

# Calculated Columns

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Calculations can be used as columns in a report for special summaries based on the values of the report data. These calculations are performed dynamically when the report is rendered.

To add a calculated column to a report:

1. Go to [Report Builder](#) .
  2. In the Relationship viewer pane, select Calculated icon. The Calculation dialogue appears.
  3. Type a name for the calculation in the **Column Name** field.
  4. Type the calculation in the **Enter Calculation** field.
  5. Select **OK**.
  6. Select **SAVE** to save the report. The data displays in view mode of the report.
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