

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



Critical Dates



IMPORTANT



- **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 entered online by the due date, *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 entered within 60 days of the date of service
 - ❖ After 60 days the entry will be prohibited as it will violate the timely filing business rule

Ways to Enter Vendor Payments

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

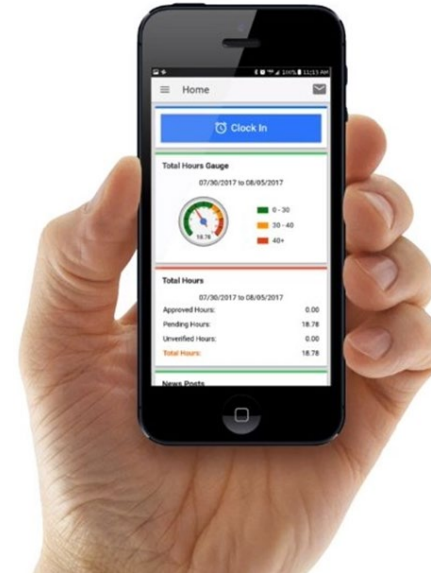
Devices & Operating Systems (OS)

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

Proprietary: For Acumen and Customer Use Only

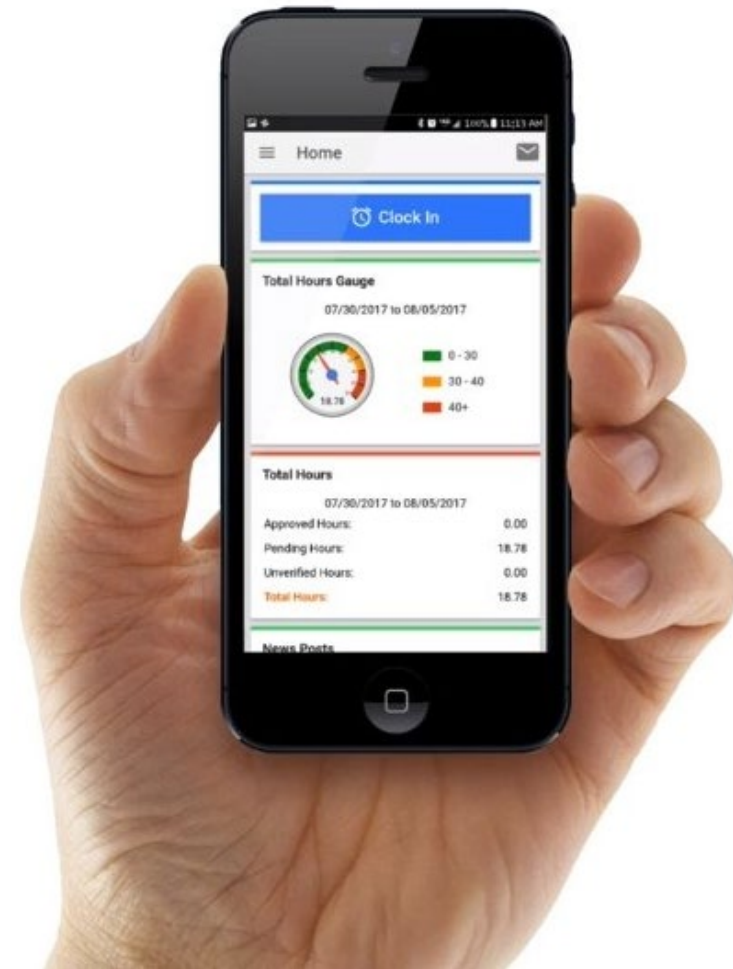




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Mobile App Basics

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



Download DCI Mobile EVV

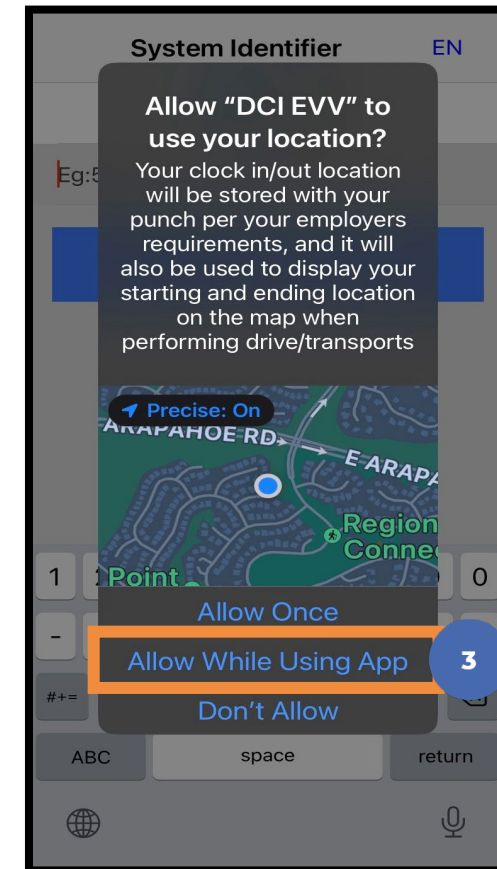
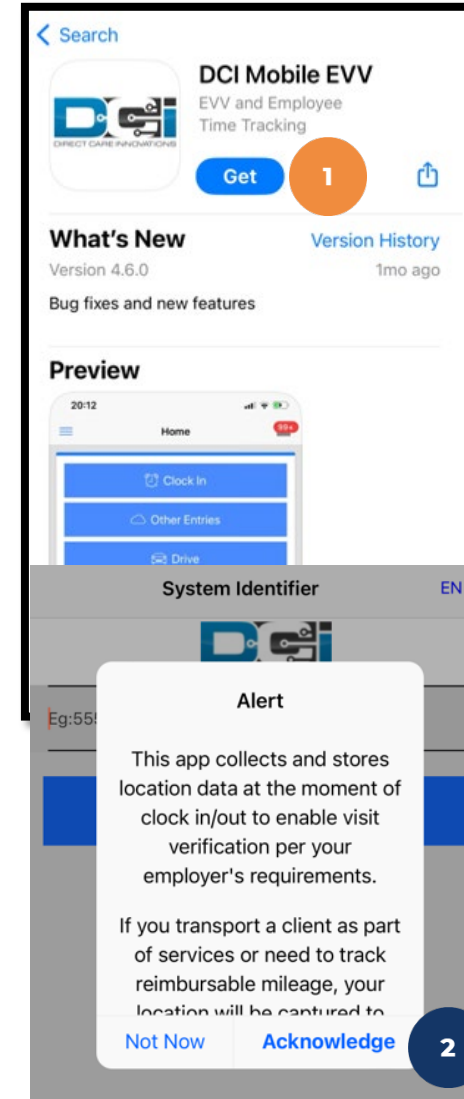
1. [Download](#) the **DCI Mobile EVV** App



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

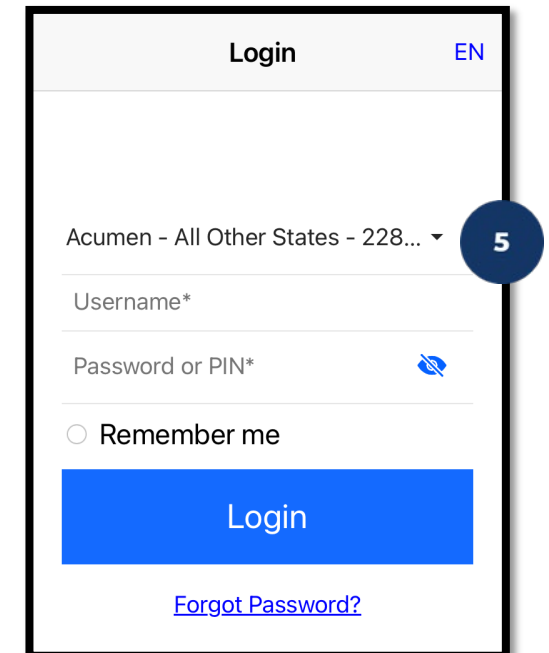
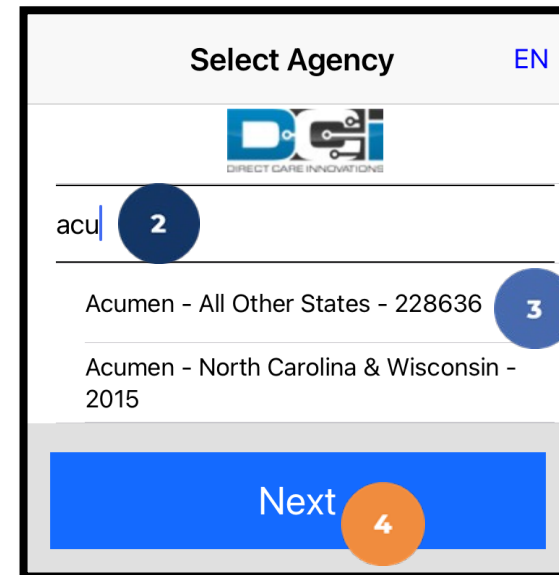
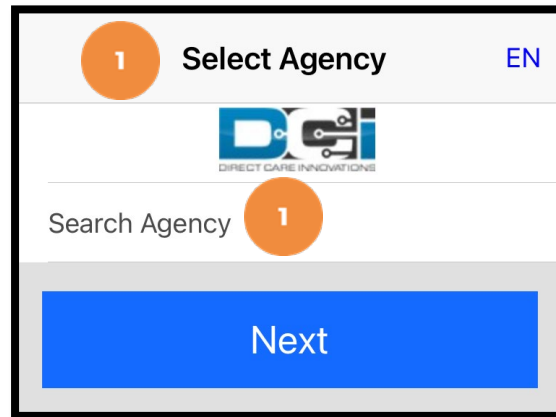
1. After downloading the app, the Select Agency screen appears with a Search Agency field.
2. Type at least three consecutive characters of the agency name OR the system identifier in the Search Agency field.
 - ❖ The Acumen system identifier for North Carolina (NC) & Wisconsin (WI) ONLY is 2015
 - ❖ 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

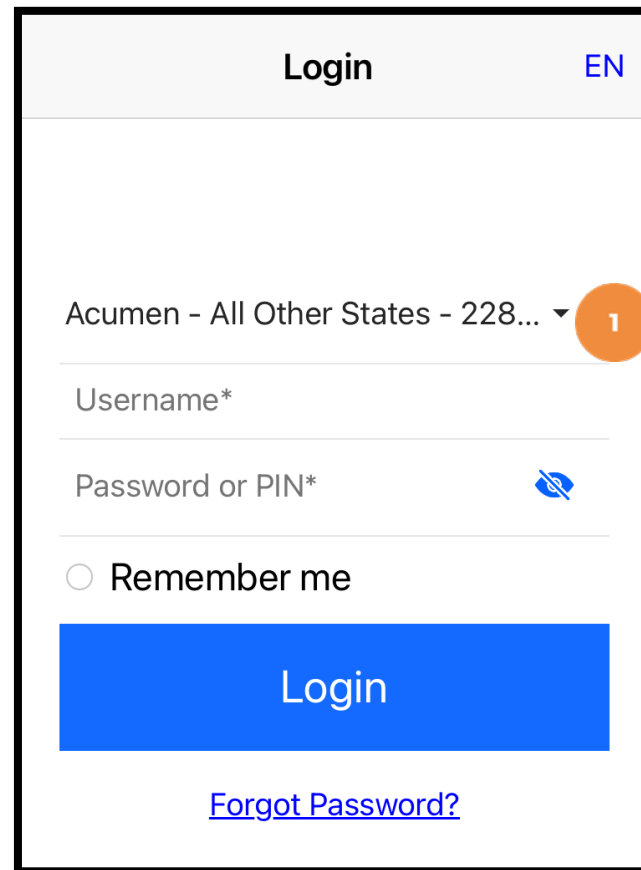
4. Click the blue **Next** button

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.



Login EN

Acumen - All Other States - 228... ▾ 1

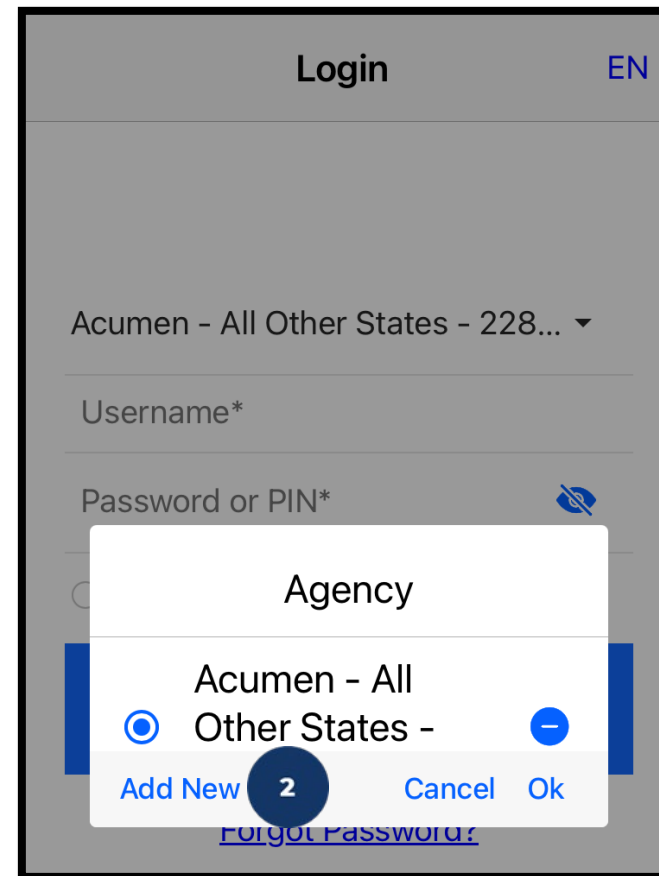
Username*

Password or PIN* 


Remember me

Login

[Forgot Password?](#)



