DYNAVISION

Documentation:
Dynavision Layouts

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1 Introduction

Welcome to the official manual of the Dynavision Layouts module.

The Dynavision Layouts module is developed with the goal of creating universal Layouts that are customizable using setup within Business Central rather than setting up specific customization for the customer.

The fixed grid-system makes it possible to choose which information is displayed in which columns of the grid and how this information is marked up. It also gives the option to insert variables and text constants.
This means it is possible to show any data from within Business Central and even add extra fields.

2 Installation

2.1 Extension

The Dynavision Layouts module is a separate Business Central extension.
1. Choose the search icon, enter **Extension Management**, and then choose the related link.
2. Choose **Manage** in the Action bar on the page and choose action **Extension Marketplace**.
3. In the search bar, enter **Dynavision Layouts** and install this app.

3 Dynavision layouts application

3.1 Report Layout Setup

In order to make it possible to configure and customize the reports that will be printed in Business Central, new reports have been created to which all layouts have been attached. The customization and configuration of these layouts can be performed on the **Report Layout Setup** page.

1. Choose the search icon, enter **Report Layout Setup**, and then choose the related link.
2. Choose the report that has to be configured/customized. *All reports within this module can be found under the prefix "ESCR."*
3. **General tab**
   a. **Report ID**
      The ID of the report that generates the layout. Here a Report ID can be selected.
   b. **Report Caption**
      The Caption of the selected Report ID.
   c. **Description**
      The description of the selected Report. This field can be used to describe the function of the report version in case different versions of the report are set up.
   d. **Version**
      Allows to specify a different report layout setup for the same report. These versions can be used when printing the layout by selecting this version in de report selection field.
   e. **Font**
      The font in which the title needs to be printed. A text value that can be inserted. *E.g. Gothic.*
   f. **Theme color**
      Using a color scale, select the color that needs to be used in order to print the title and the separators of the header elements on the layout.
   g. **Barcodes**
      This feature allows barcodes to be printed on the layout. This feature is part of the Dynavision Connect module.
      i. **Barcode Type**
         Specifies whether to use one-dimensional or two-dimensional barcode fonts.
         When **1D Barcode is selected,** the one-dimensional barcode can be chosen in field **Barcode Symbology 1D**.
         A one-dimensional barcode can be:
         - Code-39,
         - Codabar,
         - Code-128,
         - Code-93,

- Interleaved 2 of 5,
- Postnet,
- MSI,
- EAN-8,
- EAN-13,
- UPC-A, and
- UPC-E.

When **2D Barcode is selected,** the <u>two-dimensional </u>barcode can be chosen in field **Barcode Symbology 2D**.

A <u>two-dimensional</u> barcode can be:

- Aztec,
- Data Matrix,
- Maxi Code,
- PDF417, and
- QR-Code.

ii. **Text below barcode**

Specifies if the barcode text should be printed below the barcode.

4. **Addresses tab**

a. **Top-Left, Bottom-Left and Top-Right**

i. **Text Block**

A text block can be selected that will be used when printing the address information. The use of text blocks makes it possible to customize the layout even further. How text blocks can be configured can be found in the **Connect Manual.**

Remark: Either text blocks are used in all Address blocks, or no text blocks are used.

ii. **Address**

Select where the information can be found that needs to be printed in the top-left space in the layout. There are a few options to choose from.

- Empty (*no information printed*),
- Company Address,
- Ship-to Address,
- Sell-To Address,
- Bill-To Address,
- Responsibility Center,
- Pay-To Address,
- Buy-From Address,
- Transfer-From Address,
- Transfer-To Address,
- POS Terminal, and
- Location Address.

iii. **Address Title**

Specifies the title above the top-left address block. A **Text Constant** can be used with translations in order to print the correct title on the layout when it is printed in a different language. The creation of text constants is discussed in chapter...

