E-Billing User Guide

Steps to Creating and Tracking E-Billings

March 2015

WASHINGTON STATE
Recreation and
Conservation Office

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Section 1: Overview

About this Guide

This guide will lead you through the steps of creating a bill using PRISM Online for projects funded by the Recreation and Conservation Office (RCO).

For more information about electronic billings (e-billing) and reimbursement information, visit RCO's Reimbursement Web page.

Questions?

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Our Goal

RCO's goal is to process payments for all properly completed bills within 30 days of receipt.

Figure 1: The Billing Cycle

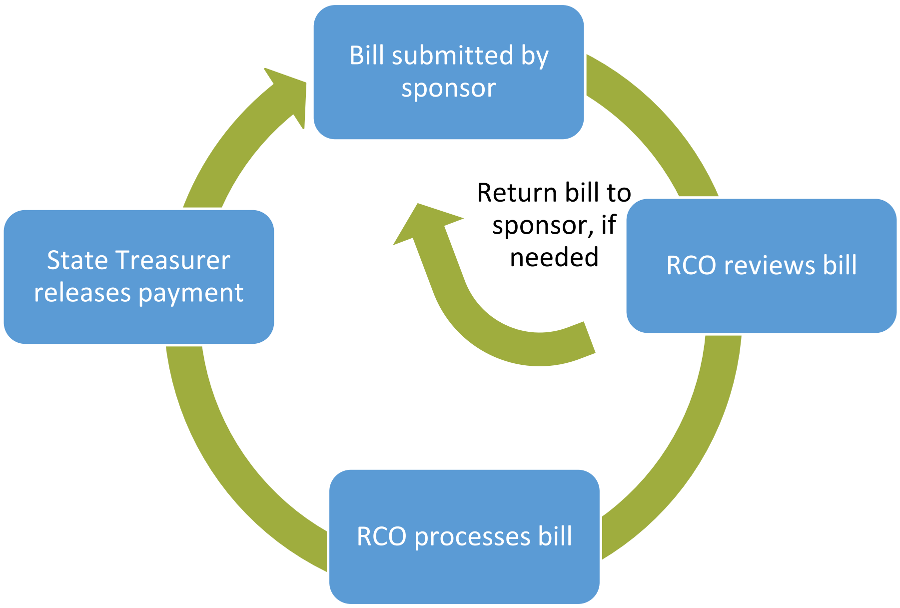
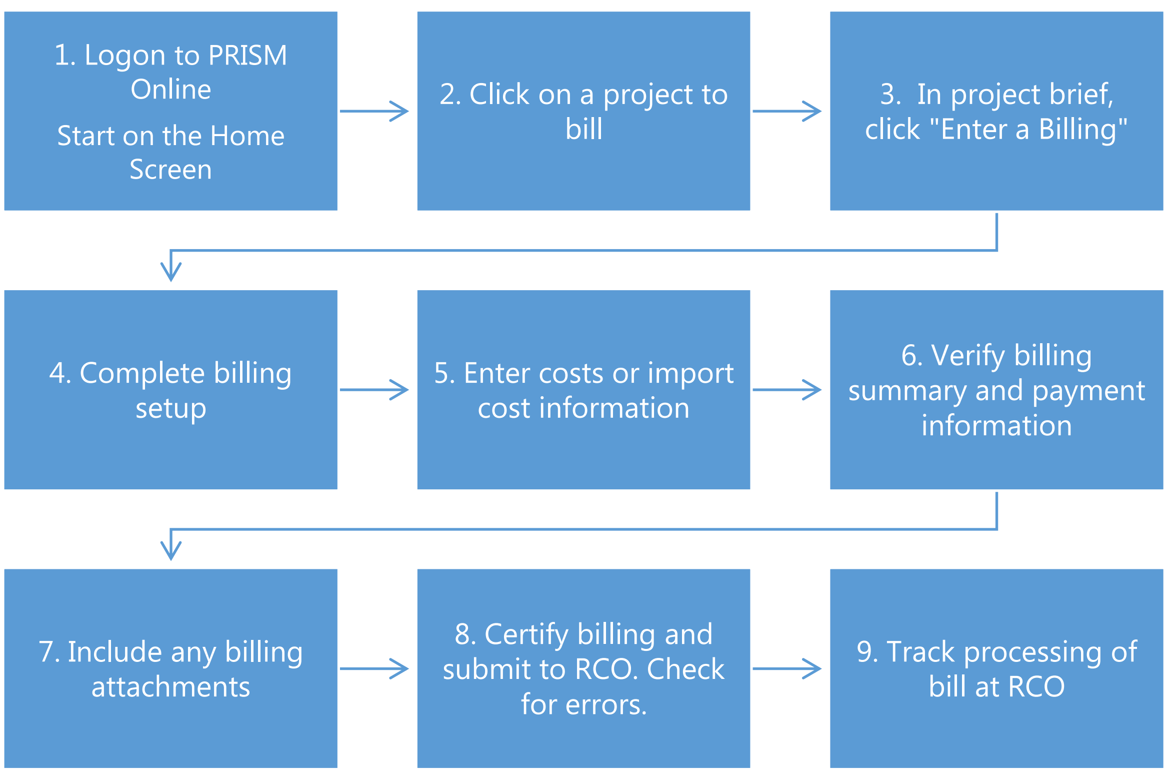


Figure 2: Overview of Billing Process



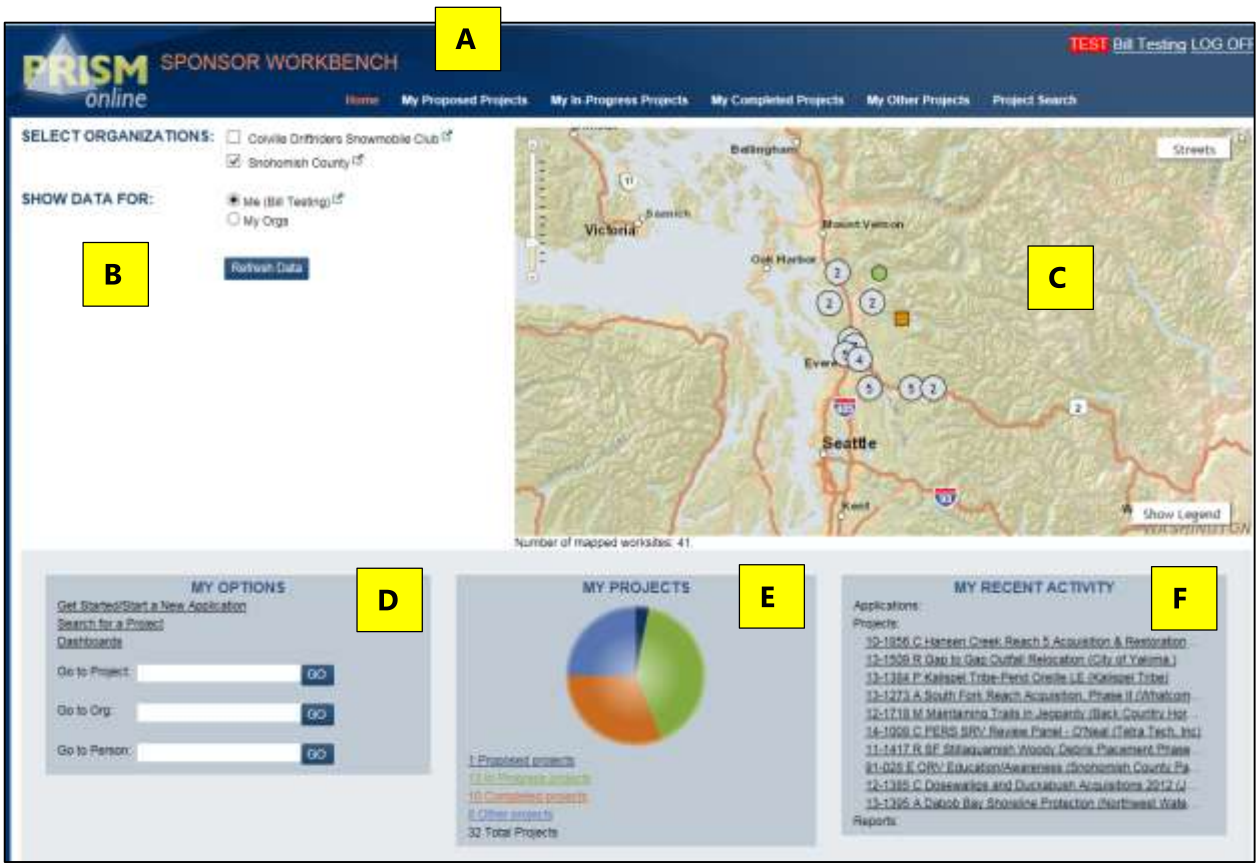
Getting Started

PRISM Online

To enter your bills electronically, first get to the Internet (we recommend using Internet Explorer) and type the login address https://secure.rco.wa.gov/Prism/Sponsor/Account/LogOn to get to PRISM Online. Then enter your login ID and password. If you don't have one, you can make a request on RCO's PRISM resources Web page.

Once logged in, the first screen displayed will be the home page.

Home Page Overview



A. Header – The dark blue bar at the top of the screen shows who is logged on to PRISM online. There are several different navigation choices in white text. This is present for all screens.

B. Select Organizations, Show Data For –Shows the organizations connected to you. Select which organization's data you would like to display. Also, you may view data for just the person logged in or for the entire organization.

C. Map Navigation – Displays a map of the projects related to the data selection. You may click on the map to select specific projects.

D. My Options – Provides navigation choices. Select choices or enter specific information.

E. My Projects – Provides navigation choices. Select a piece of the pie chart or a link to see projects related to your choice.

F. My Recent Activity – Displays recent projects. Pick one to view information.

Required Roles for Entering a Bill

To enter a bill in PRISM Online, you must:

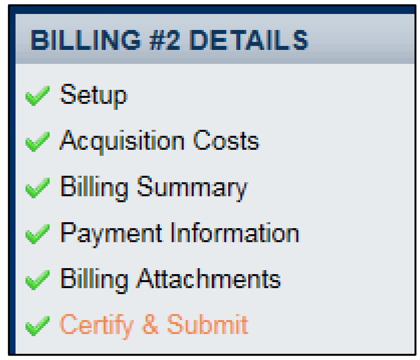
- Have an active account in RCO PRISM, with a user ID and login
- Be associated with the sponsor of the project
- Have one of three roles for the project
    - Billing
    - Project contact
    - Alternate project contact

Reimbursement Rules

This user guide does not outline any specific rules about reimbursements. It is only a guide to using the PRISM Online e-billing feature.

For information on reimbursements (costs, documentation, billing RCO, calculation factors, Salmon Recovery Funding Board cash advances, and other requirements), please see *Manual 8, Reimbursements*.

The E-Billing Wizard



To help you complete your bills, RCO has designed an e-billing wizard. The e-billing wizard will walk you through all of the required steps to complete a reimbursement request. This user guide is organized following the steps of the e-billing wizard.

Once a bill setup is complete, the required steps will be listed in the upper left column. Then, you may click on any step of the e-billing wizard. All steps must be completed and error free before submitting a bill.

The picture to the right displays the e-billing wizard steps, and the green checks indicate that everything has been done correctly.

Unwanted Windows

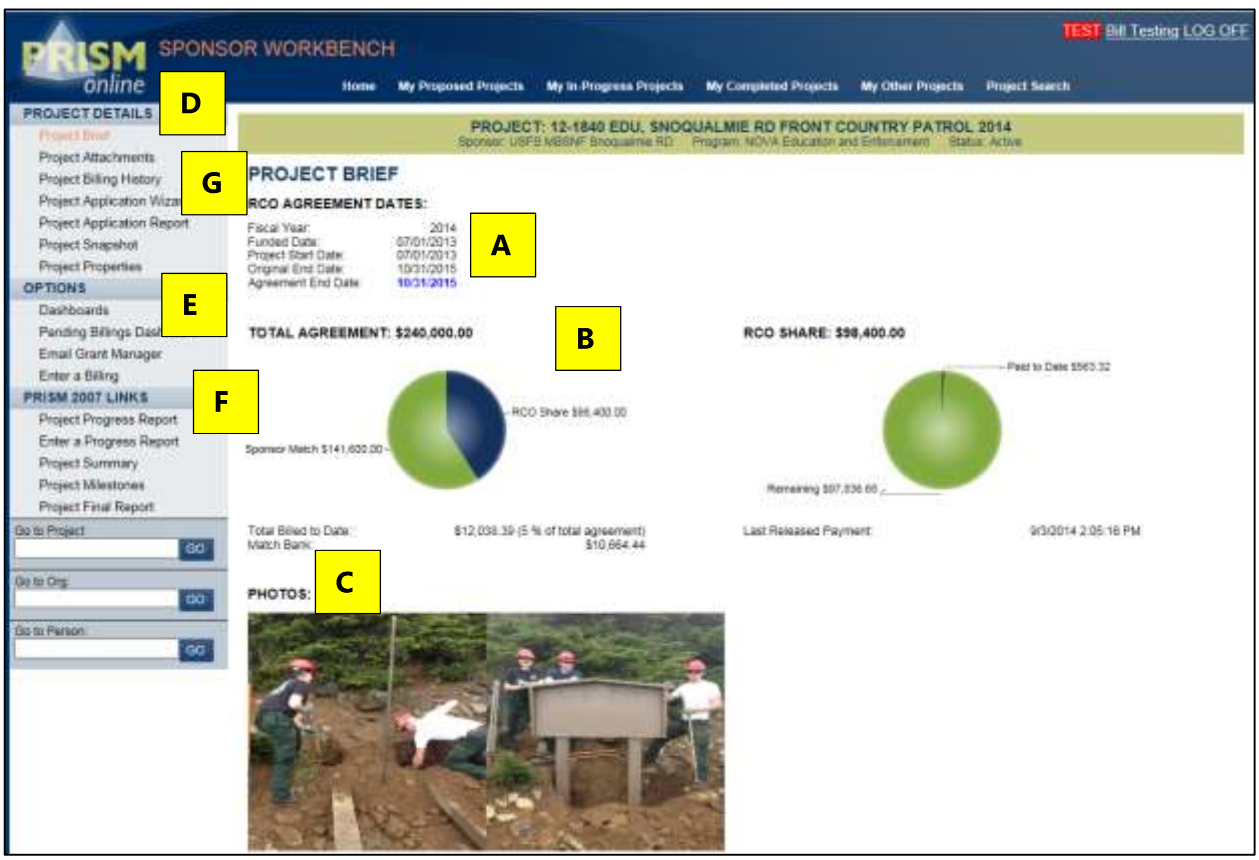
When using PRISM Online, a Web page may open in a separate window. Simply close unwanted pages. Be sure to save when prompted so information is not lost.

Section 2: Preparing a Bill

Task 1: Review Project Billing History

Step 1: Review Project Brief

From the home page, click on the project that you would like to prepare a bill for. The project brief page will display.



A. RCO Agreement Dates – Displays key dates for each RCO agreement. The data comes from PRISM and reflects any completed amendments.

B. Total Agreement – Illustrates the total agreement amount, splitting the match and RCO share. RCO Share – illustrates what has been billed of the RCO share. Other data also is displayed such as match bank, if applicable.

C. Photos – Displays any photographs attached to the project.

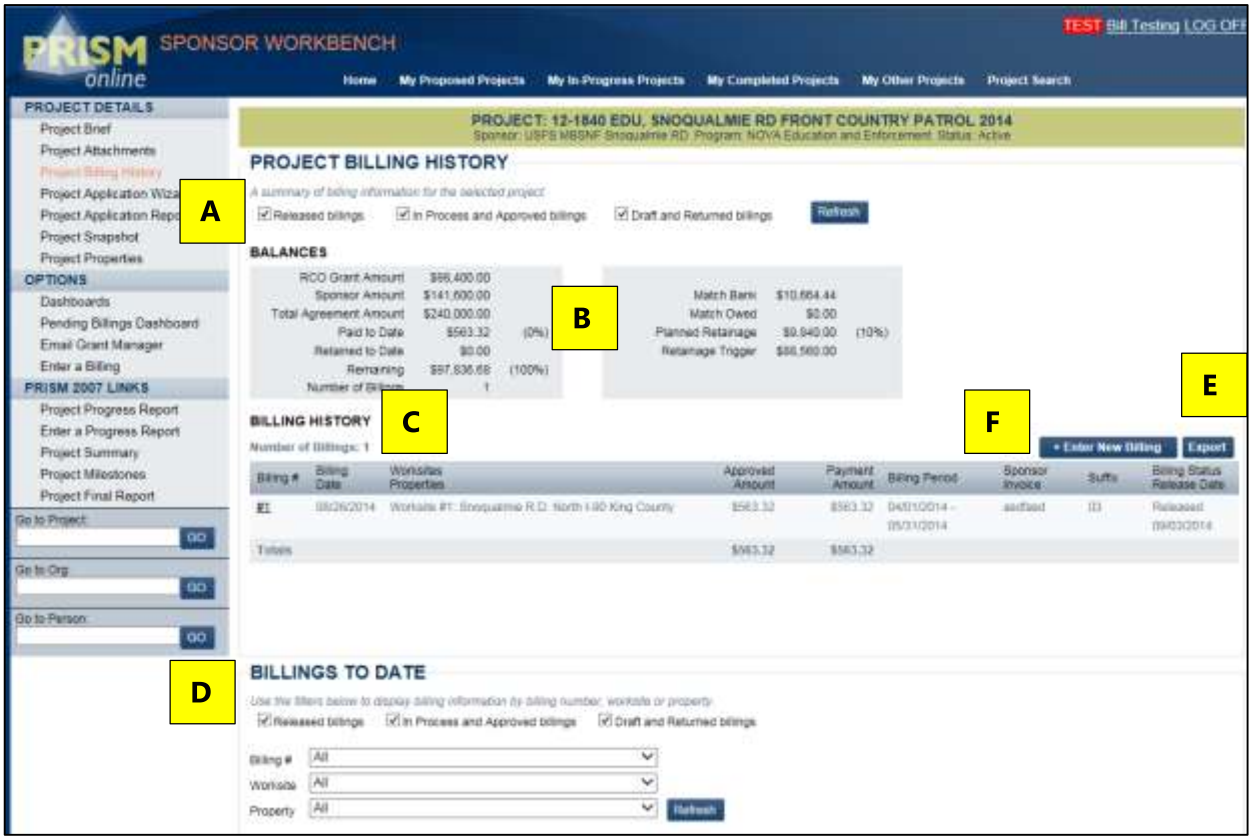
D. Project Details – Allows you to view attachments, billing history, application, snapshot, and properties.

E. Options – Displays various dashboards, pending bill information, a link to e-mail the grants manager, and a place to enter a bill.

F. PRISM 2007 Links – Outlines options available in PRISM 2007. This includes project progress reports, project summary, project milestones and project final report.

G. Review History – Before you create a bill, you first should review the project billing history. Under Project Details, select "Project Billing History." You can select "Enter a Billing" on this page if you would like to skip the step of reviewing the project's history of bills.

Step 2: Review Project Billing History



A. Check boxes to select what billing information to display.

- Released billings
- In process and approved billings
- Draft and returned billings

PRISM defaults to all three selected. When a change is made, it will remain until altered again.

