

# 10 E-Billing Fact Sheet

## Navigation, Getting Around

There are many ways to get around in PRISM Online E-Billing.

First navigate to the Web, we recommend using Internet Explorer, to login to PRISM Online. If you do not have a login ID, or a password, make a request on RCO's PRISM resources Web page.

PRISM Online link: <https://secure.rco.wa.gov/Prism/Sponsor/Account/LogOn>

PRISM Resources Web Page: [www.rco.wa.gov/prism\\_app/about\\_prism.shtml](http://www.rco.wa.gov/prism_app/about_prism.shtml)

Once logged onto PRISM Online, you begin on the home page, which had several navigation options. You can navigate to a project from the map, the pie chart, or the section entitled "My Recent Activity." Just select a project. You also may use the "Go To" feature under "My Options" by typing in the project number.

### Home Screen

The screenshot shows the PRISM online Sponsor Workbench interface. At the top, there is a navigation bar with links for My Proposed Projects, My In Progress Projects, My Completed Projects, My Other Projects, and Project Search. Below this, there is a 'SELECT ORGANIZATION' dropdown menu set to 'Recreation and Conservation Office' and a 'SHOW DATA FOR' section with radio buttons for 'Me (Mark Jacobsen)' and 'My Org'. A 'Refresh Data' button is also present. The main area features a map of Washington state with several project locations marked with numbered circles (1-4). Below the map, there are three main sections: 'MY OPTIONS' with a 'Go to Project' field, 'MY PROJECTS' with a list of project counts, and 'MY RECENT ACTIVITY' with a list of recent project entries. Four red boxes with white text are overlaid on the screenshot: one on the map pointing to a project location, one on the 'Go to Project' field, one on the 'MY PROJECTS' list, and one on the 'MY RECENT ACTIVITY' list.

1. Choose project here

Choose your project in four places

2. Choose project here

3. Choose project here

4. Choose project here

Once a project is selected, PRISM will bring you to the "Project Brief" page. From here, you can review the project billing history or start a new bill. For acquisition projects, you may view the "Property" page where acquisition purchase details are entered.

### Project Brief Screen

**PRISM online SPONSOR WORKBENCH**

Home My Proposed Projects My In-Progress Projects My Completed Projects My Other Projects Project Search

**PROJECT DETAILS**

- Project Brief
- Project Attachments
- Project Billing History**
- Project Application Wizard
- Project Application Report
- Project Worksheet
- Project Properties**

**OPTIONS**

- Dashboards
- Pending Billings Dashboard
- Compliance Workbench
- Enter a Billing

**PRISM 2007 LINKS**

- Project Progress Report
- Enter a Progress Report
- Project Summary
- Project Billings
- Project Worksheet
- Project Final Report

Go to Project: [GO]

Go to Org: [GO]

Go to Report: [GO]

**PROJECT: 10-1268 ACQ, KNIGHT FOREST ACQUISITION**  
 Sponsor: Friends of the San Joaquin Program: WWVP - Local Parks Status: Active

**PROJECT BRIEF**

**RCD AGREEMENT DATES:**  
 Fiscal Year: 2012  
 Funded Date: 06/20/2011  
 Project Start Date: 03/01/2011  
 Original End Date: 10/31/2012  
 Agreement End Date: 05/31/2016

**TOTAL AGREEMENT: \$763,665.00**

**RCD SHARE: \$381,832.00**

Sponsor Match \$381,833.00 RCD Share \$381,832.00

Total Billed to Date: \$636,724.81 (83 % of total agreement)

Last Released Payment: 3/16/2015 11:11:35 AM

**PHOTOS:**

See projects details here

If you select the "Project Billing History" link, the "Project Billing History" screen will appear. On this screen, there is valuable information such as details about all previous bills and balances. From here, you also may enter a bill.

### Project Billing History Screen

**PRISM online SPONSOR WORKBENCH**

Home My Proposed Projects My In-Progress Projects My Completed Projects My Other Projects Project Search

**PROJECT DETAILS**

- Project Brief
- Project Attachments
- Project Billing History**
- Project Application Wizard
- Project Application Report
- Project Worksheet
- Project Properties

**OPTIONS**

- Dashboards
- Pending Billings Dashboard
- Compliance Workbench
- Email Grant Manager
- Enter a Billing

**PRISM 2007 LINKS**

- Project Progress Report
- Enter a Progress Report
- Project Summary
- Project Billings
- Project Worksheet
- Project Final Report

Go to Project: [GO]

Go to Org: [GO]

Go to Report: [GO]

**PROJECT: 10-1268 ACQ, KNIGHT FOREST ACQUISITION**  
 Sponsor: Friends of the San Joaquin Program: WWVP - Local Parks Status: Active

**PROJECT BILLING HISTORY**

A summary of billing information for the selected project

Released Billings  In Progress and Approved Billings  Draft and Returned Billings

**BALANCES**

RCD Grant Amount:	\$381,832.00	Sponsor Match:	\$381,833.00
Total Agreement Amount:	\$763,665.00	Match Credit:	\$0.00
Paid to Date:	\$245,261.00 (32%)	Released Payments:	\$36,100.00 (11%)
Released to Date:	\$0.00	Remaining Total:	\$518,404.00
Remaining:	\$518,404.00 (68%)	Account Balance:	\$0.00
Number of Billings:	4	APNS Project Number:	6770

**BILLING HISTORY**

Number of Billings: 4

Billing #	Billing Date	Worksheet	Approved Amount	if Agreement Amount	Billing Status	Approved Invoice	Status	Billing Status	Release Date	Actions
88	03/03/11	Property - Knight Forest	\$24,000.00	\$24,000.00	03/03/2011 - 03/03/2011	00	Released	03/16/2011		
89	03/03/11	Property - Knight Forest	\$24,000.00	\$24,000.00	03/03/2011 - 03/03/2011	00	Draft			
90	03/03/11	Property - Knight Forest	\$98,800.00	\$98,800.00	03/03/2011 - 03/03/2011	00	Released	03/16/2011		
91	03/03/11	Property - Knight Forest	\$270,464.00	\$270,464.00	no billing entered	00	Released	06/03/2011		
Totals:			\$381,264.00	\$381,264.00						

**FISCAL NOTES**

December Decommencation - November 2011 bills to be changed by Draft to "Draft Billing" - Admin costs coming on next billing need good backup. Bill since 000112 00011200

## Final Thoughts

Occasionally, if you select a link, a new window may open in your browser. Additional windows can be closed or left open. Be certain to save any information that you update.

Your browser's back button will work in PRISM Online E-Billing. If you ever get lost, you can always select "Home."

While working on your bill, you will have the opportunity to save the information that you have input to reduce the risk of losing data and wasting time.

**For more instructions, see the full *E-Billing User Guide* online at [www.rco.wa.gov/doc\\_pages/reimbursement.shtml](http://www.rco.wa.gov/doc_pages/reimbursement.shtml).**