

Oklahoma

Vendor Payment Entries – Signing Off and Submitting Vendor Entries

Welcome to Acumen!

Thank you for joining the Acumen Family!



Acumen powered by DCI

Helping create a positive, long-lasting
impact on people's lives.

Acumen & DCI

Who is Acumen?



- One of the largest, most experienced fiscal management entities in the U.S.
- Servicing multiple states across the country
- Over 30 years of experience
- Customized approach for your needs

What is DCI?

DCI is the electronic invoicing system that allows community vendors to securely submit supporting documentations for payment approval by the individual or their authorized representative.

Web Browsers

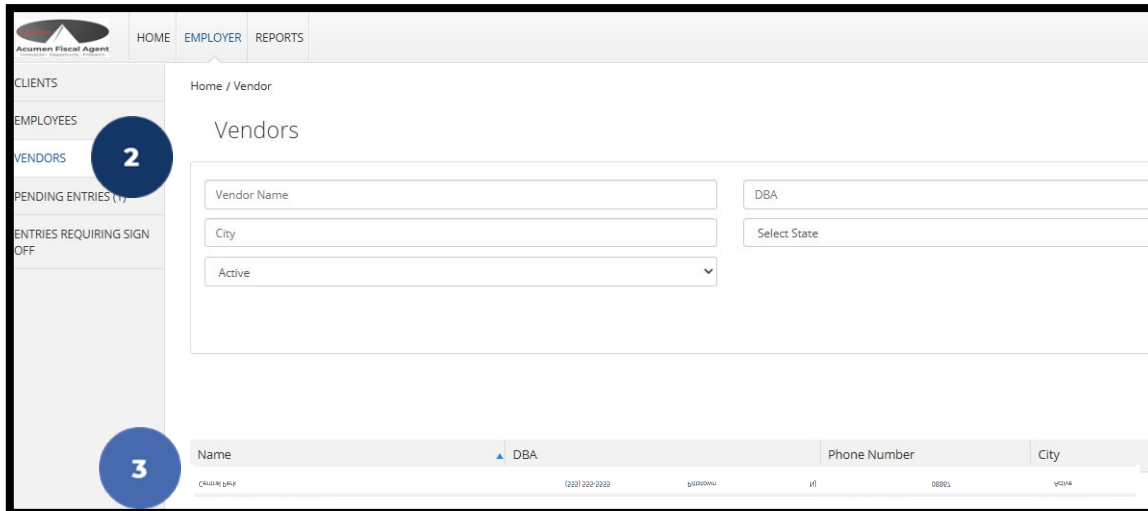
- ✓ Google Chrome (DCI Preferred)
- ✓ Firefox
- ✓ Edge
- ✓ Safari



