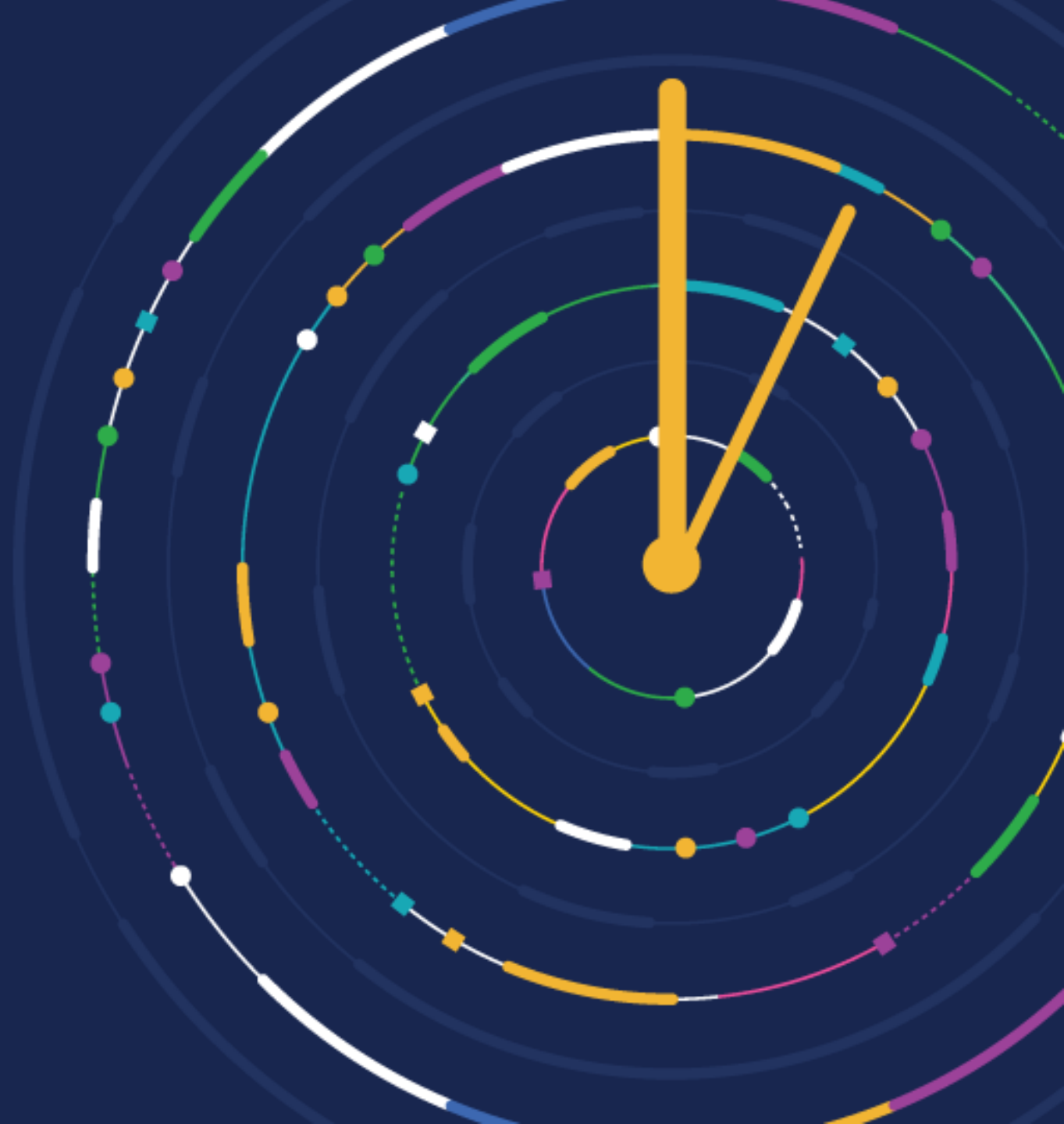




Document & Report Layouts you can change - how & when Word & Excel can replace RDLC

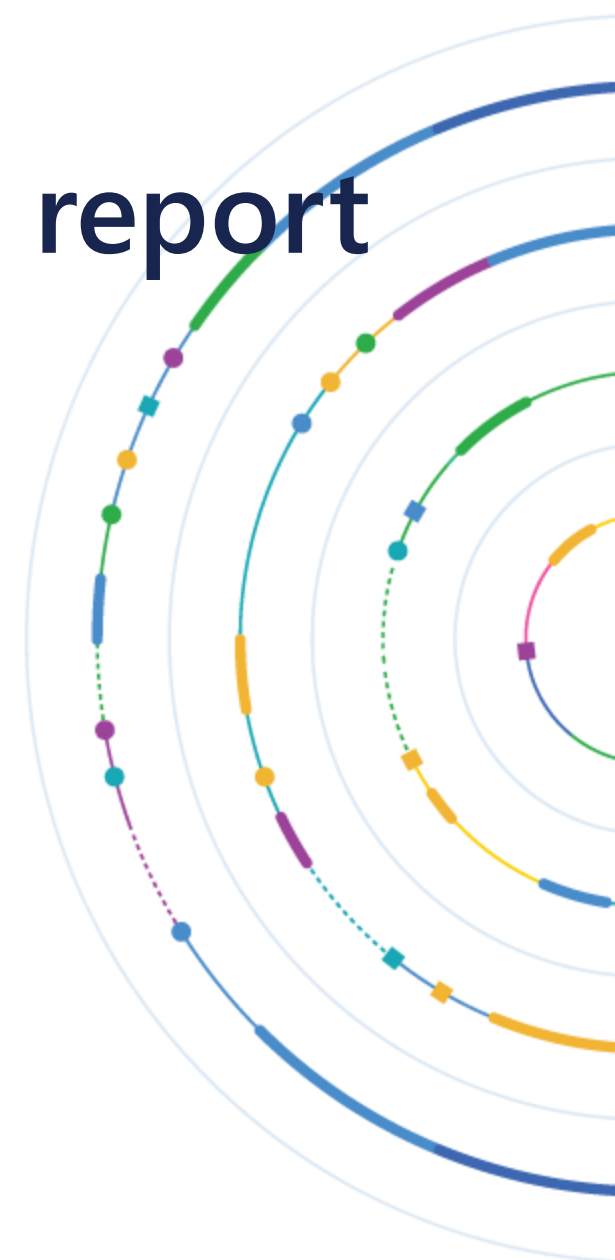
Megan Hill

CUSTOMER DAY 2023



Deciding on the best layout for a report

- **Excel**
 - Excel layouts are the easiest to modify as the features for summarising data, adding graphics and changing styles are all common Excel features. However, not all reports have a dataset (the fields chosen from Business Central for the report) that is conducive for working with an Excel layout. For example, complex calculations work best with RDLC or Word Layouts.
- **Word**
 - Word layouts are perfect if you're only wanting to make style changes like font type, size or colour. There are also more options with Word layouts when it comes to adding and rearranging data fields. Finally, word layouts are a great choice for reports that will eventually be printed.
- **RDLC**
 - Much like with Word layouts, RDLC layouts provide more options when it comes to adding and rearranging data fields. They are also a great option for reports that will be printed.

