

User Manual

Aptean Food and Beverage ERP

Reporting

Product Documentation



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Release notes

Article • 7/22/2026 • 2 min read

To view what's new or changed in each release of the Aptean Reporting extension, select the specific release version.

Date	Release version	Description
July 2026	2601.0.0.0	Major release
June 2026	2503.7.0.0	Minor release
February 2026	2503.6.0.0	Stability release
December 2025	2503.5.0.0	Stability release
October 2025	2503.4.0.0	Stability release
September 2025	2503.3.0.0	Platform release
July 2025	2503.2.0.0	Stability release
May 2025	2503.1.0.0	Stability release
April 2025	2503.0.0.0	Feature release
April 2025	2502.1.0.0	Stability release
April 2025	2502.0.0.0	Feature release
March 2025	2501.2.0.0	Stability release
March 2025	2501.1.0.0	Stability release
February 2025	2501.0.0.0	Feature release
February 2025	2404.8.0.0	Stability release
February 2025	2404.7.0.0	Stability release
January 2025	2404.6.0.0	Platform release
January 2025	2404.5.0.0	Stability release
January 2025	2404.4.0.0	Stability release
January 2025	2404.3.0.0	Stability release
December 2024	2404.2.0.0	Stability release



December 2024	2404.1.0.0	Stability release
December 2024	2404.0.0.0	Feature release
December 2024	2403.0.0.0	Feature release
December 2024	2402.15.0.0	Stability release
December 2024	2402.14.0.0	Stability release
November 2024	2402.13.0.0	Stability release
November 2024	2402.12.0.0	Stability release
October 2024	2402.11.0.0	Stability release
October 2024	2402.10.0.0	Stability release
September 2024	2402.9.0.0	Platform release
September 2024	2402.8.0.0	Stability release
September 2024	2402.7.0.0	Stability release
September 2024	2402.6.0.0	Stability release
August 2024	2402.5.0.0	Stability release
August 2024	2402.4.0.0	Stability release
July 2024	2402.3.0.0	Stability release
June 2024	2402.2.0.0	Stability release
May 2024	2402.1.0.0	Stability release
May 2024	2402.0.0.0	Feature release
April 2024	2401.0.0.0	Feature release
April 2024	2303.6.0.0	Stability release
April 2024	2303.5.0.0	Stability release
March 2024	2303.4.0.0	Stability release
February 2024	2303.3.0.0	Stability release
January 2024	2303.2.0.0	Stability release



December 2023	2303.1.0.0	Stability release
December 2023	2303.0.0.0	Feature release
November 2023	2302.2.0.0	Stability release
October 2023	2302.1.0.0	Stability release
October 2023	2302.0.0.0	Feature release
October 2023	2301.1.0.0	Stability release
October 2023	2301.0.0.0	Feature release
September 2023	1.12.115109.0	Stability release
July 2023	1.12.109504.0	Feature release
June 2023	1.11.106419.0	Feature release
June 2023	1.10.103611.0	Stability release
June 2023	1.9.102852.0	Stability release
May 2023	1.8.99134.0	Feature release
May 2023	1.7.98655.0	Stability release
April 2023	1.6.92325.0	Stability release
February 2023	1.5.82425.0	Feature release
January 2023	1.4.77063.0	Feature release
November 2022	1.3.67733.0	Stability release
November 2022	1.2.64755.0	Stability release
October 2022	1.1.64316.0	Stability release
July 2022	1.0.55419.0	Feature release



2601.0.0.0

Release Note • 7/22/2026 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, the **Posting Date** field has been added to the Bill of Lading reports to show the posting date of the associated warehouse shipment.

Resolved issues

The following issue has been resolved in this release.

ID	Description
371819	An issue occurs in the Purchase Contract With Small Remaining Quantity report (71622821) where the Vendor No. label is not translated when using the Report Translation feature because the label was not connected to the translation engine.



2503.7.0.0

Release Note • 6/24/2026 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, the system supports printing the **Ship-To Address** field value on the **Sales Invoice** report even when it matches the **Bill-To Address** field value. You can control this behavior using the **Always Print Ship-To Address** toggle. Turn on the **Always Print Ship-To Address** toggle to always print the **Ship-To Address** on the report. Turn off the **Always Print Ship-To Address** field value toggle to print the **Ship-To Address** field value only when it differs from the **Bill-To Address** field value. The selected value is retained through the report settings when the report supports saved values.

UI/UX changes

The **Always Print Ship-To Address** toggle has been added to the request page of the **Sales Invoice** report.



2503.6.0.0

Release Note • 2/25/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
356058	The system fails to display the pallet quantity in the No. of Pallets field when running the Posted Warehouse Shipment Bill of Lading report (60110) for a posted warehouse shipment that includes multiple items with the same packaging item. This issue arises when different items are configured with identical packaging settings.



2503.5.0.0

Release Note • 12/9/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
340988	The system incorrectly prints the Posted Warehouse Shipment Bill of Lading RDLC report layout when the posted warehouse shipment is created with the Ship-to Code field value not set to <i>Default (Sell-to Address)</i> on the related Sales Order page.



2503.4.0.0

Release Note • 10/22/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
329031	The system incorrectly duplicates the Total Weight and Total Volume fields on the Transport Order report when printing a transport order after creating a transport request from a sales order. Additionally, the Pick-up Date field value is incorrectly updated in the Transport Order report. This issue occurs only when the Aptean Transport extension is installed.



2503.3.0.0

Release Note • 9/24/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, the *TempTrackingSpecification* variable in the *SalesShipment68FDW* report has been made accessible for customer customizations in report extensions.



2503.2.0.0

Release Note • 7/30/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
307774	The system incorrectly displays additional items that are not part of the specific order on the Bill of Lading report when selecting the Print button on the Posted Warehouse System Bill of Lading page.



2503.1.0.0

Release Note • 5/23/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension,

- The translation file for the Chinese (zh-CN) language has been added.
- The translation file for the Swedish (sv-SE) language has been updated with standard texts for better readability.



2503.0.0.0

Release Note • 4/23/2025 • 1 min read

Features

With the features added in this release of the Aptean Reporting extension, you can view the **Cust. PO No.** field on the trade statement report when the **Type** field value is set to *Vendor* on the **Trade Statement Card** page.

UI/UX changes

The **Cust. PO No.** field has been added to the trade statement report.



2502.1.0.0

Release Note • 4/10/2025 • 1 min read

Resolved issues

The following issues have been resolved in this release.

ID	Description
277004	• The system fails to round off the Weight field value to the nearest whole number on the Bill of Lading report generated from a warehouse shipment. • An alignment issue occurs with the Date of Manufacture and Best Before Date fields on the Certificate of Analysis/QC Results report.



2502.0.0.0

Release Note • 4/9/2025 • 1 min read

Features

With the feature added in this release of the Aptean Reporting extension, you can view the unit of measure code in the **Total Weight** and **Weight** field captions on the transport order report based on the **Standard Weight Unit of Measure** field value specified on the **Standard Measurements Setup** page.

Enhancements/Modifications

With this release of the Aptean Reporting extension, the **Floorspaces** field alignment has been enhanced on the transport order report for better readability.

UI/UX changes

The following UI/UX changes have been made in this release.

- The unit of measure code has been added to the **Total Weight** and **Weight** field captions on the transfer order report based on the **Standard Weight Unit of Measure** field value specified on the **Standard Measurements Setup** page.
- The *Print Transport Order* option in the **Report Name** field has been renamed to *Transport Order Report* on the **Report Layout** page.



