

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

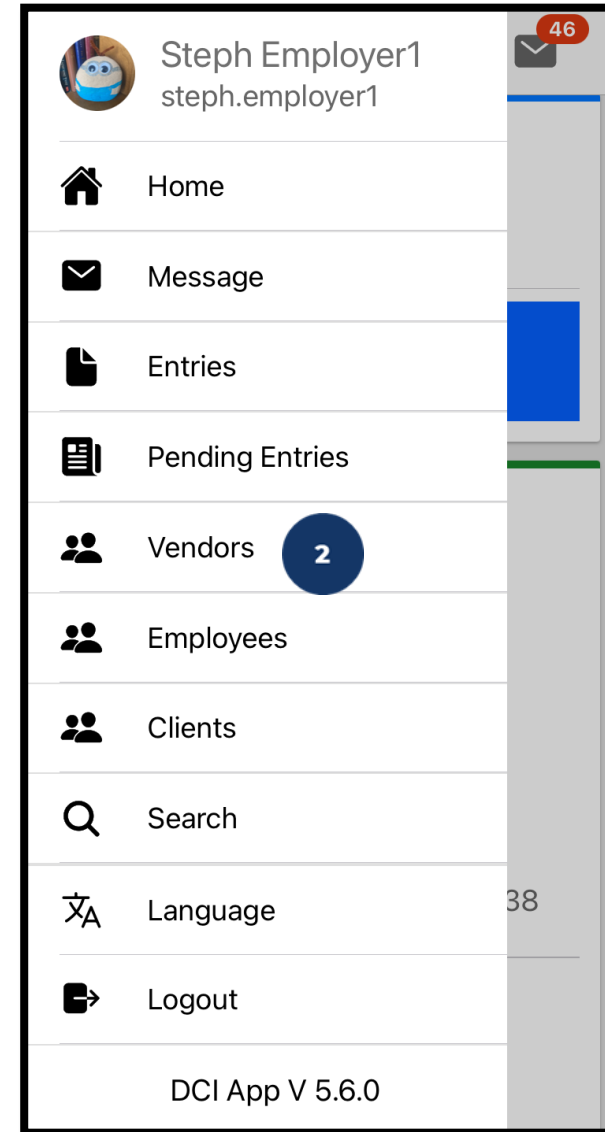
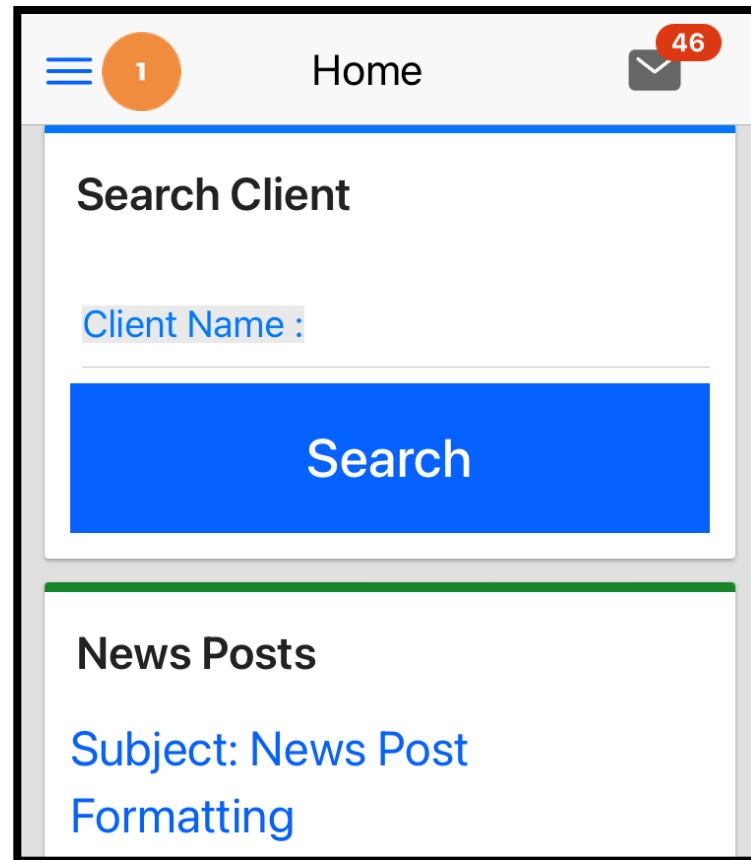


Vendor Payment Entry

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

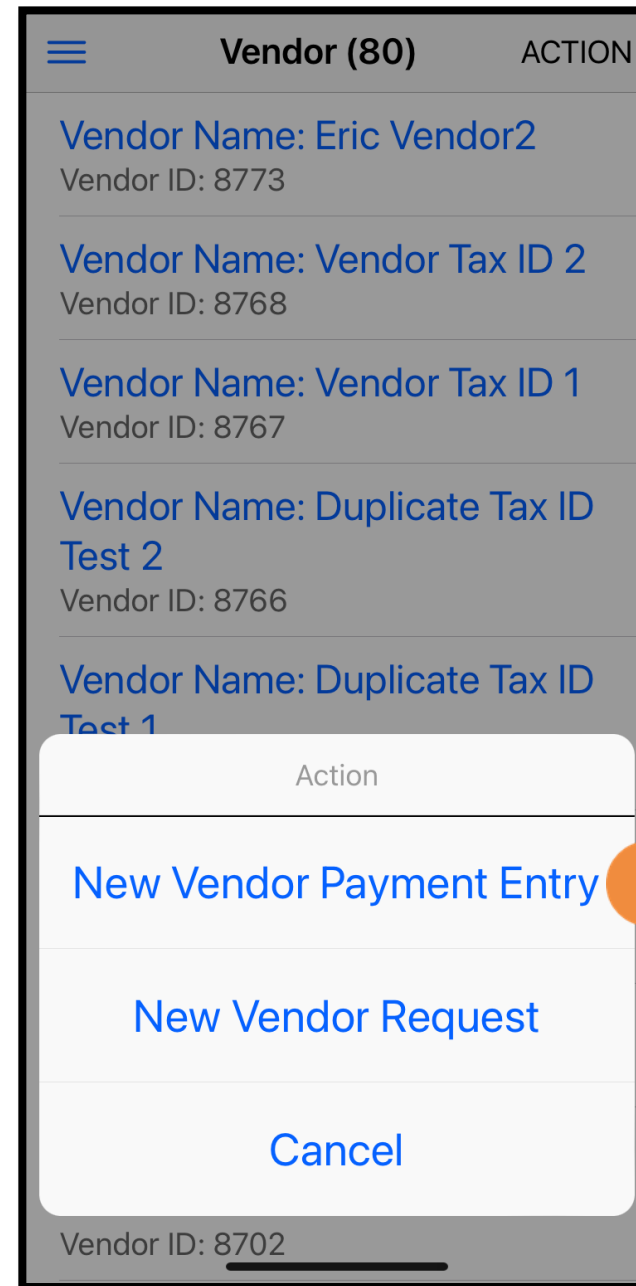
Vendor Payment

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**



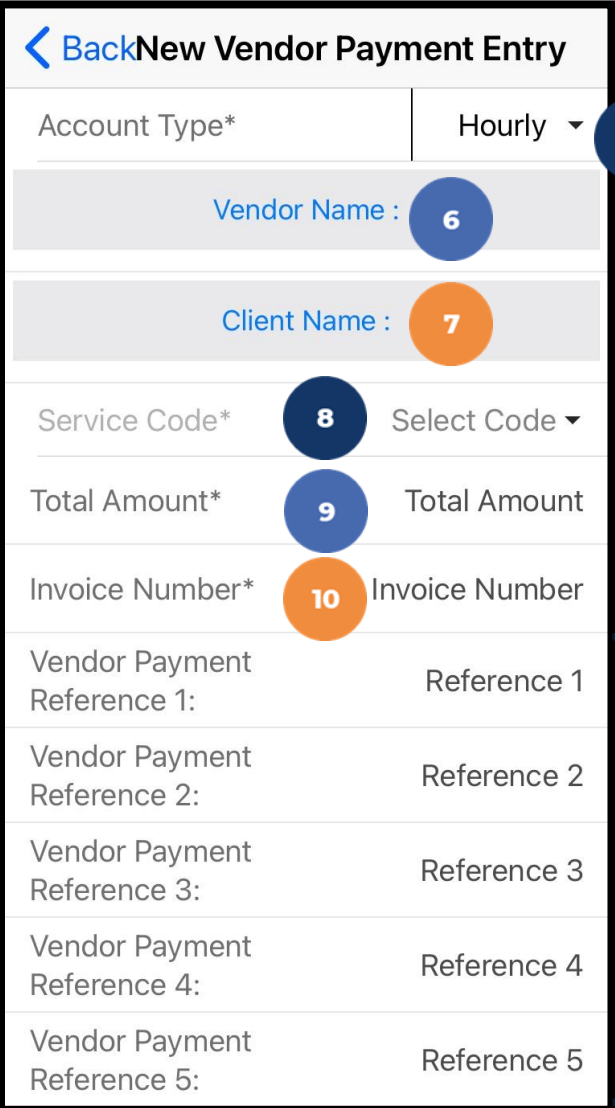
3



4

Vendor Payment

- Click the **Account Type** drop-down to select Hourly (NJ only: Select Vendor)
- 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

