

eShop How-To Sheets

Default Index and Activity Code Pick Lists

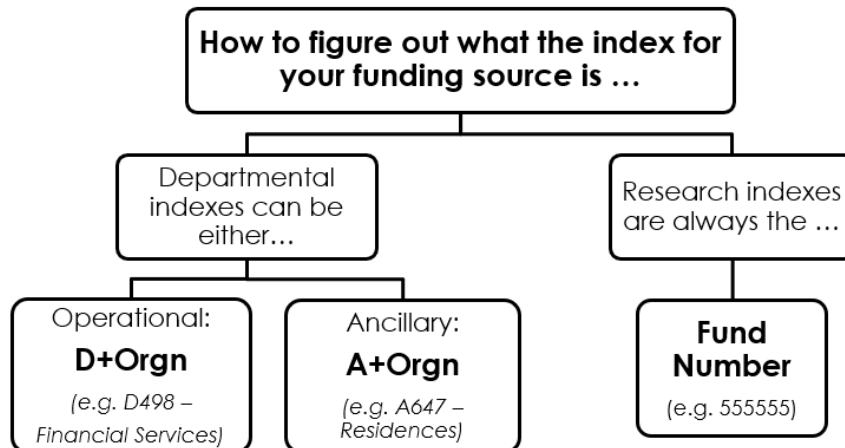
This how-to sheet outlines the steps required to:

- Check which index/es you have access to.
- Set up a funding default. This is an OPTIONAL step.
- Create an activity code picklist. This is an OPTIONAL step.

What is an index?

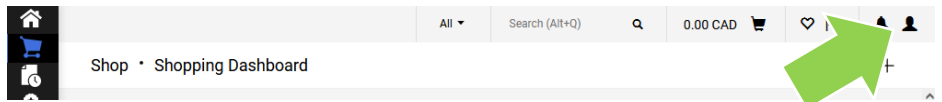
An index is a short code for the Fund, Organization, and Program elements of the FOAPAL accounting string. In plain English, the index identifies the source of funding for an expenditure.

How do I figure out what the index is for a given funding source?

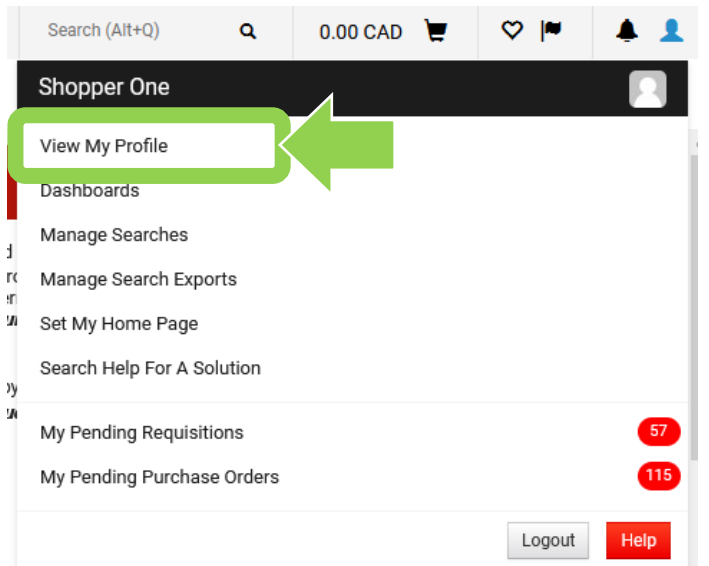


THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Once logged into eShop, click on the person icon in the upper right-hand corner of the landing page.

