User Defined Field Setup

Last updated: May 31, 2022

Summary

You can access the user defined field setup windows from the following forms:

Sales Transaction Entry

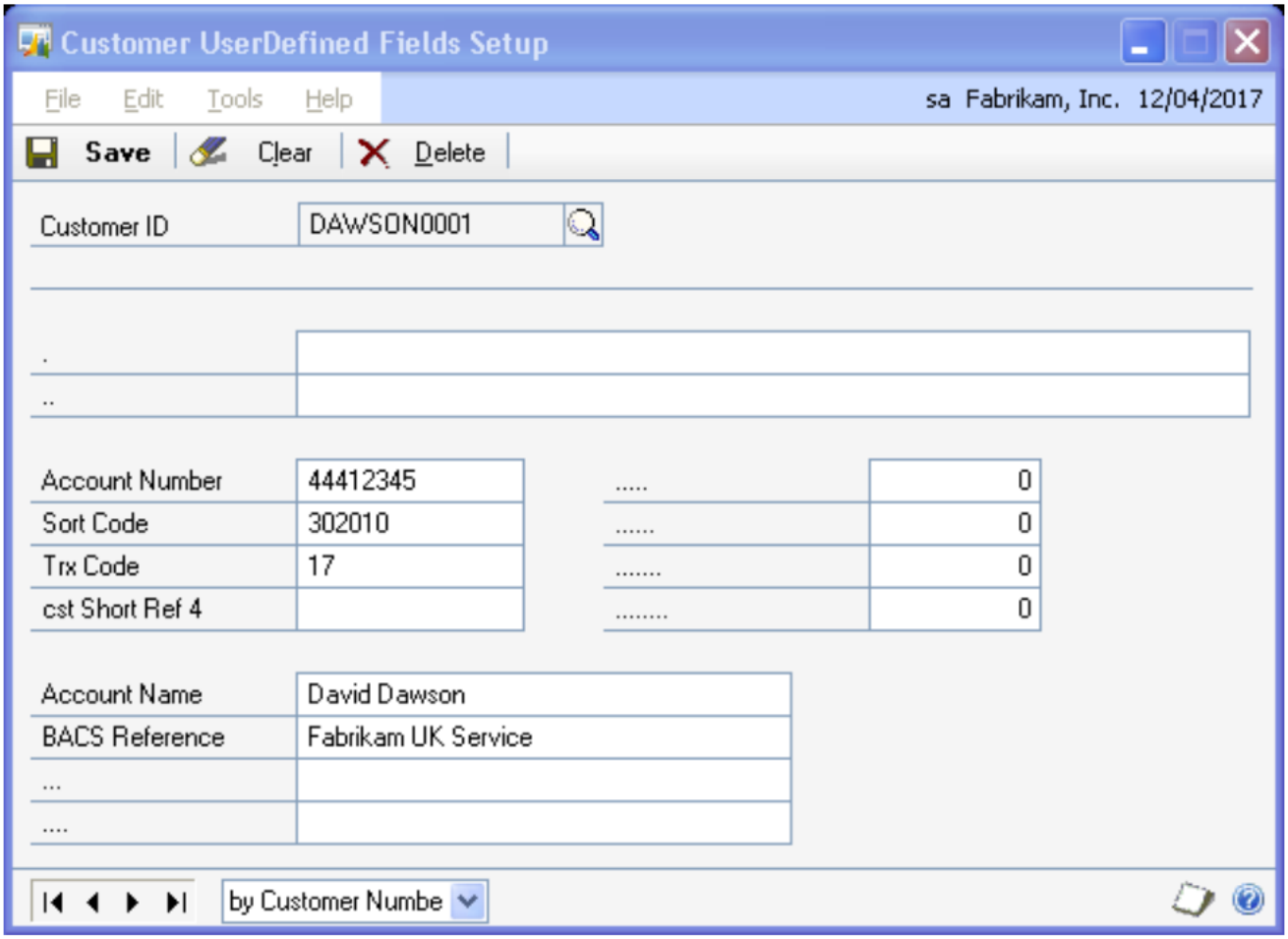
Debtor Maintenance

Chequebook Maintenance

