

Setting up the ForNAV Report Pack

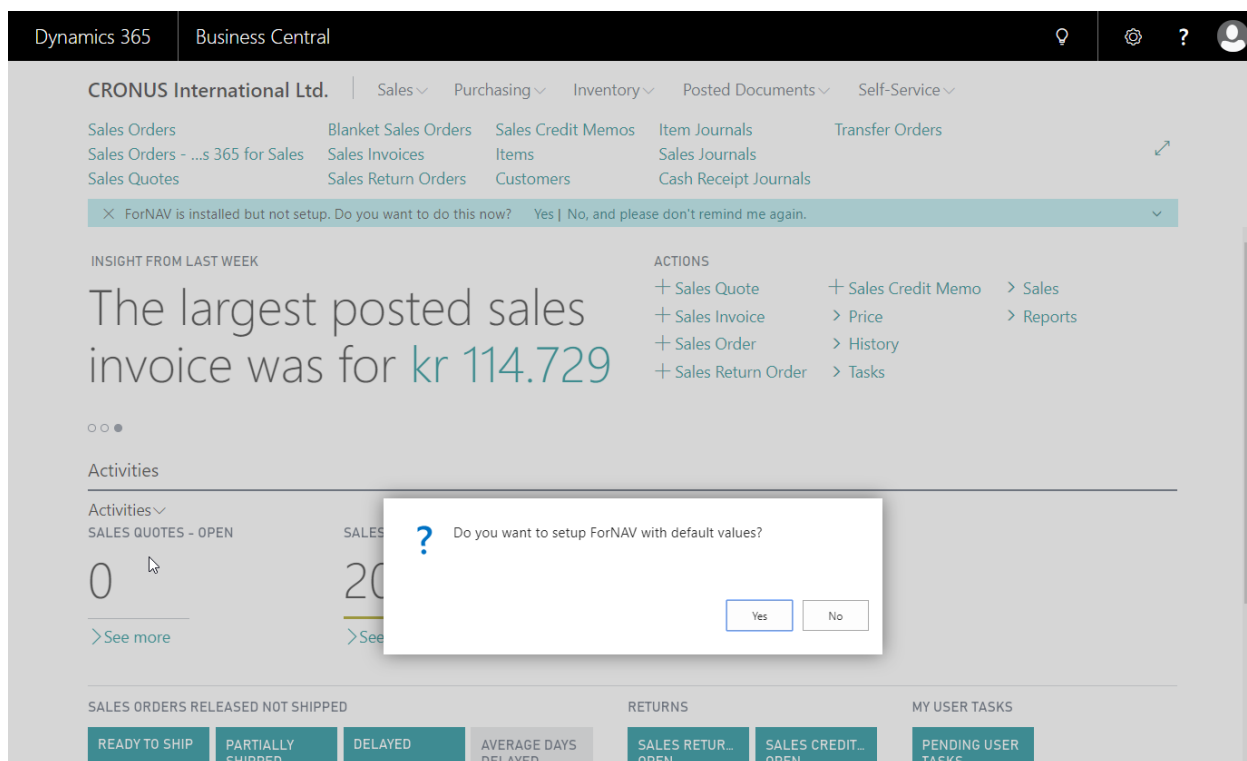
This document outlines how to set up the ForNAV Report Pack and the options you can select and modify. It describes:

- The ForNAV Setup wizard
- The ForNAV Setup page
- The ForNAV Label Setup page
- The ForNAV Check Setup page (North America only)
- The ForNAV Reports page
- The ForNAV Report Selection page
- The ForNAV Replace With Report page
- The ForNAV Report Selection Shortcuts page

The ForNAV Setup wizard

To set up the ForNAV Report Pack, go to the **Assisted Setup** and run the **ForNAV setup** wizard.

If you do not run the **ForNAV setup** wizard, you are notified the first time you try to print a report:



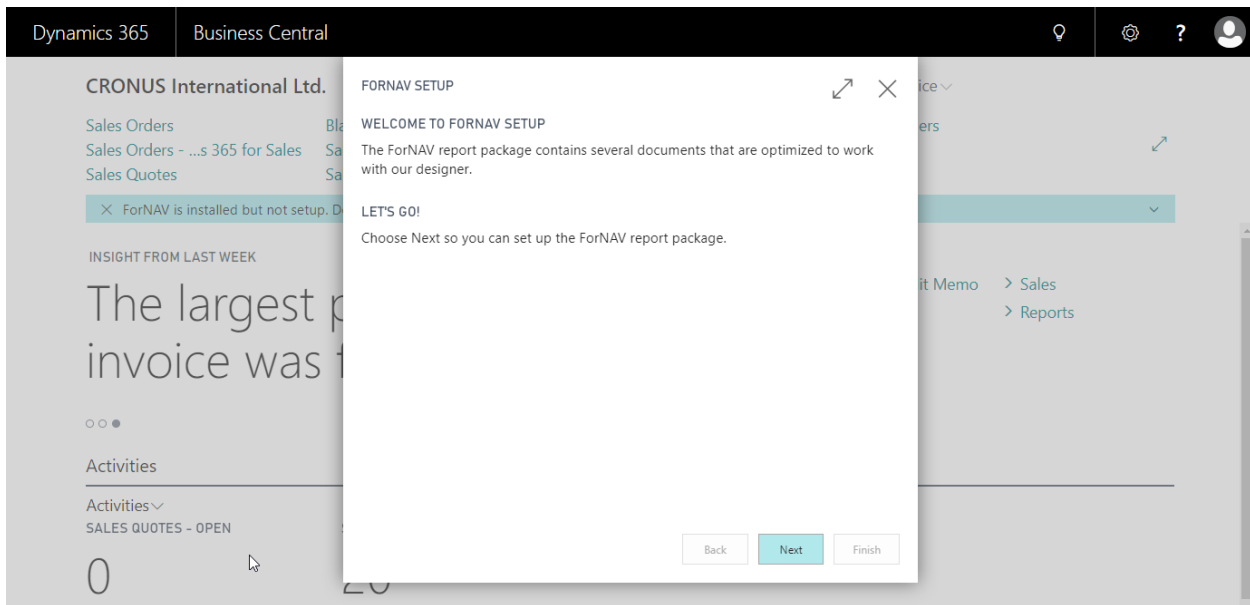
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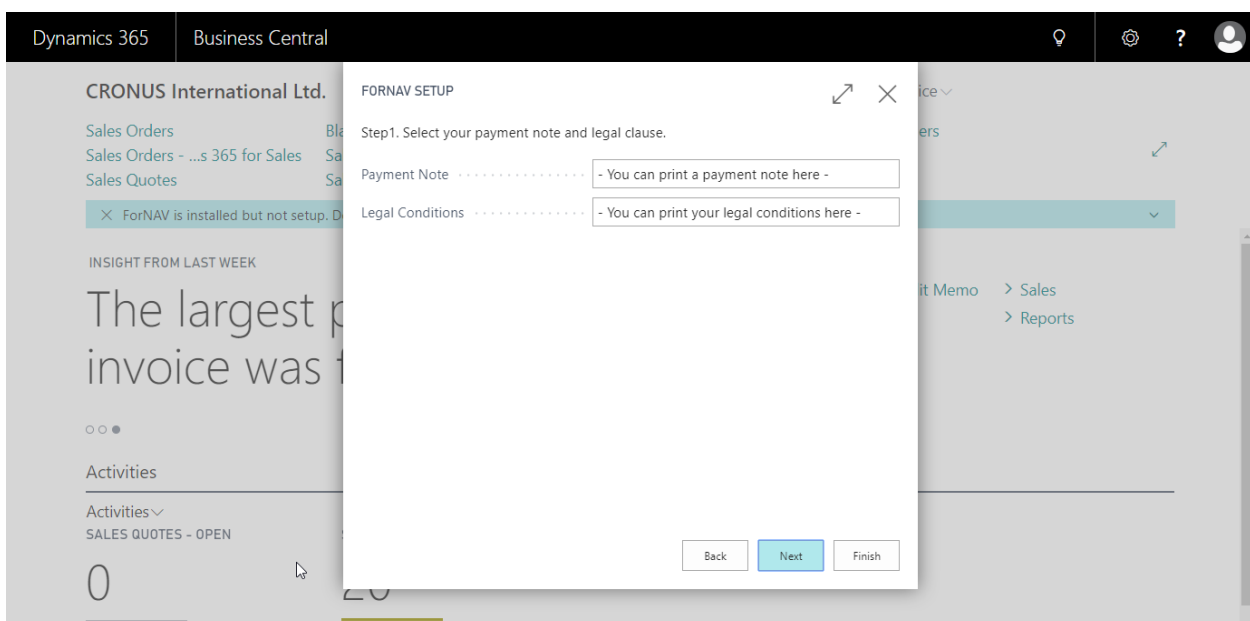
If you click **Yes**, the following default settings apply:

- **VAT Report Type** field: *Multiple Lines*
- All other options are left blank

If you click **No**, you are taken through the **ForNAV Setup** wizard, where you can select the relevant options (please see the following sections for an explanation of these options).



Let's go. Click **Next**.



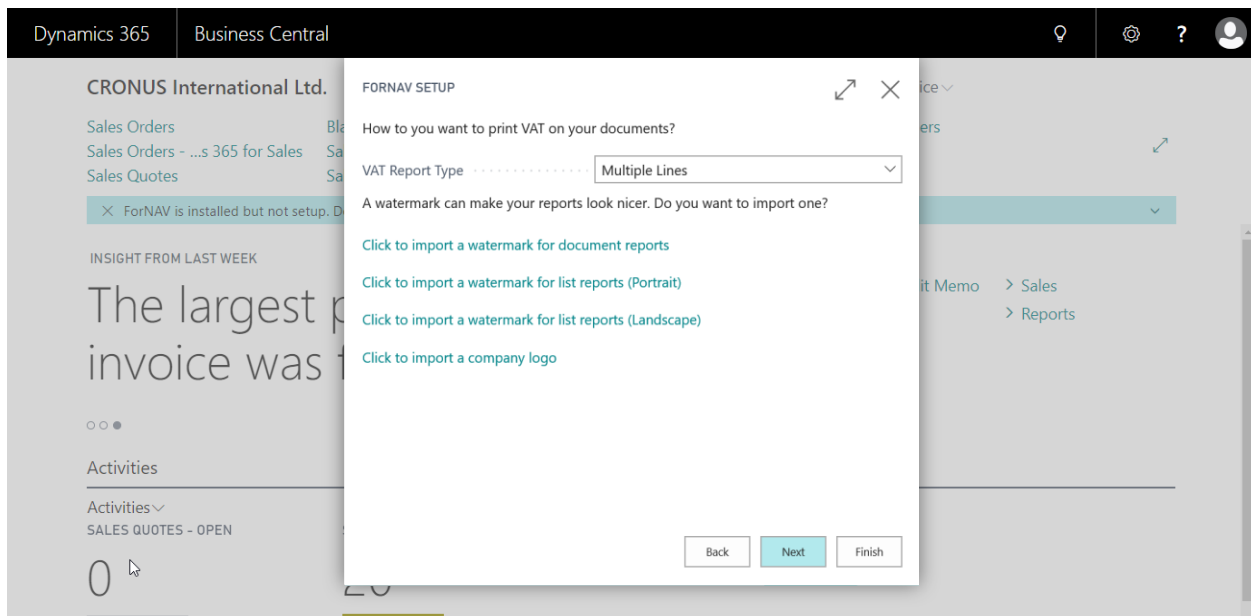
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The **Payment Note** is placed to the left of the total amount on the document.

