

DCI Advanced Insights – Vendors



Acumen Fiscal Agent

Innovation • Opportunity • Freedom

DCI Advanced Insights for Vendors



Acumen Fiscal Agent
Innovation • Opportunity • Freedom



Vendor Payment Activity & Entry Tracking Report



Vendor Authorization



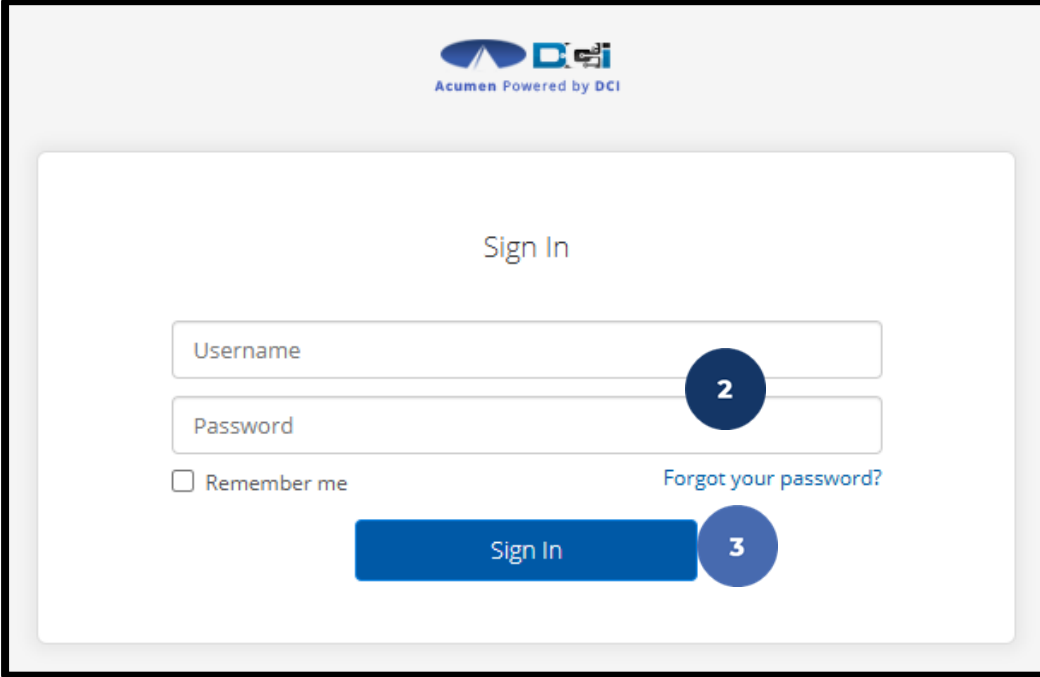
Vendor Authorization Accruals Balance

Vendor Access

Vendor Access

1. Vendors will access acumen.dcisoftware.com
2. Enter login credentials
3. Press the blue **Sign in** button

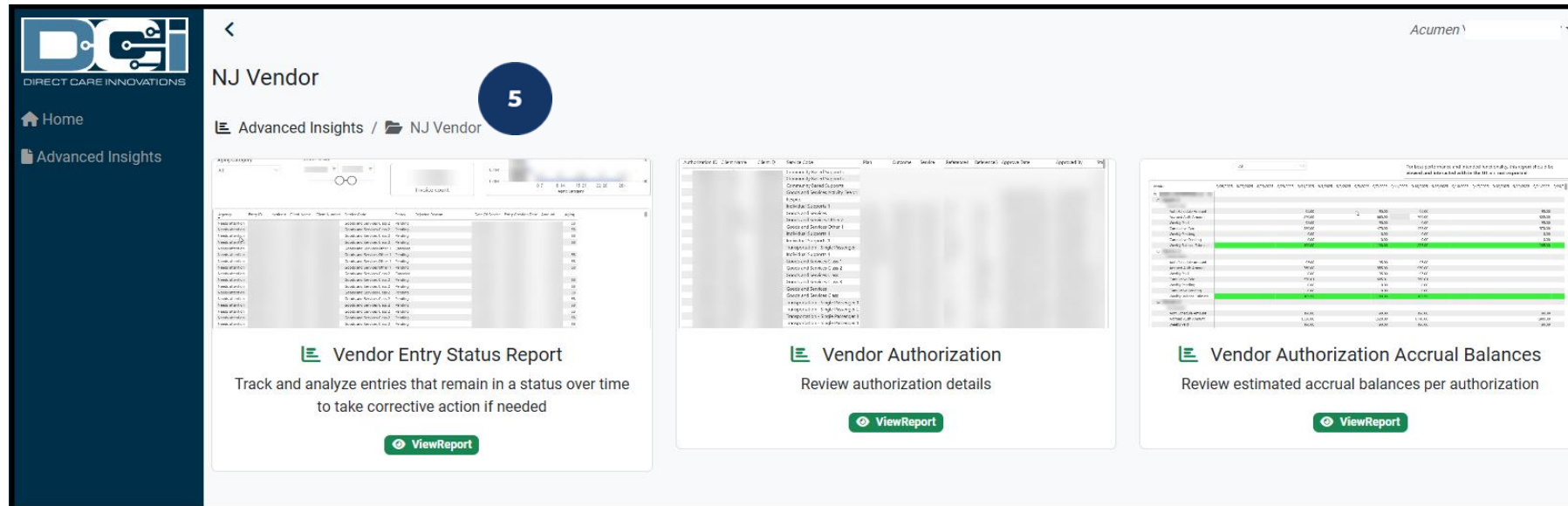
1 acumen.dcisoftware.com



The screenshot shows the Acumen Sign In page. At the top, there is the Acumen logo and the text "Acumen Powered by DCI". Below this is the heading "Sign In". There are two input fields: "Username" and "Password". A blue circle with the number "2" is positioned to the right of the Password field. Below the input fields, there is a checkbox labeled "Remember me" and a link labeled "Forgot your password?". At the bottom, there is a blue "Sign In" button with a blue circle containing the number "3" to its right.

Vendor Access

4. Press the **Advanced Insights** button on the main menu
5. This will direct you to the available Advanced Insights



*Vendor Payment Activity
& Entry Tracking Report*

Vendor Payment Activity & Entry Tracking Report



This report will allow the Vendors to review aging Vendor Entries submitted for all their clients.

