Nevada SDFSS
Vendor Only Training for Employers

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Agenda

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- ✓ Overview & Requirements
- ✓ Mobile App
- ✓ Web Portal
- ✓ Payroll Schedule & Deadlines
- ✓ Resources

Quick Resources

- **Short step-by-step resource documents have been added to the [Nevada SDFSS Self Direction – Training Materials] page providing instructions for the vendor entry and new vendor request processes.**

- **Employer Specific Resources:**
  - ✓ Mobile App Vendor Entry & New Vendor Request
  - ✓ Web Portal Vendor Entry & New Vendor Request

- **Shared Resources:**
  - ✓ Download the DCI Mobile EVV App & Log In
  - ✓ Logging into the Web Portal or the Mobile App

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DIRECT CARE INNOVATIONS
Acumen powered by DCI

Critical Dates

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- **September 16th**: Begin submitting vendor payment entries with Acumen. Preferred methods: Mobile App or Web Portal.
- **October 4th**: Deadline to submit vendor invoices for the service dates September 16th – 30th
- **October 15th**: First payday with Acumen
- Vendor payment entries must be **<u>entered</u>** online **<u>by the due date</u>**, *even if it falls on a weekend or holiday*.
  - ❖ Vendor payment entries submitted after the due date will be processed on the following pay period's pay date
  - ❖ Please reference the NV SDFSS Pay Schedule for due dates
- All vendor payment entries must be **<u>entered</u>** within **<u>60 days of the date of service</u>**
  - ❖ After 60 days the entry will be prohibited as it will violate the timely filing business rule

Ways to Enter Vendor Payments

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Mobile App

OR

Web Portal

- Quick, easy, and convenient!
- Mobile or tablet friendly
- Upload a picture of the invoice for vendor payments or W9 for new vendor requests

- Access via desktop or laptop
- Update profile settings
- Upload invoices or W9 from device

DCI Requirements

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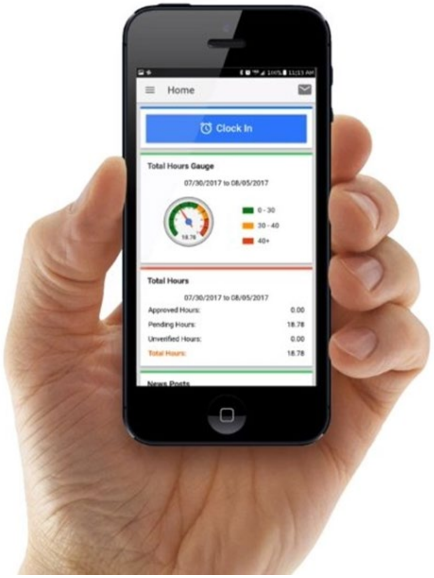
Devices & Operating Systems (OS)

Apple

- OS: iOS version 15.0 or later
  - ➢ Devices:
    - ✓ iPhone 6s or 6s Plus or later device
    - ✓ iPhone SE
    - ✓ iPod touch (7th generation)



Android

- OS: Android version 8.0 or later
  - ➢ Devices:
    - ✓ 4.6" screen or larger
    - ✓ Due to the wide range of Android devices, we are unable to provide a device list.

Web Browsers

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

DCI Mobile App

Mobile App Basics

- Can be downloaded on a mobile device or tablet
- Quick, easy, and convenient!
- View all entries including status & details

Download DCI Mobile EVV

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1. [Download](#) the **DCI Mobile EVV** App

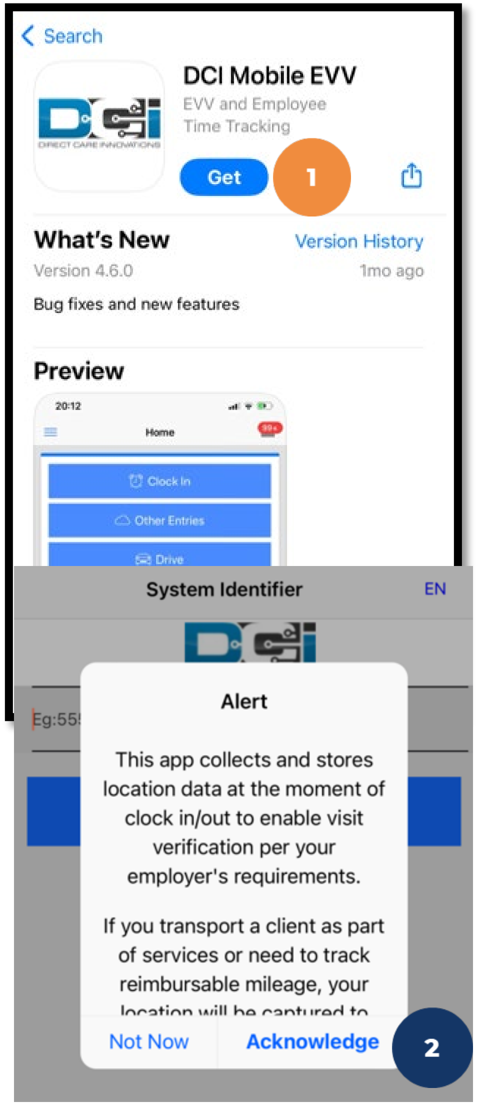
Available on the App Store | GET IT ON Google Play

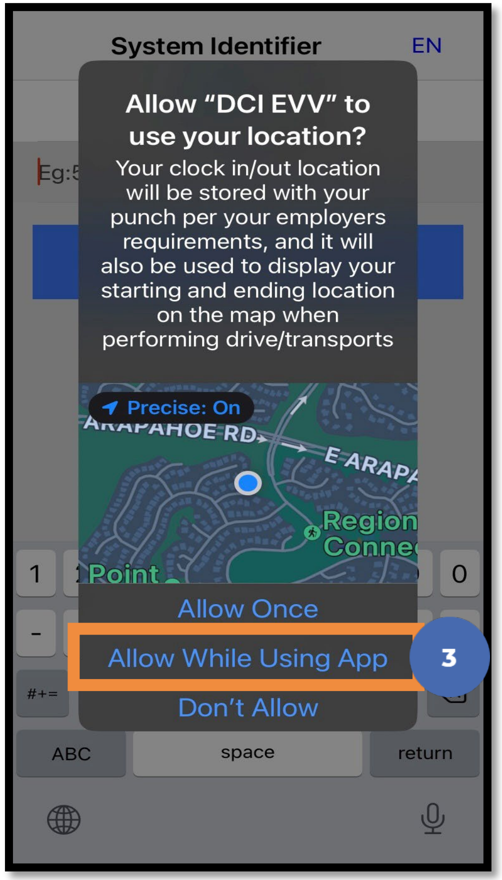
2. Select Acknowledge on the Alert
   - The alert states the app collects and stores location data at clock in and clock out, if you transport a client as part of services and/or need to track reimbursable mileage

3. Select **Allow While Using App** only when accessing the app for the first time or after a new download to give the app access to the device's location
   - Location is only captured at clock in & out

***Please note!**

- There is more than one DCI app available. Please be sure to select the one labeled **DCI Mobile EVV.**
- Users may need to set app permissions. Media access is not necessary.





Initial Agency Selection

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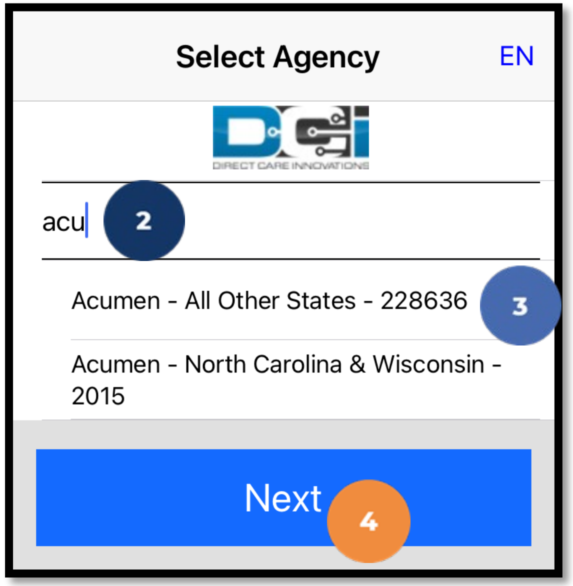
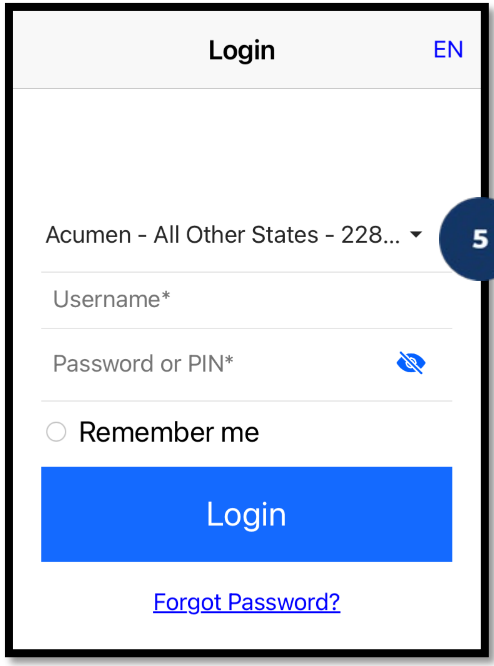
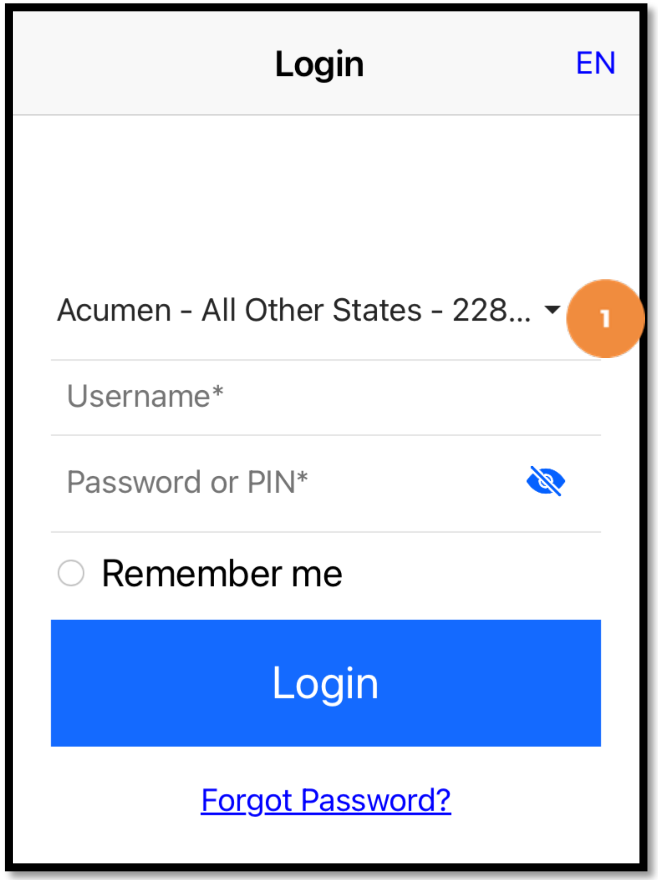
1. After downloading the app, the Select Agency screen appears with a Search Agency field.
2. **Type at least three consecutive characters of the agency name OR the system identifier** in the Search Agency field.
   - ❖ The Acumen system identifier for North Carolina (NC) & Wisconsin (WI) **ONLY** is **2015**
   - ❖ The Acumen system identifier for all other states is **228636**
   - ❖ The consecutive characters can be located anywhere in the agency name or system identifier
3. **Select the agency** from the list
4. Click the blue **Next** button
5. The agency is now selected and appears on the login screen

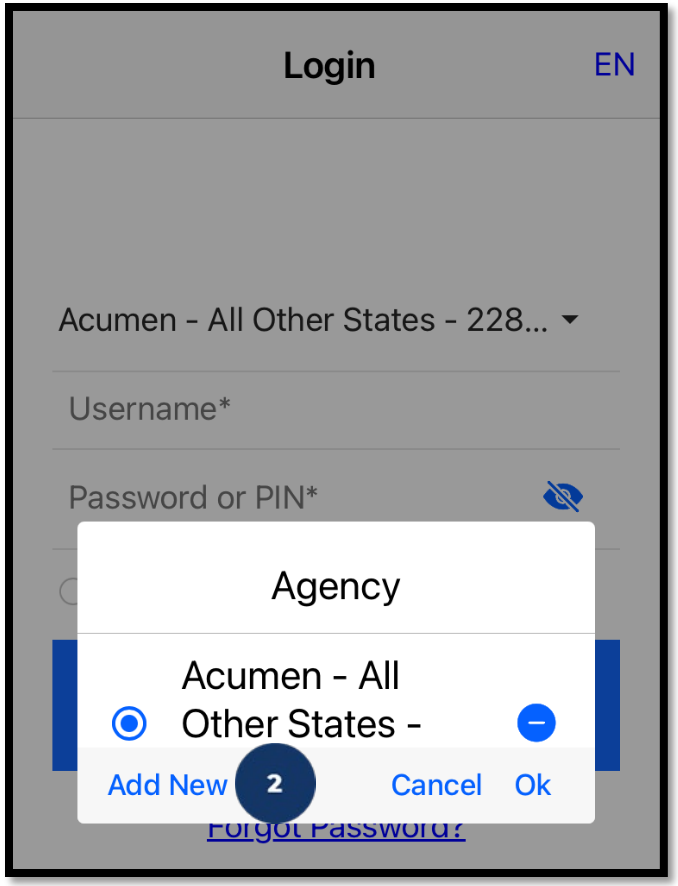




Add More Agencies

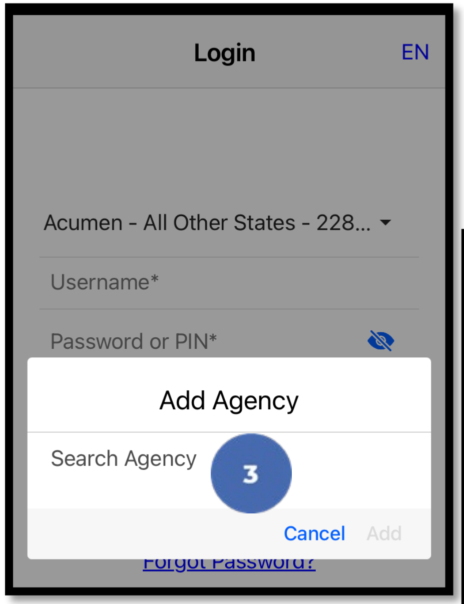
1. To add more agencies, click the **drop-down** on the agency field.
2. If the desired agency is not listed, click **Add New** on the Agency results list.

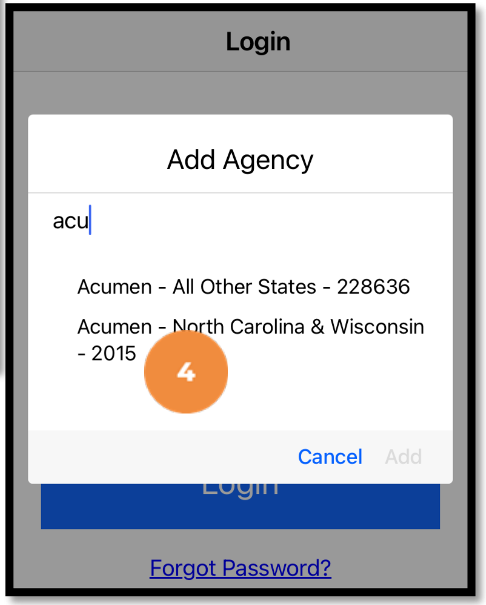


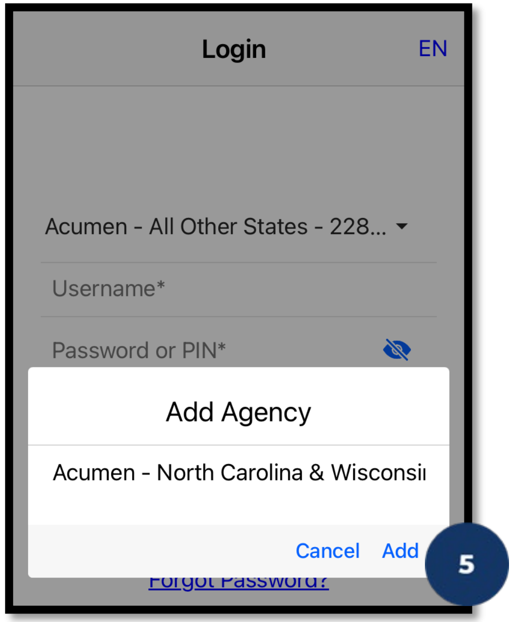


Add More Agencies

3. On the Add Agency window, **type at least three consecutive characters of the agency name OR the system identifier** in the Search Agency field.
   - ❖ The consecutive characters can be located anywhere in the agency name or system identifier
4. **Select the agency** from the list
5. Click **Add**







The agency is now added and displays on the agency drop-down menu.
At each log in, select the appropriate agency.

