Oklahoma

Vendor Payment Entries – Signing Off and Submitting Vendor Entries

Welcome to Acumen!

Thank you for joining the Acumen Family!

Acumen Fiscal Agent
Innovation · Opportunity · Freedom

DIRECT CARE INNOVATIONS

Acumen powered by DCI

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

Acumen & DCI

Who is Acumen?

Acumen Fiscal Agent
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- 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?

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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.

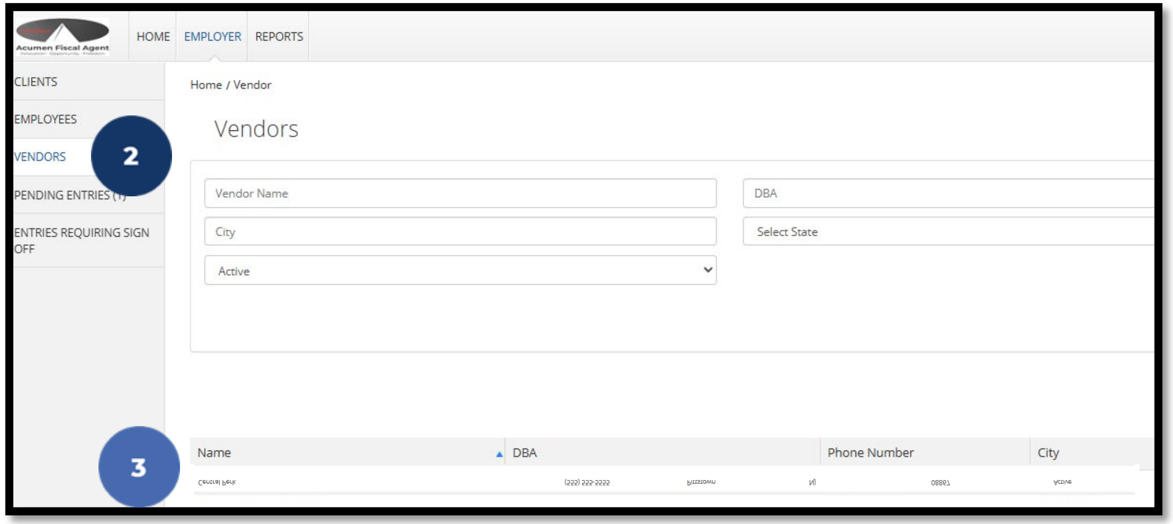
Web Browsers

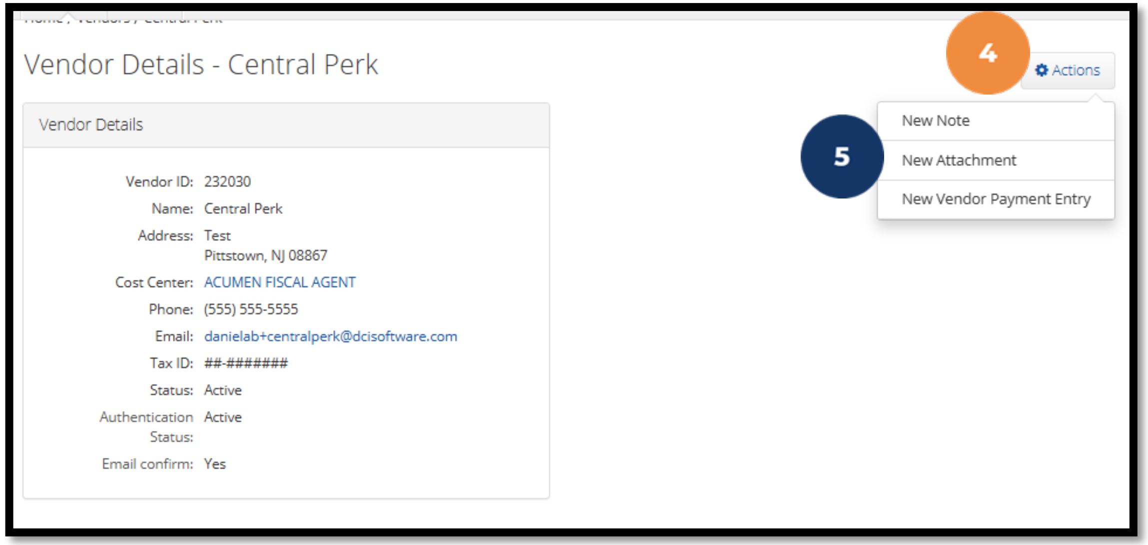
- ✓ Google Chrome (DCI Preferred)
- ✓ Firefox
- ✓ Edge
- ✓ Safari