2501.2.0.0

Release Note • 3/20/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
276909	The system prints a blank page when attempting to print the Certificate of Analysis/QC Results report.



2501.1.0.0

Release Note • 3/12/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, you can view the following information on the Certificate of Analysis/QC Result report.

- Email ID of the company
- Shelf Life
- Best Before Date
- Shipment Date

For more information, see [Certificate of Analysis](#).



2501.0.0.0

Release Note • 2/26/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, the following enhancements have been made to the **Trade Statement Summary** and **Trade Statement Details** reports.

- You can view the **Cust. PO No.** field value updated from the lines of **Trade Statements** page.
- The **UOM** field value is updated based on the configuration of the **Standard Measurements Setup** page.
- The system inherits the **Eligible Qty** field value from the **Rate Type** field value when set to *Amount per Net weight* or *Amount per Gross Weight* on the **Trade Statement Lines** FastTab.



2404.8.0.0

Release Note • 2/26/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
261568	The system fails to generate the correct RDLC Bill of Lading report when printing from the Warehouse Shipment page, affecting posted warehouse shipments report for the associated sales and transfer orders.



2404.7.0.0

Release Note • 2/12/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
259609	An error occurs when printing a posted sales shipment if the Totals per Unit of Measure toggle is turned on and the Report Layout field value is set to <i>RDLC Layout for UK localization</i> or <i>RDLC Layout for Non UK localization</i> on the Sales - Shipment FDW page.



2404.6.0.0

Release Note • 1/30/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, the *GetLegalStatement()* procedure has been removed from the *SalesInvoice68FDW* report, ensuring compatibility with Business Central, version 26.



2404.5.0.0

Release Note • 1/27/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, it is mandatory to install the Aptean [Standard Measurements](#) extension to ensure compatibility and seamless operation for businesses using the Aptean Reporting extension.



2404.4.0.0

Release Note • 1/23/2025 • 1 min read

Enhancements/Modifications

This extension has been updated to ensure interoperability with the recent changes in the Aptean Standard Measurements extension. To know more, see [Highlights of Standard Measurements, version 2501.0.0.0](#).



2404.3.0.0

Release Note • 1/6/2025 • 1 min read

Resolved issues

The following issues have been resolved in this release.

ID	Description
256087	The system fails to update the No. Pallets field value on the Bill of Lading report generated from the Warehouse Shipment page when the Aptean Catch Weight extension is uninstalled.
258117	An error occurs on the Posted Warehouse Shipment Bill of Lading RDLC page, when attempting to print the Bill of Lading report.



2404.2.0.0

Release Note • 12/24/2024 • 1 min read

Resolved issues

The following issues have been resolved in this release.

ID	Description
256267	The system generates a Bill of Lading report with multiple duplicate ending segments when a warehouse shipment is created from a sales order containing multiple item lines.
244384	An error occurs during partial shipments when the value in the Quantity field on the Proforma Invoice FDW report does not match the value in the Quantity Shipped field on the Sales Order page.



2404.1.0.0

Release Note • 12/18/2024 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, the system prints standard purchase and sales header comments at the end of the **Transport Order** report, after the line comments, when multiple entries exist in the transport order. This enhancement addresses the issue reported in bug ID #254016.



2404.0.0.0

Release Note • 12/5/2024 • 1 min read

Enhancements/Modifications

This extension has been updated to ensure interoperability with the recent changes in the Apteian Advanced Pricing extension. To know more, see [What's new in Advanced Pricing, version 2409.0.0.0](#).



2403.0.0.0

Release Note • 12/4/2024 • 1 min read

Features

With this release of the Aptean Reporting extension, you can view the total quantity of order bound packaging in the **No. Pallets** field on the **Bill of Lading** report generated from the **Warehouse Shipment** and **Posted Warehouse Shipment** pages.

UI/UX changes

The **No. Pallets** field has been added on the **Bill of Lading** report associated with the **Warehouse Shipment** and **Posted Warehouse Shipment** pages.



2402.15.0.0

Release Note • 12/3/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
247077	The system incorrectly prints the address selected on the Address & Contact FastTab of the associated Customer Card page instead of the address selected in the Ship-to field on the Shipping and Billing FastTab of the Sales Order page in the Ship To section of the Bill of Lading report.



2402.14.0.0

Release Note • 12/2/2024 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension,

- The values in the **Pick-up County** and **Ship-to County** fields are transferred from the **Sales Order** page to the **Transport Order** page. These values will also be printed in the transport order report.
- The standard purchase comments are copied from the **Purchase Order** page to the **Transport Order** page. These comments are also printed in the transport order reports.
- The standard sales comments are copied from the **Sales Order** page to the **Transport Order** page. These comments are also printed in the transport order reports.

Integrations

The Aptean Reporting extension has been integrated with the Aptean [Advanced Comments](#) extension.



2402.13.0.0

Release Note • 11/15/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
241546	The system does not print the <i>SUPPLEMENT TO THE BILL OF LADING</i> report information on a separate page when a warehouse shipment is printed before posting. Additionally, the report displays only the details of the first sales order line, excluding the remaining lines when multiple sales order lines are associated with a warehouse shipment. This issue occurs when executing the Post and Print action on the Warehouse Shipment page.



2402.12.0.0

Release Note • 11/11/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
243759	The system incorrectly prints the Total Gross Weight field value on the Sales Pro Forma Invoice report when the Report Layout field is set to either <i>Word Layout for UK localization</i> or <i>Word Layout for Non UK localization</i> on the Proforma Invoice FDW page.



2402.11.0.0

Release Note • 10/30/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
235099	The system prints the Bill of Lading report without any page breaks when the associated warehouse shipment includes lines from multiple sales orders.



2402.10.0.0

Release Note • 10/24/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
234598	The system displays incorrect quantity and weight values in the Bill of Lading report. Additionally, the system incorrectly prints the details of a posted warehouse shipment when the Post and Print action is executed on the Warehouse Shipment page.



2402.9.0.0

Release Note • 9/27/2024 • 1 min read

Enhancements/Modifications

The *FindInteractTmplCode* procedure has been replaced with *FindInteractionTemplateCode* in the following codeunits to ensure that the Aptean Reporting extension is compatible with Business Central, version 25.

- ProformaInvoice68FDW
- SalesBlanketOrder68FDW
- SalesCreditMemo68FDW
- SalesInvoice68FDW
- SalesQuote68FDW
- SalesReturnOrder68FDW

This enhancement addresses the issue reported in bug ID #233125.



2402.8.0.0

Release Note • 9/18/2024 • 1 min read

Resolved issues

The following issues have been resolved in this release.

ID	Description
225004	The system incorrectly displays the Total Unit Cost field value on the Good Received not Invoiced report. This issue occurs because the system does not use the Unit of Measure Code field value on the associated Purchase Order page in the calculation.
232086	The system fails to create report copies as specified in the NoOfCopies field on the Sales - Shipment FDW page when the Report Layout field is set to <i>Word Layout for UK localization</i> or <i>Word Layout for Non UK localization</i> .



2402.7.0.0

Release Note • 9/12/2024 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, the *FindInteractTplCode* procedure from the *SegManagement* codeunit has been removed, as it was deprecated in Business Central, version 25, and replaced with the *FindInteractionTemplateCode* procedure.

Note

These are technical updates, and no changes are required to your setup or processes.