Agency

Acumen - All Other States - 

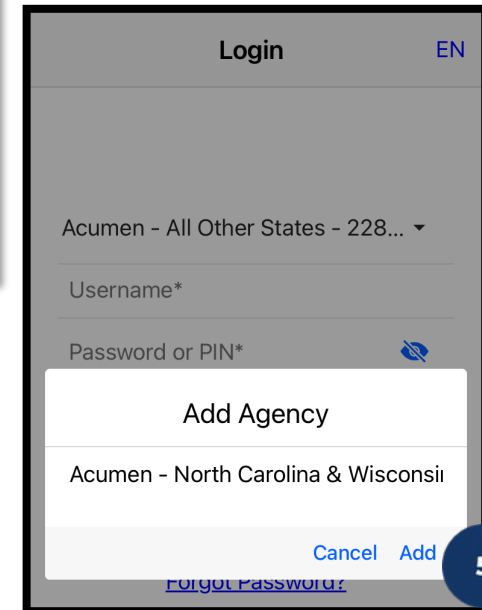
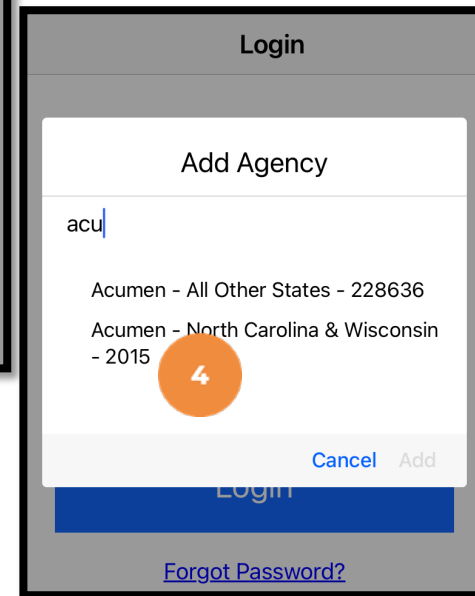
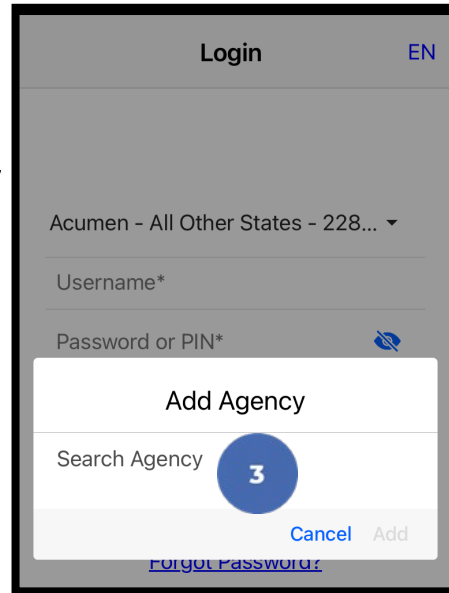
Add New 2 Cancel Ok

[Forgot Password?](#)



Add More Agencies

- 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
- Select the agency from the list
- 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



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

A screenshot of the mobile app's login screen. At the top, it says "Login" and "EN". Below that is a dropdown menu for "Acumen - All Other States - 228...". There are two input fields: "Username*" and "Password or PIN*", both with a red circle containing the number "1" next to them. Below the password field is a radio button for "Remember me" with a red circle containing the number "2" next to it. At the bottom is a large blue button labeled "Login" with a red circle containing the number "3" next to it. Below the button is a blue link that says "Forgot Password?".

EN

Acumen - All Other States - 228... ▾

Username* 1

Password or PIN* 1

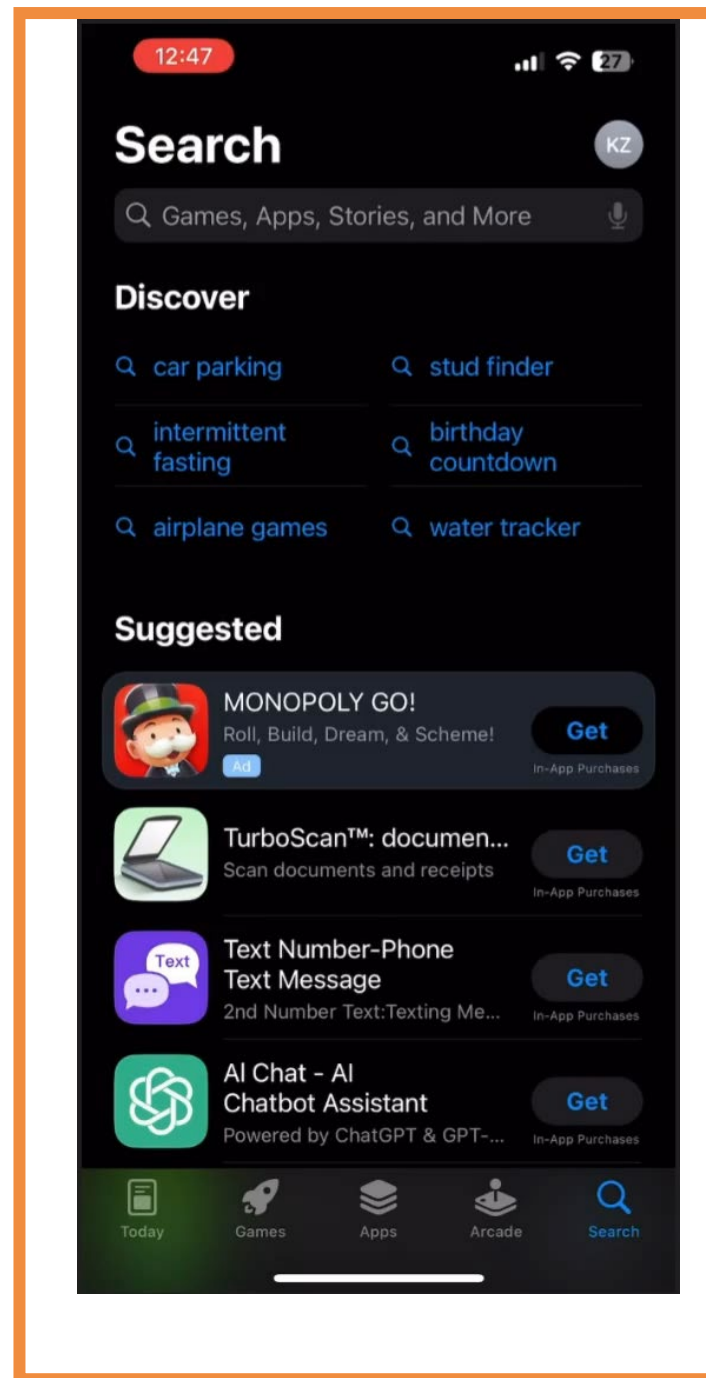
Remember me 2

Login 3

[Forgot Password?](#)

Mobile App Video

Download the DCI Mobile EVV App



Log into the DCI Mobile App



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

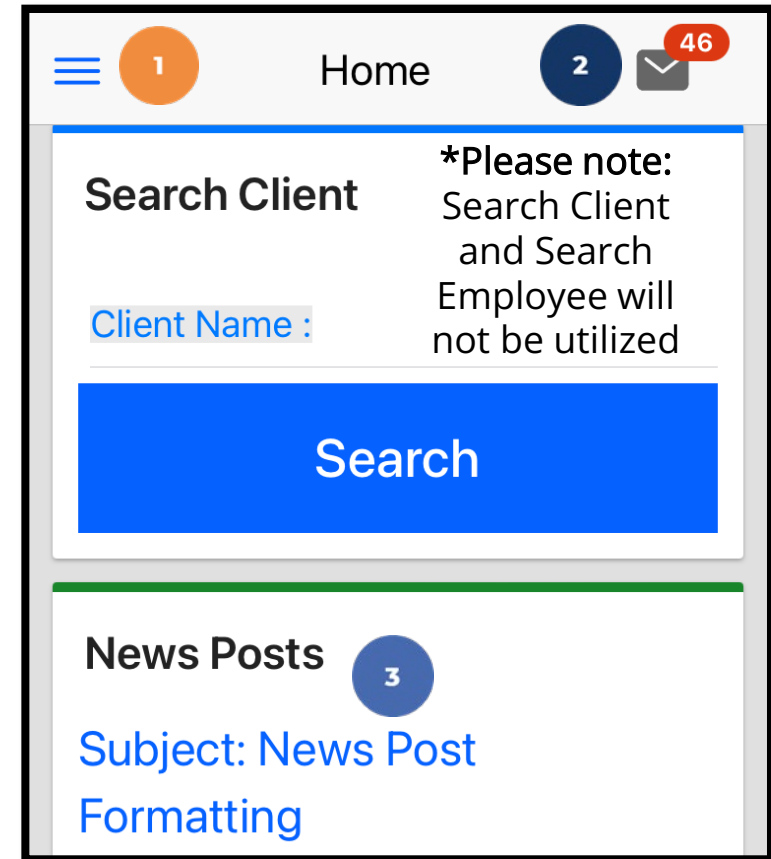
***Please note:** Contact Acumen with any login issues

A screenshot of the Acumen mobile app login interface. At the top, it says "Login" and "EN". Below that is a dropdown menu showing "Acumen - All Other States - 228...". There are two input fields: "Username*" with a red circle containing the number "1" next to it, and "Password or PIN*" with a blue eye icon to its right. Below the input fields is a radio button labeled "Remember me". At the bottom is a large blue button labeled "Login" with a red circle containing the number "2" next to it. Below the button is a blue link that says "Forgot Password?".

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.

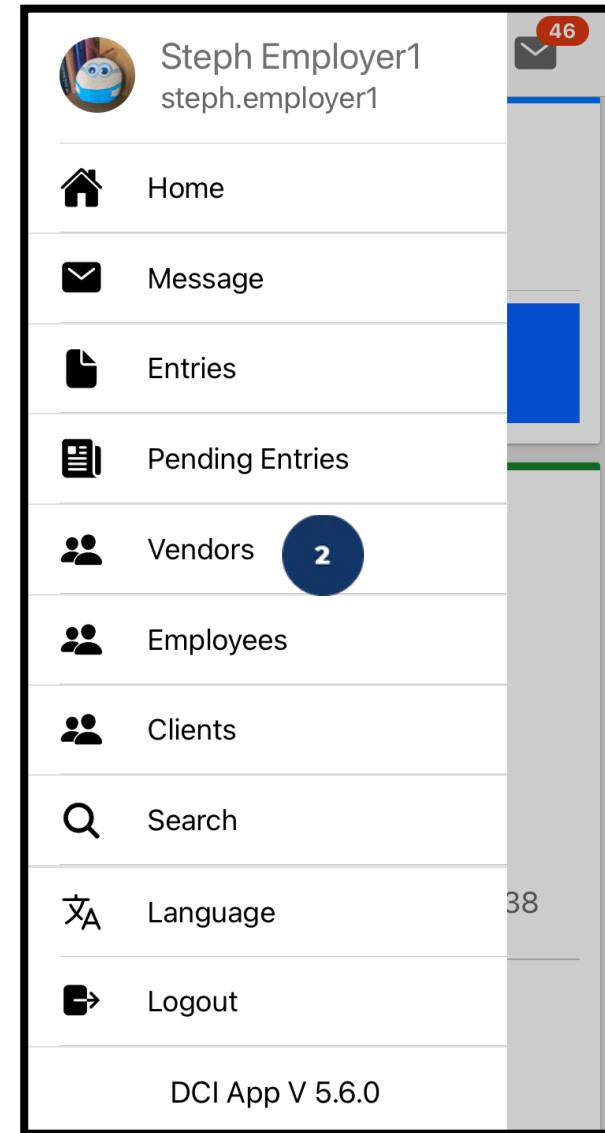
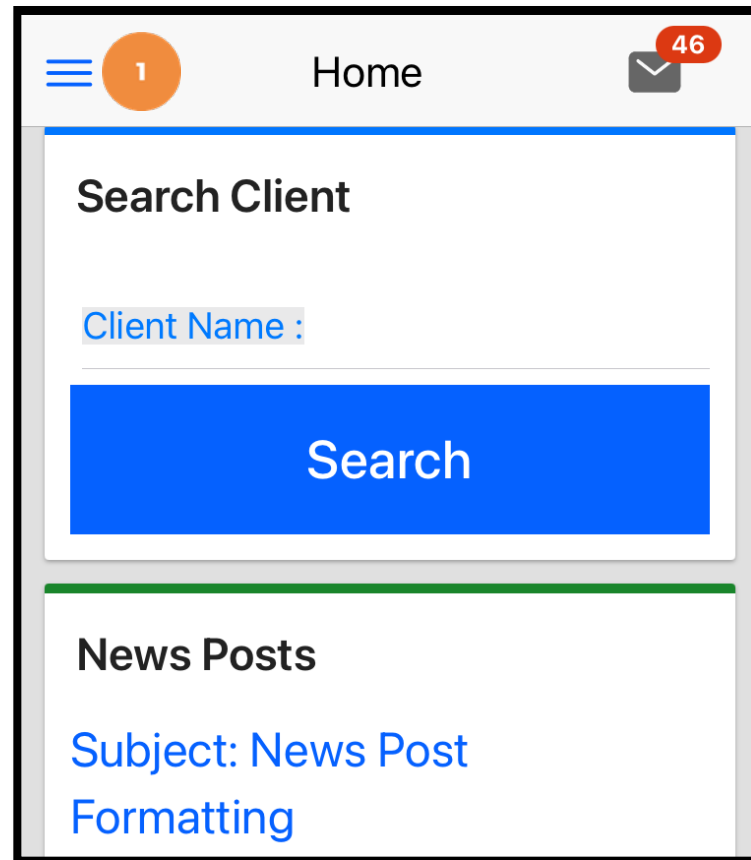


