9 E-Billing Fact Sheet

Importing Cost Information for a Bill

Billing cost data can be imported into PRISM through an import template, saving you time.

Getting Started

In PRISM Online, begin a billing. The first screen is the "Billing Setup" screen. Go to the lower part of the screen, there is an "Import or Enter" section. The first time you will need to download the template. To do this, select the "Download" link. An Excel template will be downloaded to your computer. Save this template.

Each different project type has a different template, so the Recreation and Conservation Office (RCO) recommends you download a separate template for each project. The templates can be reused, just be sure to delete previous uploaded data.

1. Select "Download" to download the template.
2. Select "View" to see a list of valid fields.
3. Select the blue "Import" button to begin.

RCO requires that all costs be entered separately for each cost type. To accomplish this, in the imported spreadsheet, there is a tab for each cost type.

Entering Costs in the Spreadsheet

Row 1 is the name for each field that can be imported.

Row 2 is a description of each field name.

Row 3 is where data entry begins. Enter or paste data into the import spreadsheet within the appropriate tab. If a field is not needed for a transaction, it may be left blank.

The following fields are available for each transaction:

- Column A   Work Site Name

- Column B   Paid to/Donated by

- Column C   Description

- Column D   Expenditure Amount

- Column E   Non Reimburse Amount

- Column F   Non Reimburse Type Name, spelling must match

  o Donated General Labor **(will need unit, quantity, rate)**

  o Donated Skilled Labor **(will need unit, quantity, rate, occupation title, rate justification)**

  o Donated Equipment Use **(will need unit, quantity, rate)**

  o Donated Mileage **(will need unit, quantity, rate)**

  o Donated Materials **(will need unit, quantity, rate)**

  o Donated Supplies **(will need unit, quantity, rate)**

  o Donated Services **(will need unit, quantity, rate)**

  o Donated Animal Stock Use **(will need unit, quantity, rate)**

  o Expenditure

  o Other Grant **(will need grant name)**

- Column G   Unit, spelling must match

  o Hour(s)

- o Mile(s)

- o Day(s)

- Column H Quantity

- Column I Rate – use when you use unit and quantity

- Column J Occupation Title – include when you use "Donated Skilled Labor"

- Column K Labor Rate Justification – include when you use "Donated Skilled Labor"

- o Volunteer's Current Profession

- o ESD Rate – rate from Employment Security Department

- Column L Grant Name – use if cost funded by another grant, enter grant number

- Column M Check/Document Number

- Column N Transaction From Date

- Column O Transaction To Date – use only if a time period is required

- Column P Notes if needed

	A	B	C	D	E	F	G	H	I
1	WorksiteName	PaidToDonatedByName	Description	ExpendAmt	NonReimburseAmt	NonReimburseTypeName	Unit	Qty	Rate
2	Enter the worksite name exactly as it appears in PRISM.	Enter the vendor/employee who was paid or the item donated by.	Enter a description of what was purchased or donated.	Enter the amount that is an allowable expenditure.	Enter the amount that is non-reimbursable.	Enter the non-reimbursable type: Donated General Labor, Donated Skilled Labor, Donated Equipment Use, Donated Mileage, Donated Materials, Donated Supplies, Donated Services, Donated Animal Stock Use, Expenditure, or Other Grant.	Select from: Each, Hour(s), Mile(s) or Day(s).	Enter the quantity that was donated.	Enter the rate per unit.
3	Green Rock Pen	Dave Smith	Rock Hauling	1,524.31					
4	Green Rock Pen	Rock's Construction	Bridge Construction	10,000.00	5,000.00	Other Grant			
5	Green Rock Pen	Rock's Construction	Excavating	2,000.00					
6	Green Rock Pen	Lumberman's	Bridge Materials	1,500.00	500.00	Donated Materials	Each	5	100
7	Green Rock Pen	Jack Hudson	Backhoe Use		1,000.00	Donated Materials	Day(s)	4	250
8	Green Rock Pen	Bill Daniels	Rock Hauling		1,500.00	Donated Skilled Labor	Hour(s)	50	30
9	Green Rock Pen	Rock's Construction	Set pilings	1,500.00					
10	Green Rock Pen	AAA Rentals	Equipment Rental	1,200.00					
11	Green Rock Pen	Rock Supply	Retaining Wall Rocks	750.00					
12	Green Rock Pen	Dept of Ecology	Tree Planting	542.34					
13	Green Rock Pen	Hugh Anderson	Construction Oversight	124.34					
14	Green Rock Pen	Friends of San Juan	Mileage - 326 miles @ $0.56	182.56					
15	Green Rock Pen	Dept of Ecology	Tree Planting	625.14					
16	Green Rock Pen	Rock's Construction	Bridge Construction	2,500.00					
17	Green Rock Pen	Ace Hardware	Building Materials	546.98					
18	Green Rock Pen	Lumberman's	Bridge Deck Material	245.46					
19	Green Rock Pen	Dels	Fence Posts	147.35					
20	Green Rock Pen	Dept of Ecology	Tree Planting	321.15					
21	Green Rock Pen	Dept of Ecology	Tree Planting	22.15					
22	Green Rock Pen	Dept of Ecology	Tree Planting	44.00					
23	Green Rock Pen	Dept of Ecology	Tree Buffering	55.99					
24	Green Rock Pen	Dept of Ecology	Tree transportation	564.80					
25	Green Rock Pen	Dept of Ecology	Tree Maintenance	484.00					
26	Green Rock Pen	Dept of Ecology	Side Channel Analysis	45.00					

