

5 E-Billing Fact Sheet

Date Edits

PRISM Online E-Billings relies on the dates you enter to verify if the costs are acceptable, questionable, or not allowed. It is important to understand the Recreation and Conservation Office (RCO) approach for billing and dates.

The billing period is the beginning and ending dates when the costs were incurred, meaning when the item was purchased or the work completed. Incurred does not necessarily mean payment has been made. Let's consider a payroll example. The billing period is the month the employees worked (March). The transaction date of the cost is the date the employees were paid (April 10).

Please note, you need to pay your organization's bills before submitting a bill to RCO. RCO reimburses only costs already paid. Escrow and Salmon Recovery Funding Board cash advances are possible exceptions.

STEP 1: Billing Setup

Enter the billing period, this is the beginning and ending dates during which the costs were incurred. The billing period dates usually are within the project start date and the project end date.

- **Costs incurred before the start of the agreement**

Costs that were incurred before the project start date are called pre-agreement costs. Pre-agreement costs may be allowed, but they do require an explanation. During "Billing Setup," in the billing period "from" field, enter the actual date that the earliest costs were incurred. Under "Billing Scenarios," select the "Pre-agreement Costs" box. This will reveal a text box. In the text box, enter an explanation explaining the pre-agreement costs.

Pre-agreement costs have specific guidelines and requirements to be eligible. Please work with your grants manager if you have any questions.

- **Costs incurred after the end of the agreement**

RCO will not pay for any costs incurred after the end of the agreement.

STEP 2: Entering Costs

When entering costs, the transaction date is required for each transaction. This is the date the actual payment was made. There are situations where payments are made after the incurred date.

- **Costs paid before the start of the agreement**

Costs paid before the start of the agreement, are allowed if you followed the steps on "Billing Setup" for pre-agreement costs as described above. There will be a warning message added to the cost transaction indicating the date is before the project start and end dates.

- **Costs paid after the end of the agreement**

RCO understands that some costs are paid after the end of the agreement. If the transaction date is within 60 days of the agreement end date, there are no additional notes needed.

If the payment is made 61 or more days after the end of the agreement, a note is required. On the specific cost transaction entry, select the yellow post-it note on the cost entry (right side of the screen). Add an explanation as to why it took more than 60 days to make the payment. Once the note is added, there will be a warning message added to the cost transaction indicating that the date is more than 60 days after the project end date.

Reminder

The project details link, under "Options" can be very useful. Selecting this link will display the "Project Brief" screen. This screen shows the project start date, the project end date, and other helpful information.

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