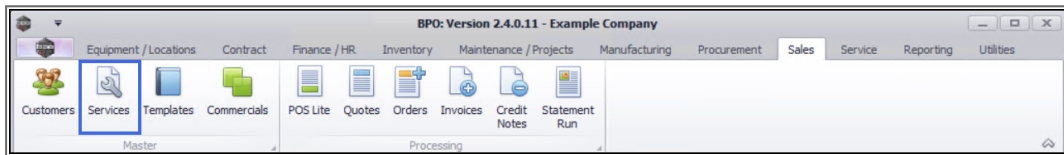


We are currently updating our site; thank you for your patience.

SALES

SERVICES – ADD A SERVICE

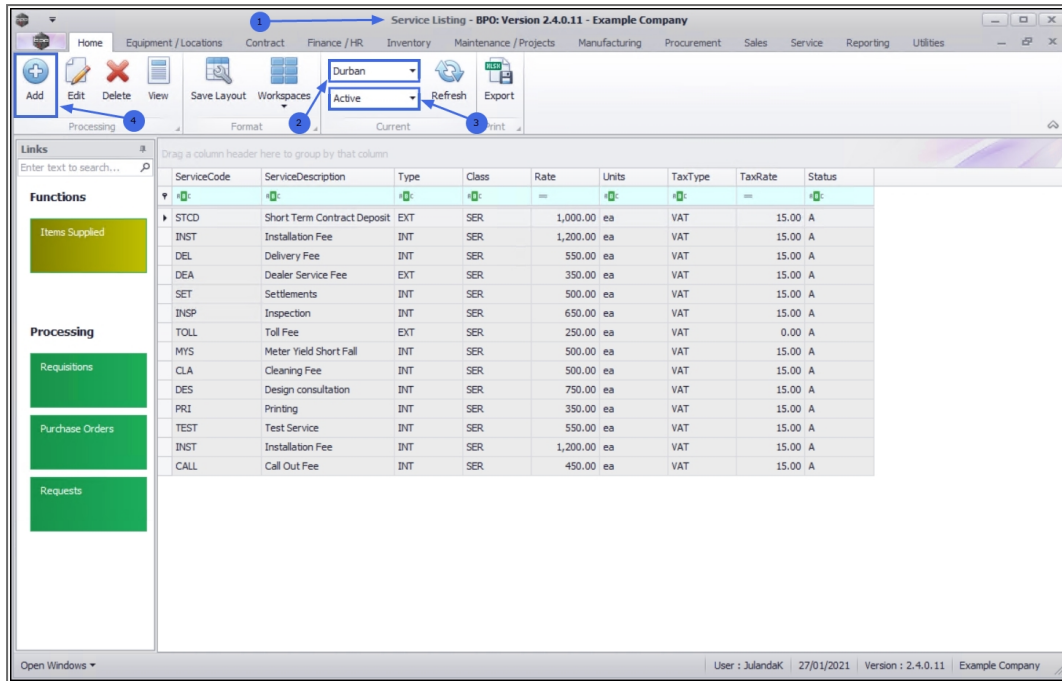
Ribbon Access: Sales > Services



1. The **Service Listing** screen will display.
2. Select the **Site** where you wish to create the service.
 - The example has **Durban** selected.
3. You do not need to specify a **Status** as the new service can be created in any status. The new service will however display in the **Active** status screen.
 - The example has therefore **Active** selected.
4. Click on **Add**.



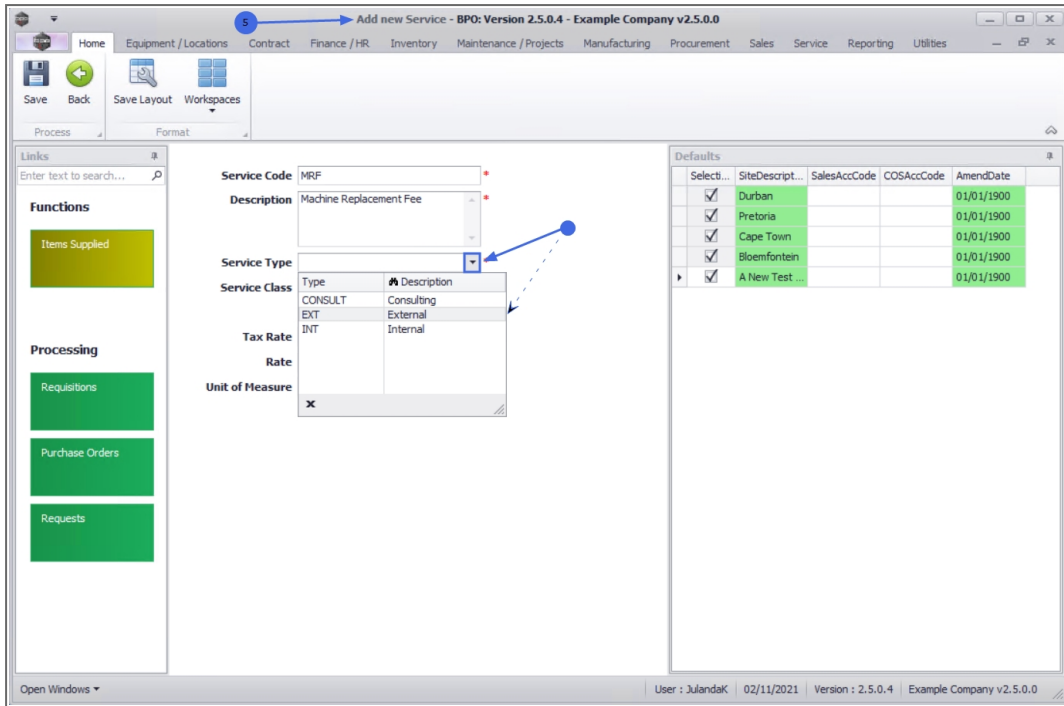
Short cut key: Right click to display the **Process** menu list. Click on **Add**.