Vendor Payment Entry

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

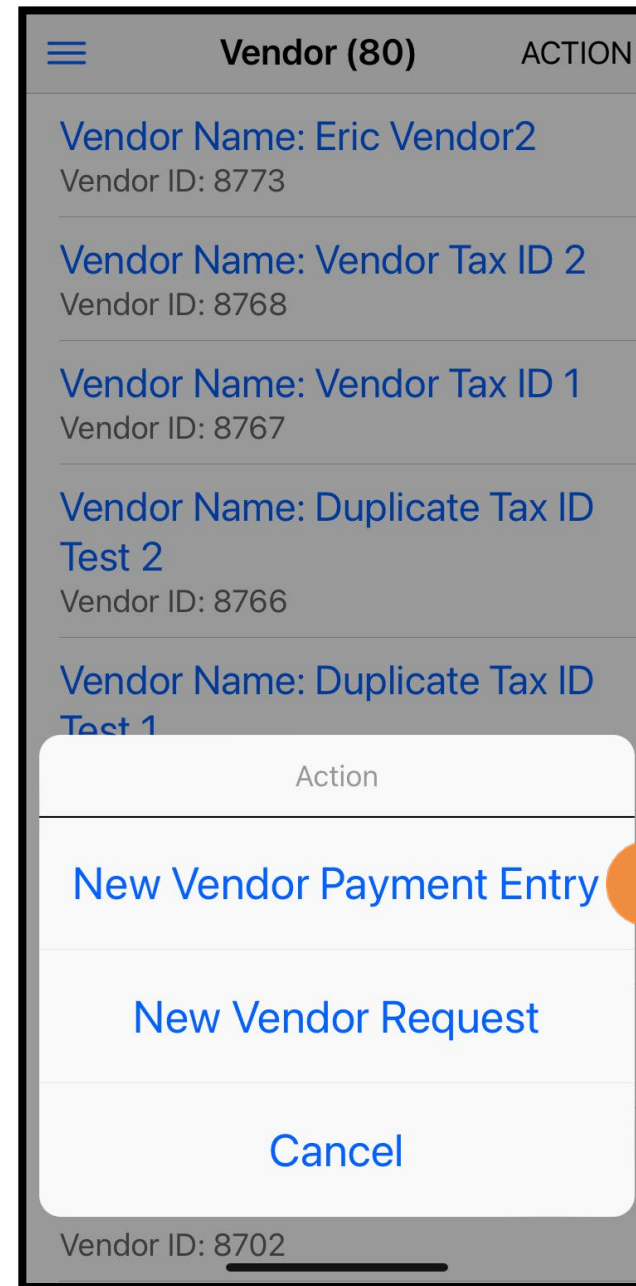
Vendor Payment

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



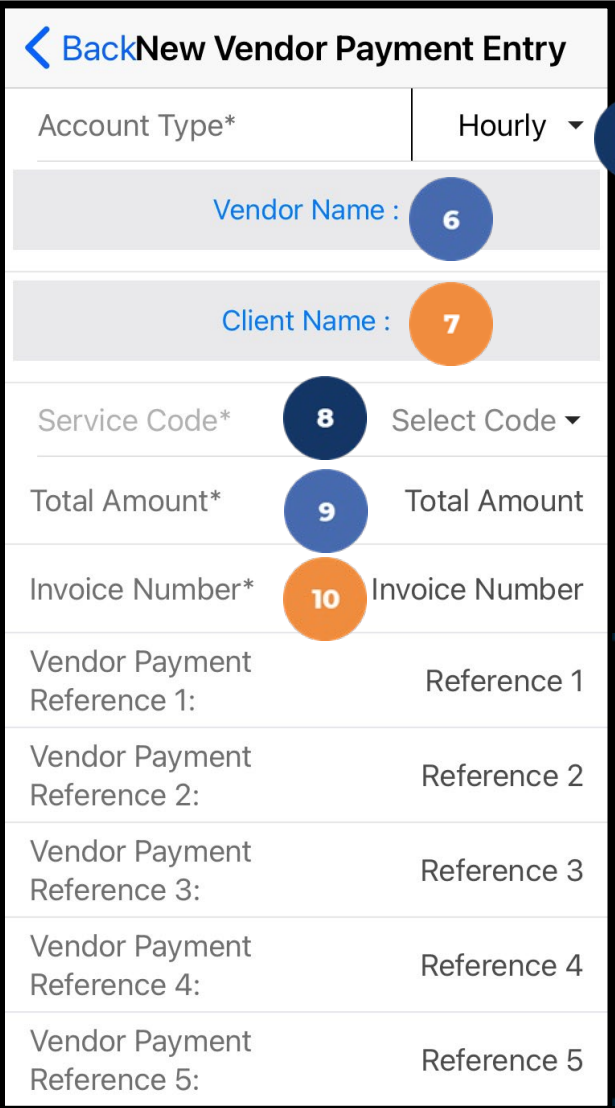
Vendor Payment

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 service 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

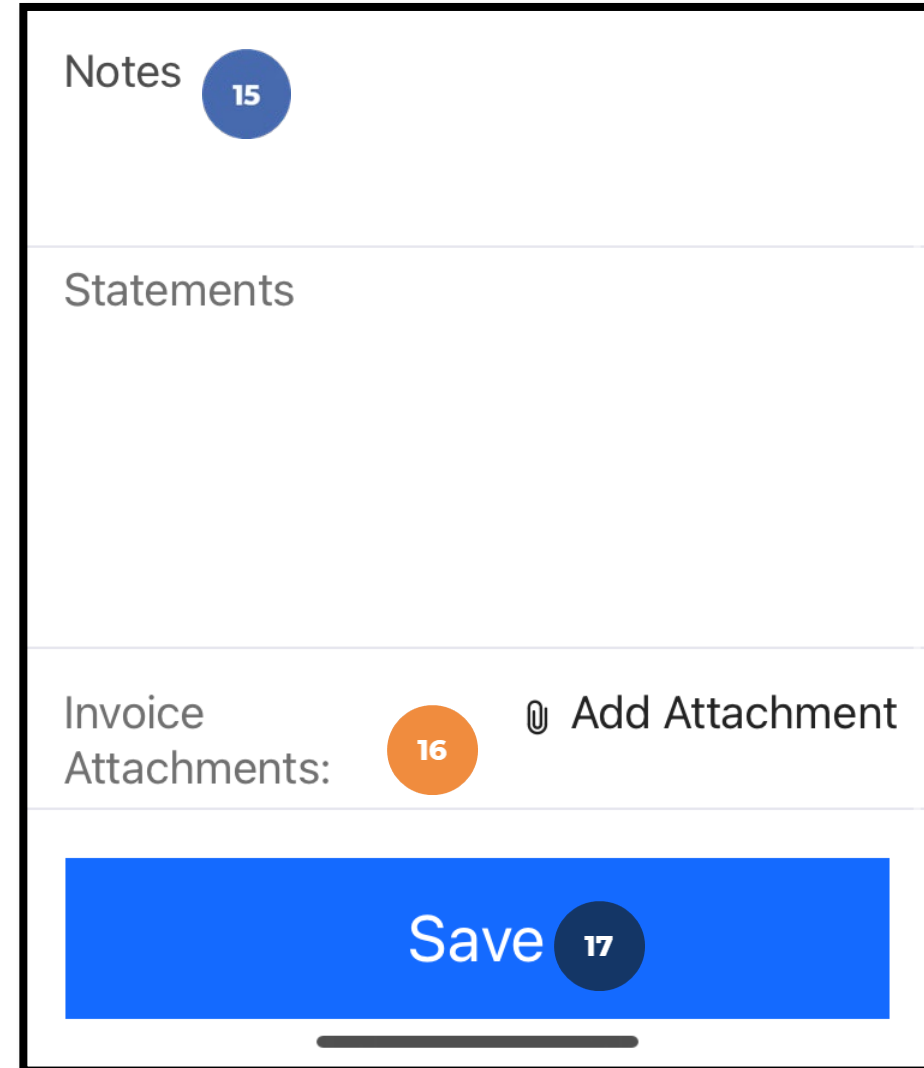
Amount* Amount 14

2. Date: 08/19/2024

Amount* Amount 14

Vendor Payment

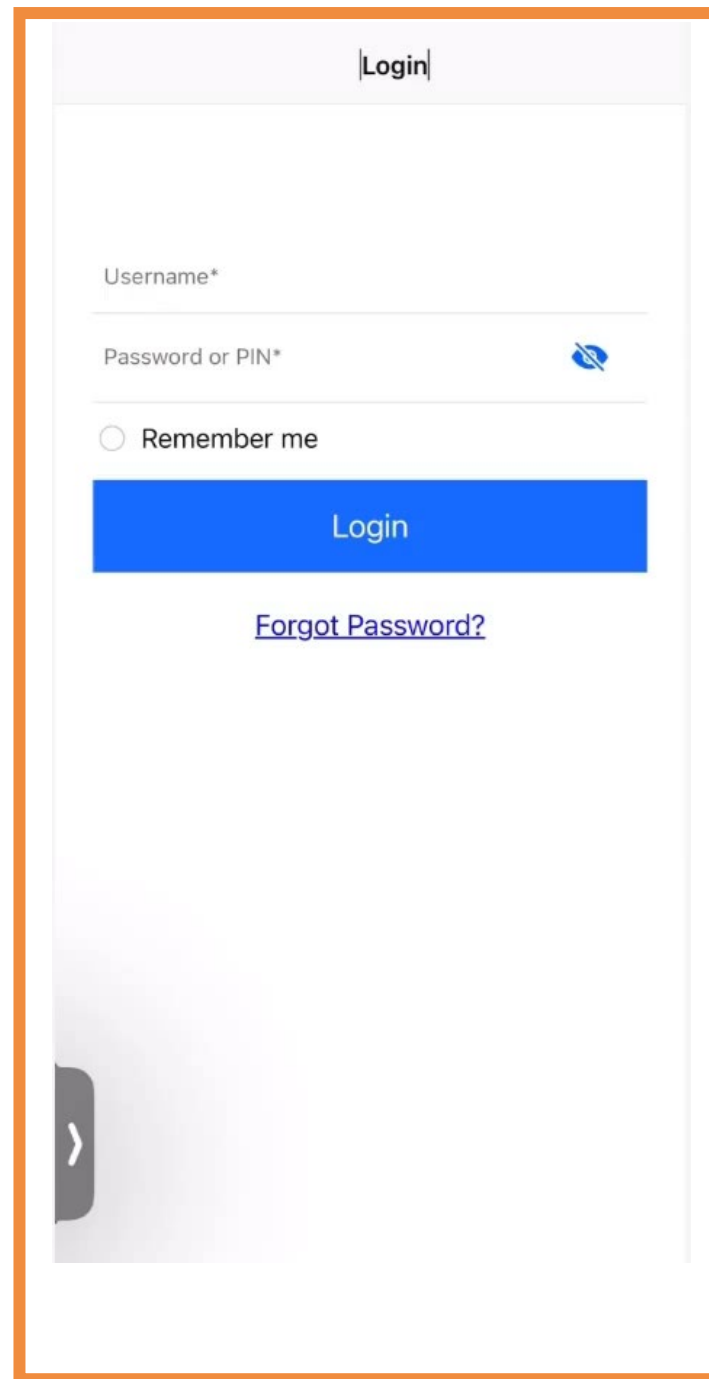
15. Optionally add Notes for the payment
16. Click **Add Attachment** to access the device camera to take a picture of the invoice
17. Click the blue **Save** button when all fields are complete



The screenshot shows a mobile application interface for entering vendor payment information. It features several sections: 'Notes' with a blue circle containing the number 15; 'Statements' which is currently empty; 'Invoice Attachments:' with an orange circle containing the number 16 and an 'Add Attachment' button; and a large blue 'Save' button at the bottom with a dark blue circle containing the number 17. The interface is clean and uses a blue and orange color scheme.

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.

View Vendor Payment Entries

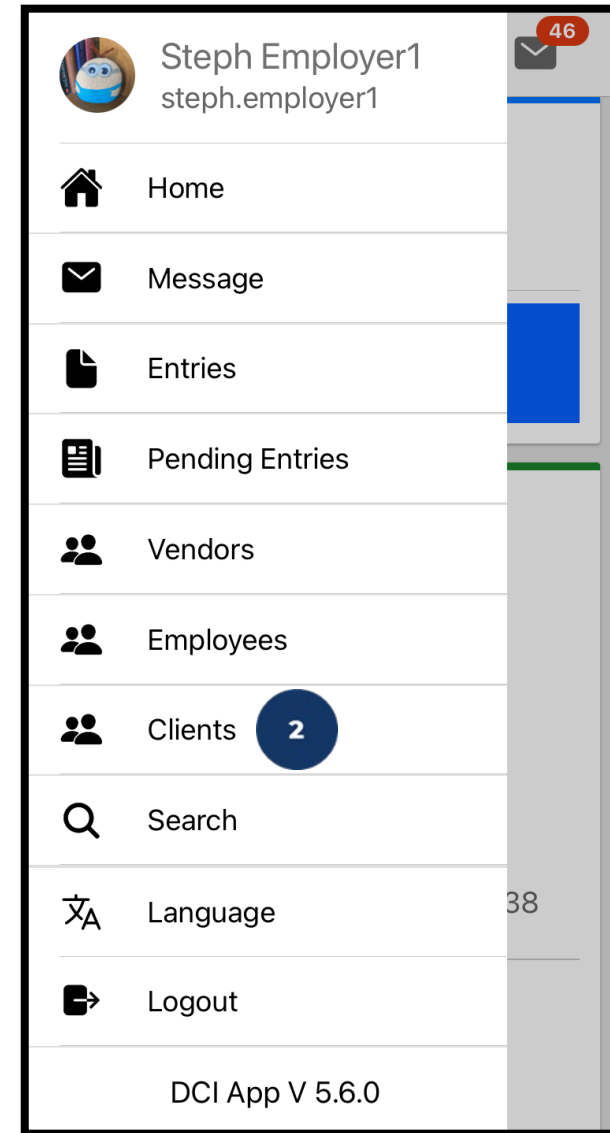
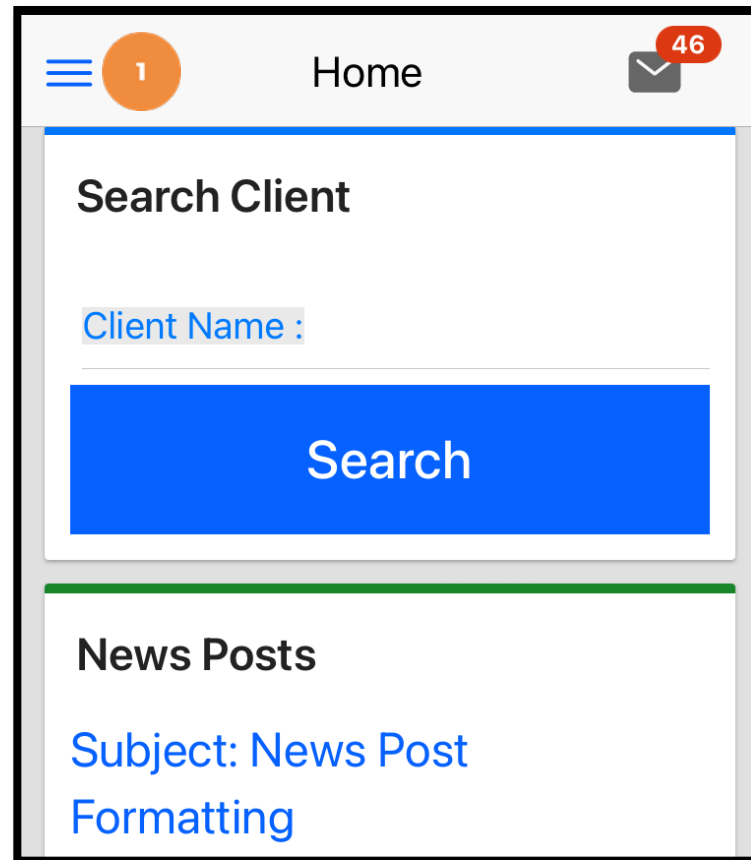
View By Client



