



**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](https://acumen.dcisoftware.com)
- Log into **Employer Profile\***

Sign In

Username **Employer Username**

Password **Employer Password**

Remember me [Forgot your password?](#)

**Sign In**

Or

[Create a profile](#)

*\*Only the Employer can submit Employer Reimbursement Entry*

- Go to Clients Page
- Click on Client name

Acumen Powered by DCI

HOME EMPLOYER

CLIENTS ←

EMPLOYEES

VENDORS

PENDING ENTRIES

Employer > Cli

Clients

Type Clie

| Name       | Client Id |
|------------|-----------|
| SMITH JOHN | 12340     |

←

- Click Actions
- Click New Reim. Entry

Actions

- New Note
- New Attachment
- New Entry
- New EW Location
- New Vendor Payment Entry
- New Reimbursement Entry ←

# Add New Reimbursement Entry

Add New Reimbursement Entry

|                |                        |   |
|----------------|------------------------|---|
| Entry Type:    | Employer Reimbursement | 1 |
| Client:        | SMITH JOHN             |   |
| Account Type:  | Hourly                 | 2 |
| Employee Name: | EMPLOYER ELLEN         | 3 |
| Service Code:  | Reimbursement          | 4 |
| Dollar Amount: | 100                    | 5 |

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

The screenshot illustrates the process of adding a new reimbursement entry. It features a calendar for July 2020 with a date selection box. Below the calendar is a date input field labeled "Date(s) of Service:" containing "07/01/2020". An information icon is present next to the date field. A tooltip displays the following information:

- Authorization Remaining Balance: 49800
- Authorization Daily Max: 50000
- Authorization End Date: 12/31/2022

Below the date field is a table with the following structure:

| Number | Date       | Amount                           | Action |
|--------|------------|----------------------------------|--------|
| 1      | 07/01/2020 | <input type="text" value="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

Notes: (Optional) Medical Supplies

Invoice Attachment: Add Attachment(s)

Sample Invoice 2020.pdf

|                      |                    |     |
|----------------------|--------------------|-----|
| Sample Invoice 2019  | 9/26/2019 1:57 PM  | Adc |
| Sample Invoice 2020  | 6/22/2020 3:48 PM  | Adc |
| Sample W-9           | 9/26/2019 8:18 AM  | Adc |
| Vendor Payment Guide | 12/10/2019 9:35 AM | Adc |

Alert

Are you sure you want to add a new **Reimbursement** entry for EMPLOYER ELLEN for \$100.00 for 01 day to service SMITH JOHN - 12340?

Jul 2020

01

No Yes

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 <b>1</b> | 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](https://www.acumenfiscalagent.com)





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# Thank you!

Visit the **Acumen Help Center** to learn more at:  
[acumenfiscalagent.zendesk.com](https://acumenfiscalagent.zendesk.com)