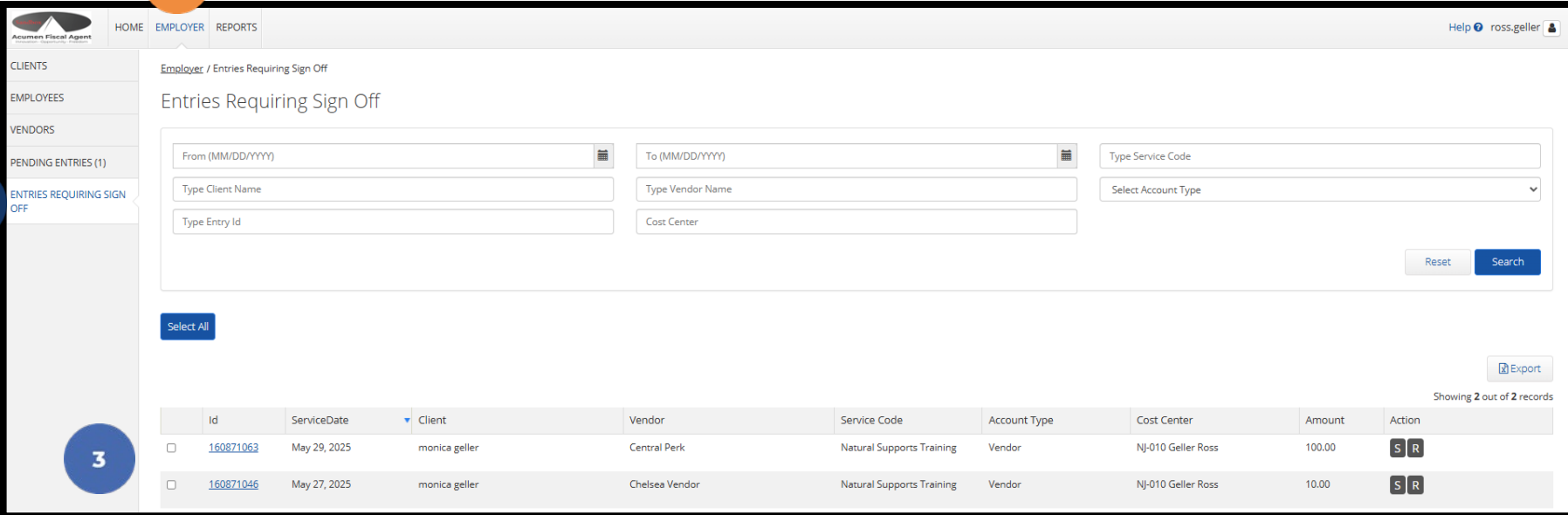


Sign Off or Reject Vendor Payment Entries

Sign Off or Reject Payment Entries

1. Click **Employer** on the main menu
2. Select **Entries Requiring Sign Off** on the submenu
 - ✓ All entries/invoices requiring review/action appear in the table
3. All vendor payments requiring sign off will be listed at the bottom of the page

Important: To prevent any disruption in vendor payments, all vendor payment entries must be signed off by the timesheet due date listed on the payroll schedule.



1

2

3

Acumen Fiscal Agent

HOME EMPLOYER REPORTS

Help ross.geller

CLIENTS

EMPLOYEES

VENDORS

PENDING ENTRIES (1)

ENTRIES REQUIRING SIGN OFF

Employer / Entries Requiring Sign Off

Entries Requiring Sign Off

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Service Code

Type Client Name Type Vendor Name Select Account Type

Type Entry Id Cost Center

Reset Search

Select All

Export

Showing 2 out of 2 records

	Id	ServiceDate	Client	Vendor	Service Code	Account Type	Cost Center	Amount	Action
<input type="checkbox"/>	160871063	May 29, 2025	monica geller	Central Perk	Natural Supports Training	Vendor	NJ-010 Geller Ross	100.00	S R
<input type="checkbox"/>	160871046	May 27, 2025	monica geller	Chelsea Vendor	Natural Supports Training	Vendor	NJ-010 Geller Ross	10.00	S R

