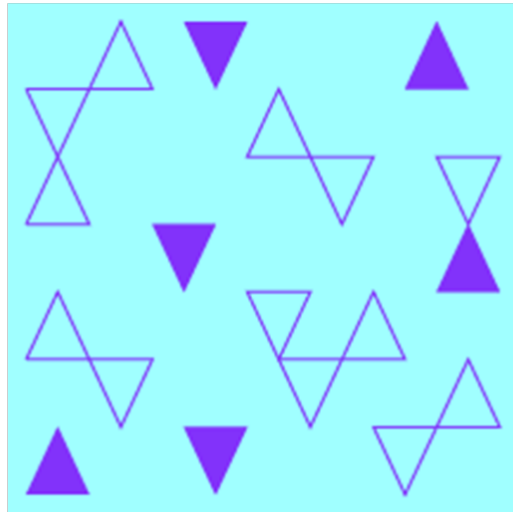




BEYOND

Document Designer

Service



BEYONDIT GmbH

Schauenburgerstr. 116
24118 Kiel
Deutschland

+49 431 3630 3700
info@beyondit.gmbh

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Preface

This documentation contains information on how to install and operate **Beyond Document Designer Service** in your Business Central environment.

This documentation is intended for experienced users of Business Central. Additional knowledge of third-party software products may be required to set up **Beyond Document Designer Service**.

Read this documentation in full to set up **Beyond Document Designer Service** and work with it professionally. Pay particular attention to the tips, information and safety instructions contained in the documentation. Inform your employees about the proper use of **Beyond Document Designer Service** and keep the documentation in a place that is accessible to your employees.

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Manufacturer

Beyond Document Designer Service is developed by:

BeyondIT GmbH
Schauenburgerstraße 116
24118 Kiel
Germany
info@beyondit.gmbh
[+49 431 3630 3700](tel:+4943136303700)

VISIT
APPSOURCE

Version history

Version	Date	Autor	Comment
1.0	17.02.2025	Jannic Weidel	Initial (English) Version of the documentation
1.1	12.06.2025	Jannic Weidel	Added Preface chapter
1.2	02.07.2025	Jannic Weidel	Documentation for new feature Print several Field Values Of A Record In One Line
1.3	16.07.2025	Jannic Weidel	Added notes and hints and a link to Beyond Signature
1.4	04.08.2025	Jannic Weidel	Added new chapter Define formats
2.0	05.11.2025	Jannic Weidel	Renaming of product to " Beyond Document Designer Service "
Document Access		public	

General Information

This documentation contains important information that you must observe when following the descriptions. The information is highlighted as notes and arranged according to type and importance. The notes are listed below in ascending order of importance:

TIP

This represents **no risk**. In addition to the classic clicking on options, Business Central also offers the option of using so-called shortcuts. Shortcuts are key combinations with which you can also execute the desired action in the user interface. By using shortcuts, you can work faster and more effectively. Try the key combination and you will be surprised how much faster you can work.

NOTE

This represents **no risk**. This note contains important information on the correct use, configuration or operation of the software. Follow these instructions to avoid inefficiencies and unnecessary support tickets. For example, this note can show you that an option is hidden and tells you how to proceed if you want to show it again.

IMPORTANT

This represents a **low risk**. This notice refers to non-critical issues that may lead to undesired behavior or configuration problems. May affect user experience or functionality if not considered.

CAUTION

This represents a **medium risk**. This notice indicates a potential problem that could affect system stability or data integrity. Failure to comply may result in errors, loss of performance or partial service interruptions. The errors caused by non-compliance only affect the app itself and prevent you from working with data within the app.

WARNING

This represents a **high risk**. This notice indicates an immediate and serious risk to the productive system. Failure to observe this warning may affect the entire system. There is a risk of loss of critical data or total system failure, leading to prolonged downtime. It may not be possible to restore the data and a backup must be imported.

Beyond Document Designer Service is an extension for Microsoft Dynamics 365 Business Central.

Beyond Document Designer Service extends the **Beyond Document Designer** app with the **Service** business area, i.e. you can design all service documents individually with a header image, footer image and, if required, a watermark. Design your own digital stationery and create your documents directly with it.

You can also design the content of the documents. In addition to the font and font size, you can also add additional fields to the receipt. Change the font style, add a signature field, define a new name for a field in the receipt, set whether item numbers should be printed or hidden and much more.

Beyond Document Designer Service supports the following service receipts and documents:

- Service Quote
- Service Order
- Service Shipment
- Service Invoice
- Service Credit Memo
- Service Item Worksheet

For more information on the range of functions **Beyond Document Designer** offers you, please refer to the product-specific documentation. Click [here](#) to access the documentation for **Beyond Document Designer**.

The latest version of this documentation can be found at the following link: [Beyond Document Designer Service Documentation](#).

The examples described in this documentation represent only a part of the possibilities that the **Beyond Document Designer** solution offers you. If you have a specific case that you would like to map via the solution, please feel free to contact us.

NOTE

Dependencies from or to other apps

Additional, basic applications are required to use **Beyond Document Designer Service**. The following applications are required to use **Beyond Document Designer Service** and are automatically installed:

- [Beyond License](#): Management of trial and full licenses for apps/add-ins from BeyondIT.
- [Beyond Document Designer](#): Report Designer to customize the documents with a header image, footer image and, if necessary, a watermark.
- [Beyond Signature](#): App for digital signatures in reports, receipts and documents in Business Central.
- [Beyond Report Preview](#): App for viewing reports, receipts and documents in Business Central.

License Management

This chapter describes how you can view the license management of **Beyond Document Designer Service**.

To view the status of the product license for **Beyond Document Designer Service**, proceed as follows:

- 1. Open the search field (ALT+Q) and search for the page **Beyond License Management**.
- 2. The **Beyond License Management** page is displayed.

←Beyond Lizenz-Management

Verzeichnis-ID

Verzeichnis-Domain

Lizenzen

Synchronisiert Lizenz

Unternehmensname 1	Anwendungsname	Status	Startdatum	Ablaufdatum	Test	Lizenzmessung	Aktuelle Messung
→	BeyondCalculation	Valid	23.08.2024 08:50	22.08.2030 08:50	☐	1	0
	BeyondServiceRequisition	Valid	02.04.2024 09:13	02.05.2030 09:13	☐	1	0
	BeyondPostCalculation	Valid	14.06.2024 09:33	13.06.2030 09:33	☐	1	0
	BeyondReportReview	Valid	15.07.2024 21:26	14.08.2030 21:26	☐	1	0
	BeyondService	Valid	30.01.2024 07:41	28.02.2030 07:41	☐	7	0
	BeyondCues	Valid	29.11.2023 19:15	28.02.2030 07:41	☐	7	0
	BeyondInventoryDetails	Valid	29.01.2024 23:28	28.02.2030 07:41	☐	7	0
	BeyondDataImporter	Valid	17.06.2024 22:55	17.07.2030 22:55	☐	1	0
	BeyondCloudConnector	Valid	04.07.2024 06:42	03.08.2030 06:42	☐	1	0
	BeyondAttributesCore	Valid	14.06.2024 07:51	14.07.2030 07:51	☐	1	0
	BeyondReports	Valid	05.07.2024 08:39	04.08.2030 08:39	☐	1	0
	BeyondDocumentLineTransfer	Valid	18.09.2024 20:40	31.12.2099 00:00	☐	4	0

- 3. Under the **Licenses** section, you will find all product licenses for BeyondIT applications that have been installed for this company. You can read all the necessary information from the values in the columns:

Column	Description
Company Name	This column indicates the name of the company.
Application Name	This column indicates the name of the application. If you use several BeyondIT products, a separate line is displayed for each product in the overview,
Status	This is the status of the product license. Several values are possible: Valid: The product license is valid and the application can be used without restrictions. Expired: The product license has expired. The application can no longer be used. Trial: The product license is valid and the functionalities of the application can be used for a short period of time (note the value in the expiry date column) with restrictions or without restrictions. Exceeded: The product license has expired. The application can no longer be used.
Start Date	This is the date on which the product license was registered.
Expiry Date	This is the date on which the product license becomes or became invalid. The application can no longer be used.
Trial	This checkbox indicates whether the product license is a trial license. Trial licenses are very limited licenses. You can purchase a full product license after the trial license expires (note the value in the Expiry date column).
Licensed Metric	This column shows how the application was licensed. For example, this can be a tenant license, a license per company or a license per user.
Current Metric	This column shows how many licenses are used in the environment. The difference between the values in the Licensed metric and Current metric columns indicates whether you need to purchase an additional license.

Assign User Permissions

The following description shows how to assign user permissions for the **Beyond Document Designer Service** extension. The permission sets provided are:

Permission Set	Description
BYD RPS User	This authorization set enables the use of the Beyond Document Designer Service extension.

To assign the permission set for **Beyond Document Designer Service** to a user, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Permission Sets** and click on the appropriate search result.
3. The **Permission Sets** page is displayed.
4. Select one of the above permission sets from the list.
5. Click **Related > Permissions > Permission Set by User** in the menu bar.

←

Permission Set by User

✓ Saved

General

Company Name

CRONUS USA, Inc.

Show Domain Name

Home

Browse

More options

Permissions

Copy Permission Set...

Permission Set ↑

Name

Extension Name ▼

All Users

ADMIN

→

BYD_RPS_USER

:

BeyondReportsV2Service User

BeyondReportsV2Service

6. The **Permission Set by User** page is displayed.
7. Show the filter area (**SHIFT+F3**) and pick **Extension Name** and the value **Beyond Document Designer Service** as filter criteria.
8. The list is filtered to the permission sets of **Beyond Document Designer Service**.
9. Select the check box on the right side of the page for the user or users to whom you want to assign the permission set.

You have assigned a permission set for **Beyond Document Designer Service** to a user. Note that users with the **SUPER** permission set have all rights, i.e. you do not need to give this user any additional rights.

Activate Reports

This chapter describes how to change the reports from the standard reports to **Beyond Document DesignerService**.

To replace the standard reports in Business Central with the customizable reports from **Beyond Document DesignerService**, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Report Setups** and click on the corresponding search result.
- 3. The **Report Setups** page is displayed.

Report Setups

Manage

Run Report

Report Images

Report Preview

Copy Setup from Company...

Restore Defaults

Setup Report Selections

Import Setup

Export Setup

More options

Id ↑	Type	Name ▼	Caption
5606650	Service Document	BYD RPS Service Quote	Service Quote
5606651	Service Document	BYD RPS Service Order	Service Order
5606652	Service Shipment	BYD RPS Service Shipment	Service Shipment
5606653	Service Document	BYD RPS Service Invoice	Service Invoice
5606654	Service Document	BYD RPS Service Credit Memo	Service Credit Memo
5606655	Service Item Worksheet	BYD RPS Service Item Worksheet	Service Item Worksheet

- 4. Click on the **Setup Report Selections** option in the menu bar.
- 5. A dialog box is displayed.



Please choose which reports you want to use:

- ☒ Beyond Reports
- ☐ Default Business Central Reports

OK

Cancel

- 6. Activate the **Beyond Reports** option in the dialog window.
- 7. Confirm the selection. Click on the **OK** button.

You have activated the report templates of **Beyond Document DesignerService** and use them in your Business Central.

Setup Header Image

This chapter describes how you can set up a header image for your reports. Please note that the header image should ideally have the following dimensions:

	Length	Width	Format
Header Image:	2480 px	531 px	PNG



In the example header image, the transparent areas are checked with gray and white tiles. These areas are not printed.

To set up your header iamge for the reports, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Report Setups** and click on the corresponding search result.
- 3. The **Report Setups** page is displayed.

Report Setups

Id ↑	Type	Name ▼	Caption
5606650	Service Document	BYD RPS Service Quote	Service Quote
5606651	Service Document	BYD RPS Service Order	Service Order
5606652	Service Shipment	BYD RPS Service Shipment	Service Shipment
5606653	Service Document	BYD RPS Service Invoice	Service Invoice
5606654	Service Document	BYD RPS Service Credit Memo	Service Credit Memo
5606655	Service Item Worksheet	BYD RPS Service Item Worksheet	Service Item Worksheet

- 4. Click on the **Report Images** option in the menu bar.
- 5. The **Report Images** page is displayed.

Report Images

Code ↑	Description	Report Id	Name	Caption	Language Code	Responsibility Center Code

Header Image

Print Header Image

All Pages

Footer Image

Print Footer Image

All Pages

Watermark Image

Close

- 6. Enter a code for the new data record in the **Code** column on the left-hand side of the screen or select an existing data record.
- 7. Enter a description for the data record in the **Description** column. If you want to set up other images for a specific

report, you can enter the ID of the corresponding report under the **Report ID** column. If no report ID is specified, the uploaded images will be used for all reports.

8. The values of the **Name** and **Caption** fields are updated.
9. Under the **Language Code** column, enter the code for the language that is used in the report and for which the images are set up.
10. Under the **Responsibility Center Code** column, enter the code of the responsibility center for which the report with the images is used.
11. Move the cursor to the icon for the header image on the right-hand side of the screen.



Header Image

Print Header Image All Pages

12. Click on the icon to upload the header image.
13. Enter the path for uploading the header image.
14. After uploading the header image, further options are available in the menu for the header image.

