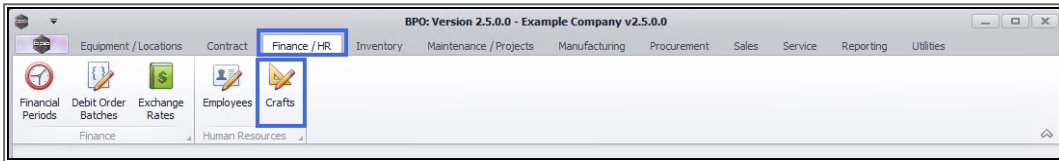


HUMAN RESOURCES

CRAFTS - ADD A CRAFT

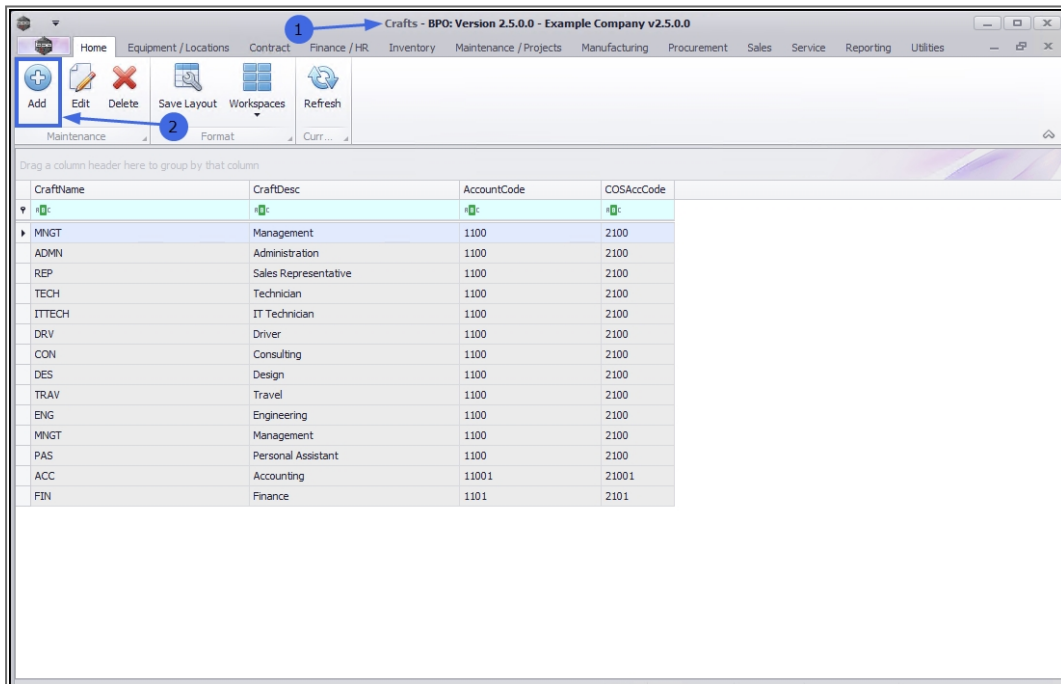
Ribbon Access: Finance and HR > Crafts



