



Profit Scan Installation Guide

Megan De Freitas - 2025-02-06 - Profit Scan Documentation

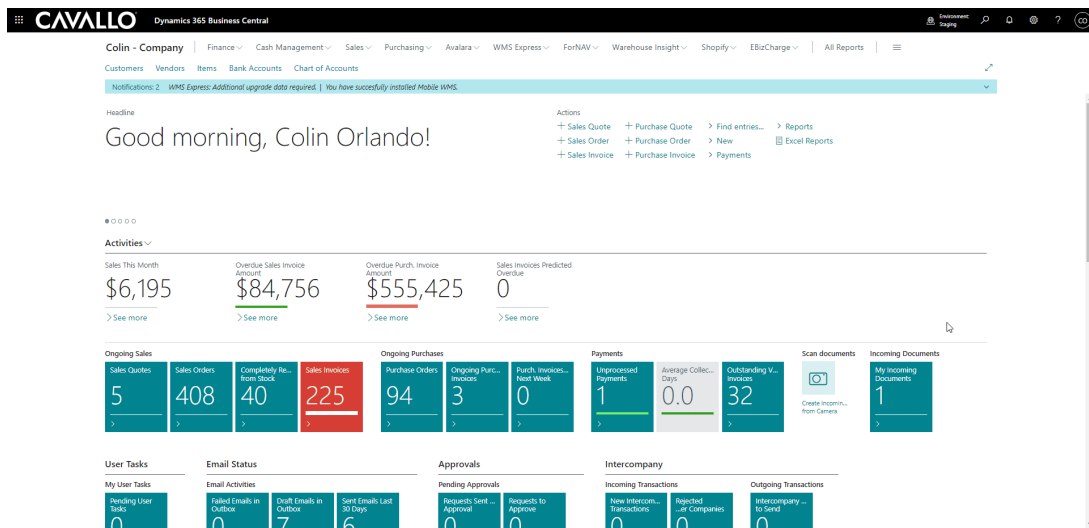
Cavallo Profit Scan is a free extension from Microsoft AppSource that is purpose built to allow businesses on Microsoft Business Central to identify sales documents that fall below the companies specific target margins. Below is a full installation guide of how to get up and running with Profit Scan!

[Profit Scan Download](#)

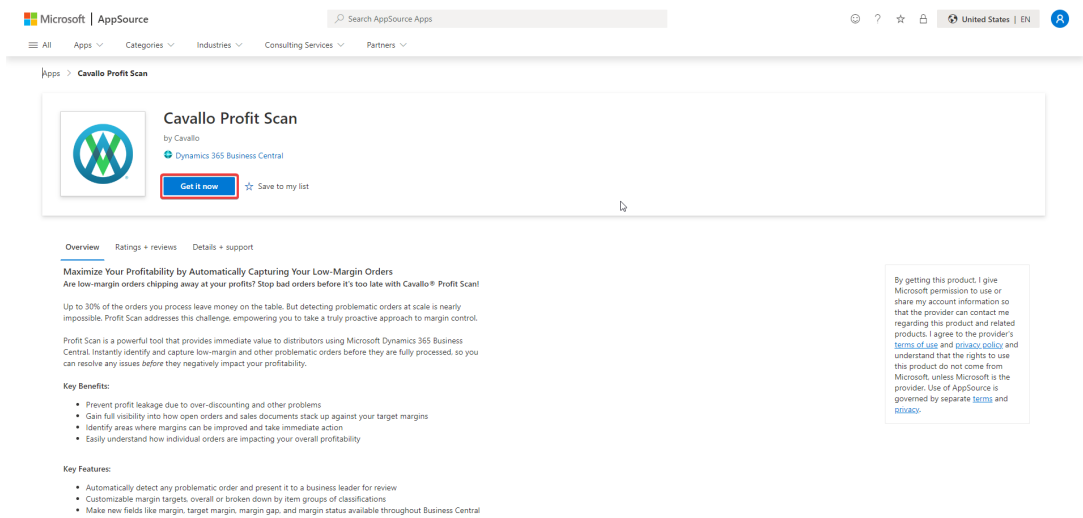
Installation Guide:

App Source

1. Navigate to Microsoft AppSource either via web browser or by searching Extension Marketplace in the Business Central global search:

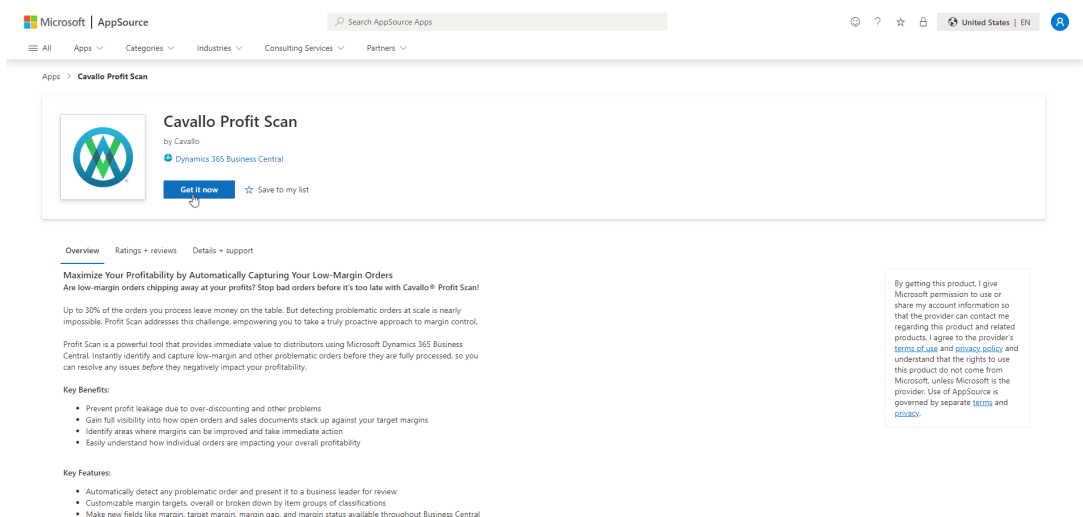


2. Search for "Cavallo Profit Scan" and click "Get It Now".



Note: To install apps from AppSource, you must have the right permissions. You must either be a member of the D365 Extension MGT user group or you must have the EXTEND. MGT. - ADMIN permission set. If you're an administrator, you can assign user groups and permissions to other users in your company. To learn more about user groups and permissions, please see [Assign Permissions to Users and Groups](#). Profit Scan supports BC23 and up.

3. Select an environment to install Profit Scan and select the language you wish to use. Begin the installation and feel free to continue working until the download is complete or navigate to Extension Management in Business Central to monitor the installation's progress.



Clicking install will initiate the download of Profit Scan. This download can be managed in Business Central's Extension Installation or Extension Management windows.

Business Central

1. Once the download is complete, the user who downloaded Profit Scan will be presented with a banner along the top of their Business Central home screen to let them know that

Profit Scan is ready to begin the assisted setup.

