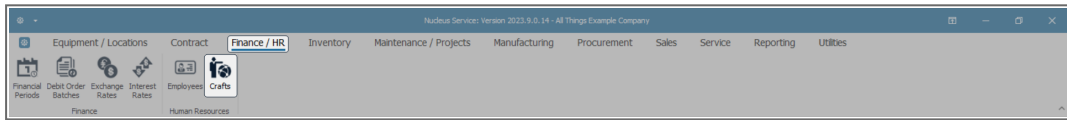


HUMAN RESOURCES

CRAFTS - ADD A CRAFT

Before you do the following process of adding a Craft in **Nucleus Service**, you have to first set up Crafts in **Nucleus Configurator** ([Static Data Crafts](#)).

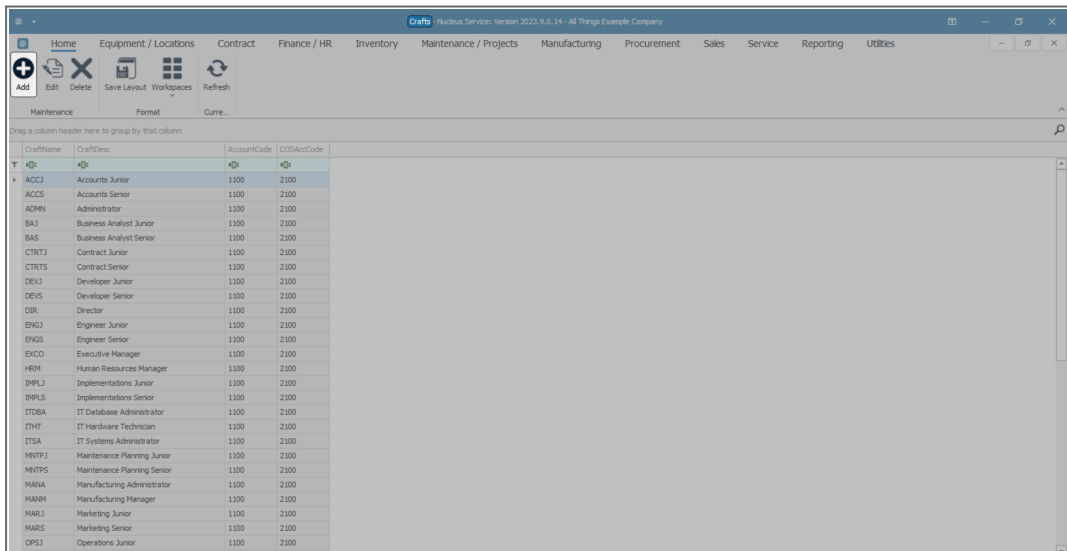
Ribbon Access: Finance / HR > Crafts



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

ADD NEW CRAFT

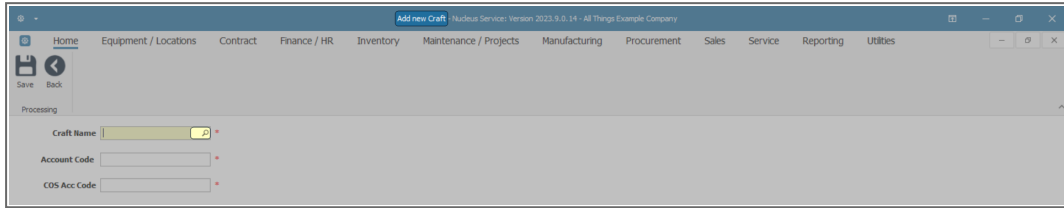
- Click on **Add**.



