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## Mission Control: Custom Fields

Megan De Freitas - 2024-11-22 - [Mission Control Documentation](#)

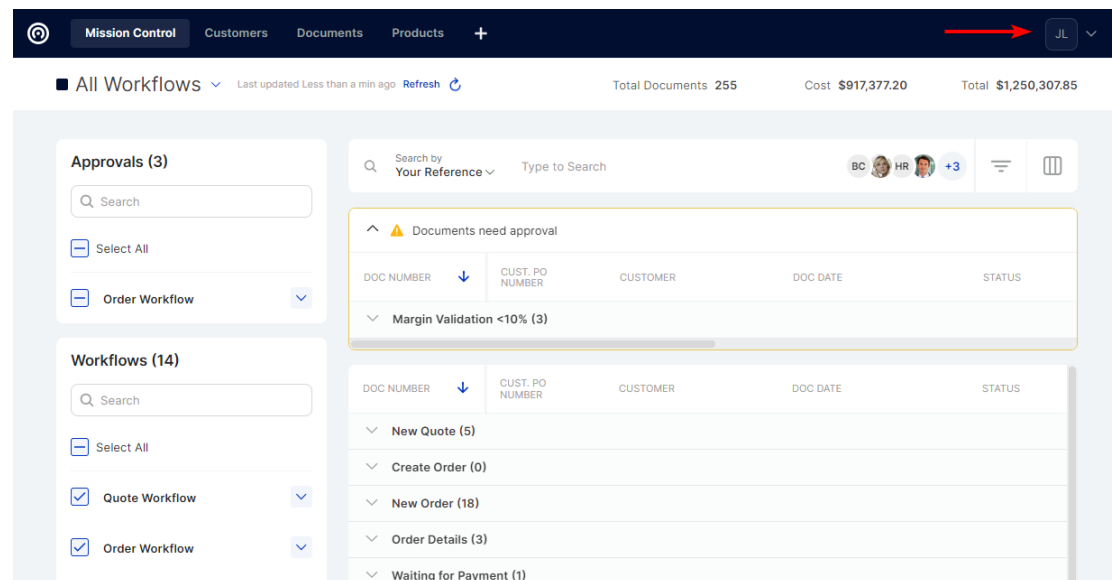
# How to install Custom Fields

To begin working with custom fields the Cavallo Core Connector will need to be installed in BC. Steps to do this can be found [here](#).

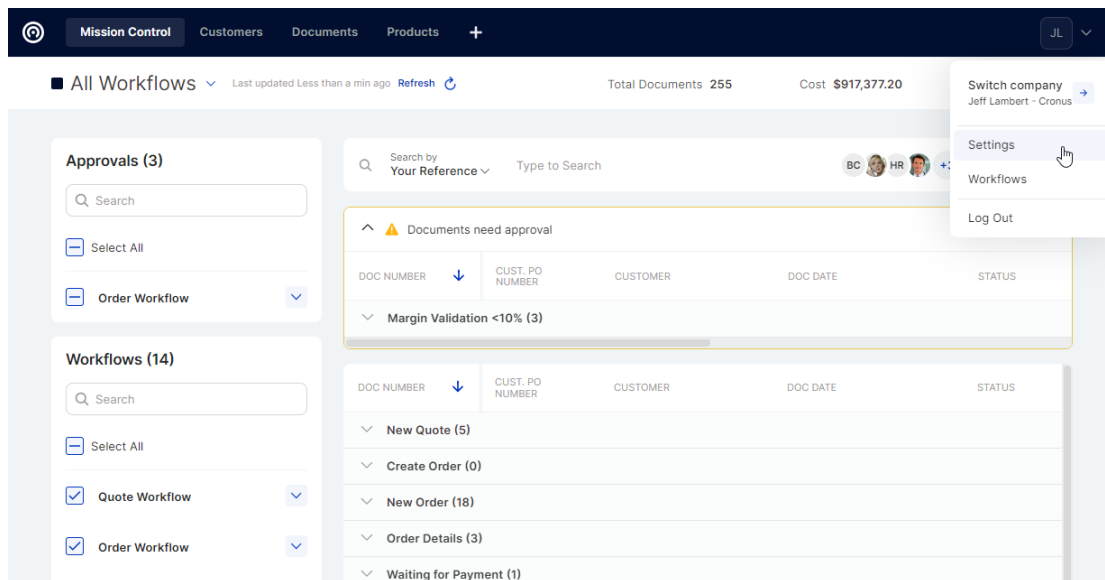
Once it has been installed, the licensing will need to be configured for the organization. To ensure that this is in place, please connect with the Cavallo Support team.

