



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
ADMINISTRATIVE SERVICES DIVISION

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MEMORANDUM

DATE: 26 December 2024
TO: Agency Fiscal Contacts
FROM: Daniel Marlow, Administrator
SUBJECT: Billing Claim Transition to IET Transactions

In alignment with the State of Nevada’s modernization efforts and the implementation of Core.NV, the Administrative Services Division (ASD), with approval from the Governor’s Finance Office (GFO), is updating the billing process for Internal Service Fund (ISF) accounts. This change aims to enhance efficiency and streamline operations for all state agencies.

Effective January 2025, the ASD will no longer issue billing claims to agencies for ISF accounts. Instead, billings will be processed via “snatch-and-grab” Internal Exchange Transactions (IET) in Advantage 4.0, the state’s upgraded financial system. This transition will eliminate the need for manual billing claims while maintaining accuracy and transparency.

Key details of this change:

1. **Billing Process:**
 - Charges will be processed automatically through IET transactions in Advantage 4.0.
 - Agencies will no longer receive separate billing claims from ASD.
2. **Charge Categories:**
 - Charges will continue to be based on actual usage.
 - Billing will be applied to standard usage categories and expense general ledger accounts.
3. **Impacted ISF Services:**
 - Office of the Chief Information Officer (OCIO) Billings
 - Buildings & Grounds (B&G) Extra Services
 - Hearings and Appeals
 - Mail Services
4. **Backup Documentation Process:**
 - Agencies will be able to download the appropriate billing backup for OCIO billings from <https://ob.nv.gov/forms/ocio/billing-request>.
 - Non-OCIO billing backup documentation will continue to be sent via email.

It is recognized that some agencies charge these billings (or a portion of them) to special use or grant categories. In such cases, agencies will need to process a Journal Voucher (JV) following

the IET transaction. This process is consistent with the current handling of "bill as budgeted" IIs (e.g., Security Assessment), which will also transition to IETs in the Core.NV system upon go-live.

For further information on the IET billing, contact ASDMAGroup@admin.nv.gov. For questions on the OCIO backup documentation system, contact ServiceDesk@it.nv.gov.

Thank you for your cooperation as we work together to modernize and improve the efficiency of state operations.

Cc: Timothy Galluzi, State Chief Information Officer, Office of the CIO
Amy Stephenson, Director, Governor's Office of Finance
Joy Grimmer, Director, Department of Administration
Wilfred Lewis, Administrator, State Public Works Division
James Gast, Administrator, Mail Services Division
Dean Hardy, Senior Appeals Officer, Hearings and Appeals Division