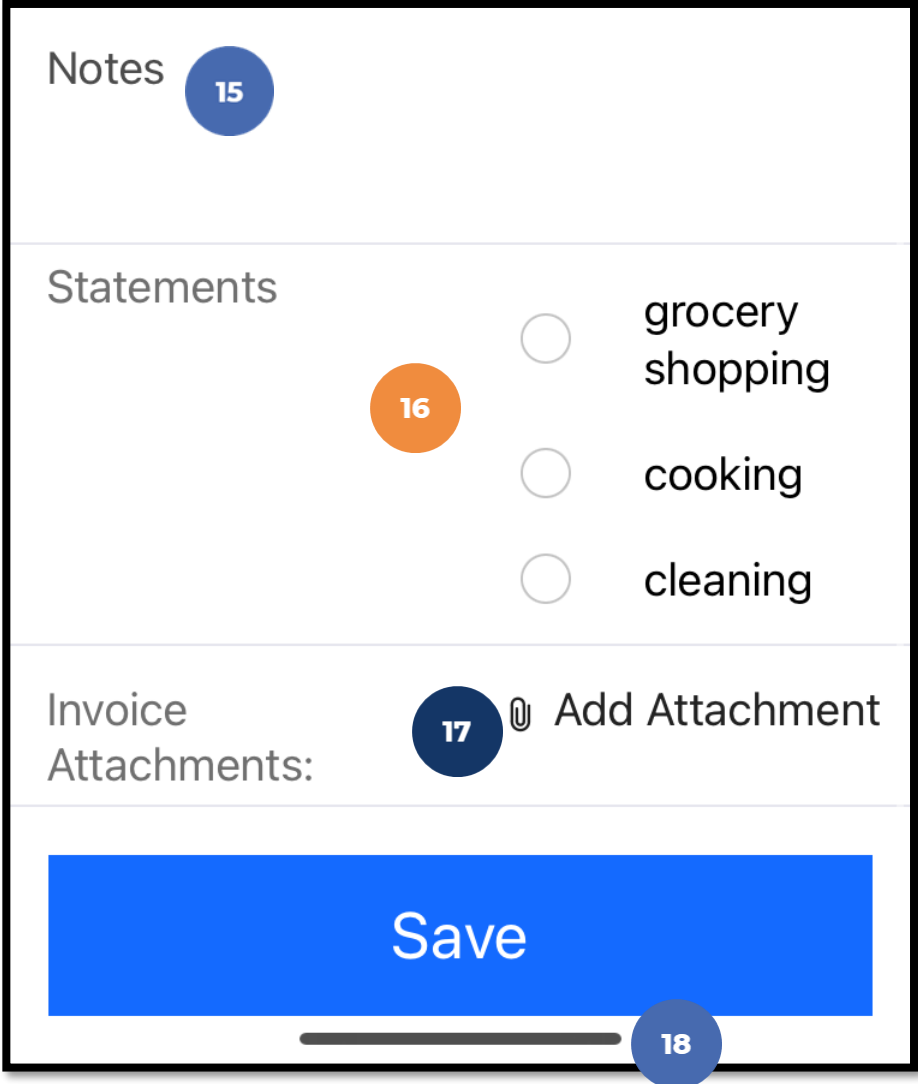
Amount* Amount 14

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

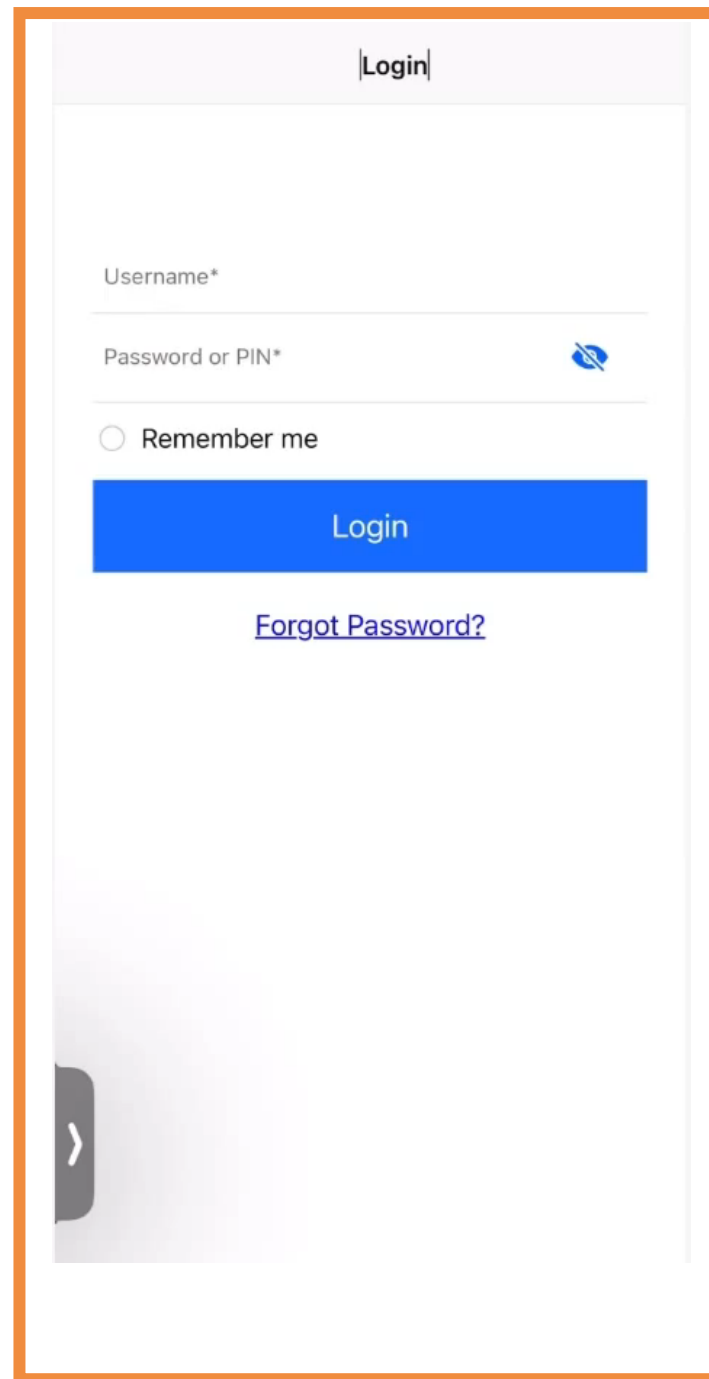


The screenshot shows a mobile application interface for entering vendor payment information. It is divided into several sections:

- 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 and a plus icon, labeled "Add Attachment".
- Save:** A large blue button at the bottom with the word "Save" in white text, 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 password field is a radio button followed by the text "Remember me". A prominent blue rectangular button with the word "Login" in white text is centered below these options. Underneath the button is a blue, underlined link that says "Forgot Password?". At the bottom left of the screen, a dark gray navigation bar is partially visible, showing a white chevron icon pointing to the right.

