

How do I know which is the correct account number in ERMA when entering a requisition? A brief account number lesson is below:

The District has two types of account numbers staff will have access to in ERMA, the district accounts and the student activity accounts.

1. A district account number has 18 digits (State mandated) and is broken down into 6 segments:
 - 10 Fund (10-regular education or 27-for special education)
 - E Expense Account
 - 800 Location (100-elementary; 200-middle school; 400-high school; 401-athletics; 800-district)
 - 411 Object (describes “what” you’re purchasing – see below)
 - 172000 Function (describes the program)
 - 000 Project (for use with grants)

District fund account numbers are for use with the following PO Groups: 100, 200, 400, 401, 827, 800.

2. A student activity account number has 9 digits and is also broken down into 3 segments:
 - 60 Fund
 - L Liability Account
 - 814332 Function

Student activity account numbers are for use with the following PO Groups: 160, 260, 460.

*Positive balances in student activity accounts will display as a negative number and visa versa. (Don’t try to figure it out, just accept it.)

3. Object and Function are the two key segments you will need to consider. Object segment descriptions (“what” are you purchasing):
 - 310 Personal services (speakers, etc)
 - 342 Employee travel (mileage, registration, etc.)
 - 411 Supplies (most purchases)
 - 412 Workbooks
 - 431 AV media (tapes, CDs, etc.)
 - 434 Magazines
 - 432 Library books
 - 470 Textbooks
 - 943 Dues

The Function segment describes the program. To view the Function descriptor, click on the account number in ERMA.

Ok, I read your account number lesson – BUT I still need to know how to select the correct account number....

To select an account number – 1st narrow down your choices by determining the Fund, then the appropriate Object. In most cases the Object will determine which account number you need to use. If you have more than one account number with the same Object, click on the account number for a description of the Function to further determine which account number to use. This may seem overwhelming at first, but after you’ve done it for awhile it’ll come more naturally to you.