5. **Header tab**
   a. **Document Title**
      Allows you to assign a text constant that will be printed as the title of the document. This title will also be translated if the translations are set to the assigned text constant.
   b. **Document title Position**
      Here the position can be selected where the title will be printed on the document. The options are:
      i. At logo,
      ii. Above Address info,
      iii. Above header info, and
      iv. No title.
   c. **Logo Source**
      Specifies the loction from which the logo needs to be retreived.
      The options are:
      i. Company Information,
      ii. Resp. Center, and
      iii. POS Terminal.
      Remark: when adding a picture to be printed on the layouts, make sure that the resolution/file size of the image is no larger than 150Kb. Otherwise the performance of the generation of the layouts will be impacted and can be significantly slower.
   d. **Logo position**
      Where the logo should be printed.
      The options are:
      i. No logo,
      ii. Left,
      iii. Right, and
      iv. Center.
   e. **Header Text**
      The text constant that needs to be displayed in the header of the document can be selected.
   f. **Print Work description**
      If enabled, the work description of the order will be printed.
   g. **Print Pop-Up Comments**
      Allows any pop-up comments set on the Customer or Vendor Card (*Related > Customer/Vendor > Pop-Up Comments)* to be printed along with the layout. This feature is part of the Dynavision Trade module.
6. **Header Fields tab**
   a. **Header Alignment Vertical**
      Specifies if the header is aligned vertically instead of horizontally.
   b. **Field 1 to Field 6**
      i. **Title**
         Specifies the title above the header field. A **text Constant** can be used with translations in order to print the correct title on the layout when it is printed in a different language.

>> **ii. Value**
>> The field that needs to be printed, to select from the Field List.
>> **iii. Caption**
>> The caption of the selected field in **Value**.

7. **Lines tab**
    a. **Line Definition Code**
       Specifies the definition used to dynamically render the report lines content.
    b. **Alternating Line color**
       Using a color scale, select the color that needs to be used to color the even lines that are printed on the layout.
       Shown if no Line Definition Code is specified.
    c. **Draw Line in table**
       Specifies if lines should be drawn in the printer table of items.
       Shown if no Line Definition Code is specified.
    d. **Print VAT in lines**
       Indicates whether the VAT needs to be printed on the lines in printed document.
    e. **Print Excise**
       Indicates whether the Excise is printed on the document layout.
       Remark: *when this option is enabled, it is necessary to use a Report Line Definition in which the Excise fields are included. Otherwise, the Excise will not be printed.*
       Available when the Dynavision Excise Duties app is installed.
    f. **Prioritize Item Reference**
       Is enabled and if the Item Reference is filled in for the item, this reference will be printed instead of the Item No.
    g. **Print Description 2**
       This allows the second description of the item to be displayed on the printed document. This will be printed below the description of the item.
    h. **Print Item Tracking**
       Specifies if the item tracking information is printed om the document. This is used when lot number or serial numbers need to be displayed on the document.
    i. **Print Attributes**
       Specifies if the item attributes, assigned to the items, need to be printed on the layout. It is possible to specify the item attributes that need to be printed. This is described in the section Print Item Attribute.
    j. **Print Weights**
       Specify if and where the weights will be printed on the document. The options are:
       i. Never,
       ii. Lines,
       iii. Totals, and
       iv. Lines and Totals.
    k. **Use Gross Weight**
       Indicates if the Gross weight will be printed or the Net weight that is set up in the item.

l. Weight UOM

Specifies the UOM that is used for the weight. *E.g. KG.*

8. **Footer tab**

   a. Footer Text

   The text constant that needs to be displayed in the footer of the document can be selected.

   b. Print VAT Summary

   Indicates wherher the VAT summary needs to be printed on the layout.

   c. Print Company Footer

   Specifies if a company footer should be printed on the layout.
   The footer is uploaded in the Company data, in the factbox pane, in Business Central and will be retreived from this location in order to print.
   Remark: the properties for the footer image are 2220 x 257 pixels. Horizontal and vertical resolution: 96 dpi.

9. **Extra Options tab**

   a. Print Copy in Default Language

   Allows you to also print a copy of the document in the default language set.

   b. Print Comments

   Specifies which comments are printed.
   Remark*: these are not the comments in the lines of the document, but the comments that are added in the **Comment Sheet** using the action **Comments** on the document.*
   The options are:
   i. None,
   ii. Only Header,
   iii. Only Lines, and
   iv. Header and Lines.

   c. Print Payment Terms

   Indicates if and where the payments terms will be printed. This uses the PAYMENTTERMS Text Constant.
   Remark: these payment terms are translated only if the translations are configured.
   The options are:
   i. Never,
   ii. Header, and
   iii. Footer.

   d. Payment Discount Text Constant

   Choose how the Payment Discount is shown in the payment terms header or footer. The default constant that is used is PMTDISCOUNTTEXT.
   Remark: this text will not show on Sales Invoices nor Service Invoices.
   i. **%1**: Payment Discount Date;
   ii. **%2**: Total Amount - Payment Discount;
   iii. **%3**: Payment Discount ;
   iv. **%4**: Taxable Amount.

   e. Print Payment Method

   Specifies if and where the payment method will be printed. This uses the

PAYMENTMETHOD Text Constant.
The options are:
- **i.** Never,
- **ii.** Header, and
- **iii.** Footer.

f. Print Shipment Method

Specifies if and where the shipment method will be printed. This uses the SHIPMENTMETHOD Text Constant.

