

Document	iDynamics Printing Docs				
Title	User's guide	User's guide			
Class.	Microsoft Dynamics 365 Business Central				
Code	IDPPDC	Date	4 DE FEBRERO DE 2019		

IDYNAMICS PRINTING DOCS USERS' GUIDE

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1. iDynamics Printing Docs

The extension adds **new printing formats** of offers, sales orders, delivery notes, invoices, and sales credits, as well as purchase orders to Microsoft Dynamics 365 Business Central, **which include several improvements** compared to those included with the standard product. It also adds the option to print proforma invoices from offers, orders, and invoices.

Improvements over the standard include:

- Improved design, with configurable colors.
- Configuration and printing of **entry data in commercial register*.
- Additional texts, configurable by document nd dates (lopd, promotions...)
- Option to include photos of products in orders and offers.
- Section of signature and acceptance* in offers.
- Printing of lots and serial numbers.
- Configuration of **IBAN** for payments by transfer.
- Display of the VAT table only in documents containing more than one type.
- Display of due dates on the sales invoice.

1.1 Known limitations

In cases where the currency of the recipient of the document is different from the local currency, the VAT breakdown appears in the currency of the receiver; that is, no additional table is displayed with the VAT breakdown information in the local currency.

Sales and purchase orders do not display prepaid information.

2. Setup

2.1. Report selection

In order for Microsoft Dynamics 365 Business Central to use the printing formats of *iDynamics Plus Printing Documents*, it is necessary to select the one corresponding to each type of document to print.

This selection is made from "Report Selection - Sales" and "pReport Selection - Purchase".

The reports to be selected are the following:



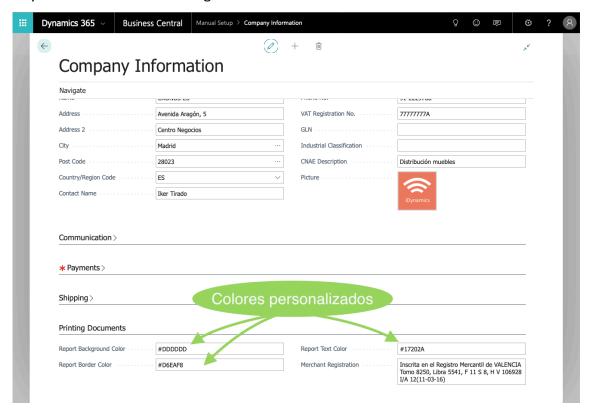
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2.2. General parameters (logo, colours)

By default the reports are printed using a generic gray scale, but you can define the colours to be applied to the text, background and borders, to adjust the desing to the corporate image of the company.

The definition of the colors, as well as the logo, it is done from the company's print card, as you can see in the following screen.



2.3. Contact details

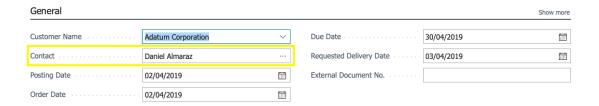
Depending on the document type, the information shown in the header (address and contact person data) is obtained from one source to another.



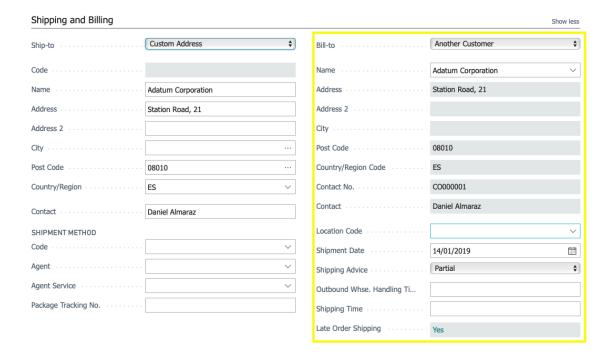
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The origins of the contact data used are as follows:

• **General** tab (Gral.): Shows the information of the contact person indicated in the general tab. If it is not filled in, the customer's contact information is used.



