This how-to sheet outlines the steps required to:

- Split funding between two indexes when you check out goods and services from eShop.

**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?**

**Tip:** In eShop, you must be granted the appropriate financial access to an index. You can find the complete list of indexes you currently have access to in Step 4 of this how-to sheet. If you require access to additional indexes, you can request access through the Financial Access and Authority Management (FAAM) tool. Questions? Email eshop@carleton.ca.

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

1. You have already logged into eShop, have added items to a cart (e.g. goods, a form), and clicked on the red ‘Checkout’ button.
2. Scroll down to the ‘EXPENSE FUNDING’ section.

Click on the pencil icon.

3. In the window that opens, click on the grey plus button.

4. Click on the blue arrows to choose the indexes you want to divide the cost of the cart between.

   **Tip:** You can add additional splits by clicking on the grey ‘+’ sign (the grey ‘+’ sign appears when you hover your mouse over the index fields).

   **Important:** You must have posting access to choose an index. The complete list of indexes you have access to will appear when you click a blue arrow.

5. You can choose to view the split in different ways by clicking on the drop-down arrow beside ‘% of Price’.
6. Once you are satisfied with the split, click on the red ‘Save’ button and continue checking out the cart.

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.