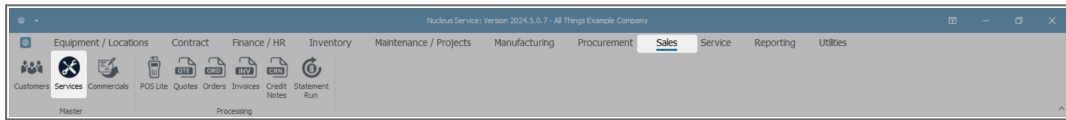


SALES

SERVICES – VIEW A SERVICE

The **View a Service** screen only allows you to **View** detailed information related to the selected **Service**, including linked suppliers, purchase requisitions, purchase orders, and service requests.

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 can change this status to view **Inactive** services.

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

- In this example, **Active** has been selected.
- Select the **row** of the Service you wish to **View**.
- Click on **View**.

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
IMP	Implementations	INT	SER	1,000.00	ea	VAT	15.00	A
INFS	Insurance and Financial Services	INT	SER	1,250.00	ea	VAT	15.00	A
ITDA	IT Database Administration	INT	SER	1,500.00	ea	VAT	15.00	A
ITHS	IT Hardware Services	INT	SER	1,750.00	ea	VAT	15.00	A
ITSDY	IT Software Deployment	INT	SER	2,000.00	ea	VAT	15.00	A
ITSDV	IT Software Development	INT	SER	2,250.00	ea	VAT	15.00	A
ITSA	IT Systems Administration	INT	SER	2,500.00	ea	VAT	15.00	A
LGS	Landscaping and Garden Services	INT	SER	1,000.00	ea	VAT	15.00	A
LA	Legal Aid	INT	SER	1,250.00	ea	VAT	15.00	A
MP	Maintenance Planning	INT	SER	1,500.00	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
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
SEC	Recycling Services	INT	SER	1,750.00	ea	VAT	15.00	A
SAF	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
SEC	Security Consulting	INT	SER	2,500.00	ea	VAT	15.00	A
SVH	Server Hosting	INT	SER	1,000.00	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
SCC	Stock Control Consulting	INT	SER	1,750.00	ea	VAT	15.00	A
TPC	Technology Platforms Consulting	INT	SER	2,000.00	ea	VAT	15.00	A

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

SERVICE DETAILS

- Here you can view detailed information about the **Service, Pricing** and **Reference** details for the selected service.
- The **Defaults** frame will show which **site(s)** have been linked to this service.

Service Code: ITSA

Description: IT Systems Administration

Service Type: Internal

Service Class: Service

Tax Rate: 15.00

Rate: 2500

Unit of Measure: Each

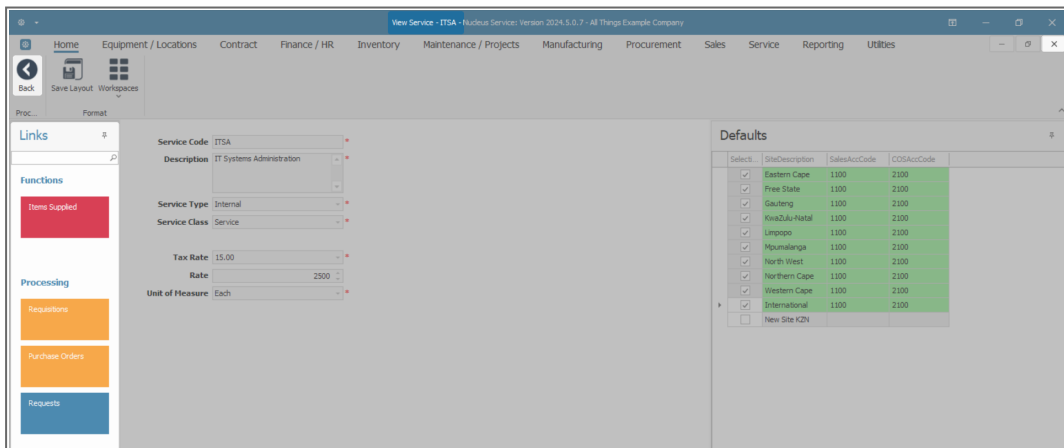
Select	SiteDescription	SalusAccCode	CO3AccCode
<input checked="" type="checkbox"/>	Eastern Cape	1100	2100
<input checked="" type="checkbox"/>	Free State	1100	2100
<input checked="" type="checkbox"/>	Gauteng	1100	2100
<input checked="" type="checkbox"/>	KwaZulu-Natal	1100	2100
<input checked="" type="checkbox"/>	Limpopo	1100	2100
<input checked="" type="checkbox"/>	Mpumalanga	1100	2100
<input checked="" type="checkbox"/>	North West	1100	2100
<input checked="" type="checkbox"/>	Northern Cape	1100	2100
<input checked="" type="checkbox"/>	Western Cape	1100	2100
<input checked="" type="checkbox"/>	International	1100	2100
<input type="checkbox"/>	New Site K2N		

LINKS PANEL

- The **Functions** Tile:
 - **Items Supplied:** Provides a list of which suppliers are linked to the selected Service.
- The **Processing** Tiles:
 - **Requisitions:** View a list of Purchase Requisitions linked to the Service.
 - **Purchase Orders:** The Purchase Orders tile from this screen will display a list of all the Purchase Orders linked to the Service.
 - **Requests:** Service Requests raised for a Purchase Order or Purchase Requisition, where a Third Party Sub Contracting Service is required.

