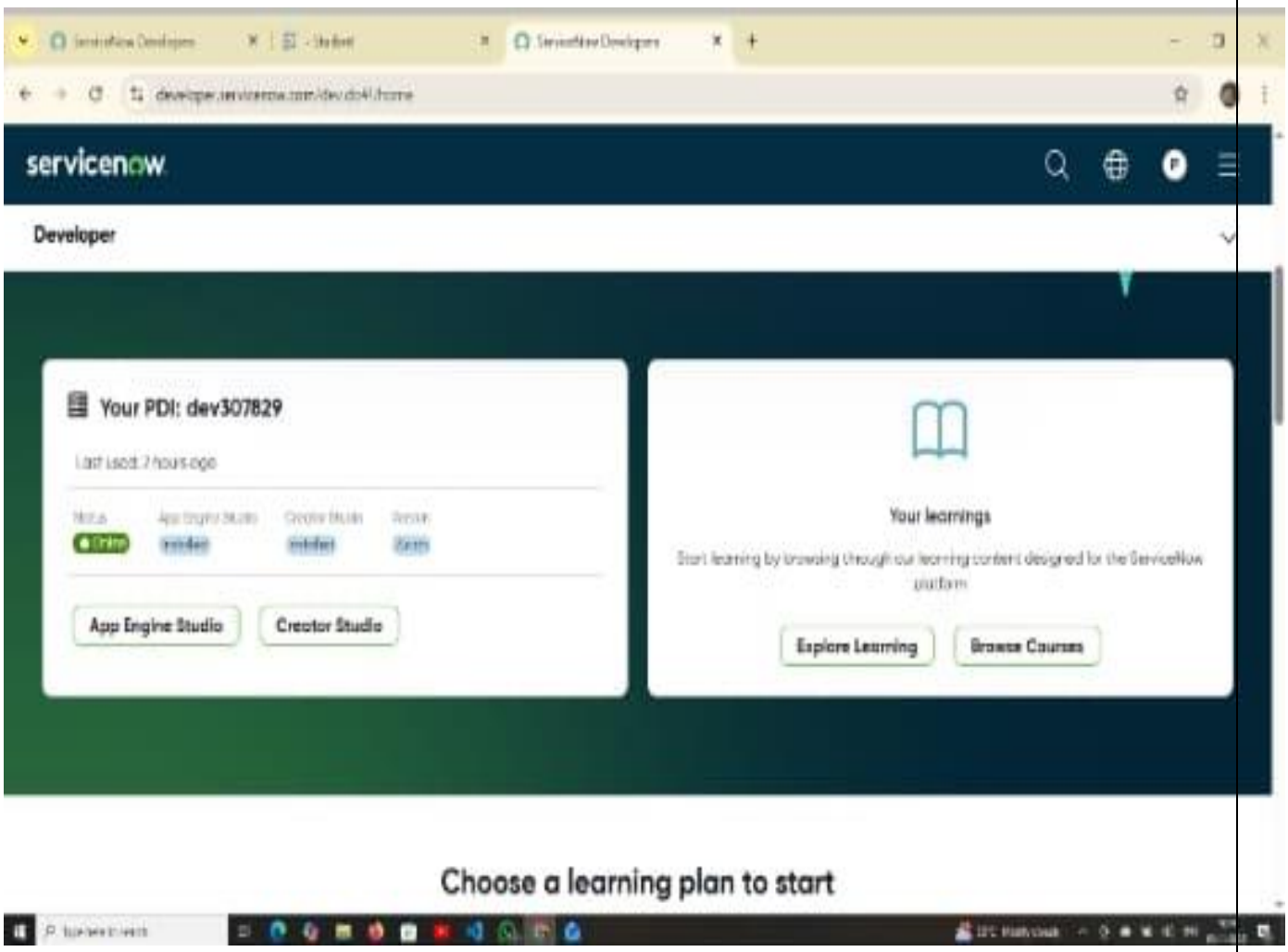
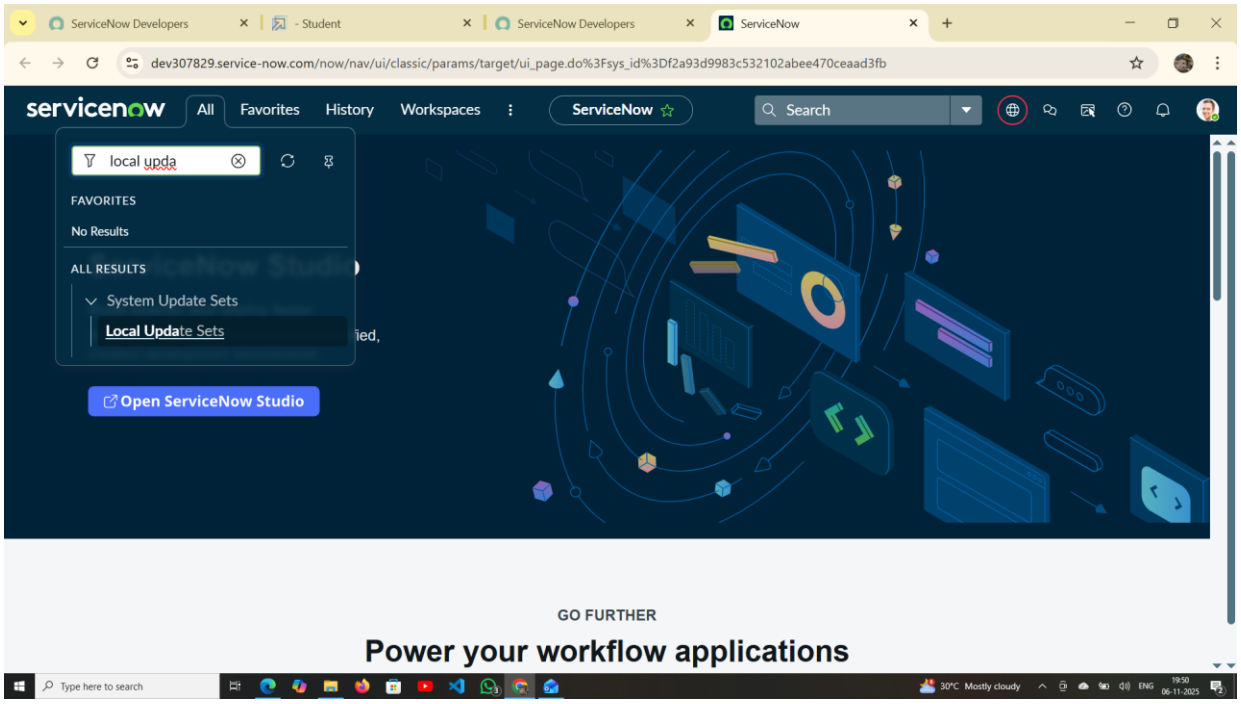
1. Setting up ServiceNow Instance:

Setting up a **ServiceNow instance** involves creating a personal developer instance from the **ServiceNow Developer Portal**. After registration, users can request a new instance, which provides a cloud-based environment for development and testing. Once activated, administrators configure users, roles, and permissions, followed by creating tables, forms, and workflows. The instance can be customized using **Flow Designer**, **UI Builder**, and **Script Includes** to meet project requirements. This setup ensures a secure, scalable, and ready-to-use platform for building and deploying the **Family Expense Management System** efficiently.



2. Creation of New Update Set:

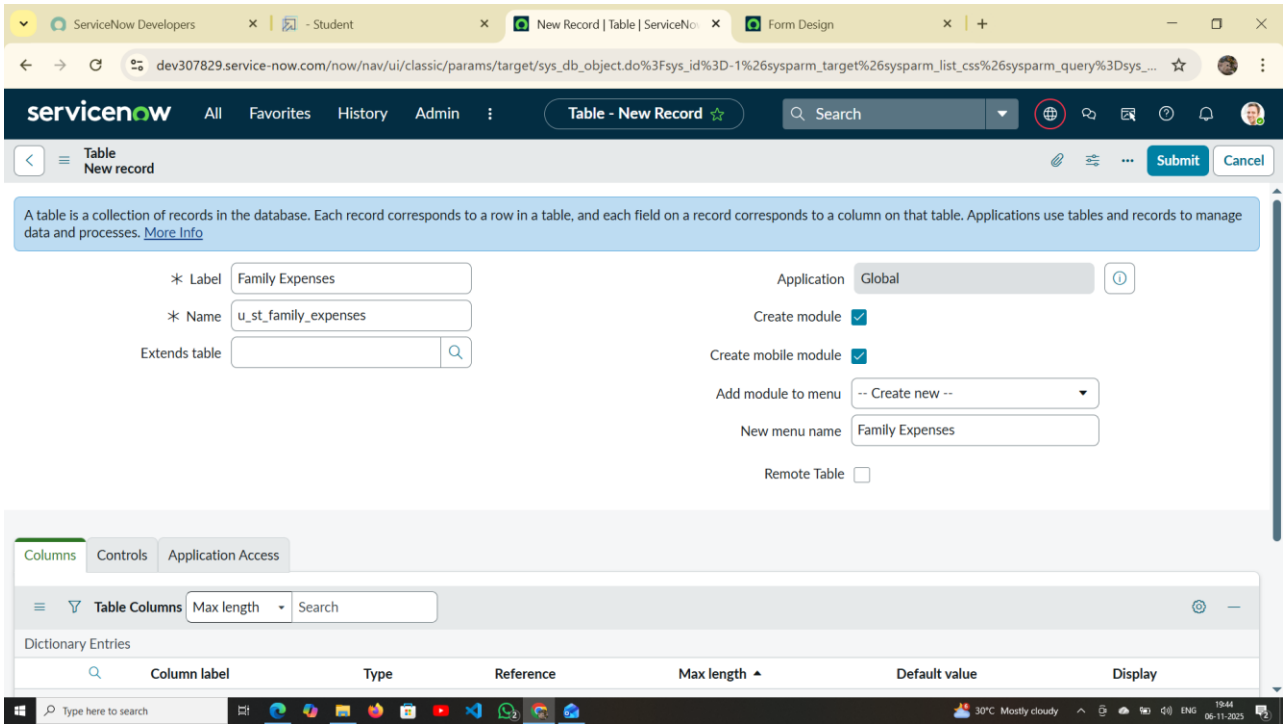
An **Update Set** is created to capture all configuration changes made within the ServiceNow instance. This includes tables, forms, business rules, and scripts related to the expense tracking system. The Update Set helps in version control, making it easier to migrate or deploy project components between instances efficiently.



