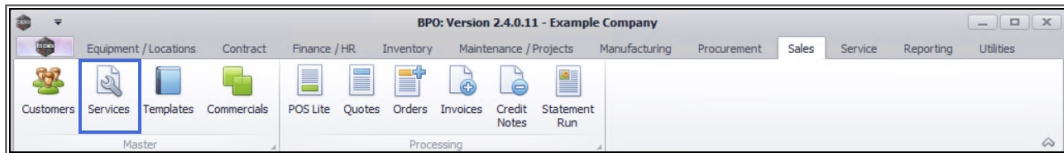


SALES

SERVICES – DELETE A SERVICE

A service can be removed from the Service Listing screen when it is no longer required.

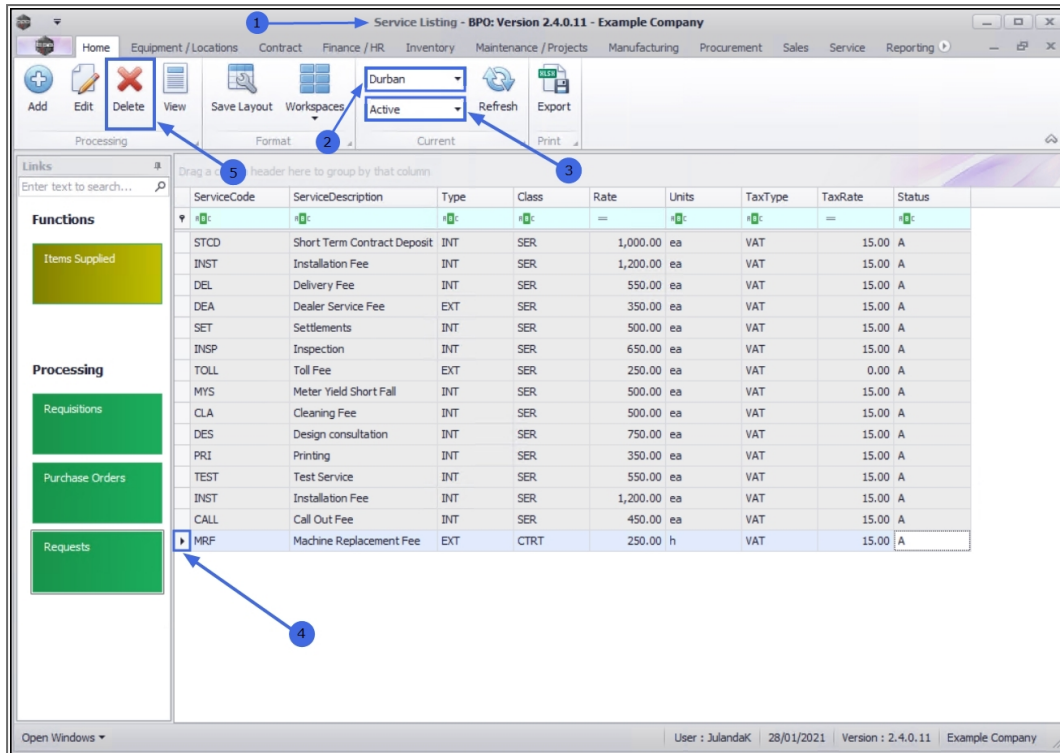
Ribbon Access: *Sales > Services*



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 remove.
5. Click on **Delete**.



Short cut key: **Right click** to display the **Process** menu list. Click on **Delete**.



Service Listing - BPO: Version 2.4.0.11 - Example Company

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

Processing Add Edit **Delete** View Save Layout Workspaces Format Current Refresh Export

Links Enter text to search...