B. Balances – References key balances related to the project. Key balances include the RCO Grant Amount, Paid to Date, Amount Remaining, Match Bank, Match Owed, and Planned Retainage.

C. Billing History – All bills displayed here. Select the bill number (left side) to open the bill.

D. Billings to Date – Certain elements of bills can be selected.

E. Export – Select this button to export all summarized billing history information.

F. Enter New Billing – Click here to start a new bill.

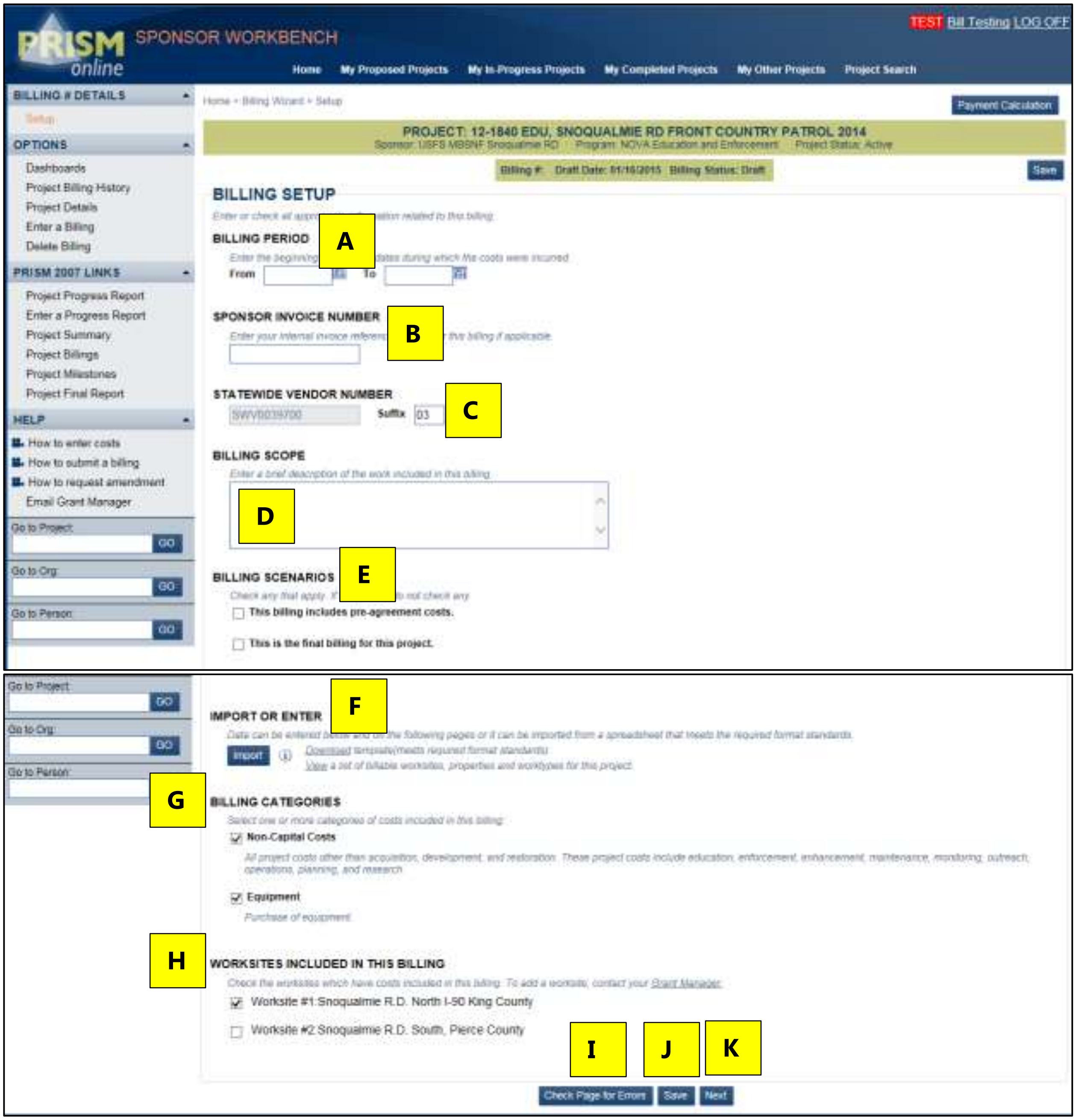
Task 2: Start a Bill

After reviewing the billing history and selecting "Enter New Billing," a new bill will be started using the e-billing Wizard.

If there are draft bills, PRISM will ask you to confirm that you want to start a new bill. There can be as many draft bills as you like. Please note that upon completion of a project, you need to remove all draft bills.

The "Billing Setup" screen is where details about the bill are entered.

"Billing Setup" Screen



A. Billing Period – Enter the beginning and ending dates during which the costs were incurred.

B. Sponsor Invoice Number – Enter your internal reference number for this bill, if applicable.

C. Statewide Vendor Number – Statewide vendor numbers are established by the Washington State Department of Enterprise Services. This number will display what is on file in PRISM and cannot be modified. Based on your need, the Department of Enterprise Services may establish several suffixes to identify different payment locations or different payment information. You can modify the suffix for this bill.

D. Billing Scope – Enter a brief description of the work included in this bill.

E. Billing Scenarios – PRISM will display any potential billing scenarios applicable for your project. Check any that apply. Some of the scenarios may require additional information.

F. Import or Enter – You have a choice of whether to import your billing data from a spreadsheet template or enter your data on each screen by using the e-billing wizard. The import process will be covered later in Section 3.

G. Billing Categories – Select one or more categories of costs included in this bill. These categories are the major categories based on the project type and program. Costs will be entered in these categories. Check the applicable categories.

- Non-capital projects
  - Non-capital
  - Equipment
- Development or restoration projects
  - Development or restoration
  - AA & E (Administrative, Architecture, and Engineering)
- Acquisition projects
  - Property
  - Incidentals
  - Administrative costs

H. Worksites included in this Billing – Once a billing category is selected, the worksites included in the agreement will be displayed. Select the worksites that will be included in this bill.

I. Check Page for Errors – This button may be used on each page. Before a bill can be submitted, each page must be clear of all errors.

J. “Save” Button – Save all work.

K. Next – This button advances the user to the next page of the e-billing wizard.

Task 3: Enter Costs

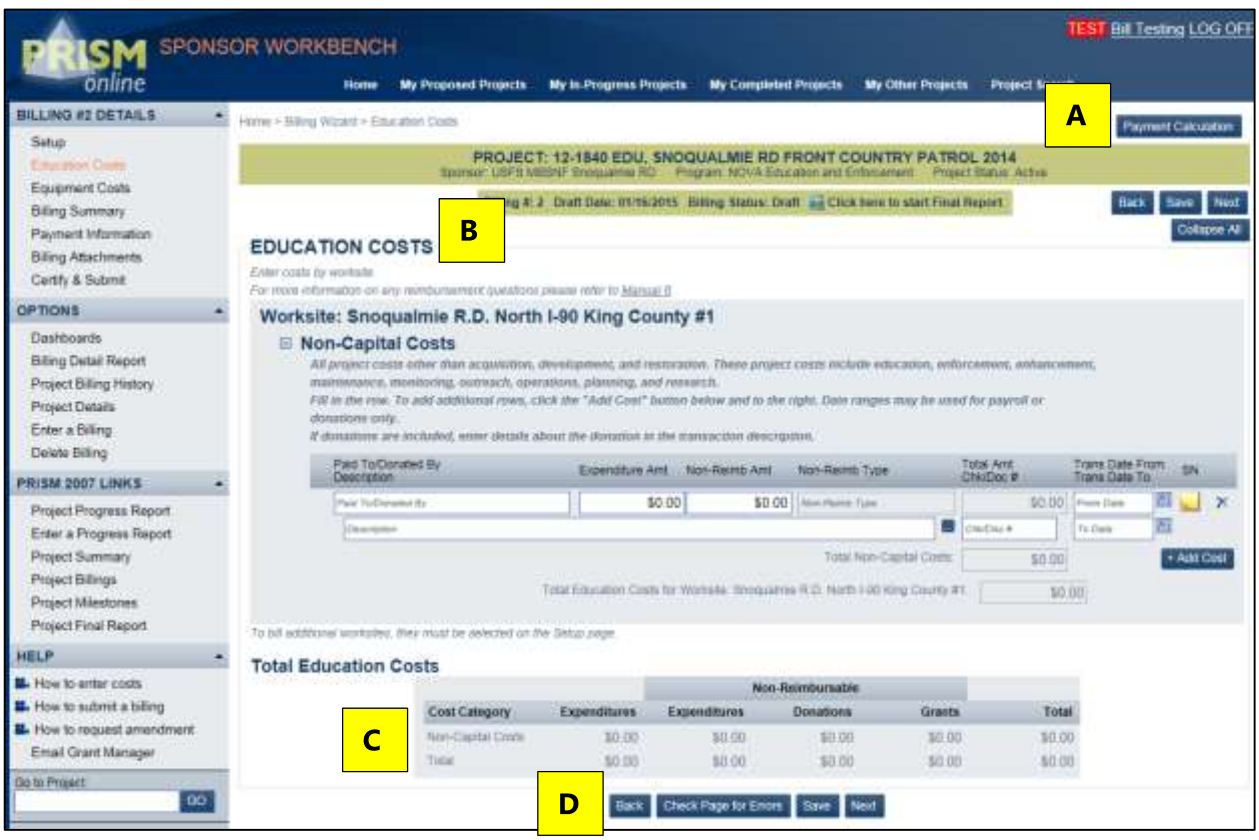
After completing setup and selecting the "Next" button, the costs pages will display. The costs pages display based on the billing categories and worksites selected on the billing set-up.

In this example, there is one cost page for education costs and one cost page for equipment costs. This example shows the cost page for education costs. There is one worksite displayed on both pages. This reflects the choices in the billing set-up.

If the bill requires modification, just hit the "Back" button and modify. Save the changes and select the "Next" button to enter costs.

Step 1: Enter Costs

Below is an example of costs for an education (non-capital) project. Costs pages have different titles based on the billing categories chosen.



A. Payment Calculation – Select this button during the billing process to see what the payment from RCO will be at that point in time.

B. Costs Section – Enter costs here. The page name will reflect whatever billing categories are selected in the bill setup. Enter costs for each property by billing categories. Each transaction will have two rows. To add additional rows, click the "Add Costs" button.

First Row

- Paid To/Donated By Description – Enter the name.
- Expenditure Amount – Enter the amount you have paid to date.
- Non-Reimbursable Amount – Enter the amount of the donation, or the amount not to be reimbursed, that will be counted as match.
- Non-Reimbursable Type – There are several donated, non-reimbursable types. Choose the appropriate type. Detailed records are required to be maintained. Summary information is required to be reported.
  - Donated Animal Stock Use – Details will be required.
  - Donated Equipment Use – Details will be required.
  - Donated General Labor – Details will be required.
  - Donated Materials – Details will be required.
  - Donated Mileage – Details will be required.
  - Donated Services – Details will be required.
  - Donated Skilled Labor – Details will be required.
  - Donated Supplies – Details will be required.
  - Expenditure
  - Other Grant – Grant information will be required.
- Total Amount – Calculates automatically.
- Transaction Date From – This is the date of the transaction and must be entered.
- SN – Sponsor Note – Use this field if you wish to add notes about specific transactions.

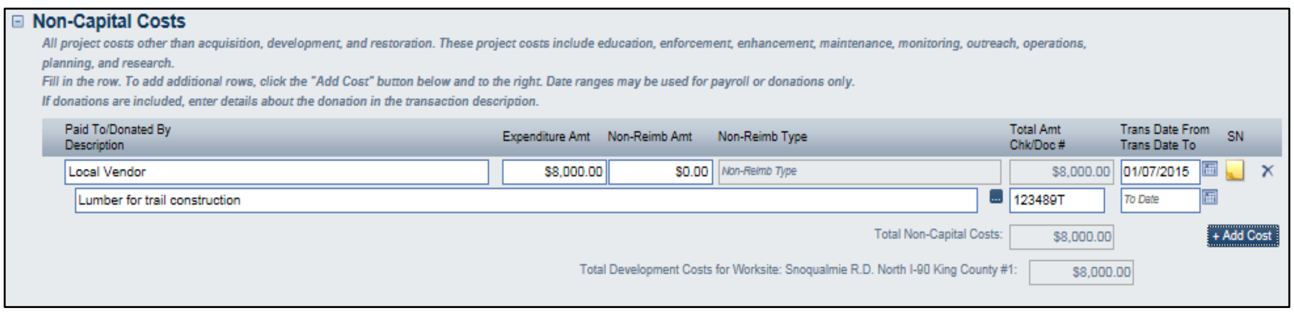
Second Row

- Description – Enter a description of the work performed or items purchased.
- Check/Document Number – Add the appropriate number.
- Transaction To Date – This field may be entered to create a date range. Use this for payroll or donations.

C. Total Costs – This grid summarizes all of the costs entered above. There is a row for each billing category (cost category) and the total.

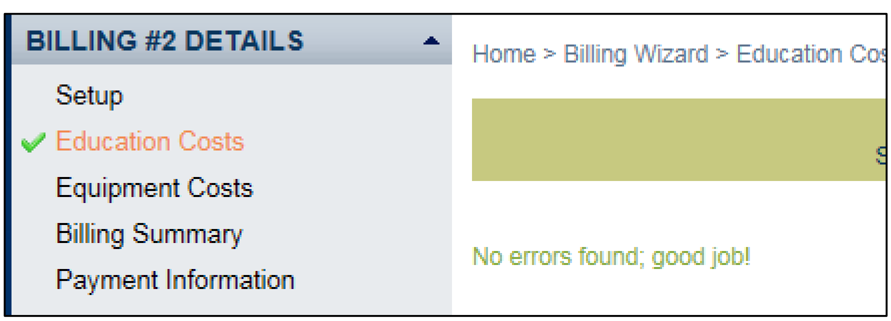
D. Navigation choices

Below is an example of a completed cost section



Step 2: Check Page for Errors

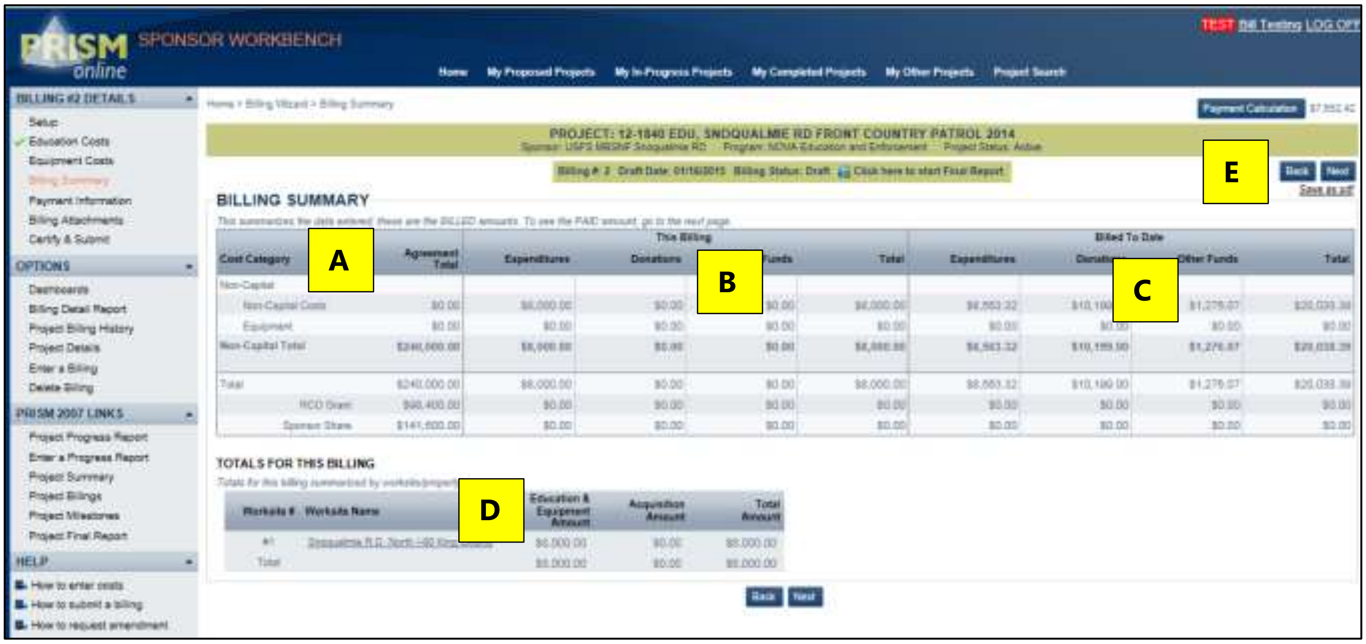
When all costs are entered, select “Check Page for Errors” at the bottom of the page. This will review all of the data on this page. If there are any errors, such as a missing field, a message in red text will appear at the top of the page. If there are no errors, there will be a message in green text. Additionally a green check will display on the billing wizard steps, in the upper left side of the screen (see screen shot below).



Task 4: Review Your Bill

After entering all costs for the bill, the next step is to review the billing summary. The billing summary recaps all of the data entered.

Step 1: Review Your Bill



A. In the table, the first two left columns summarize the agreement totals. If costs are broken into categories, the amounts will be reflected here. If costs are not in categories, the sub-totals will be zero. Below the horizontal line, the RCO grant share and sponsor share are displayed.

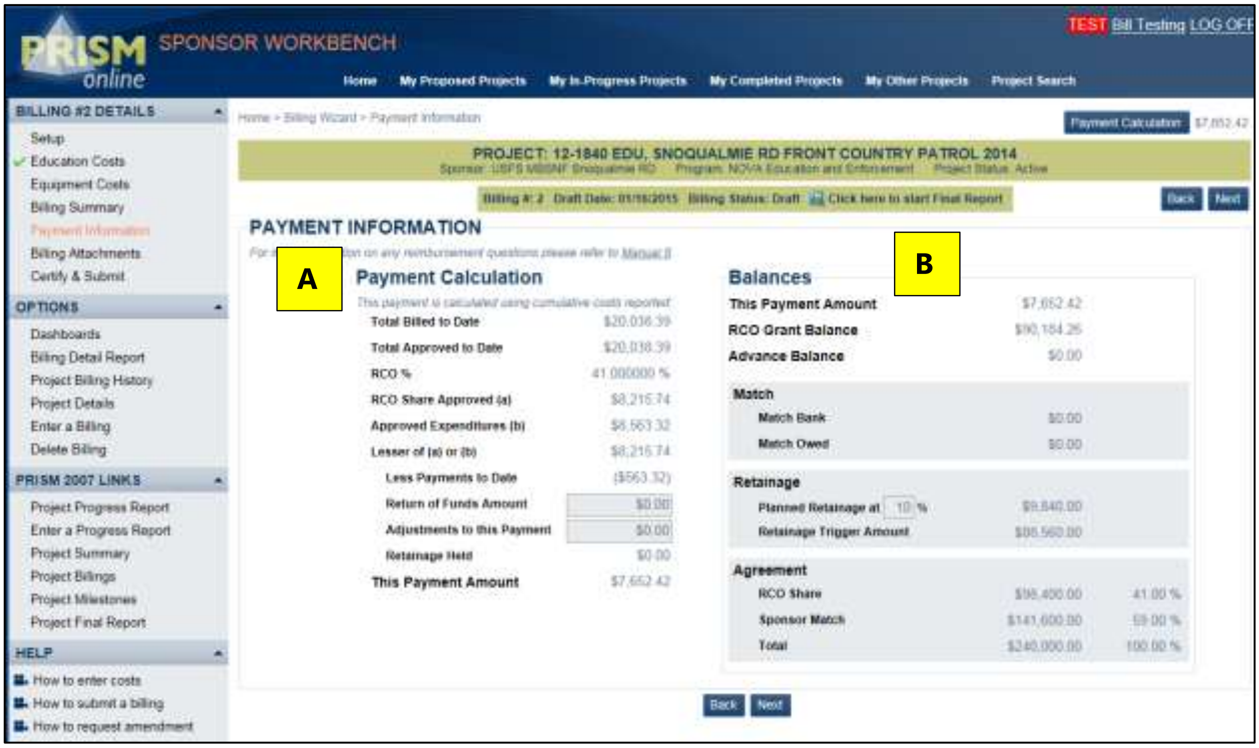
B. This Billing – Represents the current bill. All of the costs will be summarized. Keep in mind is that RCO will pay the percent share of total eligible costs billed, but RCO can only reimburse for actual expenditures.

