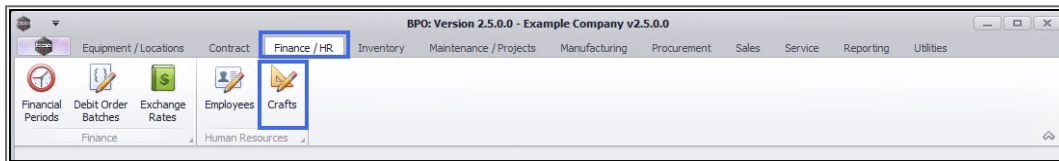


## HUMAN RESOURCES

### CRAFTS - ADD A CRAFT

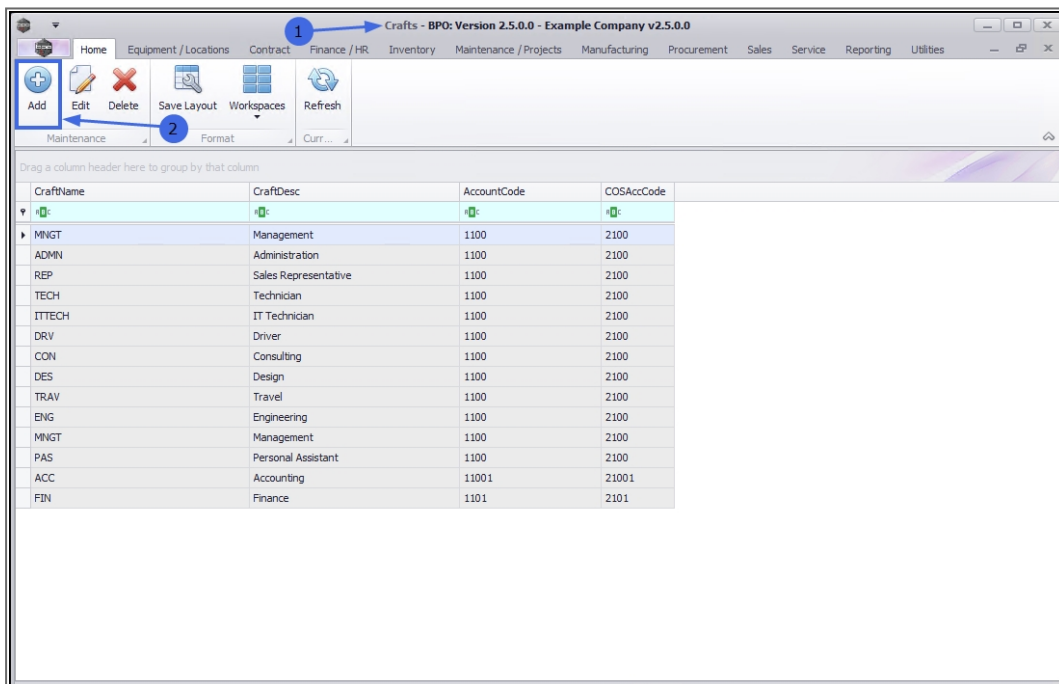
**Ribbon Access:** *Finance and HR > Crafts*