Log into the DCI Mobile EVV App

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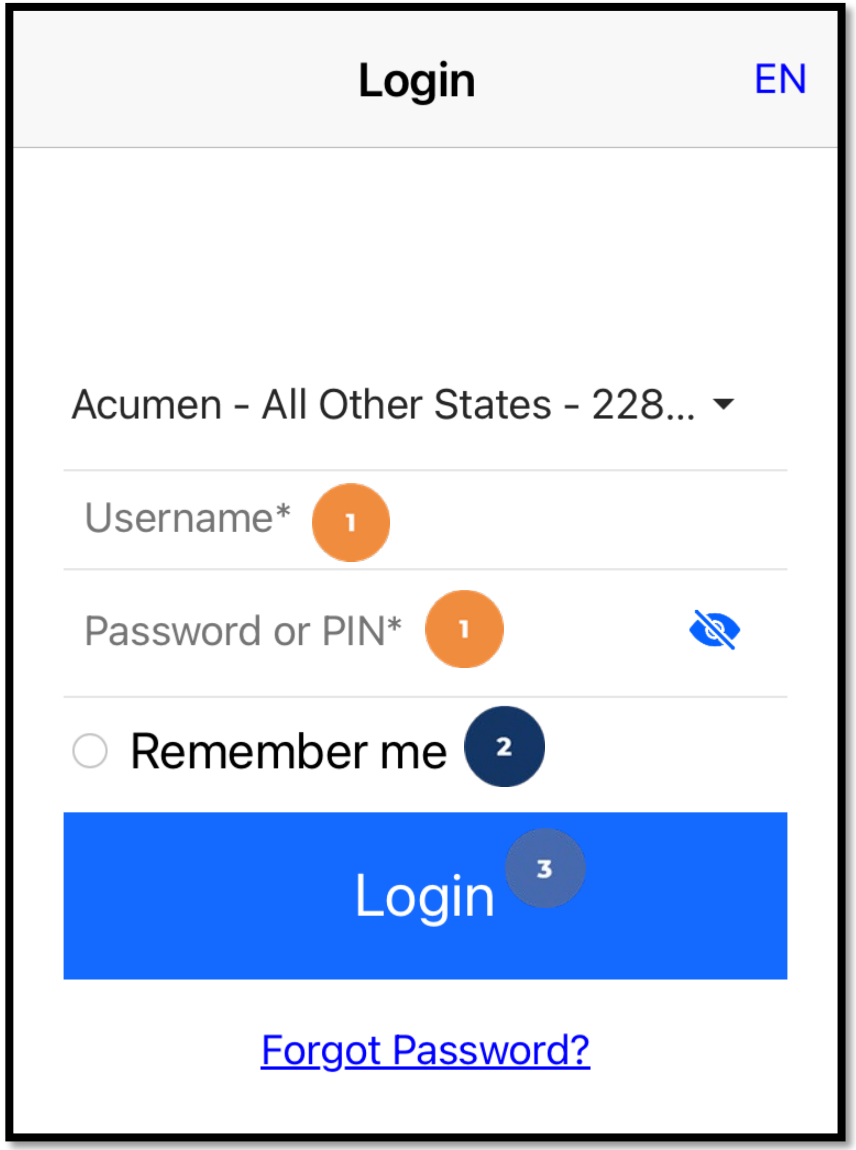
1. Enter employee credentials
   - ✓ Acumen provided a **username** and **password** on the Good to Go letter via email or mail
2. Optionally, select the **Remember me** button to remember the Username.

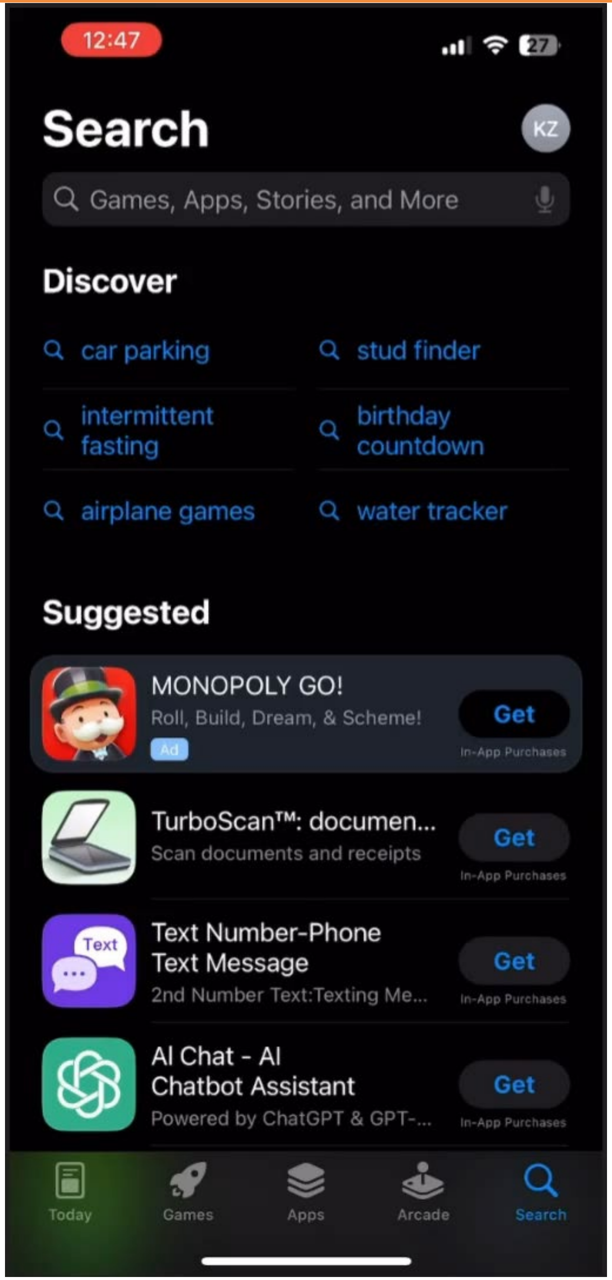
   ***Please note:** Do not use on a shared device
3. Click the blue **Login** button to access the mobile app
   - ✓ The **Forgot Password** link is available if necessary but requires a valid email address to be on file

***Please note:** Contact Acumen customer service or your support coordinator with any login issues



Mobile App Video

Download the DCI Mobile EVV App



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Log into the DCI Mobile App

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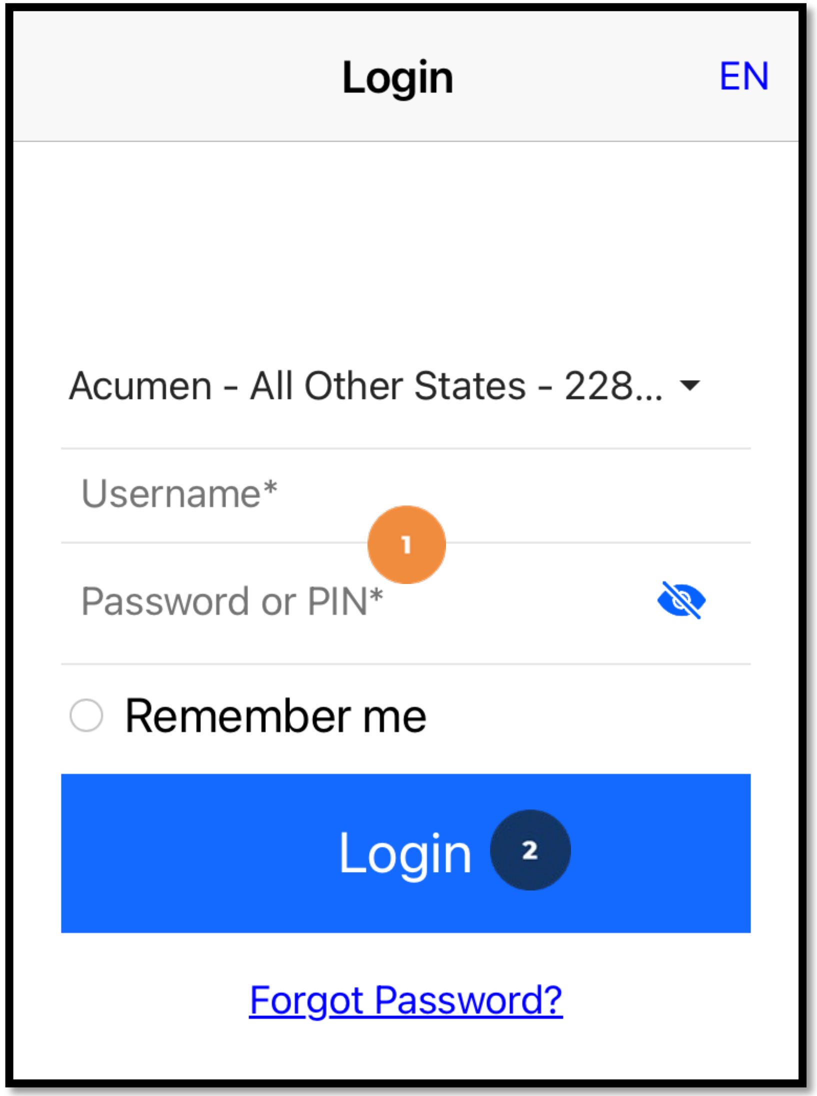
1. Enter employer credentials
   - ✓ Acumen provided a **username, password, and PIN** on the Good To Go/Welcome letter
   - ✓ Optionally, select "Remember Me" to save the username

     ***Please note:** Do not use on a shared device

2. Click the blue **Login** button to access the mobile app
   - ✓ The **Forgot Password** link is available if necessary but requires a valid email address to be on file

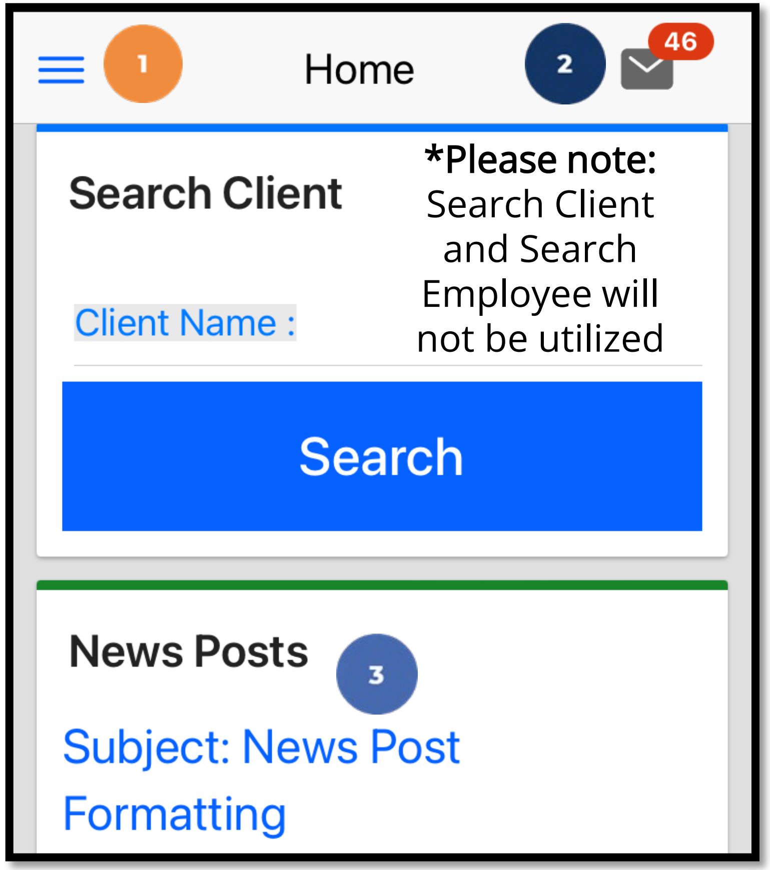
***Please note:** Contact Acumen with any login issues



Dashboard

After logging in, the Dashboard or home page, displays.

1. Click the **Menu** in the top left corner of the screen to access all available submenu items
2. Click the envelope icon to access the messaging module
   - ✓ View and send secure messages within DCI
3. Scroll down to view News Posts
   - ✓ Important information from the program
   - ✓ News Posts may also display as splash screens which show immediately after log-in. Read and click **OK** to acknowledge.



Vendor Payment Entry

***The employer is responsible for creating these for their vendors**

Vendor Payment

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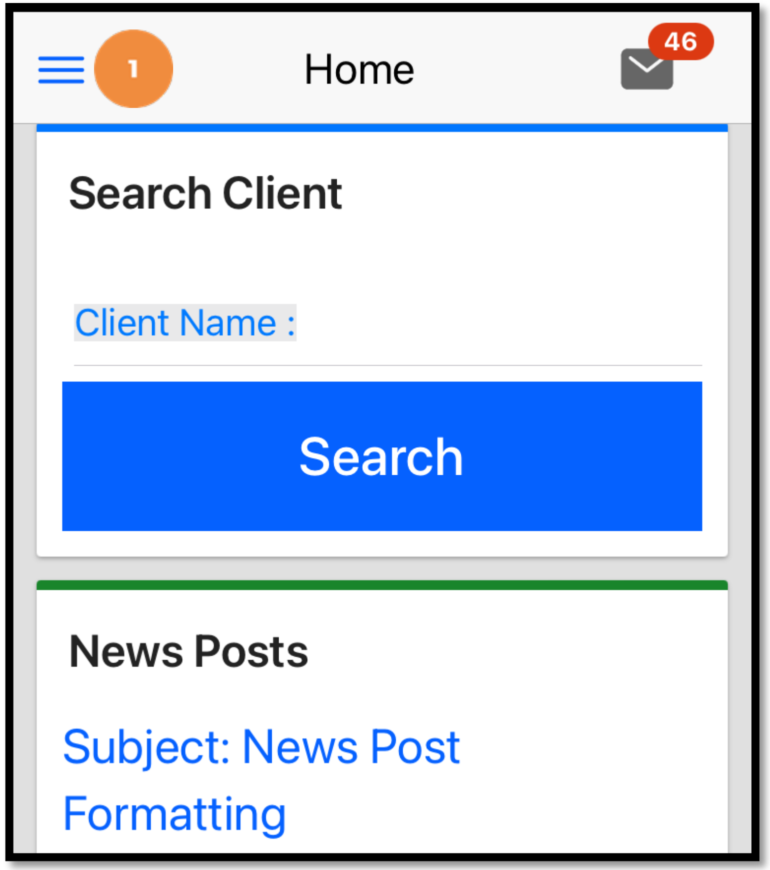
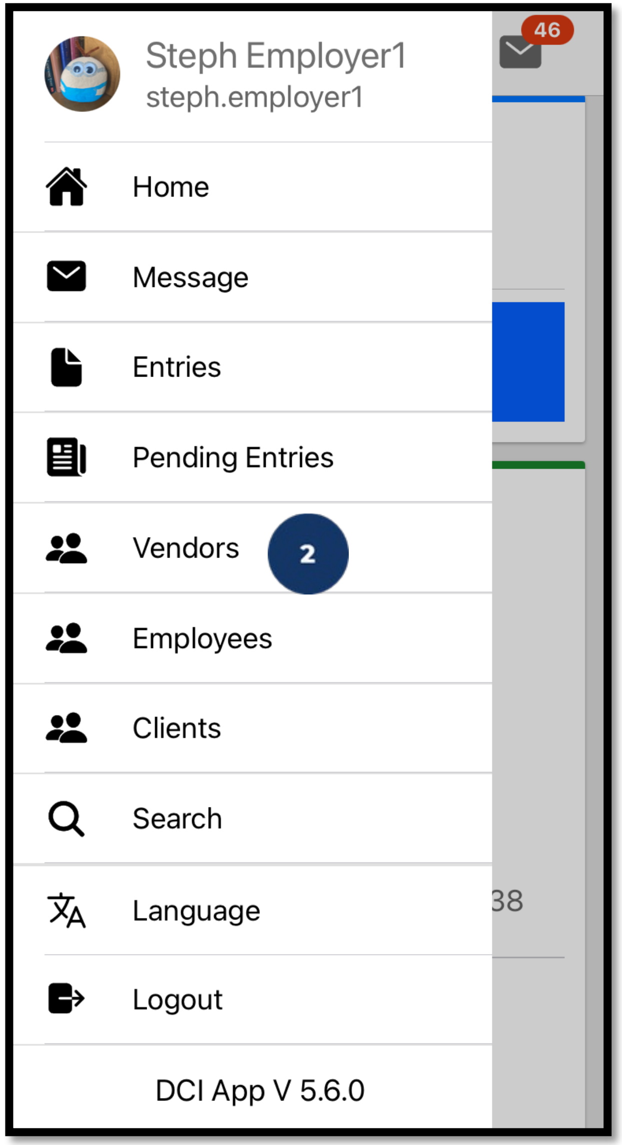
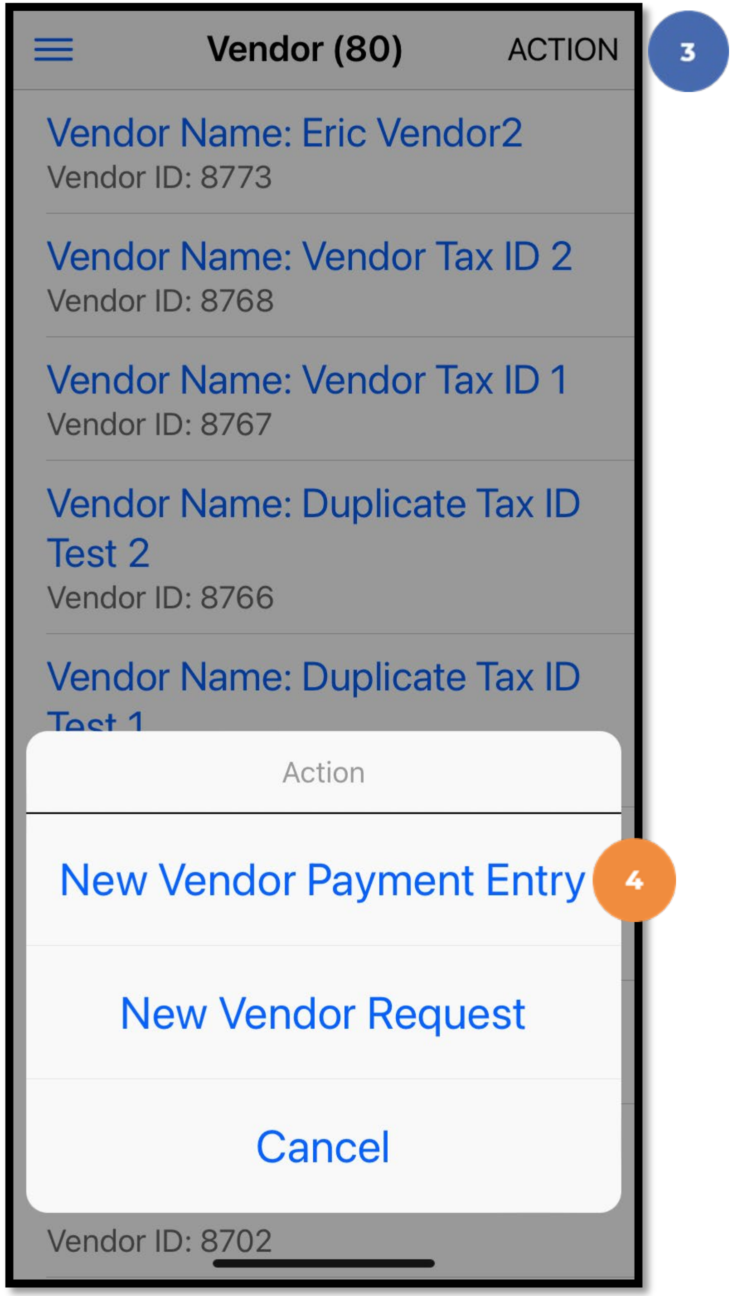
1. Click the **Menu** in the top left corner of the screen
2. Select **Vendors** on the submenu





Vendor Payment

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



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Vendor Payment

5. Click the **Account Type** drop-down to select Hourly

6. Click **Vendor Name** to type and select the vendor
   - ➢ Can’t find the vendor? View the New Vendor Request section in this training document.

