

# Value Formatting

Last Modified on 29/03/2019 4:14 pm AEDT

Value formatting is performed in report builder on any column of a report.

To perform value formatting:

1. Go to [Report Builder](#) .
2. Hover on the column where you want to perform the value formatting.
3. Select the down arrow. The column context menu appears.
4. Select **Format Column**. The Format dialog appears.
5. Select **Value Formatting** tab
6. Select the required formatting options, see table.
7. Select **OK**.
8. Select **SAVE** to save the report. The applied value formatting displays in view mode of the report.

## Formatting options

Different formatting options are available for different types of columns

Text	Number / Autonumber	Decimal / Currency	Date	Date and Time	Time
Alignment	Alignment	Alignment	Alignment	Alignment	Alignment
<ul style="list-style-type: none"> <li>• Default</li> <li>• Left</li> <li>• Centre</li> <li>• Right</li> </ul>	<ul style="list-style-type: none"> <li>• Default</li> <li>• Left</li> <li>• Centre</li> <li>• Right</li> </ul>	<ul style="list-style-type: none"> <li>• Default</li> <li>• Left</li> <li>• Centre</li> <li>• Right</li> </ul>	<ul style="list-style-type: none"> <li>• Default</li> <li>• Left</li> <li>• Centre</li> <li>• Right</li> </ul>	<ul style="list-style-type: none"> <li>• Default</li> <li>• Left</li> <li>• Centre</li> <li>• Right</li> </ul>	<ul style="list-style-type: none"> <li>• Default</li> <li>• Left</li> <li>• Centre</li> <li>• Right</li> </ul>
				Date time format (with examples)	
				<ul style="list-style-type: none"> <li>• Default (13/03/1982 09:00 AM)</li> <li>• 24 Hour (13/03/1982 09:00)</li> <li>• Day Month (13 March)</li> <li>• Day Month</li> </ul>	Time format (with
			Date Format (with examples)		
			<ul style="list-style-type: none"> <li>• Default (13/03/1982)</li> </ul>		

Text	Number / Autonumber	Decimal / Currency Decimal Places	Date	Time (13 March 9:00 AM)	examples
Lines	Prefix		<ul style="list-style-type: none"> <li>• Day Month (13 March)</li> <li>• Long (Saturday, 13 March 1982)</li> <li>• Month (Mar)</li> <li>• Month Year (March 1982)</li> <li>• Quarter (Q1)</li> <li>• Quarter Year (Q1, 1982)</li> <li>• Year (1982)</li> <li>• Weekday (Saturday)</li> </ul>	<ul style="list-style-type: none"> <li>• Long (Saturday, 13 March 1982 9:00 AM)</li> <li>• Sortable (1982-03-13T09:00:00)</li> <li>• Date only (13/03/1982)</li> <li>• Time only (09:00 AM)</li> <li>• Month (Mar)</li> <li>• Month Year (March 1982)</li> <li>• Quarter (Q1)</li> <li>• Quarter Year (Q1, 1982)</li> <li>• Year (1982)</li> </ul>	<ul style="list-style-type: none"> <li>• Default (9:00 AM)</li> <li>• 24 Hour (09:00)</li> <li>• Hour Only (09:00 AM)</li> </ul>
	Suffix	Prefix			
		Suffix			