## Where to find Custom Fields

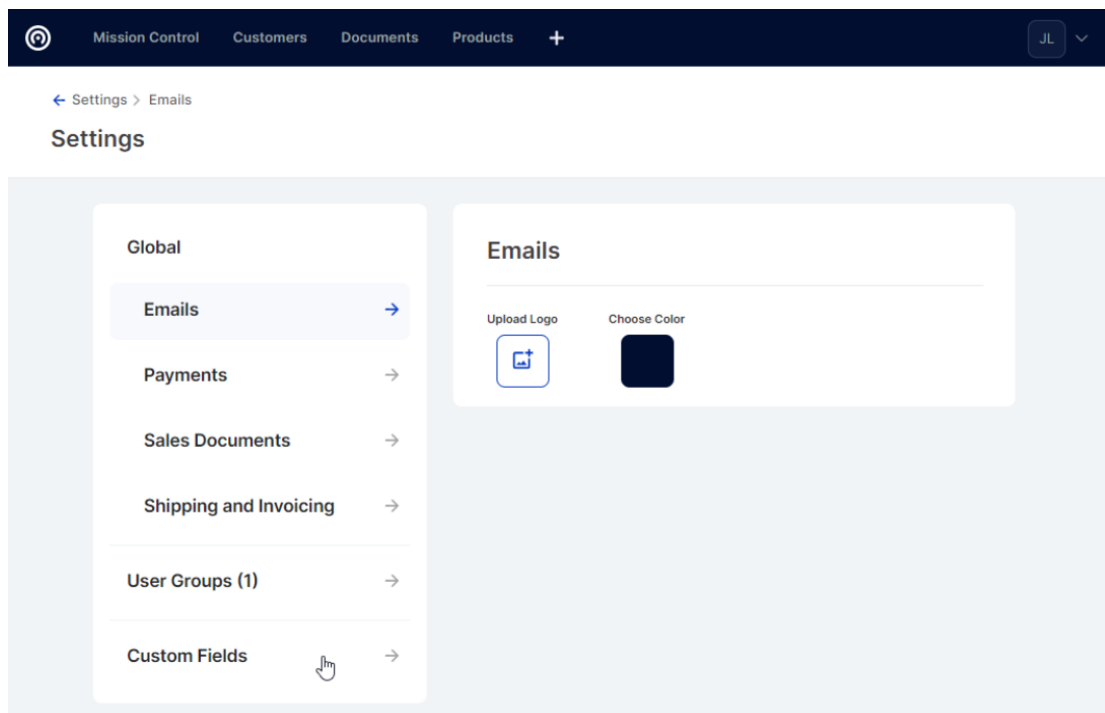
Navigate to the top right of the Cavallo app



