

DCI Advanced Insights – Vendors



Acumen Fiscal Agent

Innovation • Opportunity • Freedom

DCI Advanced Insights for Vendors



Acumen Fiscal Agent
Innovation • Opportunity • Freedom



Vendor Payment Activity & Entry Tracking Report



Vendor Authorization



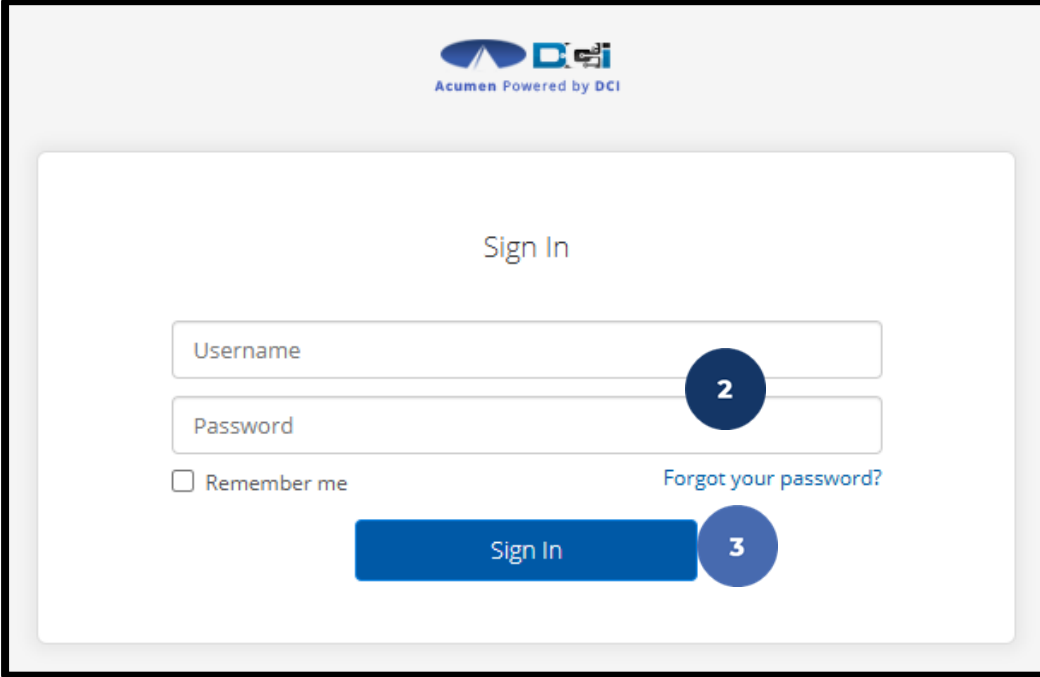
Vendor Authorization Accruals Balance

Vendor Access

Vendor Access

1. Vendors will access acumen.dcisoftware.com
2. Enter login credentials
3. Press the blue **Sign in** button

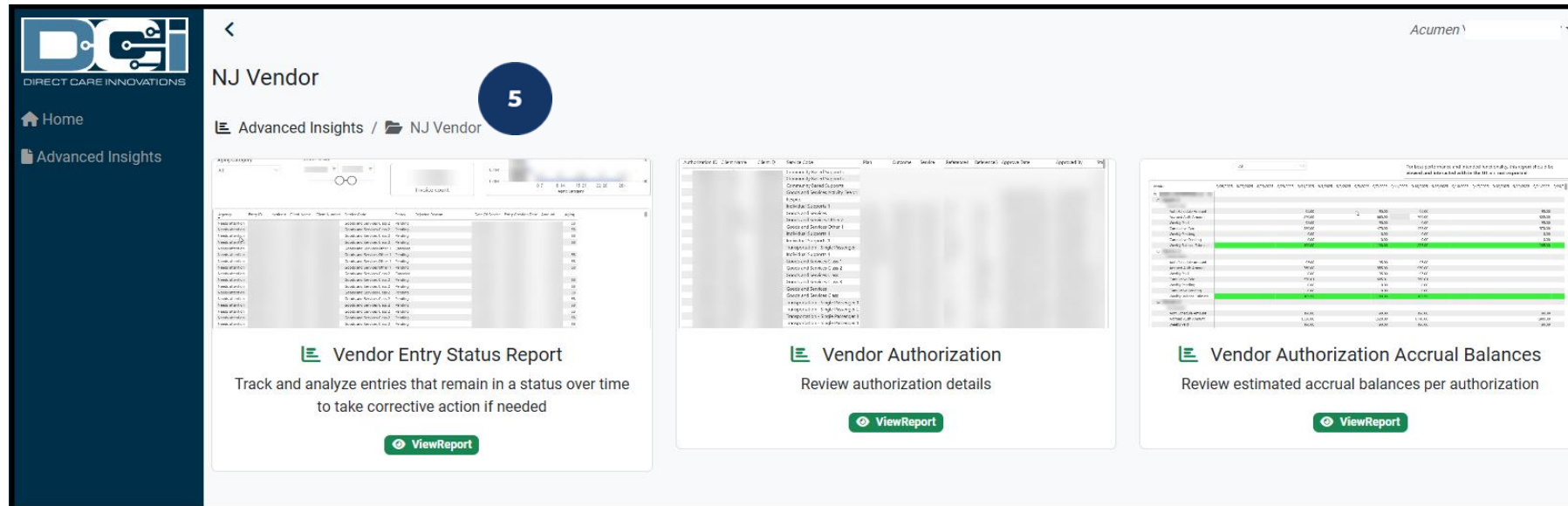
1 acumen.dcisoftware.com



The screenshot shows the Acumen Sign In page. At the top, there is the Acumen logo and the text "Acumen Powered by DCI". Below this is the "Sign In" heading. There are two input fields: "Username" and "Password". The "Password" field has a circular callout with the number "2" next to it. Below the input fields, there is a checkbox labeled "Remember me" and a link labeled "Forgot your password?". At the bottom, there is a blue "Sign In" button with a circular callout containing the number "3" next to it.

Vendor Access

4. Press the **Advanced Insights** button on the main menu
5. This will direct you to the available Advanced Insights



*Vendor Payment Activity
& Entry Tracking Report*

Vendor Payment Activity & Entry Tracking Report



This report will allow the Vendors to review aging Vendor Entries submitted for all their clients.

Vendor	Entry ID	Invoice #	Client Name	Client Number	Service Code	Status	Payment Reason	Date of Service	Date/Creation Date	Amount	Aging
Vendor 1	1000000000	1000000000	Client 1	1000000000	1000000000	Pending		01/01/2020	01/01/2020	100.00	180
Vendor 2	1000000000	1000000000	Client 2	1000000000	1000000000	Pending		02/01/2020	02/01/2020	200.00	180
Vendor 3	1000000000	1000000000	Client 3	1000000000	1000000000	Pending		03/01/2020	03/01/2020	300.00	180
Vendor 4	1000000000	1000000000	Client 4	1000000000	1000000000	Pending		04/01/2020	04/01/2020	400.00	180
Vendor 5	1000000000	1000000000	Client 5	1000000000	1000000000	Pending		05/01/2020	05/01/2020	500.00	180
Vendor 6	1000000000	1000000000	Client 6	1000000000	1000000000	Pending		06/01/2020	06/01/2020	600.00	180
Vendor 7	1000000000	1000000000	Client 7	1000000000	1000000000	Pending		07/01/2020	07/01/2020	700.00	180
Vendor 8	1000000000	1000000000	Client 8	1000000000	1000000000	Pending		08/01/2020	08/01/2020	800.00	180
