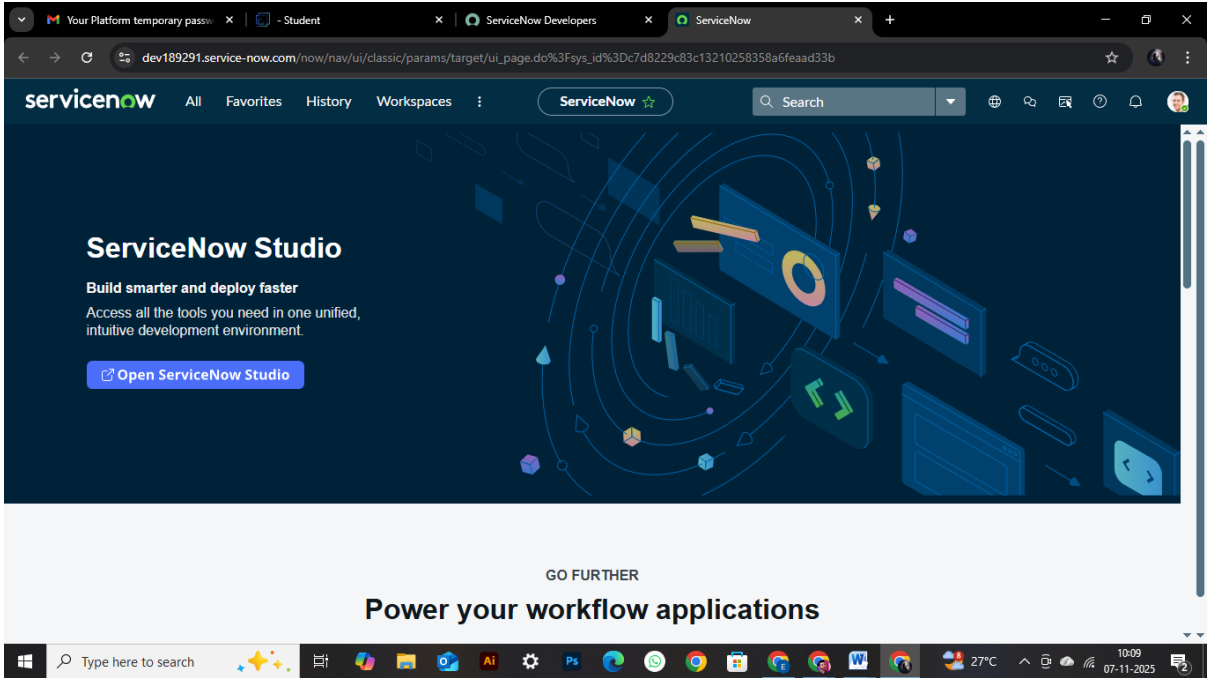
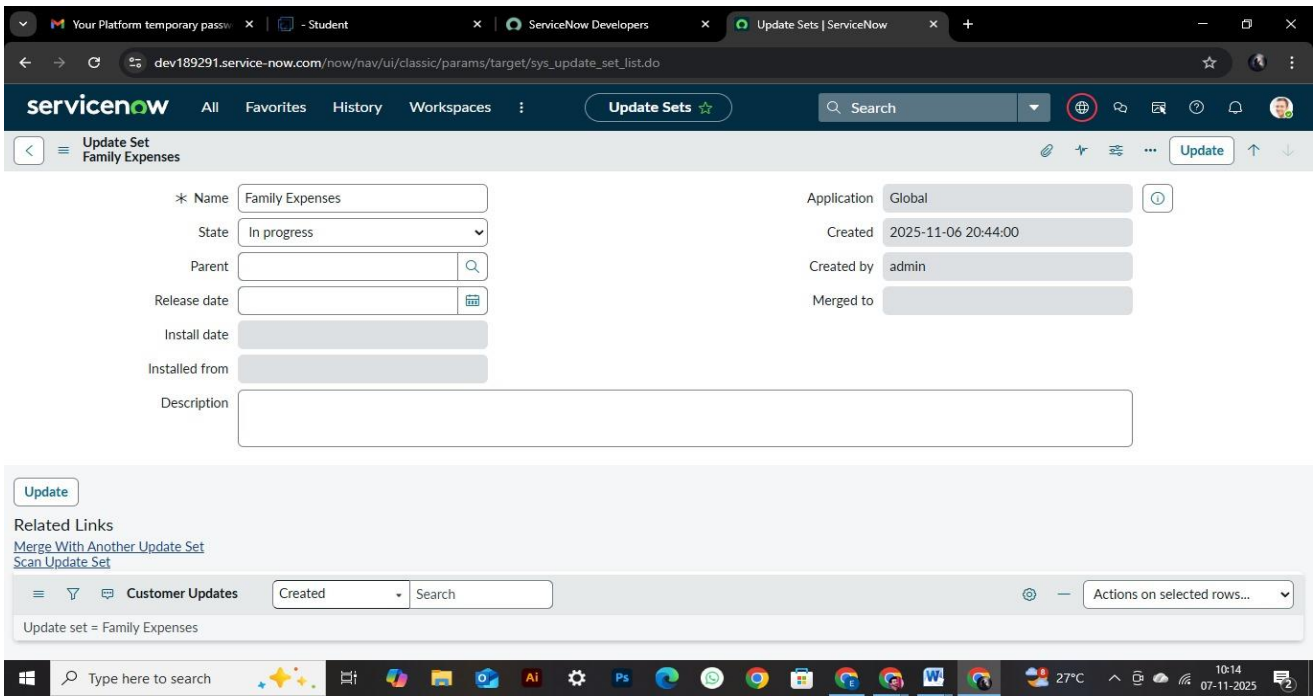


