

# New Jersey DDD –

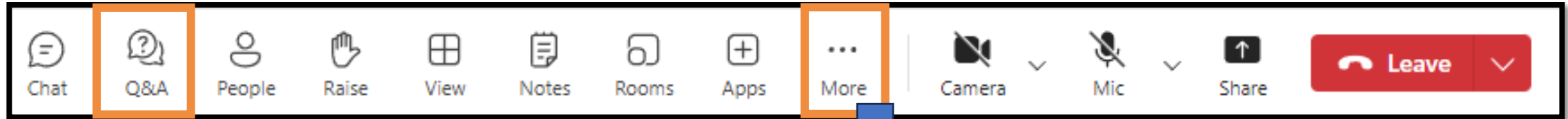
# DCI Systems Training for Vendors

**Welcome to Acumen!**  
Thank you for joining the Acumen Family!

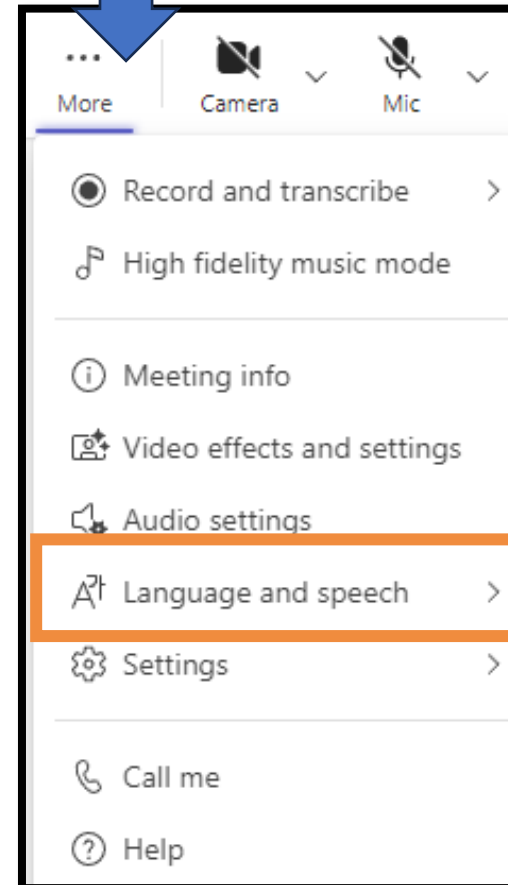


Helping create a positive, long-lasting  
impact on people's lives.

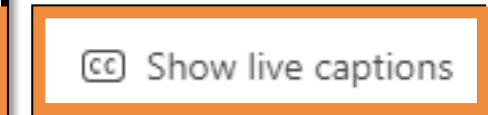
# Using Microsoft Teams



- Ensure both the Camera & the Mic are disabled (as pictured above with a line through them)
- Today we will not be using the Chat (disabled) or Raise hand features
- Click the Q&A button to type & send your question during the meeting



- To enable closed captioning:
  - ✓ Click the **More** button (three dots)
  - ✓ Select **Language and speech**
  - ✓ Click **Show live captions**



- OR press **ALT+Shift+C** on your keyboard

# Acumen & DCI

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# 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 documentation for payment approval by the individual or their authorized representative.

## Web Browsers

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



# DCI Web Portal

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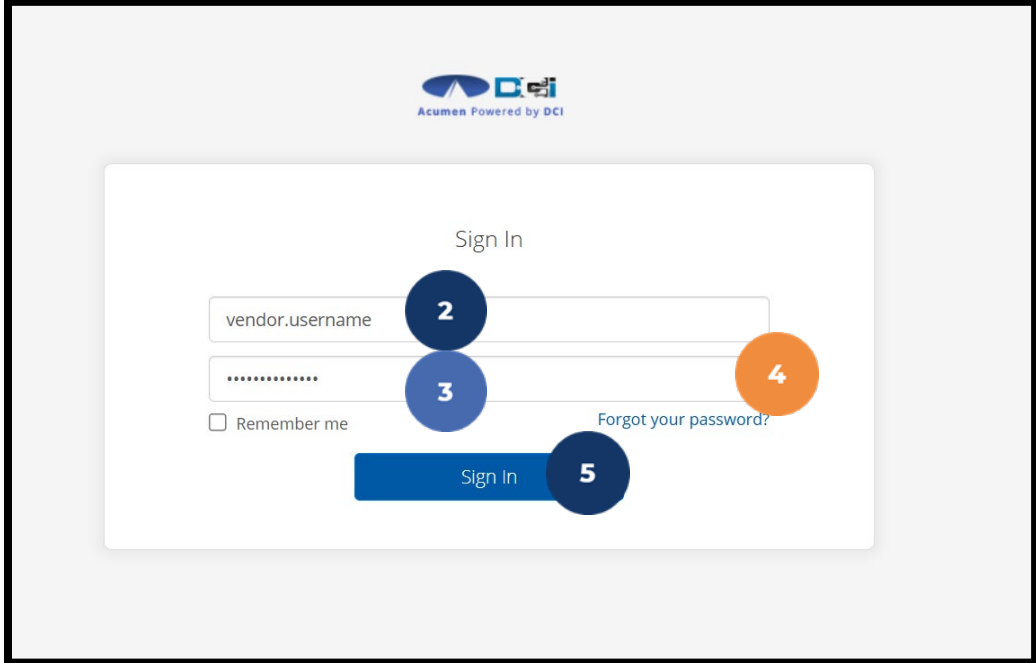
Accessed on a laptop or desktop computer

# Accessing the DCI Web Portal

1. Open an internet browser on a computer (Google Chrome is preferred) and navigate to the [DCI Web Portal](#)
2. Enter the **Vendor** username
3. Enter the **Vendor** password
  - Credentials provided by Acumen on your Good to Go Letter
4. Utilize the “Forgot your password?” link if needed
5. Click the blue **Sign In** button

**\*Please note:** Contact Acumen with login issues

1 [acumen.dcisoftware.com](https://acumen.dcisoftware.com)



The screenshot shows the login page for the DCI Web Portal. At the top, there is a logo for "Acumen Powered by DCI". Below the logo is a "Sign In" heading. The form contains a "vendor.username" field with a blue circle containing the number 2 next to it. Below the username field is a password field with a blue circle containing the number 3 next to it. To the right of the password field is a "Forgot your password?" link with an orange circle containing the number 4 next to it. Below the password field is a "Remember me" checkbox. At the bottom of the form is a blue "Sign In" button with a blue circle containing the number 5 next to it.

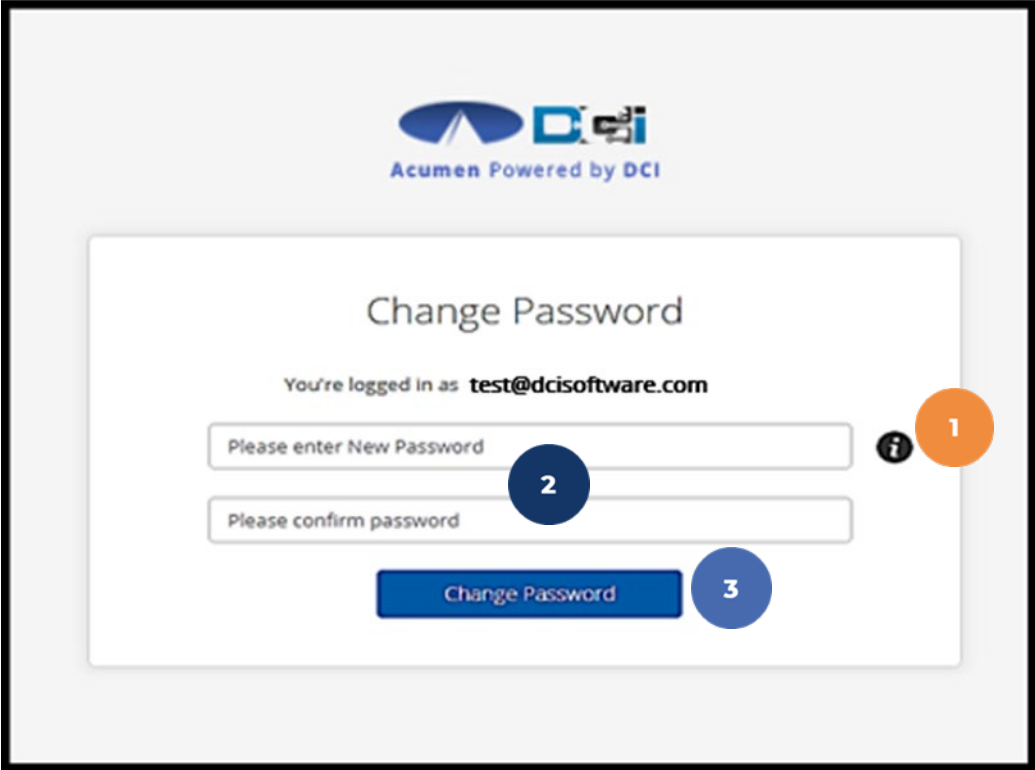
# Initial Log In

**\*Please note:** You must verify via the link in your email to login in for the first time

When logging in for the first time, you will be asked to change your password.

1. Click the circular “i” icon on the right to see the password requirements
2. Enter the same password in both password fields
3. Click the blue **Change Password** button

**\*Please note:** After changing the password, an email will be sent to you stating that you have changed your password.



#### Password Criteria

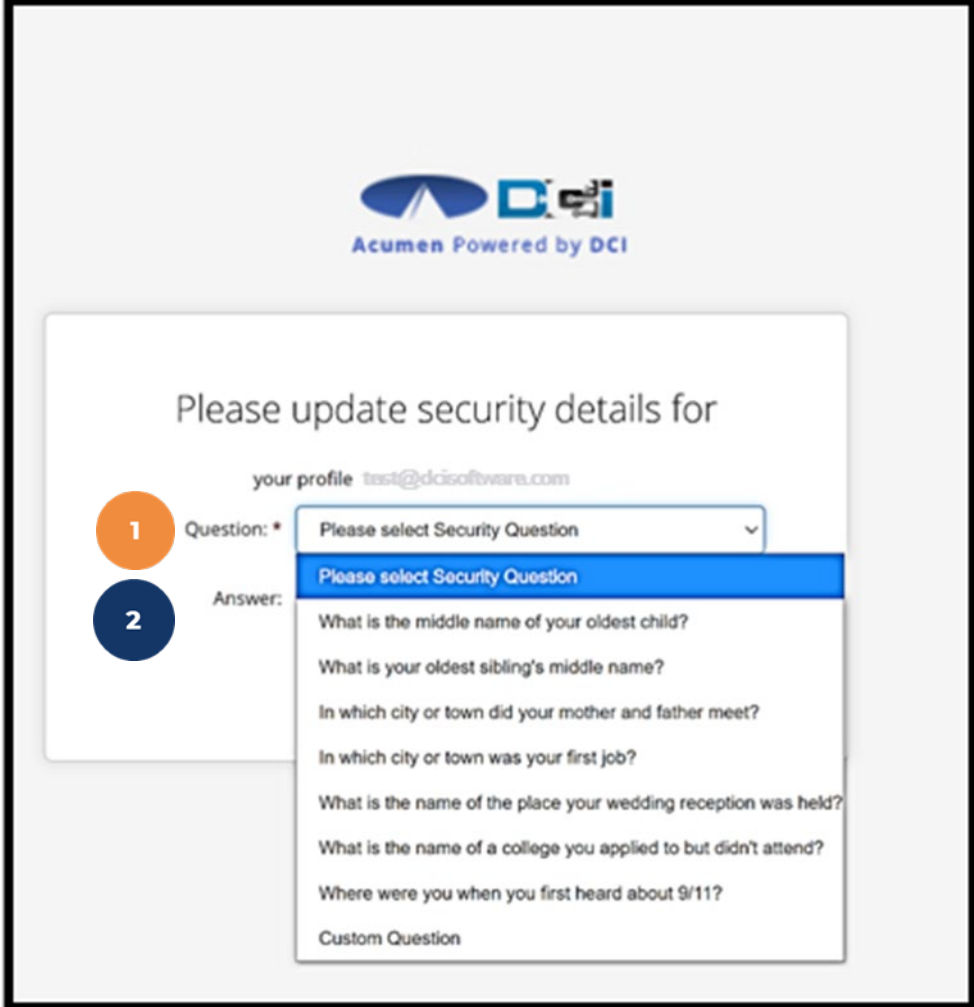
1. Must be at least 10 characters.
2. Must contain 1 uppercase letters, lowercase letters, numbers and special characters
3. Must not contain more than two repeated characters in a row.
4. The password should be different from the 3 previous passwords.

