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MEMORANDUM

March 24, 2025

To: All State Agencies

From: Nevada State Purchasing Division, Department of Administration

Subject: Statewide contract payments using GAX entries in CORE.NV

The Nevada State Purchasing Division recommends the following best practices for General Accounting Expense (GAX) Accounting Line entry when paying for purchase orders using statewide contracts. This information may not apply to GAX created via interface with other systems. Vendors rely on information contained in the remittance advice to correctly apply payment to an invoice or account. Some systems automatically apply payment to open invoices based on remittance advice. When information is not formatted correctly, payment cannot be matched, leading to time consuming manual correction, late or duplicate payments, unapplied funds, or other issues.

Vendor Invoice Number is the only field where an invoice number should be entered, exactly as it appears on the vendor invoice, including special characters and punctuation. Each Accounting Line on a GAX transaction should include the invoice number associated with that specific line of coding. An Accounting Line can only reference a single invoice number. When paying multiple invoices on the same GAX, each invoice requires a separate Accounting Line.

Check Description is where a purchase order (PO) number associated with an Accounting Line should be entered. The Check Description should start with "PO" and an asterisk (PO*) and then the PO number should be entered exactly as it appears on the vendor invoice (e.g. PO*99SWC-NV22-11429015608). If an invoice does not include the PO number or omits a portion of it, enter the PO number as it appears in NEVADAePro. Every Accounting Line on a GAX transaction should include the PO number associated with that specific line of coding. Do not repeat the invoice number in the Check Description. If other information is included in the Check Description, like account number, it should come after the PO number and be separated by an asterisk (*).

Line Description may not appear on the remittance advice a vendor receives. This field may be used for other pertinent information related to that specific GAX Accounting Line for your agency.

State Purchasing recommends that users entering GAX transactions personalize the columns on the Accounting tab to include the Vendor Invoice Number, Check Description, and Line Description fields at the top for ease of reference. Please visit [Advantage Financial System User Information Downloads](#) for Purchasing resources as they become available.

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