

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

SALES

SERVICES - DELETE A SERVICE

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

Ribbon Access: Sales > Services

\$ -						BP	D: Version	2.4.0.1	1 - Exampl	e Company						x
	Equipment	t / Locations	Contract	Finance	HR I	Inventory	Maint	enance /	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
<u>.</u>	Z		-				¢									\$
Customers	Services	Templates	Commercials	POS Lite	Quotes	Orders	Invoices	Credit Notes	Statement Run							
	Ma	ster	4			Proce	essing			4						\Diamond

- 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 remove.
- 5. Click on **Delete**.

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



initial initial initiality of the stand initial		View	Save Layout	•	• Ref	fresh Export						
ServiceCode ServiceCode ServiceCode ServiceCode ServiceCode ServiceCode ServiceCode ServiceCode Status Functions Items Supplied Item Contract Deposite			ag a c s heade			3)					
Items Supplied STCD Short Term Contract Deposit NT SER 1,000.00 ea VAT 15.00 A 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 A Processing INSP Inspection INT SER 550.00 ea VAT 15.00 A Processing TOLL Toll Fee EXT SER 250.00 ea VAT 15.00 A MYS Meter Yield Short Fall INT SER 500.00 ea VAT 15.00 A Processing MYS Meter Yield Short Fall INT SER 500.00 ea VAT 15.00 A Processing CLA Cleaning Fee INT SER	iter text to search p		ServiceCode	ServiceDescription	Туре	Class	Rate	Units	TaxType	TaxRate	Status	
Items Suppled 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 A SET Settlements INT SER 500.00 ea VAT 15.00 A Processing INSP Inspection INT SER 500.00 ea VAT 15.00 A Regulations TOLL Tol Fee EXT SER 500.00 ea VAT 15.00 A Regulations TOLL Tol Fee EXT SER 500.00 ea VAT 15.00 A Processing MYS Meter Yield Short Fall INT SER 500.00 ea VAT 15.00 A Processing CLA Cleaning Fee INT SER	Functions	٩	8 8 C	RBC	RBC	8 0 0	=	RBC	R C	=	a 🗖 c	
Processing DEL Delivery Fee INT SER JS00 ea VAT IS00 A Processing DEL Delivery Fee INT SER 350.00 ea VAT 15.00 A Processing SET Settlements INT SER 500.00 ea VAT 15.00 A Processing INSP Inspection INT SER 500.00 ea VAT 15.00 A Processing TOLL Tol Fee EXT SER 500.00 ea VAT 15.00 A Regulations INSP Inspection INT SER 500.00 ea VAT 15.00 A Regulations INTS SER SER 500.00 ea VAT 15.00 A Processing TOLL Claning Fee INT SER 500.00 ea VAT 15.00 A Regulations CLA Cleaning Fee INT<			STCD	Short Term Contract Deposit	INT	SER	1,000.00	ea	VAT	15.00	A	
Processing DEA Dealer Service Fee EXT SER 350.00 ea VAT 15.00 A Processing SET Settlements INT SER 500.00 ea VAT 15.00 A Processing TOLL Tol Fee EXT SER 500.00 ea VAT 15.00 A Regulations TOLL Tol Fee EXT SER 500.00 ea VAT 15.00 A Processing TOLL Tol Fee EXT SER 500.00 ea VAT 15.00 A Regulations MYS Meter Yield Short Fall INT SER 500.00 ea VAT 15.00 A Purchase Orders CLA Cleaning Fee INT SER 500.00 ea VAT 15.00 A Purchase Orders FEST Test Service INT SER 550.00 ea VAT 15.00 A INST Installat	Items Supplied		INST	Installation Fee	INT	SER	1,200.00	ea	VAT	15.00	A	
Processing SET Settlements INT SER 500.00 ea VAT 15.00 A INSP Inspection INT SER 650.00 ea VAT 15.00 A Processing TOLL Tol Fee EXT SER 250.00 ea VAT 0.00 A Requisitions 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 Purchase Orders ESI Design consultation INT SER 550.00 ea VAT 15.00 A Purchase Orders TEST Test Service INT SER 550.00 ea VAT 15.00 A INST Installation Fee INT SER 1,200.00 ea VAT 15.00 A CALL Cal Out Fee INT <td< td=""><td></td><td></td><td>DEL</td><td>Delivery Fee</td><td>INT</td><td>SER</td><td>550,00</td><td>ea</td><td>VAT</td><td>15.00</td><td>A</td><td></td></td<>			DEL	Delivery Fee	INT	SER	550,00	ea	VAT	15.00	A	
