From:	Silverman, Celestine
То:	SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU; SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU
Subject:	Additional Guidance on "Location of Service" for Purchase Orders and Non-PO Payment Requests
Date:	Wednesday, February 19, 2025 10:22:00 AM
Attachments:	How to Run APEX Reports for Location of Service 02.19.25.pdf

The following message is being sent on behalf of Corporate Tax, Compliance, and Payroll:

With the implementation of the automated state tax withholding on service suppliers, we have identified instances where additional guidance is required regarding the Location of Services entered on Purchase Orders or Non-PO payment requests. This communication is to provide clarification on how to handle these scenarios.

Services means engaging a person or organization to perform work for the University. Examples of services include lectures (including honoraria), human subjects, performances, photography, maintenance, accounting, legal services, architectural services, etc. PO Managers can run the Purchasing Categories report in APEX for a full list of services by filtering on "Yes" under "Service Type".

"Virtual" services

When an individual or representative of an organization is performing services "virtually", the location of services should be the physical location where the individual/organization is located at the time they are providing the service.

For example, if a guest lecturer has a home address in Indiana and is presenting from their home state to an audience on campus in Philadelphia, the location of services should be where they are physically located at the time of the presentation, in this case Indiana and not Pennsylvania. If the guest lecturer travels to Philadelphia to present (inperson and not virtual), then the location of services should be Pennsylvania.

Services charged to the Interfund (object code 152x)

Do not charge services to object code 152x. This is not a tax-reportable object code. Payments made to object code 152x do not get accounted for at year-end for 1099 purposes and do not have the appropriate taxes withheld if required by the state. In these circumstances, we recommend that the appropriate service object code be charged on the Purchase Order or Non-PO Payment Request rather than 152x. A manual journal must then be entered to credit the expense object code and debit 152x. The appropriate "Lawson" account should be obtained from UPHS in order to create the journal. Directions to create a journal entry for UPHS goods & services is available in <u>BEN Helps</u>. This two-step process ensures appropriate tax withholding and reporting and also assists with reconciliation of the interfund accounts each month.

What you can do

<u>Purchase Orders</u>

Purchase Order Managers in BEN Buys are responsible for verifying the Location of Services are correct. To identify the location of service on open purchase. Attached is a document that outlines how to run reports in APEX to identify the Location of Services on Invoices and on Purchase Orders.

Instructions on how to correct the location of services on the Purchase Order is available in <u>BEN Helps</u>.

Non-PO Payment Requests

Non-PO Payment Request approvers should verify the location of service is correct before approving the Non-PO Payment Request. If the Location of Service is not correct, the Non-PO Payment Request should be returned to the preparer for correction. Note that once Non-PO Payment Requests have been approved, the location of service cannot be changed.

Additional information on location of services can be found in the <u>FAQs</u> available in BEN Helps.

If you have any questions, please contact <u>BEN Helps</u> and select the category "AP/Payment Processing" and then the topic "State Tax Withholding on Service Suppliers".

Running APEX Reports for Location of Services

Here are the details about APEX reports for location of service:

- 1. Invoice Inquiry: The Invoice Inquiry report allows you to search for invoices by different parameters:
 - Invoice creation date range (date when the Invoice was entered or imported into BEN Financials) OR supplier invoice date range and ORG range parameters are mandatory if not inquiring for a specific supplier and PO#/Invoice#
 - Optional parameters include
 - Location of Service contains US states and Outside the US as values in the dropdown
 - Tax withheld yes or no
 - Vendor/PO#/Invoice#
 - o Paid status paid/unpaid
 - o Invoice type: Invoice or Credit Memo
 - o Include cancelled Invoices: Yes/No
 - o Past Due: Yes/No
 - o Invoice source
 - o Buyer
 - o On Hold Yes/No
 - o Hold Reason

Example: To search for Invoices that were entered into the system in January for Org range 4000 to 4999 with location of service as California and are unpaid and are not cancelled - then enter the search parameter values as shown in the below screenshot and click on Find button:

