

Business and Finance Division

SAINT LOUIS UNIVERSITY

eSeePay DPV Payment Grid

Payment Types	Eligibility (see Status Code chart)	Account Code(s) (excluding trailing xxx's)	Supporting Documentation	Eligibility Explanations	Employee Status Codes	
					Status Code	Description
Attorney/ Legal Fees	X1	741185, 784050, 784070, 784130, 281000	Invoice and SSA, if applicable	Employee ineligible-- should be via payroll		
College/Job Booth	Z	736102	Invoice or Registration Form	Employee ineligible-- payee should be outside vendor.	A	Active employee
Consulting/ Professional Services	X1	741, 743, 764, 784130, 7845, 784070, 281000	Invoice and SSA, if applicable (Note: Standardized Patients must complete a Standard Services Agreement)	Employee ineligible-- should be via payroll	B	Employee on leave
Dues & Memberships	Z	7211	Invoice or completed order or registration form	Employee ineligible-- payee should be outside vendor	C	Employee terminated current calendar year
Exp Reimb-Athlete Medical	E, Z, D, F	741000, 758002	Receipts	Employee ineligible-- should be via Concur	D	Employee terminated before current calendar year
Exp Reimb-Books	E, Z, D, F	7221	Receipts	Employee ineligible-- should be via Concur	E	Active student
Exp Reimb- Communication Other	E, Z, D, F	719	Receipts	Employee ineligible-- should be via Concur	F	Not active student
Exp Reimb-Dues & Memberships	E, Z, D, F	7211	Receipts	Employee ineligible-- should be via Concur	Z	Payee who is neither student nor employee
Exp Reimb-Foreign Travel	D, E, F, Z, C	739x5	Receipts	Employee ineligible-- should be via Concur	Y	All statuses
Exp Reimb-Local	D, E, F, Z, C	736027, 736062, 7361, 737	Receipts	Employee ineligible-- should be via Concur	X	Excludes A, B, and C
Exp Reimb-Minor Computer Software	E, Z, D, F	7575, 762	Receipts	Employee ineligible-- should be via Concur	X1	Excludes A, B, C, and E
Exp Reimb-Minor Research/Oth Equip	E, Z, D, F	7579, 762, 7573	Receipts	Employee ineligible-- should be via Concur		
Exp Reimb-Office Supplies	E, Z, D, F	751	Receipts	Employee ineligible-- should be via Concur		
Exp Reimb-Other	E, Z, D, F, C, B	7	Receipts	Employee ineligible-- should be via Concur		

Exp Reimb-Outside Printing	E, Z, D, F	7441	Receipts	Employee ineligible--should be via Concur
Exp Reimb-Permits/ Licenses	E, Z, D, F	7212	Receipts	Employee ineligible--should be via Concur
Exp Reimb-Postage	E, Z, D, F	715	Receipts	Employee ineligible--should be via Concur
Exp Reimb-Subscriptions	E, Z, D, F	7224, 7225, 7226	Receipts	Employee ineligible--should be via Concur
Exp Reimb-Teaching/Res Supplies	E, Z, D, F	752	Receipts	Employee ineligible--should be via Concur
Exp Reimb-US 50 Travel	D, E, F, Z, C	739	Receipts	Employee ineligible--should be non-employee
Facilities Mgmt Construction Contracts	X1	7	Invoice	Employee ineligible--payee should be outside vendor
Foreign Source Inc-Srvc Outside US/Noncitizen	X1	741000, 741001, 741185	For actual "services" over a short period of time (e.g., research services performed by payee in their home country for SLU), requires SSA, invoice, and Statement for Services Performed Outside of the United States form. For a one-time honorarium, note on the DP document that services were performed outside of the U.S. by a non-U.S. citizen.	Employee ineligible--should be via payroll
Honoraria	X	741001	Announcement or Invitation, or statement that neither exists; W-9 if SSN not in Banner	Employee ineligible--should be via payroll
Honoraria/ Personal Services Nonresident Alien	X	741, 221000	NOTE: SEND ALL DOCUMENTS TO DOROTHY MARSHALL, PAYROLL SERVICES, WOOL CENTER ROOM 110. IRS Form W-8 BEN; Foreign Natl Tax Information Form; Certification of Academic	Employee ineligible--should be via payroll

			Activity; IRS Form 8233 (optional with SSN or ITIN); Legible Copies of INS Attachments; and SSA if Personal Services and in J1 Status	
Licenses / Abstracts/ Certifications	Z	7212	Invoice or completed order or registration form or license renewal	Employee ineligible--payee should be outside vendor
Local Seminar/Conf / Registration Fee	Z	736027	Invoice or completed order or registration form	Employee ineligible--payee should be outside vendor
Medical/Health Care Services	X1	741, 7845, 281000	Invoice and SSA, if applicable	Employee ineligible--should be via payroll
Missouri Nonresident Entertainer	X	741	NOTE: SEND ALL DOCUMENTS TO MEGAN WALTON, CONTROLLER'S OFFICE, WOOL CENTER 3RD FLOOR. SLU Professional Entertainer/Speaker Agreement and legible W-9 form. Vendor will be taxed 2% on payments \$300 or more (Form MO-2ENT to be enclosed with check)	Employee ineligible—payee should be via payroll
Nonresident Alien NonComp Fell/Schl	Y	741, 741169, 782, 221000	NOTE: SEND ALL DOCUMENTS TO DOROTHY MARSHALL, PAYROLL SERVICES, WOOL CENTER ROOM 110. Foreign National Tax Info Form, W-8 Ben (IRS Version); legible copies of DS-2019 or Certificate of Eligibility, Visa,	

