

System Solutions LLC Label Printer for D365 Business Central User Guide

Extension

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Setup

The **Label Printer Setup** page includes the following options:

- **Close Label Page After Running:** Specifies how to handle the label selection page after it finishes generating a label. Close, Leave Open, or Reopen.
- **Item Unit Price History:** Specifies that price changes made to the items' unit prices should be tracked for label printing.
- **Price List Unit Price History:** Specifies that changes made to sales price list lines' unit prices should be tracked for label printing. Tracked price list lines must apply to all customers and contain no dates or minimum quantity.

Printing Labels

- Using the main search magnifying glass, search "label" and select **Label Printer**.
- In the **Label Source** field, select a source to print the labels from.
 - Item: opens the full item list to select one or many items.
 - Item Unit Price Change: open the list of recorded price changes. Using this option will also ask to filter the list of price changes by either:
 - Price changes not yet printed
 - All price changes
 - Last printed price changes
 - Purchase Order, Posted Purchase Invoice, Sales Order, Sales Invoice, Posted Sales Invoice: select any of these documents to print labels for their line items.
- Use the **Item No.** or **Document No.** field to select the item(s) or document as determined by the above label source.
- The **Unit of Measure** field allows the labels to be printed for a specific unit of the item. This can change the data used for certain fields including UPC, Price, Variant Code (from UPC), and Description (from Variant). The following six options are available:
 - Source Unit of Measure: The default option, which uses the unit of measure from the label source. For example, if the label source is a purchase order, the unit of the item purchased on the order will be used on the label.
 - Base Unit of Measure, Sales Unit of Measure, Purchase Unit of Measure: Whichever unit of measure is set for these fields on the item card.
 - Largest Unit of Measure, Smallest Unit of Measure: Calculates the largest or smallest unit from all of the item's listed units of measure and to use on the label.

- The **Item Reference Vendor No.** field is hidden by default, but can be added to the page with Personalize. It allows a vendor to be selected, which is used to add the vendor's Item Reference No. to the label.
- The **Item Search** field is hidden by default, but can be added to the page with Personalize. It can be used to search for an item by both item number and item reference (barcode) at the same time. Type or scan text into the field. If an item is found, it will be added to the Item No. field.
- The **Alt. Unit of Measure** field is hidden by default, but can be added to the page with Personalize. It allows another unit of measure and price to be added to the label. The following three options are added to the list of available unit of measure settings for this field:
 - Next Largest Unit of Measure: The next unit of measure larger than the selected Unit of Measure. If there are larger smaller units, the field will be blank.
 - Next Smallest Unit of Measure: The next unit of measure smaller than the selected Unit of Measure. If there are no smaller units, the field will be blank.
 - Next Closest Unit of Measure: The unit of measure closest in size to the selected Unit of Measure. If there are no other units, the field will be blank.
- With the **Print per Quantity** option enabled, multiple labels will be printed per quantity on hand, purchased, sold, etc. depending on the label source. Otherwise, only 1 label will be printed per item.
- The **Label Count** field shows how many labels will be printed with the current selection.
- Use the **Label Layout** option to change which type of label to print. This defaults to the previously used layout.
- Click OK and print the PDF to the label printer.

Printing a Label Directly From the Item Card

- You can also print a label directly from the item card.
- Open any item and go to Actions > **Print Item Label**.
- This will open the same Label Printer page, but with the item number already selected.

Track Item Price Changes for Label Printing

- To start recording whenever an item's price is changed, search for and open the **Label Printer Setup** page and enable the **Item Unit Price History** setting.
- Any prices that are changed going forward will be added to the **Item Unit Price History** page.
 - If the item's price is changed again, the entry will be deleted and replaced with a new one.
 - If the price is changed in the same day, the Old Unit Price field will remain the same.
- To print labels from these price changes, the Item Unit Price Change option can be selected as the Label Source.
- Changes made to Price List prices can be tracked in the same way using the **Price List Unit Price History** setting.

UPCs and Primary Barcode

- UPCs are saved as item reference with type Bar Code.
- This extension adds the "Primary Barcode" field to the Item Reference Entries page, which can be used to specify which UPC should be printed on the barcode.
- If no item reference is specified as the primary barcode for the item, the label will use the first item reference it finds for the item that's 12 digits long.

