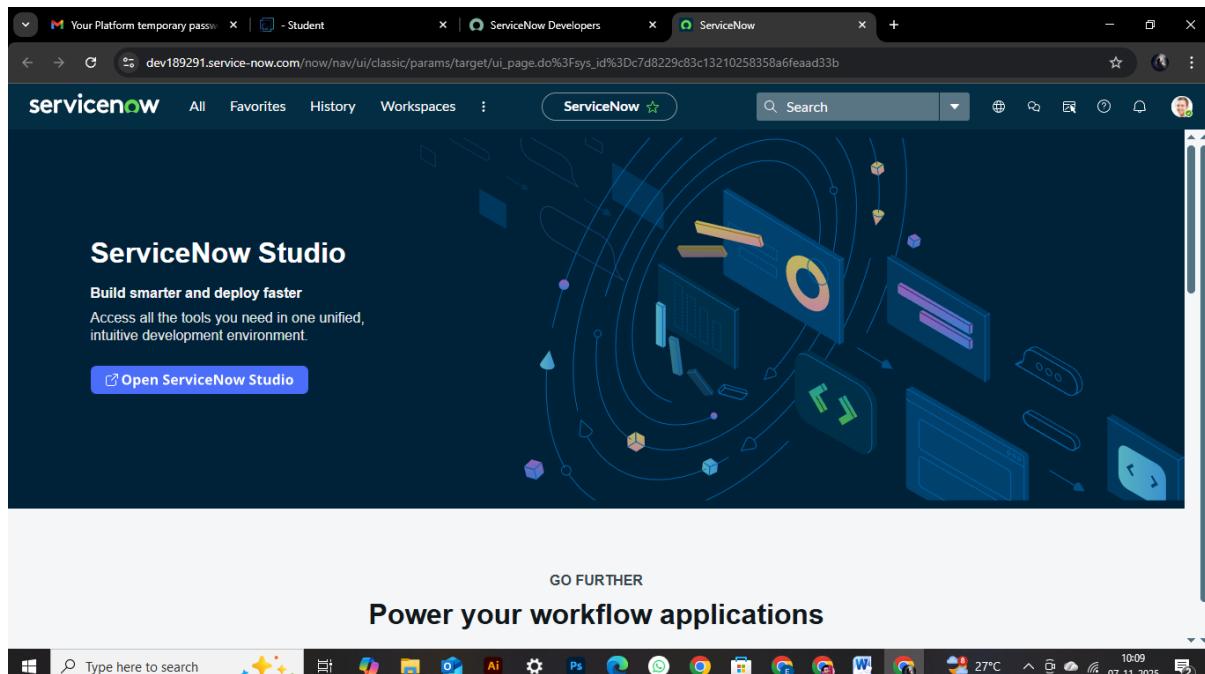


1. Setting up ServiceNow Instance



2. Creation of New Update Set

A screenshot of the ServiceNow Update Sets page. The title bar shows tabs for 'Your Platform temporary passw...', '- Student', 'ServiceNow Developers', and 'Update Sets | ServiceNow'. The main content area displays a form for creating a new update set named 'Family Expenses'. The form fields include: Name (Family Expenses), Application (Global), State (In progress), Created (2025-11-06 20:44:00), Parent (empty), Created by (admin), Release date (empty), Install date (empty), Installed from (empty), Description (empty), and Merged to (empty). At the bottom of the form is a large 'Update' button. Below the form, there is a section titled 'Related Links' with links to 'Merge With Another Update Set' and 'Scan Update Set'. The bottom of the screen shows a Windows taskbar with various pinned icons and the date/time '07-11-2025 10:14'.