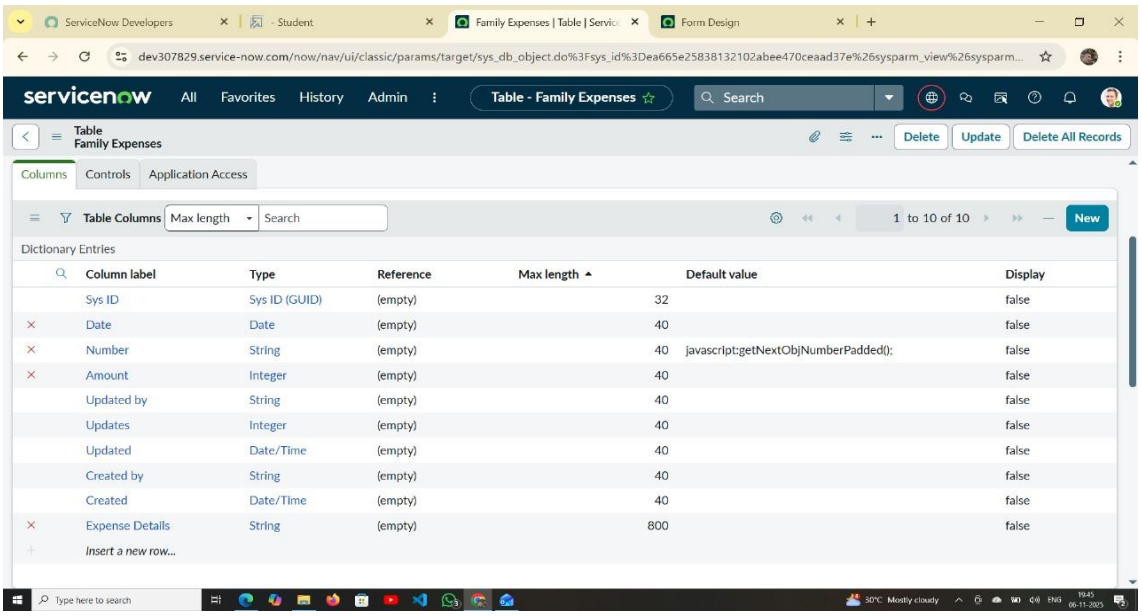
3. Creation of Table (Family Members)

A custom table is created to store **family member details** such as names, roles, and relationships. Each record represents a member of the family who will contribute to or manage expenses. This table forms the base for associating expenses with individuals and ensures organized data storage for user-specific financial tracking.