2402.6.0.0

Release Note • 9/4/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
222984	The system incorrectly displays one source document on the Bill of Lading report even when the associated warehouse shipment has multiple source documents. Further, the system fails to display the report when the Print Lot Information toggle on the Whse. Ship Bill of Lading RDLC page is turned on, or a .docx document format is selected in the Report Layout field on the Whse. Ship Bill of Lading page.



2402.5.0.0

Release Note • 8/20/2024 • 1 min read

Features

With this release of the Aptean Reporting extension, you can:

- Generate **Certificate of Analysis** (COA) reports for specific lots based on posted quality control checks, regardless of whether the quality check is automatically generated or manually created. To know more, see [Quality control triggers](#).
- Select a lot number for reports when multiple lot numbers are available in item tracking.
- Experience improved error handling when the Aptean [Quality Control](#) extension is not installed. The report will appear in search results but will notify you of the dependency when you attempt to run it.

Resolved issues

The following issue has been resolved in this release.

Field	Description
225585	When the ship-to address is the same as the customer address, the ship-to address details do not appear on the Sales Invoice report.



2402.4.0.0

Release Note • 8/7/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
218414	Performance issue occurs when printing the sales invoice reports, leading to slower report generation. This issue arises because the system calculates the packaging balance in the background, even for the sales invoice reports that are printed without including the packaging balance.



2402.3.0.0

Release Note • 7/11/2024 • 2 min read

Enhancements/Modifications

Modifications were made to this extension to accommodate the following enhancements:

- The time format for the **Delivery Appointment Time**, **Delivery Starting Time**, and **Delivery Ending Time** fields is updated to hh:mm AM/PM for the 12-hour format and HH:mm for the 24-hour format in the following reports:
 - Sales - Order Conf. FDW (60100)
 - Sales - Invoice FDW (60101)
 - Proforma Invoice FDW (60105)
 - Sales - Credit Memo FDW (60108)
- The bill-to address and ship-to address are printed separately in the following reports, even if they are the same address.
 - Sales - Quote FDW (60104)
 - Sales - Blanket Order FDW (60107)
- The company logo is resized to proper proportions and correctly positioned in the sales, purchase, and trade reports to enhance visibility.
- The alignment of field names and values is updated in the sales and purchase reports.
- The time zone information is removed from the following reports:
 - Whse. Ship Bill of Lading RDLC (60109)
 - Posted Warehouse Shipment Bill of Lading RDLC (60110)
- The **Whse. Ship Bill of Lading** (60121) and **Posted Warehouse Shipment Bill of Lading** (60123) reports have been introduced specifically for printing with Word layouts.
This enhancement addresses the issue reported in bug ID #203388.
- The comments are printed in sales reports for lines with the **Type** field set to *Comment*.

Resolved issues

The following issue has been resolved in this release.

ID	Description
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203388	The system incorrectly includes the lot information when printing the Whse. Ship Bill of Lading RDLC (60109) and Posted Warehouse Shipment Bill of Lading RDLC (60110) reports, even when the Print Lot Information toggle on the report page is turned off. This issue occurs when the reports are printed using the Word layout.
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2402.2.0.0

Release Note • 6/7/2024 • 2 min read

Resolved issues

The following issues have been resolved in this release.

ID	Description
205717	The following issues occur on the Purchase - Return Order, Purchase Credit Memo, Purchase - Invoice, Purchase – Quote, Purchase – Order, Good Received Not Invoiced, and Blanket Purchase Order reports. - The county for the bill-to address, ship-to address, and company address is not updated on the reports. - The country code is not updated on the reports when the Address Format field for the relevant country code is set to <i>City+County+Post Code</i> on the Countries/Regions page.
205718	The following issues occur on the Sales - Order Conf. FDW, Sales - Invoice FDW, Sales - Shipment FDW, Sales - Quote FDW, Proforma Invoice FDW, Sales - Return Order FDW, Sales - Blanket Order FDW, and Sales Credit Memo FDW reports. - The county for the bill-to address, ship-to address, and company address is not updated on the reports. - The country code is not updated on the reports when the Address Format field for the relevant country code is set to <i>City+County+Post Code</i> on the Countries/Regions page.
205719	The following issues occur on the Print Transport Order R3 report. - The county for the bill-to address, ship-to address, and company address is not updated on the report. - The country code is not updated on the report when the Address Format field for the relevant country code is set to <i>City+County+Post Code</i> on the Countries/Regions page.
205720	The following issues occur on the Trade Accrual Summary, Trade Statement Summary, and Trade Statement Detailed reports. - The county for the bill-to address, ship-to address, and company address is not updated on the reports. - The country code is not updated on the reports when the Address Format field for the relevant country code is set to <i>City+County+Post Code</i> on the Countries/Regions page.



2402.1.0.0

Release Note • 5/27/2024 • 1 min read

Enhancements/Modifications

The translation files for the following languages have been updated with standard texts for better readability.

- Swedish (sv-SE)
- Dutch (nl-NL)



2402.0.0.0

Release Note • 5/14/2024 • 1 min read

Enhancements/Modifications

This extension has been updated to ensure interoperability with the recent changes in the Aptean Transport extension. To know more, see [What's new in version 2402.0.0.0](#).



2401.0.0.0

Release Note • 4/30/2024 • 2 min read

Features

With this release of the Aptean Reporting extension, you can:

- Print the reports such as **Sales - Order Conf. FDW** (60100), **Sales - Invoice FDW** (60101), **Proforma Invoice FDW** (60105), and **Sales Credit Memo FDW** (60108) with the following additional information from the relevant documents:
 - Payment Method Code
 - Shipping Agent Code
 - Shipping Time (The shipping time is included in the **Sales Credit Memo FDW** (60108) report only when the sales credit memo is created through the **Create Corrective Credit Memo** function from the **Posted Sales Invoice** page.)
 - Delivery Appointment Time
 - Delivery Starting Date
 - Delivery Ending Date
- Include the value in the **Applies to Doc. No.** field on the **Posted Sales Credit Memo** page when printing the **Sales Credit Memo FDW** (60108) report.
- Print the **Purchase Order** (60122) report with the following additional information from the purchase order:
 - Requested Receipt Date
 - Promised Receipt Date
 - Requested Receipt Date (from the purchase order line)
 - Vendor Invoice No.
- Print the following reports using the date format determined by the region selected on the **My Settings** page. This formatting applies to all instances where dates are printed within the reports.
 - **Sales - Order Conf. FDW** (60100)
 - **Sales - Invoice FDW** (60101)
 - **Sales - Shipment FDW** (60102)
 - **CMR - Sales Shipment Laser** (60103)
 - **Sales - Quote FDW** (60104)
 - **Proforma Invoice FDW** (60105)
 - **Sales - Return Order FDW** (60106)
 - **Sales - Blanket Order FDW** (60107)



- Sales - Credit Memo FDW (60108)
- Whse. Ship Bill of Lading (60109)
- Posted Warehouse Shipment Bill of Lading (60110)
- Trade Accrual Summary (60111)
- Trade Statement Summary (60112)
- Trade Statement Detailed (60113)
- Certificate of Analysis (60114)
- CMR - Transfer Shipment (60115)
- Purchase – Return Order (60116)
- Purchase Credit Memo (60117)
- Purchase Invoice (60118)
- Purchase Quote (60119)
- Transfer Shipment (60120)
- Purchase Order (60122)
- Production Order Report (60130)
- Batch Worksheet (60131)
- Print Transport Order (60132)
- Print Transport Order R3 (60133)
- Goods Received Not Invoiced (60134)
- Blanket Purchase Order (60135)
- Goods Shipped Not Invoiced (60140)

For more information, see [Data in reports](#).