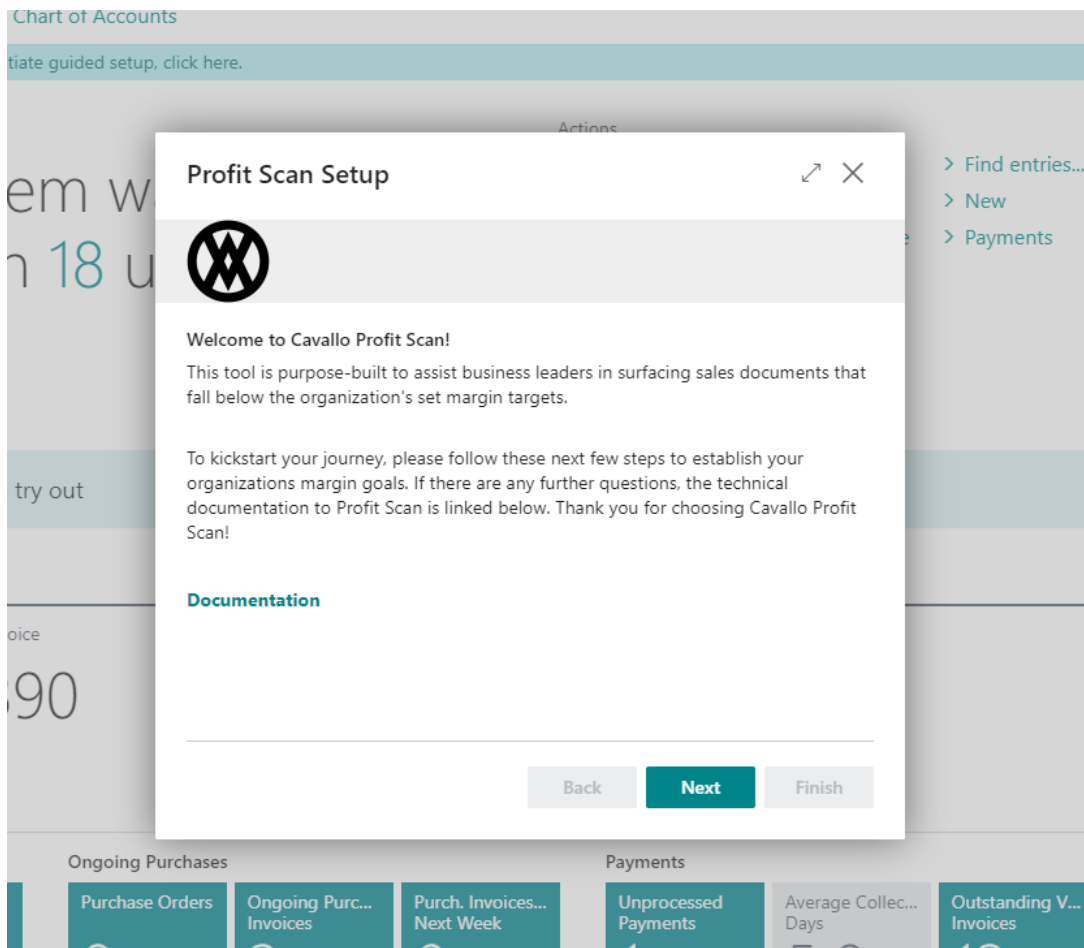
The screenshot shows the Dynamics 365 Business Central interface for 'CRONUS USA, Inc.'. At the top, there is a navigation bar with menus for Finance, Cash Management, Sales, Purchasing, and Shopify. Below this is a secondary navigation bar with 'Customers', 'Vendors', 'Items', 'Bank Accounts', and 'Chart of Accounts'. A notification banner at the top states: 'Cavallo Profit Scan has successfully installed! To initiate guided setup, click here.' Below the notification is a large 'Get started' banner with the text 'Hi, meet Business Central!' and a 'Show demo tours' button. The main dashboard area displays 'Activities' with four cards: 'Sales This Month' (\$1,906), 'Overdue Sales Invoice Amount' (\$63,890), 'Overdue Purch. Invoice Amount' (\$49,422), and 'Sales Invoices Predicted Overdue' (0). Below these are several 'Ongoing Sales', 'Ongoing Purchases', 'Payments', and 'Incoming Documents' cards with various metrics.

2. Click the banner and begin the assisted setup:

This screenshot is identical to the one above, but with a mouse cursor hovering over the 'Get started' banner. The notification banner at the top is still present, and the dashboard metrics are the same.


Note: This window may be expanded or collapsed in the upper right

3. The first window is a welcome into Profit Scan. It is worth pointing out that the Profit Scan Usage Guide is linked on this welcome tile as well.



4. The next window allows the user to set a company base target margin. This target will be used as the default target margin % for the document.

Profit Scan Setup

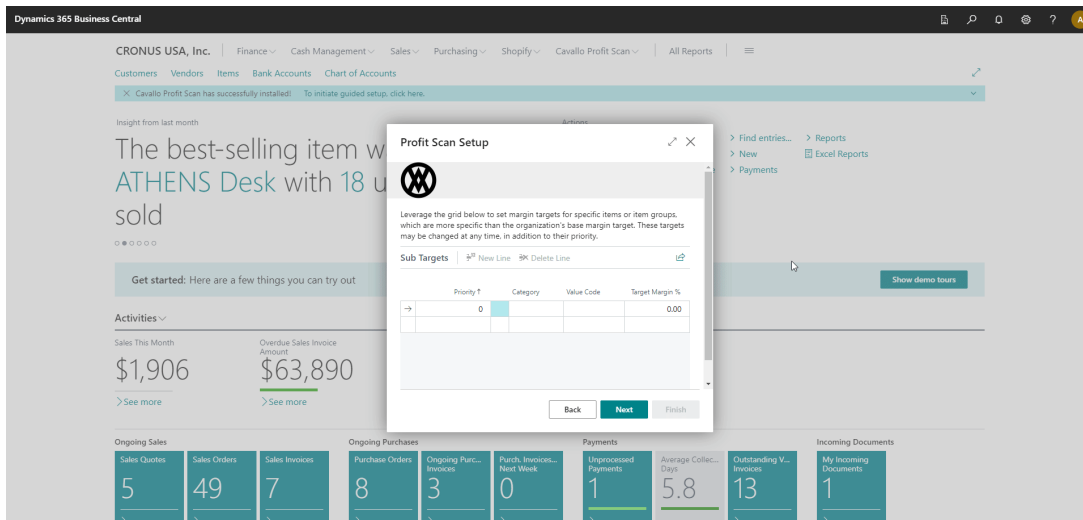


Enter your organization's base target margin below. This baseline will be used to assess quotes and orders for low margin. In the absence of specific sub-targets for items, this figure will also be utilized to evaluate individual sales lines for low margin.