Vendor 9	1000000000	1000000000	Client 9	1000000000	1000000000	Pending		09/01/2020	09/01/2020	900.00	180
Vendor 10	1000000000	1000000000	Client 10	1000000000	1000000000	Pending		10/01/2020	10/01/2020	1000.00	180

Vendor Payment Activity & Entry Tracking Report
Track and analyze entries that remain in a status over time to take corrective action if needed

[View Report](#)

Vendor Payment Activity & Entry Tracking Report



- The Vendor can narrow down the results using multiple filters:
 - **Client Name**
 - Selecting a specific Individual.
 - **Client DDD ID:**
 - Selecting an individual by their DDD ID.
 - **Status**
 - Approved, Canceled, Pending, Rejected.
 - **Aging Category**
 - A bucket of time (by days).
 - **Date of Service**
 - Using the slider or calendar picker to narrow down the date of Service.

A screenshot of the filter interface for the Vendor Payment Activity & Entry Tracking Report. It includes dropdown menus for Client Name, Client DDDID, and Aging Category, all currently set to "All". There is also a Status dropdown set to "All". The Date of Service section features a date range from 3/1/2025 to 1/27/2026, with a slider control below it.A screenshot of the Aging Category dropdown menu. It shows the "All" option selected at the top, followed by a search bar and a "Select all" checkbox. Below are four other categories: "0-7", "15-21", and "28+", each with an unchecked checkbox.

Vendor Payment Activity & Entry Tracking Report



The Vendor can search the report using invoice numbers:

- The invoice numbers used for searching match the invoice numbers shown on Vendor Remits
- Enter the invoice number in the Invoice# filter to quickly locate related payments
- This helps reconcile remits to individual invoice records

Acumen Fiscal Agent, on behalf of		PAY DATE:																																																				
5416 E Baseline Rd Suite 200 MESA AZ 85206		03/31/2026																																																				
HOURS AND EARNINGS	DEDUCTIONS																																																					
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Vendor Payment Activity & Entry Tracking Report



Date Of Service: 8/30/2025 to 1/30/2026

Status: All

Aging Category: All

Client DDDID: All

Client Name: All

Invoice #: All

% Total Amount by Ag (Show/hide filter)