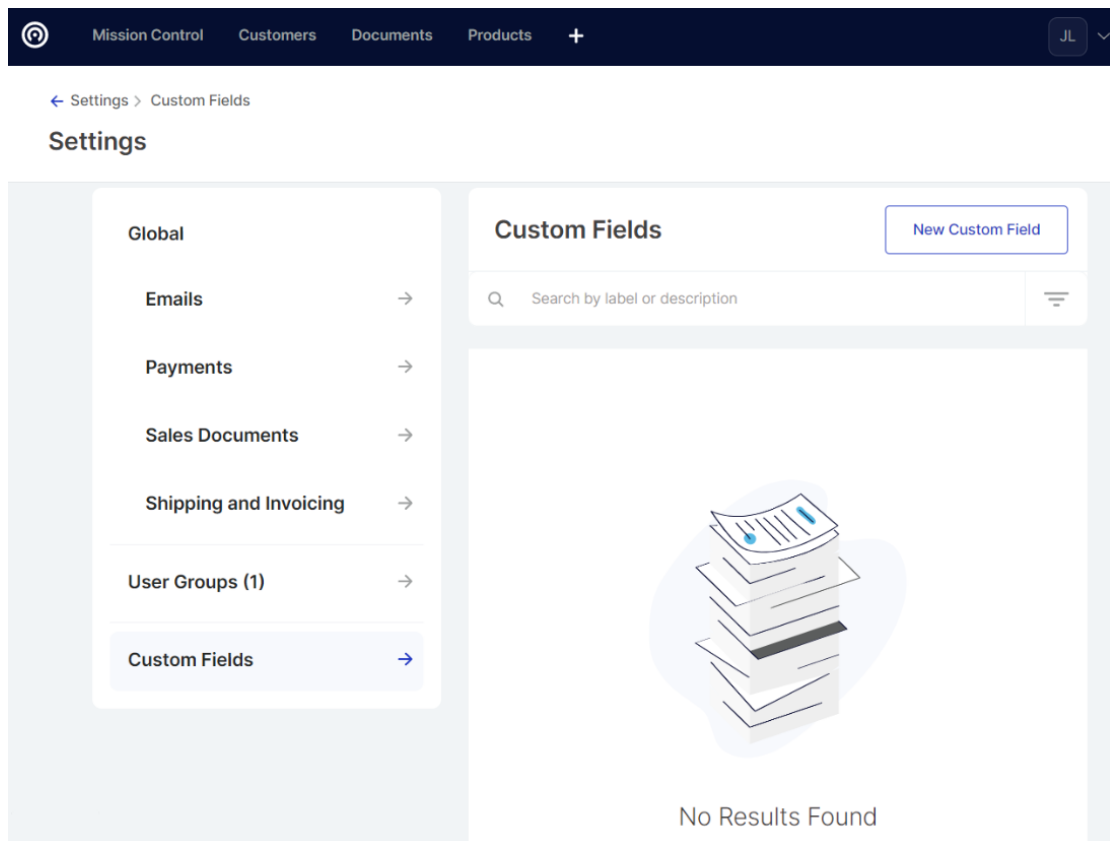
Select Settings from the menu



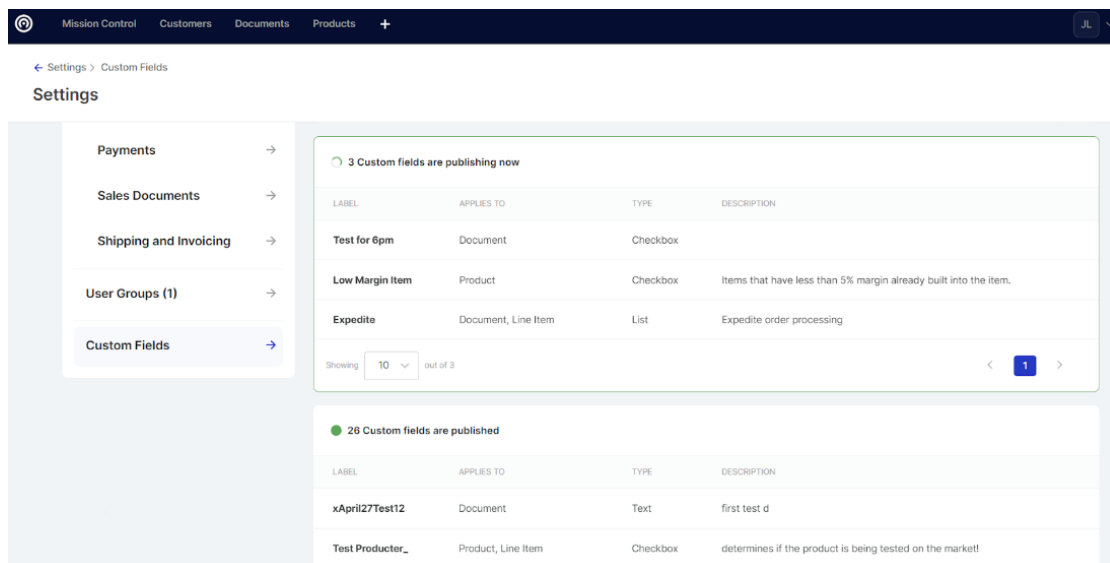
Then select the new “Custom Fields” setting to start inputting new fields.



The first time logging in the experience will appear as below. To create a new Custom Field click the button “New Custom Field”.



If this is not the first time logging in, a list of existing Custom Fields as well as any new fields that are scheduled to be published should appear on the screen.



## How to enter a new Custom Field

After clicking the "New Custom Field" button the following screen will appear, fill out each section with the appropriate information for the new Custom Field.

Mission ControlCustomersDocumentsProducts+

JL

← Settings > Custom Fields

Settings

Global

Emails →

Payments →

Sales Documents →

Shipping and Invoicing →

User Groups (1) →

Custom Fields →

New Custom Field

Label

Data Type

Text

Applies To

Which entities would you like to add this custom field to?

CustomerDocumentLine ItemProduct

Description

0/100 characters used.

Save Custom Field

Note: The Label field can hold a maximum of 18 characters.

Example of a filled out form:

## New Custom Field

Label

High Value Cust

Data Type

Checkbox

Applies To

Which entities would you like to add this custom field to?

Customer ✓

Document ✓

Line Item

Product

Description

Customers that have ARR over \$50k

33/100 characters used.

Save Custom Field

## Applies To

Custom fields can be associated with Customers, Documents, Line Items, and Products. The custom field will be available to view and edit for any objects of the types selected in this section.

If multiple types are selected, values may be copied as documents are created.