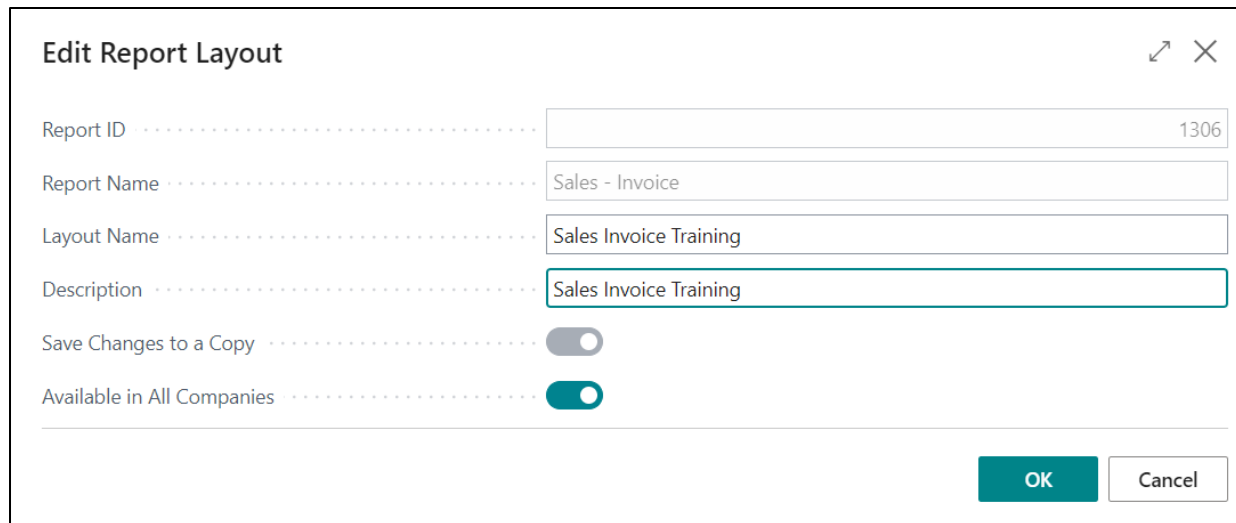


Report Layouts

- Before we can begin with working with the report layouts, we must first work with the **Report Layouts** screen
- Selecting **Copy** will allow us to create a copy of the line highlighted
- Selecting **Export Layout** will export the existing layout which will allow you edit it and use the **Import Layout** option to bring the changes back in.

Edit Report Layout

- The **Edit Report Layout** option allows you to change the name of the report and description as well as being able to save the report across all of the companies by selecting the **Available in All Companies** option



