

Oklahoma

–Submitting Vendor Entries as an Employer

Welcome to Acumen!

Thank you for joining the Acumen Family!



Acumen powered by DCI

Helping create a positive, long-lasting
impact on people's lives.

Acumen & DCI

Who is Acumen?



- One of the largest, most experienced fiscal management entities in the U.S.
- Servicing multiple states across the country
- Over 30 years of experience
- Customized approach for your needs

What is DCI?

DCI is the electronic invoicing system that allows community vendors to securely submit supporting documentations for payment approval by the individual or their authorized representative.

Web Browsers

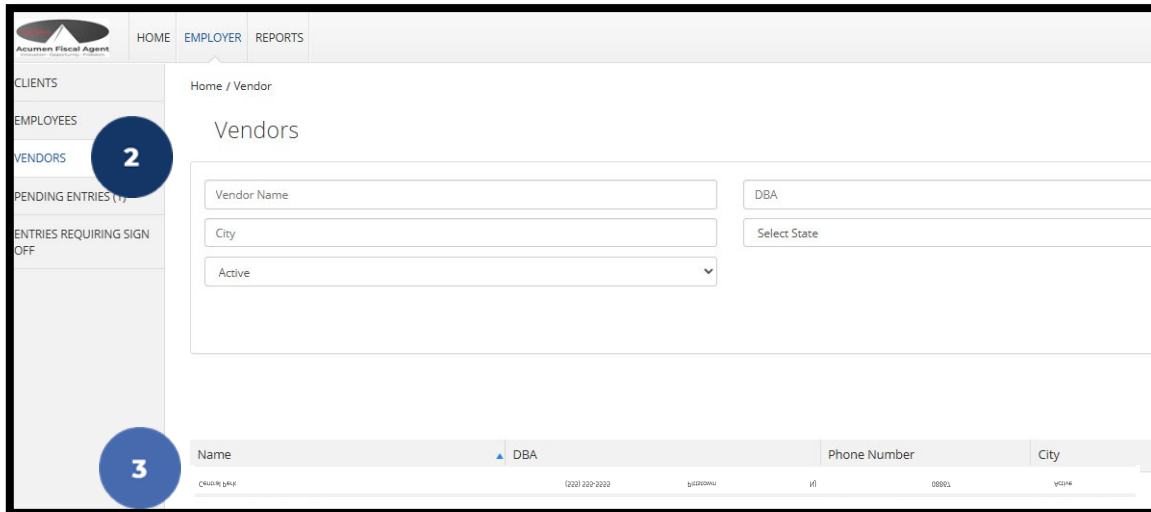
- ✓ Google Chrome (DCI Preferred)
- ✓ Firefox
- ✓ Edge
- ✓ Safari



New Vendor Payment Entry

New Vendor Payment Entry

1. From your home page, Select Employer
2. Select Vendor from the submenu
3. Select the Vendor you are submitting the payment entry for
4. Select "Actions"
5. Select "Add New Vendor Payment"



Acumen Fiscal Agent

HOME EMPLOYER REPORTS

CLIENTS

EMPLOYEES

VENDORS 2

PENDING ENTRIES (1)