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”



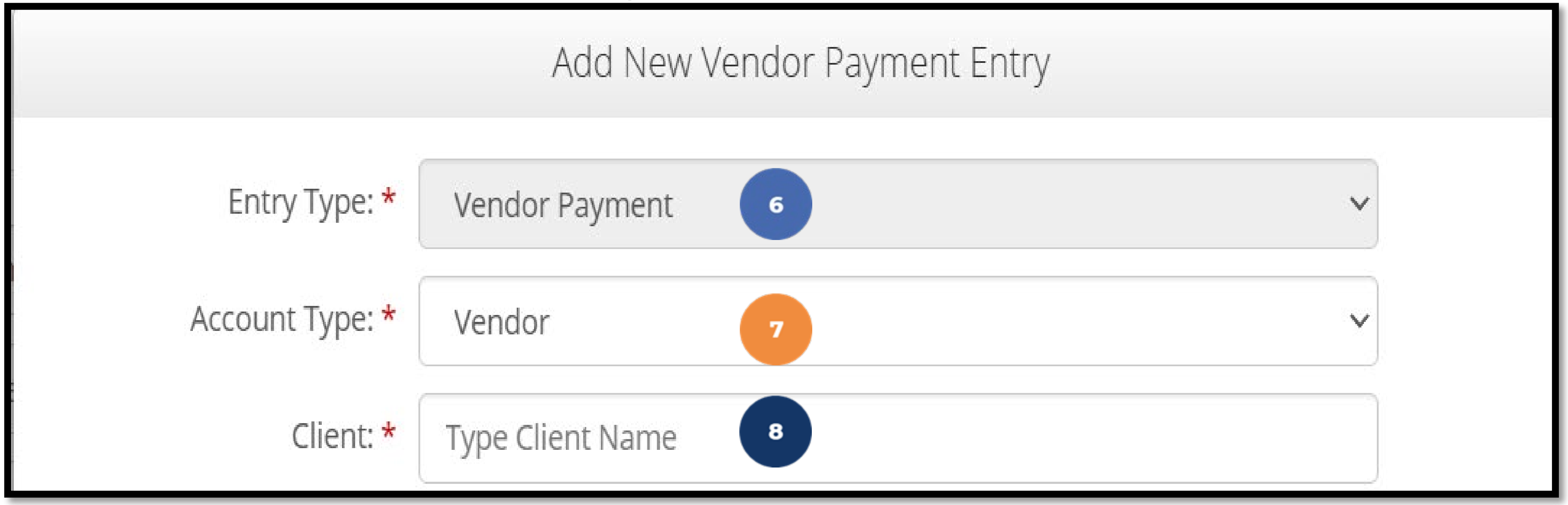


***If you don't see the name of your Vendor, please reach out to Vendor-OK@acumen2.net to verify the spelling as well as verify that this is an Approved Vendor.**

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)



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.