Base Target Margin %

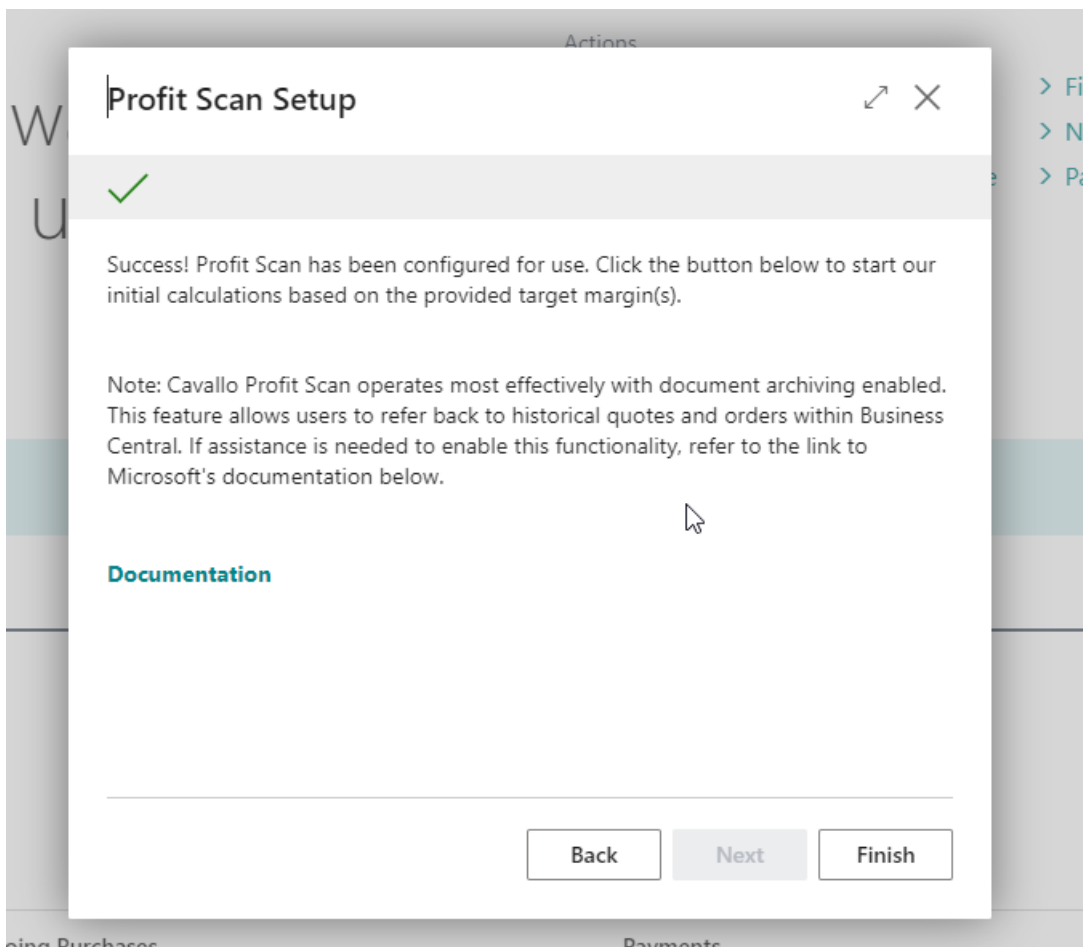
Note: The documents target is a sum of all the lines targets. In the absence of a specific line level target, the base target will be used. The base target can be changed at any time.

5. The next window allows the user to set specific item sub targets. As stated in the note above, the sales document's target margin is a sum of the sales lines individual targets. This feature allows a user to define specific targets by any of the following: Item, Inventory Posting Group, Item Category Code, Dimension, Tax Posting Group, General Product Posting Group. Users can also edit the priority of these sub targets as one item may apply to multiple sub targets at once.



Note: The item sub targets can be changed and recalculated at any time.

6. The final window has two main purposes. First off, Profit Scan works best with Archiving enabled. If this isn't currently turned on within Business Central, there is a link to Microsoft's support page. This isn't a requirement, but highly recommended. Lastly, clicking the "Finish" button will run calculations across all of the companies open quotes and orders based on the preset margin targets and bring the user directly into the Profit Scan Dashboard.