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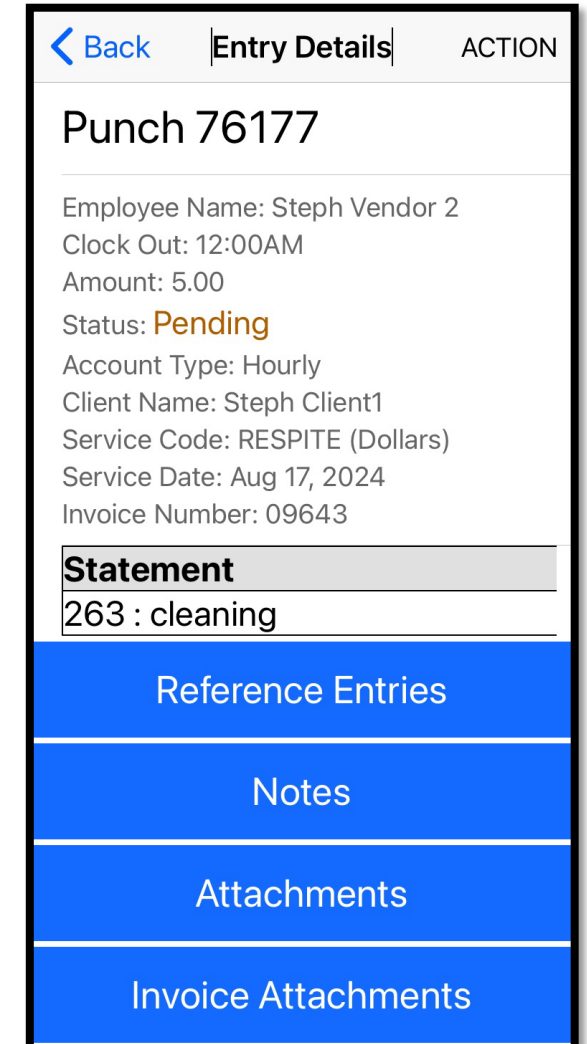
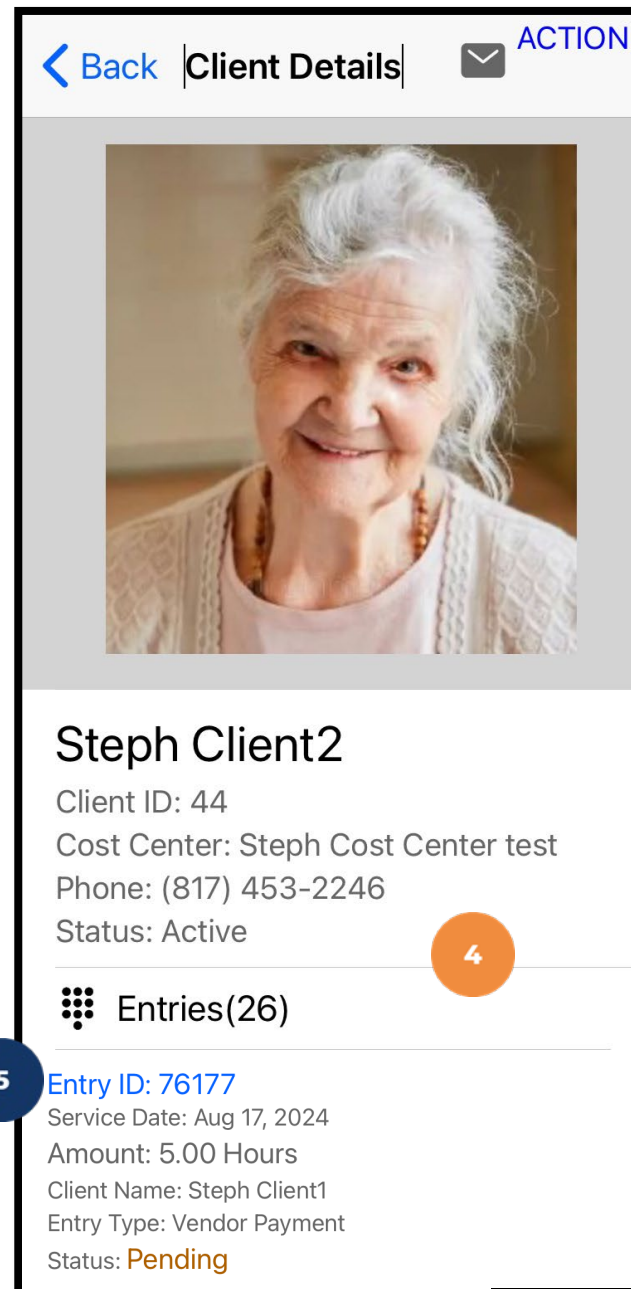
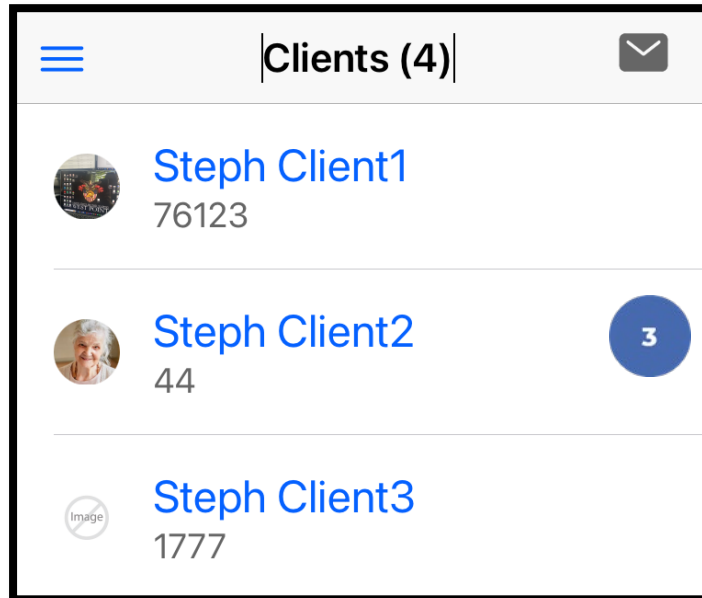
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1. Click the **Menu** in the top left corner of the screen
2. Select **Clients** on the submenu



View By Client

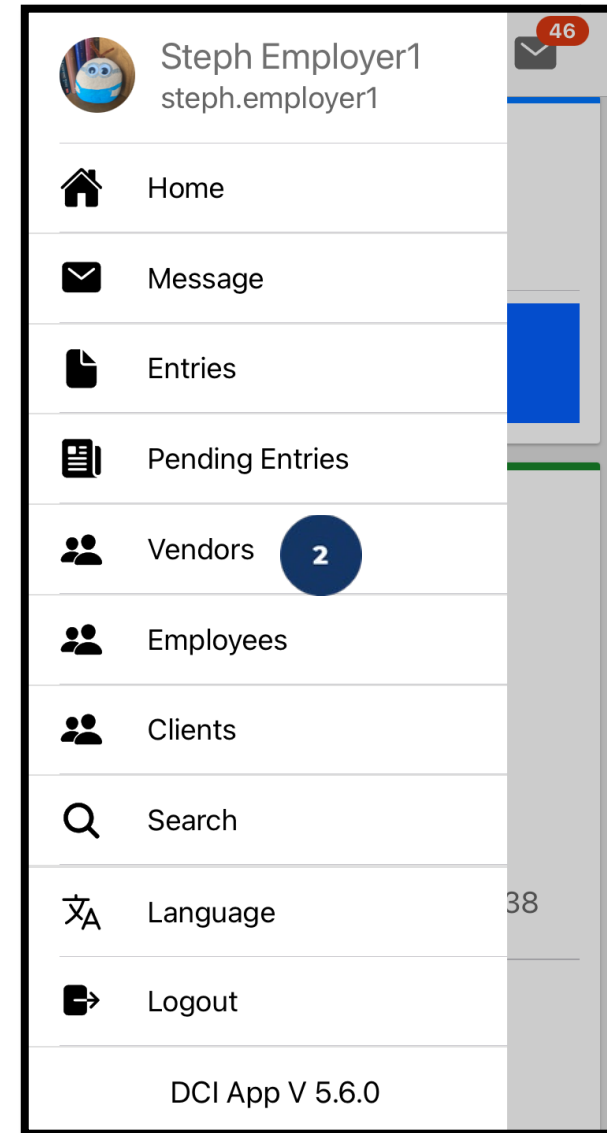
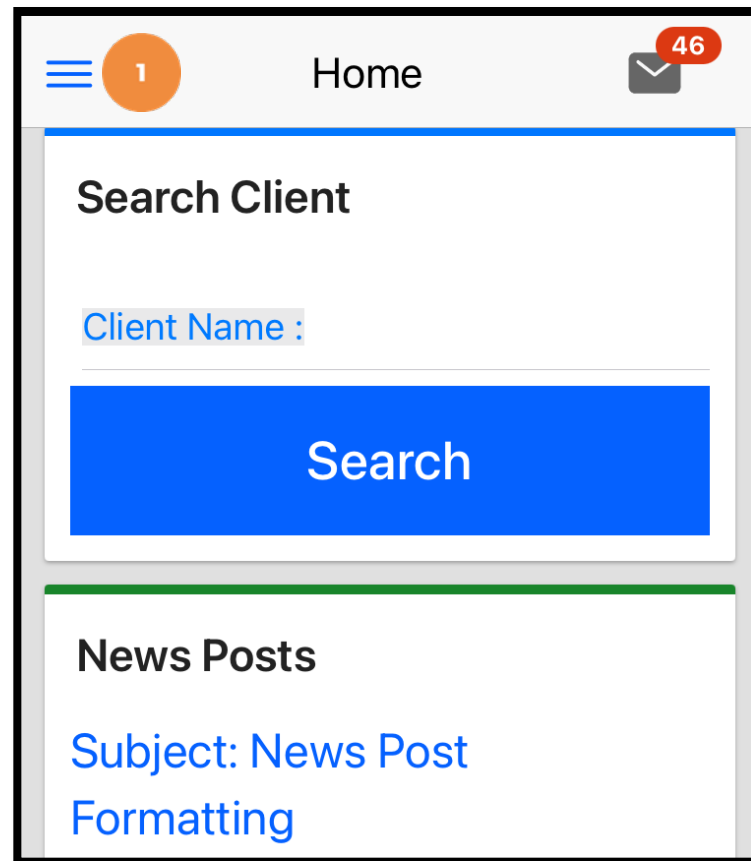
3. View the list of clients and click on the client's name (blue hyperlink) to select it
4. View the client details and entries
5. Select the blue hyperlink Entry ID to view the vendor entry details



View By Vendor

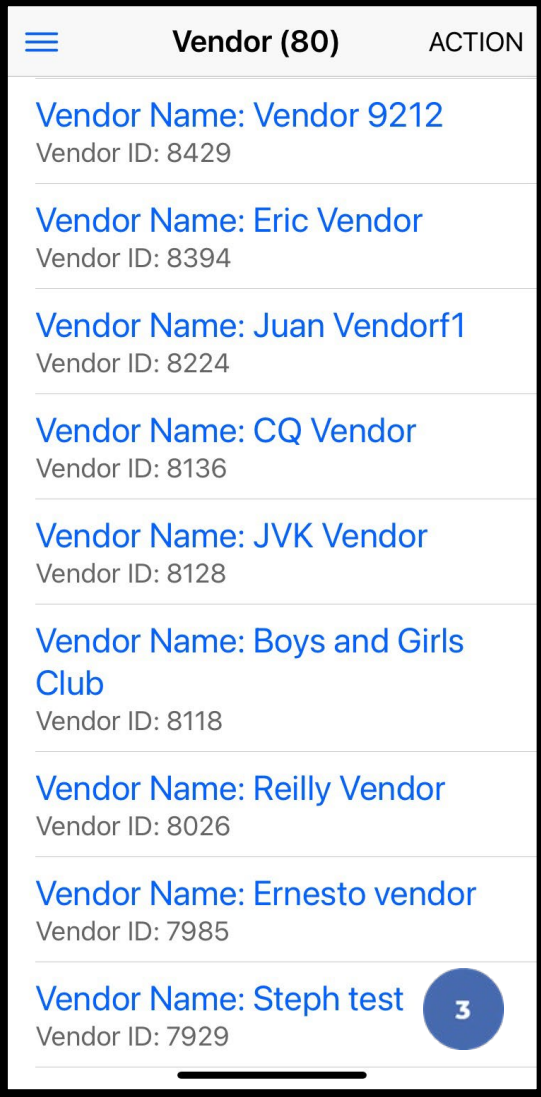
To check the status of the vendor payment entry:

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



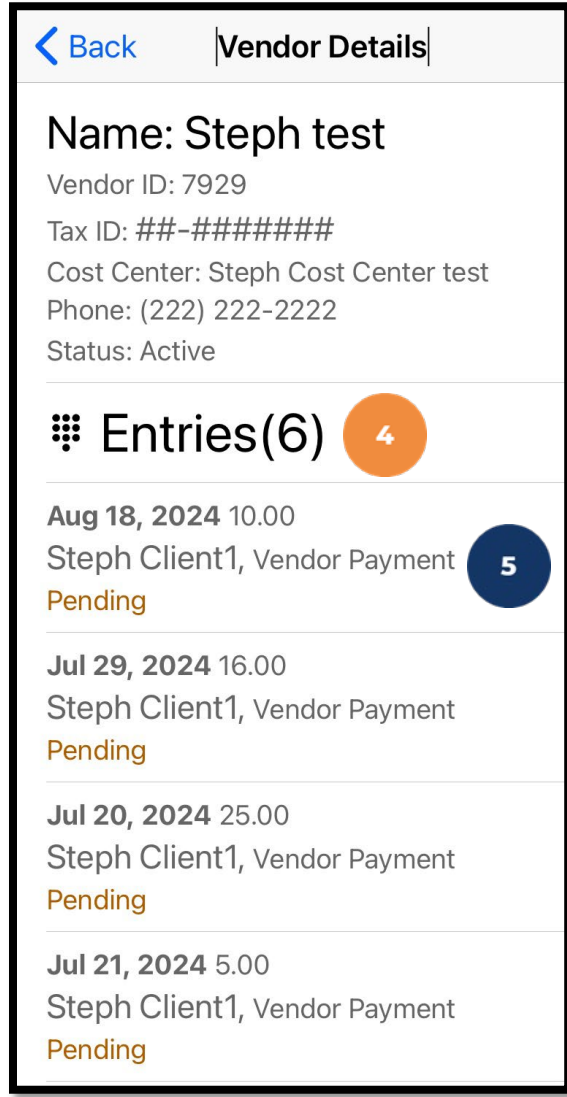
View By Vendor

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

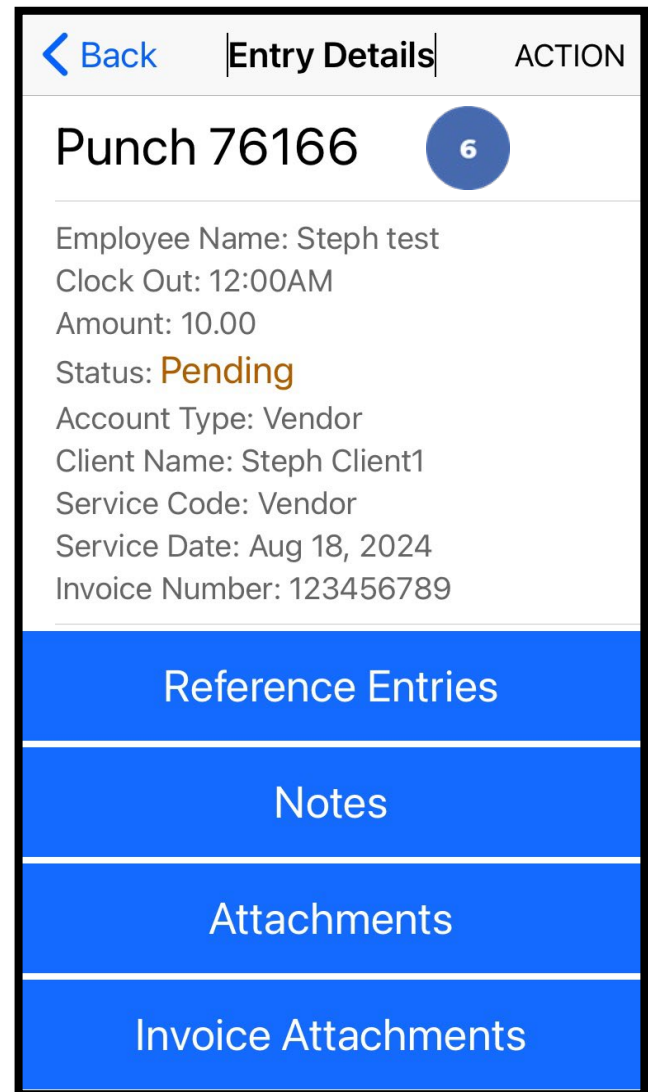


< Back Vendor Details

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

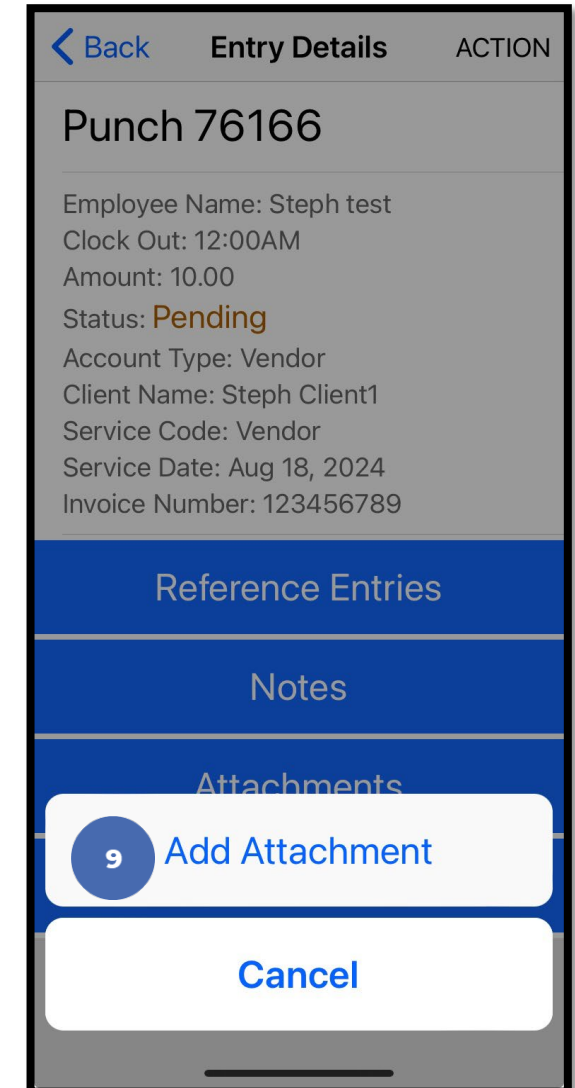
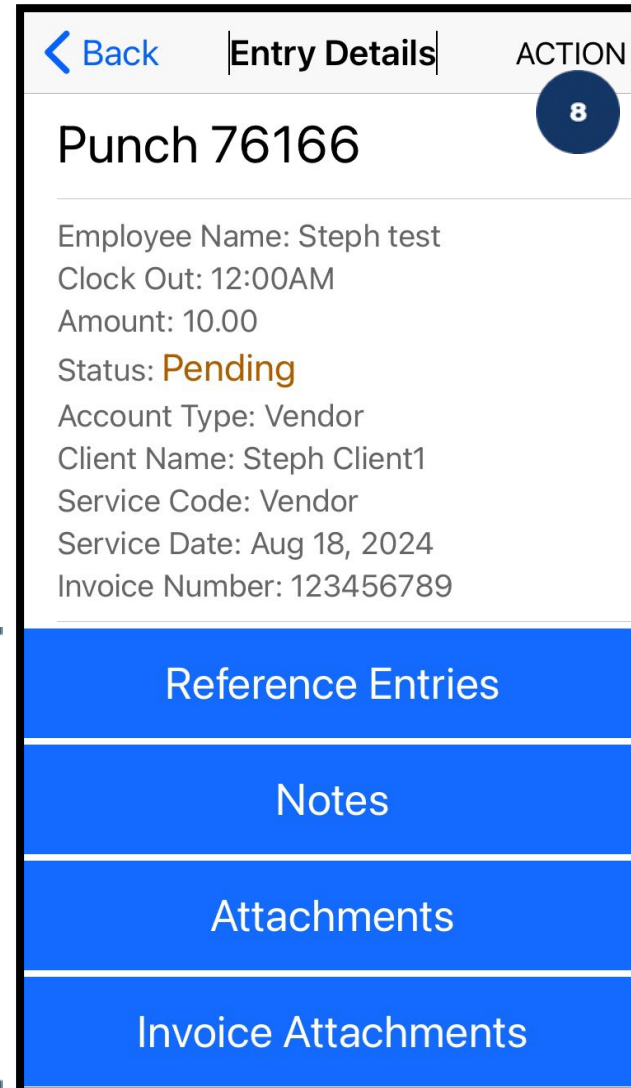
Notes

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

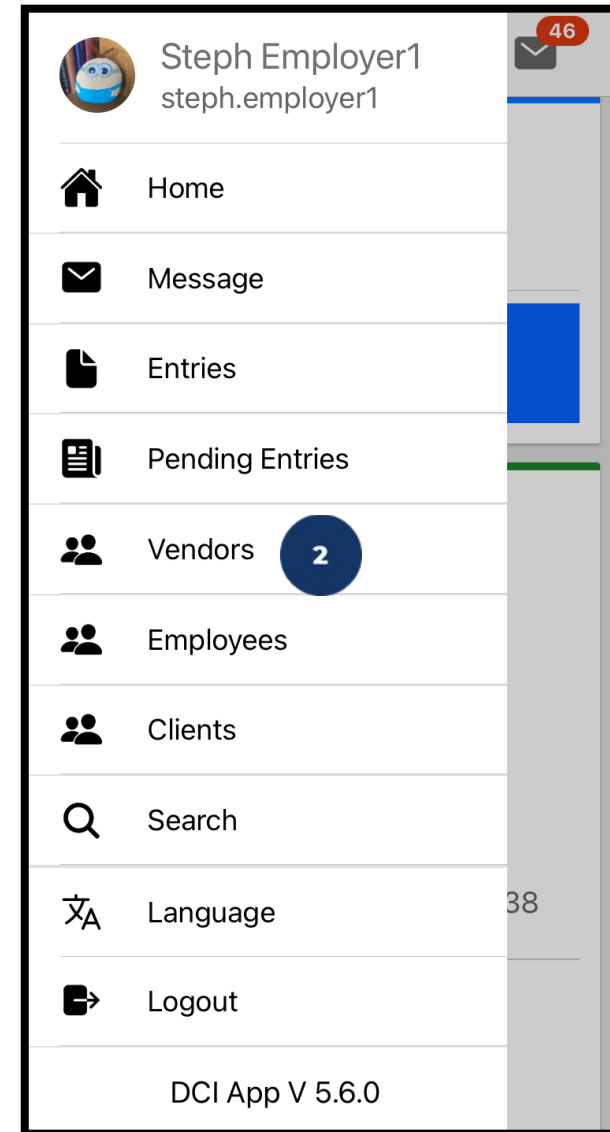
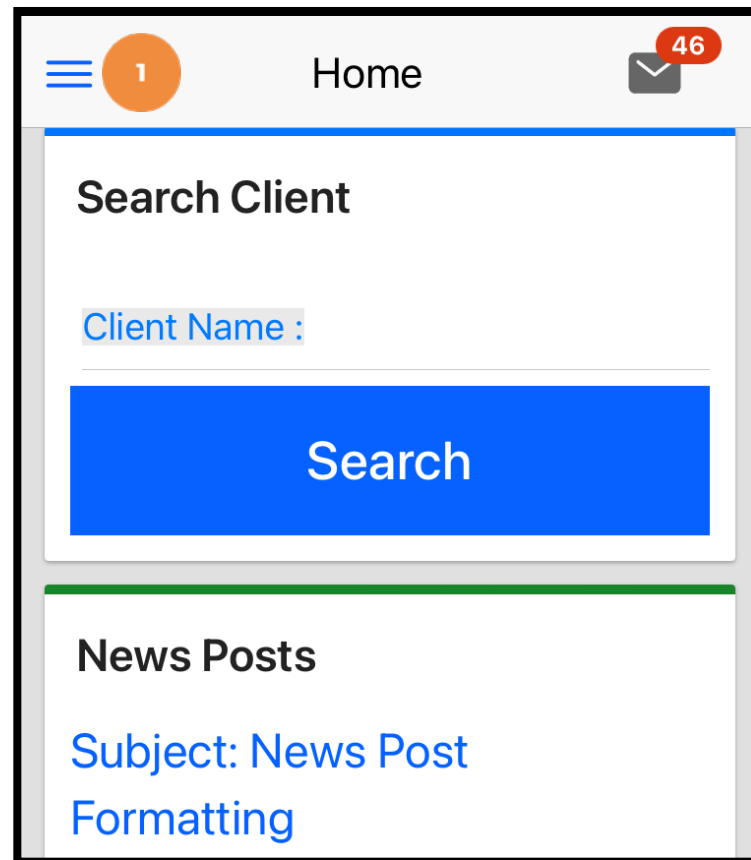


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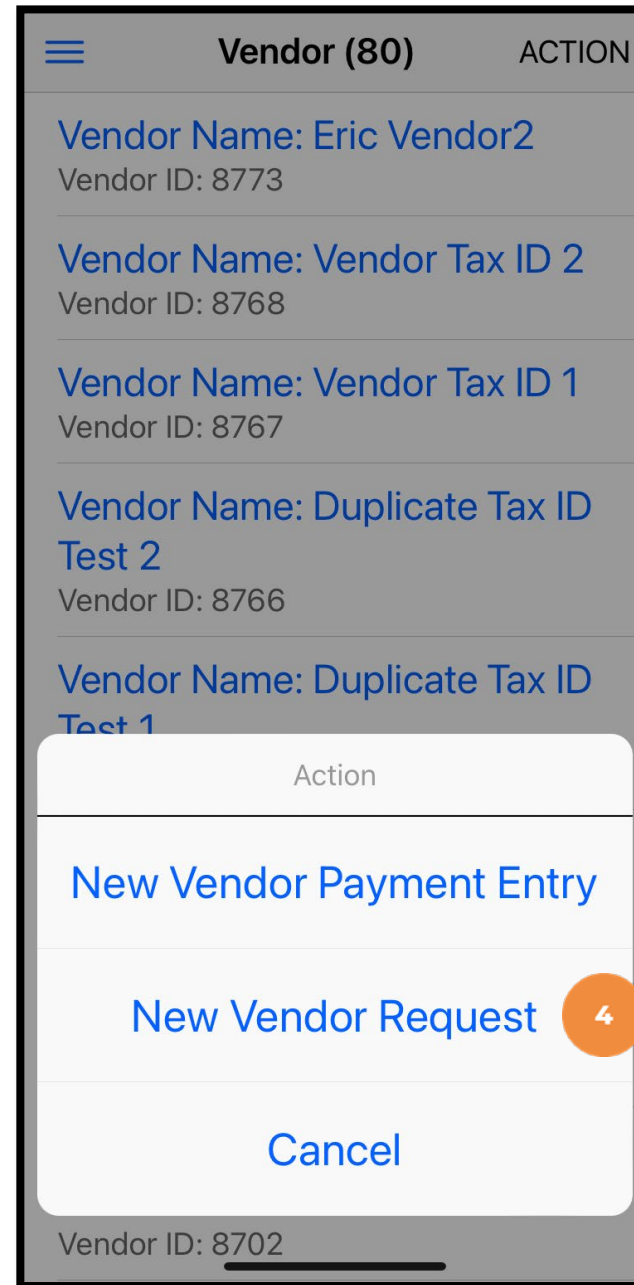
New Vendor Request

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" and a downward arrow.
- 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):
 - ✓ *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

Proprietary: For Acumen and Customer Use Only



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Navigation

**Full Site – Most compatible when
accessed via desktop or laptop**

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



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

A screenshot of the Acumen DCI Web Portal sign-in page. The URL "acumen.dcisoftware.com" is shown at the top with a callout '1'. The page title is "Sign In". There are two input fields: "Username" with callout '2' and "Password". Below the password field is a checkbox for "Remember me" and a link for "Forgot your password?" with callout '3'. A blue "Sign In" button is highlighted with callout '4'. Below the button is an "Or" separator and a link for "Create a profile".

