire Date}) 1/1/2013 will become 1/4/2013 (Added 3 days)  **DateAdd**("m",3,{Hire Date}) 1/1/2013 will become 4/1/2013 (Added 3 Months)  **DateAdd**("yyyy",3,{Hire Date}) 1/1/2013 will become 1/1/2016 (Added 3 Years)  **DateAdd**("yyyy",-1,{Hire Date}) 1/1/2013 will become 1/1/2012 (Subtracted 1 Year) |
| **Month** – returns the numeric month number of a date  **MonthName –** returns the Name of the month given the month number | **Month({Hire Date})** 1/1/2013 will return 1 4/23/2013 will return 4  **MonthName**(Month({Hire Date}), true) 1/23/2013 will return Jan (true specified to abbreviate)  **MonthName**(Month({Hire Date}), false) 1/23/2013 will return January (false specified not to abbreviate) |
| **DateDiff** – calculates the difference between 2 dates based on a specified interval (Days, Months, and Years). Only full months and years are counted. | **DateDiff**("d",{Hire Date}, Today()) returns the number of days from the Hire Date until Todays date  **DateDiff**("m",{Hire Date}, Today()) returns the number of months from the Hire Date until Todays date  **DateDiff**("yyyy",{Hire Date}, Today()) returns the number of years from the Hire Date until Todays date  **DateDiff**("yyyy",{Hire Date}, {Termination Date}) returns the number of years between the Hire Date and Term dates  iif(**IsNothing**({Termination Date}),"",**DateDiff**("yyyy",{Hire Date}, {Termination Date})) returns nothing for employees without a termination date and returns the number of years between the Hire Date and Term date for employees with a termination date |
| **Year** – returns the year part of a date | **Year**({Hire Date}) 1/1/2013 will return 2013 |
| **Format –** allows you to specify the format of the date | **Format**({Hire Date}, “MM/dd/yyyy”) 1/1/2013 will return 01/01/2013  **Format**({Hire Date}, “MM-dd-yyyy”) 1/1/2013 will return 01-01-2013  **Format**({Hire Date}, “D”) 5/1/2000 will return Thursday, May 01, 2003  **Format**({Hire Date}, “MMM”) 1/1/2000 will return Jan (abbreviated Month Name)  **Format**({Hire Date}, “MMMM”) 1/1/2000 will return January (full month name)  **Format**({Hire Date}, “ddd”) 5/1/2000 will return Thu (abbreviated day of the week)  **Format**({Hire Date}, “dddd”) 5/1/2000 will return Thursday (full name of the day of the week) |

* Use the Column Heading in the calculations
* All columns must have a unique Column Heading