[Service / Service Group Registration Information](https://translate.googleusercontent.com/translate_c?depth=1&rurl=translate.google.com&sl=auto&sp=nmt4&tl=en&u=https://docs.logo.com.tr/pages/viewpage.action%3FpageId%3D22275209&usg=ALkJrhjBxEITZHahBHm5ZkqXYXQlgZyBtA)

In service / service group purchases, service / service group cards are used to define the characteristics of the service / service group received. The information about the services / service groups received is kept on the cards to be opened separately for each service / service group.

The following information fields are located on the received service / service group card:

**Service Code:** It is the service / service group registration code received. While coding, the number and letter can be used together. Service code field is a required field.

**Description / Description 2:** It is the name or description of the service / service group received. There are two Description fields on the service / service group card that are used for the same purpose. Although the description of the received service / service group card is an important area, it does not have to be a description of the service / service group cards opened and the same explanation information can be used for different service / service group cards.

**Status:** It is the area where the service / service group will be used in receipts or invoices. It has two options: "in use" and "out of use". When "in use" is selected, the service is active and used in receipts / invoices. In "Out of Use" selection, it is passive and cannot be used in receipts / invoices.

**Special Code 1-2-3-4-5:** It is the coding area used to group the services / service groups received. The special code is used to group the received service / service group definitions according to some criteria specific to the company's own company. The user can also use the Private Code field to save any information that is not on the service / service group definition, but that he wants to enter. The special code is also used as a filter in the reports.

**Authorization Code: The** authorization code is used for detailed authorization definition. According to the job description of each user, the records that can be used will be different. Planning is required for detailed authorization definition. As a first step, which users and / or groups of users can access and the transactions they can take should be determined. Then, different authorization codes should be given to the card groups that can be used by each authority group. According to the information given in this field, by encrypting on a card basis, only the persons entering the program with the authorization code provided here can access and process the card. The authorization code is used as a filter in reports.

**Additional Tax Code:** Whether the service / service group received is subject to additional tax application is determined in this field. The registered additional tax definitions are listed and the relevant definition is selected.

**Payment Method: It is**  the code of the payment plan that will be used continuously in purchasing transactions for the service / service group, or which is thought to be used the most. In what parts of the service / service group price received in the payment plans, the dates and the interest rate to be applied etc. information is recorded. A payment plan is attached to the service / service group received and it is provided to be transferred to the relevant line by default when entering the service invoice.

**Project Code:** The project code that is required to be the default in all receipts and transactions created for the service / service group received is determined in this field.

**Import Cost:** This field should be marked in the service / service group cards opened to define the expenses incurred for the imported materials. It is used to associate cost records with the relevant import file and reflect its cost to the import transaction.

**Distribution Type: It** is used to determine the type of service distribution for services / service groups. It includes the following options:

* be distributed
* Material Cost
* Amount of Material
* Weight
* Volume
* Oran
* Amount
* Import Price

**VAT Rate (%) Purchase / Return:** These are the standard purchase and return VAT rates that should be legally applied for the service / service group received. This rate is given as a percentage. The determined VAT rate will default to the VAT column in the transactions and can be changed if necessary.

**Affects Cost:** Whether the service / service group received will affect the cost in case of movement is determined from this field.

**Exempted from Declaration:** Whether the excise tax in service / service group cards are included in the amount is determined in this field.

**Multiple Additional Taxes: If** more than one additional tax will be defined on service cards, the “Multiple Additional Tax” field is marked. In the Additional Tax Code window, multiple additional tax boxes marked additional tax are selected for the relevant material.

**Passenger Vehicle Expenses** : In order to restrict passenger vehicle expenses, 70% of the line amount (such as fuel expenses and maintenance expenses) made by companies for passenger cars is tracked in the expense account (30%) in the accounting account that is not Accepted by the Law (KKEG). “Passenger Vehicle Expenditure” field should be marked in the Purchased Service card used in the service line of the service invoices and purchase invoices. The KKEG account is defined under Accounting Accounts in the F9 menu of the Service Description card received. The Service Purchased KKEG account code is defined under the Accounting Service Connection codes Services menu.

**Passenger Car Rental** : Approximately 5.500 TL of the monthly rental price line for each of the passenger cars acquired by companies is tracked in the Expense Accounts (KKEG) which is not legally accepted by the expense accounts. Car rental expenses are entered on the service invoice received. For this reason, the Passenger Car Rental field should be marked in the Service Description Card to be used in the invoice.