Edit Report Layout

Report ID 1306

Report Name Sales - Invoice

Layout Name Sales Invoice Training

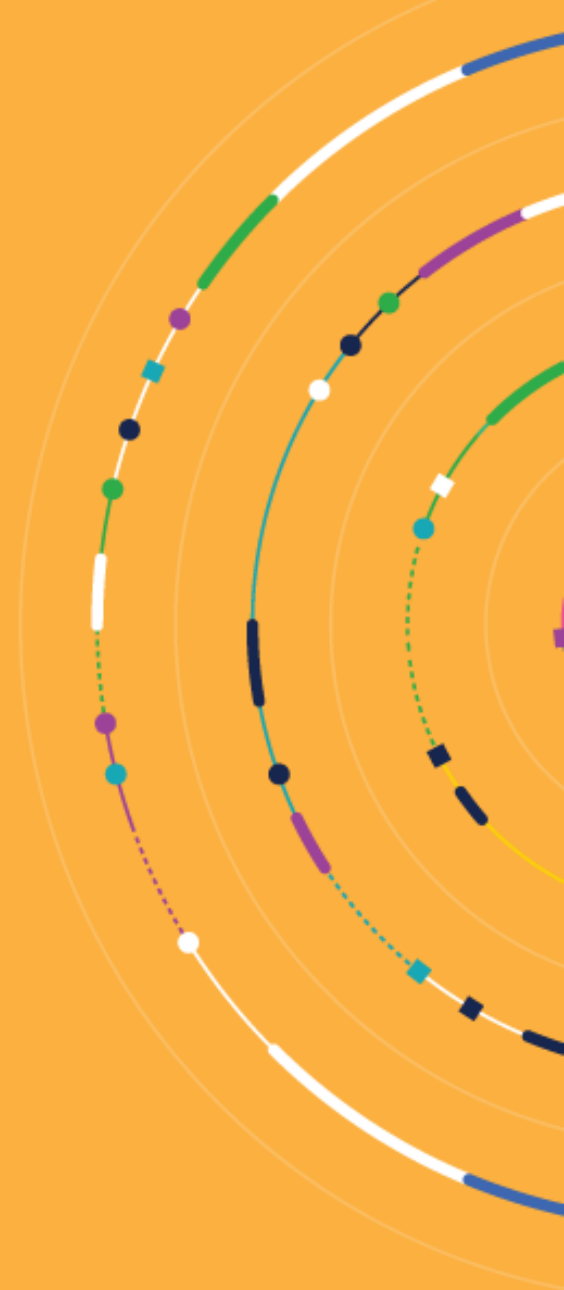
Description Sales Invoice Training

Save Changes to a Copy

Available in All Companies

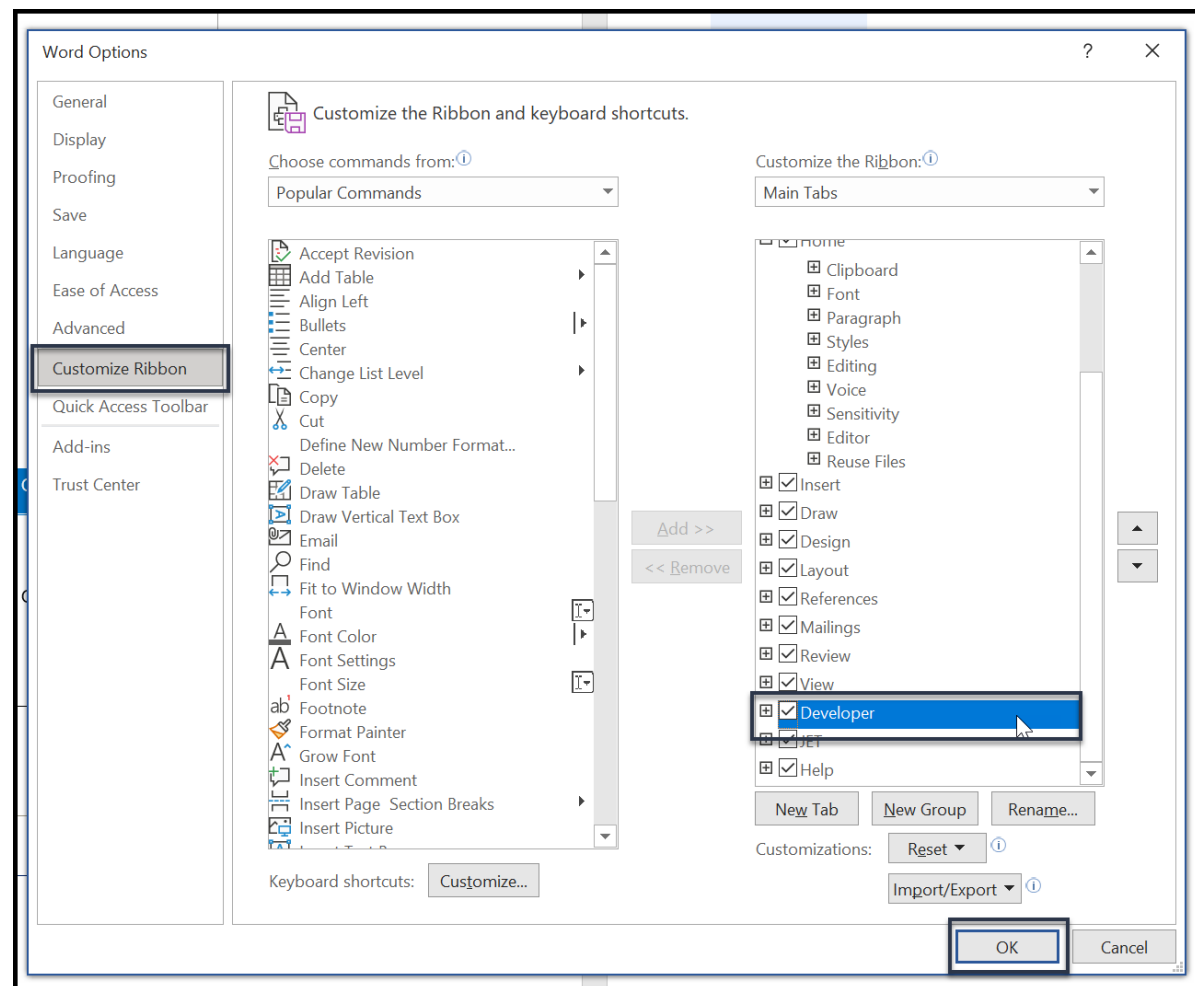
OK Cancel

Word Reports



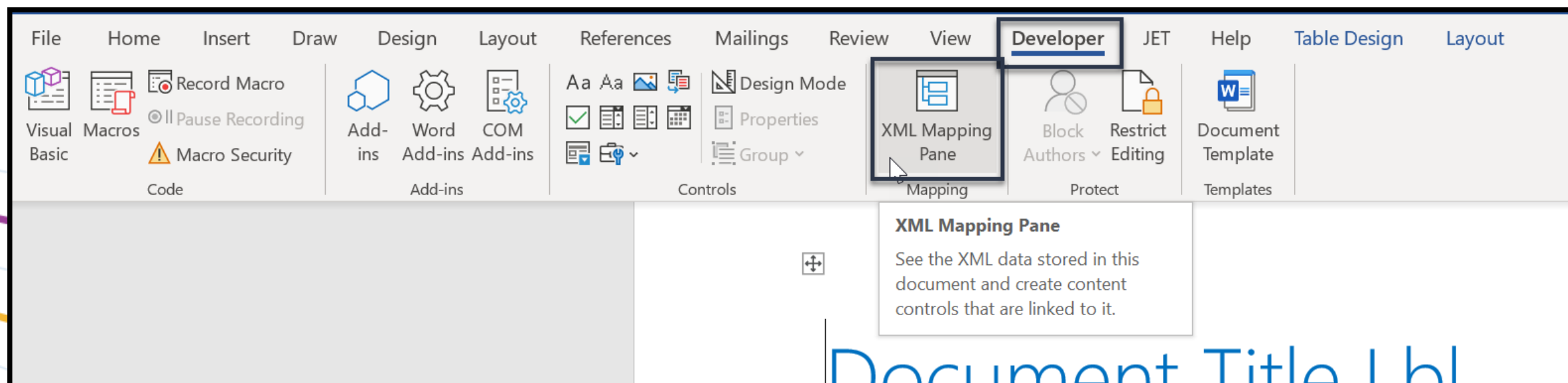
Getting started with Word Reports

- Before working with word reports you must first ensure that they are enabled by selecting the **Developer** option with the **Word Options** page.



Getting started with Word Reports

- Next, select the XML Mapping Pane which will allow you to add additional fields to the report.



Adding fields to Word Reports

- Let's start with an easy example of adding a field to a Word Report, here I've taken the Sales Invoice report and exported the layout, then I've selected **XML Mapping Pane**.
- To make it easier add a border which makes it clearer to see where the fields can be added

Customer Address 1
Customer Address 2
Customer Address 3
Customer Address 4
Customer Address 5
Customer Address 6
Customer Address 7
Customer Address 8

Company Address 1
Company Address 2
Company Address 3
Company Address 4
Company Address 5
Company Address 6
Company Home Page
Company E Mail
Company Phone No

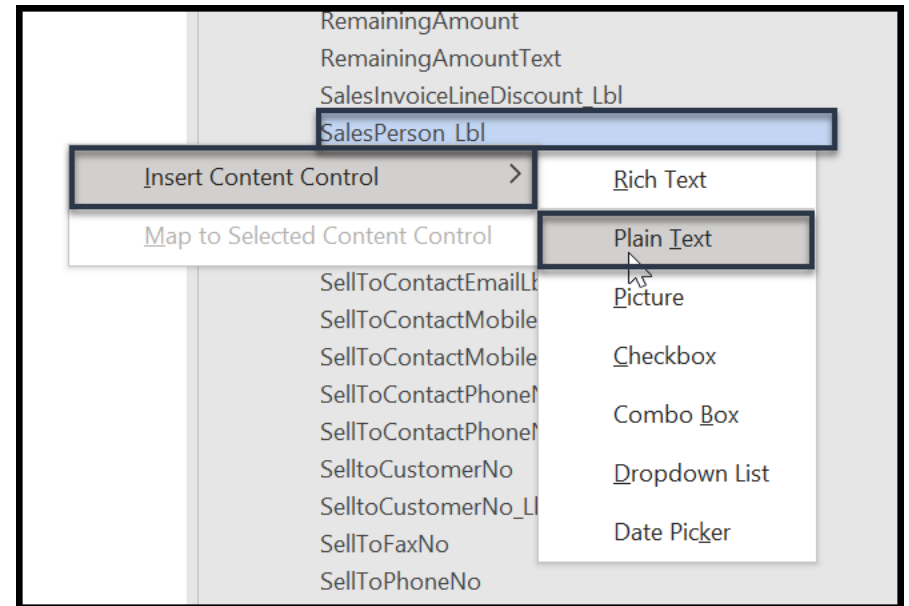
Document Date Lbl	Due Date Lbl	Payment Terms Description Lbl	
Document Date	Due Date	Payment Terms Description	

Item No Line Lbl	Description Line Lbl	Quantity Line Lbl	Unit Lbl	Unit Price Lbl	VAT Pct Line Lbl	Line Amount Line Lbl
---------------------	-------------------------	----------------------	-------------	-------------------	---------------------	-------------------------

Line

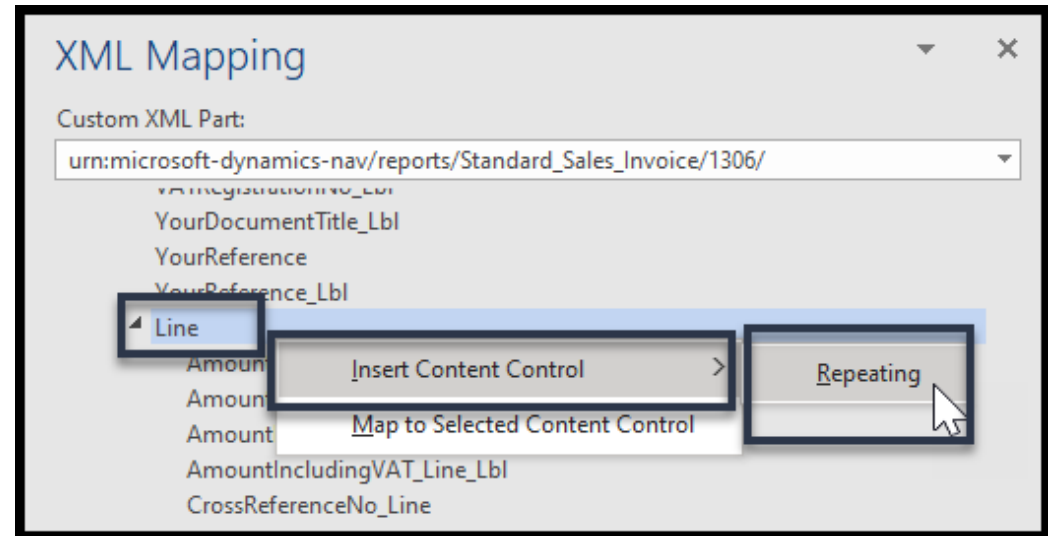
Adding fields to Word Reports

- After finding the space for the field, and finding the appropriate field, in this case **SalesPerson_Lbl** right click and choose **Insert Content Control > Plain Text**.
- Then find the **SalesPersonName** field to add below it.
- The **Lbl** fields are used as headers, whereas those without the **Lbl** are pieces of information that will be automatically updated.



Repeating?

- When using **Word Reports** to populate the **lines area** of the report you must ensure that the **Repeating** option is selected as it means that if multiple lines are required it means that every line of the report is printed
- To use the repeating content control, highlight the line that will be repeated and then right click choose **Insert Content Control** and **Repeating**



Format changes

- Further changes can be made to the report by changing the colours, table design and fonts in line with specific themes to stay consistent with branding

Document Title Lbl
Document No

The picture can't be displayed.