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

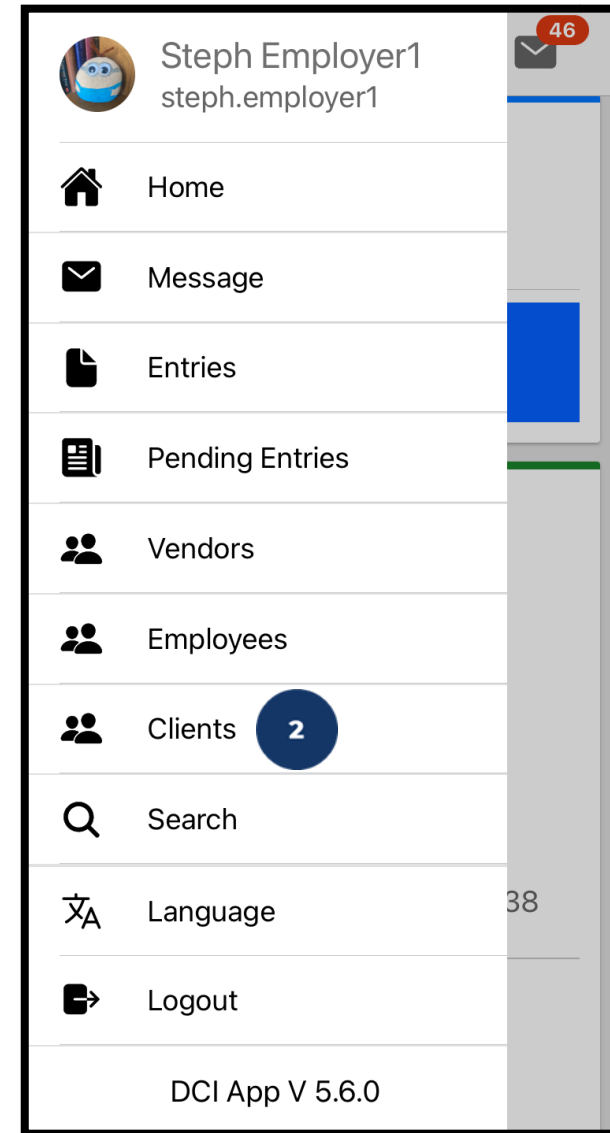
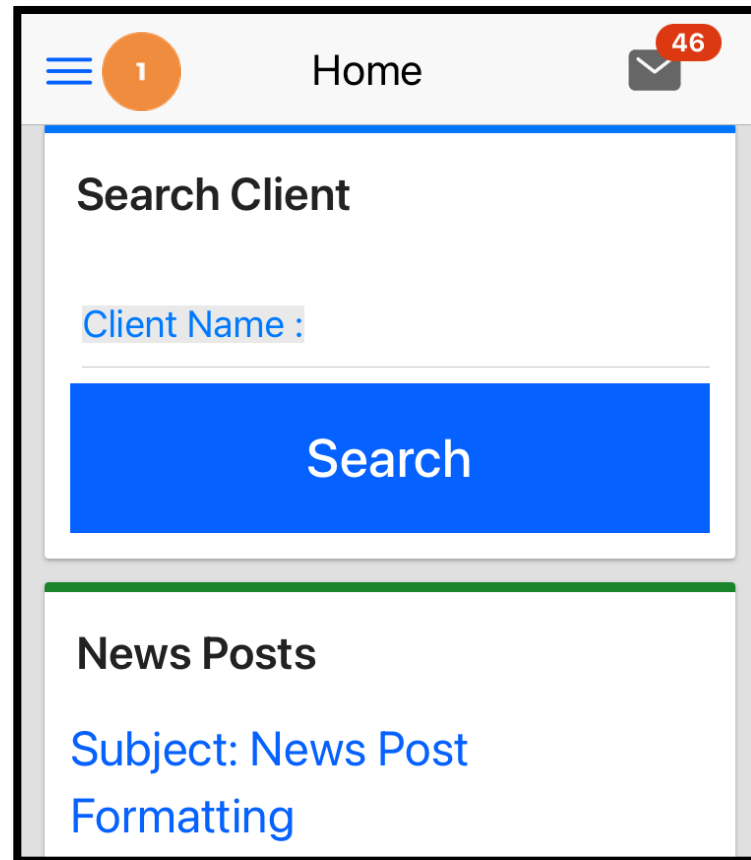
View By Client



Acumen Fiscal Agent

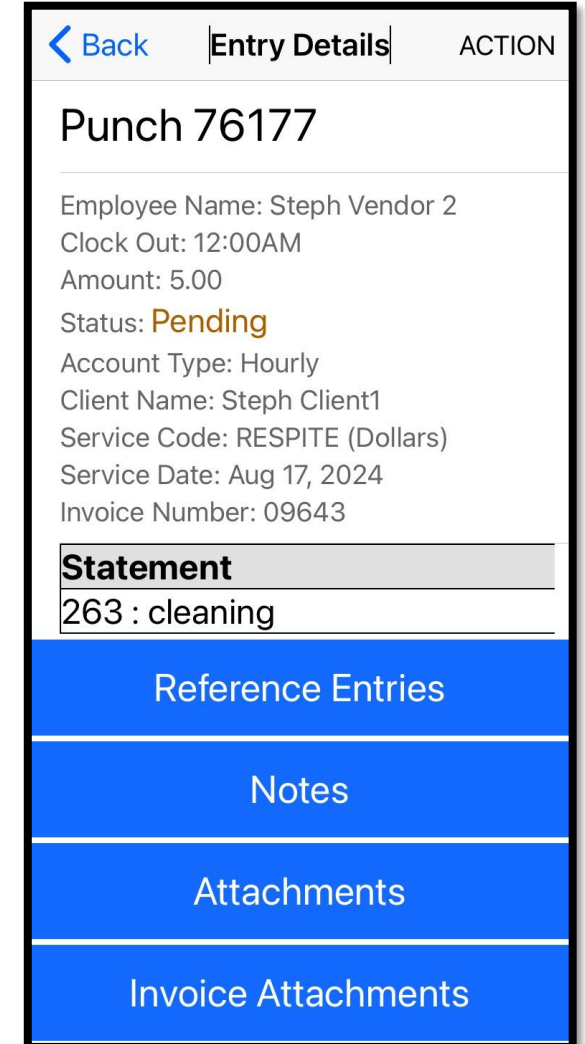
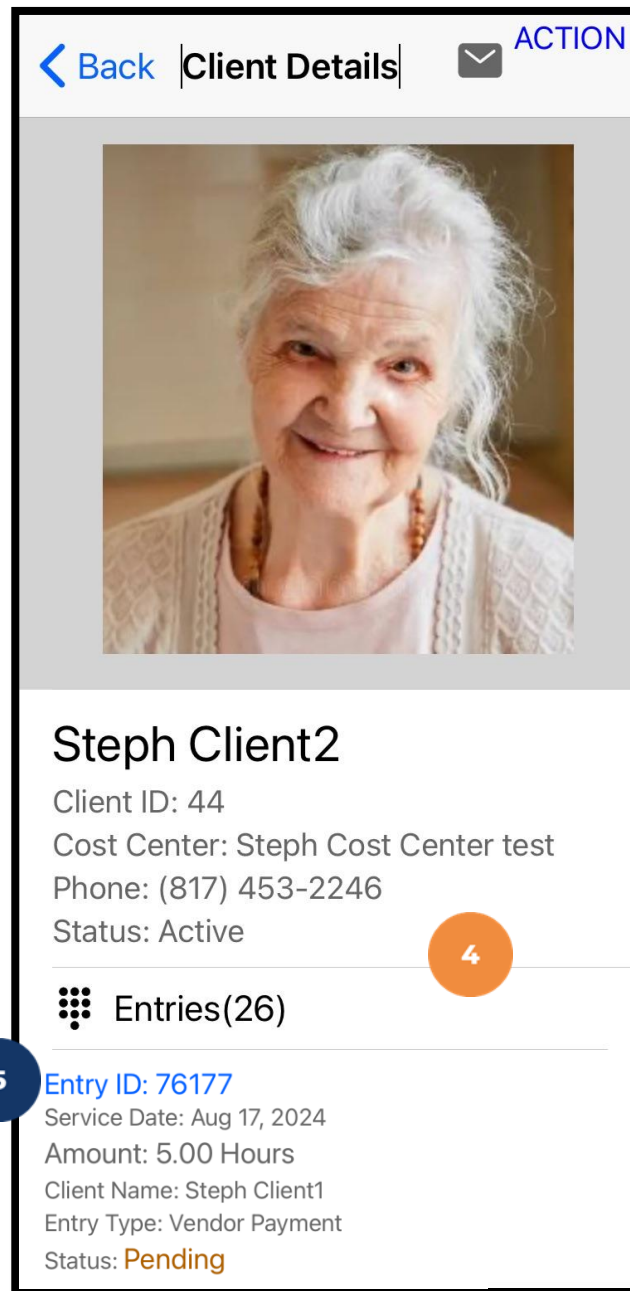
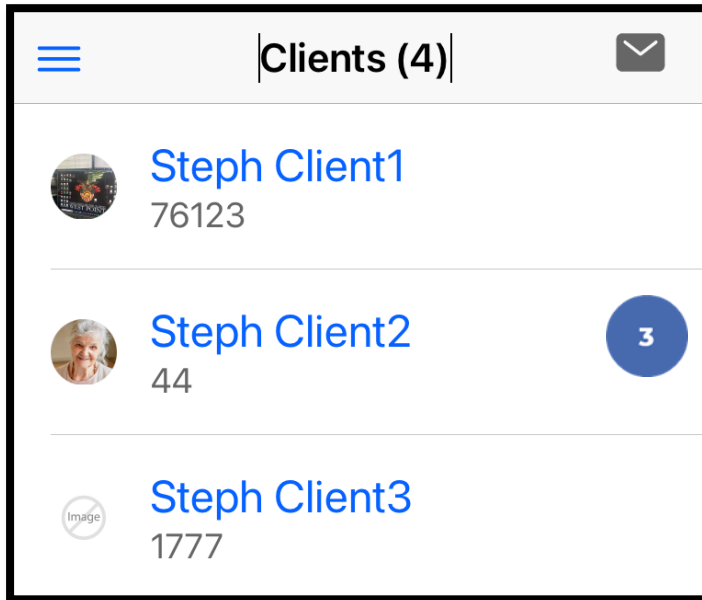
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1. Click the **Menu** in the top left corner of the screen
2. Select **Clients** on the submenu



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

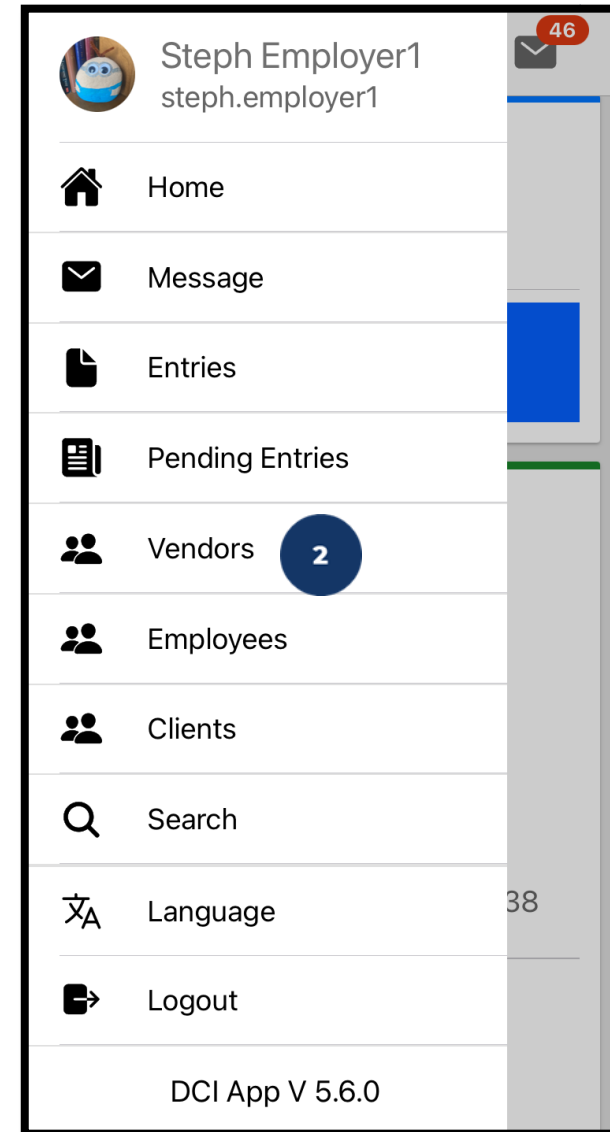
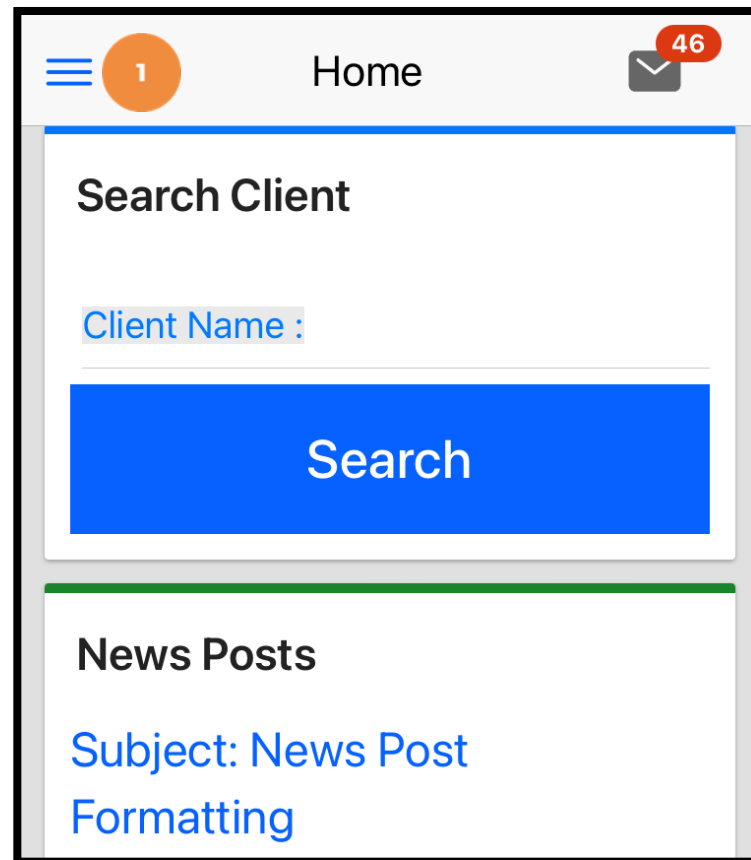


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To check the status of the vendor payment entry:

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

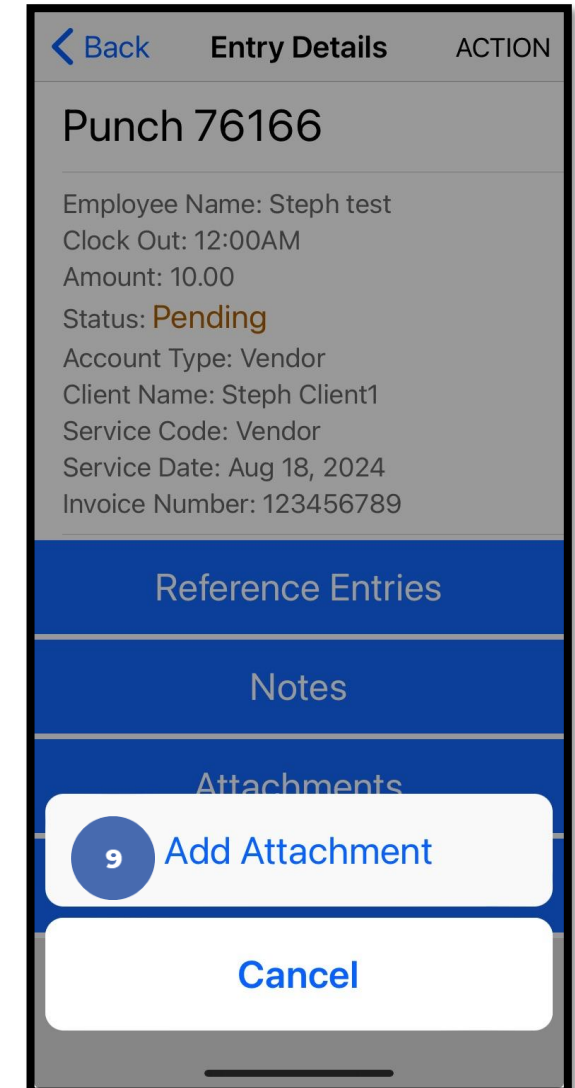
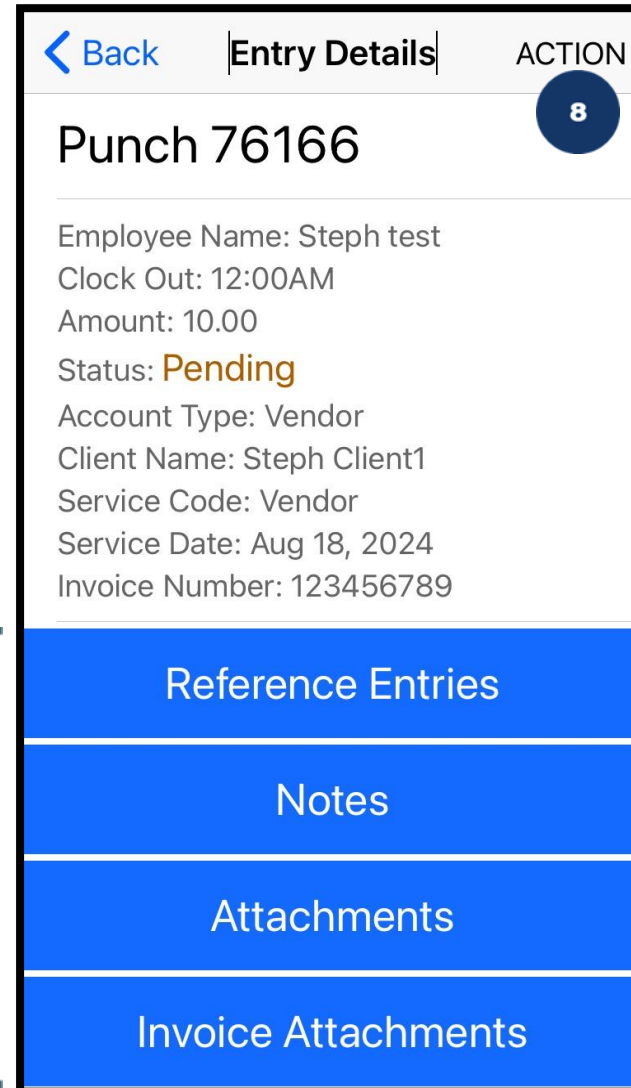
Punch 76166 **6**

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

- 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)
- Optionally click **ACTION** in the upper right corner
- 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

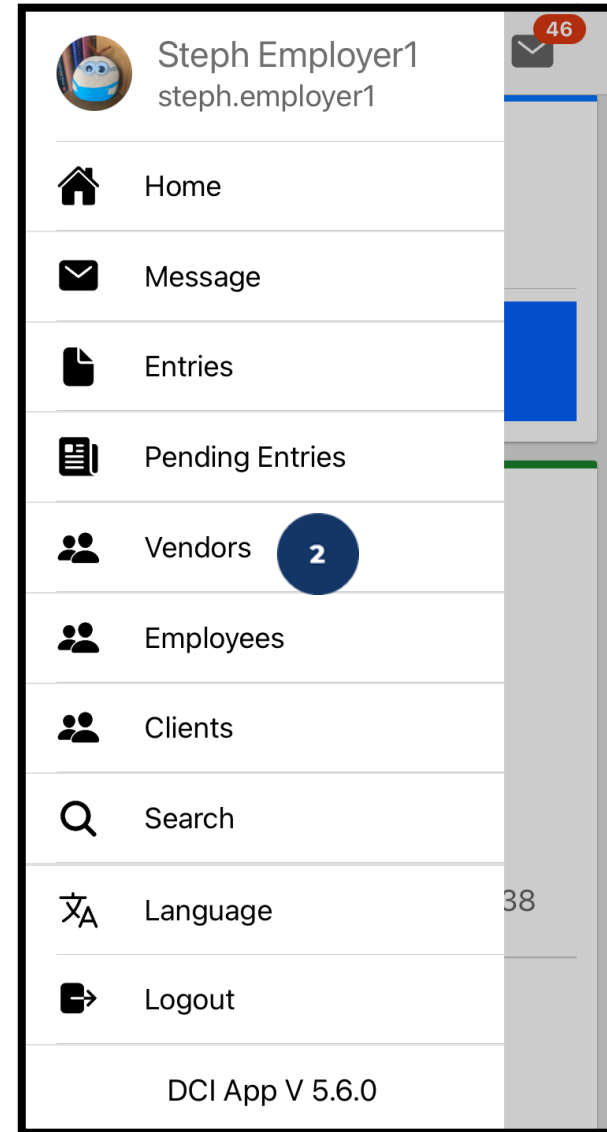
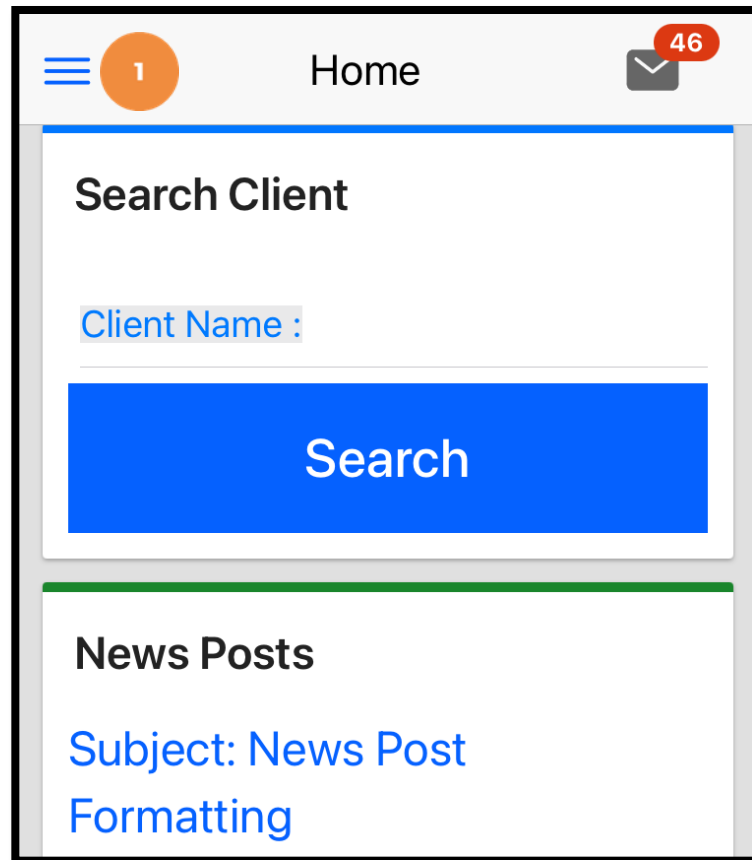
New Vendor Request



Acumen Fiscal Agent

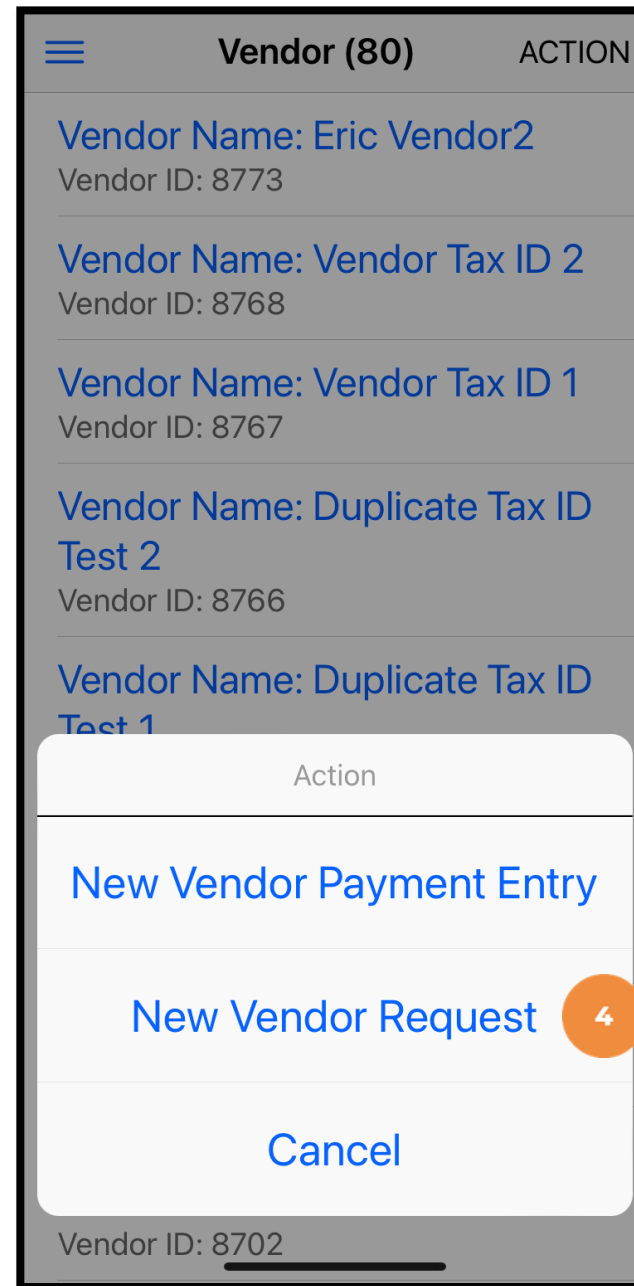
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1. Click the **Menu** in the top left corner of the screen
2. Select **Vendors** on the submenu



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 selected option.
- 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**

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 **Vendors** on the submenu

Acumen Powered by DCI

HOME EMPLOYER REPORTS

CLIENTS

EMPLOYEES

VENDORS 3

PENDING ENTRIES (15)

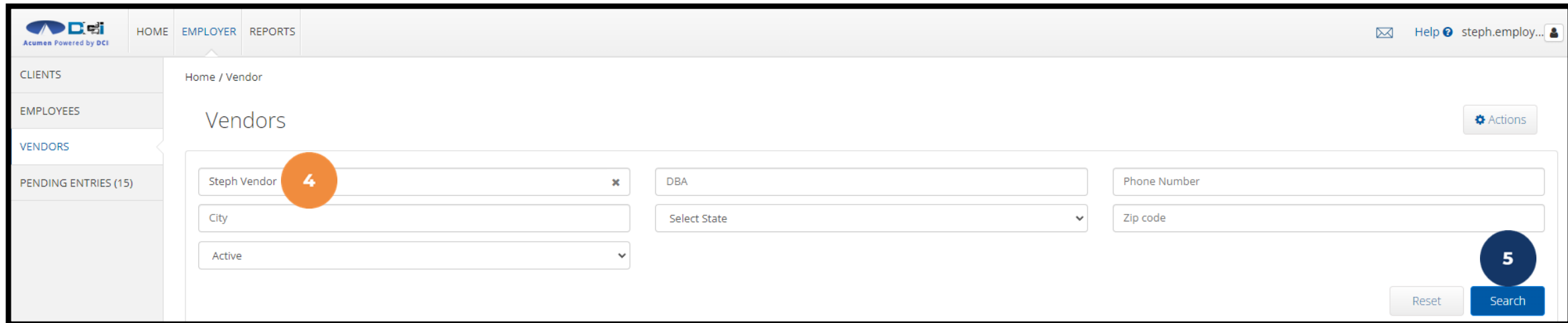
Home / Vendor

Vendors

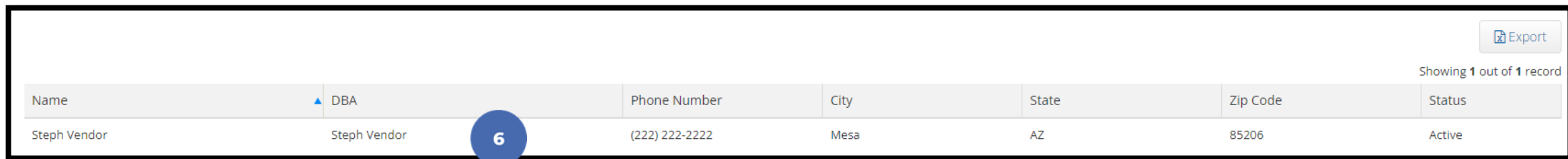
Vendor Name

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 fields for Name, DBA, Phone Number, City, State, and Zip code. The 'Name' field contains 'Steph Vendor' and is highlighted with an orange circle '4'. A blue 'Search' button is highlighted with a blue circle '5'. There is also a 'Reset' button and an 'Actions' menu.

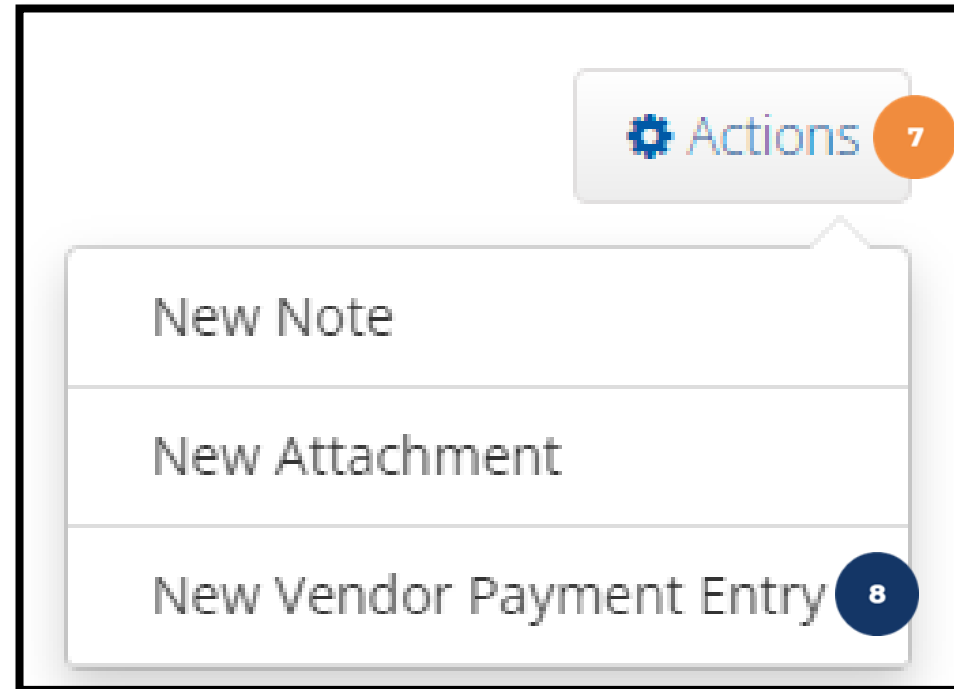


The screenshot shows the search results table. The table has columns for Name, DBA, Phone Number, City, State, Zip Code, and Status. The first row is highlighted with a blue circle '6' over the 'Steph Vendor' name.

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

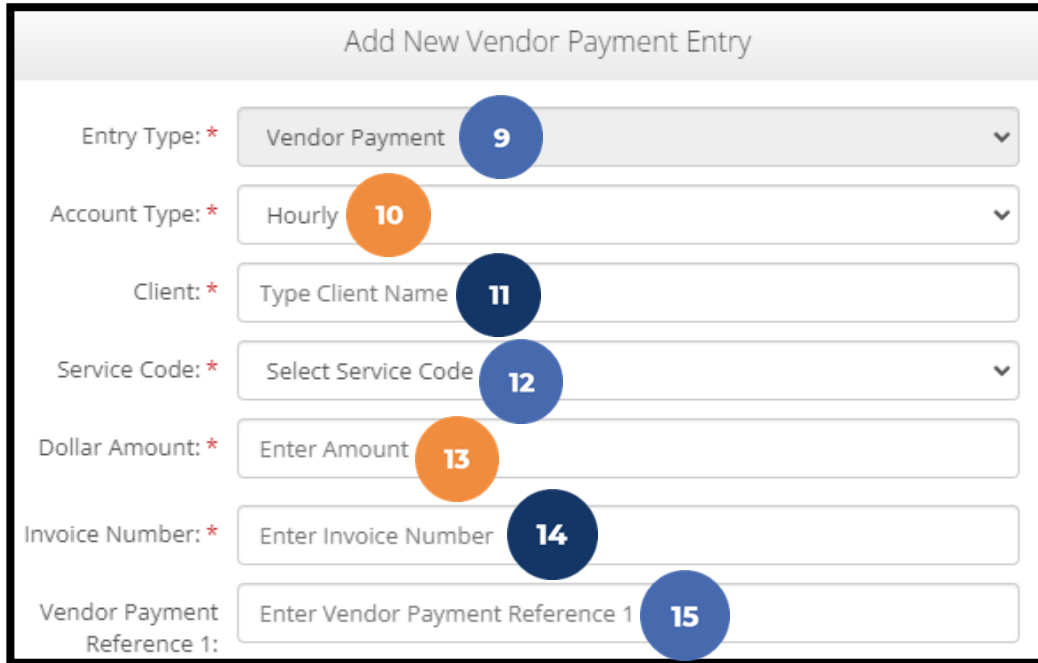
Vendor Payment

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:



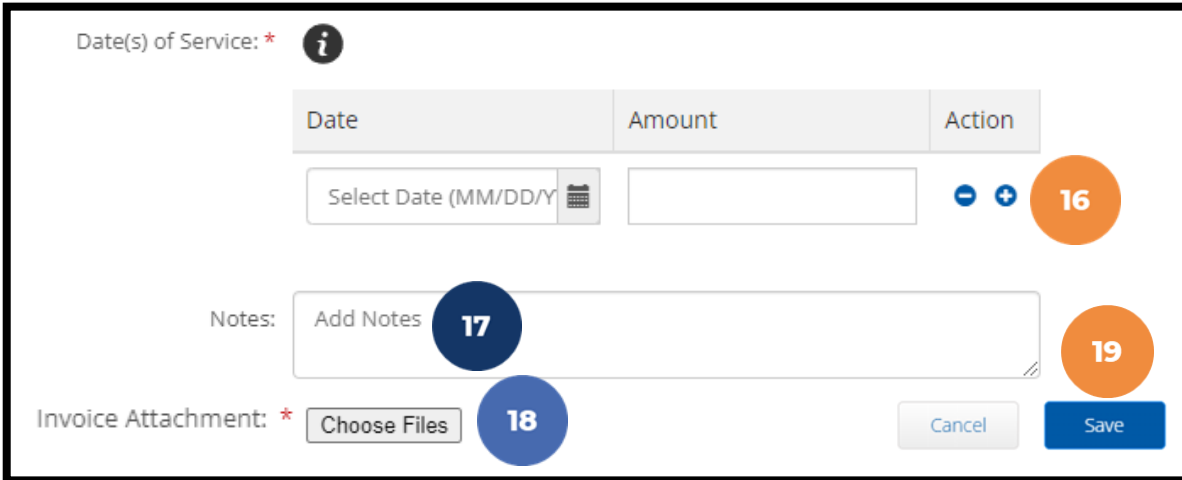
The screenshot shows a form titled "Add New Vendor Payment Entry" with the following fields and callouts:


- 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 (NJ only: Select Vendor)
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.

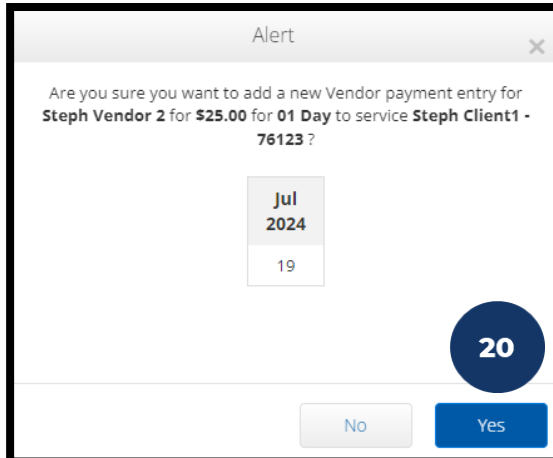
➤ The sum of the dates of service must match the dollar amount entered in the Dollar Amount field (see step 5)

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

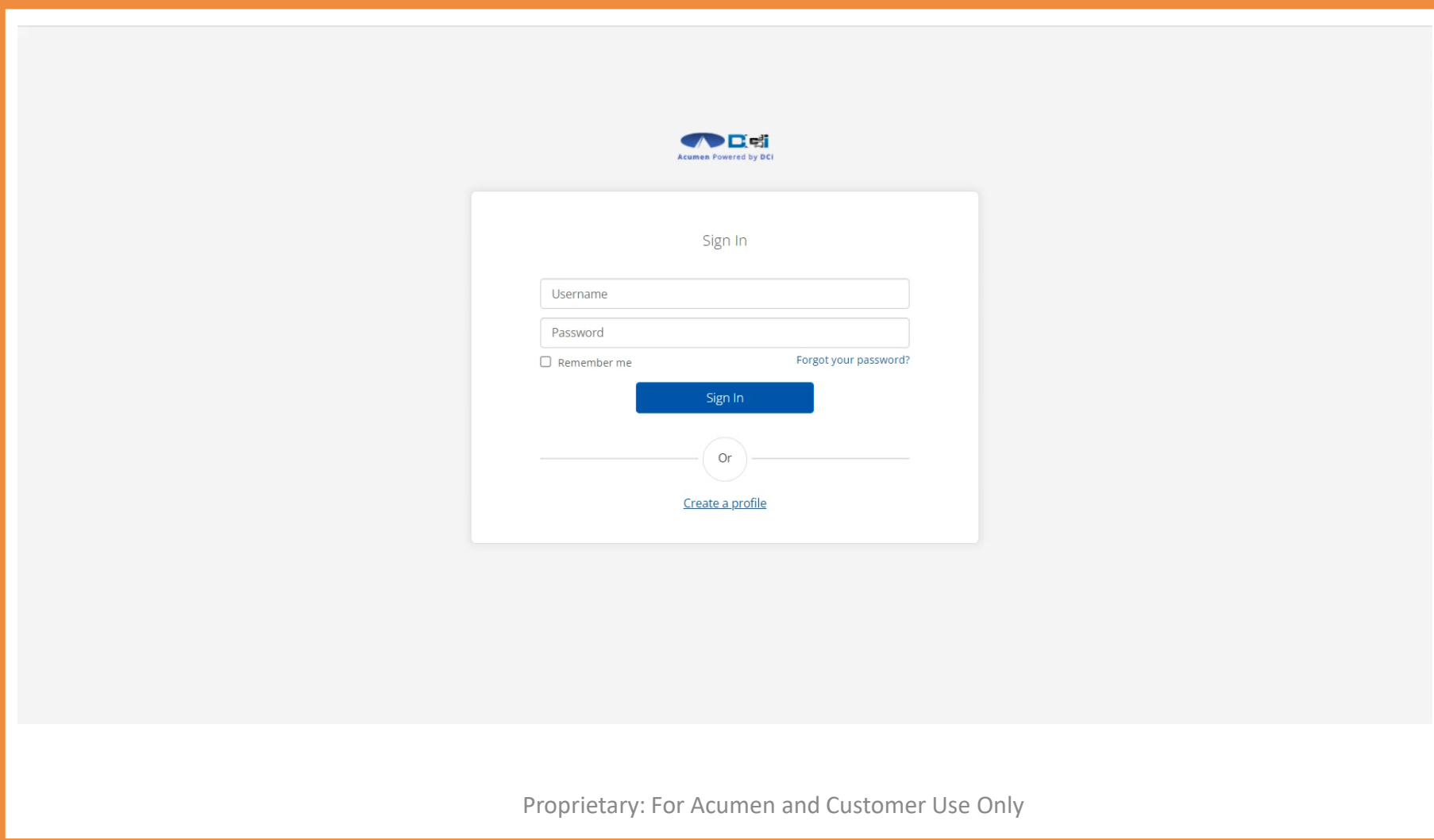
Are you sure you want to add a new Vendor payment entry for Steph Vendor 2 for \$25.00 for 01 Day to service Steph Client1 - 76123?

Jul 2024
19

20

Employer Web Portal Video

Create a Vendor Payment Entry



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

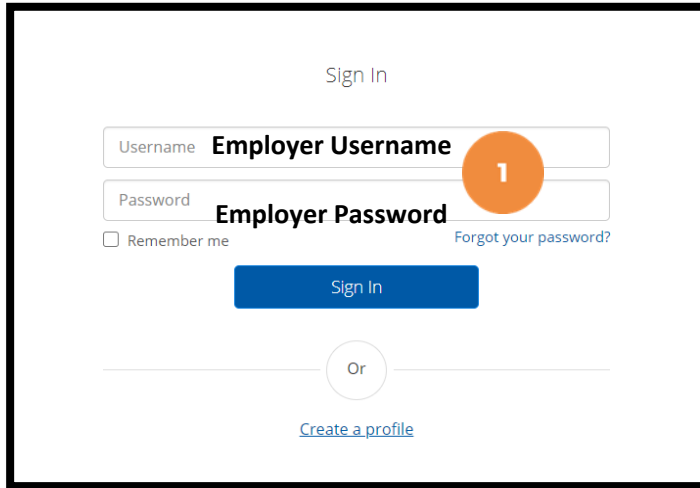
Proprietary: For Acumen and Customer Use Only



