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E-Billing Fact Sheet

Edits and Errors

There are many checks and cross checks in PRISM. Below are some common errors and the action needed to resolve or better understand them.

Error Overview

Prism Online E-Billing checks errors in several ways. All bills must be error free before they can be submitted.

The most basic errors will not allow the data to be saved. For example, text is entered in an amount field. This must be corrected to allow the data to be saved.

Other errors are checked on each page. Each page has a "Check Page for Errors" button at the bottom. After selecting the button, any errors will be displayed (in red text) at the top of the page. When each page is error free, there will be a green check mark next to each page.

On the "Certify and Submit" screen, there is a "Check Billing for Errors" button that may be selected to ensure the bill is error free. If the bill is error free, PRISM will enable the submit button.

Common Errors

Error Text in PRISM	Error Resolution/Explanation
The Billing Period To Date is after the Agreement End Date for this project. Expenses incurred after the Funding End Date are not eligible.	May occur on the "Billing Setup" screen. There cannot be costs incurred after the end date of the Recreation and Conservation Office (RCO agreement).
Project Sponsor or their Parent Organization is in restricted status so this billing cannot be submitted at this time. Reason: (x)	If a sponsor is in restricted status, no bills can be submitted until the restricted status is resolved.
Check/Doc Number must be at least 3 digits/characters.	May occur on the "Cost" pages. Actual check/document numbers must be at least three characters long.
This Check/Doc Number is also used on Billing #x. Please put an explanation in the 'Note Field' for this transaction.	May occur on the "Cost" pages. This error warns you that the check/document number was used already. This may be a duplicate bill. If this is a valid cost, include an explanation in the "Sponsor Note" field.

Error Text in PRISM	Error Resolution/Explanation
Check/Doc number is used on more than one row in this billing. Please put an explanation in the Note field for this transaction.	May occur on the "Cost" pages. This error warns that the check/document number was used already on this bill. This may be duplicate information. If this is a valid cost, include an explanation in the "Sponsor Note" field.
Cost appears to be a duplicate of Billing #x (Paid To/Donated By, Amount, and Trans Dates are the same). Please put an explanation in the Note field for this transaction.	May occur on the "Cost" pages. This error warns that the paid to/donated by, amount, and transaction dates are the same as a previous bill. This maybe a duplicate bill. If this is a valid cost, include an explanation in the "Sponsor Note" field.
Expanded documentation is required for this transaction; please attach.	May occur on the "Cost" pages. Review the dates that are required for expanded documentation. For the transactions that meet those dates, include documentation in PDF form attached to the project. Use the billing attachment type "Billing Expanded Documentation."
Transaction Date is more than 60 days after Funding end date. Please put an explanation in the Note field for this transaction.	May occur on the "Cost" pages. If the date you enter for the payment of the transaction is more than 60 days after the funding end date, an explanation is required. Use the "Sponsor Note" field.
One or more 'Transaction From Dates' are before the Agreement Start Date. If these are pre-agreement costs, go to the setup page, check "This billing includes pre-agreement costs" and enter an explanation.	May occur on the "Cost" pages. RCO usually does not expect there to be transactions before the beginning of the grant. If there are, these are pre-agreement costs. Go to the "Billing Setup" page and choose "This Billing Includes Pre-Agreement Costs" and include an explanation.
Please attach or associate the Appraisal document for Property (x). (Attachment Type should be "Appraisal")	May occur on the "Billing Attachments" page. This is only for acquisition documents. If there is a cost for appraisal, entered as an incidental cost, there must be an appraisal document attached.
Please attach or associate the Appraisal Review document for Property (x). (Attachment Type should be "Appraisal Review")	May occur on the "Billing Attachments" page. This is only for acquisition documents. If there is a cost for appraisal review, entered as an incidental cost, there must be an appraisal review document attached.
Please attach or associate one of the following documents for Property (x): Environmental Site Assessment Report or RCO Property Assessment Checklist.	May occur on the "Billing Attachments" page. This is only for acquisition documents. If there is a cost for environmental assessment, entered as an incidental cost, there must be an environmental site assessment report or RCO Property Assessment Checklist attached.

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