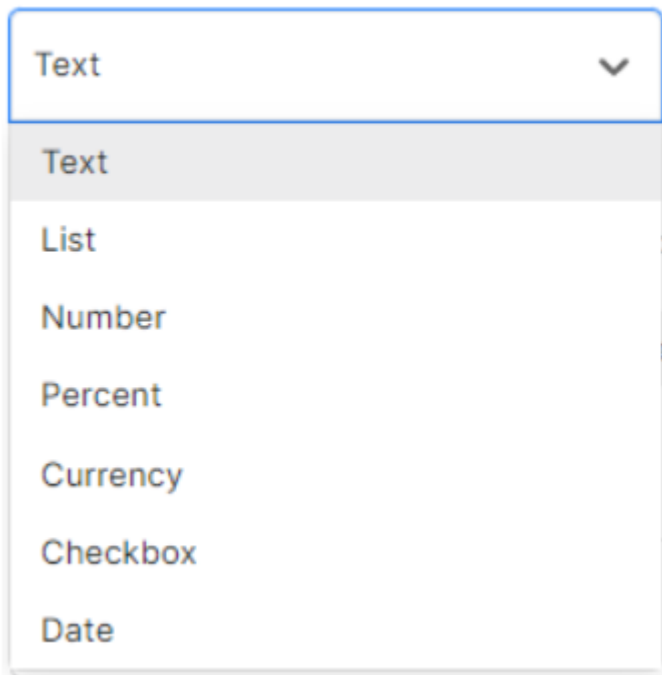
- If a field applies to both Customers and Documents, new documents will copy their value from their Customer.
- If a field applies to both Documents and Line Items, new lines will copy their value from their document.
- If a field applies to both Products and Line Items, new lines will copy their value from their product. This will overwrite any value copied from the document.

Changes made on the "Child" will not be reflected on the "Parent", and vice versa. This is to say, if a "Color" field applies to both Product and Line Item, and is set to "Red" on the product, new lines for that product will copy the value "Red". If on one line, the value is then changed to "Blue", this change will not propagate to other lines or to the product.

## Data types

The following data types are available for use: Text, List, Number, Percent, Currency, Checkbox, Date

### Data Type



## List Options Input

If you select List as the data type, the list items will be populated as they are typed into the new value box. Once all list items have been entered, the order can be rearranged by dragging and dropping each field to order how the list should be displayed. If an item needs to be removed, simply by clicking on the X to the right of the item.

Label

Expedite

Data Type

List

List Values

None Default

Same Day Processing

Next Day Processing

2 Day Processing X

Add a new value

Default to first list value ☒

Additionally, when the "Default to first list value" is selected, the first item of the list will always be selected whenever the field is incorporated.

## Integrating existing Custom Fields from Business Central

Cavallo has the ability to import other existing fields from Business Central through our Custom Fields screen.

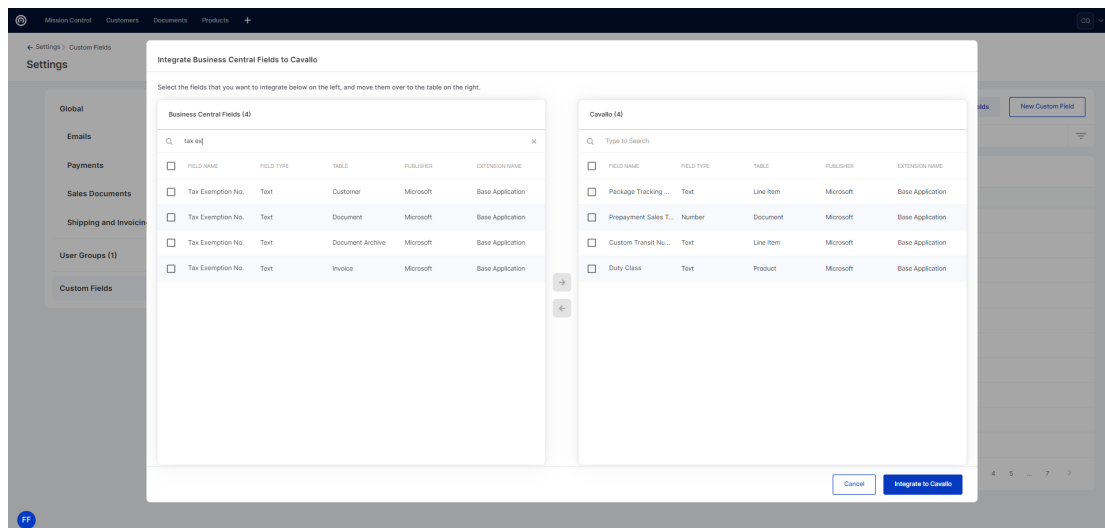


After clicking the "Integrate Existing Fields" button, the field picker will be displayed.