1 acumen.dcisoftware.com

Sign In

Username 2

Password

Remember me [Forgot your password?](#) 3

Sign In 4

Or

[Create a profile](#)

Profile Settings

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

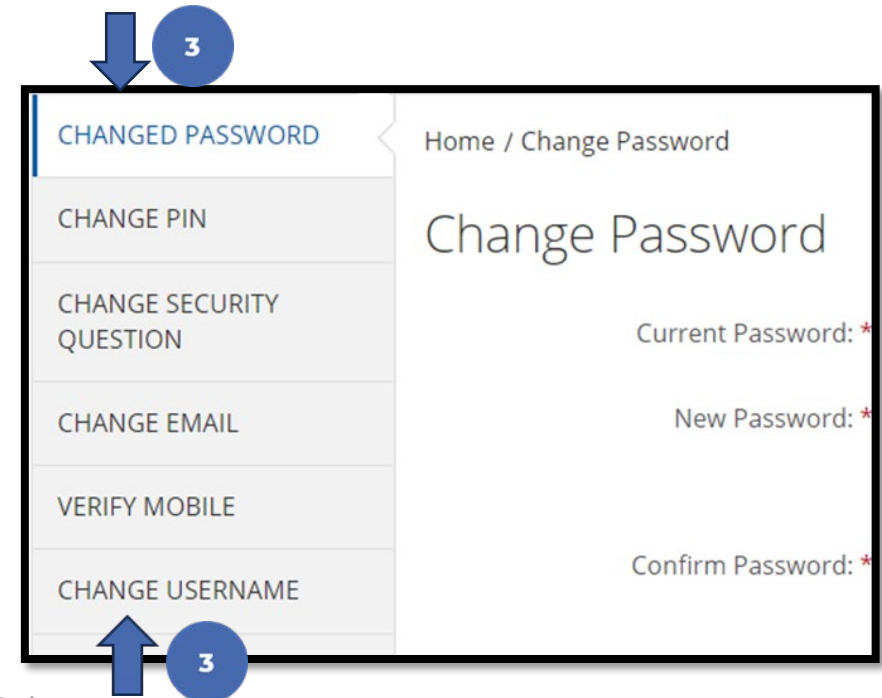
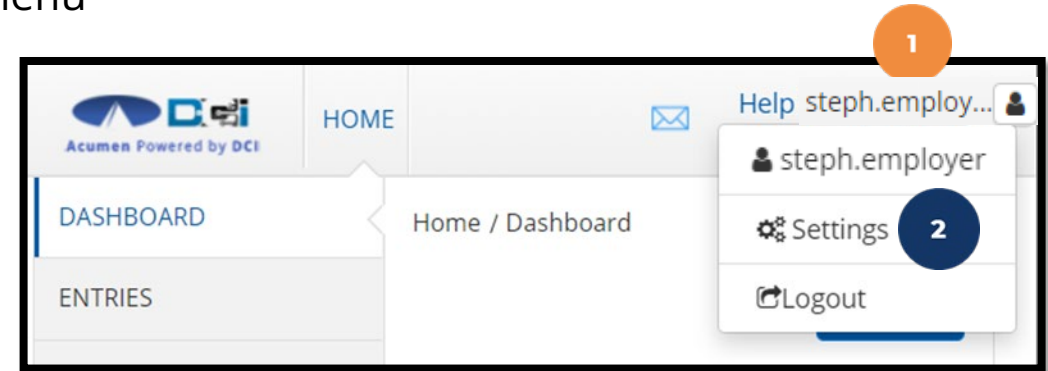


1. Click the **username** in the top right corner of the main menu

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

***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
 - ✓ Add New PIN after a reset
 - ✓ Change PIN anytime
5. Enter password
6. Click the blue **Verify** button



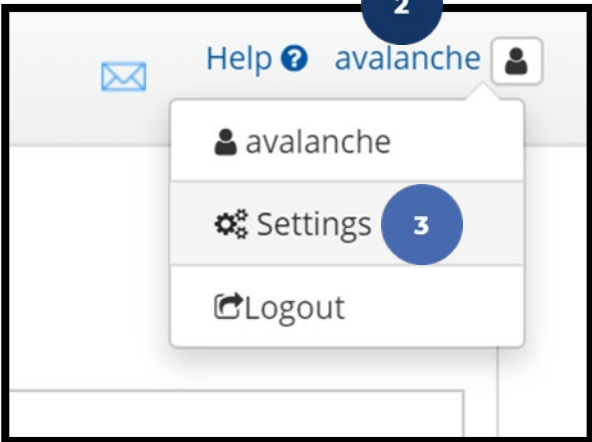
Sign In

Username **1**

Password

Remember me [Forgot your password?](#)

Sign In

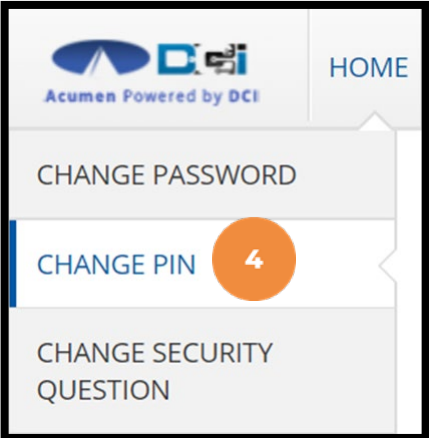


Help ? avalanche **2**

avalanche

Settings **3**

Logout



HOME

CHANGE PASSWORD

CHANGE PIN **4**

CHANGE SECURITY QUESTION



Password: * Please enter password **5**

Cancel Verify **6**

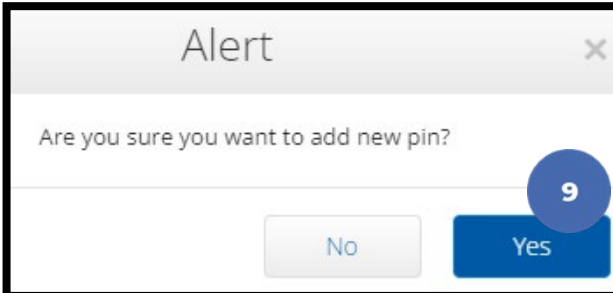
Add / Change PIN (cont.)

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



The screenshot shows a form with two input fields: "New Pin: *" and "Confirm Pin: *". Both fields contain the placeholder text "Please enter New Pin" and "Please Confirm Pin" respectively. A blue "Change Pin" button is located at the bottom right, with a blue circle containing the number 8 overlaid on it. A "Cancel" button is also present to the left of the "Change Pin" button. An orange circle with the number 7 is overlaid on the "Confirm Pin" field.

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



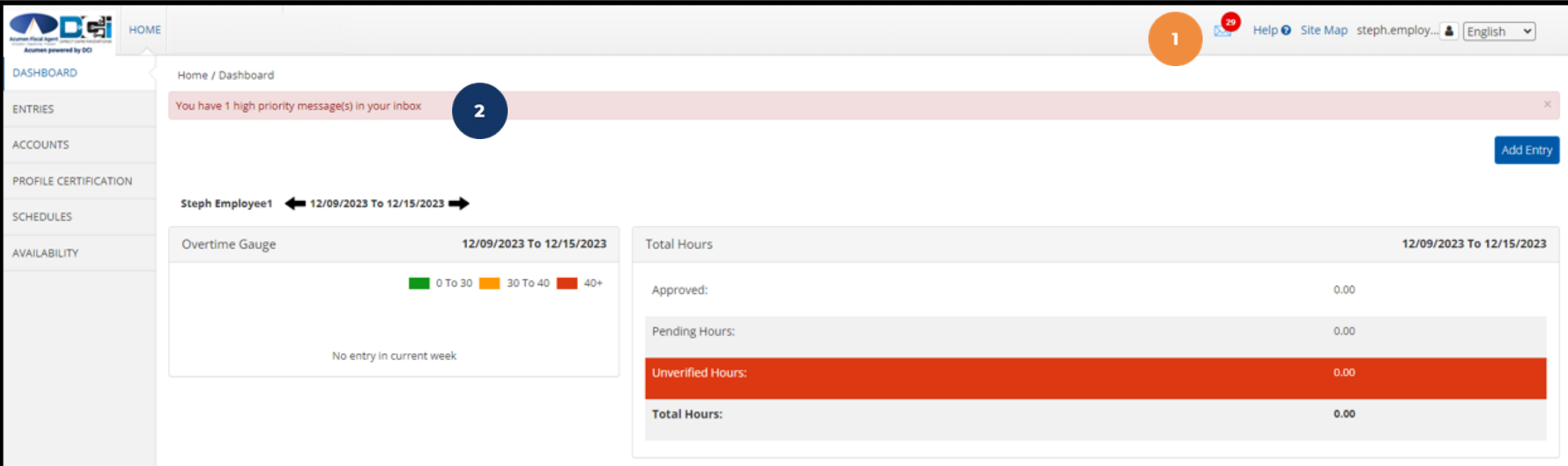
The screenshot shows an "Alert" dialog box with the question "Are you sure you want to add new pin?". There are two buttons: "No" and "Yes". A blue circle with the number 9 is overlaid on the "Yes" button.



A green bar with the text "Pin Changed Successfully!" and a blue circle with the number 10 overlaid on it.

Web Portal Messaging Module

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.



The screenshot shows the Acumen Fiscal Agent web portal dashboard. In the top right corner, there is a mail icon with a red notification bubble containing the number '1'. Below the navigation bar, a red banner displays the message: "You have 1 high priority message(s) in your inbox". A blue circle with the number '2' is placed over this banner. The main content area shows the user's name "Steph Employee1" and the date range "12/09/2023 To 12/15/2023". There is an "Add Entry" button in the top right. Below this, there is an "Overtime Gauge" section with a legend: 0 To 30 (green), 30 To 40 (yellow), and 40+ (red). The gauge shows "No entry in current week". To the right, there is a "Total Hours" section with a table:

Total Hours	12/09/2023 To 12/15/2023
Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	0.00

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




<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>			DCI Support	Account Statement	07:42 AM	
<input type="checkbox"/>	★		DCI Support	Pin Added	06/04/2024 03:28 PM	
<input type="checkbox"/>	★		DCI Support	User Profile Unlocked	12/05/2023 02:53 PM	
<input type="checkbox"/>	★		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

<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>			DCI Support	Account Statement	07:42 AM	 

Notes **Attachments** 2

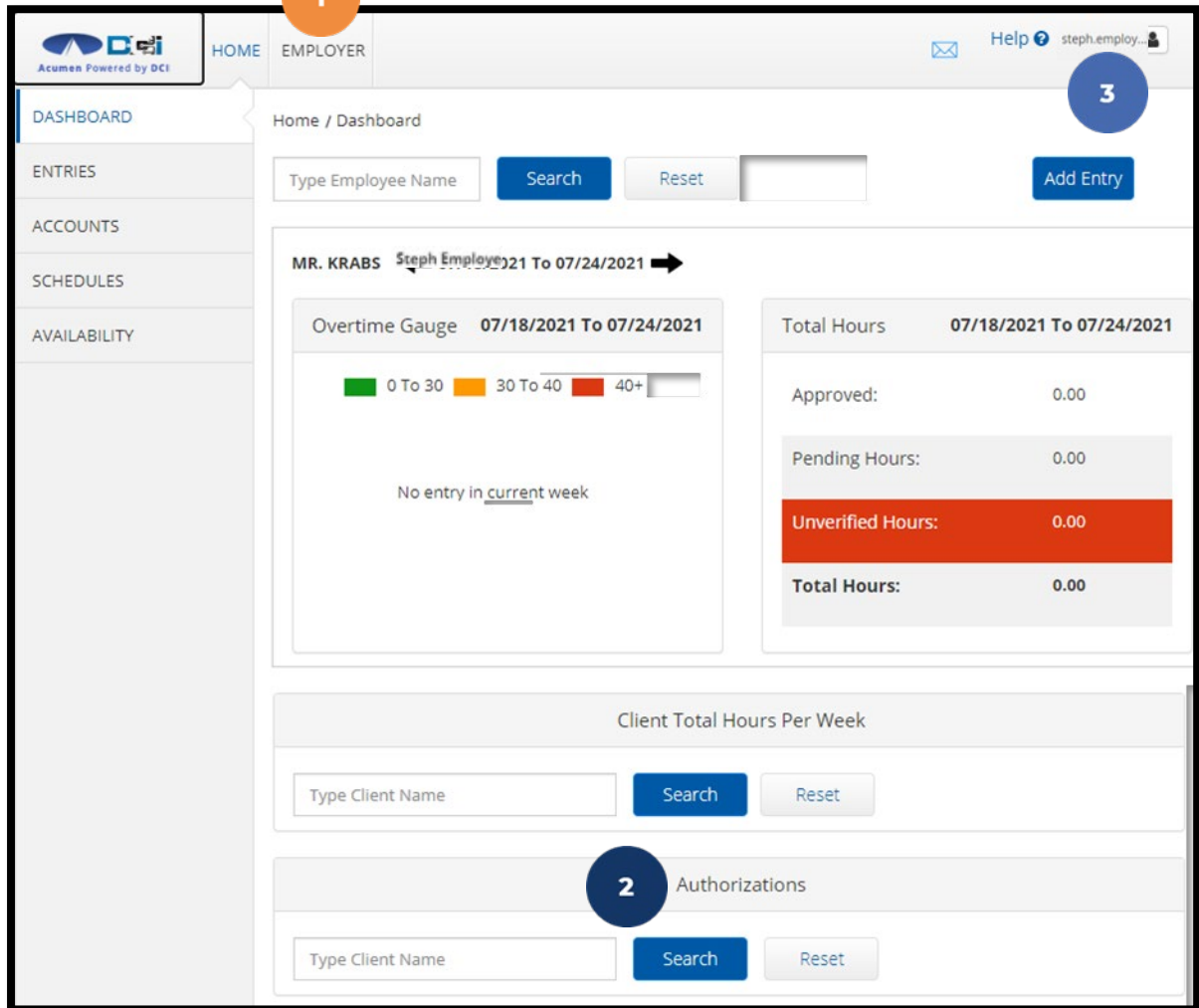
<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Aug 27, 2024	Account Statement.pdf		82.16 KB	Stephanie Smith	 	Active

3

Home Tab Details

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



The screenshot displays the Acumen Fiscal Agent dashboard. At the top, there is a navigation bar with 'HOME' and 'EMPLOYER' tabs. A search bar is present with a 'Search' button and a 'Reset' button. The main content area shows a search for 'MR. KRABS' with an 'Overtime Gauge' and a 'Total Hours' summary table. A 'Client Total Hours Per Week' section is also visible. The dashboard is annotated with three numbered circles: 1 points to the 'HOME' tab, 2 points to the 'Authorizations' section, and 3 points to the user profile in the top right corner.