Prices

g. Print Prices

Indicates if and where the prices will be displayed on the printed document.
The options are:
- **i.** Never,
- **ii.** Lines,
- **iii.** Totals, and
- **iv.** Lines and Totals.

h. Print Discount Type

Indicates if and where the discounts will be displayed on the printed document. The options are:
- **i.** Not printed,
- **ii.** Print %, and
- **iii.** Recalculate unit price instead of printing %.
  - When this option is selected, the unit price will be printed with the discount already deducted. This way the correct price is printed without printing the discount percentage.

i. Print Currency Symbol

Specifies if the currency symbol needs to be printed, and if yes, where.
The options are:
- **i.** Never,
- **ii.** Lines,
- **iii.** Totals, and
- **iv.** Lines and Totals.

Remark: *In case the Currency symbol neds to be printed for different currencies, make sure the Currency symbol is added to the Currencies table. Choose the search icon, enter **Currencies**, and then choose the related link. Select the Currency to which the symbol needs to be assigned and choose th action **Edit**. In the field **Symbol** enter the symbol that needs to be printed on the layout.*

j. Currency Position

Specifies where the currency symbol is printed.
The options are:
- **i.** Before,
- **ii.** Before with space,
- **iii.** After, and
- **iv.** After with space.

k. Print Payment Discount

Indicates if the payment discount should be printed. On Sales Invoices the

following Text Constants will be used: PAYAFTERDATE, PAYMENTDISCOUNTFAST, PAYBEFOREDATE and TAXABLEAMOUNT.

l. Unit Price formatting, Price formatting, Quantity formatting, Discount formatting, and VAT formatting

Specifies the formatting if the different fields that are printed, *E.g. <Sign><Integer Thousand><Decimals>.*

Following link explains how the formatting can be build. https://learn.microsoft.com/en-us/dynamics365/business-central/dev-itpro/developer/devenv-format-property#standard-decimal-formats

m. Keep Empty VAT Clause

If the option is disabled, the VAT is retreived from the VAT Posting Setup if it is empty on a line.

n. Print Intrastat

Indicates if and where the intrastat information needs to be printed.
The options are:

    i. Never,
    ii. Lines,
    iii. Totals, and
    iv. Lines and Totals.

o. Intrastat Totals Format

Specifies how the Intrastat Totals have to be printed. The options are:

    i. Text lines, and
    ii. Table.

p. Attribute printing set Code

This feature allows you to display specific values on the layout that are set up as an attribute value on an item.

Example given: an item has an Item Attribute COLOR with Value RED. It is then possible to print the item attribute COLOR on the article line on the layout.

Remark: ***This feature is part of the Dynavision Connect/Trade module****.*

Advanced Units

a. Print Total Reusable Packaging

Indicates whether the total of the reusable packaging that has been inserted on the document is printed on the layout.

Remark*: when this option is enabled, it is necessary to use a Report Line Definition in which the Reusable packaging fields are included. Otherwise, the packaging will not be printed.*

Available when the Dynavision Reusable Packaging app is installed.

b. Use Invoicing UoM

Indicates whether the Invoicing Unit of Measure is printed on the document layout. *Available when the Dynavision Advanced Pricing & Discounts app is installed. (This is also available on Purchase Quote and Purchase order layouts.)*

For Service layouts, following options are also available.
a. Print Service Faults
Indicates if the service faults have to be printed.
b. Print Service Solutions
Indicates if the service solutions have to be printed.
c. Define Line Fields
Makes it possible to customize the lines in the report.

3.1.1 Report Line Definitions

In order to set up the information that is printed in the lines of Report Layouts, Report Line Definitions is implemented. The Report Line Definition is assigned on the Report Layout Setup Card, and will be used to Dynamically render the report lines content.
The line setup in the Report Line Definition will use the settings specified on the Report Layout Setup Card, like Prioritize Item Reference, Print Description 2, etc.
When the Report Layouts are fetched using the action **Get Default Data**, Default Report Line Definitions will be fetched as well. These definitions can be used as base for setting up the line definitions for the needed report layouts.

