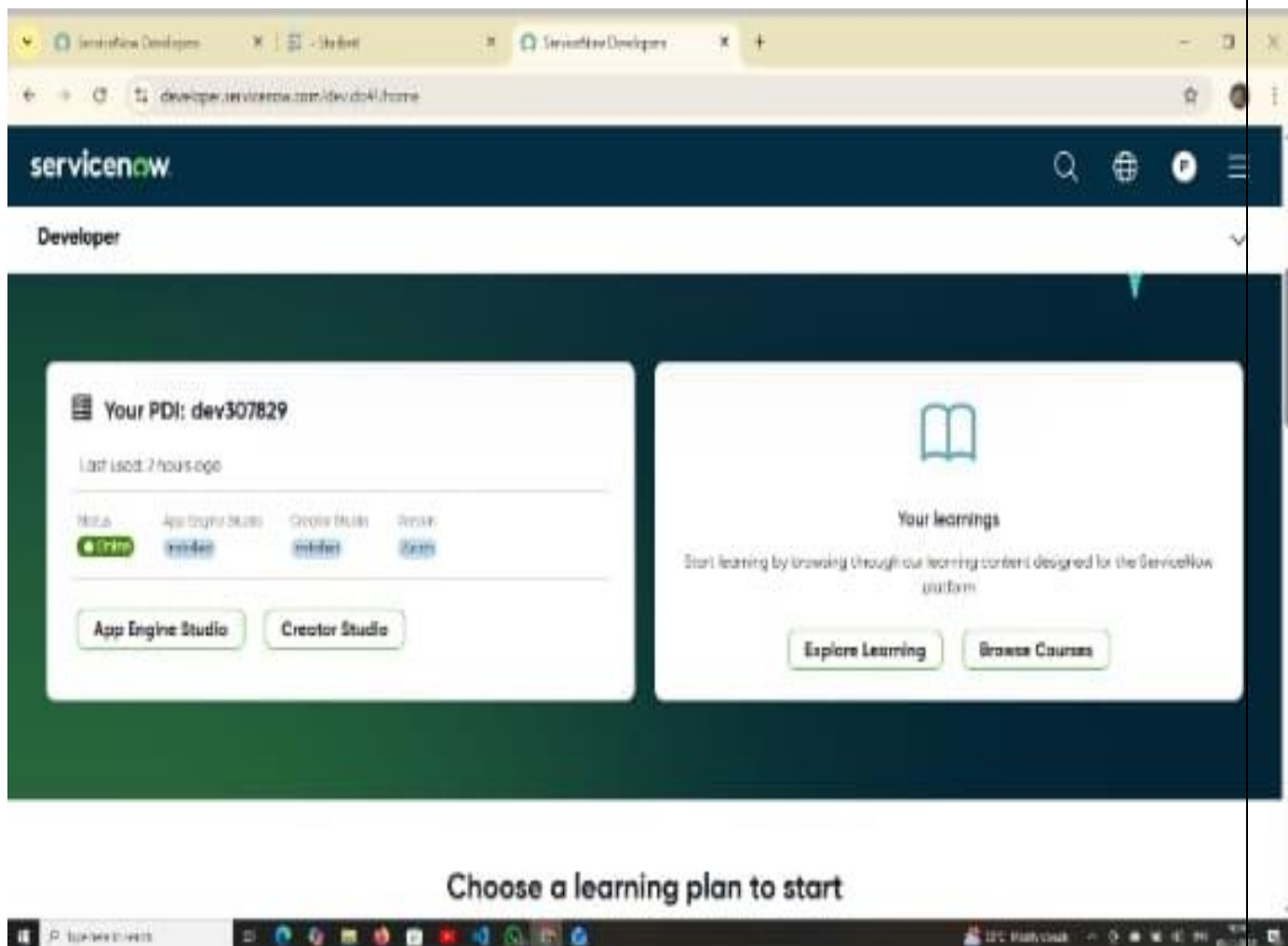


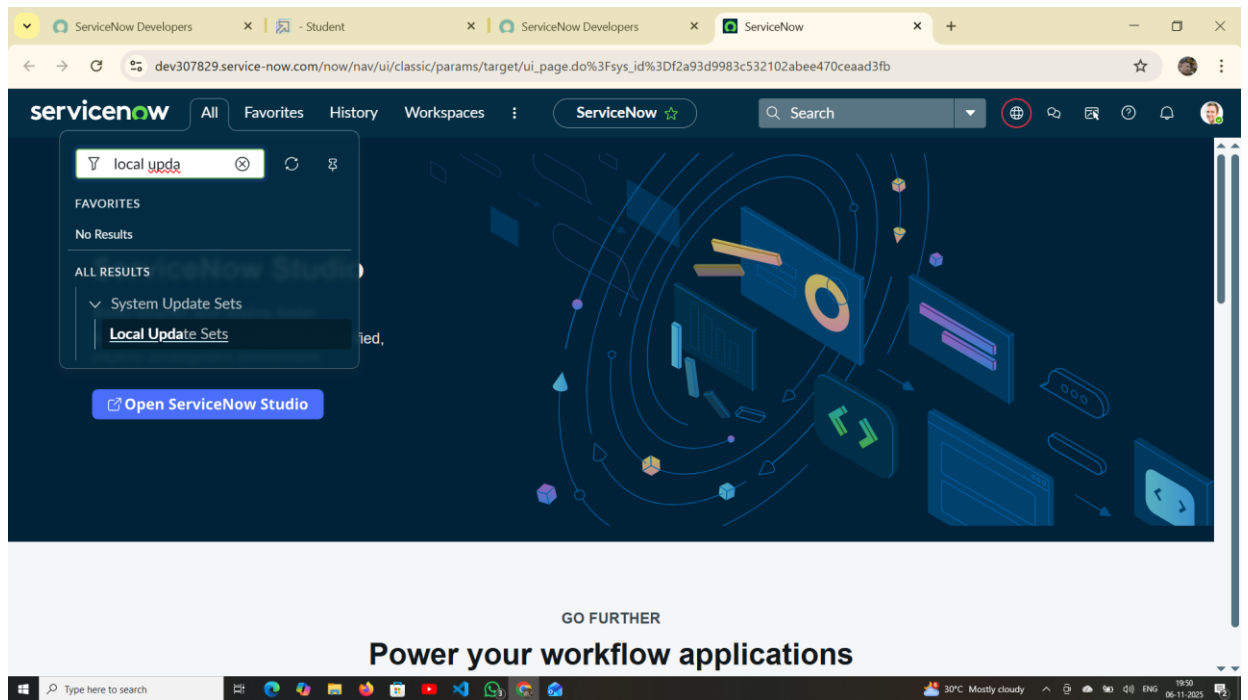
1. Setting up ServiceNow Instance:

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:

ServiceNow Developers | Student | New Record | Table | ServiceNow | Form Design

dev307829.service-now.com/now/nav/ui/classic/params/target/sys_db_object.do%3Fsys_id%3D-1%26sysparm_target%26sysparm_list_css%26sysparm_query%3Dsys_...

servicenow All Favorites History Admin Table - New Record Search Submit Cancel

Table New record

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](#)

* Label Family Expenses

* Name u_st_family_expenses

Extends table

Application Global

Create module ☒

Create mobile module ☒

Add module to menu -- Create new --

New menu name Family Expenses

Remote Table ☐

Columns Controls Application Access

Table Columns Max length Search

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
--------------	------	-----------	------------	---------------	---------

2. Creation of Columns(Fields)

ServiceNow Developers | Student | Family Expenses | Table | ServiceNow | Form Design

dev307829.service-now.com/now/nav/ui/classic/params/target/sys_db_object.do%3Fsys_id%3Dea665e25838132102abee470ceaad37e%26sysparm_view%26sysparm...

servicenow All Favorites History Admin Table - Family Expenses Search Delete Update Delete All Records

Table Family Expenses

Columns Controls Application Access

Table Columns Max length Search

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Sys ID	Sys ID (GUID)	(empty)	32		false
Date	Date	(empty)	40		false
Number	String	(empty)	40	javascript:getNextObj(NumberPadded);	false
Amount	Integer	(empty)	40		false
Updated by	String	(empty)	40		false
Updates	Integer	(empty)	40		false
Updated	Date/Time	(empty)	40		false
Created by	String	(empty)	40		false
Created	Date/Time	(empty)	40		false
Expense Details	String	(empty)	800		false
Insert a new row...					

3. Making Number Field an Auto-Number

The screenshot shows the 'Dictionary Entry' configuration page in ServiceNow. The field is named 'Number' and is of type 'String'. It is associated with the table 'Family Expenses [u_st_family_ex...]'. The column name is 'u_number' and the maximum length is 40. The application is set to 'Global'. The field is active, read-only, and mandatory. The 'Default Value' tab is selected, showing a text input field for the default value. A blue banner at the bottom states: 'The Default value specifies what value the field has when first displayed.'

4.Configure the Form

The screenshot shows the 'Form Design' page for the 'Family Expenses [u_st_family_expenses]' table. The form is configured with two columns. The first column contains the 'Number' field. The second column contains the 'Date' and 'Amount' fields. The 'Expense Details' section is currently collapsed. The left sidebar shows the 'Fields' and 'Formatters' sections, with a list of fields including 'Created', 'Created by', 'Updated', 'Updated by', 'Updates', 'Activities (filtered)', 'Contextual Search Results', and 'Ratings'.

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

ServiceNow Developers | Student | New Record | Table | ServiceNow | Form Design

dev307829.service-now.com/now/nav/ui/classic/params/target/sys_db_object.do%3Fsys_id%3D-1%26sysparm_target%26sysparm_list_css%26sysparm_query%3Dsys_...

servicenow All Favorites History Admin Table - New Record Search Submit Cancel

ServiceNow recommends creating custom tables in scoped applications. To learn more about creating scoped applications, click [here](#).

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](#)

* Label: Daily Expensess Application: Global ⓘ

* Name: u_daily_expensess

Extends table: ⓘ

Create module: ☒

Create mobile module: ☒

Add module to menu: Family Expenditure

Remote Table: ☐

Columns Controls Application Access

Table Columns Max length Search ⓘ

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
--------------	------	-----------	------------	---------------	---------

Type here to search

31/ATLAS on Hyperbo... 19:31 06-11-2023

2. Creation of Columns(Fields)

The screenshot shows the ServiceNow interface for managing dictionary entries. The browser tabs include 'ServiceNow Developers', 'Student', 'Daily Expenses | Table | ServiceNow', and 'Form Design'. The URL is 'dev307829.service-now.com/now/nav/ui/classic/params/target/sys_db_object.do%3Fsys_id%3Dad58de29838132102abee470cead355%26sysparm_view%26sysparm...'. The page title is 'Table - Daily Expenses'. The 'Table Columns' section shows a list of dictionary entries for the 'Daily Expenses' table. The table has columns for 'Column label', 'Type', 'Reference', 'Max length', 'Default value', and 'Display'. The entries are: 'Family Member Name' (Reference, Reference Style, 32, false), 'Sys ID' (Sys ID (GUID), (empty), 32, false), 'Number' (String, (empty), 40, javascript:getNextObj(NumberPadded);, false), 'Updates' (Integer, (empty), 40, false), 'Expense' (Integer, (empty), 40, false), 'Date' (Date, (empty), 40, false), 'Updated' (Date/Time, (empty), 40, false), 'Updated by' (String, (empty), 40, false), 'Created by' (String, (empty), 40, false), 'Created' (Date/Time, (empty), 40, false), and 'Comments' (String, (empty), 800, false). There is an 'Insert a new row...' button at the bottom.

Column label	Type	Reference	Max length	Default value	Display
Family Member Name	Reference	Reference Style	32		false
Sys ID	Sys ID (GUID)	(empty)	32		false
Number	String	(empty)	40	javascript:getNextObj(NumberPadded);	false
Updates	Integer	(empty)	40		false
Expense	Integer	(empty)	40		false
Date	Date	(empty)	40		false
Updated	Date/Time	(empty)	40		false
Updated by	String	(empty)	40		false
Created by	String	(empty)	40		false
Created	Date/Time	(empty)	40		false
Comments	String	(empty)	800		false

3. Making Number Field an Auto-Number

The screenshot shows the ServiceNow interface for creating a new dictionary entry. The browser tabs include 'ServiceNow Developers', 'Student', 'Number | Dictionary Entry | ServiceNow', and 'Form Design'. The URL is 'dev307829.service-now.com/now/nav/ui/classic/params/target/sys_dictionary.do%3Fsys_id%3D0998d669838132102abee470cead3b2%26sysparm_record_target%3...'. The page title is 'Dictionary Entry - Number'. The 'View: Advanced' section shows the configuration for the 'Number' field. The 'Table' is 'Daily Expenses [u_daily_expenses]'. The 'Type' is 'String'. The 'Column label' is 'Number'. The 'Column name' is 'u_number'. The 'Max length' is '40'. The 'Application' is 'Global'. The 'Active' checkbox is checked. The 'Function field' checkbox is unchecked. The 'Read only' checkbox is checked. The 'Mandatory' checkbox is unchecked. The 'Display' checkbox is unchecked. A blue box contains the text: 'A dictionary entry manages how ServiceNow stores data in tables and fields (columns). For new dictionary entries, select a **Table** and the field **Type** of the new column. Also enter a column label, which becomes the field label, and the column name. If necessary, set a **Max length** for text String type fields, make the field **Mandatory** to save a record, and make the field a **Display Value** for reference fields so it appears on records that reference this table. [More Info](#)'. Below this, there is a section for 'Attributes' with a text area. At the bottom, there are tabs for 'Choice List Specification', 'Calculated Value', and 'Default Value'.