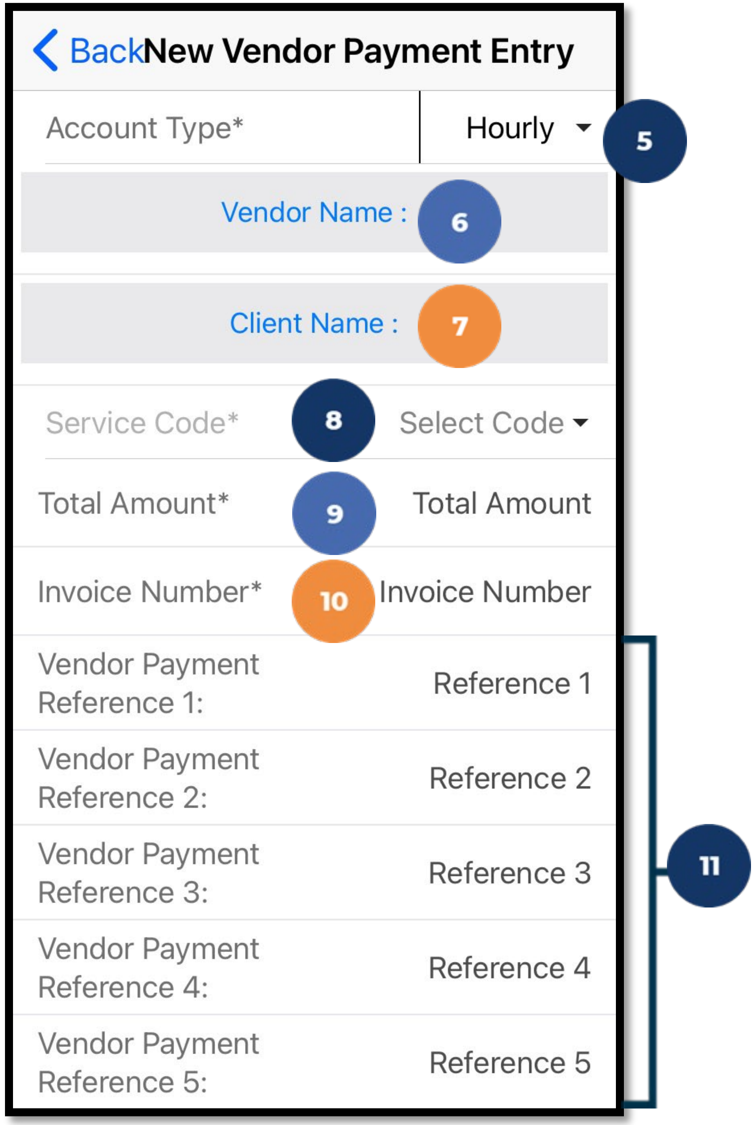
7. Click **Client Name** to type and select the client
   - ➢ Please note: The vendor’s name will display at this time

8. 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 service coordinator.

9. Enter the Total Amount for the invoice for all dates of service

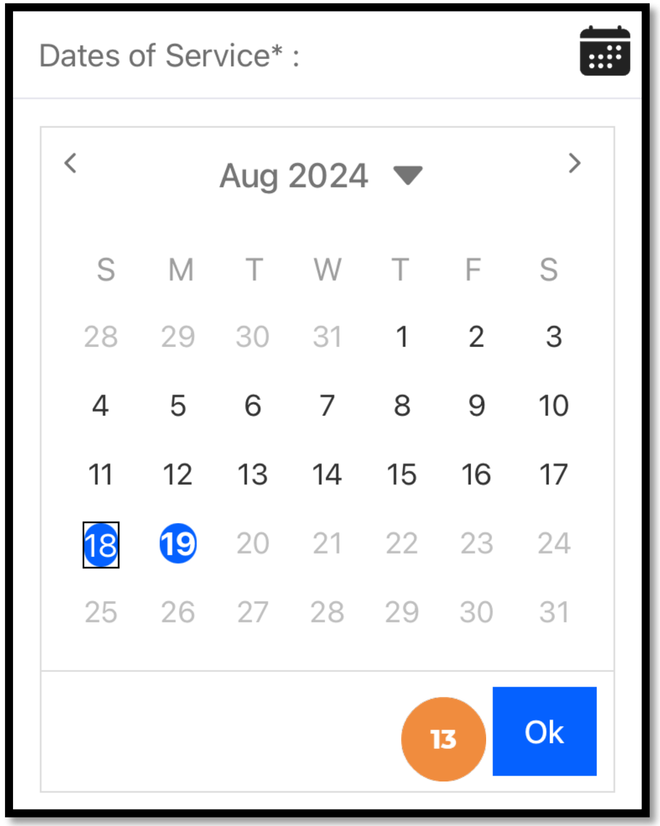
10. Enter the Invoice Number *along with the client’s name*

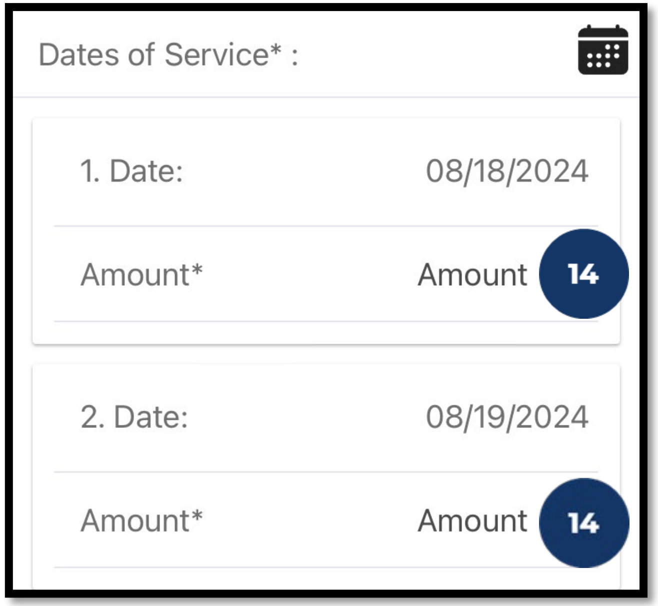
11. Optionally enter any additional information in Vendor Payment Reference fields 1-5



Vendor Payment

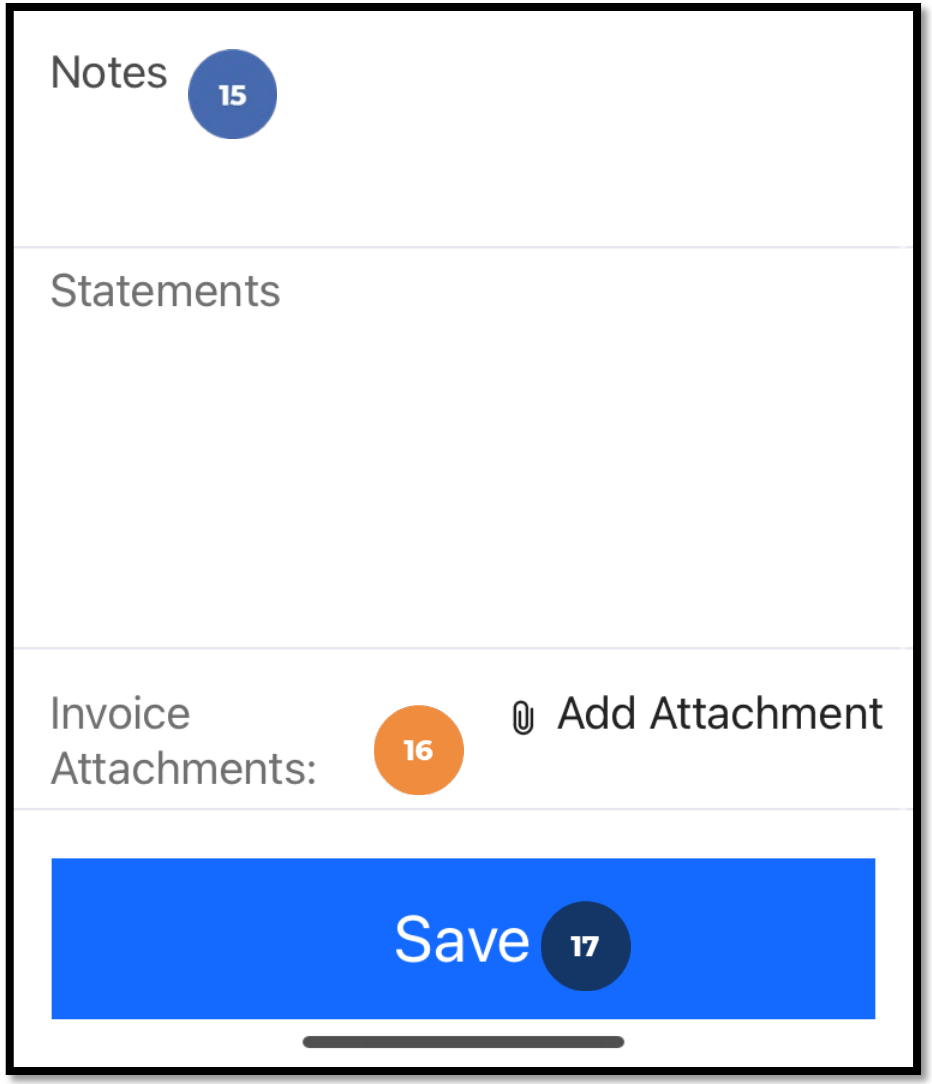
12. Click the **calendar icon** to select the Date(s) of Service
    - ❖ **Please note:** Multiple dates may be selected. Click the date again to unselect it.
13. Click the blue **Ok** button to confirm the selected date(s)
14. If multiple dates are selected, enter the amount for each date.
    - ❖ Please note: The sum of the individual amounts must match the Total Amount of the payment (step 9)





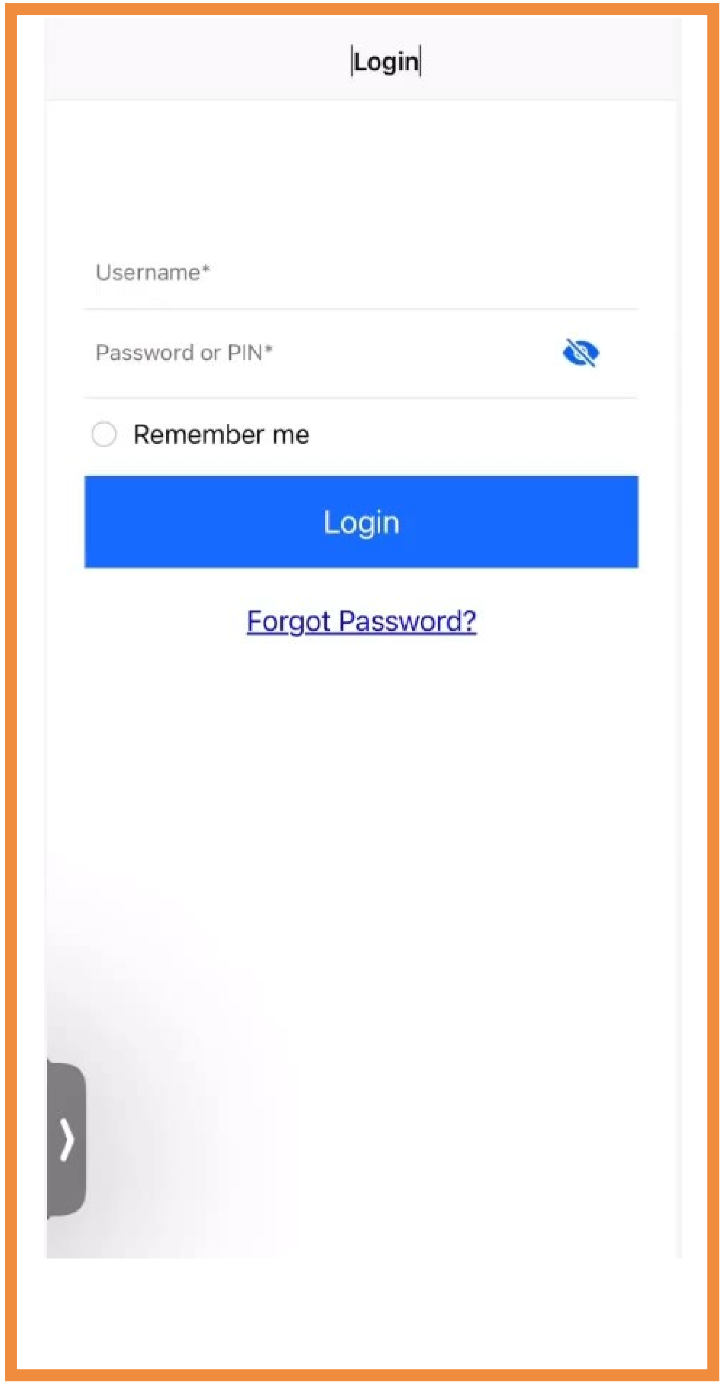
Vendor Payment

15. Optionally add Notes for the payment
16. Click **Add Attachment** to access the device camera to take a picture of the invoice
17. Click the blue **Save** button when all fields are complete



Employer Mobile App Video

Create a Vendor Payment Entry



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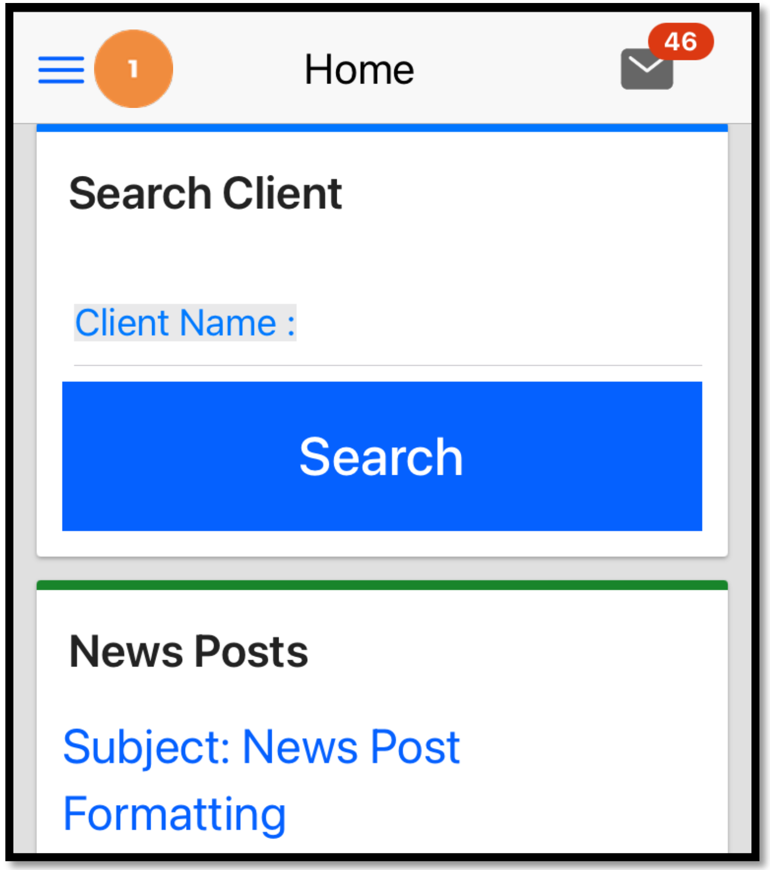
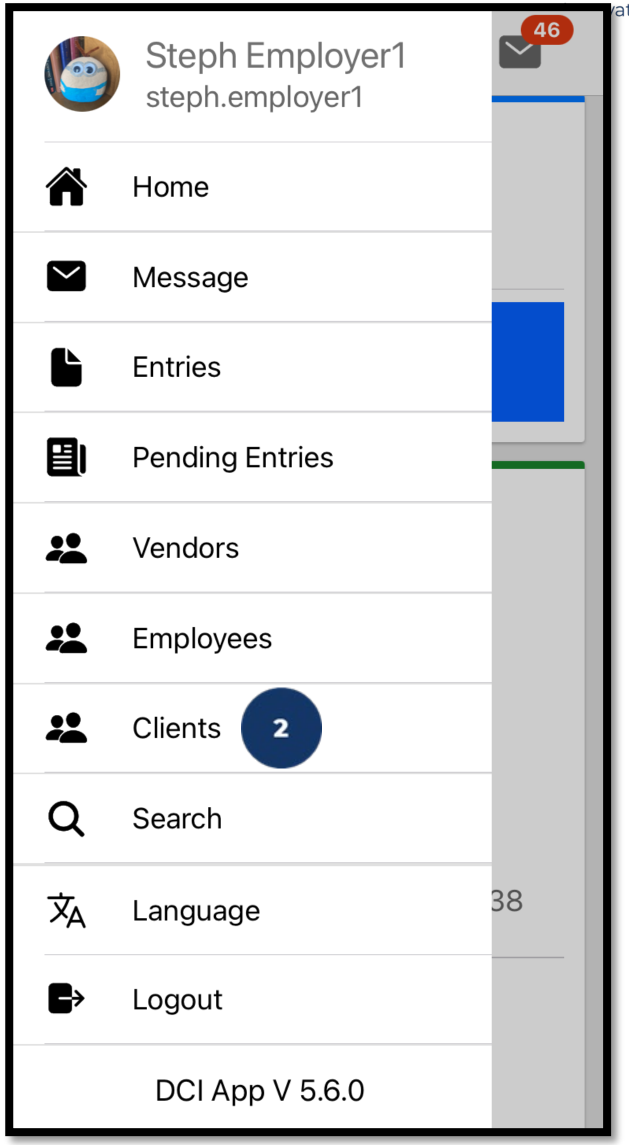
View Vendor Payment Entries

