

# SALES

## SERVICES – DELETE A SERVICE

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

Once deleted, the Service cannot be reactivated. A new Service must be added with the required details.

**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.

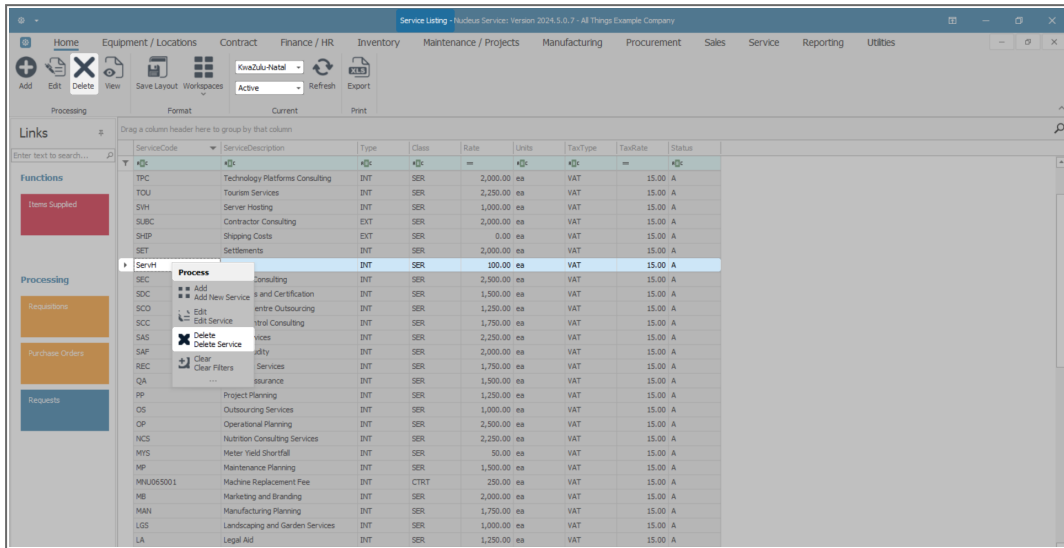
**Note:** Refer to [Site Selection](#) for more information.

- The State filter will default to '**Active**' upon opening and must remain in this state to **Delete** a service.

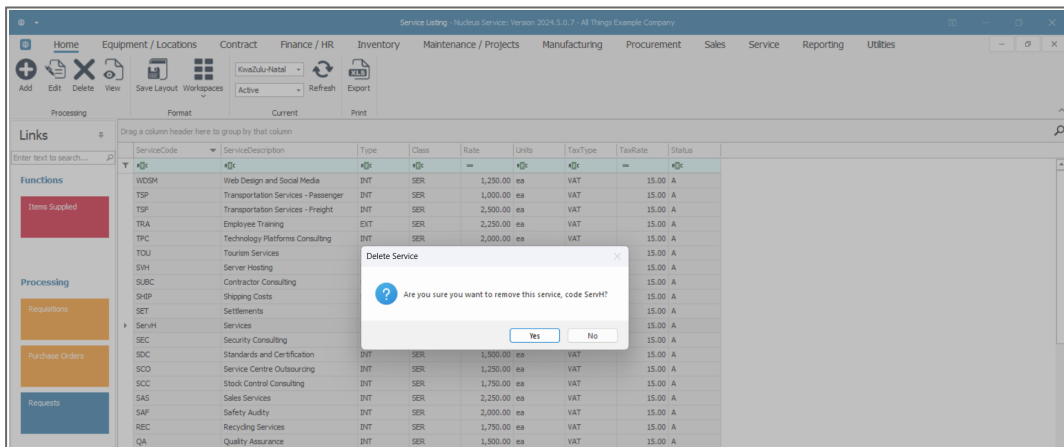
**Note:** Refer to [State/Type Selections](#) for more information.

- Select the **row** of the Service you wish to remove from the Service list.
- Click on **Delete**.

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



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



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

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
WDSM	Web Design and Social Media	INT	SER	1,250.00	ea	VAT	15.00	A
TSP	Transportation Services - Passenger	INT	SER	1,000.00	ea	VAT	15.00	A
TSF	Transportation Services - Freight	INT	SER	2,500.00	ea	VAT	15.00	A
TRA	Employee Training	EXT	SER	2,250.00	ea	VAT	15.00	A
TPC	Technology Platforms Consulting	INT	SER	2,000.00	ea	VAT	15.00	A
TDU	Tourism Services	INT	SER	2,250.00	ea	VAT	15.00	A
SWH	Server Hosting	INT	SER	1,000.00	ea	VAT	15.00	A
SLBC	Contractor Consulting	EXT	SER	2,000.00	ea	VAT	15.00	A
SHCP	Shipping Costs	EXT	SER	0.00	ea	VAT	15.00	A
SET	Settlements	INT	SER	2,000.00	ea	VAT	15.00	A
SEC	Security Consulting	INT	SER	2,500.00	ea	VAT	15.00	A
SDC	Standards and Certification	INT	SER	1,500.00	ea	VAT	15.00	A
SCO	Service Centre Outsourcing	INT	SER	1,250.00	ea	VAT	15.00	A
SCC	Stock Control Consulting	INT	SER	1,750.00	ea	VAT	15.00	A
SAS	Sales Services	INT	SER	2,250.00	ea	VAT	15.00	A
SAP	Safety Audit	INT	SER	2,000.00	ea	VAT	15.00	A
RSC	Recycling Services	INT	SER	1,750.00	ea	VAT	15.00	A
QA	Quality Assurance	INT	SER	1,500.00	ea	VAT	15.00	A
PP	Project Planning	INT	SER	1,250.00	ea	VAT	15.00	A
OS	Outsourcing Services	INT	SER	1,000.00	ea	VAT	15.00	A
OP	Operational Planning	INT	SER	2,500.00	ea	VAT	15.00	A
NCS	Nutrition Consulting Services	INT	SER	2,250.00	ea	VAT	15.00	A
MYS	Meter Yield Shortfall	INT	SER	50.00	ea	VAT	15.00	A
MP	Maintenance Planning	INT	SER	1,500.00	ea	VAT	15.00	A
MNU055001	Machine Replacement Fee	INT	CTRT	250.00	ea	VAT	15.00	A
MB	Marketing and Branding	INT	SER	2,000.00	ea	VAT	15.00	A

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

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
Service	Services	INT	SER	100.00	ea	VAT	15.00	I
Service	Service#EU	EXT	CTRT	100.00	ea	VAT	15.00	I

## 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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