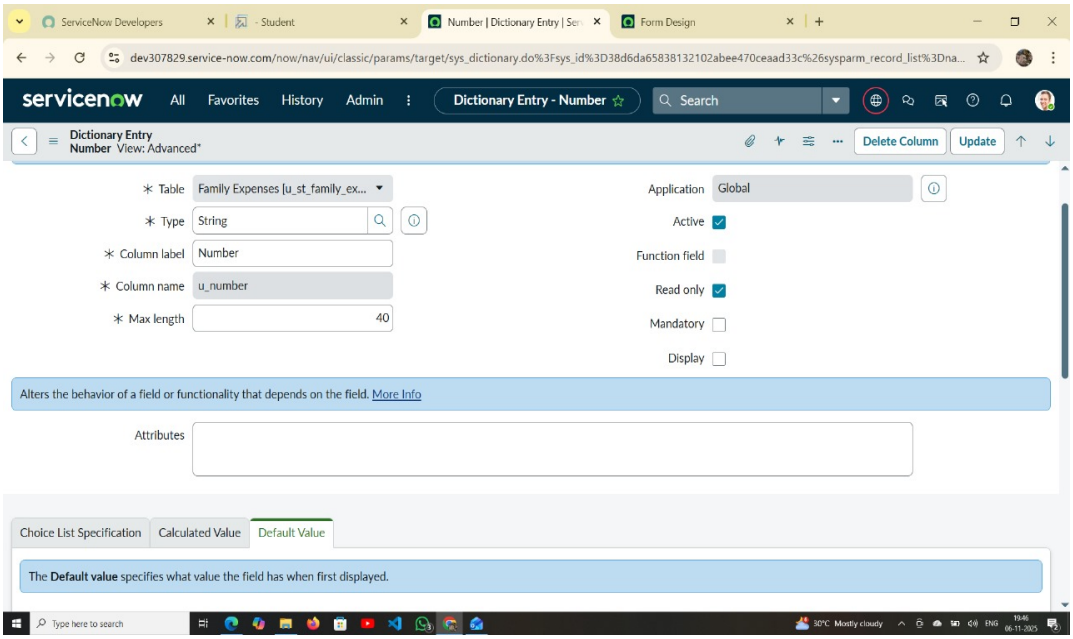
1. **Creation of family expense table:**



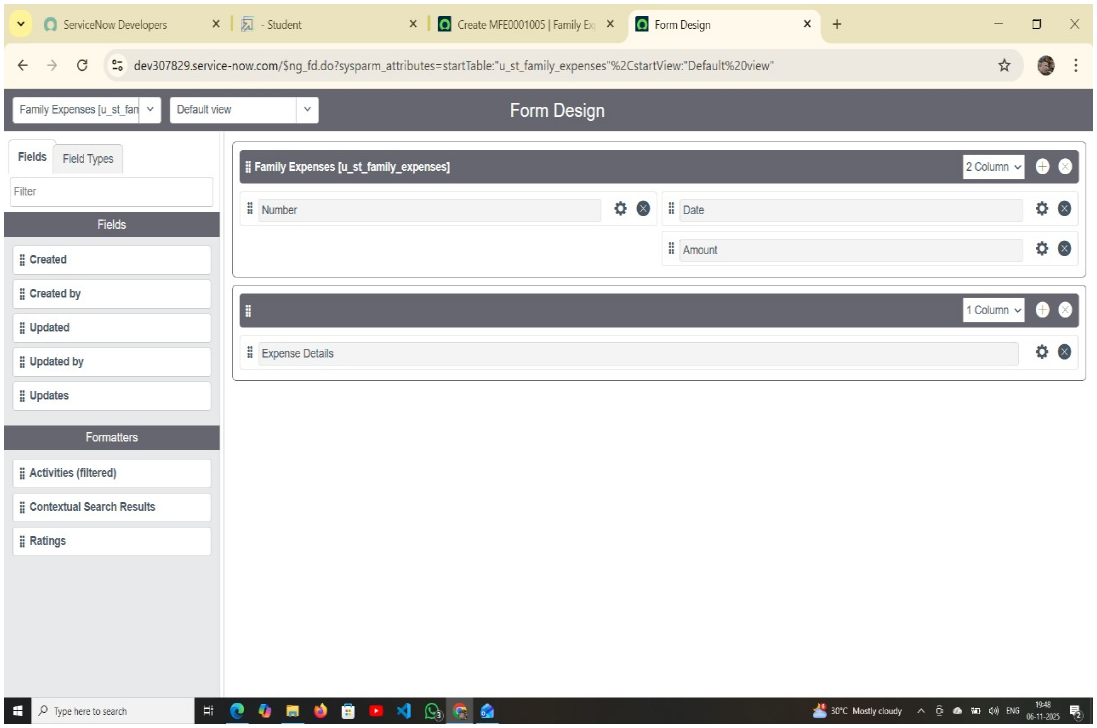
2. Creation of Columns(Fields)