Vendor	Entry ID	Invoice #	Client Name	Client Number	Service Code	Status	Reason Reason	Date Of Service	Date/Creation Date	Amount	Aging
Vendor 1	1000000000	1000000000	Client 1	1000000000	Service 1	Pending		01/01/2020	01/01/2020	100.00	180
Vendor 2	2000000000	2000000000	Client 2	2000000000	Service 2	Pending		02/02/2020	02/02/2020	200.00	180
Vendor 3	3000000000	3000000000	Client 3	3000000000	Service 3	Pending		03/03/2020	03/03/2020	300.00	180
Vendor 4	4000000000	4000000000	Client 4	4000000000	Service 4	Pending		04/04/2020	04/04/2020	400.00	180
Vendor 5	5000000000	5000000000	Client 5	5000000000	Service 5	Pending		05/05/2020	05/05/2020	500.00	180
Vendor 6	6000000000	6000000000	Client 6	6000000000	Service 6	Pending		06/06/2020	06/06/2020	600.00	180
Vendor 7	7000000000	7000000000	Client 7	7000000000	Service 7	Pending		07/07/2020	07/07/2020	700.00	180
Vendor 8	8000000000	8000000000	Client 8	8000000000	Service 8	Pending		08/08/2020	08/08/2020	800.00	180
Vendor 9	9000000000	9000000000	Client 9	9000000000	Service 9	Pending		09/09/2020	09/09/2020	900.00	180
Vendor 10	10000000000	10000000000	Client 10	10000000000	Service 10	Pending		10/10/2020	10/10/2020	1000.00	180

Vendor Payment Activity & Entry Tracking Report
Track and analyze entries that remain in a status over time to take corrective action if needed

[View Report](#)

