

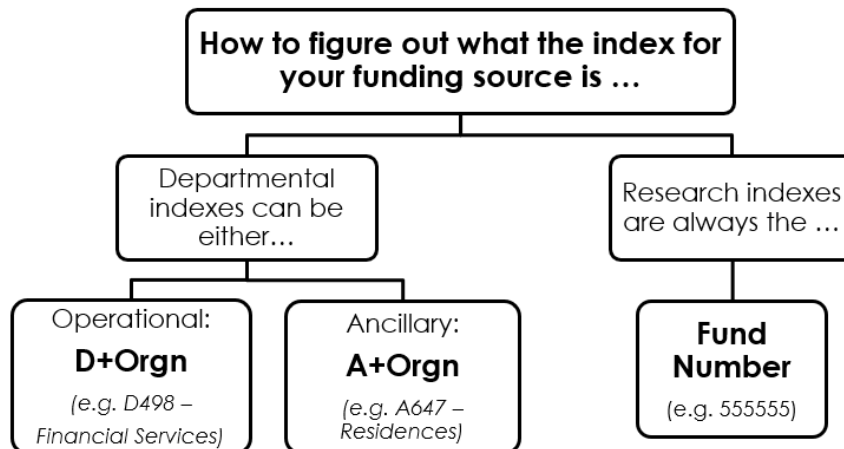
**This how-to sheet outlines the steps required to:**

- 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](mailto: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.

Requisition - 153087047

Summary Taxes/SH PO Preview Comments Attachments History

**General**

Cart Name: 2022-01-17 Office Supplies  
Description: no value  
Prepared by: [redacted]  
Department: Finance Office (Finance Office)  
Prepared for: [redacted]  
PO Clauses: 3 View details

**Shipping**

Ship To: no address (Required)  
Delivery Options: Ship Via: Best Carrier-Best Way  
Requested Delivery Date: no value

**Billing**

Bill To: Accounts Payable  
301 Robertson Hall  
Business Office  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6  
Canada

**Expense Funding**

Values vary by line

**1 Item**

Grand And Toy Limited - 1 Item - 4.44 CAD

**Draft**

Correct these issues. You are unable to proceed until addressed.  
Required: Shipping address  
Required: FOAPAL Index

Be aware of these issues. You may review and proceed.  
Empty Activity

Total (5.02 CAD)

Subtotal: 4.44  
HST/GST: 0.58  
PST/QST: 0.00  
Shipping: 0.00  
Handling: 0.00



FOAPAL Index	Account	Activity
no value	710000 Office Supplies	no value

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

FOAPAL Index \* Account \* Activity

D498 710000 Search

+ ✓

★ Required fields Close

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.

FOAPAL Index \* Account \* Activity % of Price

D498 710000 Search Enter % (0.00 CAD)

D498 710000 Search Enter % (0.00 CAD)

★ Required fields Save Close

5. You can choose to view the split in different ways by clicking on the drop-down arrow beside '% of Price'.

FOAPAL Index \* Account \* Activity % of Price

D498 710000 Search Enter % (0.00 CAD)

D498 710000 Search Enter % (0.00 CAD)

★ Required fields Save Close

6. Once you are satisfied with the split, click on the red 'Save' button and continue checking out the cart.

The screenshot shows a web application interface with a form. The form has three main sections: 'FOAPAL Index \*', 'Account \*', and 'Activity'. Each section has a text input field and a search button. The 'FOAPAL Index \*' field contains 'D498'. The 'Account \*' field contains '710000'. The 'Activity' field contains 'Search'. A dropdown menu is open on the right side of the form, showing options: '% of Price', '% of Quantity', 'Amount of Price (0.00 CAD)', and 'Amount of Qty'. Below the dropdown menu, there is a text input field labeled 'Enter %' with the value '(0.00 CAD)'. At the bottom right of the form, there is a red 'Save' button and a grey 'Close' button. A green arrow points to the 'Save' button. A star icon and the text 'Required fields' are located at the bottom left of the form.

### What next?

- Visit [carleton.ca/facts/eshop](http://carleton.ca/facts/eshop) to find more how-to sheets.
- Questions about the system? Email [eshop@carleton.ca](mailto:eshop@carleton.ca) or call 613-520-2600 ext.3311.