1. The **Crafts** listing screen will be displayed.

### ADD NEW CRAFT

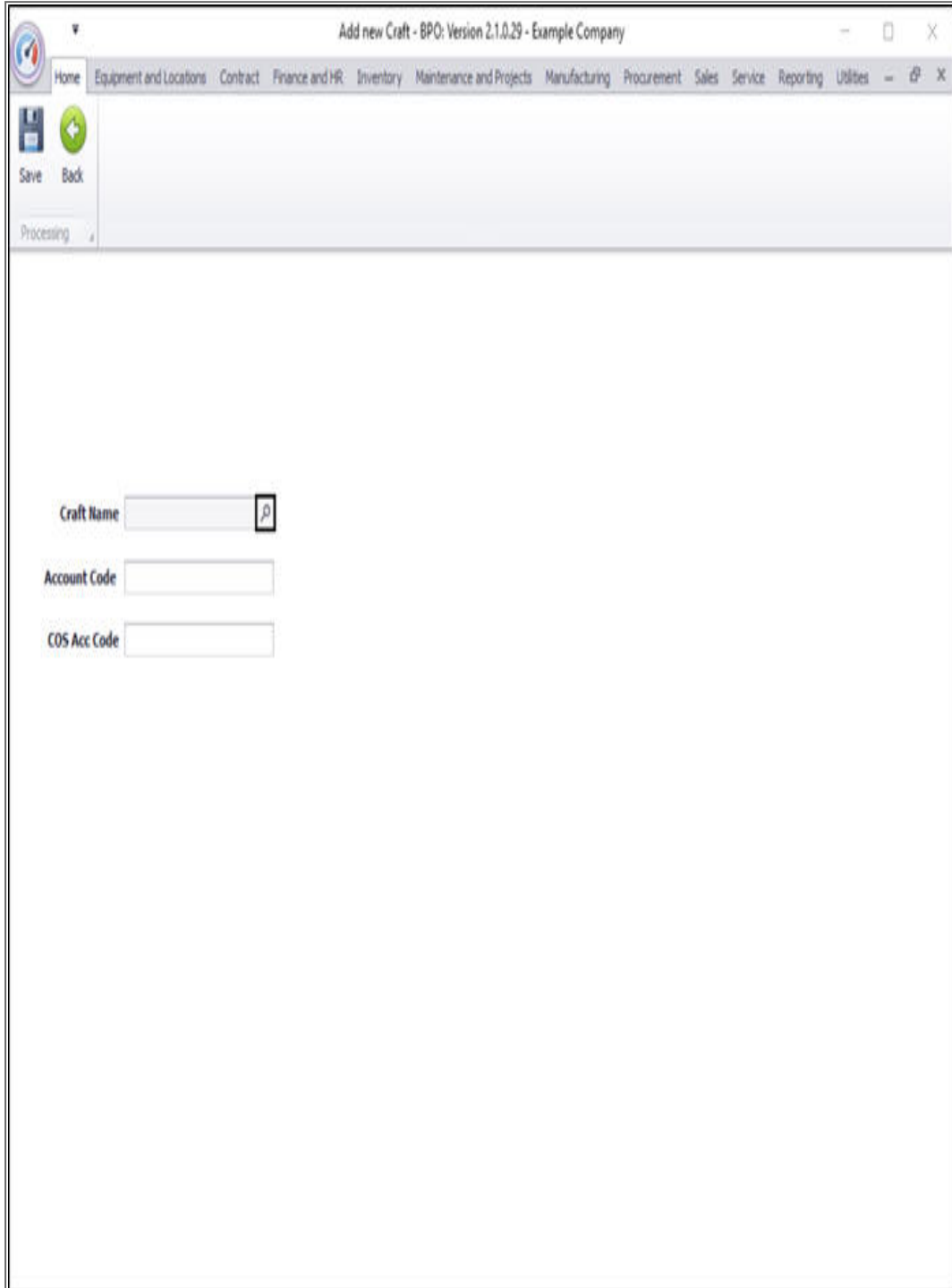
2. Click on **Add**.



- The **Add new Craft** screen will open.

### SEARCH FOR CRAFT NAME

- Click on the **search** button in the **Craft Name** field.



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

Save Back

Processing

Craft Name

Account Code

COS Acc Code

- The **Select the Craft Name** screen will pop up.
  - **Note:** The Craft selection available in the data grid, will have been set up in your company configuration [Craft Type Static Data](#).

## SELECT CRAFT NAME

---

- Select the **row** of the **craft** that you wish to **add**.
- In this image, **Consulting** has been selected.

Add new Craft - BPO: Version 2.1.0.29 - Example Company

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

Save Back

Processing

Craft Name

Account Code

COS Acc Code

Select the Craft Name

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column


TableName	FieldName	Code	CodeDescription	CodeType	S
tblEMPLCrafts	fdCraftName	CON	Consulting	None	
tblEMPLCrafts	fdCraftName	FIN	Finance	None	

- The **Craft Name** field will now be populated.

## LINK ACCOUNT CODES

---

- In the **Account Code** field, type in the General Ledger Sales Account Code.
- In the **COS Acc Code** field, type in the General Ledger Cost of Sales Account Code.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales


Service

Reporting


Utilities

...

...



