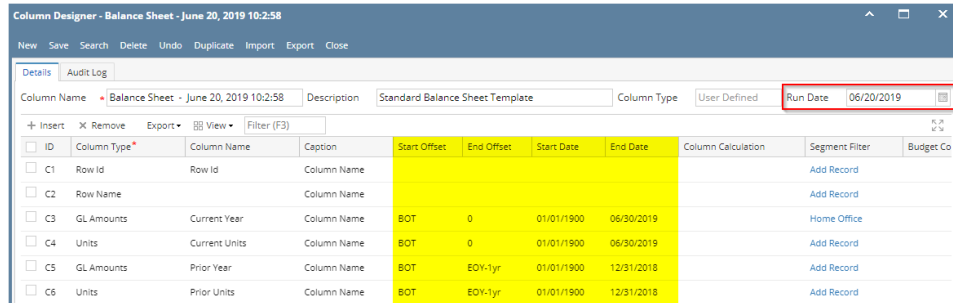


# How Start and End Offset works

There are columns that require date filter and this page will help you understand how date filter works and how you should use it.

1. First is, set the **Run Date**. By default, this field will show today's date. Change this field as you feel necessary.



2. The following column types will allow you to define date filter.
  - a. Beginning Balance
  - b. Budget
  - c. Credit
  - d. Credit Units
  - e. Debit
  - f. Debit Units
  - g. Ending Balance
  - h. GL Amounts
  - i. GL Trend
  - j. Units
3. Add any of the columns mentioned on #2.
4. The **Start** and **End Offset** fields will be available. In these fields, define your date filter.
  - a. Start offset date will define the Start Date field. This is always the first day of the month depending on what is selected in the Start Offset date field. This date is computed based on the Run Date set if you are working on Column Designer screen and the As Of Date entered in the Report Settings screen if you are printing/previewing a report.
  - b. End offset date will define the End Date field. This is always the last day of the month depending on what is selected in the End Offset date field. This date is computed based on the Run Date set if you are working on Column Designer screen and the As Of Date entered in the Report Settings screen if you are printing/previewing a report.

The following will help you understand how each will compute the date.

Run Date selected is **1/26/2016**

As Of Date selected from Report Settings screen is **12/31/2015**

Start/End Offset	Description	Based on Run Date (Column designer screen)		Based on As Of Date (Report Settings screen)	
		Start Date	End Date	Start Date	End Date
BOT	Beginning of Time	1/1/1900	-	1/1/1900	-
BOY	Beginning of Year	1/1/2016	-	1/1/2015	-
BOY-1yr	Beginning of Year minus 1 yr	1/1/2015	-	1/1/2014	-
BOY-2yr	Beginning of Year minus 2 yrs	1/1/2014	-	1/1/2013	-
BOY-3yr	Beginning of Year minus 3 yrs	1/1/2013	-	1/1/2012	-
BOY-4yr	Beginning of Year minus 4 yrs	1/1/2012	-	1/1/2011	-
BOY-5yr	Beginning of Year minus 5 yrs	1/1/2011	-	1/1/2010	-
EOY	End of Year	-	12/31/2016	-	12/31/2015
EOY-1yr	End of Year minus 1 yr	-	12/31/2015	-	12/31/2014
EOY-2yr	End of Year minus 2 yrs	-	12/31/2014	-	12/31/2013
EOY-3yr	End of Year minus 3 yrs	-	12/31/2013	-	12/31/2012
EOY-4yr	End of Year minus 4 yrs	-	12/31/2012	-	12/31/2011
EOY-5yr	End of Year minus 5 yrs	-	12/31/2011	-	12/31/2010
Custom	Defaulted to Today's date. You can define specific date here.	1/26/2016	1/26/2016	12/31/2015	12/31/2015
0	Current Month	1/1/2016	1/31/2016	12/1/2015	12/31/2015

