

# Criteria Definitions

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Criteria Filter	Calculation/Explanation	Example
Equals	Is the same, such as number, amount or text.	Surname Equals Smith will return results with the surname Smith.
Does Not Equal	Is different, such as number, amount or text.	Surname Does Not Equal Smith will return all results for surnames except Smith.
Like	This is only used in conjunction with a wildcard character. For more information on wildcard characters, view <a href="#">Creating a Report - Wildcard Characters</a> .	<p>Return Claims from a list of users where Surname Like T%.</p> <p>This will return a list of claims for users whose surname begins with T, for example, Thompson, Thacker etc.</p>
Not Like	This is only used in conjunction with a wildcard character. For more information on wildcard characters, view <a href="#">Creating a Report - Wildcard Characters</a> .	<p>Return Claims from a list of users where Surname Not Like T%.</p> <p>This will return a list of claims for users whose surname does not begin with T, for example, Davis, Smith etc.</p>
		Return Employees where the Payroll Number Contains

Criteria Filter	Calculation/Explanation	Data Example
Data	Where the report data contains data within the cell (e.g. alphanumeric)	This brings back a list of vehicles that have data entered into the Payroll Number field.
Does Not Contain Data	The chosen criteria must not contain data within the cell (e.g. alphanumeric)	Return Vehicles where the MOT Test Number Does Not Contain Data.  This brings back a list of vehicles that have nothing entered into the MOT Test Number field.
In	Where the report data is In a group of values.	Return Claims from a list of users where First Name In 'Mary', 'Sam'.  This returns a list of claims for users whose first name is Mary or Sam.
Greater Than	Where the report data is Greater Than a value.	Return Claims where Claim Amount Payable is Greater Than £50.
Less Than	Where the report data is Less Than a value.	Return Claims where Claim Amount Payable is Less Than £50.
Greater Than or Equal To	Where the report data is Greater Than or Equal To a value	Return Claims where Claim Amount Payable is Greater Than or Equal To £50.

Criteria Filter	Calculation/Explanation	Example
Less Than or Equal To	Where the report data is Less Than or Equal To a value.	Return Approved Claims where Claim Amount Payable is Less Than or Equal To £50.
Between	Where the report data is Between two values but does not include the values themselves.	Return Approved Claims where the Date Approved is Between 01/01/15 and 01/01/16.  This will return Approved Claims between 01/01/15 and 01/01/16 but not including these specific dates.
On	Where the report data is On a value.	Return Approved Claims where the Date Approved is On 01/01/15.
Not On	Where the report data is Not On a value.	Return Approved Claims where the Date Approved is Not On 01/01/15.
After	Where the report data is After a value.	Return Approved Claims where the Date Approved is After 01/01/15.
Before	Where the report data is Before a value.	Return Approved Claims where the Date Approved is Before 01/01/15.
On or After	Where the report data is On or After a value.	Return Approved Claims where the Date Approved is On or After 01/01/15.

Criteria Filter	Calculation/Explanation	Return Approved Example
On or Before	Where the report data is On or Before a value.	Claims where the Date Approved is On or Before 01/01/15.
Yesterday	Start Date: Yesterday (@ 00:00 hours). End Date: Yesterday (@ 23:59:59).	Return Approved Claims where the Date Approved is Yesterday.
Today	Start Date: Today (@ 00:00 hours). End Date: Today (@ 23:59:59).	Return Approved Claims where the Date Approved is Today.
Tomorrow	Start Date: Tomorrow (@ 00:00 hours). End Date: Tomorrow (@ 23:59:59).	Return Employees whose vehicle Tax Expiry Date is Tomorrow.
Next 7 Days	Start Date: Retrieves Today's Date (@ 00:00 Hours). End Date: Retrieves Today's Date (@ 00:00 Hours), adds 8 days and subtracts 1 second (equating to a week from report run date @ 23:59:59).	Return Employees whose vehicle Tax Expiry Date is in the Next 7 Days.
Last 7 Days	Start Date: Retrieves Today's Date (@ 00:00 Hours) and subtracts 7 days. End Date: Retrieves Today's Date (@ 00:00 Hours), adds 1 day and subtracts 1 second (equating to report run date @ 23:59:59).	Return Employees if their Vehicle Start Date was within the Last 7 Days.
Next Week	Start Date: Retrieves the StartofWeek of the current week (always Sunday @ 00:00 hours) and adds 7 days to calculate the Start Date. End Date: Uses the Start Date (Sunday @ 00:00), adds 7 days and subtracts 1 second (Saturday @ 23:59:59).	Return Employees whose vehicle Tax Expiry Date is in the Next Week.