Vendor Payment Activity & Entry Tracking Report



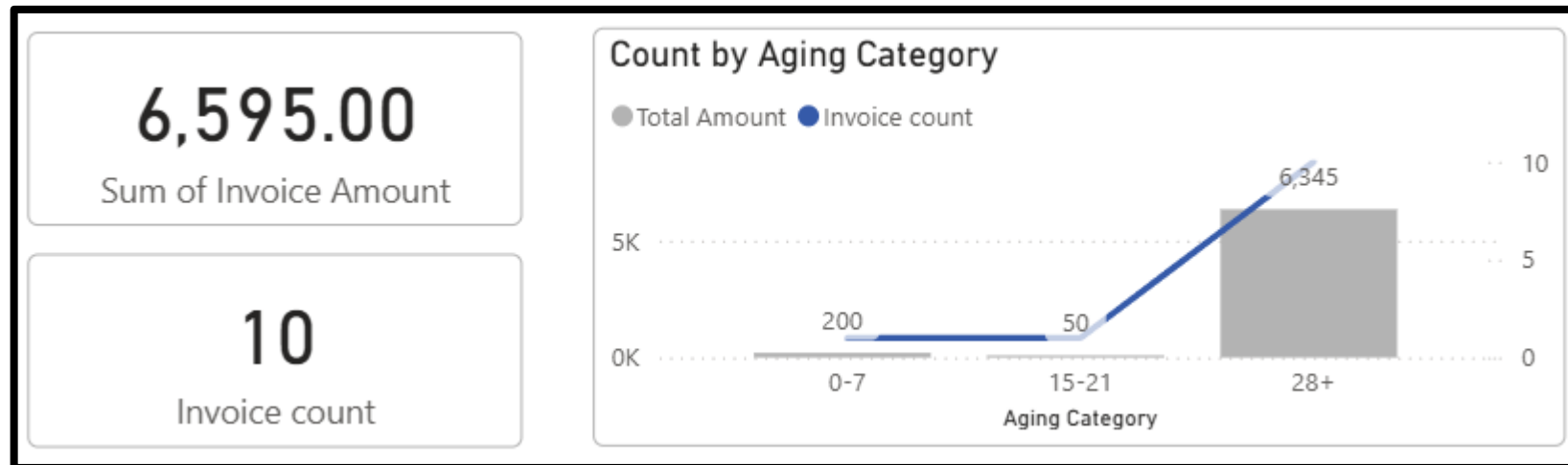
- The Vendor can narrow down the results using multiple filters:
 - **Client Name**
 - Selecting a specific Individual.
 - **Client DDD ID:**
 - Selecting an individual by their DDD ID.
 - **Status**
 - Approved, Canceled, Pending, Rejected.
 - **Aging Category**
 - A bucket of time (by days).
 - **Date of Service**
 - Using the slider or calendar picker to narrow down the date of Service.

A screenshot of the filter interface for the Vendor Payment Activity & Entry Tracking Report. It includes dropdown menus for Client Name, Client DDDID, and Aging Category, all currently set to "All". There is also a Status dropdown set to "All". The Date of Service section features a date range from 3/1/2025 to 1/27/2026, with calendar icons for each date and a slider below for adjustment.A screenshot of the Aging Category dropdown menu. It shows the "All" option selected at the top, followed by a search bar. Below the search bar are four checkboxes with corresponding labels: "Select all", an empty checkbox, "0-7", "15-21", and "28+".

Vendor Payment Activity & Entry Tracking Report



- The **Sum of Invoice Amount** will display the total amount for all Vendor Entries.
 - This will change depending on the filters selected.
- The **Invoice Count** is determined by each distinct Invoice Number.
- The **Count by Aging Category** chart illustrates the amount due per aging period.



Vendor Payment Activity & Entry Tracking Report



- The data can be sorted by clicking on each column header.
- The three little dots on the right of the table will open **More Options**.
 - This is where you will be able to **Export Data**.

