Use this job aid to: add custom calculations to your reports.
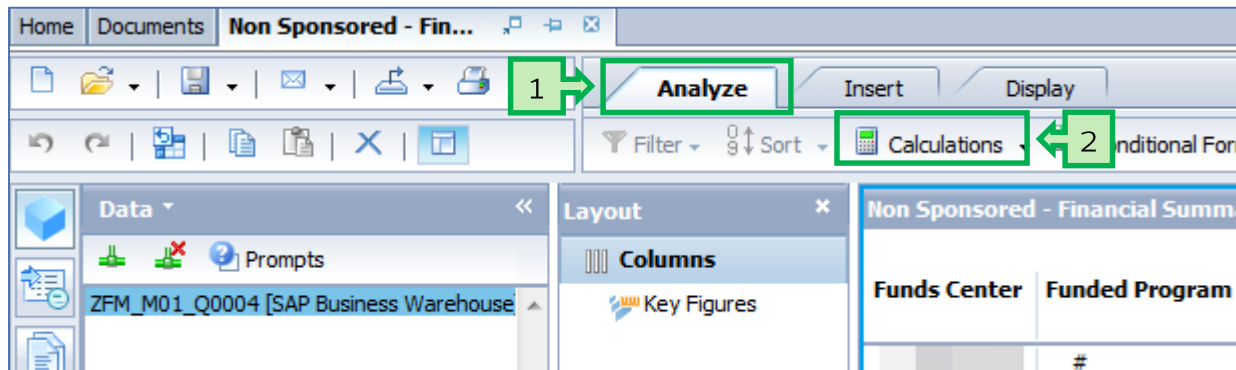
Advanced Custom Calculations

You can create custom calculations in Analysis similar to those you might perform in Excel. This job aid will demonstrate how to create a custom calculation using the custom calculation pop-up screen. Custom calculations will only work between Key Figures values.

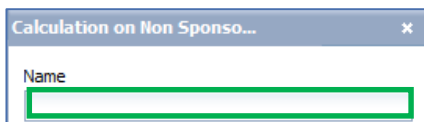## Custom Calculations Using the Custom Calculation Pop-up Screen

Open a report.

1. Click the **Analyze** tab.
2. Click **Calculations**.

Completing the Top of the Custom Calculation Pop-up Screen

1. In the Calculation pop-up, name your formula.

Select the key figures that you would like to place your calculated column after. In this example, the new column will appear after Total YTD.

