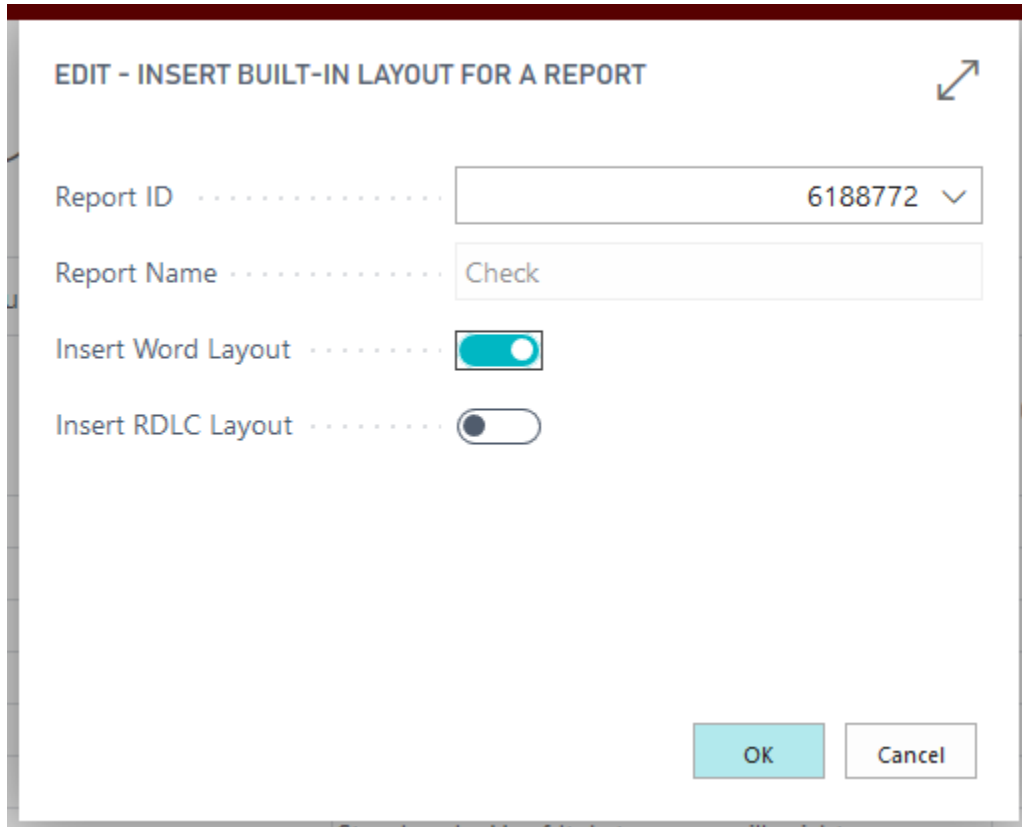


## Import a Custom Report Layout in ForNAV Cloud

Open Business Central. Go to Custom Report Layouts.

Select New. In the window that opens enter the report ID and select Insert Word Layout.



The screenshot shows a dialog box titled "EDIT - INSERT BUILT-IN LAYOUT FOR A REPORT". It contains the following fields and controls:

- Report ID**: A text field with the value "6188772" and a dropdown arrow.
- Report Name**: A text field with the value "Check".
- Insert Word Layout**: A toggle switch that is currently turned on (blue).
- Insert RDLC Layout**: A toggle switch that is currently turned off (grey).

At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Rename the Custom Report Layout to something Recognizable.

Select the Custom Report Layout that was created and select Actions > Import Layout

## Custom Report Layouts - 117 Reminder

Search New Edit List Delete Process Layout Page Actions Report Fewer options				
New Document Export Word XML Part Import Layout Export Layout Update Layout				
REPORT ID	REPORT NAME	DESCRIPTION		
1306	Sales - Invoice	Invoicing		
1306	Sales - Invoice	Modern		
1306	Sales - Invoice	Rood		
1306	Sales - Invoice	Eenvoudig - hoofdtekst van e-mailbericht		
1306	Sales - Invoice	Tijdloos		
1307	Sales - Credit Memo	Standaard - Hoofdtekst van e-mailbericht		
1316	Standard Statement	Standaard - Hoofdtekst van e-mailbericht		
1322	Purchase - Order	Standaard - Hoofdtekst van e-mailbericht		
5084	Email Merge	Standaard - Hoofdtekst van e-mail samenvoegen		
6188772	Check	Copy of Built-in layout		
6188772	Check	ForNAV BC preview (report 6188772)	CR	
6188772	Check	ForNAV BC preview (report 6188772)	CR	
6188772	Check	ForNAV BC custom layout (build 1667)	CR	

In the Select File dialog box that appears select the docx file you want to import.

In Business Central open the Report Layout Selections

In the field Custom Layout Description select the new Custom Report Layout you just created.

REPORT LAYOUT SELECTION | WORK DATE: 4/8/2019 ✓ SAVED

Search Edit List Process Report Open in Excel More options

**Filters** ✕

Filter list by:

✕ Report ID

6188772

+ Filter...

**Company**

Company Name CRONUS NL

REPORT ID	REPORT NAME	SELECTED LAYOUT	CUSTOM LAYOUT DESCRIPTION
6188772	Check		Custom La... rNAV BC custom layout (build 1667)

**Custom Layouts** ▾

DESCRIPTION	TYPE
Copy of Built-in layout	Word
ForNAV BC preview (report 618...	Word
ForNAV BC preview (report 618...	Word
ForNAV BC custom layout (buil...	Word

