

Vendor Payment Training for Employers



Acumen Fiscal Agent

Innovation • Opportunity • Freedom

Agenda



Mobile App - Vendor Payment Entry



Mobile App - New Vendor Request



Web Portal – Vendor Payment Entry



Web Portal – New Vendor Request

Vendor Information

What is a Vendor?

Company, organization, or person that provides services or supplies to a client.

Each state or program may have different rules around who can be a vendor.



What qualifies for a vendor payment?

Services or supplies provided to enhance the quality of life for a client.

Payments made to vendors are non-taxable and are subject to state & program rules.



Why the change?

Eliminates the need for paper vendor payment requests sent via email, fax, mail, etc.

Quicker and easier processing of Vendor Payments and New Vendor Requests. View status updates in DCI on the vendor payment(s).

DCI Mobile EVV App

Proprietary: For Acumen and Customer Use Only

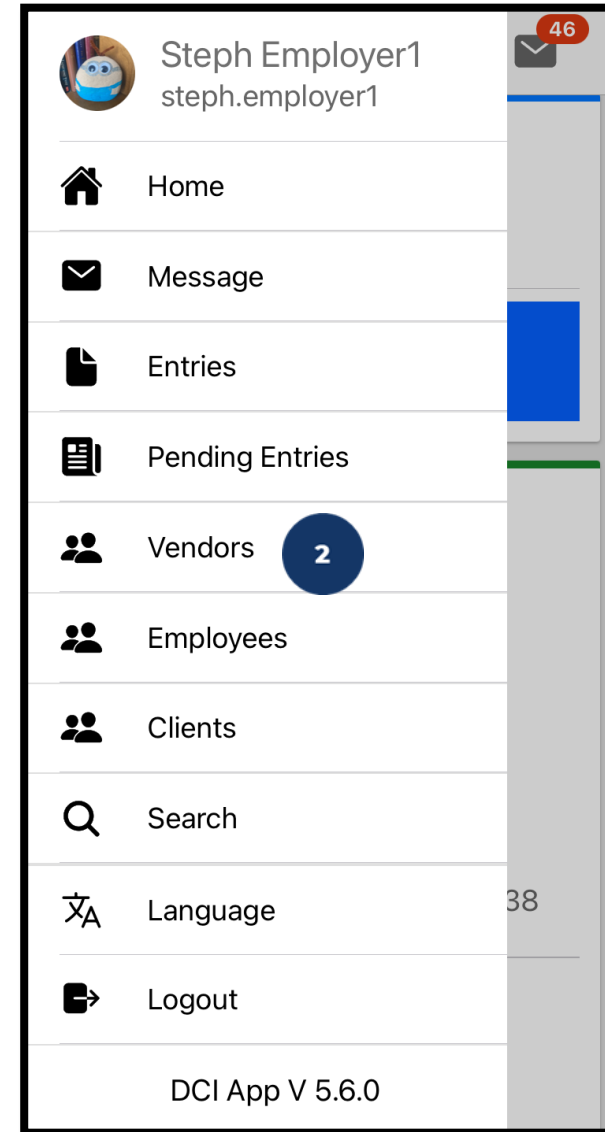
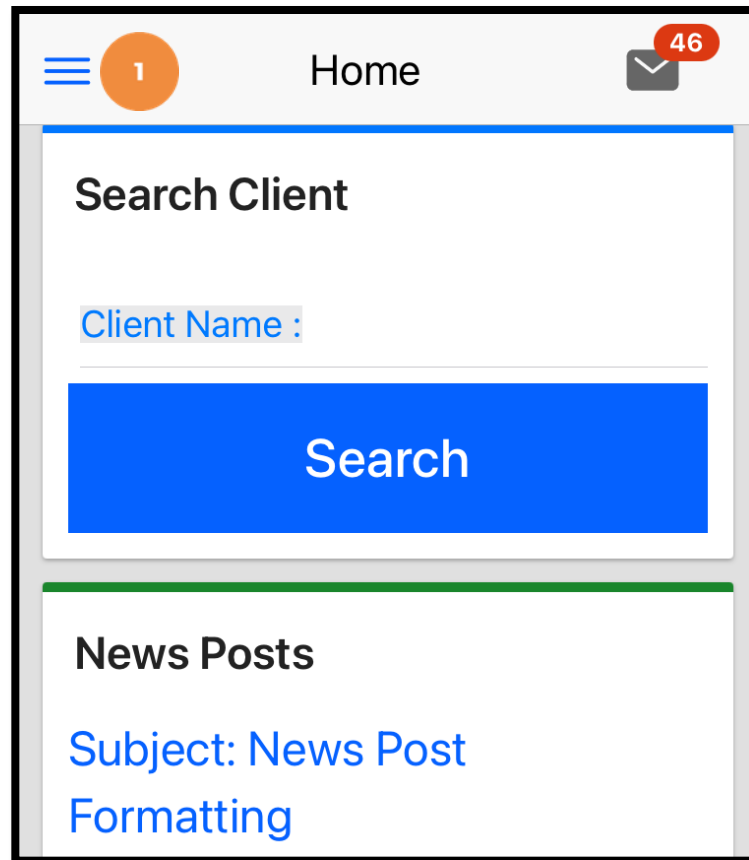


Vendor Payment Entry

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

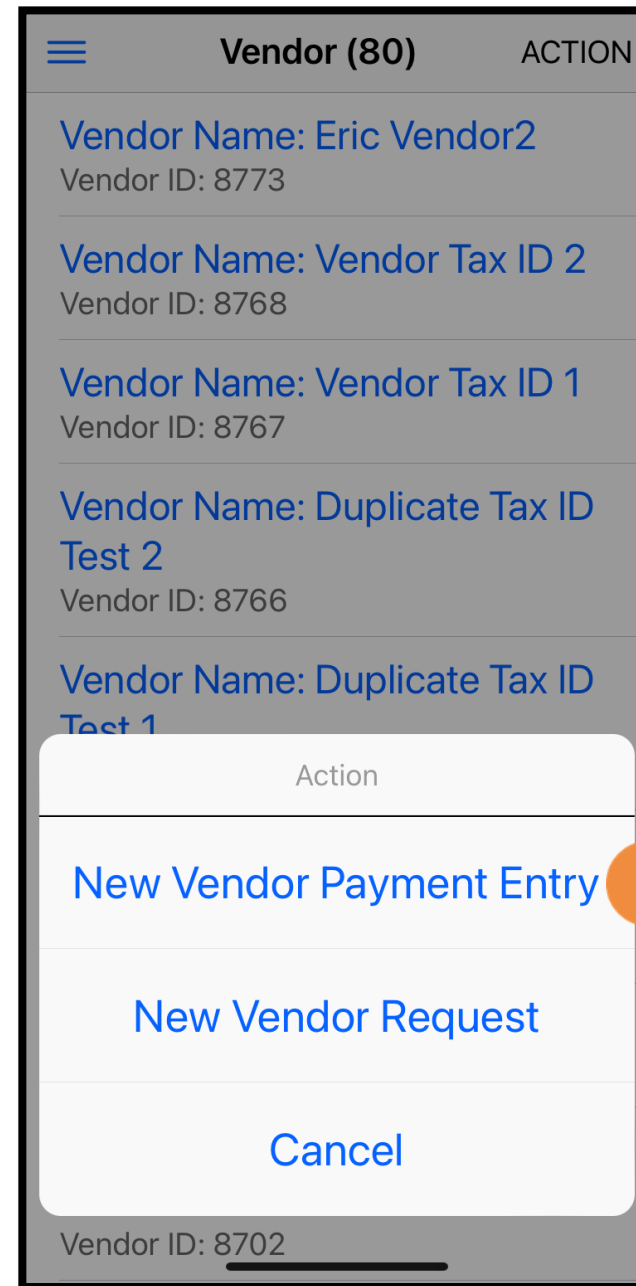
Vendor Payment

1. Click the **Menu** in the top left corner of the screen
2. Select **Vendors** on the submenu



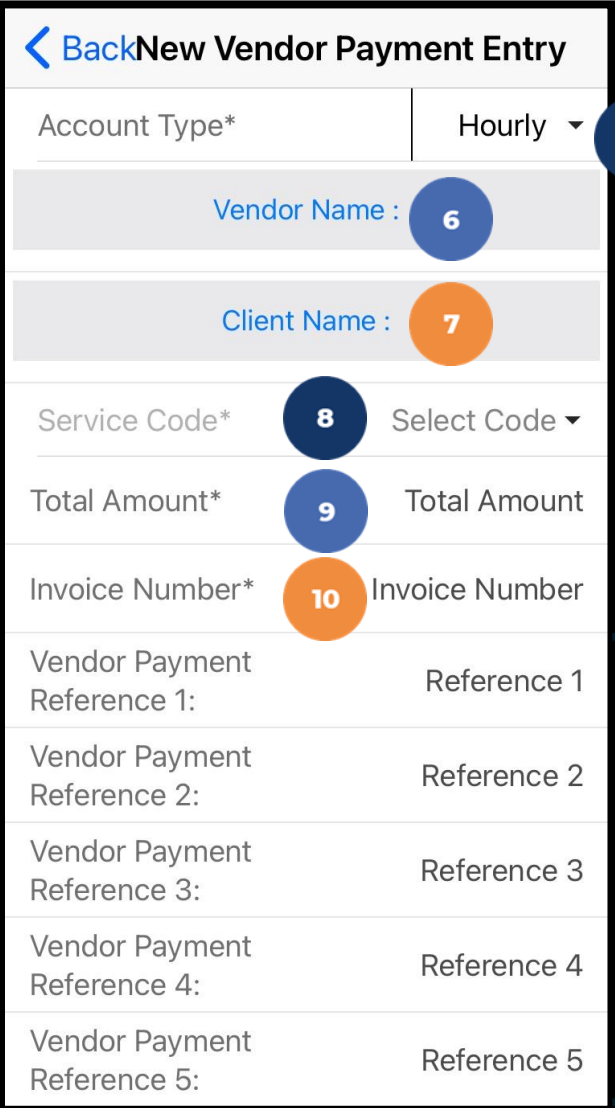
Vendor Payment

3. Click **ACTION** in the top right corner
4. Select **New Vendor Payment Entry**



Vendor Payment

- Click the **Account Type** drop-down to select Hourly
- Click **Vendor Name** to type and select the vendor
 - Can't find the vendor? View the New Vendor Request section in this training document.
- Click **Client Name** to type and select the client
 - Please note: The vendor's name will display at this time
- Click the **Select Code** drop-down to select the service code
 - If the appropriate service code is not available in the drop-down menu, please contact your local office or support coordinator.
- Enter the Total Amount for the invoice for all dates of service
- Enter the Invoice Number *along with the client's name*
- Optionally enter any additional information in Vendor Payment Reference fields 1-5



[Back](#) New Vendor Payment Entry

Account Type*	Hourly	5
Vendor Name :		6
Client Name :		7
Service Code*	Select Code	8
Total Amount*	Total Amount	9
Invoice Number*	Invoice Number	10
Vendor Payment Reference 1:	Reference 1	11
Vendor Payment Reference 2:	Reference 2	
Vendor Payment Reference 3:	Reference 3	
Vendor Payment Reference 4:	Reference 4	
Vendor Payment Reference 5:	Reference 5	

Vendor Payment

12. Click the **calendar icon** to select the Date(s) of Service


❖ **Please note:** Multiple dates may be selected. Click the date again to unselect it.

13. Click the blue **Ok** button to confirm the selected date(s)

14. If multiple dates are selected, enter the amount for each date.

❖ **Please note:** The sum of the individual amounts must match the Total Amount of the payment (step 9)


Dates of Service* : 12 

Dates of Service* : 

< Aug 2024 >

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 Ok

Dates of Service* : 

1. Date: 08/18/2024

Amount* Amount 14

2. Date: 08/19/2024

Amount* Amount 14



Vendor Payment

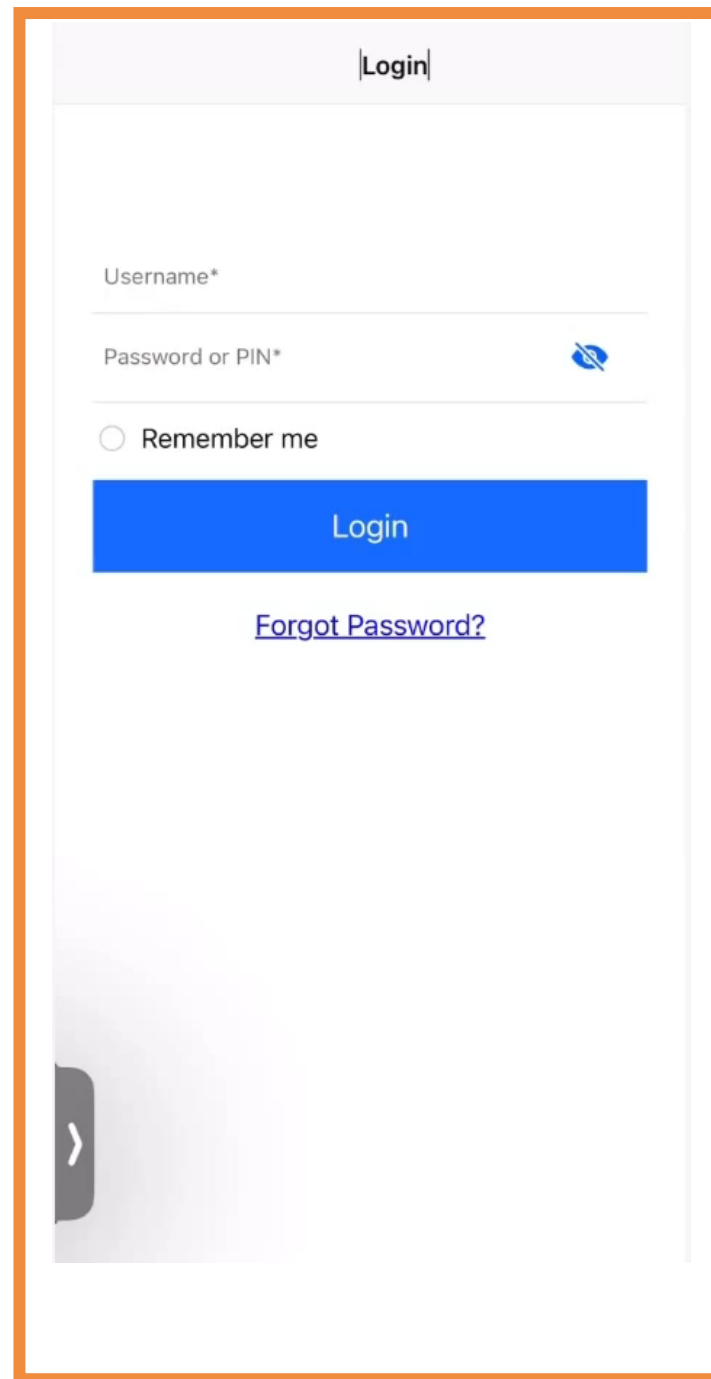
15. Optionally add Notes for the payment
16. If options appear in the Statements section, select the Statement(s) (tasks) that were completed during the service.
 - ❖ Please note: At least one statement must be selected if listed
17. Click **Add Attachment** to access the device camera to take a picture of the invoice
18. Click the blue **Save** button when all fields are complete

The screenshot shows a mobile application interface for entering vendor payment information. It is divided into several sections:

- Notes:** A section with a blue circle containing the number 15, indicating where to add notes.
- Statements:** A section with a blue circle containing the number 16. It lists three options: "grocery shopping", "cooking", and "cleaning", each with a radio button. The "grocery shopping" option is selected.
- Invoice Attachments:** A section with a blue circle containing the number 17. It includes a camera icon and the text "Add Attachment".
- Save:** A large blue button at the bottom with the word "Save" in white, with a blue circle containing the number 18 below it.

Employer Mobile App Video

Create a
Vendor
Payment
Entry

A screenshot of a mobile application's login screen. The screen is white with a light gray header containing the word "Login" in a dark gray font. Below the header, there are two input fields: "Username*" and "Password or PIN*", both with thin gray borders. To the right of the password field is a blue eye icon for toggling visibility. Below the input fields is a radio button labeled "Remember me". A prominent blue button with the text "Login" is centered below the radio button. Underneath the button is a blue, underlined link that says "Forgot Password?". At the bottom left of the screen, a dark gray tab with a white right-pointing chevron is visible. The entire screenshot is framed by a thick orange border.

Entry Review



- Entries are reviewed by the payroll team and approved or rejected
 - ✓ If approved, the entry status changes to Approved and payment is made according to the program pay schedule.
 - ✓ If rejected, the entry status changes to Rejected and communication is sent to the Employer via the email listed on the DCI profile.
- Contact Acumen to cancel or edit the entry

View Vendor Payment Entries

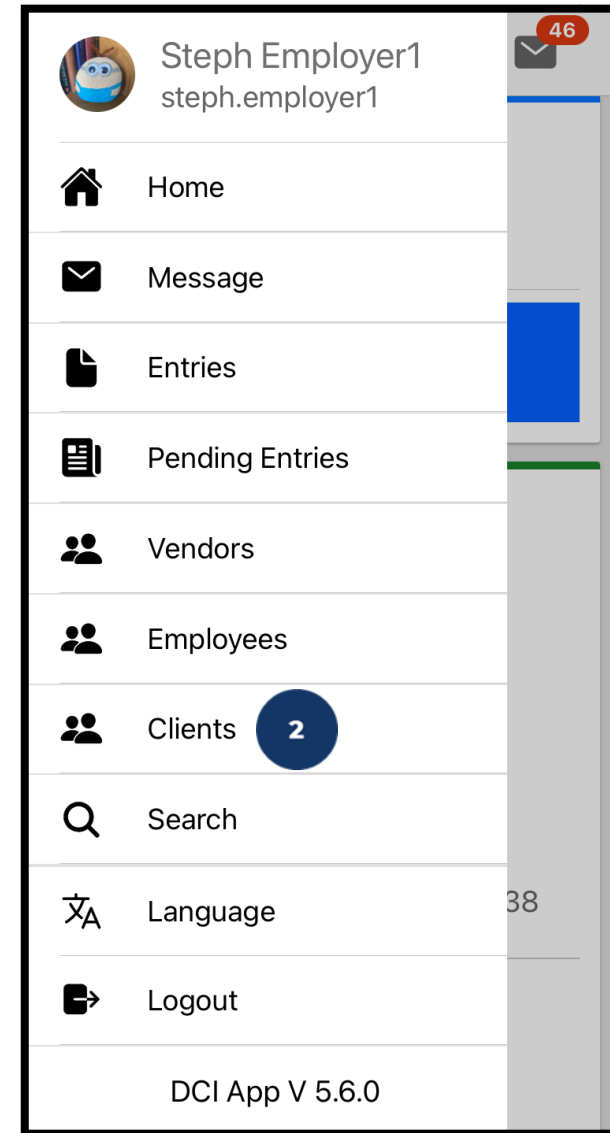
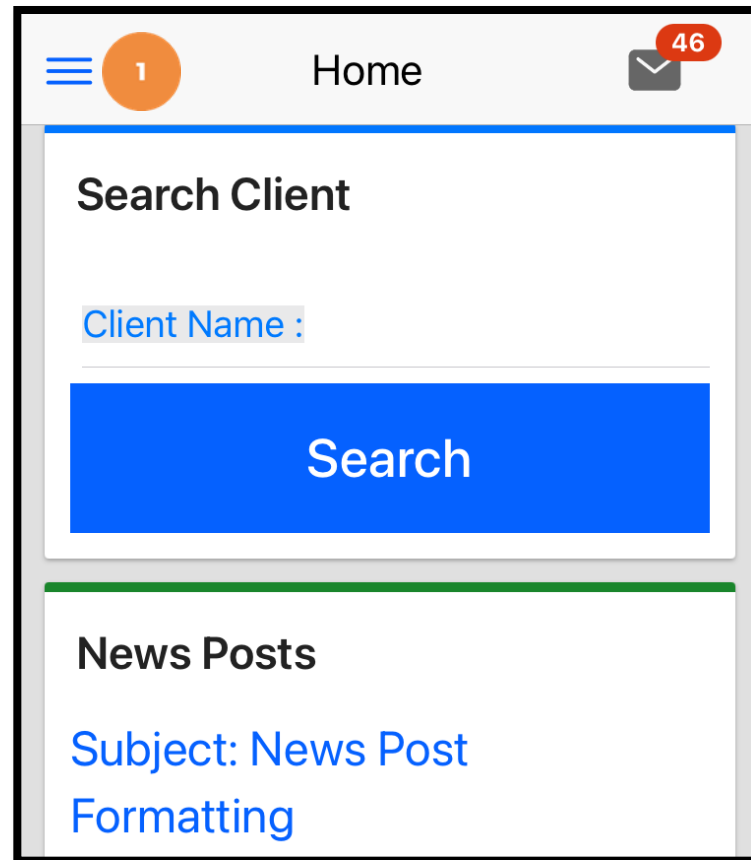
View By Client



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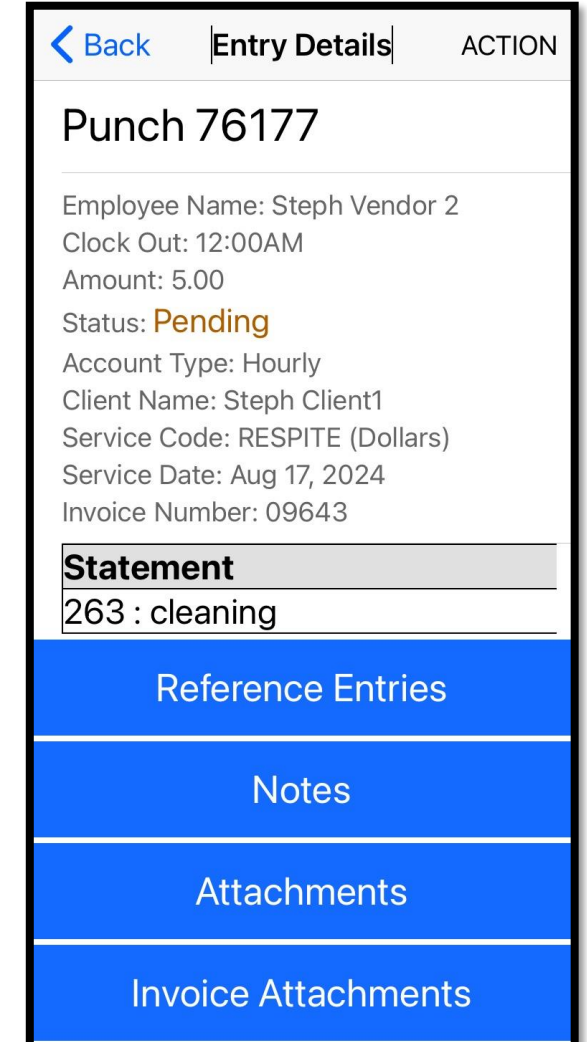
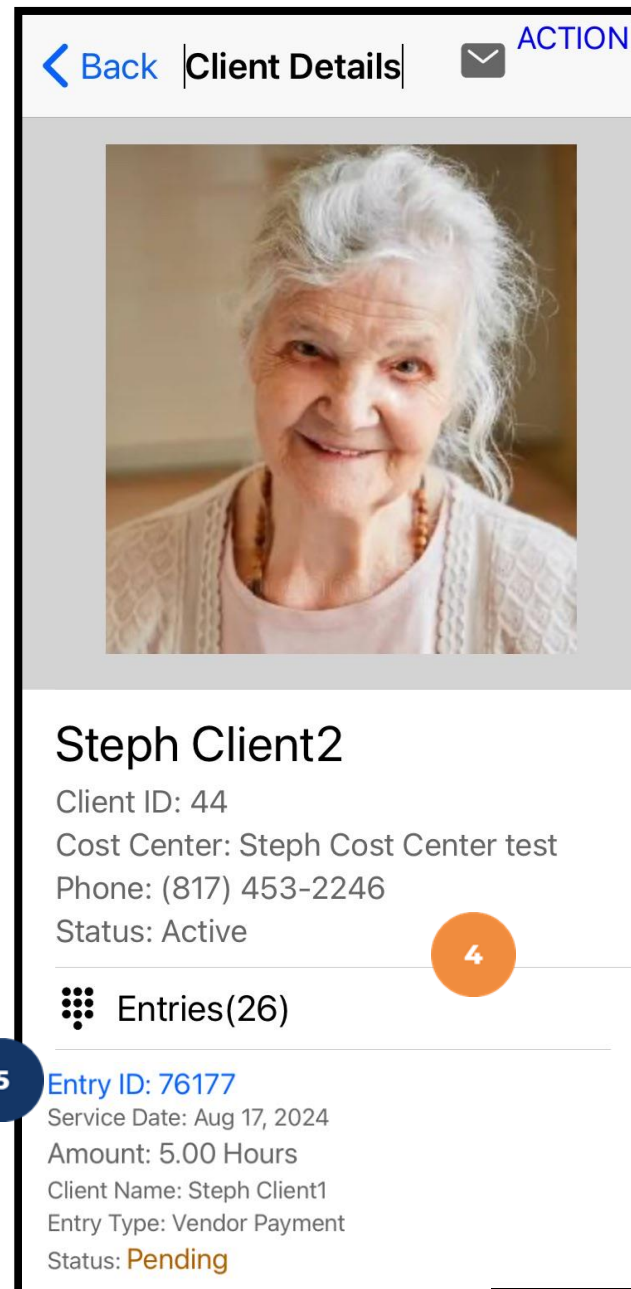
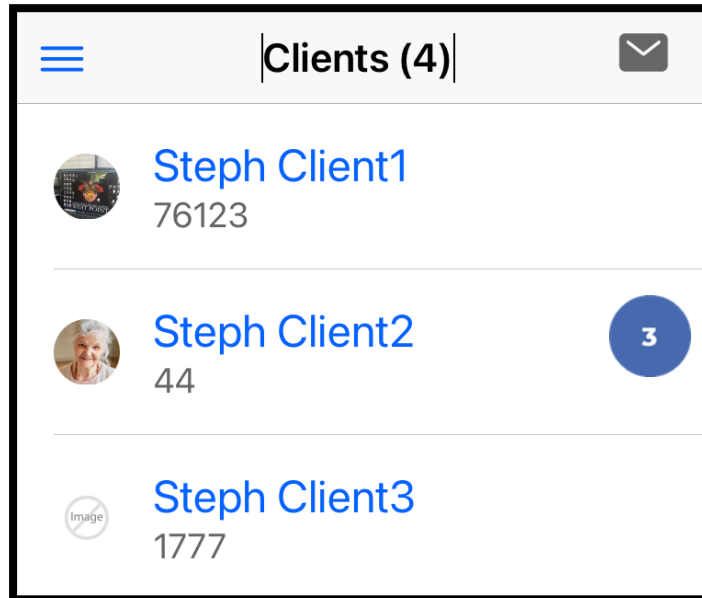
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1. Click the **Menu** in the top left corner of the screen
2. Select **Clients** on the submenu



View By Client

3. View the list of clients and click on the client's name (blue hyperlink) to select it
4. View the client details and entries
5. Select the blue hyperlink Entry ID to view the vendor entry details