Save



Back

Processing

Add new Craft - BPO: Version 2.1.0.29 - Example Company

Craft Name

CON

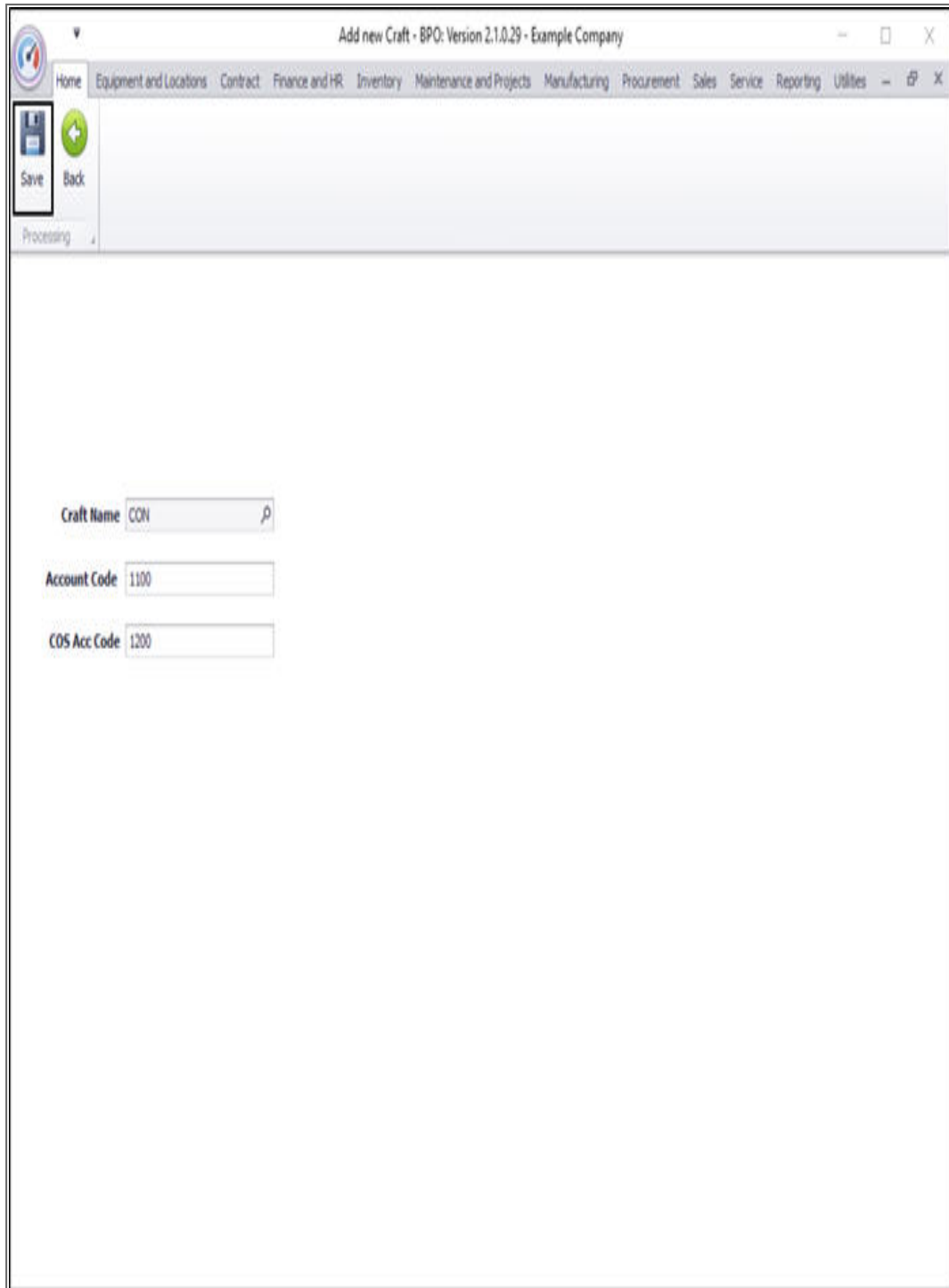
Account Code

COS Acc Code

## SAVE CRAFT

---

- When you have finished adding details to this screen, click on **Save**.



Processing

Craft Name

Account Code

COS Acc Code

- A message box will pop up advising the following:
  - *Craft: [] saved.*
- Click on **OK**.



Add new Craft - BPO: Version 2.1.0.29 - Example Company

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

Save Back

Processing

Craft Name

Account Code

COS Acc Code


Craft : CON saved

OK

## VIEW NEW CRAFT

---

- The new craft will now be displayed in the ***Crafts*** listing screen.
- ***Close*** this screen when you are done.



Crafts - BPO: Version 2.1.0.29 - Example Company

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

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✖

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✖

✖

Add

Edit

Delete

Save Layout

Workspaces

Refresh

Maintenance

Format

Cur...

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
PRJ	Project Management	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	1100	1200
CON	Consulting	1100	1200

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