

The Vendor Entry must be submitted in the DCI portal. The Vendor can **only** submit an entry after the service has been rendered (historical entry).

New Vendor Payment Entry

1. Navigate to acumen.dcisoftware.com and log into the Vendor Profile with your credentials.
2. Select **Entries** on the submenu.
3. Click on the **Actions** button on the top-right corner.
4. Select “**Add New Vendor Payment Entry**” from the drop-down menu.
5. Complete the Add New Vendor Payment Entry form wizard.
 - **Entry Type (required):** Vendor Payment.
 - **Account Type (required):** Vendor.
 - **Client (required):** Type the client’s name and select if from the drop-down list.
 - The Client is the individual receiving services.
 - Only Clients who have an active service account with you listed as the Vendor, have an Authorization on file and have completed the enrollment process, will appear from the Client drop-down list.
 - If the client’s name does not appear in the drop-down list, the client does not meet the criteria. Please reach out to Vendor-nj@acumen2.net
 - **Service Code (required):** Select from the drop-down list.
 - If you are unsure which Service Code to select, you can search by **Authorization Number** instead on the next field.
 - **Authorization Number:** This number can be found in the ISP.
 - **Dollar Amount (required):** Enter the total amount for the documentation for all dates of service.
 - **Invoice Number (required):** Enter the documentation number (this is created by the Vendor).

- **Vendor Payment Reference Fields 1-5** are optional: Add any additional information regarding the vendor payment.
- **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 date fields as needed.
 - The date of service must be in the **past**, as this is a historical entry. Only after the service has been provided to the client.
 - **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field.
- **Notes (optional)**
- **Invoice Attachment (required):** Click the Choose Files button to select and upload the documentation. The Attachment must be in PDF, JPG, or PNG format.
- Click **Save**.
- Click **Yes** on the alert to confirm.

The entry is now submitted!

If the Individual/Employer/Authorized Representative cannot sign electronically on the portal, the Vendor can collect a **wet signature** at the time of the service.

New Vendor Payment Entry – with Wet Signature

1. Navigate to acumen.dcisoftware.com and log into the Vendor Profile with your credentials.
2. Select **Entries** on the submenu.
3. Click on the **Actions** button on the top-right corner.
4. Select **“Add New Vendor Payment Entry”** from the drop-down menu.
5. Complete the Add New Vendor Payment Entry form wizard.
 - **Entry Type (required):** Vendor Payment.
 - **Account Type (required):** Vendor.
 - **Client (required):** Type the client’s name and select if from the drop-down list.

- The Client is the individual receiving services.
- Only Clients who have an active service account with you listed as the Vendor, have an Authorization on file and have completed the enrollment process, will appear from the Client drop-down list.
- If the client's name does not appear in the drop-down list, the client does not meet the criteria. Please reach out to Vendor-nj@acumen2.net
- **Service Code (required):** Select from the drop-down list.
 - If you are unsure which Service Code to select, you can search by **Authorization Number** instead on the next field.
- **Authorization Number:** This number can be found in the ISP.
- **Dollar Amount (required):** Enter the total amount for the documentation for all dates of service.
- **Invoice Number (required):** Enter the documentation number (this is created by the Vendor).
- **Vendor Payment Reference Fields 1-5** are optional: Add any additional information regarding the vendor payment.
- **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 date fields as needed.
 - The date of service must be in the **past**, as this is a historical entry. Only after the service has been provided to the client.
 - **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field.
- **Notes (optional)**
- **Invoice Attachment (required):** Click the Choose Files button to select and upload the documentation. The Attachment must be in PDF, JPG, or PNG format. Attach the Invoice that contains the **wet signature**.
- Under **NJ Vendor Entry Alternative Sign Off**, select:
 - **Yes, I have received a signature on the invoice.**
- Click **Save**.
- Click **Yes** on the alert to confirm.

Adding a New Vendor Payment Entry



The entry is now submitted!