

## FLEX REPORTS SETUP AND USE

### APPENDIX A: SPECIAL FIELD FORMATS

You may use the following table of special field formats by typing the text in the **Format** column of this table directly into the *Format* text box of the Special Fields Screen, as shown below for *Currency*.

The screenshot shows a dialog box titled "Create Special Field". It has two input fields at the top: "Field Name" containing "Special0" and "Operation" set to "Text". Below these is a section titled "Text Options" with a descriptive paragraph. Underneath, there are two boxes: "Text Value" containing the formula "[Quantity]\*[Price]-[DiscountAmt]" and "Available Fields" which is a list box containing "AccLineNo", "TaxFlag", "DiscountAmt" (highlighted), "Description", "Cost", and "DetailLine". At the bottom left, there is a "Format" field set to "Currency" with "(Optional)" next to it. "OK" and "Cancel" buttons are at the bottom.

Illustration A1 – The Special Fields Screen

Field Type	Format	Special Note
Social Security Numbers	###-##-####	
Phone Numbers w/o Area Codes	###-####	
Phone Numbers with Area Codes	(###) ###-####	Make sure the area code and phone number fields in the <i>Text Value</i> box are right next to each other without typing any spaces in between them.
Currency	Currency	
Numbers – No commas, no decimals	General Number	
Numbers – Commas, decimals w/2 spaces	Standard	
Percentages - Number times 100 w/ percent sign and decimals w/2 spaces	Percent	
Percentages – Number times 100 w/ percent sign and no decimals	0%	
Dates in an M/D/YYYY or MM/DD/YYYY format	Short Date	The exact date format will depend on the short date format selected for your Windows regional system settings.
Dates plus times, if times exist	General Date	The exact date format will depend on your Windows system settings for short dates.
Date in a Weekday, Month Day, Year format, i.e. Monday, January 9, 2003	Long Date	The exact date format will depend on your Windows system settings for long dates.