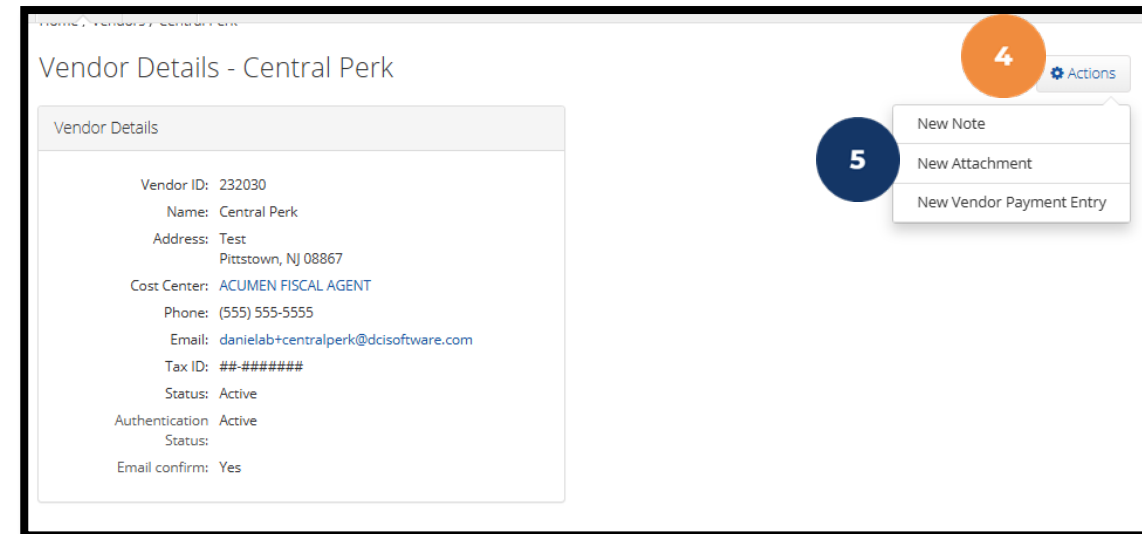
New Vendor Payment Entry

New Vendor Payment Entry

1. From your home page, Select **Employer**
2. Select **Vendor** from the submenu
3. Select **the Vendor you are submitting the payment entry for**
4. Select "Actions"
5. Select "Add New Vendor Payment"



The screenshot shows the Acumen Fiscal Agent web application. The top navigation bar includes 'HOME', 'EMPLOYER', and 'REPORTS'. The left sidebar has a menu with 'CLIENTS', 'EMPLOYEES', 'VENDORS' (highlighted with a blue circle and the number 2), 'PENDING ENTRIES (1)', and 'ENTRIES REQUIRING SIGN OFF'. The main content area is titled 'Home / Vendor' and 'Vendors'. It contains a form with fields for 'Vendor Name', 'City', 'DBA', and 'Select State'. Below the form is a table with columns 'Name', 'DBA', 'Phone Number', and 'City'. A blue circle with the number 3 highlights the 'Name' column header.



The screenshot shows the 'Vendor Details - Central Perk' page. The page displays various vendor information fields such as 'Vendor ID: 232030', 'Name: Central Perk', 'Address: Test', 'City: Pittstown, NJ 08867', 'Cost Center: ACUMEN FISCAL AGENT', 'Phone: (555) 555-5555', 'Email: danielab+centralperk@dcisoftware.com', 'Tax ID: ##-####', 'Status: Active', 'Authentication Status: Active', and 'Email confirm: Yes'. In the top right corner, there is an 'Actions' button (highlighted with a blue circle and the number 4). A dropdown menu is open, showing options: 'New Note', 'New Attachment', and 'New Vendor Payment Entry' (highlighted with a blue circle and the number 5).

***If you don't see the name of your Vendor, please reach out to Vendor-OK@acumen2.net to verify the spelling as well as verify that this is an Approved Vendor.**

New Vendor Payment Entry

Complete the form:

6. Entry Type **(required)**: Vendor Payment
7. Account Type **(required)**: Vendor
8. Client **(required)**: Type the client's name and select it from the drop-down (Last Name First Name with no commas in between)

Add New Vendor Payment Entry

Entry Type: *

Vendor Payment

6

▼

Account Type: *

Vendor

7

▼

Client: *

Type Client Name

8

Please note: Only clients who have an active service account with you listed as the *vendor* will display. If you do not see your client's name appear in the drop down, please reach out to Vendor-OK@acumen2.net.