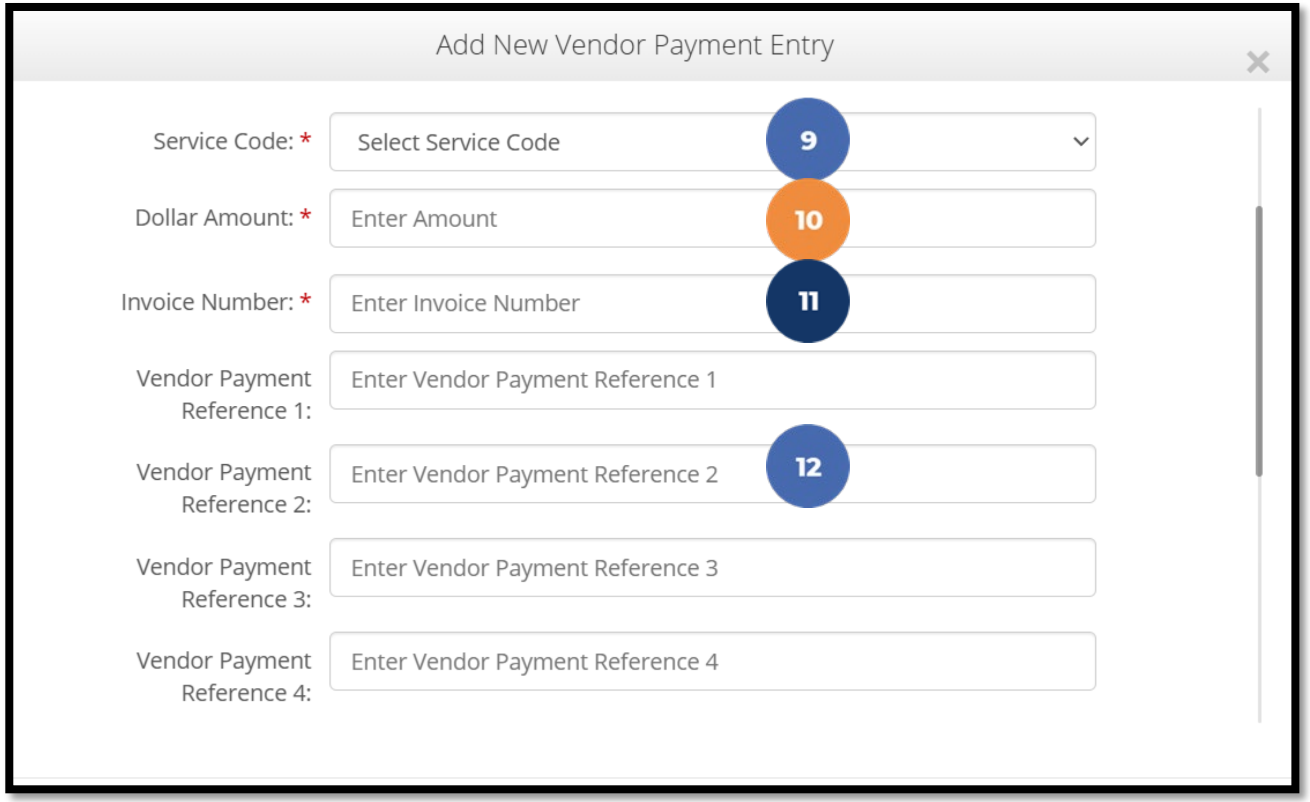
New Vendor Payment Entry

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.

