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## Contact Type Field on Customer Card

Cavallo Support - 2026-03-17 - [Sales](#)

### Overview

The Contact Type field on the customer card can be directly linked to a user defined field on the GP customer card. This allows the user to label what type of contact a specific address is for and will also add that field to the chosen field on the customer card in GP.

### Instructions

To enable the Contact Type field, go to Settings > Customer Inquiry. Change the *Contact Type Field for a Customer Address* to the specific user defined field you have created within GP. This field defaults to *Not\_Used*, so it will be grayed out by default on the customer card. Specifying a user defined field will enable the Contact Type field.

Customer Inquiry	
Auto Popin Customer Note	False
Contact Type Field for a Customer Address	USERDEF2
Contact Type Field for a Vendor Address	Not_Used
Customer Default Warehouse Enabled	False
Remember Doc IDs	True
Warn When Updating A Customer Addr	False

Next, set the Contact Types to choose from in the *Contact Type List* (under *Customer Contact Options* - ex: Customer;Bill;Shipper). Keep a semicolon in between each option.

Customer Contact Options	
Accts Payable Contact Type	
Contact Type List	Customer;Bill;Shipper
Phone 1 Label	Phone 1:
Phone 2 Label	Phone 2:
Phone 3 Label	

Save the settings.

Open any customer in your database and find the Contact Addresses tab.

If an address exists for the customer, click on the Address Code for that specific address. This will open the Customer Contact Card, where you can edit the Contact Type under Contact Information:

Sales Documents (ORDER) ORDST2373 Contact: BILLING/Roberta Masouras

Customer Name: Adam Park Resort

Contact Information

Contact Type: Customer

Phone 1:

Phone 2:

phone3LayoutControlItem

Fax:

Email:

Web Site:

IN

y: USA

Other A

Wareho

Do No

Do No

Once you save the changes, the specific user defined field on the Customer Maintenance card in GP will be changed to the contact type set for that address:

Customer Maintenance - TWO (sa)

Save Clear Delete Write Letters All-in-One View File Print Tools Help Add Note

Customer ID: BAKERSEM0001 Hold Inactive Parent Customer ID

Name: Baker's Emporium Inc.

Short Name: Baker's Emporium

Statement Name: Baker's Emporium Inc.

Class ID: USA-INMI-T2

Priority: None

Address ID: PRIMARY

Contact: Arthur Holmes

Address: 789 University Ave

City: Fort Wayne

State: IN

ZIP Code: 46802-3918

Country Code: USA

Country: USA

Phone 1: (219) 555-0111 Ext. 0000

Phone 2: (219) 555-0111 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (219) 555-0111 Ext. 0000

UPS Zone

Shipping Method: GROUND

Tax Schedule ID: USASTCITY-6\*

Ship Complete Documents

Ship To: PRIMARY

Bill To: PRIMARY

Statement To: ACCOUNTING

Salesperson ID

Territory ID: TERRITORY 2

Type: Retail

User-Defined 2: Customer

Comment 1

Comment 2

Trade Discount: 0.00%

Payment Terms: Net 30

Discount Grace Period: 0

Due Date Grace Period: 0

Price Level

Accounts Address Options E-mail

by Customer ID