# Security Question

To keep your profile safe, you will need to choose a security question the first time you log in.

1. Select a question from the drop-down menu
2. The answer must be at least five characters which cannot be repeated in a row

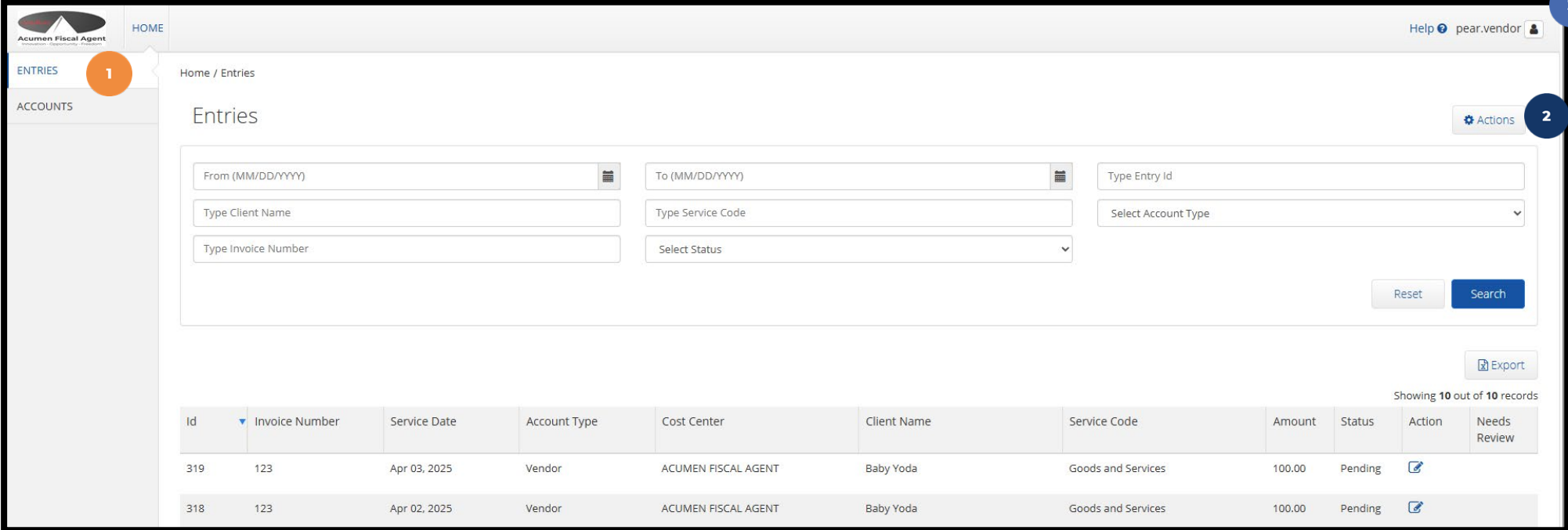
**\*Please note:** Remember the answer to the security question you chose, to reset your password in the future.



The screenshot shows a web interface for updating security details. At the top, it says "Acumen Powered by DCI". Below that, it says "Please update security details for your profile test@dcisoftware.com". There are two numbered steps: 1. "Question: \*" with a dropdown menu showing "Please select Security Question". 2. "Answer:" with a list of questions: "What is the middle name of your oldest child?", "What is your oldest sibling's middle name?", "In which city or town did your mother and father meet?", "In which city or town was your first job?", "What is the name of the place your wedding reception was held?", "What is the name of a college you applied to but didn't attend?", "Where were you when you first heard about 9/11?", and "Custom Question".

# Home Tab Details

1. Select the **Entries** tab to view a complete list of submitted time entries
2. Click Actions, then [Add New Vendor Payment Entry](#) to enter a new entry
3. Select your username in the top right corner to find [Profile Settings](#)



Home / Entries

Entries

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Entry Id

Type Client Name Type Service Code Select Account Type

Type Invoice Number Select Status

Reset Search

Export

Showing 10 out of 10 records

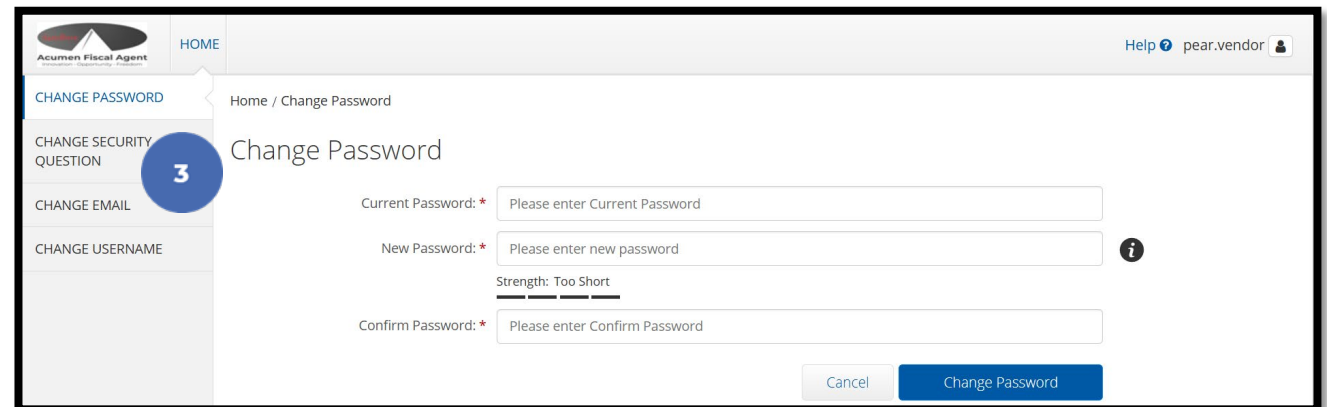
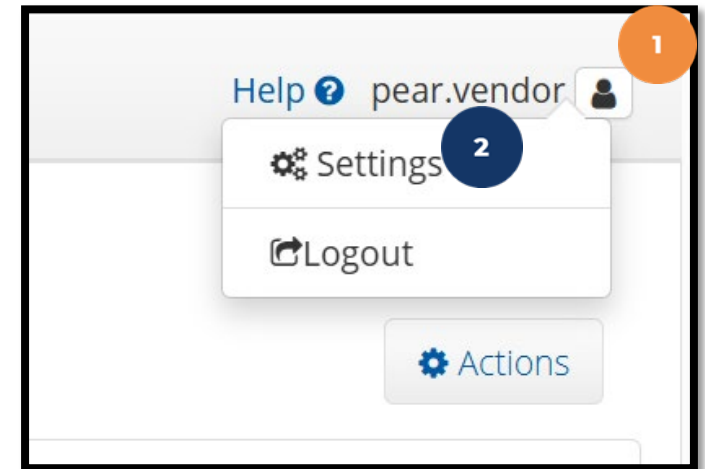
Id	Invoice Number	Service Date	Account Type	Cost Center	Client Name	Service Code	Amount	Status	Action	Needs Review
319	123	Apr 03, 2025	Vendor	ACUMEN FISCAL AGENT	Baby Yoda	Goods and Services	100.00	Pending		
318	123	Apr 02, 2025	Vendor	ACUMEN FISCAL AGENT	Baby Yoda	Goods and Services	100.00	Pending		

The Entries Page is the landing page

# Profile Settings

1. Click the **username** in the top right corner of the main menu
2. Click **Settings**
3. Select a submenu tab to update:
  - Change Password – Used for login
  - Change Security Question
  - Change Email – A valid and correct email address is required for password recovery
  - Change Username – Used for login

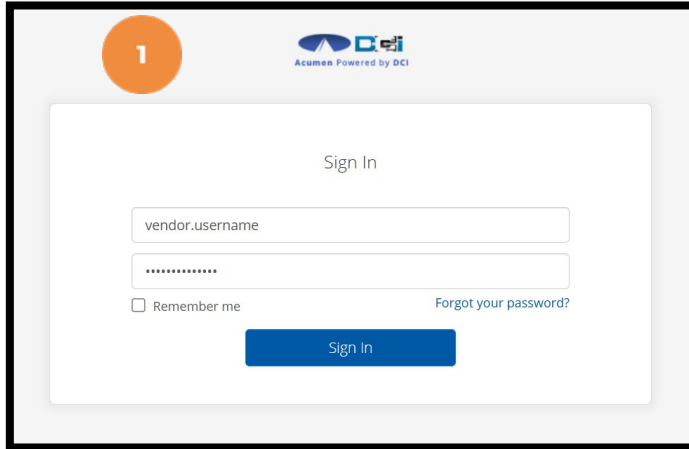
**\*Please note!** Profile settings are only available on the full site



# Adding a New Vendor Payment Entry

# New Vendor Payment Entry

1. Navigate to [acumen.dcisoftware.com](https://acumen.dcisoftware.com) and log into the Vendor Profile
2. Select Entries on the submenu
3. Select Actions
4. Select “Add New Vendor Payment Entry” from the drop-down list



1

Acumen Powered by DCI

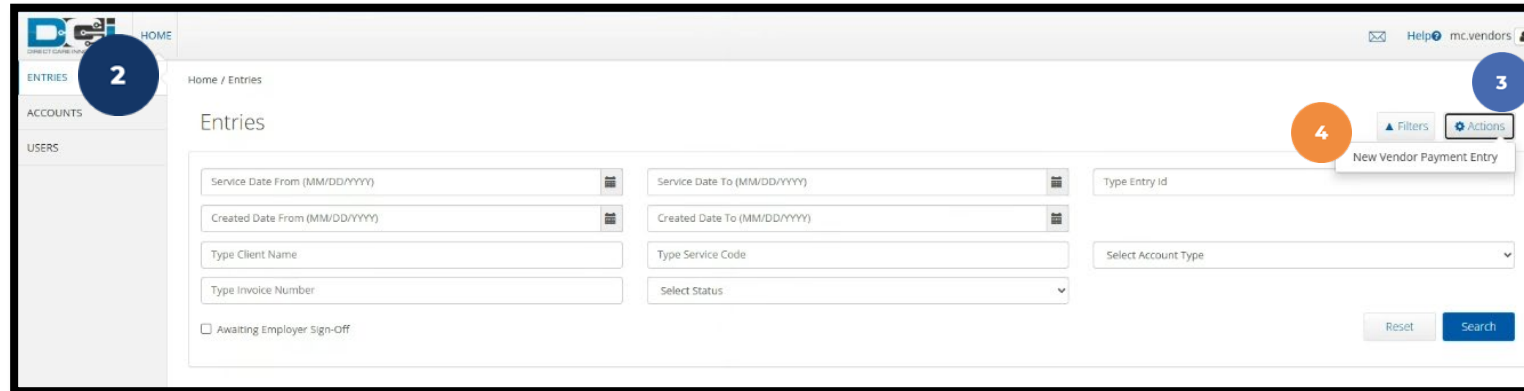
Sign In

vendor.username

\*\*\*\*\*

Remember me [Forgot your password?](#)

Sign In



2

HOME

mc.vendors

ENTRIES

ACCOUNTS

USERS

Home / Entries

Entries

Service Date From (MM/DD/YYYY)

Service Date To (MM/DD/YYYY)

Created Date From (MM/DD/YYYY)

Created Date To (MM/DD/YYYY)

Type Client Name

Type Service Code

Type Invoice Number

Select Status

Type Entry id

Select Account Type

Awaiting Employer Sign-Off

Filters

Actions

New Vendor Payment Entry

Reset

Search

4

3

**Important!** It has been communicated to the Authorized Representatives that they must sign off on the vendor payment entries by the timesheet submission date to avoid disruption in payments to you.

# New Vendor Payment Entry



5. Complete the Add New Vendor Payment Entry form wizard
6. Entry Type (**required**): Vendor Payment
7. Account Type (**required**): Vendor
8. Client (**required**): Type the client's name and select it from the drop-down

A screenshot of a software interface titled "Add New Vendor Payment Entry". The interface includes three required fields: "Entry Type:" with a dropdown menu showing "Vendor Payment", "Account Type:" with a dropdown menu showing "Vendor", and "Client:" with a text input field containing "Type Client Name". A note on the right side of the form states: "Note! Client is the Individual Receiving Services". Numbered callouts (5, 6, 7, 8) are placed over the title bar and each field respectively.