Note: This process can take a couple of minutes depending on document count.

Full Assisted Setup:

Dynamics 365 Business Central

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Shopify | Cavallo Profit Scan | All Reports

Customers Vendors Items Bank Accounts Chart of Accounts

X Cavallo Profit Scan has successfully installed! To imitate guided setup, click here.

Insight from last month

The best-selling item was **ATHENS Desk** with **18 units** sold

Get started: Here are a few things you can try out [Show demo tours](#)

Activities

Sales This Month: \$1,906 [See more](#)

Overdue Sales Invoice Amount: \$63,890 [See more](#)

Overdue Purch. Invoice Amount: \$49,422 [See more](#)

Sales Invoices Predicted Overdue: 0 [See more](#)

Ongoing Sales: Sales Quotes (5), Sales Orders (49), Sales Invoices (7)

Ongoing Purchases: Purchase Orders (8), Ongoing Purch. Invoices (3), Purch. Invoices Next Week (0)

Payments: Unprocessed Payments (1), Average Collec. Days (5.8), Outstanding V. Invoices (13), My Incoming Documents (1)

User Permissions:

Cavallo Profit Scan user access can be found in the Business Central "User Setup" page. This can be located by navigating to the search in the upper right of the screen and typing in "User Setup"

Dynamics 365 Business Central

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Shopify | Cavallo Profit Scan | All Reports

Customers Vendors Items Bank Accounts Chart of Accounts

Get started

Hi, meet Business Central!

You're all set to try out our demo company, Cronus. Go explore on your own, or take a quick tour first. [Show demo tours](#)

Activities

Sales This Month: \$1,906 [See more](#)

Overdue Sales Invoice Amount: \$63,890 [See more](#)

Overdue Purch. Invoice Amount: \$49,422 [See more](#)

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Note: If you can't find this page in search, there is most likely a Business Central Permission missing from your user.

Each User ID can be configured and given the specific permissions that are required for their role. The permissions are outlined below:

The screenshot shows the 'User Setup' page with a table of users. The 'Profit Scan Permissions' column has a dropdown menu open for the 'ADMIN' user, showing options: Admin, User, Manager, Admin, and None. The 'Admin' option is highlighted in blue.

User ID ↑	Profit Scan Permissions	Allow Posting From	Allow Posting To	Allow Deferral Posting From	Allow Deferral Posting To	Sales Invoice Posting Policy	Purch. Invoice Posting Policy	Regi... Time
→ ADMIN	Admin					Allowed	Allowed	<input type="checkbox"/>
COLIN.ORLA...	User					Allowed	Allowed	<input type="checkbox"/>
KYLE.STEENB...	Manager					Allowed	Allowed	<input type="checkbox"/>
	Admin							<input type="checkbox"/>
	None							<input type="checkbox"/>

None: All Profit Scan fields are hidden

User: Visibility into all Profit Scan calculated fields on sales document lists, cards and archives.

Manager: In addition to all "User" permissions, users with "Manager" can also take all Profit Scan actions:

- Accepting Documents
- Following Documents
- Emailing Documents
- Viewing Event History

Admin: In addition to everything above, Admins also have access to the Profit Scan Settings page. On this page users can set new margins and create new reason codes for the company.

Note: All actions and any calculated fields outside of the Profit Scan dashboard are available only on paid versions of Profit Scan. Contact your Cavallo sales rep if interested in upgrading.

Profit Scan Settings:

The Profit Scan Settings can be located from either the global search or from the Cavallo Profit Scan global navigation menu. Within the settings page, users will have the ability to set a new base target, adjust item sub targets and edit reason codes that are used for accepting document under margin.



Settings

Recalculate Targets | More options

Company Target Margin

Base Target Margin % 25.00

Sub Targets | New Line Delete Line

	Priority ↑	Category	Value Code	Target Margin %
→	10	Item Category Code	FURNITURE	23.00
	20	Item	1896-S	26.00

Reason Code Configuration | New Line Delete Line

Reason Code ↑	Description	Event Type ↑
→ APPROVED	This document has approved or standard discounting	Accepted
UNDO	This document was accepted by accident	Reverted

Note: This page is only available to users with the "Admin" permission

Any time either the base target or any item sub targets change, the user will be notified that recalculation is required via a banner on the settings page. Running this action will go through all open quotes and orders to recalculate them to the new targets.



Settings

Recalculate Targets | More options

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Sub Targets | New Line | Delete Line



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