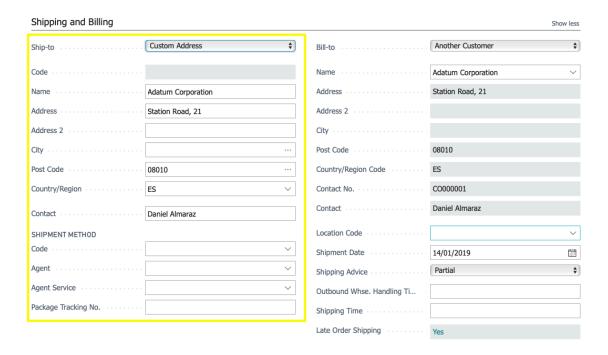
Section Billing address:



Section Shipping address:



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The following table indicates what information is shown in the header of each of the document types.

Document	Gral.	Inv.	Shipment	Remarks
Offer to sell	х		Х	The "Phone number" is obtained from the contact in the general tab (not the "mobile" fields). If it is not indicated, pick up the customer's phone.
Sales order	х		X	The "Phone number" is obtained from the contact in the general tab (not the "mobile" fields). If it is not indicated, pick up the customer's phone.
Sales representa tive invoice		X		The "Phone number" is obtained from the contact in the Billing address section (not the "mobile" field). If it is not indicated, pick up the phone of the billing customer.
Sales delivery note	X		X	The "Phone number" is obtained from the contact in the Shipping address section (not the "mobile" field). If it is not indicated, take the "Phone number" from the contact in the general tab. In this case the position is inverted. Shipping address on the left.



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Document	Gral.	Inv.	Shipment	Remarks
Invoice of sale		х		The "Phone number" is obtained from the contact of the section Billing address (not the field "mobile"). If it is not obtained, pick up the phone of the billing customer.
Sales subscriptio n		х		The "Phone number" is obtained from the contact of the section Billing address (not the field "mobile"). If it is not obtained, pick up the phone of the billing customer.
Purchase order	x		х	The "Phone number" is obtained from the contact in the general tab (not the "mobile" fields). If it is not indicated, pick up the provider's phone.

2.4. Trade register

In the *Company Information* tab, next to the colour configuration, a fields "Trade Register" is included, with the aim of indicating this information related to the company. If filled in, this information will appear **in the footer of all printing documents**.



Example of footer (background color added to highlight the area available for the text).

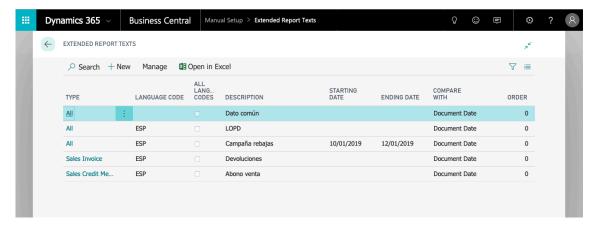
2.5. Additional texts

From the Company information screen you can access the "Extra print texts" configuration. From here you can configure texts that will appear in the documents, after the list of products included in them. This allows you to add, for example, information about the LOPD, return condition, promotions, or any extra information you wish to add to them, being able to determine the range of validity dates of each text to be printed. For each type of document, the date to contemplate is configured for



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the date range filter, being able to choose between the date of the *document* or the date of *printing*.



In the list above you can see how several texts have been set up additional test:

A text "Common Data" that will be printed on all documents, in all languages.

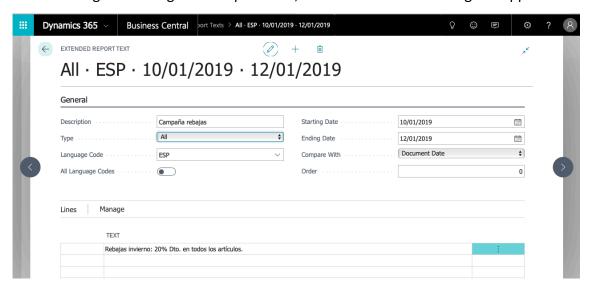
A text "LOPD" that will be printed in all documents, but only when the language of the document is "ESP" (Spanish).

A text "Sales campaign" with promotional information that will be printed on all documents, for the language "ESP", between 10/1/2019 and 12/01/2019 (the date of the document or printing date will be used to decide whether or not to print this text).

