

Milestone 2: Service Creation:

Activity 1: Creation

This screenshot shows the 'New Item' form in Zoho Books for creating a service. The left sidebar contains navigation links: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form area is titled 'New Item' and includes the following fields:

- Type:** Radio buttons for 'Goods' and 'Service' (selected).
- Name*:** Text input field containing 'Management Consulting'.
- Unit:** Dropdown menu showing 'hrs'.
- SAC:** Text input field.
- Tax Preference*:** Dropdown menu showing 'Taxable'.
- Sales Information:** A section with a checked checkbox, containing:
 - Selling Price*:** Currency 'INR' and value '1000'.
 - Account*:** Dropdown menu showing 'Sales'.
 - Description:** Text input field.
- Purchase Information:** A section with an unchecked checkbox, containing:
 - Cost Price:** Currency 'INR' and an empty value field.
 - Account:** Dropdown menu showing 'Cost of Goods Sold'.
 - Description:** Text input field.

The bottom of the browser window shows a Windows taskbar with a search bar, task icons, and system tray information including weather (35°C Partly sunny), language (ENG IN), and date/time (16:19 04-10-2023).

This screenshot shows the 'New Item' form in Zoho Books, specifically the 'Default Tax Rates' section. The left sidebar is identical to the previous screenshot. The main form area includes:

- Preferred Vendor:** A dropdown menu.
- Default Tax Rates:** Two dropdown menus:
 - Intra State Tax Rate:** Set to 'GST18 [18%]'.
 - Inter State Tax Rate:** Set to 'IGST18 [18%]'.
- Inventory Notice:** A text block stating: 'Do you want to keep track of this item? Enable Inventory to view its stock based on the sales and purchase transactions you record for it. Go to [Settings > Preferences > Items](#) and enable inventory.'
- Buttons:** 'Save' and 'Cancel' buttons.

The bottom of the browser window shows a Windows taskbar with a search bar, task icons, and system tray information including weather (30°C Mostly cloudy), language (ENG IN), and date/time (17:59 07-10-2023).