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

ADD NEW CRAFT

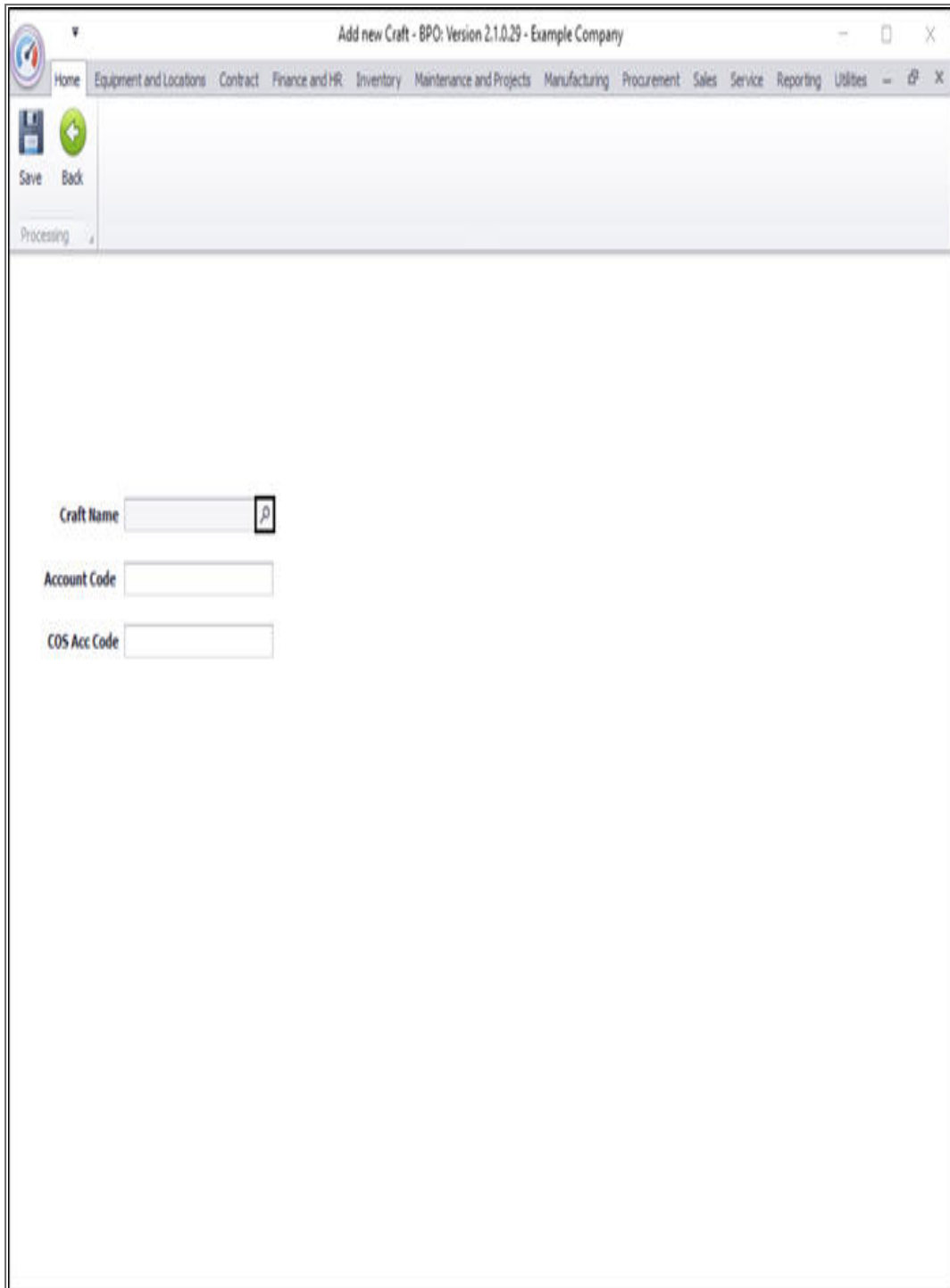
2. Click on **Add**.