Aging Category	%
0-7	100%
8-14	0%
15-21	0%
30-59	0%

Invoice #

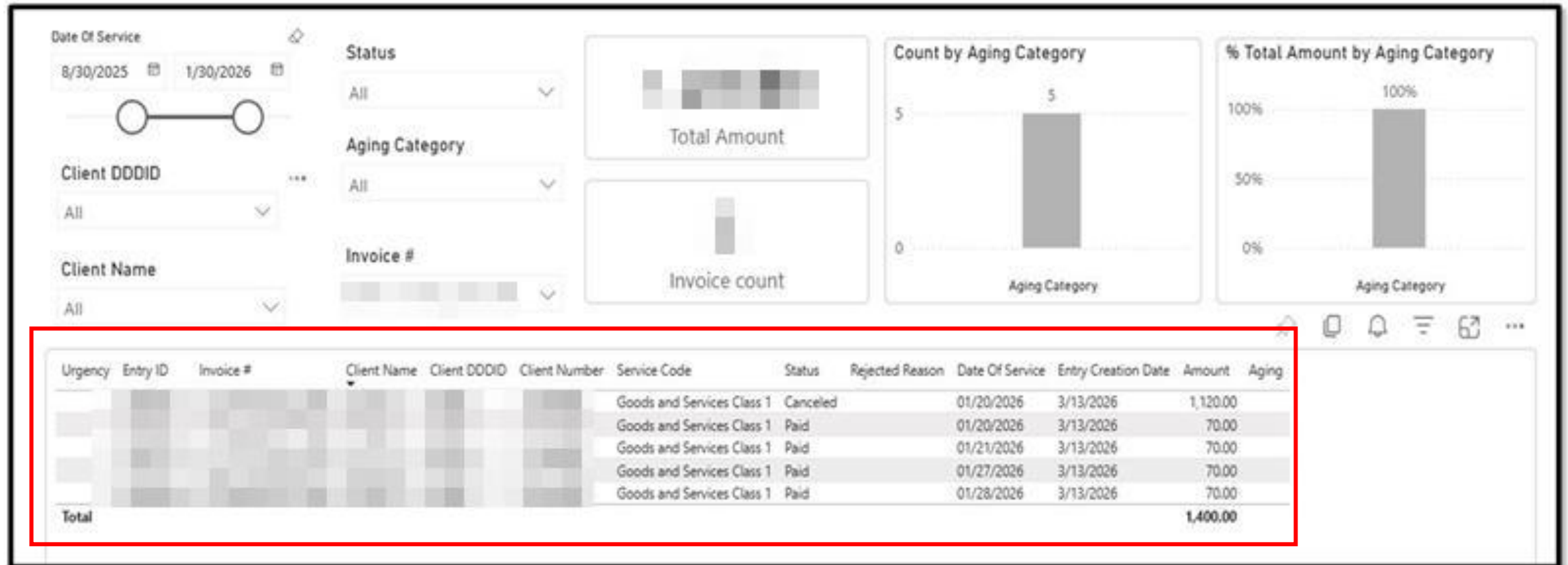
JSmithFeb2026

JSmithFeb2026

JSmithFeb2026

Urgency	Entry ID	Invoice #	Client Name	Client DDDID	Service	Entry Creation Date	Amount	Aging		
					Goods and Services Class 1	Paid	12/16/2025	12/24/2025	85.00	
					Goods and Services Class 1	Paid	12/18/2025	12/24/2025	85.00	
					Goods and Services Class 1	Canceled	01/01/2026	3/4/2026	1,700.00	
					Goods and Services Class 1	Paid	12/23/2025	3/4/2026	85.00	
					Goods and Services Class 1	Paid	12/30/2025	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/01/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/06/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/08/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/13/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/15/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/20/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/22/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/27/2026	3/4/2026	85.00	
					Goods and Services Class 1	Paid	01/29/2026	3/4/2026	85.00	
					Goods and Services Other 1	Paid	09/02/2025	9/8/2025	70.00	
					Goods and Services Other 1	Canceled	09/09/2025	10/13/2025	350.00	
					Goods and Services Other 1	Paid	09/09/2025	10/13/2025	70.00	
					Goods and Services Other 1	Paid	09/16/2025	10/13/2025	70.00	
					Goods and Services Other 1	Paid	09/23/2025	10/13/2025	70.00	
					Goods and Services Other 1	Paid	09/30/2025	10/13/2025	70.00	
Total									569,525.00	25

