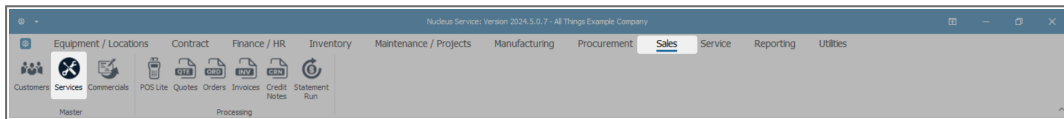


We are currently updating our site; thank you for your patience.

SALES

SERVICES – ADD A SERVICE

Ribbon Select **Sales** > **Services**



- The **Service** listing screen will be displayed.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.

Note: Refer to [Site Selection](#) for more information.

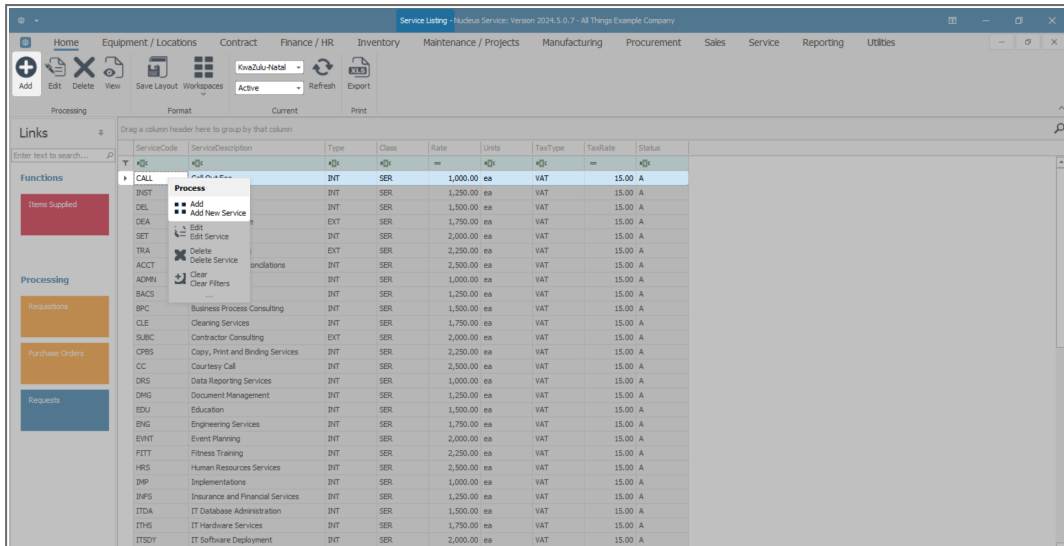
- The State filter will default to '**Active**' upon opening. You do not need to select a specific status as the new service can be created in any status.

Note: Refer to [State/Type Selections](#) for more information.

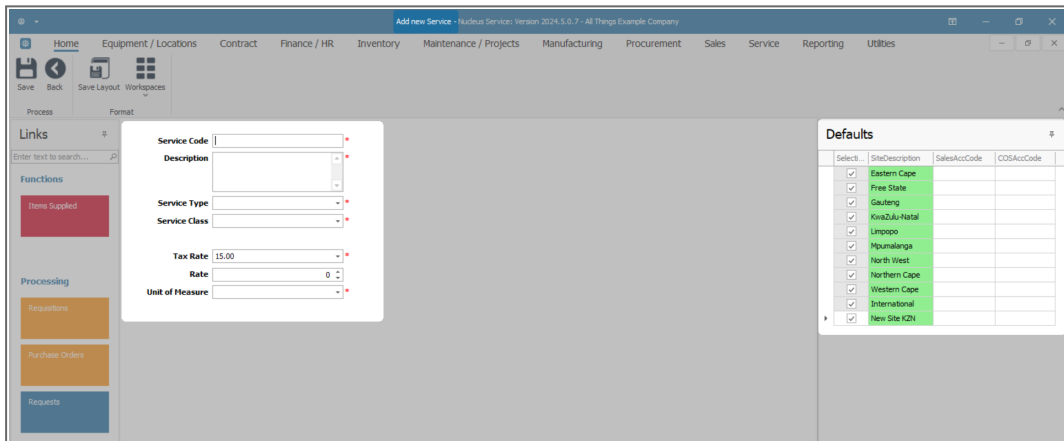
- Click on **Add**.



- **Short cut key: Right click** on a row in the data grid to display the **Process** menu list. Click on **Add**.

