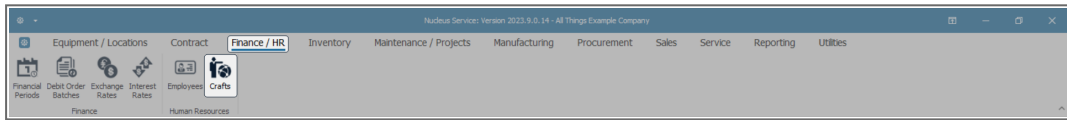# HUMAN RESOURCES

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**).
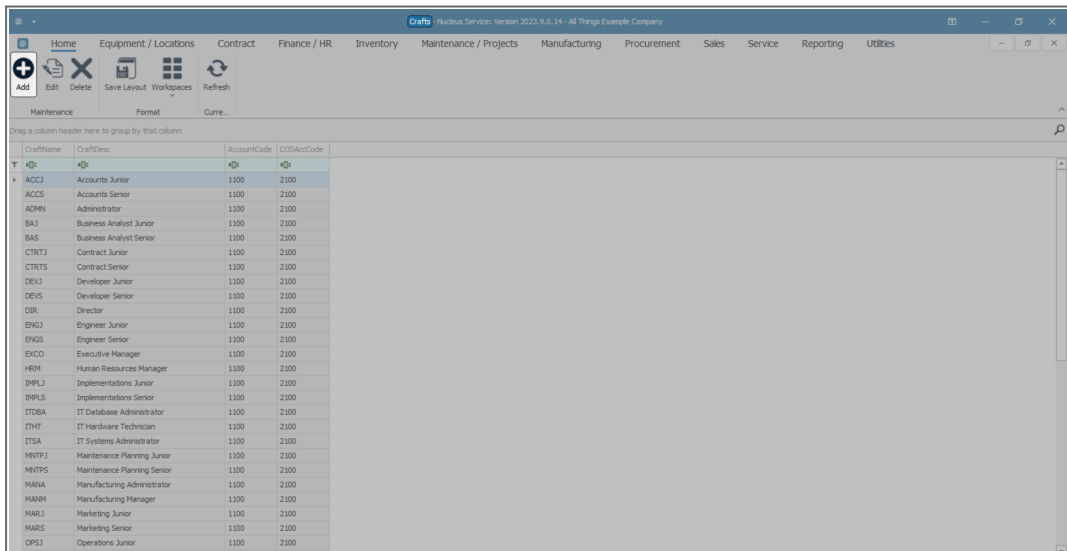

Ribbon Access: Finance / HR > Crafts

- The **Crafts** listing screen will be displayed.
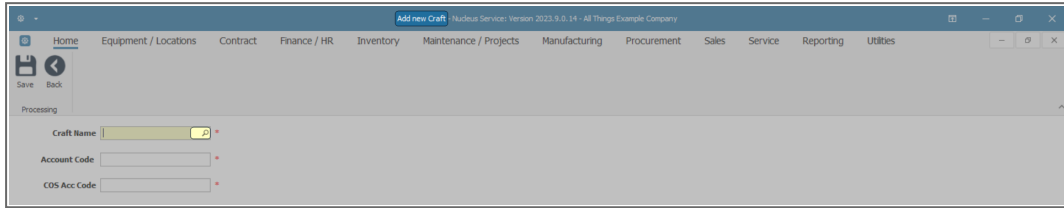
ADD NEW CRAFT

- Click on **Add**.

- The **Add new Craft** screen will open.
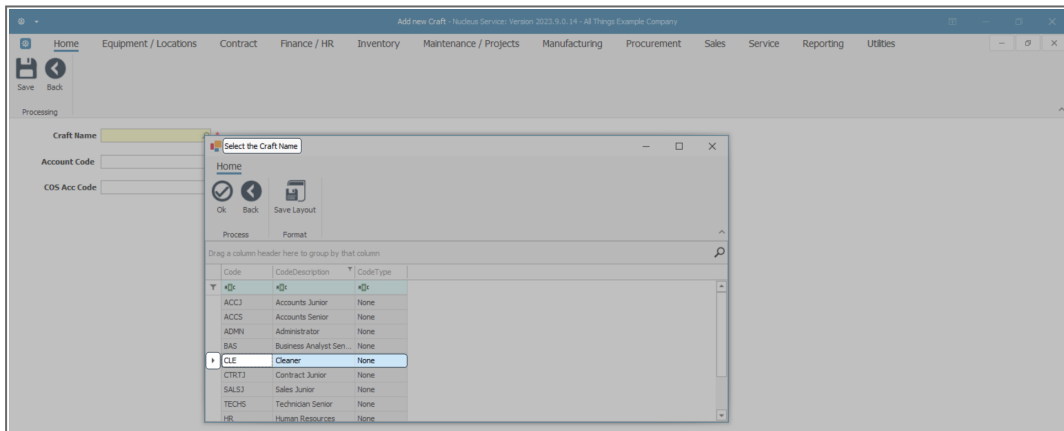
SEARCH FOR CRAFT NAME

