3 E-Billing Fact Sheet

Billing Personal Service Contracts

Bills for personal service contracts must be completed through PRISM Online E-Billing. The process for submitting your bill will vary depending on the levels of detail required by your RCO agreement. There are two choices available for billing personal service contracts:

1. Enter information into PRISM Online for each transaction individually including a row for each cost.

Or

2. Use your current process for creating invoices in your accounting system, then create a bill in PRISM Online.

    - On the "Billing Setup" screen, enter the dates covered by your invoice as the billing period.
    - On the "Costs" page,
        - Enter one cost for the invoice and select "in" in the "In the Paid To/Donated By" field, type "See attached."
        - Enter the amount of expenditure. In the "Description" field, type "See attached."
        - For the check number, type "See attached" and the transaction dates should be the period covered by your invoice.
    - The final step is to attach a PDF of your invoice to the "Billing Attachments" screen. Select "billing attachment" as the attachment type.
    - You may receive an error message that a billing field has been used before. If you receive this message, please add a note indicating that this is a contract. To do this, select "Sponsor note" (the yellow square) on the cost detail row.

In all cases, bills must include the required amount of detailed documentation. This detail usually includes the contractor's employee, rate of pay, hours worked, and details on other purchases. For contracts with specific amounts for set tasks, include details identifying the completion of the tasks and the negotiated amount.

For more instructions, see the full *E-Billing User Guide* online at www.rco.wa.gov/doc_pages/reimbursement.shtml.