View By Vendor

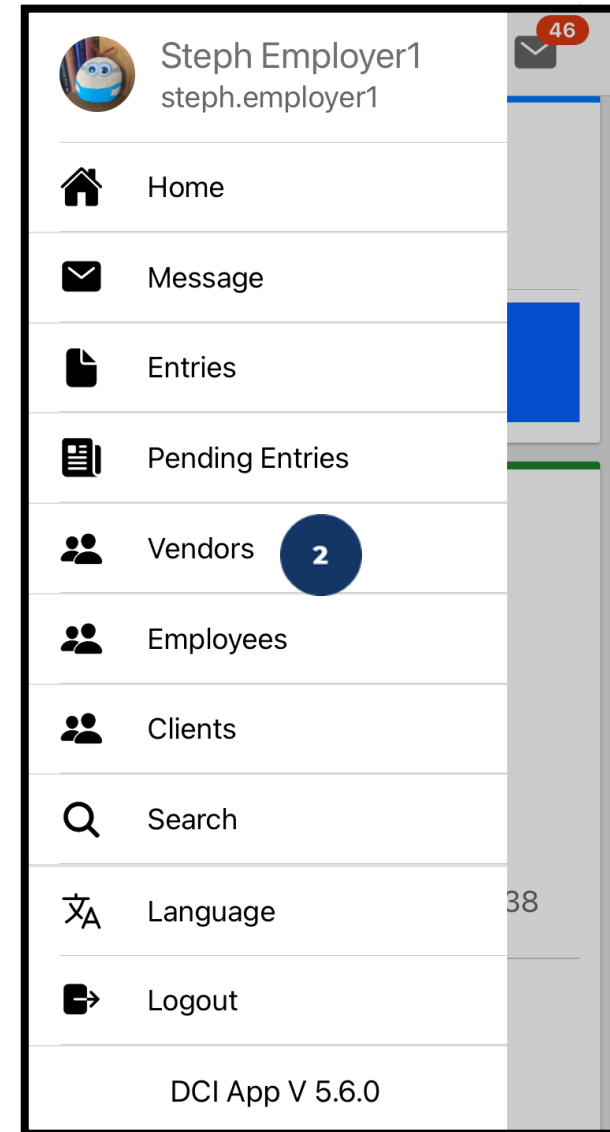
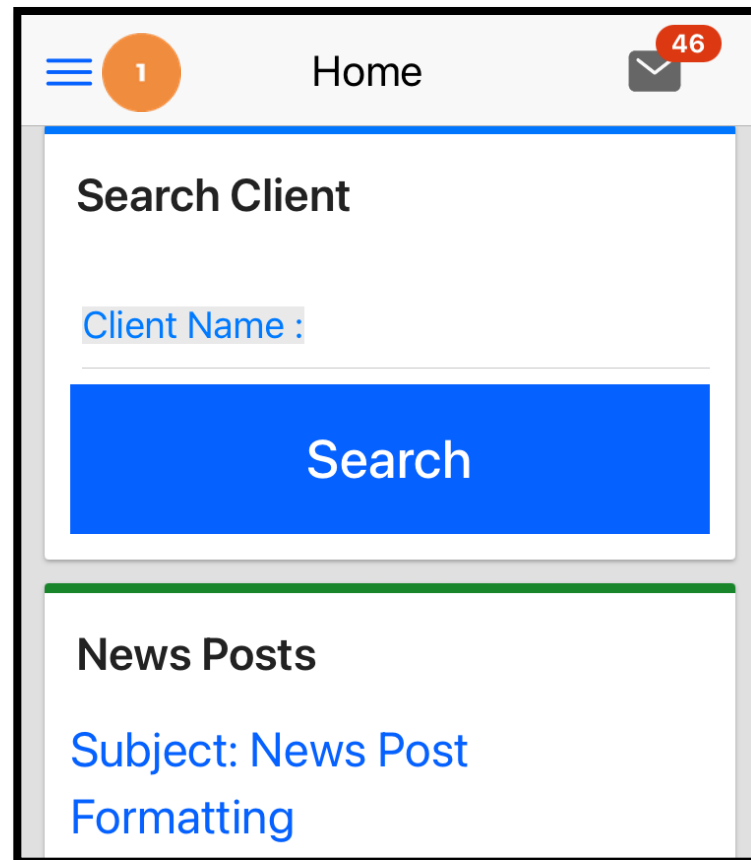


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To check the status of the vendor payment entry:

1. Click the **Menu** in the top left corner of the screen
2. Select **Vendors** on the submenu



View By Vendor



3. Click on the vendor's name (blue hyperlink) to select it
4. View the list of entries for that vendor
5. Click on an entry to select it
6. View the Entry Details page

Vendor (80) ACTION

[Vendor Name: Vendor 9212](#)
Vendor ID: 8429

[Vendor Name: Eric Vendor](#)
Vendor ID: 8394

[Vendor Name: Juan Vendorf1](#)
Vendor ID: 8224

[Vendor Name: CQ Vendor](#)
Vendor ID: 8136

[Vendor Name: JVK Vendor](#)
Vendor ID: 8128

[Vendor Name: Boys and Girls Club](#)
Vendor ID: 8118

[Vendor Name: Reilly Vendor](#)
Vendor ID: 8026

[Vendor Name: Ernesto vendor](#)
Vendor ID: 7985

[Vendor Name: Steph test](#) **3**
Vendor ID: 7929

< Back | Vendor Details | ACTION

Name: Steph test
Vendor ID: 7929
Tax ID: ##-#####
Cost Center: Steph Cost Center test
Phone: (222) 222-2222
Status: Active

☰ Entries(6) **4**

Aug 18, 2024 10.00
Steph Client1, Vendor Payment **5**
Pending

Jul 29, 2024 16.00
Steph Client1, Vendor Payment
Pending

Jul 20, 2024 25.00
Steph Client1, Vendor Payment
Pending

Jul 21, 2024 5.00
Steph Client1, Vendor Payment
Pending

< Back | Entry Details | ACTION

Punch 76166 **6**

Employee Name: Steph test
Clock Out: 12:00AM
Amount: 10.00
Status: Pending
Account Type: Vendor
Client Name: Steph Client1
Service Code: Vendor
Service Date: Aug 18, 2024
Invoice Number: 123456789

Reference Entries

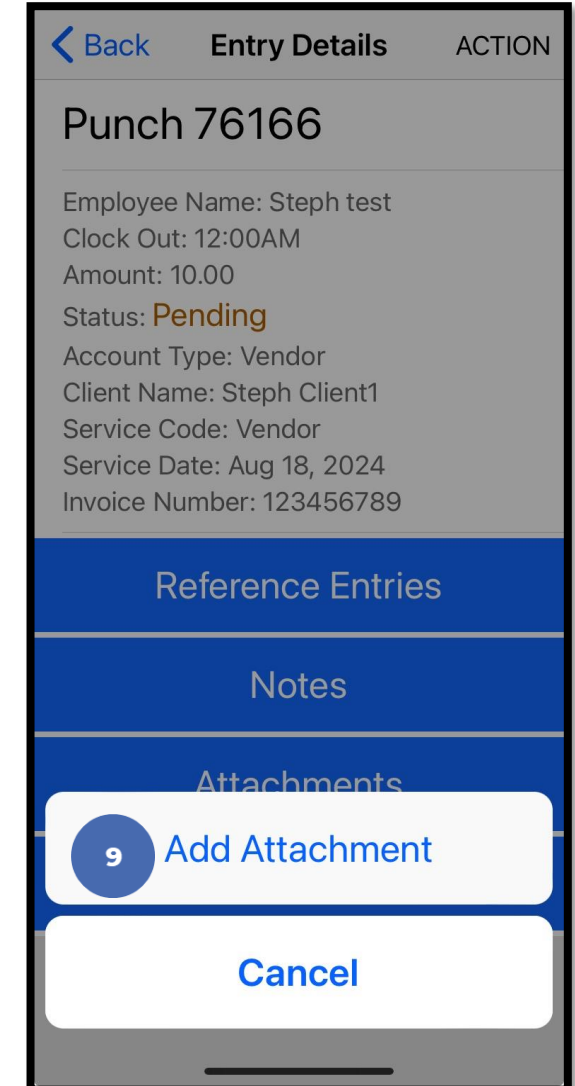
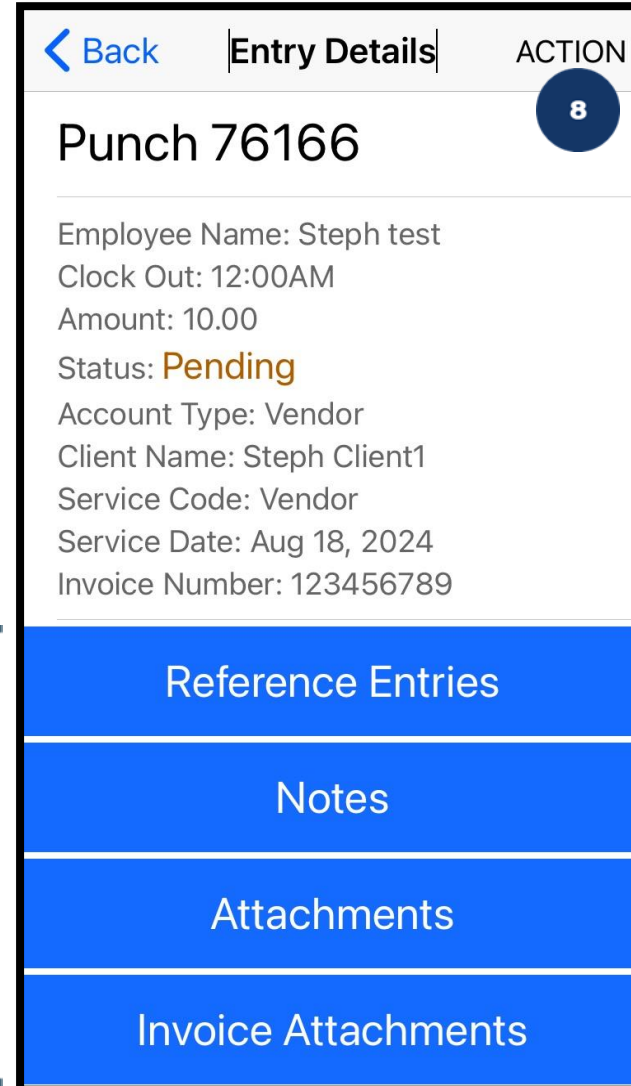
Notes

Attachments

Invoice Attachments

View By Vendor

7. Optionally click on any of the blue buttons to view or add additional information:
 - ✓ Reference Entries (view)
 - ✓ Notes (view or add)
 - ✓ Attachments (view)
 - ✓ Invoice Attachments (view)
8. Optionally click **ACTION** in the upper right corner
9. Optionally select **Add Attachment** to access the device camera and add an attachment to the entry



New Vendor Request

- If unable to locate the vendor when attempting to create a vendor payment, complete a New Vendor Request.
- A W9 is required. If the vendor does not wish to share the W9 with the employer, they may email it to vendorprocessing@acumen2.net.
- The online vendor request will only be processed if all required fields are completed and the W9 is attached

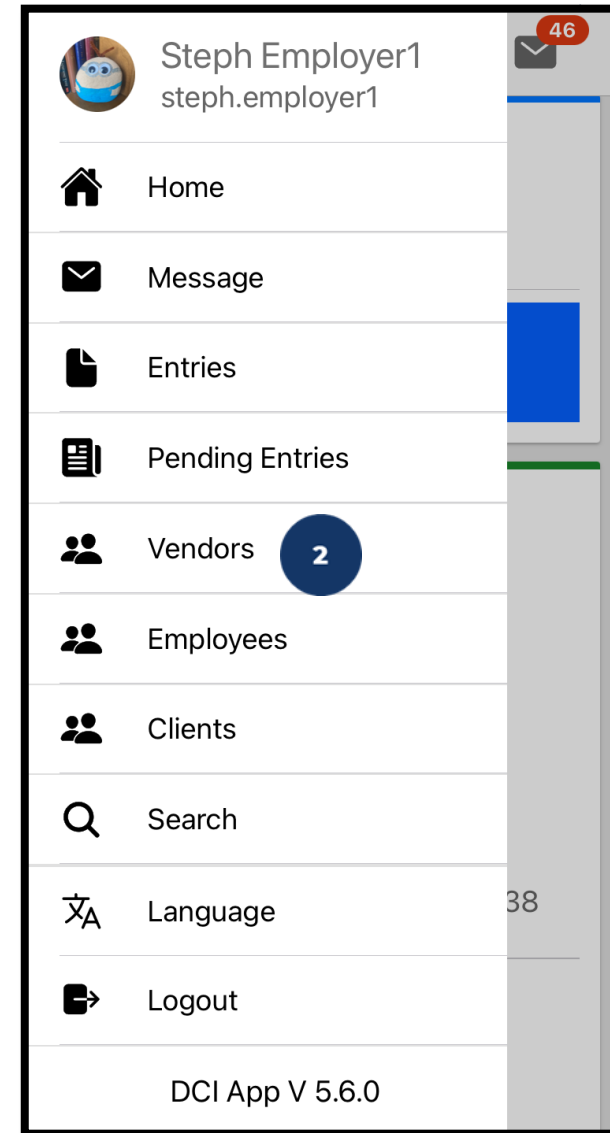
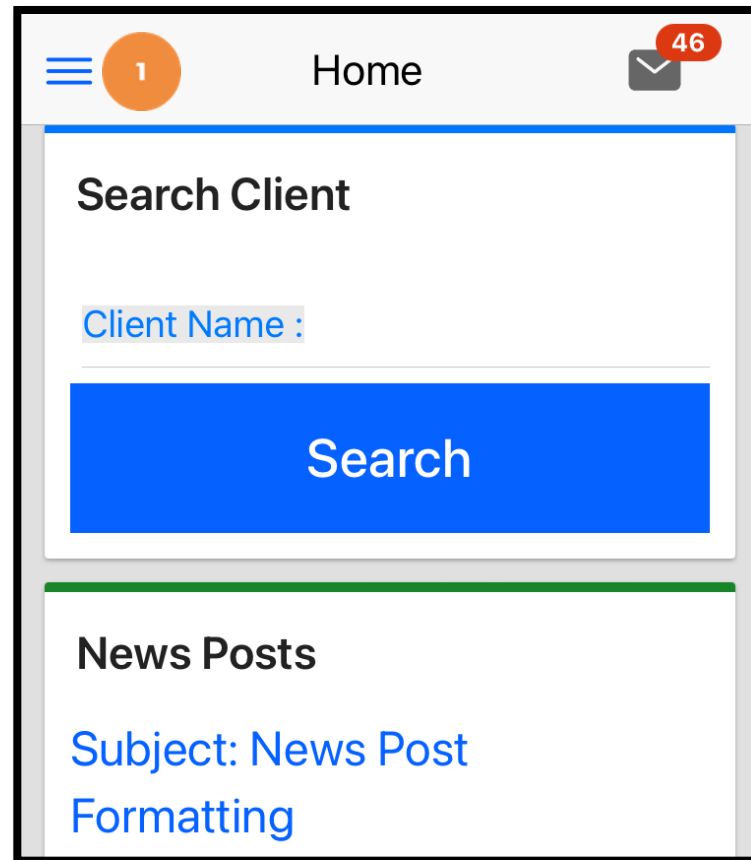


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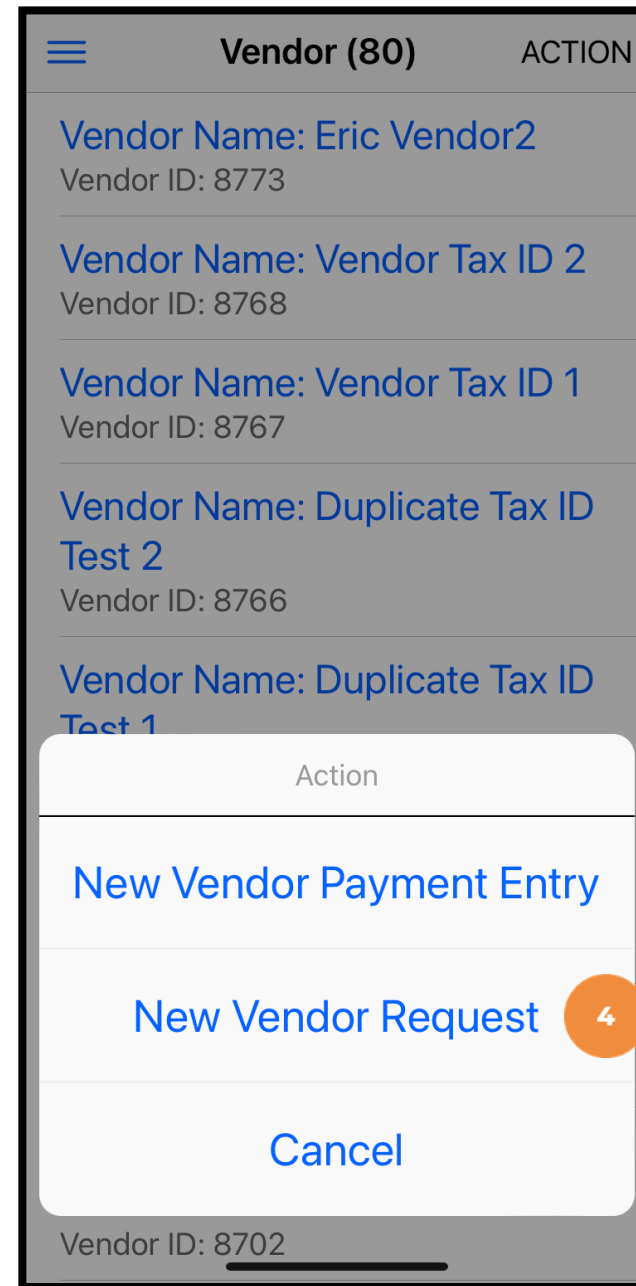
New Vendor Request

1. Click the **Menu** in the top left corner of the screen
2. Select **Vendors** on the submenu



New Vendor Request

3. Click **ACTION** in the top right corner
4. Select **New Vendor Request**



3



New Vendor Request



5. Enter the name and DBA (Doing Business As) of the new vendor
6. Enter the vendor's street address
7. Click the **Select State** drop-down menu and select the vendor's state
8. Enter the vendor's city
9. Enter the vendor's zip code
10. Enter the vendor's main company phone number
11. Optionally enter an alternate phone number for the vendor
12. Click **Add Attachment** to access the device camera to take a picture of the W-9 completed by the vendor. For the most up-to-date Form W-9, please visit <https://www.irs.gov/forms-instructions-and-publications>.
13. Click the blue **Save** button when all fields are complete

A screenshot of a mobile application form titled "New Vendor Request". The form contains the following fields and controls, each with a numbered callout:

- 5: "Type Vendor Name*" text input field.
- 6: "Address Line 1*" text input field.
- 7: "Address Line 2" text input field.
- 7: "State*" dropdown menu with "Select State" as the current selection.
- 8: "City*" text input field.
- 9: "ZipCode*" text input field.
- 10: "Phone*" text input field.
- 11: "Alternate Phone" text input field.
- 12: "Attachments*" section with an "Add Attachment" button.
- 13: A large blue "Save" button at the bottom of the form.

Request Review



- New Vendor Requests are reviewed by the payroll team
 - ✓ The Employer is notified of the review results via the email listed on the DCI profile
 - ✓ If the new vendor request is approved, the Employer may create the Vendor Payment entry.
- To pay the vendor via EFT (electronic funds transfer):
 - ✓ Complete the EFT form located on the state page. If your state does not have the EFT form posted, please email vendorprocessing@acumen2.net to request the form.
 - ✓ Send the completed form to the **state-specific vendor team's email address, or as directed on the form.**

Troubleshooting



- Not seeing your vendor?
 - Submit a New Vendor Request
- Not seeing your client?
 - Please contact Acumen customer service
- Need to verify, add, or update your email address?
 - Log into the web portal, click on your username, select Settings, then select Change Email.

Web Portal

acumen.dcisoftware.com

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Vendor Payment Entry

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

Vendor Payment



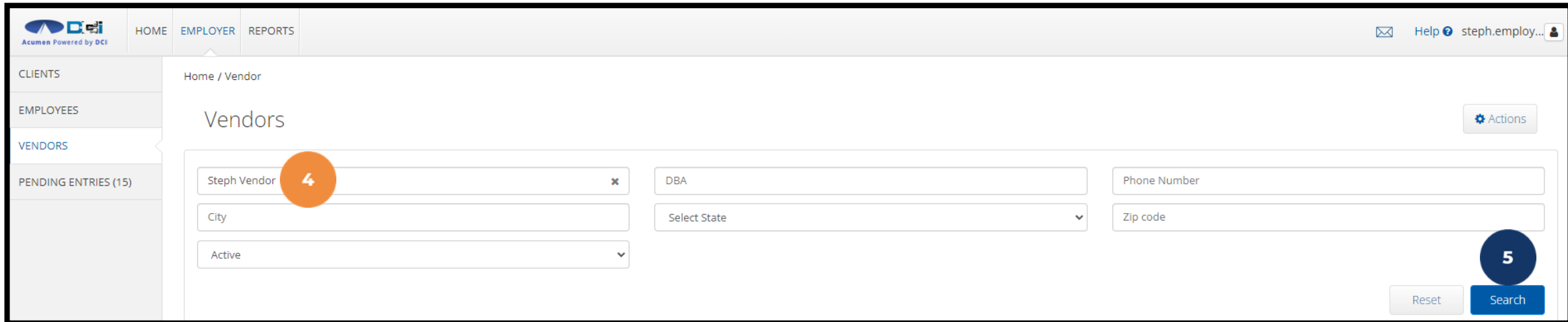
*Please note! The Employer is responsible for creating the vendor payment entry for their vendor(s)

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

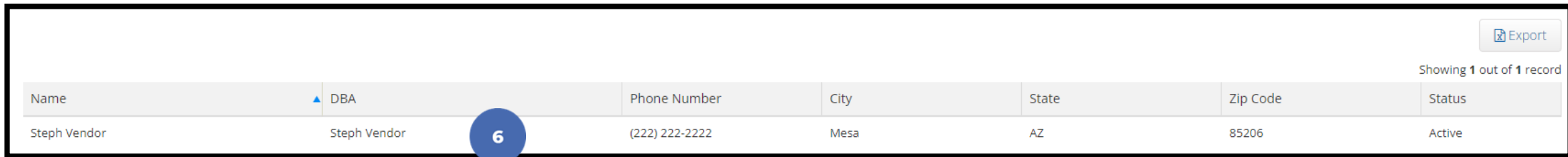
2. Click **Employer** on the main menu
3. Click **Vendors** on the submenu

Vendor Payment

4. Type and select the Vendor Name in the filter
5. Click the blue Search button
6. Click anywhere in the vendor row to open the details page



The screenshot shows the 'Vendors' search page. The left sidebar has 'VENDORS' selected. The main area has a search form with the following fields: Name (containing 'Steph Vendor' with a blue circle '4' over it), DBA, Phone Number, City, Select State (dropdown), and Zip code. There is also an 'Active' dropdown. A blue circle '5' is over the 'Search' button. A 'Reset' button is also present.

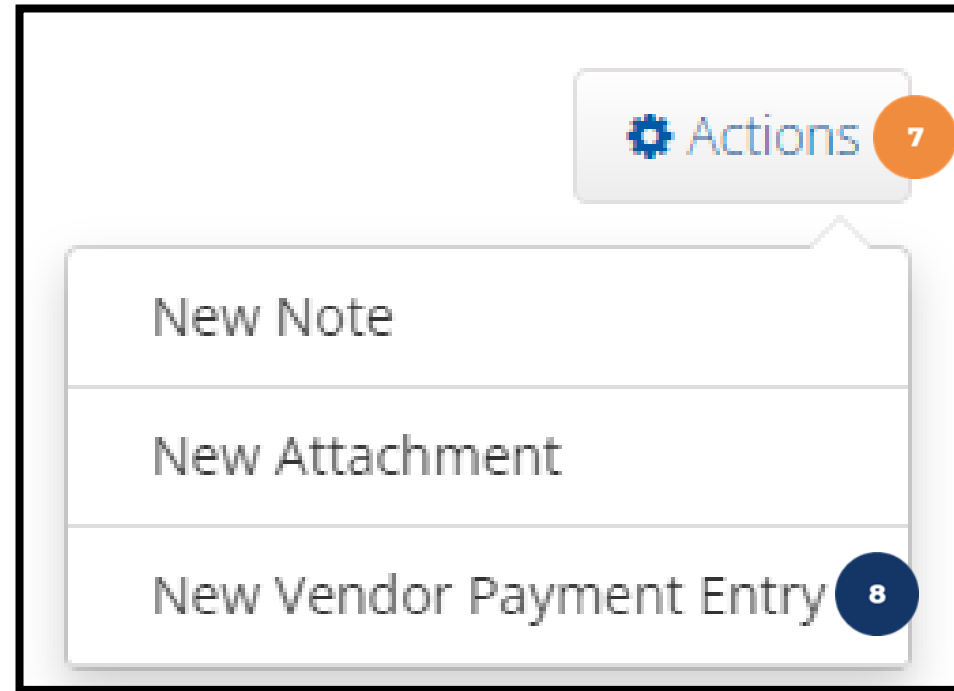


The screenshot shows the search results table. The table has columns: Name, DBA, Phone Number, City, State, Zip Code, and Status. The first row contains the data for 'Steph Vendor'. A blue circle '6' is over the 'Steph Vendor' text in the DBA column. An 'Export' button is in the top right corner. The text 'Showing 1 out of 1 record' is also visible.

Name	DBA	Phone Number	City	State	Zip Code	Status
Steph Vendor	Steph Vendor	(222) 222-2222	Mesa	AZ	85206	Active

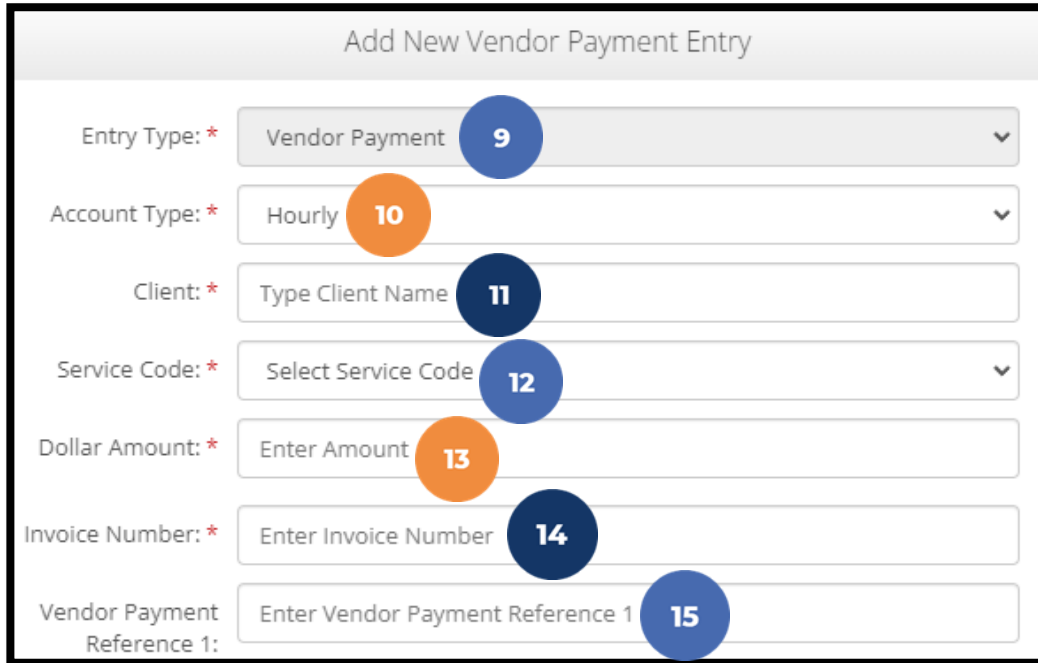
Vendor Payment

7. On the Vendor Details page, click **Actions**.
8. Select **New Vendor Payment Entry** from the drop-down menu



Vendor Payment

Complete the **Add New Vendor Payment Entry** form wizard:



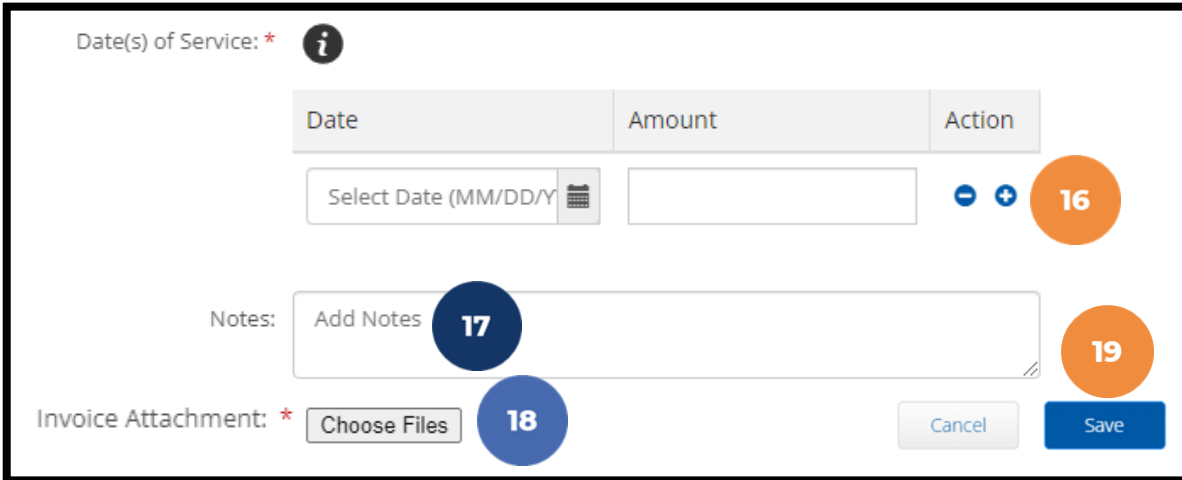
The screenshot shows a form titled "Add New Vendor Payment Entry" with the following fields and callouts:


- 9: Entry Type: * Vendor Payment (dropdown)
- 10: Account Type: * Hourly (dropdown)
- 11: Client: * Type Client Name (text input)
- 12: Service Code: * Select Service Code (dropdown)
- 13: Dollar Amount: * Enter Amount (text input)
- 14: Invoice Number: * Enter Invoice Number (text input)
- 15: Vendor Payment Reference 1: Enter Vendor Payment Reference 1 (text input)




9. Entry Type: Auto-populates
10. Account Type: Select Hourly
11. Client: Type & select from the drop-down
12. Service Code: Select from the drop-down
 - If the appropriate service code is not available in the drop-down menu, please contact your local office or service coordinator.
13. Dollar Amount: Enter the total amount for the invoice for all dates of service
14. Invoice Number: Enter the invoice number *along with the client's name*
15. Vendor Payment Reference fields 1-5: Optionally add any additional information regarding the vendor payment

Vendor Payment

Add New Vendor Payment Entry form wizard continued:



Date(s) of Service: * 

Date	Amount	Action
Select Date (MM/DD/YY) 		  16

Notes: Add Notes **17** **19**

Invoice Attachment: * **Choose Files** **18**

16. 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.

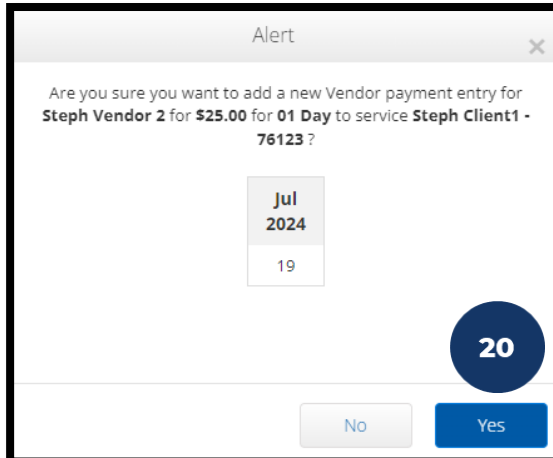
- The sum of the dates of service must match the dollar amount entered in the Dollar Amount field (see step 5)

17. Notes (optional)

18. Invoice Attachment: Click the **Choose Files** button. Attachment must be in PDF, JPG, or PNG format.

19. Click **Save**

20. Click **Yes** to confirm



Alert

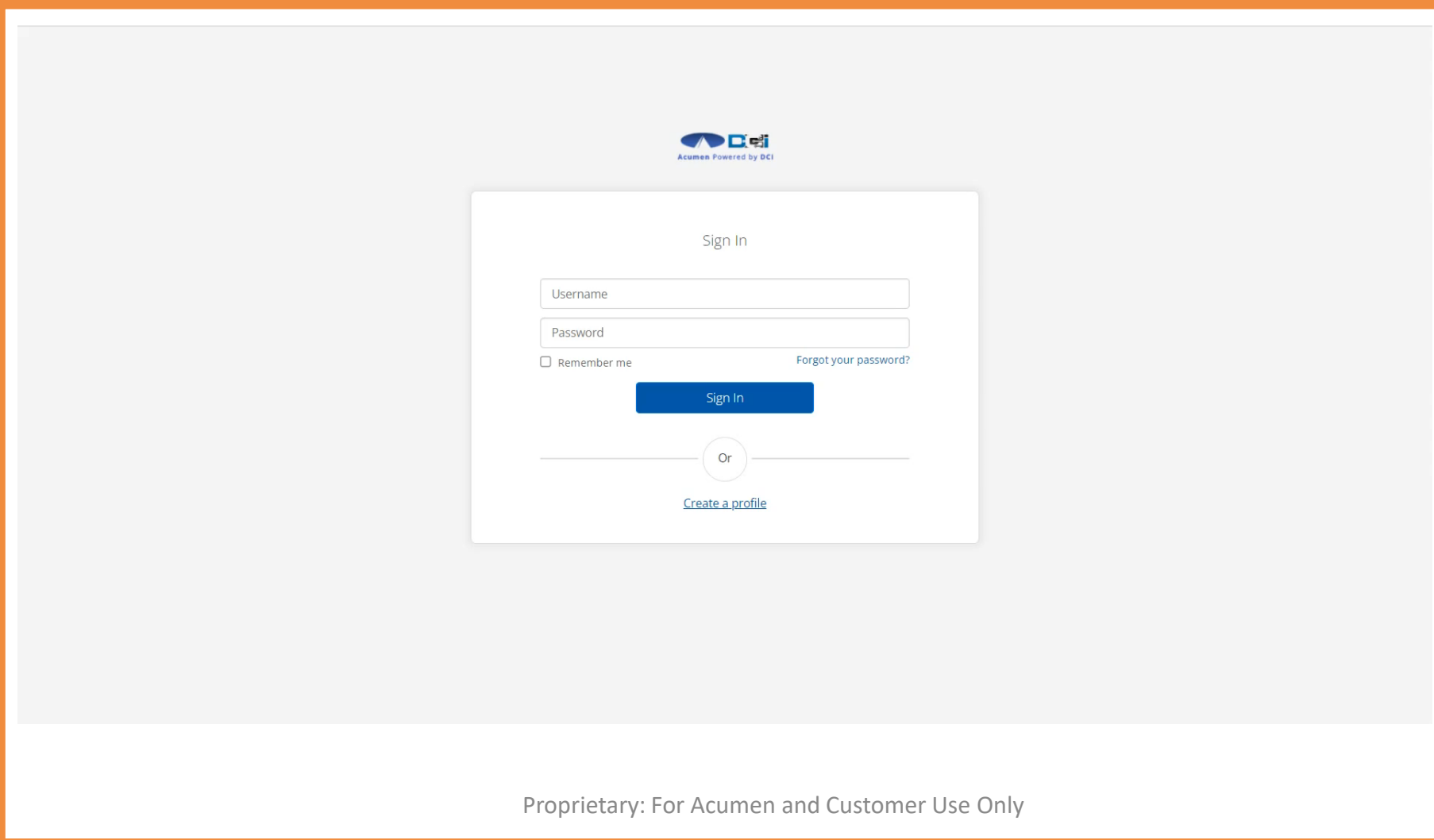
Are you sure you want to add a new Vendor payment entry for **Steph Vendor 2** for **\$25.00** for **01 Day** to service **Steph Client1 - 76123**?

Jul 2024
19

20

Employer Web Portal Video

Create a Vendor Payment Entry



The screenshot shows a web portal sign-in page. At the top center is the logo for Acumen Powered by DCI. Below the logo is a white sign-in form with the following elements: a title "Sign In", a "Username" input field, a "Password" input field, a "Remember me" checkbox, a "Forgot your password?" link, a blue "Sign In" button, a horizontal line with a circle containing the word "Or" in the center, and a "Create a profile" link below the line.

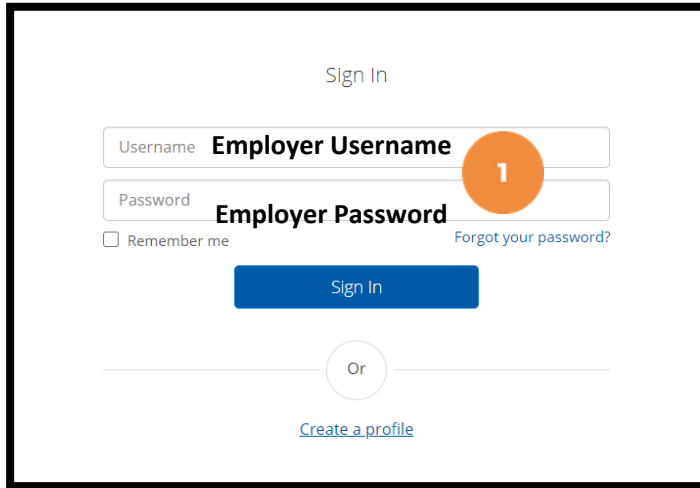
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View Clients & Submitted Entries

View Clients

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



Sign In

Username **Employer Username** 1

Password **Employer Password** 1

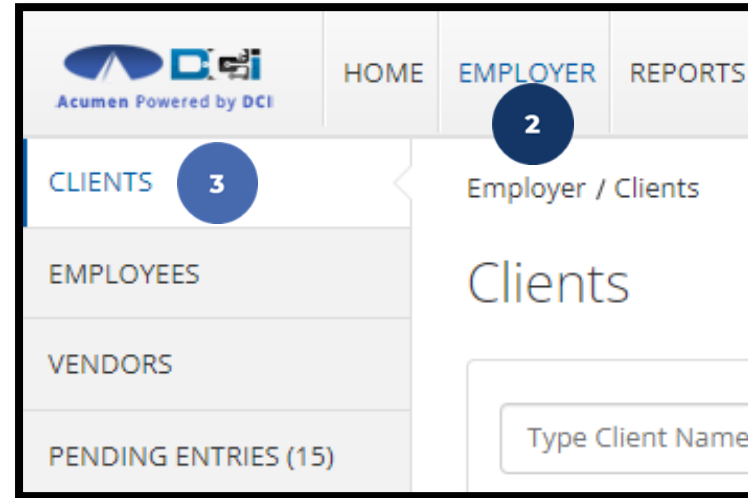
Remember me [Forgot your password?](#)

Sign In

Or

[Create a profile](#)

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



Acumen Powered by DCI

HOME EMPLOYER 2 REPORTS

CLIENTS 3

EMPLOYEES

VENDORS

PENDING ENTRIES (15)

Employer / Clients

Clients

Type Client Name

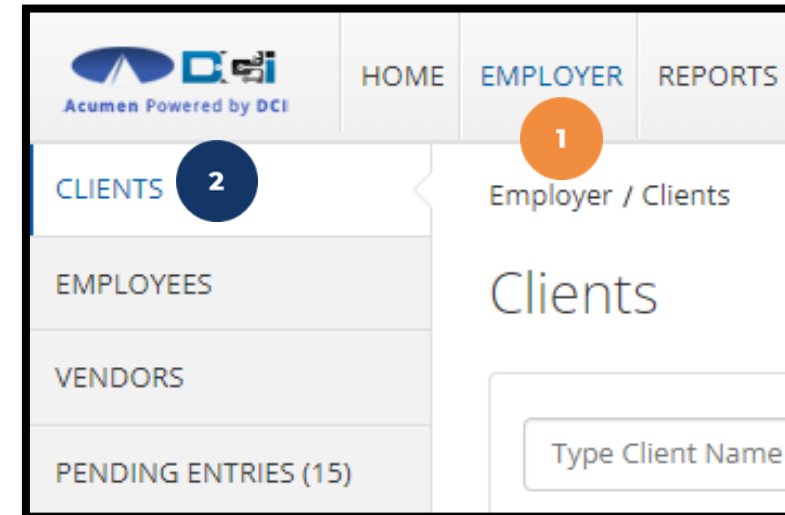
4. Click anywhere in the client row to open the details page

Name	Client Id
SMITH JOHN 4	12340

View Submitted Entry

To check the status of the vendor payment 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.