3. Making Number Field an Auto-Number



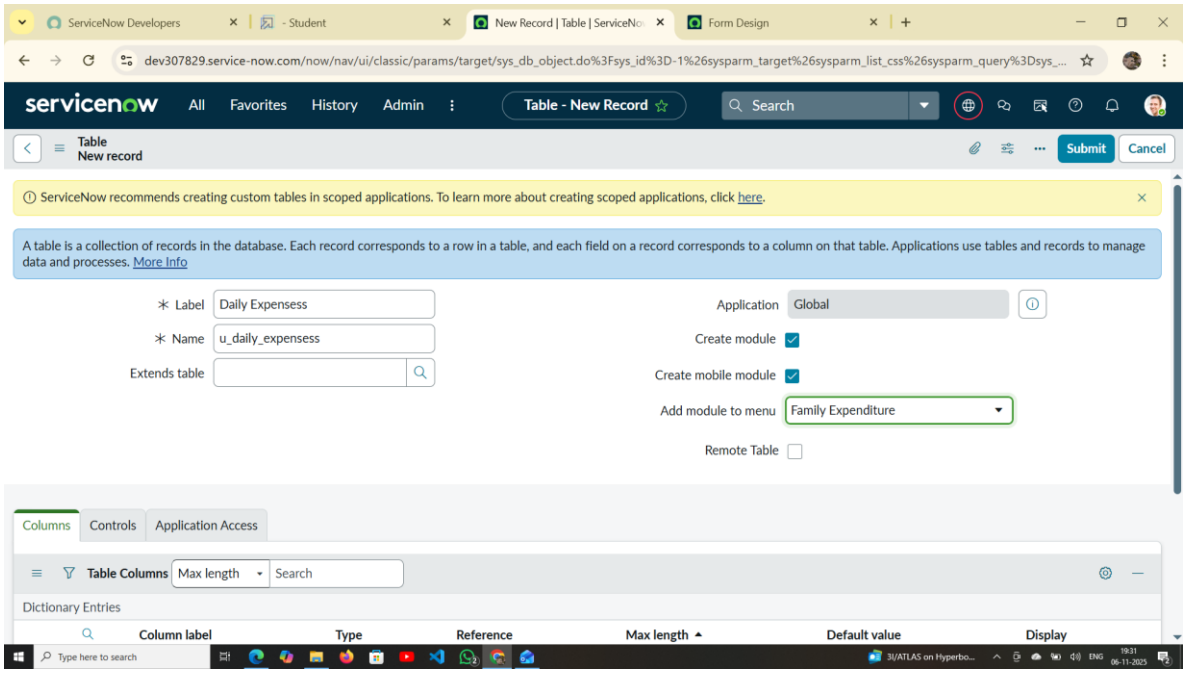
4.Configure the Form



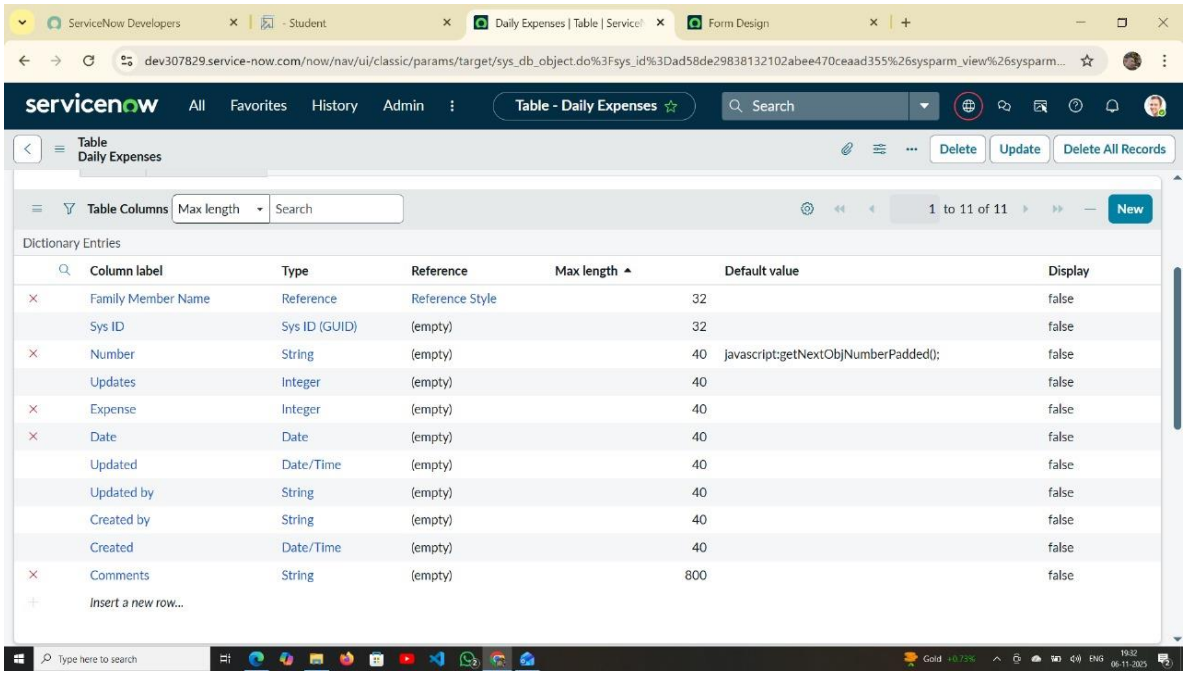
4. Creation of Table (Daily Expenses)

The **Daily Expenses** table records all individual transactions and expenses incurred by family members. Each entry includes details like expense date, category, amount, and description. This table serves as the central repository for financial data and connects with other tables through relationships for report generation and budgeting.