C. Billed to Date – Shows all project bills, including the current bill.

D. Total for this Billing – This table shows the totals for this bill only, by worksite. When there is one worksite, this table is the same as Section B in the table above. When there is more than one worksite, this table will display that information.

E. Save as PDF – Select this button to save the information on this screen to a PDF file. Please note: When the bill is complete, you can save the entire bill as a PDF. This will be shown in Task 6.

Step 2: Review Payment Information



A. Payment Calculation – This area displays the calculation that RCO will use to determine the reimbursement. PRISM calculates each reimbursement by using the entire history of bills, including contract modifications. Our goal is to display the factors impacting each payment so that the basis of the calculations is clear.

- Total Billed to Date
- Total Approved to Date
- RCO Percent
- RCO Share Approved (a)
- Approved Expenditures (b)
- Lesser of (a) or (b)
- Less Payments to Date
- Return of Funds Amount
- Adjustments to this Payment

- Retainage Held
- This Payment Amount – Final calculated payment amount for this billing

B. Balances – This section shows key balance information.

- First section:
    - The amount of this payment.
    - RCO Grant Balance – including the proposed payment.
    - Advance Balance – if applicable, for Salmon Recovery Funding Board projects only.
- Match shows Match Bank and Match Owed.
- Retainage shows:
    - Planned Retainage Amount (percent) – RCO generally holds a portion of the grant funds, usually the final 10 percent, until the project has been completed and all required documentation is approved. This is the percent that RCO plans to retain on this project.
    - Planned Trigger Amount – This number is the number at which the retainage takes effect. Any expenditures past this amount will be retained by RCO until the project is complete, and all required documentation is received.
- Agreement shows the details for the RCO share and sponsor match for the agreement

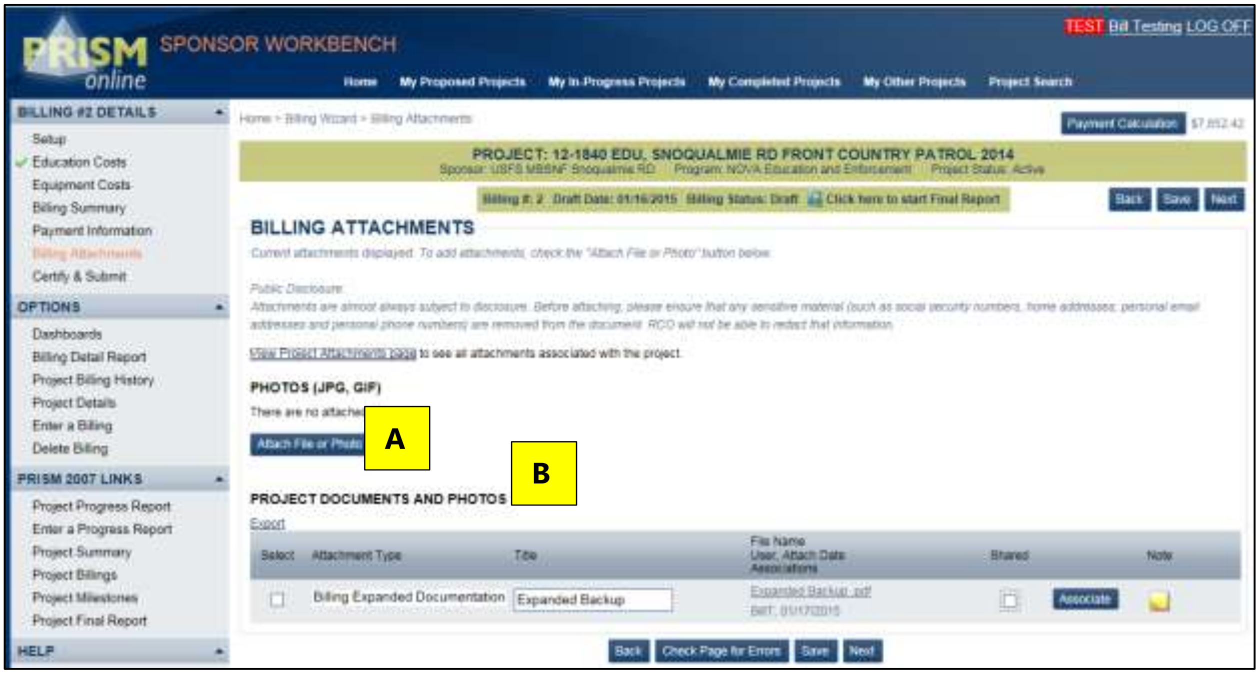
Task 5: Attach Documents

This screen is where any documents related to the bill are attached. PRISM will check for any required attachments once the “Check Page for Errors” button is selected. Any documents attached here also are shown in the main attachment display screen for the project in PRISM 2007.

You may want to attach bills created from your accounts receivable systems.

There are additional examples of required attachments, mainly in acquisition projects. Review Fact Sheet 11: Required Attachments for more information.

Attachments



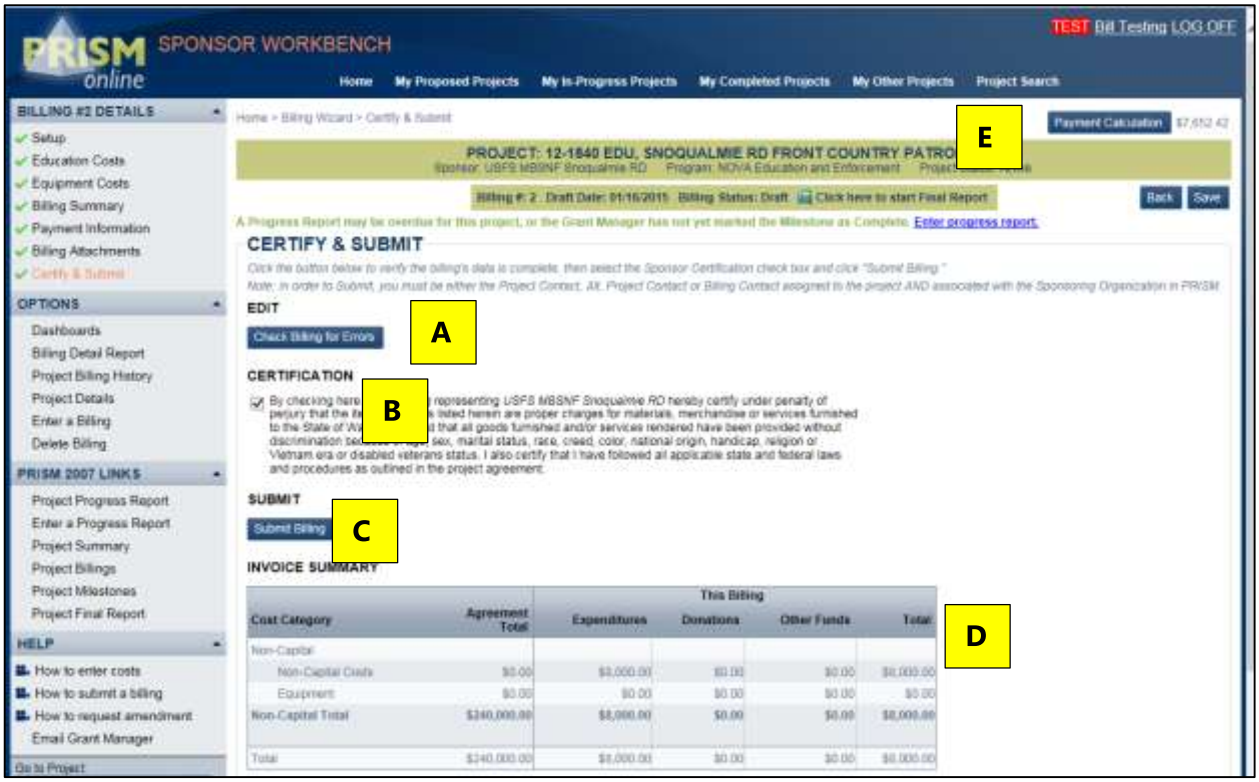
A. Attach File or Photo – Click on the "Attach File or Photo" button to attach a document. This process is similar to attaching documents to e-mails. Once this button is selected, a dialog box will open. This box will start the browse process to navigate on your computer. Find and select the file you would like to attach. Once the upload is complete, close the dialog box. More than one file can be attached at a time.

B. Project Documents and Photos – This area displays all of the files attached with this bill. Please note: An attachment type is required for all attachments. The "Associate" button may be required if the attachment is related to a specific worksite or property.

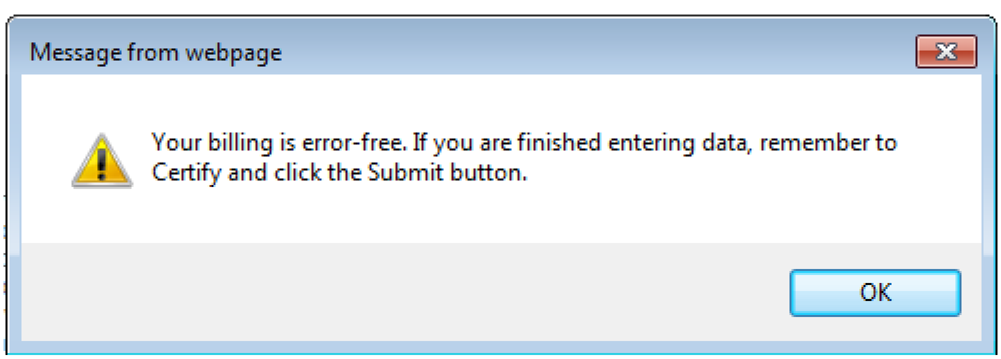
Task 6: Certify and Submit Your Bill

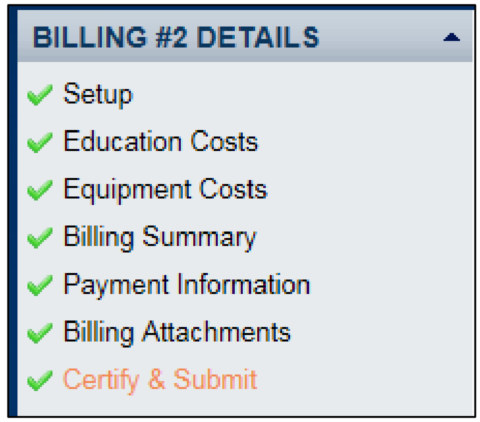
This is the final step in preparing your bill and the place where you can make a copy of your entire bill.

Step 1: Certify and Submit



A. Edit – Select “Check Billing for Errors” button before completing the bill. This will check the entire bill for errors. Review the top of the screen for notifications of errors. If there is an error, a red exclamation point will display next to the area. You must fix all errors before you can submit the bill. If there are no errors, the following message will display and a green check will appear next to each item in the Billing Details.



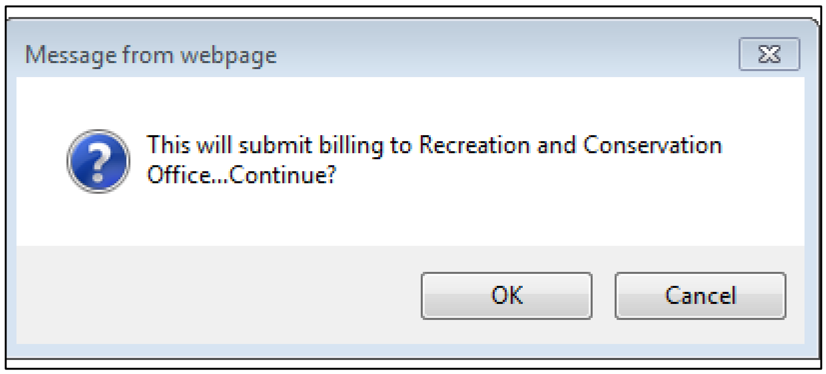


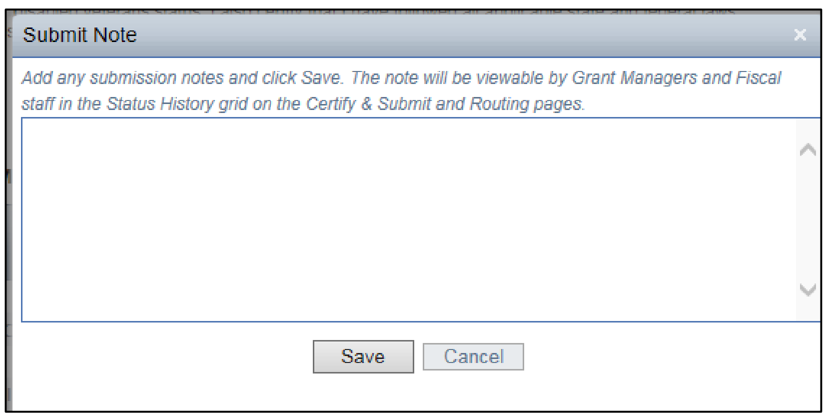
B. Certification – When the bill is error free, read the certification and, if you agree, click the certification box. Your name and organization is included in the certification.

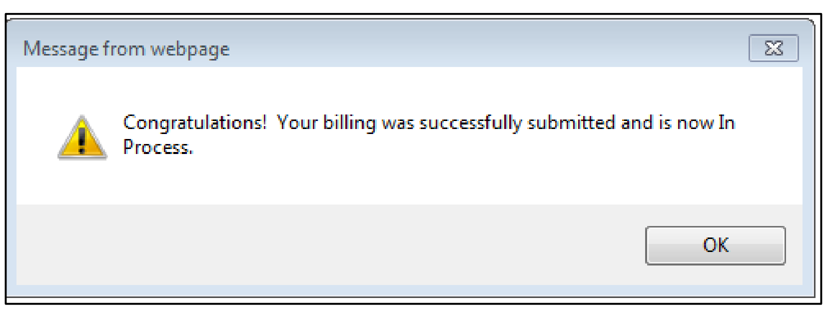
C. Submit – Once the certification is complete, select "Submit." There will be a verification question to make sure you want to submit the billing. Click OK. The billing will be submitted. You will be given an opportunity to add any clarifying notes to the billing if desired.

D. Invoice Summary – This table summarizes the bill.

E. Payment Calculation – Click on this button during the billing process to see what the payment from RCO will be at that point in time.