- 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

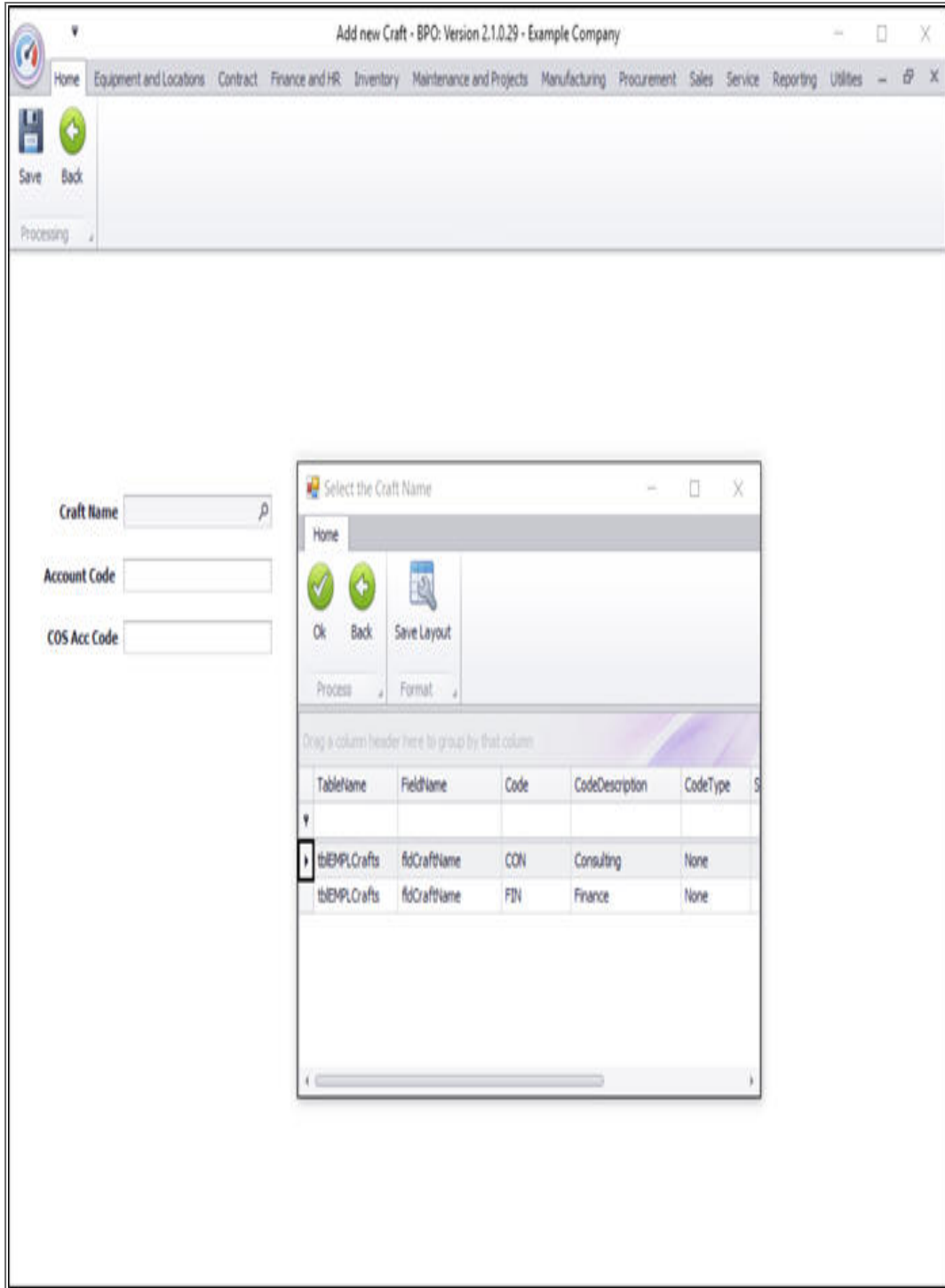
Account Code

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.



- 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.