Invoice Creation Date From	Invoice Creation D	ate To	E Suppli	r Invoice Date Fr	m 🗇	Supplier Invoid	e Date To	8						
01-JAN-2025	30-JAN-2025													
ORG LOW 4000 SOM-SURR	ORS High		- Fund	~ Tax V	lithheld?	~	Service Location		~					
4000 SOM-SORK	4999 HI-CTR/I	IS HOLDING					CALIFORN							
Vendor Name	~ PC)#	v Invoice I	lumber	~	Paid Status		~						
	Se	ect a Vendor First to see the POs in	the list) (Select a Ver	dor first to see the invo	ices in the list)									
Invoice Type Include Cancelled?														
Standard No	Past Due?	 Invoice Source 		~ Buyer					~					
A. 11.12														
On Held?	Hold Type				~									
Rnd Clear Q.∽ Ge	1. Primary Rep	ort v Rows 10	v Actions v											
	1. Primary Rep PO#	art Rows 10 Invoice#	< → Actions → Type	Invoice Date	Creation Date	Description	Amount	Amount Paid	Payment Method	Terms.	Status	Due Date 15	Source	Service Los
Q.+ 60					Creation Date 08-JAN-2025	Description PO 5452339	Amount 59,587.13	Amount Paid	Payment Method EFT	Terms Immediate	Status NEEDS REAPPROVAL	Due Date 15 08-JAN-2025	Source Manual Invoice Entry	
Q.v Go Vendor	POP	Invoice#	Туре	Invoice Date										CALIFORN
Q ~ 60 Vendor UNIVERSITY OF CALIFORNIA SAN DIEGO	PO# 5452330	Invoice# 20358950007#EKEY	Type STANDARD	Invoice Date 21-OCT-2024	08-JAN-2025	PO 5452339	59,587.13	\$0.00	EFT	Immediate	NEEDS REAPPROVAL	08-JAN-2025	Manual Invoice Entry	CALIFORN
Q	PO# 5452339 5426133	Invoice# 20358050007#EKEY 21P0002600	Type STANDARD STANDARD	Invoice Date 21-OCT-2024 30-DEC-2024	08-JAN-2025 13-JAN-2025	PO 5452339 PO 5426133	\$9,587.13 \$35,431.31	\$0.00 \$0.00	EFT EFT	Immediate	NEEDS REAPPROVAL NEEDS REAPPROVAL	08-JAN-2025 13-JAN-2025	Manual Invoice Entry Manual Invoice Entry	CALIFORN CALIFORN CALIFORN
Q.v Ge Windar University or cultionia sun bleso J. chais institute REBURS or the University or cultionia	PO# 5452330 5426133 5443265	Invoice# 20558550007KEKEY 21P0002600 20430760001	Type STANDARD STANDARD STANDARD	Invoice Date 21-DCT-2024 30-DEC-2024 08-JAN-2025	08-JAN-2025 13-JAN-2025 21-JAN-2025	PO 5452339 PO 5426133 PO 5443265	\$9,587.13 \$35,431.31 \$4,249.50	\$0.00 \$0.00 \$0.00	EFT EFT CHECK	Immediate Immediate Immediate	NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL	08-JAN-2025 13-JAN-2025 21-JAN-2025	Manual Invoice Entry Menual Invoice Entry Manual Invoice Entry	CALIFORNI CALIFORNI CALIFORNI CALIFORNI
Q.v Ge Vender University or CALIFORNIA SAN DIESO J. Could institutute RECentry or FILE University or CALIFORNIA SAN DIESO University or CALIFORNIA SAN DIESO University or CALIFORNIA SAN DIESO	PO# 5452330 5426133 5443205 5276445	Involca# 20538950007/84K2Y 21P002500 20530760001 20385570005	Type STANDARD STANDARD STANDARD STANDARD	Invoice Date 21-OCT-2024 30-DEC-2024 08-JAN-2025 08-JAN-2025	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025	PO 5452330 PO 5426133 PO 5443265 PO 5274445	59.587.13 535.431.31 54.249.50 5725.85	5000 5000 5000 5000	EFT CHECK EFT	Immediate Immediate Immediate Immediate	NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025	Manual Invoice Entry Menual Invoice Entry Manual Invoice Entry Manual Invoice Entry	CALIFORN CALIFORN CALIFORN CALIFORN CALIFORN
