

WIN CAP WHERE CLAUSES

Employee.ACTIVE	Char	2
Employee.BADGE	Char	15
Employee.BIRTHDATE	Date	8
Employee.CITIZEN	Char	4
Employee.EMAIL	Char	50
Employee.EMAIL2	Char	50
Employee.EMERGENCY	Memo	4
Employee.EMERNAME	Char	40
Employee.EMERPHONE	Char	20
Employee.EMERRELATN	Char	20
Employee.EMPNO	Char	5
Employee.EMPTABLE1	Char	4
Employee.EMPTABLE2	Char	4

CHAR you have to “ “ around the data

DATE is {mm/dd/yyyy}

LOGI is true or false; if true just put the field name in. If false put the field name in followed by .F.

Number is just the number

Between – between (fieldname, 1,4)

Between for date ranges

BETWEEN (fieldname, {mm/dd/yyyy}, {mm/dd/yyyy})

To find data w/date

Fieldname > {mm/dd/yyyy}

Date () = Todays date

Str(day(fieldname)2.0)

Str(month(fieldname)2.0)

These will give you the first 2 numbers of the day or month

Columnar – You have a date field and you want only the data that is for a specific

Month. **month(field name) = XX (xx is the month)**

Year. **Year(field name) = XXXX (xxxx is the year)**

Inlist = INLIST WHERE CLAUSE

Inlist (fieldname, “ADAS”, “PREK”)

Not inlist (fieldname “ADAS”, “PREK”)

Empty

Not Empty (!empty as an abbreviation)

right

left

You can type “P “, “V “so you only Get the first initial of a code.

SUBSTRING (Obj code starts with a 4)

Substr (fieldname, 5,1) = “4”

(5 = 5th position of the account)

(1 = 1 character)

To search for data in notes icon

“text” \$fieldname

“text” \$lower fieldname (words all typed in lower case)

PO Header – searching on blanket PO check boxes

Doheadr.attachment =

(values acceptable are A = External Attachment;

P=Prepay; I = Issue and Pay)

Crystal – Folder EBBENEFT is Benefit tab for on payroll

Mass updating blank date

Formula for rounding and increasing salaries

Round(field name*1.05,0)

(this will look at the column and multiply the amounts by 5% and add it to the existing number and round up)

Do a find

Value field type 00000000

Replace field type mmddyyyy (no slashes)

How to exclude ALPHA codes: The <> character is used for numeric fields

!fieldname='code'

(look in oxford under reports. Appointment Listing)

PO STATUS'

C = Closed

D = Disapproved

E = Entry in Progress

H = On Hold

O = Open

W= Withdrew

X = Canceled