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

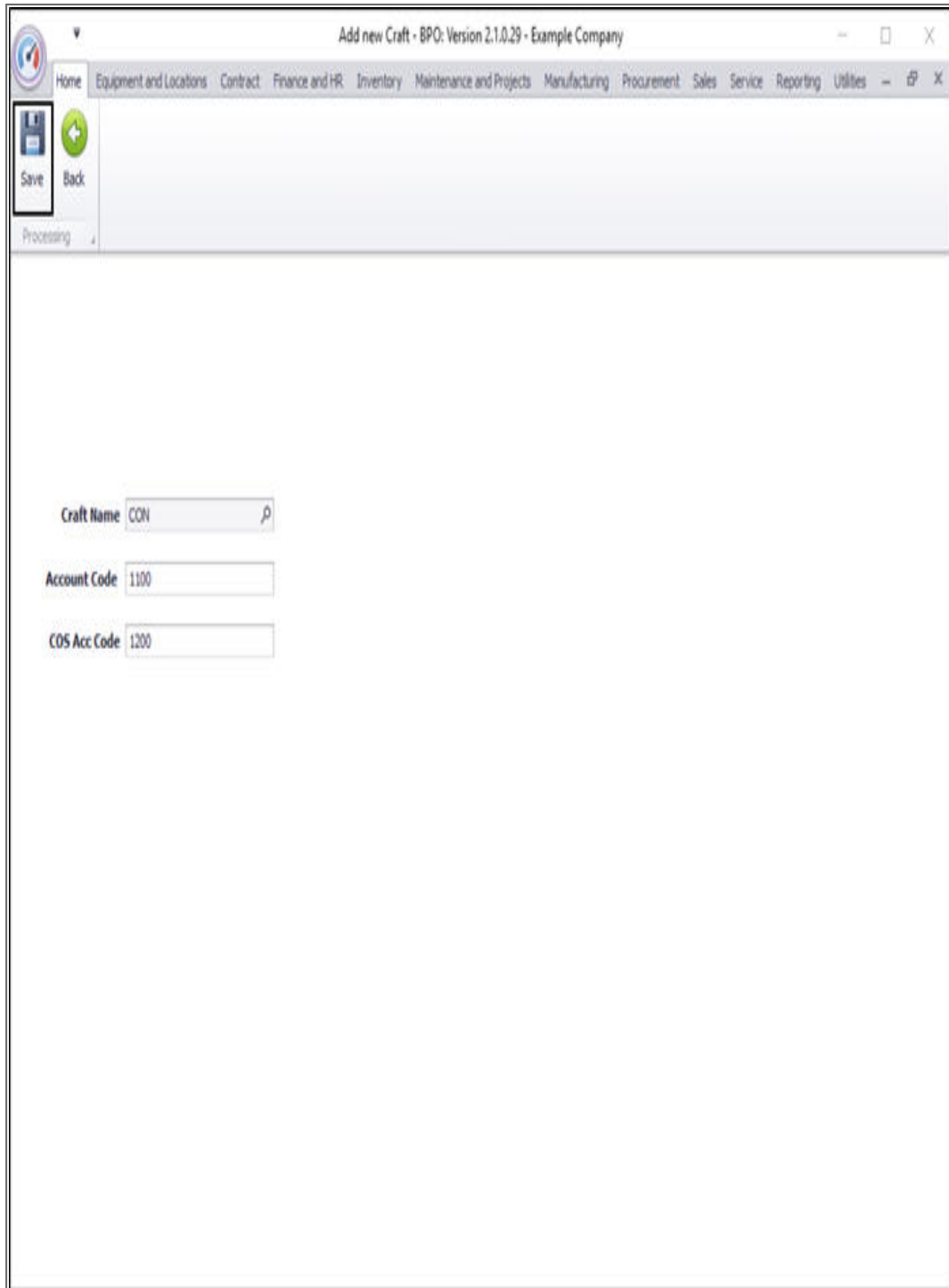
Craft Name:

Account Code:

COS Acc Code:

SAVE CRAFT

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



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

Save Back

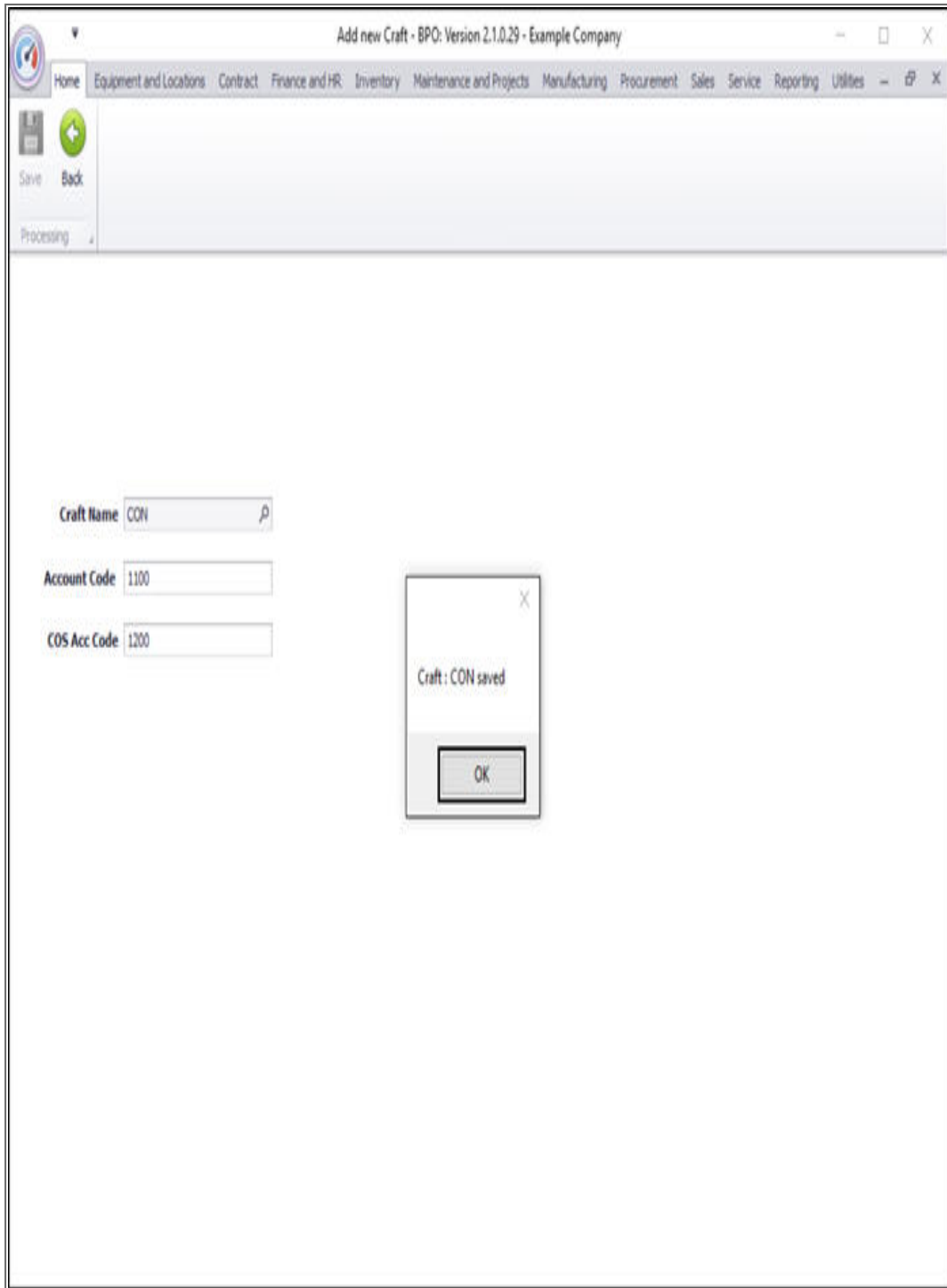
Processing

Craft Name

Account Code

COS Acc Code

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



The screenshot displays a web-based application window titled "Add new Craft - BPO: Version 2.1.0.29 - Example Company". The interface includes a top navigation bar with menu items: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the navigation bar is a toolbar with "Save" and "Back" buttons, and a "Processing" status indicator.

The main content area contains a form with the following fields:

- Craft Name:** A text input field containing the value "CON".
- Account Code:** A text input field containing the value "1100".
- COS Acc Code:** A text input field containing the value "1200".

A modal dialog box is overlaid on the form, displaying the message "Craft : CON saved" and an "OK" button.

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

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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