



## Key Usage Scenario

**Assumptions** - Company Cronus US, Role Center - Business Manager

You are a user of Microsoft Dynamics Business Central. You have a recurring need to report on data, pulled from multiple tables. Additionally the ability to drill down on this information is desirable. We will create a report to get information from the inventory module.

1. Click [Easy Reports](#) from the Role Center (displayed below Reports)
2. Click [New](#) and in the [Name](#) field enter Sample Inventory Report
3. Click [Area](#) and select Inventory
4. Click [Design](#) in the Action bar
5. Click in [Column 1 through Column 6](#) and select the following fields  
Column 1: Item Description  
Column 2: Item No.  
Column 3: Location Code  
Column 4: Purchase Receipt Quantity  
Column 5: Sales Shipment Quantity  
    Formatting Row : Select ReverseSign  
Column 6: Calculated Column  
    Calculation Row : Enter E - D  
    Formatting Row : Select ReverseSign

**Note: Formatting** - The ReverseSign option is a decimal field formatting feature. Other options available are variations of NoSign and NoDecimals

**Note: Calculation** Use excel like syntax to create formulas. In this example it will subtract Sales Shipment Quantity from Purchase Receipt Quantity.

6. Click [Caption](#) in the Action bar, a new window will open.
7. Click in the [Caption](#) field on the last row and change it to Inventory Excess
8. Click to close the screen
9. You are now back to the Designer screen.



10. Click [Filters](#) , a new window will open
11. Click [Date Filter](#) and
12. Enter 1/1/2024..12/31/2024
13. Click OK to close the screen
14. You are back to the Designer page.
15. Click to close the screen
16. You are on the Easy Reports List page.
17. Click [Report](#) in the Action bar
18. Click OK to accept the default filters
19. You are now in the report.

Change Caption
Filters
Related

→ Insert After
← Move Left
→ Move Right

Column 3	Column 4	Column 5
Location Code	Purchase Receipt Qua...	Sales Shipment C

← Inventory (Last Refresh 03/08/22 08:41 AM) | Work Date: 1/25/2024
✓ Saved
🔖 🗨️ ↗️

✕ Filters: VERSION(1) SORTING(No.) WHERE(Date Filter=FILTER(2024-01-01..2024-12-31),Location Filter=FILTER(GREEN))

Report Viewer
🔍 Search
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Item Description	Item No.	Location Code	Purchase Receipt Quantity	Sales Shipment Quantity	Inventory Excess
INNSBRUCK Storage Unit/G.Door	1964-W	GREEN	24.00	2.00	26.00
INNSBRUCK Storage Unit/W.Door	1976-W	GREEN	-	2.00	2.00
MUNICH Swivel Chair, yellow	1972-S	GREEN	-	1.00	1.00
OSLO Storage Unit/Shelf	1952-W	GREEN	-	1.00	1.00
PARIS Guest Chair, black	1900-S	GREEN	-	6.00	6.00
Printing Paper	80100	GREEN	192.00	-	192.00
ST.MORITZ Storage Unit/Drawers	1928-W	GREEN	20.00	1.00	21.00
TOKYO Guest Chair, blue	1964-S	GREEN	14.00	-	14.00
Report total			<b>263.00</b>	<b>41.00</b>	<b>263.00</b>

20. Click in any cell in the Purchase Receipt Quantity to drill down
21. Click to close the drill down screen.
22. Optional - Click the Share button to export to excel

You can create reports like these and learn more about features on our site [here](#)