

VSystem Relative Dates Formulas

For working with mail merges, reports and scheduled tasks

Previous:

Yesterday

<u>First date:</u>	Add/subtract days	-1 Day	No adjustments
<u>Second date:</u>	Add/subtract days	-1 Day	No adjustments

This Mon-Fri (on Friday)

<u>First date:</u>	Add/subtract days	0	No adjustments
<u>Second date:</u>	Add/subtract days	-4 days	No adjustments

Remember that this only works if you run it on Friday .

Previous Week (Sun-Sat)

<u>First date:</u>	Add/subtract weeks	-1 week	Start of week
<u>Second date:</u>	Add/subtract weeks	-1 week	End of week

Previous Month

<u>First date:</u>	Add/subtract months	-1 month	Start of month
<u>Second date:</u>	Add/subtract months	-1 month	End of month

Previous Quarter

<u>First date:</u>	Add/subtract months	-3 month	Start of quarter
<u>Second date:</u>	Add/subtract months	-3 month	End of quarter

Previous six months

<u>First date:</u>	Add/subtract months	-6 month	Start of month
<u>Second date:</u>	Add/subtract months	-1 month	End of month

Previous Year

<u>First date:</u>	Add/subtract years	-1 year	Start of year
<u>Second date:</u>	Add/subtract years	-1 year	End of year

Previous Fiscal Year

<u>First date:</u>	Add/subtract years	-1 year	Start of fiscal year
<u>Second date:</u>	Add/subtract years	-1 year	End of fiscal year

Since the start of the year (including today)

<u>First date:</u>	Add/subtract days	0 Day	Start of the year
<u>Second date:</u>	Add/subtract days	0	No adjustments

Since the start of the year (excluding today (through yesterday))

First date: Add/subtract days -1 Day Start of the year

Second date: Add/subtract days -1 days No adjustments

If run on January 1st this would run for the previous year, but as of January 2 it will run for the current year.

From the start of the year through the end of the last month

First date: Add/subtract days 0 Day Start of the year

Second date: Add/subtract days -1 months End of month

If run in January it would return January 1st, 2013 through December 31st, 2012. If you did the first date as -1 month/start of year you'd get January 1st, 2012 through December 31st, 2012.

Future

Tomorrow

First date: Add/subtract days 1 Day No adjustments

Second date: Add/subtract days 1 Day No adjustments

This Mon-Fri (on Monday)

First date: Add/subtract days 0 No adjustments

Second date: Add/subtract days 4 days No adjustments

Remember that this only works if you run it on Monday .

Next Week (Sun-Sat)

First date: Add/subtract weeks 1 week Start of week

Second date: Add/subtract weeks 1 week End of week

Next Month

First date: Add/subtract months 1 month Start of month

Second date: Add/subtract months 1 month End of month

Next Quarter

First date: Add/subtract months 3 month Start of quarter

Second date: Add/subtract months 3 month End of quarter

Next six months

First date: Add/subtract months 1 month Start of month

Second date: Add/subtract months 6 month End of month

Next Year

First date: Add/subtract years 1 year Start of year

Second date: Add/subtract years 1 year End of year

Next Fiscal Year

First date: Add/subtract years 1 year Start of fiscal year
Second date: Add/subtract years 1 year End of fiscal year

Until the end of the year (including today)

First date: Add/subtract days 0 No adjustments
Second date: Add/subtract days 0 End of the year

Until the end of the year (excluding today (starting tomorrow))

First date: Add/subtract days 1 day No adjustments
Second date: Add/subtract days 1 day End of the year

From the start of next month through the end of the year

First date: Add/subtract months 1 month Start of month
Second date: Add/subtract days 0 days End of the year