# Note About Your Client!




Only Clients who:

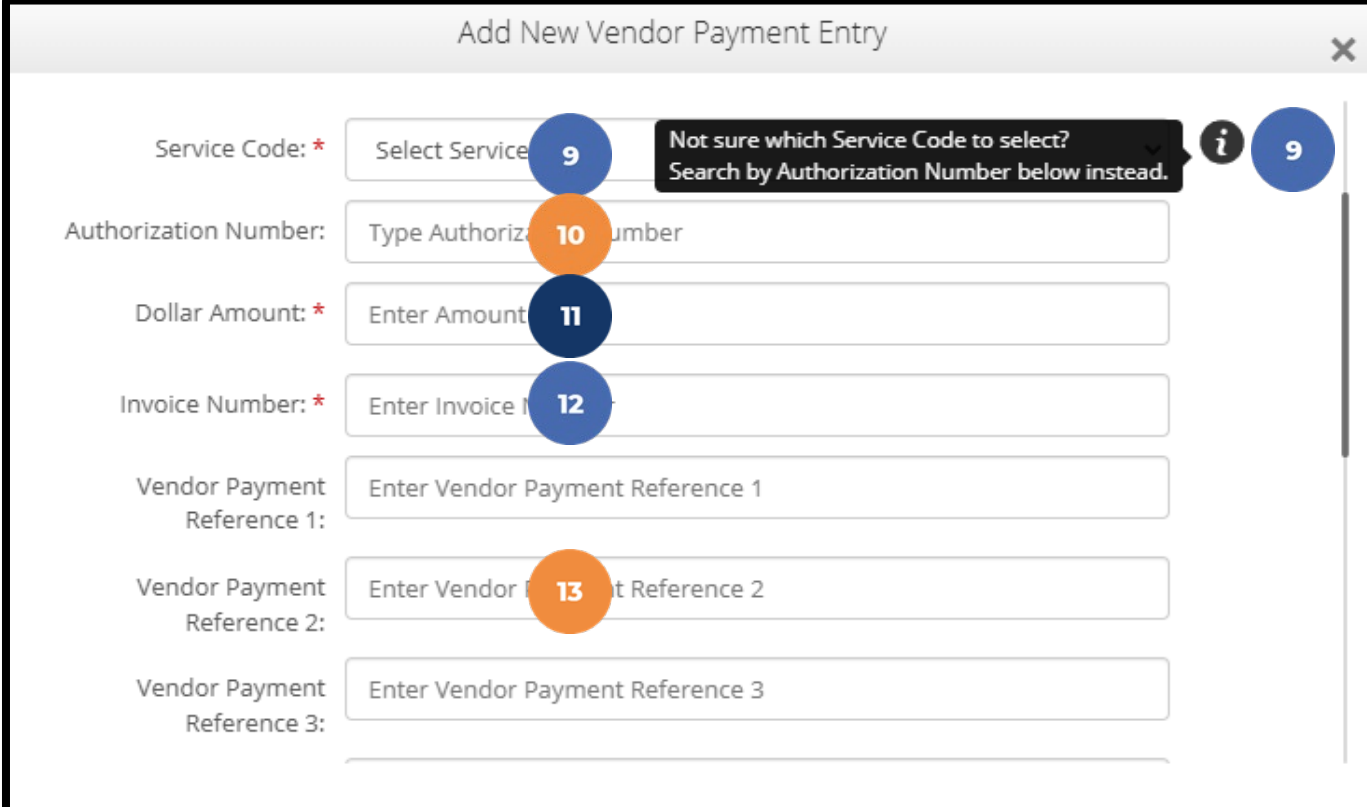
- Have an active service account with you listed as the *vendor*
- Have an Authorization on file
- Have completed the enrollment process

will appear from the Client dropdown list

If you do not see your client's name appear in the drop down (they do not meet the above criteria), please reach out to [vendor-nj@acumen2.net](mailto:vendor-nj@acumen2.net)

# New Vendor Payment Entry

9. Service code (**required**): Select from the drop-down
  - ❖  if you are unsure which Service Code to select, there is a *new feature* to search by Authorization Number instead
10. Authorization Number: This number can be found in the ISP
11. Dollar Amount (**required**): Enter the *total* amount for the documentation for all dates of service
12. Invoice Number (**required**): Enter the documentation number
13. Vendor Payment Reference Fields 1-5 (*optional*): Optionally add any additional information regarding the vendor payment



The screenshot shows a web form titled "Add New Vendor Payment Entry" with the following fields and callouts:

- Service Code:** \* Select Service **9**. A tooltip says: "Not sure which Service Code to select? Search by Authorization Number below instead." with an info icon **9**.
- Authorization Number:** Type Authorization **10** Number
- Dollar Amount:** \* Enter Amount **11**
- Invoice Number:** \* Enter Invoice **12**
- Vendor Payment Reference 1:** Enter Vendor Payment Reference 1
- Vendor Payment Reference 2:** Enter Vendor **13** Reference 2
- Vendor Payment Reference 3:** Enter Vendor Payment Reference 3

# New Vendor Payment Entry

14. 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.

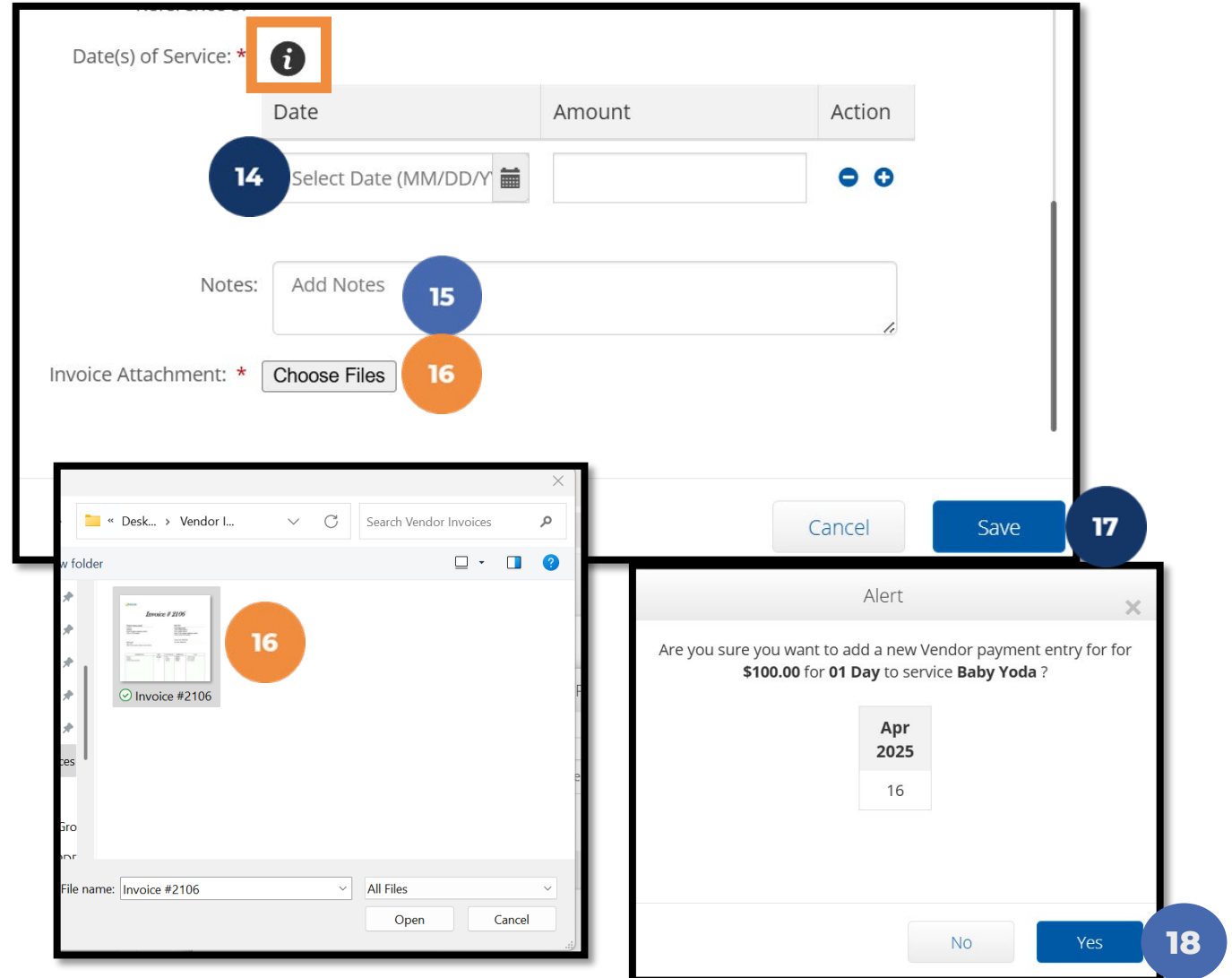
- ❖ **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field

15. Notes (*optional*)

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

17. Click **Save**

18. Click **Yes** to confirm



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

- 14:** Points to the 'Date(s) of Service' field, which includes a table with columns 'Date', 'Amount', and 'Action'. Below the table is a 'Select Date (MM/DD/YY)' input field with a calendar icon and a blue plus sign (+).
- 15:** Points to the 'Notes' field, which has an 'Add Notes' button.
- 16:** Points to the 'Invoice Attachment' field, which has a 'Choose Files' button.
- 17:** Points to the 'Save' button at the bottom right of the form.
- 18:** Points to the 'Yes' button in an 'Alert' dialog box.

The 'Alert' dialog box contains the following text: 'Are you sure you want to add a new Vendor payment entry for for \$100.00 for 01 Day to service Baby Yoda ?'. It also shows a date picker for 'Apr 2025' with the number '16' selected.

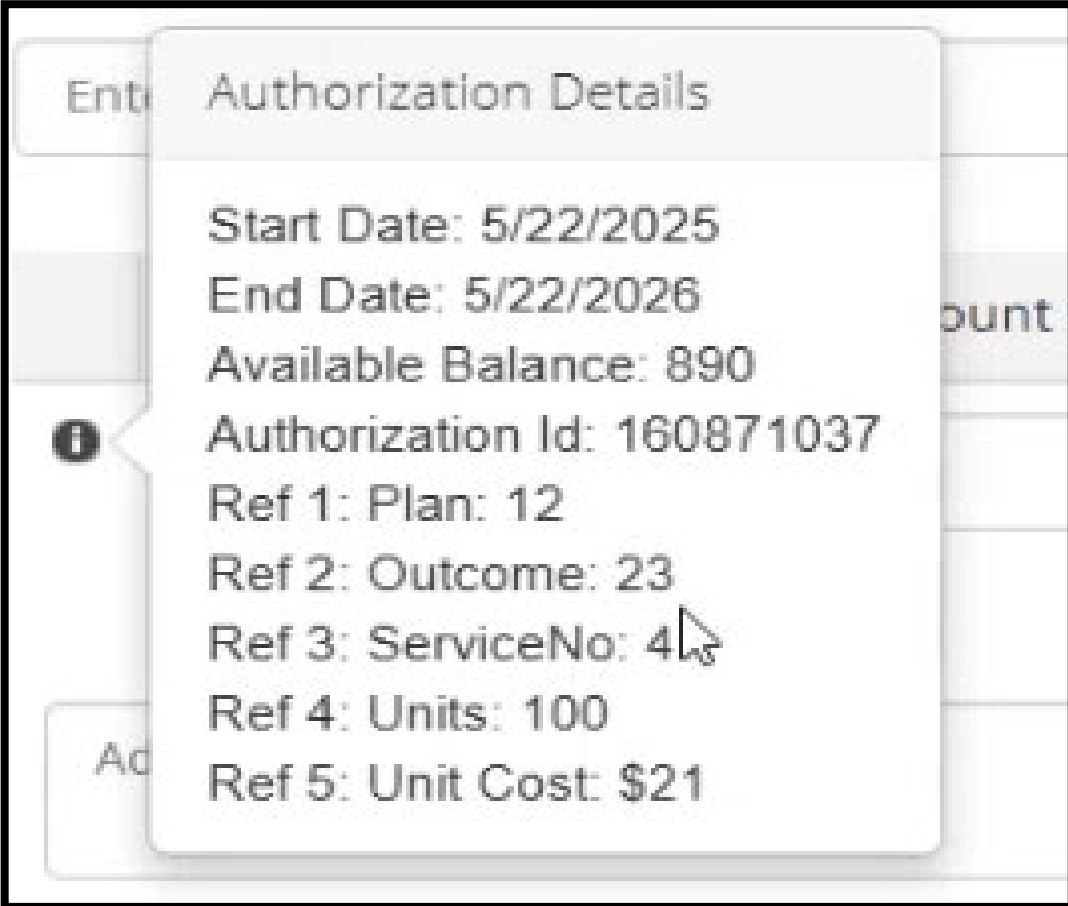
*The entry is now submitted!*

# New Vendor Payment Entry

Click the “i” icon to see the authorization details!