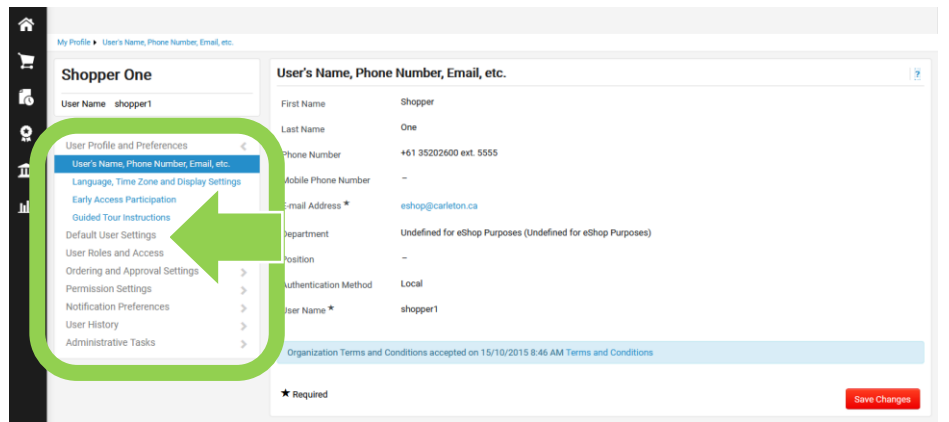


2. From the drop-down menu, click on 'View My Profile'.



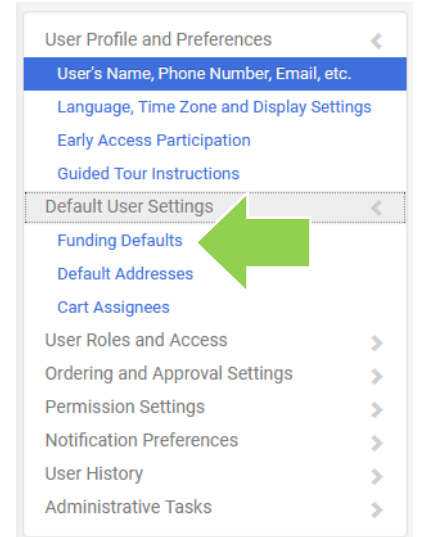
3. The menu on the left-hand side of the screen allows you to find everything in your profile. The focus of this how-to sheet is funding defaults.

Click on 'Default User Settings'.

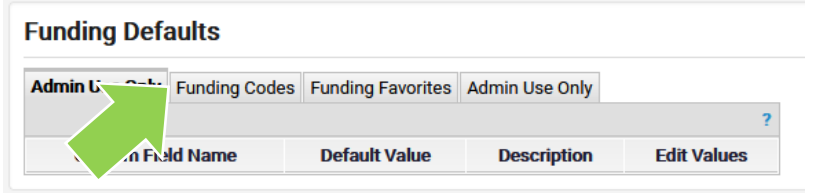


4. Click on 'Funding Defaults'.

Tip: In the previous how-to sheet, we reviewed default addresses.



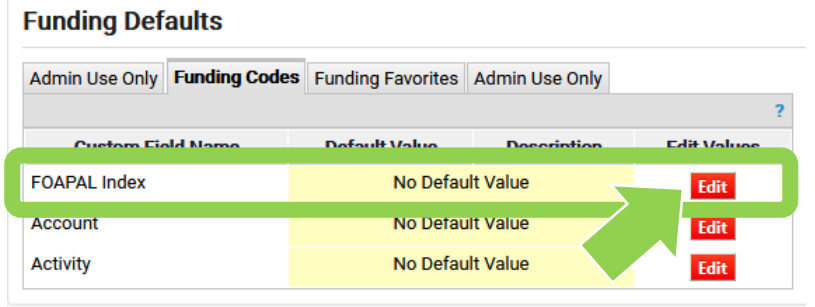
5. Click on the 'Funding Codes' tab.



The screenshot shows the 'Funding Defaults' interface. At the top, there are four tabs: 'Admin Use Only', 'Funding Codes', 'Funding Favorites', and 'Admin Use Only'. A green arrow points to the 'Funding Codes' tab. Below the tabs is a table with the following columns: 'Custom Field Name', 'Default Value', 'Description', and 'Edit Values'. The table is currently empty.

6. Begin by checking which index/es you have access to.

Click on the red 'Edit' button on the 'FOAPAL Index' line.