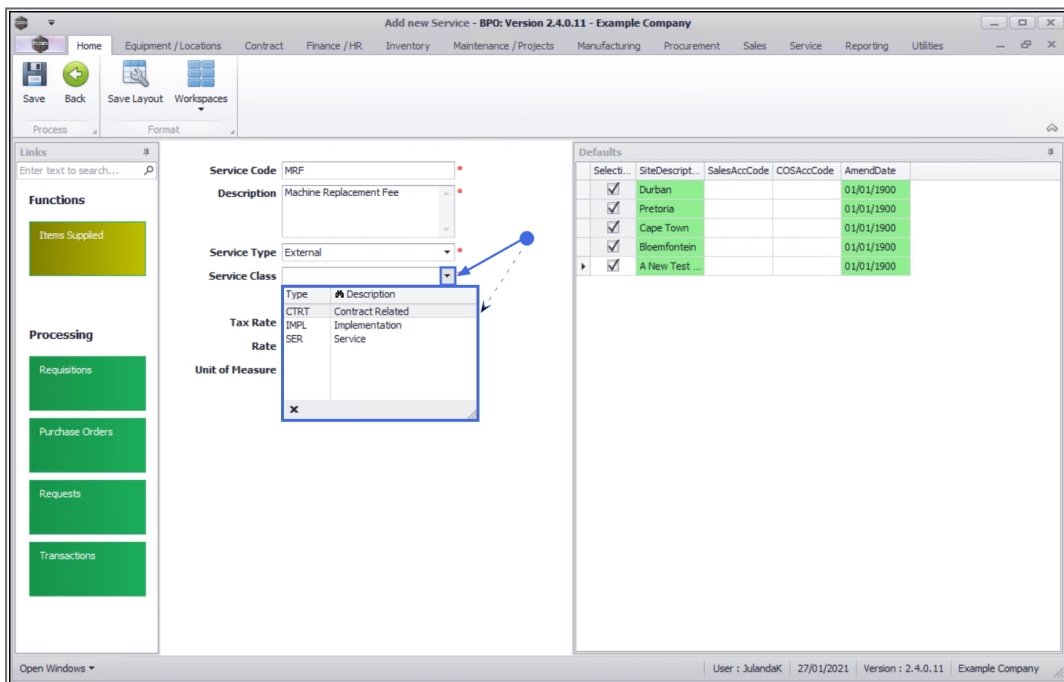
5. The **Add new Service** screen will display.