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

SEARCH FOR CRAFT NAME

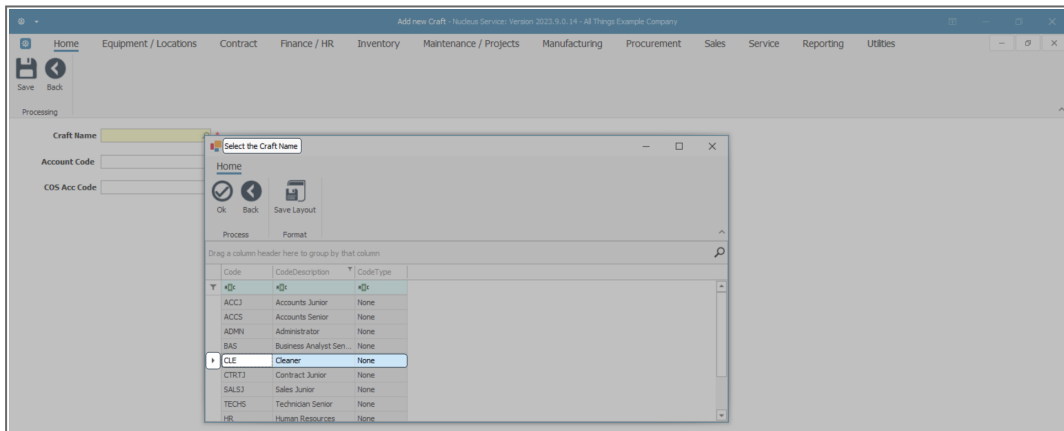
- Click on the **Search** button in the **Craft Name** field.



- The **Select the Craft Name** screen will pop up.
- **Note:** The **Craft** selection available in this data grid, will have been set up in **Nucleus Configurator** [Static Data Crafts](#).

SELECT CRAFT NAME

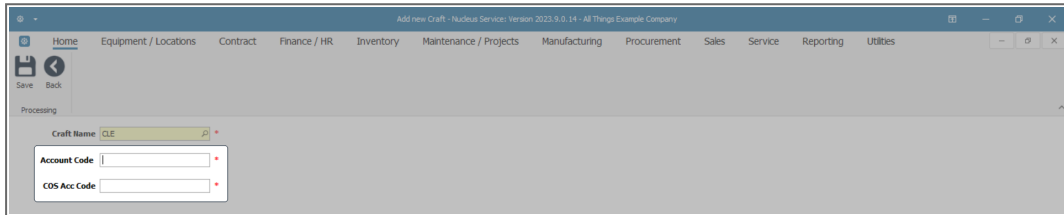
- Select the **row** of the **Craft** that you wish to **add**.
- In this image, **Cleaner** has been selected.



- 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.

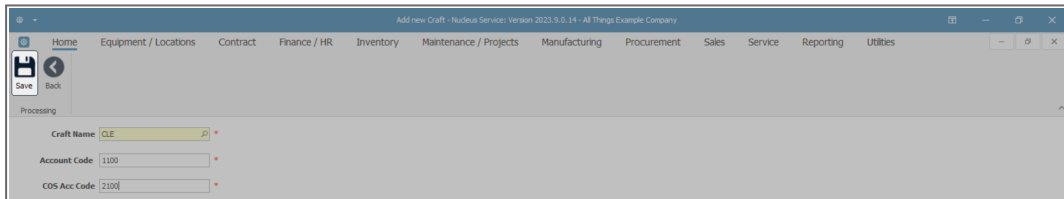


The screenshot shows a web application window titled "Add new Craft - Nucleus Services: Version 2023.9.0.14 - All Things Example Company". The navigation menu includes Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The form contains the following fields:

- Craft Name:** CLE
- Account Code:** (empty)
- COS Acc Code:** (empty)