Images



Header Image

Print Header Image All Pages



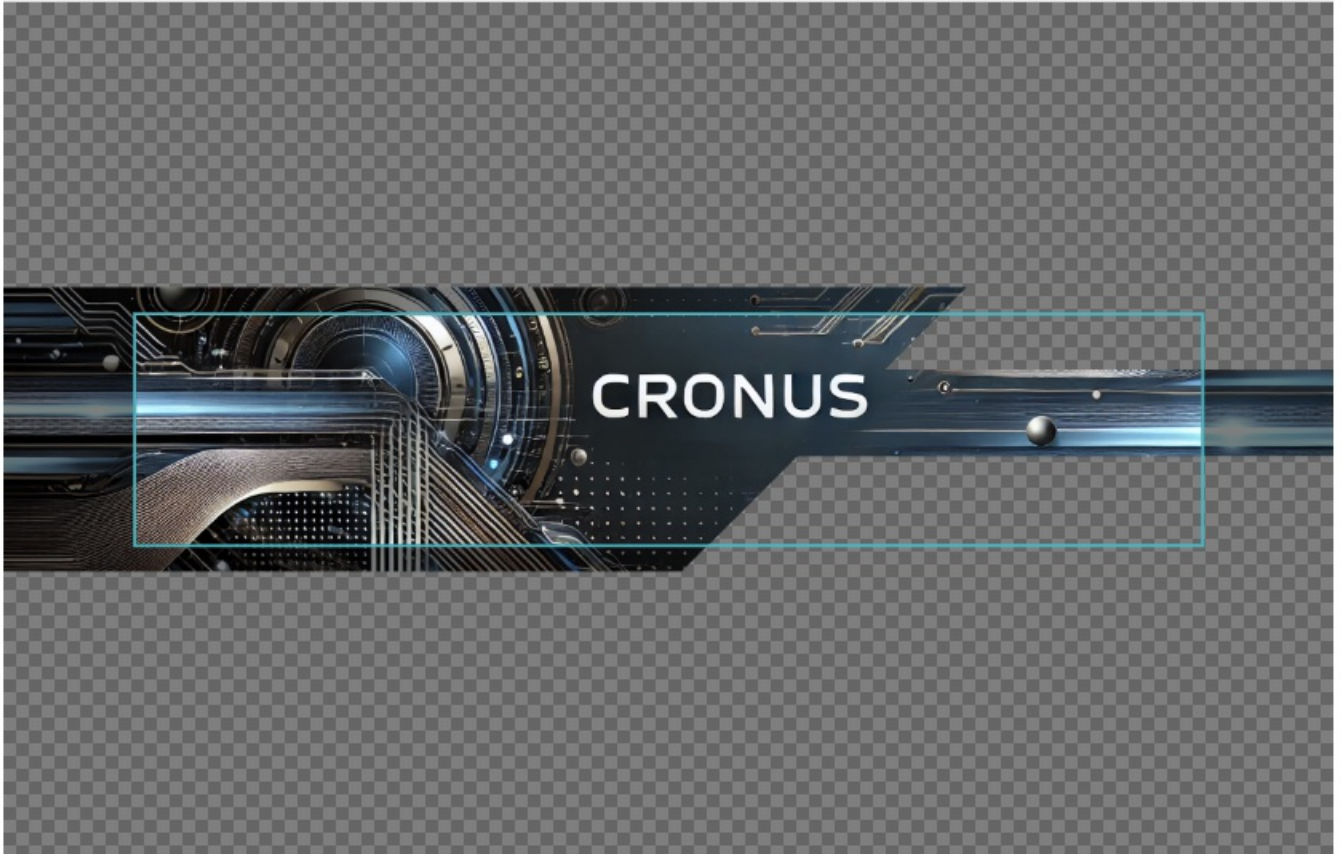
Footer Image

Print Footer Image All Pages



Watermark Image

15. You have uploaded the header image. If you want to change the size of the image, click on the pencil icon.
16. The **Image Cropper** page is displayed.

Manage  Save[Close](#)

17. To scale the header image to the desired size, scroll with the mouse wheel.
18. To move the header image sideways, click on the header image with the left mouse button and hold the mouse button down. Then move the header image into the frame.
19. Click on **Save** in the menu bar. The header image is saved.
20. On the **Report Images** page, you have the following options for setting the header image in the dropdown list below the header image:
 - **All Pages:** The header image is printed on all pages of the report.
 - **First Page:** The header image is only printed on the first page of the report.
 - **Last Page:** The header image is only printed on the last page of the report.

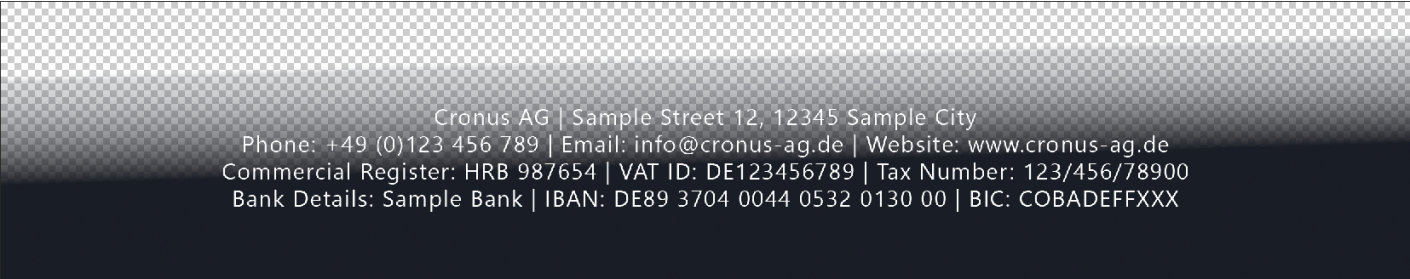
You have set up the header image.

[Next Chapter](#)

Setup Footer Image

This chapter describes how you can set up a footer image for your reports. Please note that the image should ideally have the following dimensions:

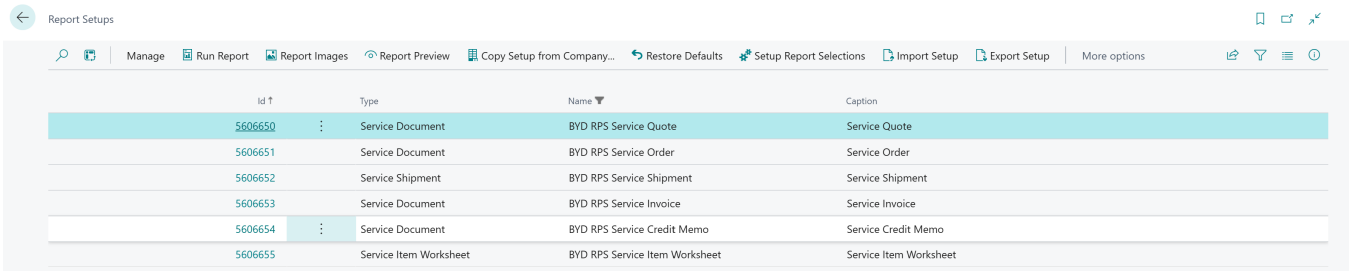
	Length	Width	Format
Footer Image:	2480 px	531 px	PNG



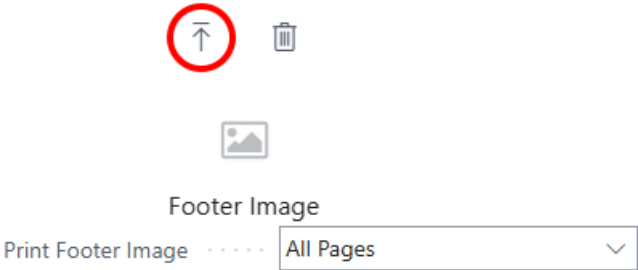
In the example footer image, the transparent areas are checked with gray and white tiles. These areas are not printed.

To set up your footer image for the reports, proceed as follows:

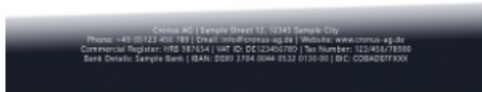
1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.



4. Click on the **Report Images** option in the menu bar.
5. The **Report Images** page is displayed.
6. Enter a code for the new data set in the **Code** column on the left-hand side of the screen. If you have already uploaded a header image as described in the chapter **Setup Header Image**, select the created data record to upload the footer image to this data record.
7. Move the mouse pointer to the symbol for the footer image on the right-hand side of the screen.



8. Click on the icon to upload the footer image.
9. Enter the path for uploading the image.
10. After uploading the footer image, further options are available in the menu for the image.



Footer Image

Print Footer Image All Pages

11. You have uploaded the footer image. If you want to change the size of the image, click on the pencil icon.
12. The **Image Cropper** page is displayed.

Image Cropper



Manage Save



Close

13. To scale the footer image to the desired size, scroll with the mouse wheel.
14. To move the footer image sideways, click on the footer image with the left mouse button and hold the mouse button down. Then move the footer image into the frame.
15. Click on **Save** in the menu bar. The footer image is saved.
16. On the **Report Images** page, you have the following options for setting the footer image in the dropdown list below the footer image:
 - **All Pages:** The footer image is printed on all pages of the report.
 - **First Page:** The footer image is only printed on the first page of the report.
 - **Last Page:** The footer image is only printed on the last page of the report.

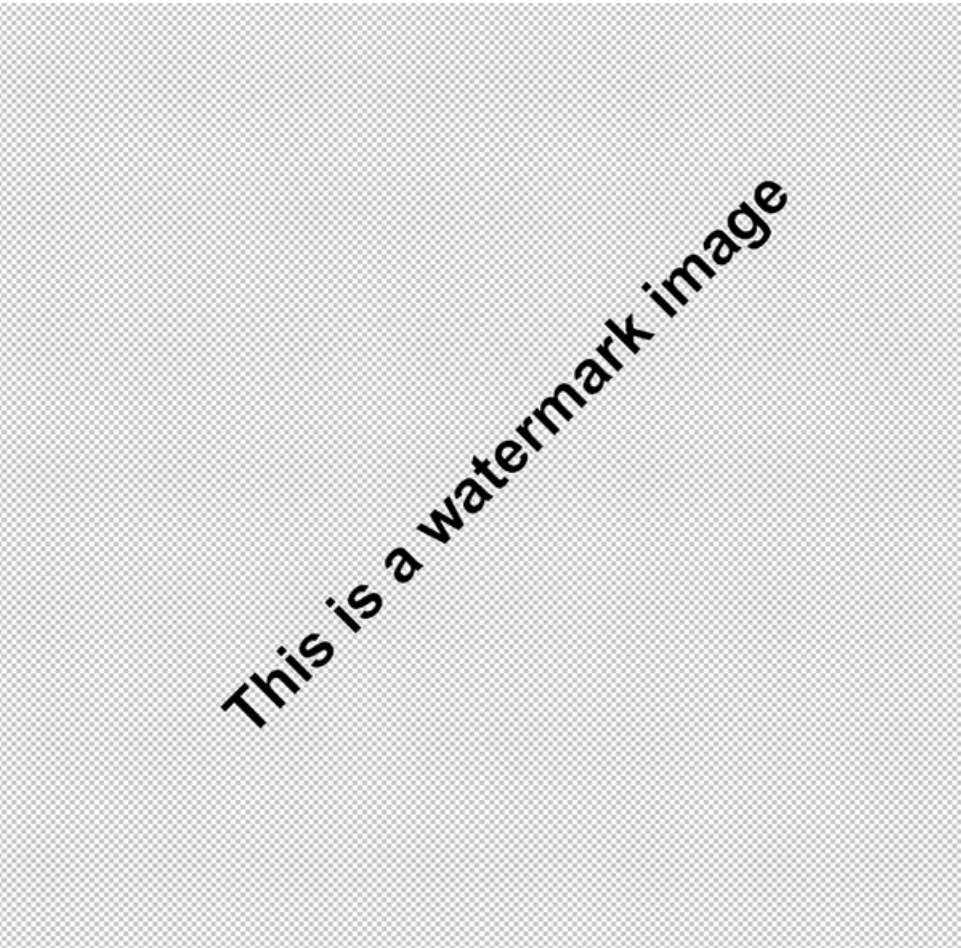
You have set up the footer image.

[Next Chapter](#)

Setup Watermark Image

This chapter describes how you can set up an image (watermark image) for your reports. Please note that the image should ideally have the following dimensions:

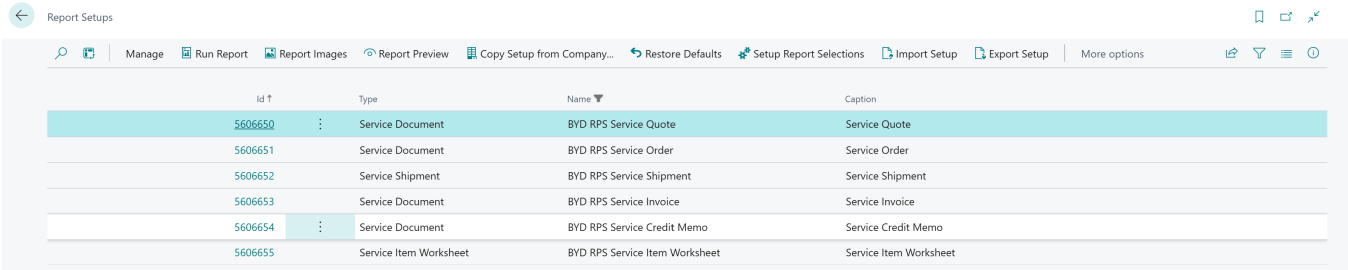
	Length	Width	Format
Watermark Image:	800 px	800 px	JPEG (Grey scale)



In the example image, the transparent areas are checked with gray and white tiles. These areas are not printed.

To set up your watermark image for the reports, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.



