

Setting Up Services

Available in All Versions of Sage 50 Accounting

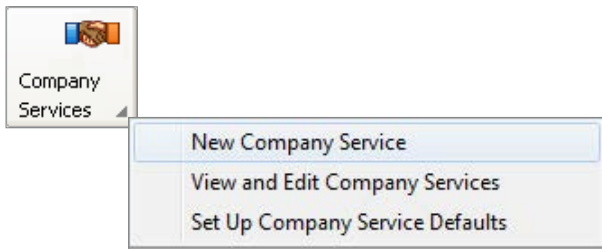
Quick Reference Guide

Do I need to set up my company services in Sage 50?

You can set up your company services if you sell services or charge fees to your customers (such as installation service or monthly fees).

Where do I go?

Inventory & Services navigation area > Company Services > New Company Service.



What kind of information can I enter?

Description

Enter a detailed description about the service. Your customers will see this description on sales orders, sales invoices, receipts, etc.

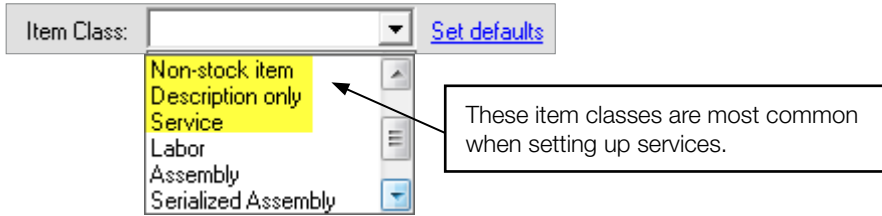
Price Level

Use price levels if you sell a service at different prices. Price Level 1 is the default price and is the price you use most often when selling the service.

Level	Price	Calculation	Edit
Price Level 1	14.99	No Calculation	▶
Price Level 2	17.99	Price Level 1 * 1.20	▶
Price Level 3	19.49	Price Level 1 * 1.30	▶

Item Class

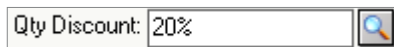
Select an item class to define what type of service you are setting up.



Tip: To learn more about the different item classes, use the panel on the right hand side of the Maintain Inventory Items window.

Qty (Quantity) Discount

Use this field if you offer your customers discounts if they purchase a certain quantity of services. For example, if your customer signs up for 3 services, then they receive a 20% discount.



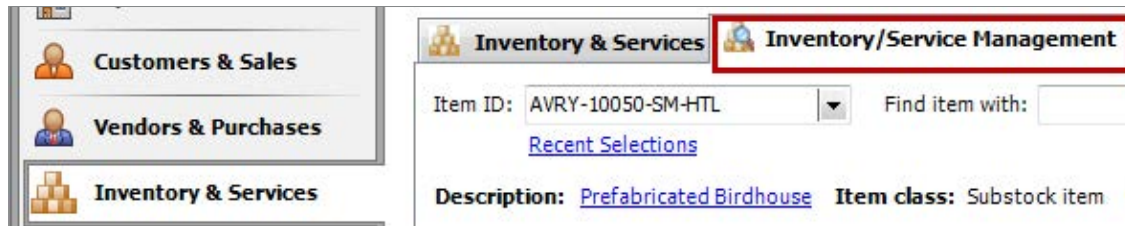
Tip: To set up Quantity Discounts, double click in the Qty Discount field or go to Inventory & Services > Prices > Set Up Quantity Discounts.

Did you know?

- You can automatically set the default item class that you want assigned for new items you set up. Go to Inventory & Services > Company Services > Set Up Company Service Defaults.



- You can get an all in one snapshot of your service information in the Inventory/Service Management Center. View service proposals, orders, invoices, and more. Go to Inventory & Services > and click the Inventory/Service Management tab.



For more info, visit: Sage.com
or contact us at 866-996-7243