Client Name: All | Status: Multiple selections | Total Amount: [blurred] | Invoice count: [blurred]

Client DDDID: All | Date Of Service: 8/30/2025 - 10/1/2025

Aging Category: All

Count by Aging Category

Aging Category	Count
0-7	37
8-14	110
15-21	54
22-29	40
30-59	182
60-89	91
90-1...	110
120+	18

% Total Amount by Aging Category

Aging Category	% Total Amount
0-7	8%
8-14	37%
15-21	6%
22-29	3%
30-59	24%
60-89	9%
90-1...	10%
120+	2%

Urgency	Entry ID	Invoice #	Client Name	Client DDDID	Client Number	Service Code	Status	Rejected Reason	Date Of Service	Entry Creation Date	Amount	Aging
Needs attention						Transportation - Single Passenger 1	Pending		08/31/2025	9/7/2025	80.50	143
Needs attention						Transportation - Single Passenger 1	Pending		08/31/2025	9/7/2025	77.00	143
Needs attention						Goods and Services Class 3	Pending		09/04/2025	9/9/2025	125.00	141
Needs attention						Transportation - Single Passenger 1	Pending		09/04/2025	9/11/2025	200.00	139
Needs attention						Transportation - Single Passenger 1	Pending		09/11/2025	9/11/2025	200.00	139
Needs attention						Transportation - Single Passenger 1	Pending		08/31/2025	9/18/2025	255.50	132

More options menu:

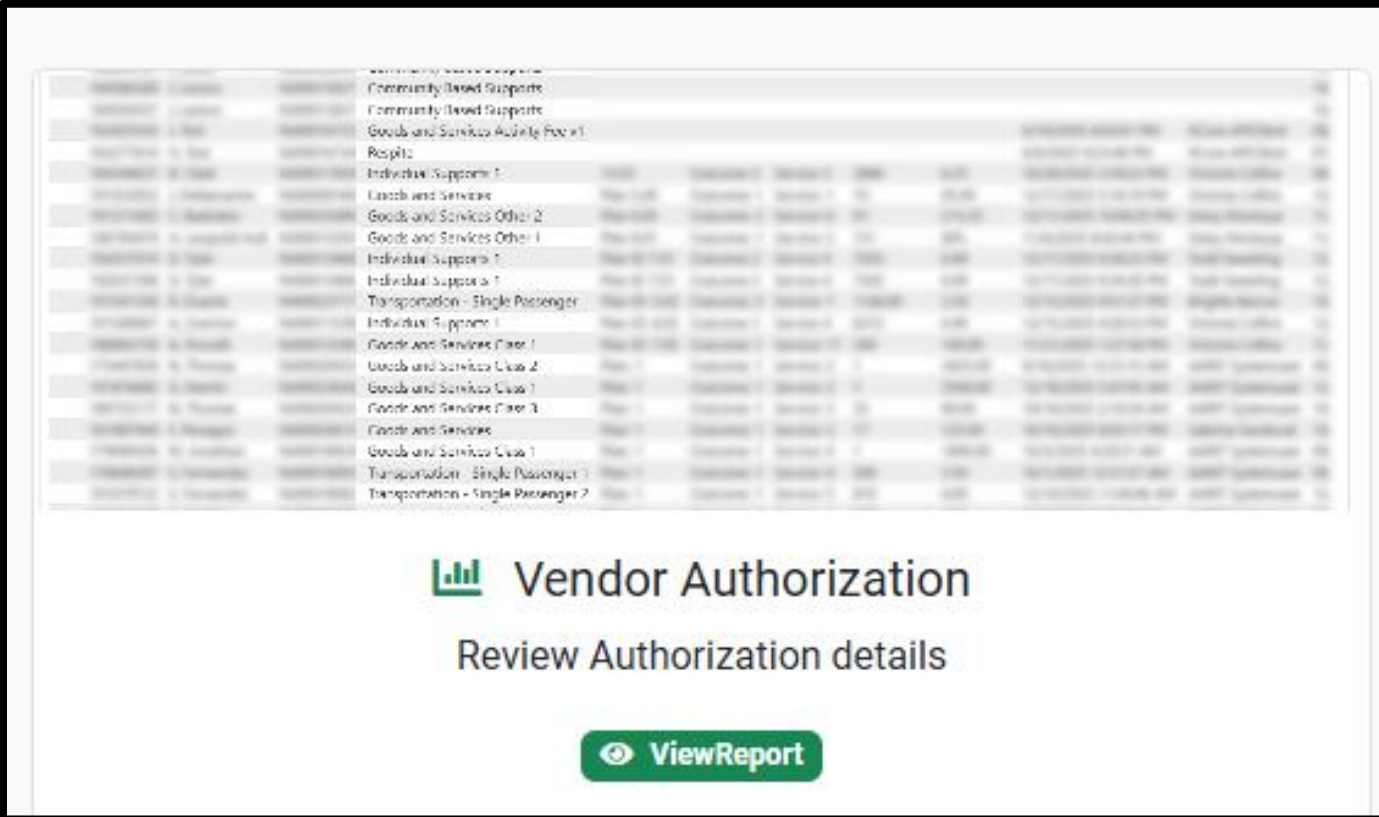
- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

