

DV PAYMENT REASONS AND OBJECT CODES

This table provides descriptions of DV payment reasons, along with restricted and allowable object codes organized by pay reason. Some object code restrictions are hard-coded in KFS, while others require your judgment (confer with your Fiscal Officer for additional guidance).

Payment reason	Description	Restrictions	Commonly used object codes
(E) Compensation for Services	<p>Payments to non-employees for services provided. Not to be used for employee compensation.</p> <p>Note: a single payment is limited to \$1,000. KFS will allow users to enter a figure above \$1,000 for a single payment. Written approval from the Contract Manager in Purchasing related to the type of service rendered must be provided and attached to the DV document before the document will be finalized and payment will be issued.</p>	<p>Object level cannot be: AR, BENF, DIST, INS1, INS2, INSF, INSS, OTH1, OTH2, OTHF, OTHR, OTHS, or STUF.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax • 9040-9042 – Invoices Payable <p>Object code must be reportable.</p>	<ul style="list-style-type: none"> • 4500 – Personal Services • 4503 – Artist Performance Fees • 4520 – Contractual Services • 4535 – Honoraria • 4562 – Professional Fees
(C) Payment to Research Participant	<p>Subject payments and participant expenses paid to an individual participating in a research study. Payments to both employees and non-employees are permitted.</p>	<p>Object level must be: SERV.</p>	<ul style="list-style-type: none"> • 4061 – Subject Payment • 4087 – Participant Expense • 4561 – Participant Fee

Payment reason	Description	Restrictions	Commonly used object codes
(K) Revolving Fund Reimbursement	Revolving funds are cash accounts from which funds can be borrowed when cash on-hand is needed for disbursements. Must use Revolving Fund Payee records. Contact FMS Custodial Funds (custfund@iu.edu) with questions.	<p>Object level must be: COSV, SERV, or CREX.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax • 9040-9042 – Invoices Payable 	<ul style="list-style-type: none"> • 4024 – Field Expense • 4061 – Subject Payment • 4561 – Participant Fee
(A) Prize or Award	Payments for punitive damages or settlements, or contest prizes won by non-students or non-employees.	<p>Object level cannot be: AR, BENF, DIST, INS1, INS2, INSF, INSS, OTH1, OTH2, OTHF, OTHR, OTHS, RESA, or STUF.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax • 9040-9042 – Invoices Payable 	<ul style="list-style-type: none"> • 4866 – Prizes and Awards

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(B) Reimbursement for Out of Pocket Expense	<p>Reimburse employees or contractors for out-of-pocket expenses on behalf of departmental business operations that are incurred due to an emergency or in a situation where the regular procurement procedures cannot be followed. Poor planning is not an emergency.</p> <p>Restricted circumstances, goods/services, and items cannot be reimbursed with a DV.</p> <p>When reimbursing for an approved hospitality expense, record the hospitality approval code in the Organization Document Number field of the DV document.</p> <p>Note: a single payment is limited to \$500. KFS will allow users to enter a figure above \$500 for a single payment. Written approval from the Contract Manager in Purchasing related to the type of good purchased must be provided before payment will be issued.</p>	<p>Object level cannot be: BENF, DIST, INS1, INS2, INSF, INSS, OTH1, OTH2, OTHF, OTHR, OTHS, RESA, or STUF.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax • 9040-9042 – Invoices Payable 	<ul style="list-style-type: none"> • 5055 – Other Expense • 4024 – Field Expense • 4025 – Hospitality Expense • 4035 – Laboratory Supplies • 4055 – Publications-Outside • 4085 – Telephone Monthly Rental • 4086 – Telephone Long Distance
(F) Refund/Repayment to Individual or Agency	<p>Payments for returned goods and refunds for services rendered. This reason can also include repayment to agencies for contract and grant funding. It is possible to debit an income object code with this payment reason.</p>	<p>Object level cannot be: BENF, DIST, INS1, INS2, INSF, INSS, OTH1, OTH2, OTHF, OTHR, OTHS, STUF, or RESA.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax 	<ul style="list-style-type: none"> • Income object codes (1XXX) • 59XX – Refund class object codes