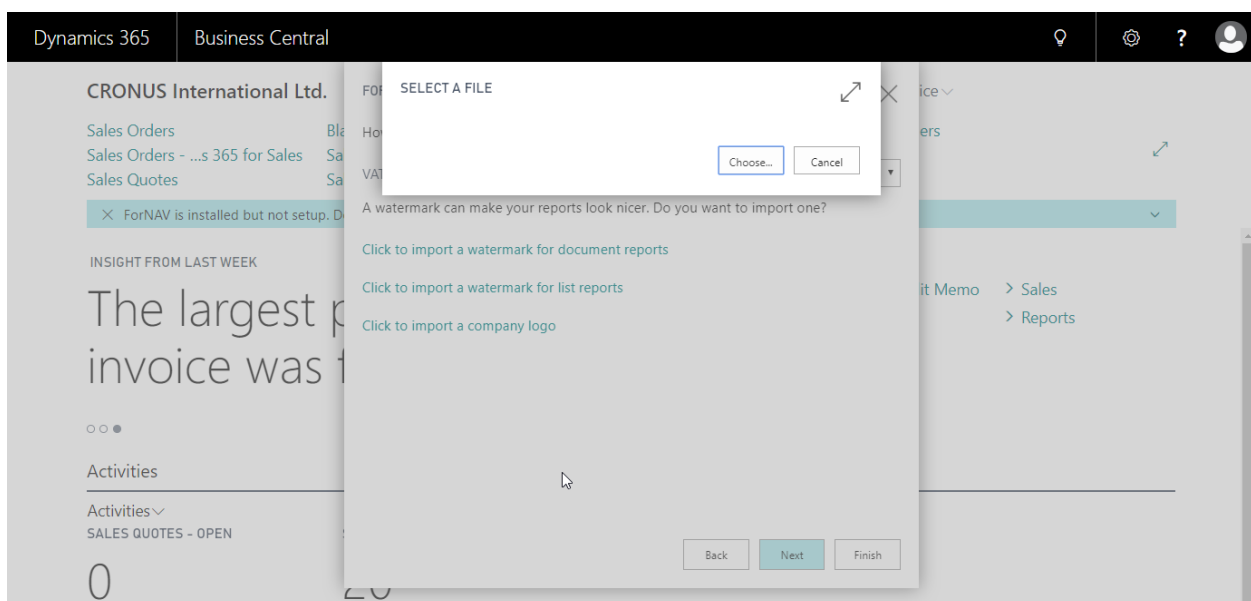
Legal Conditions are placed at the very bottom of the document.

Later, in the **ForNAV Setup** page, you have the option to add legal conditions in multiple languages.



The **ForNAV Setup** wizard automatically detects the North American localization, based on the existence of table 10000, and it suggests the **Sales Tax** documents. For all other localizations, the **Sales VAT** documents are automatically selected.

For more details on VAT setup, please see the following section in this document.



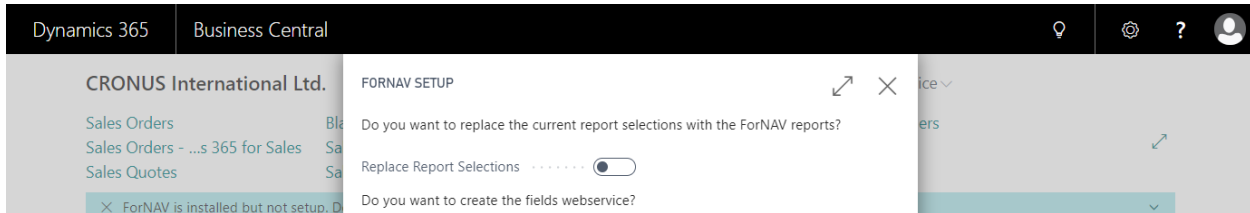
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Next, you can choose watermarks and a logo.