Customer Address 1
Customer Address 2
Customer Address 3
Customer Address 4
Customer Address 5
Customer Address 6
Customer Address 7
Customer Address 8

Company Address 1
Company Address 2
Company Address 3
Company Address 4
Company Address 5
Company Address 6
Company Home Page
Company E Mail
Company Phone No

Document Date Lbl
Document Date

Due Date Lbl
Due Date

Payment Terms Description Lbl
Payment Terms Description

Sales Person Lbl
Sales Person Name

Item No Line Lbl	Description Line Lbl	Quantity Line Lbl	Unit Lbl	Unit Price Lbl	VAT Pct Line Lbl	Line Amount Line Lbl	
Item No Line	Description Line	Quantity Line	Unit Of Meas ure	Unit Price	Line Disc ount Perc ent Text Line	VAT Pct Line	Line Amount Line
Description Report Totals Line						Amount Formatted Report Totals Line	
Total Text						Total Amount Including VAT	

VAT Clauses Header

Description VAT Clause Line VAT Amount VAT Clause Line

Description 2 VAT Clause Line

Work Description Line

Company Bank Name Lbl
Company Bank Name

Company Bank Branch No Lbl
Company Bank Branch No

Company Bank Account No Lbl
Company Bank Account No

Company VAT Reg No Lbl
Company VAT Reg No

CUSTOMER DAY 2023

Changing Images

- A common request is to change the images visible on the reports, as the logo in the top right corner of the report is driven from the Company Information page

Invoice 103215
August 31, 2023
Page 1 / 1

Adatum Corporation
Robert Townes
Station Road, 21
Cambridge, CB1 2FB
Great Britain

CRONUS UK Ltd.
7122 South Ashford Street
Westminster
London, W2 8HG

cronus

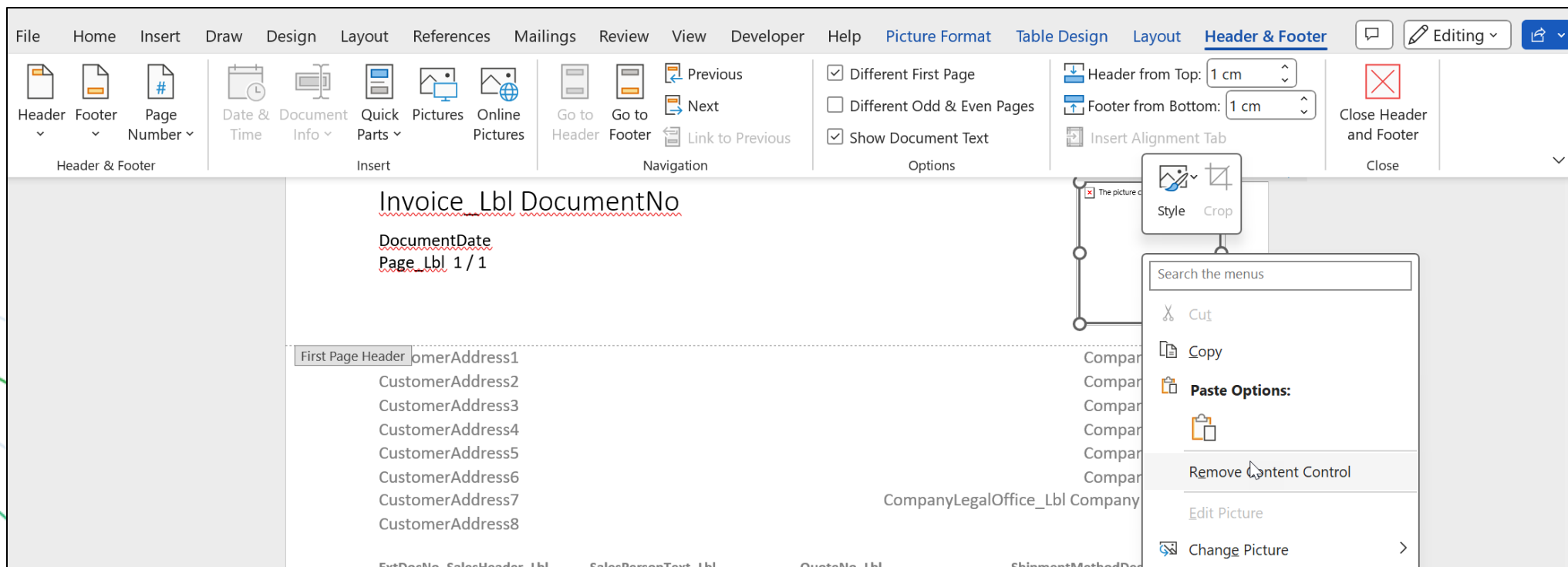
Your Reference	Salesperson	Due Date	Payment Terms
	Jim Olive	September 30, 2023	1 Month/2% 8 days
Order No.	Shipment Method	Payment Method	
101012			
Shipping Agent Code	Package Tracking No.		

No.	Description	Shipment Date	Quantity	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT
2000-5	SYDNEY Swivel Chair, green	08/31/23	10	Piece 123.30	20	1,233.00
				Subtotal		1,233.00
				20% VAT		246.60
				Total £ Incl. VAT		1,479.60

The invoice has been paid.

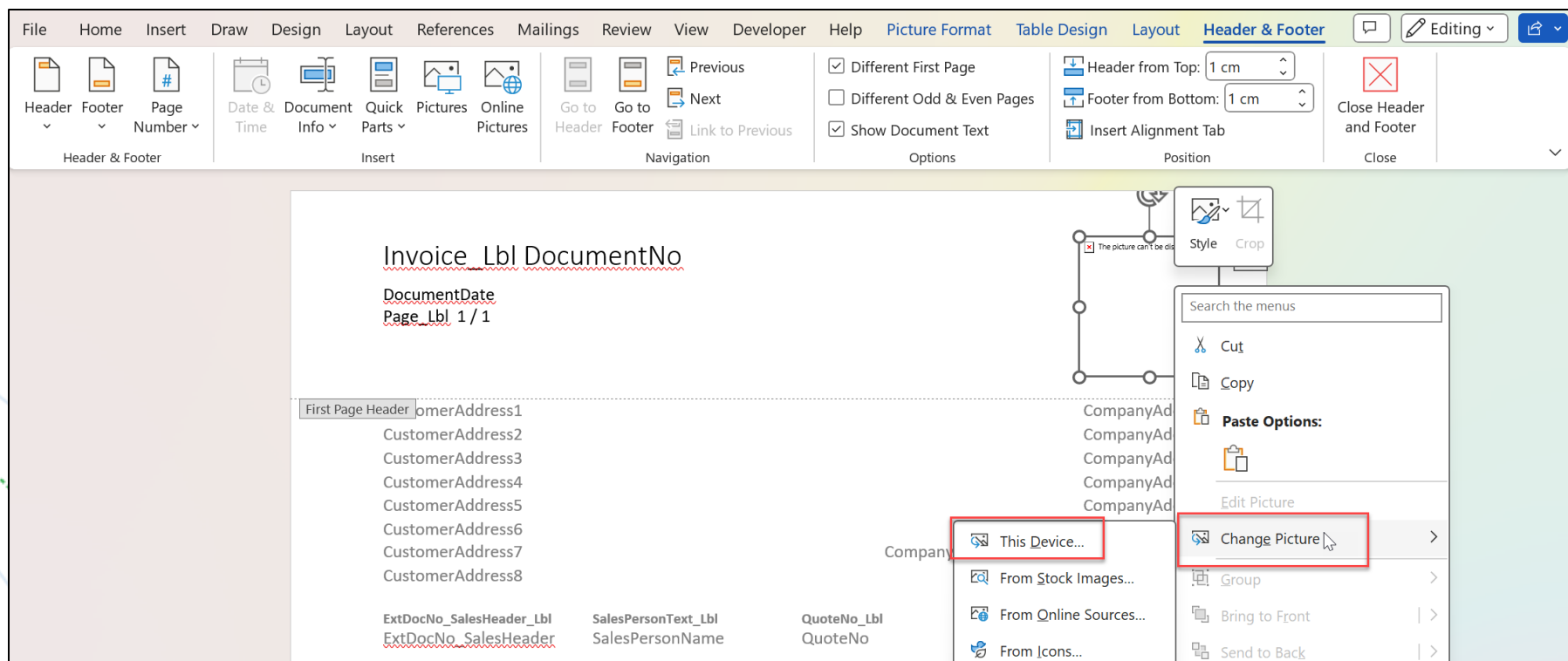
Changing Images

- To change the image, first right click on the image and then select **Remove Content Control**



Changing Images

- Next, right click on the image and select **Change Picture**, choosing **This Device...** to open the file explorer and view saved images.