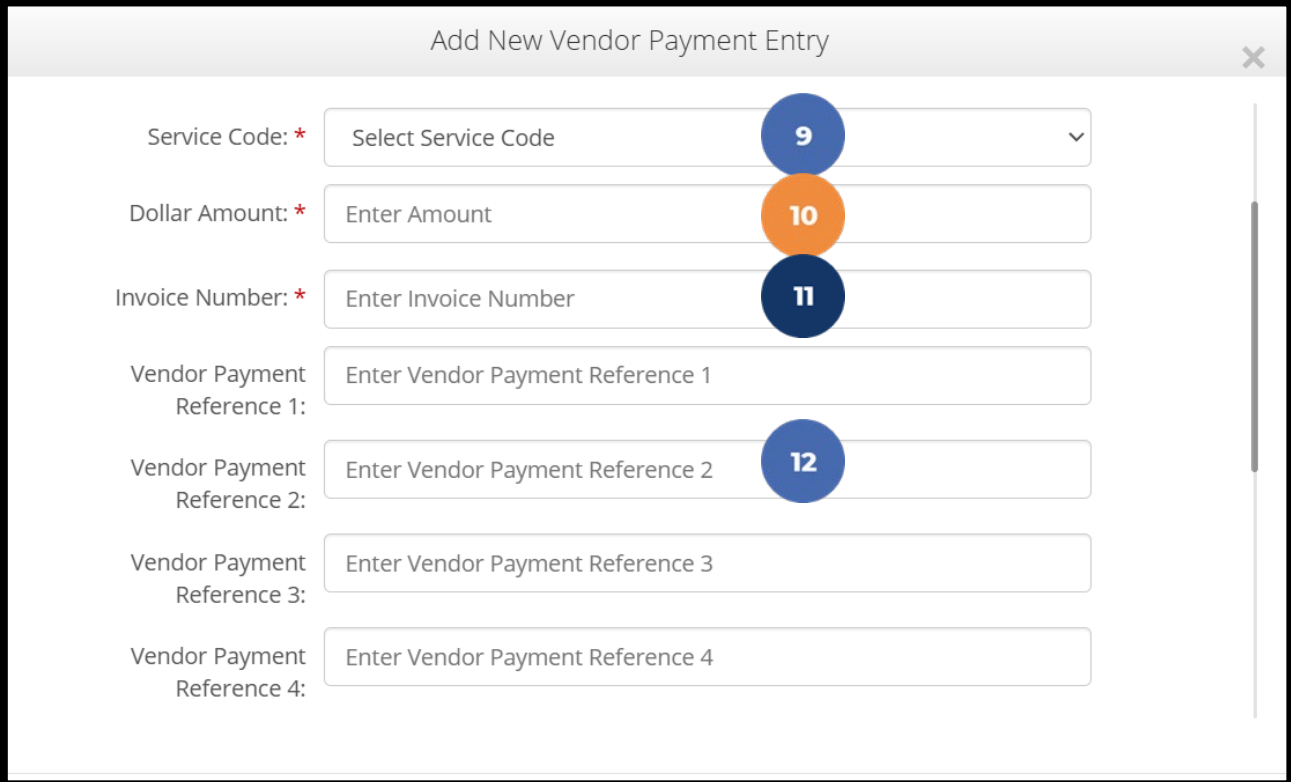
New Vendor Payment Entry

9. Service code (**required**): Select from the drop-down
10. Dollar Amount (**required**): Enter the total amount for the invoice for all dates of service
11. Invoice Number (**required**): Enter the invoice number.

Note: Invoice # field cannot have special characters, such as periods/slash/semicolon, please only use spaces.

Also please be sure to add the CLT initials and month in this line (this is what the paystub image is added for, this line shows on the paystub that the Vendor will get so more clarification for them is ideal but not mandatory).

12. Vendor Payment Reference Fields 1-5 (*optional*): You can skip these!



The screenshot shows a web form titled "Add New Vendor Payment Entry" with a close button (X) in the top right corner. The form contains the following fields:

- Service Code:** A dropdown menu with the text "Select Service Code". A blue circle with the number 9 is positioned to the right of the dropdown.
- Dollar Amount:** A text input field with the placeholder "Enter Amount". An orange circle with the number 10 is positioned to the right of the input field.
- Invoice Number:** A text input field with the placeholder "Enter Invoice Number". A blue circle with the number 11 is positioned to the right of the input field.
- Vendor Payment Reference 1:** A text input field with the placeholder "Enter Vendor Payment Reference 1".
- Vendor Payment Reference 2:** A text input field with the placeholder "Enter Vendor Payment Reference 2". A blue circle with the number 12 is positioned to the right of the input field.
- Vendor Payment Reference 3:** A text input field with the placeholder "Enter Vendor Payment Reference 3".
- Vendor Payment Reference 4:** A text input field with the placeholder "Enter Vendor Payment Reference 4".

