

Reimbursement Training for Employers



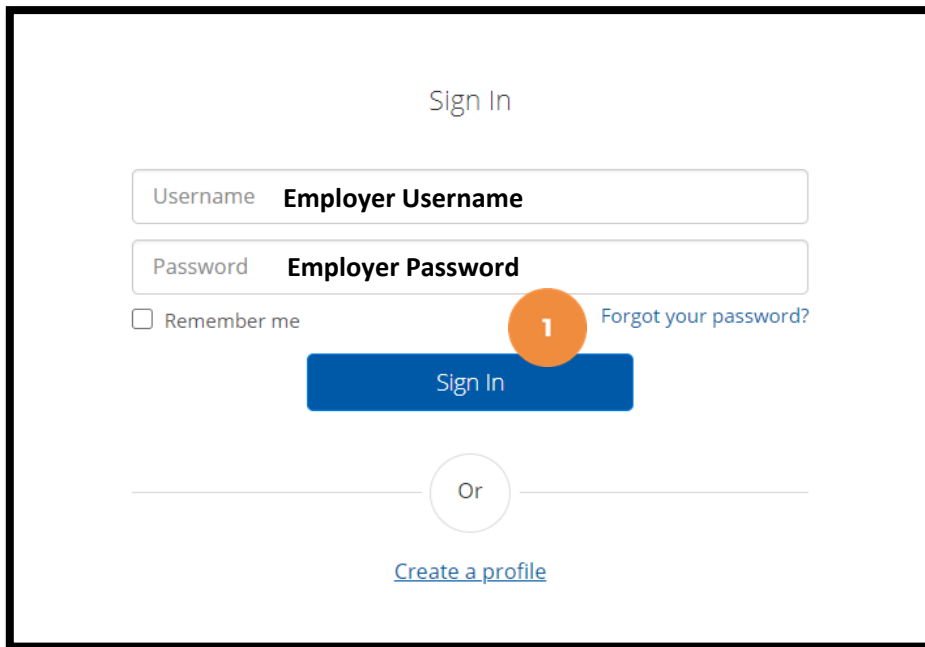
Acumen Fiscal Agent

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Reimbursement Entry

*Please note! The Employer is responsible for creating the reimbursement entry for their client(s)

1. Navigate to acumen.dcisoftware.com and log into the **Employer Profile**



Sign In

Username **Employer Username**

Password **Employer Password**

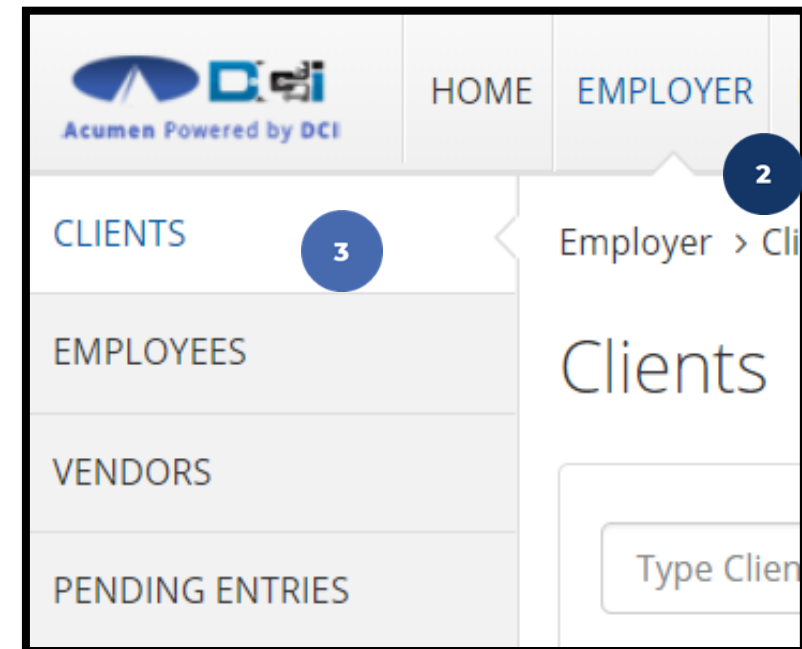
Remember me 1 [Forgot your password?](#)