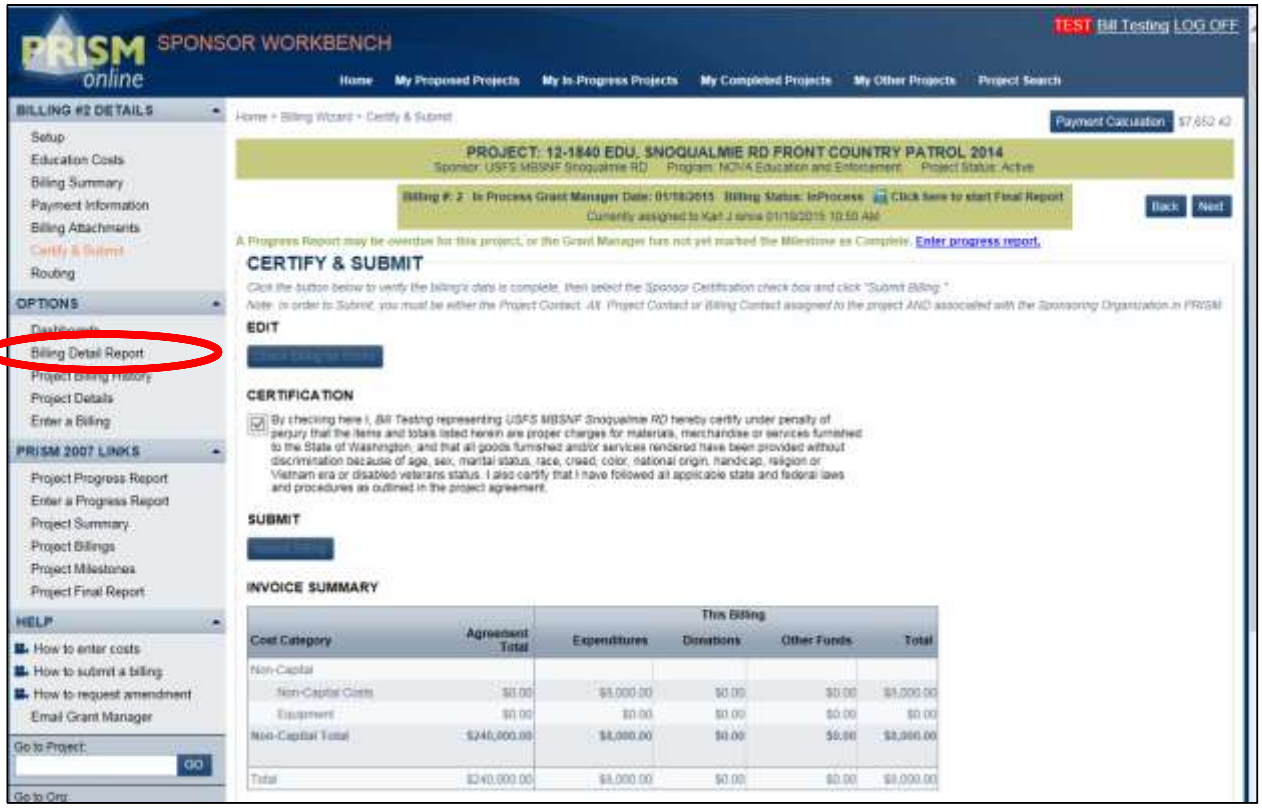






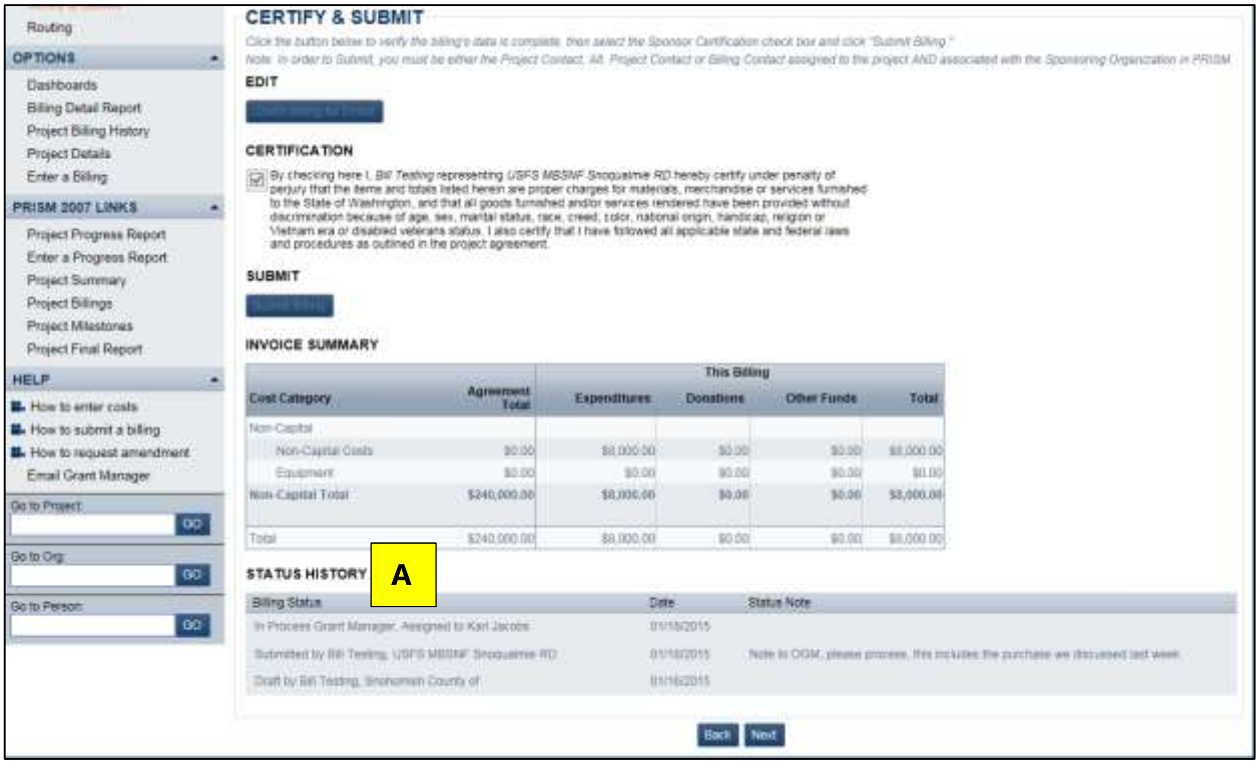
Step 2: Run Billing Detail Report

Once the bill is submitted, you may take an optional step of running the billing detail report. This report shows all details of the bill. The report can be saved as a PDF. The report includes the bill setup, costs pages, billing summary, payment information, billing attachments, and certification. This report can be saved and printed for your convenience.



Step 3: Track Your Bill

Once your bill is submitted, PRISM displays a record of the status history at the bottom of the "Certify & Submit" screen.



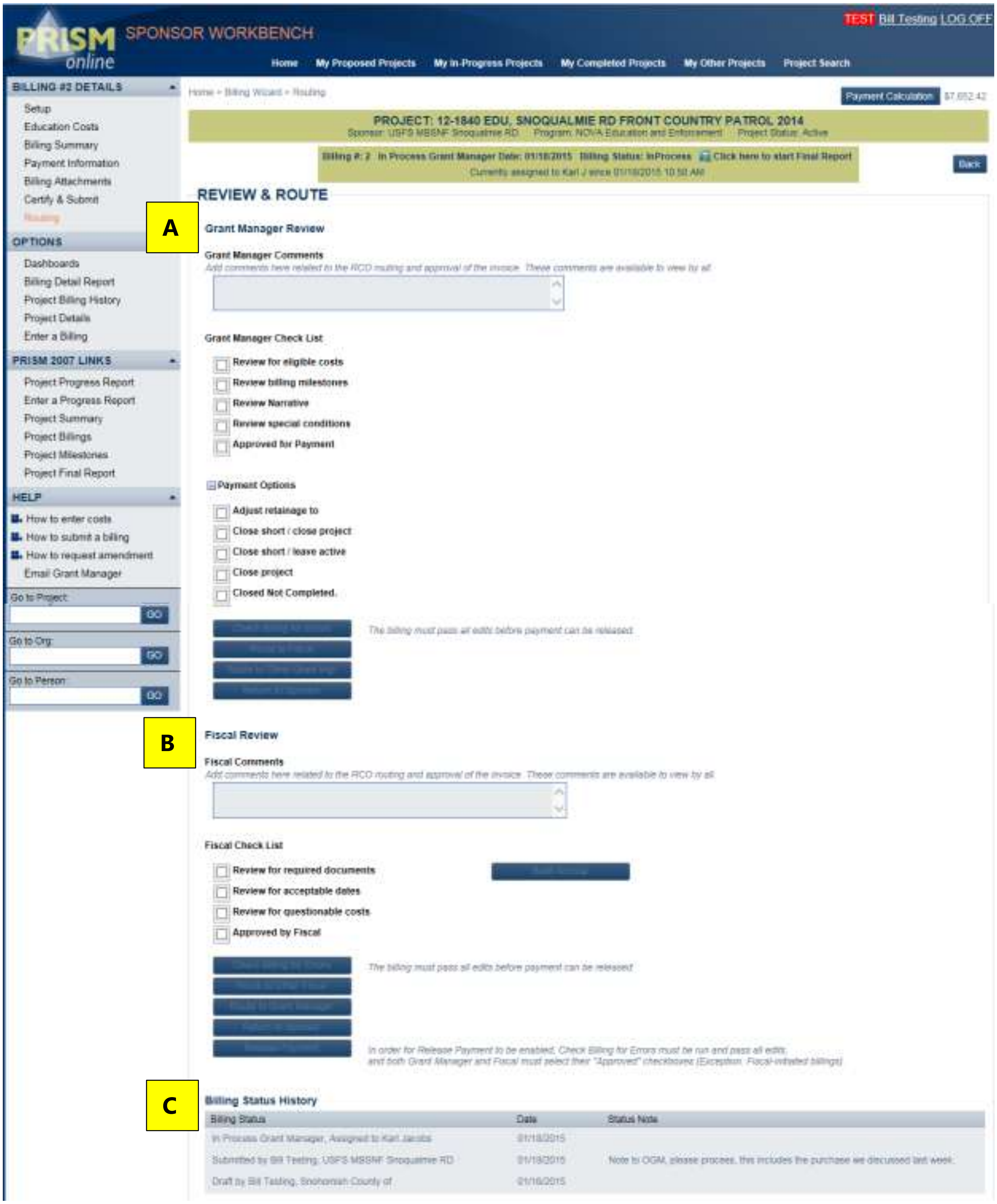
A. Status History – You can view the status of a bill once it is submitted to RCO. Any bills that are returned are recorded here as well. Remember, if a bill is missing items or there are questions, it will be returned to you for information or changes.

An example of the status history of a completed bill is below.

STATUS HISTORY

Billing Status	Date	Status Note
Released by Brent Hedden	11/06/2014	
Approved by RCO, Assigned to Kiko Freeman	11/06/2014	
In Process Fiscal, Assigned to Kiko Freeman	10/22/2014	
In Process Grant Manager, Assigned to Marc Duboiski	10/15/2014	
Submitted by Devin Smith, Skagit River Sys Cooperative	10/15/2014	Winner
Draft, Snohomish County	10/14/2014	

"Review and Route" Screen



A. Grant Manager Review – The RCO grants manager reviews the submitted bill and may add comments. The grants manager completes the bill checklist and payment options. For final bills, there are several more items to review.

RCO grants manager checklist includes:

- Review for eligible costs
- Review for billing milestones
- Review narrative
- Review special conditions
- Approval for payment – this is only the first half of the approval. Final approval must have both fiscal and grant manager approval to release the payment.

RCO grants manager payment options include:

- Adjust retainage to – Indicate a percentage for retainage amount
- Close short/close project – Remove any remaining balance and move project to closed status
- Close short/leave active – Remove any remaining balance and leave project active
- Close project – Move project to closed status
- Closed Not Completed – Move project to closed not completed status, which indicates that some money has been spent, but the goals of the project were not accomplished.

The RCO grants manager has several other options for handling the bill at the bottom of the grants manager review section. The choices are not shown clearly on the screen print above, but the options are listed here:

- Check Billing for Errors – This is a final check to ensure that all edits have passed. The final check is needed to make sure that nothing has changed since the bill was submitted initially. Changes may include contract amendments or other billings released.
- Route to Fiscal
- Route to Other Grant Manager
- Return to Sponsor

B. Fiscal Review – RCO fiscal staff review the bill and may add comments. Fiscal staff can complete the accounting process of building an accrual, if needed. Fiscal staff must complete the fiscal checklist, which includes:

- Review for required documents
- Review for acceptable dates
- Review for questionable costs
- Approved by Fiscal – this is only one half of the approval. Final approval must have fiscal and grants manager approval to release the payment

Fiscal staff have several other options for handling the bill, below the fiscal checklist.

- Check Billing for Errors – This is a final check to ensure that all edits have passed. The final check is needed to make sure that nothing has changed since the bill was submitted initially. Changes may include contract amendments, or other billings released.
- Route to Other Fiscal staff
- Route to Grant Manager
- Return to Sponsor
- Release Payment – Releasing payment can only be completed when final "Check Billing for Errors" has completed, and both fiscal and the grants manager have checked the approved check box.

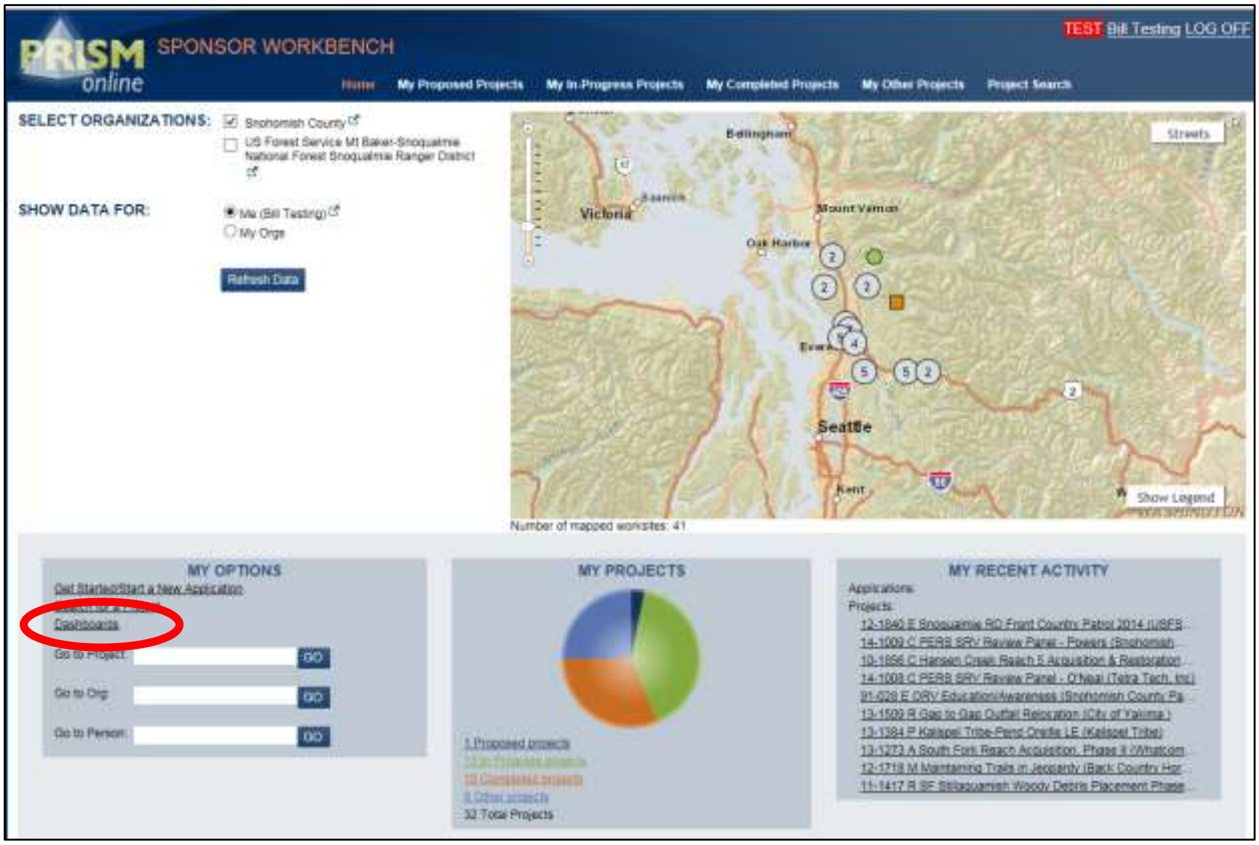
NOTE: Fiscal occasionally may enter an adjusting bill. This is referred to as a fiscal initiated billing. These billings must result in a negative or zero payment.

C. Billing Status History is duplicated on this screen.

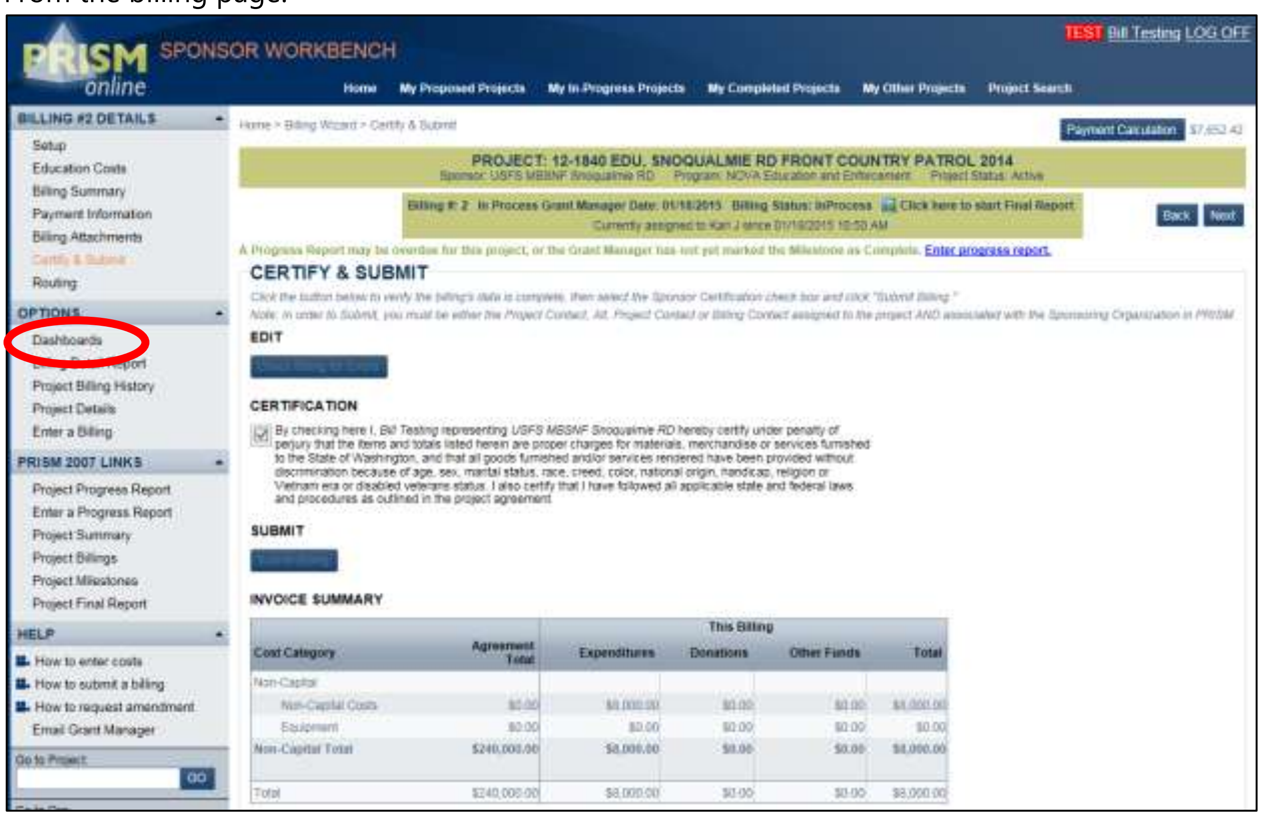
Task 7: Using the Dashboards

In addition to using the Billing Status History, there are several dashboards available to track billings.

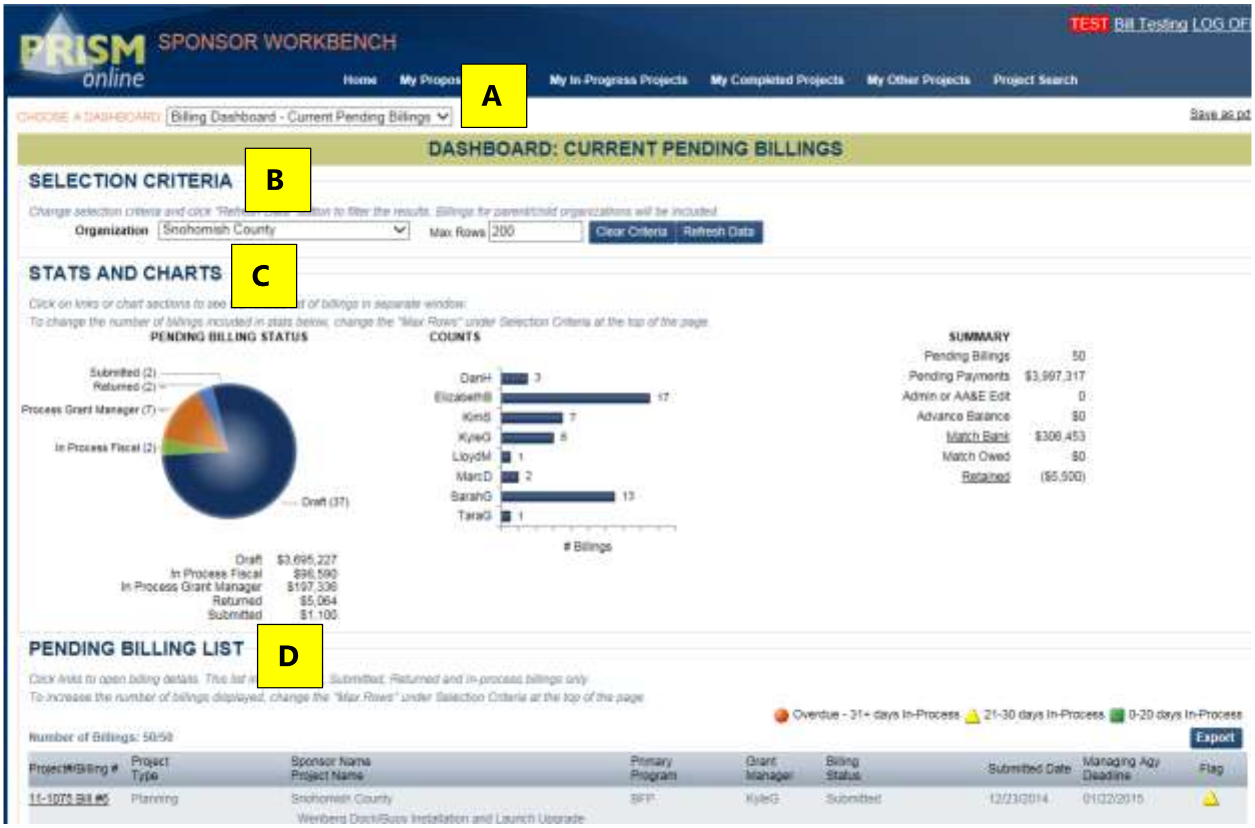
To view a dashboard, click on "Dashboards" under "My Options" from the home page or from any billing screen in the "Options" section.