New Vendor Payment Entry

13. Date(s) of Service (**required**): 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.

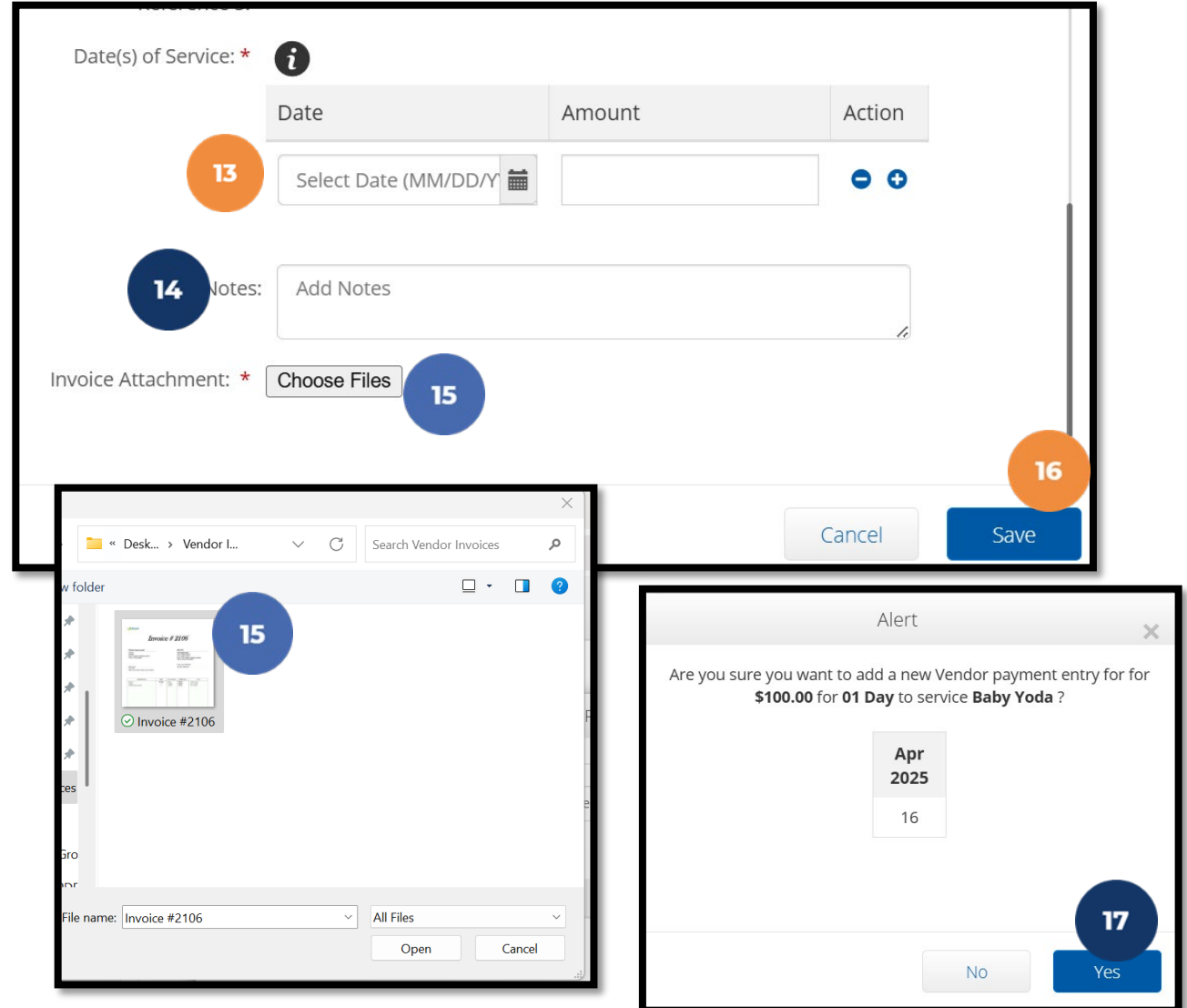
- **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field

14. Notes (*optional*): Used for your own understanding so please add clarifications such a "Sept Swim Class" to assist with understanding each payment

15. Supporting Documentation Attachment (**required**): Click the **Choose Files** button to select and upload the supporting documentation. Attachment must be in PDF, JPG, or PNG format.

16. Click **Save**

17. Click **Yes** to confirm



The image displays three overlapping screenshots from the Acumen Fiscal Agent software interface, illustrating the steps for creating a new vendor payment entry. The top screenshot shows the main entry form with fields for 'Date(s) of Service', 'Amount', 'Action', 'Notes', and 'Invoice Attachment'. A table with columns 'Date', 'Amount', and 'Action' is visible, with a 'Select Date (MM/DD/YY)' button and a calendar icon. A 'Choose Files' button is also present. The middle screenshot shows a file selection dialog box with a folder named 'Vendor I...' and a search bar. A file named 'Invoice #2106' is selected. The bottom screenshot shows an 'Alert' dialog box asking for confirmation to add a new vendor payment entry for \$100.00 for 01 Day to service Baby Yoda. The dialog box includes a date picker showing 'Apr 2025' and '16'.