Uploading the Report

- Once the report has been amended, save the file.
- Next, within the **Report Layouts** screen of Business Central, highlight the appropriate report and select **New Layout**.

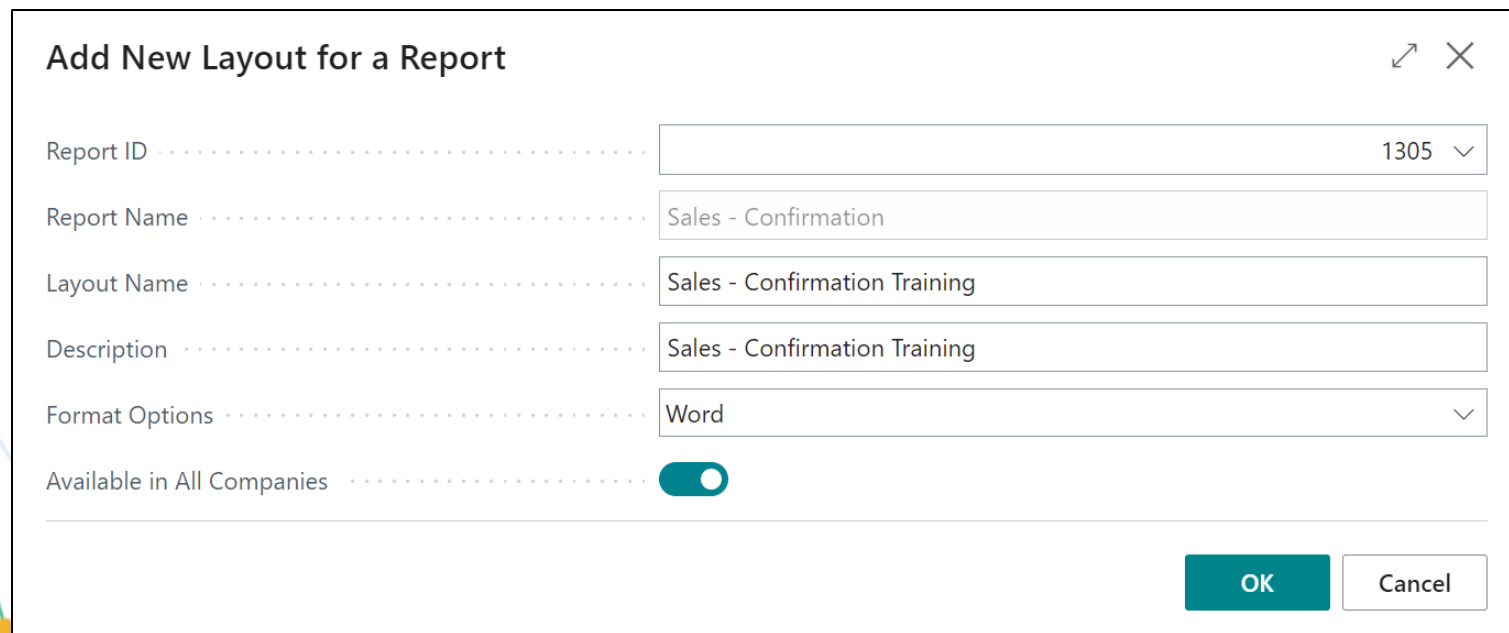
CRONUS UK Ltd. | Finance ▾ | Clever Credit ▾ | Cash Management ▾ | Sales ▾ | Purchasing ▾ | Shopify ▾ | ☰

Report Layouts: All ▾ | confirm × | Analyse | Delete | **New Layout** | Edit Info | Run Report | Set Default | ... | 🔗 🔍 ☰ ↶ 📌

Report ID ↑	Report Name	Layout Name	Description	Extension	Type ↑
1305	Sales - Confirmation	./SalesReceivables/Document/Standar...	./SalesReceivables/Document/Standar...	Base Application af Microsoft	RDLC
1305	Sales - Confirmation	layouts/StandardSalesOrderConfWith...	layouts/StandardSalesOrderConfWith...	Clever Comments by Clever Dynamics	RDLC
<u>1305</u>	⋮ Sales - Confirmation	./StandardSalesOrderConf.docx	./StandardSalesOrderConf.docx	Base Application af Microsoft	Word
6631	Return Order Confirmation	./ReturnOrderConfirmation.rdlc	./ReturnOrderConfirmation.rdlc	Base Application af Microsoft	RDLC
10571	Order Confirmation	./OrderConfirmationGB.rdlc	./OrderConfirmationGB.rdlc	Base Application af Microsoft	RDLC

Uploading the Report

- The **Report ID** and **Report Name** fields, will be automatically populated
- Set the **Layout Name** and **Description** fields as needed, and ensure that **Format Options** has been set to **Word** and select **OK**.



Add New Layout for a Report

Report ID 1305

Report Name Sales - Confirmation

Layout Name Sales - Confirmation Training

Description Sales - Confirmation Training

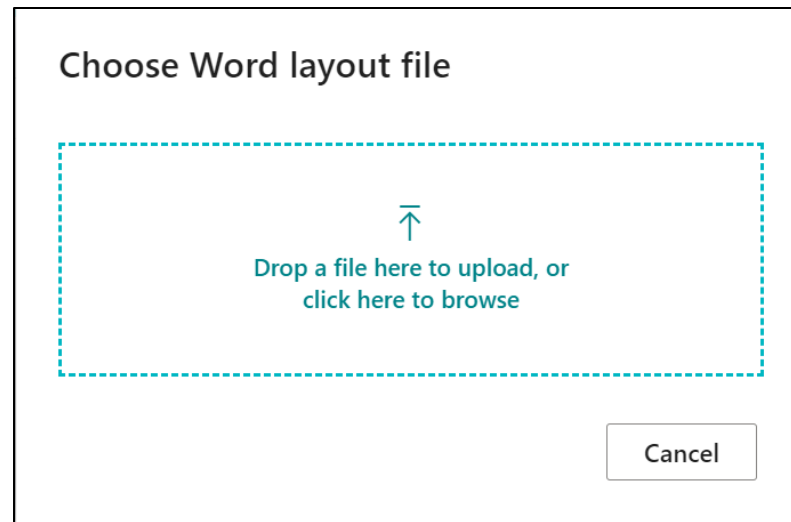
Format Options Word

Available in All Companies

OK Cancel

Uploading the Report

- Drag and drop the file into the below box or select **click here to browse** to open the **File Explorer** and choose the appropriate file.



