Acumen powered by DCI Software

Employer Reimbursement

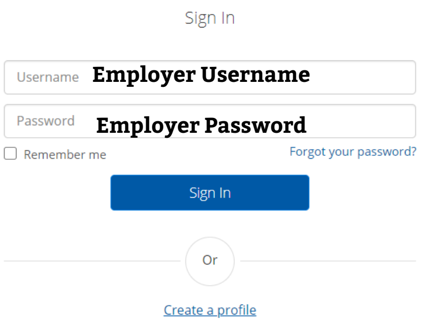
Why Employer Reimbursement?

- **Paid for approved Services or Supplies out of pocket?**
  - If your program allows, you may be eligible for Employer Reimbursement.
- **Payments to Employers are non-taxable and subject to State & Program rules.**
  - Check with your Acumen Agent for more info
- **Must have receipt or invoice to receive reimbursement for Services or Supplies paid***
  - Needs to show Company name, Date, & Amount

**Some programs also require a Request for Reimbursement Form. Check with your agent for state specific requirements.*

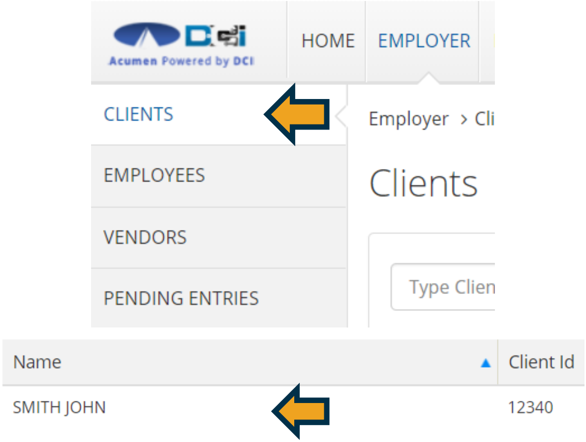
New Reimbursement Entry

- Go to acumen.dcisoftware.com
- Log into **Employer Profile***

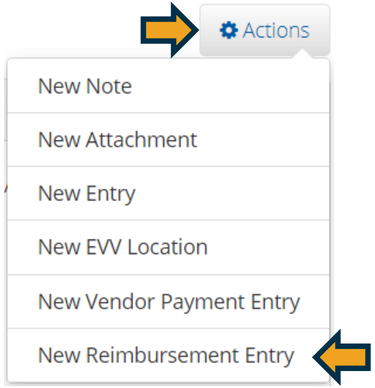


**Only the Employer can submit Employer Reimbursement Entry*

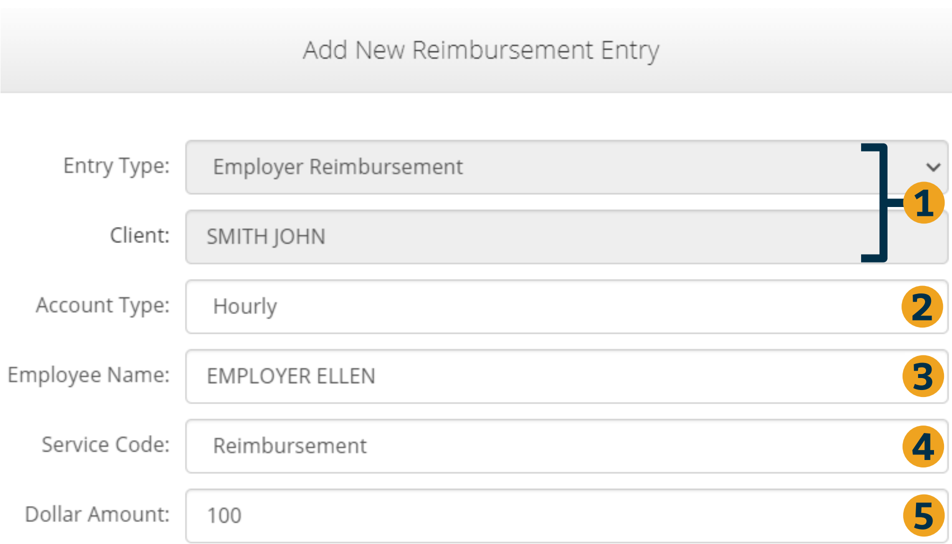
- Go to Clients Page
- Click on Client name



- Click Actions
- Click New Reim. Entry



Add New Reimbursement Entry



1. Entry Type & Client Name are Auto Selected
2. Account Type is Hourly
3. Type Employer name then select from list
4. Your Reimbursement service code
5. Total Reimbursement Amount*

