



Let's use it conveniently



basic guidebook

vol. 02

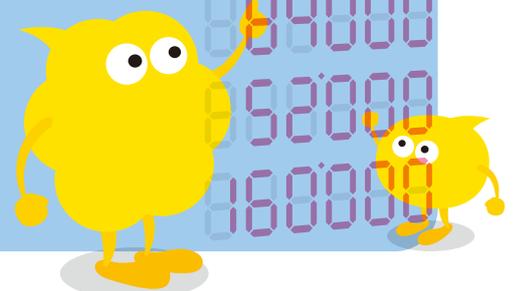
# Calculations

Here, we will use the "Order reception application" as an example to explain calculation fields, which can automatically calculate numerical values, and display the results!

Solve  
common  
problems!

It's a lot of work having to calculate and enter all the numbers by myself.

I wonder if kintone can automatically calculate subtotals or total amounts automatically...?



# Before implementing calculation fields



## Order Management App

- Numerical values were calculated manually
  - Calculations took time
  - There was a risk of calculation errors



Cancel Save

Yudai Shibutani

Client Department  
E-mail Telephone

**Subtotals and total amounts were entered one by one**

| Product code | Product name     | Unit price | Quantity | Subtotal   |
|--------------|------------------|------------|----------|------------|
| 0001         | kintone Light    | 780 YEN    | 100      | 78000 YEN  |
| 0002         | kintone Standard | 1500 YEN   | 500      | 750000 YEN |
| 0003         | Office Standard  | 500 YEN    | 30       | YEN        |
| 0004         | Office Premium   | 800 YEN    | 40       | YEN        |

Total amount  
YEN

# After implementing calculation fields



## Order Management App

- Create **calculation fields** for fields that require calculations
- Pre-set calculation formulas automatically calculate!
- Prevent calculation errors!



Cancel Save

Client Department Person in charge

E-mail Telephone

**Subtotals and total amounts are calculated automatically!**

| Product code | Product name     | Unit price | Quantity | Subtotal   |
|--------------|------------------|------------|----------|------------|
| 0001         | kintone Light    | 780 YEN    | 100      | 78000 YEN  |
| 0002         | kintone Standard | 1500 YEN   | 500      | 750000 YEN |
| 0003         | Office Standard  | 500 YEN    | 30       | 15000 YEN  |
| 0004         | Office Premium   | 800 YEN    | 40       | 32000 YEN  |

Total amount

875000 YEN

# How to set calculation fields

In kintone, by setting various calculation formulas beforehand, you can use the **calculation field**, a function which will automatically display calculation results.

**By using this, you can reduce the labor spent on calculating, and increase input efficiency.**

【Completed image】

The screenshot shows a kintone form with the following fields: Reception Date (2017-04-30), Receptionist (Logged-in user), Client, Department, Person in charge, E-mail, Telephone, Product code, Product name, Unit price, Quantity, and Subtotal. A text box in the center contains the formula  $\text{Unit Price} \times \text{Quantity} = \text{Subtotal}$ . The Unit price, Quantity, and Subtotal fields are highlighted with orange boxes.

## 1. Place the number field

Place “Number” field for “Unit price” and “Calculation” field to show calculation results.

① Place “Number” field

Place two “Number” fields from the parts list on the left side of the screen.

The screenshot shows the kintone form editor interface. On the left, a parts list contains various field types, with the “Number” field highlighted in an orange box. An arrow points from this field to the form editor. In the form editor, two “Number” fields are placed in the Unit price and Quantity positions, each marked with a circled “1”. A text box above the form editor says “Place the ‘Number’ field”.

## ② Set field name and field code

Open “Number” field setting screen and set field name and field code.

Change one of the “Number” field name to “**Unit price**” and the other to “**Quantity**”.

Also change field code for the same name as field name, “**Unit\_price**” and “**Quantity**” and **Click [Save]**.

Field codes are character strings to identify fields. They will be used for calculations.