1. Setting up ServiceNow Instance



2. Creation of New Update Set



3. Creation of Family Expenses Table

The screenshot shows the 'Table - New Record' form in ServiceNow. The form is for creating a new table named 'Family Expenses'. The 'Label' field is set to 'Family Expenses' and the 'Name' field is set to 'u_auto_populated'. The 'Application' is set to 'Global'. The 'Create module' and 'Create mobile module' checkboxes are checked. The 'Add module to menu' dropdown is set to '-- Create new --'. The 'New menu name' field is empty. The 'Remote Table' checkbox is unchecked. Below the form, there is a 'Columns' tab with a search bar and a 'Table Columns' section. The 'Table Columns' section contains a table with the following data:

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

3.2 Creation of Columns(Fields)

The screenshot shows the 'Table - Family Expenses' form in ServiceNow, specifically the 'Columns' tab. The form displays a table of columns with the following data:

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

3.3 Making Number Field an Auto-Number

The screenshot shows the ServiceNow 'Number' configuration page for the 'Family Expenses' table. The configuration fields are as follows:

Field	Value
* Table	Family Expenses
Prefix	MFE
* Number	1,000
Application	Global
Number of digits	7

Below the configuration fields, there are 'Update' and 'Delete' buttons. A 'Related Links' section contains a link to 'Show Counter'. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 11:46 on 07-11-2025.

3.4 Configure the Form

The screenshot shows the ServiceNow 'Form Design' page for the 'Family Expenses' table. The form is configured with the following sections:

- Family Expenses [u_st_family_expenses]** (2 Column layout):
 - Number
 - Date
 - Amount
- Expense Details** (1 Column layout):
 - Expense Details

The left sidebar contains a 'Fields' section with the following fields: Created, Created by, Updated, Updated by, and Updates. Below this is a 'Formatters' section with: Activities (filtered), Contextual Search Results, and Ratings. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 19:48 on 06-11-2025.

4.1 Creation of Daily Expenses Table

The screenshot shows the ServiceNow 'Table - Daily Expenses' configuration page. The 'Label' is 'Daily Expenses' and the 'Name' is 'u_auto_populated2'. The 'Application' is set to 'Global'. A description box 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](#)'. Below this, the 'Columns' tab is active, showing a list of 'Dictionary Entries'.

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

4.2 Creation of Columns(Fields)

This screenshot shows the 'Table Columns' section of the 'Daily Expenses' table configuration. It displays the existing 'Dictionary Entries' and a list of new columns being added. The new columns include 'Number', 'Date', 'Expense', 'family Member Name', and 'comments', each with a 'Max length' of 800. The 'comments' field is currently selected.

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		800		false
Date	Date				false
Expense	Integer				false
family Member Name	Reference		800		false
comments	String		800		false

4.3 Making Number Field an Auto-Number

The Default value specifies what value the field has when first displayed.

Use dynamic default ☒

Dynamic default value

[Delete Column](#) [Update](#)

Related Links

- [Show Table](#)
- [Run Point Scan](#)
- [Default view](#)

[Access Controls](#) [Choices](#) [Attributes](#) [Labels \(1\)](#)

Name	Decision Type	Operation	Type	Active	Updated by	Updated
------	---------------	-----------	------	--------	------------	---------

[Number - New Record](#) [Submit](#)

* Table

Prefix

* Number

Application

Number of digits

[Submit](#)

Related Links

- [Show Counter](#)

4.4 Configure the Form

The screenshot shows the ServiceNow Form Design interface for a form titled "Daily Expenses [u_auto_populated2]". The interface is divided into two main sections: a left sidebar and a main canvas.

Left Sidebar:

- Fields:** A list of fields available for selection, including "Created", "Created by", "Updated", "Updated by", and "Updates".
- Field Types:** A section for selecting field types, including "Activities (filtered)", "Contextual Search Results", and "Ratings".