**Amount listed must match invoice or receipt attached below.*

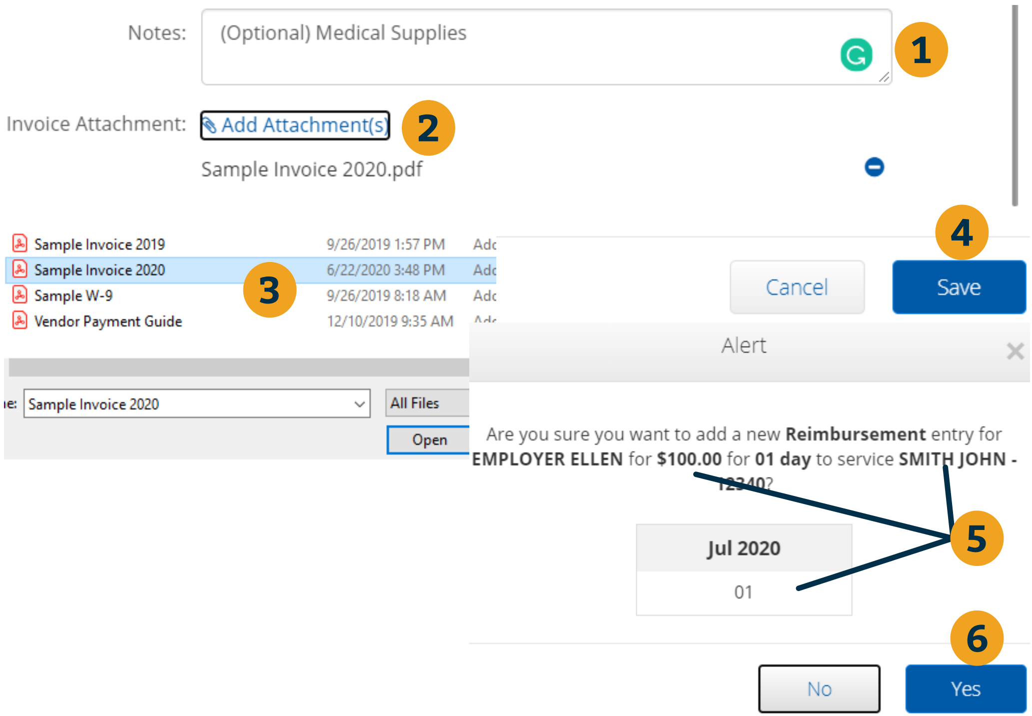
Add New Reimbursement Entry

Number	Date	Amount	Action
1	07/01/2020	100	

1. Click in box to bring up calendar
2. Select all dates as listed on the Invoice or Receipt
3. Click OK to load date options below
4. Hover over icon to view Reim. Authorization balance
5. Enter total amount listed on invoice*

**The total of all amounts listed must also match Dollar Amount box on previous page.*

Add New Reimbursement Entry



1. Entry Notes are Optional
2. Click Add Attachment(s)
3. Select Invoice/Receipt from device
4. Click Save to finish process
5. Confirm details for this entry
6. Click Yes to submit Entry

**The Reimbursement Entry will then be submitted for review. The status is visible in the Client's profile and listed with the Entries.*

What happens next?

1. Entries go in as Pending status
   - Multiple dates are canceled and split
     - Reference entries are created

Entries are then reviewed by the Payroll team and Approved or Rejected.

- If Approved, status will change and payment will be made at scheduled time.

- If Rejected, status will change and communication is sent to the Employer

Entries

Showing **30** out of **198** records

Id	Service Date	Type	Service Code	Cost Center	Employee /Program /Vendor Name	Ref.	Amount	Unit Type	Status	Client Sign-off
1030	Jul 01, 2020	Employer Reimbursement	Reimbursement	LA-010 TEST ER - LA-010 TEST ER	EMPLOYER ELLEN		100.00	Dollar	Pending 1	N/A

Where to go for help?

- **Utilize our DCI Training Materials for more help**
  - This will give you a full list of Training Materials for DCI
- **Contact your Acumen Agent for more help**
  - Contact Customer Service if you don't know your assigned agent

Phone: (877) 211-3738

acumenfiscalagent.com

Thank you!

Visit the **Acumen Help Center** to learn more at:
acumenfiscalagent.zendesk.com

DIRECT CARE INNOVATIONS
www.dcisoftware.com