4. Click on the **Report Images** option in the menu bar.
5. The **Report Images** page is displayed.
6. Enter a code for the new data record in the **Code** column on the left-hand side of the screen. If you have already uploaded a **Header Image** or a **Footer Image**, select the created data set to upload the watermark image to this data set.

7. Move the cursor to the icon for the watermark image on the righthand side of the screen.



Watermark Image

8. Click on the icon for uploading the watermark image.

9. Enter the path for uploading the image.

You have set up the watermark image.

Reset Report Setup

This chapter describes how to reset a report setup.

NOTE

Caution

The following instructions describe how to delete all changes made by you or third parties to a report setup. Individual adjustments to the font, font size, print settings (item number, page numbers, print prices, etc.) are deleted. This process cannot be undone.

To reset the adjustments to a report in **Beyond Document Designer Service** back to the default settings, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the report from the list of available reports.
5. Click on the **Restore Defaults** option in the menu bar.
6. A dialog window is displayed.



This action will reset the report to its default settings. Any changes you've made will be lost. This can not be undone. Are you sure to continue?

Yes

No

7. If you want to reset the settings for the report to the default values of **Beyond Document Designer Service**, confirm the dialog window by clicking the **Yes** button.

You have reset the report settings to the default settings. All individual customizations for this report have been deleted.

Define Print Settings

This section describes how you can define the print settings for a report.

NOTE

Capture and print signatures digitally

Beyond Reports is installed together with our **Beyond Signature** app. The **Beyond Signature** app allows you to capture signatures digitally and print them in the corresponding reports. Please note that the signature area must be printed in the report. How to print the signature area is explained later in this chapter. Further information on **Beyond Signature** can be found at [Beyond Signature](#).

TIP

Display preview in a separate browser window

A preview of the report is displayed in the factbox area (**ALT+F2**). However, to customize reports quickly and easily, we recommend that you open the report preview (on the **Report Setup** page) in a separate browser window. If you make a change to the report design, you can then track the change to the report at any time by clicking on the **Refresh** button.

To define the print settings for a report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the relevant report from the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

6. Under the **Print Settings** tab, you can make the following print settings for the report header:
 - **Font:** In this field you define which font is to be used in the report.
 - **Font Size:** In this field you define the size of the font.
 - **Page Number:** In this field, you specify whether a page number should be printed in the report and if so, where it should be printed.
 - **Signature Area:** In this field, you specify whether a signature area should be printed in the report.
 - **VAT Specification:** In this field, you specify whether the VAT specification should be printed in the report.
7. Under the **Print Settings** tab, you can make the following print settings for the report lines:
 - **Position No.:** In this field, you specify whether position numbers are to be printed in the report.
 - **Increase Position No.:** In this field, you define how position numbers are to be incremented.
 - **Item No.:** In this field you specify whether item numbers are to be printed.
 - **Lines without Quantity:** In this field you specify whether item lines without quantity should be printed in the report.
 - **Prices:** In this field, you specify whether or not prices should be printed in the report. Activate this option, for example, if you do not want to communicate prices to the report recipient or if item prices are irrelevant for the report.

- **Disable Rounding:** Use this slider to specify whether the rounding in the reports should not be artificially rounded to 2 decimal places, but whether up to 15 decimal places should be printed in the report.

You have edited the print settings for the report. Please note that the font in particular can be overwritten by field-specific settings. For more information on fields in the report, see [Add Field to Report](#).

Add Field to Report

This section describes how to add a field to a report. **Beyond Document Designer Service** allows you to add new fields with their corresponding field value as well as related fields and their field value to the report. For more information on related fields, see the section [Add Related Field to Report](#).

To add a field to a report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the relevant report from the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run Report Report Images Report Preview Copy Setup... Defaults More options

General

ID: 5606651 Type: Service Document Increase No. Printed: ☐

Name: BYD RPS Service Order Print Codeunit Id: 5805 Record Id: Service Header Order.SVC000004

Caption: Service Order

Print Settings

Header

Font: Arial Position No.: 1

Font Size: 8.00 Increase Position No.: 1

Page Number: Print Bottom Item No.: Print

Signature Area: Don't Print Lines without Quantity: Don't Print

VAT Specification: Print Prices: Print

Fields: New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down

Top Left

Type	Table Id	No	Data Type	No. of Lines	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Under the **Fields** tab, select the layout area to which you want to add the field. In the following screenshot, you can identify the individual layout areas by number.
 - 1: **Top Left:** *This layout area is located at the top left of the report and is primarily used as the address area. For more information on setting the address, please refer to the section [Edit Report Address Format](#).*
 - 2: **Top Right:** **This layout area is located at the top right of the report and is primarily used to display additional information relevant to the report.*
 - 3: **Top:** **This layout area is located in the report below the address area and the report information.*
 - 4: **Top Columns:** ***This layout area is located in the report above the column headers for the report lines.*
 - 5: **Before Lines:** *This layout area is located ****before*** all report lines.*
 - 6: **Before Line:** *This layout area is located before each report line. Please note that this layout area is repeated *****per line***.*
 - 7: **After Line:** *This layout area is located after each report line. Please note that this layout area is repeated *****per line***.*
 - 8: **After Lines:** *This layout area is located ****after*** all report lines.**
 - 9: **Bottom:** *This layout area is located at the bottom of the report.*



1

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5

6

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7

6

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7

8

Amount USD	2,285.30
6% VAT	137.12
Amount USD Incl. VAT	2,422.42

Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

Cronus AG | Sample Street 12, 12345 Sample City
Phone: +49 (0)123 456 789 | Email: info@cronus-ag.de | Website: www.cronus-ag.de
Commercial Register: HRB 987654 | VAT ID: DE123456789 | Tax Number: 123/456/78900
Bank Details: Sample Bank | IBAN: DE89 3704 0044 0532 0130 00 | BIC: COBADEFFXXX

S-ORD101002, 1 / 1

Other selectable areas such as **Line**, **Totals** and **VAT Specification** are reserved by the system and cannot be edited. If you want to hide the **VAT Specification** report area, you will find the corresponding setting in the [Define Print Settings](#) section.

7. In our example, we select the layout area **Top Right** (2).
8. Click on the **Add Fields** option under the **Fields** section in the menu bar.

9. The **Fields Lookup** window is displayed.

Fields Lookup

	No. ↑		Field Name	Field Caption
→	1	:	Document Type	Document Type
	2		Sell-to Customer No.	Sell-to Customer No.
	3		No.	No.
	15		Ship-to Address	Ship-to Address
	16		Ship-to Address 2	Ship-to Address 2

OK

Cancel

10. From the list of available fields, select the field you want to add to the report. In our example, we add the field **Requested Delivery Date** (ID: 5790).

11. The **Requested Delivery Date** field is added in the **Top Right** (2) list area of the report.

Fields

New Line

Delete Line

Add Fields...

Add Related Fields...

Copy Field...

Additional Fields

Placeholders

Move Up

Move Down

Top Right

Type	Table Id	No.	No. of Links	No. of Conditions	Print Capt...	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment
Field	36	2	—	—	☒	Sell-to Customer No.	—		Arial	8.00	Caption	Left
Field	36	11	—	—	☒	Your Reference	—		Arial	8.00	Caption	Left
Related Field	13	2	1	—	☒	Salesperson	—		Arial	8.00	Caption	Left
Related Field	13	5053	1	—	☒	Phone No.	—		Arial	8.00	Caption	Left
Related Field	13	5052	1	—	☒	Email	—		Arial	8.00	Caption	Left
Field	36	5790	—	—	☒	Requested Delivery Date	—		Arial	8.00	Caption	Left

>[!NOTE]

>Please note that fields are only printed in the report if they have a field value. If fields that you add do not have a field value, they will not be printed in the report. If the field is not printed, you must maintain the data and enter a field value.

You have added a field to the report. In the corresponding line under the **Fields** section, you will find additional settings for formatting the field and the field value.

[!NOTE]

Please note that changes to the formatting in the **Fields** area override the general print settings, i.e. if you make a change in the **Font**, **Font Size**, **Print Bold** and **Alignment** columns for this line, this will only affect this line.

For more information on how to change the field caption in a report, see the section [Edit Field Caption](#).

Add Related Field to Report

This section describes how to add one or more related fields to a report. The difference between a field and a related field is that with a related field, you are referencing a field value in a report that is not included in the corresponding report table by default. This description illustrates how to add the **Salesperson Code** field to the report and reference the field value/information associated with this code from another table instead of the value (for example **DH**). For example, this could be the salesperson's name, the salesperson's specific phone number and/or the salesperson's email address.

To add a related field to a report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run Report | Report Images | Report Preview | Copy Setup... | Defaults | More options

General

ID	5606651	Type	Service Document	Increase No. Printed	☐
Name	BVO RPS Service Order	Print Codeunit ID	5805	Record ID	Service Header: Order SV0000004
Caption	Service Order				

Print Settings

Header		Line	
Font	Arial	Position No.	Print
Font Size	8.00	Increase Position No.	1
Page Number	Print Bottom	Item No.	Print
Signature Area	Don't Print	Lines without Quantity	Don't Print
VMT Specification	Print	Prices	Print

Fields | New Line | Delete Line | Add Fields... | Add Related Fields... | Copy Field... | Additional Fields | Placeholders | Move Up | Move Down

Top Left

Type	Table ID	No.	Data Type	No. of Lines	No. of Conditions	Print Caption	Caption	No. of Transactions	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Under the **Fields** tab, select the layout area to which you want to add the related field. In the following illustration, you can identify the individual areas by number.
 - 1: **Top Left:** *This layout area is located at the top left of the report and is primarily used as the address area. For more information on setting the address, please refer to the section [Edit Report Address Format](#).*
 - 2: **Top Right:** **This layout area is located at the top right of the report and is primarily used to display additional information relevant to the report.*
 - 3: **Top:** **This layout area is located in the report below the address area and the report information.*
 - 4: **Top Columns:** ***This layout area is located in the report above the column headers for the report lines.*
 - 5: **Before Lines:** *This layout area is located ****before*** all report lines.*
 - 6: **Before Line:** *This layout area is located before each report line. Please note that this layout area is repeated *****per line***.*
 - 7: **After Line:** *This layout area is located after each report line. Please note that this layout area is repeated *****per line***.*
 - 8: **After Lines:** *This layout area is located ****after*** all report lines.**
 - 9: **Bottom:** *This layout area is located at the bottom of the report.*



1

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5

6

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7

6

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7

8

Amount USD 2,285.30

6% VAT 137.12

Amount USD Incl. VAT 2,422.42

Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

Cronus AG | Sample Street 12, 12345 Sample City
Phone: +49 (0)123 456 789 | Email: info@cronus-ag.de | Website: www.cronus-ag.de
Commercial Register: HRB 987654 | VAT ID: DE123456789 | Tax Number: 123/456/78900
Bank Details: Sample Bank | IBAN: DE89 3704 0044 0532 0130 00 | BIC: COBADEFFXXX

S-ORD101002, 1 / 1

Other selectable areas such as **Line**, **Totals** and **VAT Specification** are reserved by the system and cannot be edited. If you want to hide the **VAT Specification** report area, you will find the corresponding setting in the [Define Print Settings](#) section.

7. In our example, we select the layout area **Top Right** (2).
8. Click on the **Add Related Fields** option under the **Fields** section in the menu bar.

9. The **Field Lookup** window is displayed.

Fields Lookup

No. ↑	Field Name	Field Caption
→ 2	Sell-to Customer No.	Sell-to Customer No.
4	Bill-to Customer No.	Bill-to Customer No.
5	Bill-to Name	Name
40	Customer Disc. Group	Customer Disc. Group
41	Language Code	Language Code

OK

Cancel

10. From the list of available related fields, select the field you want to add to the report. In our example, we add the related field **Salesperson Code** (ID: **43**). You can use the search to find corresponding fields from the list.

Fields Lookup

Salesperson

X

No. ↑	Field Name	Field Caption
→ 43	Salesperson Code	Salesperson Code

OK

Cancel

11. Confirm the selection with **OK**.
12. The **Salesperson Code** field is added in the **Top Right** (2) list area of the report. Note that the table ID in this case is not **36** (ID for the **Sales Header** table) but **13** (ID for the **Salesperson/Purchaser** table).
13. Click on the value under the **No.** column and select the ellipsis (...).

Fields

New Line

Delete Line

Add Fields...

Add Related Fields...

Copy Field...

Additional Fields

Placeholders

Move Up

Move Down

Top Right

Type	Table Id	No.	No. of Links	No. of Conditions	Print Capt...	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment
Field	36	11	—	—	☒	Your Reference	—	—	Arial	8.00	Caption	Left
Related Field	13	2	1	—	☒	Salesperson	—	—	Arial	8.00	Caption	Left
Related Field	13	5053	1	—	☒	Phone No.	—	—	Arial	8.00	Caption	Left
Related Field	13	5052	1	—	☒	Email	—	—	Arial	8.00	Caption	Left
Field	36	5790	—	—	☒	Requested Delivery Date	—	—	Arial	8.00	Caption	Left
→ Related Field	13	2	1	—	☒	Salesperson/Purchaser Name	—	—	Arial	8.00	Caption	Left

Drill down to record for No.