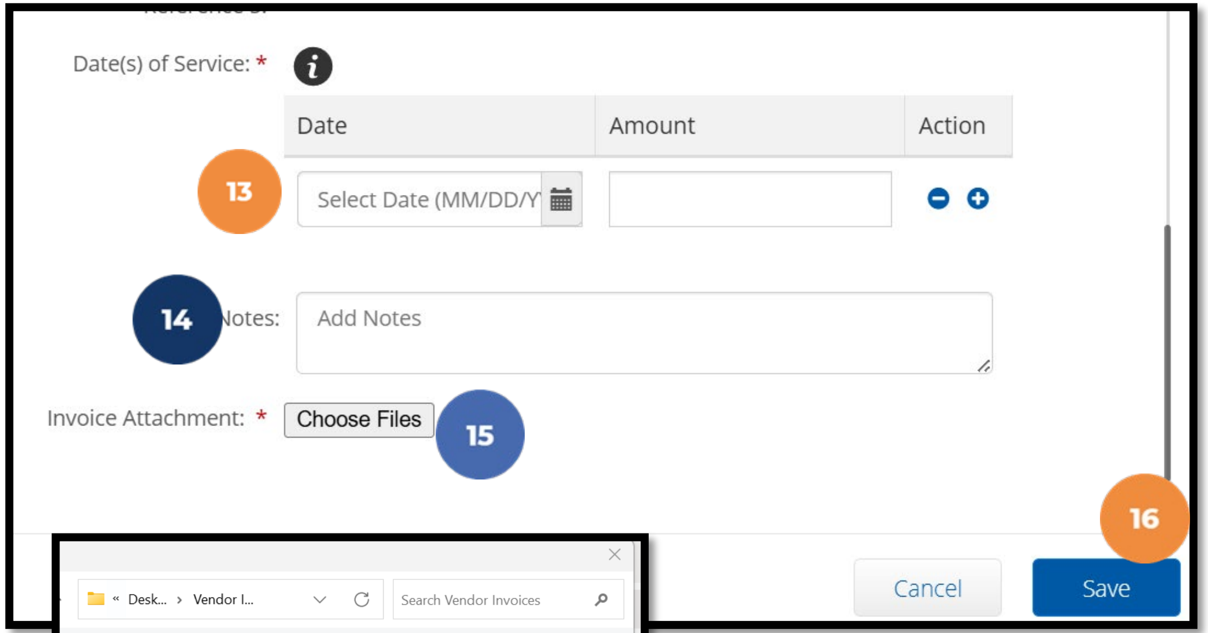
Also please be sure to add the CLT initials and month in this line (this is what the paystub image is added for, this line shows on the paystub that the Vendor will get so more clarification for them is ideal but not mandatory.

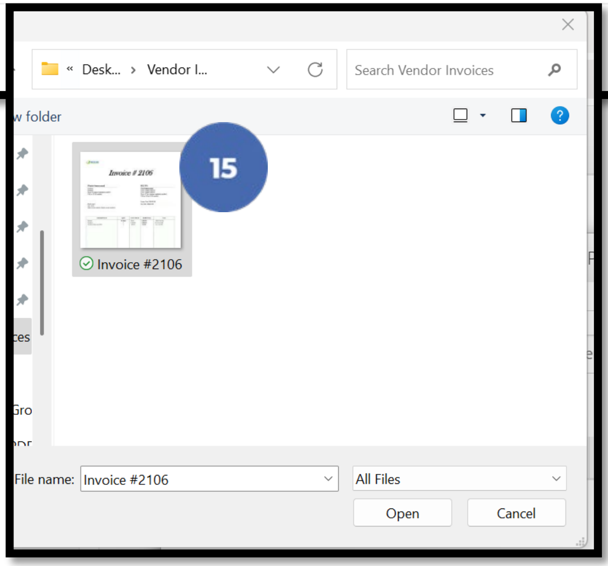
12. Vendor Payment Reference Fields 1-5 (*optional*): You can skip these!