Vendor Payment Activity & Entry Tracking Report

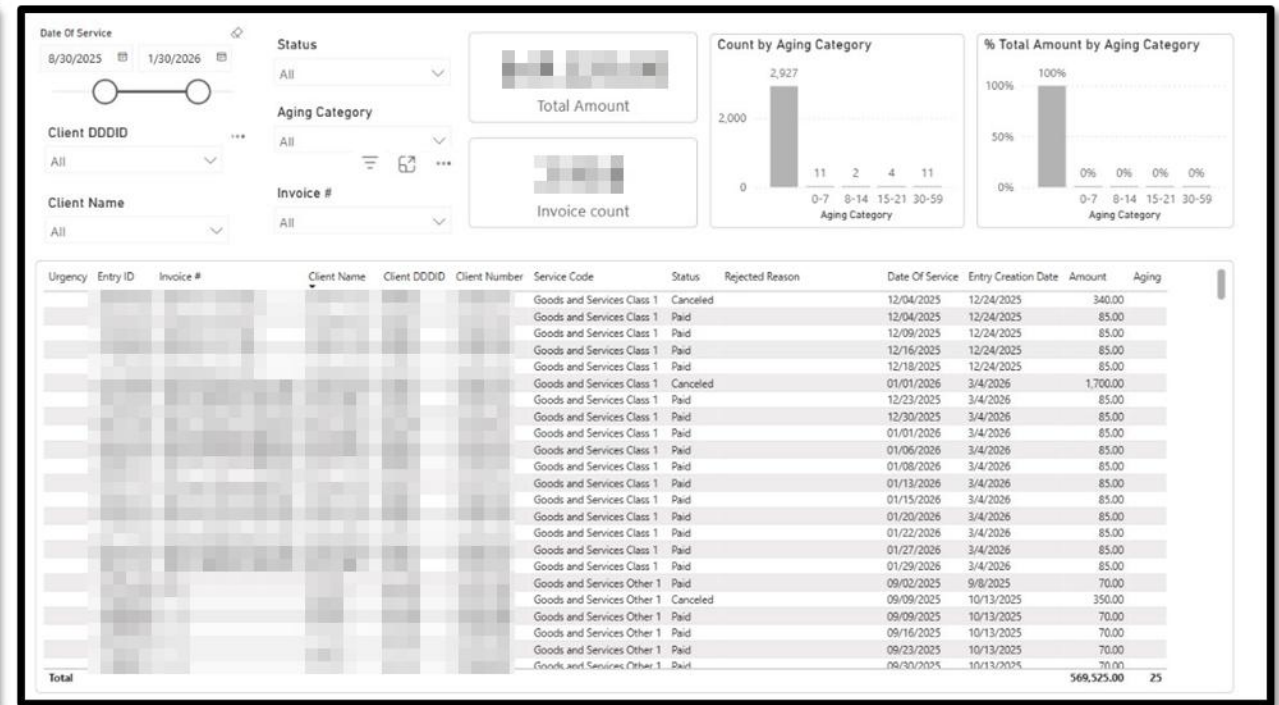


Vendor Payment Activity & Entry Tracking Report

- To remove the filter and start the search over, click on the **eraser** icon next to the **Invoice #** filter to clear selections
- This page will now display all the results without filters



The screenshot shows the filter section of the report. The 'Invoice #' filter is set to 'JSmithFeb2026'. A red box highlights the eraser icon next to the filter name. A 'Clear selections' tooltip is visible over the eraser icon. The 'Total Amount' is 5 and the 'Invoice count' is 5. Below the filters is a table with columns: Urgency, Entry ID, Invoice #, Client Name, Client DDDID, Client Number, Service Code. The table shows several rows of data, all with 'Goods and Services Class 1' as the Service Code. A 'Total' row is at the bottom.