ENTRIES REQUIRING SIGN OFF

Home / Vendor

Vendors

Vendor Name

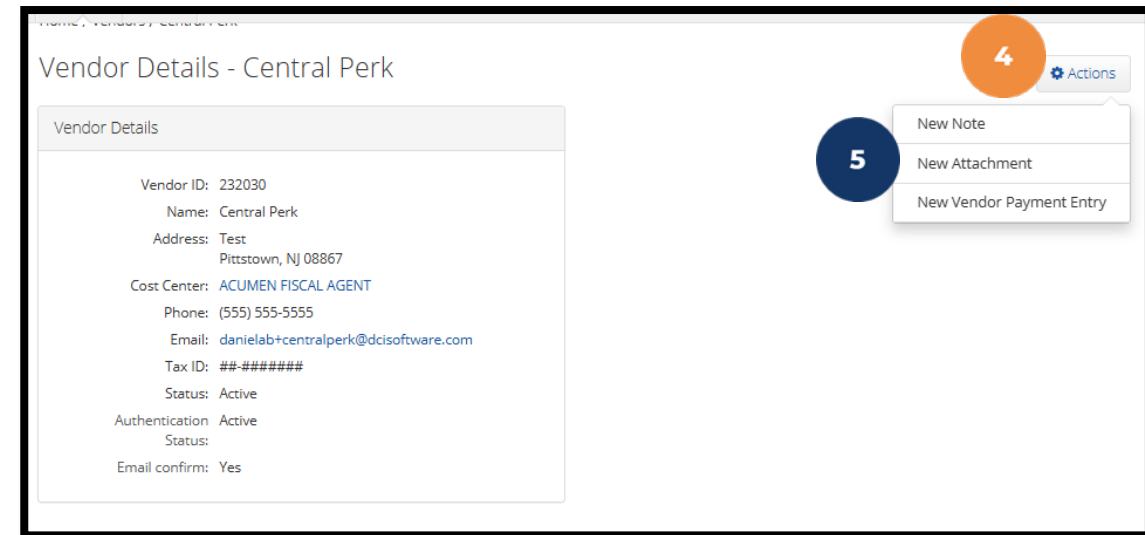
City

Active

DBA

Select State

Name	DBA	Phone Number	City
Central Perk			



Vendor Details - Central Perk

Vendor Details

Vendor ID: 232030

Name: Central Perk

Address: Test
Pittstown, NJ 08867

Cost Center: ACUMEN FISCAL AGENT

Phone: (555) 555-5555

Email: danielab+centralperk@dcisoftware.com

Tax ID: ##-####

Status: Active

Authentication Status: Active

Email confirm: Yes

4 Actions

5

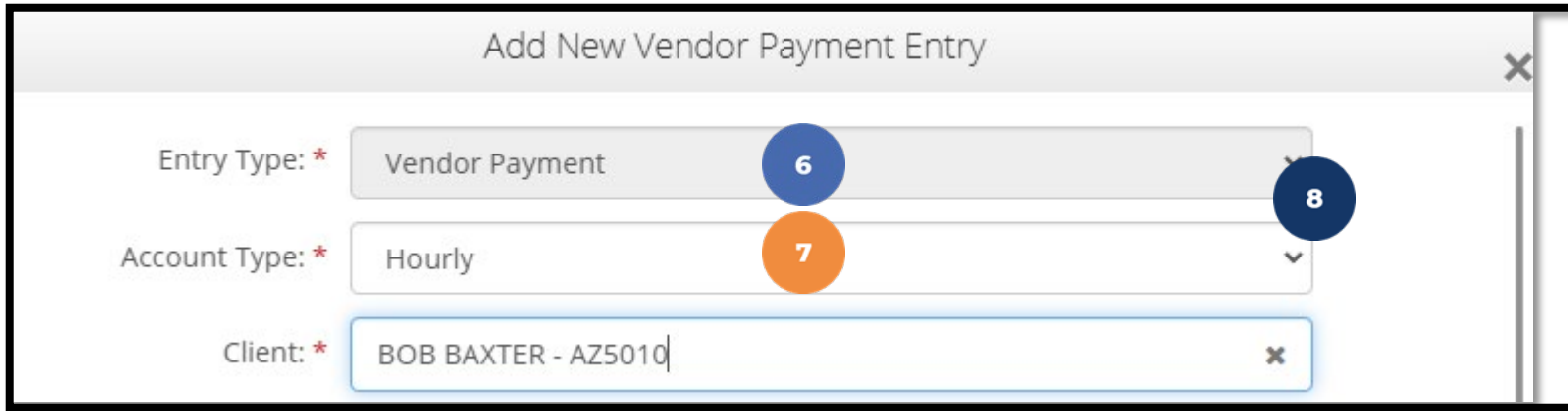
- New Note
- New Attachment
- New Vendor Payment Entry

***If you don't see the name of your Vendor, please reach out to Vendor-OK@acumen2.net to verify the spelling as well as verify that this is an Approved Vendor.**

New Vendor Payment Entry

Complete the form:

6. Entry Type (required): Vendor Payment
7. Account Type (required): Hourly
8. Client (required): Type the client's name and select it from the drop-down (Last Name First Name with no commas in between)



The screenshot shows a web form titled "Add New Vendor Payment Entry" with a close button (X) in the top right corner. The form contains three required fields, each marked with a red asterisk:

- Entry Type:** A dropdown menu showing "Vendor Payment". A blue circle with the number 6 is placed over the dropdown text, and a blue circle with the number 8 is placed over the dropdown arrow.
- Account Type:** A dropdown menu showing "Hourly". An orange circle with the number 7 is placed over the dropdown text.
- Client:** A text input field containing "BOB BAXTER - AZ5010". A blue highlight is around the text, and a small 'x' icon is in the bottom right corner of the field.