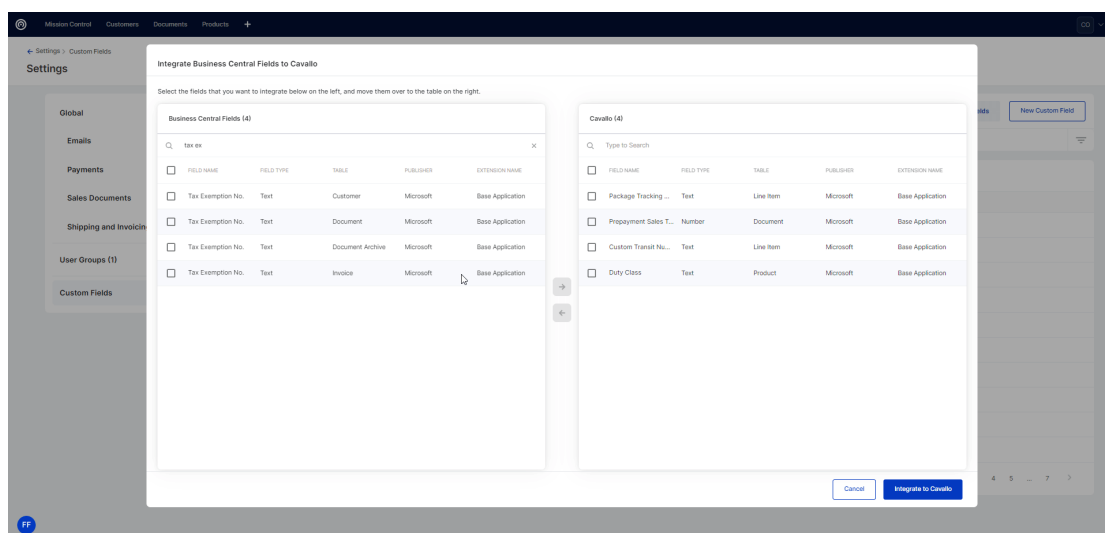
The screenshot shows the Cavallo Custom Fields interface. On the left is a sidebar with navigation links: Global, Emails, Payments, Sales Documents, Shipping and Invoicing, User Groups (1), and Custom Fields (selected). The main area is titled 'Custom Fields' and includes a search bar and a button 'Integrate Existing Fields'. Below this, a message states '62 Custom fields are published'. A table lists the fields with columns for LABEL, APPLIES TO, TYPE, and DESCRIPTION. The fields listed are: UPS Zone (JIC Field), Transfer from Date/Time (JIC Field), Stockout Warning (JIC Field), Ship-to UPS Zone (JIC Field), Search Description (Read only), Sales Tax Amount Rounding (JIC Field), Retention VAT % (JIC Field), Retention Attached to Line No. (JIC Field), Outstanding Amount (\$\$) (JIC Field) (Read only), and notWantedID (JIC Field). The table shows various field types like Text, Date, List, and Number. At the bottom, there is a pagination bar showing 'Showing 10 out of 62' and a page indicator '1'.

LABEL	APPLIES TO	TYPE	DESCRIPTION
UPS Zone (JIC Field)	Customer	Text	
Transfer from Date/Time (JIC Field)	Document	Date	
Stockout Warning (JIC Field)	Product	List	
Ship-to UPS Zone (JIC Field)	Document	Text	
Search Description (Read only)	Line Item	Text	
Sales Tax Amount Rounding (JIC Field)	Document	Number	
Retention VAT % (JIC Field)	Line Item	Number	
Retention Attached to Line No. (JIC Field)	Line Item	Number	
Outstanding Amount (\$\$) (JIC Field) (Read only)	Document	Number	
notWantedID (JIC Field)	Document	Text	

On this screen, any fields that should be brought into Cavallo can be searched for.



After selecting the fields that should be integrated, click the right arrow to add them to the list of items to be brought into Cavallo. If there is a mistake, simply select the item(s) from the list on the right and click the left arrow to remove them from the import list.



When ready, either run a publish now or schedule one to be run in the future and the selected fields will be integrated into the Cavallo app. For reference, “(BC Field)” will be appended to the end of the Label for future reference.



## Publishing new Custom Fields

Once all of the new Custom Fields have been entered, they will appear in a list at the top of the screen. If the list appears complete, the Custom Fields can be scheduled for publishing.

## Custom Fields

New Custom Field

Search by label or description

3 Custom fields are ready to publish

Publish

LABEL	APPLIES TO	TYPE	DESCRIPTION
High Value Cust	Customer, Document	Checkbox	Customers that have ARR over \$50k
Expedite	Document, Line Item	List	Expedite order processing
Cust Anniversary	Customer	Date	Day we first started doing business with a Customer.