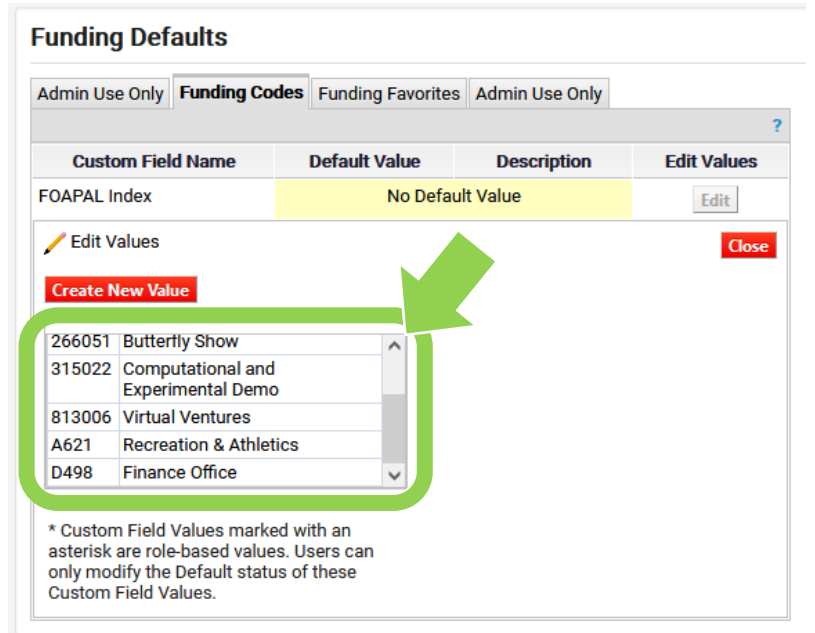
The screenshot shows the 'Funding Defaults' interface with the 'Funding Codes' tab selected. The table below has three rows. The first row, 'FOAPAL Index', is highlighted in yellow. A green arrow points to the red 'Edit' button in the 'Edit Values' column for this row. The other two rows are 'Account' and 'Activity', both with 'No Default Value' and red 'Edit' buttons.

Custom Field Name	Default Value	Description	Edit Values
FOAPAL Index	No Default Value		Edit
Account	No Default Value		Edit
Activity	No Default Value		Edit

7. The index/es that you have access to will be listed.

Tip: If you have multiple indexes, you may have to scroll down to view them all.

Note: Your index/es is/are populated by Financial Services. If you require access to an index, email eshop@carleton.ca directly.



The screenshot shows the 'Funding Defaults' interface with the 'Funding Codes' tab selected. The 'FOAPAL Index' row is highlighted in yellow. Below it, the 'Edit Values' dialog box is open. It has a red 'Close' button and a 'Create New Value' button. A list of funding codes is shown below, with a green arrow pointing to the 'Create New Value' button. The list includes: 266051 Butterfly Show, 315022 Computational and Experimental Demo, 813006 Virtual Ventures, A621 Recreation & Athletics, and D498 Finance Office.

Custom Field Name	Default Value	Description	Edit Values
FOAPAL Index	No Default Value		Edit

Edit Values

Create New Value

- 266051 Butterfly Show
- 315022 Computational and Experimental Demo
- 813006 Virtual Ventures
- A621 Recreation & Athletics
- D498 Finance Office

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

8a. Setting a default index ...

If you only have access to one index OR use one index most of the time, setting up a funding default will save you time.

What is a funding default?

A funding default is an index (i.e. source of funding) that is automatically applied to a cart. It saves you time, because you do not have to identify the index each time you check out.

What if I choose one index most of the time, but also choose other indexes?

While the default is applied automatically, you always have the option to choose another index when you check out.

To set up a funding default, click on an index.

Funding Defaults

Admin Use Only **Funding Codes** Funding Favorites Admin Use Only

Custom Field Name	Default Value	Description	Edit Values
FOAPAL Index	No Default Value		Edit

Edit Values Close

Create New Value

266051	Butterfly Show	
315022	Computational and Experimental Demo	
813006	Virtual Ventures	
A621	Recreation & Athletics	
D498	Finance Office	

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

8b. Setting a default index ...

Click on the box beside 'Default'.

Click on the red 'Save' button.

Funding Defaults

Admin Use Only **Funding Codes** Funding Favorites Admin Use Only

Custom Field Name	Default Value	Description	Edit Values
FOAPAL Index	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description
186048	General Research Fund
266051	Butterfly Show
315022	Computational and

Edit Existing Value ?