1	Current Month plus 1 month	2/1/2016	2/29/2016	1/1/2016	1/31/2016
2	Current Month plus 2 months	3/1/2016	3/31/2016	2/1/2016	2/29/2016
3	Current Month plus 3 months	4/1/2016	4/30/2016	3/1/2016	3/31/2016
4	Current Month plus 4 months	5/1/2016	5/31/2016	4/1/2016	4/30/2016
5	Current Month plus 5 months	6/1/2016	6/30/2016	5/1/2016	5/31/2016
6	Current Month plus 6 months	7/1/2016	7/31/2016	6/1/2016	6/30/2016
7	Current Month plus 7 months	8/1/2016	8/31/2016	7/1/2016	7/31/2016
8	Current Month plus 8 months	9/1/2016	9/30/2016	8/1/2016	8/31/2016
9	Current Month plus 9 months	10/1/2016	10/31/2016	9/1/2016	9/30/2016
10	Current Month plus 10 months	11/1/2016	11/30/2016	10/1/2016	10/31/2016
11	Current Month plus 11 months	12/1/2016	12/31/2016	11/1/2016	11/30/2016
12	Current Month plus 12 months	1/1/2017	1/31/2017	12/1/2016	12/31/2016
24	Current Month plus 24 months	1/1/2018	1/31/2018	12/1/2017	12/31/2017
-1	Current Month minus 1 month	12/1/2015	12/31/2015	11/1/2015	11/30/2015
-2	Current Month minus 2 months	11/1/2015	11/30/2015	10/1/2015	10/31/2015
-3	Current Month minus 3 months	10/1/2015	10/31/2015	9/1/2015	9/30/2015
-4	Current Month minus 4 months	9/1/2015	9/30/2015	8/1/2015	8/31/2015
-5	Current Month minus 5 months	8/1/2015	8/31/2015	7/1/2015	7/31/2015
-6	Current Month minus 6 months	7/1/2015	7/31/2015	6/1/2015	6/30/2015
-7	Current Month minus 7 months	6/1/2015	6/30/2015	5/1/2015	5/31/2015
-8	Current Month minus 8 months	5/1/2015	5/31/2015	4/1/2015	4/30/2015
-9	Current Month minus 9 months	4/1/2015	4/30/2015	3/1/2015	3/31/2015
-10	Current Month minus 10 months	3/1/2015	3/31/2015	2/1/2015	2/28/2015
-11	Current Month minus 11 months	2/1/2015	2/28/2015	1/1/2015	1/31/2015
-12	Current Month minus 12 months	1/1/2015	1/31/2015	12/1/2014	12/31/2014
-24	Current Month minus 24 months	1/1/2014	1/31/2014	12/1/2013	12/31/2014

There are columns that require date filter and this page will help you understand how date filter works and how you should use it.

1. First is, set the **Run Date**. By default, this field will show today's date. Change this field as you feel necessary.



2. The following column types will allow you to define date filter.

- a. Beginning Balance
- b. Budget
- c. Credit
- d. Credit Units
- e. Debit
- f. Debit Units
- g. Ending Balance
- h. GL Amounts
- i. GL Trend
- j. Units

3. Add any of the columns mentioned on #2.

4. The **Start** and **End Offset** fields will be available. In these fields, define your date filter.

- a. Start offset date will define the Start Date field. This is always the first day of the month depending on what is selected in the Start Offset date field. This date is computed based on the Run Date set if you are working on Column Designer screen and the As Of Date entered in the Report Settings screen if you are printing/previewing a report.
- b. End offset date will define the End Date field. This is always the last day of the month depending on what is selected in the End Offset date field. This date is computed based on the Run Date set if you are working on Column Designer screen and the As Of Date entered in the Report Settings screen if you are printing/previewing a report.

The following will help you understand how each will compute the date.