View By Client

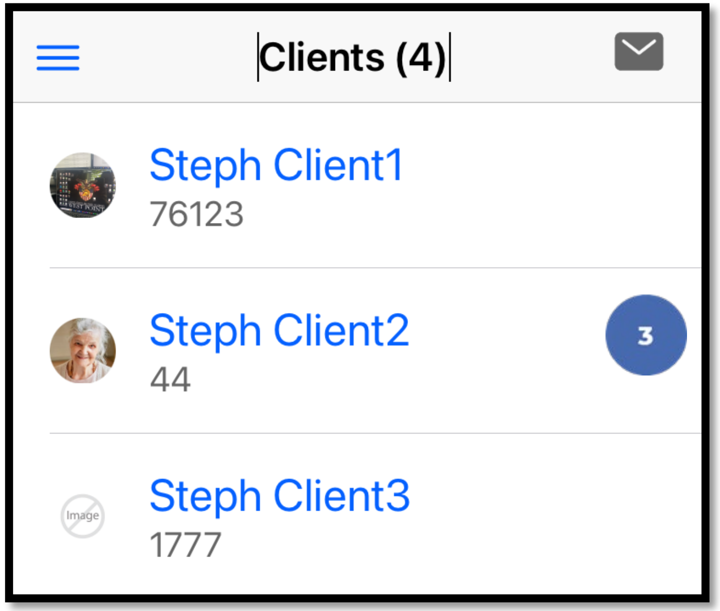
1. Click the **Menu** in the top left corner of the screen
2. Select **Clients** on the submenu

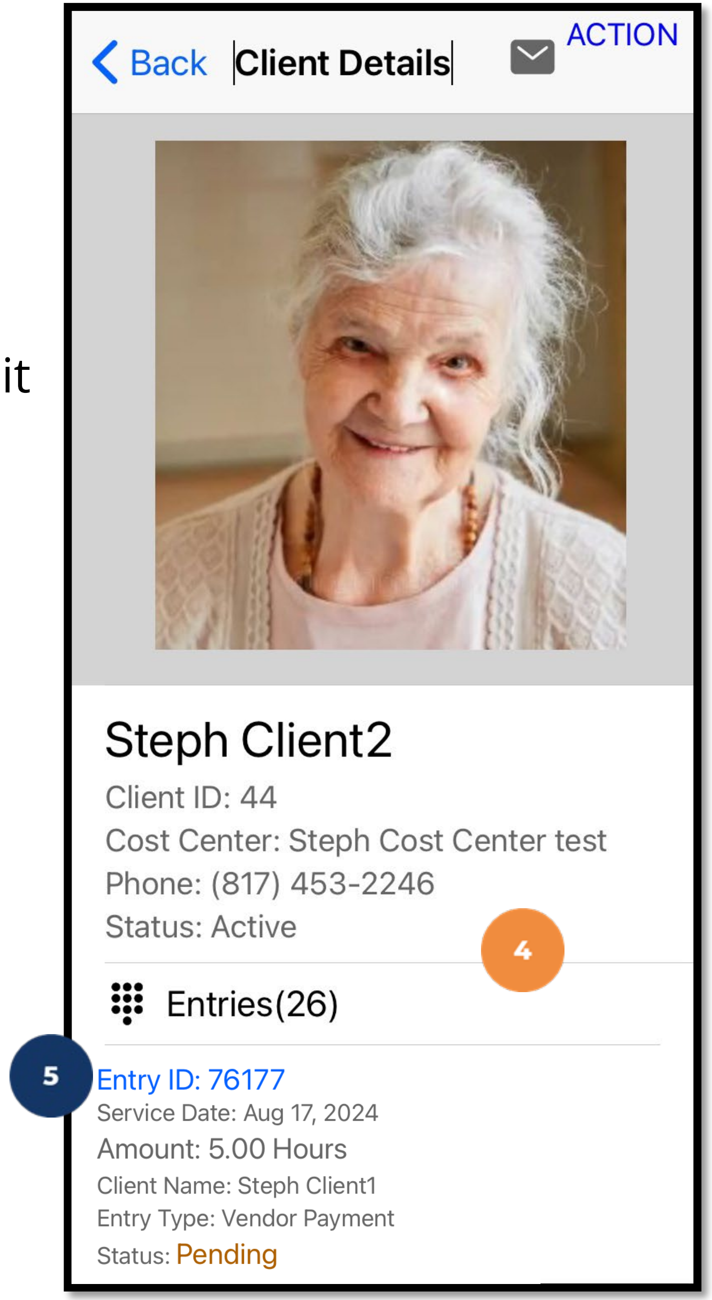




View By Client

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





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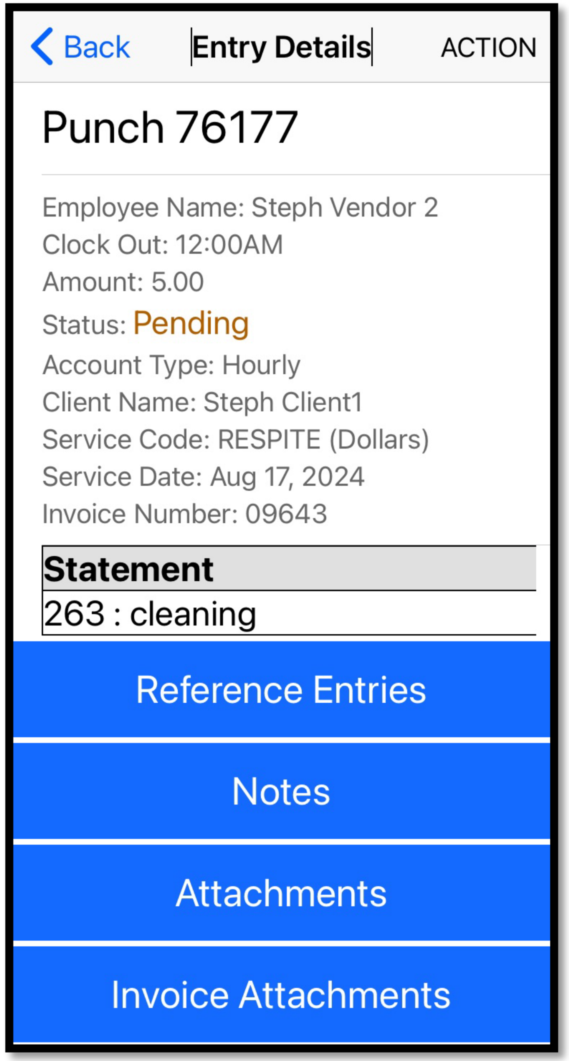
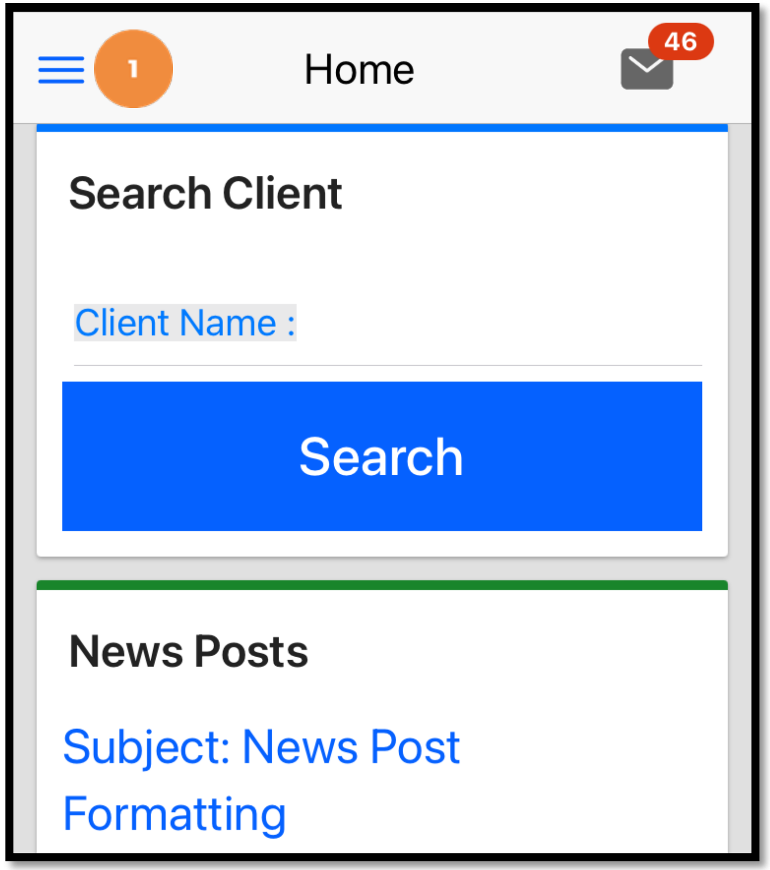
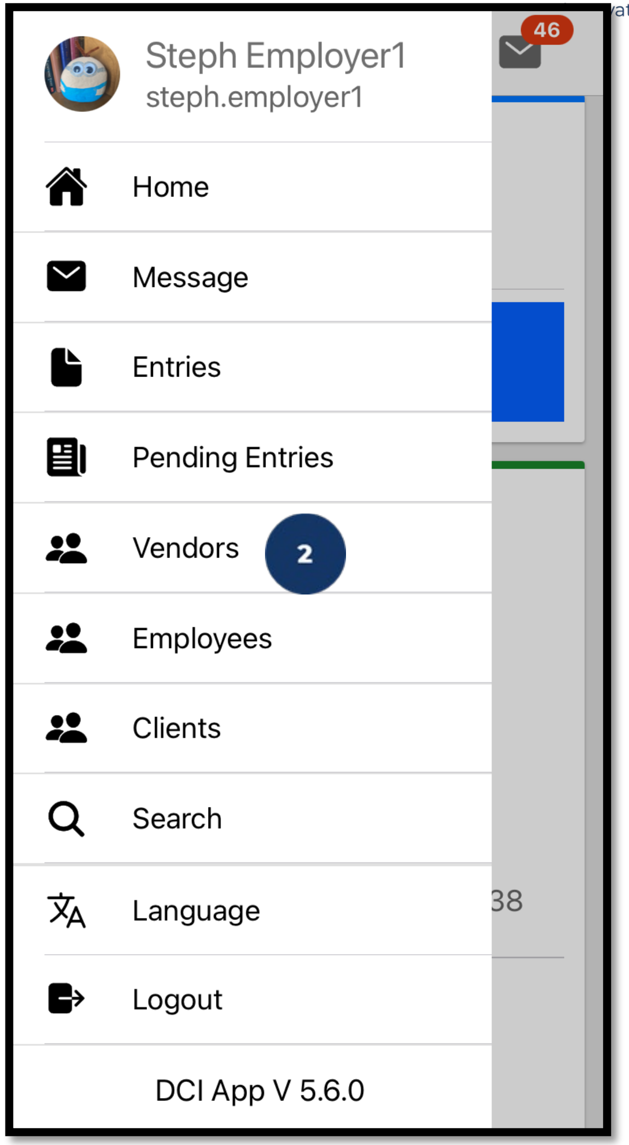


View By Vendor

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

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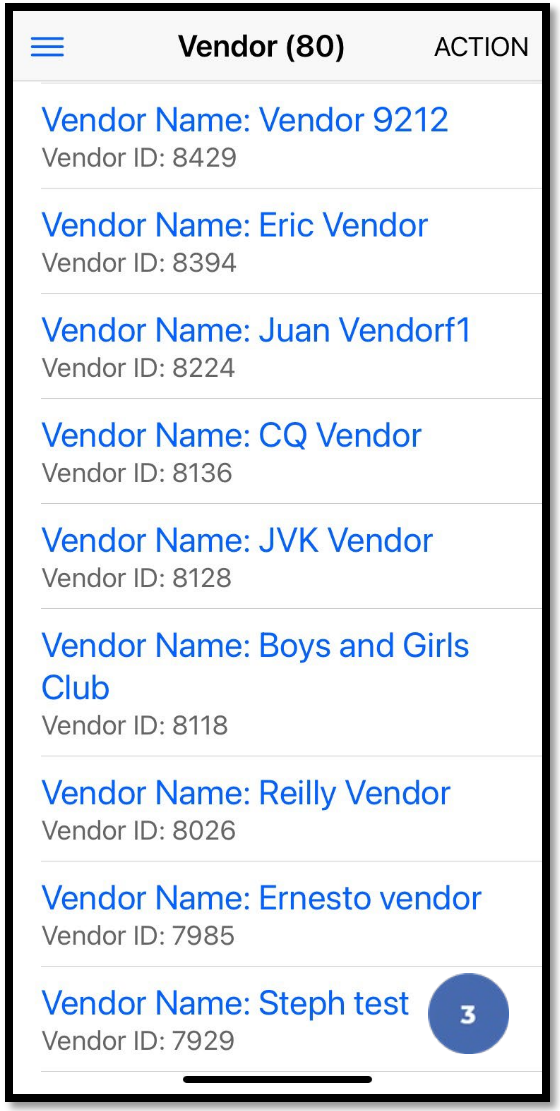
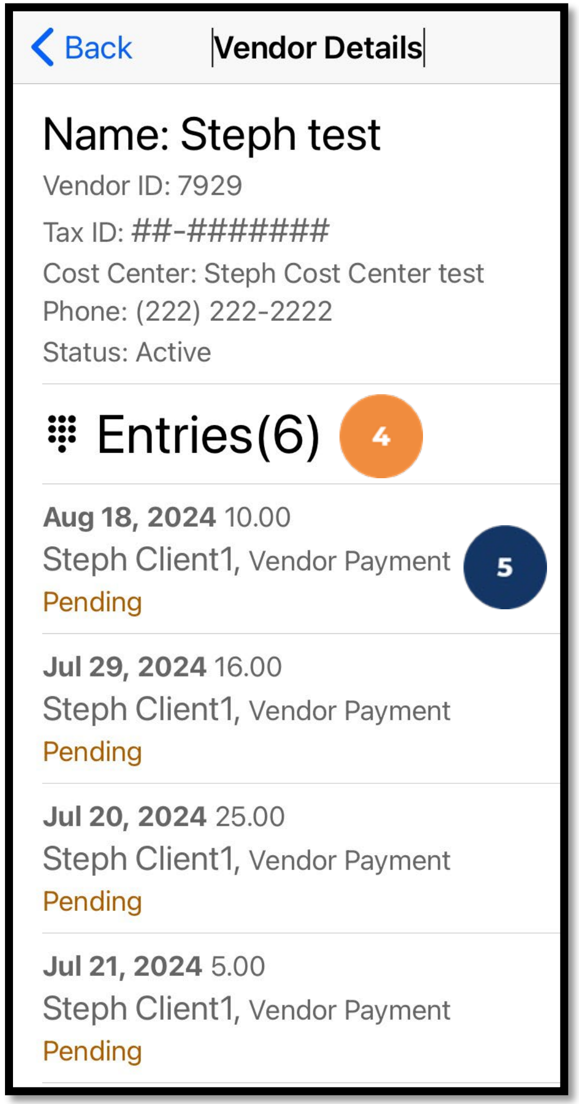
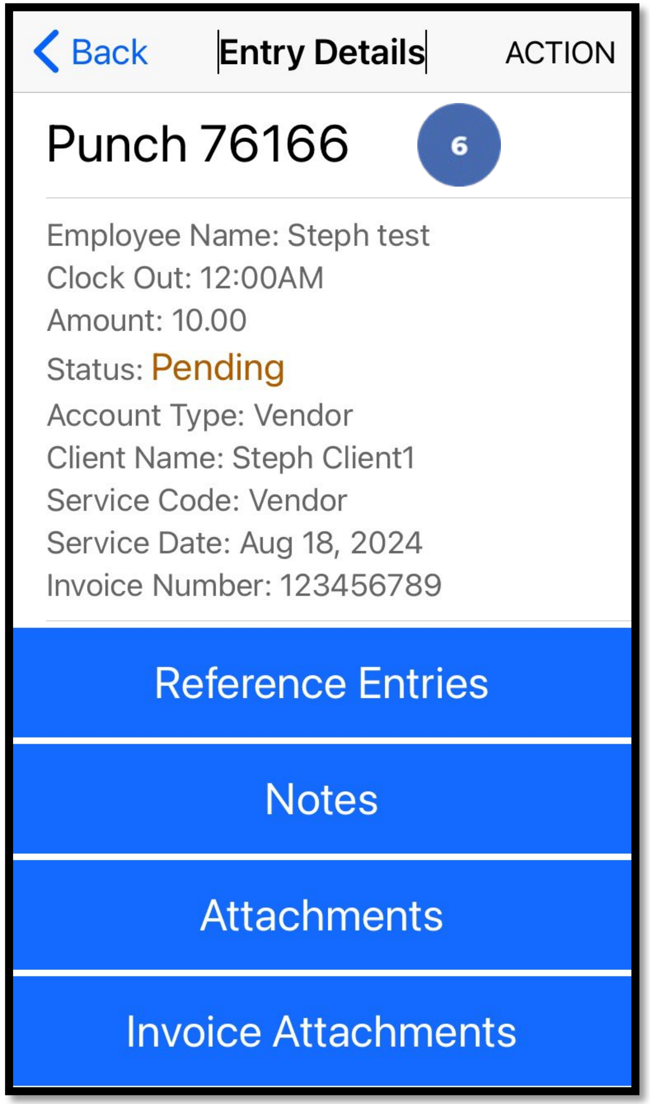
3. Click on the vendor's name (blue hyperlink) to select it
4. View the list of entries for that vendor
5. Click on an entry to select it
6. View the Entry Details page







View By Vendor

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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