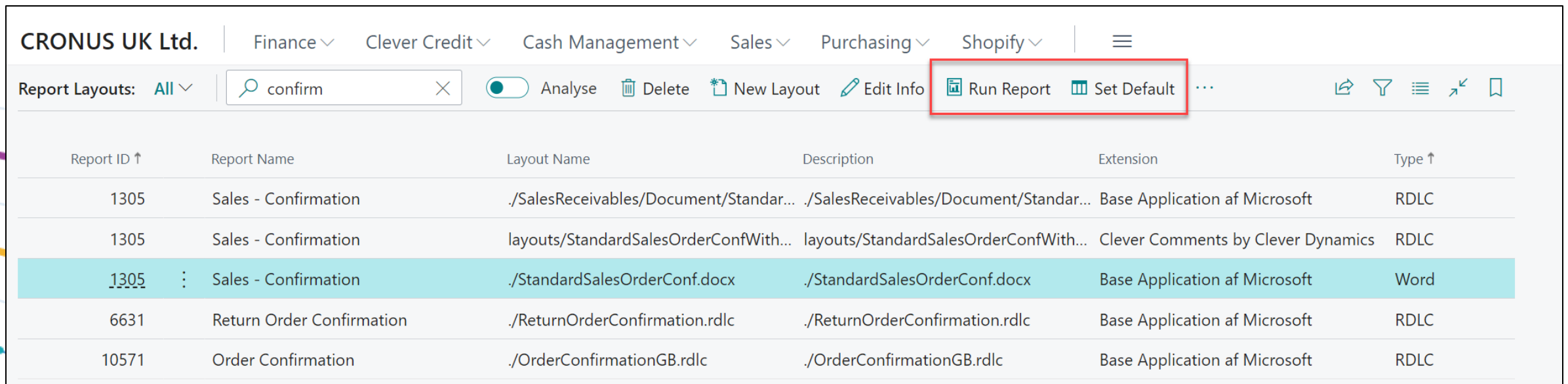
Choose Word layout file

Drop a file here to upload, or
click here to browse

Cancel

Uploading the Report

- Finally, highlight the report and select **Run Report** to check that all of the changes have worked and that you're happy with the layout.
- Selecting **Set Default** will ensure that the newly created layout will be the default option selected.



CRONUS UK Ltd. | Finance ▾ | Clever Credit ▾ | Cash Management ▾ | Sales ▾ | Purchasing ▾ | Shopify ▾ | ☰

Report Layouts: All ▾ | confirm × | Analyse | Delete | New Layout | Edit Info | **Run Report** | **Set Default** | ... | 🔗 | 🔍 | ☰ | ↶ | 📄

Report ID ↑	Report Name	Layout Name	Description	Extension	Type ↑
1305	Sales - Confirmation	./SalesReceivables/Document/Standar...	./SalesReceivables/Document/Standar...	Base Application af Microsoft	RDLC
1305	Sales - Confirmation	layouts/StandardSalesOrderConfWith...	layouts/StandardSalesOrderConfWith...	Clever Comments by Clever Dynamics	RDLC
<u>1305</u>	⋮ Sales - Confirmation	./StandardSalesOrderConf.docx	./StandardSalesOrderConf.docx	Base Application af Microsoft	Word
6631	Return Order Confirmation	./ReturnOrderConfirmation.rdlc	./ReturnOrderConfirmation.rdlc	Base Application af Microsoft	RDLC
10571	Order Confirmation	./OrderConfirmationGB.rdlc	./OrderConfirmationGB.rdlc	Base Application af Microsoft	RDLC

Tips

- If a field is required but is not available in the dataset it will need developer modifications to achieve the report change



Excel Reports



Working with Excel Reports

- Microsoft Excel report layouts can be used to create reports that include Excel features such as **formulas**, **PivotTables** and **PivotCharts**.



Getting started with Excel Reports

- To begin, first navigate to the Reports Layout screen and then find the appropriate report and then select **Run Report**

Report Layouts

Report Layouts: All ▾ | Search Manage New Layout Edit Info **Run Report** Set Default Export Layout Replace Layout More options

Report ID ↑	Report Name	Layout Name	Description
107	Customer - Order Summary	./CustomerOrdersSummary.rdlc	./CustomerOrdersSummary.rdlc
108	Customer - Order Detail	./CustomerOrderDetail.rdlc	./CustomerOrderDetail.rdlc
109	Customer - Summary Ageing Simp.	./CustomerSummaryAgingSimp.rdlc	./CustomerSummaryAgingSimp.rdlc
110	Customer - Labels	./CustomerLabels.rdlc	./CustomerLabels.rdlc
111	Customer - Top 10 List	./CustomerTop10List.rdlc	./CustomerTop10List.rdlc
112	Sales Statistics	./SalesStatistics.rdlc	./SalesStatistics.rdlc
→ 113	Customer/Item Sales	./CustomerItemSales.rdlc	./CustomerItemSales.rdlc
114	Salesperson - Sales Statistics	./SalespersonSalesStatistics.rdlc	./SalespersonSalesStatistics.rdlc

Getting started with Excel Reports

- Next, apply a filter if needed to reduce the time the report will take to run, this won't affect the excel layout from using other filters going forward
- Then select **Send to...**
- Then choose **Microsoft Excel Document (data only)**

Customer/Item Sales

Printer (Handled by the browser) ▾

Report Layout/CustomerItemSales.rdlc ...

Use default values from Last used options and filters ▾

Options

New Page per Customer

Filter: Customer

× No. ▾

× Search Name

× Customer Posting Group ▾

+ Filter...

Filter totals by:

+ Filter...

Filter: Value Entry

× Item No. ▾

× Posting Date

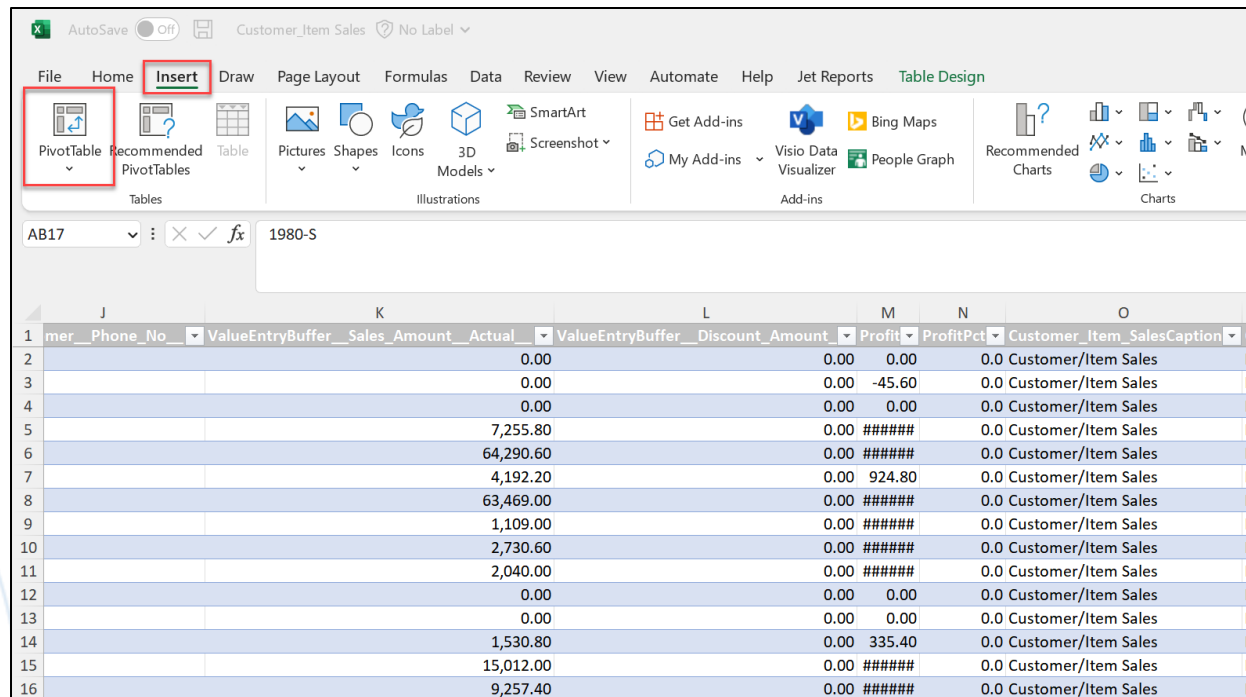
+ Filter...

Advanced >

Send to... Print Preview Cancel

Working with Excel Reports

- This will download an Excel document with the raw data that is used to create the standard report
- To create a **PivotTable** to summarise the data select **Insert > PivotTable**



The screenshot shows the Microsoft Excel interface. The 'Insert' tab is selected in the ribbon, and the 'PivotTable' icon is highlighted with a red box. Below the ribbon, the formula bar shows '1980-S'. The main area displays a data table with columns J through O. The table contains numerical values for sales, profit, and discounts, along with text labels for customer and item sales.