From the billing page:



Dashboard



A. Choose a Dashboard –This is where you can navigate to different dashboards. There are four dashboards 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)

B. Selection Criteria – The selection will default to your organization's information and displays a maximum of 200 rows. If you are associated with more than one organization, initially all of the organizations will be displayed. The "Refresh Data" button will update information displayed on the page. The maximum number of rows displayed can be changed. Once a selection is made, that selection will become the new default.

C. Stats and Charts – This area will display a summary of information in a variety of charts, depending on which dashboard is chosen. You may click on a piece of the pie chart or bar graph and additional information will display on a new web page.

13-1365 Bill #2	Planning	Snohomish County Snohomish Basin LE	SAL	LloydM	Draft	
13-1362 Bill #10	Planning	Snohomish County Stillaguamish Co-LE (Snohomish County)	SAL	SarahG	Draft	
13-1362 Bill #9	Planning	Snohomish County Stillaguamish Co-LE (Snohomish County)	SAL	SarahG	Draft	
13-1362 Bill #8	Planning	Snohomish County Stillaguamish Co-LE (Snohomish County)	SAL	SarahG	Draft	
13-1362 Bill #7	Planning	Snohomish County Stillaguamish Co-LE (Snohomish County)	SAL	SarahG	Draft	
13-1362 Bill #6	Planning	Snohomish County Stillaguamish Co-LE (Snohomish County)	SAL	SarahG	Draft	
13-1362 Bill #5	Planning	Snohomish County Stillaguamish Co-LE (Snohomish County)	SAL	SarahG	Draft	
13-1362 Bill #4	Planning	Snohomish County Stillaguamish Co-LE (Snohomish County)	SAL	SarahG	Draft	
13-1094 Bill #4	Acquisition & Restoration	Snohomish County Snohomish River Estuary Protection	PSAR	ElizabethB	Draft	
12-1790 Bill #2	Planning	Snohomish County Number Two Canyon Non-Motorized Trail Planning	NOVA	DanH	Draft	

D. Pending Billing Lists – The data shown in the example is not actual data.

The dashboard shown above is for “Current Pending Billings.” This dashboard shows a list of all pending bills for an organization. It includes a graph that shows bills by status, another graph by grant manager, and a table showing the pending bills list. This list includes indicators showing how long a bill has been pending payment. Our goal is to pay all bills within 30 days. There are flags to indicate how old bills are on the pending bill list. A red circle is used for bills that are overdue (31 days and older). A yellow triangle is used for bills that are 21-30 days old. A green square is used for bills up to 20 days old. The icon for each billing is in the last column.

The next dashboard on the drop-down list is for “Released Billings.” This dashboard shows all bills that have been paid to the organization. It also will display bills paid using “PRISM 2007,” the old paper-based process. Please note, old bills do not have the same level of details that the new bills will have.

The third dashboard on the drop-down list is the “Current Advances List.” This is for Salmon Recovery Funding Board projects only. There are flags to indicate the stage of the advances. For sponsors, a red circle is used for advances that are overdue. A yellow triangle is used for advances that are due in 30 days or less. A green square is for advances with more than 30 days remaining to the due date. RCO staff have 15 days to account for advances once a bill is submitted by the sponsor. The internal flag for RCO staff of a red circle is used when advances are overdue. A yellow triangle is used for advances that are due in 5 days or less. A green square is used for advances with more than 5 days remaining to the due date. The icon for each billing is in the last column.

The final dashboard is the “Repaid Advances List.” This is for Salmon Recovery Funding Board projects only.

All of the lists can be sorted by clicking on any of the headers. To open a bill, click on the Project#/Billing# column on the left.

Export – Use this button to export a list to an Excel spreadsheet. For old billings processed in PRISM 2007, this data does not necessarily reflect accurate processing time.

Section 3:
Preparing Your Acquisition Bill

Task 1: Setup Your Acquisition Bill

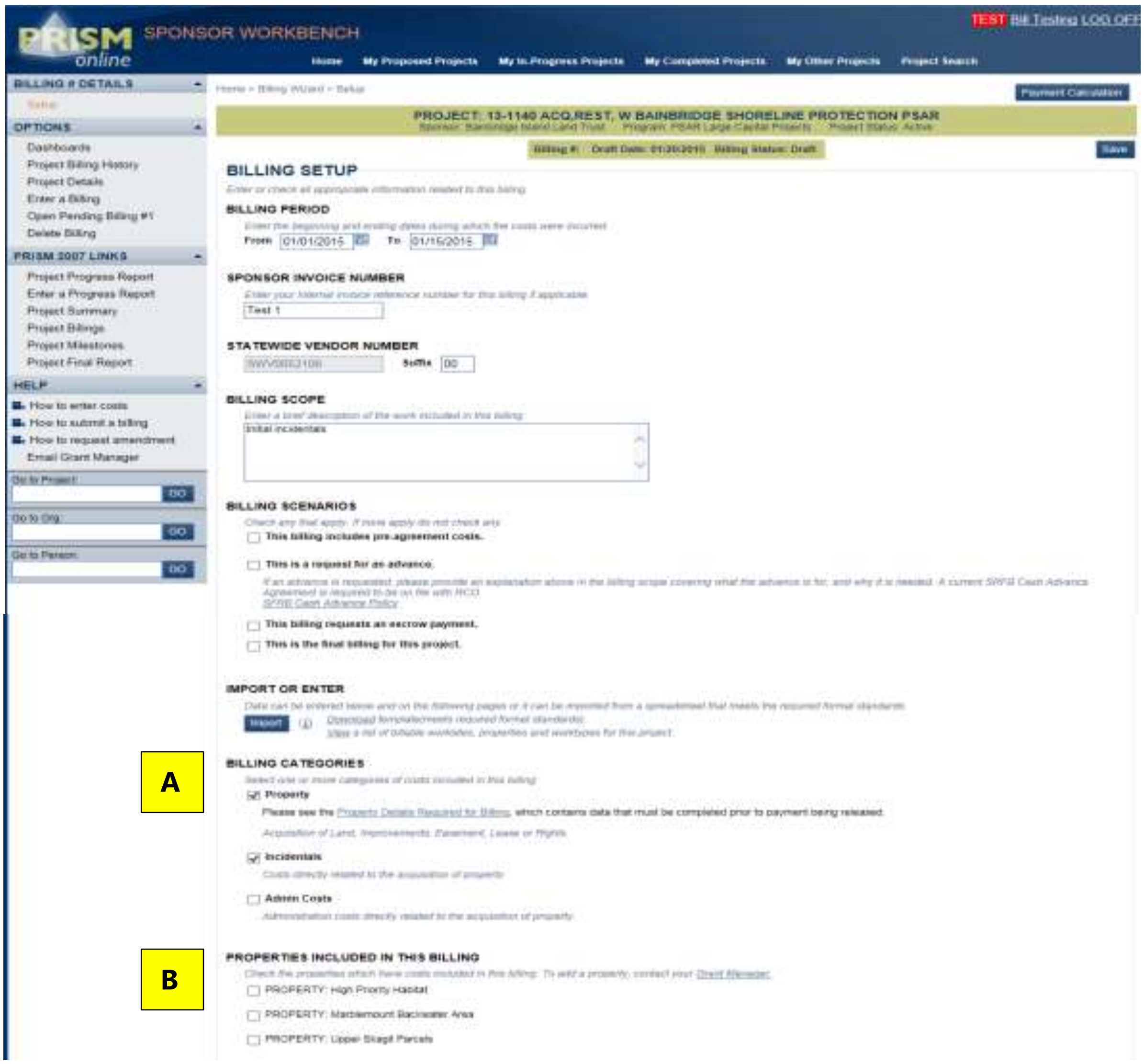
Acquisition bills are different than other types of bills for several reasons. Acquisition bills:

- Require more backup documents about property and incidental costs.
- In addition to the billing categories, you must choose a work type for each cost on each bill. For example, if you choose a billing category of incidental costs, you also must choose a work type, such as appraisal, demolition, cultural resources, signs, or many others.
- Require details, such as the actual acquisition date, property location, values, and more on the property page.
- Acquisition projects use properties. Non-acquisition projects use worksites.

Setup Your Acquisition Project Bill

This section will focus on items that are unique for acquisition projects. If you would like a complete overview of the "Bill Setup" screen, see Section 1.

Acquisition Bill Setup

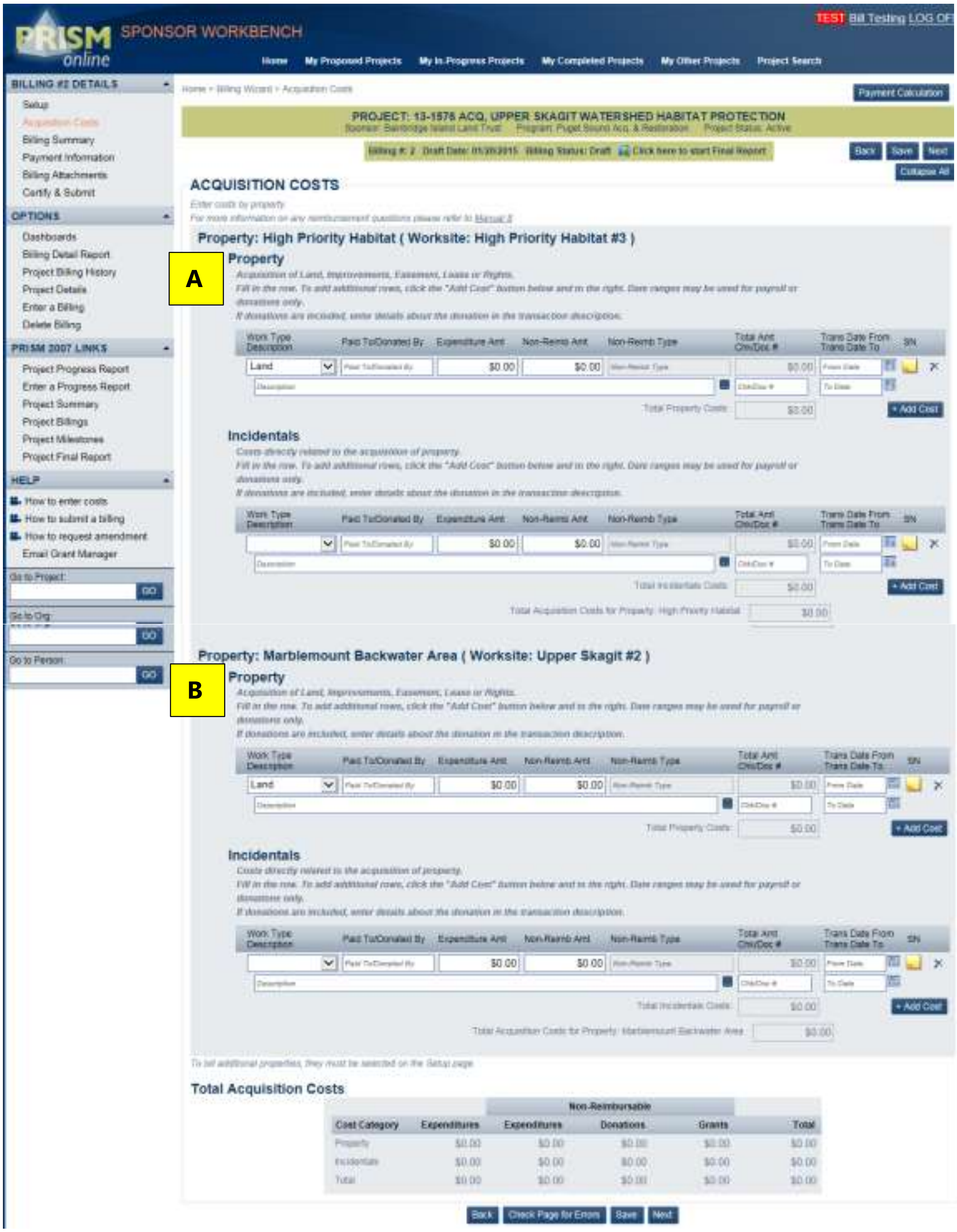


A. Billing Categories – For acquisition projects, there are three choices: Property, incidentals, or administrative costs. If property or incidentals are chosen, required documents will need to be attached.

B. Properties Included in this Billing – All potential properties included in a project will display after any billing category is selected. Choose the property that will be billed. Each property will be separate in the costs pages with each billing category listed for each property.

Task 2: Enter Costs

Enter Your Costs



A. Enter costs by property and work type. Unlike the previous non-capital example, work types must be entered with each transaction on acquisition projects.

B. If more than one property is selected, the properties will be listed one after another, with all potential billing categories listed.

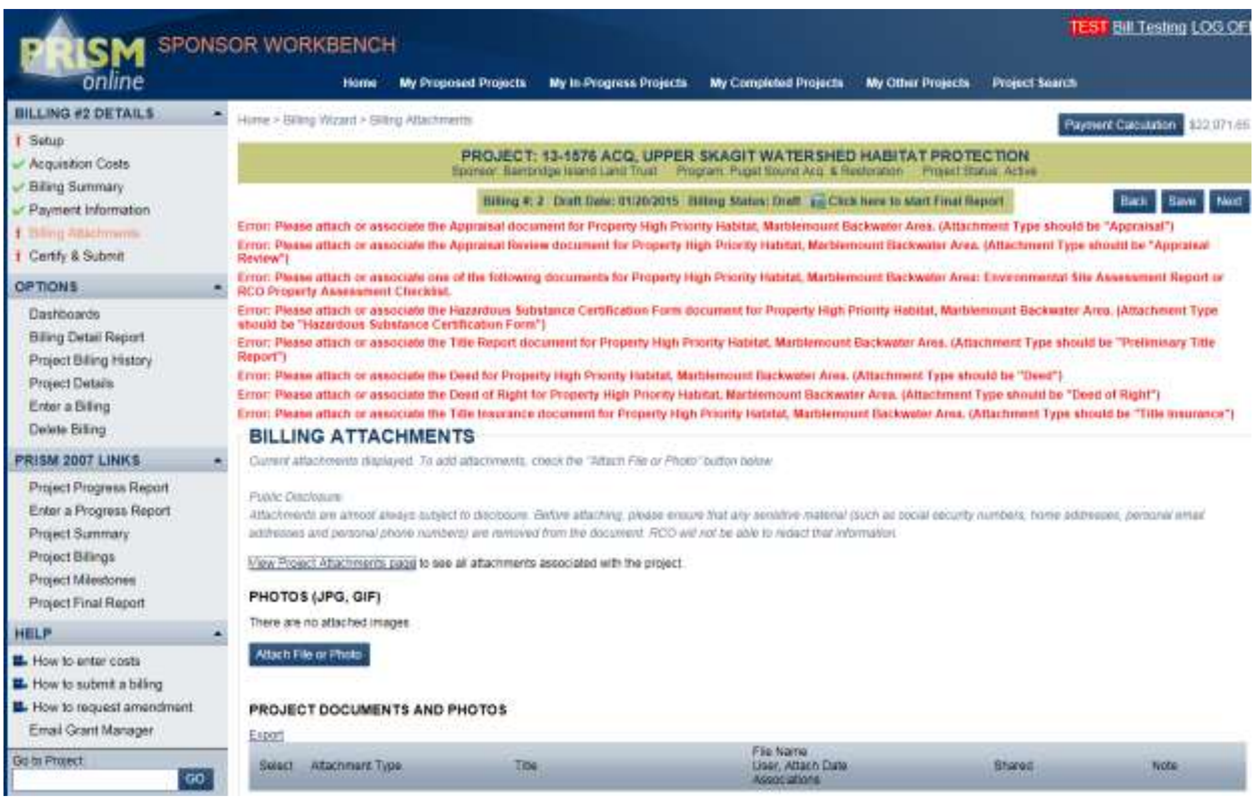
Task 3: Attach Documents

As was mentioned earlier, there are required acquisition billing documents that need to be attached in PRISM. See the detailed Fact Sheet 11: Required Attachments for a complete list of required attachments.

When you first enter the “Billing Attachments” screen there will be no attachments. Please note, to determine if required attachments are present, the system will review all attachments for the project to date. If the attachment is already present, it will not be required to be attached again. If attachments are required, there will be a message at the top of the screen in red text.

Additionally, the attachments must be related to the correct property.

Example of errors for acquisition “Billing Attachments” screen. The red text highlights the errors.



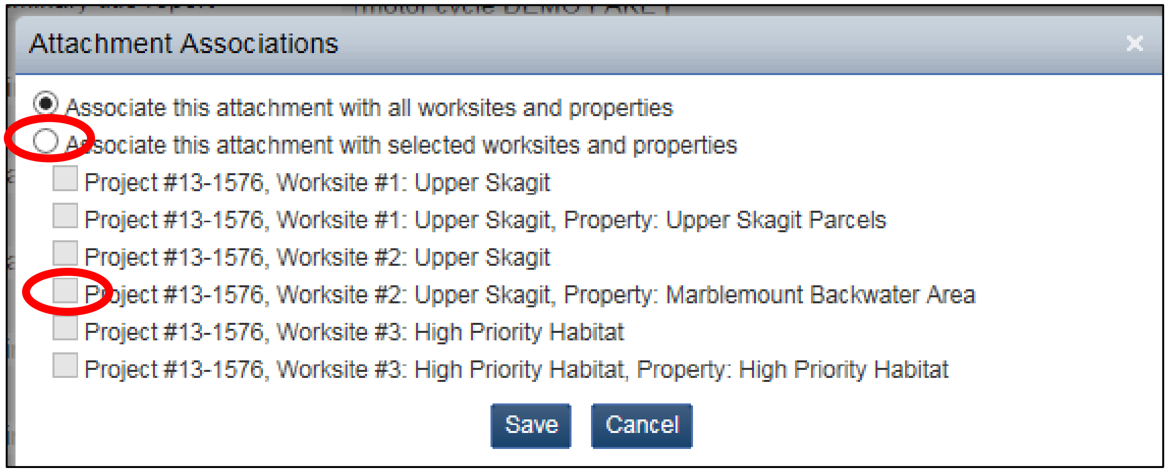
The errors listed here are a sample:

- Because the bill included the incidental cost of appraisal, the following documents must be attached:
    - Appraisal document
    - Appraisal Review document
- Because the bill included property, the following documents must be attached:
    - Environmental Site Assessment Report
    - Or RCO Property Assessment Checklist
- Hazardous Substance Certification Form
- Preliminary Title Report
- Deed
- Deed of Right
- Title Insurance

Each attachment needs the correct attachment type. The attachment type must be titled correctly and match with the required document.