Sign In

Or

[Create a profile](#)

2. Click **Employer** on the main menu
3. Click **Clients** on the submenu

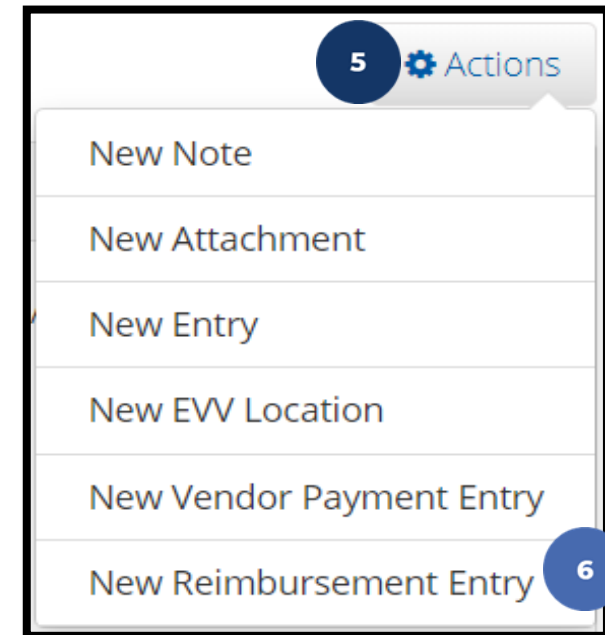


Reimbursement Entry

4. Click anywhere in the client row to open the details page

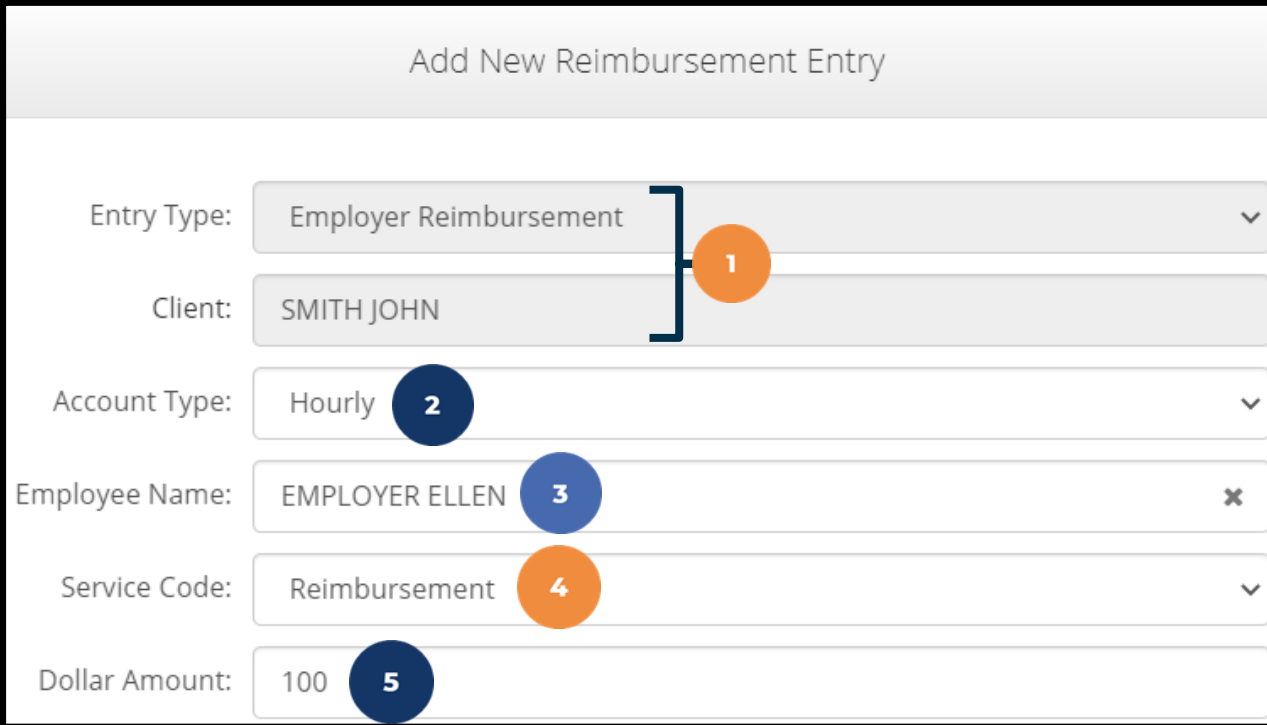
Name	Client Id
SMITH JOHN	12340

5. Click Actions
6. Select New Reimbursement Entry from the drop-down menu



Reimbursement Entry

Complete the Add New Reimbursement Entry form wizard:



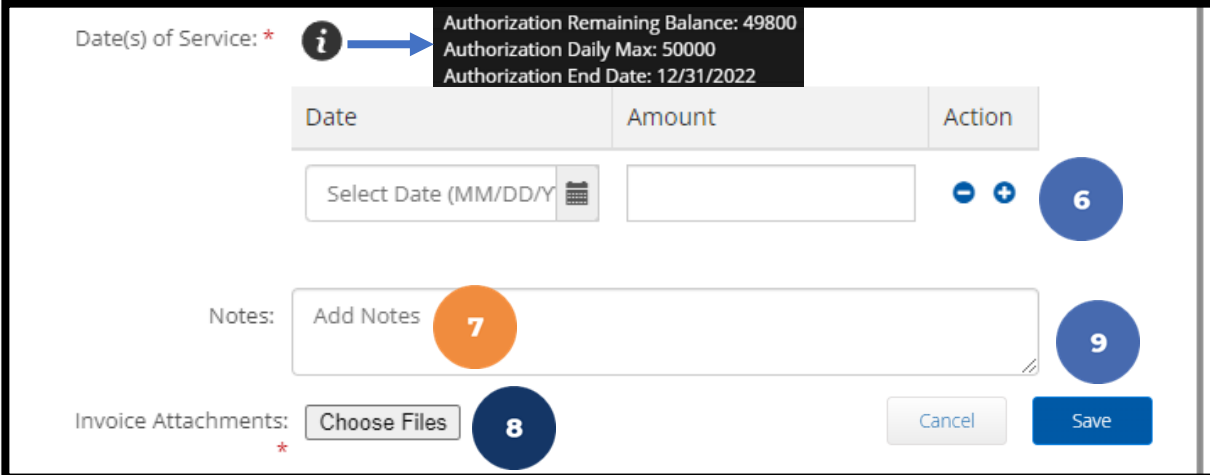
The screenshot shows a form titled "Add New Reimbursement Entry" with the following fields and callouts:


- Entry Type:** Employer Reimbursement (Callout 1)
- Client:** SMITH JOHN (Callout 1)