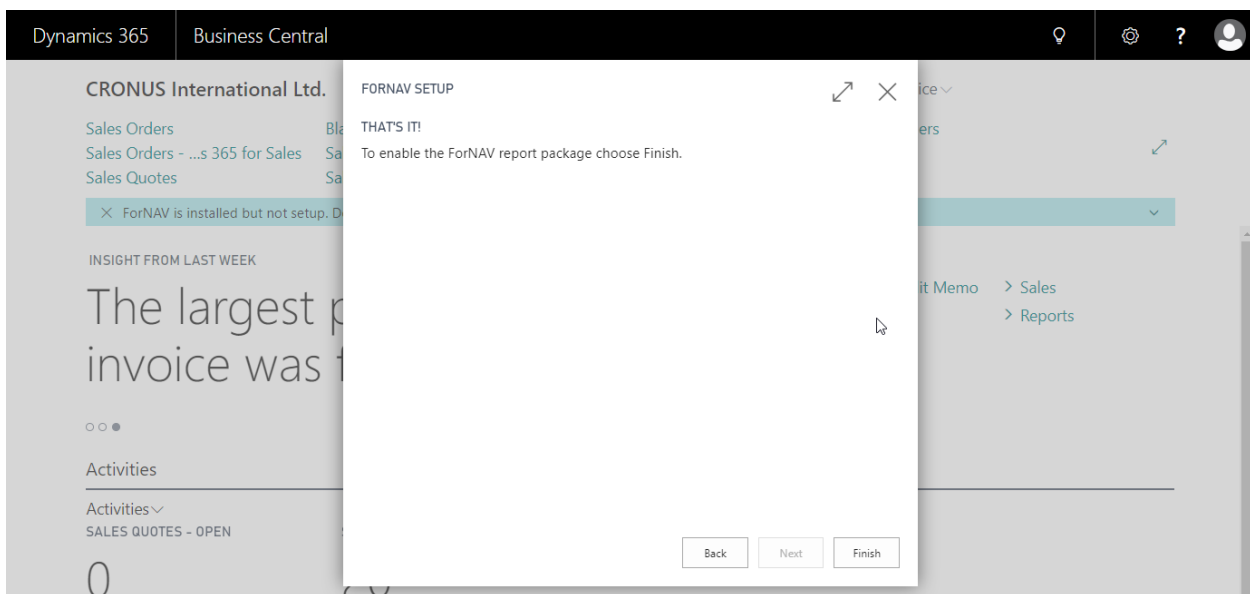
If you do not import a company logo, the **ForNAV Setup** wizard copies your logo from the **Company Information** (if any) to the **ForNAV Setup** page.



Select the **Replace Report Selections** field to replace the report selection for all reports that are covered by Report Selection tables (such as sales, purchase, service, warehouse, and reminder documents) in Microsoft Dynamics 365 Business Central. This means that the ForNAV reports are printed when you click **Print**, under **Order Confirmation**, **Invoice**, and so on.

To select individual reports only (cherry picking), clear the **Replace Report Selections** field – and read more under the **ForNAV Report Selection** page section in this document.

You can also let the wizard create the webservice that is needed to design reports in ForNAV.



That's it – click **Finish** and you're done.

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The ForNAV Setup page

You can manually modify your settings in the **ForNAV Setup** page.

To find the **ForNAV Setup** page, press ALT+Q and type *ForNAV Setup*.

Text section

The **Payment Note** is placed to the left of the total amount on the document.

Legal Conditions are placed at the very bottom of the document.

These fields are optional and can be left blank.

Logo section

In this section, you can select your **Logo**, **Document Watermark**, and **List Report Watermark**.

The logo that is printed on the reports is the one that you import here (and not the logo that you have under **Company Information**, unless you have run the **ForNAV Setup** wizard, which copies your **Company Information** logo). The reason for having a separate logo in the **ForNAV Setup** page is that ForNAV supports a PDF file as your logo, as well as most picture formats (such as jpg, gif, and bmp).

NOTE

To support better scaling and a higher resolution in your logo, we recommend using PDF.

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To see the standard ForNAV watermark templates, on the **Process** tab, click **Download Watermarks**. You can also build and add your own watermarks. Simply design the watermark in, for instance, Microsoft Word and save it as a PDF.

NOTE

Smaller file sizes of watermarks perform better when printing large reports

General section

To specify that ForNAV should use the language translation to languages other than your local language, select the **Inherit Language Code** field.

For example, select this option if you are running Microsoft Dynamics 365 Business Central in the UK and you want your invoices to your German customers to have German captions. To fully benefit from this feature, you must select all the relevant languages in Dynamics 365 Business Central. And do not forget to set the right language code for your customers.


To specify that your logo is preprinted on your paper, select the **Use Preprinted Paper** option.

Tax Setup section

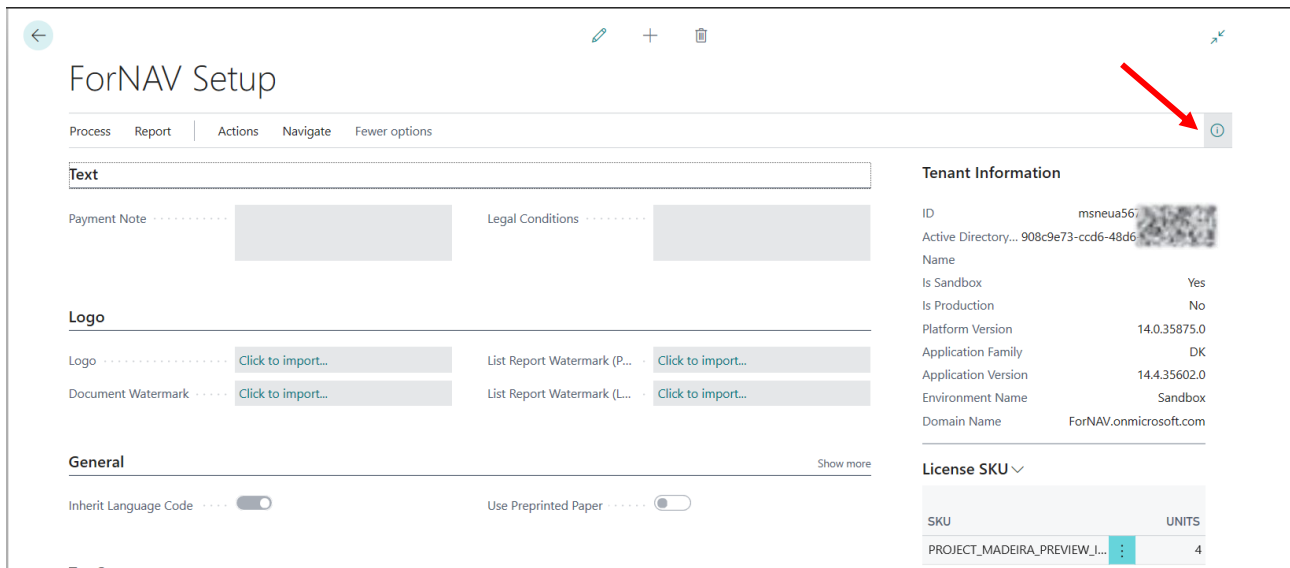
In the **VAT Report Type** field, select the kind of VAT amount specification that you want. The default option is **Multiple Lines**, which means the VAT specification is only printed when a sales invoice has two or more percentages of VAT. Alternatively, click **Never** to never print the specification, or **Always**, to always print the specification.

