

## Object Tracking - Overview

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The object tracking system is designed to allow the assignment of a unique identifier to transaction activity for any defined object (jobs, projects, special events, etc.) for the purposes of reporting.

The process to create an object is:

1. Create the Object Type (Settings > Object Tracking > Object Type)
2. Define the Object Divisions (Settings > Object Tracking > Object Divisions)
3. Create the Object (Records > Objects > New)

An Object# can be assigned to any transaction line; only one object can be assigned to a transaction line.

Object Reporting is specific to each client; please contact [support@sgasoftware.com](mailto:support@sgasoftware.com) for reporting requests.

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