2303.6.0.0

Release Note • 4/26/2024 • 1 min read

Resolved issues

The following issues have been resolved in this release:

ID	Description
194091	When creating a new custom layout in Word format, the Total Net Weight and Total Gross Weight values are incorrectly displayed on the Sales - Shipment and Proforma Invoice reports.
196639	The Net Weight and Gross Weight values are not rounded off to two decimals in the Sales Proforma Invoice Word report.



2303.5.0.0

Release Note • 4/3/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
185471	When printing the Pro Forma report for sales orders and invoices, the system omits the Ship-to Address if the Bill-to Name matches the Ship-to Name .



2303.4.0.0

Release Note • 3/20/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
183850	The access level of the codeunit and procedures were not set as expected.



2303.3.0.0

Release Note • 2/8/2024 • 1 min read

Enhancements/Modifications

You can utilize the **Up to Date** field to generate report details up to a specified date on the **Goods Shipped Not Invoiced** and **Goods Received Not Invoiced** request pages. This field facilitates comprehensive analysis and transaction tracking up to the selected date. Note that the specified date in the **Up to Date** field is displayed on the generated **Goods Shipped Not Invoiced** and **Goods Received Not Invoiced** reports.

UI/UX changes

The following UI/UX changes have been made in this release:

- The **Up to Date** field is added to the **Goods Shipped Not Invoiced** and **Goods Received Not Invoiced** request pages.
- The **Unit Cost** and **Expected Cost** fields are added to the **Goods Shipped Not Invoiced** report.

Resolved issues

The following issue has been resolved in this release:

ID	Description
172926	Performance issues occur when generating the Sales Invoice report for customers with numerous packaging entries, such as 10 or more entries.



2303.2.0.0

Release Note • 1/24/2024 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, you can view the order number on the **Posted Sales Invoice** (Report ID 60101) header in both Word and RDLC layouts.

UI/UX changes

The **Order No.** field is added to the **Posted Sales Invoice** report.



2303.1.0.0

Release Note • 12/27/2023 • 1 min read

UI/UX changes

The **Direct Unit Cost** and **Total Direct Unit Cost** fields are removed from the **Goods Received not Invoiced** report associated with purchase documents.

Resolved issues

The following issues have been resolved in this release:

ID	Description
161622	The Unit Price and Total Amount fields display the incorrect value, including VAT, on the Goods Shipped Not Invoiced report for all sales documents. Also, these values are limited to two decimal places instead of five decimal places.
161621	The Unit Cost and Total Unit Cost fields display the incorrect value, including VAT, on the Goods Received not Invoiced report for all purchase documents. Also, these values are limited to two decimal places instead of five decimal places.



2303.0.0.0

Release Note • 12/27/2023 • 1 min read

Enhancements/Modifications

Modifications were made for this extension to accommodate the changes in the Aptean Transport extension. To know more, see [What's new in version 2302.0.0.0](#).



2302.2.0.0

Release Note • 11/15/2023 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
156742	The system displays the Document Date in an incorrect format upon running the Sales Order Confirmation report.



2302.1.0.0

Release Note • 10/18/2023 • 1 min read

Resolved issues

The following issues have been resolved in this release:

ID	Description
152474	• While generating multiple reports, the catch weight details of total net weight and total gross weight are not updated correctly in the Sales Pro Forma Invoice reports. • While generating multiple reports, the packaging details of delivery and returned quantity are not updated correctly in the Sale Credit Memo reports.



2302.0.0.0

Release Note • 10/18/2023 • 1 min read

Features

With this release of the Aptean Reporting extension you can generate the **Whse. Ship Bill of Lading** and **Posted Warehouse Shipment Bill of Lading** reports via **Warehouse Receipts** for the following documents:

- Purchase Return Order
- Outbound Transfer



2301.1.0.0

Release Note • 10/18/2023 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
142174	The fields are not translated correctly when generating reports by selecting multiple documents with different language codes.



2301.0.0.0

Release Note • 10/18/2023 • 1 min read

Features

With the features added in this release of the Apteian Reporting extension, you can set up default report layouts for printing various documents, including Purchase documents, Transfer documents, Goods Received Not Invoiced, and Goods Shipped Not Invoiced.

Note

The Apteian [Reporting Translation](#) extension should be installed to generate the reports in various languages.



1.12.115109.0

Release Note • 9/1/2023 • 1 min read

Enhancements/Modifications

With this release of the Aptean Reporting extension, you can extend the Sales CMR report using minimal API. To know more about minimal APIs, see [Minimal APIs Overview](#).



1.12.109504.0

Release Note • 7/20/2023 • 1 min read

Features

With the features added in this release of the Aptean Reporting extension, you can:

- Print the Certificate of Analysis report. For more information, see [Certificate of Analysis](#).
- View the **Manufacture of Date** value on the printed report. This value displays the original production date of the items in this lot which is inherited from the **Production Date** field on the **Lot No. Information Card** page.
- Print the Transport reports with the following Report IDs:

Version	Report ID
Business Central 2022	60132/60133
Business Central 2023	60133

UX/UI changes

The following UI/UX changes have been made in this release:

- The **Certificate of Analysis** page is added.
- A **Certificate of Analysis** action is added on the **Lines** FastTab of the following documents:
 - Sales Order
 - Posted Sales Invoice
 - Warehouse Shipment
 - Posted Warehouse Shipment



1.11.106419.0

Release Note • 6/28/2023 • 2 min read

Features

With the features added in this release of the Aptean Reporting extension, you can:

- Print the sales, production, and transport report in Word layout only for specific documents. For more information, see [Print reports in word layouts](#).
- Print the **Sales Order Confirmation**, **Sales Invoice**, **Sales Shipment**, **Sales Return Order**, **Sales Credit Memo**, and **Sales Pro Forma Invoice** in Word layout for the UK localization. The following enhancements are also added to the UK localization reports:
 - The **Sort Code** field is added.
 - The **Email ID** character limit is extended.
 - The **Bank Account No.** field is replaced with the **Bank Branch No.** field on the report.
 - A new line is added in which the bank account number caption and the bank account number are displayed.
- Generate the trade statement summary and detailed report. For more information, see [Trade statement summary and detailed reports](#).
- View the weight quantity values for the Catch Weight items on the **Sales CRM**, **Sales Quote**, and **Sales Blanket Order** reports only in the *RDLC* layout.
- View the weight quantity values for the Catch Weight items on the **Sales Order Confirmation**, **Sales Invoice**, **Sales Shipment**, **Sales Pro Forma Invoice**, **Sales Return Order**, **Sales Credit Memo**, **Warehouse Shipment Bill of Lading**, and **Posted Warehouse Shipment Bill of Lading** reports in both *RDLC* and *Word* layouts.
- View the weight quantity and expected weight quantity for the Catch Weight items on the **Production Order** reports in both *RDLC* and *Word* layouts.



1.10.103611.0

Release Note • 4/3/2023 • 1 min read

Resolved issues

The following issue has been fixed in this release:

When printing the reports from the sales documents, the bottom section of the report displays the phrase "Free text to define."



1.9.102852.0

Release Note • 4/3/2023 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
123299	An error occurs while printing multiple posted sales invoices selected by the same customer.



1.8.99134.0

Release Note • 5/22/2023 • 1 min read

Features

With this release of the Aptean Reporting extension, you can generate the trade accrual summary report. For more information, see [Trade Accrual Summary Report](#).