Please note: Only clients who have an active service account with you listed as the *vendor* will display. If you do not see your client's name appear in the drop down, please reach out to Vendor-OK@acumen2.net.

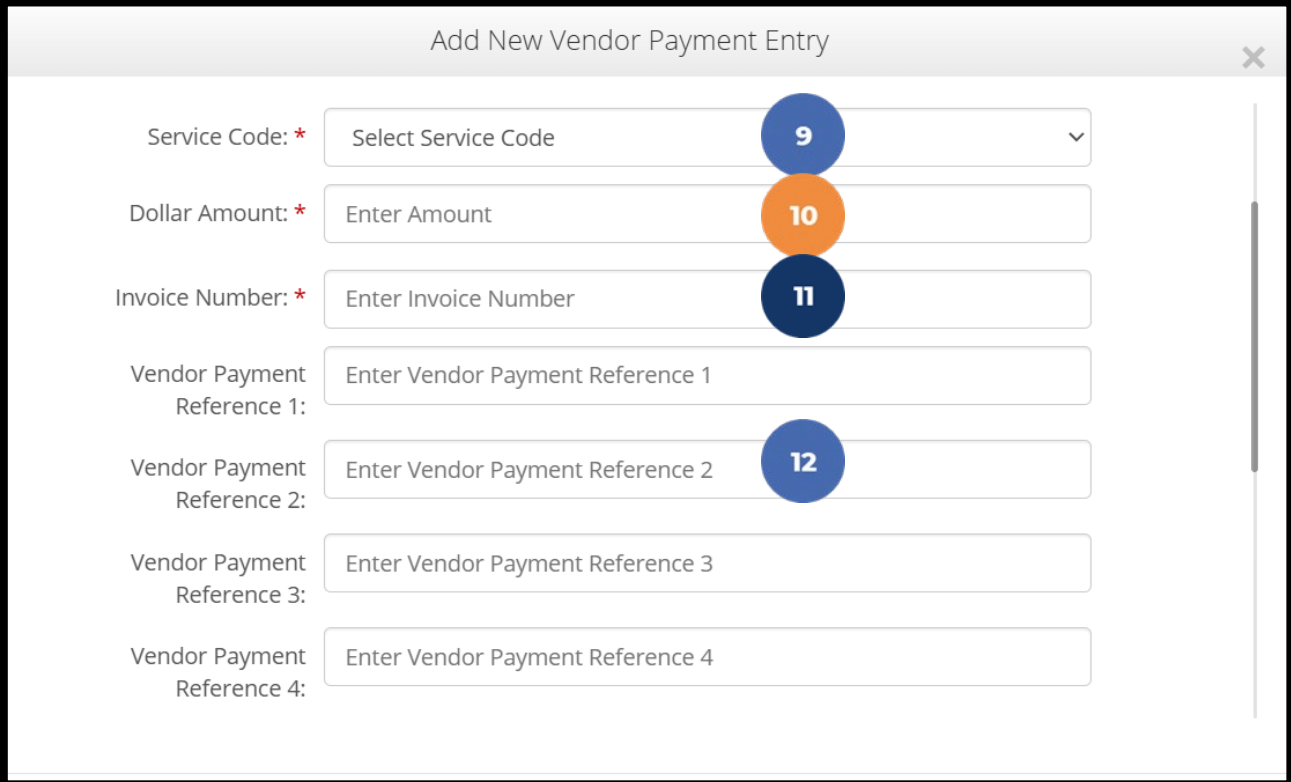
New Vendor Payment Entry

9. Service code (**required**): Select from the drop-down
10. Dollar Amount (**required**): Enter the total amount for the invoice for all dates of service
11. Invoice Number (**required**): Enter the invoice number.

Note: Invoice # field cannot have special characters, such as periods/slash/semicolon, please only use spaces.

Also please be sure to add the CLT initials and month in this line as it will help keep payments organized. Not required but helpful!