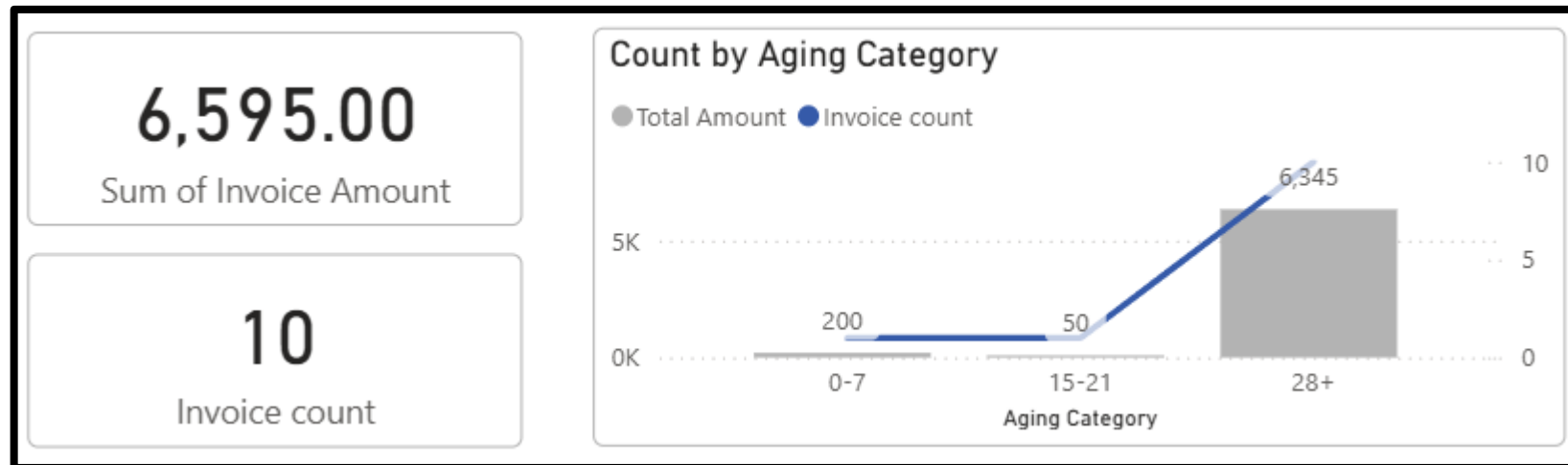


The screenshot shows the report interface with filters, charts, and a table. The 'Invoice #' filter is highlighted with a red box and an eraser icon. The 'Total Amount' is 2,927 and the 'Invoice count' is 11. There are two bar charts: 'Count by Aging Category' and '% Total Amount by Aging Category'. Below the filters is a table with columns: Urgency, Entry ID, Invoice #, Client Name, Client DDDID, Client Number, Service Code, Status, Rejected Reason, Date Of Service, Entry Creation Date, Amount, Aging. The table shows several rows of data, including 'Goods and Services Class 1' and 'Goods and Services Other 1'. A 'Total' row is at the bottom, showing a total amount of 569,525.00 and 25 entries.

Vendor Payment Activity & Entry Tracking Report



- The **Sum of Invoice Amount** will display the total amount for all Vendor Entries.
 - This will change depending on the filters selected.
- The **Invoice Count** is determined by each distinct Invoice Number.
- The **Count by Aging Category** chart illustrates the amount due per aging period.



Vendor Payment Activity & Entry Tracking Report



- The data can be sorted by clicking on each column header.
- The three little dots on the right of the table will open **More Options**.
 - This is where you will be able to **Export Data**.

Client Name: All | Status: Multiple selections | Total Amount: [blurred] | Invoice count: [blurred]

Client DDDID: All | Date Of Service: 8/30/2025 - 10/1/2025

Aging Category: All

Count by Aging Category

Aging Category	Count
0-7	37
8-14	110
15-21	54
22-29	40
30-59	182
60-89	91
90-1...	110
120+	18

% Total Amount by Aging Category

Aging Category	% Total Amount
0-7	8%
8-14	37%
15-21	6%
22-29	3%
30-59	24%
60-89	9%
90-1...	10%
120+	2%

Urgency	Entry ID	Invoice #	Client Name	Client DDDID	Client Number	Service Code	Status	Rejected Reason	Date Of Service	Entry Creation Date	Amount	Aging
Needs attention						Transportation - Single Passenger 1	Pending		08/31/2025	9/7/2025	80.50	143
Needs attention						Transportation - Single Passenger 1	Pending		08/31/2025	9/7/2025	77.00	143
Needs attention						Goods and Services Class 3	Pending		09/04/2025	9/9/2025	125.00	141
Needs attention						Transportation - Single Passenger 1	Pending		09/04/2025	9/11/2025	200.00	139
Needs attention						Transportation - Single Passenger 1	Pending		09/11/2025	9/11/2025	200.00	139
Needs attention						Transportation - Single Passenger 1	Pending		08/31/2025	9/18/2025	255.50	132

More options menu:

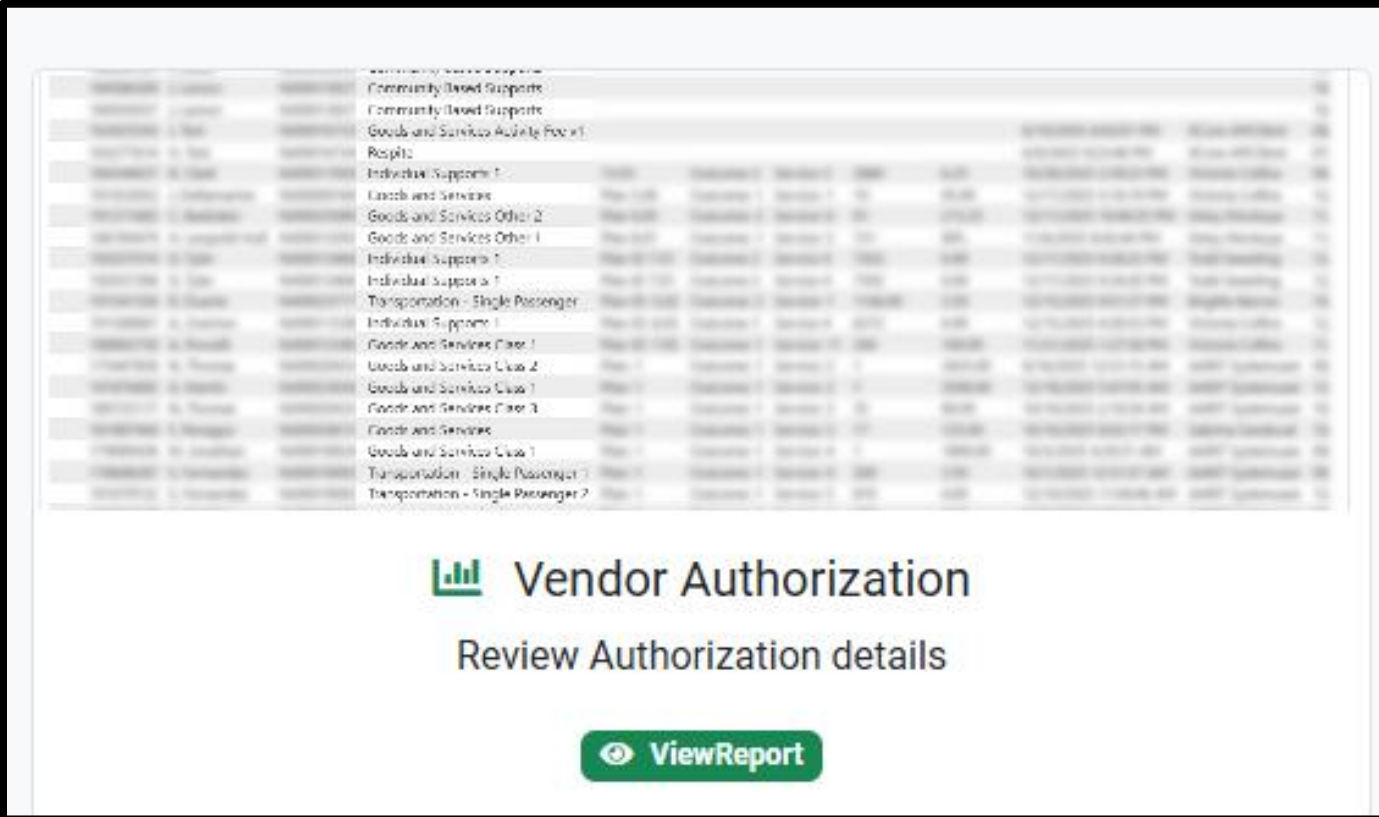
- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