1.7.98655.0

Release Note • 5/17/2023 • 1 min read

Resolved issues

The following issues have been resolved in this release:

ID	Description
114454	In the printed output of the Sales Invoice, values of Your Reference and External Doc. No. fields recorded on the Sales Order page are interchanged.
117252	In the printed output of the Sales Order, when the Type field value is selected as <i>G/L account</i> on the Lines FastTab, the Unit Price field shows nil value.



1.6.92325.0

Release Note • 4/29/2023 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
111660	On executing the Run Report action on the Report Layout page, an error occurs when the Preview button is selected for the Sales Shipment report layout without any filters.



1.5.82425.0

Release Note • 4/3/2023 • 1 min read

Features

With this release of the Aptean Reporting extension, the following enhancements are added in the reports of Sales Order Confirmation, Sales Invoice, Sales Shipment, Sales Quote, Sales Return Order, Sales Blanket Order, and Sales Credit Memo for the UK localization:

- The email id character limit is unlimited.
- The bank branch number is displayed along with the bank name.
- A new line is added in which the bank account number caption is displayed along with the bank account number.

Note

For these enhancements to take effect, you should choose the **Layout for UK localization** option in the **Report Layout** field on the relevant report request page.



1.4.77063.0

Release Note • 4/3/2023 • 1 min read

Features

With this release of the Aptean Reporting extension, you can:

- Generate the report that contains the batch information of the items in the production order line. For more information, see [Batch Worksheet](#).
- Include the comments in the production order report by turning on the new **Include Comments** toggle on the **Production Order Report** page. For more information, see [Production Order Report](#).
- Generate the transport order report. For more information, see [Transport Order Report](#).

Resolved issues

The following issues have been resolved in this release:

ID	Description
94646	The expiration date for the warehouse shipment is not printed on the <i>supplement to the bill of lading</i> report when the Print Lot Information toggle is enabled on the Whse. Ship Bill of Lading page.
94303	The external document number for the open/posted warehouse shipment is not printed on the <i>bill of lading</i> report, even though the value exists in the External Document No. field on the sales orders/purchase return orders.



1.3.67733.0

Release Note • 4/3/2023 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
77633	The Email field on the Company Information page allows 80 characters, but the entry of email address is restricted to 30 characters.



1.2.64755.0

Release Note • 4/3/2023 • 1 min read

Enhancements/Modifications

The **Production Order Status** enum function was modified at the code level, such that the *Firm Planned* option is only called to get the **Firm Planned Order Nos.** number series. Previously, we encountered an error when the function called two options, *Released*, and *Firm Planned*.



1.1.64316.0

Release Note • 4/3/2023 • 1 min read

Resolved issues

The following issue has been resolved in this relase:

ID	Description
70671	An error occurs when a Proforma Sales Invoice is printed.



1.0.55419.0

Release Note • 4/3/2023 • 1 min read

Features

With the features added in this release of the Aptean Reporting extension, you can create reports for various sales and manufacturing documents. For more details, [see here](#).



Introduction

Article • 4/3/2023 • 1 min read

The Apteian Reporting (REP) extension collects, organizes, and displays data in an easy-to-understand manner. It helps you to visualize data and make fast business decisions, combining data from multiple sources and creating a rich user experience.



Prerequisites

Article • 4/3/2023 • 1 min read

For the proper working of the Reporting functionalities, please install the following extensions:

- Aptean Advanced Pricing for Food and Beverage - Provides the sales pricing and discount information.
- Aptean Advanced Comments for Food and Beverage - Provides the comments from sales header and line.
- Aptean Packaging for Food and Beverage - Provides the details on packaging.
- Aptean Process Manufacturing - Provides the product and production order data from various Business Central tables.



Setup

Article • 10/29/2024 • 1 min read

The following setup is required.

- [Manage permission sets](#)



Manage permission sets

Article • 10/29/2024 • 3 min read

Permission sets in Business Central define a user's access level to various features and data within this extension.

We provide the following system permission sets:

- Direct
- Indirect

Direct permission sets

Users with this permission set can perform specific actions directly without requiring additional approvals or workflows. These sets include permissions to read, modify, delete, and create data.

The direct permission set ID for this extension is *REPORTINGFDW*.

Indirect permission sets

Users with this permission set can perform specific actions. This is used in conjunction with other permission sets and typically involves additional conditions or approvals before an action can be completed.

The indirect permission set ID for this extension is *REPORTINGBASICFDW*.

User-defined permission sets

In addition to the system permission sets we provide, you can create new permission sets or copy system permission sets and modify or delete access to specific entities according to your requirements. For more information, see

[Assign permissions to users and groups](#).

Assign a permission set

1. Select the Search icon , enter **Users**, and then choose the related link.
The **Users** list page opens.
2. Navigate to the username for which you want to assign the permission set and select it.
The **User Card** page opens.
3. On the **User Permission Sets** FastTab, in the **Permission Set** field, enter the valid permission set for this extension.



Reporting

The associated fields are automatically updated based on the entered value. The user has the necessary permissions to use the features of the Aptean Reporting extension, ensuring secure and role-based access.



Reports

Article • 12/18/2023 • 5 min read

A report is a document created to communicate essential information. You can create reports for various documents, including sales, purchase, transfer, and manufacturing documents. Here's the complete list of reports:

Report ID	Report	Description
60100	Sales Order Confirmation	The Sales Order Confirmation report is a concise document that verifies and provides a summary of the sales order, assuring the customer that the order has been received and will be processed.
60101	Sales Invoice	The Sales Invoice report is a generated document that provides a comprehensive overview of sales transactions and a record of invoiced sales.
60102	Sales Shipment Note	The Sales Shipment report provides detailed information about the shipments made for sales orders. It provides a summary of the items shipped, their quantities, and other relevant details.
60103	Sales CMR	The Sales CMR report is a confirmation of the products that will be received by the carrier. It includes essential information about the names and addresses of the sender and recipient, details of the goods being transported, and the terms and conditions of the contract.
60104	Sales Quote	The Sales Quote report offers an overview of a sales quote, customized to provide the customers with information about the offered products, pricing, and billing details.
60105	Sales Pro Forma Invoice	The Sales Pro Forma Invoice report provides a preview or draft of a sales invoice before it is finalized. It is commonly used in businesses that require prepayment or advance payment before goods or services are delivered.
60106	Sales Return Order	The Sales Return Order report is a document that provides information about sales returns or product refunds. It includes essential details such as the customer's information, the items being returned, quantities, and any associated costs. It helps to track and manage the return process efficiently.
60107	Sales Blanket Order	The Sales Blanket Order report helps manage and track blanket orders effectively. It provides a summary or detailed view of the blanket order, which includes customer details, item descriptions, quantities, and pricing details.
60108	Sales Credit Memo	The Sales Credit Memo report records a reduced amount owed by a customer for various reasons, such as product returns, price adjustments, or other billing adjustments. It provides a summary or detailed view of the issued credit memos,



