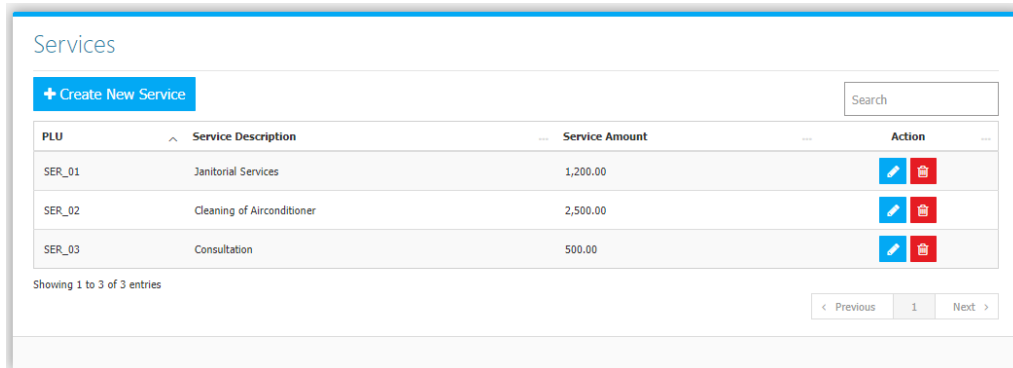


SERVICE MANAGEMENT

Listed in the *Figure 1* are the Services. Examples of these are *non-professional services, janitorial, consulting, architectural, or freelance creative professionals, and other services offered by your company.*

Figure 1



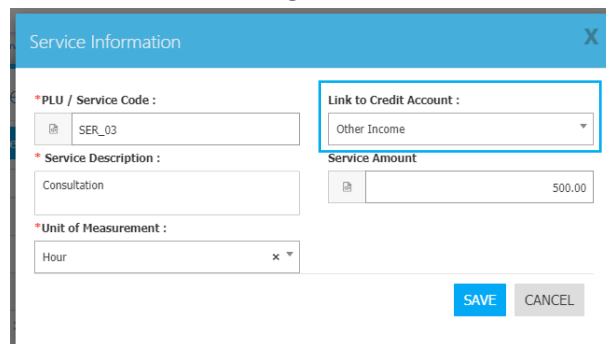
The screenshot shows a web interface titled "Services". At the top left is a blue button labeled "+ Create New Service". To the right is a search bar. Below these is a table with the following columns: PLU, Service Description, Service Amount, and Action. The table contains three entries:

PLU	Service Description	Service Amount	Action
SER_01	Janitorial Services	1,200.00	[Edit] [Delete]
SER_02	Cleaning of Airconditioner	2,500.00	[Edit] [Delete]
SER_03	Consultation	500.00	[Edit] [Delete]

Below the table, it says "Showing 1 to 3 of 3 entries". At the bottom right are navigation buttons: "< Previous", "1", and "Next >".

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** will delete the service, **Pencil Button** to Edit. Click the **Create New Service Button** to create new (Figure 2). Fill the Required information and choose appropriate **Link to Credit Account** (or *Income Account Title*, choose **None** if the service is will not be recorded in Accounting) then click **Save Button** to save.

Figure 2



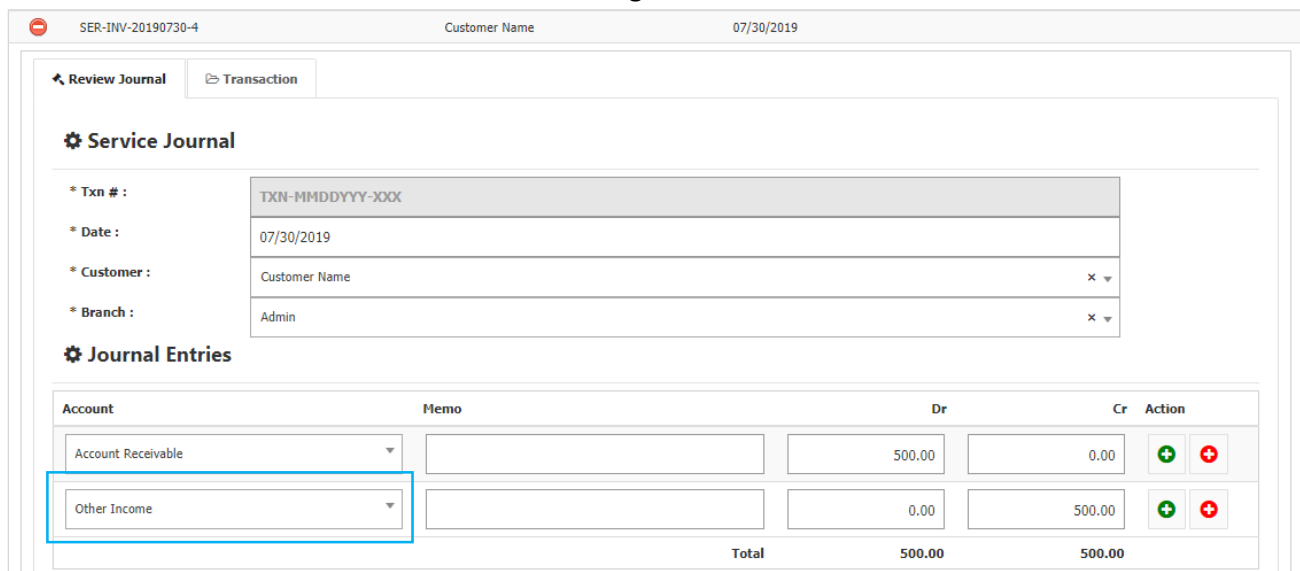
The screenshot shows a "Service Information" form. It has the following fields:

- *PLU / Service Code : A dropdown menu with "SER_03" selected.
- *Service Description : A text input field with "Consultation" entered.
- *Unit of Measurement : A dropdown menu with "Hour" selected.
- Link to Credit Account : A dropdown menu with "Other Income" selected.
- Service Amount : A text input field with "500.00" entered.

At the bottom right are two buttons: "SAVE" (blue) and "CANCEL" (grey).

All Service Invoices created in the **Service Invoice Module** are to be posted in accounting. If the **service** created above (Figure 2, with the *Service Description of Consultation*) is used in an invoice, and reviewed in Accounting, the **Link to Credit Account** chosen (in this case **Other Income**) will be the **Credit Account Title** default (Figure 3).

Figure 3



The screenshot shows a "Service Journal" interface. At the top, there's a header bar with a red minus icon, the text "SER-INV-20190730-4", "Customer Name", and "07/30/2019". Below the header are two tabs: "Review Journal" (active) and "Transaction".

The main section is titled "Service Journal" with a gear icon. It contains the following fields:

- * Txn # : A greyed-out field with the value "TXN-MMDDYYYY-XXX".
- * Date : A text input field with "07/30/2019".
- * Customer : A dropdown menu with "Customer Name" selected.
- * Branch : A dropdown menu with "Admin" selected.

Below these fields is a section titled "Journal Entries" with a gear icon. It contains a table with the following columns: Account, Memo, Dr, Cr, and Action.

Account	Memo	Dr	Cr	Action
Account Receivable		500.00	0.00	[+] [-]
Other Income		0.00	500.00	[+] [-]
Total		500.00	500.00	