- Account Type:** Hourly (Callout 2)
- Employee Name:** EMPLOYER ELLEN (Callout 3)
- Service Code:** Reimbursement (Callout 4)
- Dollar Amount:** 100 (Callout 5)



1. Entry Type & Client: Auto-populate
2. Account Type: Hourly
3. Employee Name: Type & select from the drop-down
4. Service Code: Select from the drop-down
5. Dollar Amount: Total reimbursement amount. Must match attached invoice or receipt.


Reimbursement Entry

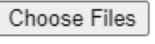

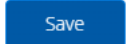
Add New Reimbursement Entry form wizard continued:

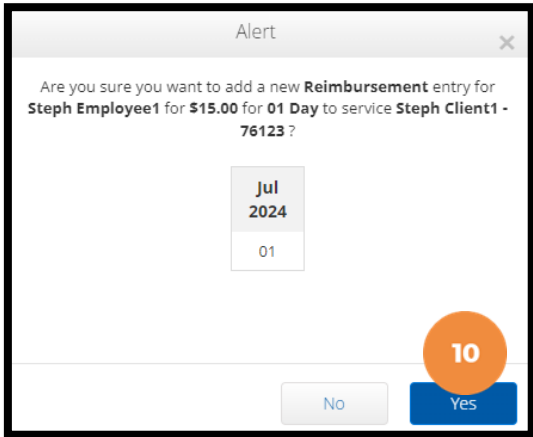


Date(s) of Service: *  Authorization Remaining Balance: 49800
Authorization Daily Max: 50000
Authorization End Date: 12/31/2022