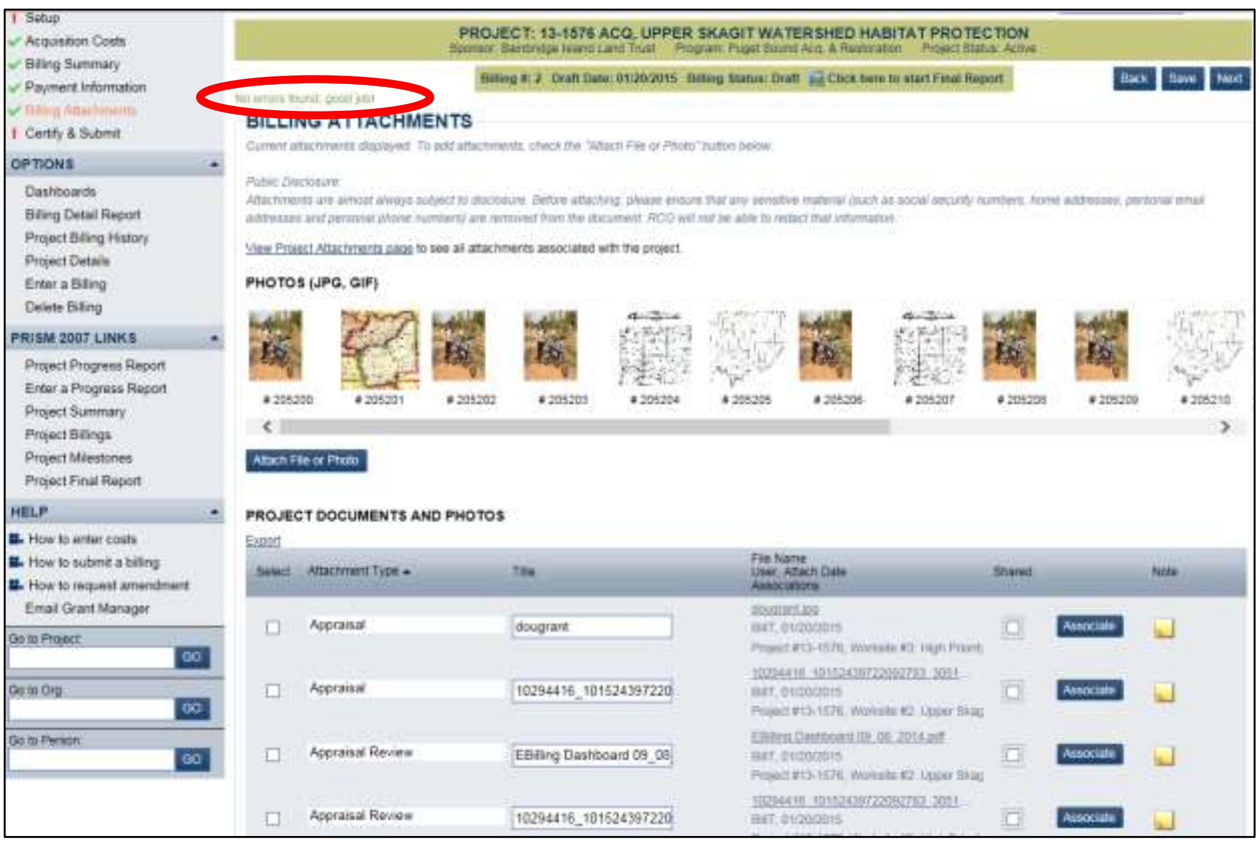
Each attachment also needs to be associated with the correct property. Click on the first button to choose specific worksites and properties. Click on the second button to select the correct property for each required attachment.

In this case, we assume the attachment is for the "Marblemount Backwater Area," so you would click the second button and then click the property detail. See the red circles below.



Note: More than one document may be uploaded and attached at the same time.

At the bottom of the Billing Attachments page, select "Check Page for Errors." Once all required attachments are included, green text will display at the top indicating that "No errors are found."



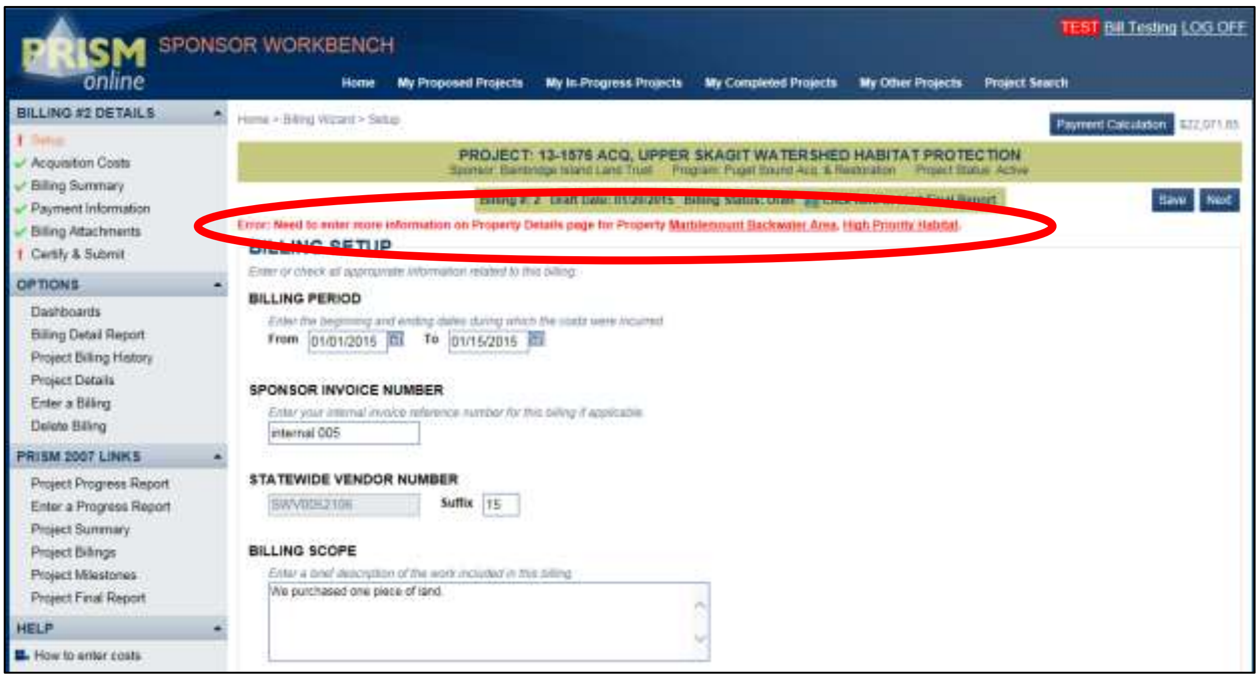
Task 4: Fill Out Property Pages

Required information on the property cost page can be input ahead of the bill. All required information could be added on the property page. Alternately, you can start the bill, enter costs, include required attachments, then go to the property page and enter required information.

The red text error at the top of the "Billing Setup" screen indicates that you need to view the property pages and add missing data.

See the error message that you need to enter information on the property page. Then go to the property page and click on the link in the error text.

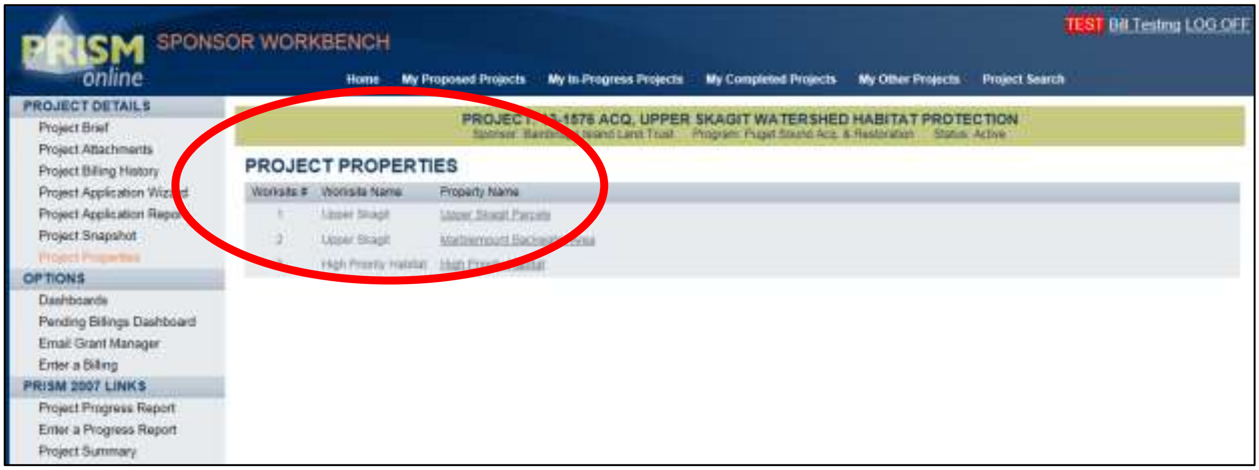
Step 1: View Property Pages



To view property pages, there are several options:

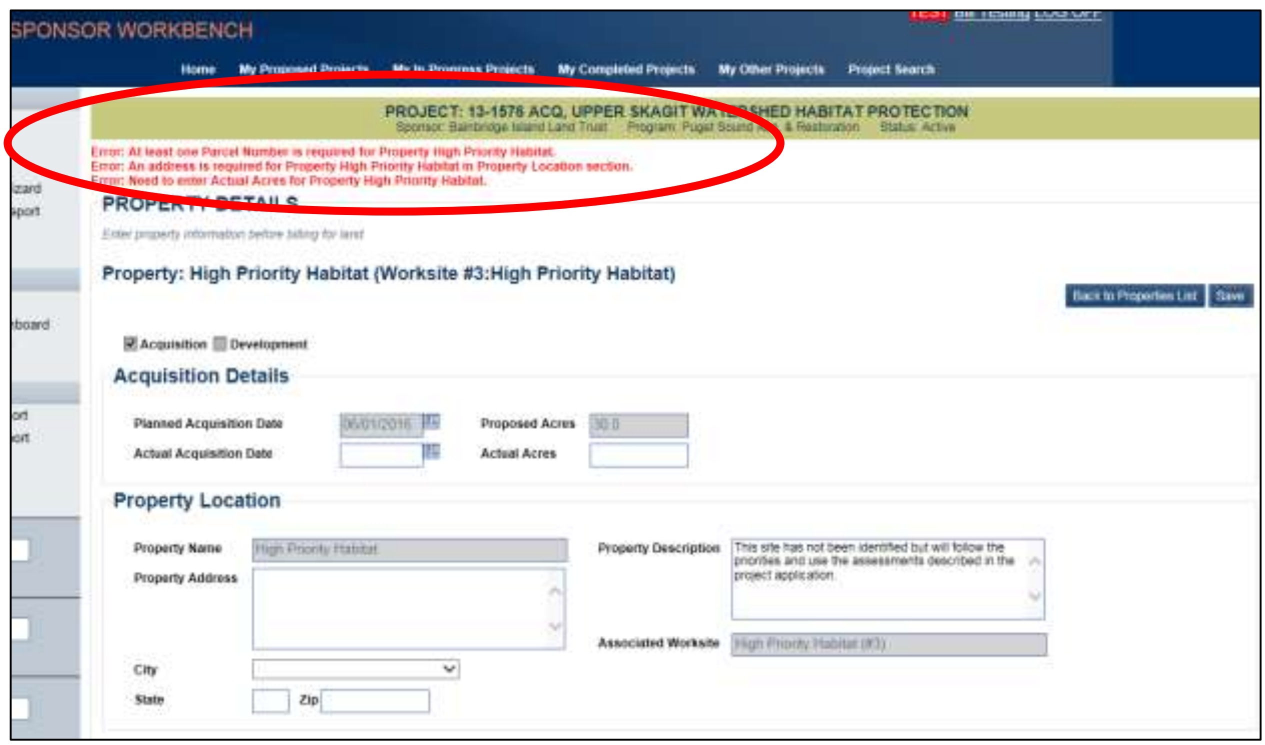
- Open the project details page
    - Click the project properties link, under Options on the left side
- Or you could click on the link that is present when property costs are selected
- Finally, you could click on the link in the error message

Once you are on the “Project Properties” screen, click on the correct property.



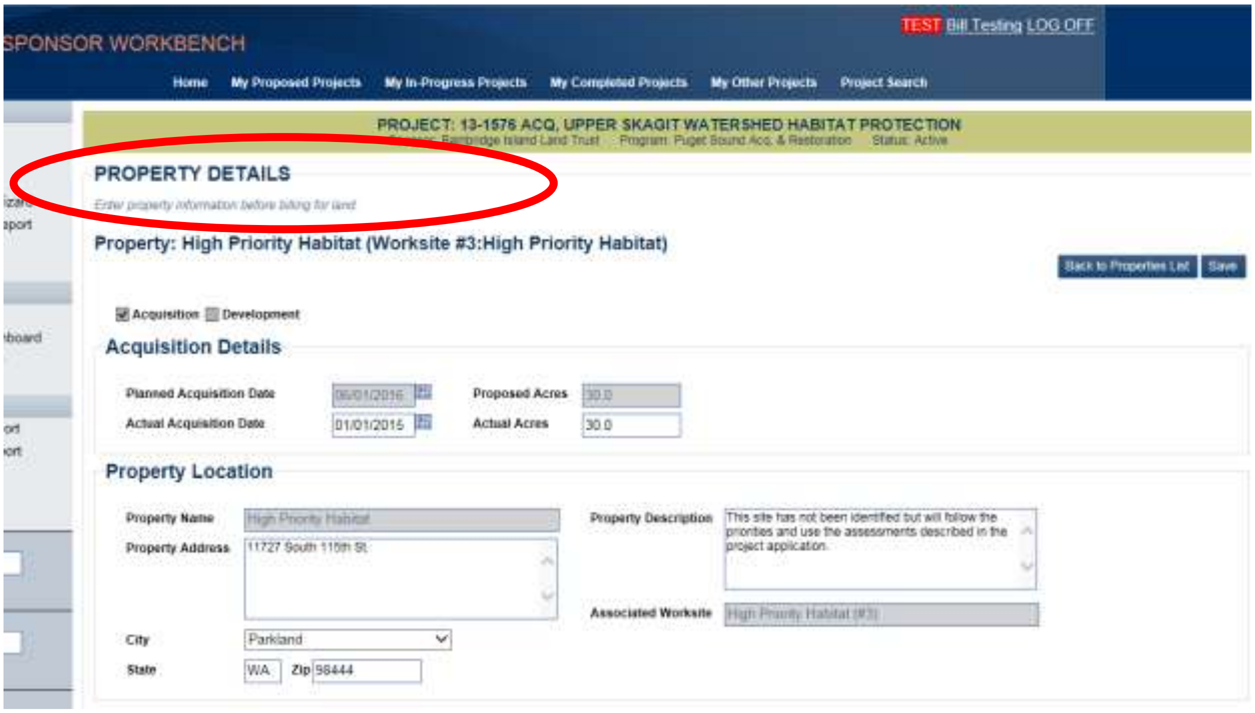
Step 2: Fill in Property Details

Once you click the property, the property details will display. If information is required, it will display at the top of the screen in red text. Below is a screen shot of property details page with errors at the top.



Step 3: Save

Once the necessary data is added, click save. If the required information is entered, the red text will go away. The red text errors have gone away in our example below.



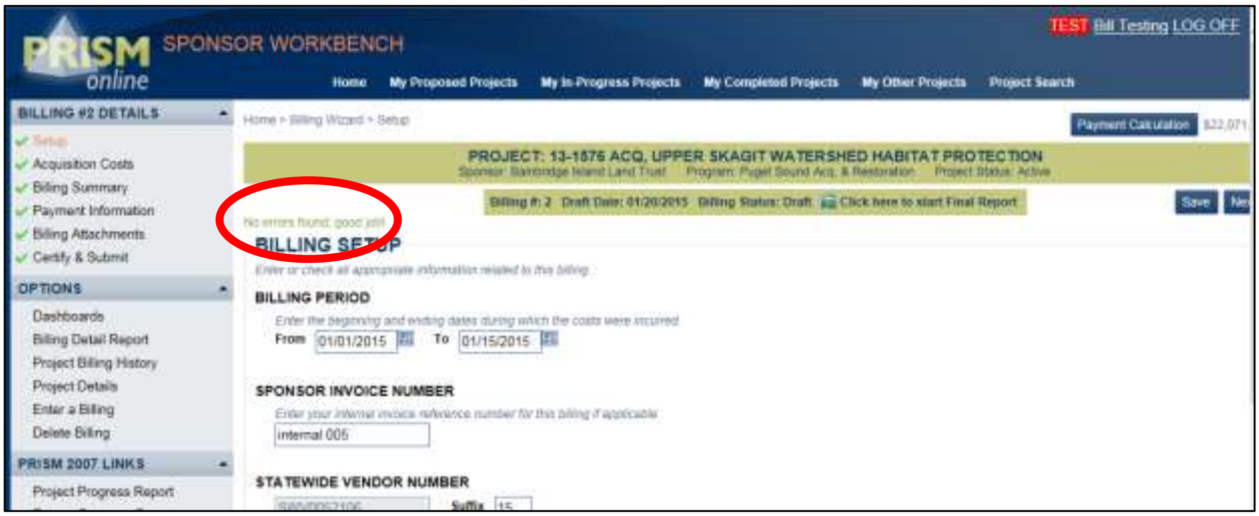
Step 4: Fill in Required Fields

Required fields in the "Property Details" screen:

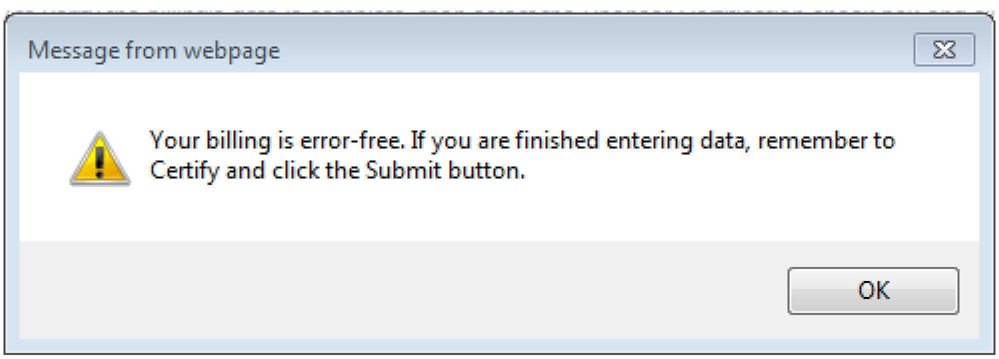
- Acquisition details – date and acres
- Property location – PRISM finds some of the data from the application
- Property grantor – required for land donations
- Ownership – information pulled from application
- Values – appraised value, reviewed value, paid value, donated value, appraised date, appraised review date
- Parcel numbers – county name, parcel number
- Metrics – link to PRISM 2007
- Property attachments – list showing all attachments related to the property

- Recording numbers – instrument type, recording number
- RCO notes

After entering the required information on the Property Details page, the Setup page now is error free.