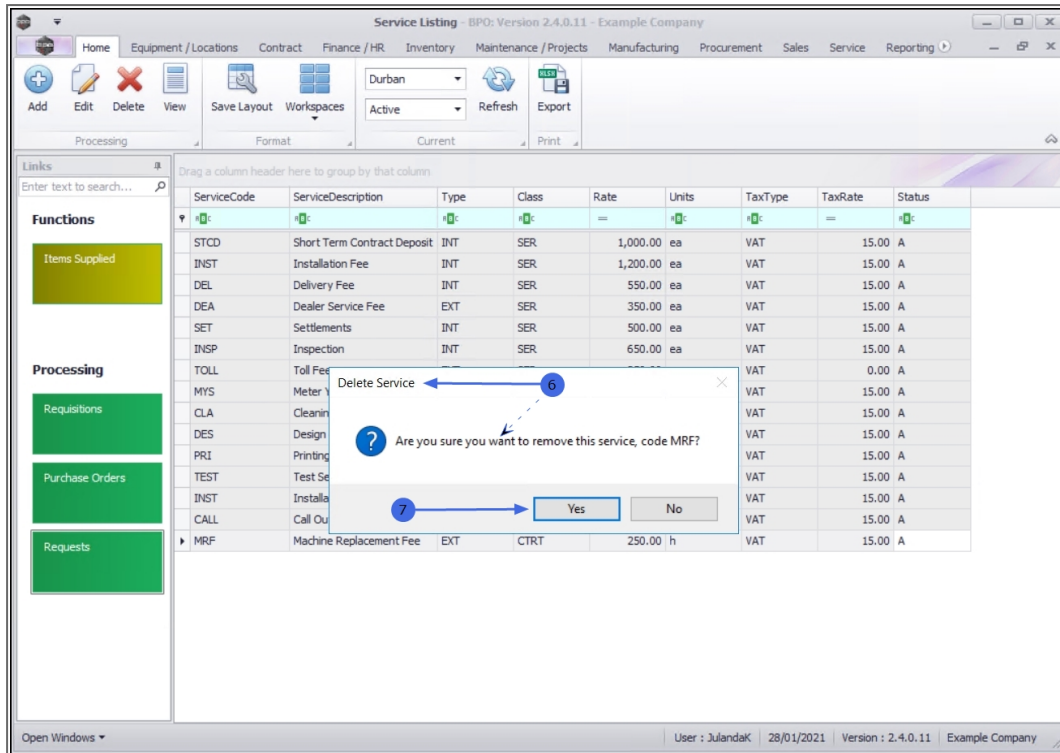
Functions Items Supplied

Processing Requisitions Purchase Orders Requests

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
STCD	Short Term Contract Deposit	INT	SER	1,000.00	ea	VAT	15.00	A
INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A
DEL	Delivery Fee	INT	SER	550.00	ea	VAT	15.00	A
DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	15.00	A
SET	Settlements	INT	SER	500.00	ea	VAT	15.00	A
INSP	Inspection	INT	SER	650.00	ea	VAT	15.00	A
TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	0.00	A
MYS	Meter Yield Short Fall	INT	SER	500.00	ea	VAT	15.00	A
CLA	Cleaning Fee	INT	SER	500.00	ea	VAT	15.00	A
DES	Design consultation	INT	SER	750.00	ea	VAT	15.00	A
PRJ	Printing	INT	SER	350.00	ea	VAT	15.00	A
TEST	Test Service	INT	SER	550.00	ea	VAT	15.00	A
INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A
CALL	Call Out Fee	INT	SER	450.00	ea	VAT	15.00	A
MRF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.00	A

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

6. When you receive the **Delete Service** message to confirm;
 - **Are you sure you want to remove this service, code [service code]?**
7. Click on **Yes** if you are certain about your selection.



Service Listing BPO; Version 2.4.0.11 - Example Company

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

Add Edit Delete View Save Layout Workspaces Durban Active Refresh Export

Processing Format Current Print

Links Enter text to search...

Functions

Items Supplied

Processing

Requisitions

Purchase Orders

Requests

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
STCD	Short Term Contract Deposit	INT	SER	1,000.00	ea	VAT	15.00	A
INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A
DEL	Delivery Fee	INT	SER	550.00	ea	VAT	15.00	A
DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	15.00	A
SET	Settlements	INT	SER	500.00	ea	VAT	15.00	A
INSP	Inspection	INT	SER	650.00	ea	VAT	15.00	A
TOLL	Toll Fee					VAT	0.00	A
MYS	Meter Y					VAT	15.00	A
CLA	Cleanin					VAT	15.00	A
DES	Design					VAT	15.00	A
PRI	Printing					VAT	15.00	A
TEST	Test Se					VAT	15.00	A
INST	Install					VAT	15.00	A
CALL	Call Ou					VAT	15.00	A
MRF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.00	A

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

8. The **Service Listing** screen has been updated and the service will no longer be available.

Service Listing - BPO: Version 2.4.0.11 - Example Company

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

Add Edit Delete View Save Layout Workspaces Durban Active Refresh Export

Processing Format Current Print

Links Enter text to search...

Functions

Items Supplied

Processing

Requisitions

Purchase Orders

Requests

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
STCD	Short Term Contract Deposit	INT	SER	1,000.00	ea	VAT	15.00	A
INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A
DEL	Delivery Fee	INT	SER	550.00	ea	VAT	15.00	A
DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	15.00	A
SET	Settlements	INT	SER	500.00	ea	VAT	15.00	A
INSP	Inspection	INT	SER	650.00	ea	VAT	15.00	A
TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	0.00	A
MYS	Meter Yield Short Fall	INT	SER	500.00	ea	VAT	15.00	A
CLA	Cleaning Fee	INT	SER	500.00	ea	VAT	15.00	A
DES	Design consultation	INT	SER	750.00	ea	VAT	15.00	A
PRI	Printing	INT	SER	350.00	ea	VAT	15.00	A
TEST	Test Service	INT	SER	550.00	ea	VAT	15.00	A
INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A
CALL	Call Out Fee	INT	SER	450.00	ea	VAT	15.00	A

Open Windows

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

9. The service can now be viewed on the **Service Listing** screen where the **Status** has changed to **Inactive**.

Service Listing - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Add Edit Delete View Save Layout Workspaces Durban Inactive Refresh Export

Processing Format Current

Links Enter text to search...

Functions

Items Supplied

Processing

Requisitions

Purchase Orders

Requests

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
TRA	Employee Training	EXT	SER	750.00	ea	VAT	15.00	I
SET	Settlements	INT	SER	1,000.00	ea	VAT	0.00	I
dddrnr	cccccc	EXT	SER	23.00	ea	VAT	15.00	I
dddrnr	cccccc	EXT	SER	23.00	ea	VAT	15.00	I
RET	Commercials test	INT	SER	350.00	ea	VAT	15.00	I
TEST 1	Testing	INT	SER	350.00	ea	VAT	15.00	I
MRF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.00	I

Open Windows

User : JulandaK 03/11/2021 Version : 2.5.0.4 Example Company v2.5.0.0

MNU.065.004