3. Creation of Family Expenses Table

The screenshot shows the ServiceNow Developers interface with the following details:

- Table - New Record** tab is active.
- Table Name:** Family Expenses
- Label:** Family Expenses
- Name:** u_auto_populated
- Extends table:** (empty)
- Application:** Global
- Create module:**
- Create mobile module:**
- Add module to menu:** -- Create new --
- New menu name:** (empty)
- Remote Table:**

Below the table configuration, the **Table Columns** section is visible, showing the following columns:

Column label	Type	Reference	Max length	Default value	Display
Created by	String	(empty)	40	false	
Sys ID	Sys ID (GUID)	(empty)	32	false	
Created	Date/Time	(empty)	40	false	

3.2 Creation of Columns(Fields)

The screenshot shows the ServiceNow Developers interface with the following details:

- Table - Family Expenses** tab is active.
- Table Columns** section is open, showing the following columns:

Column label	Type	Reference	Max length	Default value	Display
Created by	String	(empty)	40	false	
Sys ID	Sys ID (GUID)	(empty)	32	false	
Created	Date/Time	(empty)	40	false	
Updated by	String	(empty)	40	false	
Updates	Integer	(empty)	40	false	
Updated	Date/Time	(empty)	40	false	
Number	String			false	
Date	Date			false	
Amount	Integer			false	
Expense Details	String		800		false

- Buttons:** Delete, Update, Delete All Records.

3.3 Making Number Field an Auto-Number

The screenshot shows the ServiceNow Number MFE configuration page. The top navigation bar includes tabs for 'Your Platform temporary password', '- Student', 'ServiceNow Developers', and 'MFE | Number | ServiceNow'. The main title is 'Number - MFE'. The configuration fields are as follows:

- * Table: Family Expenses
- Prefix: MFE
- * Number: 1,000
- Application: Global
- Number of digits: 7

Below the configuration are 'Update' and 'Delete' buttons. A 'Related Links' section contains a 'Show Counter' link. The bottom of the screen shows a Windows taskbar with various pinned icons and system status.

3.4 Configure the Form

The screenshot shows the ServiceNow Form Design page. The top navigation bar includes tabs for 'ServiceNow Developers', '- Student', 'Create MFE0001005 | Family Ex...', and 'Form Design'. The main title is 'Form Design'. The left sidebar has tabs for 'Fields' (selected) and 'Field Types'. The 'Fields' tab lists:

- Filter
- Fields
 - # Created
 - # Created by
 - # Updated
 - # Updated by
 - # Updates
- Formatters
 - # Activities (filtered)
 - # Contextual Search Results
 - # Ratings

The right panel displays the form structure for 'Family Expenses [u_st_fam]'. It shows two columns: 'Number' and 'Date' in the first row, and 'Amount' in the second row. Below this is a section labeled 'Expense Details'.

The bottom of the screen shows a Windows taskbar with various pinned icons and system status.

4.1 Creation of Daily Expenses Table

The screenshot shows the ServiceNow Developers interface with the following details:

- Table Name:** Daily Expenses
- Label:** Daily Expenses
- Application:** Global
- Name:** u_auto_populated2
- Remote Table:** None

The main area displays the "Table Columns" section with the following columns:

Column label	Type	Reference	Max length	Default value	Display
Created by	String	(empty)	40		false
Created	Date/Time	(empty)	40		false
Updated by	String	(empty)	40		false
Updates	Integer	(empty)	40		false
Sys ID	Sys ID (GUID)	(empty)	32		false

A message at the top states: "A table is a collection of records in the database. Each record corresponds to a row in a table, and each field on a record corresponds to a column on that table. Applications use tables and records to manage data and processes. [More Info](#)".

