### IF-THEN-ELSE FUNCTION

**DECODE**

DECODE can be used as a simple “If-Then-Else” statement to test one field against one or more values.

**SYNTAX**

DECODE( expression , searchfor , result [, searchfor , result]... [, default] )

**PARAMETERS**

- **expression** - the expression or field that you are testing
- **searchfor** - the value that is compared against the expression
- **result** - the value that is returned/displayed if expression = searchfor
- **default** - (optional) the value that is returned when expression does not match any searchfor

**EXAMPLE**


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**CASE**

CASE may be used for a more intricate If-Then-Else test, where multiple expressions, fields, or combinations of fields need to be tested at the same time – or when the fields need to be tested against other expressions or fields.

**SYNTAX**

CASE [expression]

WHEN condition THEN result

[WHEN condition THEN result]...

[ELSE default]

END

**PARAMETERS**

- **expression** - (optional) the field or expression to test, only if all WHEN statements are testing the same expression. This is similar to using the DECODE function.
- **condition** - the value or full expression/field to test. Each condition must be the same datatype. Conditions must be listed in order of importance; once one condition is satisfied, its result is returned and no other condition will be tested.
- **result** - the value that is returned/displayed if condition is satisfied.
- **default** - (optional) the value that is returned when none of the conditions is satisfied.

**EXAMPLES**

CASE A.POSN_TYPE

WHEN ‘FAC’ THEN ‘Faculty’
WHEN ‘STF’ THEN ‘Staff’
WHEN ‘STU’ THEN ‘Grad Student’
ELSE ‘Temp’
END

CASE

WHEN A.POSN_CATEGORY = ‘RES’ THEN ‘Research Faculty’
WHEN A.POSN_TYPE = ‘FAC’ THEN ‘Non-Research Faculty’
WHEN A.POSN_TYPE = ‘STF’ THEN ‘Staff’
WHEN A.PAYGROUP = ‘MGW’ OR A.JOBCODE = ‘100029’ OR A.JOBTITLE LIKE ‘%WS’ THEN ‘Student’
WHEN A.JOBTITLE LIKE ‘%(SP)’ THEN ‘Special Pay’
WHEN A.PAYGROUP = ‘BIT’ THEN ‘Temp’
ELSE A.JOBTITLE
END
DATE/TIME FUNCTIONS

SYSDATE (current date/time)

SYSDATE returns the current day and time.

SYNTAX
SYSDATE

PARAMETERS
There are no additional parameters for this function.

EXAMPLES

CAST(SYSDATE AS TIMESTAMP) \(
\rightarrow \) returns current day and time

TRUNC(SYSDATE) \(
\rightarrow \) returns the current day only, without the time

TRUNC(SYSDATE) + 7 \(
\rightarrow \) returns the date for one week from the current day, without the time

Add or Subtract Days

To add or subtract days from a date field, use the traditional (+) and (-) operators.

SYNTAX

date + days or
date - days

PARAMETERS

date - any field of date format.
days - the number of days to add or subtract.

EXAMPLES

A.EFFDT + 7 \(
\rightarrow \) returns seven days after the effective date

A.EFFDT - 7 \(
\rightarrow \) returns seven days prior to the effective date

NOTE

• When using a datetime field, remember the impact of time. For example, 10/10/2015 12:00pm + 7 will yield 10/17/2015 12:00pm. To remove the time portion of a datetime field, use TRUNC.

ADD_MONTHS

ADD_MONTHS returns a date at the specified number of months in the past or future.

SYNTAX

ADD_MONTHS(date, months)

PARAMETERS

date - any field of date format.
months - the number of months to add (positive number) or subtract (negative number).

EXAMPLES

\[
\begin{align*}
\text{ADD\_MONTHS (A.EFFDT, 1)} & \rightarrow \text{returns one month from the effective date} \\
\text{ADD\_MONTHS (A.EFFDT, -1)} & \rightarrow \text{returns one month prior to the effective date}
\end{align*}
\]

NOTES

- If the calculation returns a date that doesn’t exist, it will be rounded to the last day of that month. For example, adding one month to 1/30/15 will return 2/28/15.
- When using a \textit{datetime} field, remember the impact of time. To remove the time portion of a \textit{datetime} field, use \texttt{TRUNC}.

\textbf{TRUNC (truncate date/time field)}

\texttt{TRUNC} can be used to truncate a date or \textit{datetime} field to a specific unit of measure.

\textbf{SYNTAX}

\texttt{TRUNC(field [, ‘format’])}

\textbf{PARAMETERS}

field - a field or expression of \textit{date} or \textit{datetime} format that you wish to truncate.

format - \textit{(optional)} indicates how the field should be truncated according to the following options in the following table.