14. The **Fields Lookup** window is displayed.
15. Select the value **Name** (ID: **2**). This defines that you want to add the value of the linked field **Name** from the table **13** (**Salesperson/Purchaser**) to the report for the field value **Salesperson Code**.
16. The line for the related field is updated to the list area of the report setup and displays the corresponding selection. You can use the adjacent **Conditions** column to define conditions under which this field is printed (for example, that the related fields or fields in general should only be printed in the report if a certain condition is met). Further information on this can be found in the section [Define Condition for Field](#).
17. You have added a related field to the report. In the corresponding line under the **Fields** section, you will find additional settings for formatting the field and the field value.
- >[!NOTE]
- >Please note that changes to the formatting in the **Fields** area override the general print settings, i.e. if you make a change to the **Font**, **Font size**, **Print Bold** and **Alignment** columns for this line, this will only affect this line.
18. To add the phone number of the corresponding salesperson in the report in the same way, click on the **Add Related Fields** option in the menu bar.
19. In the **Fields Lookup** window, select the **Salesperson Code** field (ID: **43**). You can use the search function to find the

field more quickly in the list.

20. Click **OK** to add the field to the list.
21. Under the newly added line, click on the **Fields** tab in the **No.** column and change the value to **5053** (Field: **Phone No.**).
22. To add the email address of the corresponding salesperson in the report in the same way, click on the **Add Linked Fields** option in the menu bar.
23. In the **Fields Lookup** window, select the **Salesperson Code** field (ID: **43**). You can use the search function to find the field more quickly in the list.
24. Click **OK** to add the field to the list.
25. Under the newly added line under the **Fields** tab, click in the **No.** column and change the value to **5052** (Field: **Email**).

>[!NOTE]

>Please note that fields are only printed in the report if they have a field value. If fields that you add do not have a field value, they will not be printed in the report. If the field with the field value is not printed, you must maintain the data and enter a field value.

You have included the salesperson's name, e-mail address and telephone number in the report.

For more information on how to change the field caption in a report, for example, see the section [Change Field Caption](#).

Move Field in Report

This section describes how you can change the order of fields in the report.

To change the order of a field in a report and move it up or down in the report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run Report Report Images Report Preview Copy Setup... Defaults More options

General

ID	5606651	Type	Service Document	Increase No. Printed	☐
Name	BYD RPS Service Order	Print Codeunit ID	5905	Record ID	Service Header Order.SVC000004
Caption	Service Order				

Print Settings

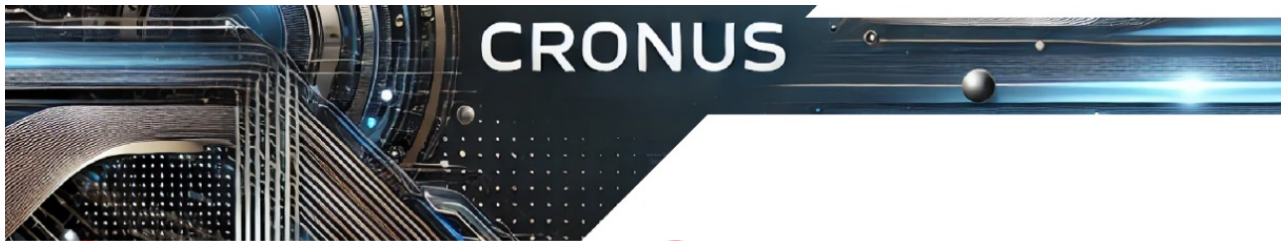
Header		Line	
Font	Arial	Position No.	Print
Font Size	8.00	Increase Position No.	1
Page Number	Print Bottom	Item No.	Print
Signature Area	Don't Print	Lines without Quantity	Don't Print
VAT Specification	Print	Prices	Print

Fields | New Line | Delete Line | Add Fields... | Add Related Fields... | Copy Field... | Additional Fields | Placeholders | Move Up | Move Down

Top Left

Type	Table ID	No.	Data Type	No. of Lines	No. of Conditions	Print Caption	Field Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Under the **Fields** tab, select the layout area that contains the field you want to move in the report. In the following image, you can identify the individual areas by number.
 - 1: Top Left
 - 2: Top Right
 - 3: Top
 - 4: Top Columns
 - 5: Before Lines
 - 6: Before Line
 - 7: After Line
 - 8: After Lines
 - 9: Bottom

**1**

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5**6**

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7**6**

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7**8**

Amount USD 2,285.30

6% VAT 137.12

Amount USD Incl. VAT 2,422.42

Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

Cronus AG | Sample Street 12, 12345 Sample City
Phone: +49 (0)123 456 789 | Email: info@cronus-ag.de | Website: www.cronus-ag.de
Commercial Register: HRB 987654 | VAT ID: DE123456789 | Tax Number: 123/456/78900
Bank Details: Sample Bank | IBAN: DE89 3704 0044 0532 0130 00 | BIC: COBADEFFXXX

S-ORD101002, 1 / 1

7. Select the field that you want to move in the report.

8. Use the **Move Up** and **Move Down** buttons to control the order of the field in the report.

Report Setup

+

✓ Saved

5606632 - Sales Order

Run Report

Report Images

Report Preview

Copy Setup...

Defaults

More options

General

Id

5606632

Name

BYD RP Sales Order

Caption

Sales Order

Type

Document

Print Codeunit Id

313

Increase No. Printed

☒

Record Id

Sales Header: Order,S-ORD101010

Print Settings

Header

Font

Arial

Font Size

8.00

Page Number

Print Bottom

Signature Area

Don't Print

VAT Specification

Print

Line

Position No.

Print

Increase Position No.

1

Item No.

Print

Lines without Quantity

Don't Print

Prices

Print

Fields

New Line

Delete Line

Add Fields...

Add Related Fields...

Copy Field...

Additional Fields

Placeholders

Move Up

Move Down

Top Right

You have edited the order of the fields. You can use the **Run Report** button in the menu bar on the **Report Setup** page to check whether the order of the fields meets your requirements.

Edit Field Caption

This section describes how you can change the field caption for a field.

To change a caption for a field, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run ReportReport ImagesReport PreviewCopy Setup...DefaultsMore options

General

ID5606651

NameBYD RPS Service Order

CaptionService Order

TypeService Document

Print Codeunit ID5985

Increase No. Printed

Record IDService Header Order.SVC000004

Print Settings

Header

FontArial

Font Size8.00

Page NumberPrint Bottom

Signature AreaDon't Print

VAT SpecificationPrint

Line

Position No.

Increase Position No.

Item No.

Lines without Quantity

Prices

Print

1

Print

Don't Print

Print

Fields

New LineDelete LineAdd Fields...Add Related Fields...Copy Field...Additional FieldsPlaceholdersMove UpMove Down

Top Left

Type	Table ID	No.	Data Type	No. of Lines	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Under the **Fields** tab, select the layout area in which the field for which you want to change a caption is located. In this example, the caption for a field is changed. This field is printed in the **Top Right (2)** layout area.



1

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date

01/02/25

Sell-to Customer No.

10000

Your Reference

OPEN

Salesperson

Jim Olive

Email

JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
5							
6							
1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
7							
6							
2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
7							
8							

Amount USD							2,285.30
6% VAT							137.12
Amount USD Incl. VAT							2,422.42

Ship-to

Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

7. On the **Report Detup** page under the **Fields** tab, click in the **Caption** column in the corresponding line for the field whose caption you want to change. In our example, we will change the caption for the field **Sell-to Customer No.**.

Type	Table Id	No.	No. of Links	No. of Conditions	Print Capt...	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment
→ Field	36	2	–	–	☒	Sell-to Customer No.	–		Arial	8.00	Caption	Left
Field	36	11	–	–	☒	Your Reference	–		Arial	8.00	Caption	Left

8. Change the value in the **Caption** field to the field label you require (e.g. **Customer No.**).



Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

Document Date	02/01/25
Customer No.	10000
Your Reference	OPEN
Salesperson	Jim Olive
Email	JO@contoso.com
Requested Delivery Date	03/31/25

You have changed the caption of the field. You can also use this description to change the caption of the report (here: **Sales Order - 101002**). The corresponding layout area for this is **Top** (3).

In addition to changing the field caption, you can also define that field captions are not displayed/printed, but only the field values. For more information on how to hide the field caption, see the section [Hide Field Caption](#).

Please note that the field caption may also need to be adapted for other languages. Further information on this can be found in the section [Add Translation for Field Caption](#).

Add Translation for Field Caption

This section describes how you can add a translation for a field label.

To add a translation for a field label to the report, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Report Setups** and click on the corresponding search result.
- 3. The **Report Setups** page is displayed.
- 4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
- 5. The report card is displayed.

Report Setup

5606651 - Service Order

Run ReportReport ImagesReport PreviewCopy Setup...DefaultsMore options

General

ID5606651

NameBYD RPS Service Order

CaptionService Order

TypeService Document

Print Codeunit ID5905

Increase No. Printed

Record IDService Header Order.SVC000004

Print Settings

Header

FontArial

Font Size8.00

Page NumberPrint Bottom

Signature AreaDon't Print

VAT SpecificationPrint

Line

Position No.

Increase Position No.1

Item No.

Lines without QuantityDon't Print

PricesPrint

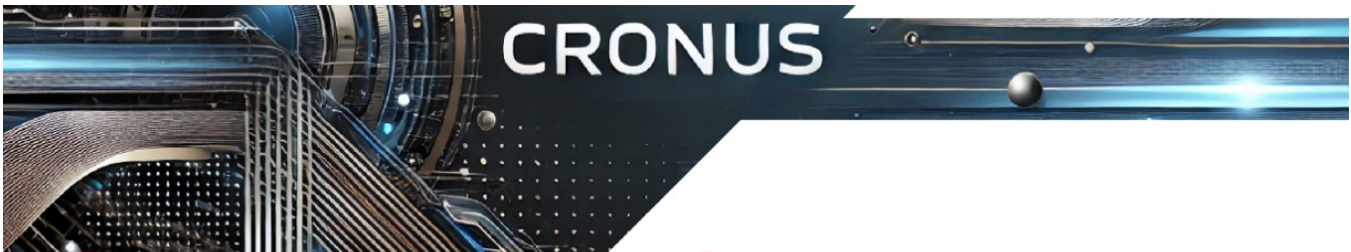
Fields

New LineDelete LineAdd Fields...Add Related Fields...Copy Field...Additional FieldsPlaceholdersMove UpMove Down

Top Left

Type	Table ID	No.	Data Type	No. of Lines	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

- 6. Under the **Fields** tab, select the layout area in which the field is located for which you want to add a translation for a field caption. In this example, a translation is added for a field caption that has been renamed in the **Change Field Caption** section from **Sell-To Customer No.** to **Customer No.**. This field is printed in the **Top Right (2)** layout area.



1

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date

01/02/25

Sell-to Customer No.

10000

Your Reference

OPEN

Salesperson

Jim Olive

Email

JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
5							
6							
1	1968-S MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10		1,901.00
7							
6							
2	1928-S AMSTERDAM Lamp	7.00	Piece	6.00%	54.90		384.30
7							
8							
						Amount USD	2,285.30
						6% VAT	137.12
						Amount USD Incl. VAT	2,422.42
9							
Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA							

7. On the **Report Setup** page under the **Fields** tab, click in the **No. of Translations** column in the appropriate line for the field whose caption you want to add a translation for. In our example, we will change the caption for the **Customer Number** field.
8. The **Report Translations** window is displayed.



	Language Code ↑		Caption
	DEU		Kundennr.
→	ENU	:	Customer No.

- Under the **Language Code** column, enter the language in which you would like to store a translation for the field caption.
- Enter the translation in the selected language in the **Caption** column.

You have stored a translation for a field caption.

Hide Field Caption

This section describes how to hide a field caption so that this caption is not printed in the report. Please note that the field value is printed accordingly.

To hide a field caption in the report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run ReportReport ImagesReport PreviewCopy Setup...DefaultsMore options

General

ID

5606651

Type

Service Document

Increase No. Printed

☐

Name

BVO RPS Service Order

Print Codeunit ID

5905

Record ID

Service Header Order SVO0000004

Caption

Service Order

Print Settings

Header

Font

Arial

Font Size

8.00

Page Number

Print Bottom

Signature Area

Don't Print

VAT Specification

Print

Line

Position No.

Print

Increase Position No.

1

Item No.

Print

Lines without Quantity

Don't Print

Prices

Print

Fields

New LineDelete LineAdd Fields...Add Related Fields...Copy Field...Additional FieldsPlaceholdersMove UpMove Down

Top Left

Type

Table ID

No.

Data Type

No. of Links

No. of Conditions

Print Caption

Caption

No. of Translations

Value

Font

Font Size

Print Bold

Alignment

Field Format Code

6. Scroll down to the **Fields** tab.
7. In the dropdown list for the layout area, select the area in which the field caption that you want to hide is located. In this example, we are hiding the field caption for the document date. The corresponding field is located in the layout area **Top Right (2)**.



1

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date

01/02/25

Sell-to Customer No.

10000

Your Reference

OPEN

Salesperson

Jim Olive

Email

JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5

6

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7

6

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7

8

						Amount USD	2,285.30
						6% VAT	137.12
						Amount USD Incl. VAT	2,422.42

9

Ship-to

Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

8. On the **Report Setup** page under the **Fields** tab, deactivate the **Print Caption** checkbox for the **Document Date** line.

Fields											
New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down											
Top Right											
	Type		Table Id	No.	No. of Links	No. of Conditions	Print Cap...	Caption	No. of Translations	Value	Font
→	Field	:	36	99	—	—	☐	Document Date	—		Arial
	Field		36	2	—	—	☒	Customer No.	2		Arial
	Field		36	11	—	—	☒	Your Reference	—		Arial

The field label is no longer displayed or printed in the report. For more information on how to display or print the field and the field caption only under certain conditions, see the section [Define Condition for Field](#).

