Learn how to apply relative dates to reports in Report Designer. Relative dates allow you to create reports that you can run periodically without needing to alter your query. A relative date is a period of time that is relative to the current date (last week, last month, etc.).

Note: Relative date functionality is only available with Report Designer.

**Apply relative dates to a standard report**

1. From the open report, click **Design** to display the report in Design mode.

2. Click the **Edit Data Provider button**.

3. From the Query Panel, locate the data object in the Query Filters panel.

4. Select **Prompt** from the Define filter type drop-down menu, and then click the **Show prompt properties button**.

**Example**

5. From the Prompt Properties window, select **Parameter from universe**.

6. Select a **universe parameter** and then click **OK**. See below for list of available universe parameters.

7. If the date object is a range, repeat steps 4 through 6 for the To date.

8. Select **Apply Changes and Close** from the Close drop-down menu.
9. Save the report.

Apply relative dates to a custom report

1. From the Query Panel, add a **date object** to the Query Filters panel.
2. Select **Prompt** from the Define filter type drop-down menu, and then click the **Show prompt properties** button.
3. Click the **Show prompt properties button**.
4. From the Prompt Properties window, select **Parameter from universe**.
5. Select a **universe parameter** and then click **OK**. See below for a complete list of available universe parameters.
6. If the date object is a range, repeat steps 2 through 5 for the **To date**.
7. Select **Apply Changes and Close** from the Close drop-down menu.
8. Save the report.

Available relative dates

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yesterday morning</td>
<td>12:00:00 AM institution's local time on the day before the current day.</td>
</tr>
<tr>
<td>This morning</td>
<td>12:00:00 AM institution's local time on the current day.</td>
</tr>
<tr>
<td>Beginning of last week</td>
<td>12:00:00 AM institution's local time on the first day (Sunday) of the week before the current week.</td>
</tr>
<tr>
<td>Beginning of this week</td>
<td>12:00:00 AM institution's local time on the first day (Sunday) of the current week.</td>
</tr>
<tr>
<td>7 Days Ago</td>
<td>12:00:00 AM institution's local time 7 days before the current day.</td>
</tr>
<tr>
<td>30 Days Ago</td>
<td>12:00:00 AM institution's local time 30 days before the current day.</td>
</tr>
<tr>
<td>60 Days Ago</td>
<td>12:00:00 AM institution's local time 60 days before the current day.</td>
</tr>
<tr>
<td>90 Days Ago</td>
<td>12:00:00 AM institution's local time 90 days before the current day.</td>
</tr>
<tr>
<td>Beginning of this month</td>
<td>12:00:00 AM institution's local time on the first day of the</td>
</tr>
<tr>
<td>NAME</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>current month.</td>
<td>current month.</td>
</tr>
<tr>
<td>Beginning of last month</td>
<td>12:00:00 AM institution's local time on the first day of the month before the current month.</td>
</tr>
<tr>
<td>2 Months Ago</td>
<td>12:00:00 AM institution's local time on the first day of the month that started 2 months before the current month.</td>
</tr>
<tr>
<td>3 Months Ago</td>
<td>12:00:00 AM institution's local time on the first day of the month that started 3 months before the current month.</td>
</tr>
<tr>
<td>6 Months Ago</td>
<td>12:00:00 AM institution's local time on the first day of the month that started 6 months before the current month.</td>
</tr>
<tr>
<td>9 Months Ago</td>
<td>12:00:00 AM institution's local time on the first day of the month that started 9 months before the current month.</td>
</tr>
<tr>
<td>12 Months Ago</td>
<td>12:00:00 AM institution's local time on the first day of the month that started 12 months before the current month.</td>
</tr>
<tr>
<td>Beginning of this year</td>
<td>12:00:00 AM institution's local time on January 1 of the current year.</td>
</tr>
<tr>
<td>Beginning of last year</td>
<td>12:00:00 AM institution's local time on January 1 of the year before the current year.</td>
</tr>
<tr>
<td>2 Years Ago</td>
<td>12:00:00 AM institution's local time on January 1, 2 years ago.</td>
</tr>
</tbody>
</table>