



Acumen powered by DCI Software

Vendor Payments

Vendor Payment Basics

- **What is a Vendor?**
 - A pre-approved company that provides services and/or supplies to a Client.
 - Each State or Program may have different rules around vendor requirements.
- **What qualifies for a vendor Payment?**
 - Pre-approved services and/or supplies that are provided to a Client
 - Payments to Vendors are non-taxable and subject to State & Program rules.
- **Why the change to DCI?**
 - Making small, incremental changes to protect our environment by eliminating the need for paper requests.
 - Quick and easy steps to submit a vendor payment, seamless payment processing, and better communication with Employers.

Vendor Payment Basics

- **What can be processed?**
 - Payments for approved supplies and/or services
 - These payments are made directly to the vendor
- **What is needed first?**
 - Check vendor list in DCI to ensure vendor is available
 - Request a [New Vendor Setup](#) if not listed
 - Ensure there is enough money in Vendor Authorization
 - Check Authorization Reports in DCI Portal
- **Required Documents***
 - Invoice with company info, invoice #, service dates & amounts

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

Vendor Payment Entry

- Go to 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 Vendor Payment Entry*

- Go to Clients Page
- Click on Client name

Acumen Powered by DCI

HOME EMPLOYER

CLIENTS ←

EMPLOYEES

VENDORS

PENDING ENTRIES

Employer > Cli

Clients

Type Client

Name	Client Id
SMITH JOHN	12340

←

- Click Actions
- Click New VP Entry

→ Actions

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

New Vendor Payment Entry

Add New Vendor Payment Entry ×

Entry Type: Vendor Payment 1

Account Type: Hourly 2

Vendor: Test Vendor 3

Service Code: Vendor 4

Dollar Amount: 150 5

Invoice Number: 123456 6

1. Entry Type is Auto Selected
2. Account Type is Hourly
3. Type Vendor Name > Then select Vendor from list
4. Your vendor service code
5. Total Payment Amount*
6. Invoice Number*

**Amount and Invoice Number must match invoice. If no invoice # is listed, enter name of Vendor w/ no spaces.*

New Vendor Payment Entry

« June 2020

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4
5	6	7	8	9	10	11

Ok

Date(s) of Service: 06/05/2020,06/19/2020

Authorization Remaining Balance: 49200
Authorization Daily Max: 50000
Authorization End Date: 12/31/2022

1. Click in box to bring up calendar
2. Select all dates listed on Invoice*
3. Click OK to load date options below
4. Hover over icon to view Vendor Authorization balance
5. Enter amounts for specific dates as listed on Invoice**

**Future dates can be entered manually*

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

Number	Date	Amount	Action
1	06/05/2020	75	⊖
2	06/19/2020	75	⊖

New Vendor Payment Entry

Notes: (Optional) Guitar Lessons 1

Invoice Attachment: Add Attachment(s) 2
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

3

4

Alert

Are you sure you want to add a new Vendor payment entry for Test Vendor for \$150.00 for 02 days to service SMITH JOHN - 12340?

Jun 2020

05

19

5

No Yes 6

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

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

**Also attach Vendor Request Form here if required*

What happens next?

1. Entries go in as Pending status
2. Multiple dates are canceled and split
3. 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

Id	Service Date	Type	Service Code	Cost Center	Employee /Program /Vendor Name	Ref.	Amount	Unit Type	Status	EVV
993	Jun 19, 2020	Vendor Payment	Vendor	LA-010 TEST ER - LA-010 TEST ER	Test Vendor	991	75.00	Dollar	Pending	N/A
992	Jun 05, 2020	Vendor Payment	Vendor	LA-010 TEST ER - LA-010 TEST ER	Test Vendor	991	75.00	Dollar	Pending	N/A
991	Jun 05, 2020	Vendor Payment	Vendor	LA-010 TEST ER - LA-010 TEST ER	Test Vendor		150.00	Dollar	Canceled	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