Total Hours	07/18/2021 To 07/24/2021
Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	0.00

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.

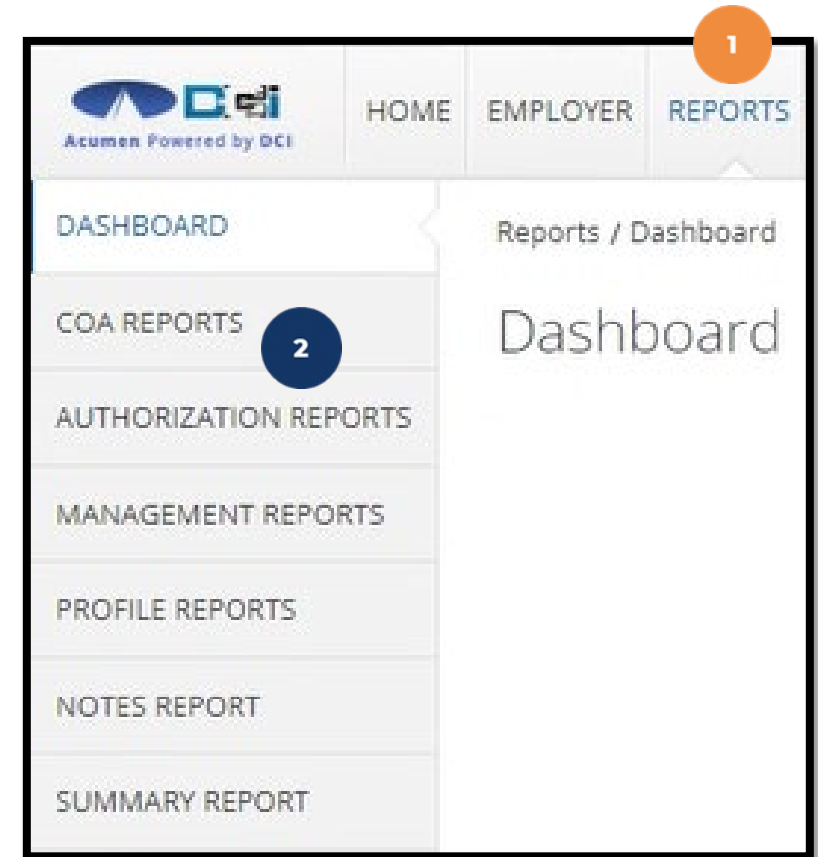
The screenshot shows the 'Authorizations' widget interface. At the top, there is a search bar with the client ID 'KZ Client2 - T45158' and a date filter 'Date of Service'. Below the search bar, there are buttons for 'Search', 'Reset', and 'Display as Time'. The main content area displays an 'Authorization for Client: KZ Client2' with a table of details. The table has columns for Service Code, Start Date, End Date, Initial Balance, Remaining Balance, Pre Authorization Holds, Current Available Balance, Monthly Max, Weekly Max, and Daily Max. The data row shows PCS, 01/17/2022, 01/31/2024, 1000.00 Dollars, 785.00 Dollars, 0.30 Dollars, 784.70 Dollars, 100.00 Dollars, 100.00 Dollars, and 20.00 Dollars. Four numbered callouts (1, 2, 3, 4) are placed above the table columns: 1 above Initial Balance, 2 above Remaining Balance, 3 above Pre Authorization Holds, and 4 above Current Available Balance.

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorization Holds	Current Available Balance	Monthly Max	Weekly Max	Daily Max
PCS	01/17/2022	01/31/2024	1000.00 Dollars	785.00 Dollars	0.30 Dollars	784.70 Dollars	100.00 Dollars	100.00 Dollars	20.00 Dollars

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**

Sign In

Username **Employer Username**

Password **Employer Password**

Remember me [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

PENDING ENTRIES (15)

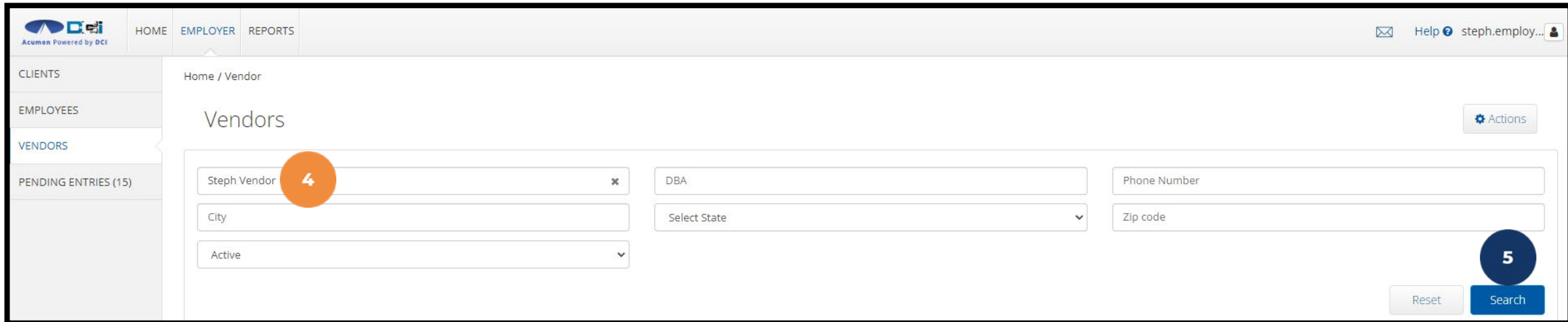
Home / Vendor

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. On the left is a navigation menu with 'CLIENTS', 'EMPLOYEES', 'VENDORS', and 'PENDING ENTRIES (15)'. The main area has a breadcrumb 'Home / Vendor' and a title 'Vendors'. There are several input fields: 'Name' (containing 'Steph Vendor' with a blue circle '4' over it), 'DBA', 'Phone Number', 'City', 'Select State' (a dropdown menu), and 'Zip code'. There is also an 'Active' dropdown menu. On the right, there is an 'Actions' button, a 'Reset' button, and a blue 'Search' button with a blue circle '5' over it.

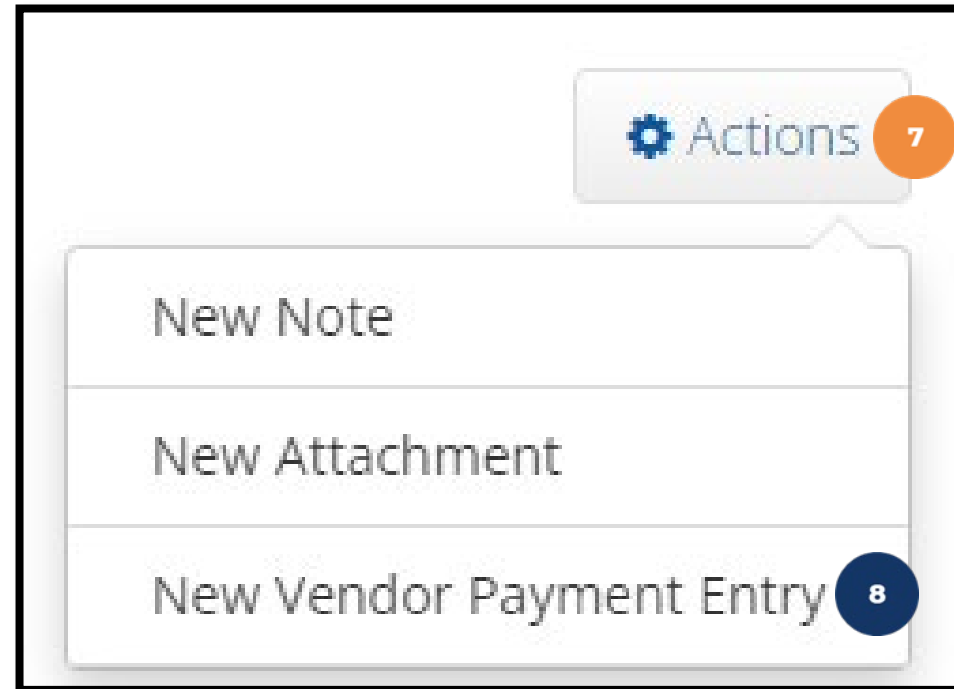


The screenshot shows the search results table. The table has columns: Name, DBA, Phone Number, City, State, Zip Code, and Status. There is one row with the following data: Name: Steph Vendor, DBA: Steph Vendor (with a blue circle '6' over it), Phone Number: (222) 222-2222, City: Mesa, State: AZ, Zip Code: 85206, Status: Active. The table also includes an 'Export' button and the text 'Showing 1 out of 1 record'.

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

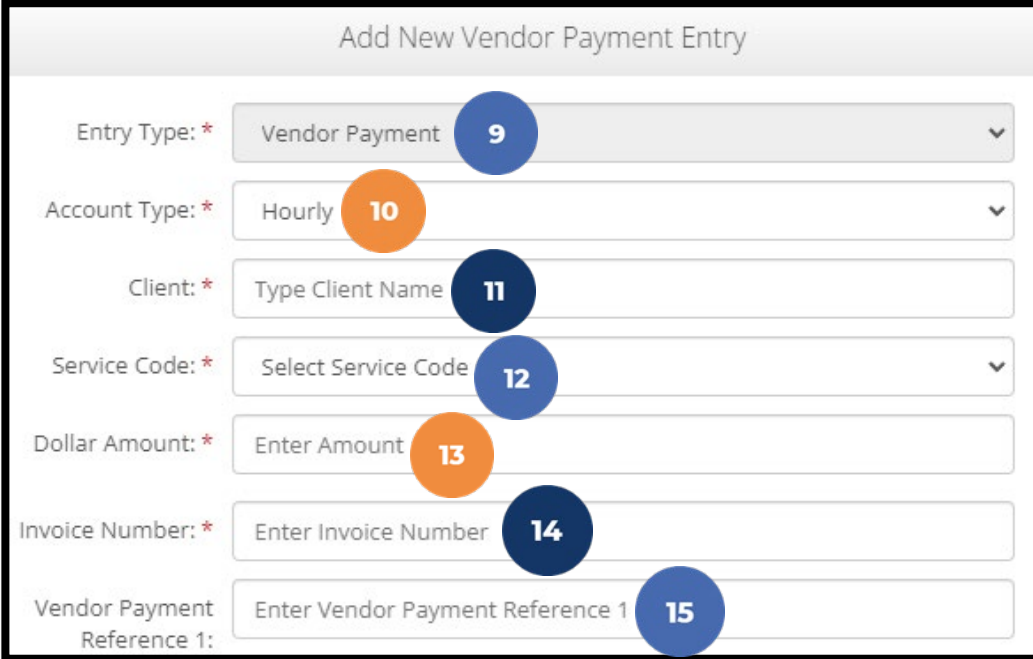
Vendor Payment

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:



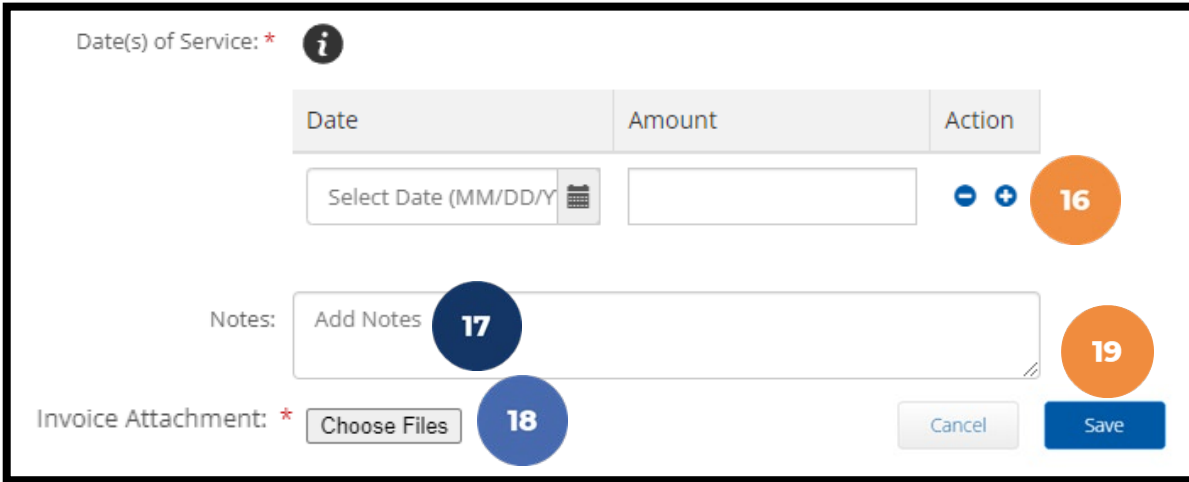
The screenshot shows a form titled "Add New Vendor Payment Entry" with the following fields and callouts:


- 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/Y) 		  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.

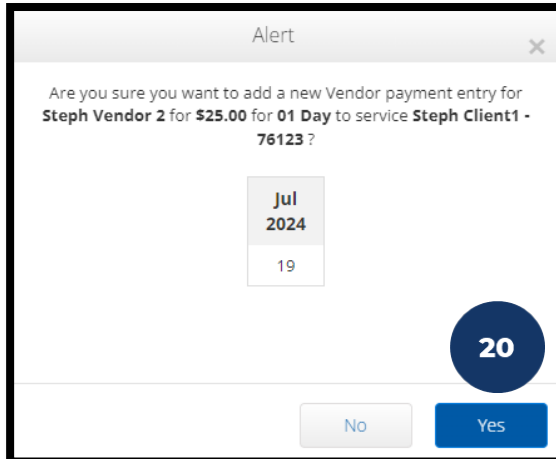
- The sum of the dates of service must match the dollar amount entered in the Dollar Amount field (see step 5)

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

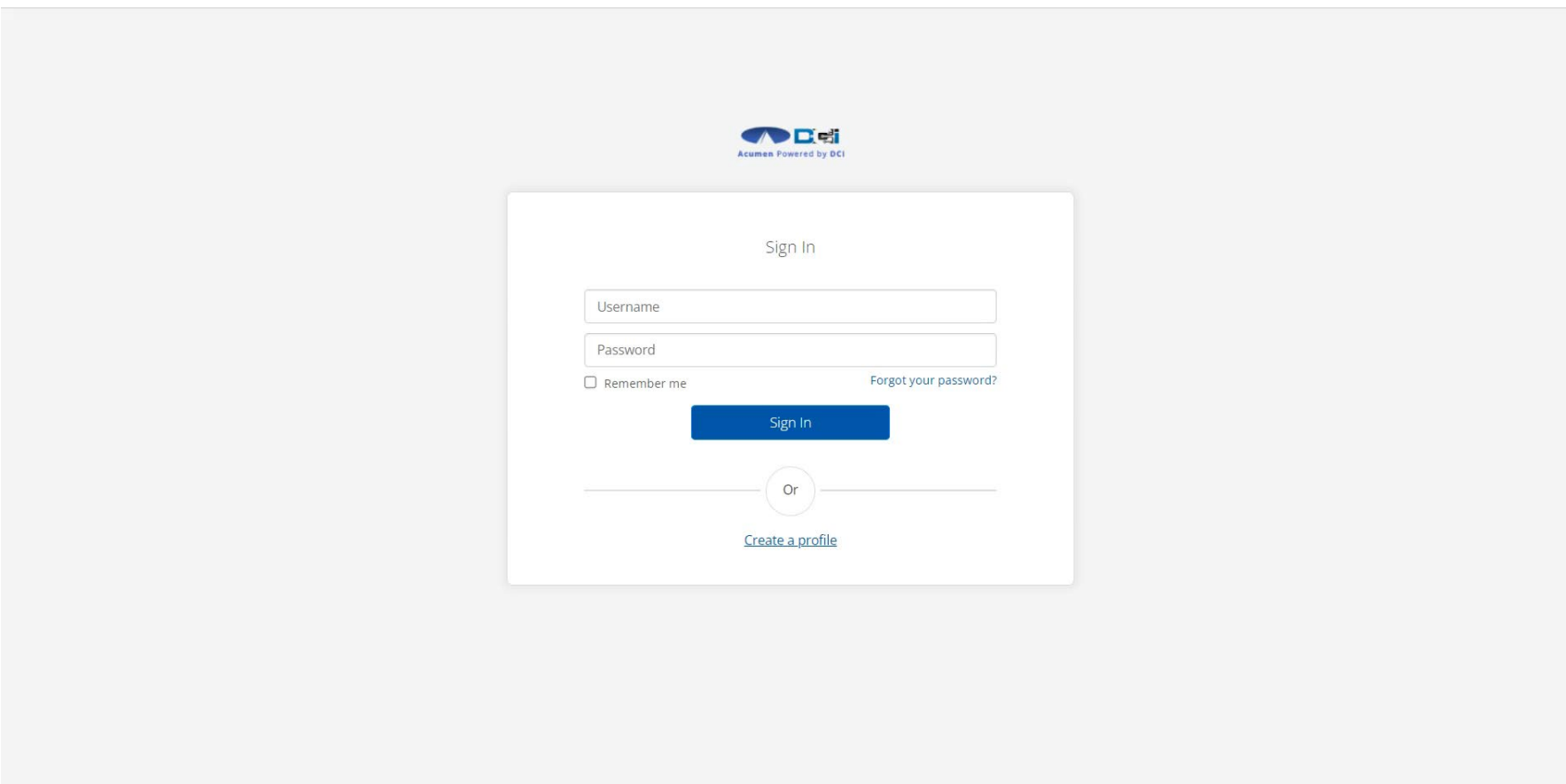
Are you sure you want to add a new Vendor payment entry for **Steph Vendor 2** for **\$25.00** for **01 Day** to service **Steph Client1 - 76123**?

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 box with the following elements:

- Text: "Sign In"
- Input field: "Username"
- Input field: "Password"
- Checkbox: "Remember me"
- Text: "Forgot your password?"
- Button: "Sign In" (blue)
- Text: "Or" (circled)
- Text: "[Create a profile](#)"

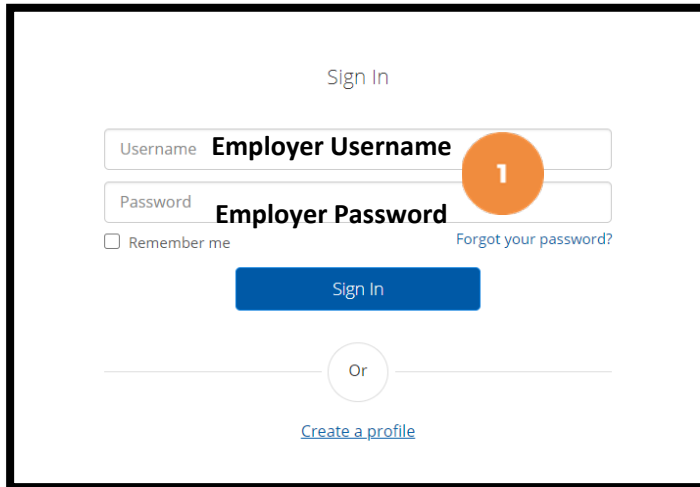
At the bottom of the page, there is a footer text: "Proprietary: For Acumen and Customer Use Only".



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

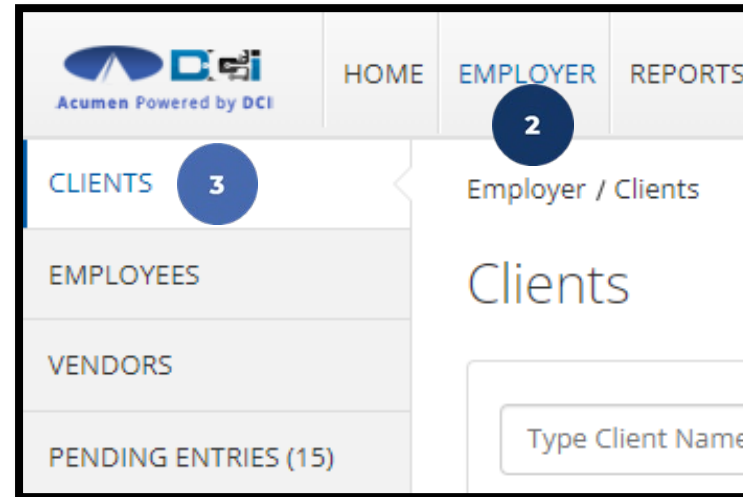
Remember me [Forgot your password?](#)

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

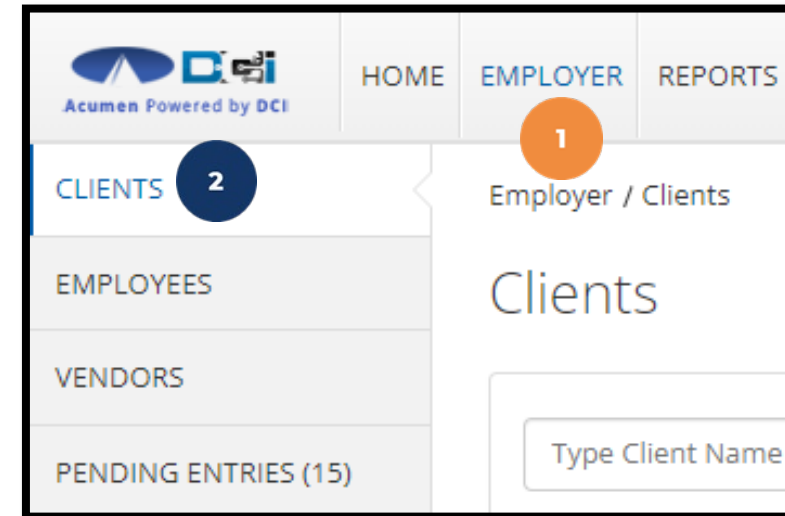
4. Click anywhere in the client row to open the details page

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 shows the 'Client Details - Steph Client' page. The left sidebar contains navigation options: CLIENTS, EMPLOYEES, VENDORS, and PENDING ENTRIES (15). The main content area 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

At the bottom of the page, there is a horizontal tab bar with the following tabs: Entries, Accounts, Certifications, EVV Locations, Diagnosis, Notes, Attachments, Custom Fields, and History. The 'Entries' tab is highlighted with a red circle and 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 software interface for viewing submitted entries. The interface has a top 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"; "Type Employee Name"; "Type Punch Id"; "Select Account Type" with a dropdown arrow; and "Select Status" with a dropdown arrow. On the right side, there is a "Select Type" dropdown menu with a blue circle containing the number "5" next to it. The dropdown menu is open, showing three options: "Punch", "Vendor Payment" (which is highlighted in blue), and "Employer Reimbursement". At the bottom right of the filter area, there are "Reset" and "Search" buttons. A blue circle containing the number "6" is positioned at the bottom right of the screenshot.

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	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

- 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.

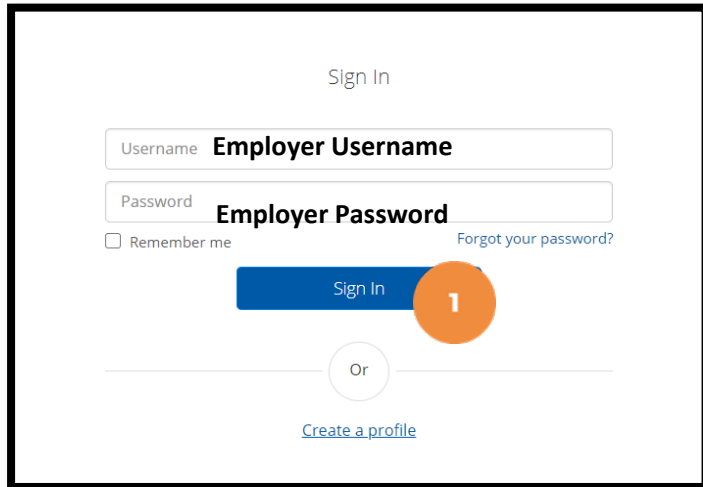
New Vendor Request

- 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**



Sign In

Username **Employer Username**

Password **Employer Password**

Remember me [Forgot your password?](#)

Sign In **1**

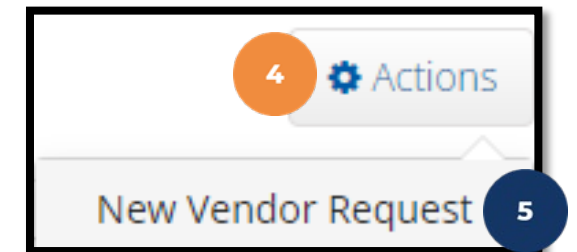
Or

[Create a profile](#)

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

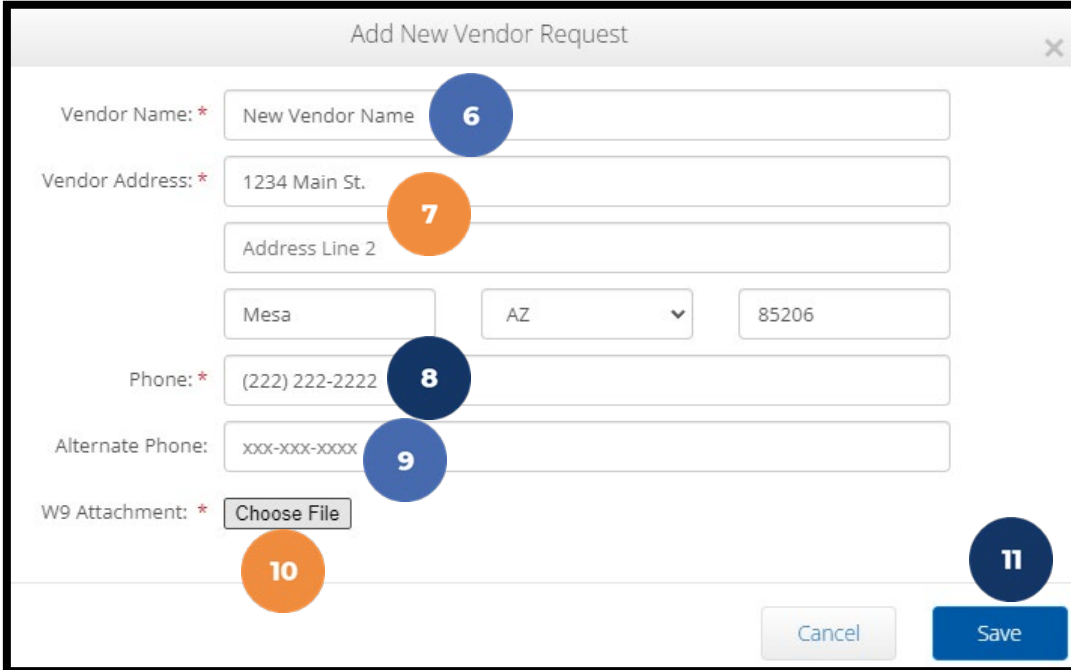


4. Click **Actions**
5. Select **New Vendor Request** from the drop-down menu



New Vendor Request

Complete the Add New Vendor Request form wizard:



6. Vendor Name: * New Vendor Name

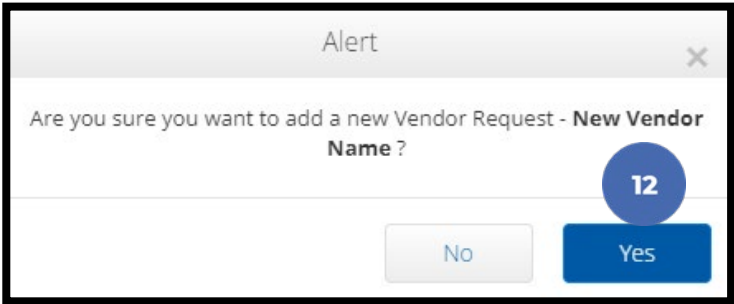
7. Vendor Address: * 1234 Main St.
Address Line 2

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):
 - ✓ *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

Proprietary: For Acumen and Customer Use Only





SDFSS Payment Schedule

- 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 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

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

"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](#) form at www.acumenfiscalagent.com/contact



Questions?

Thank you!

**Visit the Acumen Help Center
to learn more at:**

acumenfiscalagent.zendesk.com