Run Date selected is **1/26/2016**

As Of Date selected from Report Settings screen is **12/31/2015**

		Based on Run Date (Column designer screen)		Based on As Of Date (Report Settings screen)	
Start/End Offset	Description	Start Date	End Date	Start Date	End Date
BOT	Beginning of Time	1/1/1900	-	1/1/1900	-
BOY	Beginning of Year	1/1/2016	-	1/1/2015	-
BOY-1yr	Beginning of Year minus 1 yr	1/1/2015	-	1/1/2014	-
BOY-2yr	Beginning of Year minus 2 yrs	1/1/2014	-	1/1/2013	-
BOY-3yr	Beginning of Year minus 3 yrs	1/1/2013	-	1/1/2012	-
BOY-4yr	Beginning of Year minus 4 yrs	1/1/2012	-	1/1/2011	-
BOY-5yr	Beginning of Year minus 5 yrs	1/1/2011	-	1/1/2010	-
EOY	End of Year	-	12/31/2016	-	12/31/2015
EOY-1yr	End of Year minus 1 yr	-	12/31/2015	-	12/31/2014
EOY-2yr	End of Year minus 2 yrs	-	12/31/2014	-	12/31/2013
EOY-3yr	End of Year minus 3 yrs	-	12/31/2013	-	12/31/2012
EOY-4yr	End of Year minus 4 yrs	-	12/31/2012	-	12/31/2011
EOY-5yr	End of Year minus 5 yrs	-	12/31/2011	-	12/31/2010
Custom	Defaulted to Today's date. You can define specific date here.	1/26/2016	1/26/2016	12/31/2015	12/31/2015
0	Current Month	1/1/2016	1/31/2016	12/1/2015	12/31/2015
1	Current Month plus 1 month	2/1/2016	2/29/2016	1/1/2016	1/31/2016
2	Current Month plus 2 months	3/1/2016	3/31/2016	2/1/2016	2/29/2016
3	Current Month plus 3 months	4/1/2016	4/30/2016	3/1/2016	3/31/2016
4	Current Month plus 4 months	5/1/2016	5/31/2016	4/1/2016	4/30/2016
5	Current Month plus 5 months	6/1/2016	6/30/2016	5/1/2016	5/31/2016
6	Current Month plus 6 months	7/1/2016	7/31/2016	6/1/2016	6/30/2016
7	Current Month plus 7 months	8/1/2016	8/31/2016	7/1/2016	7/31/2016
8	Current Month plus 8 months	9/1/2016	9/30/2016	8/1/2016	8/31/2016
9	Current Month plus 9 months	10/1/2016	10/31/2016	9/1/2016	9/30/2016
10	Current Month plus 10 months	11/1/2016	11/30/2016	10/1/2016	10/31/2016
11	Current Month plus 11 months	12/1/2016	12/31/2016	11/1/2016	11/30/2016
12	Current Month plus 12 months	1/1/2017	1/31/2017	12/1/2016	12/31/2016
24	Current Month plus 24 months	1/1/2018	1/31/2018	12/1/2017	12/31/2017
-1	Current Month minus 1 month	12/1/2015	12/31/2015	11/1/2015	11/30/2015
-2	Current Month minus 2 months	11/1/2015	11/30/2015	10/1/2015	10/31/2015
-3	Current Month minus 3 months	10/1/2015	10/31/2015	9/1/2015	9/30/2015
-4	Current Month minus 4 months	9/1/2015	9/30/2015	8/1/2015	8/31/2015
-5	Current Month minus 5 months	8/1/2015	8/31/2015	7/1/2015	7/31/2015
-6	Current Month minus 6 months	7/1/2015	7/31/2015	6/1/2015	6/30/2015
-7	Current Month minus 7 months	6/1/2015	6/30/2015	5/1/2015	5/31/2015
-8	Current Month minus 8 months	5/1/2015	5/31/2015	4/1/2015	4/30/2015
-9	Current Month minus 9 months	4/1/2015	4/30/2015	3/1/2015	3/31/2015
-10	Current Month minus 10 months	3/1/2015	3/31/2015	2/1/2015	2/28/2015
-11	Current Month minus 11 months	2/1/2015	2/28/2015	1/1/2015	1/31/2015
-12	Current Month minus 12 months	1/1/2015	1/31/2015	12/1/2014	12/31/2014
-24	Current Month minus 24 months	1/1/2014	1/31/2014	12/1/2013	12/31/2014

There are columns that require date filter and this page will help you understand how date filter works and how you should use it.

1. First is, set the **Run Date**. By default, this field will show today's date. Change this field as you feel necessary.

Column Designer window showing the Run Date field set to 04/14/2015. The Column Name is 'Prev-Cur' and the Description is 'Previous and Current columns'.

2. Add Budget, Calculation, Credit, Credit Units, Debit, Debit Units, Ending Balance, GL Trend, Segment Filter or Units column.
3. In the **Filter Type** field click the dropdown combobox button. All available filter types will show a Start and End Dates based on Run Date selected. The Start and End Dates will show you exactly the date range for the selected Filter Type. This helps you visualize the date coverage of the date filter based on the Run Date selected.

Column Designer window showing the Filter Type dropdown menu open. The menu lists various filter types and their corresponding Start and End Dates based on the Run Date of 04/14/2015.

Filter Type	Start Date	End Date
As Of Next Period	01/01/1900	05/31/2015
As Of Next Quarter	01/01/1900	09/30/2015
Fiscal Year	01/01/2015	12/31/2015
This Year	01/01/2015	12/31/2015
This Month	04/01/2015	04/30/2015
This Period	04/01/2015	04/30/2015
Previous Fiscal Year	01/01/2014	12/31/2014
Previous Year	01/01/2014	12/31/2014
Previous Month	03/01/2015	03/31/2015
Previous Period	03/01/2015	03/31/2015
Next Fiscal Year	01/01/2016	12/31/2016

As for Custom filter type, it will show today's date and you will need to setup the Start and End Dates.

Column Designer window showing the Custom filter type selected in the Filter Type dropdown menu. The Custom filter type shows the Start Date as 04/14/2015 and the End Date as 04/14/2015.

Filter Type	Start Date	End Date
Custom	04/14/2015	04/14/2015
As Of	01/01/1900	04/14/2015
As Of Fiscal Year	01/01/1900	12/31/2015
As Of This Year	01/01/1900	12/31/2015

When printing report and you use a column designer with Filter Type setup columns, it will be the As of Date field that is being used as basis for the date filters.

