

## Object Types

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# Object Types

**Settings > 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:**

A screenshot of the 'Edit Object Type' form. The form has a dark blue header with the title 'Edit Object Type'. Below the header, there are three input fields: 'Object Type:' with the value 'GRANTS' and a checked 'Active' checkbox; 'Description:' with the value 'Grant management'; and 'Source:' with the value 'GR' and a magnifying glass icon next to 'Grants'. Below these fields, there is a section titled 'General' with a sub-section 'Object'. In the 'Object' section, there is a checkbox for 'Auto# Main Division' which is unchecked, and a 'Last Used:' field with the value '0'. At the bottom right of the form, there are two buttons: 'Save' (with a checkmark icon) and 'Cancel' (with an X icon).

**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:**

The screenshot shows a configuration window for an 'Object'. On the left, there are tabs for 'General' and 'Object', with 'Object' selected. The main area contains a table with the following columns: Name, Length, Main Division, Subdivision Name, Length, and View Type. The table has four rows: 'Funding' (Length: 2, Main Division: unchecked), 'Year' (Length: 4, Main Division: unchecked), 'Type' (Length: 3, Main Division: unchecked), and 'Grant #' (Length: 3, Main Division: checked). Below the table, there is a 'Valid Characters' dropdown menu set to 'Numeric (0-9)' and an 'Example' field displaying '01-0123-012-012'.

Name	Length	Main Division	Subdivision Name	Length	View Type
Funding	2	<input type="checkbox"/>		0	
Year	4	<input type="checkbox"/>		0	
Type	3	<input type="checkbox"/>		0	
Grant #	3	<input checked="" type="checkbox"/>		0	

Valid Characters: Numeric (0-9) Example: 01-0123-012-012

- **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.

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