

## COMM GEN – Word Template – Formatting Dates

There are three dates in the **Communication Table** (which can be queried): **Communication Date** (COMM\_DT), **Letter Printed Date** (LETTER\_PRINTED\_DT), and **Completed Date** (DT\_COMPL). Only COMM\_DATE and LETTER\_PRINTED\_DT are in the XML file. These two dates can be added to the Word Template and reformatted.

- COMM\_DATE and LETTER\_PRINTED\_DT are defined for the Comm Gen process in PeopleBooks:
  - Communication Date (COMM\_DT): The default communication date is the system's current date. You can override this date. *Enter the date on which the communication should be processed.* For example, you might assign a communication today, but want the communication to be processed two weeks from today. Override the default date and enter the date two weeks from now. The extract process looks at this date to know *when to generate* the communication.
  - Letter Printed Date (LETTER\_PRINTED\_DT) – Communication Generated Date: The system displays the *date and time when the process generated the communication*. This is **the Update Communication Generation Date With** from the run control page.

Below are two examples of formatting and output for these two fields in a Word Template. (A hard coded date can be used as well, but is subject to the Word Date properties.)

The screenshot shows the 'BI Publisher Properties' dialog box with the 'Advanced' tab selected. Under the 'General' section, the 'Data Field' is set to 'fld\_COMM\_DT' and the 'Text to display' is 'January 1, 2000'. Under the 'Formatting' section, the 'Type' is 'Date' and the 'Format' is 'MMMM d, yyyy'. The 'Force LTR' checkbox is unchecked. Under the 'Data Aggregation' section, the 'Function' is empty and the 'Scope' is 'Normal'.

### Date Formats

Fld Comm Dt: January 1, 2000

Fld Letter Printed Dt:

Hard Coded Date: September 5, 2015

### Date Output

Fld Comm Dt: September 4, 2015

Fld Letter Printed Dt: 9/4/2015

Hard Coded Date: September 5, 2015

The screenshot shows the 'BI Publisher Properties' dialog box with the 'Advanced' tab selected. Under the 'General' section, the 'Data Field' is set to 'fld\_LETTER\_PRINTED\_DT' and the 'Text to display' is empty. Under the 'Formatting' section, the 'Type' is 'Date' and the 'Format' is 'M/d/yyyy'. The 'Force LTR' checkbox is unchecked. Under the 'Data Aggregation' section, the 'Function' is empty and the 'Scope' is 'Normal'.