A text "Returns" to be included only in sales invoices, for customers with ESP language.

Finally, a text "Subscription sale" to be included in the sales subscriptions, for customers with ESP language.

When editing or creating an extra print text, a screen like the following will appear:



In addition to writing the texts at the bottom of the screen, we have the following fields to configure the appearance of the text:



25/02/2018

34.407,40 EUR

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Description. A descriptive text to identify, within NAV, which concept this text corresponds to. Un texto descriptivo para identificar, dentro de NAV, a qué concepto se corresponde este texto.

Type. The type of document on which the text will be printed (invoice, credit, memo, offer, order...)

Language code. The language of the text. It will only be added to customers who have configured the language specified here.

Common to all languages. If this option is checked the value of the previous fields will be ignored and the text will be printed regardless of the customer's language.

Initial date. If filled in, the text will only be printed if the date is the same as or later than the one indicated here.

Final date. If it is filled, the text will only be printed if the date is the same as or earlier than the one indicated here.

Date to use. Defines whether the two previous dates will be purchased with the date of the document, or with the current date at the time of printing.

Sorting. If several texts are configured to appear in the same document, this field will be used to decide the order in which they appear (the texts will be sorted by this field, from lowest to highest).

Next, we can see an example of how the configured test texts would appear, for a sales invoice, in the previous example:

Total EUR IVA+RE incl. 34.407,40 Dtos. facturas y Importe línea % IVA % RE pagos 16 0.00 651.10 45,58 605.52 96.88 0,00 0,00 17.000,00 1.250,00 15.750,00 630,00 0,00 3,00 17.000.00 1.250,00 15.750,00 1.102,50 472.50 34.651.10 2.545.58 32,105,52 Totales 1.829.38 472.50 En cumplimiento de lo establecido en la Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal, le comunicamos que los datos que usted nos facilite quedarán incorporados y serán tratados en los ficheros titularidad de ...(nombre del responsable de los ficheros)... No se admiten devoluciones. Dato común Rebajas invierno: 20% Dto. en todos los artículos. IBAN: ES60 5100 0754 7061 3358 325 Forma de pago: Transferencia bancaria - 1 mes/2% 8 días Vencimientos Comentarios

Note: if VAT clauses have been configured, these clauses would appear next to the additional texts.



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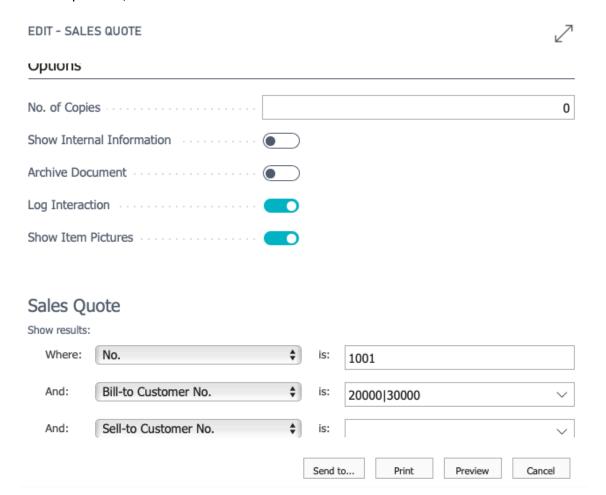
2.6. Comments

The "Comments" that have been added to the document header are included in the footer of the print document. The first 4 comments contained in the document are shown.



2.7. Product photos

When printing an **order** or **offer**, we will be shown the option "* Show product photos*". If selected, the detail lines of the order will shown a thumbnail with the photo of each product, if available in NAV.