Processing Inspection INT SER 650.00 ea VAT 15.00 A Requisitions TOLL Tol Fee EXT SER 250.00 ea VAT 0.00 A MYS Meter Yield Short Fall INT SER 500.00 ea VAT 15.00 A CLA Clearing Fee INT SER 500.00 ea VAT 15.00 A Purchase Orders FRI Printing INT SER 500.00 ea VAT 15.00 A INST Installation Fee INT SER 550.00 ea VAT 15.00 A INST Installation Fee INT SER 550.00 ea VAT 15.00 A INST Installation Fee INT SER 1,200.00 ea VAT 15.00 A CALL Call Out Fee INT SER 450.00 ea VAT 15.00 A </td <td></td> <td></td> <td>DEA</td> <td>Dealer Service Fee</td> <td>EXT</td> <td>SER</td> <td>350.00</td> <td>ea</td> <td>VAT</td> <td>15.00</td> <td>A</td> <td></td>			DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	15.00	A	
Processing Toll Toll Fee EXT SER 250.00 ea VAT 0.00 A Requisitions 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 Purchase Orders PRI Printing INT SER 750.00 ea VAT 15.00 A INST Test Service INT SER 355.00 ea VAT 15.00 A Quichase Orders Test Service INT SER 550.00 ea VAT 15.00 A INST Instalation Fee INT SER 1,200.00 ea VAT 15.00 A Quichase Coders INST Instalation Fee INT SER 4,200.00 ea VAT 15.00 A			SET	Settlements	INT	SER	500.00	ea	VAT	15.00	A	
Regulations MYS Meter Yield Short Fail INT SER 500.00 ea VAT 15.00 A Regulations CLA Cleaning Fee INT SER 500.00 ea VAT 15.00 A DES Design consultation INT SER 750.00 ea VAT 15.00 A Purchase Orders FEI Printing INT SER 350.00 ea VAT 15.00 A Purchase Orders Test Test Service INT SER 550.00 ea VAT 15.00 A INST Instalation Fee INT SER 1,200.00 ea VAT 15.00 A CALL Call Out Fee INT SER 450.00 ea VAT 15.00 A			INSP	Inspection	INT	SER.	650.00	ea	VAT	15.00	A	
Regulations CLA Cleaning Fee INT SER 500.00 ea VAT 15.00 A Purchase Orders DES Design consultation INT SER 750.00 ea VAT 15.00 A Purchase Orders FEST Test Service INT SER 350.00 ea VAT 15.00 A INST Installation Fee INT SER 550.00 ea VAT 15.00 A CALL Call Out Fee INT SER 450.00 ea VAT 15.00 A	Processing		TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	0.00	A	
Purchase Orders Design consultation INT SER 750.00 ea VAT 15.00 A Purchase Orders FEST Pest Service INT SER 350.00 ea VAT 15.00 A Purchase Orders TEST Test Service INT SER 550.00 ea VAT 15.00 A INST Installation Fee INT SER 1,200.00 ea VAT 15.00 A CALL Call Out Fee INT SER 400.00 ea VAT 15.00 A			MYS	Meter Yield Short Fall	INT	SER	500.00	ea	VAT	15.00	A	
Purchase Orders PRI Printing INT SER 350.00 ea VAT 15.00 A Purchase Orders TEST Test Service INT SER 550.00 ea VAT 15.00 A INST Installation Fee INT SER 1,200.00 ea VAT 15.00 A CALL Call Out Fee INT SER 490.00 ea VAT 15.00 A	Requisitions		CLA	Cleaning Fee	INT	SER	500.00	ea	VAT	15.00	A	
Purchase Orders TEST Test Service INT SER 550.00 ea VAT 15.00 A INST Instalation Fee INT SER 1,200.00 ea VAT 15.00 A CALL Call Out Fee INT SER 450.00 ea VAT 15.00 A			DES	Design consultation	INT	SER	750.00	ea	VAT	15.00	A	
INST Instalation Fee INT SER 1,200.00 ea VAT 15.00 A CALL Cal Out Fee INT SER 450.00 ea VAT 15.00 A			PRI	Printing	INT	SER	350.00	ea	VAT	15.00	A	
CALL Cal Out Fee INT SER 450.00 ea VAT 15.00 A	Purchase Orders		TEST	Test Service	INT	SER	550.00	ea	VAT	15.00	A	
NUE Making Declarement Find FVT CTDT 250.00 h VAT SE 00 A												
Requests					INT	SER	450.00	ea	VAT			
	Requests	Þ	MRF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.00	A	
	Requests	Ľ	MRF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.00	A	