If you are running the North American version of Dynamics 365 Business Central using Sales Tax, this option is not relevant.

License information

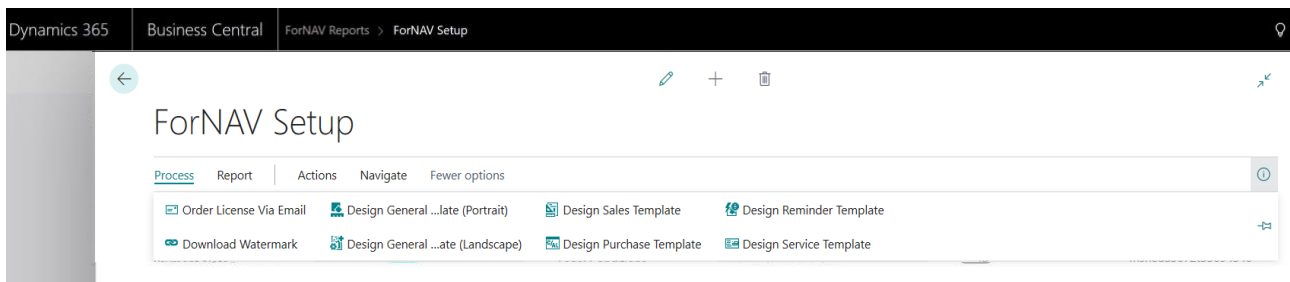
To expand the **FactBox** pane, click the **Expand the FactBox pane** icon  in the upper-right corner. In the expanded **FactBox** pane, you can see the tenant and license information that you need when you want to order a ForNAV license:

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SKU	UNITS
PROJECT_MADEIRA_PREVIEW_J...	4

On the tabs in the **ForNAV Setup** page, you have the following additional options:



Process tab

- **Order License via Email** – here you can send the tenant and license information to your Dynamics partner or to ForNAV.
- **Design General Template (Portrait)** – design your general template in portrait format.
- **Design Sales Template** – design your sales template.
- **Design Reminder Template** – design your reminder template.
- **Download Watermark** – select any of the standard ForNAV watermarks on www.fornav.com/report-watermarks
- **Design General Template (Landscape)** – design your general template in landscape format.
- **Design Purchase Template** – design your purchase template.

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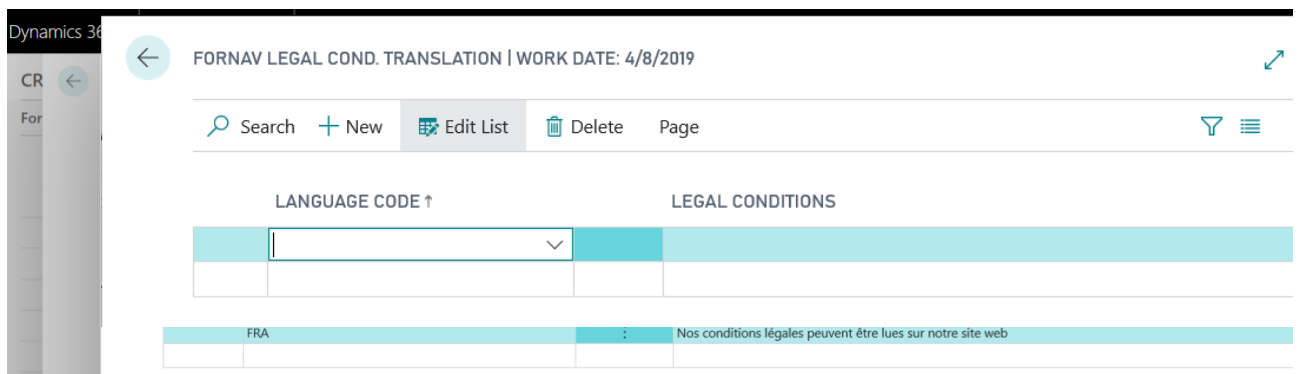
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- **Design Service Template** – design your service template.

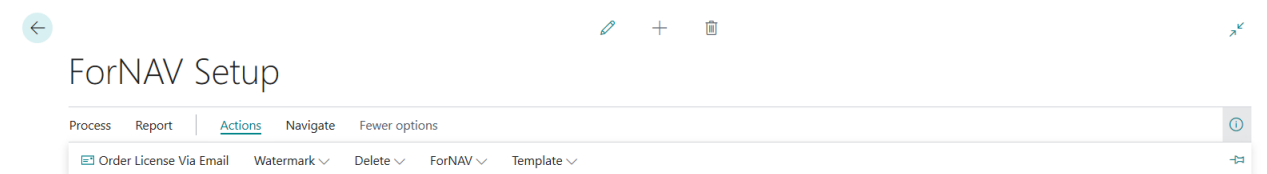
When you want to design your reports, you must download and install the ForNAV Designer from our website: www.fornav.com/download. This requires you to run a Windows PC.