Vendor Authorization


Vendor Authorization



This report displays all the Authorizations available for the Clients associated to the Vendor.



Vendor	Client	Authorization	Amount	Start Date	End Date	Status	Created Date	Created By
		Community Based Support						
		Community Based Support						
		Goods and Services Adult Pop x1						
		Receipt						
		Individual Support 1						
		Goods and Services						
		Goods and Services Other 2						
		Goods and Services Other 1						
		Individual Support 1						
		Individual Support 1						
		Transportation - Single Passenger						
		Individual Support 1						
		Goods and Services Class 1						
		Goods and Services Class 2						
		Goods and Services Class 1						
		Goods and Services Class 3						
		Goods and Services						
		Goods and Services Class 1						
		Transportation - Single Passenger 1						
		Transportation - Single Passenger 2						

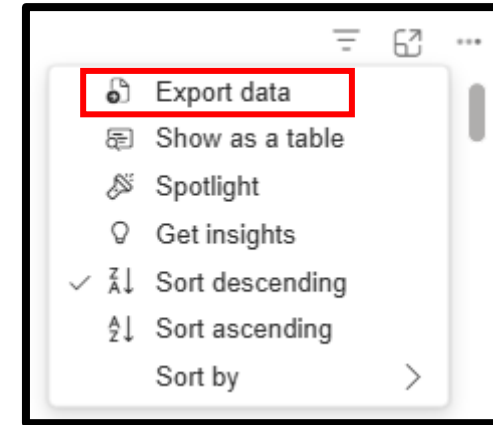
 Vendor Authorization

Review Authorization details

[View Report](#)

Vendor Authorization

- This report can be filtered by the Client Name, Client Number, Client DDD ID, Service Code, and Status (Approved or Pending).
- An overview of the authorization is displayed on the table.
 - Start and End date
 - Initial and Remaining Balance
 - Hold Amounts and Available Balance
- The data can be Exported by pressing on the **More Options** (three little dots).



Start Date	End Date	Expiration Date	Initial Balance	Remaining Balance	Maximum Daily Billable Units	Hold Amount	Available
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00

Client Name: All | Client Number: All | Client DDDID: All | Service Code: All | Status: All