Go to the “Certify & Submit” screen. Check the bill for errors. If the bill is error free, you will get the following message



The next step is to read the certification, if you agree, check the certification box. Now you can submit the bill.

Section 4:
Finding and Fixing Errors, Equipment, and Importing

Task 1: Find and Fix Errors

The e-billing system uses many edits (double checks) to verify that all required information has been entered or attached while using the e-billing wizard. The error check can be done at any time, but the entire bill must be error free before it can be submitted.

For example, several fields are required for cost information. The system will allow you to enter a cost without a description. When you click the "Check Page for Errors" button, the system will point out that an item is missing. In this case the required description.

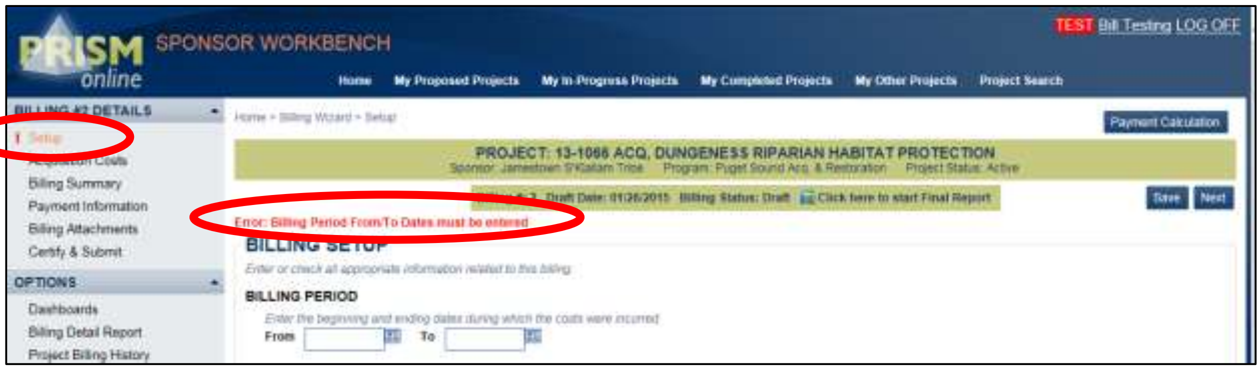
In order to check for errors on a single page, use the "Check Page for Errors" button at the bottom of the "Billing Setup" screen.

Errors are shown in red text at the top of the page and there will be a red exclamation point next to the steps of the e-billing wizard where there is an error. When a page is error free, there will be a green check mark on the upper left side panel on the steps of the e-billing wizard.

If you like, you can wait and check the entire bill at once, by going to the "Certify & Submit" screen, then select "Check Billing for Errors." This will check the entire bill at once. After that has been done, then the bill can be certified and submitted.

To check the entire billing for errors, use the "Check Billing for Errors" button at the bottom of the "Certify & Submit" screen.

Below is a screen shot showing an example of errors at the top of “Billing Setup” screen. Note the error at the top of the page and the red exclamation point in the upper left side panel.



Below is an example of corrected errors “Billing Setup” screen. Note the green check mark next to set up in the upper left panel.

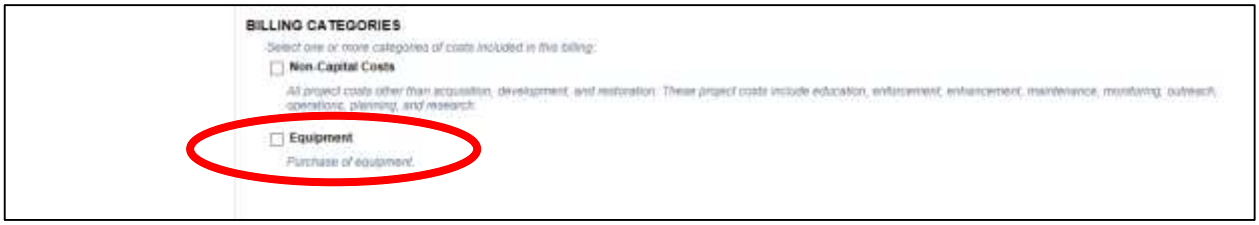
A listing of possible errors can be found on the Fact Sheet 7.

Task 2: Enter Equipment Purchases

If your agreement allows for the purchase of equipment, please follow these steps. If you are not sure if your agreement allows for equipment, please check with your RCO outdoor grants manager. RCO considers equipment to be more than $1,000. Any equipment purchases are entered on these screens.

Step 1: Verify Equipment is a Valid Grant Cost

The billing categories will display based on the project type. If equipment is not a valid cost for this agreement, do not enter the cost. If equipment is a valid cost, choose the equipment billing category cost on the "Billing Setup" screen (detail from "Billing Setup" screen).

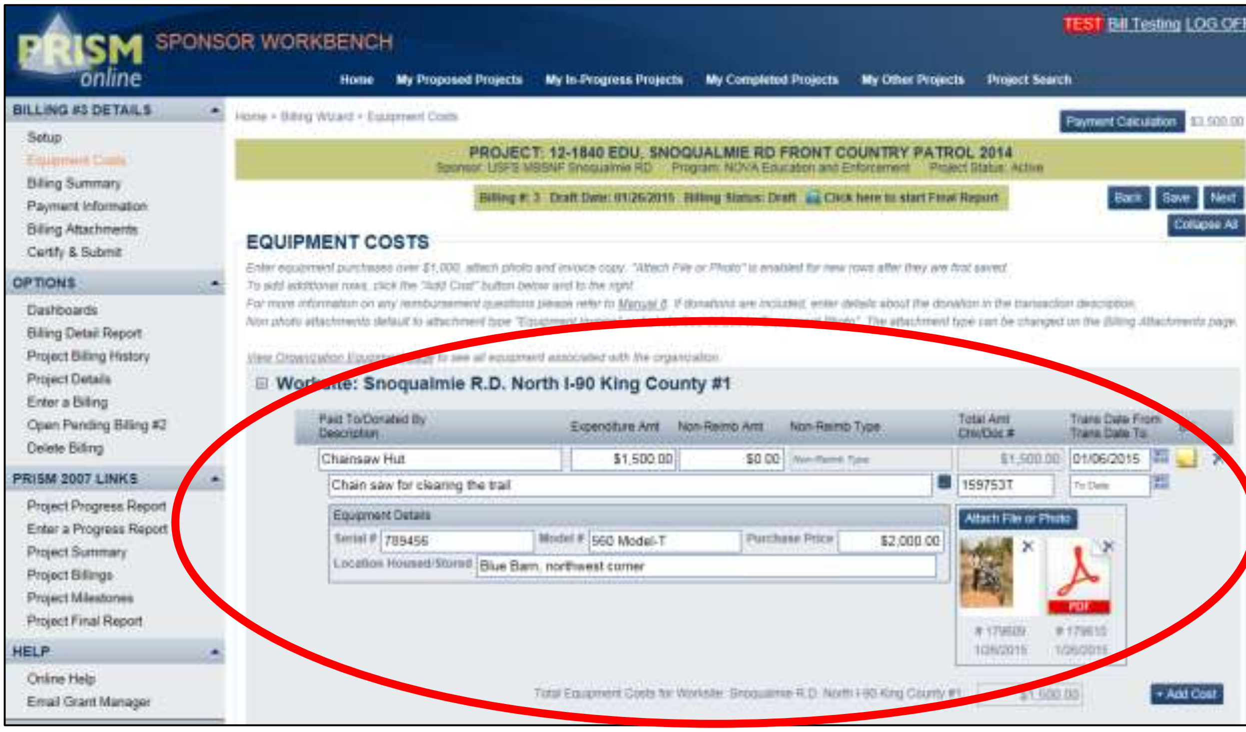


Step 2: Choose Equipment as a Billing Category

On "Billing Setup" screen, choose equipment as a billing category. Enter the equipment cost. Note additional information is required for equipment purchases and certain documents are required to be attached.

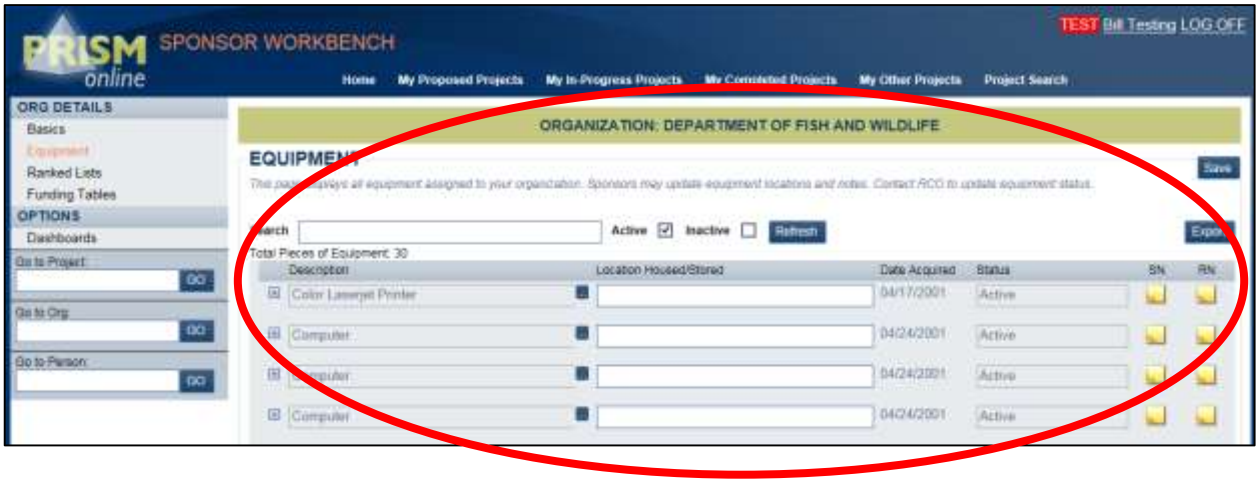
- Equipment details required:
    - Serial number
    - Model number
    - Purchase price
    - Location
- "Attachments Required" button shows once the record is saved:
    - Copy of the equipment invoice
    - Picture of the equipment is required

Below is a screen shot from the "Equipment Cost" page. This shows the additional equipment details and required documents attached.



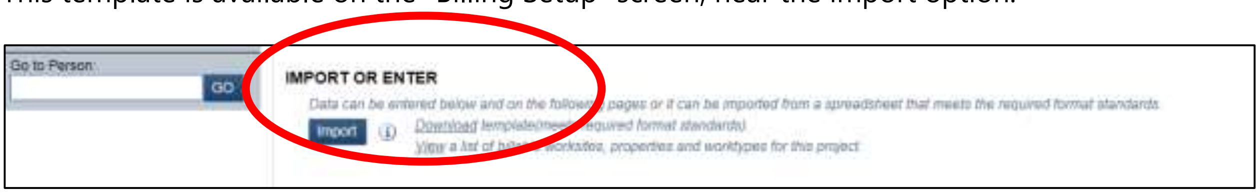
Step 3: Review Past Equipment Purchased

To review past equipment purchased, go to the Home page, click on the icon next to your organization name, and select "Equipment" in the upper left side under "Org Details." This allows you to review the equipment. You can update the location information section. Older equipment records may not display any information for location.



Task 3: Import Cost Information

E-billing allows you to import cost information. This requires using Excel with RCO formatted templates and adding unique billing information from your organization’s accounting system. This template is available on the “Billing Setup” screen, near the import option.



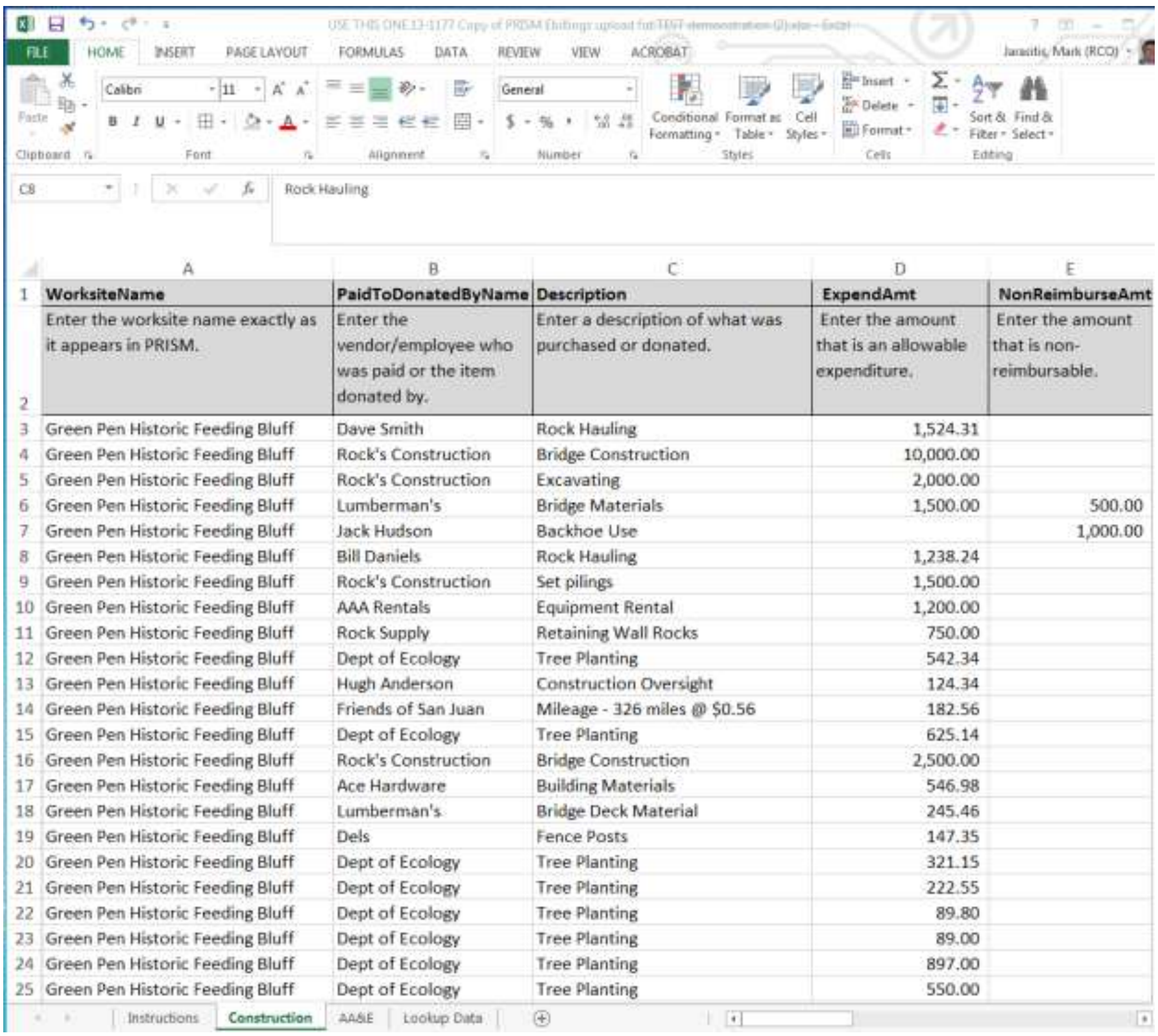
Begin on the “Billing Setup” screen, select “Download” to get the Excel template. Based on the project type, the template will be tailored to fit your project. Save the Excel file on your network or computer.

Select “View” to show a list of valid worksites, properties, and work types for the project.

The first tab of the template contains detailed instructions for using the import process. There will be other tabs for each cost category for the specific project. See Section 1, Task 3 for a full listing of project types and cost categories. The last tab of the template is for look up data in regards to the chosen project. The look up data shows the valid work types, valid non-reimbursable types, valid units, and valid labor rate justifications.

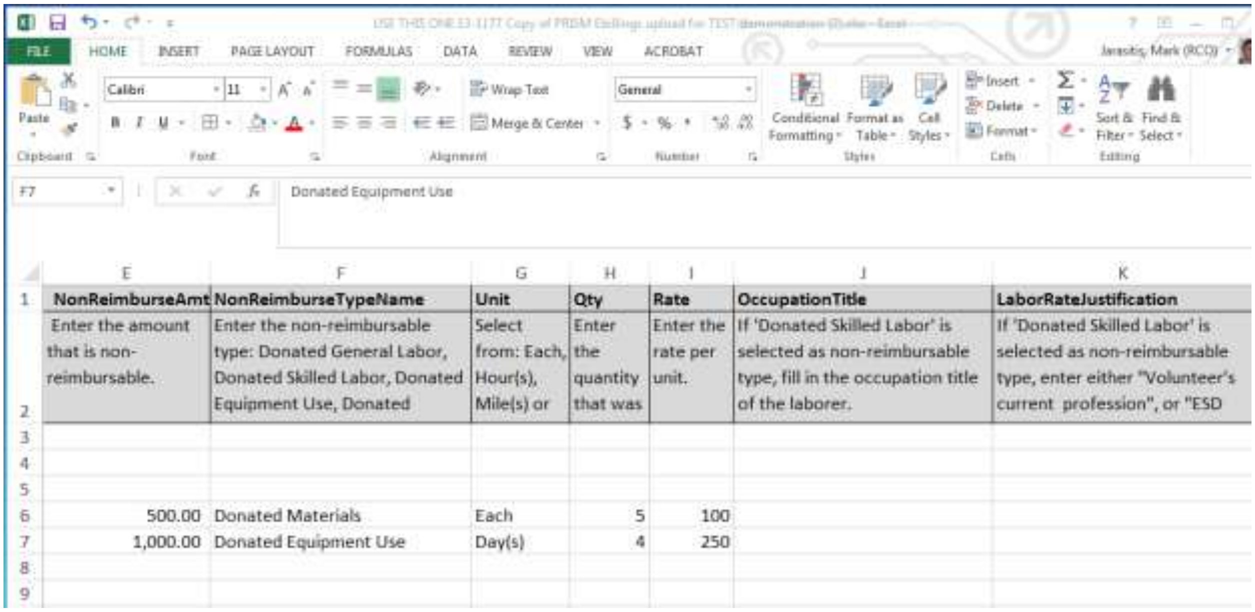
On the costs pages (screen print below), add cost information starting on Row 3. The first two rows give titles (Row 1) and further details about what should be included in the column (Row 2). Do not alter these two rows. Data is input in Row 3 and below.

This template requires that the worksite or property (Column A) is referenced exactly like the worksite or property in PRISM for the project. Additionally, if match is reported, the match category must match exactly. Any units that are to be entered must match exactly, or the upload will not complete for that row. PRISM will upload what it can, but if the spreadsheet contains data that does not match the required format, that data will be blank in the costs pages.