Showing 10 out of 3

< 1 >

Custom Fields can either be published now, or at a later time within the next 24 hours.

### Publish (3) Custom Fields

×

**When should the 3 Custom Fields be published?**

Publishing the Custom Fields Extension in your Microsoft Business Central company will temporarily log you out of the system.

Now

Now

11:00 AM EDT

12:00 PM EDT

1:00 PM EDT

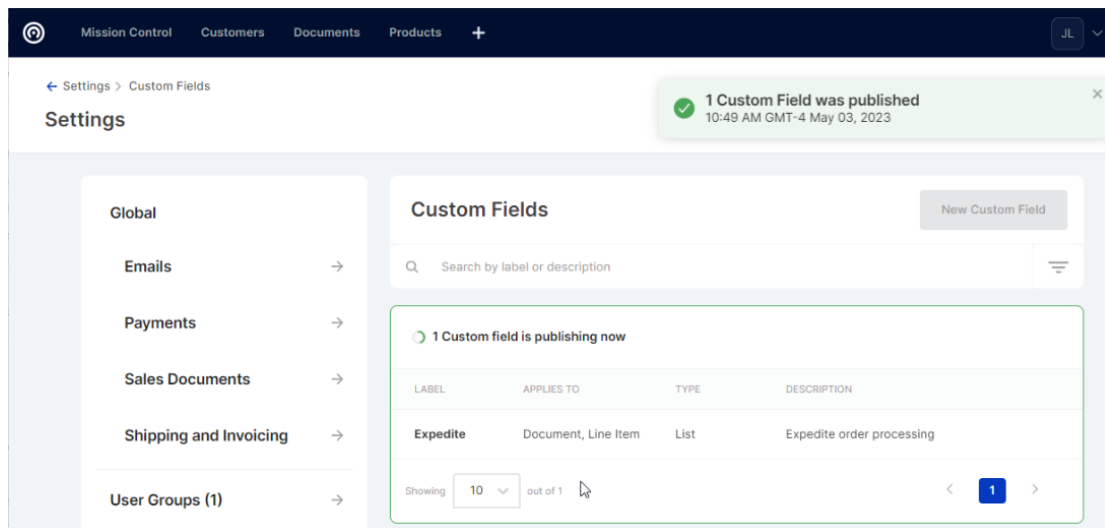
2:00 PM EDT

3:00 PM EDT

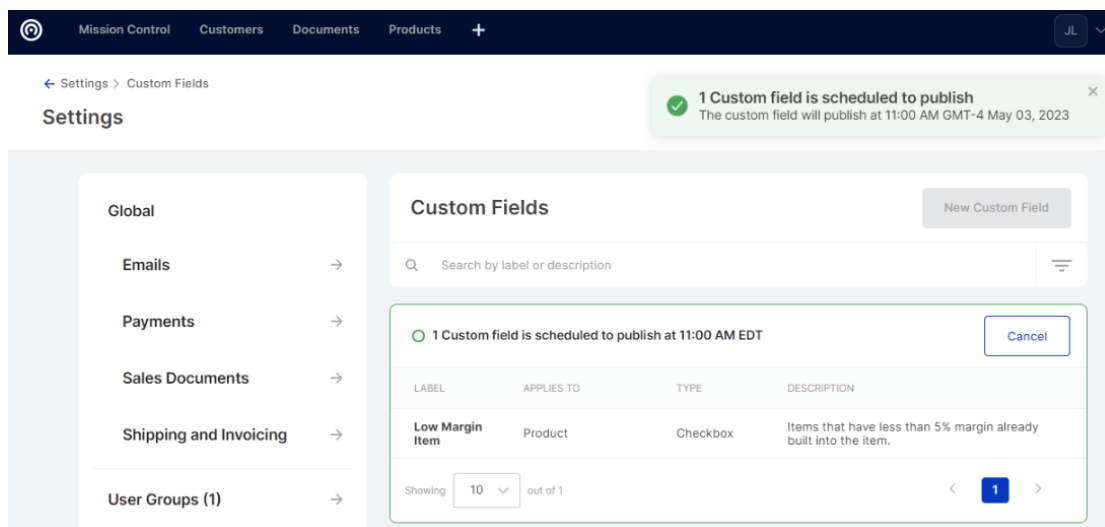
4:00 PM EDT

If publish now is selected, the following view will appear:





If publish at a later time is selected, the following view will appear:



NOTE: When a later time has been selected, users will not be able to add any new Custom Fields to the batch unless the scheduled publish has been canceled.

## FAQs

### What object types are Custom Fields supported on?

- Documents, including:
  - Quotes,
  - Orders,
  - Invoices, and
  - Returns
- Customers
- Line Item
- Item Masters/Products

At this moment in time, there is no support from Cavallo to have Custom Fields on Purchase Orders.

## How can I bulk update the new Custom Fields?

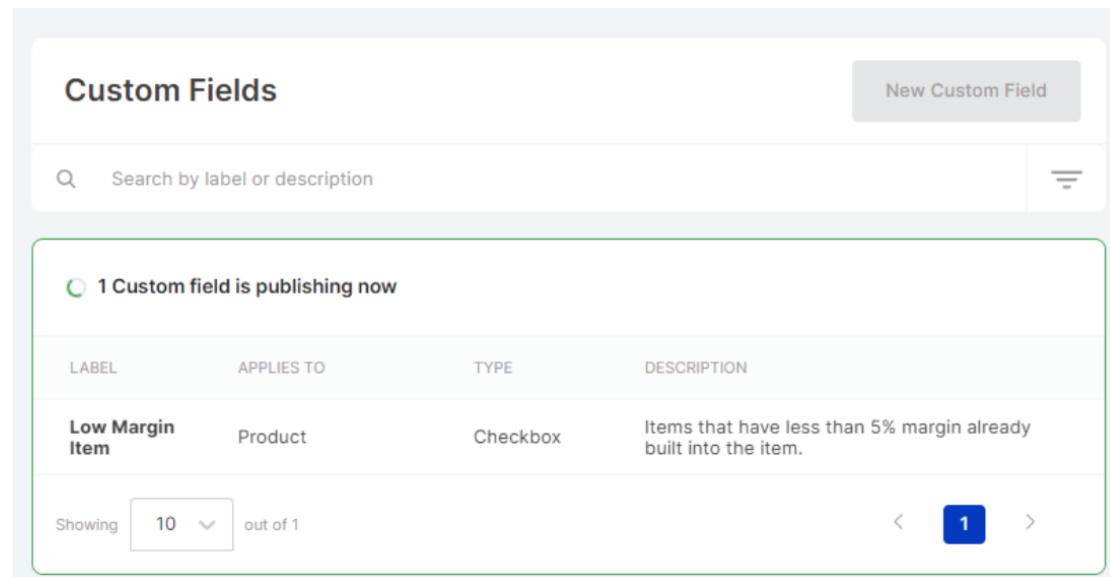
While there are no tools currently in Cavallo that will easily allow you to bulk update any of your new Custom Fields, you can use the existing functionality in BC to process a bulk update.

The following articles can help explain how to use the existing BC functionality:

- [Microsoft - Import Business Data from Other Finance Systems](#)
- [Encore Blog - How to Easily Import Data into Dynamics 365 Business Central](#)

## I can't input any new Custom Fields

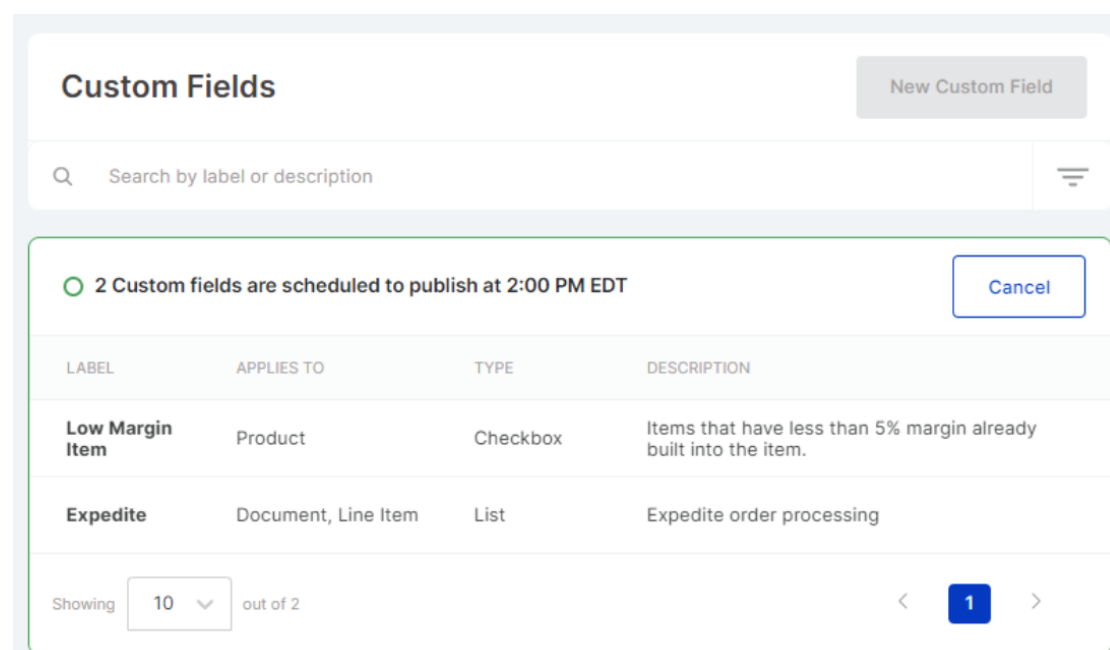
If you are unable to click the “New Custom Field” button because it is grayed out, there is probably either a publishing event currently running:



The screenshot shows the 'Custom Fields' page with a 'New Custom Field' button that is grayed out. A message at the top states '1 Custom field is publishing now'. Below this is a table with one entry: 'Low Margin Item' which applies to 'Product' and is a 'Checkbox' type. The description is 'Items that have less than 5% margin already built into the item.' The pagination shows 'Showing 10 out of 1' and a page indicator '1'.

LABEL	APPLIES TO	TYPE	DESCRIPTION
Low Margin Item	Product	Checkbox	Items that have less than 5% margin already built into the item.

Or there is a scheduled publishing job that has not run yet:



The screenshot shows the 'Custom Fields' page with a 'New Custom Field' button that is grayed out. A message at the top states '2 Custom fields are scheduled to publish at 2:00 PM EDT' with a 'Cancel' button. Below this is a table with two entries: 'Low Margin Item' and 'Expedite'. The 'Expedite' entry applies to 'Document, Line Item' and is a 'List' type. The description is 'Expedite order processing'. The pagination shows 'Showing 10 out of 2' and a page indicator '1'.

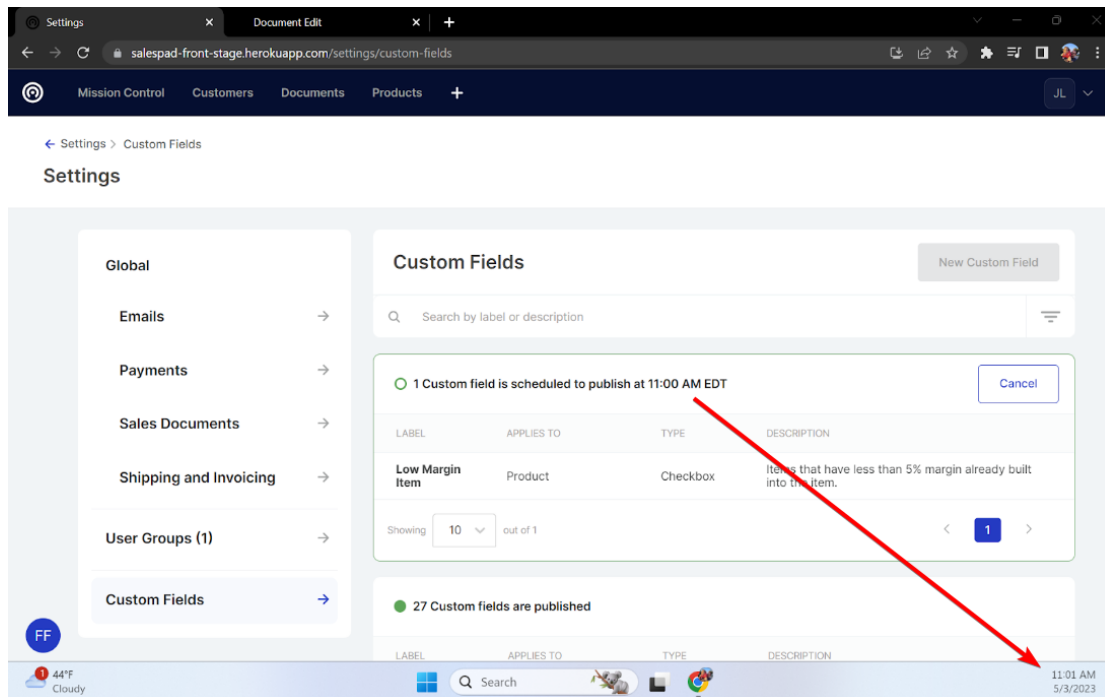
LABEL	APPLIES TO	TYPE	DESCRIPTION
Low Margin Item	Product	Checkbox	Items that have less than 5% margin already built into the item.
Expedite	Document, Line Item	List	Expedite order processing

In the first case you will need to wait until the process completes. In the second case, you can click the cancel button, add any new custom fields you would like, then reschedule the publishing job.

## My scheduled publish didn't run, what happened?

If you see that a scheduled Custom Field publishing event has not occurred, please refresh your screen before contacting support.

Screenshot of process after 11:00am, before refreshing:



Screenshot of process after 11:00am, after refreshing:

