

## Creation of Columns(Fields)

1. Near Columns Double click near insert a new row.
2. Give the details as:  
Column label: Number  
Type: String
3. Double click on insert a new row again
4. Give the details as:  
Column label: Date  
Type: Date
5. Double click on insert a new row again
6. Give the details as:  
Column label: Amount  
Type: Integer
7. Double click on insert a new row again
8. Give the details as:  
Column label : Expense Details  
Type : String  
Max length : 800



9. Go to the Header and right click there>> click on Save.

## Configure the Form

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 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, Amount Mandatory Field by clicking on the gear icon and checking Mandatory

7. Click on Save.

## **Creation of Table(Daily Expenses):**

### **Creation of Daily Expenses Table**

1. Go to All > In the filter search for Tables > click on New.
2. Enter the Details:

Label: Daily Expenses

Name: Auto-Populated

Add Module to menu: Family Expenditure

3. Go to the Header and right click there>> click on Save.

## **Creation of Columns(Fields)**

1. Near Columns Double click near insert a new row.
2. Give the details as: Column label: Number  
Type: String

3. Double click on insert a new row again

4. Give the details as:

Column label: Date

Type: Date

5. Double click on insert a new row again

6. Give the details as:

Column label: Expense

Type: Integer

7. Double click on insert a new row again

8. Give the details as:

Column label: Family Member Name

Type: Reference

Max length: 800

9. Double click on insert a new row again

10. Give the details as:

Column label: Comments

Type: String

Max length: 800

11. Go to the Header and right click there>> click on Save.

### **Making Number Field an Auto-Number**

1. Double click on the Number Field/Column.

2. Go down and double click on Advanced view

3. In Default Value:

Use dynamic default : check the box

Dynamic default value: Get Next Padded Number 4.

Click on Update.