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## E-Billing Fact Sheet

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### Billing Categories • Work Type Overview • Properties and Worksites

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When preparing a bill, on the “Billing Setup” screen, choose the appropriate billing categories.

When billing development, restoration, and non-capital projects, the costs are all entered into the appropriate worksite. Development, restoration, and non-capital projects also require billing categories for costs.

- For development and restoration projects, the billing categories are construction and AA&E (administration, architecture, and engineering).
- For non-capital projects, the billing categories are non-capital and equipment.

When billing acquisition projects, costs are entered into the appropriate properties. Acquisition projects require an additional level of information for reporting costs. This additional level is called a work type. The table below shows the billing categories and work types required for acquisition projects.

#### Billing categories and work types required for acquisition projects

Project Type	Billing Categories	Possible Work Types
Acquisition	Property	Land
		Easement
		Lease
		Rights
	Incidentals	Appraisal
		Appraisal Review
		Baseline Documentation
		Boundary Line Adjustments
		Closing, Recording, Taxes, Title
		Cultural Resources
		Demolition
		Environmental Audits
		Fencing
		Noxious Weed Control
Relocation		
Signs		
Stewardship Plan		
Survey		

Project Type	Billing Categories	Possible Work Types
		Wetland Delineations
	Administration	Administrative Costs

If your project is a combination of project types, all of the project types present will be reported separately for billing.

The table below shows the specific project types for non-capital projects. (Note: Only non-capital projects have specific project types.)

**Specific project types for non-capital projects.**

Project Type	Specific Project Types
Non-Capital	Education
	Enhancement
	Maintenance
	Monitoring
	Operation
	Outreach
	Planning
	Research

**For more instructions, see the full *E-Billing User Guide* online at [www.rco.wa.gov/doc\\_pages/reimbursement.shtml](http://www.rco.wa.gov/doc_pages/reimbursement.shtml).**