NEW SERVICE DETAILS FRAME

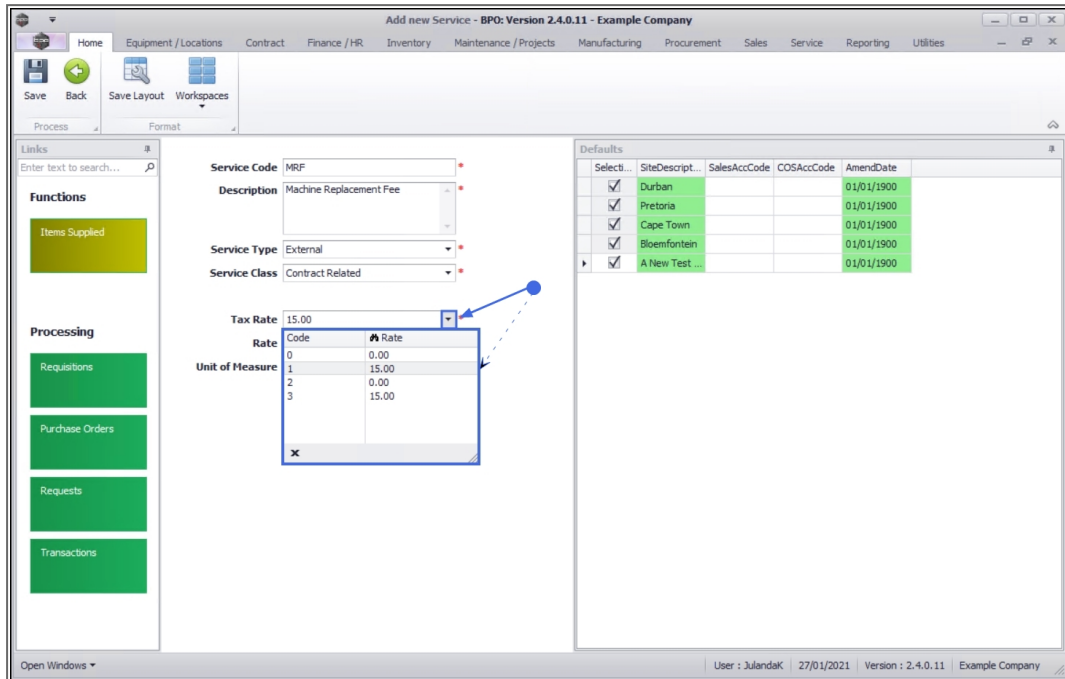
- **Service Code:** Type in a code that identifies the new service.
- **Description:** Type in the description for the new service.
- **Service Type:** Click on the down **arrow** to select the Service Type from the drop-down menu.
 - The example has **External** selected.



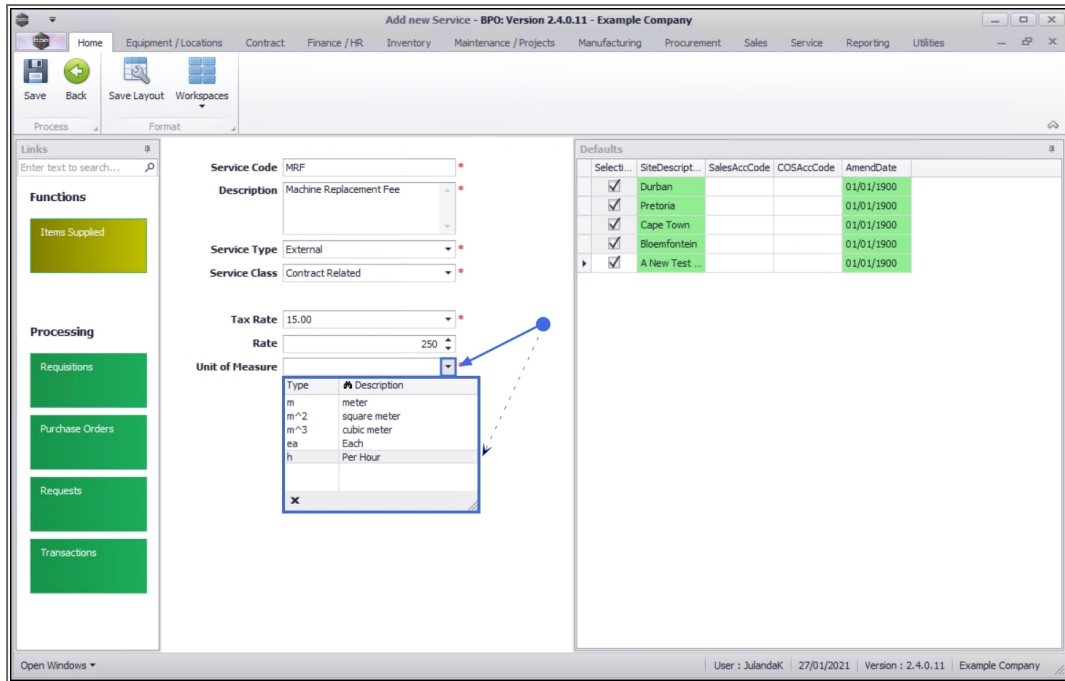
- **Service Class:** Click on the down **arrow** to select the service class that applies to your service type.
 - The example has **Contract Related** selected.