It is important to set the **Line Definition (RDL) as default layout** for the reports that will be using the Report Line definitions.
Remark: *the Report Line Definitions cannot be used in custom made RDL's.*
Remark: *the Report Line Definitions are currently supported on the Sales, Purchase and Service documents. Posted Transfer Shipments and Receipts are also supported. Transfer Order and the Warehouse Document reports currently do not support the configurable report lines.*
1. Choose the search icon, enter **Report Line Definitions**, and then choose the related link.
   a. The page can also be accessed by choosing the action **Report Line Definitions** on the page **Report Layout Setup**.
2. On the page that opens, when the Report Layouts function **Get Default data** was used, different Report Line Definitions will be shown. If this is empty, choose the action **Get Default Data** on the page, which can be found when choosing the arrow by the action **New**.
   a. The Report Line Definitions that are fetched depend on the installed Dynavision Extensions, such as Excise and Reusable Packaging. These fetched lines can be used as base for setting up the definitions for the lines for the reports.
   b. By default, the **DEFAULT** Report Line Definition will be assigned to the Report Layout setup cards that use the configurable lines.

3. On the page, following information is visible for the Report Line Definitions.
   a. **Code**
      Specifies the code of the Report Line Definition.
   b. **Description**
      Specifies the description of the Report Line Definition.
   c. **Report Layout Setup**
      Displays the number of report layout setup cards on which the Report Line Definition is applied.
   d. **Enabled**
      Specifies if the Report Line Definition is enabled.
4. Choose the line that needs to be adapted, choose action **New** to create a new Report Line Definition, or choose the action **Copy** to create a copy of an existing definition to adapt.
5. On the **Report Line Definition Card**, the lines that need to be printed on the report layout(s) can be specified.
   a. Using the action **Preview**, the configuration can be seen on a rendered preview. This preview will be generated based on a selected Report ID, using set **Report Options**. These options can be specified by choosing the action **Report Options**, which can be found by choosing the arrow displayed next to the **Preview Action**.
   b. It is also possible to generate a full PDF render of the configuration by choosing the action **Run Report**.
6. Following information can be specified for the Report Line Definition.
   These lines can be specified for the layouts that need to be printed with prices, and without prices. Using the action **Setup 'Hide Prices'**, the line definitions for the reports without the prices can be defined.
   a. **Code**
      Specifies the code of the Report Line Definition.
   b. **Description**
      Specifies the description of the Report Line Definition.
   c. **Table No., Table Caption**
      Specifies the table that is used as source for the content of the columns in the line. This will automatically contain the correct information.
   d. **Enabled**
      Specifies if the Report Line Definition is enabled.
   e. **Report ID, Report Description**
      Specifies the report that is used to generate the preview of the line definition.
   f. **Report Options**
      Specifies whether options on the report request page have been set, which are taken into account when generating the preview.
   g. **Print Prices**
      Specifies if prices are printed and where.
      The options are:
         i. **Never,**
        ii. **Lines,**
       iii. **Totals, and**
        iv. **Lines and Totals.**

h. Alternating Line Color
Using a color scale, select the color that needs to be used to color the even lines that are printed on the layout.

i. Draw Line in table
Specifies if lines should be drawn in the printer table of items.

j. Unit
Specifies the unit that is used for setting the dimensions for the report columns. This includes width of the columns, padding, etc.

k. Width
Specifies the maximum width of the report line, excluding line margins.

l. Columns

  i. Line Type
  Specifies the line type to which the columns apply.
  The options are:
  - **01.** Header,
  - **02.** Document,
  - **03.** Comment,
  - **04.** Text (*used to print e.g. Item Attributes*),
  - **05.** Assembly, and
  - **06.** Service Item *Tip: when printing Service items, use the Content* **Service Item No.** *to print the service item no. instead of the "Normal" item numbers.*

  ii. Column No.
  Specifies the number of the column.

  iii. Group
  Specifies on which line the information has to be printed. This makes it possible to print multiple lines with information in 1 column.

  iv. Content
  Specifies the content that needs to be printed in the column. For header lines, this will be a text constant. For normal lines and others, this will be a field from a field list.

  v. Format
  Specifies how the content should be formatted. This is the formatting that is specified on the Report Layout Setup Card.
  The options are:
  - **01.** Empty,
  - **02.** Unit Price,
  - **03.** Price,
  - **04.** Quantity,
  - **05.** Discount, and
  - **06.** VAT.

  vi. Alignment
  Specifies the horizontal alignment of the column.

  vii. Position
  Specifies the start position of the column.

> viii. **Alignment Action**
> Displays a suggested action for updating the alignment of the column.
> Choose the action that is displayed to execute the suggestion.
> ix. **Position Action**
> Displays a suggested action for updating the position of the information of the line.
> Choose the action that is displayed to execute the suggestion.