Define Condition for Field

This section describes how you can define conditions that control whether fields with information are displayed in the report. The following description provides an example of how to define a condition that displays additional information in the report when a sales order report is created for a specific customer (here the customer **Adatum Corporation**).

Beyond Document Designer Service allows you a variety of possible condition configurations, we are happy to help you with the setup. You can find our contact details in the chapter [Preface](#).

To define one or more conditions, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run Report Report Images Report Preview Copy Setup... Defaults More options

General

ID: 5606651 Type: Service Document Increase No. Printed: [toggle]

Name: BYD RPS Service Order Print Codeunit Id: 5905 Record Id: Service Header Order:SV00000004

Caption: Service Order

Print Settings

Header

Font: Arial Font Size: 8.00 Page Number: Print Bottom Signature Area: Don't Print VAT Specification: Print

Line

Position No.: Print Increase Position No.: 1 Item No.: Print Lines without Quantity: Don't Print Prices: Print

Fields

New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down

Top Left

Type	Table Id	No.	Data Type	No. of Links	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Scroll down to the **Fields** tab.
7. In the drop-down list for the layout area, select the area in which the field for which you want to define a condition is located. In this example, we define a condition that only prints sales information for a specific customer in the report, i.e. the information is not printed on all other sales orders.
8. Under the **Fields** section, click in the corresponding line with the information about the salesperson (see section [Add Related Field to Report](#)) in the **No. of Conditions** column.
9. The **Report Field Conditions** window is displayed.

Report Field Conditions



Manage

Operator	Field Id	Field Caption	Condition	Type	Constant
→ IF			=	Constant	

Close

10. Select under the **Operator** column. You can use the following values to configure the condition:
 - **IF**: Select this value if you want to create a condition with an IF clause.
 - **AND**: Select this value to link two conditions with an AND conjunction.
 - **OR**: Select this value to separate two conditions with an OR disjunction.

11. In this example, certain information will only be printed in the report if the customer is **Adatum Corporation** (customer number: **10000**), so select the value **If** under the **Operator** column.
12. Click in the input field under the **Field ID** column and open the drilldown using the ellipsis button (...).

Report Field Conditions

Manage

Operator	Field Id	Field Caption	Condition	Type	Constant
→ IF	⋮	⌵	=	Constant	

Drill down to record for Field Id

Close

13. The **Fields Lookup** window is displayed.
14. From the **Fields Lookup** window, select the value that defines the condition. In this example, this would be **Sell-To Customer No.** (ID: 2).
15. To confirm the selection, click on the **OK** button.
16. The view in the **Report Field Conditions** window is updated.
17. Define the condition in more detail. Under the **Condition** column, you can choose between the following values:
 - = Equal to a field value or constant
 - <> Not equal to a field value or constant
 - > Greater than a field value or constant
 - < Smaller than a field value or constant
18. For the example, the value = is selected under the **Condition** column.
19. Select between the following values under the **Type** column:
 - **Constant**: The field value under **Field ID** corresponds to a static value.
 - **Field**: The field value under **Field ID** corresponds to another field value.In the example, the value **Constant** is selected under the **Type** column and the value **10000** (the corresponding customer number) is entered under the **Constant** column.

Report Field Conditions

Manage

Operator	Field Id	Field Caption	Condition	Type	Constant	Target Field Id	Target Field Caption
→ IF	⋮	2 Sell-to Customer No.	=	Constant	10000		

You have used the condition to define that certain sales order information is only displayed if the sales order is created for customer **10000 (Adatum Corporation)**.

In the following screenshot, you can see the difference in printing between sales order **101004** for customer **40000** (left) and sales order **101002** for customer **10000** (right).

CRONUS

Contoso Coffee, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Alpine Ski House
Ian Deberry
10 Deerfield Road
Atlanta, GA 31772
USA

Document Date
Customer No.

05/10/25
40000

Service Order - SVO000001

CRONUS

Contoso Coffee, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Aulatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

Document Date
Customer No.
Salesperson
Email

01/02/25
10000
Jim Olive
JO@contoso.com

Service Order - SVO000002

Add Text Line to Report

This section describes how to add a line of text to the report. In this example, these general text lines are added to a report:

Thank you for your trust and your order!
We are pleased to confirm your sales order.
Your order will be processed as soon as possible.

NOTE

Note that this way of adding text to the report does not support more than 80 characters per line. If you want to use a text that contains more than 80 characters, you must therefore either divide the text into correspondingly short sections per line or add the text to the report using rich text. For more information on rich texts and their extended functions, see the section [Add Rich Text to Report](#).

[!NOTE]

When using text lines, you have additional options in addition to the pure text form, such as the use of placeholders, which are automatically replaced in the continuous text with field values from the report. Further information on placeholders and their use can be found in the section [Add Placeholder to Text Line](#).

[!NOTE]

You can store translations for standard texts and field captions in the system. When selecting the report recipient, the corresponding language version of the text/field label is automatically inserted into the report. For more information on translations, see the section [Add Translation for Text Line](#) or [Add Translation for Field Caption](#).

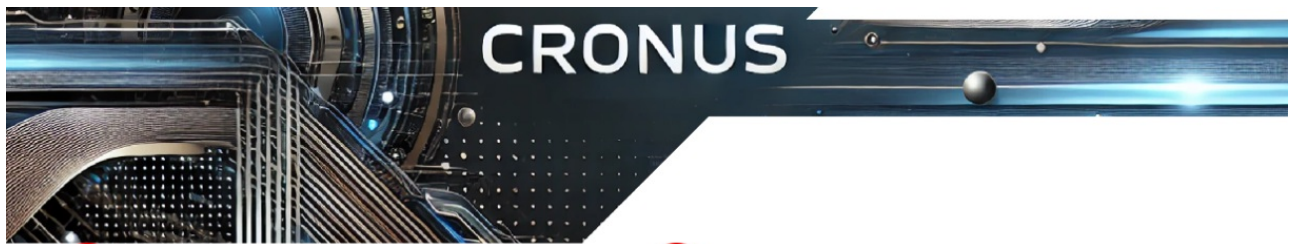
To add a line of text to the report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

The screenshot shows the SAP Report Setup interface for report 5606651 - Service Order. The interface is divided into several tabs: Run Report, Report Images, Report Preview, Copy Setup, Defaults, and More options. The General tab is active, displaying fields for ID (5606651), Name (BYD RPS Service Order), Caption (Service Order), Type (Service Document), Print Codeunit Id (5905), Record Id (Service Header Order:SV00000004), and Increase No. Printed (toggle). Below this is the Print Settings section, which includes Header and Line settings for Font, Font Size, Page Number, Signature Area, VAT Specification, Position No., Increase Position No., Item No., Lines without Quantity, and Prices. At the bottom, the Fields tab is selected, showing a list of fields with columns for Type, Table Id, No., Data Type, No. of Lines, No. of Conditions, Print Caption, Caption, No. of Translations, Value, Font, Font Size, Print Bold, Alignment, and Field Format Code. The Top Left field is highlighted.

6. Under the **Fields** tab, select the layout area in which you would like to add a line of text. In the following figure, you can identify the individual areas by number. In this example, text lines are added between the report name (here sales order) and the report lines in the **Top(3)** layout area.
 - **1: Top Left**
 - **2: Top Right**
 - **3: Top**
 - **4: Top Columns**
 - **5: Before Lines**
 - **6: Before Line**
 - **7: After Line**

- 8: After Lines
- 9: Bottom



1
Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2
Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3
Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5

6

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7

6

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7

8

Amount USD	2,285.30
6% VAT	137.12
Amount USD Incl. VAT	2,422.42

Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA
9

7. Select the **Top** area.
8. Insert a new line with the value **Text** under the **Type** column in the **Fields** area.
9. Enter the text for the text line under the **Caption** column. As already mentioned above, the standard text function

only allows 80 characters, so you must split the text into several text lines if necessary.

10. Change the value in the **Print Bold** column from **Caption** to **Nothing**.



Contoso Coffee, 7122 South Ashford Street, Westminister, Atlanta, GA 31772, USA

Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

Document Date
Customer No.
Your Reference
Salesperson
Email
Requested Delivery Date

02/01/25
10000
OFEN
Jim Olive
JO@contoso.com
03/31/25

Sales Order - S-ORD101001

Thank you for your trust and your order!
We are pleased to confirm your sales order.
Your order will be processed as soon as possible.

No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Line Discount %	Line Amount Excl. Tax
1	1000-S ATLANTA Whiteboard, base	12.00	Piece	1,397.50		16,767.60

Fields New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down  													
Top													
Type	Table Id	No.	No. of Links	No. of Conditions	Print Capt...	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	
Text					☒	Sales Order - <DOCNO> <COPYTE...			Arial	12.00	Caption + V...	Left	
Text					☒	<DOCNO>			IDAutomati...	12.00	Nothing	Right	
Text					☒	Thank you for your trust and your ...			Arial	8.00	Nothing	Left	
Text					☒	We are pleased to confirm your sal...			Arial	8.00	Nothing	Left	
Text					☒	Your order will be processed as soo...			Arial	8.00	Nothing	Left	
Text					☒				Arial	8.00	Caption	Left	

You have added a line of text to a layout area. You can move the individual text lines by proceeding as described in the section [Move Field in Report](#). Placeholders can be used in these text lines to place report-specific field values in the text lines. Further information on placeholders and their use can be found in the section [Add Placeholder to Text Line](#).

Add Placeholder to Text Line

This section describes how to add a placeholder to a text line. Placeholders can reference any field value from the report, for example the customer reference (field **Your Reference, ID: 11**) or the delivery date (field **Requested Delivery Date, ID: 5790**) for the document.

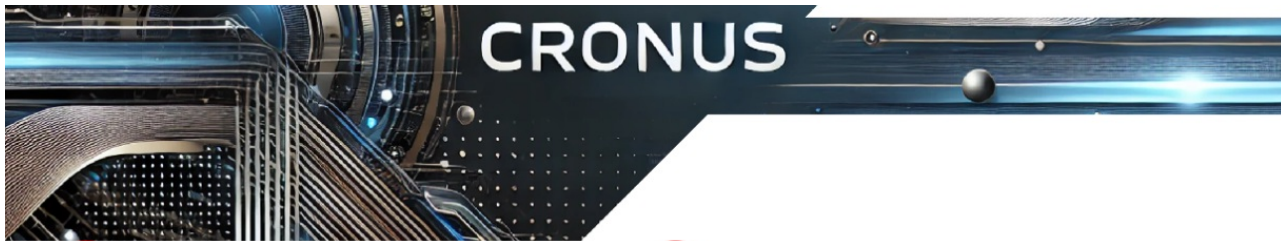
To use a placeholder in a text line in the report, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Report Setups** and click on the corresponding search result.
- 3. The **Report Setups** page is displayed.
- 4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
- 5. The report card is displayed.

The screenshot shows the 'Report Setup' page for '5606651 - Service Order'. The page is divided into several sections: General, Print Settings, and Fields. The 'Fields' tab is active, showing a list of fields and their positions. The 'Top Left' layout area is highlighted.

Field	Position
Header	Print
Font	Print
Font Size	1
Page Number	Print
Signature Area	Don't Print
VAT Specification	Print

- 6. Under the **Fields** tab, select the layout area in which you would like to add a placeholder in a text line. In the following figure, you can identify the individual areas by number. In this example, a placeholder is added in a text line between the report name (here sales order) and the report lines in the **Top(3)** layout area.
 - o **1: Top Left**
 - o **2: Top Right**
 - o **3: Top**
 - o **4: Top Columns**
 - o **5: Before Lines**
 - o **6: Before Line**
 - o **7: After Line**
 - o **8: After Lines**
 - o **9: Bottom**

**1**

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5**6**

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7**6**

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7**8**

Amount USD 2,285.30

6% VAT 137.12

Amount USD Incl. VAT 2,422.42

Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

Cronus AG | Sample Street 12, 12345 Sample City
Phone: +49 (0)123 456 789 | Email: info@cronus-ag.de | Website: www.cronus-ag.de
Commercial Register: HRB 987654 | VAT ID: DE123456789 | Tax Number: 123/456/78900
Bank Details: Sample Bank | IBAN: DE89 3704 0044 0532 0130 00 | BIC: COBADEFFXXX

S-ORD101002, 1 / 1

7. Select the **Top** area.
8. Click on the **Placeholder** option in the menu bar.
9. The **Report Placeholders** window opens.

Code ↑		Field Id	Field Caption	Default Value
<CURRENCY>		32	Currency Code	USD
<DOCNO>		3	No.	
→				

- Click in the **Code** column and enter the code for the placeholder. We recommend enclosing the code in brackets with a special character (e.g. **<REFERENCE>**).
- Under the **Field ID** column, select the field whose field value is to be added to a text line using the placeholder. For example, this can be the customer reference (field **Your reference, ID: 11**) or the delivery date (field **Requested Delivery Date, ID: 5790**).
- The value in the **Field Caption** column is updated by the system.
- You can define a default value for the placeholder under the **Default value** column.
- To use the placeholder in the text line, enter the placeholder code in the body text.

Top

Type	Table Id	No.	No. of Links	No. of Conditions	Print Capt...	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment
Text			—	—	☒	<DOCNO>	—		IDAutomati...	12.00	Nothing	Right
Text			—	—	☒		—		Arial	8.00	Caption	Left
Text			—	—	☒	Thank you for your trust and your ...	—		Arial	8.00	Nothing	Left
Text			—	—	☒	We are pleased to confirm your sal...	—		Arial	8.00	Nothing	Left
Text			—	—	☒	Your order will be processed as soo...	—		Arial	8.00	Nothing	Left
→ Text	:	—	—	—	☒	Delivery takes place on <DATE>.	—		Arial	8.00	Caption	Left
Text			—	—	☒		—		Arial	8.00	Caption	Left

You have created a placeholder and used it in a line of text. **Beyond Document Designer Service** automatically replaces the placeholder with the referenced specific field value in the report.

