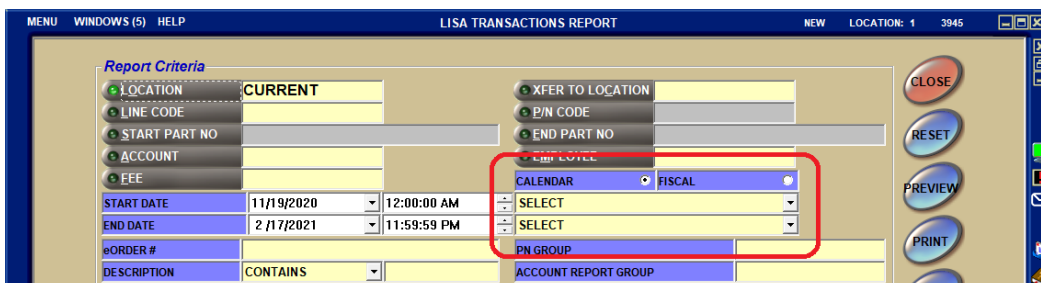
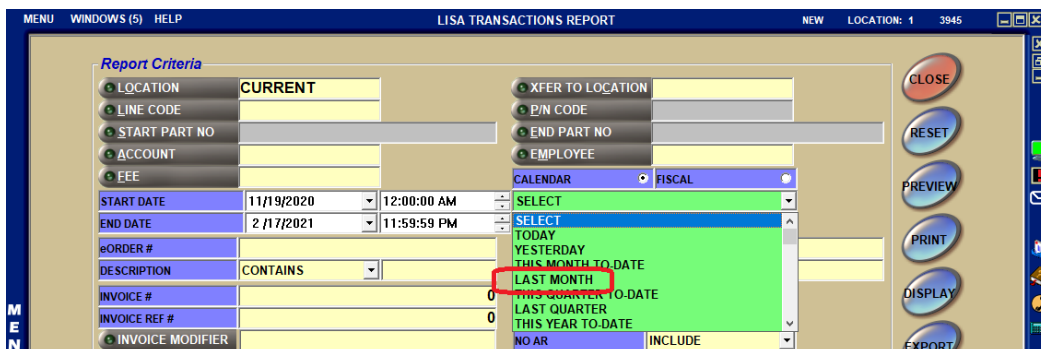


## Overview

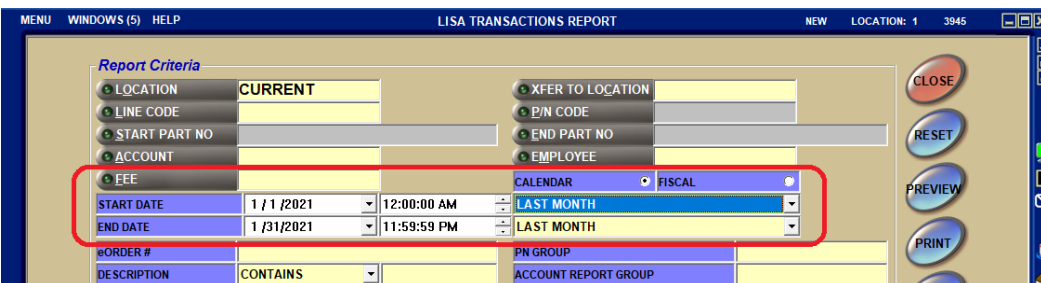
For over 15 different PartsWatch Financial Reports, users can select a date range (start and end dates) for the report much more quickly and easily using the relative date feature. Let's say you wanted to see a report of last month's sales for the LISA TRANSACTIONS Report. Notice the two Relative Date radio buttons circled below, with a choice of CALENDAR or FISCAL. Leave the CALENDAR default value "as is":



You simply select the relative date you want from the drop-down list; see "LAST MONTH":



Once you select a relative START date, the system will autofill both the start and end dates. Since today is February 17, that the system auto-filled the start date with January 1 and the end date with January 31:



You can now run the report. Optionally you can select a relative END date. For example, you could select "YESTERDAY" as the relative END date and then the date range would be from January 1 to February 16.

## Calendar Relative Dates

[The options for the CALENDAR selection drop-down can be found here.](#)

## Fiscal Relative Dates

[The options for the FISCAL selection drop-down can be found here.](#)