	J	K	L	M	N	O	
1	mer_Phone_No	ValueEntryBuffer_Sales_Amount_Actual	ValueEntryBuffer_Discount_Amount	Profit	ProfitPct	Customer_Item_SalesCaption	Cu
2		0.00		0.00	0.00	0.0 Customer/Item Sales	Pa
3		0.00		0.00	-45.60	0.0 Customer/Item Sales	Pa
4		0.00		0.00	0.00	0.0 Customer/Item Sales	Pa
5		7,255.80		0.00	#####	0.0 Customer/Item Sales	Pa
6		64,290.60		0.00	#####	0.0 Customer/Item Sales	Pa
7		4,192.20		0.00	924.80	0.0 Customer/Item Sales	Pa
8		63,469.00		0.00	#####	0.0 Customer/Item Sales	Pa
9		1,109.00		0.00	#####	0.0 Customer/Item Sales	Pa
10		2,730.60		0.00	#####	0.0 Customer/Item Sales	Pa
11		2,040.00		0.00	#####	0.0 Customer/Item Sales	Pa
12		0.00		0.00	0.00	0.0 Customer/Item Sales	Pa
13		0.00		0.00	0.00	0.0 Customer/Item Sales	Pa
14		1,530.80		0.00	335.40	0.0 Customer/Item Sales	Pa
15		15,012.00		0.00	#####	0.0 Customer/Item Sales	Pa
16		9,257.40		0.00	#####	0.0 Customer/Item Sales	Pa

Working with Excel Reports

- In this example I created a Pivot to compare the average profit and Average Sales Amount for each item. To do this, I placed the **Item Description** and **Item No.** fields into the **Rows** and then the **Profit** and **Sales Amount Actual** fields into the **Values**. Next, I amended both of the values to show as **Averages** rather than **Sums**.

The screenshot shows an Excel PivotTable with the following data:

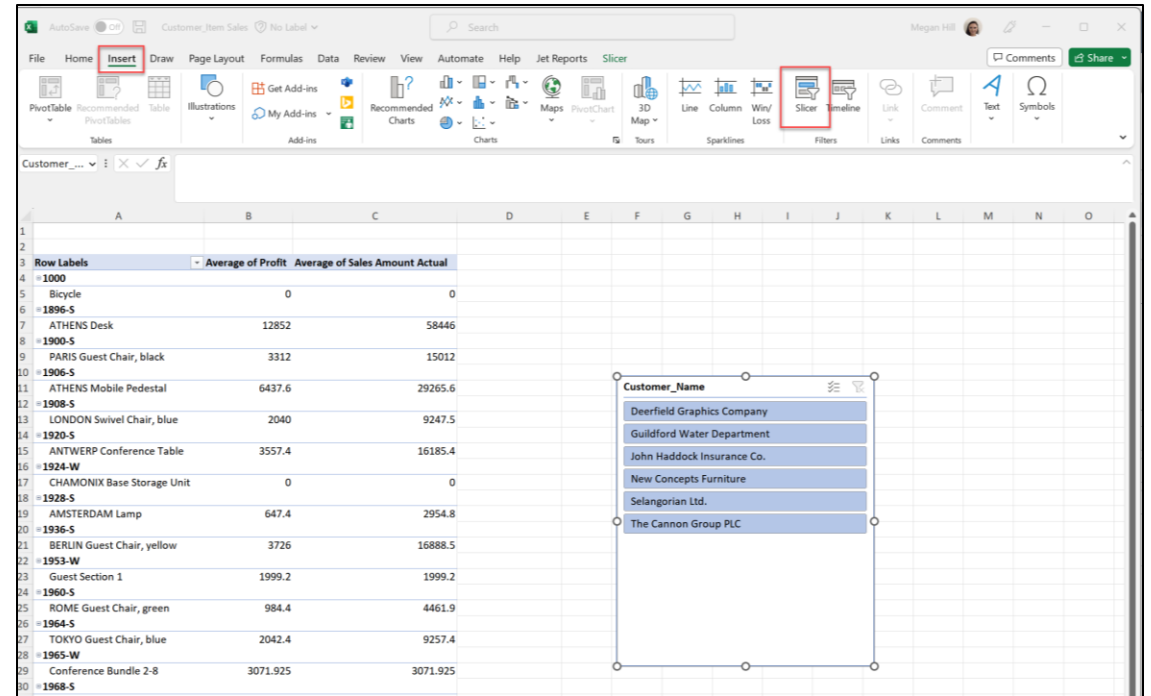
Row Labels	Average of Profit	Average of Sales Amount Actual
=1000		
Bicycle	0	0
=1896-S		
ATHENS Desk	12852	58446
=1900-S		
PARIS Guest Chair, black	3312	15012
=1906-S		
ATHENS Mobile Pedestal	6437.6	29265.6
=1908-S		
LONDON Swivel Chair, blue	2040	9247.5
=1920-S		
ANTWERP Conference Table	3557.4	16185.4
=1924-W		
CHAMONIX Base Storage Unit	0	0
=1928-S		
AMSTERDAM Lamp	647.4	2954.8
=1936-S		
BERLIN Guest Chair, yellow	3726	16888.5
=1953-W		
Guest Section 1	1999.2	1999.2
=1960-S		
ROME Guest Chair, green	984.4	4461.9
=1964-S		
TOKYO Guest Chair, blue	2042.4	9257.4
=1965-W		
Conference Bundle 2-8	3071.925	3071.925
=1968-S		
MEXICO Swivel Chair, black	1428	6473.25
=1969-W		
Conference Package 1	776.3	776.3
=1972-S		
MUNICH Swivel Chair, yellow	1441.6	6534.9
=1980-S		
MOSCOW Swivel Chair, red	829.6	3760.65
=1988-S		
SEOUL Guest Chair, red	690	3127.5
=1996-S		
ATLANTA Whiteboard, base	7980	36268
=2000-S		
SYDNEY Swivel Chair, green	2448	11097
=ASSEMBLED ITEM		
Assembled Item	-22.8	0
=LOT TRACKED		

The PivotTable Fields task pane on the right shows the following configuration:

- Row Labels: ValueEntryBuffer_Item_No_ (checked), Item_Description (checked)
- Values: ValueEntryBuffer_Sales Amount_Actual_Con... (checked), ValueEntryBuffer_Profit (checked)
- Filters: (empty)
- Columns: Σ Values (dropdown)
- Rows: ValueEntryBuffer_Item_... (dropdown), Item_Description (dropdown)
- Values: Average of Profit (dropdown), Average of Sales Amount... (dropdown)

Working with Excel Reports

- Next, I've added a slicer on the **Customer Name** field to make the report more interactive by selecting **Insert > Slicer**



The screenshot shows the Microsoft Excel interface with a PivotTable and a Slicer. The PivotTable is set to show 'Average of Profit' and 'Average of Sales Amount Actual' for various product categories. The Slicer is set to filter by 'Customer Name' and lists several companies.