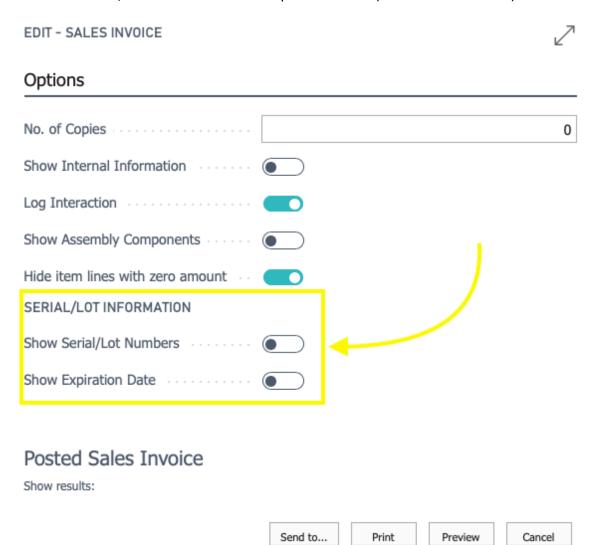


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N°	Descripción	Cantidad		Precio venta	% Dto.	Importe
00	Bicicleta Nº 1000	3	UDS	4.000,00		12.000,00
	Rueda delantera Nº 1100	3	UDS	1.000,00	10	2.700,00
	Buje delantero Nº 1150	5	UDS	500,00	10	2.250,00
4	Eje rueda delantera Nº 1151	3	UDS	120,00	15	306,00

2.8. Lots and serial numbers

When printing (an invoice, a delivery note or a subscription), we can mark the options for "Show serial/lots numbers" "Show expiration date" (not in credit memos).



When the "Show serial/lot numbers" option is selected, the serial numbers or lots delivered to the customer are displayed. These appear below each product line (using



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lots or serial numbers). In addition, in the case of lots, the number of units delivered by each of them will be indicated in parentheses.



NOTE

In order to show the serial number and/or batch, it is necessary that the product in question has configured in the product file the parameters corresponding to product tracking.

In the case of ticking the option "Show expiration date", it also allows to concatenate the expiration date related to each serial number or lot.

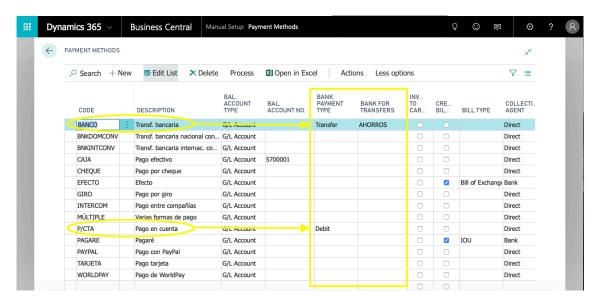


2.9. Payments by transfer or debit to account

The functionality *iDynamics Printing Documents* adds a couple of extra fields to the table of payment methods, in order to be able to indicate the cases in which a form of payment corresponds to a *bank transfer* or a *charge* to the customer's account*.



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In this way, if the form of payment corresponds to a "Transfer", the invoice will print the IBAN to which the customer must do it. Specifically, the IBAN of the bank configured as "Bank for transfers" will be shown in the table of payment methods (see previous screenshot). If no bank is indicated for transfers, the IBAN of the "company information" will be displayed.



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And in the case of an "Account debit", the last 4 digits of the IBAN of the customer to be debited will be shown at an informative level. The client's bank is obtained from the Client's billing data and the client's bank code of the corresponding documents.





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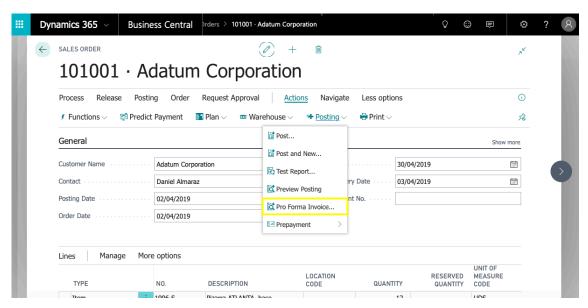
In the vase of purchasing documents, the IBAN is obtained from:

- In the case of charge on account: the IBAN of the company (with the same nuances of the sales documents).
- In the case of transfer: the IBAN of the supplier's bank.

3. Proforma invoice

A proforma invoice is a sales document that has no fiscal or accounting validity, although it specifies the details of a future final invoice. Using the proforma invoice, the seller commits to providing the specified products or services at a specified price.