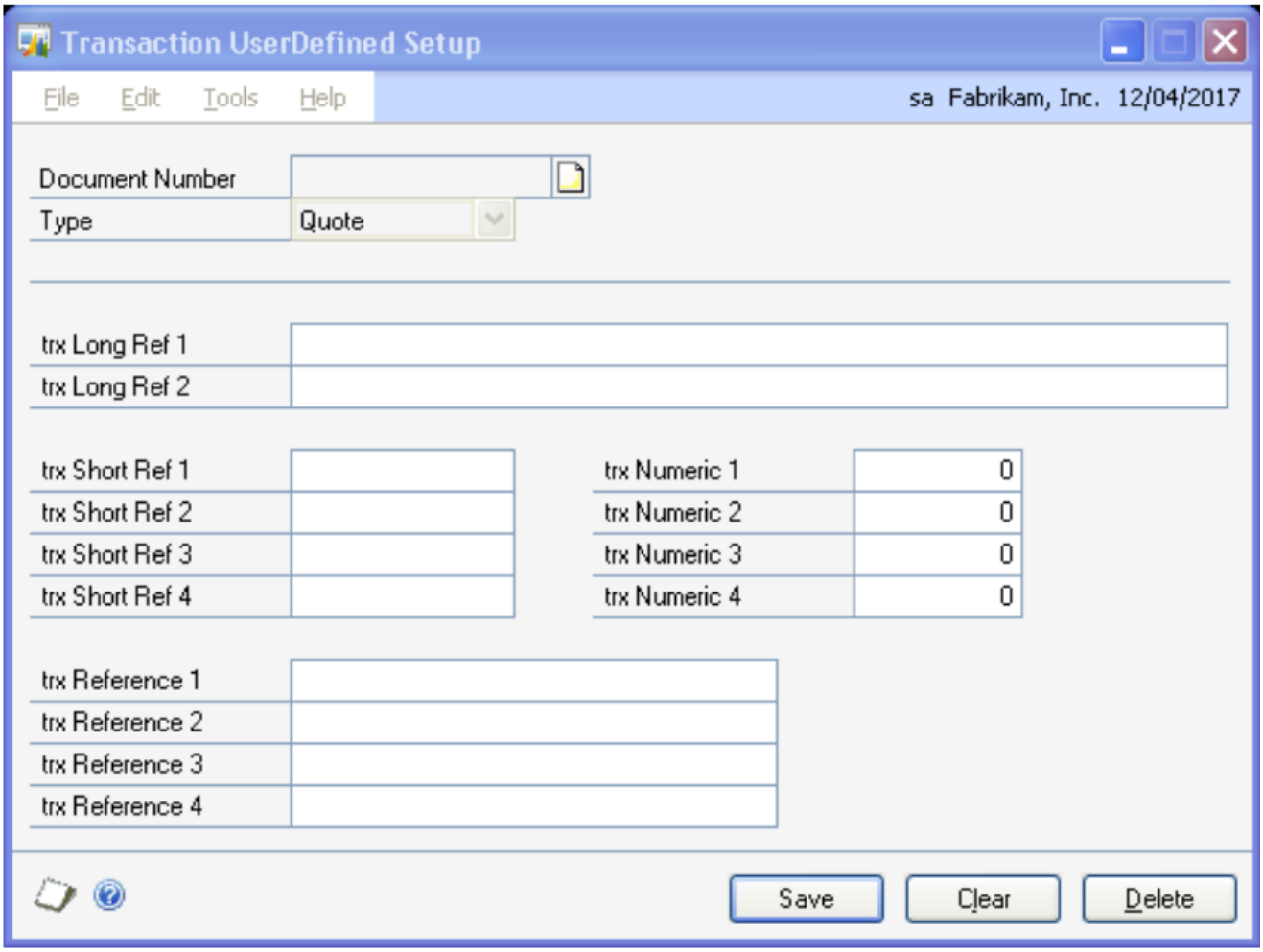
When you have these forms selected an ‘Extras’ menu option will appear along the top with the other menu
options. If you select this menu option you will be able to choose ‘User Defined Fields’ and this will open the
corresponding User