Outcome Number and Service Number are related to the specific service code!

Refer to the SDR for the details on which service code to use!



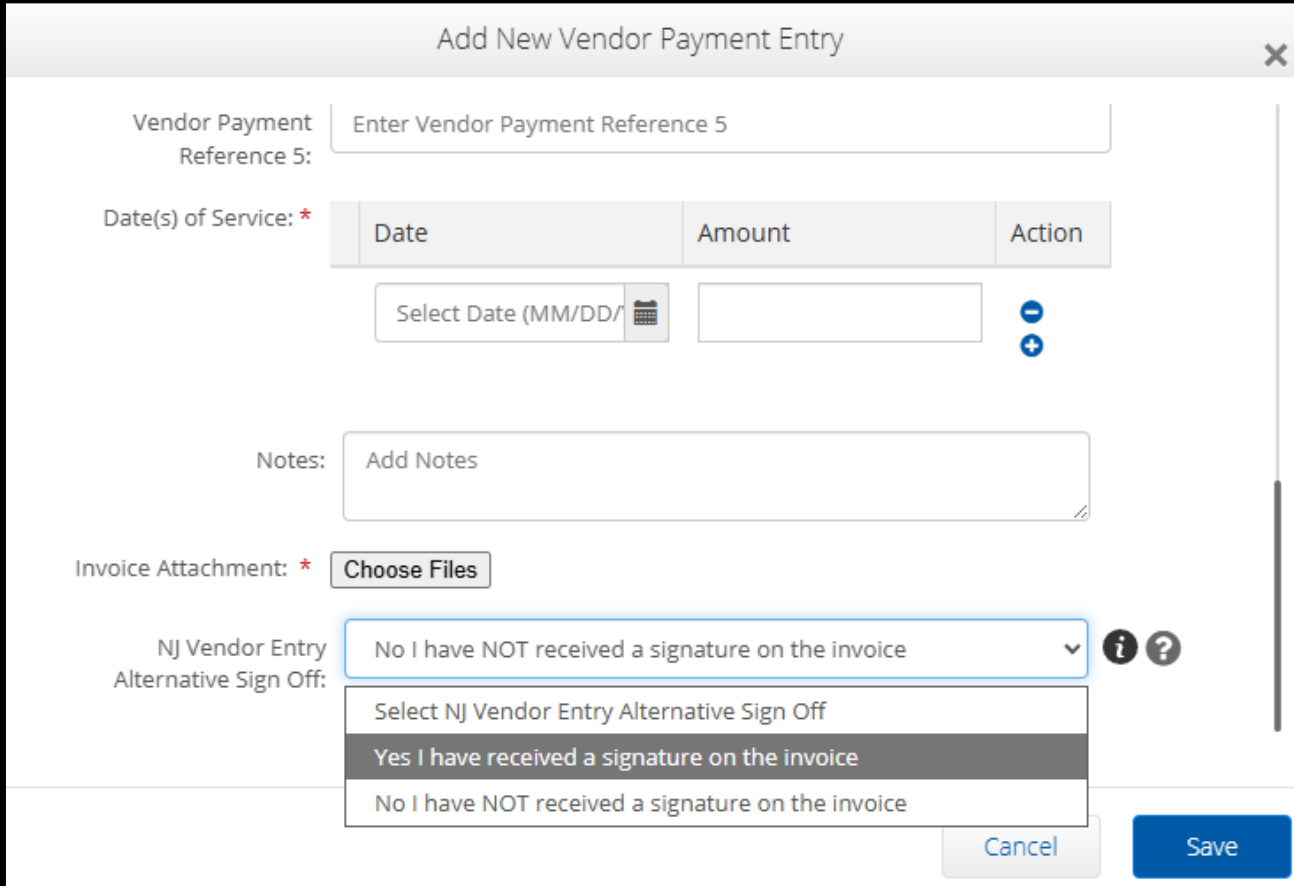
Ent: Authorization Details

Start Date: 5/22/2025  
End Date: 5/22/2026  
Available Balance: 890  
Authorization Id: 160871037  
Ref 1: Plan: 12  
Ref 2: Outcome: 23  
Ref 3: ServiceNo: 4  
Ref 4: Units: 100  
Ref 5: Unit Cost: \$21

# Vendor Enhancements

If the Individual/Employer/Authorized Representative is unable to sign off the Supporting Document electronically on the portal




- ✓ The Vendor can collect a wet signature on the invoice at the time of the service
- ✓ The Vendor would add the entry as normal, however, under *NJ Vendor Entry Alternative Sign Off*, they would select **Yes, I have received a signature on the invoice**
- ✓ The Vendor would add the invoice that contains the wet signature
- ✓ Click on **Save**, then **Yes** to confirm



Add New Vendor Payment Entry



Vendor Payment Reference 5:

Date(s) of Service: \*

Date	Amount	Action
Select Date (MM/DD/YY) 	<input type="text"/>	 

Notes:

Invoice Attachment: \*

NJ Vendor Entry Alternative Sign Off:   

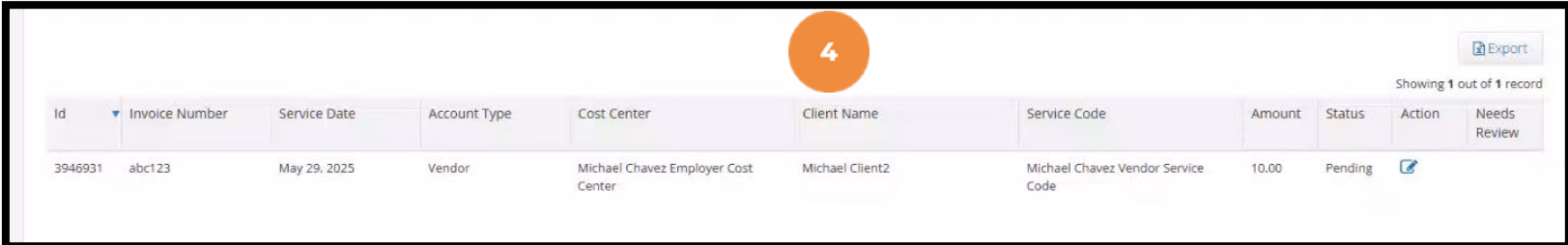
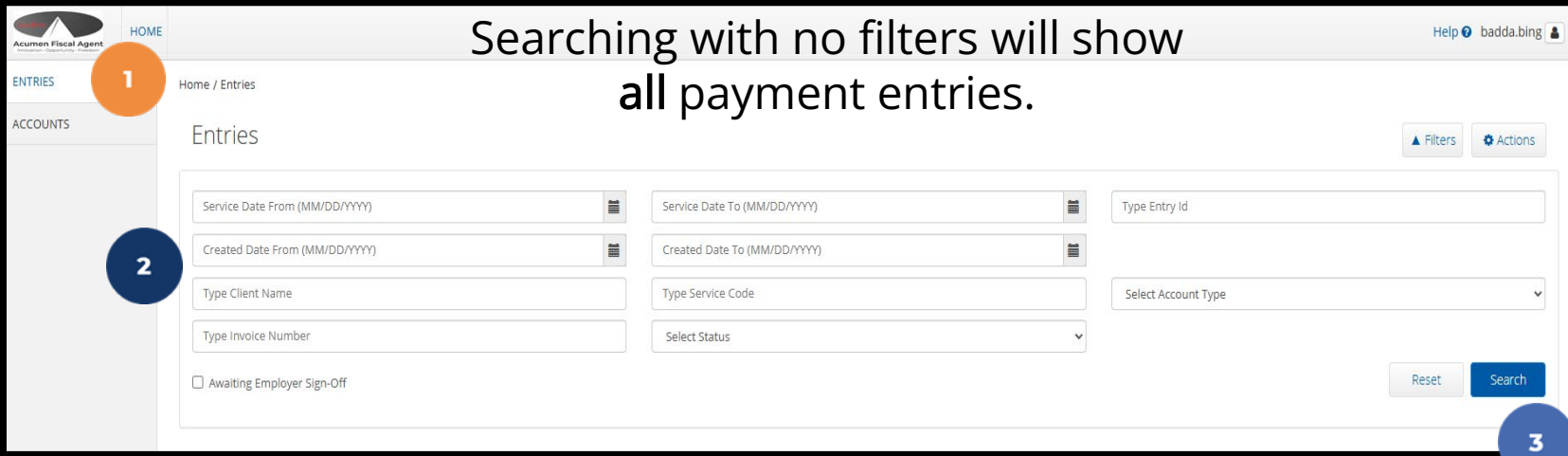
- Select NJ Vendor Entry Alternative Sign Off
- Yes I have received a signature on the invoice**
- No I have NOT received a signature on the invoice


# Viewing Vendor Payment Entries

# View Vendor Payment Entries

1. From the Home tab, select Entries on the submenu
2. Add any search filters to search for a specific entry (Ex: Client Name, Service Dates, Entry Id)
3. Click the blue Search button
4. Results will show at the bottom

Searching with no filters will show all payment entries.



Id	Invoice Number	Service Date	Account Type	Cost Center	Client Name	Service Code	Amount	Status	Action	Needs Review
3946931	abc123	May 29, 2025	Vendor	Michael Chavez Employer Cost Center	Michael Client2	Michael Chavez Vendor Service Code	10.00	Pending		

# View Vendor Payment Entries



5. Find the entry by ID, Invoice Number or Service Date
6. The **status** column will show what status the entry is in.
  - If your entry states **Rejected**, reach out to your **Individual or Authorized Representative** to confirm approval.

If issues persist, contact Acumen at [vendor-nj@acumen2.net](mailto:vendor-nj@acumen2.net)

5	Id	Invoice Number	Service Date	Account Type	Cost Center	Client Name	Service Code	Amount	6	Status	Action	Needs Review
	242	4	Feb 18, 2025	Vendor	ACUMEN FISCAL AGENT	String Cheese	Goods and Services	100.00		Approved		
	241	4	Jan 13, 2025	Vendor	ACUMEN FISCAL AGENT	String Cheese	Goods and Services	100.00		Rejected		
	240	4	Mar 02, 2025	Vendor	ACUMEN FISCAL AGENT	String Cheese	Goods and Services	100.00		Approved		
	239	4	Mar 05, 2025	Vendor	ACUMEN FISCAL AGENT	String Cheese	Goods and Services	100.00		Approved		
	238	4	Jan 13, 2025	Vendor	ACUMEN FISCAL AGENT	String Cheese	Goods and Services	300.00		Canceled		
	237	3	Mar 12, 2025	Vendor	ACUMEN FISCAL AGENT	MICKEY MOUSE	Goods and Services	300.00		Approved		

# Multiple Dates of Service Entries

If more than one Date of Service was entered for the vendor payment, an entry is created for each and the entry for the total amount is **canceled**. The new separated entries will immediately be in a “unvalidated” status. The system will move these out of “unvalidated” and into “pending” or “rejected” every 15-20 minutes. It is validating no business rules were violated.

Entries										
Id	Service Date	Start Time	End Time	Account Type	Ref.	Cost Center	Client Name	Service Code	Amount	Status
<a href="#">75689</a>	Jul 29, 2024			Vendor		Steph Cost Center test - Steph Cost Center test	<a href="#">Steph Client1</a>	Steph Vendor 2	16.00	Pending
<a href="#">75316</a>	Jul 20, 2024			Vendor	<a href="#">75314</a>	Steph Cost Center test - Steph Cost Center test	<a href="#">Steph Client1</a>	Steph Vendor 2	25.00	Pending
<a href="#">75315</a>	Jul 21, 2024			Vendor	<a href="#">75314</a>	Steph Cost Center test - Steph Cost Center test	<a href="#">Steph Client1</a>	Steph Vendor 2	5.00	Pending
<a href="#">75314</a>	Jul 20, 2024			Vendor		Steph Cost Center test - Steph Cost Center test	<a href="#">Steph Client1</a>	Steph Vendor 2	30.00	Canceled



If only one Date of Service was entered for the vendor payment, only one entry is created in a “unvalidated” status. . The system will move these out of “unvalidated” and into “pending” or “rejected”

<a href="#">75689</a>	Jul 29, 2024			Vendor		Steph Cost Center test - Steph Cost Center test	<a href="#">Steph Client1</a>	Steph Vendor 2	16.00	Pending
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# Multiple Dates on One Entry – PLEASE NOTE

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## IMPORTANT

Please be aware, if multiple dates of service are included in one payment entry, they *may* fall into **different** pay periods. Even if the dates are submitted as one entry, the dates of service will determine the pay date.