NOTE

Please note that no formulas can be entered when specifying the default value for a placeholder. Formulas (today + 5 days) cannot be used. You must specify a constant as the default value.

NOTE

Please note that placeholders can only reference field values and insert them into texts if the referenced field has a field value. If no field value is entered, the text line is still printed. However, you can use a condition to prevent the text line from being printed. To do this, you must define under the text line in the **No of Conditions** column that the text line is only printed if the field contains a value. The condition must be defined as follows: **Selected field** for the placeholder **Equal to Constant Blank**.

Report Field Conditions

Manage

Operator	Field Id	Field Caption	Condition	Type	Constant	Target Field Id	Target Field Caption
→ IF	:	5929 Starting Date	< >	Constant			

Add Translation for Text Line

This section describes how to add a translation for a line of text. Please note that you must maintain a translation for each line of text that you have added in accordance with these instructions. We recommend using rich texts for longer texts. For more information on this text type, see the section [Add Rich Text to Report](#).

To add a translation for a line of text, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run Report Report Images Report Preview Copy Setup... Defaults More options

General

ID: 5606651 Type: Service Document Increase No. Printed: ☐

Name: BYD RPS Service Order Print Codeunit Id: 5905 Record Id: Service Header Order SVC0000004

Print Settings

Header

Font: Arial Font Size: 8.00 Page Number: Print Bottom Signature Area: Don't Print VAT Specification: Print

Line

Position No.: Print Increase Position No.: 1 Item No.: Print Lines without Quantity: Don't Print Prices: Print

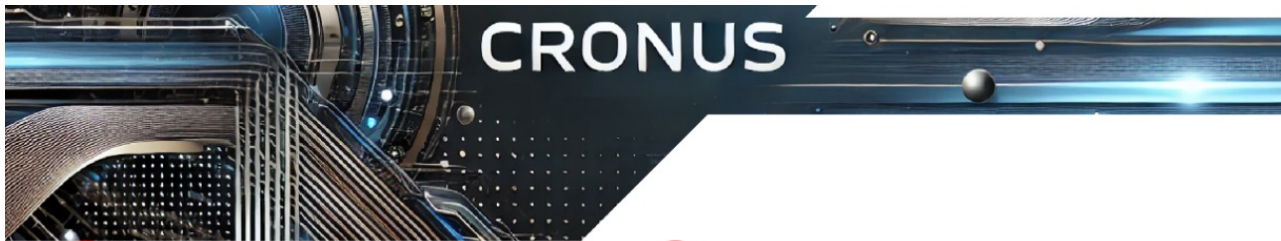
Fields

New Line Delete Line Add Fields... Add Related Fields... Copy Fields... Additional Fields Placeholders Move Up Move Down

Top Left

Type	Table Id	No.	Data Type	No. of Lines	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Under the **Fields** tab, select the layout area in which you would like to add a translation for a line of text. In the following figure, you can identify the individual areas by number. In this example, a translation is added for a text line in the **Top(3)** layout area.
 - 1: Top Left
 - 2: Top Right
 - 3: Top
 - 4: Top Columns
 - 5: Before Lines
 - 6: Before Line
 - 7: After Line
 - 8: After Lines
 - 9: Bottom

**1**

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5**6**

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7**6**

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7**8**

Amount USD 2,285.30

6% VAT 137.12

Amount USD Incl. VAT 2,422.42

Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

Cronus AG | Sample Street 12, 12345 Sample City
Phone: +49 (0)123 456 789 | Email: info@cronus-ag.de | Website: www.cronus-ag.de
Commercial Register: HRB 987654 | VAT ID: DE123456789 | Tax Number: 123/456/78900
Bank Details: Sample Bank | IBAN: DE89 3704 0044 0532 0130 00 | BIC: COBADEFFXXX

S-ORD101002, 1 / 1

7. Select the **Top** area.

8. Click in the line for the corresponding text line in the **No. of Translations** column.

Type	Table Id	No.	No. of Links	No. of Conditions	Print Capt...	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment
Text			–	–	☒		–		Arial	8.00	Caption	Left
→ Text	:	–	–	–	☒	Thank you for your trust and your ...	–		Arial	8.00	Nothing	Left
Text			–	–	☒	We are pleased to confirm your sal...		Open details for "No. of Translations" --	Arial	8.00	Nothing	Left
Text			–	–	☒	Your order will be processed as soo...	–		Arial	8.00	Nothing	Left
Text			–	–	☒	Delivery takes place on <DATE>.	–		Arial	8.00	Caption	Left
Text			–	–	☒		–		Arial	8.00	Caption	Left

9. The **Report Translations** window is displayed.

←

Report Translations

Manage

	Language Code ↑	Caption
→		

10. Under the **Language Code** column, enter the language in which you want to store the translation for the text line.
11. Enter the translation of the text line under the **Caption** column.

You have added a translation for a line of text.

Add Seasonal Text to Report

This section describes how to add a seasonal text to a report. Seasonal texts are used in **Beyond Document Designer Service** to display a text only within a specific time period.

To create a seasonal text and add it to a report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run Report Report Images Report Preview Copy Setup... Defaults More options

General

ID: 5606651 Type: Service Document Increase No. Printed: ☐ Record ID: Service Header Order SVO0000004

Name: BYD RPS Service Order Print Codeunit ID: 5905

Caption: Service Order

Print Settings

Header

Font: Arial Font Size: 8.00 Page Number: Print Bottom Signature Area: Don't Print VAT Specification: Print

Line

Position No.: Print Increase Position No.: 1 Item No.: Print Lines without Quantity: Don't Print Prices: Print

Fields New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down

Top Left

Type	Table ID	No.	Data Type	No. of Links	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Under the **Fields** tab, select the layout area in which you would like to add a seasonal text. In the following figure, you can identify the individual areas by number. In this example, a seasonal text for the end of the year is added in the **Bottom (9)** layout area.
 - **1: Top Left**
 - **2: Top Right**
 - **3: Top**
 - **4: Top Columns**
 - **5: Before Lines**
 - **6: Before Line**
 - **7: After Line**
 - **8: After Lines**
 - **9: Bottom**



1

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5

6

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7

6

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7

8

Amount USD 2,285.30

6% VAT 137.12

Amount USD Incl. VAT 2,422.42

Ship-to

Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

Cronus AG | Sample Street 12, 12345 Sample City
Phone: +49 (0)123 456 789 | Email: info@cronus-ag.de | Website: www.cronus-ag.de
Commercial Register: HRB 987654 | VAT ID: DE123456789 | Tax Number: 123/456/78900
Bank Details: Sample Bank | IBAN: DE89 3704 0044 0532 0130 00 | BIC: COBADEFFXXX

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- Click in the **Fields** area in a new line and select the **Seasonal Text** value under the **Type** column.
- In the **No.** column, click in the input field and select the **New** option.

Fields New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down Share Refresh									
Bottom									
Type		Table Id		Code ↑		Description		(There is nothing to show in this view)	
Address			36						
Related Field			10						
Related Field			289						
→ Seasonal Text			36						

9. The **Select - Seasonal texts** window is displayed.

Select - Seasonal Texts

[New](#)
[Edit List](#)

Code ↑	Description
→	

Text Blocks

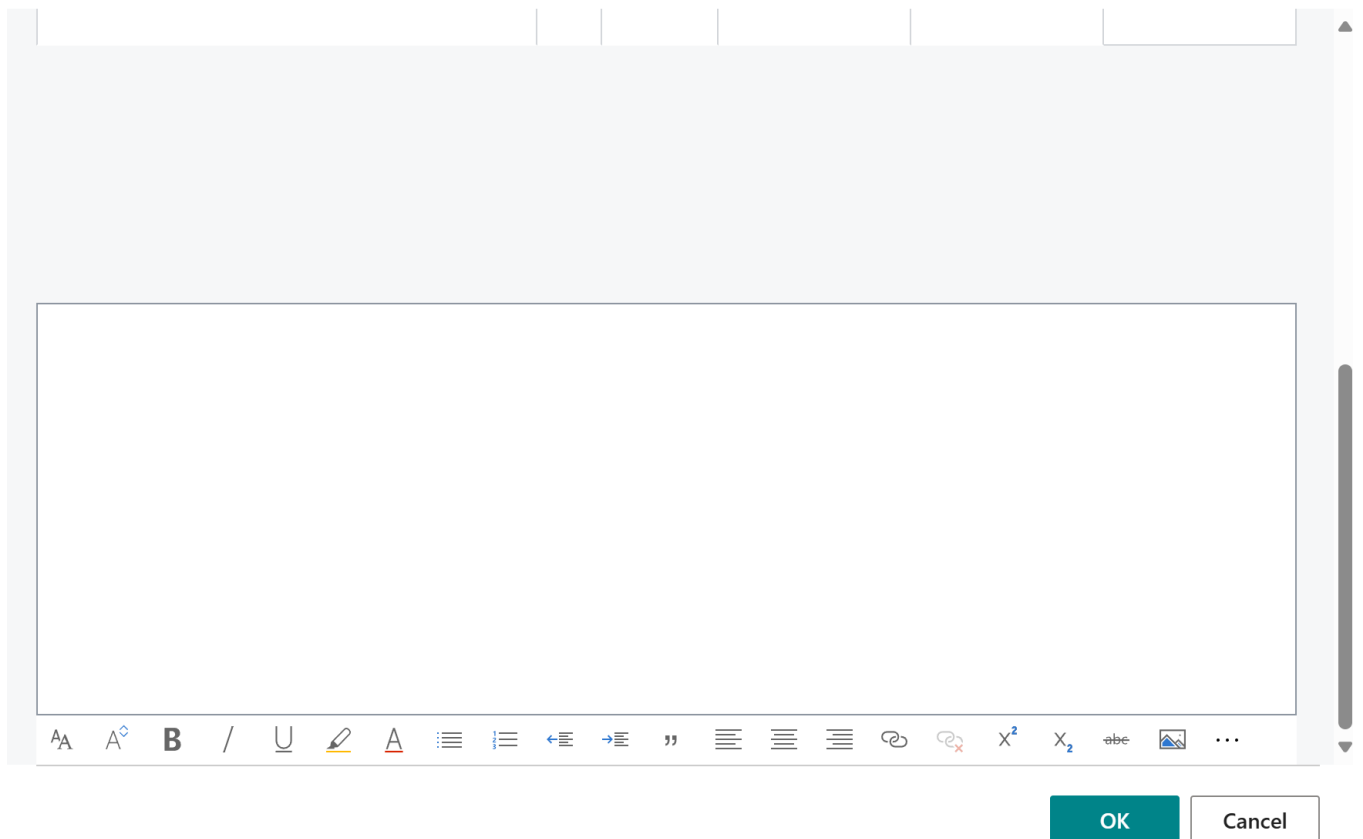
[New Line](#)
[Delete Line](#)

Description	Active	Language Code	Starting Date	Ending Date
→	☐			

OK

Cancel

- Enter a code for the seasonal text in the **Code** column.
- Enter a description for the seasonal text under the **Description** column.
- Activate the checkbox under the **Active** column.
- Enter the appropriate language code for the text under the **Language Code** column.
- Under the **Starting Date** column, define the date from which the seasonal text is to be printed in the reports.
- Under the **Ending Date** column, define the date from which the seasonal text should no longer be printed in the reports.
- Scroll down and click in the text input field.



AA A² **B** / U  A     "      X² X₂   ...

OK Cancel

17. Enter the continuous text for the seasonal text and click **OK**. The following options are available for the design:

Icon	Description
------	-------------



Font: Click on this icon to change the font of the text.



Font Size: Click on this icon to change the size of the font.



Font Style Bold: Click on this icon to change the font style between bold or normal.



Font Style Italic: Click on this icon to change the font style between italic or normal.



Font Style Underlined: Click on this icon to change the font style between underlined or normal font style.



Background Color: Click on this icon to define the color behind the font.



Font Color: Click on this icon to define the color of the font.



Bulleted List: Click on this icon to format the selected text as a bulleted list.



Ordered List: Click on this icon to add a number to the selected text.



Reduce indentation: Click on this icon to reduce the indentation of the text.



Increase indentation: Click on this icon to increase the indentation of the text.



Quote: Click on this icon to mark the text as a quote.

Icon	Description
	Align Left: Click on this icon to align the text to the left.
	Align Center: Click on this icon to align the text to the center.
	Align Right: Click on this icon to align the text to the right.
	Add Link: Click on this icon to insert a link into the text.
	Delete Link: Click on this icon to remove the selected link in the text.
	Superscript: Click on this icon to format the selected text as superscript.
	Subscript: Click on this icon to format the selected text as subscript.
	Strikethrough: Click on this icon to format the selected text with a strikethrough.
	Add Image: Click on this icon to add an image.
	Add Alternative Text: Select an image in the text and click on this icon to add an alternative text (image caption).
	Text Direction From Left To Right: Click on this icon to format the selected text from left to right.
	Text Direction From Right To Left: Click on this icon to format the selected text from right to left.
	Revert Changes: Click on this icon to undo your changes to the text.
	Repeat: Click on this icon to repeat your changes to the text after you have reverted them.
	Delete Formatting: Click on this icon to remove the formatting from the selected text.
	Insert Table: Click on this icon to insert a table into the text.