Q.v Ge Window University or CALIFORNIA SAN DEBO J. CANG INSTITUTE REDIES TO THE UNIVERSITY OF CALIFORNIA UNIVERSITY OF CALIFORNIA SAN DEBO STANFORD UNIVERSITY	PO# 5452330 5426133 5443265 5274445 5399669	Involca# 2055855000748/KEY 21P0002600 20438760001 20385570005 10742328815.15	Type STANDARD STANDARD STANDARD STANDARD STANDARD	Invoice Date 21-OCT-2024 30-DEC-2024 08-JAN-2025 08-JAN-2025 31-DEC-2024	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025 22-JAN-2025 22-JAN-2025	PO 5452339 PO 5426133 PO 5443265 PO 5276445 PO 5399689	59.587.13 535.431.31 54.249.50 5725.85 537,645.38	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	EFT EFT CHECK EFT CHECK	Immediate Immediate Immediate Immediate Immediate	NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025 21-JAN-2025 22-JAN-2025	Manual Invoice Entry Menual Invoice Entry Manual Invoice Entry Manual Invoice Entry Manual Invoice Entry	CALIFORNI CALIFORNI CALIFORNI CALIFORNI CALIFORNI CALIFORNI
Q.+ Ge Weater United Sector Call Control Sets Disco Local Sector Sector Call Control Sets Disco Local Sector Call Control Sets Disco Sector Call Control Sets Disco Sector Call Control Sets Disco Sector Call Control Sets Disco Sector Call Control Sets Disco Sector Call Control Sets Disco Sector Call Control Sets Disco Sector Call Control Sets Disco Sector Call Control Sets Disco	PO# 5452339 5426133 5443265 5274445 5399669 5442801	Invoice# 20550500792x82y 210002600 20430760001 20555570005 10742528815.13 1074252435481	Type STANDARD STANDARD STANDARD STANDARD STANDARD STANDARD	Invoice Date 21-OCT-2024 30-DEC-2024 06-JAN-2025 08-JAN-2025 31-DEC-2024 30-SEP-2024	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025 22-JAN-2025 22-JAN-2025	PO 5452339 PO 5425133 PO 5443265 PO 5274445 PO 5396689 PO 53462991	\$9,547.13 \$35,431.31 \$4,249.50 \$725.85 \$37,646.38 \$1,756.88	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	EFT CHECK CHECK CHECK	Immediate Immediate Immediate Immediate Immediate	NEEDS REAPPRIDUAL NEEDS REAPPRIDUAL NEEDS REAPPRIDUAL NEEDS REAPPRIDUAL NEEDS REAPPRIDUAL NEEDS REAPPRIDUAL	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025 22-JAN-2025 22-JAN-2025	Manual Invoice Entry Manual Invoice Entry Manual Invoice Entry Manual Invoice Entry Manual Invoice Entry Manual Invoice Entry	CALIFORNI CALIFORNI CALIFORNI CALIFORNI CALIFORNI CALIFORNI CALIFORNI
Q-v Gr State	PO# 5452330 5426133 5443205 5274445 5300500 5442001 5442001	Invoice# 205805000782x82Y 2010002600 2010002600 20108570005 10742328475.13 10742314354284 1074230435841	Type STANDARD STANDARD STANDARD STANDARD STANDARD STANDARD STANDARD	Invoice Date 21-OCT-2024 30-DEC-2024 06-JAN-2025 08-JAN-2025 08-JAN-2025 31-DEC-2024 30-SEP-2024 31-AUG-2024	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025 22-JAN-2025 22-JAN-2025 22-JAN-2025 22-JAN-2025	PO 5452339 PO 5425133 PO 5443265 PO 527645 PO 5396689 PO 5442891 PO 5442891	\$8,587.13 \$35,431.31 \$4,249.50 \$725.85 \$37,645.38 \$1,756.88 \$1,756.88 \$1,564.20	50.00 50.00 50.00 50.00 50.00 50.00 50.00	EFT CHECK EFT CHECK CHECK CHECK	Immediate Immediate Immediate Immediate Immediate Immediate	NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL NEEDS REAPPROVAL	08-JAN-2025 13-JAN-2025 21-JAN-2025 21-JAN-2025 22-JAN-2025 22-JAN-2025 22-JAN-2025 22-JAN-2025	Manual Invoice Entry Menual Invoice Entry Menual Invoice Entry Manual Invoice Entry Menual Invoice Entry Menual Invoice Entry Manual Invoice Entry	Service Loc CALFORNU CALFORNU CALFORNU CALFORNU CALFORNU CALFORNU CALFORNU CALFORNU CALFORNU