* Table: Daily Expenses [u_daily_expenses]

* Type: String

* Column label: Number

* Column name: u_number

* Max length: 40

Application: Global

Active: ☒

Function field: ☐

Read only: ☒

Mandatory: ☐

Display: ☐

Alters the behavior of a field or functionality that depends on the field. [More Info](#)

Attributes:

Choice List Specification | Calculated Value | Default Value

4. Configure the Form

ServiceNow DevelopersStudentCreate DFE0001002 | Daily Exp...Form Design

dev307829.service-now.com/\$ng_fd.do?sysparm_attributes=startTable:"u_daily_expenses"%2CstartView:"Default%20view"

Daily Expenses [u_daily_expenses]Default viewForm Design

FieldsField TypesFilter

Fields

CreatedCreated byUpdatedUpdated byUpdates

Formatters

Activities (filtered)Contextual Search ResultsRatings

Daily Expenses [u_daily_expenses]2 Column

NumberFamily Member Name

DateExpense

1 Column

Comments

Type here to search193706-11-2025

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.

The screenshot shows the ServiceNow 'Relationship - New Record' form. The form is titled 'Relationship - New Record' and has a 'Submit' button. The form contains the following fields:

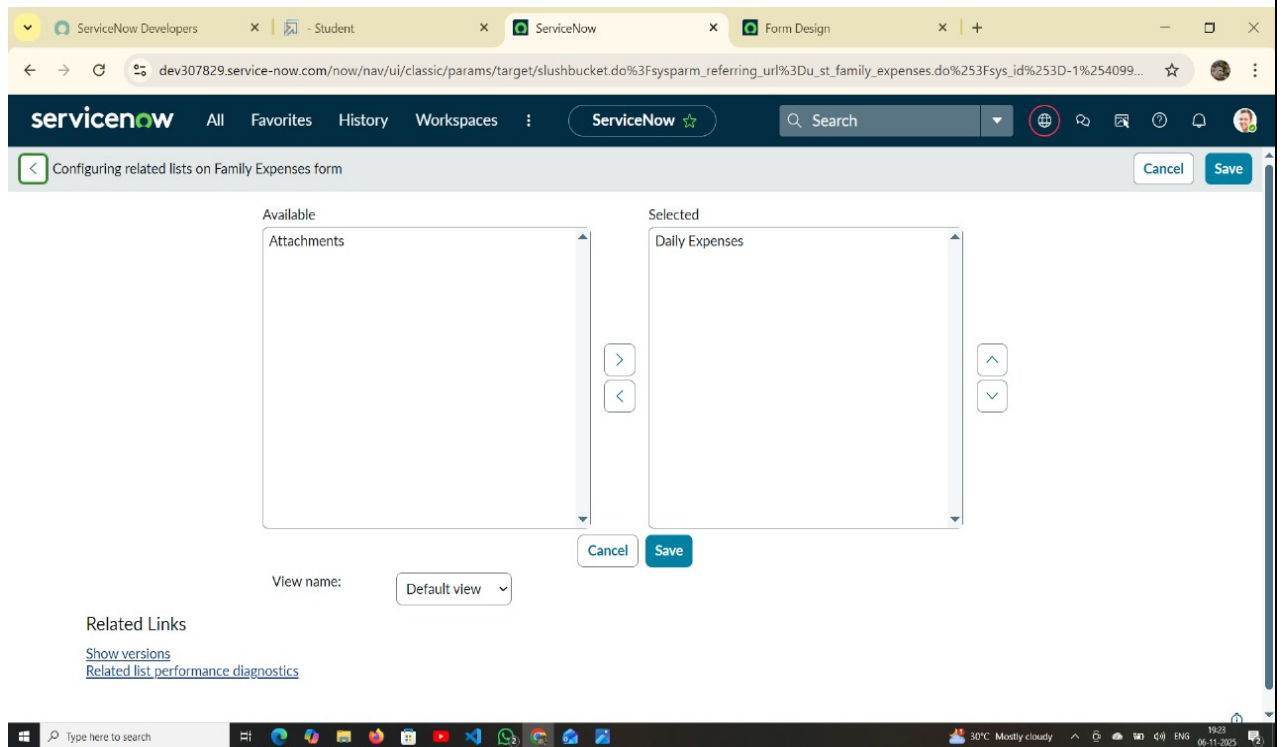
- Name: Daily Expenses
- Application: Global
- Applies to table: Family Expenses [u_st_family_ex...]
- Queries from table: Daily Expenses [u_daily_expenses]

Below the form fields, there is a section for 'Query with' and a checkbox for 'Turn on ECMAScript 2021 (ES12) mode'. The code editor shows the following JavaScript code:

```
1 (function refineQuery(current, parent) {  
2  
3     // Add your code here, such as current.addQuery(field, value);  
4  
5 })(current, parent);
```

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