Report tab

- **Translations** – select the languages that you want to translate your legal conditions into.



Actions tab



- **Order License via Email** – here you can send the tenant and license information to your Dynamics partner or to ForNAV.
- **Watermark** – you can download watermarks from our website.
- **Delete** – delete the link to the **Document Watermark**, **List Watermarks (Portrait or Landscape)**, or **Logo** that you are using on your reports. Use this option if you want to switch to another watermark or logo, or if you no longer want watermarks or a logo on your reports.
- **ForNAV, Replace Report Selection** – you can replace the report selection for all reports that are covered by Report Selection tables (such as sales, purchase, service, warehouse, and reminder documents) in Microsoft Dynamics 365 Business Central. For example, when you click **Print** on an order confirmation, Dynamics 365 Business Central prints the ForNAV Order Confirmation and not the standard confirmation.
If you want to select individual reports only (cherry picking), clear the **Replace Report Selections** field – and read more in the **ForNAV Report Selection** page section in this document.

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NOTE

If you select the **Replace Report Selections** field, this does not replace the reports that are not covered by Report Selection tables in Dynamics 365 Business Central. You can use the **ForNAV Replace With Report** page to change other reports (press ALT+Q and type *ForNAV Replace...*). You can find a full list of the ForNAV reports in the **ForNAV Reports** page (see the **ForNav Reports** page section in this document for more details).

- **ForNAV, Create ForNAV Webservice** - select this option to expose the **Fields webservice** (7702). You can also select this in the wizard. This is required if you want to modify or build reports using the ForNAV Designer.
- **Template** – here you can design your templates. This requires that you have installed the ForNAV Designer on your local Windows PC.

Navigate tab

- **Translations** – another way to get access to and select the languages that you want to translate your legal conditions into.

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The ForNAV Label Setup page

You can set up printing labels on the **ForNAV Label Setup** page.

To find the **ForNAV Label Setup** page, press ALT+Q and type *ForNAV Label Setup*.

Orientation

Here you select whether you want your labels printed in landscape or portrait.

Disable Warnings

As a default, ForNAV warns you before printing out a large number of labels. To disable this warning, select the **Disable Warnings** field.

Enable Preview

To see the request page and have the option to preview when you print a Sales Shipment or Manufacturing label, select the **Enable Preview** field.

By default, this option is cleared to optimize direct printing (so no preview is possible) because most shop floor or warehouse users want the label to just print.

Tabs

You can use the **Design Label Template** tabs to design your label templates in portrait or landscape mode.

The ForNAV Check Setup page (North America only)

You can set up printing checks on the **ForNAV Check Setup** page.

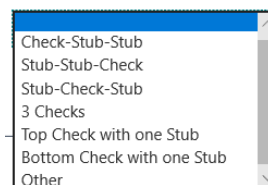
To find the **ForNAV Check Setup** page, press ALT+Q and type *ForNAV Check Setup*.

General section

MICR Encoding - select what information you want in the MICR line. If you have pre-printed checks with MICR, select *None*.

No. of Lines (Stub) - this value is normally 9, but you can change it if necessary.

Layout - define the format of your checks:



Visuals

In this section, you can select a watermark to go on your checks, as well as one or two signature files.

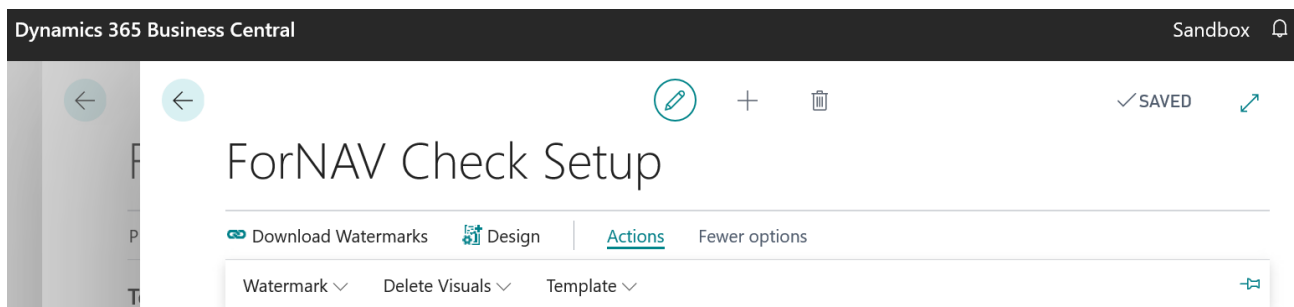
NOTE

There is no built-in logic to support when one or two signature files are used. If both fields are filled in, both signatures are printed. If you want a certain threshold to print the second signature, you need your Dynamics partner to customize this.

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On the tabs in the **ForNAV Check Setup** page, you have the following additional options:



Download Watermarks – select any of the standard ForNAV watermarks on www.fornav.com/report-watermarks

Design – here you can modify the design of the standard check report to fit your specific needs and your bank's requirements.

Actions tab

- **Watermark** – you can download watermarks from our website. You can also build and add your own watermarks. Simply design the watermark in, for instance, Microsoft Word, and save it as a PDF.

NOTE

Smaller file sizes of watermarks perform better when printing large reports.

- **Delete Visuals** – select to delete the link to the **Watermark**, **Signature**, or **2nd Signature** that you are using on your check report. Use this option if you want to switch to another watermark or signatures, or if you no longer want watermarks or a signature on your check report.
- **Template** – here you can modify the design of the standard check report to fit your specific needs and your bank's requirements.