Value: D498
Description: Finance Office
Default:
Status: active

Save Remove

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

The default index will be bolded.

	Experimental Demo
813006	Virtual Ventures
A621	Recreation & Athletics
D498	Finance Office

8c. Setting a default index ...

To choose a different default index, click on the red 'Edit' button.

Repeat steps 8a and 8b.

My Profile > Funding Defaults

Shopper One

User Name shopper1

- User Profile and Preferences >
- Default User Settings <
- Funding Defaults**
- Default Addresses
- Cart Assignees
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

Funding Defaults

Admin Use Only Funding Codes Funding Favorites Admin Use Only ?

Custom Field Name	Default Value	Description	Edit Values
FOAPAL Index	D498	Finance Office	Edit
Account	No Default Value		Edit
Activity	No Default Value		Edit

9a. Creating an activity code pick list ...

Activity codes are an OPTIONAL tool to group like expenditures.

If you use activity codes, you can create a pick list of the activity codes you use.

To do this, click on the red 'Edit' button.

Funding Defaults

Admin Use Only Funding Codes Funding Favorites Admin Use Only ?

Custom Field Name	Default Value	Description	Edit Values
FOAPAL Index	No Default Value		Edit
Account	No Default Value		Edit
Activity	No Default Value		Edit

9b. Creating an activity code pick list ...

To populate your pick list, click on the red 'Create New Value' button.

Funding Defaults

Admin Use Only Funding Codes Funding Favorites Admin Use Only ?

Custom Field Name	Default Value	Description	Edit Values
Activity	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description
-------	-------------

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

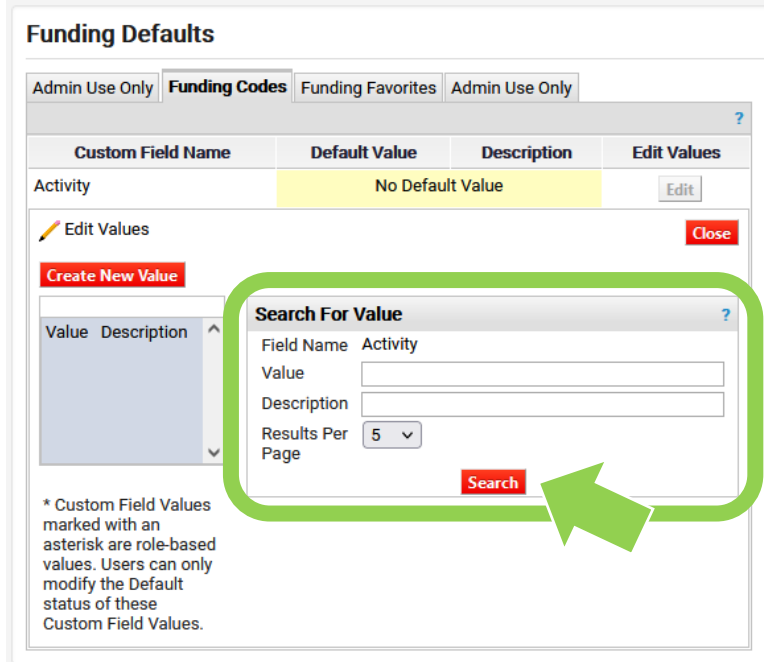
9c. **Creating an activity code pick list**

...

Search by the index (i.e. a number) in the 'Value' field or part of the index name (e.g. Sprott) in the 'Description' field.

Tip: Reach out to your department or Faculty's departmental administrator to inquire about existing activity codes.

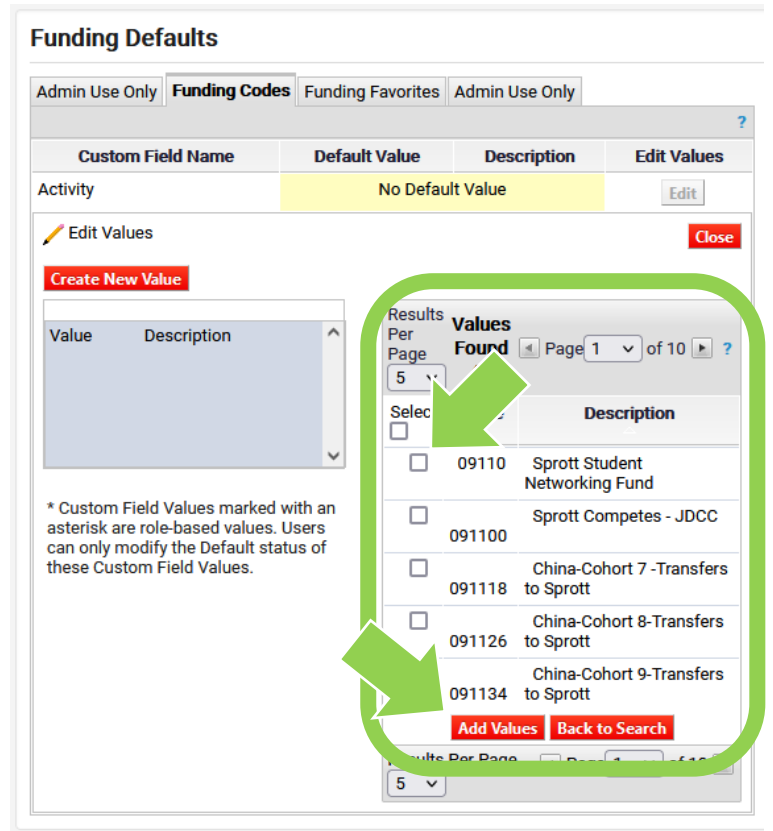
Click on the red 'Search' button.



9d. **Creating an activity code pick list**

...

To choose an activity code to add to the pick list, click on the box beside the activity code and click on the red 'Add Values' button.



9e. Creating an activity code pick list

...

The activity code that I chose in step 9d now appears in the grey table.

Continue to add activity codes until you've completed your pick list (i.e. steps 9b to 9e of this how-to sheet).

Funding Defaults

Admin Use Only **Funding Codes** Funding Favorites Admin Use Only

Custom Field Name	Default Value	Description	Edit Values
Activity	No Default Value		Edit

Edit Values Close

Value	Description
09110	Sprott Student Networking Fund

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Results Per Page: 5 Values Found: 47 Page 1 of 10

Select	Value	Description
<input type="checkbox"/>	091100	Sprott Competes - JDCC
<input type="checkbox"/>	091118	China-Cohort 7 -Transfers to Sprott
<input type="checkbox"/>	091126	China-Cohort 8-Transfers to Sprott
<input type="checkbox"/>	091134	China-Cohort 9-Transfers to Sprott
<input type="checkbox"/>	091152	Sprott Competes - Haskayne 24 Hour

Add Values Back to Search

Results Per Page: 5 Page 1 of 10

9f. Creating an activity code pick list

...

Once you've created a pick list, you can 'Select from profile value' when you check out.

Note: This is a screen capture from checking out a cart. We'll review the steps to get here in another how-to sheet.

Orders > Search > Requisitions > Expense Funding - Draft Requisition

This is not your active cart.

You have completed the required information in this step. At this point, you can do the following:

- Proceed to the next step: **Final Review**.
- You need to be aware of the following issue(s), but it will not prevent you from submitting your request.
 - Empty field: Activity

Submit Requisition Assign Cart

Requisitions 2021-07-28 shopper1 01

Status: Draft Document Total: 1.10 CAD What's new for my case?

Expense Funding

Expense Funding Values vary by line.

Lines

Grand & Toy

Product Description Catalog No Size / Packaging Unit Price Quantity Ext. Price

1 PAPER MATE GEL PEN BLU MEDIUM 1746325 EA 1.10 1 EA 1.10 CAD

Expense Funding (4 values have been overridden for this line)

FOAPAL Index	Account	Activity	edit
186048	710000	no value	

Shipping, Hand purposes, budget special/ non-st

Expense Funding

FOAPAL Index: 186048 Account: 710000 Activity: add split

Select from profile values. Select from all values...

Save Cancel

What next?

- Visit carleton.ca/facts/eshop to find more how-to sheets.
- Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.