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

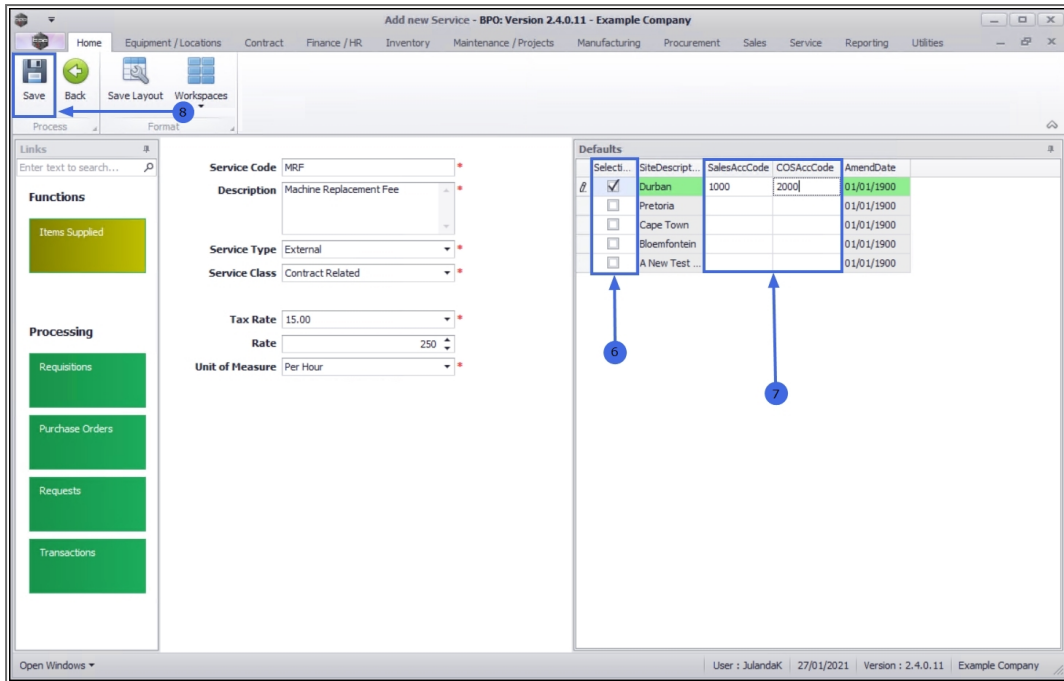


- **Rate:** Type in or use the **directional arrows** to select the rate or price per unit of measure for the service, e.g. **250**.
- **Unit of Measure:** Click on the **drop-down arrow** and to list the unit of measure.
 - The example has **Per Hour** selected.



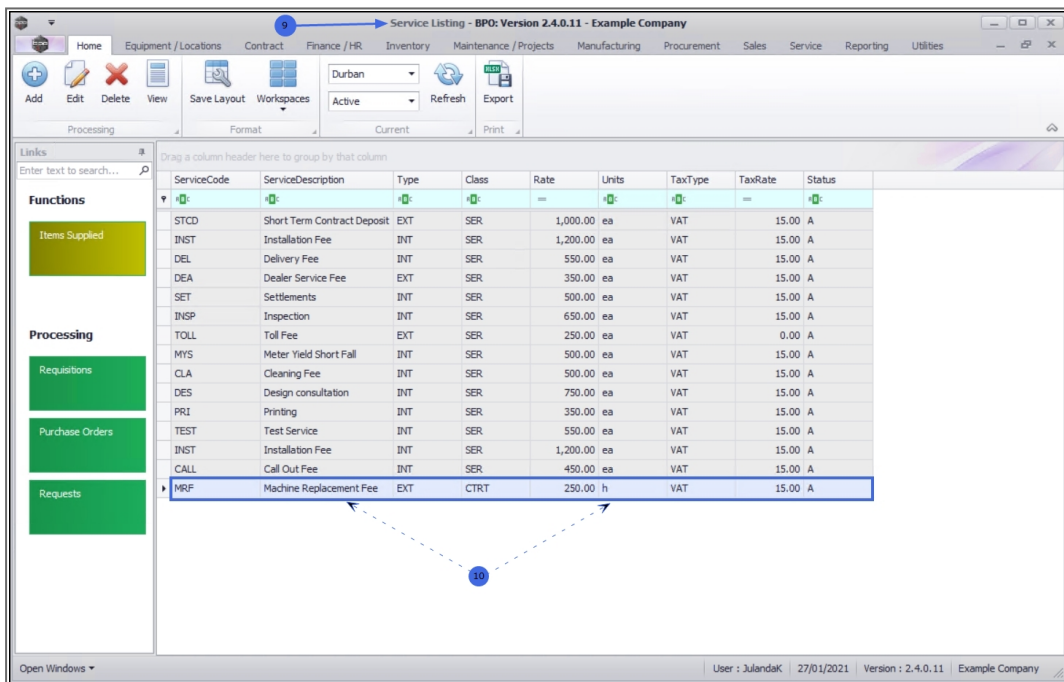
DEFAULTS FRAME

6. Click in the **check box(es)** of the **site(s)** you wish to link or un-link the new service you are creating.
7. Type in the relevant Pastel **Sales Account Codes** and **COS Account Codes** for each site you are linking.
8. When you have finished adding details to the Defaults frame, click on **Save**.



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

10. The new service has been added to the list.



MNU.065.001