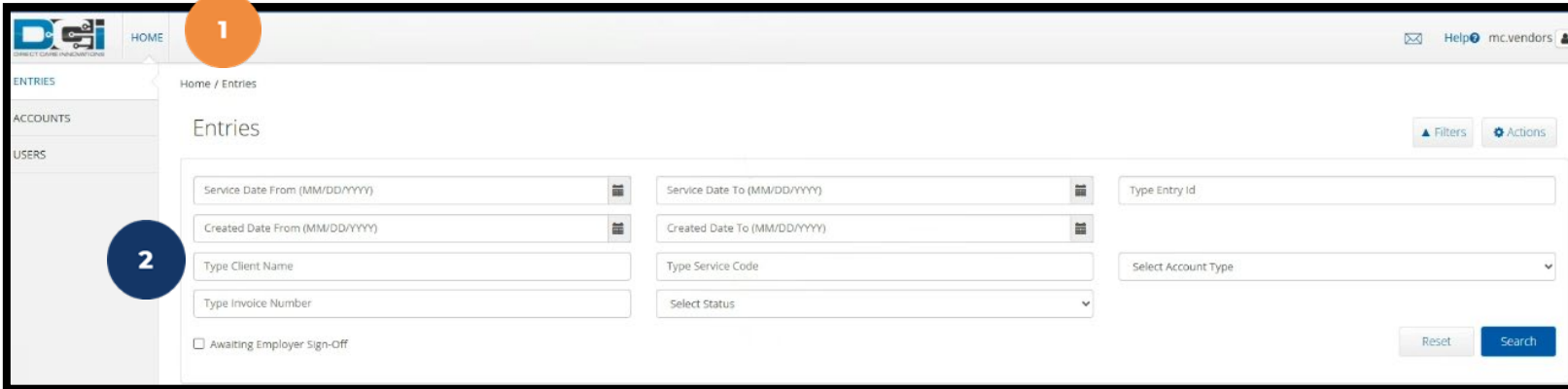
Please refer to the payroll schedule to know when to expect payment.

# **Editing Vendor Payment Entries**

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# Edit Vendor Payment Entries

1. From the Home tab, select Entries on the submenu
2. Add any search filters to search for a specific entry (Ex: Client Name, Service Dates, Entry Id)
3. Click the blue **Search** button. Results will appear.
4. Find the vendor entry you need to edit and select the pencil icon



Home / Entries

Service Date From (MM/DD/YYYY) Service Date To (MM/DD/YYYY) Type Entry Id

Created Date From (MM/DD/YYYY) Created Date To (MM/DD/YYYY)

Type Client Name Type Service Code Select Account Type

Type Invoice Number Select Status

Awaiting Employer Sign-Off

Reset Search

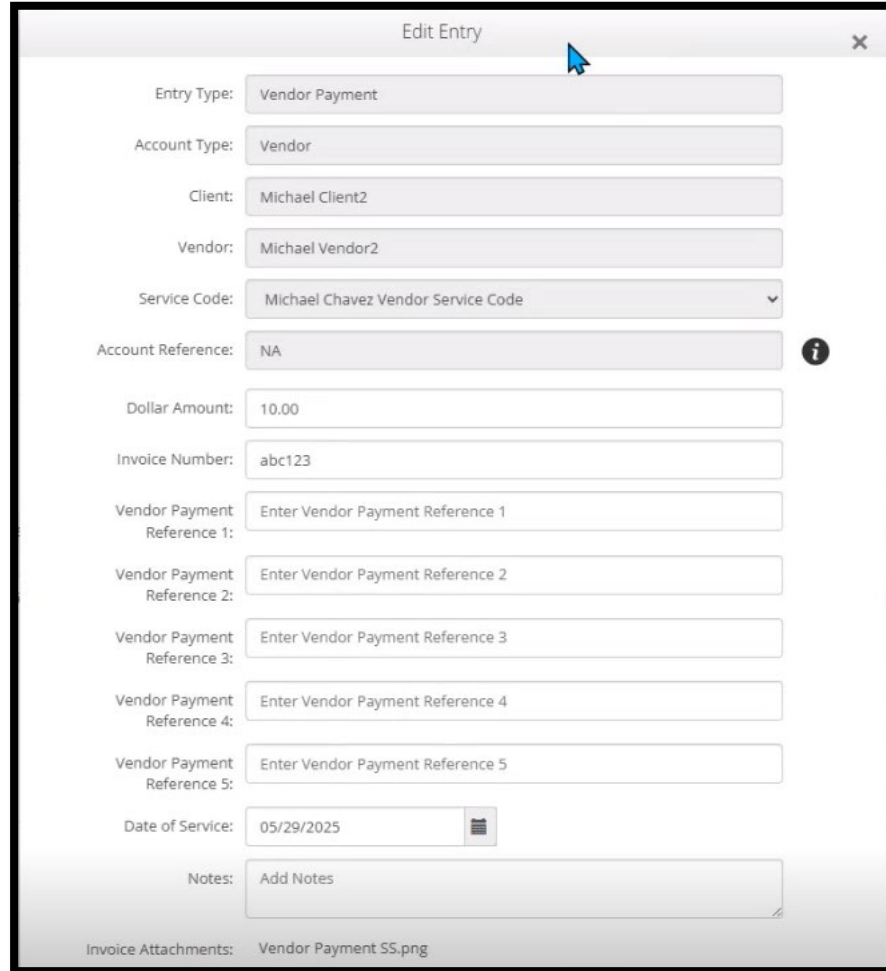


Showing 1 out of 1 record

Id	Invoice Number	Service Date	Account Type	Cost Center	Client Name	Service Code	Amount	Status	Action	Needs Review
3946931	abc123	May 29, 2025	Vendor	Michael Chavez Employer Cost Center	Michael Client2	Michael Chavez Vendor Service Code	10.00	Pending		

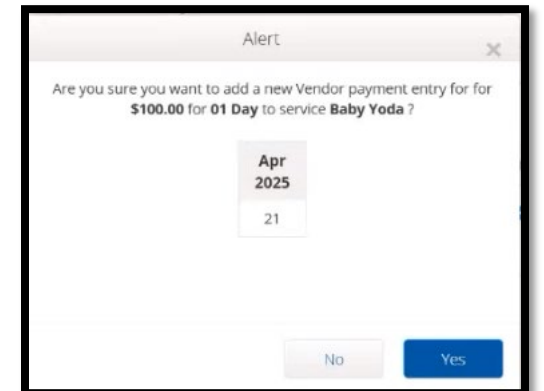
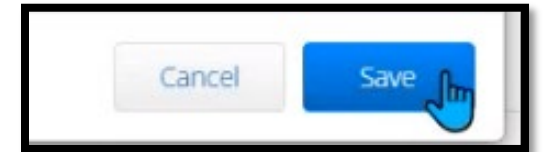
# Edit Vendor Payment Entries

5. Make any edits needed on the entry
6. Select **Save**.
7. Select **Yes** on the Alert
8. Entry will go into unvalidated status, then Pending (usual workflow)



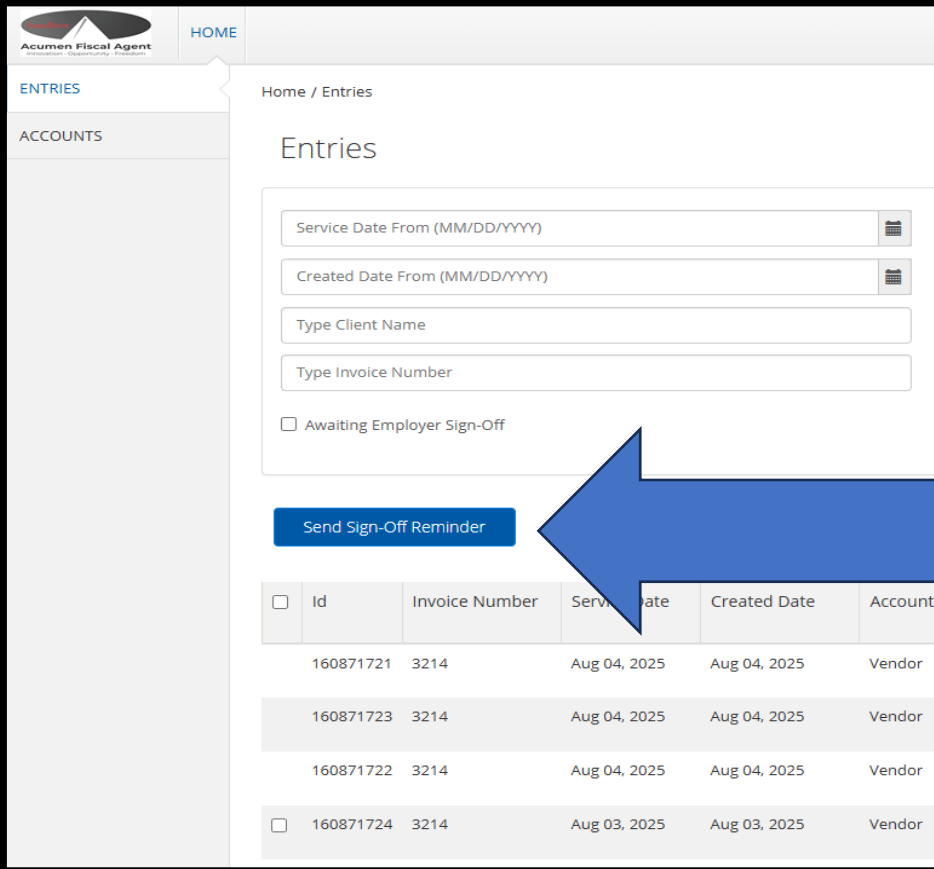
The 'Edit Entry' form contains the following fields:

- Entry Type: Vendor Payment
- Account Type: Vendor
- Client: Michael Client2
- Vendor: Michael Vendor2
- Service Code: Michael Chavez Vendor Service Code
- Account Reference: NA
- Dollar Amount: 10.00
- Invoice Number: abc123
- Vendor Payment Reference 1: Enter Vendor Payment Reference 1
- Vendor Payment Reference 2: Enter Vendor Payment Reference 2
- Vendor Payment Reference 3: Enter Vendor Payment Reference 3
- Vendor Payment Reference 4: Enter Vendor Payment Reference 4
- Vendor Payment Reference 5: Enter Vendor Payment Reference 5
- Date of Service: 05/29/2025
- Notes: Add Notes
- Invoice Attachments: Vendor Payment SS.png



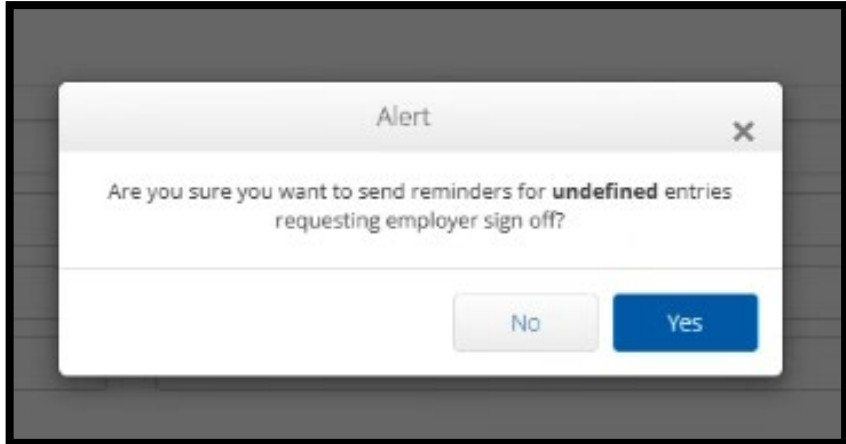
# Enhancements and Updates

# Send Sign-Off Reminder!



<input type="checkbox"/>	Id	Invoice Number	Service Date	Created Date	Account
<input type="checkbox"/>	160871721	3214	Aug 04, 2025	Aug 04, 2025	Vendor
<input type="checkbox"/>	160871723	3214	Aug 04, 2025	Aug 04, 2025	Vendor
<input type="checkbox"/>	160871722	3214	Aug 04, 2025	Aug 04, 2025	Vendor
<input type="checkbox"/>	160871724	3214	Aug 03, 2025	Aug 03, 2025	Vendor

A new *Send Sign-Off Reminder* button is now available on the Entries page allowing vendors to remind Employers/Auth Reps to sign-off on entries in a pending status!