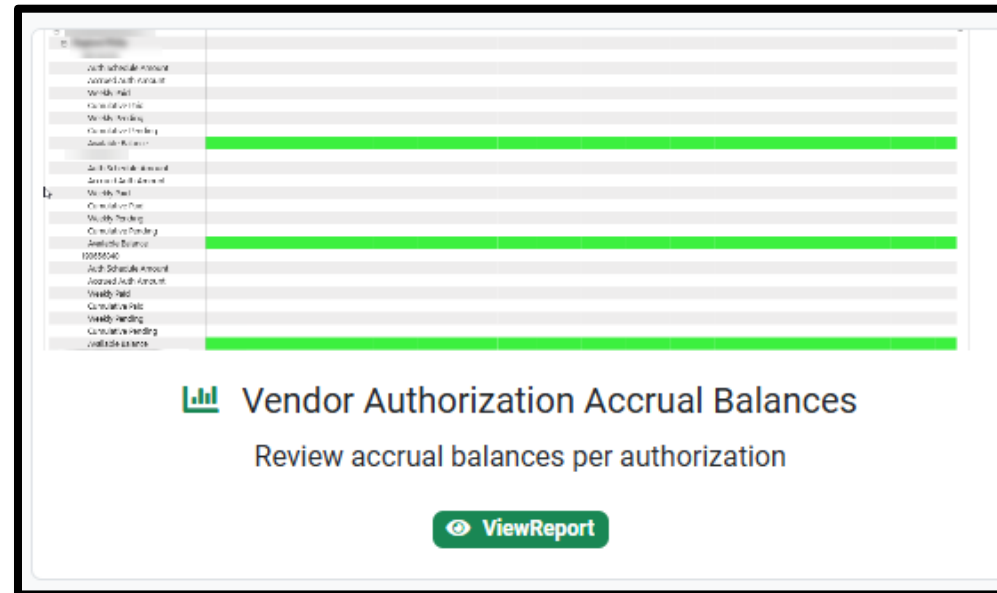
*Vendor Authorization
Accrual Balances*

Vendor Authorization Accrual Balances



This report will display the Accruals schedule by Client(s).

- Provides visibility on accrual usage from week to week.
 - This will allow the Vendor to work with the Employer on an updated schedule to best utilize the available accruals before they expire.



Vendor Authorization Accrual Balances



- The data will be broken down by week to reflect the accruals for each Client.
- It will show the Accrued Amount, Weekly Paid and the Weekly Balance Estimate.

Client Name	11/2025	9/3/2025	9/7/2025	9/14/2025	9/21/2025	9/28/2025	10/5/2025	10/12/2025	10/19/2025	10/26/2025	11/2/2025	11/9/2025	11/16/2025	11/23/2025	11/30/2025	12/7/2025	12/14/2025
Auth Schedule Amount												126.00	126.00	126.00	126.00	126.00	126.00
Accrued Auth Amount												126.00	252.00	378.00	504.00	630.00	756.00
Weekly Paid												0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Paid												0.00	0.00	0.00	0.00	0.00	0.00
Weekly Pending												0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Pending												0.00	0.00	0.00	0.00	0.00	0.00
Weekly Balance Estimate												126.00	252.00	378.00	504.00	630.00	756.00
Auth Schedule Amount	350.00					350.00				350.00							
Accrued Auth Amount	700.00					1,050.00				1,400.00						1,750.00	
Weekly Paid	0.00					0.00				0.00						0.00	
Cumulative Paid	0.00					0.00				0.00						0.00	
Weekly Pending	0.00					56.00				98.00						0.00	
Cumulative Pending	0.00					56.00				154.00						154.00	
Weekly Balance Estimate	700.00					994.00				1,246.00						1,596.00	
Auth Schedule Amount	45.50	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00
Accrued Auth Amount	45.50	122.50	199.50	276.50	353.50	430.50	507.50	584.50	661.50	738.50	815.50	892.50	969.50	1,046.50	1,123.50	1,200.50	1,277.50
Weekly Paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	14.00	0.00	84.00	0.00	45.50	21.00	0.00	0.00
Cumulative Paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	14.00	98.00	98.00	143.50	164.50	164.50	164.50	164.50
Weekly Pending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Pending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Weekly Balance Estimate	45.50	122.50	199.50	276.50	353.50	430.50	507.50	584.50	647.50	724.50	717.50	794.50	826.00	882.00	959.00	1,036.00	1,113.00

Vendor Authorization Accrual Balances



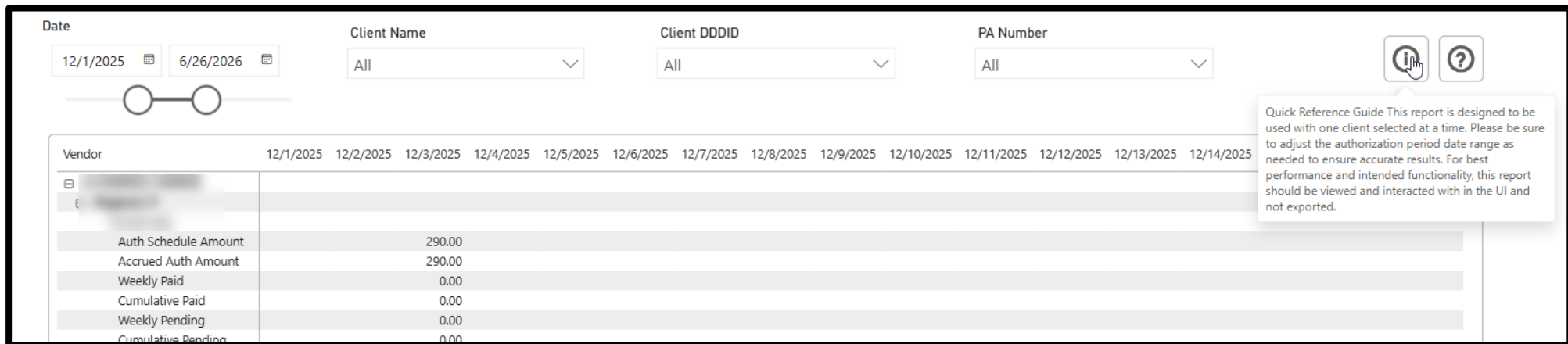
- The data can be filtered by **Client Name** to review multiple authorizations.