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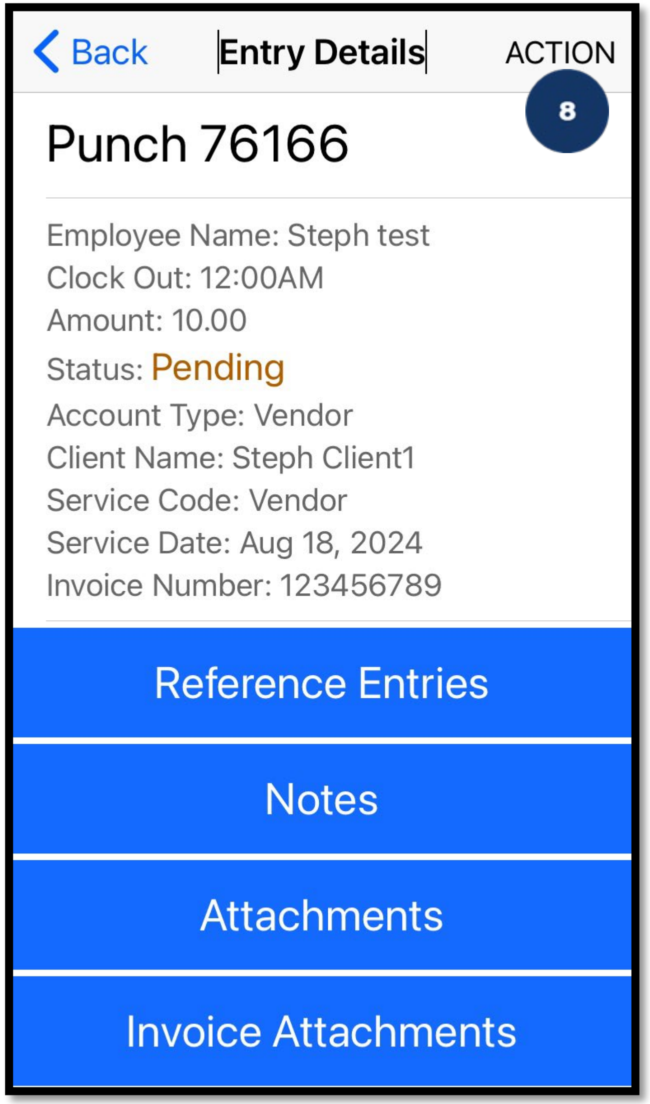
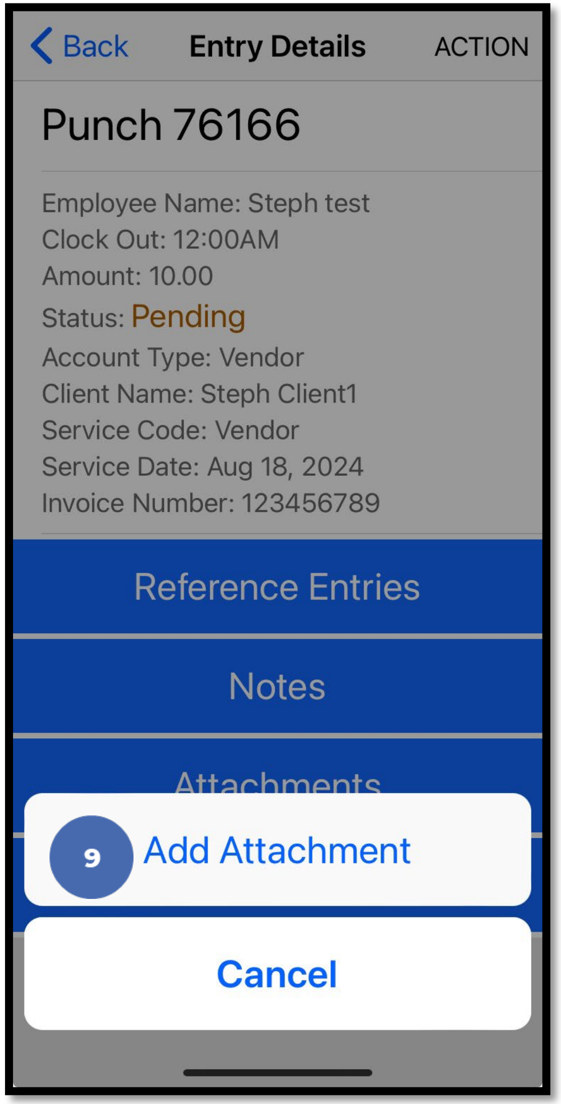


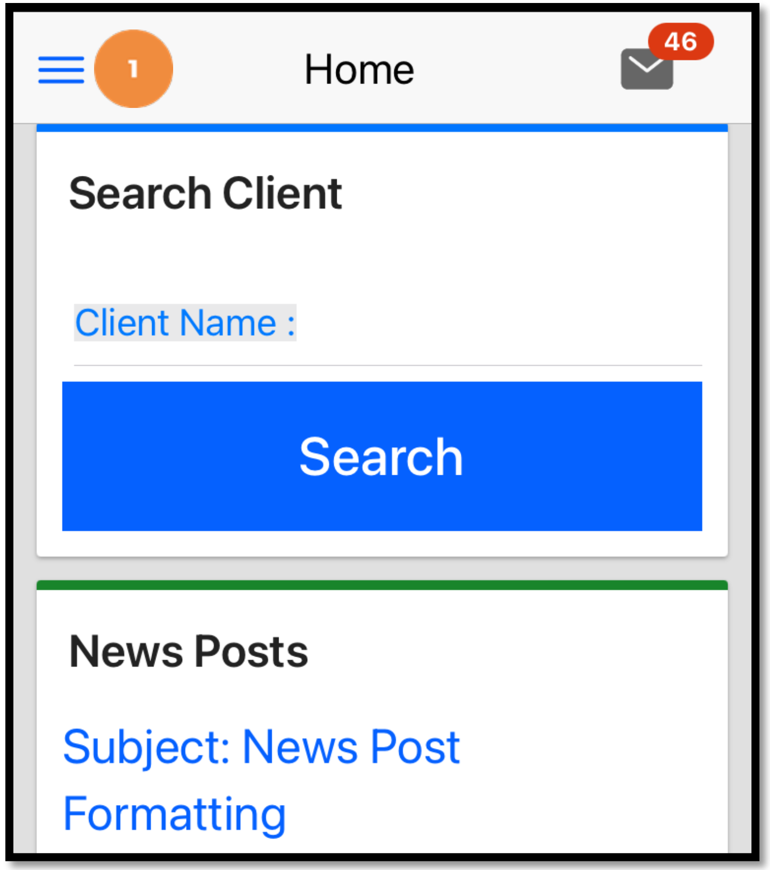


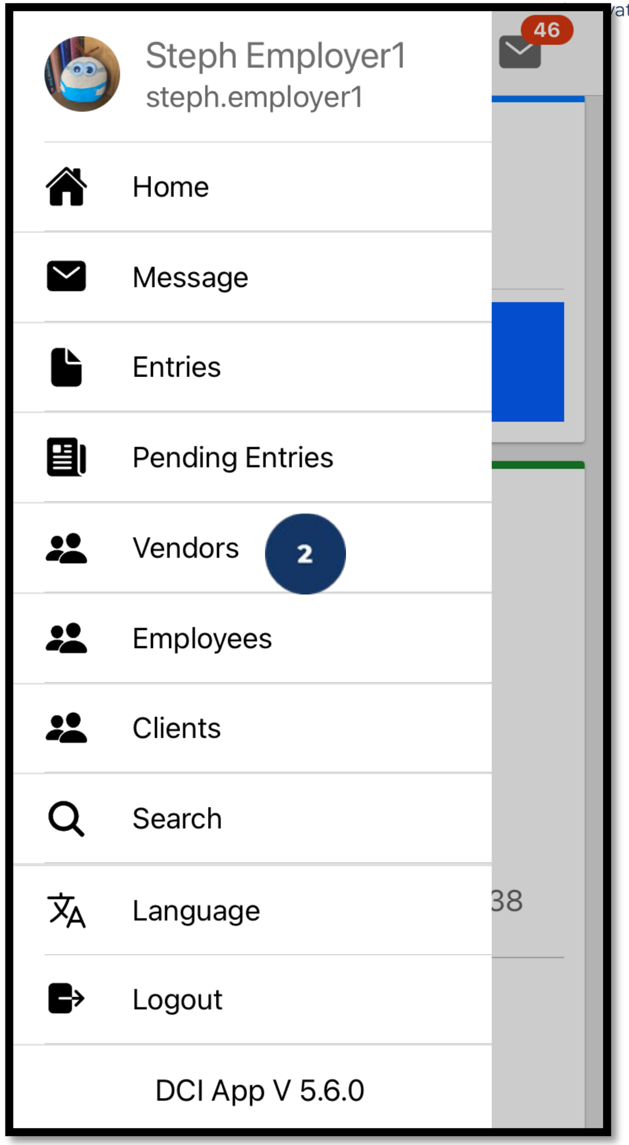
New Vendor Request

- 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 vendor-nv@acumen2.net.
- The online vendor request will only be processed if all required fields are completed and the W9 is attached

New Vendor Request

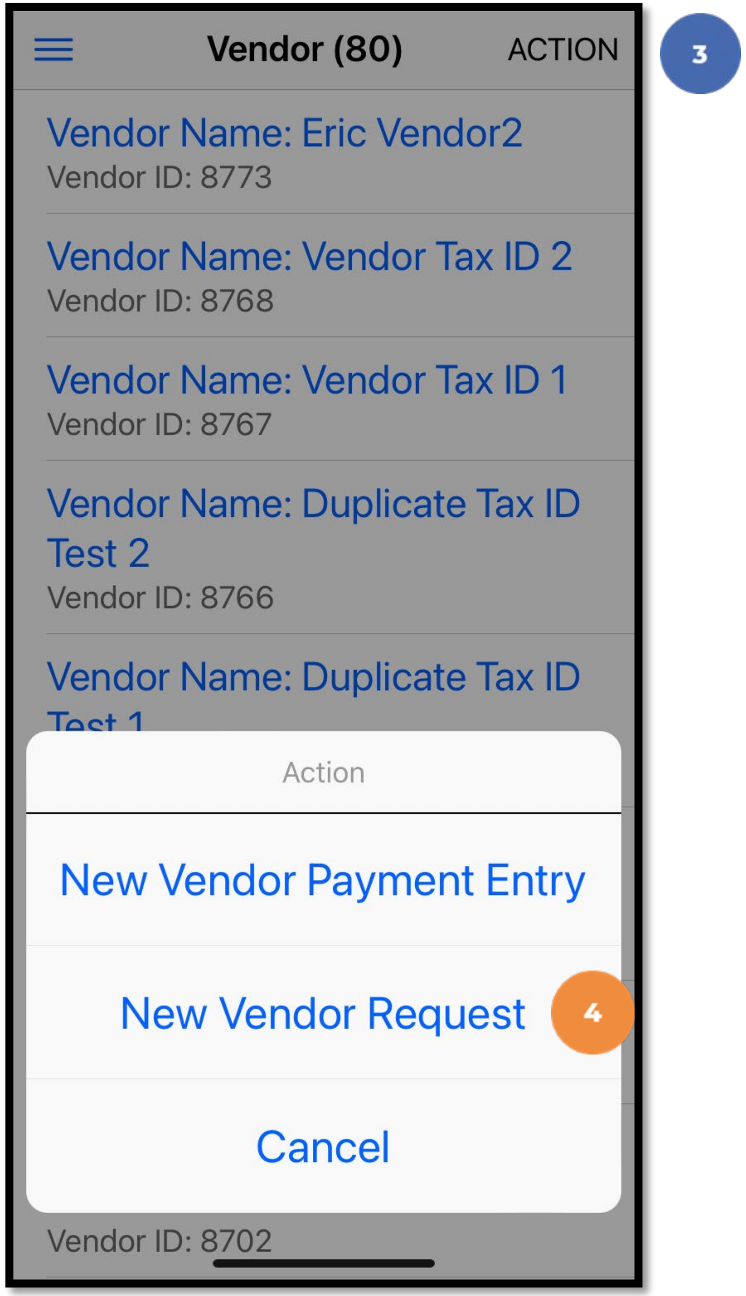
1. Click the **Menu** in the top left corner of the screen
2. Select **Vendors** on the submenu





New Vendor Request

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



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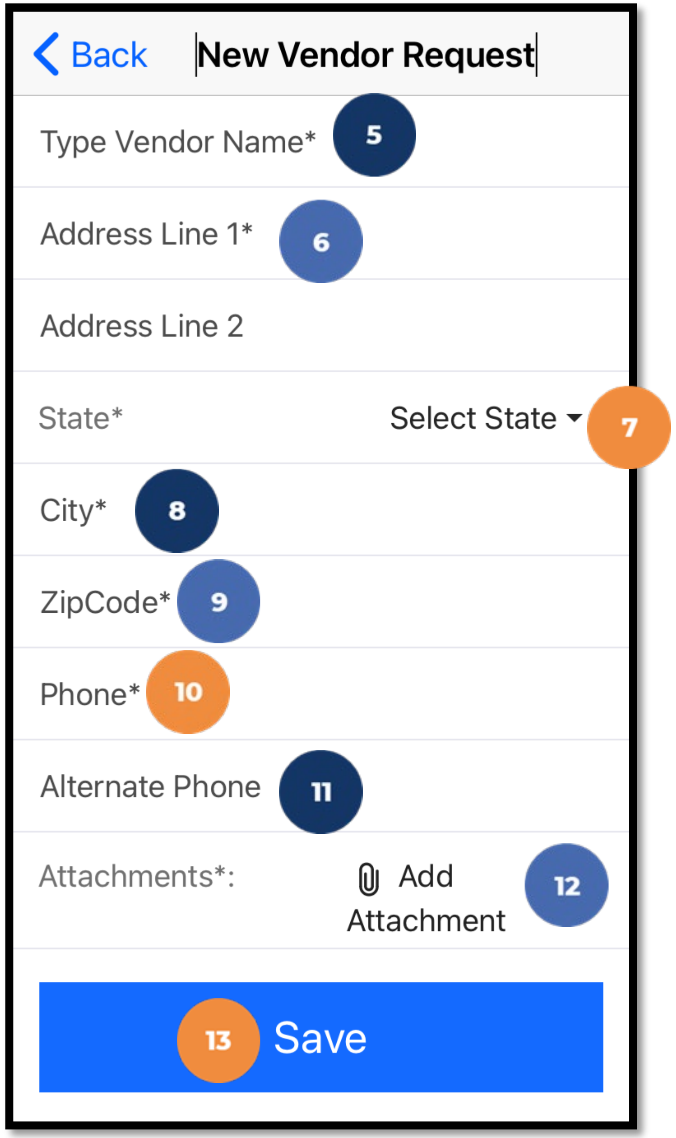
New Vendor Request

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



Request Review

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- 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):
  - ✓ *Coming Soon!* The EFT form will be located on the Nevada state page
  - ✓ Email vendor-nv@acumen2.net to request the form and send completed form back

DCI Web Portal

Navigation

Full Site – Most compatible when accessed via desktop or laptop

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Web Portal Basics

- The employer (ER)/designated representative (DR) enters vendor payments & new vendor requests
- Users may update profile settings

Accessing the DCI Web Portal

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1. Open an internet browser on a computer or mobile device (Google Chrome is preferred) and navigate to the DCI Web Portal
2. Enter **username** and **password**
   - Credentials provided by Acumen
3. Utilize the "**Forgot your password?**" link if needed
4. Click the blue **Sign In** button

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

1 acumen.dcisoftware.com

Profile Settings

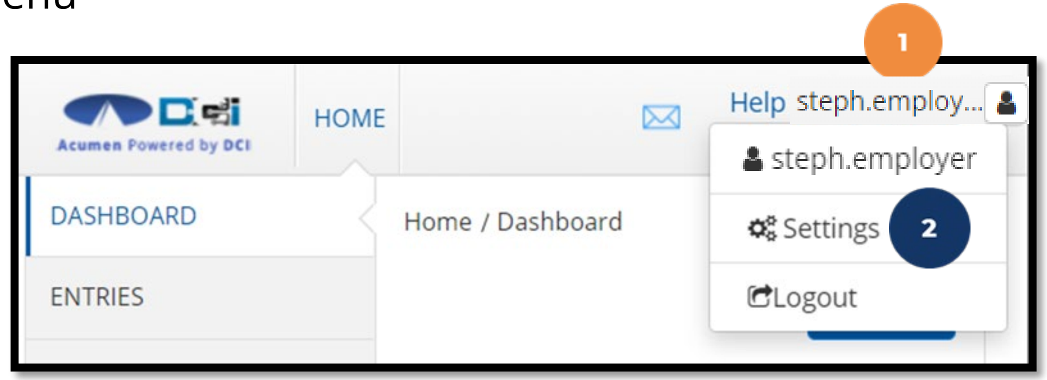
***Please note!** Profile settings are only available on the full site

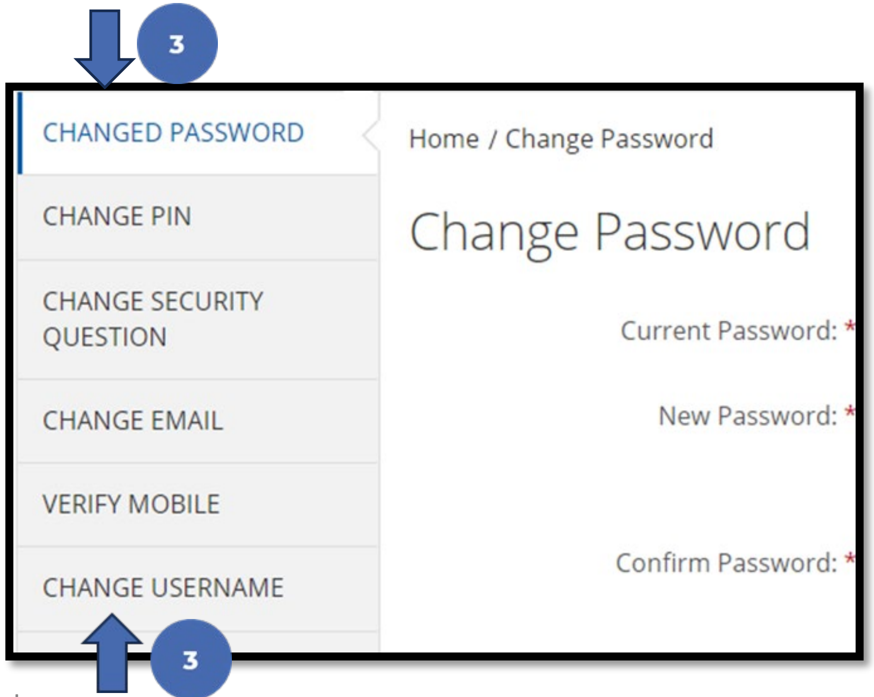
1. Click the **username** in the top right corner of the main menu

2. Click **Settings**

3. Select a submenu tab to update:

   - Change Password – Used for login
   - Change PIN – A number that can be used instead of a password when logging into the mobile app.
   - Change Security Question
   - Change Email – A valid and correct email address is required for password recovery
   - Verify Mobile
   - Change Username – Used for login





Add / Change PIN

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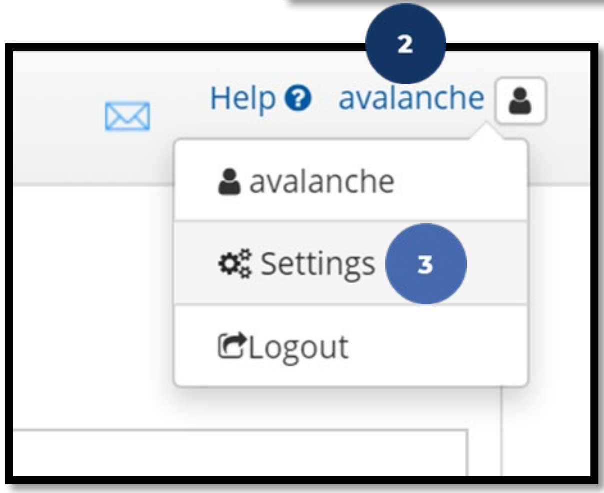
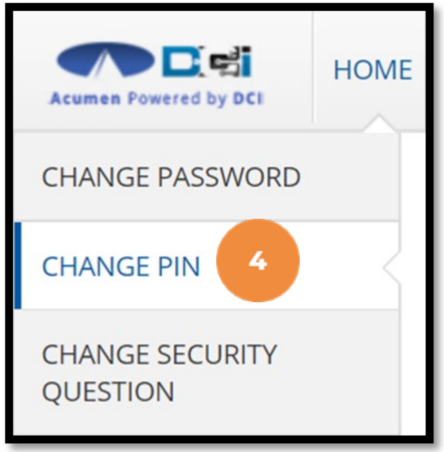
***Please Note! The PIN can only be added or changed in the web portal**

1. Log in to the DCI web portal
2. Click the username in the top right corner of the main menu
3. Click **Settings** from the drop-down menu
4. Select **Change PIN** or **Add New PIN**
   - ✓ Add New PIN after a reset
   - ✓ Change PIN anytime
5. Enter password
6. Click the blue **Verify** button





Add / Change PIN (cont.)