SAVE CRAFT

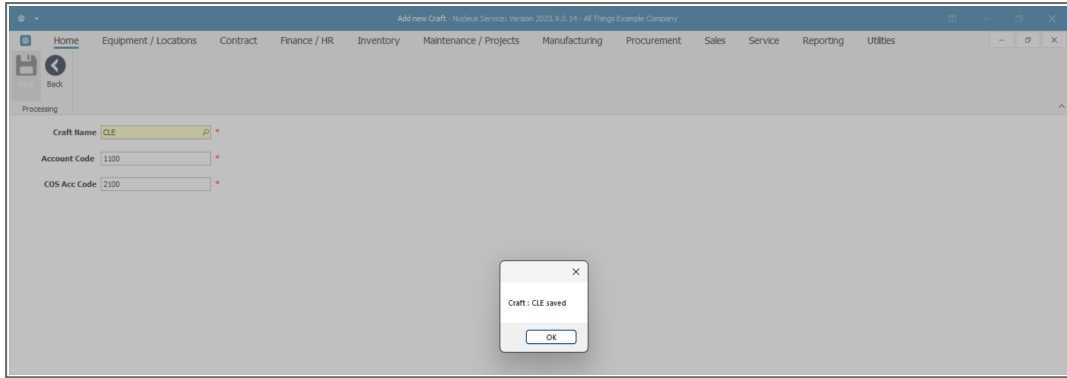
- When you have finished adding details to this screen, click on **Save**.



The screenshot shows the same web application window as above, but with the following values entered:

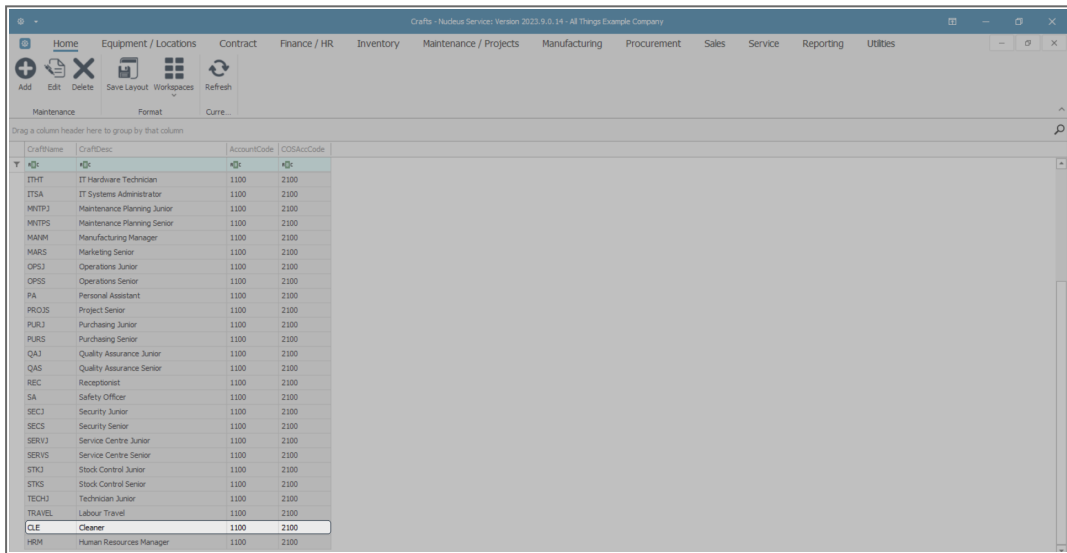
- Craft Name:** CLE
- Account Code:** 1100
- COS Acc Code:** 2100

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

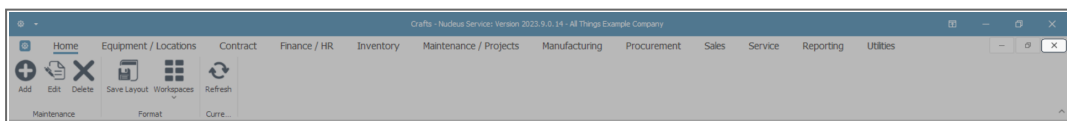


VIEW NEW CRAFT

- The new **Craft** will now be displayed in the **Crafts listing screen**.



- **Close** this screen when you are done.



MNU.022.001