Vendor	8/31/2025	9/7/2025	9/14/2025	9/21/2025	9/28/2025	10/5/2025	10/12/2025	10/19/2025	10/26/2025	11/2/2025	11/9/2025	11/16/2025	11/23/2025	11/30/2025	12/7/2025	12/14/2025	12/21/2025
⊖																	
⊖																	
Auth Schedule Amount	125.00	125.00	125.00	125.00	125.00	125.00											
Accrued Auth Amount	1,375.00	1,500.00	1,625.00	1,750.00	1,875.00	2,000.00											
Weekly Paid	0.00	125.00	125.00	125.00	125.00	125.00											
Cumulative Paid	625.00	750.00	875.00	1,000.00	1,125.00	1,250.00											
Weekly Pending	0.00	0.00	0.00	0.00	0.00	0.00											
Cumulative Pending	0.00	0.00	0.00	0.00	0.00	0.00											
Weekly Balance Estimate	750.00	750.00	750.00	750.00	750.00	750.00											
Auth Schedule Amount							125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	12
Accrued Auth Amount							125.00	250.00	375.00	500.00	625.00	750.00	875.00	1,000.00	1,125.00	1,250.00	1,375.00
Weekly Paid							0.00	250.00	125.00	125.00	125.00	125.00	125.00	0.00	0.00	0.00	
Cumulative Paid							0.00	250.00	375.00	500.00	625.00	750.00	875.00	875.00	875.00	875.00	87
Weekly Pending							0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00	125.00	12
Cumulative Pending							0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	250.00	375.00	50
Weekly Balance Estimate							125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Vendor Authorization Accrual Balances

- The data can be filtered by:
 - **Date.**
 - **Client Name.**
 - **PA Number.**
 - **Client DDD ID.**

Please note: For best performance and intended functionality, this report should be viewed and interacted with the UI and not exported.

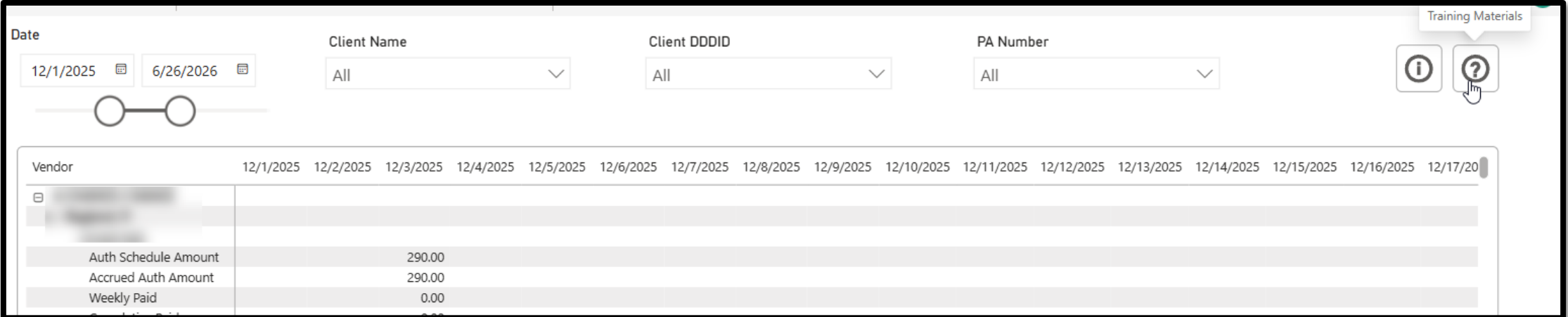


Quick Reference Guide This report is designed to be used with one client selected at a time. Please be sure to adjust the authorization period date range as needed to ensure accurate results. For best performance and intended functionality, this report should be viewed and interacted with in the UI and not exported.

Vendor	12/1/2025	12/2/2025	12/3/2025	12/4/2025	12/5/2025	12/6/2025	12/7/2025	12/8/2025	12/9/2025	12/10/2025	12/11/2025	12/12/2025	12/13/2025	12/14/2025
Auth Schedule Amount														
Accrued Auth Amount														
Weekly Paid														
Cumulative Paid														
Weekly Pending														
Cumulative Pending														

Vendor Authorization Accrual Balances

The Vendor can press the **Question Mark** icon to view the Training Materials.



Date: 12/1/2025 to 6/26/2026

Client Name: All

Client DDDID: All

PA Number: All

Training Materials

Vendor	12/1/2025	12/2/2025	12/3/2025	12/4/2025	12/5/2025	12/6/2025	12/7/2025	12/8/2025	12/9/2025	12/10/2025	12/11/2025	12/12/2025	12/13/2025	12/14/2025	12/15/2025	12/16/2025	12/17/2025	
Auth Schedule Amount																		290.00
Accrued Auth Amount																		290.00
Weekly Paid																		0.00

THANK YOU!