You have created a seasonal text and added it to the report.

Add Rich Text to Report

This section describes how to add a rich text to the report. Please note that rich texts can only be used if you have installed and licensed the **Beyond Rich Text** app.

For the following description, we assume that the **Beyond Rich Text** app is installed and licensed, and that rich text types and rich text templates have already been created. For more information on how to create rich text types and templates, please refer to the corresponding documentation for **Beyond Rich Text**.

To use a rich text in a report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the corresponding report in the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606651 - Service Order

Run Report Report Images Report Preview Copy Setup... Defaults More options

General

ID: 5606651 Type: Service Document Increase No. Printed: ☐

Name: BYD RPS Service Order Print Codeunit ID: 5905 Record ID: Service Header Order:SV0000004

Caption: Service Order

Print Settings

Header

Font: Arial Position No.: Print

Font Size: 8.00 Increase Position No.: 1

Page Number: Print Bottom Item No.: Print

Signature Area: Don't Print Lines without Quantity: Don't Print

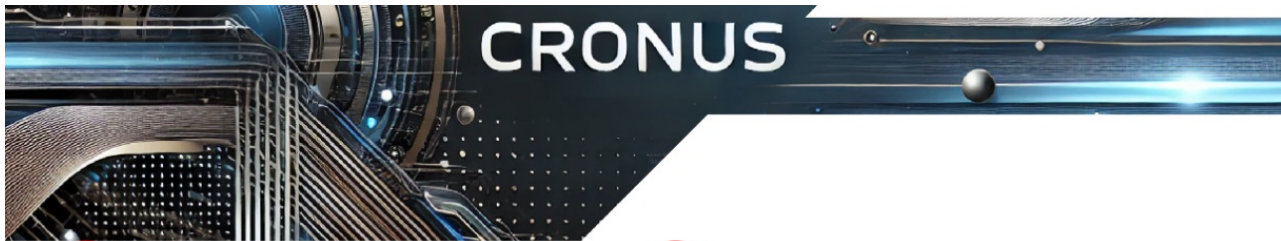
VAT Specification: Print Prices: Print

Fields New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down

Top Left

Type	Table ID	No.	Data Type	No. of Lines	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Under the **Fields** tab, select the layout area to which you want to add the rich text. In the following figure, you can identify the individual areas by number.
 - 1: **Top Left**: This layout area is located at the top left of the report and is primarily used as the address area. For more information on setting the address, please refer to the section **Edit Report Address Format**.
 - 2: **Top Right**: *This layout area is located at the top right of the report and is primarily used to display additional information relevant to the report.
 - 3: **Top**: *This layout area is located in the report below the address area and the report information.
 - 4: **Top Columns**: **This layout area is located in the report above the column headers for the report lines.
 - 5: **Before Lines**: This layout area is located **before* all report lines.
 - 6: **Before Line**: This layout area is located before each report line. Please note that this layout area is repeated ***per line*.
 - 7: **After Line**: This layout area is located after each report line. Please note that this layout area is repeated ***per line*.
 - 8: **After Lines**: This layout area is located **after* all report lines.*
 - 9: **Bottom**: This layout area is located at the bottom of the report.



1
Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2
Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3 Service Order - SVO000001**4**

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5**6**

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7**6**

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7**8**

Amount USD	2,285.30
6% VAT	137.12
Amount USD Incl. VAT	2,422.42

9 Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

Other selectable areas such as **Line**, **Totals** and **VAT Specification** are reserved by the system and cannot be edited. If you want to hide the **VAT Specification** report area, you will find the corresponding setting in the [Define Print Settings](#) section.

7. In our example, we select the layout area **Top** (3).
8. Click in a new row under the **Fields** area and select the value **Related field** under the **Type** column.

- 9. Click in the **Table ID** column and enter the value **5606705 (BYD RT Rich Text Data)**.
- 10. Click in the **No.** column and enter the value **10 (Rich text data)**.
- 11. Click in the **No. of Links** column.
- 12. The **Report Field Links** window is displayed.
- 13. Define the following lines in the **Report Field Links** window:
 - **Field ID: 1, Field Caption:** Source Record ID, **Link Type:** Record ID
 - **Field ID: 2, Field Caption:** Type Code, **Link Type:** Filter, **Filter Value:** Code of the rich text template that you want to include

Report Field Links ✕

Manage 🔗

	Field Id	Field Caption	Link Type	Filter Value	Header Field Id	Header Field Caption
	1	Source Record Id	Record Id			
→	2	Type Code	Filter	SALES-ORDER-ALL		

- 14. Close the **Report Field Links** window.
- 15. Deactivate the checkbox for the rich text line under the **Print Caption** column.

You have added a rich text to a report.

Print several Field Values Of A Record In One Line

This chapter describes how to set up a complex case for printing several field values of a data record in one line. The functionality is explained using an example.

In this example, the document lines of the sales shipment are set up to display lot numbers and the corresponding lot quantities of an item.

[!NOTE]

Display of added fields

Please note that fields are only printed in the report if they have a field value. If fields that you added do not have a field value, they will not be printed in the report. If the field is not printed, you must maintain the data and enter a field value.

[!NOTE]

Settings for added fields

Please note that changes to the formatting in the **Fields** area override the general print settings, i.e. if you make a change in the **Font**, **Font Size**, **Print Bold** and **Alignment** columns for this line, this will only affect this line.

TIP

Show preview in a separate browser window

A preview of the report is displayed in the factbox (**ALT+F2**). However, to customize reports quickly and easily, we recommend that you open the report preview (on the **Report Settings** page) in a separate browser window. If you make a change to the report design, you can then track the change to the report at any time by clicking on the **Refresh** button.

To print several field values of a data record in one line, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the relevant report from the list and click on the value under the **ID** column in the report line. In the example, we select the report **Sales Shipment** with the ID **5606634**.
5. The report card is displayed.
6. Under the **Fields** tab, select the layout area to which you want to add the linked field. In the following screenshot, you can identify the individual layout areas by number.
 - **1: Top Left:** *This layout area is located at the top left of the report and is primarily used as the address area. For more information on setting the address, please refer to the section [Edit Report Address Format](#).*
 - **2: Top Right:** *This layout area is located at the top right of the report and is primarily used to display additional information relevant to the report.*
 - **3: Top:** *This layout area is located in the report below the address area and the report information.*
 - **4: Top Columns:** *This layout area is located in the report above the column headers for the report lines.*
 - **5: Before Lines:** *This layout area is located ****before*** all report lines.*
 - **6: Before Line:** *This layout area is located before each report line. Please note that this layout area is repeated *****per line***.*
 - **7: After Line:** *This layout area is located after each report line. Please note that this layout area is repeated *****per line***.*
 - **8: After Lines:** *This layout area is located ****after*** all report lines.**
 - **9: Bottom:** *This layout area is located at the bottom of the report.*



1

Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA
Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date 01/02/25
Sell-to Customer No. 10000
Your Reference OPEN
Salesperson Jim Olive
Email JO@contoso.com

3

Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
-----	-------------	----------	----------------------	-------	----------------------	-------------	-----------------------

5

6

1	1968-S	MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10	1,901.00
---	--------	----------------------------	-------	-------	-------	--------	----------

7

6

2	1928-S	AMSTERDAM Lamp	7.00	Piece	6.00%	54.90	384.30
---	--------	----------------	------	-------	-------	-------	--------

7

8

Amount USD	2,285.30
6% VAT	137.12
Amount USD Incl. VAT	2,422.42

Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

9

Cronus AG | Sample Street 12, 12345 Sample City
Phone: +49 (0)123 456 789 | Email: info@cronus-ag.de | Website: www.cronus-ag.de
Commercial Register: HRB 987654 | VAT ID: DE123456789 | Tax Number: 123/456/78900
Bank Details: Sample Bank | IBAN: DE89 3704 0044 0532 0130 00 | BIC: COBADEFFXXX

S-ORD101002, 1 / 1

Other selectable areas such as **Line**, **Totals** and **VAT Specification** are reserved by the system and cannot be edited. If you want to hide the **VAT Specification** report area, you will find the corresponding setting in the [Define Print Settings](#) section.

7. In our example, we select the layout area **By line** (7).

8. To print the field values **Lot Number** and the corresponding quantity from this lot for the item in the sales

shipment, select the **Linked Field** option in the **Type** column.

9. Under the **Table ID** column, select the value **32** (Item Ledger Entry).

Type	Table ID	No.	No. of Links	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment
→ Related Field	32				☒				Arial	8.00	Caption	Left

10. In the **No.** column, select the value **12** (quantity).

11. In the **No. of Links** column, click on the underscore _.

12. The **Report Field Links** window is displayed.

Separator	Position	Field No.	Print Caption	Caption	No. of Translations	Line Break
→	Before Value		☒			☐

13. Under the **Field ID** column, select the value **2** (item no.).

14. In the same line, select the value **6** (No.) under the **Header Field ID** column.

15. Select the value **6** (Document No.) in a new line under the **Field ID** column.

16. In the same line, select the value **3** (Document No.) under the **Header field ID** column.

Field ID	Field Caption	Link Type	Filter Value	Header Field ID	Header Field Caption
2	Item No.	Field		6	No.
6	Document No.	Field		3	Document No.

17. Close the **Report Field Links** window.

18. Deactivate the **Print Caption** checkbox for the created line with the value **Related field**.

19. Select the **Additional Fields** option from the **Fields** tab in the menu bar.

20. The **Additional Report Fields** window is displayed.

Additional Report Fields



Manage



Separator	Position	Field No.	Print Capti...	Caption	No. of Translations	Line Break
→	Before Value		☒			☐

21. Select the value **6501** (Lot No.) under the **Field No.** column.

22. Enter the value **Lot Info** under the **Caption** column.

23. Enter the value **Quantity:** in the second line under the **Caption** column.

Additional Report Fields



Manage								
Separator	Position	Field No.	Print Capti...	Caption	No. of Translations	Line Break		
→	:	Before Value	6501	☒	Lot info	-	☐	
		Before Value		☒	Quantity:	-	☐	

24. Close the **Additional Report Fields** window.

In the report preview, all lot numbers used and the corresponding quantities from the lot are displayed below the item.

**DIGITAL
SIMPLICITY**

BEYOND

Schauenburgerstr. 116, 24118 Kiel, Deutschland
Trey Research
Brigitte Werner
Southwark Bridge Rd, 91-95
80997 München
Deutschland

Document Date 06/05/25
Sell-to Customer No. 20000
Name Detlef Hembrock
Phone No. +49 431 36303736
E-Mail DH@contoso.com

Sales Shipment - 102255

No.	Description	Quantity	Unit of Measure	Location Code	Bin Code	Shipment Date	
1	1023	Beyond Paint – Blue RAL 5005, metallic blue	250.00	Liter	BERLIN	HR-2-3	06/05/25
Lot info: LOT-2025-000251 Quantity:-150.00 Lot info: LOT-2025-003549 Quantity:-50.00 Lot info: LOT-2025-001542 Quantity:-50.00							

Define Formats

This chapter describes how to define formatting for information in the report. In **Beyond Document Designer Service**, formatting refers to the notation of addresses, numbers, monetary amounts, and dates.

[!NOTE]

Please note that fields are only printed in the report if they have a field value. If fields that you add do not have a field value, they will not be printed in the report. If the field is not printed, you must maintain the data and enter a field value.

The contents of this chapter are divided into the following sections:

- [Setup Field Format](#)
- [Edit Report Address Format](#)

Setup Field Format

This section describes how to set formatting for a field in a report. **Beyond Document Designer Service** allows you to set how field information is printed in the report. This is particularly useful if, for example, you want to print a date in ISO format in all reports or use a country-specific format for a field in all reports. Below is an example of a date format:

Format Type	American (en-US)	German (de-DE)
Short Form	12/31/2025 (MM/DD/YYYY)	31.12.2025 (DD.MM.YYYY)
ISO format (standardized)	2025-12-31 (is also used in the US for IT/databases)	2025-12-31
Spoken form	"December 31, 2025"	"31. December 2025"

In addition to the date format, you can also define formats for numbers and amounts. For example, if you prefer a specific country-specific notation for numbers or amounts, even though the report is executed in the business partner's language, you can define this with **Beyond Document Designer Service**. Below are some examples of number notation from German-speaking countries for clarification:

Country	Notation	Characteristics
Germany (DE)	1.000,50 €	Period as thousand separator, comma for decimal places, currency symbol followed by a space
Austria (AT)	1.000,50 €	Just like in Germany
Switzerland (CH)	1'000.50 CHF	Apostrophe (') as thousands separator, period as decimal separator, currency symbol often followed by a space
Liechtenstein (LI)	1'000.50 CHF	Just like in Switzerland
Luxembourg (LU)	1.000,50 €	Mostly German spelling, but often multilingual (French/German)
Belgium (BE)	1.000,50 €	Just like in Germany; however, French-speaking regions write, for example, 1,000.50 € (with a space as the thousand separator).
South Tyrol (IT)	1.000,50 €	German-speaking South Tyroleans use the same format as in Austria/Germany, but in Italian, the period and comma are often reversed (i.e., €1,000.50 or even €1,000.50).

