



# Student Organization - Quick Reference Guide

## **Student Funded – Student Organization**

**Student Funded – Student Organizations** are funded by money raised by students: Dues or fees, bake sales, performances, etc.

Each Student Organization account is identified by a unique Organization.

- Entity – 80 AGENCIES OHIO U
- Source – 800000 AGENCY
- **Organization – Org value starts with 79XXXX and is unique to each Student Org account**
- Activity – 0000 – UNSPECIFIED
- Function – 09 AGENCY

## **University Funded – Student Organization**

**University Funded – Student Organizations** are funded by University Departments supporting a Student Organization.

- Use Transfer codes to move funding.
- Student Organization spending string when funded from University Department – Example:
  - Entity – 10 UNRESTRICTED
  - Source – 110350 UNIVERSITY STUDENT ORG FUNDING
  - **Organization – Org value starts with 79XXXX and is unique to each Student Org account**
  - Activity – 0000 – UNSPECIFIED
  - Function – 75 STUDENT SERVICES

## **Accounting for Student Organizations - Example**

- Ohio University Singers Student Organization:
  - Student Funded String: 80-800000-790237-0000-09-XXXXXX
  - University Funded String: 10-110350-790237-0000-75-XXXXXX
- Use “Student Funds Available” OBI Dashboard to view available funding
  - Organization segment value provides link for Student Accounts to see all available funding – both Student funded and University funded
  - Access is available to students with their student OHIO ID
  - Student Organization activity is still visible in OU Funds Available Dashboard



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## Student Organizations – Example of Student FAV

**ORACLE Business Intelligence** Search All

**Student Funds Available** Home Catalog Favorites

**Student Funds Available** Cost Center Lookup Object Lookup

**Filters**

\* Period: MAY 2018-18  
 \* ENT Parent Level: R  
 \* ENT Parent #/Desc: R0 ALL ENTITIES  
 SRC Parent Level: --Select Value--  
 SRC Parent #/Desc: --Select Value--  
 ACTV Parent Level: --Select Value--  
 ACTV Parent #/Desc: --Select Value--  
 OBJ Parent Level: --Select Value--  
 OBJ Parent #/Desc: --Select Value--

Entity Between: \_\_\_\_\_  
 Source Between: \_\_\_\_\_  
 Organization Between: 790262 - 790262  
 Activity Between: \_\_\_\_\_  
 Object Between: \_\_\_\_\_

Apply Reset

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**Student Funds Available View**

Select View: Revenue Expense

Period: MAY 2018-18

Cost Center	Entity	ENT Desc	Source	SRC Desc	Organization	ORG Desc	Activity	YTD Revenues	YTD Expenses	YTD Transfers	Beg Balance	Net Activity	Ending Bal
10-110350-790262	10	GENERAL	110350	UNIVERSITY STUDENT ORGN FUNDING	790262	PHI SIGMA PI	0000	(75.00)	0.00	(150.00)	0.00	(225.00)	(225.00)
80-800000-790262	80	STUDENT ORGANIZATION	800000	AGENCY	790262	PHI SIGMA PI	0000	(24,879.64)	20,103.66	0.00	(12,513.69)	(4,775.98)	(17,289.67)
								<b>(24,954.64)</b>	<b>20,103.66</b>	<b>(150.00)</b>	<b>(12,513.69)</b>	<b>(5,000.98)</b>	<b>(17,514.67)</b>

## Transfers to Student Organizations

Ohio University may not divert public dollars to private. University funds may not be transferred to Student Funded (Entity 80) – Student Parent Organizations.

- If an Ohio University department wants to support a student organization:
  - Use an Accounting Correction/Journal Entry form;
  - Use Transfer Object Codes to move funding from a department to a **University Funded** – Student organization. Example below:

Entity (2)	Source (6)	Org (6)	Activity (4)	Function (2)	Object (6)	Debit	Credit	Line Description (up to 240 characters)
10	100000	100260	0000	00	620100	5,000.00		Transfer funds from Poly Sci to Student orgn to support student activities. Smith@ohio.edu
10	110350	79XXXX	0000	00	620100		5,000.00	Transfer funds from Poly Sci to Student orgn to support student activities. Smith@ohio.edu

Note: Please work with the Foundation Accounting office if you want to transfer Foundation funds to a student organization.



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## Internal Billings & Student Organizations

Internal Billings are allowed between University, Foundation, and Student Organizations.

- If an Ohio University department bills a student organization for goods, space, services, etc.:
  - Use an Internal Billing Authorization form;
  - Use paired Internal charge (IC) Object Codes. Example below:

Entity (2)	Source (6)	Org (6)	Activity (4)	Function (2)	Object (6)	Debit	Credit	Line Description (up to 240 characters)
23	140000	810550	0000	00	483018		197.00	April 2018 Motor Pool rental charges. Smith@ohio.edu
80	800000	79XXXX	0000	09	783018	97.00		April 2018 Motor Pool rental charges. Smith@ohio.edu
10	110350	79XXXX	0000	75	783018	100.00		April 2018 Motor Pool rental charges. Smith@ohio.edu

- This happens less often, but if a Student Organization bills a University department or Foundation account:
  - Use an Internal Billing Authorization form;
  - Use paired Internal charge (IC) Object Codes.