Passenger Vehicle Expense Rate is specified with the Passenger Vehicle Expense Rate option, which is included in the default of Purchase Parameters. The default is 70%.
The amount of the Passenger Car Rental Upper Limit is specified with the Passenger Car Rental Upper Limit option, which is included in the Purchase Parameters. The default amount is 5500 TL.

For detailed information, see. [Restriction of Passenger Vehicle Expenditures Under the Law No. 7194](https://translate.googleusercontent.com/translate_c?depth=1&rurl=translate.google.com&sl=auto&sp=nmt4&tl=en&u=https://docs.logo.com.tr/pages/viewpage.action%3FpageId%3D50662148&usg=ALkJrhhxENxL8E1AgyXINs6bJkWWxhof1Q)

**Let Deduction Apply: Indicates that deduction**will be applied to the defined service / service group. If this option is checked, when this service / service group definition is selected in the invoice line, subcontracting can be applied on a line basis.

**Withholding Rate: It** is the withholding rate that will be valid in purchasing transactions for the service / service group applied withholding.

The withholding rate default comes from the "Withholding Share" and "Withholding Denominator" lines in the Commercial System Management / Purchase Parameters. It is changed if desired.

**Withholding Code: It** is the area where the withholding code is selected in order to be transferred to sales and purchasing transactions in the services / service groups where deduction is applied. The selected code can be changed on the invoice.

**Exchange Difference: This** is the field used to create a currency difference slip in the Service Invoice type in the current account exchange difference calculation. When this field is marked, in the purchase / sales transactions, when calculating for the exchange rate value in payment and collection, the Service Invoice is selected in the "Receipt Type to be Added" field and the purchase / sales invoice is cut for the exchange difference. Only one service card marked "Exchange Difference" marked is allowed for the services provided and received. When there is no service record marked with a currency difference field, a service invoice cannot be created in the current account exchange difference calculation; the program warns the user with the message "There is no service / service group card used for exchange rate difference".

**Service Group Code:** It is the service group code of the service / service group received. Service groups are defined in the Received Services list with the "Add Service Group" option. The service / service group received with the defined service groups is matched from this field in the definition card. The color of the service groups is shown in bold on the list of services received. In the Hierarchy Code column, there are numbered fragments.
When the service groups are registered, it is determined by the "Service Card Hierarchy Code Assignment Method" parameter in the Commercial System-Purchasing Management Parameters, which will be listed hierarchically according to the order of entry or by code. New records take their places in the list in accordance with the parameter with the "Edit Hierarchy Codes" option in the List F9 menu.

If it is desired to transfer the feature information of the service group to the service / service group card as soon as the match is made, "OK" should be selected in the information message that will come to the service group information. If "Cancel" is selected, the properties of the service group are not transferred to the service / service group cards.

If the service group whose service group is desired to be selected from the service group code field and the unit set of the service / service group card is not the same, a warning message is received stating that the unit set of the selected service group is different; the user can transfer service group information if he wishes. However, if the service / service group has acted before, it cannot be matched to the service group whose unit set is different.

**Counter Process Service Code: It** is used to transfer the service card to counter order creation process.

**Unit Set:** It is the unit set code where the service / service group will be processed. Unit sets are listed and the unit set that will be valid for the service / service group is selected. The units defined in the unit set selected in the table lines of the unit window are listed. Only the priority order of these units can be changed.

**Standard Service Cards**

While defining the company, transportation, stone , stationery, telephone, rent, etc. It is possible to create standard service cards automatically for expenses. For this, when you add a new company by the system operator, "Do you want to create standard service cards?" message needs to be confirmed. In the Services (Purchase) window opened with the Purchasing Module / Purchased Services option, 87 standard service cards will be added automatically.

**GTIP Code:** It is the GTIP code that will be valid if the service is used in international trade. GTIP (Customs Tariff Statistical Position) codes are the codes used in each country, provided that they are the same in every country in order to identify and distinguish goods in international trade.

**CPA Code:** It is the area where CPA Code is selected for the services to be used in public e-Invoices. CPA codes are created and defined under the System Operator / Organization Information menu. The CPA information of the service selected in the transaction line of the invoice with public scenario must be full, otherwise the invoice will not be posted.

**Origin:** It is the area where the production location is selected for the services to be used in public e-Invoices. Selection is made by reaching the list of countries. The Origin information of the service selected in the transaction line of the invoice with a public scenario must be full, otherwise the invoice will not be posted.