Using and Creating Label Layouts

- Labels use Business Central's regular report layouts. (Report ID: 70101, Report Name: Item Label.)
- A specific layout can be selected with the Label Layout option when printing labels.
- Some layouts are included with the Label Printer app by default. More may be added to the default layouts in the future.
- To add a new layout, search for and open the **Report Layouts** page.
 - Note: The previous version of this app used custom layouts under the Report Layout Selection page. This is being phased out by Microsoft, which is why the app now uses the new Reports Layouts feature.
- You can see the existing label layouts here by searching "Item Label."
 - Export any of the existing layouts to base your new one on.
 - Open the layout file in the desktop app called [Report Builder](#), which is a Microsoft application that allows you to design reports.
 - If the file downloaded with a .rdlc extension, you can simply rename it to .rdl so it can be opened with Report Builder.
- On the Report Layouts page, click **New Layout**.
 - Report ID: 70372242
 - Layout Name: whatever you want to name the layout
 - Description: whatever description you want to give the layout
 - Format Options: RDLC is recommended
- Click OK and it will ask you to import a file. This is the layout file, typically with extension .rdl like the one designed with Report Builder in the previous step.
- Your new layout will now be an option next to the default layouts when printing labels.

Adding Barcodes to Label Layouts

- Two fields can be added to the label layout in the form of a barcode, item number and UPC. The barcode versions of these fields are called **Item_No_Encoded_Barcode** and **Item_Reference_UPC_Encoded_Barcode** in the layout.
- The fields on the layout must use a one-dimensional barcode font of type Code 128 from IDAutomation. Read more from Microsoft: [Use one-dimensional barcodes in reports \(Business Central online\)](#).
- You can [download demo fonts](#) from IDAutomation to create a label without purchasing a font.
- The fonts come in different sizes, which is [explained in the IDAutomation user manual](#). For example, the default barcodes are placed on the layout with the S (small) version of the font using a font size of 12pts.

- The demo fonts may not be recognized by Business Central. After you're done creating the label layout, open the .rdl file in a text editor. Use Find in the editor to search for the font you added and change the font name to the real font. For example, you can edit IDAutomationSC128S to IDAutomationC128S. Save the file and upload the layout to Business Central.

Full List of Layout Fields

- Item_No_
- Item_No_Encoded_Barcode
 - For use with barcode fonts.
- Item_Reference_UPC
 - An item reference of type barcode, with a numeric value that's 12 digits in length.
- Item_Reference_UPC_Encoded_Barcode
 - For use with barcode fonts.
- Item_Reference_Vendor_No_
 - The vendor specified in the optional Item Reference Vendor No. field when generating the labels.
- Item_Reference_No_
 - The Reference No. for the item and vendor when the Item Reference Vendor No. field is used.
- Mfg_Part_No_
 - Custom field added to Item References by either the Vendor EDI or Vendor EDI Helper extensions.
- Item_Description
- Item_Category_Code
- Item_Category_Description
- Unit_Price
- Unit_of_Measure
- Alt_Unit_of_Measure
- Alt_Unit_Price
- Sales_Unit_of_Measure
- Purch_Unit_of_Measure
- Minimum_Order_Quantity
- Order_Multiple
- Order_Multiple_2
 - Custom field added to Items by the Vendor EDI extension.
- Order_Multiple_3
 - Custom field added to Items by the Vendor EDI extension.
- Break_Multiple_Flag
 - Based on order multiple and minimum order quantity. "X" is multiple cannot be broken, otherwise "Y." Blank if not applicable.
- Document_No_
 - Based on the selected label source.
- Document_Date

- Based on the selected label source.
- Vendor_No
- Vendor_Item_No
- Vendor_Cost
 - The Direct Unit Cost from the vendor set on the item card. If none can be found, will use Last Direct Cost or Unit Cost instead.
- Vendor_Encoded_Cost
 - Vendor Cost encoded so customers do not recognize it as a cost. Example: 3.99 will appear as 99D3.
- Quantity
 - Based on the selected label source.