Import Spreadsheet (Excel)
Data entry begins on Row 3
First half of the screen

Instructions Construction AA&E Lookup Data

OccupationTitle	LaborRateJustification	GrantName	CheckDocNum	TransFromDate	TransToDate	NoteIfNeeded
If 'Donated Skilled Labor' is selected as non-reimbursable type, fill in the occupation title of the laborer.	If 'Donated Skilled Labor' is selected as non-reimbursable type, enter either "Volunteer's current profession", or "ESD Rate" as the rate justification.	If 'Grant' is selected as Non-reimbursable type, enter the grant name here.	Enter the check or document number.	Enter the transaction end date in mm-dd-yyyy or m/d/yy format. Date ranges may be used for payroll or donations only.	Enter the transaction end date in mm-dd-yyyy or m/d/yy format. Date ranges may be used for payroll or donations only.	Enter any additional notes for this line item.
			1234A	10/15/2014		
		ECY 1098-99	1234B	11/3/2014		
			1234C	12/6/2014		
			1234D	12/23/2014		
			1234Q	12/1/2014	12/4/2014	
Equip Operator	ESD Rate		1234F	11/15/2014		
			5421A	11/24/2014		
			5421B	11/6/2014		
			5421C	10/29/2014		
			5421D	11/8/2014		
			5421E	11/2/2014		
			5421F	10/1/2014	12/31/2014	
			5365A	12/6/2014		
			5365B	11/30/2014		
			5365C	12/31/2014		
			5365D	1/1/2015		
			5365E	1/10/2015		
			5365F	1/6/2015		
			5365G	1/6/2015		
			5365z	1/6/2015		
			5365H	1/6/2015		
			4588I	1/6/2015		
			4589H	1/6/2015		
			4600L	1/6/2015		
			4601K	1/6/2015		

Instructions | Construction | AA&E | Lookup Data

Import Spreadsheet (Excel)
Data starts at Row 3
Second half of the screen

Upload the Spreadsheet and Complete the Process

After entering your data, save the import spreadsheet.

Return to the pending bill in PRISM Online. At the bottom of the screen, in the "Import or Enter" section select the "Import" button. Browse the files on your computer and select the updated import spreadsheet in which you just entered your data. The import process will run, and PRISM will alert you to any issues that may occur.

If there are errors, you will be given a choice. 1) You can stop the upload process and go back into the import spreadsheet to fix the errors and upload again. 2) You may complete the import process, and fix any errors in PRISM Online.

Once the import is complete, look at the "Cost" pages and verify the data. Then complete the "Certify and Submit" process.

Please note, there may still be errors on the "Cost" pages. The import process does not review for every single kind of E-Billing error.

Keep in Mind

The first piece of information to input is the worksite. The exact spelling of the worksite input on the spreadsheet must match the existing PRISM worksite exactly. Note: If there is only one worksite on the project, then PRISM will accept any value for the worksite.

Keep all of your detailed records, there may be a request for you to submit copies or follow-up to RCO questions.

Contact your grants manager if you have questions about your billing.

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