Washington State
RCO E-Billings
Introduction and Demonstration
February 2015
What is RCO E-Billing?

- Billing process will be all online, through internet
  - PRISM online, starts 03/31/2015
  - The system uses an E-Billing wizard
- Everything required for billing will be attached online
  - Payment details,
    - description, amount, date, transaction numbers
  - Required attachments
    - Acquisition
    - Expanded Documentation
Why did RCO develop E-Billing?

- Reduce Risk
- Less forms/paper/postage, all online
- Increase transparency - you can see payment amount, track payments, research history
- Pay all complete billings within thirty days of receipt
- Next step in improving the grants management process
E-Billing - many years in the making

- Discussing and planning for 8 years
- Under development for 1 ½ years
- Used a team made up of:
  - Sponsors
  - Staff
  - Contractor
The Billing Cycle

1. State Treasurer Releases Funds
2. RCO Processes Billing
3. RCO Reviews Billing
4. Billing Submitted by Sponsor
5. Return to Sponsor if needed

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How to prepare your organization

- Your staff must have the proper credentials in PRISM
  - Logon must be associated with the organization
  - Need a role of billing, project contact or alternate project contact on each project
- Catch-up on billings if behind
- Be aware of upcoming transition deadlines
RCO E-Billings - Conclusion

Transition Plan

- 03/16/2015 - the last day RCO will accept paper billings
- 03/17/2015 - 03/30/2015 - the period of no billing, at this time RCO will not accept any new paper billings and will process all paper invoices on hand
- 03/31/2015 - E-Billing starts at RCO
RCO E-Billings - Conclusion

➤ Demo Opportunity
  ➤ If you are interested in trying out the E-Billing system yourself, email us and let us know: ebilling@rco.wa.gov

➤ Resources
  ➤ Website: RCO.WA.GOV
  ➤ Email: Ebilling@rco.wa.gov
RCO E-Billings

Questions?