2. Click the ⬚ **drop-down button** to the right of the Place After [Last member] field.
3. Select the key figure to place the calculation after (i.e., **Total YTD**).
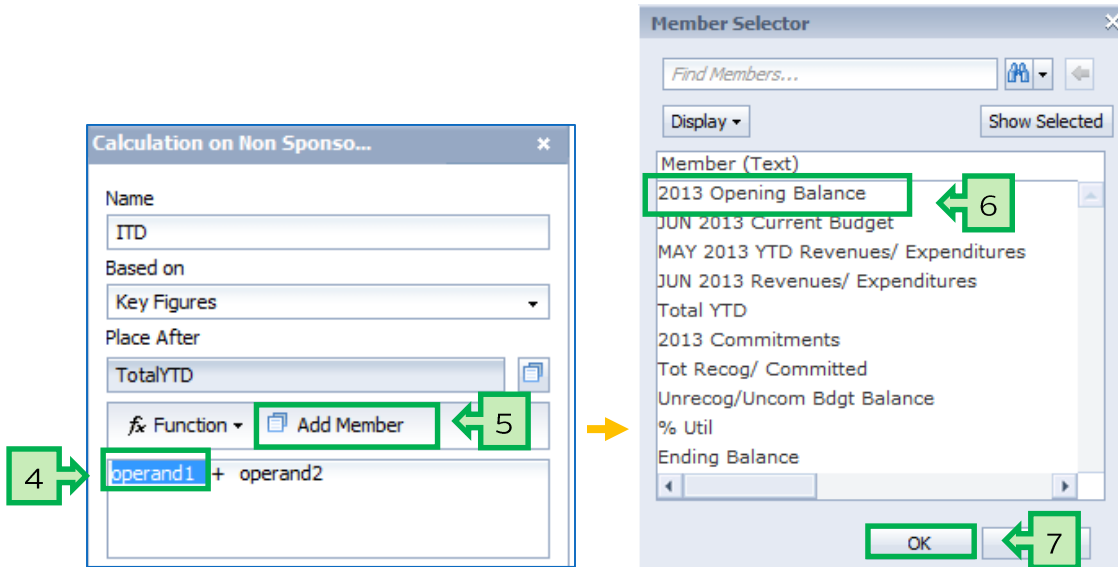4. Click **OK**.
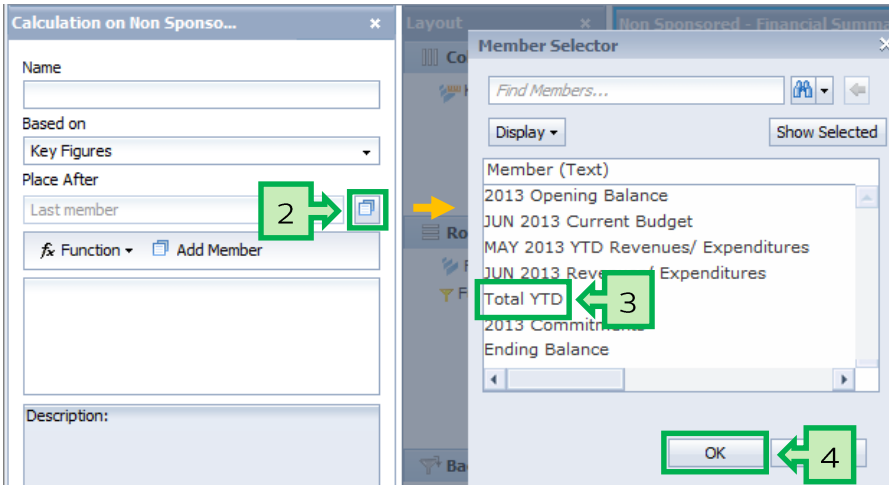
Entering the Formula