You will note that there is only a **Back** button on this screen as this is a **view only** screen and no changes can be made or saved.

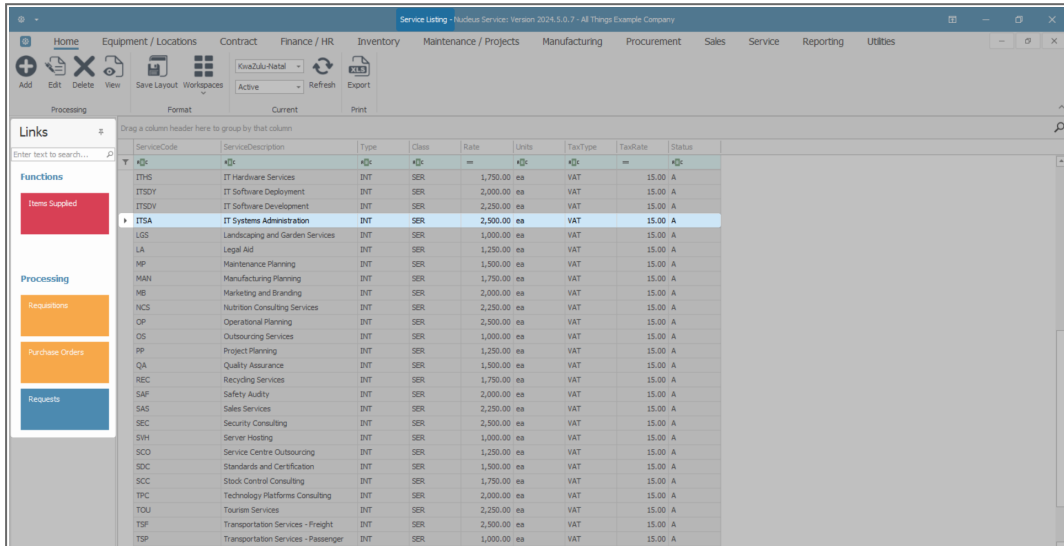
When you have finishing viewing the required details, click on **Back** or **close** the screen to return to the **Service Listing** screen.



You will return to the **Service Listing** screen.

The **Links** panel can also be accessed from this screen. Refer to the [links](#) above for detailed information.

Ensure that you have selected the correct **Service Code** before clicking on any tile in the **Links** panel.



The screenshot shows a software interface with a top navigation bar containing tabs like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the navigation bar is a toolbar with icons for Add, Edit, Delete, View, Save Layout, Workspaces, Active, Refresh, and Export. The main area is divided into a 'Links' panel on the left and a table of services on the right. The 'Links' panel has a search bar and several colored buttons: 'Items Supplied' (red), 'Processing' (orange), 'Purchase Orders' (yellow), and 'Requests' (blue). The table has columns for ServiceCode, ServiceDescription, Type, Class, Rate, Units, TaxType, TaxRate, and Status. The row for 'ITSA - IT Systems Administration' is highlighted in blue.

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
ITNS	IT Hardware Services	INT	SER	1,750.00	ea	VAT	15.00	A
ITSDY	IT Software Deployment	INT	SER	2,000.00	ea	VAT	15.00	A
ITSDV	IT Software Development	INT	SER	2,250.00	ea	VAT	15.00	A
ITSA	IT Systems Administration	INT	SER	2,500.00	ea	VAT	15.00	A
LGS	Landscaping and Garden Services	INT	SER	1,000.00	ea	VAT	15.00	A
LA	Legal Aid	INT	SER	1,250.00	ea	VAT	15.00	A
MP	Maintenance Planning	INT	SER	1,500.00	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
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
SAF	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
SEC	Security Consulting	INT	SER	2,500.00	ea	VAT	15.00	A
SVH	Server Hosting	INT	SER	1,000.00	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
SCC	Stock Control Consulting	INT	SER	1,750.00	ea	VAT	15.00	A
TPC	Technology Platforms Consulting	INT	SER	2,000.00	ea	VAT	15.00	A
TOU	Tourism Services	INT	SER	2,250.00	ea	VAT	15.00	A
TSP	Transportation Services - Freight	INT	SER	2,500.00	ea	VAT	15.00	A
TSP	Transportation Services - Passenger	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

MNU.065.003

