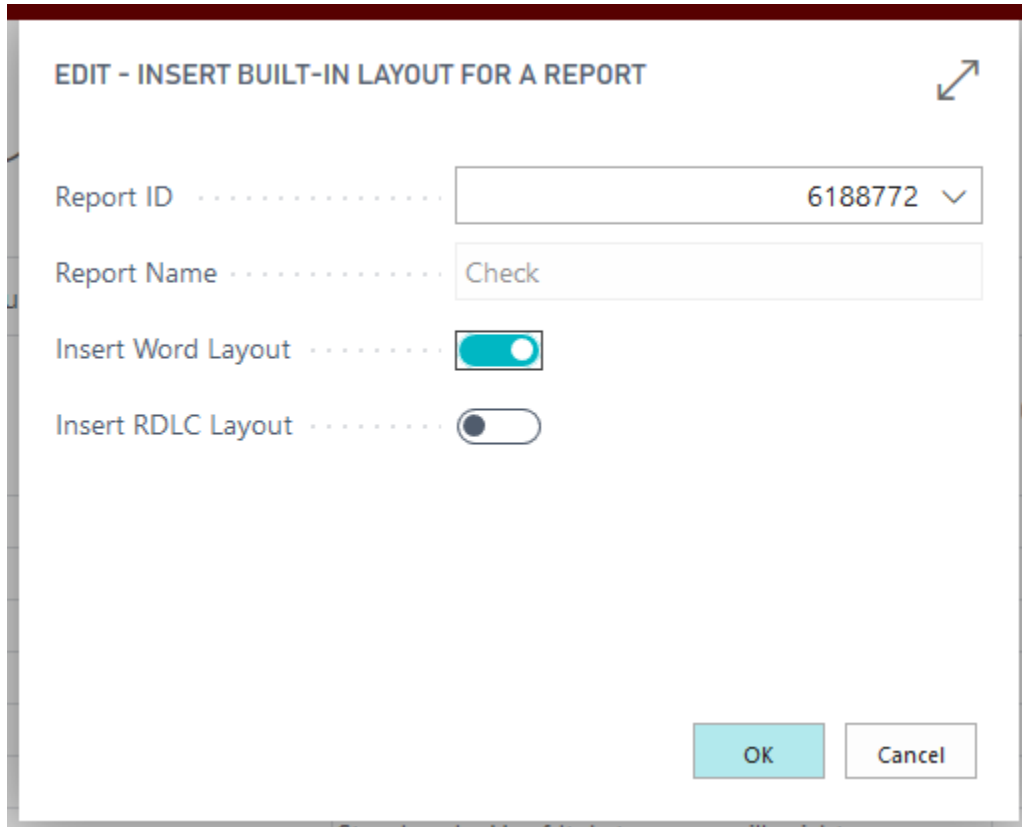# Import a Custom Report Layout in ForNAV Cloud

Open Business Central. Go to Custom Report Layouts.

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

Rename the Custom Report Layout to something Recognizable.

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

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.

Export a ForNAV layout in ForNAV cloud

Open Business Central. Go to Custom Report Layouts.

Select the Layout you want to export and select Actions > Export

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		Verkoop Factuur - blauw - eenvoudig
	1306		Sales - Invoice		Standaard - Hoofdtekst van e-mailbericht
	1306		Sales - Invoice		Facturering - hoofdtekst van e-mailbericht
	1306		Sales - Invoice		Modern - Hoofdtekst van e-mailbericht
	1306		Sales - Invoice		Rood - Hoofdtekst van e-mailbericht
	1306		Sales - Invoice		Tijdloos - Hoofdtekst van e-mailbericht
	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
	89000	⋮	_		ForNAV BC custom layout (build 1667)

Save the resulting docx file.

If you want to edit the layout docx file open the ForNAV designer, select open and find the docx file.