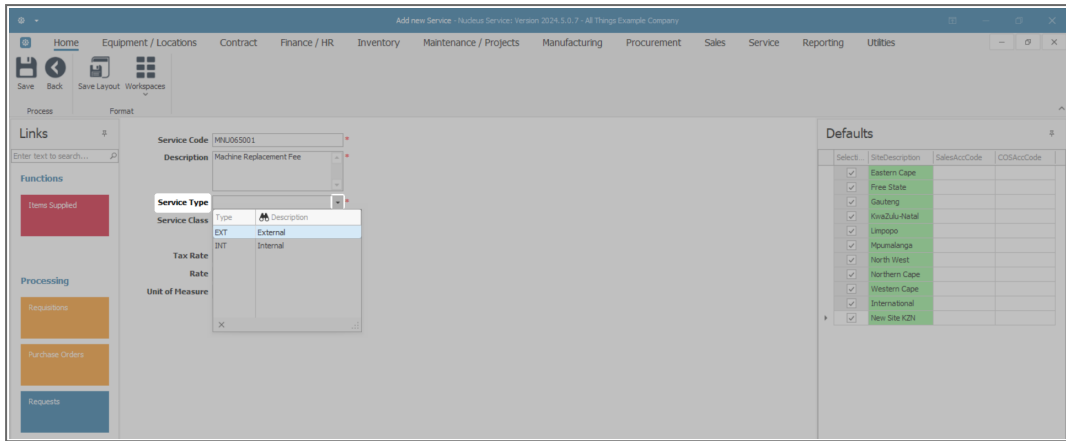


- The **Add new Service** screen will display.

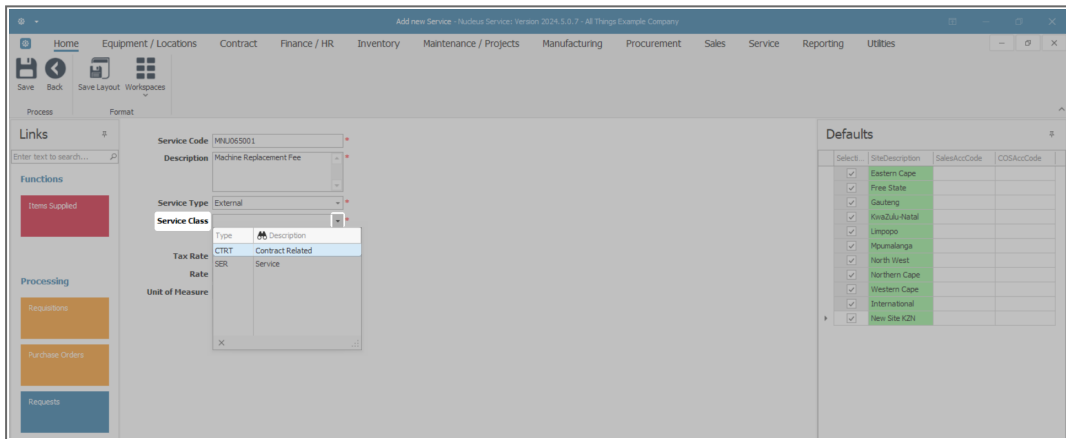


NEW SERVICE DETAILS FRAME

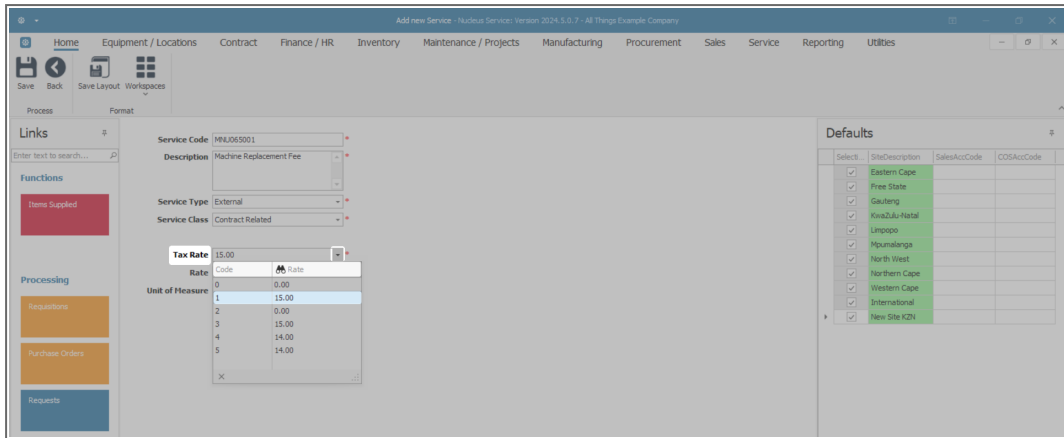
- **Service Code:** Type in a code that identifies the new service.
- **Description:** Type in the description for the new service.
- **Service Type:** Click on the down **arrow** to select the Service Type from the drop-down menu.
 - The example has **External** selected.