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The ForNAV Reports page

You can find all the ForNAV reports on the **ForNAV Reports** page, both the ones we deliver and the ones you create yourself. You can run all the reports from here. This is also where you can add additional reports that you have created yourself. This is simply done by starting the name of the report with *ForNAV*.

To find the **ForNAV Reports** page, press ALT+Q and type *ForNAV Reports* or go to the **Reports ForNAV, Standard Reports** page.

Dynamics 365 Business Central ForNAV Reports			FORNAV REPORTS WORK DATE: 4/8/2019	
Search Run Open in Excel More options				
CATEGORY ↑	ID ↑	NAME		
Sales	6188471	Order		
Sales	6188472	Invoice		
Sales	6188473	Credit Memo		
Sales	6188474	Sales Shipment		
Sales	6188475	Sales Quote		
Sales	6188483	Pro Forma Invoice		
Sales	6188484	Draft Invoice		
Sales	6188686	Salesperson Commission		
Sales	6188701	Sales Statistics		
Purchase	6188571	Purchase Order		
Purchase	6188572	Purchase Invoice		
Purchase	6188573	Purchase Credit Memo		
Purchase	6188575	Purchase Quote		
Purchase	6188706	Purchase Statistics		
Finance	6188672	Customer Top 10 List		
Finance	6188673	Vendor Top 10 List		
Finance	6188677	Trial Balance		
Finance	6188678	Reconcile AP to GL		

The full list of ForNAV Standard Reports is available [here](#).

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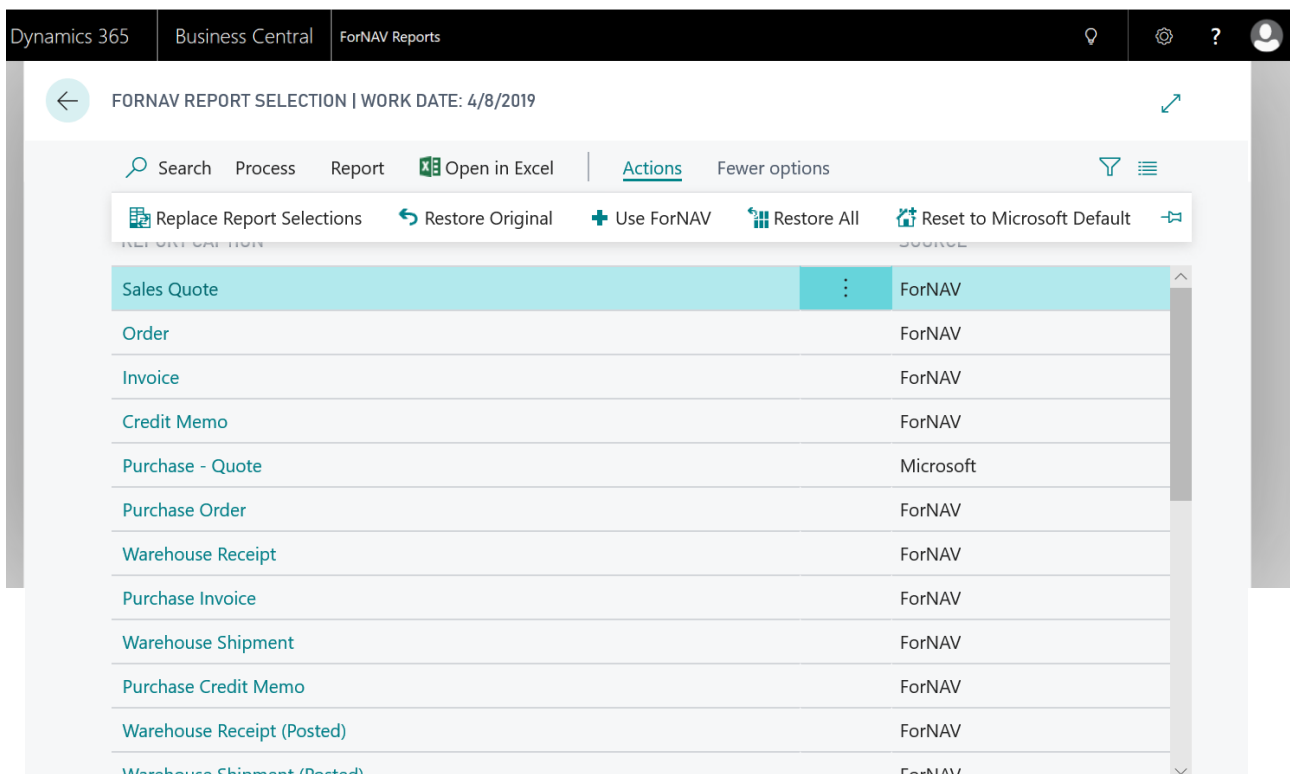


The ForNAV Report Selection page

You can replace the report selection for all reports that are covered by Report Selection tables (such as sales, purchase, service, warehouse, and reminder documents) in Microsoft Dynamics 365 Business Central, if you select the **Replace Report Selections** option in the **ForNAV Setup** page (see the previous section in this document).

If you want to select individual reports only (cherry picking), you can do so in the **ForNAV Report Selection** page.

To find the **ForNAV Report Selection** page, press ALT+Q and type *ForNAV Report Selection*.



Actions tab

Replace Report Selections – click to replace the report selection for all reports that are covered by Report Selection tables (such as sales, purchase, service, warehouse, and reminder documents) in Microsoft Dynamics 365 Business Central. This option is also available on the **Report** tab on this page, and in the **ForNAV Setup** page.

