

# 1 E-Billing Fact Sheet

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## Cash Advances

## Salmon Recovery Funding Board Only

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Cash advances are allowed in certain Salmon Recovery Funding Board grant programs.

### **STEP 1: Become eligible to request a cash advance.**

To request a cash advance, complete a Cash Advance Agreement form, available on the RCO Web site at [www.rco.wa.gov/doc\\_pages/reimbursement.shtml#fiscalForms](http://www.rco.wa.gov/doc_pages/reimbursement.shtml#fiscalForms). You must renew this form every 2 years. Send the completed form to your RCO grants manager.

### **STEP 2: Request a cash advance by completing a bill in PRISM Online.**

1. Start a new bill. In "Billing Setup," leave the billing period blank.
2. Enter a billing scope that clearly describes what the advance will pay for.
3. Under "Billing Scenario," select "This is a request for an advance" and include the advance amount.
4. Select "Certify & Submit," check billing for errors, then submit.

Unlike other billings, there are no cost pages for an advance.

Two figures are tracked for grants: The approved amount and the payment amount. When an advance is paid, PRISM increases the payment amount but does not record any additional approved costs. The approved and payment amounts are usually the same, but when an advance is outstanding those amounts are not equal.

**BILLING #1 DETAILS**

PROJECT: 12-1711 RST, SAN JUAN COUNTY CROSBOTE PILING REMOVAL PROJECT

Payment Calculation: \$16,000.00

**BILLING SETUP**

**BILLING PERIOD**  
 Enter the beginning and ending dates during which the costs were incurred.  
 From [ ] To [ ]

**SPONSOR INVOICE NUMBER**  
 Enter your internal invoice reference number for this billing if applicable.

**STATEWIDE VENDOR NUMBER**  
 [SWV0015051] Suffix: [00]

**BILLING SCOPE**  
 Enter a brief description of the work included in this billing.  
 Cash advance to pay contractor XYZ for work to be done in April, May.

**BILLING SCENARIOS**  
 Check any that apply. If none apply, do not check any.

This billing includes pre-agreement costs.

This is a request for an advance.

If an advance is requested, please provide an explanation also required to file with RCO: (2018) Cash Advance Policy

Advance Amount: \$15,000.00

This is an adjustment billing with no new costs.

This is the final billing for this project.

**Annotations:**

- No billing period needed.
- Enter description of the use for the advance.
- Select request for advance and amount of advance here.

### STEP 3: Reconcile the advance.

You are required to complete a bill in PRISM Online documenting your actual costs, RCO share of those costs, and your match by the due date. The due date is the advance term (30 days or 90 days) plus 30 days. The advance must be fully spent, or the unused portion must be returned to RCO by the due date.

Once the costs are reported, PRISM Online will record the approved amount. At this point, the approved amount will match the payment amount. *\*Please contact your grants manager if you have questions about reconciling your advance.*

### Other Important Information

- There are consequences for noncompliance with RCO's cash advance policy (See RCO *Manual 8, Reimbursements*).
  - You may use the Dashboard "Outstanding Advances" to track your advance. This dashboard shows the due date for the advance.
5. Review *Manual 8, Reimbursements* for detailed rules. The manual is online at [www.rco.wa.gov/documents/manuals&forms/Manual\\_8-reimbursement.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_8-reimbursement.pdf).

**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).**