



Description

If Entertainer/Speaker Object codes 1910 or 1970 are used, the system will ask if you wish to withhold Entertainer Tax of 2%. If tax is withheld and if the payment is from a local account a General Journal Voucher will be generated to the System Office Tax Services Unit, 0000215893-004. If tax is withheld and the payment is from a State Treasury account a PV2 transaction will be generated to Minnesota Revenue.

To Withhold 2% Entertainer/Speaker Tax must be selected by editing a specific section of the Buyer Invoice by Accounts Payable.

| Buyer Invoice | | Approvals | Matching | Comments | Vendor Messages | Attachments (1) | History |
|-------------------------------------|-------------------------------------|---|----------|---|-------------------------------------|-----------------|---------|
| Summary | | Payment Information | | Discount, Tax, Shipping & Handling | | Codes | |
| Hide header | | | | | | | |
| General | | | | Addresses | | | |
| Invoice Type | Invoice | <input type="button" value="edit"/> | | Remit To | <input type="button" value="edit"/> | | |
| Pay Status | Paid | | | 08843 Another Street USA # AUSTIN, TX 78714-9116 | | | |
| Invoice Number | IN000001287 | | | United States | | | |
| Vendor Invoice No. | werwer | | | Phone 1-999-8846339- | | | |
| Payment Description | test | | | Fax 1-999-8846338- | | | |
| Vendor Name | Apple Pi | <input type="button" value="Detailed Edit..."/> | | Address Id 0000208843-008 | | | |
| Invoice Date | 3/7/2019 | <input type="button" value="edit"/> | | Bill To | <input type="button" value="edit"/> | | |
| Discount Date | no value | | | Accounts Payable | | | |
| Due Date | 4/6/2019 | | | Phone Number: | | | |
| Terms | 0, Net 30 | | | accountspayable@bemidjistate.edu | | | |
| Terms Discount | 0.00 USD | | | Bemidji State University/Northwest | | | |
| Invoice Name | 2019-03-07 0070req1 01 | | | Technical College | | | |
| Imprest Cash Payment | <input checked="" type="checkbox"/> | | | 1500 Birchmont Drive NE, #5 | | | |
| Withhold 2% Entertainer/Speaker Tax | no value | | | Bemidji, MN 56601 | | | |
| Order Type | Payment Request | | | United States | | | |
| | Payment Request | | | Payment Information | | | |

Once the edit was selected, Accounts Payable will need to click on Select from all values...

Need Help?

For additional assistance, please submit a ticket to the Marketplace
2% . doc x

SO-marketplace@minnstate.edu



General Information ? X

| | |
|---------------------------------|--|
| Invoice Date | <input type="text" value="3/7/2019"/> |
| | mm/dd/yyyy |
| Discount Date | <i>no value</i> |
| Due Date | 4/6/2019 <input type="checkbox"/> Override due date |
| Terms | <input type="text" value="Net 30"/> |
| | <input type="checkbox"/> manuallyEnter Manually enter |
| Terms Discount | 0.00 USD |
| Invoice Name | <input type="text" value="2019-03-07 0070req1 01"/> |
| Imprest Cash Payment | <input type="checkbox"/> |
| Withhold 2% Entertainer/Speaker | <input type="text"/> |
| Tax | <input type="text" value="Select from all values..."/> |
| Order Type | <input type="text" value="Payment Request"/> |

Accounts Payable will need to select either Yes, then click Save. Leaving Blank or selecting NO is the same thing.



General Information ? X

| | |
|-------------------------------------|--|
| Invoice Date | <input type="text" value="3/7/2019"/> |
| | mm/dd/yyyy |
| Discount Date | <i>no value</i> |
| Due Date | 4/6/2019 <input type="checkbox"/> Override due date |
| Terms | <input type="text" value="Net 30"/> |
| | <input type="checkbox"/> manuallyEnter Manually enter |
| Terms Discount | 0.00 USD |
| Invoice Name | <input type="text" value="2019-03-07 0070req1 01"/> |
| Imprest Cash Payment | <input type="checkbox"/> |
| Withhold 2% Entertainer/Speaker Tax | <input type="text"/> |
| | <i>Hide all values...</i> |
| | <input type="text" value=""/> |
| Order Type | <input type="text" value="Payment Request"/> |

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2% .docx

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