

Payment Request edits and object codes

9/27/2023

Payment Type Code	Payee Edit	Valid Object code range	Exclusions	Other Edits
ACCESS_SERVICES	Supplier type must be 'EMPLOYEE'	8401099 or 8607012	N/A	N/A
ADVERTISEMENTS	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'VENDOR'	8604500 - 8604599	N/A	N/A
CONF_REG_FEES	Supplier type must be 'EMPLOYEE', 'VENDOR' or 'HOTEL'	8301050 or 8302053	N/A	N/A
CONSTRUCT_CONTRACTS	Supplier type must be 'VENDOR'	8609981	N/A	N/A
CONTRACTOR_FEES	Supplier type must be 'INDIVIDUAL' or 'EMPLOYEE'	8600000 - 8609999	8604010, 8605710, 8608040, 8608050, 8605810 and ending in '99'	Non-resident alien
CONTRACTOR_TRAVEL	Supplier type must be 'INDIVIDUAL' or 'EMPLOYEE'	8600000 - 8609999 and ending in '99'	8605710, 8608040, 8608050, 8604099, 8605810	N/A
DISB_REQ_OTHER	Supplier type must be 'VENDOR' or 'HOTEL'	Any code except those listed in column to the right	1101010 1700000 - 1709999 3000000 - 3999999 4000000 - 4999999 6250000 - 6259999 8100000 - 8109999	Individual exclusions: 8209710, 8209715, 8209720, 8209790, 8209791, 8209792, 8501090, 8501098, 8608040, 8608050, 8609910, 8704151, 8704153, 8704155, 8704159, 8991099, 860999, 8605810
EMPLOYEE_TRAVEL	Supplier type must be 'EMPLOYEE'	8301000 - 8301099 or 8302040, 8302060	8301030	N/A
ENT/BUSINESS_MEALS	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE', 'VENDOR' or 'HOTEL'	8350000 - 8359999 or 8709030, 8709035	N/A	Cannot charge to OGA Plant Projects
GUEST_SPEAKER_FEES	Supplier type must be 'INDIVIDUAL'	8602510	N/A	N/A
GUEST_SPEAKER_TRAVEL	Supplier type must be 'INDIVIDUAL'	8602599	N/A	N/A
LICENSES	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'VENDOR'	8705031	N/A	N/A
MEMBERSHIP_FEES	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'VENDOR'	8709040	N/A	Cannot charge to OGA Plant Projects
OTHER_REFUNDS	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE', 'OTHER REFUNDS', or 'VENDOR'	6000000 - 6999999 2102010 - 2102099 or 2602099	6250000 - 6259999	Must be a balance sheet account string with object code 2602099, 2102010 - 2102099 or an income statement account string with an allowable object code
OTHER_SHIPPING	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'VENDOR'	8701099	N/A	N/A
PATIENT_AR_REFUND	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE', 'PATIENT', or 'VENDOR'	1302000 - 1302099	N/A	Must be a balance sheet account string
PETTY_CASH	Supplier type must be a predesignated 'PETTY CASH' custodian.	8200000 - 8599999 or 8604010 or 8604099 or 8609901 or 8709010	8209710, 8209715, 8209720, 8209790, 8209791, 8209792, 8501090, 8501098	Cannot charge to OGA Plant Projects

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PER_DIEM_EMPL_TRAVEL	Supplier type must be 'EMPLOYEE'	8301015, 8301020, or 8301030	N/A	N/A
PHOTOCOPY_SERVICES	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'VENDOR'	8605010 or 8605020	N/A	N/A
PRIZES_AWARDS	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'STUDENT'. If employee will receive warning 'This individual is a UAB employee'.	8705510 or 8705520	N/A	Cannot charge to OGA Plant Projects
RECRUIT_TRVL_REIMB	Supplier type must be 'INDIVIDUAL' or 'EMPLOYEE'	8302010	N/A	Cannot charge to OGA Plant Projects
REPAIRS_MAINT	Supplier type must be 'VENDOR'	8590000 - 8599999	N/A	N/A
ROYALTY_PAYMENTS	Supplier type must be 'INDIVIDUAL' or 'EMPLOYEE'	8709050	N/A	N/A
SCHOLARSHIPS_FELLOWS	Supplier type must be 'STUDENT'	8706000 - 8706099	N/A	Cannot charge to OGA Plant Projects
STUDENT_REFUNDS	Supplier type must be 'STUDENT', 'INDIVIDUAL', 'EMPLOYEE', or 'OTHER REFUNDS'	2601010 or 2601099 or 2999960 or 1401002 or 2101099	N/A	Must be a balance sheet account string and a valid object code
STUDENT_TRAVEL	Supplier type must be 'STUDENT' or 'EMPLOYEE'	8302050 or 8302060, 8351010,8351020, 8351030, 8351099	N/A	N/A
SUBJECT_FEES	Supplier type must be 'INDIVIDUAL' or 'EMPLOYEE'	8604010	N/A	Account string defaults to 0000000.000.110101777.010000000.0000 Enter CCID or PTAO in Distribution Flexfield
SUBJECT_TRAVEL	Supplier type must be 'INDIVIDUAL' or 'EMPLOYEE'	8604099	N/A	Account string defaults to 0000000.000.110101777.010000000.0000 Enter CCID or PTAO in Distribution Flexfield
SUBSCRIPTIONS_BOOKS	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'VENDOR'	8201511	N/A	Cannot charge to OGA Plant Projects
SUPPLIES	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'VENDOR'	8200000 - 8209999	8201511, 8209710, 8209715, 8209720, 8209790, 8209791, 8209792	N/A
TEAM/STUDENT_GRP_ADV	Supplier type must be 'EMPLOYEE'	1503000 - 1503099	N/A	Must be a balance sheet account string and a revenue object code
TRAINEE_TRAVEL	Supplier type must be 'INDIVIDUAL', 'EMPLOYEE' or 'STUDENT'	8302030 or 8302053	N/A	Cannot charge to OGA Plant Projects
VENDOR_SERVICES	Supplier type must be 'VENDOR'	8600000 - 8609999	8605710, 8608040, 8608050, 8605810 and ending in '99'	N/A
VOLUNTEER_TRAVEL	Supplier type must be 'INDIVIDUAL' or 'STUDENT'	8302050 or 8302060	N/A	N/A

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**CALL EXTENSION RULES**  
 Call Extensions will only be created if the following criteria is met. Each row is independent of one another.

Payment Type	Supplier Number	Supplier Name	Object Code
VENDOR_SERVICES	422584	DEPT OF HOMELAND SECURITY-01	8609990
VENDOR_SERVICES	323486	DEPT OF HOMELAND SECURITY DALLAS (EB-1B)	8609990
VENDOR_SERVICES	378078	DEPT OF STATE	8609990