- This report has links enabled on Vendor, PO# and Invoice# fields to see the detailed information.
- To download the data into EXCEL use the Actions -> Download -> EXCEL menu
- 2. Purchase Orders -> PO Accounts Inquiry. This report allows you to do a detailed PO accounts level inquiry by different parameters.
 - PO Creation date range and ORG range parameters are mandatory if not querying for a specific PO#
 - The report has optional parameters -
 - PO Approval status: Approved, Rejected, In-Process
 - Include Fully Billed: Yes or No
 - Include Finally Closed: Yes or No
 - Include Cancelled: Yes or No
 - o Fund#
 - Program#
 - o Object Codes range
 - o PO#
 - \circ Vendor
 - o Buyer
 - o Requester
 - The report does not have a separate parameter on location for service. The location of service is shown in the PO accounts search results. Users can download the data into EXCEL or using the APEX filter options to further filter the results
 - Example to search on Approved and Open POs (i.e. not fully billed) that were created in January use the search parameters as show in the below screenshot:

Dashboard	PO Acc	ounts Inquiry														
Spend Dashboard	Note: PO	Creation Date From and PO C	reation Date To ra	nge, and Org Low and Org High Range Ar	e Mandatory	if not inquiring by a PO	•.									
PO Invoices on Hold >	Creation D		0	Creation Date To 30-JAN-2025	0	ORG Low	IR ~	ORG High 4999 Hil		HOLDING	~	Fund	~	Program		
Over Procurement	Approval S	tatus .				Include F	ully Billed? 🔘 No			Include Final	y Closed?	O No		Inclu	ide Cancelled? 🔘	No
After the fact POs	Approve	d		Ň			Yes					O Yes				Yes
	Object	ode From		Object Code To		PO#		Vendor	Name			Buver		Requestor		
Invoice Inquiry	Object	oderion		Objett Code To				Venuor	reame			ooyer		Kequestor		
Purchasing Categories		Find	Clear													
Accounts																
	Q~		Go 1. Pri	mary Report	~	Rows 15 V	Actions 🗸									
Purchase Orders 🛛 🗸 🗸	•	Service Location = *** C	UTSIDE THE US **	×	6											
My Purchase Orders	POP Th	PO Date	Vendor		1	rvice Location	Buyer		Line#	Line Type	Diste	Account	Orderes	Amount	Amount Billed	Unbilled Amour
vly Org's Purchase Orders	\$469237	02-JAN-2025 12:12:46	SYNPEPTIDE CO	D. LTD	1 .	OUTSIDE THE US **	HALL RYAN JON 46130138		1	Supples	1	400-4529-2-000004-5339-0000-1298	\$11,000		\$0.00	\$11,000,00
Wy S/C's Purchase Orders	5471082	07-JAN-2025 11:40:53	UDEDI, MICHAE	EL		OUTSIDE THE US **	COLANGELO, EILEEN E 57111210		1	Services/Maintenance	1	400-4423-4-500411-5302-2810-5393	\$1,000.0	0	\$0.00	\$1,000.00
	5471320	07-JAN-2025 13:33:41	UNIVERSITY OF	F ICELAND		OUTSIDE THE US **	MARZIANI, AMANDA L 45790106		1	Services/Maintenance	1	400-4621-4-588082-5333-2812-1416	\$142,52	2.00	\$0.00	\$142,522.00
Open PO Accounts	5471361	07-JAN-2025 13:58:58	THE GOVERNO	RS OF THE UNIVERSITY OF CALGARY		OUTSIDE THE US **	MARZIANI, AMANDA L 45790108		1	Services/Maintenance	1	400-4621-4-588082-5333-2812-1418	\$\$3,212	00	\$0.00	\$53,212.00
