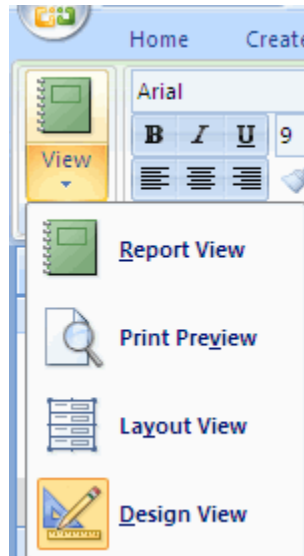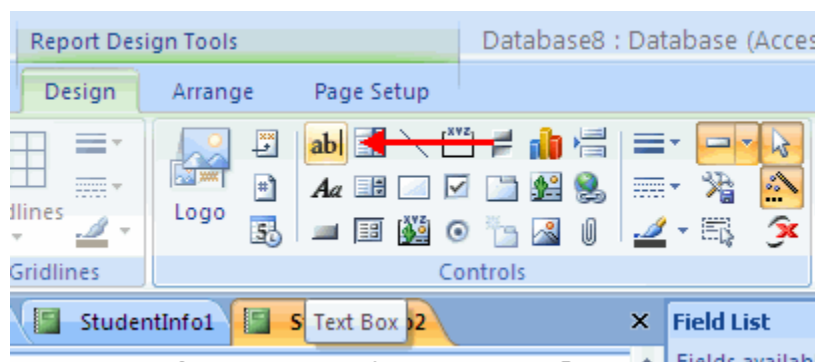# Custom Calculated Fields

You can create reports that include calculated fields. These reports will display information that you wish to report with an arithmetic calculation. To add a custom calculated field to a report:
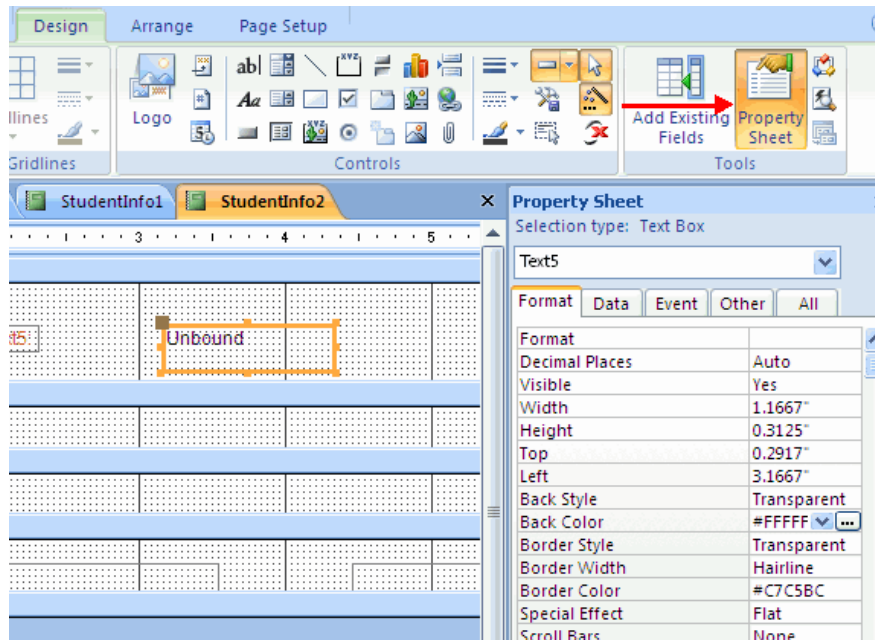
- Open the **Report** that you wish to add to
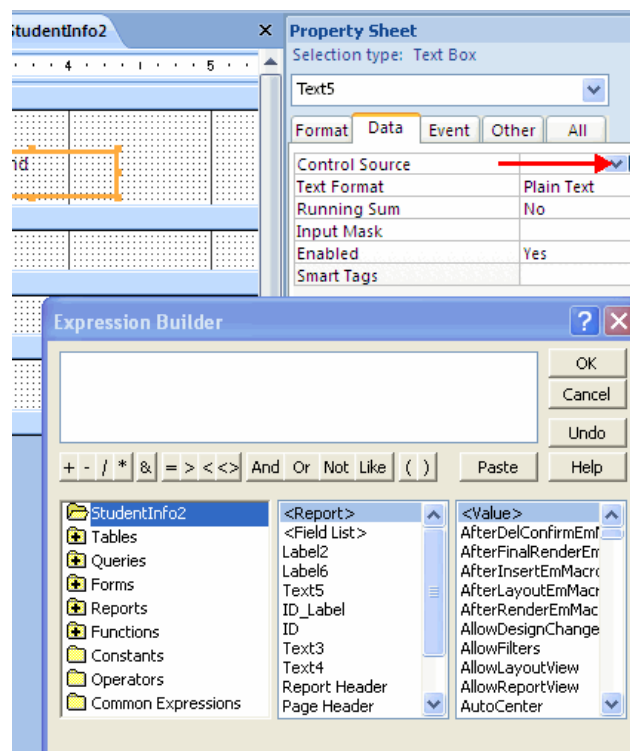- Click the **View** button
- Click **Design** View

- Click the **Design** tab
- Click the **Text Box** button

- Click the section on the report where you would like to locate the textbox
- Click the **Property Sheet Pane**

- Click the **Data** tab
- Click the three dots next to **Control Source**

- Insert the fields you wish to include in the calculation and the mathematical operations.
- Click **OK**