

Object Types

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Object Types

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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](#))

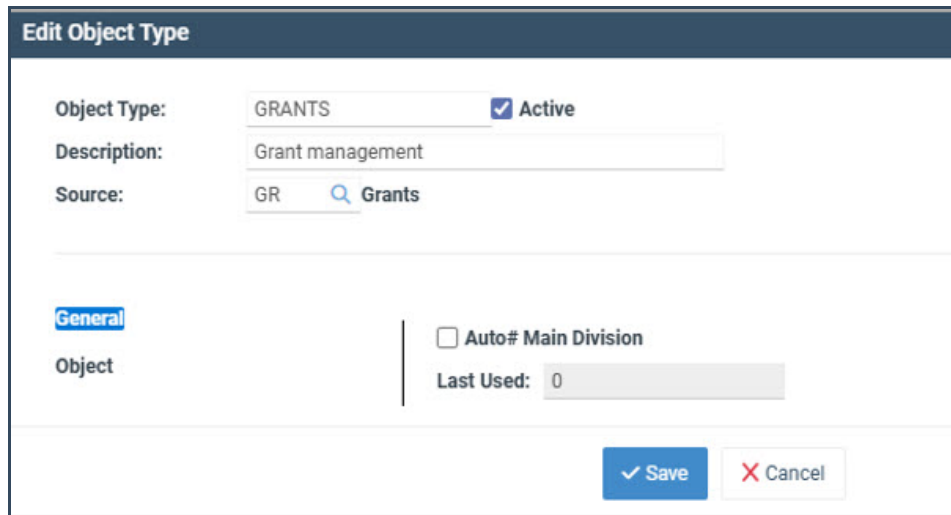
Create the Object Type

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 several fields: 'Object Type:' with the value 'GRANTS' and a checked 'Active' checkbox; 'Description:' with the value 'Grant management'; 'Source:' with the value 'GR' and a search icon next to 'Grants'. Below these fields, there is a 'General' tab and an 'Object' section. 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: a blue 'Save' button with a checkmark and a white 'Cancel' button with a red X.

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 titled 'Object' under the 'General' tab. It contains a table with the following data:

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	

Below the table, there is a scroll bar and a label: '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 in the object division.
- **Main Division:** The unique division that controls the object description (this is the division that will use an 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.