		including essential information such as the customer's details, item descriptions, quantities, prices, and any applicable taxes or fees.
60109, 60110	Sales Bill of Lading	The Sales Bill of Lading report provides information about the shipment of goods to customers. It provides a detailed view of the bill of lading, including important information such as the customer's details, item descriptions, quantities, shipping instructions, and any associated charges.
60115	Transfer CMR	The CMR (Transfer) report shows address data for the location from/to which the items are shipped, information regarding the shipping agent, and data about the shipped items.
60116	Purchase Return Order	The Purchase Return Order report provides an overview of a purchase returns or refunds, including supplier details, returned items quantities, and associated costs.
60117	Purchase Credit Memo	The Purchase Credit Memo reports records a credited amount back to a customer due to various reason, such as returned goods, damaged goods, or overpayment. It provides a summary or detailed view of the issued credit memos, including essential information such as the vendor's details, item descriptions, quantities, prices, and any applicable taxes or fees.
60118	Purchase Invoice	The Purchase Invoice report provides an overview of the purchase transactions and a record of invoiced purchases.
60119	Purchase Quote	The Purchase Quote report provides an overview of a customized purchase quote, with product, pricing, and procurement information.
60120	Transfer Order (Shipment)	The Transfer Order (Shipment) report is a document that provides information about the transfer of goods between different locations or warehouses.
60122	Purchase Order	The Purchase Order report provides a comprehensive overview of purchase orders issued by a company to its suppliers.
60130	Production Order	The Production Order report allows production and business professionals to get insights about a production order. The batch-related values are inherited from the Aptean Process Manufacturing extension. These values aren't visible in the report when the extension is not installed.
60135	Blanket Purchase Order	The Blanket Purchase Order report provides information on effective management and tracking of blanket purchase orders, offering vendor, item, quantity, and pricing summaries.



60132, 60133	Transport Order	The Transport Order report tracks and manages the movement of items from one location to another. Note that 60133 can be used only if Trip No. feature is enabled.
60111	Trade Accrual Summary	The Trade Accrual Summary report tracks the actual costs and profits of the trade based on its accrual type. These records are inherited from the Trade Management extension.
60112	Trade Statement Summary	The Trade Statement Summary report provides a summary of the trade transactions between trade partners.
60113	Trade Statement Detailed	The Trade Statement Detailed report provides a detailed breakdown of the trade transactions and financial interactions between trade partners over a period.



Print reports in word layouts

Article • 10/17/2023 • 1 min read

The Aptean Reporting extension enables you to print the following reports in *RDLC* and *Word* layouts based on the option selected in the **Report Layout** field on the corresponding report request page of the document.

- Sales Order Confirmation
- Sales Invoice
- Sales Shipment
- Sales Pro Forma Invoice
- Sales Return Order
- Sales Credit Memo
- Sales CMR
- Purchase Return Order
- Purchase Credit Memo
- Purchase Invoice
- Purchase Quote
- Purchase Order
- Blanket Purchase Order
- Transfer Order(Shipment)
- Transfer CMR
- Warehouse Shipment Bill of Lading
- Posted Warehouse Shipment Bill of Lading
- Production Order
- Transport Order

You can edit the Word document layouts using XML Mapping with the required fields. To learn more, refer to [Work with Word layouts](#).

You can also change/select the default layout type for printing. To know more, see [Set the Layout from the Report Layout Selection page](#).

Note

You can view the weight quantity field values while printing the report for the Catch Weight items.



Data in reports

Article • 4/3/2023 • 4 min read

You can find the following data in the reports, depending on the extensions installed and setup done:

- Bill-to address
- Ship-to address
- Packaging balance
- Comment(s)
- Company information
- Sales/manufacturing order and line information

For the address formatting of bill-to address, ship-to address, and company information in the reports, perform the standard setup from the **Countries/Regions** list page.

You can print the dates in the format determined by the region selected on the **My Settings** page. This formatting applies to all instances where dates are printed within the following reports:

- Sales - Order Conf. FDW (60100)
- Sales - Invoice FDW (60101)
- Sales - Shipment FDW (60102)
- CMR - Sales Shipment Laser (60103)
- Sales - Quote FDW (60104)
- Proforma Invoice FDW (60105)
- Sales - Return Order FDW (60106)
- Sales - Blanket Order FDW (60107)
- Sales - Credit Memo FDW (60108)
- Whse. Ship Bill of Lading (60109)
- Posted Warehouse Shipment Bill of Lading (60110)
- Trade Accrual Summary (60111)
- Trade Statement Summary (60112)
- Trade Statement Detailed (60113)
- Certificate of Analysis (60114)



Reporting

- **CMR - Transfer Shipment** (60115)
- **Purchase – Return Order** (60116)
- **Purchase Credit Memo** (60117)
- **Purchase Invoice** (60118)
- **Purchase Quote** (60119)
- **Transfer Shipment** (60120)
- **Purchase Order** (60122)
- **Production Order Report** (60130)
- **Batch Worksheet** (60131)
- **Print Transport Order** (60132)
- **Print Transport Order R3** (60133)
- **Goods Received Not Invoiced** (60134)
- **Blanket Purchase Order** (60135)
- **Goods Shipped Not Invoiced** (60140)

Sales reports

You can view the following information on reports such as **Sales - Order Conf. FDW** (60100), **Sales – Invoice FDW** (60101), **Proforma Invoice FDW** (60105), and **Sales Credit Memo FDW** (60108):

- Payment Method Code
- Shipping Agent Code
- Shipping Time (The shipping time is included in the **Sales Credit Memo FDW** (60108) report only when the sales credit memo is created through the **Create Corrective Credit Memo** function from the **Posted Sales Invoice** page.)
- Delivery Appointment Time
- Delivery Starting Time
- Delivery Ending Time

Note

The **Sales Credit Memo FDW** (60108) report also includes the **Applies to Doc No.** field value from the **Posted Sales Credit Memo** page.

Purchase reports

You can view the following additional information from the purchase order on the **Purchase Order** (60122) report:

- Requested Receipt Date



Reporting

- Promised Receipt Date
- Requested Receipt Date (from the purchase order line)
- Vendor Invoice No.



Report Selection

Article • 3/19/2025 • 7 min read

Report Selection-Sales

- 1. Select the Search icon , enter **Report Selection-Sales**, and then choose the related link.
The **Report Selection-Sales** page opens.
- 2. In the **Usage** field, select the type of document for which the reports are used.
- 3. In the **Report ID** field, select the value from the lookup table.
- 4. Select the **Select from full list** to view the list of Report IDs.
The following table indicates the standard reports available and their usage within the system.

Report	Report ID	Usage
Sales Order Confirmation	60100	Sales Order
Sales Invoice	60101	Posted Sales Invoice
Sales Shipment Note	60102	Posted Sales Shipment
Sales CMR	60103	Posted Sales Shipment
Sales Quote	60104	Sales Quote
Sales Proforma Invoice	60105	Sales Order, Sales Invoice
Sales Return Order	60106	Sales Return Order
Sales Blanket Order	60107	Sales Blanket Order
Sales Credit Memo	60108	Posted Sales Credit Memo

Report Selection-Purchase

- 1. Select the Search icon , enter **Report Selection-Purchase**, and then choose the related link.
The **Report Selection-Purchase** page opens.
- 2. In the **Usage** field, select the type of document for which the reports are used.
- 3. In the **Report ID** field, select the value from the lookup table.
- 4. Select the **Select from full list** to view the list of Report IDs.
The following table indicates the standard reports available and their usage within the system.



Report	Report ID	Usage
Purchase Return Order	60116	Purchase Return Order
Purchase Credit Memo	60117	Posted Purchase Credit Memo
Purchase Invoice	60118	Posted Purchase Invoice
Purchase Quote	60119	Purchase Quote
Purchase Order	60122	Purchase Order
Blanket Purchase Order	60135	Blanket Purchase Order

Report Selection-Inventory

1. Select the Search icon , enter **Report Selection-Inventory**, and then choose the related link.
The **Report Selection-Inventory** page opens.