4.2 Creation of Columns(FIELDS)

The screenshot shows the ServiceNow Developers interface with the following details:

The "Table Columns" section now includes the following columns:

Column label	Type	Reference	Max length	Default value	Display
Created by	String	(empty)	40		false
Created	Date/Time	(empty)	40		false
Updated by	String	(empty)	40		false
Updates	Integer	(empty)	40		false
Sys ID	Sys ID (GUID)	(empty)	32		false
Updated	Date/Time	(empty)	40		false
Number	String				false
Date	Date				false
Expense	Integer				false
family Member Name	Reference		1800		false
comments	String		1800		false

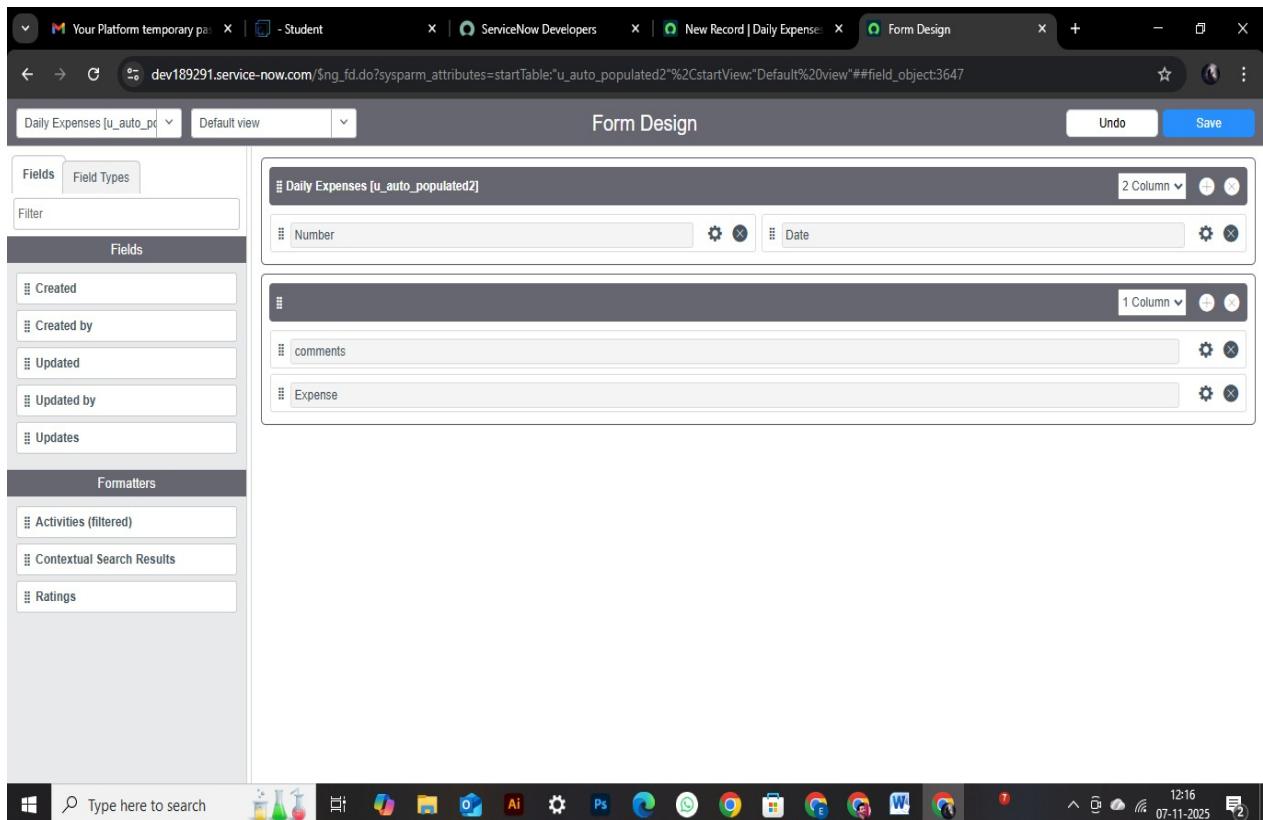
A message at the top states: "A table is a collection of records in the database. Each record corresponds to a row in a table, and each field on a record corresponds to a column on that table. Applications use tables and records to manage data and processes. [More Info](#)".