7. The setup for the **Report Line Types** can be edited by choosing the action **Line Type**, in the Columns section. This page displays the font size and formatting of the line types, and can be changed accordingly.
8. When the line definitions are set up with and without prices, the layout will be printed with prices if this is specified on the report print, and without prices if this is selected or specified for a certain report layout. (see print prices options mentioned in the manual)

*Important remark: when using the action Get default data to fetch the report line definitions, in the line definitions the **Line Type Text** is added with **content Description**. Make sure to <u>not delete this line</u>, as this **is used to print** the **Serial numbers, lot numbers etc.**, when enabled on the report layout setup for that layout.*

3.1.1.1 Import and Export report line definitions

In order for a more efficient setup of the report line definitions, it is now made possible to export the line definitions and import them in another environment.
1. Navigate to the **Report Line Definitions** list page.
2. Select the report lines that need to be exported in the list page and choose **Definition**, **Export**.
   a. The selected lines will be exported into a XML file. This file can then be edited if needed and imported again.
3. If only one definition needs to be exported, either only select that definition in the list, or navigate to the Report Line Definition Card and choose the **Export** action.
4. Importing of an XML file can be done <u>on the list page</u> by choosing the action **Definition**, **Import**. The XML file can be selected, and the line definitions will be imported.
   a. *Remarks*
      i. *It is not possible to import line definitions that have the same names as the existing definitions.*
      ii. *Make sure that the language of the environment is set to the same language as the file that is imported. Otherwise, errors can occur for values that are not translated in the export of the file.*

3.1.2 Print Structured Message

If you are using the **Dynavision Finance** application you will often display the **structured message** in the footer, this can be done in the following way:
1. Choose the search icon, enter **Text Constants**, and then choose the related link.
2. Choose the **New** action.

3. Enter the necessairy information to set up the text constant that will be displayed in de footer.
   a. **Code**
      The Code to identify the text constant. (*E.g. STRUCTUREDMES)*
   b. **Description**
      The description of the text constant. (*E.g. Structured Message)*

    c. Table No.
        The table that has to be linked to the text constant. This is the table from which the information will be retreived for this text constant. (*E.g. table no. 112 (sales invoice header)*)

4. In the **Languages for Text constant** tab enter the **Text Constant Data**. This data can be defined in the different languages that can be printed.
   E.g "structured message: F%70739601F%". Between the placeholders **F%** the desired field id needs to be entered, in this example "70739601".
   The **field Id** can be found using the **Page Inspector**)
   Remark: The page inspector can be called by the following combination: Ctrl + Alt +F1.
5. In the field **Footer Text** on the **Report Layout Seyup Card**, select this newly created text constant in order to print the structured message on the layout in the footer.

3.1.3 Print Item Attribute

On a Dynavision Report, it is possible to print the item attributes of items noted on the printed document, by enabling the option **Print Attributes**.
This will, by default, print all item attributes of the items that are included in the document, sorted in an alphabetical order.
It is however possible to specify which item attributes need to be printed for items and in which order.

1. Choose the Search icon, enter **Item Attributes**, then choose the related link.
2. By default, the fields to influence the printing of the attributes and the sequence are hidden. The columns can be added using **Personalization** to the page.
3. Choose the action **Edit List** and select the attributes that need to be printed by checking the box in the column **Show on layout**. *By default, all attributes will be printed.*
   a. *Remark: if nothing is checked, all attributes will be printed.*
4. Select a **Sequence** that will specify the order in which the item attribute must be shown on the report layout. This is a numeric value which will determine the order.

After setting this, and the setting on the report layout, the attributes, linked to the items that are checked will be printed.
Remark: *In the Dynavision Trade module, the **Attribute Printing Set** is created, in order to print item attributes in a more advanced way. (See the Dynavision Trade manual.)*

3.1.4 Company Information

On the **Company Information** page, the default language of the company needs to be specified.

1. **Default Language Code**
   Specifies the default language that is used in the company for printing of documents. A value from the Languages list can be chosen.
2. **Setup Mode**
   If enabled, the name of the defined Text Constant will be printed on the report instead of the Text Constant Data.
   This can be useful when something needs to be changed, but it is not immediately clear which Text Constant is printed in the location that needs to be modified.
   This option makes it possible to easily identify the correct Text Constant that needs to be completed, translated or corrected.

3.1.5 Text constants

When configuring layouts, text constants can be used in order to show the correct data in a field or certain location.
In text constants it is possible to define translations which will insure that the printed text will be translated to the correct language in which the document needs to be printed.