Field Settings

Name \*

Unit price

Use thousands separators

Required field

Prohibit duplicate values

Limits of Value (Note: Use Integer)

Minimum  Maximum

Default Value

Number of Decimal Places

Currency

YEN  Prefix (e.g. \$100)  Suffix (e.g. 100 USD)

Field Code \*

Unit\_price

Field Settings

Name \*

Quantity

Use thousands separators

Required field

Prohibit duplicate values

Limits of Value (Note: Use Integer)

Minimum  Maximum

Default Value

Number of Decimal Places

Currency

Prefix (e.g. \$100)  Suffix (e.g. 100 USD)

Field Code \*

Quantity

We use the “field codes” of fields we want to calculate with the calculation formulas.



## 2. Place the calculation field

① Place the “**Calculated**” field from the parts list on the left side of the screen.

Form Views Graphs App Settings

Save Form

Reception Date: 2017-04-30 Receptionist: Logged-in user

Client: Department:

E-mail: Telephone:

Product code: Product name: Unit price: Quantity: Subtotal

Parts List:

- Label
- Rich text
- Number
- Radio Button
- Multi-choice
- Date
- Date and time
- Link
- Department selection
- Related Records
- Blank space
- Text (single-line)
- Text Box (multi-line)
- Calculated
- Check box
- Drop-down
- Time
- Attachment
- User selection
- Group selection
- Lookup
- Border

Place the “Calculated” field

①

## 3. Set the calculation formulas

① Open the subtotal field’s settings screen



② Set the calculation formulas

Here, we will set the calculation formula, which will automatically calculate the subtotal. In this example, we want to multiply “Unit price” by “Quantity,” so we will enter “**Unit\_price\*Quantity**”.

\*Calculation formulas use the field codes of fields you wish to calculate.

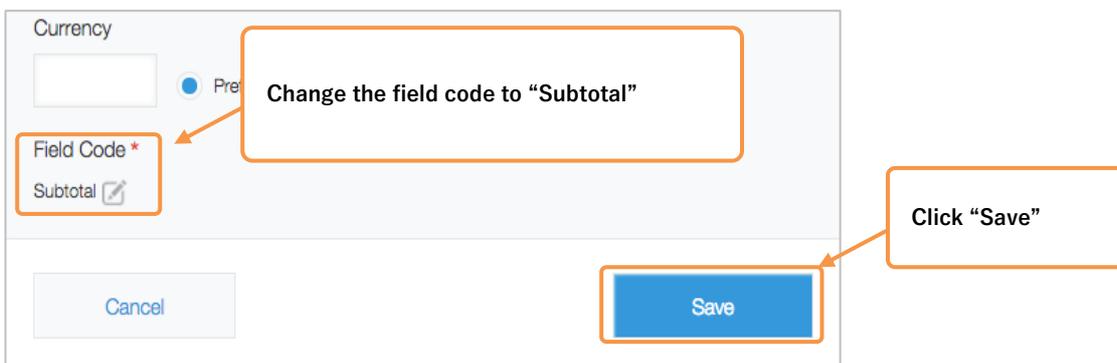
※For the four arithmetic operations, use + - \* /(half-size characters).

※ In the calculation field, in addition to “Number” you can also calculate **Date/Time, Day, Time, and Duration.**



③ Change the field code

Change the field code to **Subtotal**, the same as the field name and click [Save] .



Your calculations are complete!

The screenshot shows a web application interface with a header containing 'Graphs' and 'App Settings'. Below the header, there are input fields for 'Reception Date' (2017-04-30) and 'Receptionist' (with a search icon and a user profile icon). A 'Logged-in user' indicator is visible. Below these are fields for 'Client', 'Department', and 'Person in charge'. Further down are 'E-mail' and 'Telephone' fields. At the bottom, there is a table with columns: 'Product code', 'Product name', 'Unit price', 'Quantity', and 'Subtotal'. The 'Unit price', 'Quantity', and 'Subtotal' fields in this table are highlighted with an orange border.

## Let's try using calculations!

Enter the "Unit Price" and "Quantity", and see if the calculation results will appear in the "Subtotal"!

This screenshot is identical to the previous one, but with an orange callout box containing the text 'Enter values.' with two arrows pointing to the 'Unit price' and 'Quantity' input fields in the table. The 'Unit price' and 'Quantity' fields are also highlighted with orange borders.

This screenshot shows the form after data entry. The 'Unit price' field now contains '780' and the 'Quantity' field contains '100'. The 'Subtotal' field is highlighted with an orange border and contains the value '78000'. An orange callout box with the text '"Subtotal" is automatically calculated' has an arrow pointing to the 'Subtotal' field. The 'Product code' is '0001' and the 'Product name' is 'kintone Light'.