Window Layout

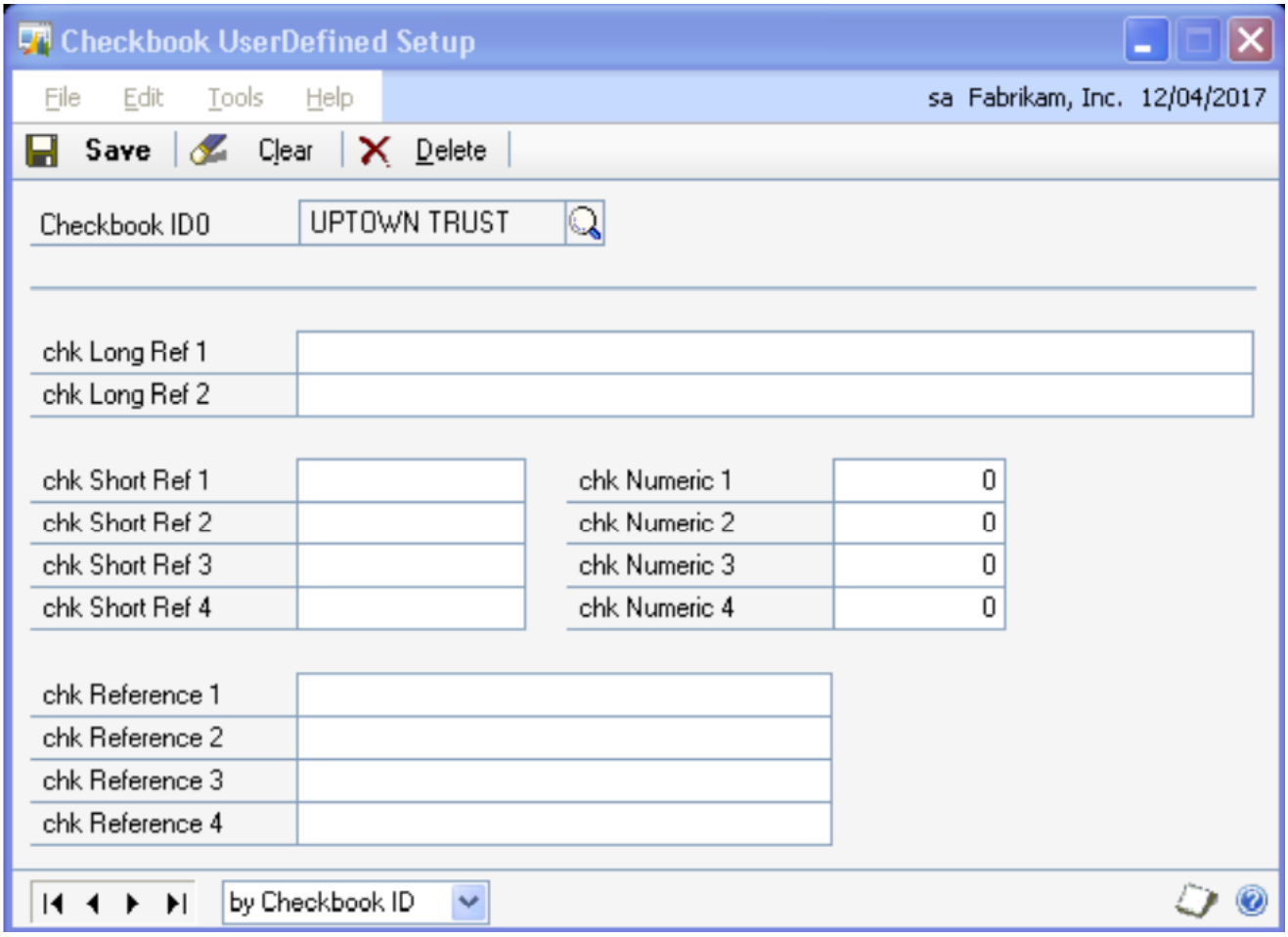
Customer



Transaction


Transaction UserDefined Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 12/04/2017
Document Number
Type
Quote
trx Long Ref 1
trx Long Ref 2
trx Short Ref 1
trx Short Ref 2
trx Short Ref 3
trx Short Ref 4
trx Numeric 1
trx Numeric 2
trx Numeric 3
trx Numeric 4
0
0
0
0
trx Reference 1
trx Reference 2
trx Reference 3
trx Reference 4
Save
Clear
Delete

Chequebook



Processing

This windows are fairly basic in there operation. The Chequebook ID that you want should already be selected because you the information was passed from the main screen when you selected this option from the extras menu. Once you have typed in the information you wish to have in the user defined fields then you can save the record and return to the main screen from which you came. The clear and delete buttons work as per standard Microsoft Dynamics GP. I.e. the clear button clears the screen and the delete button deletes the record.

On the chequebook and customer user defined windows you can also select another record by using the
lookup to find the appropriate record.