Criteria Filter	Calculation/Explanation	Example
Last Week	<p>Start Date: Retrieves the StartofWeek of the current week (always Sunday @ 00:00 hours) and subtracts 7 days to calculate the Start Date.</p> <p>End Date: Uses the Start Date (Sunday @ 00:00), adds 7 days and subtracts 1 second (Saturday @ 23:59:59).</p>	Return Employees if their Vehicle Start Date was Last Week.
This Week	<p>Start Date: Retrieves the StartofWeek of the current week (always Sunday @ 00:00 hours).</p> <p>End Date: Uses the Start Date (Sunday @ 00:00 hours), adds 7 days and subtracts 1 second (Saturday @ 23:59:59).</p>	Return Employees whose vehicle Tax Expiry Date is This Week.
Next Month	<p>Start Date: Retrieves the 1st day of the current month and year then adds 1 month.</p> <p>End Date: Uses the Start Date and calculates how many days are in that month. End Date is then set on the last day of the month @ 23:59:59.</p>	Return Employees whose Last Working Day is Next Month.
Last Month	<p>Start Date: Retrieves the 1st day of the current month and year then subtracts 1 month.</p> <p>End Date: Uses the Start Date and calculates how many days are in that month. End Date is then set on the last day of the month @ 23:59:59.</p>	Return Vehicle Journey Rates which were modified Last Month.
This Month	<p>Start Date: Retrieves the 1st day of the current month and year.</p> <p>End Date: Uses the Start Date and calculates how many days are in that month. End Date is then set on the last day of the month @ 23:59:59.</p>	Return Internal Support Tickets which were Created By John Smith within This Month.
	<p>Start Date: Retrieves the current calendar year then adds 1 year. The Start Date is then set as</p>	

Criteria Filter	Calculation/Explanation	Example
	<p>the 1st January of that year.</p> <p>End Date: Retrieves the current calendar year then adds 1 year. The End Date is then set as the 31st December @ 23:59:59 on that year.</p>	<p>Return Vehicles which have an End Date Next Year.</p>
Last Year	<p>Start Date: Retrieves the current calendar year then subtracts 1 year. The Start Date is then set as the 1st January of that year.</p> <p>End Date: Retrieves the current calendar year then subtracts 1 year. The End Date is then set as the 31st December @ 23:59:59 on that year.</p>	<p>Return Vehicles which have a Start Date Last Year.</p>
This Year	<p>Start Date: Retrieves the current calendar year. The Start Date is then set as the 1st January.</p> <p>End Date: Retrieves the current calendar year. The End Date is then set as the 31st December @ 23:59:59.</p>	<p>Return Internal Support Tickets which were Created By Jane Smith within This Year.</p>
Next Tax Year	<p>Retrieves the current day and month.</p> <p>If the current month is April or later then:  Start Date = the current year plus 1 year on 06/04 (6th April).  End Date = the current year plus 2 years on 05/04 (5th April) @ 23:59:59.</p> <p>If the current month is prior to April then:  Start Date = the current year on 06/04 (6th April).  End Date = the current year plus 1 year on 05/04 (5th April) @ 23:59:59.</p>	<p>Return Pay Scales (UDF) which have an End Date in the Next Tax Year.</p>
Last Tax Year	<p>Retrieves the current day and month.</p> <p>If the current month is April or later then:  Start Date = the current year minus 1 year on 06/04 (6th April).  End Date = the current year on 05/04 (5th April) @ 23:59:59.</p>	<p>Return Claims which were paid Last Tax</p>