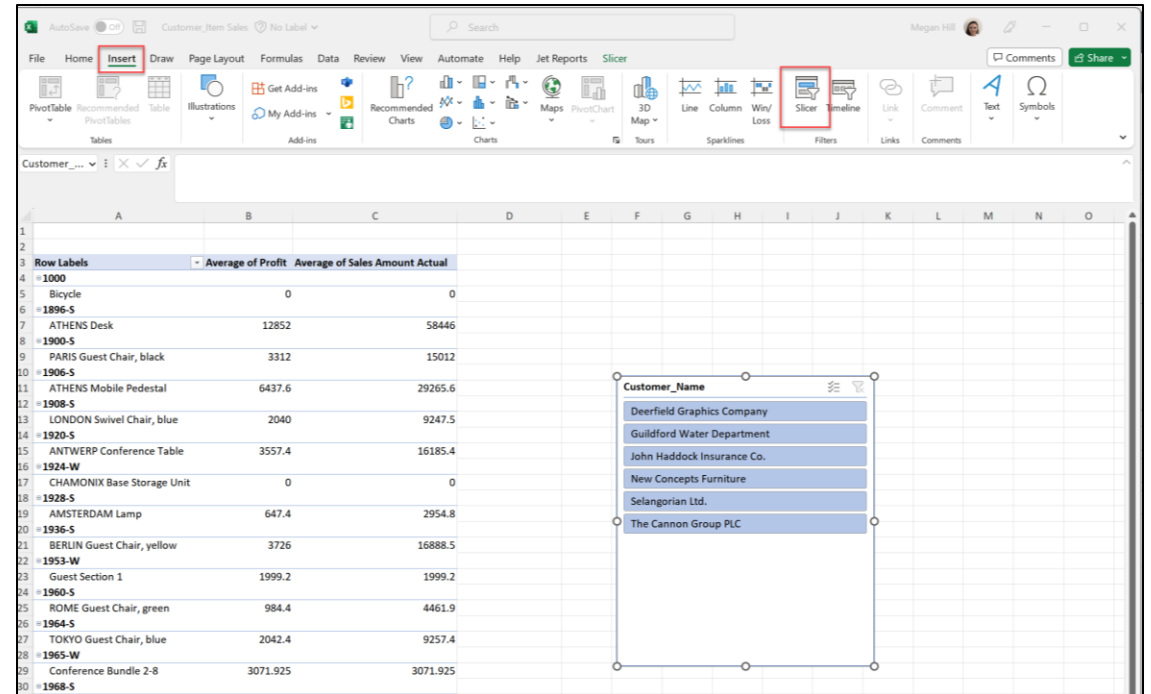
Row Labels	Average of Profit	Average of Sales Amount Actual
1000		
Bicycle	0	0
1896-S		
ATHENS Desk	12852	58446
1900-S		
PARIS Guest Chair, black	3312	15012
1906-S		
ATHENS Mobile Pedestal	6437.6	29265.6
1908-S		
LONDON Swivel Chair, blue	2040	9247.5
1920-S		
ANTWERP Conference Table	3557.4	16185.4
1924-W		
CHAMONIX Base Storage Unit	0	0
1928-S		
AMSTERDAM Lamp	647.4	2954.8
1936-S		
BERLIN Guest Chair, yellow	3726	16888.5
1953-W		
Guest Section 1	1999.2	1999.2
1960-S		
ROME Guest Chair, green	984.4	4461.9
1964-S		
TOKYO Guest Chair, blue	2042.4	9257.4
1965-W		
Conference Bundle 2-8	3071.925	3071.925
1968-S		

The Slicer is titled 'Customer Name' and lists the following companies:

- Deerfield Graphics Company
- Guildford Water Department
- John Haddock Insurance Co.
- New Concepts Furniture
- Selangorian Ltd.
- The Cannon Group PLC

Working with Excel Reports

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Row Labels	Average of Profit	Average of Sales Amount Actual
1000		
Bicycle	0	0
1896-S		
ATHENS Desk	12852	58446
1900-S		
PARIS Guest Chair, black	3312	15012
1906-S		
ATHENS Mobile Pedestal	6437.6	29265.6
1908-S		
LONDON Swivel Chair, blue	2040	9247.5
1920-S		
ANTWERP Conference Table	3557.4	16185.4
1924-W		
CHAMONIX Base Storage Unit	0	0
1928-S		
AMSTERDAM Lamp	647.4	2954.8
1936-S		
BERLIN Guest Chair, yellow	3726	16888.5
1953-W		
Guest Section 1	1999.2	1999.2
1960-S		
ROME Guest Chair, green	984.4	4461.9
1964-S		
TOKYO Guest Chair, blue	2042.4	9257.4
1965-W		
Conference Bundle 2-8	3071.925	3071.925
1968-S		

The Slicer is titled 'Customer Name' and lists the following companies:

- Deerfield Graphics Company
- Guildford Water Department
- John Haddock Insurance Co.
- New Concepts Furniture
- Selangorian Ltd.
- The Cannon Group PLC

Do's

- Columns **can** be deleted or hidden as needed
- Sheets can be placed in any order, with the **Data** sheet first or last

Don'ts

- Don't change the name of the **Data Sheet, Data Table, or Columns**
- Don't add any columns unless they're included in the report dataset

Adding the Layout to a Report

- This works in much the same way across both word and excel layouts
- Selecting New Layout from the appropriate report and this time ensure that the appropriate Format option has been selected

Report Layouts

Report Layouts: All | Search | Manage | **New Layout** | Edit Info | Run Report | Set Default | Export Layout | Replace Layout | More options

Report ID ↑	Report Name	Layout Name	Description
107	Customer - Order Summary	./CustomerOrderSummary.rdlc	./CustomerOrderSummary.rdlc
108	Customer - Order Detail	./CustomerOrderDetail.rdlc	./CustomerOrderDetail.rdlc
109	Customer - Summary Ageing Simp.	./CustomerSummaryAgingSimp.rdlc	./CustomerSummaryAgingSimp.rdlc
110	Customer - Labels	./CustomerLabels.rdlc	./CustomerLabels.rdlc
111	Customer - Top 10 List	./CustomerTop10List.rdlc	./CustomerTop10List.rdlc
112	Sales Statistics	./SalesStatistics.rdlc	./SalesStatistics.rdlc
→ 113	Customer/Item Sales	./CustomerItemSales.rdlc	./CustomerItemSales.rdlc
114	Salesperson - Sales Statistics	./SalespersonSalesStatistics.rdlc	./SalespersonSalesStatistics.rdlc
115	Salesperson - Commission	./SalespersonCommission.rdlc	./SalespersonCommission.rdlc
116	Statement	./Statement.rdlc	./Statement.rdlc

Edit - Add New Layout for a Report

Report ID 113

Report Name Customer/Item Sales

Layout Name Customer/Item Sales Training

Description Customer/Item Sales Training

Format Options Excel

Available in All Companies

OK Cancel

Running the new report layout

- Once the new report has been added it can be selected manually when running the report by selecting the three dots within the **Report Layout** field

Customer/Item Sales

Printer (Handled by the browser) ▾

Report Layout/CustomerItemSales.rdlc ...

Use default values from Last used options and filters ▾

Options

New Page per Customer

Report ID ↑	Report Name	Layout Name	Description	Extensibility
→ 113	Customer/Item Sales	./CustomerItemSales.rdlc	./CustomerItemSales.rdlc	Base A
113	Customer/Item Sales	Customer/Item Sales Training	Customer/Item Sales Training	

Defaulting the Report Layout

- Alternatively, on the **Report Layouts** screen selecting the **Set Default** option on the new report layout will mean it will become the new default layout for all users of that report

Report Layouts

Report Layouts: All ▾ | Search | Manage | New Layout | Edit Info | Run Report | **Set Default** | Export Layout | Replace Layout | More options

	Report ID ↑		Report Name	Layout Name	Description	Extension
→	1306	⋮	Sales - Invoice	Sales Invoice	Sales Invoice Training	
	1307		Sales - Credit Memo	./SalesReceivables/Document/StandardSalesCreditMemo.rdlc	./SalesReceivables/Document/StandardSalesCreditMemo.rdlc	Base Application by Microsoft
	1307		Sales - Credit Memo	./StandardSalesCreditMemo.docx	./StandardSalesCreditMemo.docx	Base Application by Microsoft
	1308		Sales - Shipment	./SalesReceivables/Document/StandardSalesShipment.rdlc	./SalesReceivables/Document/StandardSalesShipment.rdlc	Base Application by Microsoft
	1308		Sales - Shipment	layouts/StandardSalesShipmentWithComments.rdlc	layouts/StandardSalesShipmentWithComments.rdlc	Clever Comments by Clever Dyna



QUESTIONS ?



THANK YOU

CUSTOMER DAY 2023

