

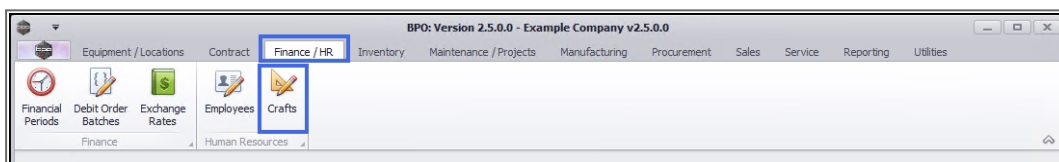
HUMAN RESOURCES

INTRODUCTION TO CRAFTS

The **Crafts** module in BPO is a way of classifying the skills of employees.

Tasks can have these crafts linked to them in order to fit the right employee, with the right skills and qualifications to the right job.

Ribbon Access: *Finance and HR > Crafts*



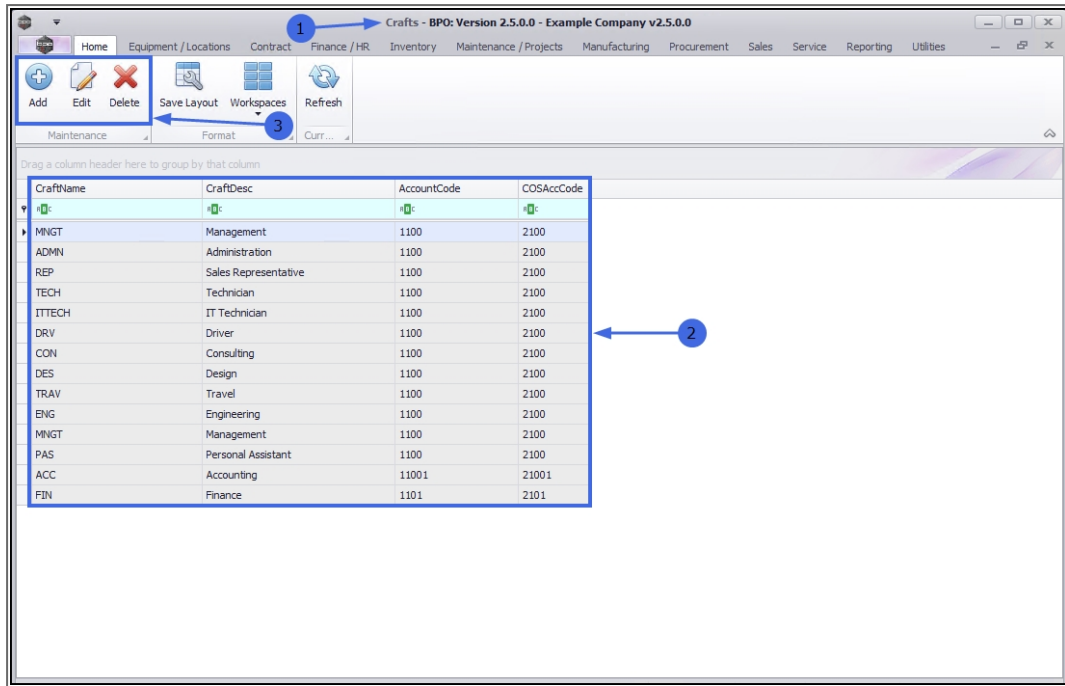
THE CRAFTS LISTING SCREEN

1. The **Crafts** listing screen will be displayed.
2. The data grid will list all the crafts currently on the system.

CRAFTS ACTION BUTTONS

3. From this screen, you can:

- Add a Craft
- Edit a Craft
- Delete a Craft



CraftName	CraftDesc	AccountCode	COSAccCode
MGMT	Management	1100	2100
ADMN	Administration	1100	2100
REP	Sales Representative	1100	2100
TECH	Technician	1100	2100
ITTECH	IT Technician	1100	2100
DRV	Driver	1100	2100
CON	Consulting	1100	2100
DES	Design	1100	2100
TRAV	Travel	1100	2100
ENG	Engineering	1100	2100
MGMT	Management	1100	2100
PAS	Personal Assistant	1100	2100
ACC	Accounting	11001	21001
FIN	Finance	1101	2101

CRAFT ACCOUNT CODES

You will note that *Account Codes* and *COS Account Codes* are linked to crafts.

Crafts - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Refresh

Maintenance Format Curr...

Drag a column header here to group by that column

CraftName	CraftDesc	AccountCode	COSAccCode
▼	▼	▼	▼
▶ MNGT	Management	1100	2100
ADMN	Administration	1100	2100
REP	Sales Representative	1100	2100
TECH	Technician	1100	2100
ITTECH	IT Technician	1100	2100
DRV	Driver	1100	2100
CON	Consulting	1100	2100
DES	Design	1100	2100
TRAV	Travel	1100	2100
ENG	Engineering	1100	2100
MNGT	Management	1100	2100
PAS	Personal Assistant	1100	2100
ACC	Accounting	11001	21001
FIN	Finance	1101	2101

We are currently updating the information in this topic. Thank you for your patience, please check back soon.



UNDER CONSTRUCTION

We are currently updating our site; thank you for your patience, please check back soon.



BPO.MNU.022