The Printing Docs extension adds a new printing report to generate Proforma Invoices from offers, orders and sales invoices, available from the action bar of the document we are in.



The design of the proforma invoice is identical to the design of the historical invoice, except fot two details:

- The title at the top indicating that it is a proforma invoice
- The proforma does not include maturity details.



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Proforma Invoice 1005

CRONUS España VAT No.: B97618573

26/01/2020

Billed to

Progressive Home Furnishings 3000 Roosevelt Blvd. US-IL 61236 Chicago (EE.UU.) VAT No.: Customer Code: 01445544 Contact

Mr. Scott Mitchell

No.	Description	Quantity		Price	Disc. %	Amount
1001	Bicicleta ruta	4,00	UDS	3.980,496	10,00	14.329,78
1110	Llanta	3,00	UDS	300,00	10,00	810,00
1170	Cámara	2,00	UDS	467,25	15,00	794,32
1160	Neumático	6,00	UDS	30,00	15,00	153,00
1150	Buje delantero	2,00	UDS	497,562	10,00	895,61

Taxable Base	16.982,71
Total USD Incl. VAT+EC	16.982,71

Payment Method: Pago por cheque - 14 días f.f.

IBAN:

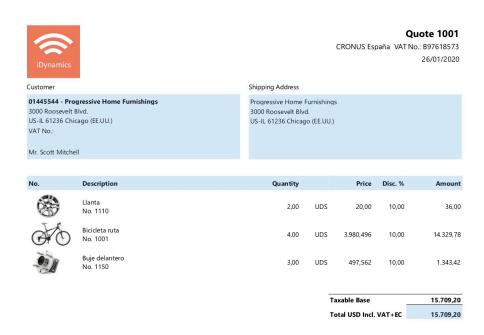


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4. Examples of printing

Below, we show as an **example** screenshots of the main print documents. In each case, **the result may vary** depending on the configuration and printing options selected.

4.1. Offer for sale







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4.2. Sales order

Order 1005

CRONUS España VAT No.: B97618573

26/01/2020

iDynamics

Customer

01445544 - Progressive Home Furnishings

3000 Roosevelt Blvd. US-IL 61236 Chicago (EE.UU.) VAT No.:

Mr. Scott Mitchell

Shipping Address

Progressive Home Furnishings 3000 Roosevelt Blvd. US-IL 61236 Chicago (EE.UU.)

Shipment Method: En la fabrica

No.	Description	Quantity		Price	Disc. %	Amount
00	Bicicleta ruta No. 1001	4,00	UDS	3.980,496	10,00	14.329,78
	Llanta No. 1110	3,00	UDS	300,00	10,00	810,00
	Cámara No. 1170	2,00	UDS	467,25	15,00	794,32
	Neumático No. 1160	6,00	UDS	30,00	15,00	153,00
	Buje delantero No. 1150	2,00	UDS	497,562	10,00	895,61

Taxable Base	16.982,71
Total USD Incl. VAT+EC	16.982,71

Payment Method: Pago por cheque - 14 días f.f.



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4.3. Proforma invoice



Proforma Invoice 1005

CRONUS España VAT No.: B97618573 26/01/2020

Billed to

Progressive Home Furnishings 3000 Roosevelt Blvd. US-IL 61236 Chicago (EE.UU.) VAT No.: Customer Code: 01445544 Contact

Mr. Scott Mitchell

No.	Description	Quantity		Price	Disc. %	Amount
1001	Bicicleta ruta	4,00	UDS	3.980,496	10,00	14.329,78
1110	Llanta	3,00	UDS	300,00	10,00	810,00
1170	Cámara	2,00	UDS	467,25	15,00	794,32
1160	Neumático	6,00	UDS	30,00	15,00	153,00
1150	Buje delantero	2,00	UDS	497,562	10,00	895,61

Taxable Base	16.982,71
Total USD Incl. VAT+EC	16.982.71

Payment Method: Pago por cheque - 14 días f.f.