Date	Amount	Action
Select Date (MM/DD/YY) 		- + 

Notes: Add Notes 


Invoice Attachments:   



Alert

Are you sure you want to add a new Reimbursement entry for Steph Employee1 for \$15.00 for 01 Day to service Steph Client1 - 76123?

Jul 2024
01

No  Yes

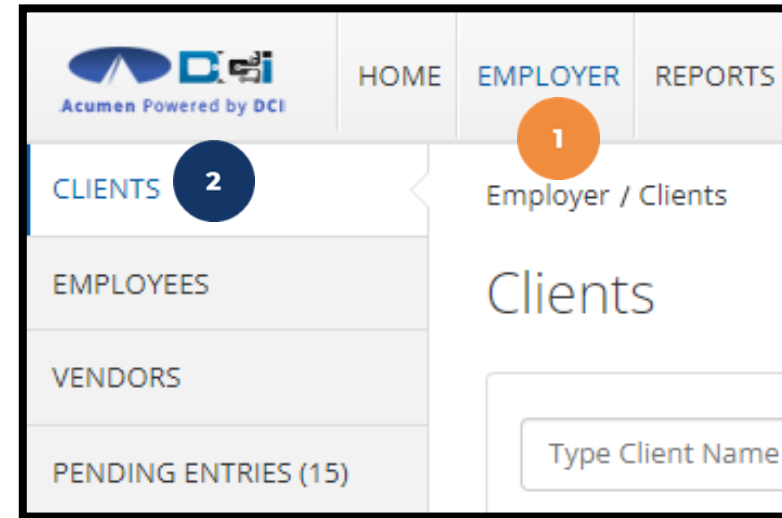
6. Date(s) of Service: This may be one date or multiple dates. Enter the date and the amount for that date then click the blue **plus sign (+)** to add more as needed.
 - The sum of the dates of service much match the dollar amount entered in the Dollar Amount field (see step 5)
7. Notes (optional)
8. Invoice Attachments: Click the **Choose Files** button to upload supporting documents (i.e., Completed Goods & Services Request Form, training invoice, etc.). Attachment must be in PDF, JPG, or PNG format.
9. Click **Save**
10. Click **Yes** to confirm

View Submitted Entry



To check the status of the reimbursement entry:

1. Click **Employer** on the main menu
2. Select the **Clients** tab from the submenu
3. Click anywhere on the **client row**



Name	Client Id	Status
Steph Client	125	Active

View Submitted Entry



4. From the Client Details page, scroll down to select the **Entries** tab.

Acumen Powered by DCI | HOME | EMPLOYER | REPORTS | Help | steph.employ... | [User Icon]

CLIENTS | EMPLOYEES | VENDORS | PENDING ENTRIES (15)

Employer / Clients / Steph Client

Client Details - Steph Client

[Actions]

Basic Demographics

Client Id: 125
Address: 5416 E Baseline Road
Mesa, AZ 85206-4700
GNIS: 04-013-7890
Phone: (222) 222-2222
Email: stephanies+51@dcisoftware.com
Date of Birth: May 01, 2001
Allow SSN Retrieval: No ⓘ
No. of Funding Accounts: 1
No. of Service Accounts: 1
Status: Active

