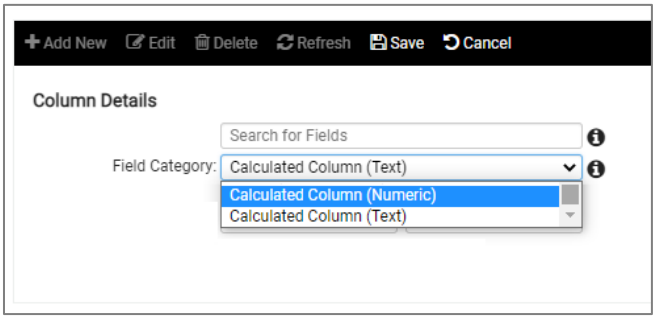
Introduction

The purpose of the Report Writer Calculated Quick Reference Guide is to provide examples of commonly used calculations in Report Writer.

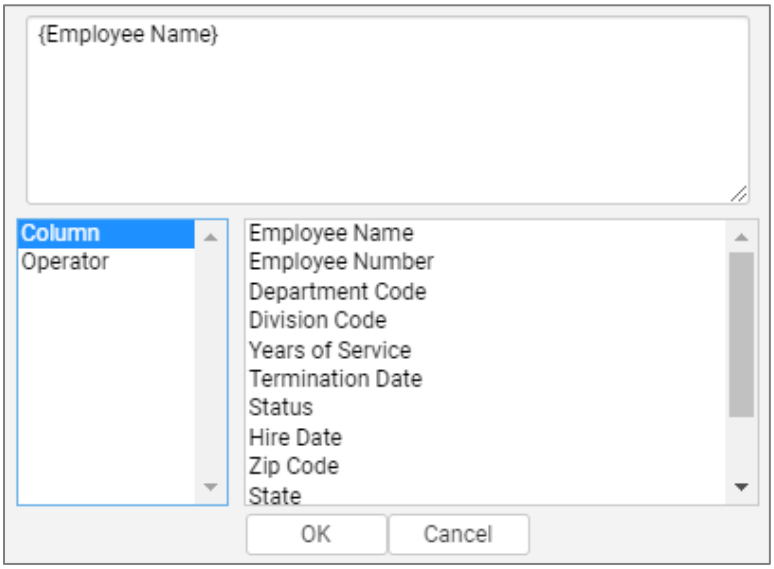
Calculated Column

In order to add a calculated column to an existing Report Writer Report, navigate to **Reporting > Report Writer**. Select the report and navigate to the **Edit Columns** tab.

- Click on **Select New**.
- Select **Field Category**, and using the drop-down menu, select either "Calculated Text" or "Calculated Numeric."



- Under **Expression**, click on the icon for assistance entering the calculation example, or you may key the calculation manually.
- When you select , a pop-up box appears allowing you to select the field (**Example:** Employee Name) and the operator.
- Double-click to select and add to the box above. See below to enter the calculation needed.



Quick Reference Table

The following table provides example of calculations that can be used in Report Writer.

Calculation	Description	Calculation Example	Original Value(s)	Result
UCASE	Returns all uppercase letters.	UCASE({Employee Name})	Joe Smith	JOE SMITH
LCASE	Returns all lowercase letters.	LCASE({Employee Name})	Joe Smith	joe smith
LEFT	Returns the left-most characters specified.	LEFT({Employee Name},1) LEFT({Employee Name},5)	Joe Smith Joe Smith	J Joe S
RIGHT	Returns the right-most characters specified.	RIGHT({Employee Name},1) RIGHT({Employee Name},4)	N/A	N/A
MID	Returns a specific number of characters from the middle of the string.	MID({Employee Name}, 5, 5)	Joe Smith	Smith
Replace	Replace one value in a string with another. Every instance of the specified value will be replaced.	Replace({Employee Name}, ",", ":") (replaces the comma with a colon)	Smith, Joe	Smith: Joe
Format	Allows you to specify the format of the value.	Format({Hire Date}, MM/dd/yyyy") Format({Hire Date}, "MM-dd-yyyy") Format({Hire Date}, "D") Format({Hire Date}, "MMM") Format({Hire Date}, "MMMM") Format({Hire Date}, "ddd") Format({Hire Date}, "dddd") Format({Normal Hours} * 100, "0000000000")	1/1/2013 1/1/2013 1/1/2013 1/1/2013 1/1/2013 1/1/2013 1/1/2013 80.00	01/01/2013 01-01-2013 Thursday, January 1, 2013 Jan January Thu Thursday 0000008000

Calculation	Description	Calculation Example	Original Value(s)	Result
Instr	Returns the position of the specified character.	Instr(({Employee Name},",") Finds the location of the comma in the name. Left({Employee Name}, instr({Employee Name}, ",") -1) (Returns everything before the comma in the name) Mid({Employee Name}, instr({Employee Name}, ",") + 1, 30) (Returns everything before the comma in the name)	Smith, Robert Smith, Robert Smith, Robert	6 Smith Robert
DateAdd	Adds a specified time interval (Days, Months, Years) to a date	DateAdd("d",3,{Hire Date}) DateAdd("m",3,{Hire Date}) DateAdd("yyyy",3,{Hire Date}) DateAdd("yyyy",-1,{Hire Date})	1/1/2013 1/1/2013 1/1/2013 1/1/2013	1/4/2013 (Added 3 days) 4/1/2013 (Added 3 months) 1/1/2016 (Added 3 Years) 1/1/2012 (Subtracted 1 Yr.)
Month	Returns the numeric month number of the date	Month({Hire Date}) Format(Month({Hire Date}), "00")	1/1/2013 1/1/2013	1 01

Calculation	Description	Calculation Example	Original Value(s)	Result
MonthName	Returns the name of the month given the month number.	MonthName(Month({Hire Date}), false) (false specified not to abbreviate) MonthName(Month({Hire Date}), true) (true specified to abbreviate)	1/1/2013 1/1/2013	January Jan
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",{Adj Service Date},{Hire Date}) DateDiff("m",{Adj Service Date},{Hire Date}) DateDiff("yyyy",{Hire Date},{Term Date})	Hire Date = 1/21/2013 Adjusted Serv. Date = 1/1/2013 Hire Date = 1/1/2013 Adjusted Serv. Date = 6/1/2011 Hire Date = 7/4/2012 Term Date = 10/1/2014	20 days 19 months 2 years
Year	Returns the year part of the date.	Year{{Hire date}}	1/1/2013	2013
RowNumber	Will return the row number for each data row in the report. Header, subtotal and total rows will not contain a value.	RowNumber(Nothing) *Note: This expression can be used in both Calculated Column (Text) and Calculated Column (Numeric), however if using the Calculated Column (Numeric) you must remove the "SUM" from the Aggregate Function drop down or a report error will occur. You should not use this column in a report filter or a report error will occur.*	Row 1 Row 2 Row 3 Row 22 Row 101	1 2 3 22 101
Round	Rounds a numeric value to a specified number of decimal places.	Round({Annual Salary}, 0)	100,443.12 46,953.84	100,443.00 46,954.00

Calculation	Description	Calculation Example	Original Value(s)	Result
Len	Returns the length of the string.	Len({Last Name})	Smith Johnson	5 7
ABS	Returns the absolute value of a number. This will always return a positive value of a number.	ABS ({Net Pay})	1,250.00 -543.22	1,250.00 543.22

Note: Refer to the following link for additional functions:

https://docs.microsoft.com/en-us/sql/reporting-services/report-design/expression-examples-report-builder-and-ssrs?view=sql-server-2017