\textbf{EXAMPLES}

\begin{tabular}{|l|l|l|l|}
\hline
To truncate to... & Use format... & Example & \textbf{11/28/2015 12:05:03.2314 becomes...} \\
\hline
Day (remove the time) & (none) & \texttt{TRUNC(A.LASTUPDDTTM)} & 11/28/2015 \\
Month & \texttt{MONTH} & \texttt{TRUNC(A.LASTUPDDTTM, ‘MONTH’) } & 11/01/2015 \\
Year & \texttt{YEAR} & \texttt{TRUNC(A.LASTUPDDTTM, ‘YEAR’)} & 01/01/2015 \\
Hour & \texttt{HH} & \texttt{TRUNC(A.LASTUPDDTTM, ‘HH’) } & 11/28/2015 12:00 \\
Minute & \texttt{MI} & \texttt{TRUNC(A.LASTUPDDTTM, ‘MI’)} & 11/28/2015 12:05 \\
\hline
\end{tabular}

\textbf{Reformatting Date Fields}

Using expressions, you can easily reformat a date field to display differently. Because PeopleSoft stores different date fields in different ways, you may need to translate the date into a different data type first.

\textbf{SYNTAX}

- If the date field is stored in PeopleSoft as a \textit{“date”} type, such as an Effective Date:
  \texttt{TO\_CHAR(TO\_DATE(field), ‘format’) }\n
- If the date field is stored in PeopleSoft as a \textit{“time”} type, such as Course Session Start Time:
  \texttt{TO\_CHAR(TO\_TIMESTAMP(field, ‘HH24.MI.SS.FF’), ‘format’) }\n
- If the date field is stored as plain text, such as Last Updated Date/Time, you must specify its existing format before reformatting it:
  \texttt{TO\_CHAR(TO\_DATE(field, ‘currentformat’), ‘format’)}
PARAMETERS

The format must be in single quotes and specifies the formatting you’d like to apply to the date:

<table>
<thead>
<tr>
<th>Date Code</th>
<th>Meaning</th>
<th>Date Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYY</td>
<td>4-digit year</td>
<td>DY</td>
<td>Abbreviated name of day.</td>
</tr>
<tr>
<td>YY</td>
<td>2-digit year</td>
<td>HH</td>
<td>Hour of day (1-12)</td>
</tr>
<tr>
<td>MM</td>
<td>Month (01-12; JAN = 01)</td>
<td>HH24</td>
<td>Hour of day (0-23)</td>
</tr>
<tr>
<td>MON</td>
<td>Abbreviated name of month</td>
<td>MI</td>
<td>Minute (0-59)</td>
</tr>
<tr>
<td>DAY</td>
<td>Name of day</td>
<td>SS</td>
<td>Second (0-59)</td>
</tr>
<tr>
<td>DD</td>
<td>Day of month (1-31)</td>
<td>AM</td>
<td>Meridian indicator</td>
</tr>
</tbody>
</table>

EXAMPLES

For an Effective Date of 2015-01-06:

```
TO_CHAR(TO_DATE(A.EFFDT), ‘YYYY’) -> 2013
TO_CHAR(TO_DATE(A.EFFDT), ‘MON DD, YYYY’) -> Jan 6, 2013
TO_CHAR(TO_DATE(A.EFFDT), ‘MM/DD/YYYY’) -> 01/06/2013
```

STRING FUNCTIONS

|| (concatenate)

|| (two vertical bars) may be used to concatenate any number of strings, fields, and expressions together.

SYNTAX

```
expression || expression [|| expression]...
```

PARAMETERS

expression - a field, string (in single quotes), or expression. Multiple pieces may be concatenated together by using the vertical bars multiple times

EXAMPLE

```
A.NW_POSN_TYPE || ‘/’ || A.NW_POSN_CATEGORY -> returns a value like FAC/REG
```

REPLACE

REPLACE searches for specific text within a field and replaces it with something else.

SYNTAX

```
REPLACE(expression, searchfor [, replacewith])
```

PARAMETERS

expression - the field or expression that you are looking to replace within
searchfor - the value you are looking for
replacewith - (optional) if searchfor is found, it will be replaced with replacewith

EXAMPLE

```
REPLACE(A.NW_EMAIL_ADDRESS, ‘northwestern.edu’, ‘n...’ -> returns a value like j-smith@n...
```
**SUBSTR (substring)**

SUBSTR finds and extracts only a specific part of the data field or expression text.

**SYNTAX**

SUBSTR(expression, startposition [, length])

**PARAMETERS**

expression - the field or expression that you are looking to extract a piece from.

startposition - the position of the character you want to start at, beginning with 1. A positive number n will begin at the nth character from the left; a negative number -n will begin at the nth character from the right.

length - (optional) the number of characters to return. If not provided, the rest of the characters to the end of the string will be included.

