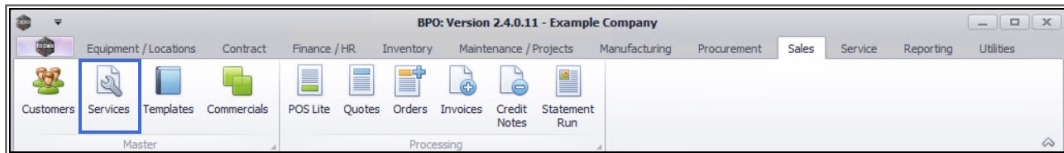


# SALES

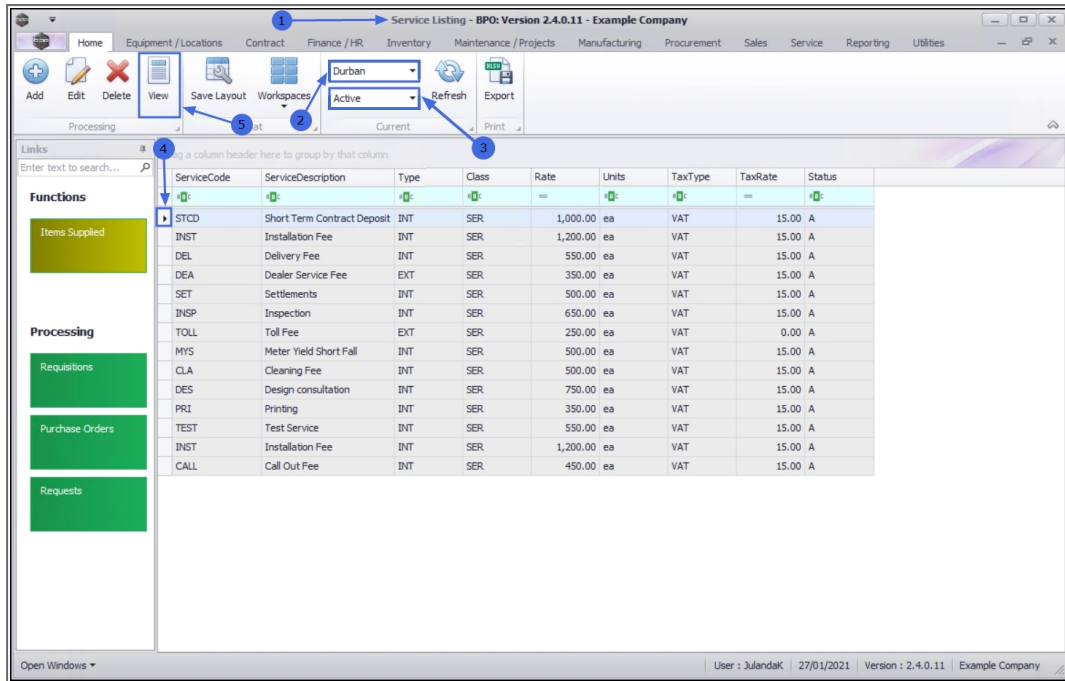
## SERVICES – VIEW A SERVICE

The View a Service screen only allows you to View information related to the Service. In addition to viewing the information related to the service, you will also be able to view the Transactions linked to the service.

**Ribbon Access:** *Sales > Services*



1. The **Service Listing** screen will display.
2. Select the **Site** where the service can be located.
  - The example has **Durban** selected.
3. Select the **Status** for the service.
  - The example has **Active** selected.
4. Click on the **row** of the **service** you wish to view.
5. Click on **View**.



6. The **View Service - [service code]** screen will be displayed.

The following details are available:

7. The **Service**, **Pricing** and **Reference** details for the selected service.
8. The **Defaults** frame, which will show which site(s) have been linked to this service.
9. Note the **Transactions** Processing tile has been added to the Links panel. Refer to [Services - Transactions](#).
10. No changes can be made in View mode, click on **Back** to return to the **Service Listing** screen.

View Service - STCD - BPO: Version 2.4.0.11 - Example Company

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

Back Save Layout Workspaces

Links

Enter text to search...

Functions

Items Supplied

Processing

Requisitions

Purchase Orders

Requests

Transactions

Service Code: STCD

Description: Short Term Contract Deposit

Service Type: Internal

Service Class: Service

Tax Rate: 15.00

Rate: 1000

Unit of Measure: Each

Defaults

Select...	SiteDescript...	SalesAccCode	COSAccCode	AmendDate
<input checked="" type="checkbox"/>	Durban	1111	2111	27/01/2021
<input type="checkbox"/>	Pretoria			01/01/1900
<input checked="" type="checkbox"/>	Cape Town	1114	2114	01/01/1900
<input type="checkbox"/>	Bloemfontein			01/01/1900
<input type="checkbox"/>	A New Test ...			01/01/1900

User : JulandaK 28/01/2021 Version : 2.4.0.11 Example Company

MNU.065.003