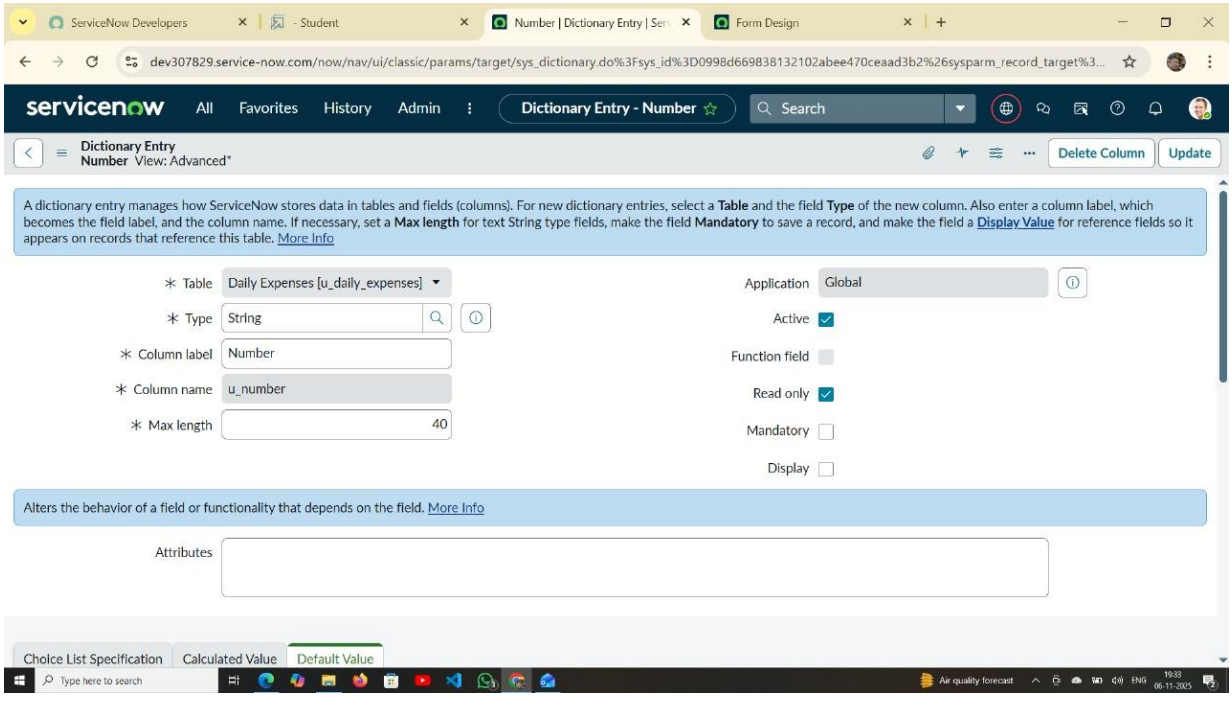
1. **Creation of Daily Expenses Table**



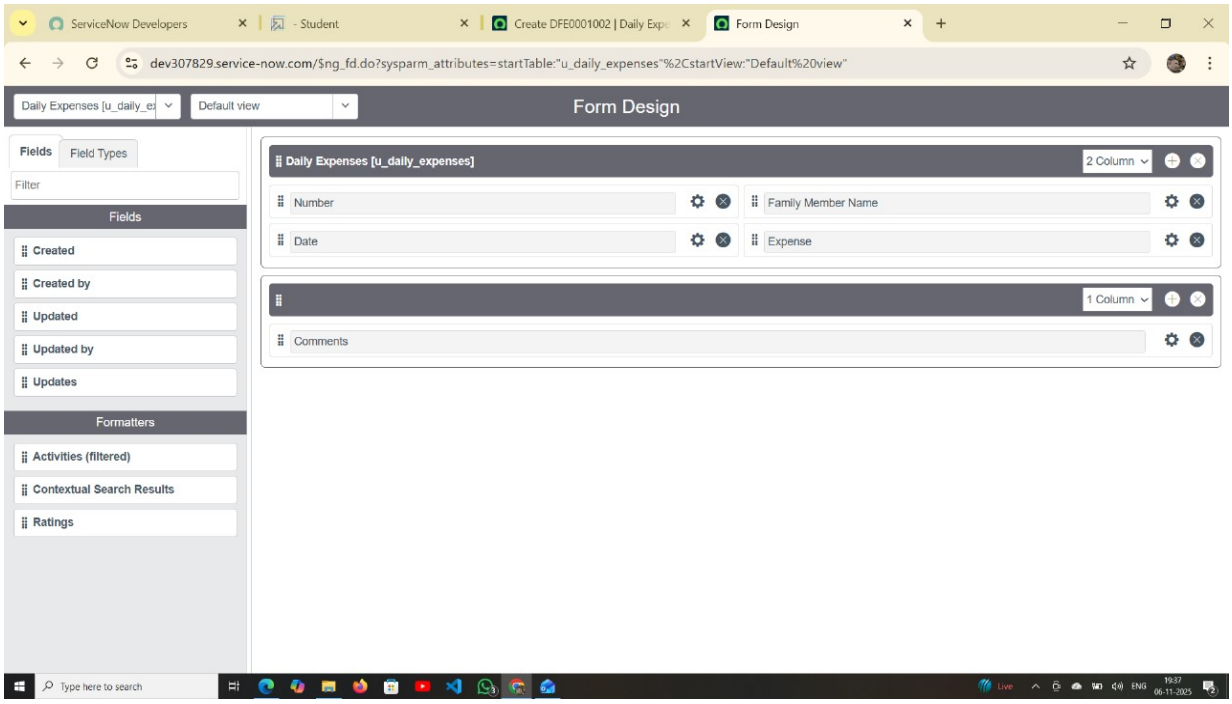
2. Creation of Columns(Fields)



3. Making Number Field an Auto-Number

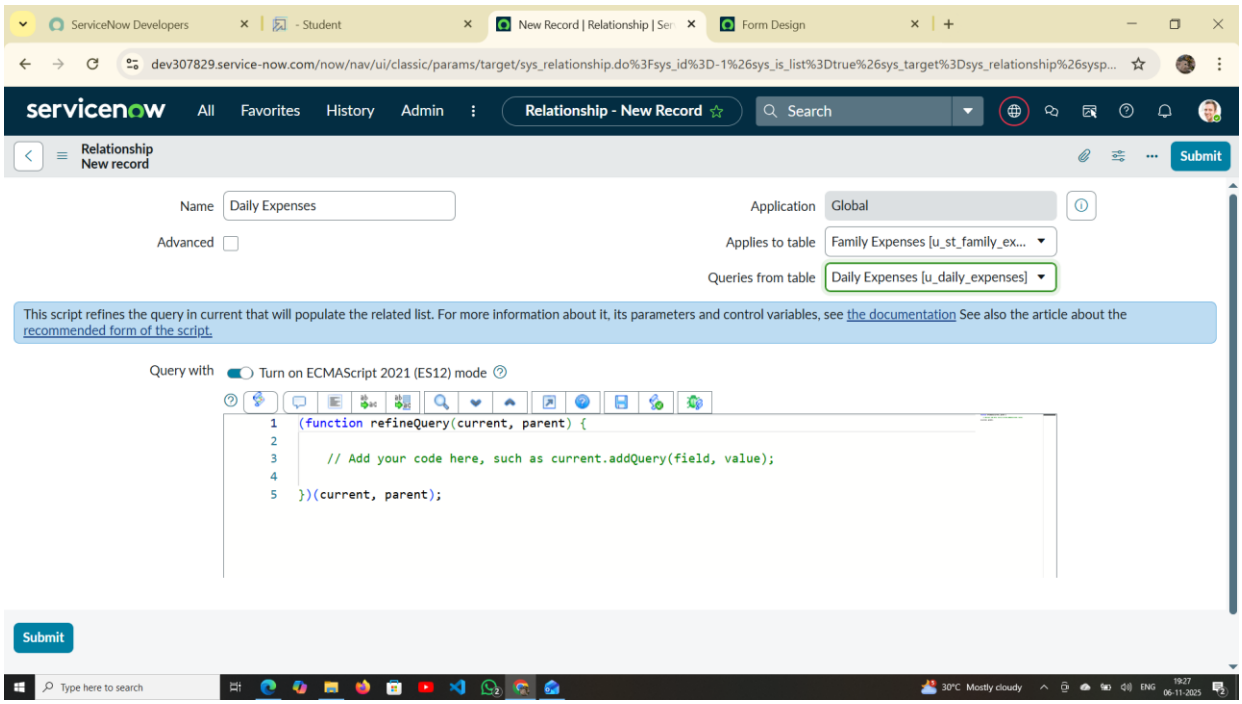


4. Configure the Form


ServiceNow Developers
- Student
Create DFE0001002 | Daily Expe
Form Design
dev307829.service-now.com/$ng_fd.do?sysparm_attributes=startTable:"u_daily_expenses"%2CstartView:"Default%20view"
Daily Expenses [u_daily_ex
Default view
Form Design
Fields
Field Types
Filter
Fields
Created
Created by
Updated
Updated by
Updates
Formatters
Activities (filtered)
Contextual Search Results
Ratings
Daily Expenses [u_daily_expenses]
2 Column
Number
Family Member Name
Date
Expense
1 Column
Comments
Type here to search
ENG
06-11-2025

