



OGA Overview & Entering Costing on an Appointment

The Online Graduate Appointments application is the one stop shop for campus constituents wishing to offer one or more of their graduate students any of the following: tuition scholarships, fellowships, service stipends, etc. OGA is not a system for hiring hourly graduate students.

<https://webapps.ohio.edu/oga/>

With the new Chart of Accounts, OGA **will**:

- Require new account number
- Require new object code

With the new Chart of Accounts, OGA **will not**:

- Change how appointments are entered
- Change how appointments are approved
- Change any of the workflow

The screenshot shows a table with columns for Entity-Source-Organization-Activity-Function, Amount, and Total. Two rows are visible, both with a total of \$1,000. A callout box points to the first row, stating: "Appointments are chargeable to General Ledger accounting string using Entity-Source-Organization-Activity-Function". Another callout box points to the second row, stating: "Appointments are chargeable to Grants Accounts made up of Project-Task-Award". The total for both rows is \$2,000.

	AMOUNT	TOTAL
10-100000-100000-1015-72	752300	\$1,000
11090-10-1117558	752300	\$1,000
AWARD TOTAL:		\$2,000

Optional Activity Codes: The following are optional Shared Activity Codes for creating appointments:

1015 – Unrestricted Graduate Appointment

1020 – Restricted Graduate Appointment

Please see your planning unit's financial department for guidance on Activity.

Graduate Appointment Function Definitions

Award Scenario	Function
Service Stipend	Function should be used to categorize the purpose of the spending or work being completed. (e.g.; 10 – Instruction; 20 – University Research). GA's that serve in a support or administrative role for Instructional departments are considered a function of Instruction, even if they are not teaching.
Tuition Scholarship	Function must be the same as the associated service stipend*. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.
Grad General Fee Scholarship	Function must be the same as the associated service stipend*. The OGA system will now force the creator to input their account number for the general fee buy down of \$134 per semester, if the tuition scholarship is equal to or greater than half. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.
Non-Resident Surcharge Award & Other Awards	Function must be the same as the associated service stipend*. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.
Fellowship	Fellowship awards cannot have a work requirement. Planning units must use Function 72.

If using a PTA, Function is automatically derived from auto-accounting. If awarding a stipend on a PTA and a tuition scholarship on an operating account, the function must follow the rules listed above for tuition scholarship.

***There are certain cases where an Auxiliary might pay a Service Stipend with an Auxiliary function & a College might pay the Tuition Scholarship, etc. with a different function. This is an example of an acceptable variation to the rules above. There may be other cases of functions that are different as costs may be split between depts.**



Service Stipends

Service stipends carry a work requirement. **Units must use the appropriate Function to categorize the work that is to be performed.** Since there is a work requirement, Function 72 cannot be charged. Function should be used to categorize the purpose of the spending or work being completed. (e.g.; 10 – Instruction; 20 – University Research)
Object Code: 706110 – Graduate Assistant Stipend

AWARD: SERVICE STIPEND
AWARD MIN.: \$0
AWARD MAX.: \$30000
DESCRIPTION: SERVICE STIPEND
STIPEND TYPE: GA ▼
WORK HOURS: 0
SEMESTERS: Fall Spring
 Full Summer Summer 1 Summer 2

COST CENTER & OBJECT CODE

+ X 10-100000-130700-0000-30 706110 ▼
10-100000-130700-0000-30 - OFFICE OF THE DEAN - UNSPECIFIED

AWARD: SERVICE STIPEND
AWARD MIN.: \$0
AWARD MAX.: \$30000
DESCRIPTION: SERVICE STIPEND
STIPEND TYPE: TA ▼
WORK HOURS: 0
SEMESTERS: Fall Spring
 Full Summer Summer 1 Summer 2

COST CENTER & OBJECT CODE

+ X 10-100000-120020-0000-20 706110 ▼
10-100000-120020-0000-20 - SCHOOL COM M STUDIES - UNSPECIFIED



Tuition Scholarship

Function must be the same as the associated service stipend*.

If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.

Object Code: 752100 – Graduate Instructional Fee Waiver

Object Code: 752300 – Graduate Recruitment Scholarship (GRS)

AWARD: FSP TUITION SCHOLARSHIP

AWARD MIN.: \$100

AWARD MAX.: \$4094

DESCRIPTION: FSP TUITION SCHOLARSHIP

SCHOLARSHIP TYPE: Full ▼

TERMS: Fall Spring

COST CENTER & OBJECT CODE

+ ✗

12408-13-4100001 - A&S RSCH INCENTIVE - A
WRD - GRANT, JUDITH (125427) - RESEARC IN

AWARD: FSP TUITION SCHOLARSHIP

AWARD MIN.: \$100

AWARD MAX.: \$4094

DESCRIPTION: FSP TUITION SCHOLARSHIP

SCHOLARSHIP TYPE: Partial ▼

TERMS: Fall Spring

COST CENTER & OBJECT CODE

+ ✗

10-100000-100050-0000-20 - DEAN ARTS A
ND SCIENCES



Other Awards including Fellowships

Function must be the same as the associated service stipend*.

If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.

Object Code: 706130 – Fellowships

Object Code: 752100 – Graduate Instructional Fee Waiver and Non-Resident Surcharge award

Object Code: 752500 – Graduate General Fee Scholarship

AWARD: FELLOWSHIP

AWARD MIN.: \$0

AWARD MAX.: \$30000

DESCRIPTION: FELLOWSHIP

TERMS: Summer Fall Spring

COST CENTER & OBJECT CODE



10-100000-120010-1015-72

706130 ▼

10-100000-120010-1015-72 - DEAN COMMUNICATION - GRADUATE TUITION SCHOLARS

AWARD: EXCHANGE OF SERVICE INSTRUCTIONAL (FSP)

AWARD MIN.: \$0

AWARD MAX.: \$8090

DESCRIPTION: COLLEGE OF EDUCATION EXCHANGE OF SERVICE

TERM REGISTRATION HOURS:

TERMS: Fall Spring

COST CENTER & OBJECT CODE



10-100000-130100-0000-10

752100 ▼

10-100000-130100-0000-10 - DEPT OF COURSE AND HI

Need Assistance?

For account conversion, login to Oracle Business Intelligence (OBI) and navigate to the Finance Lookup dashboard page under the Finance & Administration Dashboards section. For assistance with accounts, please contact your CFAO or their delegate(s). The Graduate College is unable to answer account specific questions. For additional Function information, please refer to the Function Quick Reference Guide.