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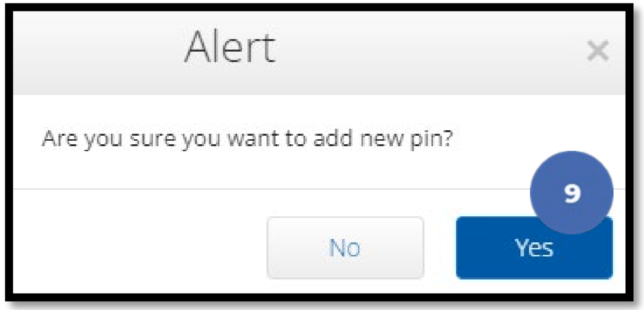
7. Complete the New Pin field and retype the pin in the Confirm Pin field
8. Click the blue **Change Pin** button
9. Select **Yes** to confirm the pin change
10. A green bar stating "Pin Changed Successfully!" appears

***Please Note!** The PIN can only be added or changed in the web portal



Web Portal Messaging Module

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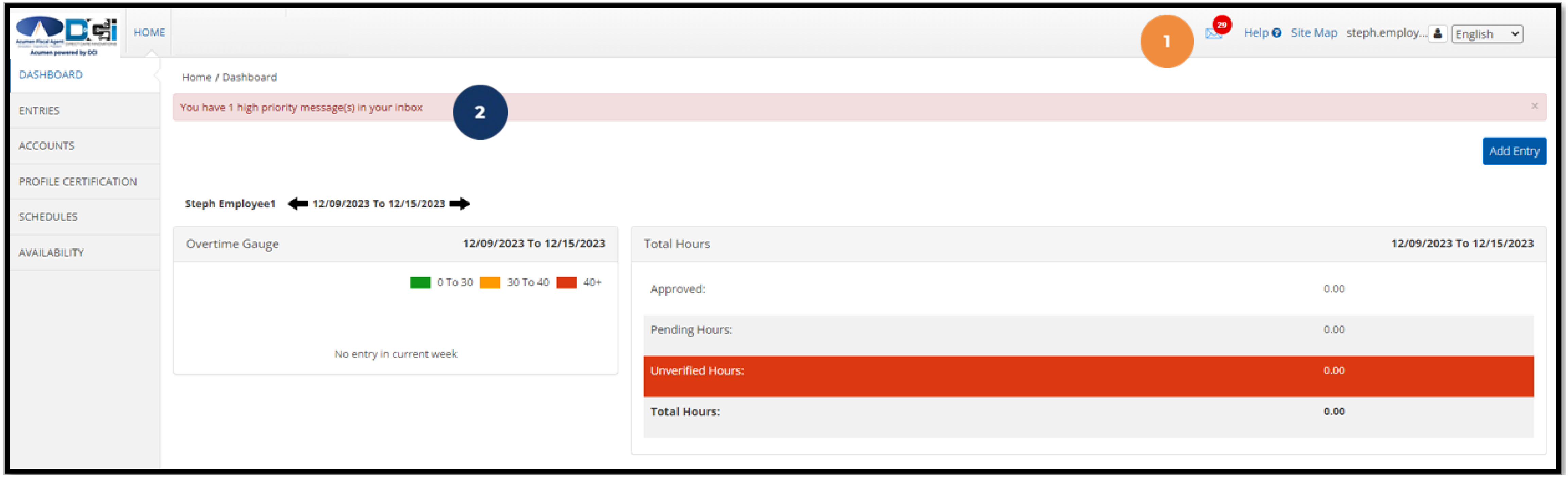
1. Click the **Mail** icon (envelope) in the top right corner of the main menu to access the inbox
2. Alternatively, if the red **high priority message banner** displays, click it to access the inbox.



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Web Portal Messaging Module

Select a message to view by clicking anywhere on the line

- ✓ Bold text indicates the message has not been read
- ✓ Light text indicates the message has been read
- ✓ A yellow star indicates a high priority message
- ✓ A paperclip indicates an attachment

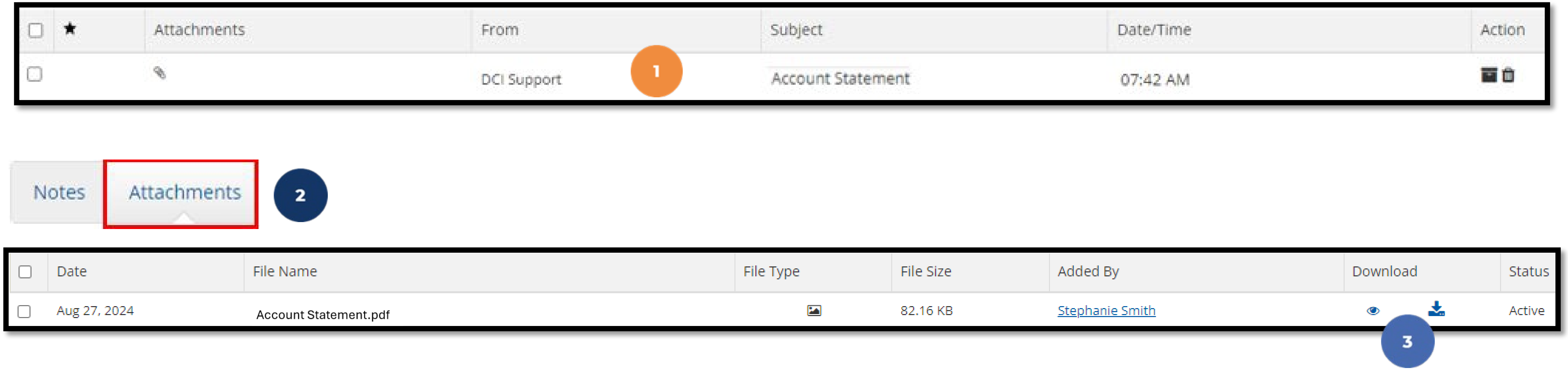
Archive Delete Export

Showing **7** out of **7** records

	★	Attachments	From	Subject	Date/Time	Action
☐		📎	DCI Support	Account Statement	07:42 AM	
☐	★		**DCI Support**	**Pin Added**	**06/04/2024 03:28 PM**	
☐	★		DCI Support	User Profile Unlocked	12/05/2023 02:53 PM	
☐	★		DCI Support	User Locked Out	12/05/2023 02:48 PM	

View Statements via Messaging Module

1. Locate the Statement message in the inbox and click anywhere on the line to view it
2. Click the **Attachments** tab
3. Click the **eye** icon in the download column to view the statement or the **download** icon to download it



Home Tab Details

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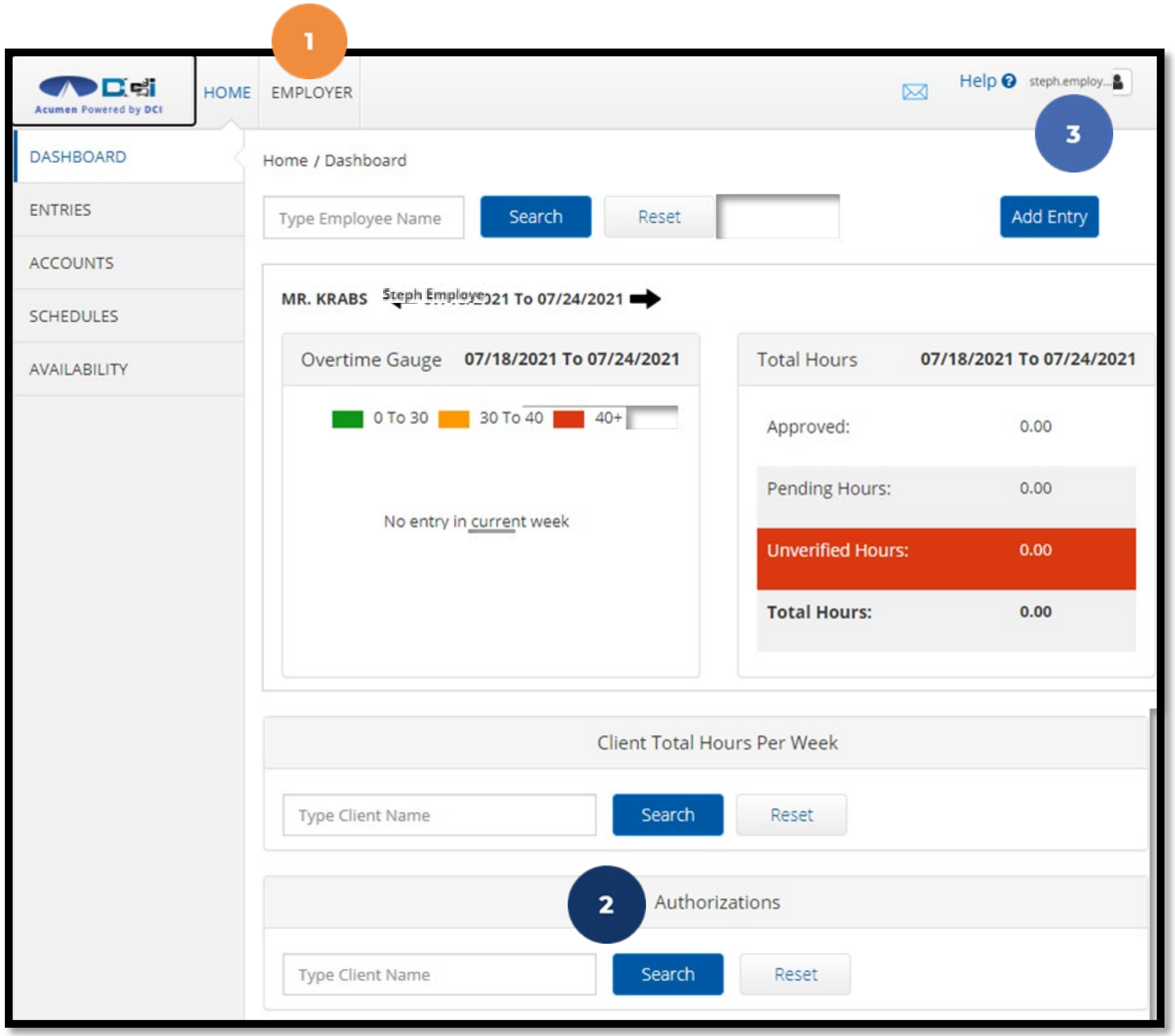
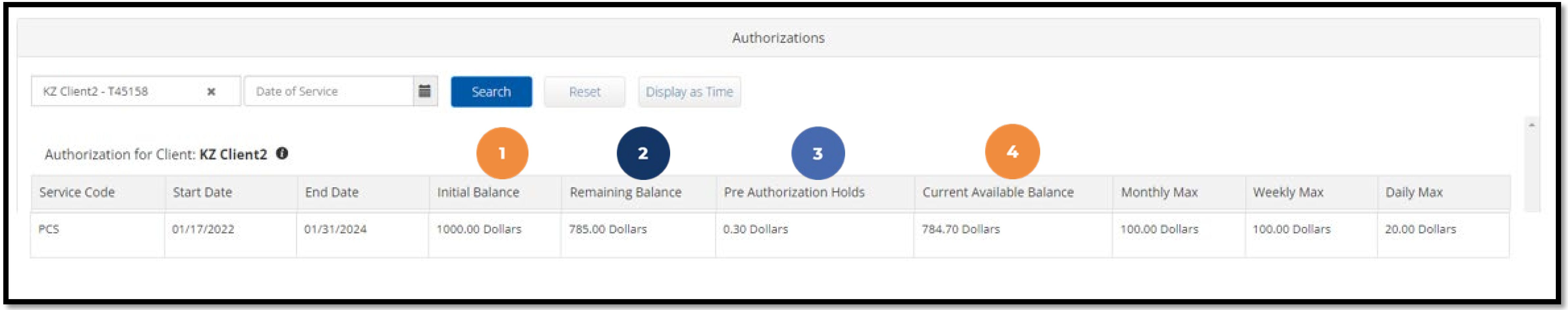
The **Dashboard** is the landing page

1. Select **Home** on the main menu
2. Authorizations (Budget) Widget
   - ✓ Enter the **client name** and click the blue **Search** button to view details of all active authorizations (budgets) detailed on next slide
3. Profile Settings



Authorizations (Budget) Widget

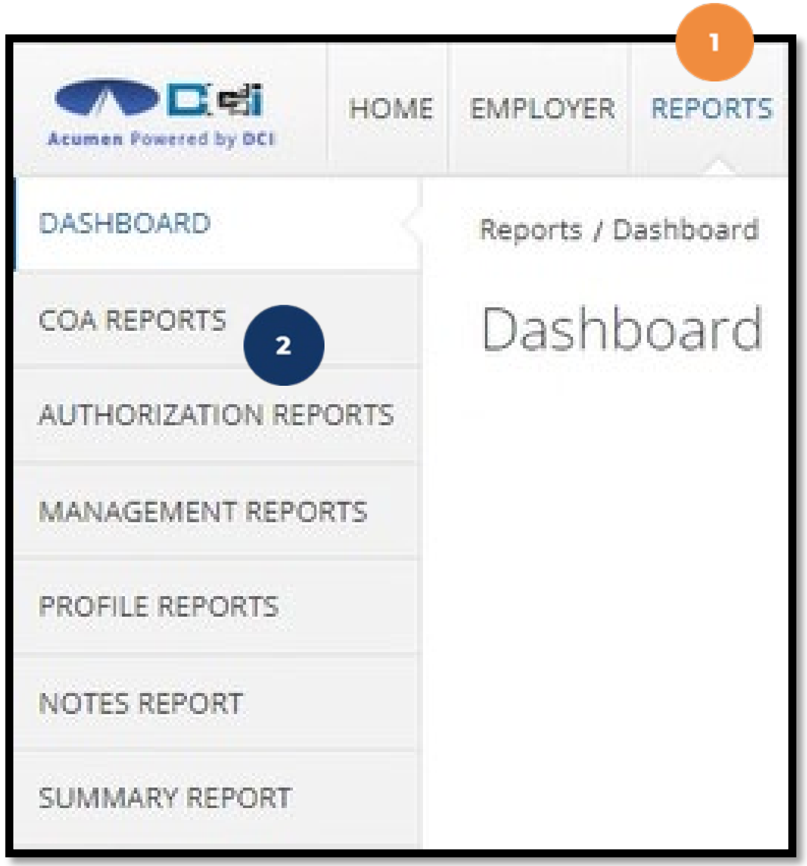
- The authorizations (budget) widget allows the user to search by client (required) or optionally use the date filter to view approved authorizations (budgets) in the past, present, or future.
- As vendor payments are submitted, they will be deducted from the authorization and placed into a pre-authorization hold.
- Dollars in a pre-authorization hold remain in that status until billing and payroll have been processed. After payroll and billing completion, the dollars that were previously in a pre-authorization hold status will be deducted from the remaining balance and an updated remaining balance will be displayed.