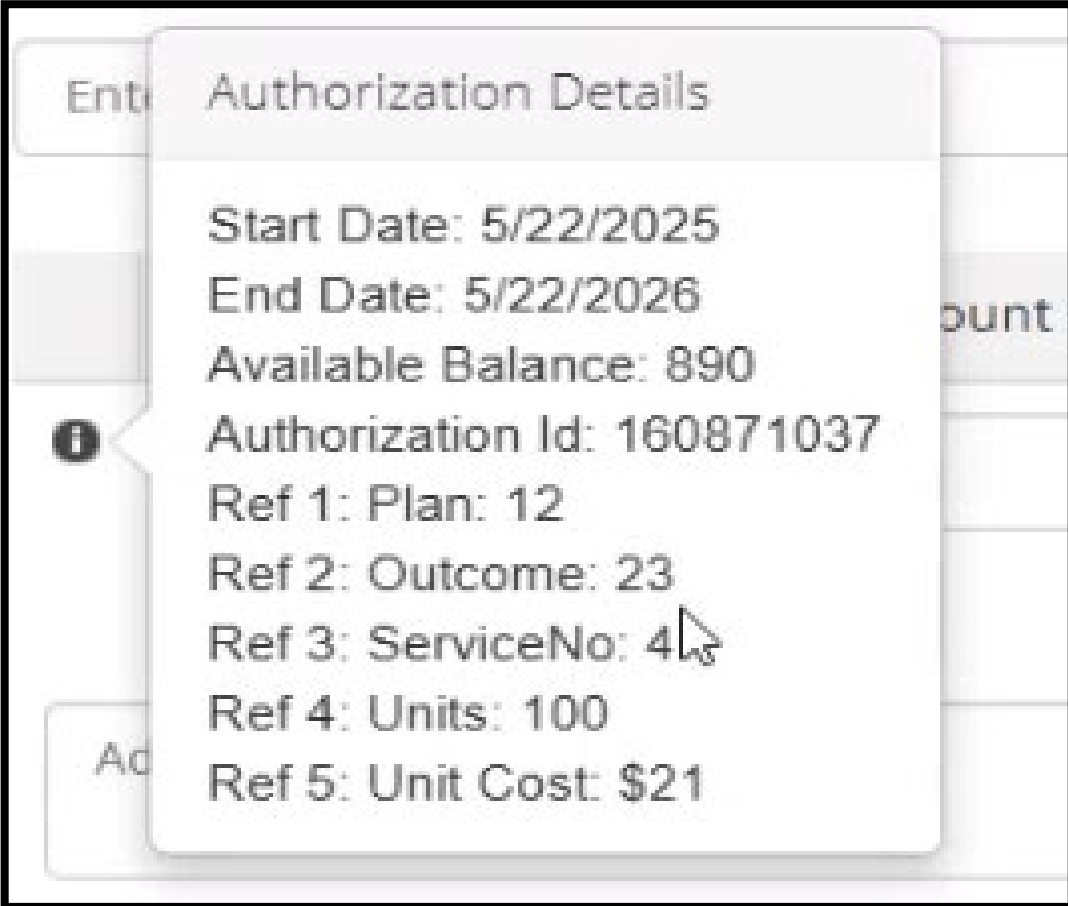
The entry is now submitted! Proprietary: For Acumen and Customer Use Only

New Vendor Payment Entry

Hover over the “i” icon to see the authorization details!

Outcome Number and Service Number are related to the specific service code!

Refer to the SDR for the details on which service code to use!



The screenshot shows a software interface for 'New Vendor Payment Entry'. A pop-up window titled 'Authorization Details' is displayed over the form. The pop-up contains the following information:

- Start Date: 5/22/2025
- End Date: 5/22/2026
- Available Balance: 890
- Authorization Id: 160871037
- Ref 1: Plan: 12
- Ref 2: Outcome: 23
- Ref 3: ServiceNo: 4
- Ref 4: Units: 100
- Ref 5: Unit Cost: \$21

A mouse cursor is hovering over the 'Ref 3: ServiceNo: 4' field. In the background, the form has fields for 'Ent', 'Ad', and 'ount', and an 'i' icon is visible next to the 'Ad' field.

New Vendor Payment Entry



Acumen Fiscal Agent

Innovation • Opportunity • Freedom

THANK YOU!

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