2. In the **Usage** field, select the type of document for which the reports are used.

3. In the **Report ID** field, select the value from the lookup table.

4. Select the **Select from full list** to view the list of Report IDs.

The following table indicate the standard report available and their usage within the system.

Report	Report ID	Usage
Transfer CMR	60115	Posted Transfer Shipment
Transfer Order (Shipment)	60120	Posted Transfer Shipment

Report Selection-Warehouse

1. Select the Search icon , enter **Report Selection-Warehouse**, and then choose the related link.
The **Report Selection-Warehouse** page opens.

2. In the **Usage** field, select the type of document for which the reports are used.

3. In the **Report ID** field, select the value from the lookup table.

4. Select the **Select from full list** to view the list of Report IDs.

The following table indicate the standard report available and their usage within the system.



Report	Report ID	Usage
Whse. Ship Bill of Lading RDLC	60109	Warehouse Ship Bill of Lading (for RDLC layout)
Posted Warehouse Shipment Bill of Lading RDLC	60110	Posted Warehouse Shipment Bill of Lading (for RDLC layout)
Whse. Ship Bill of Lading	60121	Warehouse Ship Bill of Lading (for Word layout)
Posted Warehouse Shipment Bill of Lading	60123	Posted Warehouse Shipment Bill of Lading (for Word layout)

Report Selection-Production order

1. Select the Search icon , enter **Report Selection-Production order**, and then choose the related link.

The **Report Selection-Production order** page opens.

2. In the **Usage** field, select the type of document for which the reports are used.

3. In the **Report ID** field, select the value from the lookup table.

4. Select the **Select from full list** to view the list of Report IDs.

The following table indicates the standard report available and their usage within the system.

Report	Report ID	Usage
Manufacturing Production Order	60130	Firm Planned Prod. Order, Released Production Order

You can print reports for the following production orders:

- Firm Planned Production Order
- Released Production Order



Batch Worksheet

Article • 4/3/2023 • 3 min read

On the **Batch Worksheet** page, you can generate the report that contains the batch information of the items in the production order line. The **Report ID** on the **Report Selections Production Order** page determines the report layout for batch worksheets.

Prerequisites

- The Aptean [Process Manufacturing](#) extension should be installed.
- The **No. of Batches** field should have a value greater than zero in the relevant production order line.

To generate the batch worksheet

1. On the relevant production order page, select the production order line for which you want to generate the batch worksheet report.

On the action bar, select **Print > Batch Worksheet**.

(Or)

Select the Search icon , enter **Batch Worksheet**, and choose the related link.

The **Batch Worksheet** page opens.

2. In the **Value to Use** field, choose:
 - a. **Production UOM** – To measure the items based on the value provided in the **Unit of Measure Code** field on the relevant production order line.
 - b. **Weight Unit** – To measure the items based on the value provided in the **Weight Unit (WU)** field on the **Process Manufacturing Setup** page.
3. In the **Time Between Batches** field, enter the interval of time that you want between every batch. The value should be entered in minutes.
4. Turn on the **Include Comments** toggle to print the order and BOM comments on the report.
5. In the **No. of Lots to Print** field, enter the maximum number of lots that can be printed on the report for the component items. The lots will be excluded while printing if:
 - a. The **Blocked** toggle is enabled on the **Lot No. Information Card** page.
 - b. The **Strict Expiration Posting** toggle is enabled on the relevant **Item Tracking Code Card** page.

Note

The value in this field should not exceed 5.



6. Select **Print**.

You can also filter the production orders and production order lines by using the following filters:

7. Production Order

- Status
- No.
- Source No.
- Starting Date

8. Prod. Order Line

- Item No.
- Starting Date
- Bin Code



Production Order Report

Article • 4/3/2023 • 1 min read

On the **Production Order Report** page, you can generate the report that includes the comments along with the information related to the production order. The Report ID on the **Report Selections Production Order** page determines the report layout for production order reports.

Note

To generate the production order report, the Aptean [Process Manufacturing](#) extension should be installed.

To generate the production order report

1. Open the relevant production order page.
2. On the action bar, select **Print > Job Card**.
The **Production Order Report** page opens.
3. Turn on the **Include Comments** toggle to print the comments on the report. The comments are printed in the following order:
 - Order comments – A maximum of four comments can be printed.
 - BOM comments – A maximum of eight comments can be printed.
 - BOM Line comments – You can view these comments below the relevant production order component lines.
 - Routing comments for production order line - A maximum of eight comments can be printed.
 - Routing line comments for production order line - You can view these comments below the relevant production order routing lines.
4. Select **Print**.



Transport Order Report

Article • 4/29/2023 • 2 min read

On the **Print Transport Order** page, you can generate the report that contains information related to the transport order. The **Report ID** on the **Transport Setup** page determines the report layout for transport order reports.

Version	Report ID	Report	Description
Business Central 2022	60132/60133	Transport Order	You can use this report to track and manage the movement of items from one location to another. Note that 60133 can be used only if Trip No. feature is enabled.
Business Central 2023	60133	Transport Order	You can use this report to track and manage the movement of items from one location to another.

 **Note**

To generate the transport order report, the Aptean [Transport](#) extension should be installed.

To generate the transport order report

1. Select the Search icon  , enter **Transport Orders**, and choose the related link.
The **Transport Orders** page opens.
2. Select the transport order(s) for which you want to generate the report(s).
3. On the action bar, select **Reports > Print**.
The **Print Transport Order** page opens.
4. Select **Print**.



Trade Accrual Summary Report

Article • 5/22/2023 • 2 min read

You can generate the trade accrual summary report which includes the records of the actual costs and revenue of the trade partner grouped by its trade plan and currency code.

The **Trade Accrual Summary Report ID** field on the **Trade Management Setup** page determines the report layout for printing trade accrual summary reports.

Report ID	Report	Description
60111	Trade Accrual Summary	You can use this report to keep track of the actual costs and profits of your trade based on its accrual type. These records are inherited from the Trade Management extension.

 **Note**

The Aptean [Trade Management](#) extension must be installed to generate the trade accrual summary reports.

To generate the trade accrual summary report

1. Open the **Trade Accrual Entries (Interim)** page.
2. On the action bar, select **Reports > Trade Accrual Summary**.
The **Trade Accrual Summary** request page opens.
3. On the **Options** FastTab, in the **Starting Date** field, select the start date for which the trade accrual entries are to be considered.
4. In the **Ending Date** field, select the end date up to which the trade accrual entries should be considered. The Trade Accrual Summary reports are printed for the selected dates.

 **Note**

Only the *RDLC* format of the Report Layouts can be printed.

5. Select **Print**.

The Trade Accrual Summary report is generated based on the specified starting and ending dates of the trade accrual entries. The table below describes grouping in the trade accrual summary report.

Report Fields	Report Grouping Description
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Trade Partner No.	• Only the chosen trade partner number for the trade accrual entry is considered. • The report has a page break for each record of the trade partner number.
Currency	• Only the relevant currency codes are considered. • Using the currency code that is available for the trade accrual entries, the report generates the records that are required. • The available documents are shown for each currency code if the trade partner uses more than one currency code (such as USD, EUR, INR, etc.).
Trade Plan	• Only the selected trade plan number is considered.
Source No.	• It determines whether the source number belongs to a customer/vendor.
Document No.	• The trade accrual's corresponding document number is displayed. • When the document number is the same for the Eligible Quantity, Eligible Amount, and Amount Granted, those values are summed up, and the record values are displayed in accordance with the Document No.



