

Custom Fields

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Allow unlimited number of custom fields to be created and then be seen in most documents in the system

Add as many custom fields as you require for additional information.

Custom Fields give you the flexibility to add Specific Information to your customer, Suppliers and User List

It Helps you add and track additional data on items

The customized information can be included in your forms and reports.

System Configurati...

Administration

- Company Profiles
- Defaults
- Financial Periods Setup
- Backups
- Multicurrency
- Multilingual
- Custom Fields
- Reference Values
- Custom Period Setup**
- Imports
- Emailing Schedule Setup
- Export Schedule
- POS Setup

Custom Fields

Search Add Edit Delete Convert

Custom Fields Category Entity Links

Custom Label:

Control Type:

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#	Custom Label	Control Type	Display	Value	Width
1	Cashier	Textbox			100
2	Colour	Dropdown	Black, Galv, Silver	Black, Galv, Silver	250
3	Drawn By	Textbox			250
4	Gauge	Dropdown	.55, .60, .65	.55, .60, .65	
5	Material	Dropdown	Galv, Steel	Galv, Steel	250
6	MG Flag	Checkbox			
7	Models	Dropdown	Escort, Fiesta, Focus, Mo...	Escort, Fiesta, Focus, Mo...	30
8	PO Number	Textbox			300

Add a custom field

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Custom field set up for a checkbox.

I am creating this custom field so that I can set it up against my customers, to distinguish between different categories of customers.

I want to use a checkbox in this case.

First add the custom field and indicate what type of control type it is and whether it be a checkbox or text box.

You can go and create a category that allows you to break up further dropdowns on your custom fields. this is not a requirement however if you have a lot of custom fields it's better to categorize them.

The next tab that you need to go to is the entity links that means you need to link the custom field that you created to somewhere in the system.

You can link one custom field to multiple places in the system, example customer set up, supplier setup an inventory setup using the same custom field.

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Custom Field Maintenance

⚙️ ↺ ?

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Add

✎

Edit

✖

Delete

✖

Close

Control Type:

Checkbox▼

Custom Label:

MG Flag

Control Width:

⬆⬆

Display List:

Value List:

Save & New

Save & Close

Close

Custom fields on stationery

In Custom Fields under the Entity Links Tab. Click on the Entity in the drop down that you require and click on search.

Find the custom field that you do not want to appear on the printable documentation and click on Amend.

Take the tick off the Printable tick and click on Save and Close.

SearchAddEditDeleteConvert

Custom FieldsCategoryEntity Links

Entity: Debtors

Category:

Control Type: All

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#	Custom Label	Control Type
1	DebtorsColour	Dropdown
2	DebtorsDrawn By	Textbox
3	DebtorsRanger XXXXX...	Textbox

Entity Link

Entity: Debtors

Category: All

Field: Colour

Sequence No: 2

Printable On Document: ☐

Save and NewSave and CloseClose

By removing the tick on the Printable label this will mean that when printing the document for the customer is will not see that custom field.

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