1. Initial Balance - Total amount of authorization
2. Remaining Balance - Amount remaining after pre-authorization holds have been processed for billing and payment
3. Pre-Authorization Holds - Amount deducted from the authorization that has not yet been processed for billing and payment
4. Current Available Balance - The total of the remaining balance minus any pre-authorization holds

Using Reports

1. Select **Reports** on the main menu
2. Select a report category from the submenu
   - ✓ **Authorization (Budget) Reports**
     - ➢ Authorization Run Rate Report – View the budget usage breakdown by client, account type, or service code.
   - ✓ **Profile Reports**
     - ➢ Vendors Report – View approved vendors
   - ✓ **Summary Report** - Breakdown of punches and percentages of budget remaining

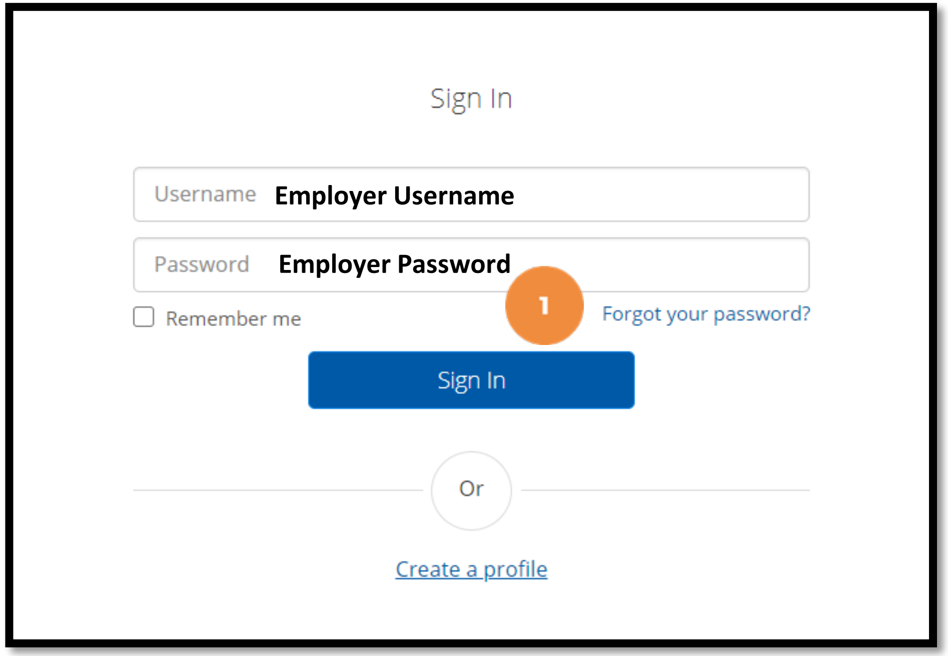


Vendor Payment Entry

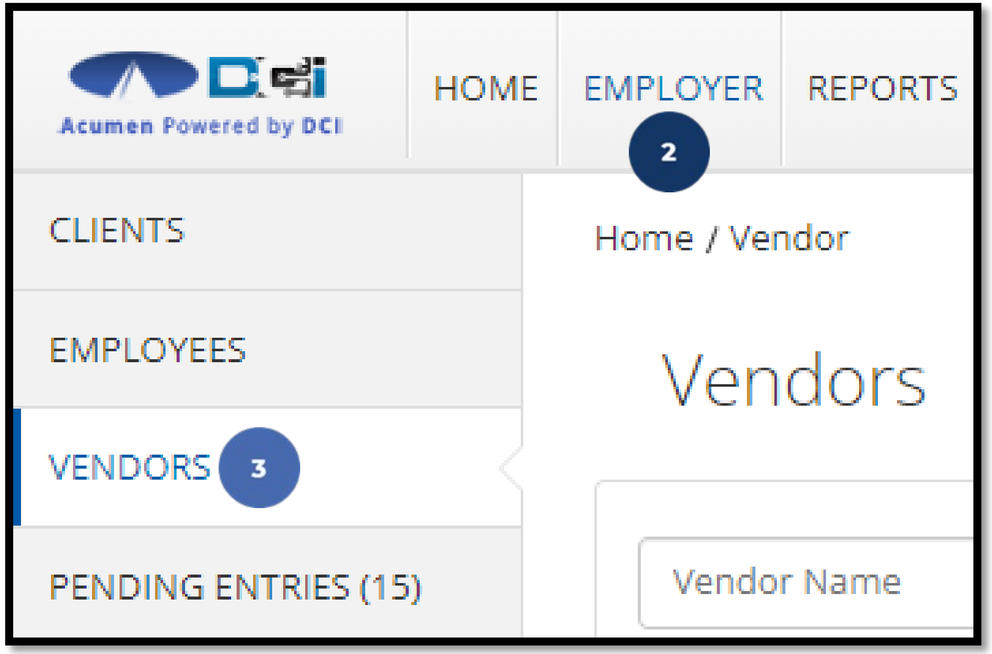
Vendor Payment

*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**

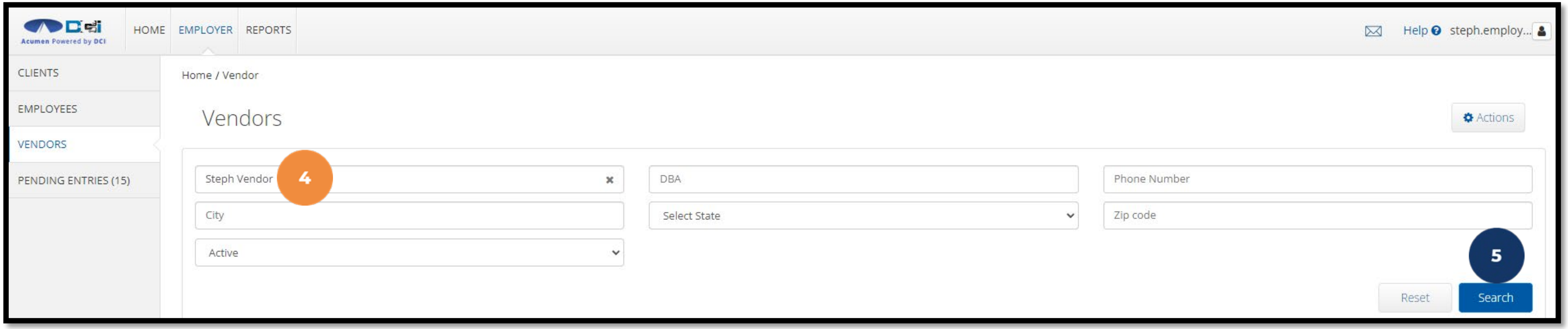


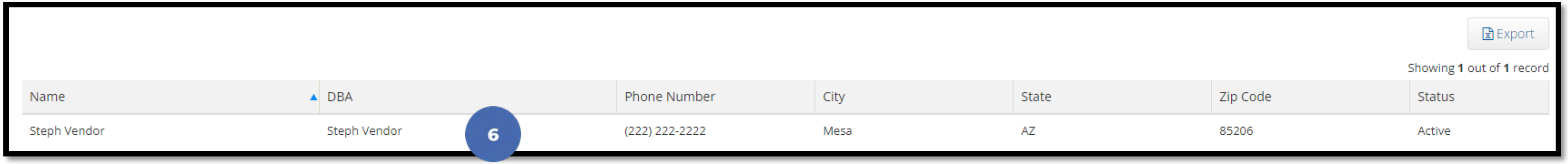
2. Click **Employer** on the main menu
3. Click **Vendors** on the submenu



Vendor Payment

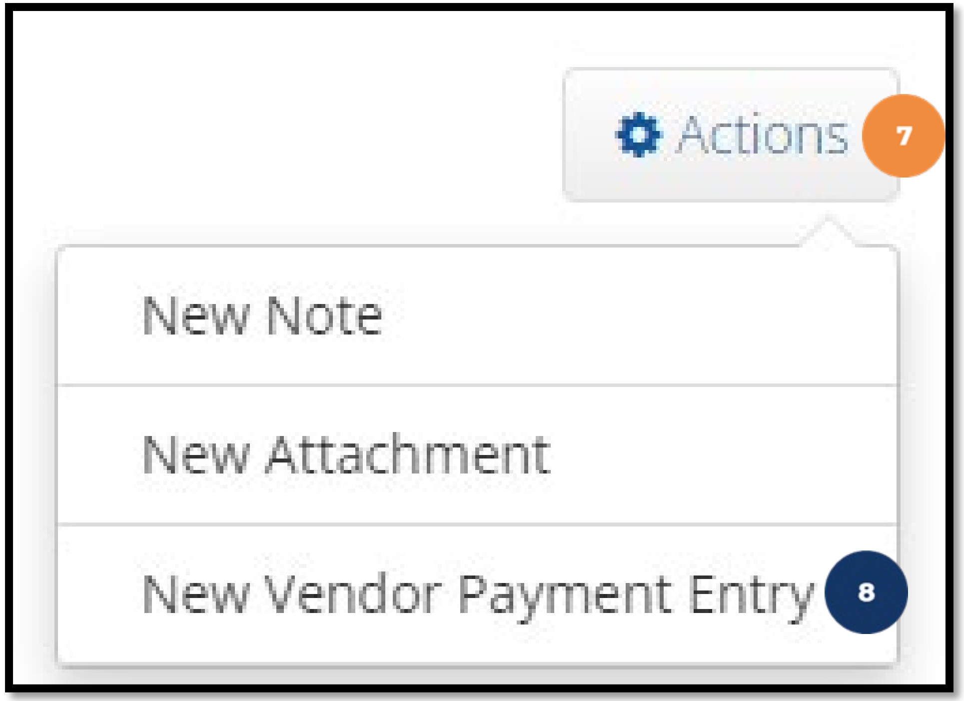
4. Type and select the Vendor Name in the filter
5. Click the blue **Search** button
6. **Click anywhere in the vendor row** to open the details page





Vendor Payment

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



Vendor Payment

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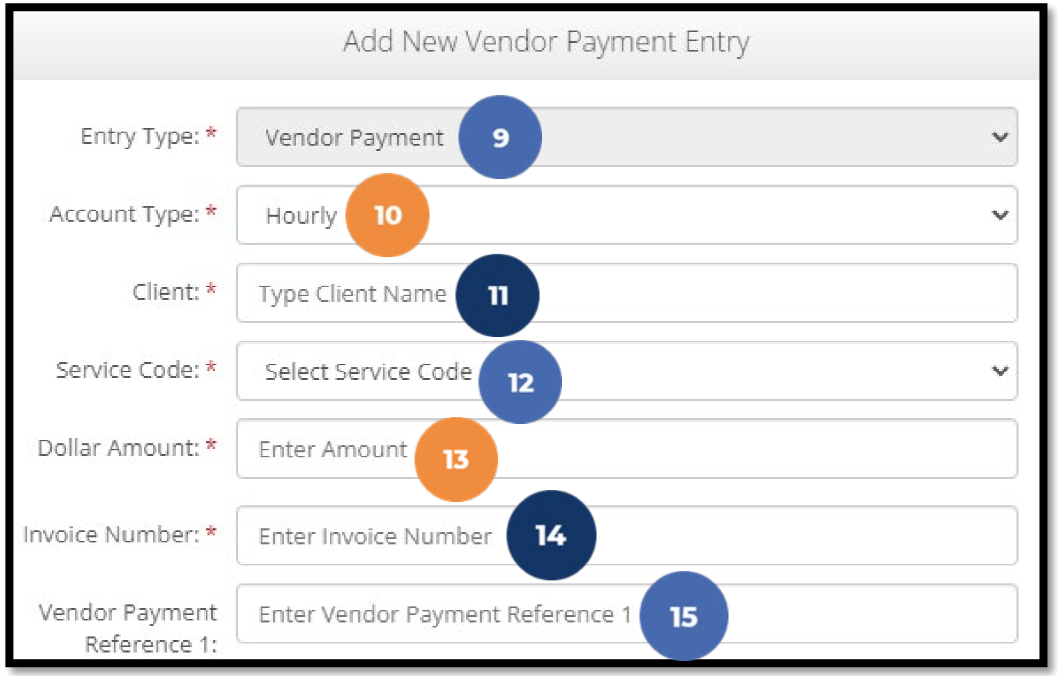
Complete the **Add New Vendor Payment Entry** form wizard:



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

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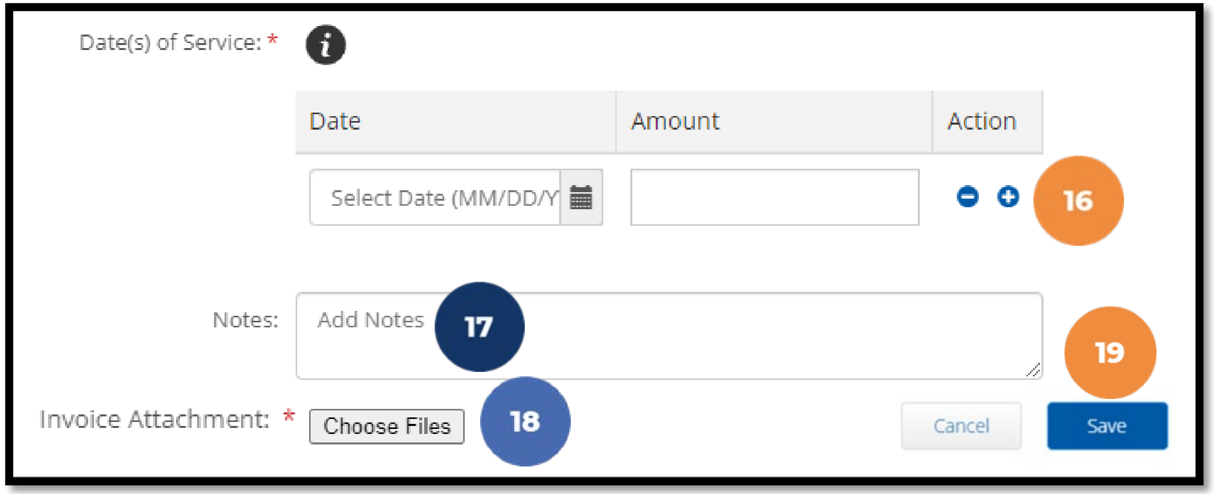
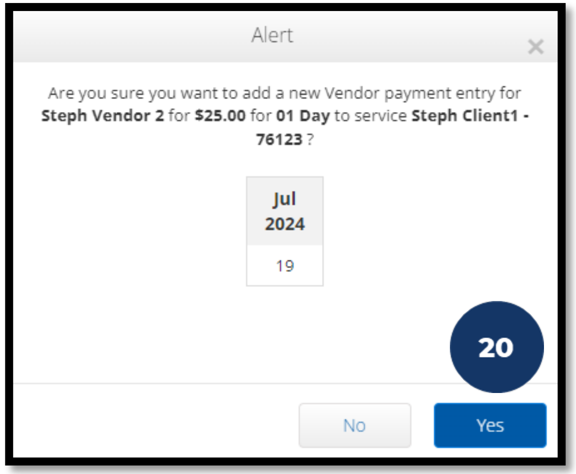
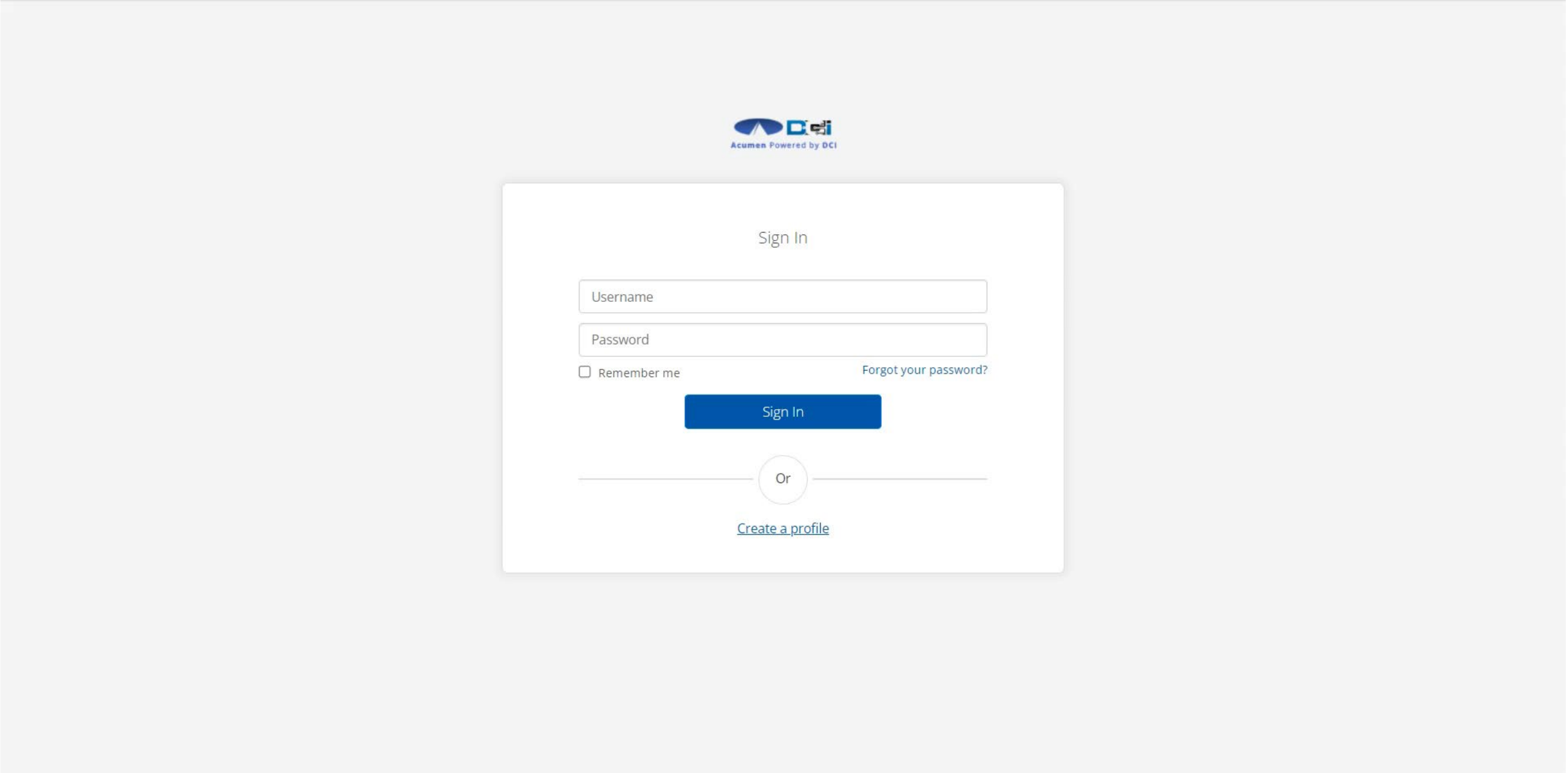
Add New Vendor Payment Entry form wizard continued:





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

Employer Web Portal Video
Create a Vendor Payment Entry



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View Clients & Submitted Entries