Ex:

If this is the column designer setup, take note that the first part is using the Caption - Column Name while the 2nd part is using the Caption - Filter Type.

ID	Column Type	Column Name	Caption	Filter Type
C1	Row Name		Column Name	
C2	GL Amounts	As Of	Column Name	As Of
C3	GL Amounts	This Month	Column Name	This Month
C4	GL Amounts	Month To Date	Column Name	Month To Date
C5	GL Amounts	Year To Date	Column Name	Year To Date

ID	Column Type	Column Name	Caption	Filter Type
C1	Row Name		Column Name	
C2	GL Amounts	As Of	Filter Type	As Of
C3	GL Amounts	This Month	Filter Type	This Month
C4	GL Amounts	Month To Date	Filter Type	Month To Date
C5	GL Amounts	Year To Date	Filter Type	Year To Date

>As of Date is using today's date.

Report Settings

Print Close

As of Date: 05/18/2015

Segment Filter: [Search Icon] [Dropdown Arrow]

Suppress Zero: ☐

Include Audit Adjustment: ☐

This is how the report will look like.

	As Of	This Month	Month To Date	Year To Date	
72000-1000 - Interest Expense-Location A	306.00	26.00	26.00	120.00	this is using the Caption - Column Name
72000-1000 - Interest Expense-Location A	01/01/1900 - 05/18/2015 306.00	05/01/2015 - 05/31/2015 26.00	05/01/2015 - 05/18/2015 26.00	01/01/2015 - 05/18/2015 120.00	while this one is using the Caption - Filter Type

>As of Date is setup with other dates within the fiscal year

Report Settings

Print Close

As of Date: 5/25/2015

Segment Filter: [Search Icon] [Dropdown Arrow]

Suppress Zero: ☐

Include Audit Adjustment: ☐

	As Of	This Month	Month To Date	Year To Date	
72000-1000 - Interest Expense-Location A	306.00	26.00	26.00	120.00	this is using the Caption - Column Name
72000-1000 - Interest Expense-Location A	01/01/1900 - 05/25/2015 306.00	05/01/2015 - 05/31/2015 26.00	05/01/2015 - 05/25/2015 26.00	01/01/2015 - 05/25/2015 120.00	while this one is using the Caption - Filter Type

>As of Date is setup with a date that is from previous fiscal year

Report Settings

Print Close

As of Date: 05/25/2014

Segment Filter: [Search Icon] [Dropdown Arrow]

Suppress Zero: ☐

Include Audit Adjustment: ☐

72000-1000 - Interest Expense-Location A	As Of 60.00	This Month 14.00	Month To Date 14.00	Year To Date 60.00	this is using the Caption - Column Name
72000-1000 - Interest Expense-Location A	01/01/1900 - 05/18/2014 60.00	05/01/2014 - 05/31/2014 14.00	05/01/2014 - 05/18/2014 14.00	01/01/2014 - 05/18/2014 60.00	while this one is using the Caption - Filter Type

There are columns that require date filter and this page will help you understand how date filter works and how you should use it.

1. First is, set the **Run Date**. By default, this field will show today's date. Change this field as you feel necessary.

Column Designer window showing the 'Run Date' field set to 09/23/2014. The window includes a toolbar with icons for New, Save, Search, Delete, Undo, Duplicate, and Close. Below the toolbar, there are fields for 'Column Name: test col', 'Description: test column', and 'Run Date: 09/23/2014'.

2. Add Budget, Calculation, Credit, Credit Units, Debit, Debit Units or Segment Filter column.
3. In the **Filter Type** field click the dropdown combobox button. All available filter types, except Custom, will show the Start Date and End Date based on Run Date selected.

Column Designer window showing the 'Filter Type' dropdown menu. The menu is open, displaying a list of filter types and their corresponding Start and End dates. The 'Run Date' field is still set to 09/23/2014.

Filter Type	Start Date	End Date
Custom	01/01/1900	01/01/1900
As Of	01/01/1900	09/23/2014
As Of Fiscal Year	01/01/1900	12/31/2014
As Of This Year	01/01/1900	12/31/2014
As Of This Month	01/01/1900	09/30/2014
As Of This Period	01/01/1900	09/30/2014
As Of This Quarter	01/01/1900	09/30/2014
As Of Previous Fiscal Year	01/01/1900	12/31/2013
As Of Previous Year	01/01/1900	12/31/2013
As Of Previous Month	01/01/1900	08/31/2014
As Of Previous Period	01/01/1900	08/31/2014