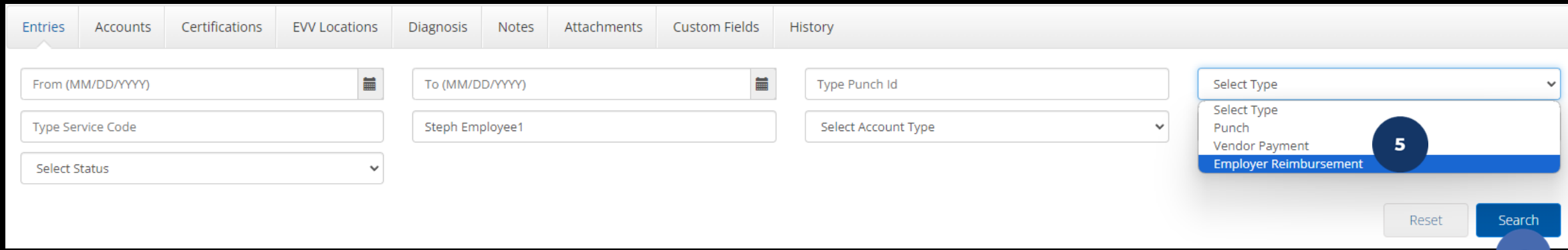
Other Details

Cost Center: Steph Employer Cost Center
Username: steph.client
Client Status: Active
Authentication Status: Active
Email confirm: Yes
Photo Set: No
Signature Set: No
Enable Caregiver Rating Emails: No
Enable Vendor Payment: Yes
Enable Employer Reimbursement: Yes

Entries | Accounts | Certifications | EVV Locations | Diagnosis | Notes | Attachments | Custom Fields | History

View Submitted Entry

5. Select **Employer Reimbursement** from the Select Type filter
6. Click the blue **Search** button to return results



The screenshot displays a search interface with the following elements:

- Navigation tabs: Entries (selected), Accounts, Certifications, EVV Locations, Diagnosis, Notes, Attachments, Custom Fields, History.
- Search filters:
 - From (MM/DD/YYYY) and To (MM/DD/YYYY) date pickers.
 - Type Service Code text input.
 - Select Status dropdown menu.
 - Steph Employee1 text input.
 - Type Punch Id text input.
 - Select Account Type dropdown menu.
- Filter dropdown menu (Select Type):
 - Options: Select Type, Punch, Vendor Payment, **Employer Reimbursement** (highlighted with a blue bar and a circled '5').
- Buttons: Reset (grey), Search (blue, highlighted with a circled '6').

View Submitted Entry



If more than one Date of Service was entered for the reimbursement, an entry is created for each and the entry for the total amount is canceled.

Entries Showing 9 out of 9 records

Id	Service Date	Type	Service Code	Cost Center	Employee /Program /Vendor Name	Ref.	Amount	Unit Type	Status	Portal Sign-off
75298	Jul 12, 2024	Employer Reimbursement	Reimbursements	Steph Cost Center test - Steph Cost Center test	Steph Employee1	75295	20.00	Dollar	Approved	N/A
75297	Jul 10, 2024	Employer Reimbursement	Reimbursements	Steph Cost Center test - Steph Cost Center test	Steph Employee1	75295	20.00	Dollar	Approved	N/A
75296	Jul 08, 2024	Employer Reimbursement	Reimbursements	Steph Cost Center test - Steph Cost Center test	Steph Employee1	75295	20.00	Dollar	Approved	N/A
75295	Jul 08, 2024	Employer Reimbursement	Reimbursements	Steph Cost Center test - Steph Cost Center test	Steph Employee1		60.00	Dollar	Canceled	N/A
75290	Jul 19, 2024	Employer Reimbursement	Reimbursements	Steph Cost Center test - Steph Cost Center test	Steph Employee1		15.00	Dollar	Rejected	N/A

If only one Date of Service was entered for the reimbursement, only one entry is created.

75290	Jul 19, 2024	Employer Reimbursement	Reimbursements	Steph Cost Center test - Steph Cost Center test	Steph Employee1		15.00	Dollar	Rejected	N/A
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[View the entry status](#)

Entry Review

- Employee reimbursements follow the payroll schedule
 - ✓ Submit and approve within the pay cycle for the employee to receive with their paycheck
 - ✓ If approved, the entry status changes to Approved.
- Entries are then reviewed by the payroll team and if the entry is in good order, payment is made at the scheduled time.
 - ❖ The reimbursement is visible on the employee's pay stub
- If rejected by the payroll team, the entry status changes to Rejected and communication is sent to the Employer via the email listed on the DCI profile.