# Calculation method using tables

When combined with table functions, you can calculate the **total amount** in the **tables**.

【Completed image】

The screenshot shows a form with a table and a total amount field. The table has the following data:

| Product code | Product name     | Unit price | Quantity | Subtotal |
|--------------|------------------|------------|----------|----------|
| 0001         | kintone Light    | 780        | 100      | 78000    |
| 0002         | kintone Standard | 1500       | 500      | 750000   |
| 0003         | Office Standard  | 500        | 30       | 15000    |
| 0004         | Office Premium   | 800        | 40       | 32000    |

Below the table, there is a "Total amount" field with the value 875000. An orange arrow points from the "Subtotal" column of the table to the "Total amount" field.

## 1. Place the calculation field

① Place the calculation field

Place **“Calculated”** from the parts list on the left side of the screen, and change the field name to **Total Amount**.

The screenshot shows a form editor interface. On the left, there is a parts list with various field types. The "Calculated" field is highlighted with an orange box and a circled "1". An orange arrow points from this field to a table in the form. The table has the following structure:

| Product code | Product name | Unit price | Quantity | Subtotal |
|--------------|--------------|------------|----------|----------|
|              |              |            |          |          |

A text box with the text "Place the 'Calculated' field" is positioned above the table. The "Calculated" field is also highlighted with an orange box in the table's body.

## 2. Set the calculation field

- ① Open the “Total amount” field settings screen

Field Settings

Name \*

Total amount

Hide field name

Formula ? \*

SUM(Subtotal)

Hide formula

Number (1000)

- ② Set a calculation formula

When calculating total values in a table, we will use the SUM function.

Here, in order to calculate the total amount for the **subtotal field**, we will enter “**SUM(Subtotal)**.”

※Enter SUM() in **half-size upper case letters**.

※Enter the field code you wish to calculate in the ().

Field Settings

Name \*

Total amount

Hide field name

② Formula ? \*

SUM(Subtotal)

Hide formula

Number (1000)

- ③ Change the field code

Change the field code to “**Total\_amount**,” the same as the field name and click [Save] .

Currency

Prefix

③ Field Code \*

Total\_amount

Cancel Save

The calculation field that shows the total amount in your tables is complete!

Reception Date: 2017-04-30  
Receptionist: [Search icon] [User icon]  
Logged-in user: [X]  
Client: [Text box]  
Department: [Text box]  
Person in charge: [Text box]  
E-mail: [Text box]  
Telephone: [Text box]

| Product code | Product name | Unit price | Quantity   | Subtotal   |
|--------------|--------------|------------|------------|------------|
| [Text box]   | [Text box]   | [Text box] | [Text box] | [Text box] |

Total amount: [Text box]

## Let's try calculating!

Enter the unit price and quantity, and check to see if the calculation results appear in the subtotal!

Yudai Shibutani [X]  
Client: [Text box]  
Department: [Text box]  
Person in charge: [Text box]  
E-mail: [Text box]  
Telephone: [Text box]

| Product code | Product name     | Unit price | Quantity | Subtotal |
|--------------|------------------|------------|----------|----------|
| 0001         | kintone Light    | 780        | 100      | 78000    |
| 0002         | kintone Standard | 1500       | 500      | 750000   |
| 0003         | Office Standard  | 500        | 30       | 150000   |
| 0004         | Office Premium   | 800        | 40       | 320000   |

Total amount: 875000

# Advanced techniques

- Calculating dates and times

In the calculation field, in addition to number, you can also calculate **Date&time, Date, Time, and duration.**

[Example: Calculation formula for Handling time (End– Start)]

The screenshot shows a form with a 'Name' field containing 'Handling time'. Below it is a 'Formula' field with the text 'End-Start'. To the right, there is a list titled 'Person in charge' with three entries: Noboru Sato, Yudai Shibutani, and Yudai Shibutani. An orange box highlights the 'Formula' field and the 'End-Start' text. An orange arrow points from the 'End-Start' text to the 'Person in charge' list.

End – Start = Handling time

- Combining texts(single-line)

You can also combine **texts(single-line)** from multiple fields.

