

Conditional Field Placement

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Summary

Many accounting applications store a negative number in a database field to indicate a credit and a positive number in the same field to indicate a debit (or vice versa). Reports must then print credits and debits in different columns as in this example.

Transaction Journal

| <u>Transaction</u> | <u>Date</u> | <u>Credit</u> | <u>Debit</u> |
|--------------------|-------------|---------------|--------------|
| Cash receipt | 08/30/94 | 320,000.00 | |
| Employee bonuses | 12/25/94 | | 11,000.00 |

To print a report that lists credits and debits in separate columns you need to create two calculated fields, one named Credit and the other named Debit. Use the **Calculations - Calculated Field** command to define them as follows.

Credit = IIF(AMOUNT<0, AMOUNT, 0)
Debit = IIF(AMOUNT>0, AMOUNT, 0)

You can then place these fields in the appropriate position on the report format. The AMOUNT field itself will not appear anywhere on the report.

You will also want to format these fields to print blank instead of zero. To do this, use the **Format - Field** command. Here you can take the "x" out of the **Show-Zero** box to have the field format as blank zero.

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