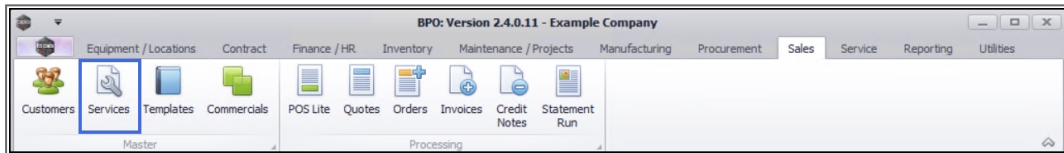


SALES

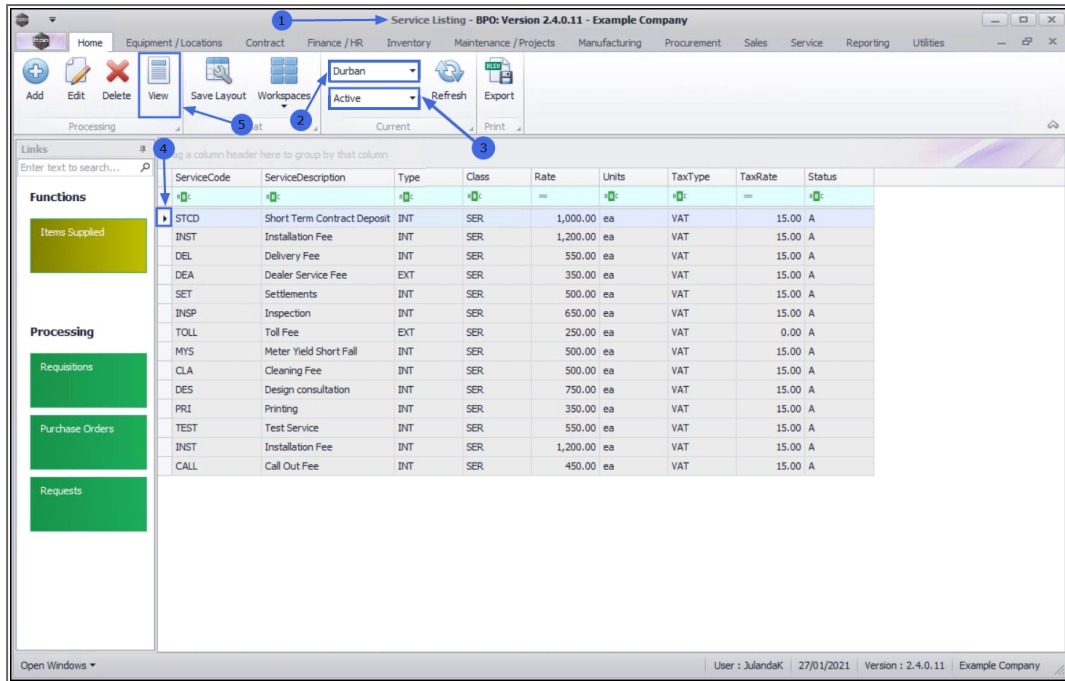
SERVICES – VIEW A SERVICE

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

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

Left Sidebar:

- Links: Enter text to search...
- Functions: Items Supplied
- Processing: Requisitions, Purchase Orders, Requests, Transactions

Service Details Form:

- 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 Table:

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

Bottom Status Bar: User : JulandaK | 28/01/2021 | Version : 2.4.0.11 | Example Company

MNU.065.003