Here, we will combine the texts(single-line) in the [First name] field with the [Last name] field, displaying them together in the [Full name] field.

- Place the **“Texts(single-line)”** field, and change the field name to “Full name.”
- Open the field’s settings screen, and check off **“Calculate automatically.”**
- Use the “First name” and “Last name” field codes to enter the calculation formula

To combine character strings, use **“&.”** Here, we will enter **“First\_name &” “& Last\_name.”**

※ You can include spaces in the texts(single-line) with “ ”

The screenshot shows a form with a 'Name' field containing 'Full name'. Below it is a 'Calculate automatically' checkbox which is checked. Below that is a 'Formula' field containing the text 'First\_name&\* \*&Last\_name'. To the right, there is a 'Date' field containing '2017-04-30'. Below the 'Date' field, there are three fields: 'Full name' containing 'Yudai Shibutani', 'First name' containing 'Yudai', and 'Last name' containing 'Shibutani'. An orange box highlights the 'Calculate automatically' checkbox and the 'Formula' field. An orange arrow points from the 'Formula' field to the 'Full name' field.

# Calculation field usage examples

- **Transportation expenses settlement**

Because calculations are done automatically, you can use the calculation field for settling transportation expenses while preventing miscalculations.

### Transportation expenses settlement

Reporter:  Reported date:

| Date         | Destination          | Purpose          | Path                           | Expenses |
|--------------|----------------------|------------------|--------------------------------|----------|
| Apr 01, 2017 | Bozu Trading Company | Project visit    | Motoyawata→Nishihunabashi      | 154 YEN  |
| Apr 08, 2017 | Sato Trading Company | Project visit    | Ichikawa→Yokohama              | 712 YEN  |
| Apr 16, 2017 | Shibuya Consultant   | Project visit    | Nihonbashi→Otemachi→Suidobashi | 269 YEN  |
| Apr 22, 2017 | Cybozu               | Return to office | Suidobashi→Otemachi→Nihonbashi | 269 YEN  |

Total expenses:

- **Managing budget records**

Automatic calculations can be utilized for managing budget records such as prospects, accepting orders, and gross margins.

### Managing budget records

Person in charge:

Individual target budget:  Budget difference(Budget-Total accepting order amount):

▼ List of prospective orders

| Prospective order date | Prospective order name | Amount      |
|------------------------|------------------------|-------------|
| Jul 07, 2017           | Bozu Trading Company   | 1230000 YEN |
| May 18, 2017           | Sato Trading Company   | 1350000 YEN |
| Apr 13, 2017           | Shibuya Consultant     | 2230000 YEN |

Total prospective order amount:

▼ List of accepting orders

| Accepting order date | Accepting order name | Amount      |
|----------------------|----------------------|-------------|
| May 18, 2017         | Sato Trading Company | 1350000 YEN |
| Apr 13, 2017         | Shibuya Consultant   | 2230000 YEN |

Total accepting order amount:

## • Inquiry management

You can automatically calculate the time it took to handle an inquiry for inquiry management.

### Inquiry management

Contact time: Apr 21, 2017 10:30      Receptionist: Noboru Sato

Client: Bozu Trading Company

Inquiry section: Claim      Inquiry: Their system suddenly stopped, so they want us to restore urgently.

▼Details

| Date         | Start | End   | Handling time      | Person in charge | Contents   | result  |
|--------------|-------|-------|--------------------|------------------|--|---------|
| Apr 21, 2017 | 10:30 | 10:40 | 0 hours 10 minutes | Noboru Sato      | I explained that the person in charge will contact them during the day.  | Not Yet |
| Apr 21, 2017 | 10:48 | 11:00 | 0 hours 12 minutes | Yudai Shibutani  | I confirmed the situation on the phone. Today I will visit them to respond.  | Not Yet |
| Apr 21, 2017 | 14:00 | 15:00 | 1 hours 0 minutes  | Yudai Shibutani  | I have visited at 14 o'clock. The work is completed. The cause seems to be because the customer erroneously deleted the system configuration file. | Done    |

Total handling time: 1 hours 22 minutes



When you use calculations, your calculation results will be shown in a flash, making it very convenient!

If you use them with tables, you can utilize them in various settings.