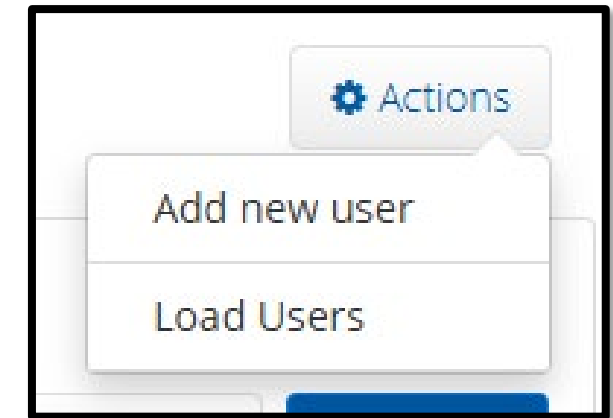
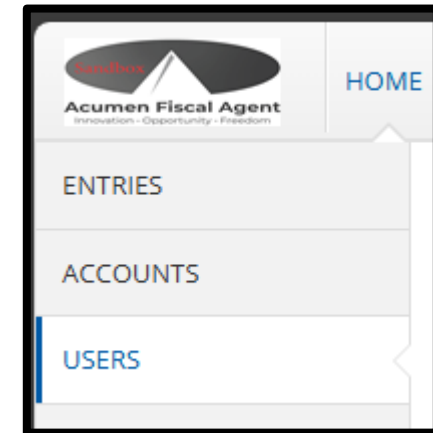
Send Sign-Off Reminder

1 reminder notification sent

# Vendor Enhancements

The primary user associated to the Vendor Profile when login is enabled is now called the *Vendor Account Owner*.

- ✓ The Vendor Account Owner has a *Users* tab on the submenu allowing them to create and manage additional *Vendor Users*.
- ✓ *Vendor Users* are minor users associated to the Vendor profile.
  - Vendor Users have their own usernames and passwords.
  - They can view, create, edit pending entries, and send vendor payment reminders to employers.
- ✓ The Vendor Account Owner can message their respective employers and clients, they can also reply to messages sent to them through the Messaging Module.

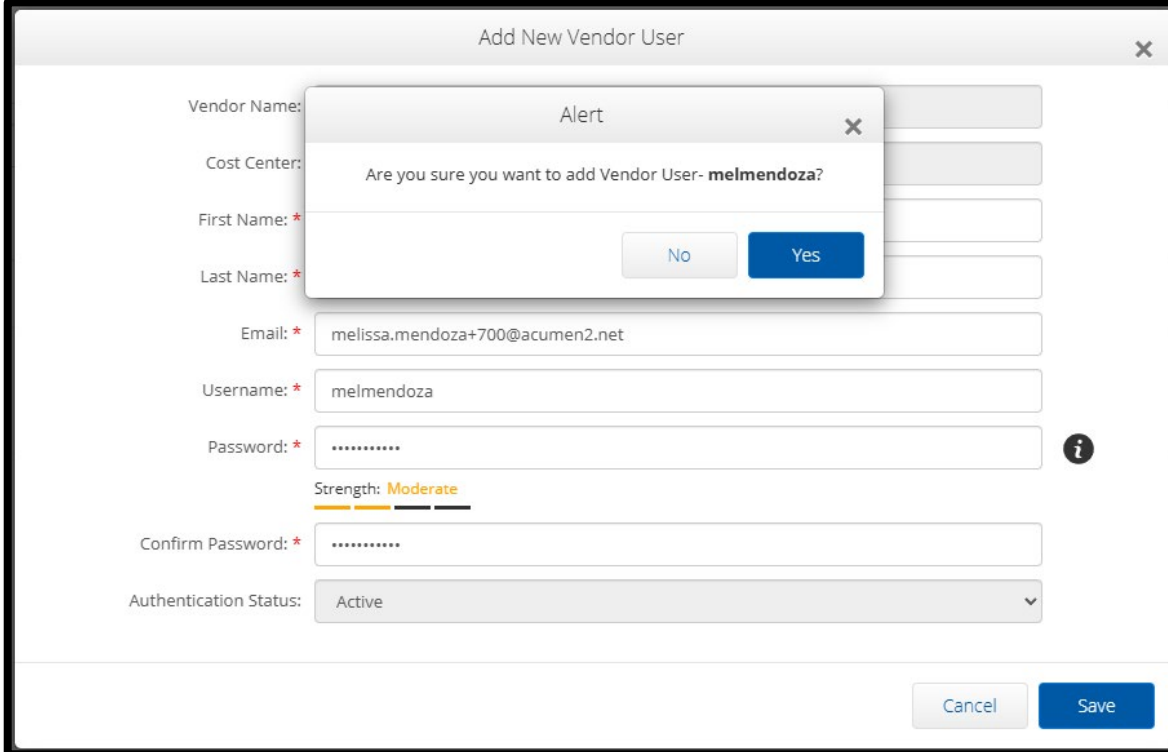


**\*Please note:** Vendor users cannot use the Messaging Module

# Vendor Enhancements

The Vendor Account Owner will add a new Vendor User

- ✓ Click on the **Users** tab on the submenu
- ✓ Click on the **Actions** button on the top-right corner
- ✓ Select **Add new user** from the drop-down menu
- ✓ Enter the Vendor User information and create new credentials
- ✓ Click on **Save**, then **Yes** to confirm



The screenshot shows a web application window titled "Add New Vendor User". An "Alert" dialog box is overlaid on the form, asking "Are you sure you want to add Vendor User- melmendoza?". The form fields are as follows:

- Vendor Name: [Empty]
- Cost Center: [Empty]
- First Name: \*
- Last Name: \*
- Email: \* melissa.mendoza+700@acumen2.net
- Username: \* melmendoza
- Password: \* [Masked]
- Strength: Moderate (indicated by a progress bar)
- Confirm Password: \* [Masked]
- Authentication Status: Active (dropdown menu)

Buttons: "No" (light blue), "Yes" (dark blue), "Cancel" (light blue), "Save" (dark blue).

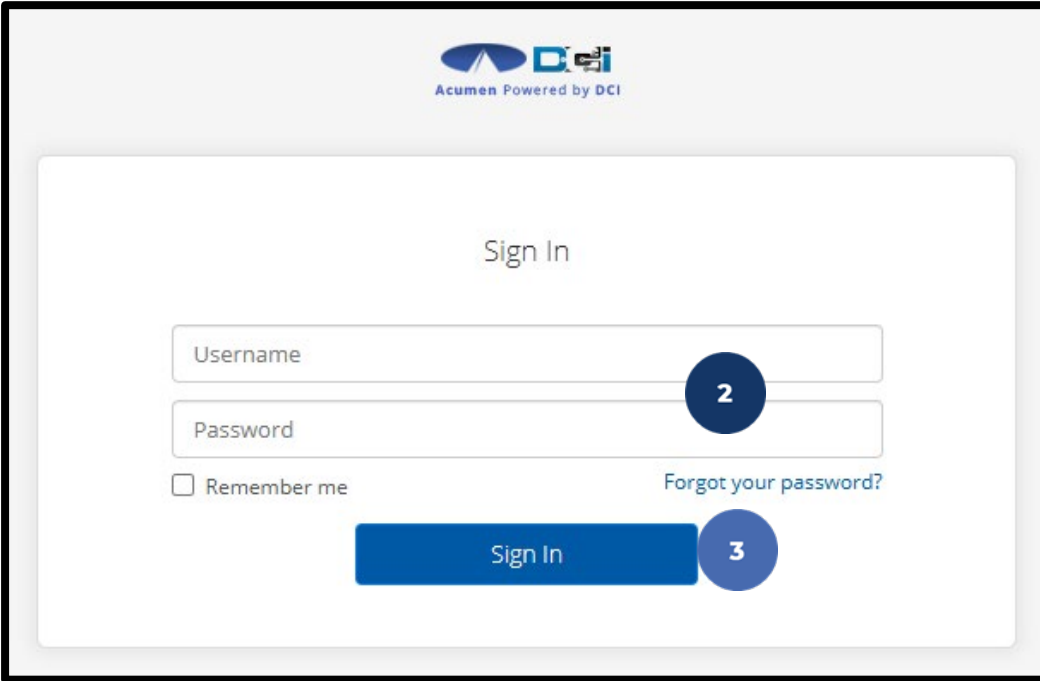
# Advanced Insights – Vendor Access

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# Vendor Access

1. Vendors will access [acumen.dcisoftware.com](https://acumen.dcisoftware.com)
2. Enter login credentials
3. Press the blue **Sign in** button

1 [acumen.dcisoftware.com](https://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, the heading "Sign In" is centered. There are two input fields: "Username" and "Password". A blue circle with the number "2" is positioned to the right of the Password field. 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 blue circle containing the number "3" to its right.



# 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	Rejected Reason	Date Of Service	Entry Creation Date	Amount	Aging
Vendor A	1000001	1000001	Client A	1000001	1000001	Pending		01/01/2025	01/01/2025	1000	100
Vendor A	1000002	1000002	Client A	1000001	1000001	Pending		02/01/2025	02/01/2025	2000	100
Vendor A	1000003	1000003	Client A	1000001	1000001	Pending		03/01/2025	03/01/2025	3000	100
Vendor A	1000004	1000004	Client A	1000001	1000001	Pending		04/01/2025	04/01/2025	4000	100
Vendor A	1000005	1000005	Client A	1000001	1000001	Pending		05/01/2025	05/01/2025	5000	100
Vendor A	1000006	1000006	Client A	1000001	1000001	Pending		06/01/2025	06/01/2025	6000	100
Vendor A	1000007	1000007	Client A	1000001	1000001	Pending		07/01/2025	07/01/2025	7000	100
Vendor A	1000008	1000008	Client A	1000001	1000001	Pending		08/01/2025	08/01/2025	8000	100
Vendor A	1000009	1000009	Client A	1000001	1000001	Pending		09/01/2025	09/01/2025	9000	100
Vendor A	1000010	1000010	Client A	1000001	1000001	Pending		10/01/2025	10/01/2025	10000	100

**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 is controlled by a date range picker showing 3/1/2025 to 1/27/2026, with a slider below it.A screenshot of the Aging Category dropdown menu. It shows the title "Aging Category" and a search bar. Below the search bar are four options: "All", "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

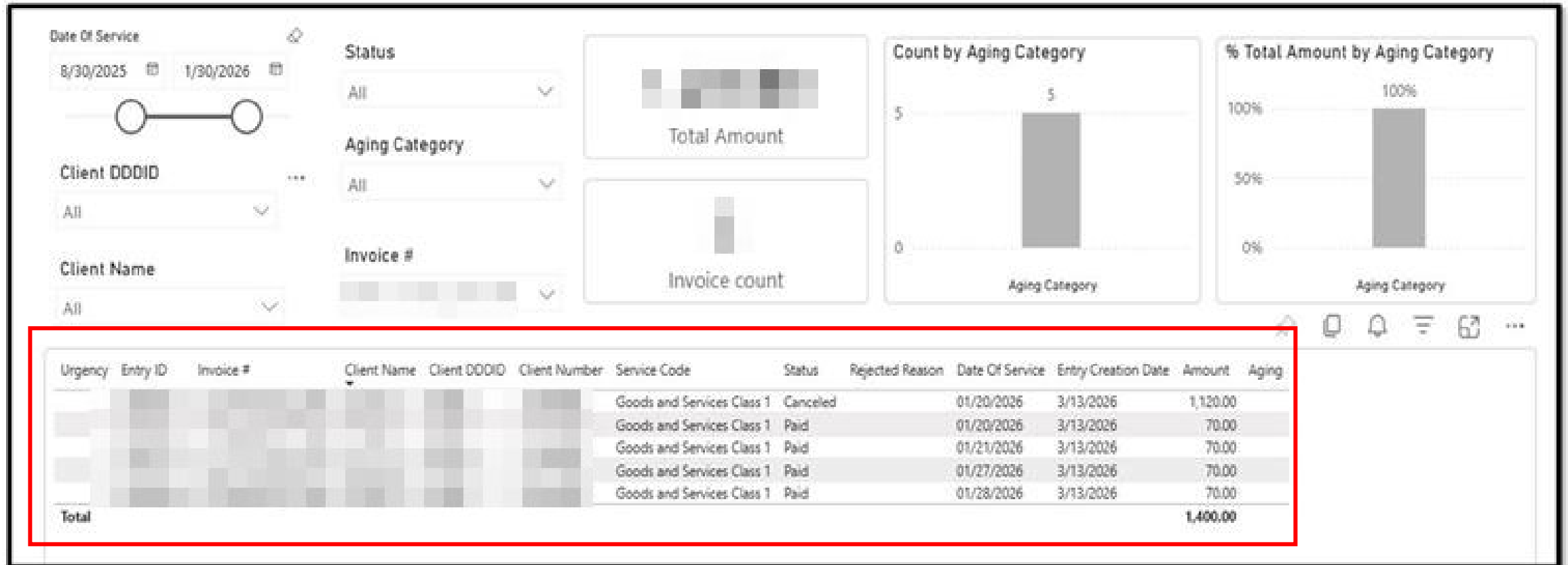
**Invoice #:** All

**% Total Amount by Aging Category:** 100% (0-7), 0% (8-14), 0% (15-21), 0% (30-59)

**Invoice # Search:** 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	
<b>Total</b>									<b>569,525.00</b>	<b>25</b>

# 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 with the following details:

- Date Of Service:** 8/30/2025 to 1/30/2026
- Status:** All
- Aging Category:** All
- Client DDDID:** All
- Client Name:** All
- Invoice #:** JSmithFeb2026

A red box highlights the eraser icon next to the Invoice # filter. A 'Clear selections' tooltip is visible over the eraser icon. The 'Total Amount' is 5 and the 'Invoice count' is 5.