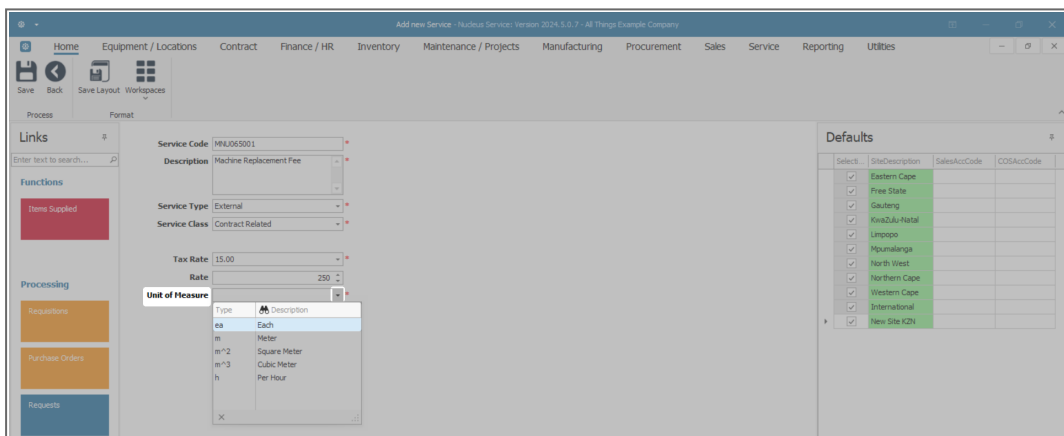
- **Service Class:** Click on the down **arrow** to select the service class that applies to your service type.
 - The example has **Contract Related** selected.



- **Tax Rate:** Click on the down **arrow** to select the tax rate applicable to this service from the drop-down list.

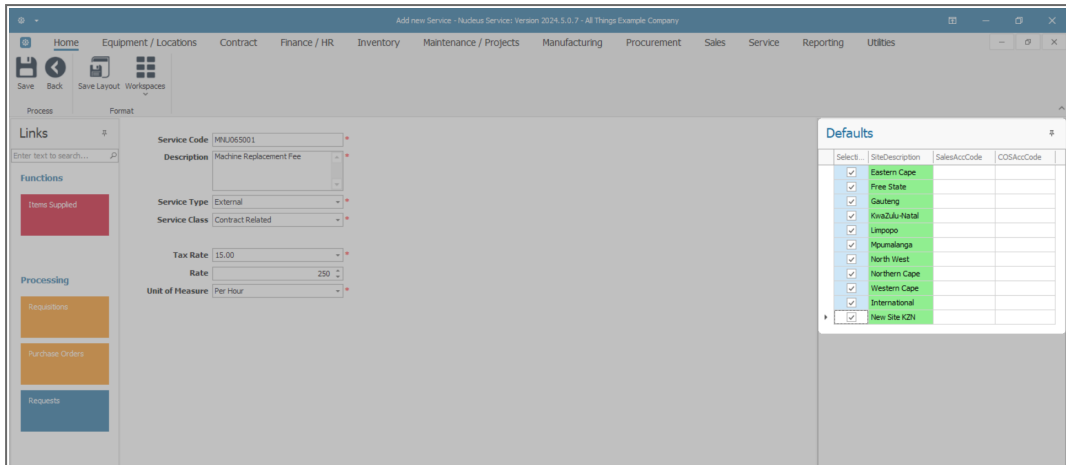


- **Rate: Type** in or use the **directional arrows** to select the rate or price per unit of measure for the service, e.g., **250**.
- **Unit of Measure:** Click on the **drop-down arrow** to list the unit of measure.
 - The example has **each** selected.

