9 E-Billing Fact Sheet

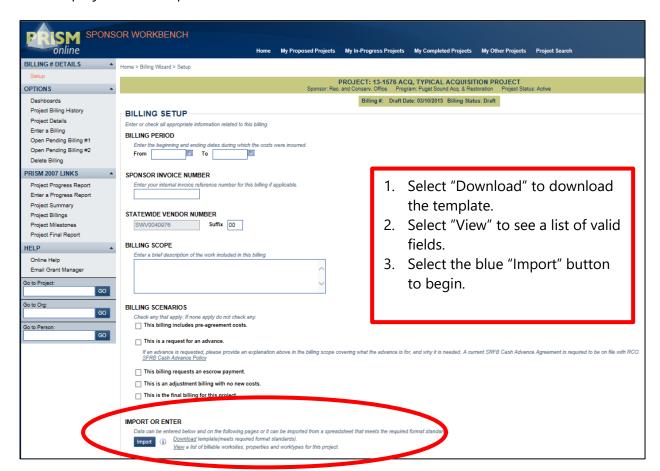## Importing Cost Information for a Bill

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 and project type has a different template and property/worksites listed, so the Recreation and Conservation Office (RCO) recommends you download a separate template for each project. The templates should not be reused.

Callout text on screenshot:
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 hidden, but it is similar to the labels for the fields.

Row 2 is the name for each field that can be imported.

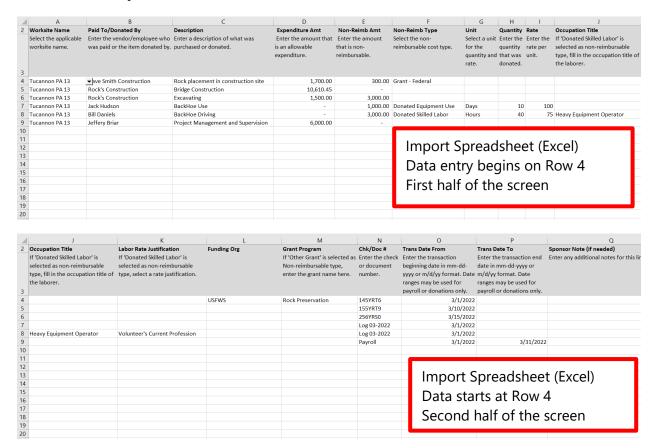Row 3 is a description of each field name.

Row 4 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   Property or Work Site Name, choose from the drop-down menu

- Column B   Paid to/Donated by

- Column C   Description

- Column D   Expenditure Amount

- Column E   Non Reimburse Amount

- Column F   Non Reimburse Type Name - choose the appropriate non-reimburse type, from the drop down menu

    - Donated Animal Stock Use

    - Donated Equipment Use

    - Donated General Labor

    - Donated Materials

    - Donated Mileage

    - Donated Services

    - Donated Skilled Labor

    - Donated Supplies

    - Grant – Conservation Futures

    - Grant – Federal

    - Grant – Local

- ▪ Grant – Private

- ▪ Grant – State

- ▪ Grant – Tribal

- ▪ Sponsor Animal Stock Use

- ▪ Sponsor Equipment Use

- ▪ Sponsor Materials

- ▪ Sponsor Mileage

- ▪ Sponsor Payroll

- ▪ Sponsor Supplies

- Column G Unit choose from drop down menu, based on previous choice

  - o Hour(s)

  - o Mile(s)

  - o Day(s)

  - o Each

- 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 – choose from the drop-down menu, complete when you use "Donated Skilled Labor"

  - o Volunteer's Current Profession

  - o ESD Rate – rate from Employment Security Department

- Column L Funding Organization – use if cost funded by another grant, enter grant funding organization

- Column M Grant Program – use if cost funded by another grant, enter grant funding program

  - o NOTE: Based on the application PRISM will complete the grant number, double check this information on the cost pages, update the grant number if needed

- Column N Check/Document Number

- Column O   Transaction From Date

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

- Column Q   Notes if needed

	A	B	C	D	E	F	G	H	I	J
2	**Worksite Name**	**Paid To/Donated By**	**Description**	**Expenditure Amt**	**Non-Reimb Amt**	**Non-Reimb Type**	**Unit**	**Quantity**	**Rate**	**Occupation Title**
3	Select the applicable worksite name.	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.	Select the non-reimbursable cost type.	Select a unit for the quantity and rate.	Enter the quantity that was donated.	Enter the rate per unit.	If 'Donated Skilled Labor' is selected as non-reimbursable type, fill in the occupation title of the laborer.
4	Tucannon PA 13	ave Smith Construction	Rock placement in construction site	1,700.00	300.00	Grant - Federal				
5	Tucannon PA 13	Rock's Construction	Bridge Construction	10,610.45	-					
6	Tucannon PA 13	Rock's Construction	Excavating	1,500.00	3,000.00					
7	Tucannon PA 13	Jack Hudson	BackHoe Use	-	1,000.00	Donated Equipment Use	Days	10	100	
8	Tucannon PA 13	Bill Daniels	BackHoe Driving	-	3,000.00	Donated Skilled Labor	Hours	40	75	Heavy Equipment Operator
9	Tucannon PA 13	Jeffery Briar	Project Management and Supervision	6,000.00	-					

Import Spreadsheet (Excel)
Data entry begins on Row 4
First half of the screen

	J	K	L	M	N	O	P	Q
2	**Occupation Title**	**Labor Rate Justification**	**Funding Org**	**Grant Program**	**Chk/Doc #**	**Trans Date From**	**Trans Date To**	**Sponsor Note (if needed)**
3	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, select a rate justification.		If 'Other Grant' is selected as Non-reimbursable type, enter the grant name here.	Enter the check or document number.	Enter the transaction beginning 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 lir
4			USFWS	Rock Preservation	145YRT6	3/1/2022		
5					155YRT9	3/10/2022		
6					256YRS0	3/15/2022		
7					Log 03-2022	3/1/2022		
8	Heavy Equipment Operator	Volunteer's Current Profession			Log 03-2022	3/1/2022		
9					Payroll	3/1/2022	3/31/2022	

Import Spreadsheet (Excel)
Data starts at Row 4
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, using the check page or billing for errors button. The import process does not review for every single kind of E-Billing error.

Keep in Mind

Keep all 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.

Be careful to always delete all previous information for new billings to avoid uploading information more than once.