

## B03 – Custom Report Layouts

### Create a Custom Report Layout

1. In Dynamics NAV set report 88007 as the default report for Sales Invoices;
2. Preview a sales invoice, note that it is the standard ForNAV layout;
3. Open the Custom Report Layouts;
  - a. CRONUS International Ltd./Departments/Administration/IT Administration/Reports
4. Create a new Custom Report Layout for report 88007;
5. Run the report and select Open Designer;
6. Change something visible on the report;
7. Save and close the ForNAV designer;
8. Open the Report Layout Selection. Filter the list on Report ID 88007;
9. In the columns Selected Layout select Custom Layout;
10. Select your Custom Report Layout from the selection list;
11. Preview a sales invoice, note that it is different from the standard ForNAV layout.

### Company logo

12. Edit the report with the Custom Report Layout you made;
13. Open the Dynamics NAV Company Information page and import your company's logo;
14. In the properties of ReportsForNAV got to the Records section and open the submenu;
15. Click New and select the CompanyInformation Table;
16. Open the submenu of the OnPreReport and add the code to get the ForNAV Setup:  
`<CompanyInformation.Get();>;`
17. Also add the code to Calculate the logo: `<CompanyInformation.CalcFields('Picture');>;`
18. Find the CompanyInformation Picture in the Field List. Drag that to the header and enlarge if needed;
19. Play with the Logo settings and size until your logo is printed correctly.

### Address fields and Fieldgroups

20. Edit the report with the Custom Report Layout you made;
21. In the ForNAV designer navigate to the Field List;
22. Expand the Field List for the Header DataItem and expand the Fieldgroups;
23. Drag the Bill\_toAddress field to the header;
24. Preview the report and note the changes;
25. Set the Can Grow property on the Address field to true;
26. Set the Text Alignment property of the Address field to Top Left;
27. Preview the report and note the changes.

### A table for the sales lines;

28. Edit the report with the Custom Report Layout you made;
29. Add a table to the body part with the fields No., Description, Quantity, Unit Of Measure, and Amount;
  - To do this go the list part of the dataset, select the desired fields with ctrl pressed and drag the fields to the body of the report.
30. Space the columns;
31. Add the background color Gainesboro to the odd rows;
  - Go to report explorer, select table 1 under the body.
  - In the properties open Styles and style the odd row.
32. Add a table with the captions for the No., Description, Quantity, Unit Of Measure, and Amount) fields and add this to the Header part;
  - Go to Dataset, List, FieldCaptions, select the desired fields with ctrl pressed and drag the fields to the header of the report.
33. Space these columns the same as the body table;
34. Add all borders to the header table, make text bold and text size 8;

### Transheaders and -footers

Note, this only works because the calculation of the Line.Amount is already in the report code. If your totals are not calculated properly please speak to your ForNAV partner.

35. Edit the report with the Custom Report Layout you made;
36. In the ForNAV designer right click Line Data Item and select Insert Section > Trans Header;
37. Change the Section Name to TransHeader;
38. Copy the header table from the Header section;
39. Add a table with 2 fields, CurrReport.StandardCaptions.Continued, and Line.Amount;
40. Change the height of the section so the 2 columns fit;
41. In the ForNAV designer right click Line Data Item and select Insert Section > Trans Footer;
42. Change Section Name to TransFooter;
43. Add a table with 2 fields, CurrReport.StandardCaptions.Continued, and Line.Amount;
44. Change the height of the section so the 2 columns fit;
45. Create and book an invoice with 50 lines and use that to test this report.