Introduction

This article instructs you on customizing your report by using dates as calculated columns. We will list some examples.

Calculated Columns

Once you have Report Writer set up, you can add dates in a text field calculation, which can be a very powerful tool.

Example:

You need a report listing employees who have been terminated in the last 90 days.

Navigate to **Edit Columns** and click on the **Add New** icon. Under **Field Category**, Select "Calculated Column (Text)." Click on the expression icon 🔢 and enter the following expression:

iif(IsNothing({Termination Date}), "", iif(DateDiff("d", {Termination Date},{As of Date}) < 90, "Yes",""))

Click on the **OK** icon.

Let's review the expression.

- The first expression or statement *iif(IsNothing({Termination Date}), "",* translates to:
  - o **If Positive:** The termination date is the return date
  - o **If Negative:** If the employee does not have a termination date, a blank is returned

- The second expression or statement *iif(DateDiff* translates to:
  - o "Date Diff" calculates the difference between two dates based on a specified interval (Days, Months and Years). Only full months and years are counted

- The third expression or statement *("d", {Termination Date},{As of Date}) < 90, "Yes",""))* translates to:
  - o **If Positive:** Returns a "Yes" in the column
  - o **If Negative:** Leaves the column blank

Navigate to the **Report Filters** tab. Select the **Add New** icon and select the Calculated Text field just added.

- Add Operator: = (Equal)
- Add Value: Yes

Here is an example of the report:

Employee Name	Emp Category	Hire Date	Term Date	Hire Month Name	Termed within 90 days of AS OF DATE	First Name	Last Name
Driver, Minnie	PT	02/16/2016	11/27/2021	February	Yes	Minnie	Driver
Thomspon, Alison	PT	02/16/2016	02/01/2021	February	Yes	Alison	Thomson
Erikson, Lily	FT	09/02/2019	12/10/2020	September	Yes	Lily	Erikson
Samsonite, Samantha	FT	02/16/2016	12/17/2020	February	Yes	Samantha	Samsonite
Proudfoot, Myron Blackbird	FT	10/12/2016	1/15/2021	October	Yes	Myron	Proudfoot
Jackson, Joseph	FT	02/16/2016	1/31/2021	February	Yes	Joseph	Jackson
Payne, Nancy A	FT	05/20/2019		May		Nancy	Payne
Jones, Kristine	PT	02/15/2016		February		Kristine	Jones
Billson,William	FT	05/31/2019		May		William	Billson
Summers, Diane	FT	01/15/2016		January		Diane	Summers
Saretti, Sarah Nicole	FT	09/10/2018		September		Sarah	Saretti
Stark, Arya	FT	01/01/2016		January		Arya	Stark

Formatting a Calculated Column (Text) Used as a Date Field

In order to change the format of any date column, go to **Edit Columns > Column Details** and click on **Edit**. Scroll down to **Format String** and click on any string available to change the output on your report.
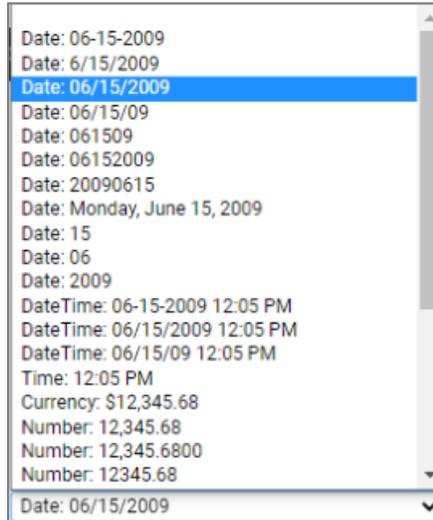
However, if you want the report to compare two date fields and enter either of two dates, the format string on the "Calculated Text" Field Category is not available.

If you are only changing the format of one date field (Hire Date, for example), your expression would be:

Format(Month({Hire Date}),"00")&Format(Day({Hire Date}),"00")&Year({Hire Date})

However, if you wanted the format of the Calculated Text Field to compare the Hire Date and the Termination Date, and based on the employee's status, report only one of those dates, your expression would be:

IIF({Status}="A",Format(Month({Hire Date}),"00")&Format(Day({Hire Date}),"00")&Year({Hire Date}),Format(Month({Termination Date}),"00")&Format(Day({Termination Date}),"00")&Year({Termination Date}))