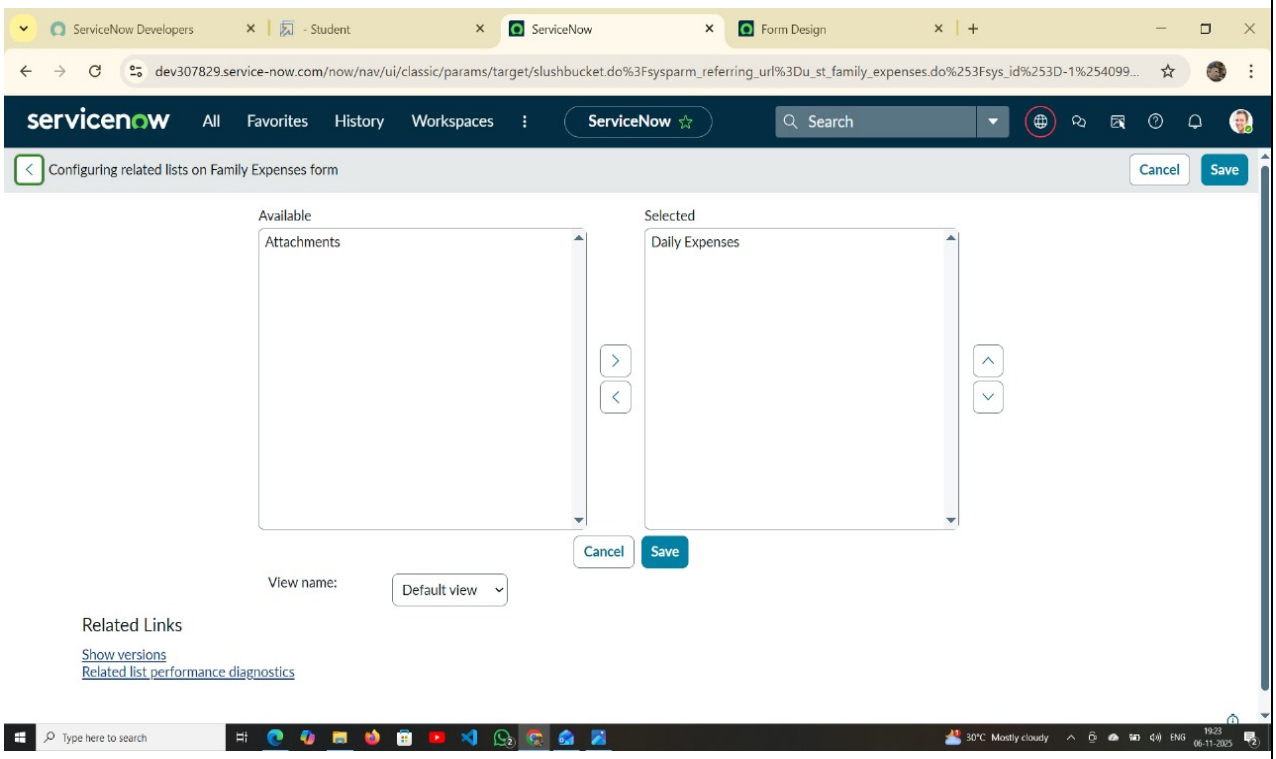
5. Creation of Relationship

Relationships are established between tables (e.g., Family Members → Daily Expenses → Categories) to ensure data consistency. These links allow each expense to be tied to a specific member and category, enabling ServiceNow to produce structured reports and visual summaries for better financial insights.



6.Configuring Related List on Family Expenses

In this step, **related lists** are configured to display connected records in one view. For example, the Family Member record shows all related daily expenses. This enhances usability, allowing users to access and manage associated data easily without navigating multiple tables or modules.



7.Conclusion

The project successfully demonstrates how **ServiceNow** can be used beyond traditional IT workflows to build an efficient **Family Expense Management System**. By combining automation, data structuring, and real-time reporting, the system helps users monitor spending, set budgets, and make informed financial decisions—promoting financial awareness and control within the family