4.3 Making Number Field an Auto-Number

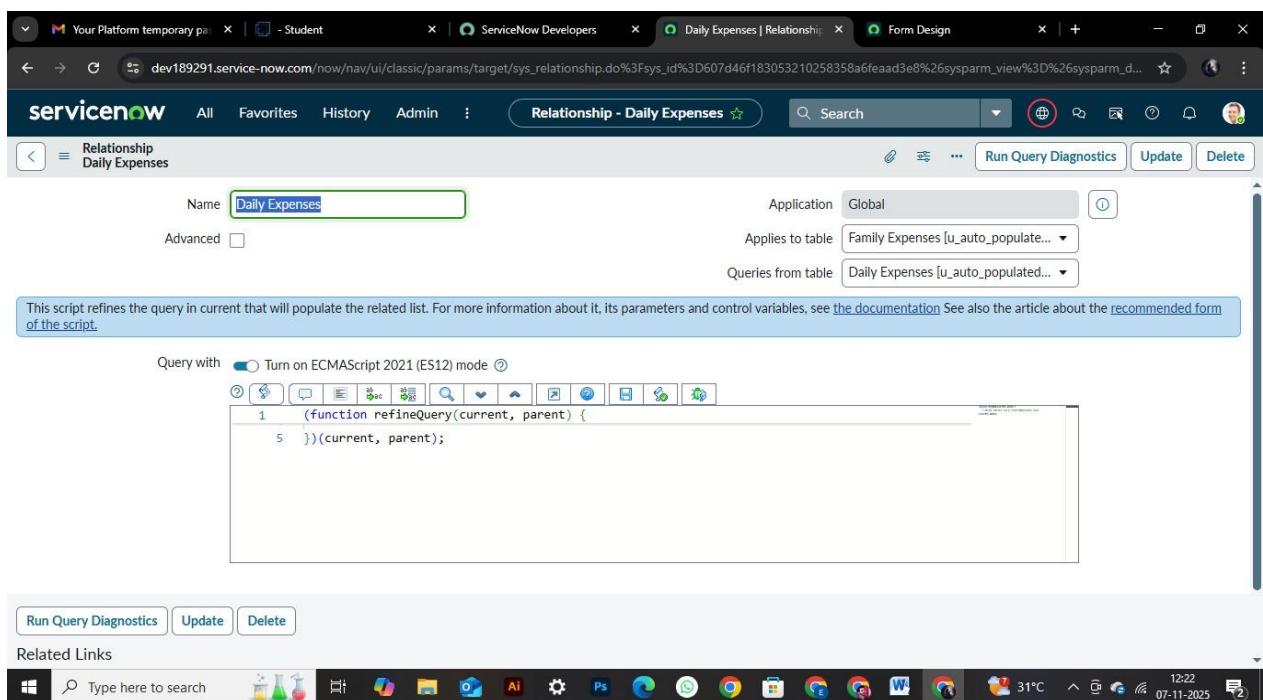
The screenshot shows the ServiceNow Dictionary Entry - Number page. The title bar includes tabs for 'Dictionary Entry' and 'Number'. The main content area has tabs for 'Choice List Specification', 'Calculated Value', and 'Default Value', with 'Default Value' selected. A note states: 'The Default value specifies what value the field has when first displayed.' Below this, there is a checkbox 'Use dynamic default' which is checked, and a text input field containing 'Get Next Padded Number'. At the bottom are 'Delete Column' and 'Update' buttons.

The screenshot shows the ServiceNow New Record | Number page. The title bar includes tabs for 'Number' and 'New record'. The main form contains fields for 'Table' (set to 'Family Expenses'), 'Prefix' (set to 'MFE'), 'Number' (set to '1.000'), 'Application' (set to 'Global'), and 'Number of digits' (set to '7'). A 'Submit' button is at the bottom left. Related links include 'Show Counter'. The status bar at the bottom shows system icons and the date/time '07-11-2025 12:05'.