The screenshot displays the 'Client Details - Steph Client' page. The top navigation bar includes 'HOME', 'EMPLOYER', and 'REPORTS'. The left sidebar lists 'CLIENTS', 'EMPLOYEES', 'VENDORS', and 'PENDING ENTRIES (15)'. The main content area is titled 'Client Details - Steph Client' and features an 'Actions' button. It is divided into two sections: 'Basic Demographics' and 'Other Details'. The 'Basic Demographics' section contains the following information:

- 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

The 'Other Details' section contains the following information:

- 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

At the bottom, a navigation bar includes tabs for 'Entries', 'Accounts', 'Certifications', 'EVV Locations', 'Diagnosis', 'Notes', 'Attachments', 'Custom Fields', and 'History'. The 'Entries' tab is highlighted with a blue underline and a red circle containing the number '4'.

View Submitted Entry



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

A screenshot of a web application interface for viewing submitted entries. The interface includes a navigation bar with tabs: Entries, Accounts, Certifications, EVV Locations, Diagnosis, Notes, Attachments, Custom Fields, and History. Below the navigation bar are several search filters: 'From (MM/DD/YYYY)' and 'To (MM/DD/YYYY)' with calendar icons; 'Type Service Code'; 'Select Status'; 'Type Punch Id'; 'Type Employee Name'; and 'Select Account Type'. A dropdown menu for 'Select Type' is open, showing options: 'Punch', 'Vendor Payment' (highlighted in blue), and 'Employer Reimbursement'. A red circle with the number '5' is placed over the 'Vendor Payment' option. At the bottom right of the filter area are 'Reset' and 'Search' buttons. A red circle with the number '6' is placed over the 'Search' button.

View Submitted Entry



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.

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



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

75689	Jul 29, 2024			Vendor		Steph Cost Center test - Steph Cost Center test	Steph Client1	Steph Vendor 2	16.00	Pending	
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7. Click anywhere on the entry row to view the details

View the entry status

Entry Review

- Entries are reviewed by the payroll team and approved or rejected
 - ✓ If approved, the entry status changes to Approved and payment is made according to the program pay schedule.
 - ✓ If rejected, the entry status changes to Rejected and communication is sent to the Employer via the email listed on the DCI profile.
- Contact Acumen to cancel or edit the entry

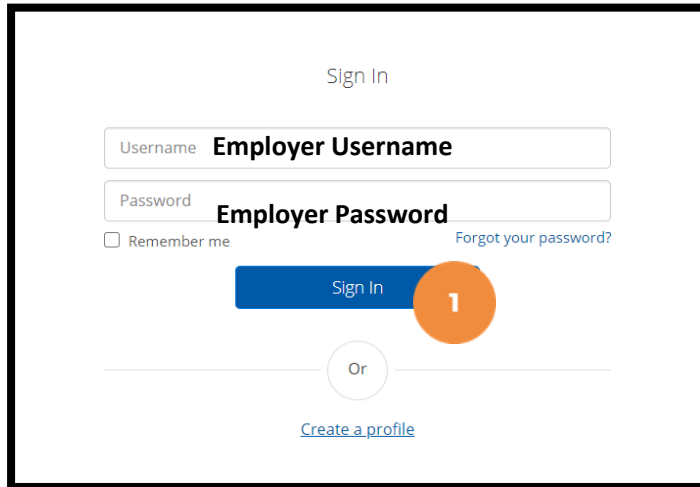
New Vendor Request

- If unable to locate the vendor when attempting to create a vendor payment, complete a New Vendor Request.
- A W9 is required. If the vendor does not wish to share the W9 with the employer, they may email it to vendorprocessing@acumen2.net.
- The online vendor request will only be processed if all required fields are completed and the W9 is attached

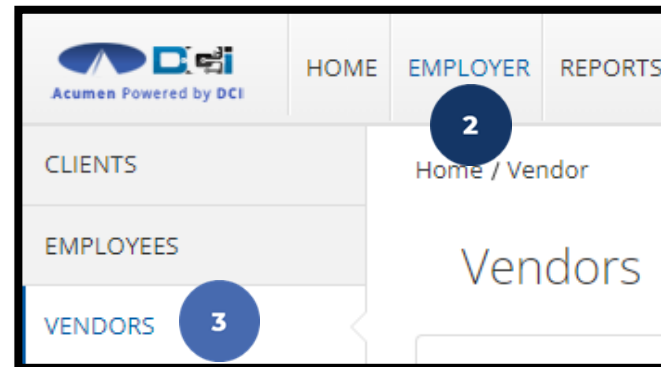
New Vendor Request

*Please note! The Employer is responsible for requesting the new vendor

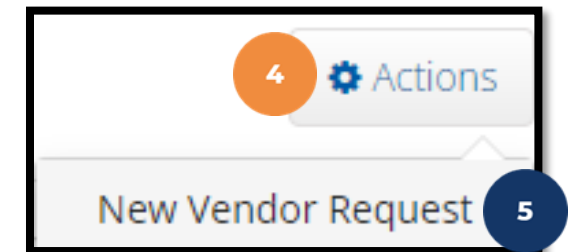
1. Navigate to acumen.dcisoftware.com and log into the **Employer Profile**



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

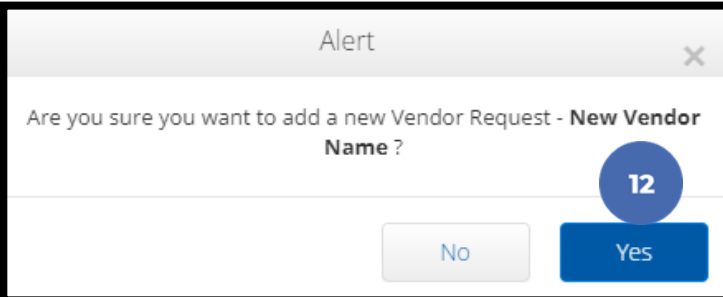
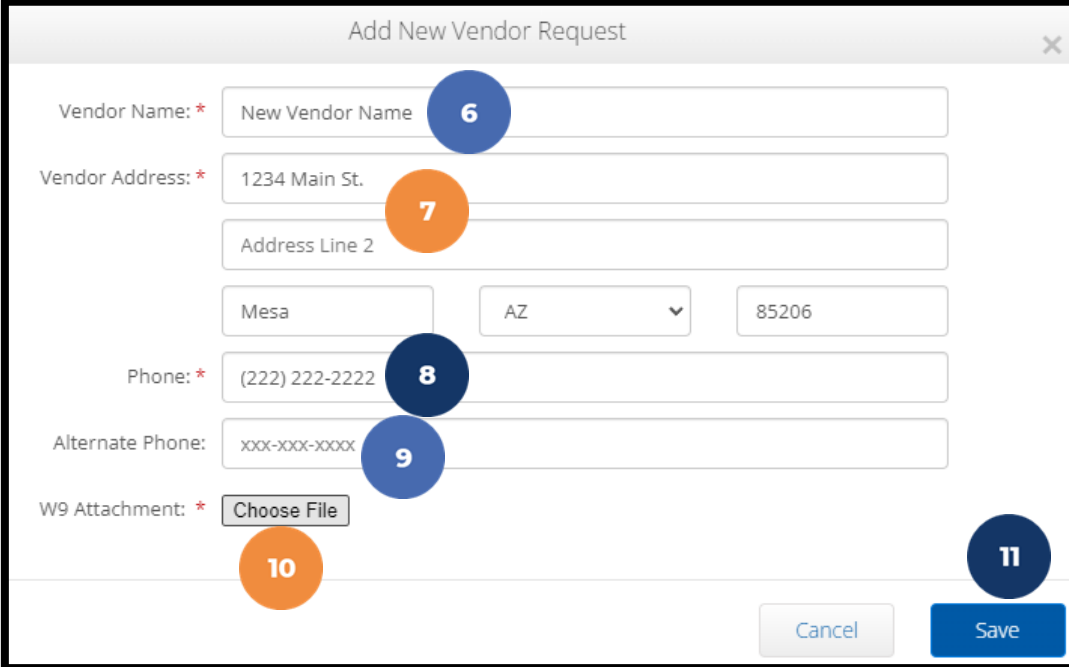


4. Click **Actions**
5. Select **New Vendor Request** from the drop-down menu



New Vendor Request

Complete the Add New Vendor Request form wizard:



6. Vendor Name: Enter the name of the new vendor on the invoice along with the DBA Name (Doing Business As)
7. Vendor Address: Enter the address of the new vendor on the invoice
8. Phone: Enter the new vendor's main company phone number
9. Alternate Phone (optional)
10. W9 Attachment: Click the **Choose File** button to upload the W9 completed by the vendor. Must be in PDF, JPG, or PNG format. For the most up-to-date Form W-9, please visit <https://www.irs.gov/forms-instructions-and-publications>.
11. Click **Save**
12. Click **Yes** to confirm

Request Review

- New Vendor Requests are reviewed by the payroll team
 - ✓ The Employer is notified of the review results via the email listed on the DCI profile
 - ✓ If the new vendor request is approved, the Employer may create the Vendor Payment entry.
- To pay the vendor via EFT (electronic funds transfer):
 - ✓ Complete the EFT form located on the state page. If your state does not have the EFT form posted, please email vendorprocessing@acumen2.net to request the form.
 - ✓ Send the completed form to the **state-specific vendor team's email address**, or as directed on the form.

Troubleshooting

- Not seeing your vendor?
 - Submit a New Vendor Request
- Not seeing your client?
 - Please contact Acumen customer service
- Need to verify, add, or update your email address?
 - Log into the web portal, click on your username, select Settings, then select Change Email.



Acumen Fiscal Agent

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THANK YOU!

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