Customize Your Reports Without a Developer

Duration:	2.5 Hours
Delivery Method:	Group Internet – Via Microsoft Teams Meeting
Instructor:	Innovia Application Consultant
Difficulty Level:	Beginner

Description and Learning Objectives:

Reports are now easier to personalize than ever! In this workshop, you will learn how you can use Microsoft Word layouts to create professional-looking invoices and other reports for your business in Microsoft Dynamics 365 Business Central.

Topics covered include:
- How to use and navigate the Report Selection feature
- Customizing the sales order confirmation layout
- Importing your customized Layout
- Selecting your custom to be used by the system

Preparation:

What you will need for this Workshop:
- Laptop computer with MS Word installed
- Basic knowledge of Word and Business Central (NAV)

Schedule	
Topic	**Duration**
Introductions	15 Minutes
Customizing Reports • Getting setup to customize a report layout • Understanding the areas, features and limitations of a custom layout in word • Editing a custom Layout in Word • Importing your changes into NAV/BC • How to select the customized report to be used by NAV/BC	2 Hours
Wrap Up • Review areas covered • Review Tips and Best Practices	15 Minutes