

10 E-Billing Fact Sheet

Navigation, Getting Around

There are many ways to get around in PRISM Online E-Billing.

PRISM Online works best using the following Internet browsers: Edge, Chrome, Firefox, or Safari, to login to PRISM Online. (Internet Explorer is NOT recommended). If you do not have a login ID, or a password, make a request on RCO's PRISM resources Web page.

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

PRISM Resources Web Page: <https://rco.wa.gov/recreation-and-conservation-office-grants/apply-for-a-grant/prism/>

Once logged onto PRISM Online, you begin on the home page, there are several navigation options.

Home Screen

This is the project actions home screen. Here you can update applications, create billings, submit reports, and attach and update properties.

PRISM online Home Menu Sponsor Resources Staff Resources Help Mark Jarasitis

+ New Application **Project Actions** Project Search Alerts

Go to Project
 Go

Recent Activity

- 19-1215 A Wildboy Forest and Kwoneesum Dam Acquisition (Columbia Land Trust)
- 19-1495 R Tucannon PA 13 Habitat Enhancement (Dept of Fish & Wildlife)
- 19-1398 A Lower Eld Nearshore Habitat Complex Acquisition (Capitol Land Trust)
- 19-1187 P Flood Storage and Habitat Enhancement Master Plan (City of Chehalis)
- 19-1463 P Asotin Creek PA 06 Design (Asotin Co Conservation Dist)

Applications Billings Progress/Final Reports Attachments Properties

Project #	Sponsor	Project	Status
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Click an action button above to load project data.

This is the project search home screen. Here you can select projects you've recently reviewed, by clicking on the down arrow on the left and choosing one of the buttons. The buttons include application, \$ Billings, Progress/Final Reports, Attachments, Properties, Details (Project Brief) and Narrative.

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+ New Application Project Actions **Project Search** Alerts EXPORT COLUMN OPTIONS

191215 Type Sponsor Project Name Board Program Manager

Apply Clear Use the filters above to narrow the search criteria, then click Apply.

Alert	Proj #	Type	Sponsor	Project Name	Board	Program	Manager
▶	20-1347	Acquisition	Columbia Land Trust	Wildboy Forest and Kwoneesum Dam Acquisition	..RCFB - Cons	WWRP - Riparian Protection	Kim S
▶	20-1176	Restoration	Cowlitz Indian Tribe	Kwoneesum Dam Removal	SRFB	Salmon - State Projects	Amee B
✓	19-1215	Acquisition	Columbia Land Trust	Wildboy Forest and Kwoneesum Dam Acquisition	..RCFB - Cons	WWRP - Riparian Protection	Amee B

Application Billings Progress/Final Rpts Attachments Properties Details Narrative

NOTE: The Alerts screen (not shown here) will identify any notifications for your projects

Project Billings Screen

If you click the "\$ Billings" button the billings screen will display. From here, you can review the project billing history or start a new bill.

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PROJECT DETAILS

Project Brief Properties Attachments Sponsor Match Billings Progress/Final Reports Narrative Snapshot Project Agreement 2007 Project Summary 2007

OPTIONS

Enter a Billing Enter Progress/Final Report Email Grant Manager PRISM Support Enter Inspection Report

APPLICATION DETAILS

Application Wizard Application Report Grant Manager Comments Rpt

DASHBOARDS

Billing Dashboards Compliance Workbench PRISM Browse 2007

Go to Project: GO

PROJECT: 19-1215 ACQ, WILDBOY FOREST AND KWONEESUM DAM ACQUISITION
 Sponsor: Columbia Land Trust Program: WWRP - Riparian Protection Status: Active
 Project Start Date: 12/12/2019 Agreement End Date: 03/31/2022

BILLINGS
 A summary of billing information for the selected project.
 Released billings In Process and Approved billings Draft and Returned billings Refresh

BALANCES

	RCO Grant Agreement	RCO %	Sponsor Match Agreement	Sponsor %	Total
Agreement Total	\$1,536,200.00	47.625248 %	\$1,689,400.00	52.374752 %	\$3,225,600.00
Paid to Date	\$1,518,840.97	98.870002 %	\$1,670,309.81	98.870002 %	\$3,189,150.78
Retained to Date	(\$16,345.84)	-1.064044 %			(\$16,345.84)
REMAINING BALANCE	\$17,359.03	1.129998 %	\$19,090.19	1.129998 %	\$36,449.22

Planned Retainage \$17,359.03 (1.12000000%) Match Bank \$2,120.28
 Retainage Trigger \$1,518,840.97 Match Owed \$0.00
 Number of Billings 4 Advance Balance \$0.00
 Pending Billing Accrual Balance \$0.00
 AFRS Project Number CFDA Number(s)

BILLING HISTORY
 Number of Billings: 4

Billing #	Billing Date	Worksites Properties	Approved Amount	Payment Amount	Billing Period	Sponsor Invoice	Suffix	Billing Status Release Date
#4	01/14/2022	Property: Wildboy Creek Forest	\$20,186.81	\$3,840.97	04/01/2020 - 12/31/2021	573-4	00	Released 01/25/2022

Enter New Billing

Project Brief Screen

If you click the “details” button the project brief will display. PRISM will bring you to the “Project Brief” page. From here, you can select “Billings” to review the project billing history or “Enter a Billing” to start a new bill. For acquisition projects, you may view the “Property” page where acquisition purchase details are entered.

The screens are similar to the several previous screens.

The screenshot shows the PRISM Online interface. The top navigation bar includes Home, Menu, Sponsor Resources, Staff Resources, and Help. The left sidebar lists various options, with 'Billings' and 'Enter a Billing' circled in red. The main content area displays project details for 'PROJECT: 19-1215 ACQ, WILDBOY FOREST AND KWONEESUM DAM ACQUISITION'. It includes a 'PROJECT BRIEF' section with 'RCO AGREEMENT DATES' (Fiscal Year: 2020, Funded Date: 12/12/2019, Project Start Date: 12/12/2019, Original End Date: 03/31/2022, Agreement End Date: 03/31/2022). Below this, there are two pie charts: one for 'TOTAL AGREEMENT: \$3,225,600.00' showing 'Sponsor Match \$1,689,400.00' and 'RCO Share \$1,536,200.00'; and another for 'RCO SHARE: \$1,536,200.00' showing 'Remaining \$17,359.03' and 'Paid to Date \$1,518,840.97'. The 'Total Billed to Date' is \$3,225,592.86 (100% of total agreement), and the 'Match Bank' is \$2,120.28. The 'Last Released Payment' was on 1/25/2022 at 9:46:30 AM. There is also a 'PHOTOS' section with several small image thumbnails.

Final Thoughts

Occasionally, if you select a link, a new window may open in your browser. Additional windows can be closed or left open. Be certain to save any information that you update.

Your browser’s back button will work in PRISM Online E-Billing. If you ever get lost, you can always select “Home.”

While working on your bill, you will have the opportunity to save the information that you have input to reduce the risk of losing data and wasting time.