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(D) Compensation in Respect to Decedent	Death benefit payments. Used at UA level only.	Object code must be: <ul style="list-style-type: none"> 4566 – Compensation in Respect of Decedent 	
(G) Utilities, Freight, or Postage	Payments for utility bills, postage, shipping, and freight costs.	Object level cannot be: AR, BENF, DIST, INS1, INS2, INSF, INSS, OTH1, OTH2, OTHF, OTHR, OTHS, RESA, STUF. Object code cannot be: <ul style="list-style-type: none"> 4506 – Royalties 4566 – Compensation in Respect of Decedent 4600 – Rights Royalty Permissions 4670-4676 – Rights, Permissions, Royalties 5070 – Moving Expense 8001 – Cash Revolving Fund 8117 – Internal Receivables 8700 – Due from Other Accounts 8750 – Interim Operating Loan 8751 – Capital Lending Receivable 9005 – Accrued Royalties 9022 – Foreign Royalty and Independent Contract Tax 9040-9042 – Invoices Payable 	<ul style="list-style-type: none"> 4093 – Utilities-Electricity 4097 – Utilities-Sewer 4098 – Utilities-Water 4300 – Postage 5027 – Freight and Hauling 5028 – Freight-Shipping 9015 – Other Taxes Payable
(R) Royalties	Payments associated with royalties, rights, and permissions.	Object code must be: <ul style="list-style-type: none"> 2173 – Royalties 4506 – Royalties 4600 – Rights Royalty Permissions 4670-4676 – Rights, Permissions, Royalties 9005 – Accrued Royalties 9022 – Foreign Royalty and Independent Contract Tax 	<ul style="list-style-type: none"> 4670 – Rights and Permissions 4672 – Royalties-Advance
(T) Rental Payment	Payments for space and equipment rental.	Object level must be: RENT.	<ul style="list-style-type: none"> 46XX – Rental object codes 4680 – Space Rental

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(H) Medical, Health Care, or Insurance Payment	Payments for chiropractic care, counseling/therapy/psychiatric, dental care, home health care, hospital/ambulance, lab work, pathology, nursing, patient care, ophthalmology, optometry care, physician fees, surgeon fees, vaccines, and check-ups.	<p>Object level cannot be: AR, DIST, INS1, INS2, INSF, INSS, OTH1, OTH2, OTHF, OTHR, OTHS, RESA, or STUF.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax • 9040-9042 – Invoices Payable 	<ul style="list-style-type: none"> • 4030 – Patient Care Costs • 4563 – Physician Fees • 4565 – Eyeglasses • 5039 - Insurance • 5675 – TPA Expense • 5750 – Retirement-Exempt
(L) Payments for Contractual Services	Payments required under a contractual agreement.	<p>Object level cannot be: AR, BENF, or RESA.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax • 9040-9042 – Invoices Payable 	

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(W) Subscriptions, Books, Fees, and Resale	Payments covering a renewal or subscription to a newspaper or magazine, or to cover membership fees to a professional organization. May be used by some organizations (e.g., bookstores) to purchase books to be resold.	<p>Object level cannot be: AR, BENF, DIST, INS1, INS2, INSF, INSS, OTH1, OTH2, OTHF, OTHR, OTHS, or STUF.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4506 – Royalties • 4566 – Compensation in Respect of Decedent • 4600 – Rights Royalty Permissions • 4670-4676 – Rights, Permissions, Royalties • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 8117 – Internal Receivables • 8700 – Due from Other Accounts • 8750 – Interim Operating Loan • 8751 – Capital Lending Receivable • 9005 – Accrued Royalties • 9022 – Foreign Royalty and Independent Contract Tax • 9040-9042 – Invoices Payable 	<ul style="list-style-type: none"> • 4055 – Publications-Outside • 4166 – Printing and Duplicating • 5050 – Membership Fees Due • 5365 – Publications Production Cost
(Z) Claims, Settlements, or Tax Payments	Payments for external insurance claims and some payments for workers' compensation.	<p>Object level must be one of the following: TAXP, ACPA, TAX, S&E, OLIA, DEBT, CASH, or CREX.</p> <p>Object code cannot be:</p> <ul style="list-style-type: none"> • 4566 – Compensation in Respect of Decedent • 5070 – Moving Expense • 8001 – Cash Revolving Fund • 9040-9042 – Invoices Payable 	<ul style="list-style-type: none"> • 5100 – Adjustments Allow Taxes • 5139 – Indiana Gross Tax • 5174 – Local Gov't Assessments • 5175 – Federal Unrelated Business Income Tax