Information like tracking numbers, invoice numbers, or other consecutively ordered numbers is a part of the business. Often, your business processes require these types of numbers to be customized and formatted into more valuable formats than a bunch of random numbers and letters. Fortunately, Salesforce has an out of box solution to solve this issue. You can create automatically generated number fields on any standard or custom Object. The Data Type that Salesforce uses for this is called *Auto Number*.

Auto Number – Automatically generates a values for each new record incrementally that can be customized for your business process.

## What are Auto Numbers

Auto Numbers are fields that automatically generate numbers incrementally. You can display numbers from 1 digit up to a max of 10 digits. You are also allowed to customize the display format better to meet the unique naming conventions of your business. We will walk through the steps to create an Auto Number field later in this guide, but first, let's go over some of the detailed areas unique to Auto Numbers.

**Display Format** – A Display Format allows you to control the appearance of the Auto Number field. A Display Format consists of the variables described below. You can add characters as prefixes or suffixes to make them more customizable to your business needs.

# Variables in a Display Format

SYMBOL	REQUIRED	DESCRIPTION
{0}	~	Sequence number. One or more zeros enclosed in curly braces dictates the minimum number of digits that will be displayed. If the number has fewer digits required, leading zeros will be added.
{YY} {YYYY}		This represents the year. Can be displayed in either two- or four-digit years. Uses two or four "Y" characters enclosed in curly braces representing the year the record was created.
{MM}		This represents the Month of the year. Uses two "M" characters enclosed in curly braces that represent the numeric month
{DD}		This represents the Day of the month. Uses two "D" characters enclosed in curly braces to represent the numeric day of the month.

Variables in a Display Format

**Starting Number** – The starting number identifies what number the records will begin. The record number will increase incrementally from here by one digit each time a new record is created.

**External ID** – This check box sets this field as the Unique Record Identifier from an external system.

### How to Create an Auto Number Field on Your Object

The first thing you need to do is go to the Object Manager in Salesforce

• Setup

Help for this Page 😡

- Object manager
- Select the **Object** you want to add an Auto Number field to
- Field & Relationships
- *New*
- Choose Auto Number

Tour		
New	Custom	Field

Step 1. Choose the field type		Step 1
		Next Cancel
Specify the type of information that the custom field will contain.		Terrange and the second s
Data Type		
None Selected	Select one of the data types below.	
Auto Number	A system-penerated sequence number that uses a display format you define. The number is automatically incremented for each new record.	
O Formula	A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.	
C Roll-Up Summary 1	A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.	
O Lookup Relationship	Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.	
O Master-Detail Relationship	Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") when: • The relationship field is required on all obtait records. • Whom a user detetes the master record, all detait records are determined by the master record. • You can orakin holps summary fields on the master record is summarize the detail records. The relationship field allows use to tokich on observation to non-pape list. The master object is the source of the values in the list.	
O External Lookup Relationship	Creates a relationship that triks this object to an external object whose data is stored outside the Salesforce org.	
Ocheckbox	Allows users to select a True (checked) or False (unchecked) value.	
Ocurrency	Allows users to enter a dolar or other currency amount and automatically formatic the field as a currency amount. This can be useful if you export data to Excel or another spreadurest.	
O Date	Allows users to enter a date or pick a date from a populo calendar.	
Opate/Time	Allows users to enter a date and time, or pick a date from a popup calender. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.	
Otmail	Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses mass emails.	i cannot be used for
O Geolecation	Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.	
O Number	Allows users to sniter any number. Leading zeros are removed.	
Opercent	Allows users to enter a percentage number, for example, 107 and automatically adds the percent sign to the number.	
OPtone	Allows users to enter any phone number. Automatically formatis it as a phone number.	
O Picklist	Allows users to select a value from a list you define.	
O Picklist (Multi-Select)	Allows users to select multiple values from a list you define.	

Custom Field - Auto Number

#### Click Next

In this screen, we will fill out all of the field details. We will fill out the field label, determine the display format ( see the above chart and description for more information), Field Name, Description, and Help Text. In this example, I am creating an auto-generated Tour Number n the following format: T-22-0012. It starts with the letter T, has the two-digit year, and has four digits for the auto-incrementing number.

New Custom Field	
Step 2. Enter the details	
Step 1 Field Label	Tour Number
Step 2 Display Format Starting Number	T-{YY}{0000} E tample: A-{0000} What Is This?
Step 3 Field Name	Concrete Auto Number for existing records
Description	Auto Generates a Tour Number for ID purposes Step 4
Help Text	Auto Generates a Tour Number for ID purposes Step 5
External ID Auto add to custom report type	<ul> <li>Set this field as the unique record identifier from an external system</li> <li>Add this field to existing custom report types that contain this entity i</li> </ul>

#### New Custom Field - Details Page

- Step 1 Field Label: *Tour Number*
- Step 2 Display Format: *T***-{YY}{0000}**
- Step 3 Field Name: This is the API Name, and in our example: *Tour\_Number*
- Step 4 Description: Describes the purpose of the field
- Step 5 Help Text: Provides a message for help

After that, you need to follow the Prompts to finish out the screens

#### Next

#### Next

Congratulations! You now have a field that auto-generates numbers in the format that fits your business process.