To define field formatting in **Beyond Document Designer Service**, proceed as follows:

1. Open the search function from the role center (ALT+Q).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select the appropriate report from the list whose field information you want to format, and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup
5606651 - Service Order

Run Report Report Images Report Preview Copy Setup... Defaults More options

General

ID: 5606651 Type: Service Document Increase No. Printed: ☐ Record ID: Service Header Order: SVO0000004

Name: BYD RPS Service Order Print Codeunit ID: 5905

Caption: Service Order

Print Settings

Header

Font: Arial Font Size: 8.00 Page Number: Print Bottom Signature Area: Don't Print VAT Specification: Print

Line

Position No.: Print Increase Position No.: 1 Item No.: Print Lines without Quantity: Don't Print Prices: Print

Fields

New Line Delete Line Add Fields... Add Related Fields... Copy Field... Additional Fields Placeholders Move Up Move Down

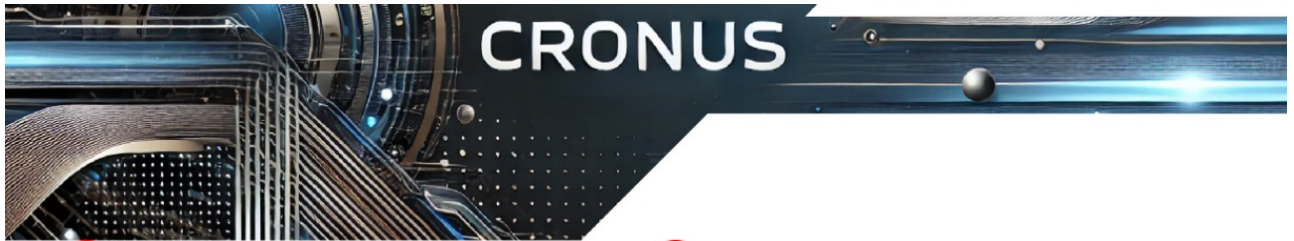
Top Left

Type	Table ID	No.	Data Type	No. of Lines	No. of Conditions	Print Caption	Caption	No. of Transactions	Value	Font	Font Size	Print Bold	Alignment	Field Format Code
------	----------	-----	-----------	--------------	-------------------	---------------	---------	---------------------	-------	------	-----------	------------	-----------	-------------------

6. Scroll down to the **Fields** section.
7. Under the **Fields** tab, select the layout area to which you want to add the field. In the following screenshot, you can identify the individual layout areas by number.
 - **1: Top Left:** This layout area is located at the top left of the report and is primarily used as the address area. For more information on setting the address, please refer to the section [Edit Report Address Format](#).
 - **2: Top Right:** This layout area is located at the top right of the report and is primarily used to display additional information relevant to the report.
 - **3: Top:** This layout area is located in the report below the address area and the report information.
 - **4: Top Columns:** This layout area is located in the report above the column headers for the report lines.
 - **5: Before Lines:** This layout area is located ****before*** all report lines.*
 - **6: Before Line:** This layout area is located before each report line. Please note that this layout area is repeated ****per line***.
 - **7: After Line:** This layout area is located after each report line. Please note that this layout area is repeated

***per line*.

- **8: After Lines:** This layout area is located ****after*** all report lines.*
- **9: Bottom:** This layout area is located at the bottom of the report.



1	Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA Adatum Corporation Robert Townes 192 Market Square Atlanta, GA 31772 USA	2	Document Date 01/02/25 Sell-to Customer No. 10000 Your Reference OPEN Salesperson Jim Olive Email JO@contoso.com
----------	--	----------	---

3 Service Order - SVO000001

4

No.	Description	Quantity	Unit of Measure Code	Tax %	Unit Price Excl. Tax	Line Disc %	Line Amount Excl. Tax
5							
6							
1	1968-S MEXICO Swivel Chair, black	10.00	Piece	6.00%	190.10		1,901.00
7							
6							
2	1928-S AMSTERDAM Lamp	7.00	Piece	6.00%	54.90		384.30
7							
8							
						Amount USD	2,285.30
						6% VAT	137.12
						Amount USD Incl. VAT	2,422.42

9 Ship-to Adatum Corporation, Robert Townes, 192 Market Square, Atlanta, GA 31772, USA

Other selectable areas such as **Line**, **Totals** and **VAT Specification** are reserved by the system and cannot be edited. If you want to hide the **VAT Specification** report area, you will find the corresponding setting in the [Define Print Settings](#) section.

8. Click in the corresponding field row on the right-hand side of the **Fields** area in the **Field Format Code** column.
9. Select the option **Select from complete list** from the drop-down menu.

Report Setup

5606632 - Sales Order

Run Report

Report Images

Report Preview

Copy Setup...

Defaults

More options

General

Id

5606632

Type

Document

Increase No. Printed

☐

Name

BYD RP Sales Order

Print Codeunit Id

313

Record Id

Sales Header Order 101010

Caption

Sales Order

Print Settings

Header

Font

Arial

Font Size

8.00

Page Number

Print Bottom

Signature Area

Don't Print

VAT Specification

Print

Line

Position No.

Print

Increase Position No.

1

Item No.

Print

Lines without Quantity

Don't Print

Prices

Print

Fields

New Line

Delete Line

Add Fields...

Add Related Fields...

Copy Field...

Line Conditions

Additional Fields

Placeholders

Move Up

Move Down

Fields

Line

Type	No.	Data Type	No. of Conditions	Print Caption	Caption	No. of Translations	Alternate Field No.	Alternate Field Caption	Font	Font Size	Print Bold	Alignment	Field Format Code
System		Text	--	☐	Pos. Nr.	--			Arial	8.00	Caption	Left	
System	6	Code	--	☒	Nr.	1			Arial	8.00	Caption	Left	
System	11	Text	--	☒	Schreibburg	1			Arial	8.00	Caption	Left	
System	15	Decimal	--	☒	Menge	1			Arial	8.00	Caption	Right	
System	5407	Code	--	☒	Einheitencode	1			Arial	8.00	Caption	Right	
System	25	Decimal	--	☒	MwSt. %	1			Arial	8.00	Caption	Right	
System	22	Decimal	--	☒	VW-Preis Ohne MwSt.	1			Arial	8.00	Caption	Right	
System	27	Decimal	--	☒	Ziellensatz %	1			Arial				
System	103	Decimal	--	☒	Zellenbetrag Ohne MwSt.	1			Arial				

+ New

Show details

Select from full list

10. The **Select - Field Formats** window is displayed.

11. Click on the **New** option in the menu bar of the window. Alternatively, you can also use preconfigured field formats via the **Suggest Field Formats** option.

Select - Field Formats

+ New

Edit List

...

Delete

Suggest Field Formats

✓ Show as menu

Code ↑

Description

(Th

Result

Translations

New Line

Delete Line

Language Code ↑

Format

Result

(There is nothing to show in this view)

OK

Cancel

12. Enter a code for the format in the **Code** column.
13. Enter a description in the **Description** column.
14. Enter the format in the **Format** column. The corresponding options for designing the format can be found under [Formatting values, dates, and time](#). The **Result** column shows you an example value.

Code ↑	Description	Format	Result
→ DEC_00	Default Format of BC	<Integer> <Decimals>	12345,67
DEC_01	Number with two decimal places	<Precision,2:2> <Integer> <Decim...	12345,67
DEC_02	With Thousandseparator	<Sign> <Integer Thousand> <Dec...	12.345,67
DEC_03	Without Thousandseparator	<Sign> <Integer> <Decimals>	12345,67
DEC_04	With dot instead of comma	<Sign> <Integer> <Decimals> <C...	12345.67
DEC_05	Thousandseparator with sign last	<Integer Thousand> <Decimals>...	12.345,67
DEC_06	Without Thousandseparator and ...	<Integer> <Decimals> <Sign,1>	12345,67
DEC_07	With Currency Symbol	\$ <Sign> <Integer> <Decimals>	\$ 12345,67
DEC_08	With Percentage Symbol	<Integer> <Decimals> %	12345,67%

Translations

📄 New Line

🗑 Delete Line



Language Code ↑	Format	Result
→ DEU	<Integer> <Decimals>	12345,67

OK

Cancel

15. After defining the format in the **Select - Field Formats** window, click **OK**. This applies the format to the field you selected.

IMPORTANT

Define number formats

When defining formats for numerical values, please note the following: For formats with <Sign>, signs are only displayed if the numerical value is negative. In addition, for certain formats, you should use a protected space (**ALT+0160**) to ensure that numbers (French notation) are not separated.

You have defined a format. Below you will find the finished examples for different formats.

Country	Characteristics	Notation	Format
Germany (DE)	Period as thousand separator, comma for decimal places, currency symbol followed by a space	12.345,67 €	<Sign><1000Character,><Comma,,> €
Austria (AT)	Just like in Germany	12.345,67 €	<Sign><1000Character,><Comma,,> €
Switzerland (CH)	Apostrophe (') as thousands separator, period as decimal separator, currency symbol often followed by a space	12'345.67 CHF	<Sign><1000Character,'><Comma,,> CHF
Liechtenstein (LI)	Just like in Switzerland	12'345.67 CHF	<Sign><1000Character,'><Comma,,> CHF
Luxembourg (LU)	Mostly German spelling, but often multilingual (French/German)	12.345,67 €	<Sign><1000Character,><Comma,,> €
France (FR)	Protected space as thousand separator, decimal separator with comma, currency symbol with protected space after the amount	12 345,67 €	<Sign><1000Character, ><Comma,,> €

Edit Report Address Format

This section describes how you can edit the address format.

To edit the address format for a report, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Report Setups** and click on the corresponding search result.
3. The **Report Setups** page is displayed.
4. Select one of the available reports from the list and click on the value under the **ID** column in the report line.
5. The report card is displayed.

Report Setup

5606632 - Sales Order

Run Report

Report Images

Report Preview

Copy Setup...

Defaults

More options

General

Id

5606632

Type

Document

Record Id

Sales Header: Order.S-ORD101010

Name

BYD RP Sales Order

Print Codeunit Id

313

Caption

Sales Order

Increase No. Printed

Print Settings

Header

Font

Arial

Font Size

8.00

Page Number

Print Bottom

Signature Area

Print

VAT Specification

Print

Line

Position No.

Print

Increase Position No.

1

Item No.

Print

Lines without Quantity

Don't Print

Prices

Print

Fields

New Line

Delete Line

Add Fields...

Add Related Fields...

Copy Field...

Additional Fields

Placeholders

Move Up

Move Down

Top Left

Type	Table Id	No.	Fields	No. of Conditions	Print Caption	Caption	No. of Translations	Value	Font	Font Size	Print Bold	Alignment
→ Address	79	COMPANY INFO.		-	☐	Company Info.	-	-	Arial	6.00	Caption + Val...	Left
Address	36	BILL-TO		-	☐	Bill-to	-	-	Arial	8.00	Caption	Left

6. Scroll down to the **Fields** tab.
7. In the dropdown menu for the layout area, select the value **Top Left**.

8. In the list for the **Top Left** layout area, there are two lines of the type **Address**. The two address lines control the content and the display of the addresses on the report.

CRONUS

1

7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA

Adatum Corporation
Robert Townes
192 Market Square
Atlanta, GA 31772
USA

2

Document Date
Sell-to Customer No.
Your Reference
Salesperson
Email

02/01/25
10000
OPEN
Jim Olive
JO@contoso.com

Service Order - SVO000001

9. You can edit the font style, font size and font on the right-hand side of the corresponding line. To edit the printed content in the address fields, click on the value in the **No.** column in the corresponding line under the **Fields** tab. Open the dropdown menu and click on the **Show Details** option.

Fields

New LineDelete LineAdd Fields...Add Related Fields...Copy Field...Additional FieldsPlaceholdersMove L

Top Left

Type	Table Id	No.	No. of Links	No. of Conditions	Print Caption	Caption	No. c
→ Address	79	COMPANY	...	—	☐	Company Info.	
Address	36						

Table Id ↑Code ↑

→79COMPANY INFO.

+ NewShow detailsSelect from full list

10. The **Report Address Formats** window is displayed.



+ New

Edit List

Delete



Table Id ↑ ▼	Table Caption	Code ↑ ▼	Caption	Hide Blanks	Single Line
→ 79	Company Information	COMPANY I...	Company Info.	☒	☒

Settings

Name Id	...	
Name 2 Id	...	
Contact Id	...	
Address Id	4 ...	Address
Address Id	5 ...	Address 2
Post Code Id	30 ...	ZIP Code
City Id	6 ...	City
County Id	31 ...	State
Country/Region Code Id ..	36 ...	Country/Region Code

11. A configuration is already defined by default on the **Report Address Formats** page.
12. If you want to include additional information, such as the company name in the address area (1), open the dropdown menu under the **Name ID** field and select the **Name** value from the **Fields Lookup**.

Fields Lookup



No. ↑	Field Name	Field Caption
→ 1	Primary Key	Primary Key
2	Name	Name
3	Name 2	Name 2
25	Ship-to Address 2	Ship-to Address 2
26	Ship-to City	Ship-to City

OK

Cancel

13. To apply the change and add the name of your company to the address field, click **OK**.
14. The window is closed and the selected value is transferred to the **Name ID** field.
15. To close the **Report address formats** window and return to the **Report settings** page, press the ESC key on the keyboard.



Cronus USA, 7122 South Ashford Street, Westminster, Atlanta, GA 31772, USA

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Robert Townes
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Atlanta, GA 31772
USA

NOTE

Info

Please note that the report you want to use must be activated in your Business Central. For more information on how to deactivate the standard report from Business Central and activate the reports from **Beyond Document Designer Service**, please refer to the chapter [Activate Reports](#).

You have edited the address line. For more information on how to add a new field with a field value to a layout area, see the section [Add Field to Report](#).

Beyond Document Designer Service also allows you to reference field values that are related to the source field (**Salesperson Code** -> **Salesperson Name**). For more information on how to add a related field to a report, see the section [Add Related Field to Report](#).