1. Choose the search icon, enter **Text Constants**, and then choose the related link.
2. Choose the **New** action.
3. Enter the necessairy information to set up the text constant that will be displayed in de footer.
   a. **Code**
      The Code to identify the text constant. (*E.g. STRUCTUREDMES*)
   b. **Description**
      The description of the text constant. (*E.g. Structured Message*)
   c. **Table No.**
      The table that has to be linked to the text constant. This is the table from which the information will be retreived for this text constant. (*E.g. table no. 112 (sales invoice header)*)
4. In the **Languages for Text constant** tab enter the **Text Constant Data**. This data can be defined in the different languages that can be printed.
   E.g "structured message: F%70739601F%". Between the placeholders **F%** the desired field id needs to be entered, in this example "70739601".
   The **field Id** can be found using the **Page Inspector**)
   Remark: The page inspector can be called by the following combination:
   Ctrl + Alt +F1.
Remark: There is already a number of standard text constants provided by default, but it is also possible to create new ones.

3.1.6 Create Default Setup

When the default report layouts are installed, there are new text constants created. For the default language on the **Company Information**, new translations are automatically inserted for these text constants. *Remark: If there is no default language set on the **Company Information**, there will be no translations generated.*
In case that the Company information was incomplete and no **Default Language Code** was selected, these translations will not have been added.
To counter this, the action **Create Default Setup** on the page **Report Layout Setup** is added. Using this action the missing Text Constant translations will be added if they are missing.

When the translations are not set up properly, following steps can be taken in order to fix this setup.
1. Choose the search icon, enter **Report Layout Setup**, and then choose the related link.
2. Delete all report layout setup records on the list page.
3. Choose the action **Text Constants**.
4. Delete all text constants.
5. Navigate back to the **Report Layout Setup** page.
6. Choose the action **Create Default Setup** in order to add the default configuration of the report layouts and the text constants with the translations
    a. If the **Default Language Code** is not set on the **Company Information** page, a message will be shown and the report layouts and text constants will not be added.
    b. Fill in the **Default Language Code** in the **Company Information** and choose the action again.

Remark:
In case the localization of the environment is set to BE, the translations for NLB/FRB/ENU will be automatically inserted for the text constants.
There will also be a translation added for the language set in the **default Language code** on the **Company Information** page when this code is not NLB, FRB or ENU.
When the environment is configured in a localization other than BE, the translations for the **Default Language Code** on the **Company Information** will be added to the Text Constants.
Other languages can be added by using the Add Language action.

3.1.7 Add Language to Default Language Codes

1. In order to add a language to the languages list than can be selected as **Default Language Code**, go to **Company Information**.
2. In field **Default Language Code** select the arrow to open the drop down list.
3. Choose action **New** to add a new language.
4. After inserting all information, the language can be chosen as the **Default Language Code.**

3.1.8 Add Language to Text Constant

1. In order to add a language to a Text constant, an action is implemented. First step before the language can be added to the environment is following:
   a. The translations need to be available in the environment. These are added trough a separate extension.
   b. Navigate to **Extension management** and check if the translation is installed in the environment.
   c. If **not installed**, navigate to the **Extension Marketplace**, and search for the language that needs to be installed. Search for the wanted language and install to the environment.
2. Once the language is installed, follow next steps to add the language to the Text constants linked to a table. (*for manually added constants, the system will not know the translation that needs to be added for the language*).
3. choose the search icon, enter **Report Layout Setup**, and then choose the related link.
4. Choose the action **Text Constants**.
5. Choose the action **Add Language** that can be found when choosing the arrow next to the **New** action on the Action Bar.
6. Select the language that needs to be added to the Text Constants.
7. If there are translations available, the translations will be added to the constants.

Remark: this is useful when a new language has to be supported.

3.1.9 Creating a new Report Layout

When choosing the action **New** on the **Report Layout Setup** page, and choosing a Dynavision Report in the field **Report ID**, the Report Layout Card will be configured with the default settings as provided by Dynavision.
This will also be applied when changing the **Report ID** of an existing report to another Dynavision Report.

3.2 Report Selection

It is possible to select the desired report that needs to be printed for a certain kind of document.
This setup can be done using the **Report Selection** pages. There is a page set up for each type of document.
In the following steps, the page for sales will be used to illustrate the setup.
Search for the following pages:

1. choose the search icon, enter **Report Selection - Sales**, and then choose the related link.
2. In the field Usage, select the type of document for which the report is added/changed.
3. Complete the necessary fields.

a. **Sequence**
The order in which the reports are printed. This is usefull in case different reports need to be printed for a type of document.

b. **Report ID**
Specifies the Object ID of the Report Layout that needs to be printed.

c. **Report Caption**
The name of the selected Report Layout will be displayed.

d. **Use for Email Body**
Specifies that summarized information, such as invoice number, due date, and payment service link, will be inserted in the body of the email that you send.

e. **Use for Email Attachment**
Specifies that the related document will be attached to the email.

f. **Email Body Layout Description**
Specifies a description of the email body layout that is used.