Trade statement summary and detailed reports

Article • 4/23/2025 • 2 min read

You can generate the trade statement summary and detailed report, including the trade’s net profit and loss. The **Report ID** on the **Trade Management Setup** page determines the report layout for printing trade statement reports.

Report ID	Report	Description
60112	Trade Statement Summary	This report provides a summary of the trade transactions between trade partners.
60113	Trade Statement Detailed	This report provides a detailed breakdown of the trade transactions and financial interactions between trade partners over a period.

To generate the trade summary and detailed report

1. Open the **Trade Statements** list page.
2. Select the required **No.**
3. On the action bar, select **Reports > Trade Statement Summary**.
The **Trade Statements** report request page opens.
4. Fill in the required fields on the **Trad Statement Header** filter.
5. Select **Print**.

 **Note**

Only the *RDLC* layout can be printed based on the option selected in the **Report Layout** field.

You can print the trade statement summary and detailed reports from the following pages:

- Trade Statements
- Trade Statement Card
- Issued Trade Statements
- Issued Trade Statement Card

The trade statement reports are generated based on the specified filters on the trade statement summary/detailed report request page. The table below describes grouping in summary and detailed reports.

Report Fields	Report Grouping Description
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Trade Partner No.	Only the chosen trade partner for the trade statement entry is considered.
Trade Plan	Only the selected trade plan number is considered.
Source No.	It determines whether the source number belongs to a customer/vendor.
Document No.	- The trade statement's corresponding document number is displayed. - The Eligible Quantity, Eligible Amount, and Amount Granted values are summed up, and the record values are displayed in accordance with the Document No. The detailed report for the Trade Statement does not provide a total sum for the Eligible Quantity, Eligible Amount, and Amount Granted values, and it only displays the field values.

 Note

- You can view the **Cust. PO No.** field value from the lines of **Trade Statement Card** page.
- You can view the **Cust. PO No.** field on the trade statement report when the **Type** field value is set to *Vendor* on the **Trade Statement Card** page.
- The **UOM** field value is updated based on the configuration of the **Standard Measurements Setup** page.
- The **Eligible Qty** field value is inherited from the **Rate Type** field value when set to *Amount per Net Weight* or *Amount per Gross Weight* on the **Trade Statement Lines** FastTab.

[!IMPORTANT]

Select **Trade Statements > Reports > Trade Statement Detailed > Print** to print the detailed version report of the trade statement.



Certificate of Analysis reports

Article • 3/12/2025 • 5 min read

You can generate the Certificate of Analysis (COA) report, which includes detailed information about a product's quality, composition, and compliance. This report is essential for verifying the adherence of regulated items to their quality specifications. The COA report exclusively includes lot numbers associated with items that already exist within the quality control setup and also allows you to print the Certificate of Analysis report for the consumed lots.

Additionally, you can view the following information on the Certificate of Analysis/QC Result report.

- Email ID of the company: Inherited from the **Email** field value on the **Company Information** page.
- Shelf Life: Inherited from the **Expiration Calculation** field value on the **Item Card** page.
- Shipment Date: Inherited from the **Sales Order Line** or **Warehouse Shipment Line** page. If this field is empty, the **Shipment Date** will not be visible in the report.
- Best Before Date: Inherited from the **Expiration Date** field value on the **Item Tracking Entries** page.

Note

- If the Aptean [Expiration Management](#) extension is installed, the data will be fetched from Business Central.
- This information is available for sales orders, warehouse shipments, posted warehouse shipments, and posted sales invoices.
- When viewing a report using the Search icon, if a lot has multiple shipment dates, the **Shipment Date** field will be omitted from the report.

Note

The Aptean [Quality Control](#) extension must be installed to generate the certificate of analysis reports.

You can print the COA report regardless of whether the quality check is automatically generated from a quality alert or manually created from a quality alert for the document.

To generate the Certificate of Analysis report

1. Select the Search icon , enter **Certificate of Analysis**, and choose the related link.
The **Certificate of Analysis** page opens.
2. In the **Item Number** field, select the item number.
3. In the **Lot Number** field, select the lot number from the list that is associated with the selected item number.
4. Fill in the required fields.



5. Click **Print**.

The reports are printed if the quality check is automatically generated based on the quality triggers and the following conditions are met:

- The Purchase Order trigger action is set to *Post*.
- The Purchase Receipt trigger actions are set to *Create* and *Post*.
- The Released Production Order trigger action is set to *Post*. Alternatively, if you generate the quality check manually, the report can still be printed. However, if you want the quality check to be generated automatically, the specified triggers mentioned above must be defined.

Generating the Certificate of Analysis from the document line

Use the **Certificate of Analysis** function on the **Line** action of the document line to generate the COA report. The COA report can be generated from the following document lines: **sales order**, **warehouse shipment**, **posted warehouse shipment**, and **posted sales invoice**.

The following procedure explains how to print the COA report from the sales order. The steps are similar for the warehouse shipment, posted warehouse shipment, and posted sales invoice.

1. Select the Search icon , enter **Sales Order**, and choose the related link.
The **Sales Order** list page opens.
2. Select the specific sales order for which you want to generate the COA report.
3. On the **Line** FastTab, on the action bar, select the **Line > Certificate of Analysis > Print**.
The **Certificate of Analysis** page opens.
4. In the **Lot Number** field, select the lot number from the list that is associated with the selected item number.
5. Click **Print**.

The Certificate of Analysis report is generated now.



Generating Goods Received and Shipped Reports without Invoices

Article • 10/17/2023 • 4 min read

Goods Received Not Invoiced

You can generate the Goods Received Not Invoiced report, a financial and inventory management document to track and manage the goods received from suppliers without invoicing. This report provides a summary of accurate financial reporting and inventory management.

To generate the Goods Received Not Invoiced report:

1. Select the Search icon , enter **Goods Received Not Invoiced**, and then choose the related link.
Alternatively, select **Report > Goods Received Not Invoiced** action on the **Vendor Card** or the **Vendors** list page.
The **Goods Received Not Invoiced** report page opens.
2. In the **Report ID** field, select the report ID (60134) from the lookup table.
3. Fill in the fields as required.
4. Select **Print**.

Goods Shipped Not Invoiced

You can generate the Goods Shipped Not Invoiced report, a financial and inventory management document to track and manage the goods sent to customers without invoicing. This report provides a summary of customer information, product details, shipment date, invoice date, and total value.

To generate the Goods Shipped Not Invoiced report:

1. Select the Search icon , enter **Goods Shipped Not Invoiced**, and then choose the related link.
Alternatively, select **Report > Goods Shipped Not Invoiced** action on the **Customer Card** or the **Customers** list page.
The **Goods Shipped Not Invoiced** report page opens.
2. In the **Report ID** field, select the report ID (60140) from the lookup table.
3. Fill in the fields as required.
4. Select **Print**.



Integrations

Article • 12/2/2024 • 1 min read

Changes have been made to the Apteian Reporting extension to support the integration with the following extension:

- [Apteian Advanced Comments](#)



Aptean Advanced Comments

Article • 3/5/2026 • 1 min read

When the Aptean Reporting extension is used in conjunction with the Aptean [Advanced Comments](#) extension, the system copies the standard purchase and sales comments from the **Purchase Order** and **Sales Order** pages respectively to the **Transport Order** page and these comments will also be printed in the transport order reports.

For more information about setting up standard comments, see [Set up standard comments](#).