12. Vendor Payment Reference Fields 1-5 (*optional*): You can skip these!



The screenshot shows a web form titled "Add New Vendor Payment Entry" with a close button (X) in the top right corner. The form contains the following fields:

- Service Code:** A dropdown menu with the text "Select Service Code". A blue circle with the number 9 is positioned to the right of the dropdown.
- Dollar Amount:** A text input field with the placeholder text "Enter Amount". An orange circle with the number 10 is positioned to the right of the input field.
- Invoice Number:** A text input field with the placeholder text "Enter Invoice Number". A blue circle with the number 11 is positioned to the right of the input field.
- Vendor Payment Reference 1:** A text input field with the placeholder text "Enter Vendor Payment Reference 1".
- Vendor Payment Reference 2:** A text input field with the placeholder text "Enter Vendor Payment Reference 2". A blue circle with the number 12 is positioned to the right of the input field.
- Vendor Payment Reference 3:** A text input field with the placeholder text "Enter Vendor Payment Reference 3".
- Vendor Payment Reference 4:** A text input field with the placeholder text "Enter Vendor Payment Reference 4".

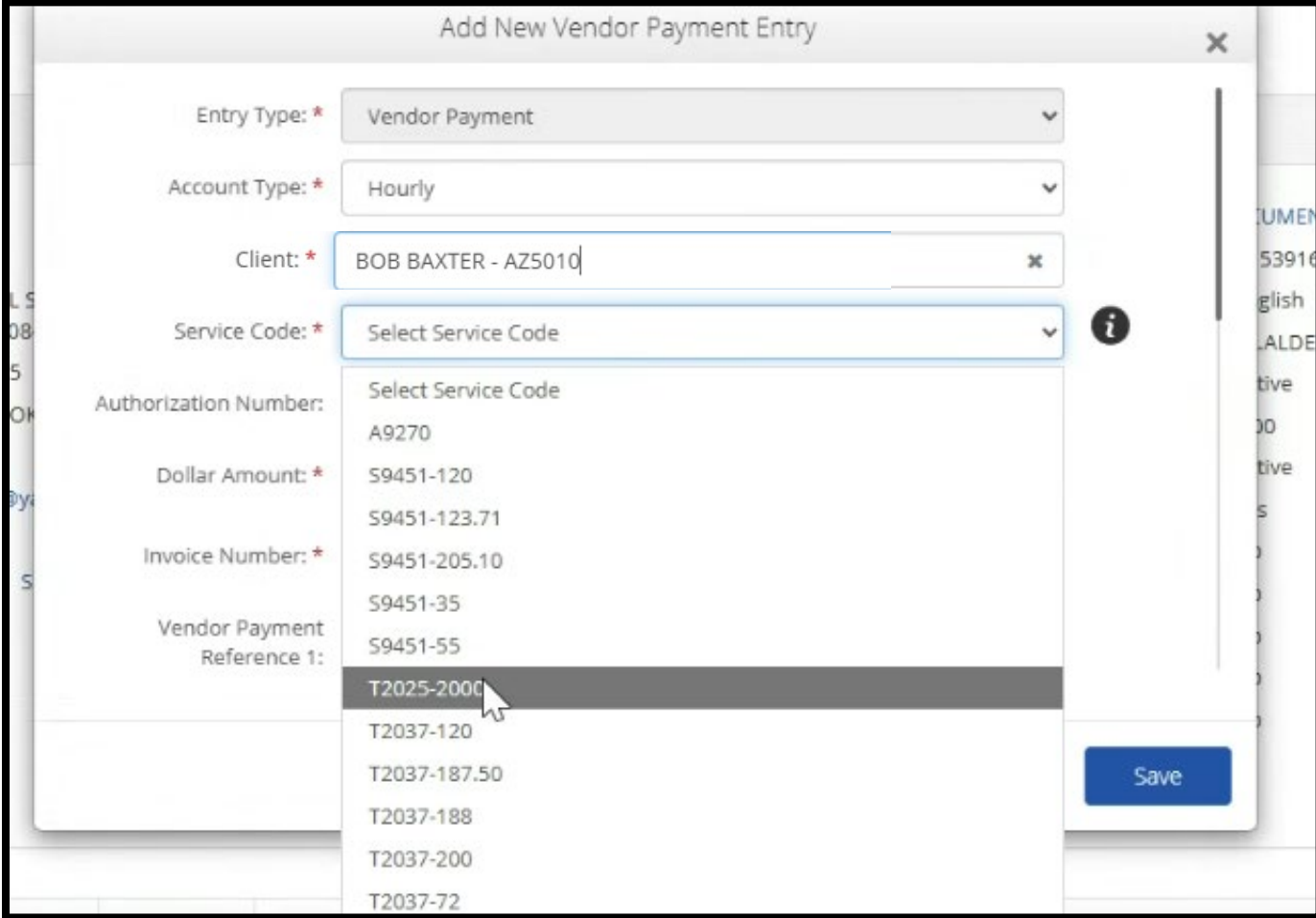
Service Codes!