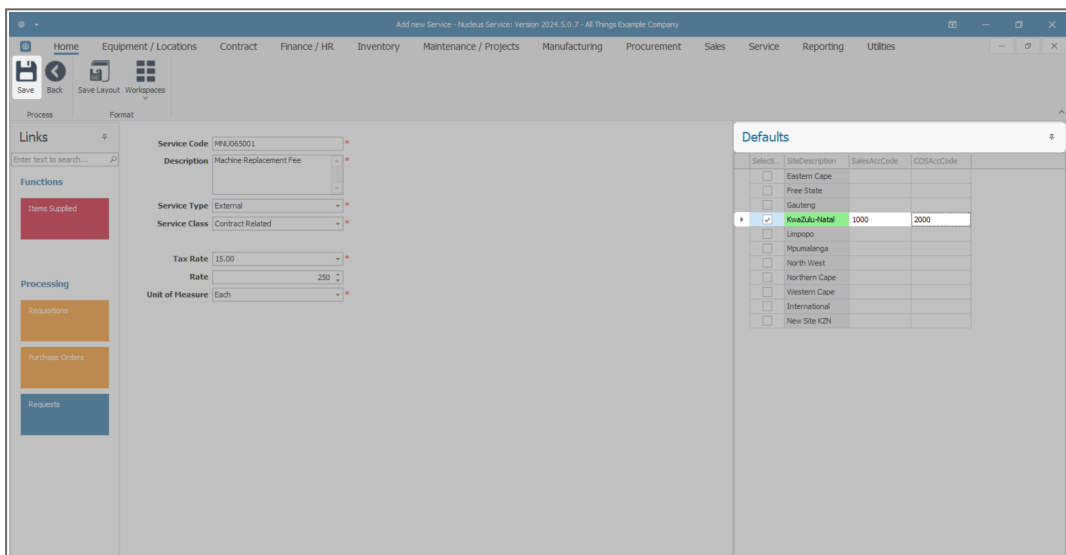


DEFAULTS FRAME

- Click in the **check box(es)** of the **site(s)** you wish to link or unlink to the new service you are creating.
- Type in the relevant **Sales Account Codes** and **COS Account Codes** for each site you are linking.



- When you have finished adding details to the Defaults frame, click on **Save**.



- You will return to the **Service Listing** screen.
- The new service has been added to the list.

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
ITSA	IT Systems Administration	INT	SER	2,500.00	ea	VAT	15.00	A
ITSDV	IT Software Development	INT	SER	2,250.00	ea	VAT	15.00	A
ITSDY	IT Software Deployment	INT	SER	2,000.00	ea	VAT	15.00	A
LA	Legal Aid	INT	SER	1,250.00	ea	VAT	15.00	A
LGS	Landscaping and Garden Services	INT	SER	1,000.00	ea	VAT	15.00	A
MAN	Manufacturing Planning	INT	SER	1,750.00	ea	VAT	15.00	A
MB	Marketing and Branding	INT	SER	2,000.00	ea	VAT	15.00	A
MNU.065.001	Machine Replacement Fee	EXT	CTRT	250.00	ea	VAT	15.00	A
MP	Maintenance Planning	INT	SER	1,500.00	ea	VAT	15.00	A
MYS	Meter Yield Shortfall	INT	SER	50.00	ea	VAT	15.00	A
NCS	Nutrition Consulting Services	INT	SER	2,250.00	ea	VAT	15.00	A
OP	Operational Planning	INT	SER	2,500.00	ea	VAT	15.00	A
OS	Outsourcing Services	INT	SER	1,000.00	ea	VAT	15.00	A
PP	Project Planning	INT	SER	1,250.00	ea	VAT	15.00	A
QA	Quality Assurance	INT	SER	1,500.00	ea	VAT	15.00	A
REC	Recycling Services	INT	SER	1,750.00	ea	VAT	15.00	A
SAP	Safety Audit	INT	SER	2,000.00	ea	VAT	15.00	A
SAS	Sales Services	INT	SER	2,250.00	ea	VAT	15.00	A
SCC	Stock Control Consulting	INT	SER	1,750.00	ea	VAT	15.00	A
SCO	Service Centre Outsourcing	INT	SER	1,250.00	ea	VAT	15.00	A
SDC	Standards and Certification	INT	SER	1,500.00	ea	VAT	15.00	A
SEC	Security Consulting	INT	SER	2,500.00	ea	VAT	15.00	A
SET	Settlements	INT	SER	2,000.00	ea	VAT	15.00	A
SHIP	Shipping Costs	EXT	SER	0.00	ea	VAT	15.00	A
SUBC	Contractor Consulting	EXT	SER	2,000.00	ea	VAT	15.00	A
SVH	Server Hosting	INT	SER	1,000.00	ea	VAT	15.00	A

Related Topics

[Sales Services - Add a Service](#)

[Sales Services - Edit a Service](#)

[Sales Services - Delete a Service](#)

[Sales Services - View a Service](#)

[Sales Services - Link a Supplier](#)

[Sales Services - Add a Purchase Requisition](#)

[Sales Services - Purchase Orders](#)

[Sales Services - View Service Request List](#)

[Sales Services - Items Supplied Add / Link Supplier](#)

[Sales Services - Items Supplied Edit Supplier](#)

[Sales Services - Items Supplied Delete Supplier](#)

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