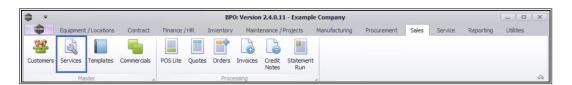


SALES

SERVICES - EDIT A 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 edit.
- 5. Click on *Edit*.

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



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	ServiceCode	ServiceDescription	Туре	Class	Rate	Units	TaxType	TaxRate	Status		
Functions	s∎c	a∎c	# 0 ¢	e 🗖 c	-	a 🗖 c	a 🗖 c	-	4 0 0		
	STCD	Short Term Contract Deposit	EXT	SER	1,000.00	ea	VAT	15.00	A		
Items Supplied	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	Α		
	SET	Settlements	INT	SER	500.00	ea	VAT	15.00	Α		
	INSP	Inspection	INT	SER	650.00	ea	VAT	15.00	Α		
Processing	TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	0.00	Α		
	MYS		INT	SER	500.00	ea	VAT	15.00	A		
Requisitions	CLA		INT	SER	500.00	ea	VAT	15.00	A		
	DES	-	INT	SER	750.00		VAT	15.00			
	PRI	Printing	INT	SER	350.00	ea	VAT	15.00	A		
Purchase Orders	TEST		INT	SER	550.00	ea	VAT	15.00	A		
	INST		INT	SER	1,200.00		VAT	15.00			
	CALL	Call Out Fee	INT	SER	450.00	ea	VAT	15.00	A		

- 6. The *Edit Service Code[service code]* screen will display.
- Make the changes required to the *Service Details* and *Defaults* frame
 (s) as required.
 - In this image the *Service Type* has been changed from
 External to *Internal*, and *Cape Town* has been added to the
 Defaults list.
- 8. Click on *Save*.



•		6	Edit Ser	vice - CodeSTC	D - BPO: Version	2.4.0.	11 - Exa	mple Compar	ıy						x
Hor	me Equipmen	t / Locations Contract	Finance / HR Inver	ntory Mainte	nance / Projects	Mar	nufacturir	ng Procurer	ment Sales	Service	Reporting	Utilities	-	8	×
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Enter text to sea	arch P	Service Code	STCD	•	1. 1. S. 1.		Selecti		SalesAccCode						
Functions		Description	Short Term Contract Deposit	•	de la Sal		\checkmark	Durban	1111	2111	06/10/2020				
				· · · ·		· 11		Pretoria		()	01/01/1900				
Items Suppli	ied			- ¥		Ż		Cape Town	1114	2114	01/01/1900	1			
		Service Type	Internal	- •				Bloemfontein A New Test			01/01/1900 01/01/1900				- 1
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Open Windows	-								User : Juland	aK 27/01/20	21 Version :	2.4.0.11	Example Con	npany	11.

- 9. You will return to the *Service Listing* screen.
- 10. The *Service Type* for the Short Term Contract Deposit has been updated to *INT* (Internal).

ter text to search P Functions	a column header ServiceCode	here to group by that column ServiceDescription	Type	⊿ Print ∡							17	
ter text to search P	ServiceCode											
Functions ?		oer meeses poort		Class	Rate	Units	TaxType	TaxRate	Status	1		/
•		a 🗖 c	ADC .	1055 F	=	*D:	I Dic I	=	* D :			
	STCD	Short Term Contract Deposit		SER	1,000.00	Pa	VAT	15.00	A			
Items Supplied	INST	Installation Fee	INT	SER	1,200.00		VAT	15.00				
	DEL	Delivery Fee	INT	SER	550.00		VAT	15.00				
	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			
Processing	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			
Requisitions	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			
Purchase Orders	TEST	Test Service	INT	SER	550.00	ea	VAT	15.00	Α			
	INST	Installation Fee	INT	SER	1,200.00		VAT	15.00				
	CALL	Call Out Fee	INT	SER	450.00		VAT	15.00				
Requests	MRF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.00	A			



MNU.065.006

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