Restore original – click to select the report you used just before you installed the ForNAV Customizable Report Pack from Microsoft AppSource for the current line. This option is also available on the **Process** tab.

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Use ForNAV – click to select the ForNAV standard report for the current line. This option is also available on the **Process** tab.

Restore All - click to select the reports you used just before you installed the ForNAV Customizable Report Pack from Microsoft AppSource for all lines. This option is also available on the **Process** tab.

Reset to Microsoft Default – click to reset all reports to the original Microsoft standard reports.

In the unlikely event that you want to delete the ForNAV Customizable Report Pack entirely, you can click **Restore All** or **Reset to Microsoft Default** before deleting the ForNAV App. If you do not do this, you must update these tables manually.

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The ForNAV Replace With Reports page

On the **ForNAV Replace With Reports** page, you can select reports to print that are not covered by any of the Report Selection tables in Dynamics 365 Business Central.

To find the **ForNAV Replace With Reports** page, press ALT+Q and type *ForNAV Replace...*

Dynamics 365		Business Central	ForNAV Reports		
FORNAV REPLACE WITH REPORT WORK DATE: 4/8/2019				✓ SAVED	
Search	+ New	Edit List	Delete	Use ForNAV	Test Print
				Open in Excel	
REPORT ID ↑	USER ID ↑	REPLACE WITH REPORT ID	REPORT NAME	REPORT NAME	
6		6188677	Trial Balance	Trial Balance	
111		6188672	Customer - Top 10 List	Customer Top 10 List	
112		6188701	Sales Statistics	Sales Statistics	
115		6188686	Salesperson - Commission	Salesperson Commission	
120		6188691	Aged Accounts Receivable	Aged Accounts Receivables	
311		6188673	Vendor - Top 10 List	Vendor Top 10 List	
312		6188706	Purchase Statistics	Purchase Statistics	
322		6188692	Aged Accounts Payable	Aged Accounts Payables	
712	:	6188719	Inventory Sales Statistics	Customer/Item Statistics	
1001		6188713	Inventory Valuation	Inventory Valuation	

Use ForNAV – click to automatically add the lines as shown above. For some localized version of Dynamics 365 Business Central (such as the North American version), the Report ID numbers are different. In this case, you must update the list manually using the **New**, **Edit List**, and **Delete** functions.

Test Print – click to print the report on the current line.

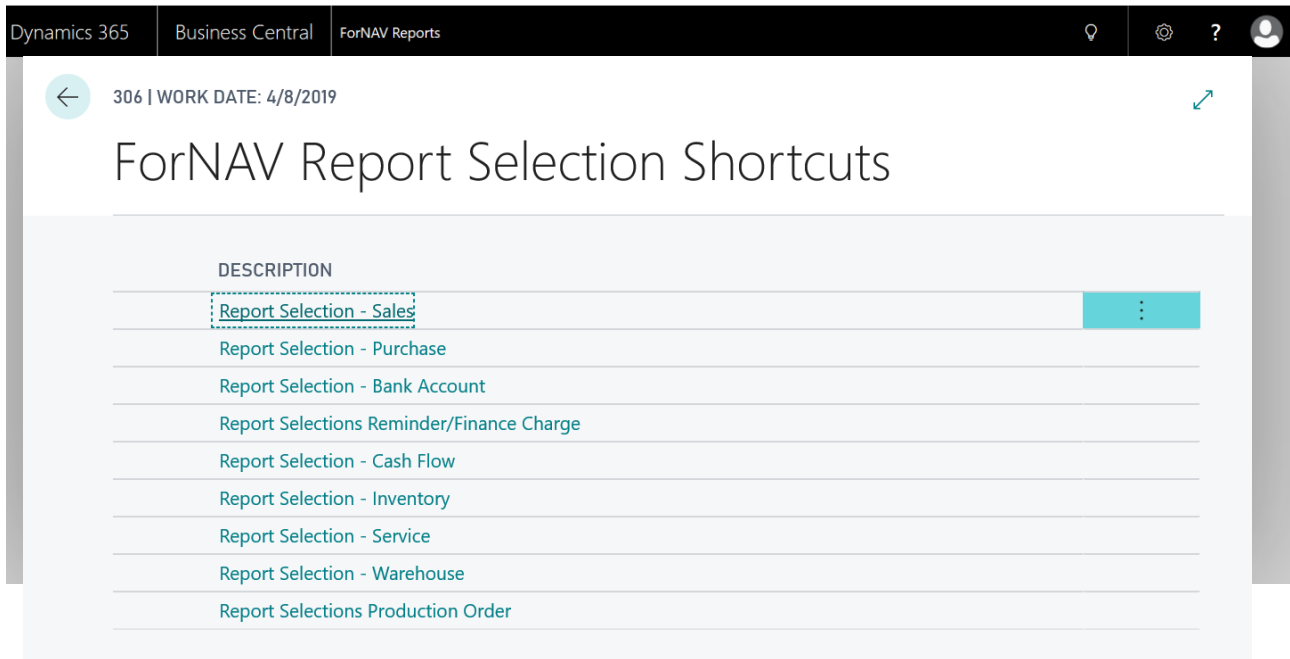
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The ForNAV Report Selection Shortcuts page

The **ForNAV Report Selection Shortcuts** page is simply an easy overview and quick access to all the standard Report Selection tables in Dynamics 365 Business Central.

To find the **ForNAV Reports Selection Shortcuts** page, press ALT+Q and type *ForNAV Reports Selection...*



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