**MICROSOFT DYNAMICS 365 BUSINESS CENTRAL**

# Documents App

## Additional set of functionalities for handling documents

**Dynamics 365 Business Central is improved with additional functionalities for handling documents:**

- Basic Printouts
- Additional Text
- Signatories
- Sales Invoice
- Sales Order

**Business Central – Document App**

- Sales Credit Memo

- Finance Charge Memo

- Print of Sales documents in Local Language

- Sales Invoice Draft

- Purchase Order

- Sales Quote

- Sales Shipment

- Date of services rendered (from - to)

- Purchase - Return Shipment

- Service Quote

- Service Order Confirmation

- Service Shipment

- Service Invoice

- Service Credit Memo

# Functionalities and detailed description

| FEATURE | DESCRIPTION |
|---|---|
| **Basic Printouts** | Most of the clients demand more reports or documents with additional functionalities than W1 has. Basic printouts enable to print additional data on documents and reports. Also, a better design of the reports is needed. |
| **Additional Text** | Print of additional texts functionality enables to print Comments from lines below the body on sales, purchase and service documents. Additional text lines can be entered manually as free text or can be chosen from Standard Text Codes List. |
| **Signatories** | Signatories functionality enables you to post documents with a person who prepared the document and/or approves the document. Signatory's Name (First & Last), Job Title and if a wanted signature can be printed on reports. |
| | Signatories functionality can be used in different reports (egg. Sales documents, Purchase documents, Transfer Orders and all other reports). |
| **Sales Invoice** | Sales Invoice functionality enables to print Sales Invoice with extended data such as: |
| | • Company Signatories |
| | • VAT Amount Specification (VAT specification in original currency and LCY, informative VAT) |
| | • Data from document header |
| | • Bank information, Reference Model and Number for payment |
| | • Information about company and logo |
| | • Additional Text on the body or in the footer |
| | • Registration Numbers |
| | • VAT Clause |
| **Sales Order** | Order Confirmation functionality enables to print Sales Order with extended data such as: |
| | • Company Signatories |
| | • VAT Amount Specification (VAT specification in original currency and LCY, informative VAT), |
| | • Data from document header |
| | • Information about company and logo |
| | • Additional Text on the body or in the footer |
| | • Registration Numbers |

| | |
|---|---|
| | • VAT Clause |
| **Sales Credit Memo** | Sales Credit Memo functionality enables to print Sales Credit Memo with extended data such as: |
| | • Company Signatories |
| | • VAT Amount Specification (VAT specification in original currency and LCY, informative VAT) |
| | • Data from document header |
| | • Information about company and logo |
| | • Additional Text on the body or in the footer |
| | • Registration Numbers |
| | • VAT Clause |
| **Finance Charge Memo** | Finance Charge Memo functionality enables to print Finance Charge Memo with extended data such as: |
| | • Company Signatories |
| | • VAT Amount Specification (VAT specification in original currency and LCY, informative VAT) |
| | • Data from document header |
| | • Bank information, Reference Model and Number for payment |
| | • Information about company and logo |
| | • Additional Text on the body or in the footer |
| | • Registration Numbers |
| | • VAT Clause |
| **Print of Sales documents in Local Language** | Sales Print in Local Language functionality enables us to print additional copy in pre-set language. Besides standard print program automatically prints an additional copy of Sales Invoice and Sales Credit Memo in a local language that is set. When Sales Invoice/Credit Memo is posted in currency, additional print is printed in a local currency, although it was posted in other currencies. |
| **Sales Invoice Draft** | Sales Invoice Draft functionality enables to print unposted Sales Invoice with extended data such as: |
| | • Company Signatories |
| | • VAT Amount Specification (VAT specification in original currency and LCY, informative VAT) |
| | • Data from document header |
| | • Bank information, Reference Model and Number for payment |

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| | • Information about company and logo<br><br>• Additional Text on the body or in the footer<br><br>• Registration Numbers<br><br>• VAT Clause |
| **Purchase Order** | Purchase Order functionality enables to print Purchase Order with extended data such as:<br><br>• Company Signatories<br><br>• Data from document header<br><br>• Information about company and logo<br><br>• Additional Text on the body or in the footer<br><br>• Registration Numbers |
| **Sales Quote** | Sales Quote functionality enables to print Sales Quote with extended data such as:<br><br>• Company Signatories<br><br>• Data from document header<br><br>• Information about company and logo<br><br>• Additional Text on the body or in the footer<br><br>• Registration Numbers |
| **Sales Shipment** | Sales Shipment functionality enables to print Sales Shipment with extended data such as:<br><br>• Company Signatories<br><br>• Data from document header<br><br>• Information about company and logo<br><br>• Additional Text on the body or in the footer<br><br>• Registration Numbers |
| **Date of services rendered (from - to)** | Date of services rendered (from - to) functionality enables entering Shipment Period to sales documents, where one date or date period (egg. 01.01.2020..31.01.2020), in which service was done or goods were delivered, can be entered. |
| **Purchase - Return Shipment** | Purchase Return Shipment functionality enables print Purchase Return Shipment with extended data such as:<br><br>• Company Signatories |

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| | • Data from document header<br><br>• Information about company and logo<br><br>• Additional Text on the body or in the footer |
| **Service Quote** | Service Quote functionality enables to print Service Quote with extended data such as:<br><br>• Company Signatories,<br><br>• VAT Amount Specification (VAT specification in original currency and LCY, informative VAT),<br><br>• Data from document header,<br><br>• Information about company and logo,<br><br>• Additional Text on the body or in the footer that is fixed for all sales orders,<br><br>• Additional Text that is printed below the body and is related to a certain sales order.<br><br>• Registration Numbers, |
| **Service Order Confirmation** | Service Order Confirmation functionality enables to print Service Order with extended data such as:<br><br>• Company Signatories,<br><br>• VAT Amount Specification (VAT specification in original currency and LCY, informative VAT),<br><br>• Data from document header,<br><br>• Information about company and logo,<br><br>• Additional Text on the body or in the footer that is fixed for all sales orders,<br><br>• Additional Text that is printed below the body and is related to a certain sales order.<br><br>• Registration Numbers,<br><br>• VAT Clause. |
| **Service Shipment** | Service Shipment functionality enables to print Service Shipment with extended data such as:<br><br>• Company Signatories,<br><br>• Data from document header,<br><br>• Information about company and logo,<br><br>• Additional Text on the body or in the footer that is fixed for all reports, |

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| | • Additional Text that is printed below the body and is related to certain shipment, <br><br> • Information about prices and VAT. |
| **Service Invoice** | Service Invoice functionality enables to print Service Invoice with extended data such as: <br><br> • Company Signatories <br><br> • VAT Amount Specification (VAT specification in original currency and LCY, informative VAT) <br><br> • Data from document header <br><br> • Bank information, Reference Model and Number for payment <br><br> • Information about company and logo <br><br> • Additional Text on the body or in the footer <br><br> • Registration Numbers <br><br> • VAT Clause |
| **Service Credit Memo** | Service Credit Memo functionality enables to print Posted Service Credit Memo with extended data such as: <br><br> • Company Signatories, <br><br> • VAT Amount Specification (VAT specification in original currency and LCY, informative VAT), <br><br> • Data from document header, <br><br> • Bank information, Reference Model and Number for payment, <br><br> • Information about company and logo, <br><br> • Additional Text on the body or in the footer that is fixed for all credit memos, <br><br> • Additional Text that is printed below the body and is related to the certain credit memo. <br><br> • Advance Prepayments, <br><br> • Registration Numbers, <br><br> • VAT Clause. |

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