Urgency	Entry ID	Invoice #	Client Name	Client DDDID	Client Number	Service Code
						Goods and Services Class 1
						Goods and Services Class 1
						Goods and Services Class 1
						Goods and Services Class 1
						Goods and Services Class 1
<b>Total</b>						

The screenshot shows the filter section with the following details:

- Date Of Service:** 8/30/2025 to 1/30/2026
- Status:** All
- Aging Category:** All
- Client DDDID:** All
- Client Name:** All
- Invoice #:** All

Two charts are displayed:

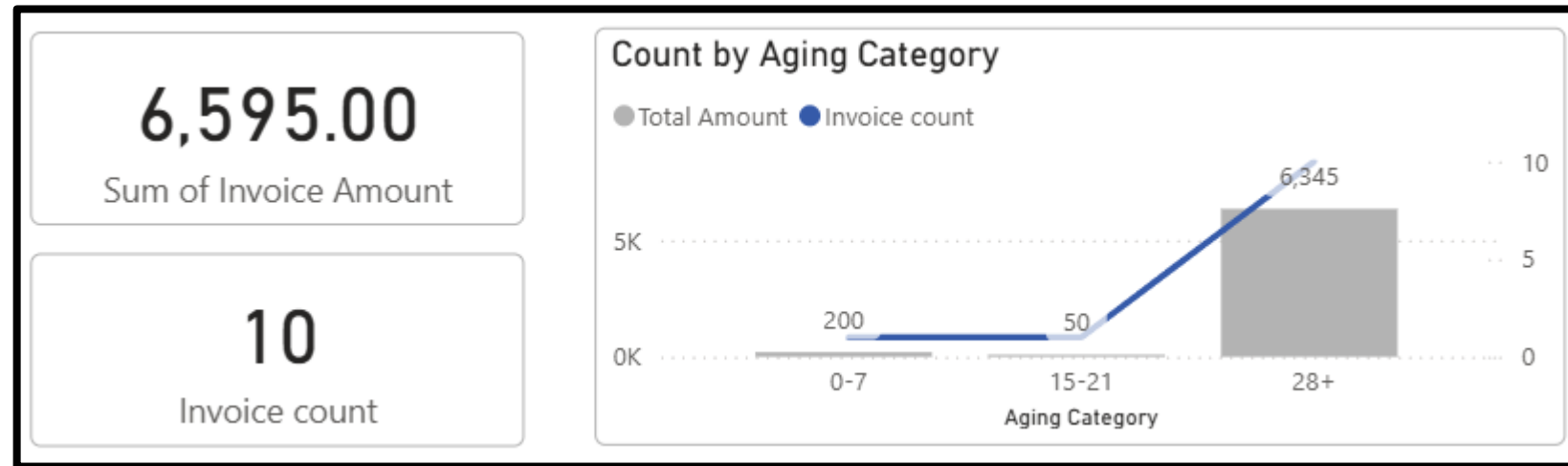
- Count by Aging Category:** A bar chart showing counts for aging categories 0-7, 8-14, 15-21, and 30-59. The highest count is 11 for the 0-7 category.
- % Total Amount by Aging Category:** A bar chart showing percentages for aging categories 0-7, 8-14, 15-21, and 30-59. The highest percentage is 100% for the 0-7 category.

Urgency	Entry ID	Invoice #	Client Name	Client DDDID	Client Number	Service Code	Status	Rejected Reason	Date Of Service	Entry Creation Date	Amount	Aging
						Goods and Services Class 1	Canceled		12/04/2025	12/24/2025	340.00	
						Goods and Services Class 1	Paid		12/04/2025	12/24/2025	85.00	
						Goods and Services Class 1	Paid		12/09/2025	12/24/2025	85.00	
						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		01/09/2026	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	
<b>Total</b>											<b>569,525.00</b>	<b>25</b>

# Vendor Payment Activity & Entry Tracking Report



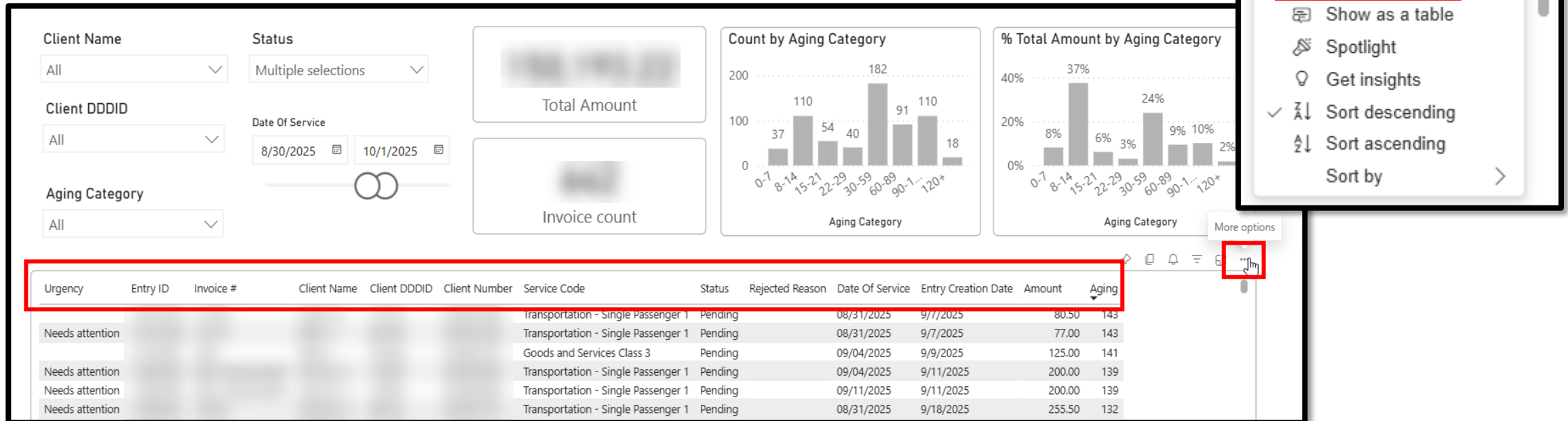
- The **Sum of Invoice Amount** will display the total amount for all Vendor Entries.
  - This will change depending on the filters selected.
- The **Invoice Count** is determined by each distinct Invoice Number.
- The **Count by Aging Category** chart illustrates the amount due per aging period.



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# 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	Start Date	End Date	Status	Amount	Balance	Created Date	Created By
Vendor 1	Client 1	Community Based Support	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Community Based Support	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Audit Fee #1	2023-01-01	2023-12-31	Active	500	500	2023-01-01	Admin
Vendor 1	Client 1	Receipt	2023-01-01	2023-12-31	Active	200	200	2023-01-01	Admin
Vendor 1	Client 1	Individual Support 1	2023-01-01	2023-12-31	Active	1500	1500	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services	2023-01-01	2023-12-31	Active	300	300	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Other 2	2023-01-01	2023-12-31	Active	100	100	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Other 1	2023-01-01	2023-12-31	Active	100	100	2023-01-01	Admin
Vendor 1	Client 1	Individual Support 1	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Individual Support 1	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Transportation - Single Passenger	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Individual Support 1	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Class 1	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Class 2	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Class 1	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Class 3	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Goods and Services Class 1	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Transportation - Single Passenger 1	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin
Vendor 1	Client 1	Transportation - Single Passenger 2	2023-01-01	2023-12-31	Active	1000	1000	2023-01-01	Admin



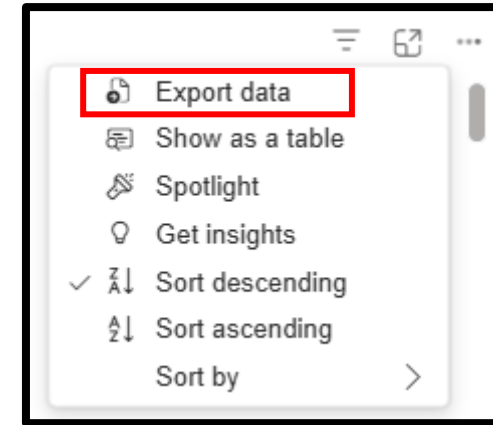
## Vendor Authorization

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	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	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: 
 Client Number: 
 Client DDDID: 
 Service Code: 
 Status:

# Vendor Authorization Accrual Balances

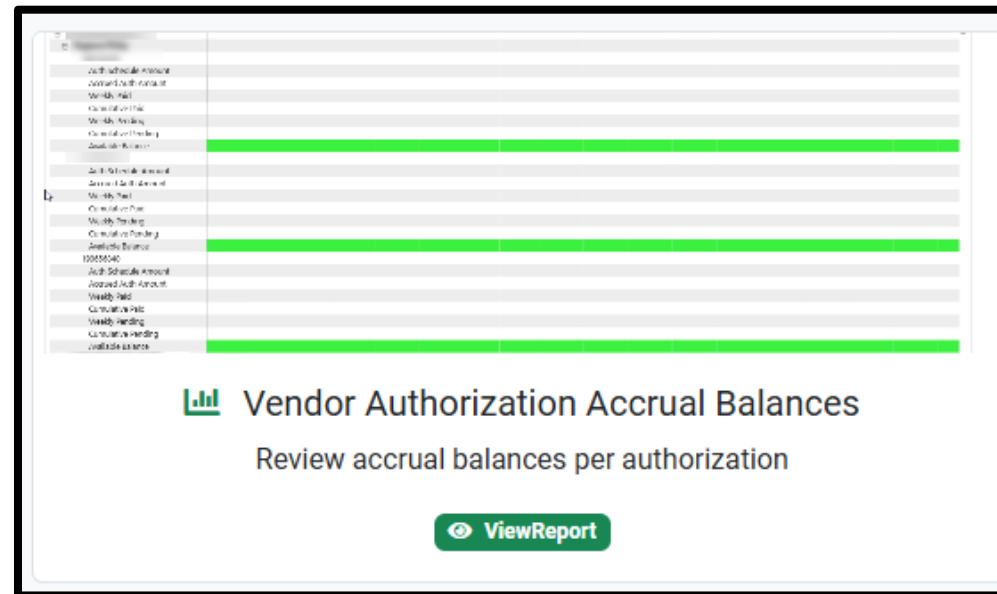
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# Vendor Authorization Accrual Balances



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	1,200.50
Weekly Paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	0.00	84.00	0.00	45.50	21.00	0.00	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	1,036.00

# Vendor Authorization Accrual Balances



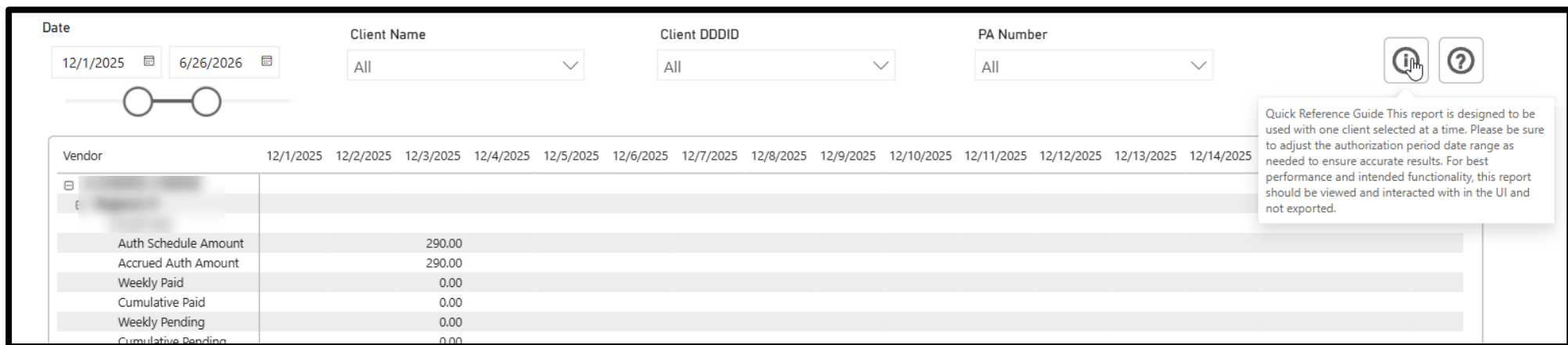
- The data can be filtered by **Client Name** to review multiple authorizations.