Main Canvas:

- The form is currently in "2 Column" view.
- The first section contains two fields: "Number" and "Date".
- The second section contains two fields: "comments" and "Expense".

The top of the interface shows the browser address bar with the URL: `dev189291.service-now.com/sng_fd.do?sysparm_attributes=startTable:'u_auto_populated2'%2CstartView:'Default%20view'##field_object:3647`. The top right corner has "Undo" and "Save" buttons.

5 Creation of Relationship

The screenshot shows the ServiceNow "Relationship - Daily Expenses" configuration page. The page is titled "Relationship - Daily Expenses" and includes a search bar and navigation links (All, Favorites, History, Admin).

Configuration Fields:

- Name:** "Daily Expenses" (highlighted with a green box).
- Application:** "Global".
- Advanced:** ☐ (unchecked).
- Applies to table:** "Family Expenses [u_auto_populate...]" (dropdown menu).
- Queries from table:** "Daily Expenses [u_auto_populated...]" (dropdown menu).

Scripting Section:

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);
```

Buttons: "Run Query Diagnostics", "Update", and "Delete".

Related Links: A section for related links.

6. Configuring Related List on daily Expenses

The screenshot shows the ServiceNow 'Relationship - Daily Expenses' configuration page. The 'Name' field is set to 'Daily Expenses'. The 'Application' is 'Global'. The 'Applies to table' is 'Family Expenses [u_auto_populate...]' and the 'Queries from table' is '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);
```

Buttons: Run Query Diagnostics, Update, Delete

Related Links

6.1 Configuring Related List on Family Expenses:

The screenshot shows the ServiceNow 'Configuring related lists on Family Expenses form' page. The 'Available' list contains 'Attachments' and the 'Selected' list contains 'Daily Expenses'. Buttons for moving items between lists are present.

Available: Attachments

Selected: Daily Expenses

Buttons: Cancel, Save

View name: Default view

Related Links

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

7. Creation of Business Rules

The screenshot shows the ServiceNow interface for configuring a Business Rule. The browser tabs include 'Your Platform temporary pa...', '- Student', 'ServiceNow Developers', 'Family Expenses BR | Busine...', and 'Form Design'. The URL is `dev189291.service-now.com/now/nav/ui/classic/params/target/sys_script.do%3Fsys_id%3D8bbece7583053210258358a6feaad32d%26sysparm_view%3D%26sysparm_record_...`. The page title is 'Business Rule - Family Expenses BR'. A search bar is visible. Below the header, there is a description: 'A business rule is a server-side script that runs when a record is displayed, inserted, deleted, or when a table is queried. Use business rules to automatically change values in form fields when the specified conditions are met. [More Info](#)'. The configuration fields are: Name: 'Family Expenses BR', Application: 'Global', Table: 'Daily Expenses [u_auto_populated...]', Active: ☒, and Advanced: ☒. The 'When to run' tab is selected, showing a condition field and a script editor. The script editor has a toggle for 'Turn on ECMAScript 2021 (ES12) mode' and 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);
```

This screenshot continues the configuration of the 'Family Expenses BR' business rule. The 'When to run' tab is still selected. The script editor shows the completed code:

```
1 (function executeRule(current, previous /*null when async*/) {  
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  
26 var NewFamilyExpenses = new GlideRecord('u_family_expenses');  
27  
28 NewFamilyExpenses.u_date = current.u_date;  
29  
30 }  
31 }  
32 }  
33 }  
34 }  
35 }  
36 }  
37 }  
38 }  
39 }  
40 }  
41 }  
42 }  
43 }  
44 }  
45 }  
46 }  
47 }  
48 }  
49 }  
50 }  
51 }  
52 }  
53 }  
54 }  
55 }  
56 }  
57 }  
58 }  
59 }  
60 }  
61 }  
62 }  
63 }  
64 }  
65 }  
66 }  
67 }  
68 }  
69 }  
70 }  
71 }  
72 }  
73 }  
74 }  
75 }  
76 }  
77 }  
78 }  
79 }  
80 }  
81 }  
82 }  
83 }  
84 }  
85 }  
86 }  
87 }  
88 }  
89 }  
90 }  
91 }  
92 }  
93 }  
94 }  
95 }  
96 }  
97 }  
98 }  
99 }  
100 }
```


8.Configure the Relationship

The screenshot displays the ServiceNow configuration interface for a relationship named 'Daily Expenses'. The 'Name' field is set to 'Daily Expenses' and the 'Application' is set to 'Global'. The 'Advanced' checkbox is checked. Under the 'Apply to' section, the 'Turn on ECMAScript 2021 (ES12) mode' toggle is turned on. A code editor shows the following JavaScript 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);
```

Below the 'Query from' section, the 'Turn on ECMAScript 2021 (ES12) mode' toggle is also turned on, and a code editor is visible with the following code:

```
1
```