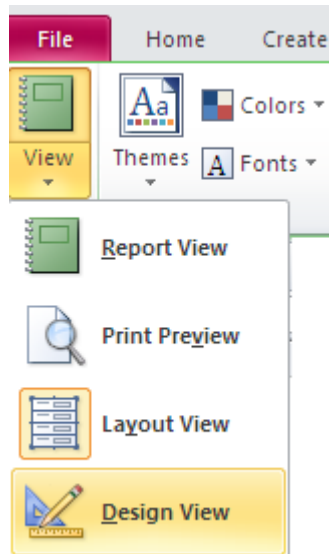


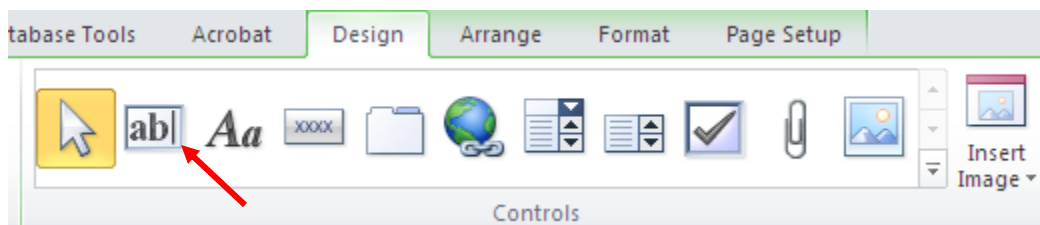
Custom Calculated Fields

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:

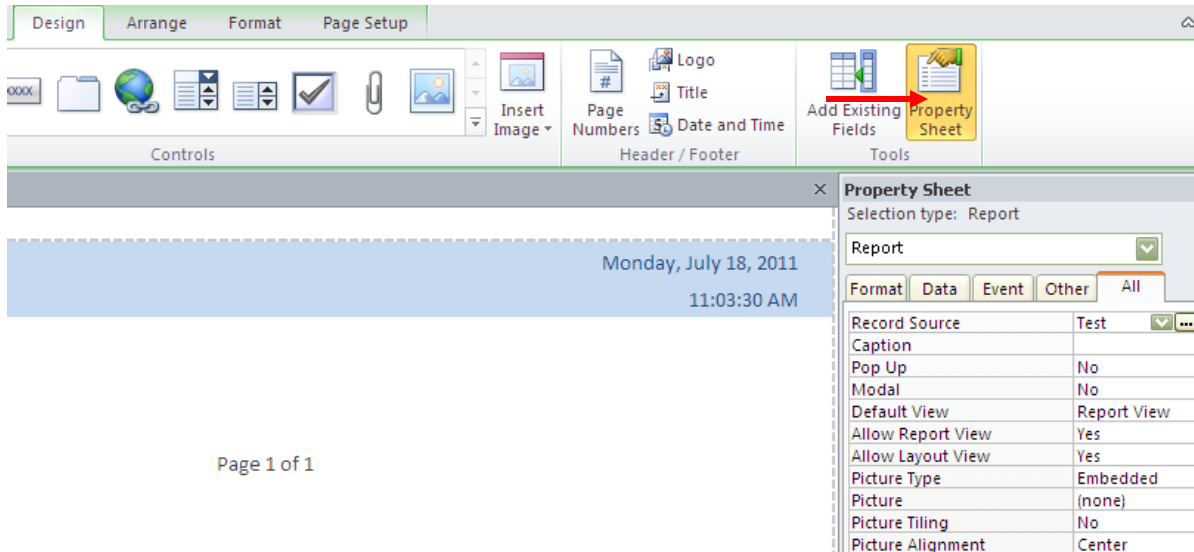
- Open the **Report** that you wish to add to
- Click the **View** button
- Click **Design View**



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

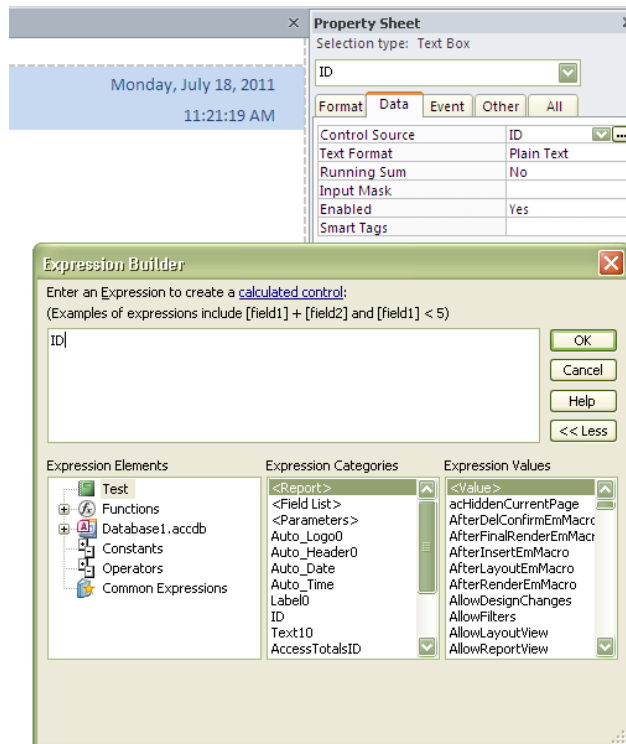


- Click the section on the report where you would like to locate the textbox
- Click the **Property Sheet Pane**



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- 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**