IBAN:



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4.4. Sales delivery note



Delivery Note 102014

CRONUS España VAT No.: B97618573

06/01/2020

Shipping Address

Reno Diseño gráfico Sr. Tomás Navarro (Tel.) C/ Alborada 10 28004 Madrid, MADRID (España) Customer

40000 - Reno Diseño gráfico VAT No.: 73349578A

Shipment Method: En la fabrica

Nº	Description	Quantity
1968-S	Silla giratoria MÉXICO, negra	2 Unidad
1960-S	Silla inv. ROMA, verde	3 Unidad
1976-W	Sist. alm. y puerta INSBRUCK	2 Unidad
70011	Puerta de cristal	1 Unidad

Shipping Agent:	
Signature Confirmation Receipt	Comments
Name:	
VAT No.:	



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4.5. Sales invoice



Invoice 103021

CRONUS España VAT No.: B97618573

15/01/2020

Billed to

Reno Diseño gráfico C/ Alborada 10

28004 Madrid, MADRID (España) VAT No.: 73349578A Customer Code: 40000 Contact

Sr. Tomás Navarro

N°	Descripción	Cantidad		Price	Disc. %	Amount
1968-S	Silla giratoria MÉXICO, negra	4	UDS	191,00	5	725,80
	Shipment 06/01/20	2				
	Shipment 09/01/20	1				
	Shipment 12/01/20	1				
1960-S	Silla inv. ROMA, verde	7	UDS	193,70	5	1.288,10
	Shipment 06/01/20	3				
	Shipment 09/01/20	2				
	Shipment 12/01/20	2				
1976-W	Sist. alm. y puerta INSBRUCK	5	UDS	396,70	15	1.685,97
	Shipment 06/01/20	2				
	Shipment 09/01/20	1				
	Shipment 12/01/20	2				
70011	Puerta de cristal	1	UDS	112,00	20	89,60

Taxable Base	3.789,47
VAT+EC Amount (16%)	606,32
Total EUR Incl. VAT+EC	4.395,79

Payment Method: Efecto - 3 - pagos a 30, 60 y 90 días IBAN:

Due Dates Comments

05/02/2020 2.417,68 EUR 06/03/2020 1.318,74 EUR 05/04/2020 659,37 EUR



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4.6. Credit memo



Rectification Invoice 104001

CRONUS España VAT No.: B97618573 12/01/2020

Original Inv. 103004

GDE Distribución S.A.

Plaza del mercado 192 08010 Barcelona, BARCELONA (España)

VAT No.: 78945627A Customer Code: 10000

Sr. Humberto Acevedo

Nº	Descripción	Cantidad		Unit Price	Disc. %	Amount
1968-S	Silla giratoria MÉXICO, negra	2	UDS	191,00		382,00
	Line Dimensions ÁREA 30, DPTO CCIAL, GRUPOCI	ÁREA 30, DPTO CCIAL, GRUPOCLIENTE MEDIO, VENDEDOR MS				

Subtotal	382,00
Inv. Discount Amount	-19,10
Pmt. Disc. Given. Amount	-7,26
Taxable Base	355,64
VAT+EC Amount (16%)	56,90
Total EUR Incl. VAT+EC	412,54



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4.7. Purchase order



Purchase Order 106025

CRONUS España VAT No.: B97618573

26/01/2020

Vendor

01905382 - NewCaSup 12002 Simcoe St. CA-ON M5E 1G5 Toronto (Canadá) VAT No.:

Mr. Toby Nixon

Shipping Address

CRONUS España S.A. Avenida Aragón, 5 Centro Negocios 28023 Madrid (España)

Shipment Method: Coste, seguro y flete

No.	Description	Quantity		Price	Disc. %	Amount
1110	Llanta	4,00	UDS	1,57		6,28
1100	Rueda delantera	2,00	UDS	193,848		387,70
1120	Radios	5,00	UDS	2,99		14,95
1000	Bicicleta	2,00	UDS			
1151	Eje rueda delantera	6,00	UDS	0,673		4,04
1170	Cámara	2,00	UDS	2,616		5,23
1160	Neumático	6,00	UDS	1,839		11,03

Taxable Base	429,23
Total CAD Incl. VAT+EC	429,23

Payment Method: Transf. bancaria - Mes actual

IBAN: