"New" Account Number Lookup via ETA-Web

- With the launch of Crimson, all existing IU Foundation account numbers will be converted to "new" account numbers.

- In Crimson, the account numbers will be referred to as "Designations" or "Purposes". Designations and Purposes have a one to one relationship in Crimson. If a Designation is known in Crimson, the Purpose will have the same number.

- In ETA-Web and KEM, Designations/Purposes are referred to as KEMIDs. The current ("old") KEMIDs will be referred to as "Legacy KEMIDs".

- While initially there will be a function to look up the new designation using the old account number in Crimson, there is an additional way to look up the new designation in ETA-Web.

- Designations/Purposes in Crimson have a leading character of "P" or "I" (depending on the target of the principal or income side of an account). The KEMIDs in ETA-Web have a "0" (zero) as the leading character. When using ETA-Web to look up the new number, continue using a "0" as the leading character, rather than a "P" or "I".
Locate the Legacy KEMID Translation Lookup Tool

After logging in to ETA-Web, the menu bar on the left lists an option of "Legacy KEM ID Translation". Click on the hyperlink in ETA-Web to access the lookup screen.
Search by Title

If the complete title of the gift agreement is known, it may be entered in the "Long Title" field above.

If the complete title is unknown, the part that is known may be encased in asterisks (see above).

The "Include Closed Accounts" check box defaults to not be checked. If closed accounts should be included in the search, be sure to check the box.
Search by "Old" KEMID

If the "old" account number or KEMID is known, it may be entered in the "Old KEM ID" field (see above).

The "Include Closed Accounts" check box defaults to not be checked. If closed accounts should be included in the search, be sure to check the box.
Search Using Other Parameters

If neither the Long Title nor the "old" account number (KEMID) is known, other parameters may be searched.

The "Type" may be selected to search all accounts of a certain type (32, 37 and 38 as an example).

The "Unit" may be selected to search all accounts within a unit (the unit is the 4th through 7th character in the "old" account number).

The "Org" may be selected to search the benefitting organization of the account.

The "Include Closed Accounts" check box defaults to not be checked. If closed accounts should be included in the search, be sure to check the box.

ETA-Web users will only see parameters and results for the accounts to which they have access. For instance, a user within the College of Arts & Sciences will not be able to view accounts for Athletics (as shown above), unless they have been granted that access through their annual renewal form.
The results screen lists the Unit, Purpose Code, Closed indicator, "new" KEMID (designation), Long Title and Old KEMID.

The results screen may be exported as XML, TXT or as an Excel spreadsheet (see blue arrow above).