In case Dynavision Connect is installed, the Report Layout setup list view is expanded with information of the report selection setup for the current report in the list. This page can then be used to configure the report selections for the Dynavision reports.

3.3 Report Layout Dashboard

The Dynavision Layouts integrates with the Report Layout Dashboard set up in Dynavision Connect.
More information about the dashboard can be found in the **Dynavision Connect Manual**.
Default Report Selection Types will be assigned to the Layout Reports, and a Report Usage will also be assigned.
This information will be displayed for the Report ID's of the Dynavision Reports.
The actions as described in the Connect manual, like viewing if the report is already configured in the Report Selections, can also be used in combination with the Dynavision Reports.

3.4 Text Blocks

In order to have more flexibility in setting up how addresses need to be printed, Text blocks can be configured.

3.4.1 Setup

1. Choose the search icon, enter **Text Blocks**, and then choose the related link.
2. In the page that opens, select the text block that needs to be edited or choose action **New**.
3. Enter the necessary information *as described in the manual of **Dynavision Connect***.

3.4.2 Extra header space tip

When using Text blocks in the Address block of the layout, it is possible to add extra lines with type Free text and no text on the line in order to improve readability on the printed layout, in case no header fields are printed. *When no header fields are defined on the layout, there will be no line printed. This can have an effect on the readability of the printed layout.*

3.5 Print options

3.5.1 Print prices on sales shipment

It is possible to print the prices of the items on the sales shipment layouts. This can be set in the **Report Layout Setup** page in the **Print Prices** field by choosing either **rules, totals** or **Rules and totals**.
This way, the prices will be printed on every sales shipment document that is printed, for every customer.
On the **Customer Card** in the **Shipping** tab, there is an option **Print Prices on Shipment** that can be enabled or disabled. *By default this option will be disabled*.
When navigating to a **Posted Sales Shipment** and choosing the action **Print** The screen opens where additional filters and options can be set for the printing of the layout.
In the option **Print Prices** there are different options that can be selected in order to determine if the prices will be printed on the documents. This means that the printing of the price can always be overridden.
*Remark: The **Print Prices** option is only visible on the **Print Report page** if this **Print Prices** option on the **Report Layout** is set to a different value than Never.*
If the **Print Prices option** is enabled in the **Print report page**, the system will check the value of the **Print Prices** field on the **Report Layout Setup**, to determine which prices need to be printed on the layout.

3.5.2 Print Quantity on Warehouse Shipment

On the Report page of the (unposted) Warehouse Shipment, there is an option added to make it possible to print the prices calculated based on the Quantity To Ship value or the Quantity value of the sales order.
1. Navigate to a Warehouse Shipment to be printed.
2. Choose the action **Print**.
3. On the page that opens, a new field can be found: **Print Quantity**.
   The options are;
   a. Quantity, and
   b. Quantity to Ship
4. In case **Print Prices** is enabled, the prices will be calculated using the quantity selected on the report page.
   a. *Remark: it is also possible to print the original quantity and quantity to ship on the report by default, by adding the column to the Report Line Definitions of the shipment document.*

3.5.3 Intrastat information linked to customer/shipment

For following documents, it is possible to specify if the intrastat information needs to be printed on the layout:
1. Sales Quote,
2. Sales Order,
3. Sales Invoice,
4. Sales Credit Memo,
5. Sales Return Order,
6. Sales Blanket Order,
7. Posted Sales Invoice
8. Posted Sales credit Memo, and
9. Service Invoice.

This can be specified in the field **Print Intrastat** on the **Report Layout Setup Card** of the document that needs to be printed.

On the **Customer Card** in the **Shipping** tab, there is also a field **Print Intrastat** that can be changed in order to indicate if the intrastate should be printed. This field has following options:
- Yes,
- No,
- Check Shipping.

The check shipping option will work as follows:
*It looks at the **Country/Region Code** in the header.*
*If no country code is entered in the header, the **Country/Region Code** of the **Location** is retrieved. If that field is also empty, the Country/Region Code of the company Information is retrieved.*
*The **Country/Region Code** from the **send to** address is also retrieved.*

When both country/region codes are retrieved (FROM and TO), a check will be performed on the Intrastat-Code of those countries/regions.
If the Intrastat-Codes are different, the intrastat applies and the intrastat will be printed on the layout of the document.
If the Intrastat-Codes are the same, the intrastat does not apply and the intrastat will not be printed.
When the send to address or the location is changed, the validation will be executed again when printing.

3.5.4 Number of copies printed vs. mailed

When a document is printed, using the **Print** action, it is possible to specify the number of copies that need to be printed of this document.
Example given, we need two copies, so we input **2** in the field **No. of copies** (*e.g.*: *because we give one copy with shipping or mailing and one copy for internal use*).
When we print this task, the document will be printed twice.

When the document is mailed to a receiver, the document will only be attached once as PDF or Electronic Document. The **No. of copies** field will not be taken into account.

3.5.5 Printing payment services on sales invoice

A payment service or PSP (Payment Service Provider) is a third-party solution that enables businesses to accept a variety of online payment methods by connecting them to the broader financial system. Payment services simplify payment transactions between merchants and their customers.
An example of such a PSP is PayPal.

Payment services can be added in Business Central in the **Payment Services** page.
1. choose the search icon, enter **Payment Services**, and then choose the related link.
2. Select the Payment Service that needs to be included on the document and choose action **Setup**.
3. Following field can be checked in the setup.
    a. **Always Include on Documents**
        Specifies that the payment service is always available in the Payment Service field on outgoing sales documents.

If the option **Always Include on Documents** is checked, it will be printed on outgoing sales documents if the payment service is selected on the document.

Remark: the Payment Service will not default be printed on existing sales documents, in order to print this Payment Service on existing sales documents that were created before the setting was enabled set the Payment Service on the document.
1. Navigate to a posted sales invoice.
2. Choose action **Change Payment Service**.
3. Select the desired Payment Service on the document from the available payment services by checking the checkbox in column **Available**.
4. Choose **OK**.
5. Choose the action **Print** and select **Print** or **Preview**.
6. The printed document contains the chosen payment service on the layout.

3.6 Report Layout Setup Versions

In order to make it possible to set up different versions of a report, a new functionality has been added to the Dynavision Layouts module.
This functionality makes it possible to "clone" a report and add some minor tweaks to this cloned report.

A version of an existing report can be created by selecting the Report ID in the **Report Layout Setup** page.
Choose the action **Copy to new Setup** for the selected report ID or choose the action **New** and select the Report ID from which a new version needs to be created.
The Report will be copied or added, and the **Version** will automatically be increased.
Open the **Report Layout Setup Card** and edit the version in order to contain the information needed.
It is always possible to test the set up layout configuration by choosing the action **Run Report**. This action will pre select the version from which the action is executed. Another version can be selected in the **Options Tab** in the report page that opens. Select the other version in the **Description** field in the Options Tab.

3.6.1 Printing of certain version

A different Report Layout Version can be **manually** selected on the request page. *This functionality is currently supported by all reports of Dynavision Layouts.*
1. Choose the action **Print** on a document for which versions of the layout are set up.
2. On the Report page that opens, the version can be selected in the **Options Tab** in the field **Description**. Select the three dots next to the field and select the Report ID and Version that needs to be printed.
3. Choose the action **Print**.
4. The selected version is printed.

Another way to select a certain version to always be printed is by setting this version trough Development.
Contact your partner in order to set up the version selection in code.

3.6.2 Remarks

The **Send by Email** and **Attach as PDF** functionality don't support the option to select the version of the layout that needs to be printed. This will always use the latest selected version in the print functionality.

3.7 Print Payments

On the sales documents and service documents that are printed for customer facing communication (sales invoices, order confirmation,…), if there are payments and refunds applied on the document, this information will be printed on the layout of that document.

Remark: *only applied payments will be printed on the document.*

3.8 Report Layout Setup Edit in Excel

Because the headers of many layouts contain the same information, it is possible to edit the reports using excel.
1. Navigate to the **Report Layout Setup** page.
2. Choose the **Share** action on the right side of the page and choose **Edit in Excel**.
3. The excel file will be downloaded. Open the file and enable editing. Log in with the account that is used in Business Central.
4. The excel page will be filled with the existing Report Layouts set up in the Business Central tenant.
5. Edit the information in the excel that needs to be edited. I*t is possible to use the standard functionality of Excel to copy information to multiple cells etc.*
6. After applying all changes to the Report Layout Setups, choose the action **Publish** in the Excel page. The information will be published to the Report Layout Setup page.
7. Navigate back to the Report Layout Setup page, the changes can be viewed that were made in excel.

3.9 Print Company Country

It is possible to print the Country, set on the **Company Information** page on documents. This is made possible with an extra setting on the Company Information page.
1. Navigate to the **Company Information** page.
2. Enable the option **Print Country on Documents**.
3. The country will be printed on the documents, translated in the language of the printout.