Each service code (e.g., **S9451**) will include a modifier at the end, such as **S9451-35** or **S9451-205.10**.

- The **service code** identifies the type of service.
- The **modifier** shows the unit cost (for example, if each class costs \$30, the code would be **S9451-30**).

Invoice #:

Do **not** use special characters (like periods, slashes, or semicolons). Use only spaces. Please include the **CLT initials** and **month** in this field. This information helps match the paystub image that vendors receive—it's helpful but not required.



New Vendor Payment Entry

13. Date(s) of Service (**required**): This may be one date or multiple dates. Enter the date and the amount for that date then click the blue **plus sign (+)** to add more as needed.

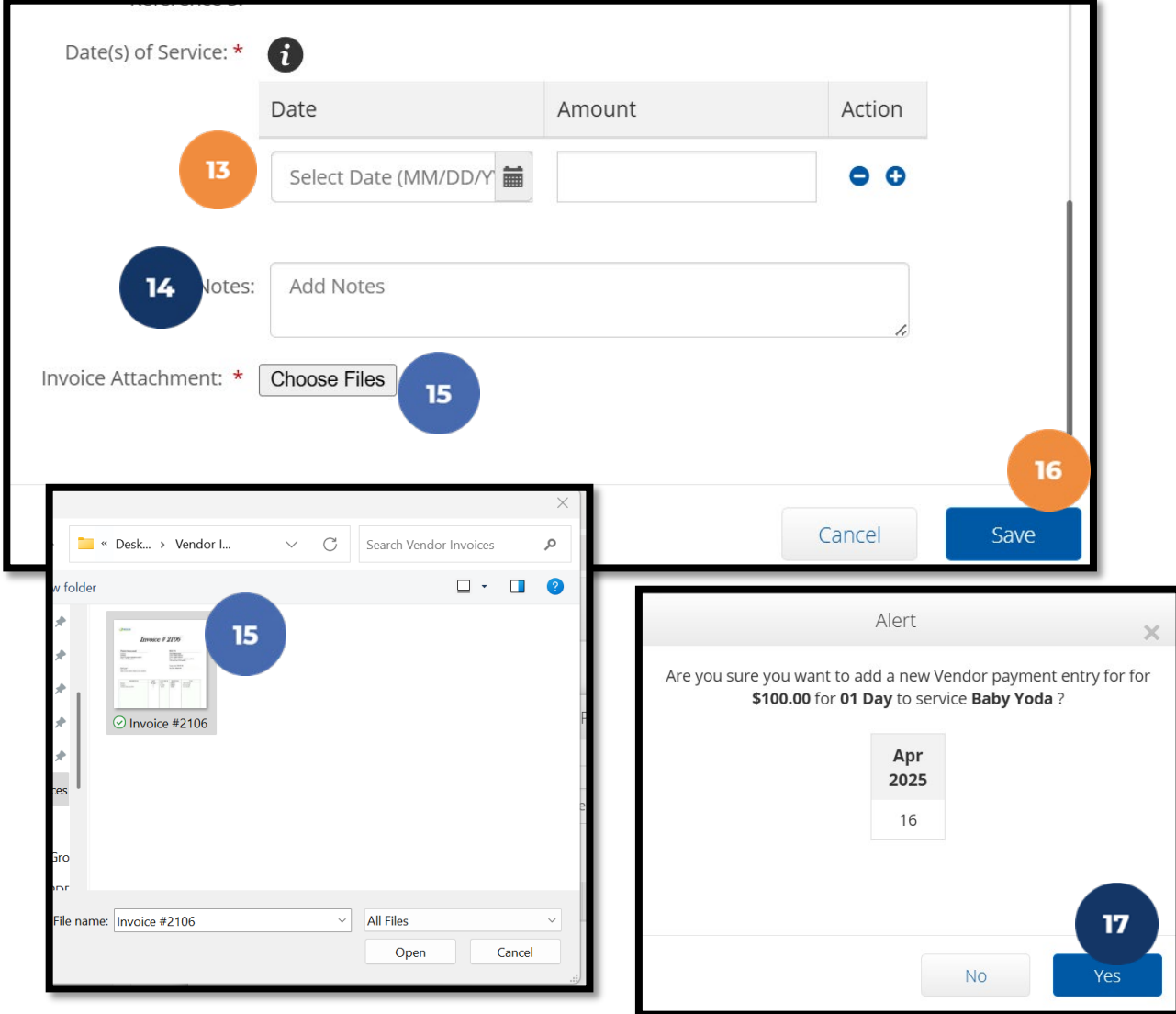
- **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field