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



Services - Delete a Service

Add Edit	Delete	View	Save Layout	Workspaces	Durban	•	Refresh	Export						
Proce														
			4 Form	-		rent		A Print A						
Links Enter text to sea	ų.	ι ρ												
mer text to sea	srut /		ServiceCode	ServiceDescri	ption	Туре	(Class	Rate	Units	TaxType	TaxRate	Status	
Functions		٩	RBC	8 8 C		RBC		BC	=	RBC	R B C	-	R <mark>B</mark> C	
			STCD	Short Term C	ontract Deposit	INT	5	SER.	1,000.00	ea	VAT	15.00	A	
Items Supplied			INST	Installation F	ee	INT	4	SER	1,200.00	ea	VAT	15.00	A	
			DEL	Delivery Fee		INT	5	SER	550,00	ea	VAT	15.00	A	
			DEA	Dealer Servic	e Fee	EXT	5	SER.	350.00	ea	VAT	15.00	A	
			SET	Settlements		INT	5	SER.	500.00	ea	VAT	15.00	A	
			INSP	Inspection		INT	5	SER.	650.00	ea	VAT	15.00	A	
Processing			TOLL	Toll Fee Delete Service		_		-		~	VAT	0.00	A	
			MYS	Meter 1	ete service						VAT	15.00	A	
Requisitions			CLA	Cleanin				1			VAT	15.00	A	
			DES	Design Are you sure you want to remove this sen					is service, code	MRF?	VAT	15.00	A	
			PRI	Printing							VAT	15.00	A	
Purchase Or	ders		TEST	Test Se							VAT	15.00		
			INST	Installa	7		_	Yes		No	VAT	15.00		
			CALL	Call Ou							VAT	15.00		
Requests		Þ	MRF	Machine Repl	acement Fee	EXT	(TRT	250.00	h	VAT	15.00	A	

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



Services - Delete a Service

d Edit Delete	View		t Workspaces Active	•	Refrest							
Processing cs 4		-	mat "	Current		a Print a						
	ρ 0											-
		ServiceCode	ServiceDescription	Туре		Class	Rate	Units	TaxType	TaxRate	Status	
unctions	٩	RBC	8 B C	RBC		8BC	=	RBC	RBC	=	REC	
	•	STCD	Short Term Contract D	eposit INT		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		
		DEA	Dealer Service Fee	EXT		SER	350.00		VAT	15.00		
		SET	Settlements	INT		SER	500.00		VAT	15.00		
		INSP	Inspection	INT		SER.	650.00		VAT	15.00		
rocessing		TOLL	Toll Fee	EXT		SER	250.00		VAT	0.00		8
Requisitions		MYS	Meter Yield Short Fall	INT		SER	500.00		VAT	15.00		-
Requisitions		CLA	Cleaning Fee	INT	S	SER	500.00		VAT	15.00		
		DES	Design consultation	INT		SER	750.00		VAT	15.00		
		PRI	Printing	INT		SER	350.00		VAT	15.00		
Purchase Orders		TEST	Test Service	INT		SER	550.00		VAT	15.00		
		INST	Installation Fee	INT		SER	1,200.00		VAT	15.00	1.1.1	
		CALL	Call Out Fee	INT		SER	450.00	ea	VAT	15.00	A	
Requests												

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

Functions	Forma a column header erviceCode	t _ C	urrent	_ P.9 _						
Functions										
		ServiceDescription	Туре	Class	Rate	Units	TaxType	TaxRate	Status	-
	C.	* 0 ¢	100	* 0 ¢	=	×0:	800	=	10:	
► T5	RA	Employee Training	EXT	SER	750.00	ea	VAT	15.0	0 I	
Items Supplied St	ET	Settlements	INT	SER	1,000.00	ea	VAT	0.0	0 I	
d	ddrrrr	CCCCCC	EXT	SER	23.00	ea	VAT	15.0	I 0	
d	ddrrrr	cccccc	EXT	SER	23.00	ea	VAT	15.0	0 I	
R	ET	Commercials test	INT	SER	350.00	ea	VAT	15.0	0 I	
T	EST1	Testing	INT	SER	350.00	ea	VAT	15.0	I 0	
Processing	RF	Machine Replacement Fee	EXT	CTRT	250.00	h	VAT	15.0	I 0	
Requisitions	MRF	Mac	hine Replace	ment Fee	EXT	C	IRT	25	0.00 h	VAT
Purchase Orders										
Requests										

Help v2024.5.0.7/1.0 - Pg 4 - Printed: 04/07/2024



MNU.065.004

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 04/07/2024

CO3 Technologies (Pty) Ltd © Company Confidential