**EXAMPLE**

SUBSTR(A.DEPTID, 1, 4) → returns the first four digits of the department number

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**Constants**

A constant may be added as an expression by simply enclosing the text in single quotes.

**SYNTAX**

'constant'

**PARAMETERS**

constant - the text that you want to display. Note that you cannot use quotation marks directly. To include a single or double quote, use CHR(34) or CHR(39) respectively, utilizing the || function.

**EXAMPLES**

'Employee' → returns Employee for each row of data

CHR(39) || 'Employee' || CHR(39) → returns "Employee" for each row of data

**NOTE**

- As illustrated above, the || (concatenate) function can be combined with strings, field names, and other expressions to join different pieces of data into one expression.

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**Other String Functions**

<table>
<thead>
<tr>
<th>Expression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITCAP(field)</td>
<td>Capitalizes the first letter of each word.</td>
</tr>
<tr>
<td>LOWER(field)</td>
<td>Converts the entire field to lowercase.</td>
</tr>
<tr>
<td>UPPER(field)</td>
<td>Converts the entire field to uppercase.</td>
</tr>
</tbody>
</table>
LTRIM(field [, totrim])
RTRIM(field [, totrim])
TRIM(field [, totrim])

Removes characters from the left, right, or both sides of a field respectively. If totrim is omitted, leading or trailing spaces will be removed. Otherwise, will remove the totrim character that occurs at the beginning or end of string.

%OPERATORID
The myHR UserID or NetID of the current user.

### NUMERICAL & MATHEMATICAL FUNCTIONS

#### Rounding Functions

<table>
<thead>
<tr>
<th>Expression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEIL(field)</td>
<td>Rounds up to the nearest integer.</td>
</tr>
<tr>
<td>FLOOR(field)</td>
<td>Rounds down to the nearest integer.</td>
</tr>
<tr>
<td>ROUND(field [, decimal_places])</td>
<td>Rounds the field to the indicated number of decimal places. If decimal_places is omitted, it rounds to the nearest whole number.</td>
</tr>
</tbody>
</table>

#### Comparative Functions

<table>
<thead>
<tr>
<th>Expression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREATEST(field1, field2, ...)</td>
<td>Returns whichever field in the list has the greatest value.</td>
</tr>
<tr>
<td>LEAST(field1, field2, ...)</td>
<td>Returns whichever field in the list has the least value.</td>
</tr>
</tbody>
</table>

#### Mathematical Functions

<table>
<thead>
<tr>
<th>Expression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS(field)</td>
<td>Returns the absolute value.</td>
</tr>
<tr>
<td>MOD(field1, field2) or REMAINDER(field1, field2)</td>
<td>Returns the remainder of field1 divided by field2.</td>
</tr>
</tbody>
</table>

#### Aggregate Functions

Although aggregate functions can be selected on the Fields tab in Query Manager, creating an expression for an aggregate function allows your query to retain access to the regular field value. This is useful if you need to use that field value as a Criteria, or if you wish to include both the value and the aggregate in a single query.

<table>
<thead>
<tr>
<th>Expression</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVG(field)</td>
<td>The average, maximum, minimum, or median of all values for that field, where everything else in a row is the same.</td>
</tr>
<tr>
<td>MAX(field)</td>
<td></td>
</tr>
<tr>
<td>MIN(field)</td>
<td></td>
</tr>
<tr>
<td>MEDIAN(field)</td>
<td></td>
</tr>
<tr>
<td>SUM(field)</td>
<td></td>
</tr>
</tbody>
</table>
**COUNT([DISTINCT] field)**

The count of all values for that field, where everything else in a row is the same. Including **DISTINCT** will count only the distinct values that appear (duplicates will not be counted).

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**OTHER FUNCTIONS**

**LISTAGG**

**LISTAGG** combines values from multiple result rows into one cell, where everything else in the row is the same. This is an aggregate function.

**SYNTAX**

LISTAGG(field, [, 'delimiter']) WITHIN GROUP (ORDER BY field)

**PARAMETERS**

- **field** - the field for which values will be combined, when all other data in the row is the same.
- **delimiter** - *(optional)* the delimiter used to separate values that are combined.

**EXAMPLE**

LISTAGG(A.JOBTITLE, ', ', ) WITHIN GROUP (ORDER BY A.JOBTITLE) \rightarrow for someone who has multiple jobs, it will return things like: Professor, Director of Research Center, A. B. Smith Professor

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**NVL** *(null substitution)*

**NVL** allows you to substitute a specific value when the field or expression you are looking for is null.

**SYNTAX**

NVL(expression, 'default')

**PARAMETERS**

- **expression** - the field or expression; this will be returned if it exists.
- **default** - the string that will be returned when **expression** is null.

**EXAMPLE**

NVL(A.NW_GL_AMT, '0.00')