

## **GAX Best Practices for Statewide Contracts**

When entering GAX transactions in CoreNV for Statewide Contracts, several fields on the Accounting tab must be completed accurately to ensure payments are applied correctly with the vendor:

### **Vendor Invoice Number (55 characters max)**

- Must contain the invoice number exactly as it appears on the vendor invoice, including letters, numbers, dashes, and special characters.
- Vendors commonly use this field for automatic payment application.
- If this field is missing or incorrect, the payment may go into the vendor's unapplied payment pool, requiring additional research to apply it properly.
- This can also cause invoices to appear past due, even when payment was sent.

### **Line Description (75 – 80 characters max)**

- Appears in DAWN and should contain meaningful information for agency reference (services provided, billing period, project reference, etc.).
- The invoice number may be included here for agency tracking, but it must also be entered in the Vendor Invoice Number field.

### **Check Description (45 characters max)**

- Appears on the vendor's remittance advice.
- Must include information useful to the vendor, such as the PO number, invoice number(s), account number(s), or other identifying details exactly as they appear on the vendor invoice.

### **Attachments**

- All GAX transactions must include the associated invoice(s) as an attachment.