1. Click **Function**.
2. From the context menu, hover over **All**.
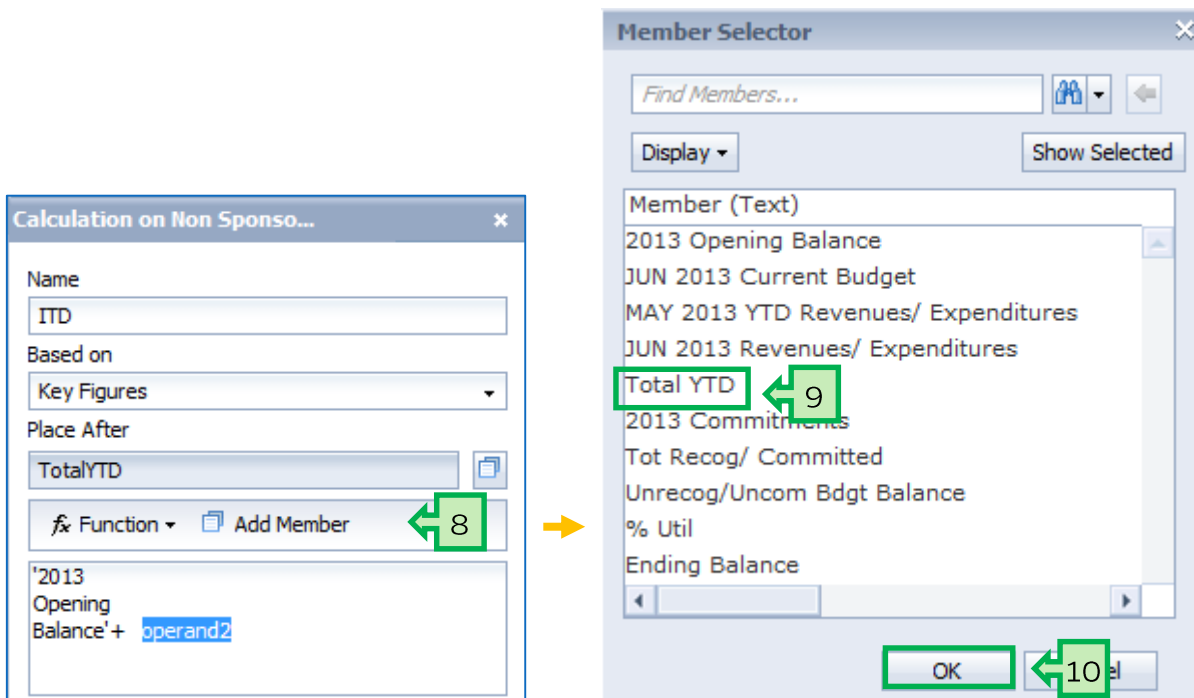3. Select **SUMMATION**.
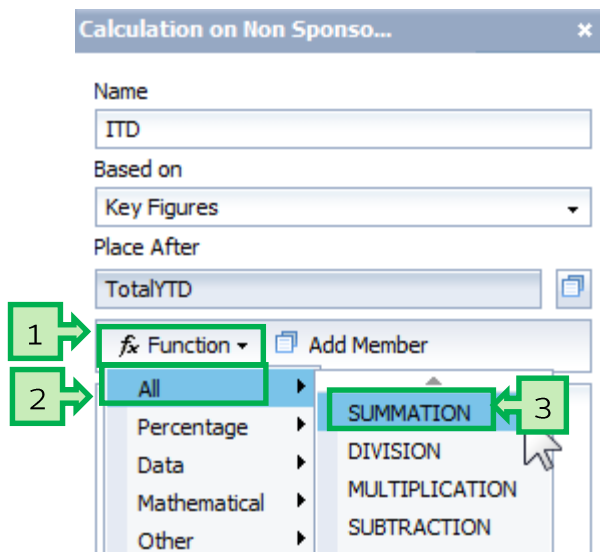
Replace the operands with members.

4. Double-click **operand1** to select it.
5. Click **Add Member**.
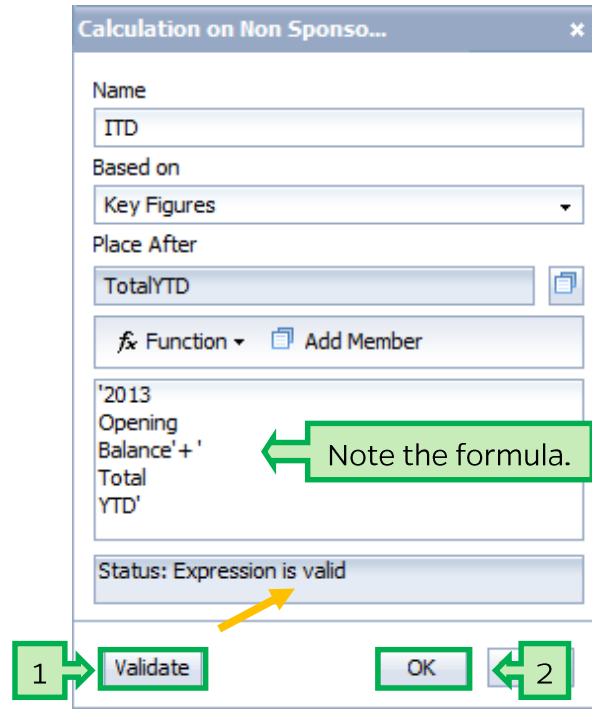6. From the Member Selector pop-up, click **2013 Opening Balance**.
7. Click **OK**.

8. Double-click **operand2** to select it and then click **Add Member**.
9. From the Member Selector pop-up, click **Total YTD**.
10. Click **OK**.

Validating the Formula

1. Click **Validate** to check your formula.
2. If the the expression is valid, click **OK**.

The calculation is added to the report. Notice the calculator icon in the column header.