Sign Off or Reject Payment Entries

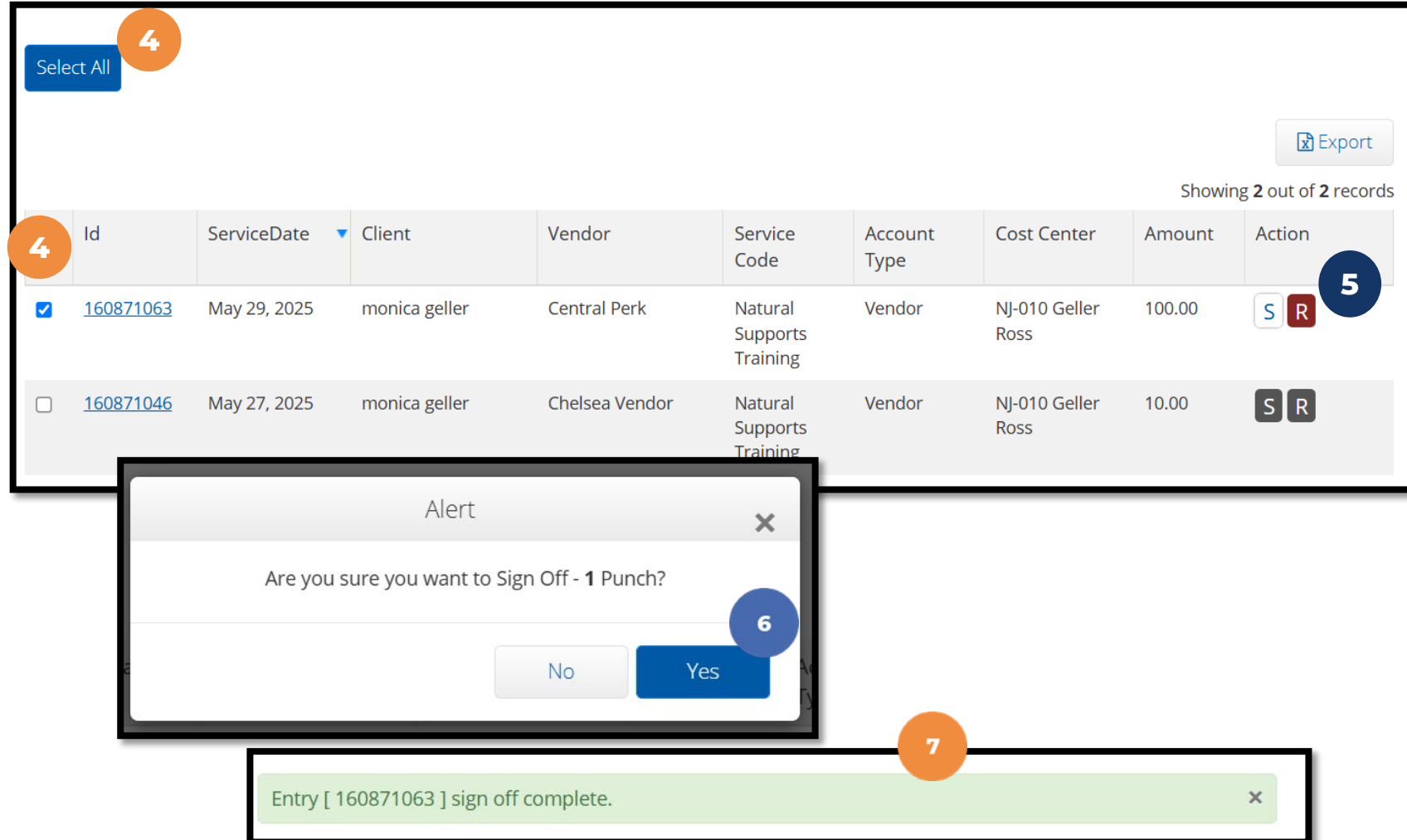
4. Check the box for the entry to sign off on (you can **select all** to sign off or reject on all entries)

5. Select "S" to Sign Off or "R" to Reject the Vendor Entry

- Select the "S" to SIGN OFF on the invoice (after you confirmed everything is correct)
- Select the "R" to reject the entry.
Note: If you reject an entry, please reach out to the vendor so they can resubmit the payment entry correctly.

6. An alert will ask to confirm you would like to Sign off on or Reject the entry. Select Yes to Confirm.

7. A green bar will appear confirming the sign off.



The screenshot displays the Acumen Fiscal Agent interface for managing payment entries. It includes a table with columns for Id, ServiceDate, Client, Vendor, Service Code, Account Type, Cost Center, Amount, and Action. Two entries are shown, both for 'monica geller' at 'Central Perk' and 'Chelsea Vendor'. The first entry (160871063) is selected, and the second entry (160871046) is not. The 'Action' column shows 'S' (Sign Off) and 'R' (Reject) buttons. A blue circle with the number 4 highlights the 'Select All' button. A blue circle with the number 5 highlights the 'S' and 'R' buttons in the Action column. An 'Alert' dialog box is shown, asking 'Are you sure you want to Sign Off - 1 Punch?' with 'No' and 'Yes' buttons. A blue circle with the number 6 highlights the 'Yes' button. A green bar at the bottom indicates 'Entry [160871063] sign off complete.' with a close button. A blue circle with the number 7 highlights this green bar.

	Id	ServiceDate	Client	Vendor	Service Code	Account Type	Cost Center	Amount	Action
<input checked="" type="checkbox"/>	160871063	May 29, 2025	monica geller	Central Perk	Natural Supports Training	Vendor	NJ-010 Geller Ross	100.00	S R
<input type="checkbox"/>	160871046	May 27, 2025	monica geller	Chelsea Vendor	Natural Supports Training	Vendor	NJ-010 Geller Ross	10.00	S R

Showing 2 out of 2 records

Alert

Are you sure you want to Sign Off - 1 Punch?

No Yes

Entry [160871063] sign off complete.