

6 E-Billing Fact Sheet

E-Billing Overview

Below are simplified steps for completing a bill, reviewing billing dashboards, and reviewing organizational information.

Entering a Bill

Step 1 – Log on to PRISM Online. You will begin on the home screen.

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

Step 2 – Open the project to bill. The first screen is the project brief. Here you will find key dates, grant amounts, and balances.

Step 3 – Open the project billing history. From this view, you will see additional balances and details for each bill processed, including payment (released) dates.

Step 4 – Select “Enter a Billing” under “Options” on the left, or enter a new billing from the button on the right.

Step 5 – Complete billing set-up, save, and select “Next.” If preferred, you can select “Check Page for Errors.”

Step 6 – Enter information on cost pages. Once costs are input, select the “Payment Calculation” button to see the projected payment. This will change as more costs are entered. You can select “Check Page for Errors” at any time. You may use the automated import function to save keying, see *Fact Sheet 9: Importing* for more information.

Step 7 – Review accounting details. Billing summary shows total cost information and payment information shows the actual calculations for the bill.

Step 8 – Attach any required back-up documentation. This is mainly a requirement for acquisition projects. See *Fact Sheet 11: Required Attachments* for more information. You may select “Check Page for Errors.”

Step 9 – Complete the property information on the property pages (for acquisition projects only). Navigate to the “Project Brief” page, select “Project Details” under “Options,” then select “Project Properties” to open the property pages.

Step 10 – Select “Check Billing for Errors” on the “Certify and Submit” screen. This process will review the entire bill for any errors. All errors must be fixed before the bill can be submitted.

Step 11 – RCO will review the submitted invoice. There will be two RCO reviews: A fiscal review and the grants manager review. If anything is needed, we will return the invoice to you. Once the requested information is added, you will need to resubmit the bill.

Step 12 – RCO will pay all completed invoices within 30 days of submission.

Reviewing the Dashboards

Step 1 – Open up the dashboards screen. From the home page (under “My Options” on the left) or from the billing page (under the “Options” on the left)

Step 2 – Open up the correct dashboard screen. There are four to choose from.

- Billing Dashboard – Current pending billings
- Billing Dashboard – Released billings
- Advance Dashboard – Current advances (Salmon Recovery Funding Board projects only)
- Advance Dashboard – Repaid advances (Salmon Recovery Funding Board projects only)

Step 3 – Clarify selection criteria. Choose the organization (if you are related to more than one) and how many maximum rows you would like to review. For released billings and repaid advances, you also can limit the selection to certain dates.

Step 4 – Review the stats and charts. Select any graphic and a sub-list of projects will open.

Step 5 – Review the pending bill list. These are the projects that match the selection criteria.

Check Organizational Data

Step 1 – Select the icon  at the end of the organization name on the home screen.

Step 2 – Select “Basics” to see the basic information for your organization.

Step 3 – Select “Equipment” to see any equipment purchased for your organization with RCO grant funds.

Step 4 –Some information can be updated, such as addresses and equipment location. Other information only may be updated by RCO. Contact your grants manager to change information.

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