View Clients

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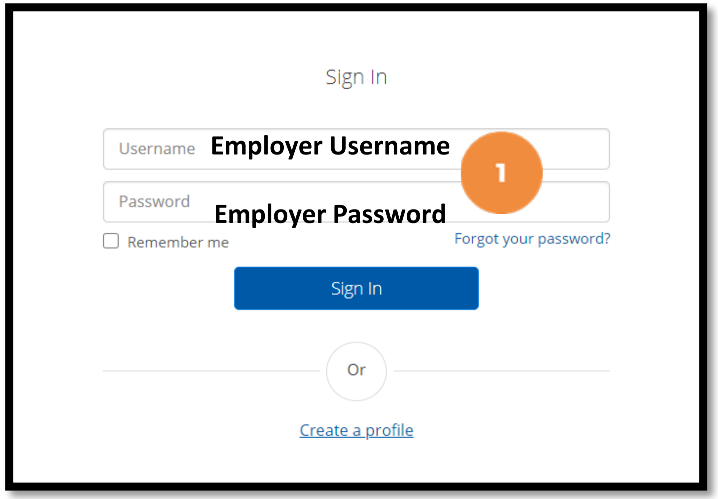
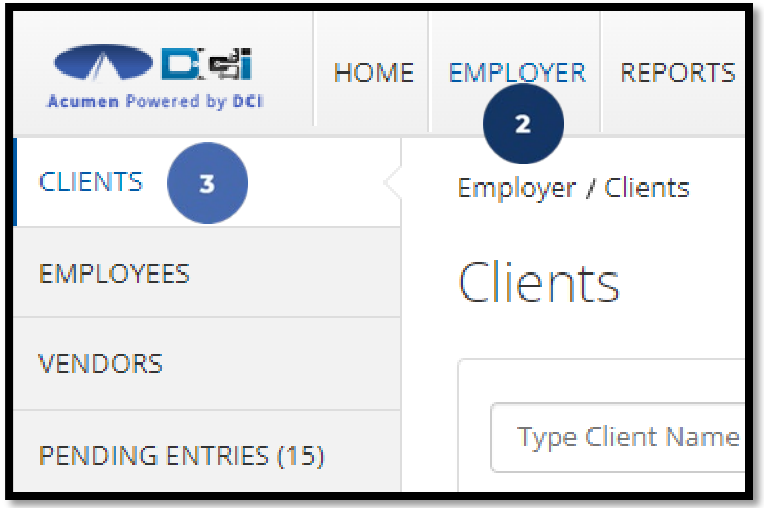
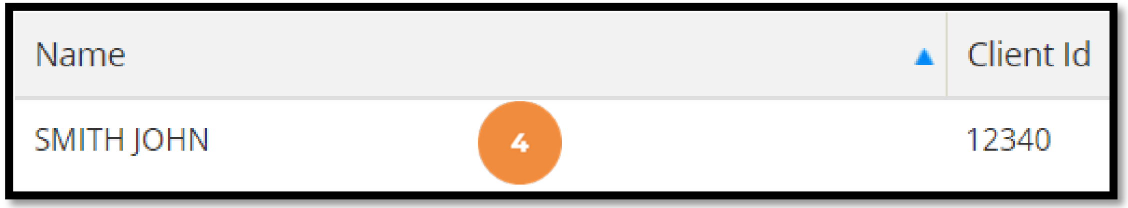
1. Navigate to acumen.dcisoftware.com and log into the **Employer Profile**



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



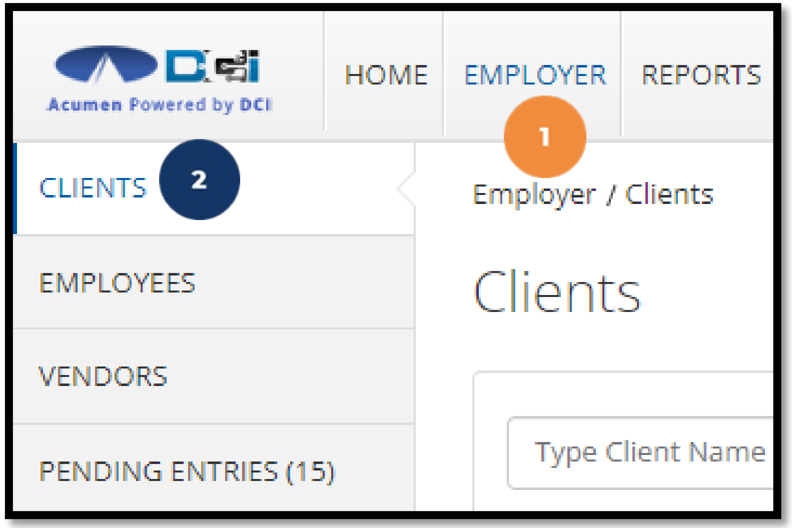
4. **Click anywhere in the client row** to open the details page

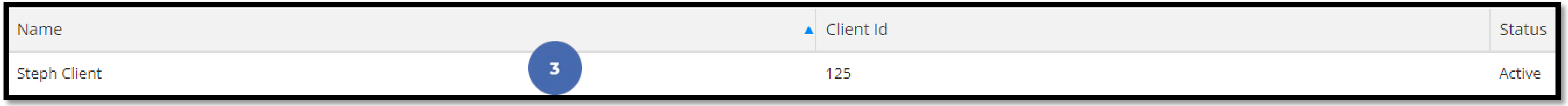


View Submitted Entry

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**





View Submitted Entry

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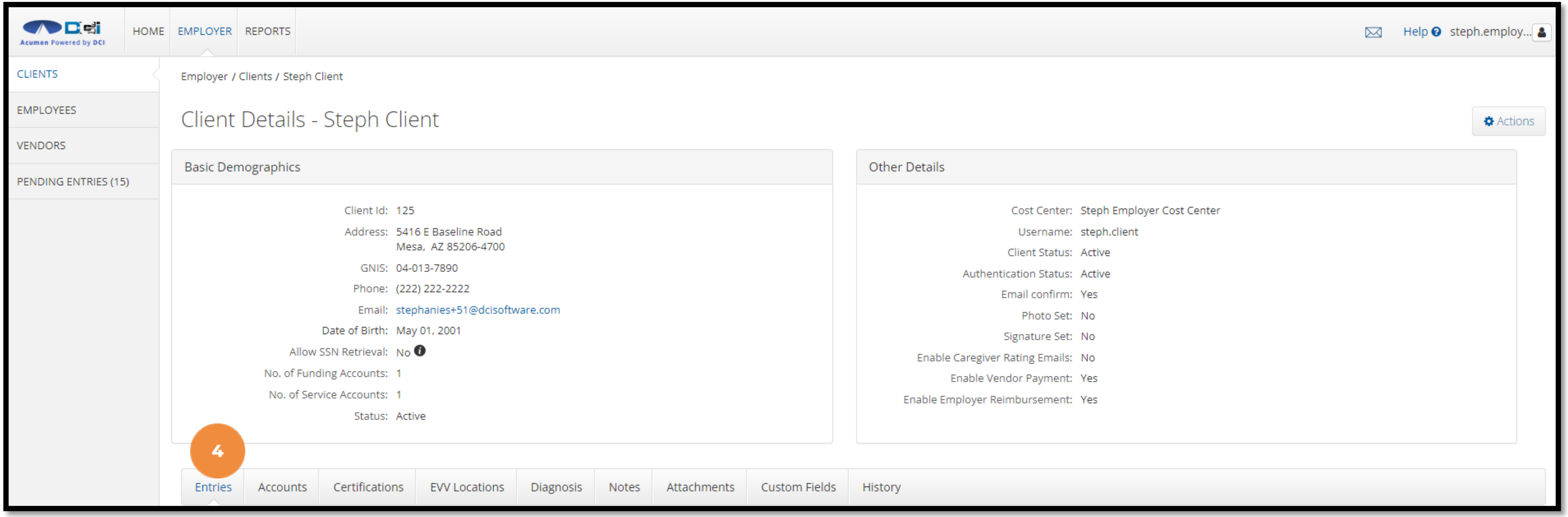
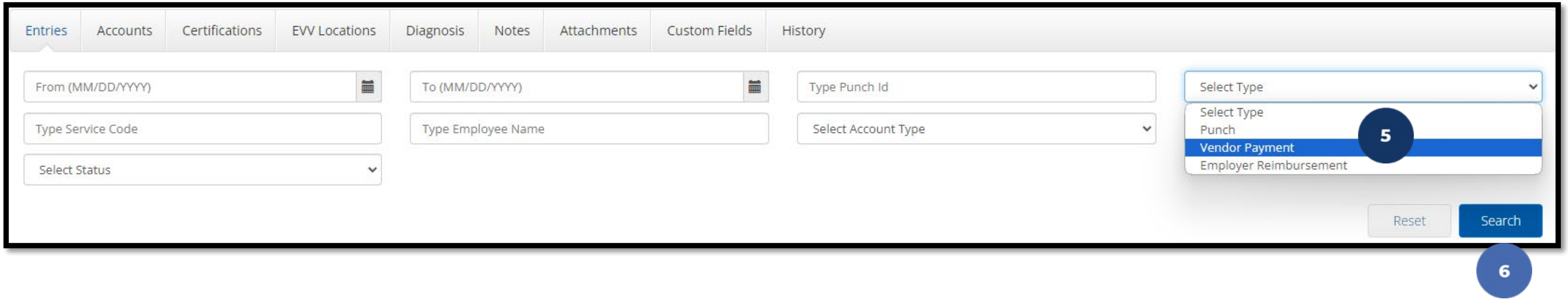
4. From the Client Details page, scroll down to select the **Entries** tab.



View Submitted Entry

5. Select **Vendor Payment** from the Select Type filter

6. Click the blue **Search** button to return results



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	7	Vendor	Steph Cost Center test - Steph Cost Center test	Steph Client1	Steph Vendor 2	16.00	Pending

7. Click anywhere on the entry row to view the details

View the entry status

Entry Review

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- 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

Paper Vendor Payment Request

If you choose to submit the vendor payment on paper (non-electronically), follow these steps:

1. Complete the NV SDFSS – Vendor Payment Request Form located at acumenfiscalagent.com/state/nevada/
2. Email the completed form AND invoice to vendor-nv@acumen2.net
   - Alternatively, fax without coversheet to (866) 496-4551.

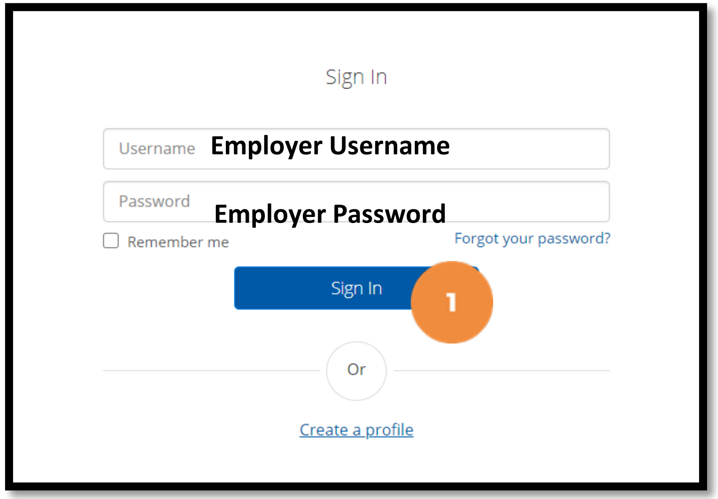
New Vendor Request

- 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 vendor-nv@acumen2.net.
- The online vendor request will only be processed if all required fields are completed and the W9 is attached

New Vendor Request

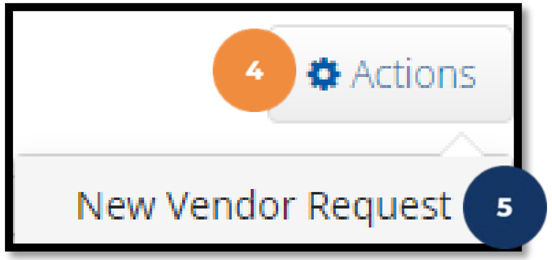
***Please note!** The Employer is responsible for requesting the new vendor

1. Navigate to [acumen.dcisoftware.com]() and log into the **Employer Profile**



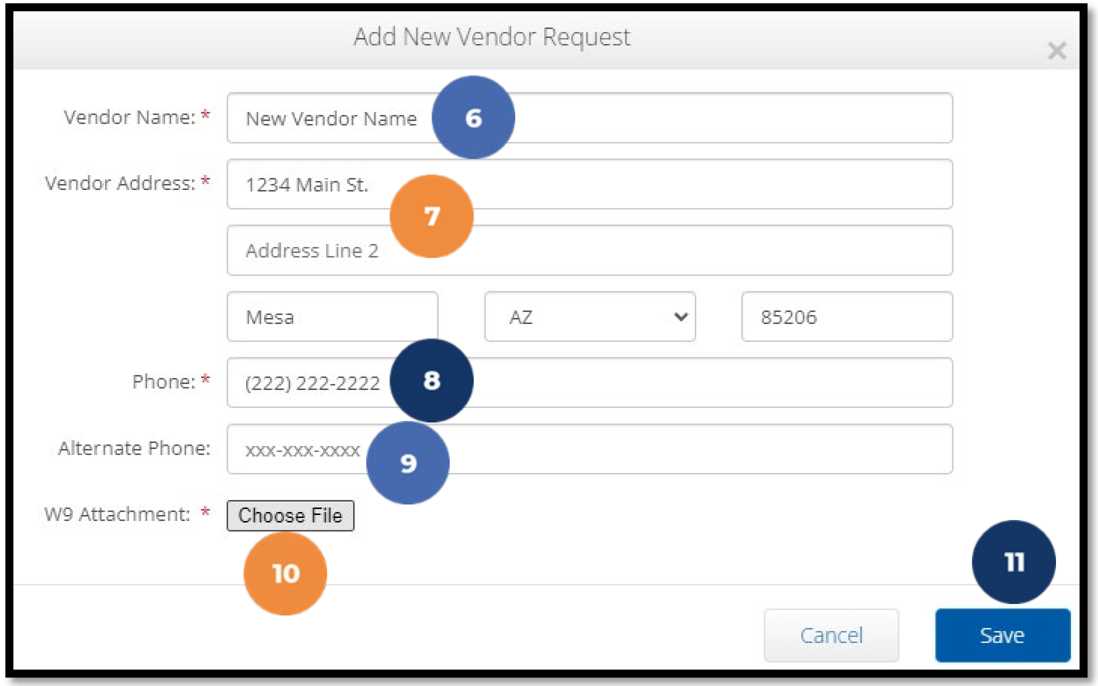
2. Click **Employer** on the main menu
3. Click **Vendors** on the submenu

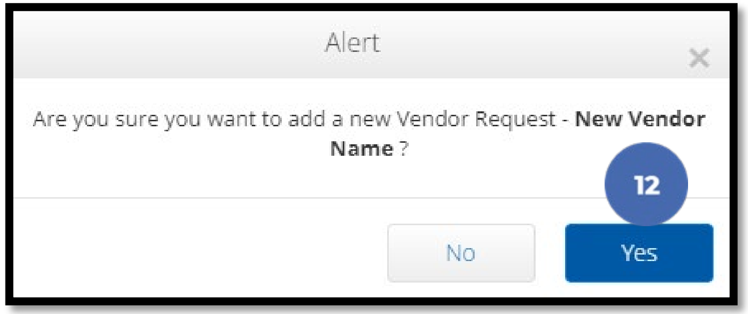
4. Click **Actions**
5. Select **New Vendor Request** from the drop-down menu



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):
  - ✓ *Coming Soon!* The EFT form will be located on the Nevada state page
  - ✓ Email vendor-nv@acumen2.net to request the form and send completed form back

Troubleshooting

- Not seeing your vendor?
  - ➢ Submit a New Vendor Request
- Not seeing your client?
  - ➢ Please contact Acumen customer service at (866) 644-4188
- Need to verify, add, or update your email address?
  - ➢ Log into the web portal, click on your username, select Settings, then select Change Email.

Payroll Schedule & Deadlines

SDFSS Payment Schedule

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- Vendor payments must be entered and approved by 11:59 PM PST on the Due NO Later Than date, even if it falls on a weekend or holiday.
- Vendor payments received after the due date will be processed in the following pay period
- Pay dates are the 15th and the last day of the month unless it falls on the weekend or a holiday
- If using paper, submit the NV SDFSS – Vendor Payment Request Form (located at acumenfiscalagent.com/state/nevada/) AND the invoice:
  - ✓ Email to vendor-nv@acumen2.net OR
  - ✓ Fax without coversheet to (866) 496-4551 (keep a copy of the fax confirmation)

"Payment Period Start/End Date" is the first/last day of service pay period (days worked).

Payment Period Start Date	*Payment Period End Date*	*Worker Hours & Vendor Request Due NO Later Than*	*Direct Deposit & Check Issue Date*
9/16/2024	9/30/2024	Fri, 10/04/24	Tue, 10/15/24
10/1/2024	10/15/2024	Sat, 10/19/24	Wed, 10/30/24
10/16/2024	10/31/2024	Mon, 11/04/24	Fri, 11/15/24
11/1/2024	11/15/2024	Tue, 11/19/24	Fri, 11/29/24
11/16/2024	11/30/2024	Wed, 12/04/24	Fri, 12/13/24
12/1/2024	12/15/2024	Thu, 12/19/24	Mon, 12/30/24
12/16/2024	12/31/2024	Sat, 01/04/25	Wed, 01/15/25
1/1/2025	1/15/2025	Sun, 01/19/25	Thu, 01/30/25
1/16/2025	1/31/2025	Tue, 02/04/25	Fri, 02/14/25
2/1/2025	2/15/2025	Wed, 02/19/25	Fri, 02/28/25
2/16/2025	2/28/2025	Tue, 03/04/25	Fri, 03/14/25
3/1/2025	3/15/2025	Wed, 03/19/25	Fri, 03/28/25
3/16/2025	3/31/2025	Fri, 04/04/25	Tue, 04/15/25
4/1/2025	4/15/2025	Sat, 04/19/25	Wed, 04/30/25
4/16/2025	4/30/2025	Sun, 05/04/25	Thu, 05/15/25
5/1/2025	5/15/2025	Mon, 05/19/25	Fri, 05/30/25
5/16/2025	5/31/2025	Wed, 06/04/25	Fri, 06/13/25
6/1/2025	6/15/2025	Thu, 06/19/25	Mon, 06/30/25
6/16/2025	6/30/2025	Fri, 07/04/25	Tue, 07/15/25

"Direct Deposit & Check Issue Date" shows the date that payment will be issued. For payees that have selected direct deposit this is also the date that funds will be available in their accounts.

"Worker Hours & Vendor Request Due NO Later Than" is the last date that your time sheets or payment requests can be received, or that your DCI approvals can be entered, for the pay period.

❖ Vendor payments must be **entered and approved** within **60 days of the date of service**

Where to go for help?

- **Utilize the website acumenfiscalagent.zendesk.com for more help**
  - This will give you a full list of Training Materials for DCI

Acumen phone: (866) 644-4188

Acumen fax: (866) 496-4551

https://acumenfiscalagent.com/state/nevada/

acumenfiscalagent.zendesk.com

For payment or other questions please complete the [Contact Us](www.acumenfiscalagent.com/contact) form at www.acumenfiscalagent.com/contact

Acumen powered by DCI

Questions?

Thank you!

Visit the Acumen Help Center to learn more at:

acumenfiscalagent.zendesk.com