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 Authorization Accrual Balances



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

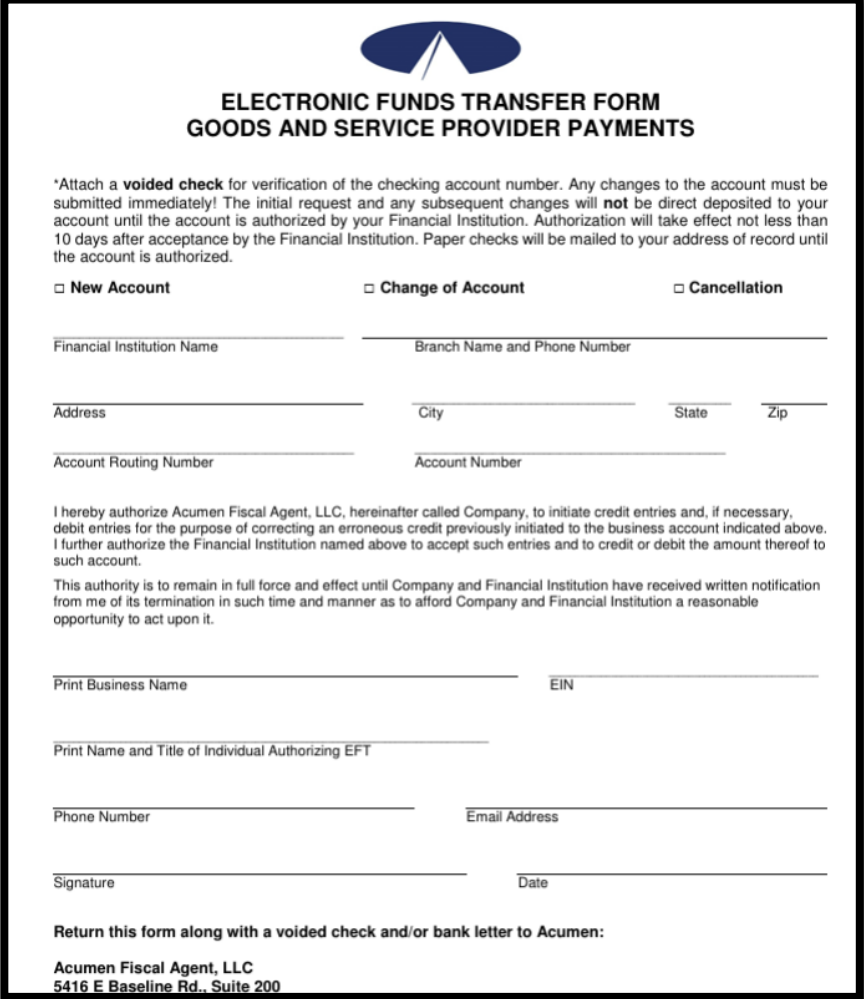
Vendor	12/1/2025	12/2/2025	12/3/2025	12/4/2025	12/5/2025	12/6/2025	12/7/2025	12/8/2025	12/9/2025	12/10/2025	12/11/2025	12/12/2025	12/13/2025	12/14/2025	12/15/2025	12/16/2025	12/17/2025	
[Redacted]																		
Auth Schedule Amount																		290.00
Accrued Auth Amount																		290.00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

# Direct Deposit (EFT) Form

# Direct Deposit (EFT) Form



Ensure this Direct Deposit (EFT) form has been returned to the Acumen Support Team at [Vendor-NJ@acumen2.net](mailto:Vendor-NJ@acumen2.net) to ensure efficient payments. This was found in your enrollment paperwork.



**ELECTRONIC FUNDS TRANSFER FORM  
GOODS AND SERVICE PROVIDER PAYMENTS**

\*Attach a **voided check** for verification of the checking account number. Any changes to the account must be submitted immediately! The initial request and any subsequent changes will **not** be direct deposited to your account until the account is authorized by your Financial Institution. Authorization will take effect not less than 10 days after acceptance by the Financial Institution. Paper checks will be mailed to your address of record until the account is authorized.

**New Account**                       **Change of Account**                       **Cancellation**

Financial Institution Name \_\_\_\_\_ Branch Name and Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Account Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

I hereby authorize Acumen Fiscal Agent, LLC, hereinafter called Company, to initiate credit entries and, if necessary, debit entries for the purpose of correcting an erroneous credit previously initiated to the business account indicated above. I further authorize the Financial Institution named above to accept such entries and to credit or debit the amount thereof to such account.

This authority is to remain in full force and effect until Company and Financial Institution have received written notification from me of its termination in such time and manner as to afford Company and Financial Institution a reasonable opportunity to act upon it.

Print Business Name \_\_\_\_\_ EIN \_\_\_\_\_

Print Name and Title of Individual Authorizing EFT \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form along with a voided check and/or bank letter to Acumen:**

**Acumen Fiscal Agent, LLC  
5416 E Baseline Rd., Suite 200**

# Vendor Frequently Asked Questions

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# Vendor FAQ's



## What is DCI and why do I need to use it?

DCI is an electronic invoicing system that allows community vendors to securely submit Supporting Documentations for payment approval by the individual, employer or authorized representative.

## How do I submit a documentation?

Log into the DCI Web Portal, create a new Vendor Payment Entry, select the participant and service, attach your documentation and receipts, and submit it for approval.

## What happens if I submit documentation before my start date?

Documentation submitted before your designated start date will not be processed. Only submit documentations dated on or after your official start date.

## Who needs to approve my invoices?

The individual, employer or authorized representative must approve your submitted invoice in DCI before Acumen can process payment.

## Can I submit invoices through the mobile app?

No. Documentations submitted by Vendors will be submitted via the DCI portal.

# Vendor FAQ's

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## How can I ensure I get paid on time?

Submit your Vendor Payment Entry with complete documentation by the deadline listed on the NJ DDD Payment Schedule. Incomplete or late submissions will be delayed until the next cycle.

## Where do I find the EFT form for direct deposit?

Download the Electronic Funds Transfer form from [the Acumen website](#) or request it from **customer service**. Submitting this will allow faster, direct deposits.

## What should I do if my invoice was rejected, or payment is delayed?

Check with the individual/authorized representative to confirm approval. If issues persist, contact Acumen's Vendor Payroll Team at [vendor-nj@acumen2.net](mailto:vendor-nj@acumen2.net).

## How do I access training on how to use DCI?

Training materials are available on the DCI Web Portal under the **Help** section. You can also access the NJ Training Materials page through the NJ Acumen website.

## What if I have multiple participants that I support?

When the participant has completed their enrollment documents, has a plan revision and receives their Good to Go letter then the participant will appear on the community vendors dropdown to select and submit an invoice for them. All participants with active authorizations with the community vendor will show up on the list.



# Live Demo

# Resources

# Vendor Payment Schedule



- Ensure payment entries are received by 9pm EST on the Due Date (even if it falls on a weekend or holiday)
- Requests submitted **after** the Due Date will be handled in the following pay period
- Vendor payments must be entered and approved within 60 days of the date of service
- Use the payment schedule to know when each date of service will be paid out!

Month	Payroll Start	Payroll End	Submissions Due Date	Approval Due Date	Pay Date
JUN	06/08/25	06/21/25	Mon, 06/23/25	Wed, 06/25/25	Thu, 07/03/25
	06/22/25	07/05/25	Mon, 07/07/25	Wed, 07/09/25	Thu, 07/17/25
JUL	07/06/25	07/19/25	Mon, 07/21/25	Wed, 07/21/25	Fri, 08/01/25
	07/20/25	08/02/25	Mon, 08/04/25	Wed, 08/04/25	Fri, 08/15/25
AUG	08/03/25	08/16/25	Mon, 08/18/25	Wed, 08/20/25	Fri, 08/29/25
	08/17/25	08/30/25	Mon, 09/01/25	Wed, 09/03/25	Fri, 09/12/25
SEPT	08/31/25	09/13/25	Mon, 09/15/25	Wed, 09/17/25	Fri, 09/26/25
	09/14/25	09/27/25	Mon, 09/29/25	Wed, 10/01/25	Fri, 10/10/25
OCT	09/28/25	10/11/25	Mon, 10/13/25	Wed, 10/15/25	Fri, 10/24/25
	10/12/25	10/25/25	Mon, 10/27/25	Wed, 10/29/25	Fri, 11/07/25
NOV	10/26/25	11/08/25	Mon, 11/10/25	Wed, 11/12/25	Fri, 11/21/25
	11/09/25	11/22/25	Mon, 11/24/25	Wed, 11/26/25	Fri, 12/05/25
DEC	11/23/25	12/06/25	Mon, 12/08/25	Wed, 10/10/25	Fri, 12/19/25
	12/07/25	12/20/25	Mon, 12/22/25	Wed, 12/24/25	Fri, 01/02/26
	12/21/25	01/03/26	Mon, 01/05/26	Wed, 01/07/26	Fri, 01/16/26
JAN	01/04/26	01/17/26	Mon, 01/19/26	Wed, 01/21/26	Fri, 01/30/26
	01/18/26	01/31/26	Mon, 02/02/26	Wed, 04/04/26	Fri, 02/13/26

Found at:

<https://www.acumenfiscalagent.com/state/new-jersey/>

# NJ DDD Payment Schedule



- On 2/1/2026 the *New* Payroll Schedule will take effect.
- To comply with the NJ Department of Labor, Acumen must issue wages within **10 calendar days**.
- Payday will move from **Friday to Tuesday**, starting with the 2/24 pay date.
- Vendors will receive payment **three days earlier**.
- The Employer/Auth. Representative will have **one day instead of two** to approve the Vendor's entries.
- The bi-weekly structure remains the same.

Month	Payroll Start	Payroll End	Submissions Due Date	Approval Due Date	Paydate
FEB	2/1/2026	2/14/2026	Mon, 02/16/26	Tue, 02/17/26	Tue, 02/24/26
	2/15/2026	2/28/2026	Mon, 03/02/26	Tue, 03/03/26	Tue, 03/10/26
MAR	3/1/2026	3/14/2026	Mon, 03/16/26	Tue, 03/17/26	Tue, 03/24/26
	3/15/2026	3/28/2026	Mon, 03/30/26	Tue, 03/31/26	Tue, 04/07/26
APR	3/29/2026	4/11/2026	Mon, 04/13/26	Tue, 04/14/26	Tue, 04/21/26
	4/12/2026	4/25/2026	Mon, 04/27/26	Tue, 04/28/26	Tue, 05/05/26
MAY	4/26/2026	5/9/2026	Mon, 05/11/26	Tue, 05/12/26	Tue, 05/19/26
	5/10/2026	5/23/2026	Mon, 05/25/26	Tue, 05/26/26	Tue, 06/02/26
JUN	5/24/2026	6/6/2026	Mon, 06/08/26	Tue, 06/09/26	Tue, 06/16/26
	6/7/2026	6/20/2026	Mon, 06/22/26	Tue, 06/23/26	Tue, 06/30/26
	6/21/2026	7/4/2026	Mon, 07/06/26	Tue, 07/07/26	Tue, 07/14/26



# Helpful Resources

## Utilize our Websites

 [New Jersey - Training Materials](#) for more help

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

 [New Jersey State Page](#)

- This will give you New Jersey specific details with Acumen Fiscal Agent

## Contact the Acumen Support Team

For help with enrollment questions, DCI system questions, or payment issues

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

 Email us at [vendor-nj@acumen2.net](mailto:vendor-nj@acumen2.net)

 By Phone: (848) 400-5738

 Customer Service 24/7 Assistance: (833) 892-0413





**Acumen Fiscal Agent**

Innovation • Opportunity • Freedom

**THANK YOU!**

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[acumenfiscalagent.com](https://acumenfiscalagent.com)

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