Criteria Filter	Calculation/Explanation	Year Example
	<p>If the current month is prior to April then:</p> <p>Start Date = the current year minus 2 years on 06/04 (6th April).</p> <p>End Date = the current year plus 1 year on 05/04 (5th April) @ 23:59:59.</p>	
This Tax Year	<p>Retrieves the current day and month.</p> <p>If the current month is April or later then:</p> <p>Start Date = the current year on 06/04 (6th April).</p> <p>End Date = the current year plus 1 year on 05/04 (5th April) @ 23:59:59.</p> <p>If the current month is prior to April then:</p> <p>Start Date = the current year minus 1 year on 06/04 (6th April).</p> <p>End Date = the current year on 05/04 (5th April) @ 23:59:59.</p>	Return Claims which have been paid This Tax Year.
Next Financial Year	<p>Retrieves the financial years which you have configured within your system.</p> <p>Start Date – Uses the Start Date for the financial year and adds 1 year.</p> <p>End Date – Uses the End Date for the financial year and adds 1 year.</p>	Return Pay Scales (UDF) which have an End Date Next Financial Year.
Last Financial Year	<p>Retrieves the financial years which you have configured within your system.</p> <p>Start Date – Uses the Start Date for the financial year and subtracts 1 year.</p> <p>End Date – Uses the End Date for the financial year and subtracts 1 year.</p>	Return Claims which were paid Last Financial Year.
This Financial	<p>Retrieves the financial years which you have configured within your system.</p> <p>Start Date – Uses the Start Date for the financial</p>	Return Claims which

Year Criteria Filter	Calculation/Explanation	Example have been paid This Financial Year.
	End Date – Uses the End Date for the financial year.	
Last X Days	<p>Start Date - Retrieves today's date (date that the report is run) and subtracts X days (x = the number of days entered into the Number of Days field for the filter criteria).</p> <p>End Date – Retrieves today's date (@ 00:00 hours), adds 1 day and subtracts 1 second. Therefore the End Date will be the date that the report is run @ 23:59:59.</p>	Return Employees whose Termination Date was within the Last 10 Days.
Next X Days	<p>Start Date - Retrieves today's date (date that the report is run).</p> <p>End Date – Retrieves today's date (@ 00:00 hours), adds X days (x = the number of days entered into the Number of Days field for the filter criteria) and subtracts 1 second. Therefore the End Date is exactly the chosen number of days after the Start Date @ 23:59:59.</p>	Return Employees whose Termination Date is within the Next 20 Days.
Last X Weeks	<p>Start Date - Retrieves today's date (date that the report is run) and subtracts X weeks (x = the number of weeks entered into the Number of Weeks field for the filter criteria).</p> <p>End Date – Retrieves today's date (@ 00:00 hours), adds 1 day and subtracts 1 second. Therefore the End Date will be the date that the report is run @ 23:59:59.</p>	Return Employees whose Termination Date was within the Last 2 Weeks.
Next X Weeks	<p>Start Date - Retrieves today's date (date that the report is run).</p> <p>End Date – Uses the Start Date (@ 00:00 hours), adds X weeks (x = the number of weeks entered into the Number of Weeks field for the filter</p>	Return Employees whose Termination Date is within the



Criteria Filter	Calculation/Explanation	Next 2 Weeks. Example
	<p>criteria), adds 1 day then subtracts 1 second. Therefore the End Date is exactly the chosen number of weeks after the Start Date @ 23:59:59.</p>	
Last X Months	<p>Start Date – Creates a new instance of a date based on the current month/year and sets the day as the 1st day of the month. The system then subtracts X months (x = the number of months entered into the Number of Months field for the filter criteria) from this date.</p> <p>End Date – Retrieves today's date, adds 1 day then subtracts 1 second. Therefore the End Date will be the day that the report is run @ 23:59:59.</p>	Return Employees whose Termination Date was within the Last 6 Months.
Next X Months	<p>Start Date – Creates a new instance of a date based on the current month/year and sets the day as the 1st day of the month.</p> <p>End Date – Uses the Start Date, adds X months (x = the number of months entered into the Number of Months field for the filter criteria) then subtracts 1 day.</p>	Return Employees whose Termination Date is within the Next 10 Months.
Last X Years	<p>Start Date – Creates a new instance of a date based on the current year and sets the date as 01/01 (1st January). The system then subtracts X years (x = the number of years entered into the Number of Years field for the filter criteria) from this date.</p> <p>End Date – Creates a new instance of a date based on the current year and sets the date as 31/12 (31st December) @ 23:59:59.</p>	Return Employees whose Termination Date was within the Last 3 Years.
Next X Years	<p>Start Date – Creates a new instance of a date based on the current year and sets the date as 01/01 (1st January).</p> <p>End Date – Creates a new instance of a date</p>	Return Employees whose Termination

Criteria Filter	Calculation/Explanation	Example
	based on the current year and sets the date as 31/12 (31st December) @ 23:59:59. The system then adds X years (x = the number of years entered into the Number of Years field for the filter criteria) to this date.	Date is within the Next 2 Years.

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