			Passport, I-94 Card	
Other General Expense	X1	7	Invoice	Employee ineligible--payee should be outside vendor
Other General Ledger	X1	1, 2	Invoice	Employee ineligible--payee should be outside vendor
Other Revenue Distribution	Z	5	Invoice	Employee ineligible--payee should be outside vendor
PMO Refunds	Y	219000	IDX Patient Account Report	
PMO Refunds-Anesthesiology	Y	219000	IDX Patient Account Report	
Patient Study Advance	A, Z	7	None	
Payroll Services Use Only	A, B, C	1, 2	None	
Payroll/Benefits Use Only	Y	1, 2, 5, 6, 7, 9	Payroll - Original invoice (copy of DP Cover Page) and "Backup kept in Payroll Services" must be noted on document. Benefits - Original invoice (copy of DP Cover Page) and "Backup kept in HR Dept." must be noted on the document.	
Petty Cash Fund Reimbursements	Z	7	Receipts	Employee ineligible--payee should be Cashiers Office
Pre-Move, Moving, and Relocation	F, Z	73802	Receipts	Employees are reimbursed via Concur and amount added to W-2
Prepay Foreign Travel	Z	73925, 739350, 73945, 73965	TAPER	Employee ineligible—payee should be outside vendor

Prepay US 50 Travel	Z	73920, 739300, 739400, 739500 73960	TAPER	Employee ineligible—payee should be outside vendor
Prize or Award (Non-Student Other)	X1	741	None	Employee ineligible--should be via payroll
Prize or Award (Student)	E, F	782	Student prize/award form or contest flyer or scholarship announcement	Employee ineligible--should be student in Banner
Prize/Award (Contest) Nonresident Alien	E, Z	741, 221000	NOTE: SEND ALL DOCUMENTS TO DOROTHY MARSHALL, PAYROLL SERVICES, WOOL CENTER ROOM 110. Foreign National Tax Info Form, W-8 Ben (IRS Version); legible copies of Certificate of Eligibility (ex. I-20), Visa, Passport, I-94 Card; Information on Contest	
Professional Entertainment	X	741	Agency contract or Standard Services Agreement. Agency contracts require approval by the Office of the General Counsel.	Employee ineligible--should be via payroll
Refund	Y	1, 2, 5, 9206	Copy of Deposit of Funds form or patient/student account report	
Rents	Z	762, 763	Invoice/ agreement	Employee ineligible--should be outside vendor

Royalties	Y	741	OIIP Memorandum	Employees are paid via DPV and receive 1099-MISC
Speaker/Lecture Fees	X	741	Invoice and SSA, if applicable	Employee ineligible--should be via payroll
Stdnt Educ Serv Stipends	E, Z	671	None	Employee ineligible
Student Loan Payment	E	163, 146	None	Employee ineligible--should be student in Banner
Student Room/Board	E	781, 782	None	Employee ineligible--should be student in Banner
Subcontracts	Z	742	Statement of Cost/Invoice; Approval Memo	Employee ineligible--payee should be outside vendor
Subject Fees/Patient Study	X	741	None	Employee ineligible--should be via payroll
Subject Fees/Patient Study (Nonres Alien)	X	741, 741010, 221000	NOTE: SEND ALL DOCUMENTS TO DOROTHY MARSHALL, PAYROLL SERVICES, WOOL CENTER ROOM 110. Foreign National Tax Info Form, W-8 Ben (IRS Version); legible copies of Certificate of Eligibility (ex. I-20 or DS-2019), Visa, Passport, I-94 Card	
Subscriptions	Z	7224, 7225, 7226	Invoice or completed order or registration form	Employee ineligible--payee should be outside vendor
Telephone Survey/Partic Incentv	X	741012, 741010, 741011,	None (This payment must qualify as de	Employee ineligible--should be via payroll

		741013, 741014	minimis, i.e., one-time only subject fee of \$75 or less)	
Unclaimed Property/ Accounting Use Only	Y	1, 2	"Backup kept in Accounting / Financial Reporting" must be noted on document	
University Benefits Office Payments	Y	1, 2, 7, 9	"Backup kept in HR dept" must be noted on document	
University Libraries Acquisitions	X1	722	Invoice	Employee ineligible--payee should be outside vendor

This chart has an alphabetical listing of the Payment types available in the eSeePay DPV system. Eligibility, Account Codes, Supporting Documentation, and Eligibility Explanations corresponding to each payment type are also listed.

The letters in the Eligibility column are the Status Codes that appear in the "Employee Status = X" message. The codes indicate whether employees, students, or others may be paid for a particular Payment Type. The Status Code listing appears on the first page of the Payment Types Chart.

The Account Codes listed are the only codes that the system will accept for that payment type. For example: Dues and Membership is chosen as the payment type. If the user keys account 714000, the system will display an error requiring an account that begins with 7211.

The Eligibility Explanations column provides an explanation who may be paid for a particular payment type. For example: If paying an employee and 'dues' is chosen as the payment type, the system will tell you 'employee ineligible--payee should be outside vendor'.