4.4 Configure the Form



5 Creation of Relationship



6. Configuring Related List on daily Expenses

The screenshot shows the ServiceNow Form Design interface. The top navigation bar includes tabs for 'All', 'Favorites', 'History', 'Admin', and 'Relationship - Daily Expenses'. The main area displays a configuration page for a relationship named 'Daily Expenses'. The 'Name' field is set to 'Daily Expenses'. Under the 'Advanced' section, there is a note about a script that refines the query to populate the related list. The 'Applies to table' dropdown is set to 'Family Expenses [u_auto_populate...]' and the 'Queries from table' dropdown is set to 'Daily Expenses [u_auto_populated...]'.

This script refines the query in current that will populate the related list. For more information about it, its parameters and control variables, see [the documentation](#). See also the article about the [recommended form of the script](#).

Query with Turn on ECMAScript 2021 (ES12) mode [?](#)

```
1 (function refineQuery(current, parent) {  
5 })(current, parent);
```

Run Query Diagnostics [Update](#) [Delete](#)

Related Links

Windows taskbar at the bottom shows various application icons and the date/time: 12:22 07-11-2025.

6.1 Configuring Related List on Family Expenses:

The screenshot shows the ServiceNow Form Design interface. The top navigation bar includes tabs for 'All', 'Favorites', 'History', 'Workspaces', and 'ServiceNow'. The main area displays a configuration dialog for 'Configuring related lists on Family Expenses form'. It shows two lists: 'Available' (containing 'Attachments') and 'Selected' (containing 'Daily Expenses'). Below the lists are 'Cancel' and 'Save' buttons. A 'View name:' dropdown is set to 'Default view'. At the bottom, there is a 'Related Links' section with links to 'Show versions' and 'Related list performance diagnostics'.

Available
Attachments

Selected
Daily Expenses

Cancel [Save](#)

View name: Default view

Related Links
[Show versions](#) [Related list performance diagnostics](#)

Windows taskbar at the bottom shows various application icons and the date/time: 30°C Mostly cloudy 06-11-2025.

7. Creation of Business Rules

The screenshot shows the ServiceNow interface for creating a business rule. The title bar says "Business Rule - Family Expenses BR". The main area has tabs for "When to run", "Actions", and "Advanced". The "When to run" tab is selected. It shows a condition field and a script editor. The script editor contains the following code:

```
1 (function executeRule(current, previous /*null when async*/) {
2
3
4 var FamilyExpenses = new GlideRecord('u_family_expenses');
5
6 FamilyExpenses.addQuery('u_date', current.u_date);
```

The screenshot continues the ServiceNow interface for creating a business rule. The "When to run" tab is still selected. The script editor now contains more code:

```
10 if(FamilyExpenses.next()) {
11
12 {
13
14 FamilyExpenses.u_amount += current.u_expense;
15
16 FamilyExpenses.u_expense_details += ">" + current.u_comments + ";" + "Rs." + current.u_expense + "-";
17
18 FamilyExpenses.update();
19
20 }
21
22 else
23 {
24
25 var NewFamilyExpenses = new GlideRecord('u_family_expenses');
26
27 NewFamilyExpenses.u_date = current.u_date;
28
29
```

8. Configure the Relationship

The screenshot shows the ServiceNow interface for configuring a relationship named "Daily Expenses". The top navigation bar includes tabs for "All", "Favorites", "History", "Admin", and "Relationship - Daily Expenses". Below the navigation is a search bar and a toolbar with "Run Query Diagnostics", "Update", and "Delete" buttons.

The main area displays the configuration details:

- Name:** Daily Expenses
- Application:** Global
- Advanced:**

Two code editor sections are present:

- Apply to:** Contains the following ECMAScript 2021 code:

```
1 (function refineQuery(current, parent) {  
2  
3  
4 // Add your code here, such as current.addQuery(field, value);  
5  
6 current.addQuery('u_date',parent.u_date);  
7  
8 current.query();  
9  
10  
11 })(current, parent);
```
- Query from:** Contains a single digit "1" in its code editor field.

The bottom of the screen shows the Windows taskbar with various pinned application icons and system status indicators.