14. Notes (*optional*): Used for your own understanding so please add clarifications such a “Sept Swim Class” to assist with understanding each payment

15. Supporting Documentation Attachment (**required**): Click the **Choose Files** button to select and upload the supporting documentation. Attachment must be in PDF, JPG, or PNG format.

16. Click **Save**

17. Click **Yes** to confirm



The screenshot displays the 'New Vendor Payment Entry' form with several numbered callouts:

- 13:** Points to the 'Date(s) of Service' section, which includes a table with columns 'Date', 'Amount', and 'Action'. The 'Date' column has a 'Select Date (MM/DD/YY)' input field and a calendar icon.
- 14:** Points to the 'Notes' section, which has a text area labeled 'Add Notes'.
- 15:** Points to the 'Invoice Attachment' section, which includes a 'Choose Files' button.
- 16:** Points to the 'Save' button at the bottom right of the form.

Below the main form, two additional windows are shown:

- File Explorer:** A window showing the 'Vendor I...' folder. It contains a file named 'Invoice #2106' with a green checkmark icon. The 'File name' field at the bottom shows 'Invoice #2106' and the file type is set to 'All Files'. Callout **15** points to the 'Invoice #2106' file.
- Alert:** A confirmation dialog box asking: 'Are you sure you want to add a new Vendor payment entry for for \$100.00 for 01 Day to service Baby Yoda ?'. It shows the date 'Apr 2025' and the number '16'. At the bottom, there are 'No' and 'Yes' buttons. Callout **17** points to the 'Yes' button.

New Vendor Payment Entry

Demonstration

FAQ's & Resources

Common FAQ's



Q: I am seeing multiple Vendor options, how do I know which one to select?

A: Please email your Acumen Vendor Team directly at Vendor-OK@acumen2.net for assistance with selecting the correct Vendor for your needs.

Q: I used to contact my Acumen Agent for my Vendor questions, who do I contact at Acumen when I have Vendor related inquiry?

A: Your dedicated Vendor Team would be happy to assist! Please email Vendor-OK@acumen2.net for assistance

Q: When attempting to submit a Vendor Request in DCI, I do not see the Service Code I need. What do I do?

A: If you do not see the authorization that you need in the dropdown list (ex. S9451-35, T2036-120, T2037-240, etc...) there could be one of two issues. Either Acumen has not received the Authorization from your Case Manager, in which case you need to reach out and verify that Acumen was provided what is known as a 'PB Number', or reference number for that Auth. The second issue may be that the request for Vendor payment is being entered incorrectly, in which case you can email us at Vendor-OK@acumen2.net with any questions you may be having.

Common FAQ's



Q: The Vendor Trainings are not being held at times that work for my schedule. Will there be Trainings held at non-traditional hours?

A: Unfortunately, no, but we do have a website that holds all of our Training Material! Simply go to [Acumen OK Training](#) for all of our resource material!

Q: I have a payment that is past the 160-day timely filing deadline, can that be processed?

A: No, anything that hasn't been submitted for payment that is over 160 days from the last service date is not able to be paid per DDS Program Policy.

*If you would like to see if a Vendor is already Program-approved or submit a request to receive services through a new Vendor, please email:

DDS.SDS@okdhs.org

Helpful Resources

Utilize our Websites



[OKLAHOMA- Training Materials](#) for more help

- This will give you a full list of Training Materials for DCI



[OKLAHOMA State Page](#)

- This will give OK specific details with Acumen Fiscal Agent

Contact the Acumen Vendor Team

For help with Vendor questions pertaining to DCI, corrections requests, timely filing concerns, or payment issues



[Contact Us](http://www.acumenfiscalagent.com/contact) form at **www.acumenfiscalagent.com/contact**



Email us at: Vendor-OK@acumen2.net



By Phone: (833) 892-0413





Acumen Fiscal Agent

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