pproved Hazardous Material	5473360	09-JAN-2025 11:50:40	UNIVERSITY OF	GLASGOW		OUTSIDE THE US **	HAMILTON, EMILY COYLE 48362817		1	Services/Maintenance	1	400-4504-4-588621-5332-2810-1515	\$9,030.3	•	\$0.00	\$9,030.39
O Inquiry	5473360	09-JAN-2025 11:50:40	UNIVERSITY OF	GLASGOW		OUTSIDE THE US **	HAMILTON, EMILY COYLE 48362817		1	Services/Maintenance	2	400-4504-4-588621-5333-2810-1515	\$59,335	61	\$0.00	\$59,335.61
O Accounts Inquiry	5476001	13-JAN-2025 15:58:38	WESTFALISCHE	WILHELMS-UNIVERSITAT MUNSTER		OUTSIDE THE US **	DOYLE, PATRICK 69214213		1	Services/Maintenance	1	400-4425-4-501124-5332-2810-5143	\$25,000	00	\$0.00	\$25,000.00
O Accounts inquiry	5476001	13-JAN-2025 15:58:38	WESTFALISCHE	WILHELMS-UNIVERSITAT MUNSTER		OUTSIDE THE US **	DOYLE, PATRICK 69214213		2	Services/Maintenance	1	400-4425-4-501124-5333-2810-5143	\$133,95	2.00	\$0.00	\$133,950.00
ocations	5476898	14-JAN-2025 14:12:32	CORAL SUNSET			OUTSIDE THE US **	HEFERT, FRANCES 38834177		1	Services/Maintenance	1	400-4108-4-581495-5319-2426-4193	\$5,883.1	6	\$0.00	\$5,883.16
lanagement >	5476898	14-JAN-2025 14:12:32	CORAL SUNSET		\ -	OUTSIDE THE US **	SEFERT, FRANCES 38834177		1	Services/Maintenance	2	400-4108-2-014001-5319-2426-3336	\$890.00		\$0.00	\$890.00
-	5476898	14-JAN-2025 14:12:32	CORAL SUNSET		\ -	OUTSIDE THE US **	SEFERT, FRANCES 38834177		1	Services/Maintenance	3	400-4108-2-014005-5319-2426-4193	\$2,126.8	4	\$0.00	\$2,126.84
ax >	\$477737	15-JAN-2025 14:48:17	SYNAPTIVE ME	DICAL INC	- -	OUTSIDE THE US **	G AMPAPA, MARYANNE 10027938		1	Services/Maintenance	1	400-4452-4-501284-5332-2810-2833	\$25,000	00	\$0.00	\$25,000.00
dministration >	5477737	15-JAN-2025 14:48:17	SYNAPTIVE ME	DICAL INC	- -	OUTSIDE THE US **	G AMPAPA, MARYANNE 10027938		2	Services/Maintenance	1	400-4452-4-501284-5333-2810-2833	\$6,885.0	•	\$0.00	\$6,885.00
	5484148	24-JAN-2025 08:36:28	HOSPITAL FOR	SICK CHILDREN	(-	OUTSIDE THE US **	N CHIO, ASHLEY 22338229		1	Services/Maintenance	1	400-4259-4-500923-5332-2459-3394	\$15,526	00	\$0.00	\$15,526.00
							ANNACCONE, JENINE 18815814			Services/Maintenance	1	400-4492-4-585470-5302-2433-2447	\$10,500		\$0.00	\$10,500.00

- This report has links enabled on PO# Vendor, and Buyer fields to see the detailed information.
- To download the data into EXCEL use the Actions -> Download -> EXCEL menu
- There are additional columns on the report are hidden by default but can be added using the Actions -> Columns menu

Select Columns			×
Do Not Display		Display in Report	
PO Description PO Fully Billed	S	PO# PO Date	$\overline{}$
Price	>>	Vendor	~
Quantity Billed Quantity Delivered	>	Service Location Buyer	^
Quantity Ordered	<	Line#	~
Requestor Revision		Line Type Dist#	
Item Description	~~	Account	\simeq
		Cancel	Apply
HALISCHE WILHELIVIS-	OUISIL	DUTLE, PAIRIER	