

# Object Types

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The process to create an object is:

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

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## Create the Object Type

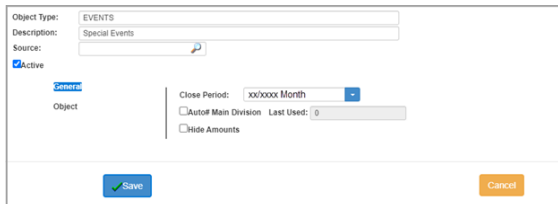
The structure of the Object # (how many divisions, etc.) is determined by the setup of the Object Type. Object Types are defined in Setup > Object Types:



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## New Object Type Setup - Example

General:

A screenshot of the 'New Object Type Setup' form. The form fields are: Object Type: EVENTS; Description: Special Events; Source: (empty); Active:  Active; Close Period: xxxxxx Month; Auto# Main Division:  Auto# Main Division; Hide Amounts:  Hide Amounts. There are 'Save' and 'Cancel' buttons at the bottom.

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

**Description:** A description for the object type

**Source:** Can be ignored

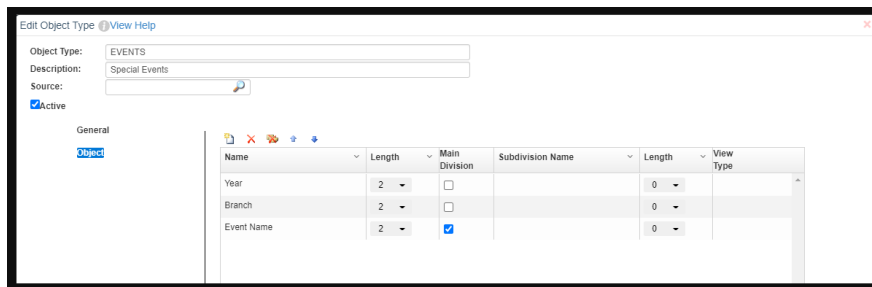
**Active:** If the object type is inactive, no entry will be allowed to it.

**Close Period:** Can be ignored

**Auto# Main Division:** allows the option for the system to assign the next sequential # for the Main division when adding new Objects

**Hide Amounts:** Can be ignored

- Object:



**Name:** Name of the division of the object number. This is the name that will appear on all reports, screens, etc.

**Length:** Length of the object division.

**Main Division:** The unique division that controls the object description (this is the division that will use Auto#)

**Subdivision Name:** Name of the subdivision of the object. This is the name that will appear on reports, etc.

**Length:** Length of the object subdivision.

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

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