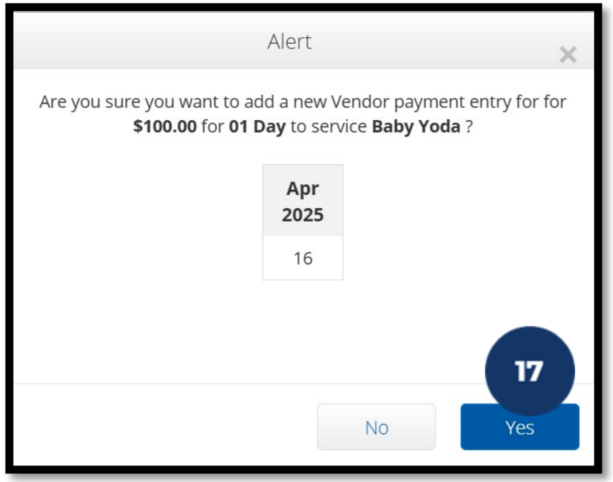


New Vendor Payment Entry

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 entry is now submitted!

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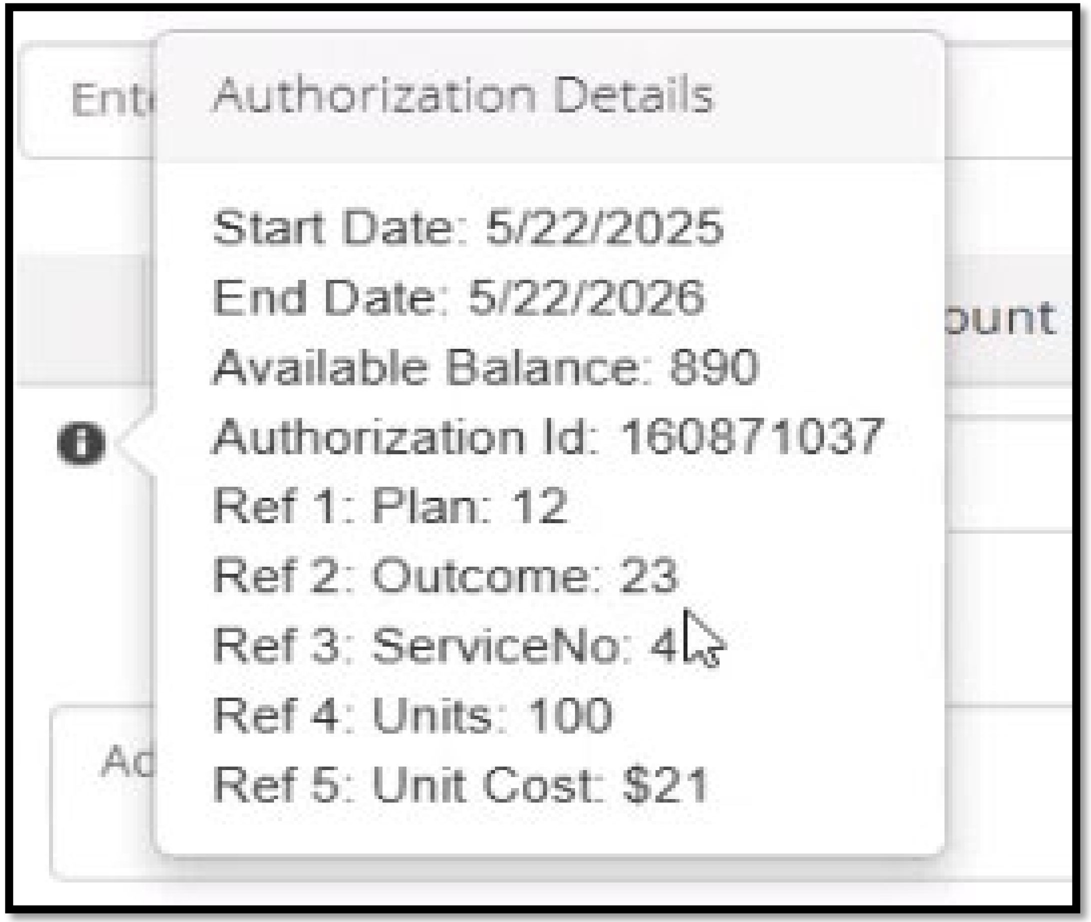
Hover over the **“i” icon** to see the authorization details!

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!



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THANK YOU!

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