Zoho Corporation

Manage Services And Parts

In a work order, services and their affiliated skills and products need to be added. All the data related to services and parts is added in the Services And Parts module.

🏅 Available in Editions: **All Editions**

Add Services and Parts

> ⓘ **Permission Required**: [Services And Parts](#)

To add a service or product:

1. Select the **Services And Parts** module and click **Create**.
2. Select **Service** or **Part** from the dropdown.
3. Enter the following details and click **Save**:
    a. **Service/Part Name**
    b. **Unit Price**
    c. [SKU](#)
    d. **Taxable** or **Non-Taxabl**e

       An [Exemption Reason](#) should be selected if Non-Taxable is chosen.
    e. Add [Service Tasks](#)

       Service tasks can only be added to services

Services and Parts can be also be imported from [Invoice](#).

Clone Services and Parts

You can easily create a service or part by replicating the details of another service or part using the cloning feature. To clone a service or part:

1. Select the **Services And Parts** module.
2. Click the service or part you want to clone and in the *Services And Parts details* page, click **Clone**.

3. Click **Save** after making any changes.

All the details from the source service or part will be prefilled.

SKU Field

SKU (Stock Keeping Unit) is an alphanumeric code that uniquely identifies a service or part. It helps in organizing and tracking inventory. In a work order, you can [search](#) a Service or Part using SKU.
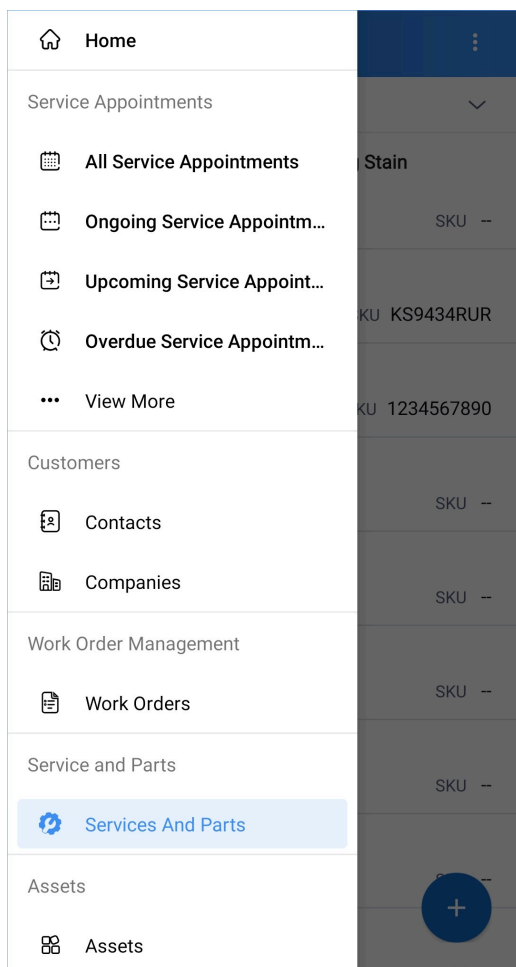
By default, this field will be [mapped](#) to the SKU field of **Items** in Zoho Books/Invoice. This mapping cannot be modified.
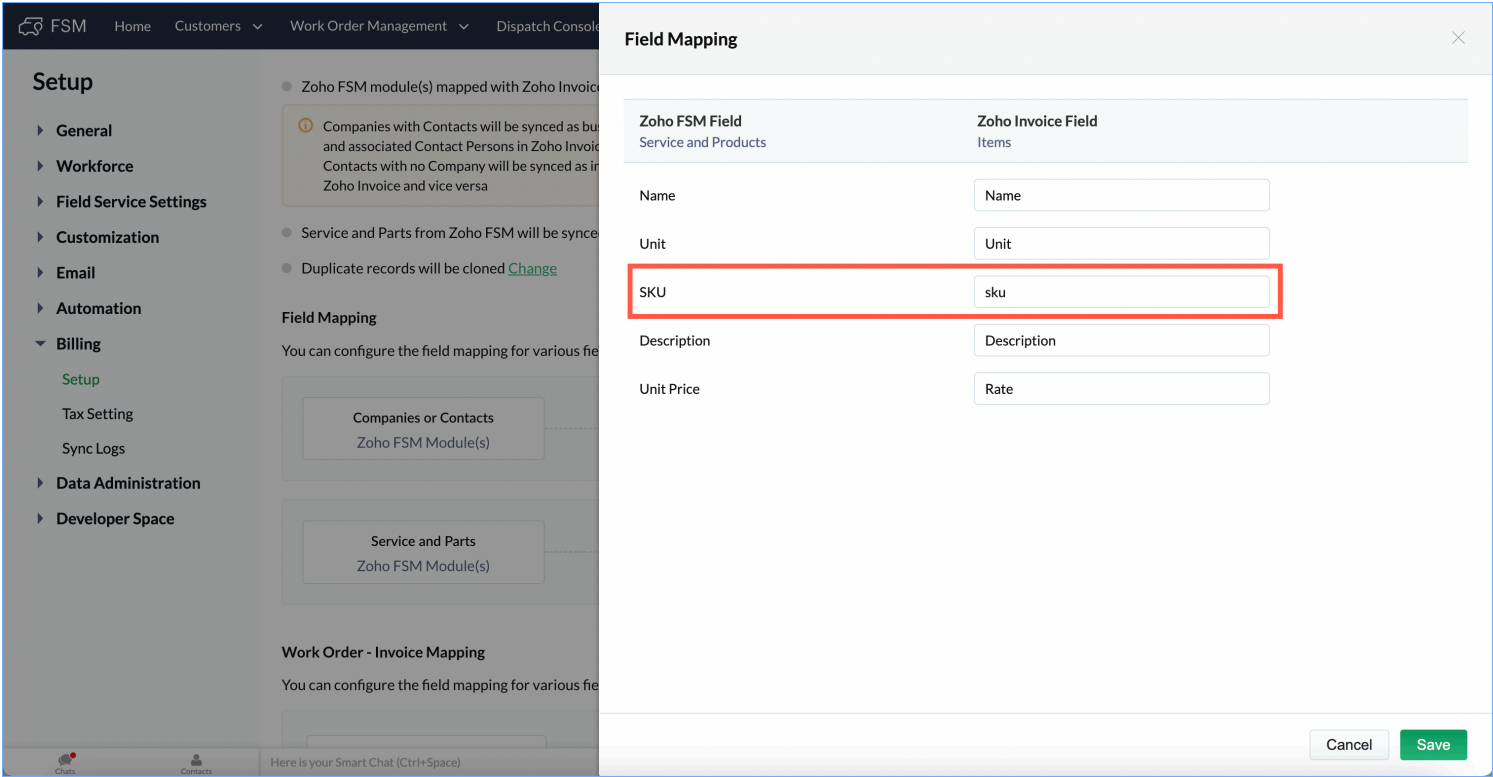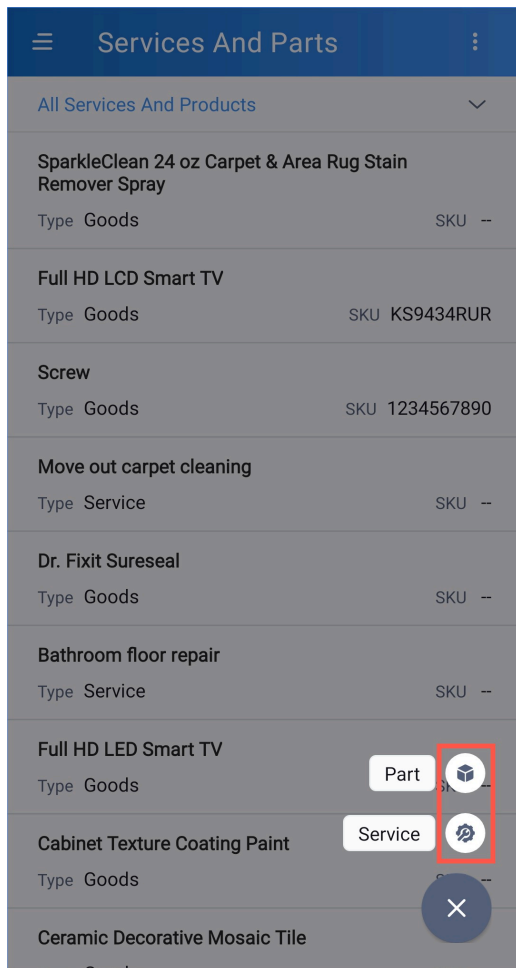

Add Services And Parts from Mobile App

To create a service or part:

1. Select **Services And Parts**, in the left menu.

2. In the *Services And Parts* screen, tap the add [+] icon and tap **Service** [⚙] or **Part** [📦] icon.

3. In the *Create Service*/*Part* page, enter the necessary details and click **Save**.

4. In the lookup fields, you can do an advanced search.

The created service or part can be edited. To edit a service or part:

1. Click the **Edit** [✎] icon on the top right side.
2. Make the necessary changes and click **Save**.

Service and Part

AC Installation

⚙ Type - Service

ⓢ Unit Price - $ 50 Hours

Work Type

▤ Work Type
--

Tax Details

⊘ Taxable
true

🏷 Tax Name
--

▤ Tax Exemption Code
--

Invoice Info

Record is not linked yet.

Edit Service   Save

Service Details

* Name	AC Installation
Description	
Unit	Hours ⌄
* Unit Price	50.00
Work Type	⟩
SKU	

Tax Details

* Taxable	Taxable ⌄

Service Tasks ＋

Tap on '+' to create a Service Task

You can also add notes, service tasks, and view the related records.