- 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.
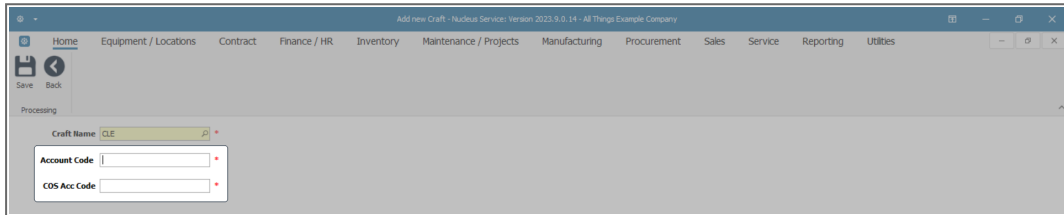
SELECT CRAFT NAME

- 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.
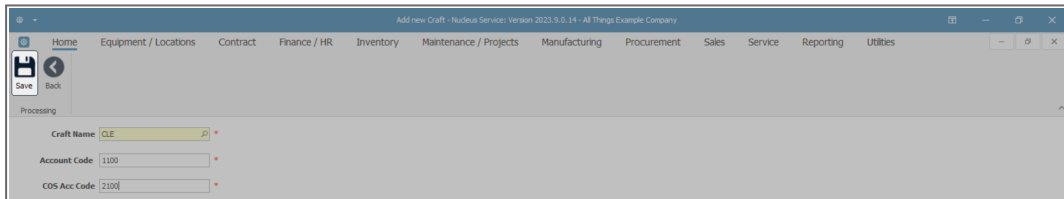

SAVE CRAFT

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

- A message box will appear advising the following:

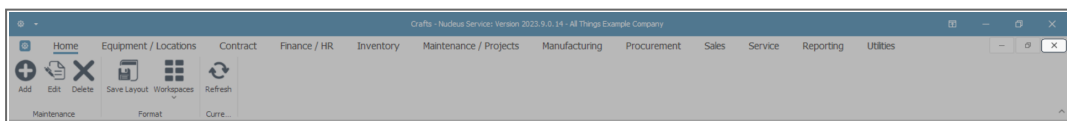 - **Craft: [ ] saved.**

- Click on **OK**.
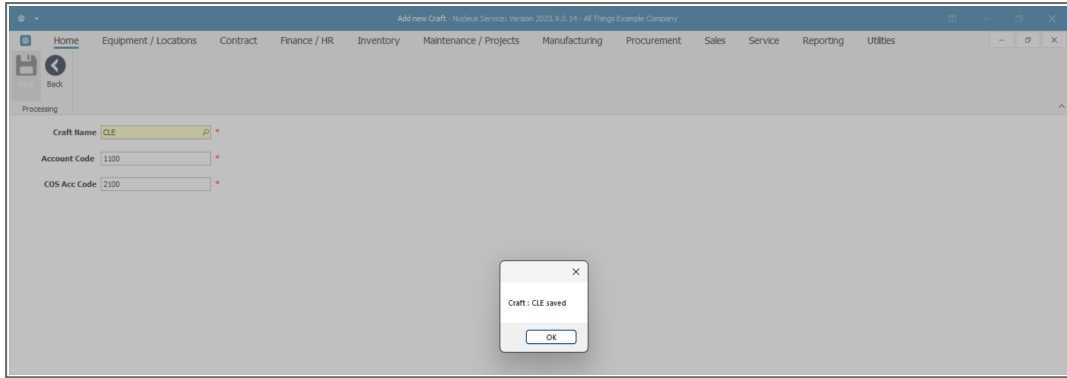
VIEW NEW CRAFT

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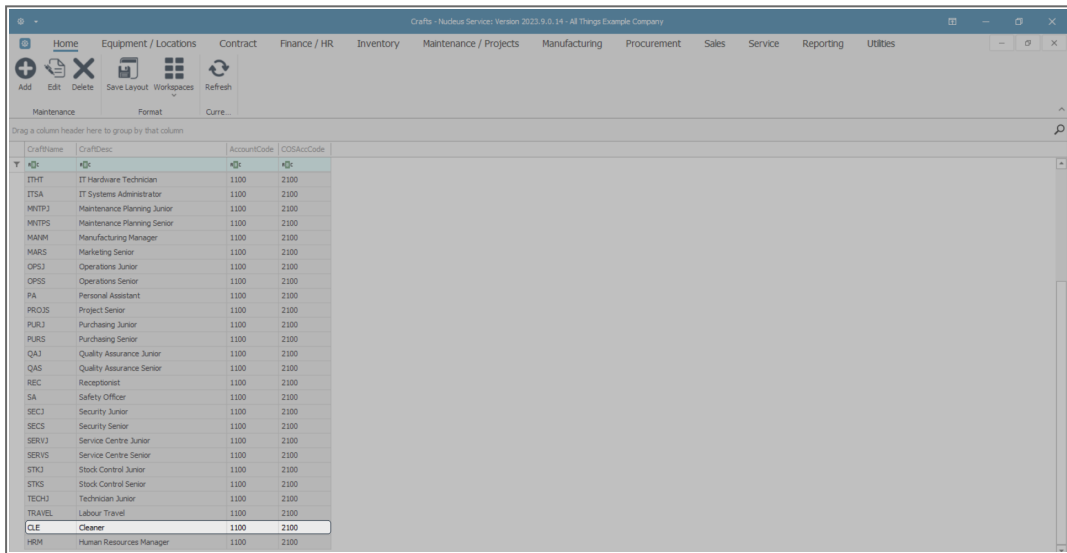
- **Close** this screen when you are done.

MNU.022.001