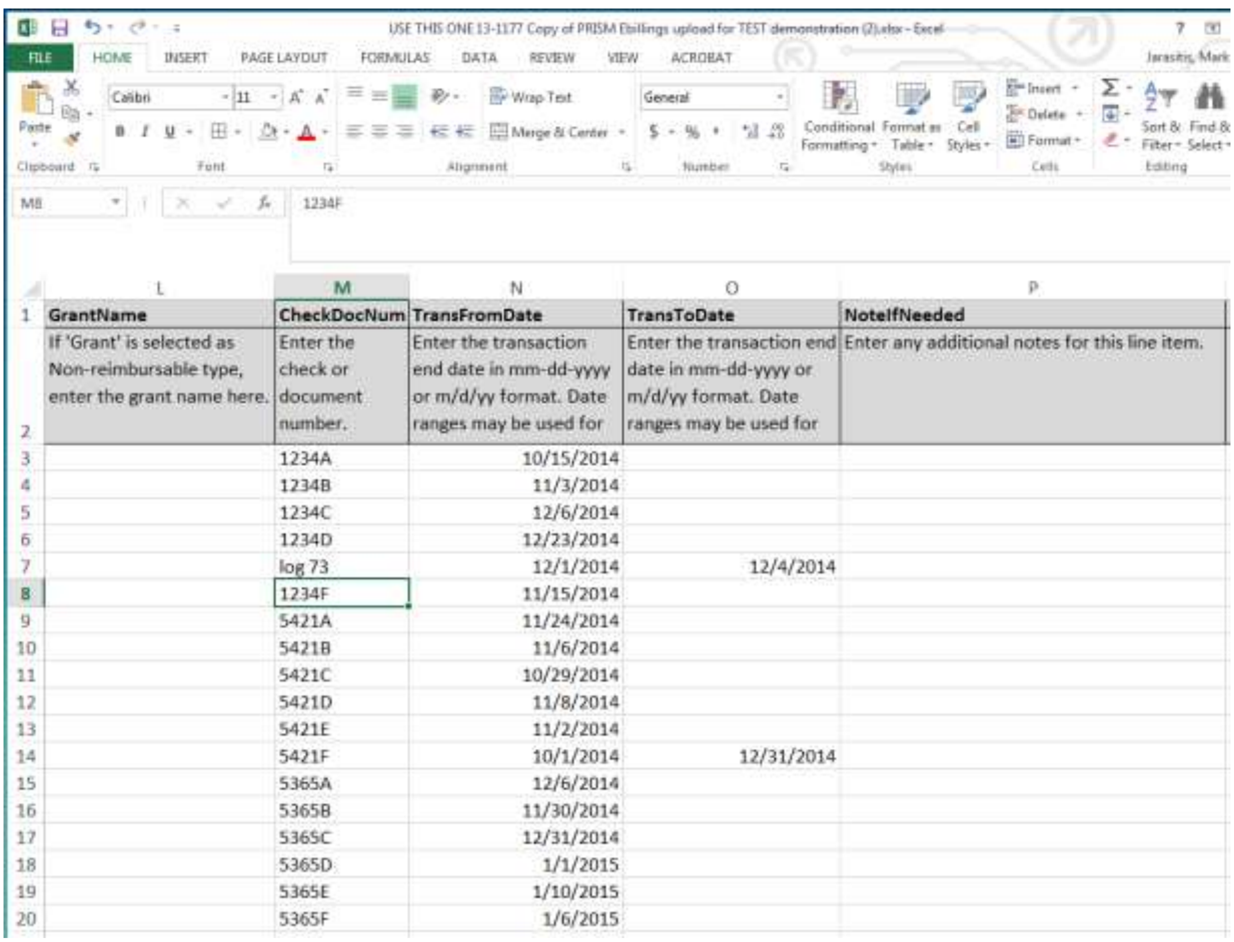
	A	B	C	D	E
1	**WorksiteName**	**PaidToDonatedByName**	**Description**	**ExpendAmt**	**NonReimburseAmt**
2	Enter the worksite name exactly as it appears in PRISM.	Enter the vendor/employee who was paid or the item donated by.	Enter a description of what was purchased or donated.	Enter the amount that is an allowable expenditure.	Enter the amount that is non-reimbursable.
3	Green Pen Historic Feeding Bluff	Dave Smith	Rock Hauling	1,524.31	
4	Green Pen Historic Feeding Bluff	Rock's Construction	Bridge Construction	10,000.00	
5	Green Pen Historic Feeding Bluff	Rock's Construction	Excavating	2,000.00	
6	Green Pen Historic Feeding Bluff	Lumberman's	Bridge Materials	1,500.00	500.00
7	Green Pen Historic Feeding Bluff	Jack Hudson	Backhoe Use		1,000.00
8	Green Pen Historic Feeding Bluff	Bill Daniels	Rock Hauling	1,238.24	
9	Green Pen Historic Feeding Bluff	Rock's Construction	Set pilings	1,500.00	
10	Green Pen Historic Feeding Bluff	AAA Rentals	Equipment Rental	1,200.00	
11	Green Pen Historic Feeding Bluff	Rock Supply	Retaining Wall Rocks	750.00	
12	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	542.34	
13	Green Pen Historic Feeding Bluff	Hugh Anderson	Construction Oversight	124.34	
14	Green Pen Historic Feeding Bluff	Friends of San Juan	Mileage - 326 miles @ $0.56	182.56	
15	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	625.14	
16	Green Pen Historic Feeding Bluff	Rock's Construction	Bridge Construction	2,500.00	
17	Green Pen Historic Feeding Bluff	Ace Hardware	Building Materials	546.98	
18	Green Pen Historic Feeding Bluff	Lumberman's	Bridge Deck Material	245.46	
19	Green Pen Historic Feeding Bluff	Dels	Fence Posts	147.35	
20	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	321.15	
21	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	222.55	
22	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	89.80	
23	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	89.00	
24	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	897.00	
25	Green Pen Historic Feeding Bluff	Dept of Ecology	Tree Planting	550.00	

Based on the screen below, you can see if a field is not needed, you may leave it blank.



	E	F	G	H	I	J	K
1	NonReimburseAmt	NonReimburseTypeName	Unit	Qty	Rate	OccupationTitle	LaborRateJustification
2	Enter the amount that is non-reimbursable.	Enter the non-reimbursable type: Donated General Labor, Donated Skilled Labor, Donated Equipment Use, Donated	Select from: Each, Hour(s), Mile(s) or	Enter the quantity that was	Enter the rate per unit.	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
3							
4							
5							
6	500.00	Donated Materials	Each	5	100		
7	1,000.00	Donated Equipment Use	Day(s)	4	250		
8							
9							

The screen below shows the other fields of information needed.



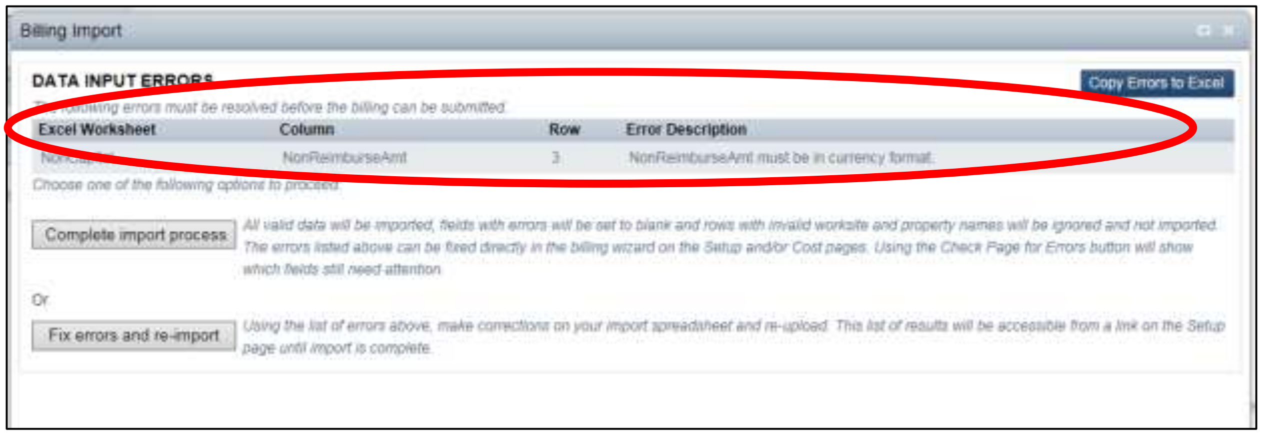
	L	M	N	O	P
1	GrantName	CheckDocNum	TransFromDate	TransToDate	NoteIfNeeded
2	If 'Grant' is selected as Non-reimbursable type, enter the grant name here.	Enter the check or document number.	Enter the transaction end date in mm-dd-yyyy or m/d/yy format. Date ranges may be used for	Enter the transaction end date in mm-dd-yyyy or m/d/yy format. Date ranges may be used for	Enter any additional notes for this line item.
3		1234A	10/15/2014		
4		1234B	11/3/2014		
5		1234C	12/6/2014		
6		1234D	12/23/2014		
7		log 73	12/1/2014	12/4/2014	
8		1234F	11/15/2014		
9		5421A	11/24/2014		
10		5421B	11/6/2014		
11		5421C	10/29/2014		
12		5421D	11/8/2014		
13		5421E	11/2/2014		
14		5421F	10/1/2014	12/31/2014	
15		5365A	12/6/2014		
16		5365B	11/30/2014		
17		5365C	12/31/2014		
18		5365D	1/1/2015		
19		5365E	1/10/2015		
20		5365F	1/6/2015		

Data Input Errors

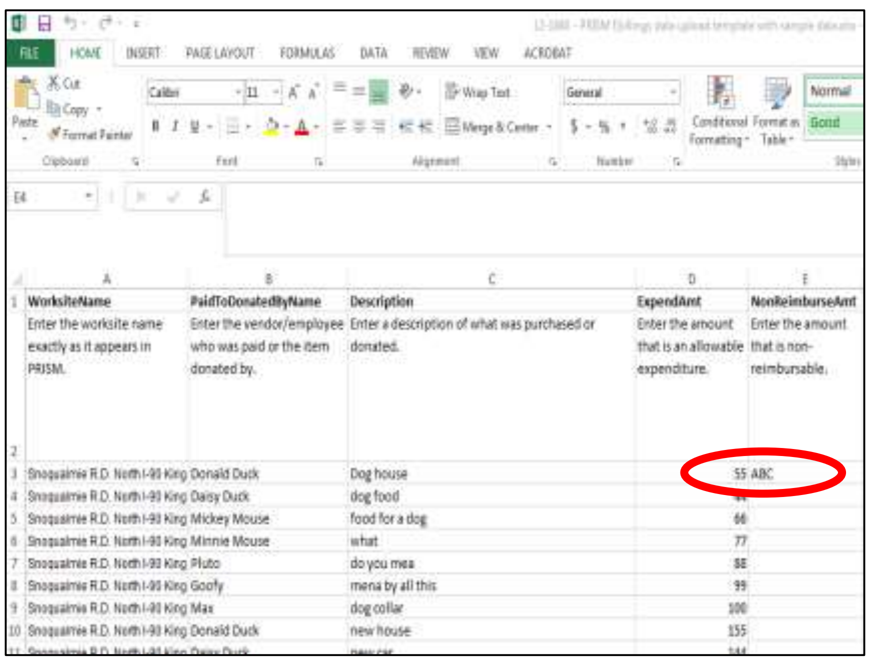
After initial upload, the system will show a screen identifying any errors. At this point, you can complete the import process or reject the upload, fix the errors, and re-import the file again.

Below is an example of "Billing Import" screen with data input errors. In this case, an incorrect format was used for currency in Row 3.

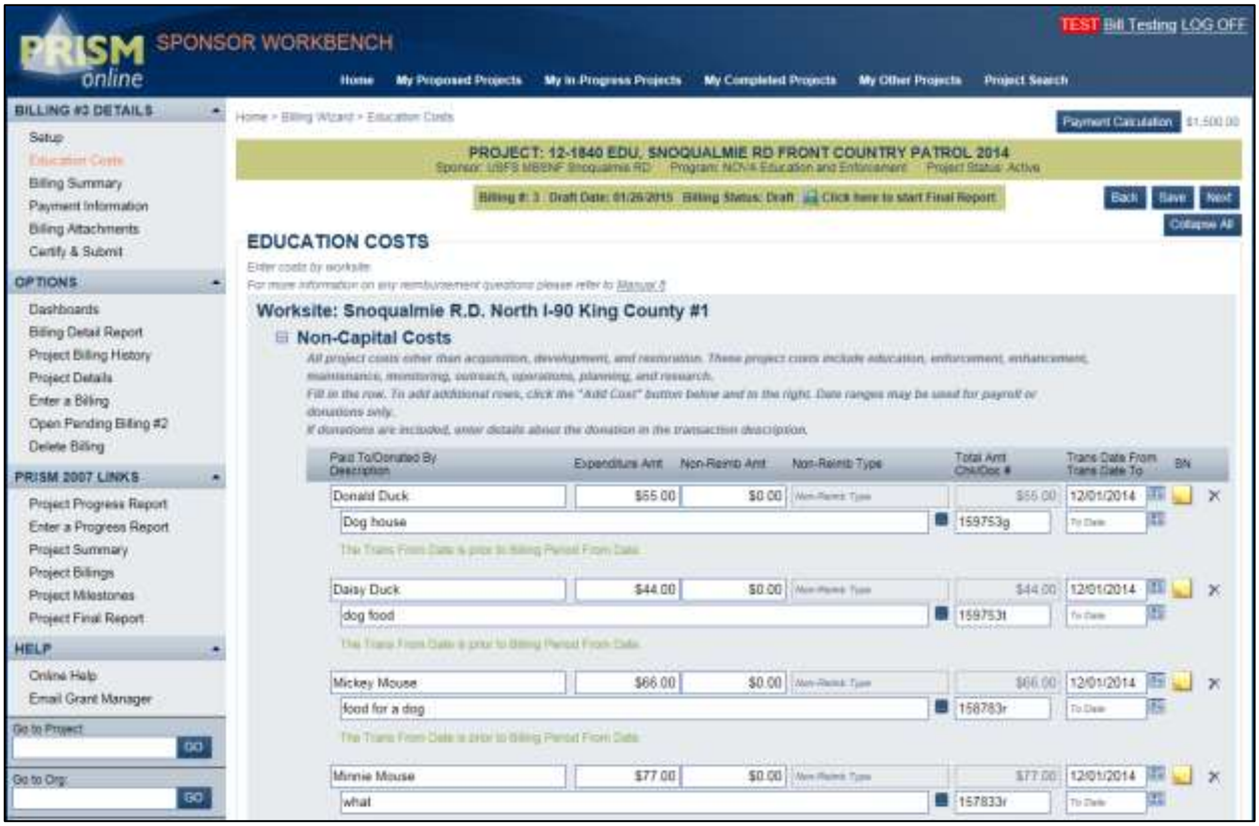
When there is already cost data in the bill, and the import feature is chosen, there will be a warning stating that the existing cost data will be replaced with the imported cost data.



To the right is a screen print of the template with the error in red. The incorrect information was not uploaded, but the rest of the transaction was uploaded.



Here is a screen print of the uploaded cost data.



Once a template is used, it can be used again for any future bills. Be sure to remove old data so that costs are not billed twice.

New columns may be added to the spreadsheet, but the import process will ignore them.

Section 5:
Personal Service Contracts

Billing for Personal Service Contracts

Bills for all RCO personal service contracts must be completed through e-billing on PRISM Online. The processes will vary depending on the levels of detail required by your RCO agreement. There are two choices available for billing personal service contracts:

- The contractor follows the same billing process as RCO grants projects. This means for each bill, you enter information for each transaction individually with a row for each cost.

Or

- Use the current process for creating your regular invoice in your accounting system. You then create a bill in PRISM. On the "Billing Setup" screen, enter the dates covered by your invoice as the billing period. On the Costs page, enter one cost for the invoice and select in In the Paid To/Donated By field, use "See attached." Enter the amount of expenditure. In the Description field, use "See attached." For the check number, use "See attached" and the transaction dates can cover the period covered by your invoice. The final step is to attach a PDF of your invoice to the "Billing Attachments" screen, use billing attachment as the attachment type.

In all cases, bills must include the required amount of detailed documentation. This detail usually includes the contractor's employee, rate of pay, hours worked, any details on other purchases. For contracts developed with set amounts for set tasks, include details identifying the completion of the tasks and the negotiated amount.

Section 6:
Tips and Tricks and the RCO Web Site

Tips and Tricks

This section contains some tips and tricks we have found helpful in using this program. If you have a helpful tip, please let us know. We may include your tip in a future edition of this user guide. E-mail us at ebilling@rco.wa.gov.

Get familiar with the process – At first, the process of using the e-billing wizard may seem very different. We trust that after completing several bills, the steps and the program will become more familiar and easier to use. Be patient, you can do it. If you have problems, or questions, please let us know.

"Back" buttons work in browser – When working through the e-billing wizard, the "Back" buttons will work in the browser. If you need to see the previous screen, hit the "Back" button.

Start a new session – If you have a question, or would like to look up something, but don't want to lose your place, that is no problem. Just right click the item you are interested in. By right clicking, a dialog box will display. You can choose to open the link in a new tab or new window. Once you are done, just close the window.

When doing a billing, right click to open property details/brief, then you will have access to property pages, too. Once the property details/brief page is open, look in the upper left of the screen. Click on the property pages to add details about acquisition projects.

Enter property information as soon as you have the information – Acquisition information can be entered at any time on the property page. You also can attach required documents, such as the deed or appraisal, even if you aren't doing a bill right away. When you are ready to bill, that information already will be in PRISM.

Always go to Billing History first – When starting a new bill, go to "Billing History" first. This will allow you to verify there is not a draft bill in the system and to verify the progress of previous bills. Please note, there can be more than one draft bill if this is helpful to you.

Delete old, unused draft bills – While you can have more than one draft bill, all un-submitted drafts must be deleted before a project can be closed. Delete any draft bills that are not going to be used. To delete a draft bill, open the pending bill and click on "Delete Billing" in the "Options" area on the left side in the middle of the panel.

Expanded backup documentation – RCO monitors our grant sponsors carefully. This monitoring is done with a review of each bill submitted. We check for allowable costs and questionable costs, and we make sure that costs are within the appropriate dates. Additionally, RCO requests expanded backup documentation from each sponsor. Our goal is to request this once a year.

When expanded backup documentation is requested, we will send an e-mail and let you know what we need to see. When bills are prepared, the system will identify whether expanded backup documentation is required. Based on this request, you will need to include all timesheets, pay rates, invoice copies, volunteer logs, and any other backup that shows the source documents for the request. These documents need to be scanned and attached in PRISM, usually using PDF format.

The RCO Web Site

You may go to our Web site to view training videos and fact sheets.

Fact Sheets

1 Advances – Salmon Recovery Funding Board

2 Billing Categories, Work types Overview, Properties, Worksites

3 Billing Personal Service Contracts

4 Secured Access Rules

5 Date Edits

6 E-Billing Overview

7 Edits and Errors

8 Escrow Payments

9 Importing

10 Navigation, Getting Around

11 Required Attachments