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

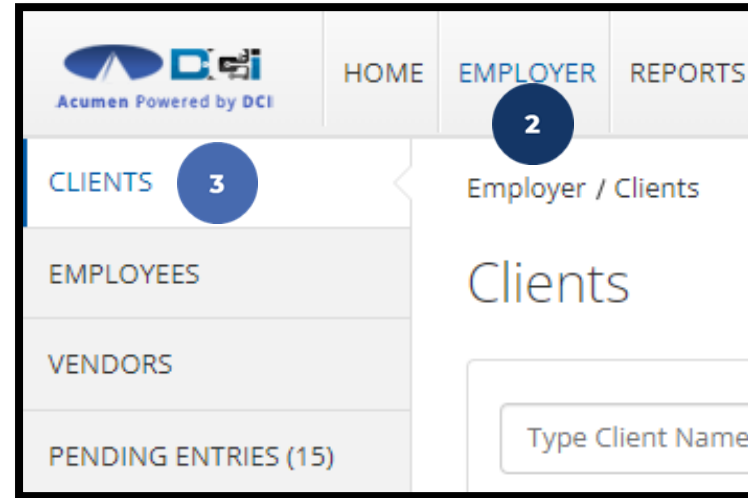
Remember me [Forgot your password?](#)

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

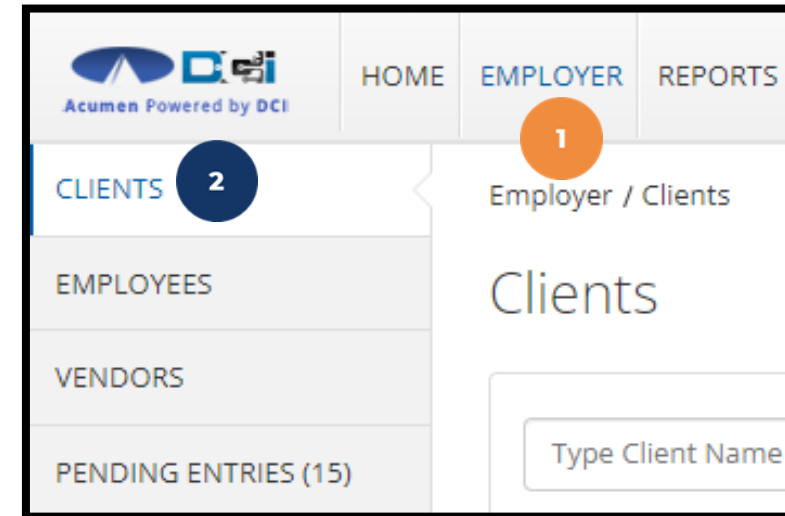
4. Click anywhere in the client row to open the details page

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 panels: 'Basic Demographics' and 'Other Details'. The 'Basic Demographics' panel 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' panel 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

The bottom 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 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 input fields: "From (MM/DD/YYYY)" and "To (MM/DD/YYYY)" with calendar icons; "Type Service Code"; "Type Employee Name"; "Type Punch Id"; "Select Account Type" (dropdown); and "Select Status" (dropdown). On the right side, there is a "Select Type" dropdown menu with options: "Select Type", "Punch", "Vendor Payment" (highlighted in blue), and "Employer Reimbursement". A blue circle with the number "5" is overlaid on the "Vendor Payment" option. Below the dropdown menu are "Reset" and "Search" buttons. A blue circle with the number "6" is overlaid on 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											
Id	Service Date	Start Time	End Time	Account Type	Ref.	Cost Center	Client Name	Service Code	Amount	Status	
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

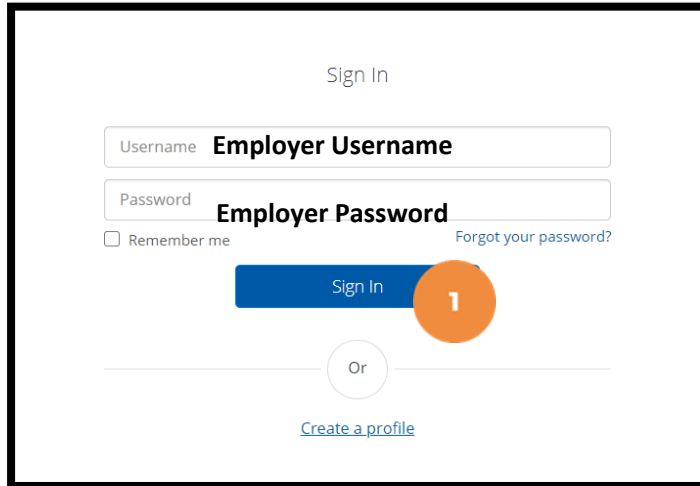
New Vendor Request

- 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**



Sign In

Username **Employer Username**

Password **Employer Password**

Remember me [Forgot your password?](#)

Sign In **1**

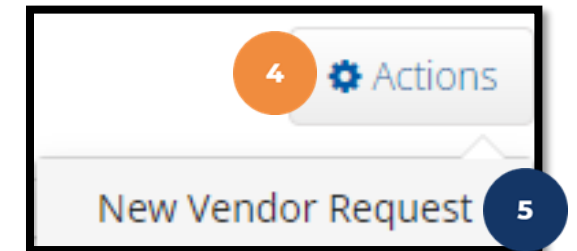
Or

[Create a profile](#)

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

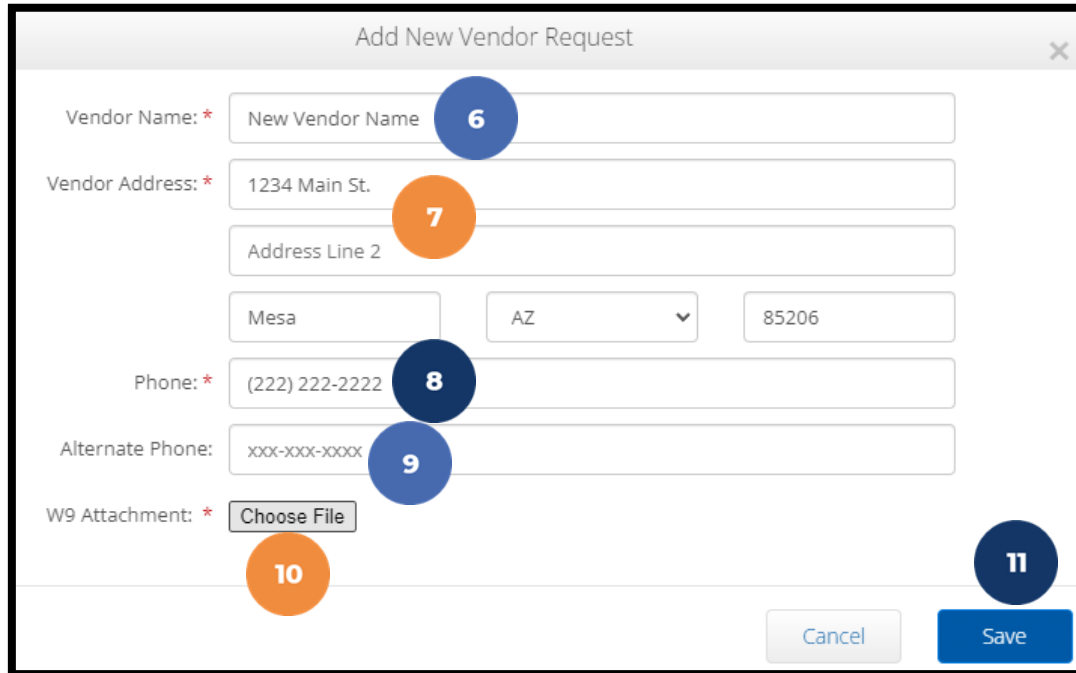


4. Click **Actions**
5. Select **New Vendor Request** from the drop-down menu



New Vendor Request

Complete the Add New Vendor Request form wizard:



6. Vendor Name: * New Vendor Name

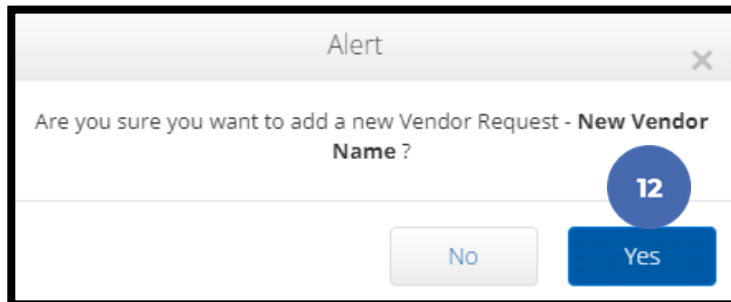
7. Vendor Address: * 1234 Main St.
Address Line 2

8. Phone: * (222) 222-2222

9. Alternate Phone: xxx-xxx-xxxx

10. W9 Attachment: * Choose File

11. Save



12. Yes

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.



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THANK YOU!

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