

**servicenow®**



**UNIVERSITY COLLEGE OF ENGINEERING – PATTUKKOTTAI**  
**RAJAMADAM – 614701**

(A CONSTITUENT COLLEGE OF ANNA UNIVERSITY, CHENNAI)

Department of  
**COMPUTER SCIENCE AND ENGINEERING**

Accompanied with  
**NAAN MUDHALVAN AND SERVICENOW**  
**ADMINISTRATION**

Completed the project named as  
**CALCULATING FAMILY EXPENSES**  
**USING SERVICE NOW**

5. Go to All >> In the filter search for Number Maintenance >> select Number Maintenance

6. Click on New.

7. Enter the below Details: Table:

Family Expenses

Prefix: MFE

8. Click on Submit.

## Configure the Form

1. Go to All >> In the filter search for Daily Expenses >> Open Daily Expenses
2. Click on New
3. Go to the Header and right click there>> click on Configure >> Select Form Design
4. Customize or Drag Drop the form as per your requirement.

5. Make Number Read-Only Field by clicking on the gear icon and checking Read-Only

6. Make Date, Family Member Name Mandatory Field by clicking on the gear icon and checking Mandatory

7. Click on Save.

## Creation of Relationship:

### Creation of Relationship between Family Expenses and Daily Expenses tables.

1. Go to All >> In the filter search for Relationships >> Open Relationships
2. Click on New.
3. Enter the details:
  - Name: Daily Expenses
  - Applies to table: Select Family Expenses
  - Daily Expenses: Select Daily Expenses
4. Click Save.

## Configuring Related List on Family Expenses

1. Go to All >> In the filter search for Family Expenses >> Open Family Expenses
2. Click on New
3. Go to the Header and right click there >> click on Configure >> Select Related Lists
4. Add Daily Expenses to the Selected Area.

## 5. Click on Save



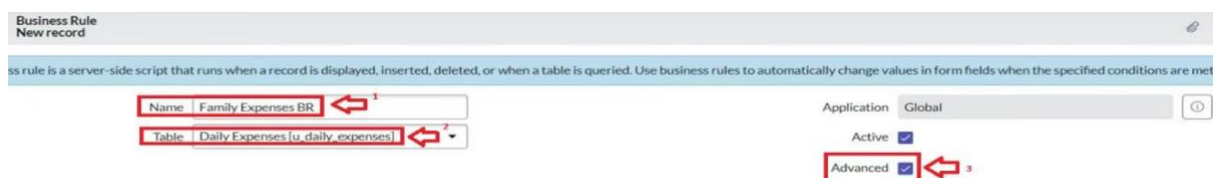
## Creation of Business Rules

1. Go to All >> In the filter search for Business Rules.
2. Under System Definition Select Business Rules then click on New.
3. Enter the Details:

Name: Family Expenses BR

Table: Select Daily Expenses

Check Advanced



4. In when to run Check Insert and Update