Object Types

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Object TypesSettings > Object Tracking > Object Types

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)

Create the Object Type

The structure of the Object Number (how many divisions, etc.) is determined by the setup of the Object Type. Object Types are defined in *Settings > Object Tracking > Object Types*:



New Object Type Setup - Example

General:

Edit Object Type			
Object Type: Description:	GRANTS Grant management	✓ Active	
Source:	GR Q Grants		
General Object		☐ Auto# Main Division Last Used: 0	
		✓ Save	X Cancel

Object Type: The Object Type you wish to create (e.g., PROJECT, EVENT, JOB, etc.)

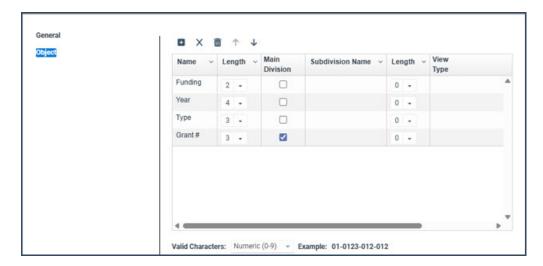
Description: A description of the object type.

Source: "**AS**" source type indicates object type is created for the Fixed Assets submodule. Otherwise, not required.

Active: No entry will be allowed if the object type is inactive.

Auto# Main Division: When adding new objects, this setting assigns the next sequential number to this division.

Object:



- Name: Name for the object number division. This name will appear on all reports, screens, and other relevant documents.
- Length: The number of characters of the object division.
- **Main Division:** The unique division that controls the object description (this is the division that will use auto number).
- **Subdivision Name:** Name of the subdivision of the object. This is the name that will appear on reports and other documents.
- **View Type:** For use with Asset Object Type, and separates custom information fields used to set GL segments associated with each object division. Otherwise, not required.

Valid Characters: Choose what characters are allowed to be in object numbers.