Vendor Authorization


Vendor Authorization



This report displays all the Authorizations available for the Clients associated to the Vendor.



Vendor	Client	Authorization	Amount	Start Date	End Date	Status	Created Date	Created By
Community Based Support	Community Based Support	Community Based Support						
Community Based Support	Community Based Support	Community Based Support						
Goods and Services Adult Pop 1	Goods and Services Adult Pop 1	Goods and Services Adult Pop 1						
Receipt	Receipt	Receipt						
Individual Support 1	Individual Support 1	Individual Support 1						
Goods and Services	Goods and Services	Goods and Services						
Goods and Services Other 2	Goods and Services Other 2	Goods and Services Other 2						
Goods and Services Other 1	Goods and Services Other 1	Goods and Services Other 1						
Individual Support 1	Individual Support 1	Individual Support 1						
Individual Support 1	Individual Support 1	Individual Support 1						
Transportation - Single Passenger	Transportation - Single Passenger	Transportation - Single Passenger						
Individual Support 1	Individual Support 1	Individual Support 1						
Goods and Services Class 1	Goods and Services Class 1	Goods and Services Class 1						
Goods and Services Class 2	Goods and Services Class 2	Goods and Services Class 2						
Goods and Services Class 1	Goods and Services Class 1	Goods and Services Class 1						
Goods and Services Class 3	Goods and Services Class 3	Goods and Services Class 3						
Goods and Services	Goods and Services	Goods and Services						
Goods and Services Class 1	Goods and Services Class 1	Goods and Services Class 1						
Transportation - Single Passenger 1	Transportation - Single Passenger 1	Transportation - Single Passenger 1						
Transportation - Single Passenger 2	Transportation - Single Passenger 2	Transportation - Single Passenger 2						

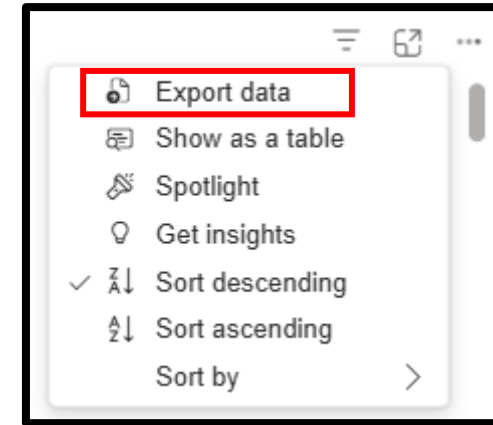
 Vendor Authorization

Review Authorization details

[View Report](#)

Vendor Authorization

- This report can be filtered by the Client Name, Client Number, Client DDD ID, Service Code, and Status (Approved or Pending).
- An overview of the authorization is displayed on the table.
 - Start and End date
 - Initial and Remaining Balance
 - Hold Amounts and Available Balance
- The data can be Exported by pressing on the **More Options** (three little dots).



Start Date	End Date	Expiration Date	Initial Balance	Remaining Balance	Maximum Daily Billable Units	Hold Amount	Available
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
05/01/2025	04/30/2026	04/30/2027	10000.00	10,000.00		5,910.00	4,090.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	08/01/2026	08/01/2026	13001.00	13,001.00		800.00	12,201.00
07/01/2025	12/31/2030	12/31/2030	10000.00	7,250.00		150.00	7,100.00

Client Name	Client Number	Client DDDID	Service Code	Status
All	All	All	All	All

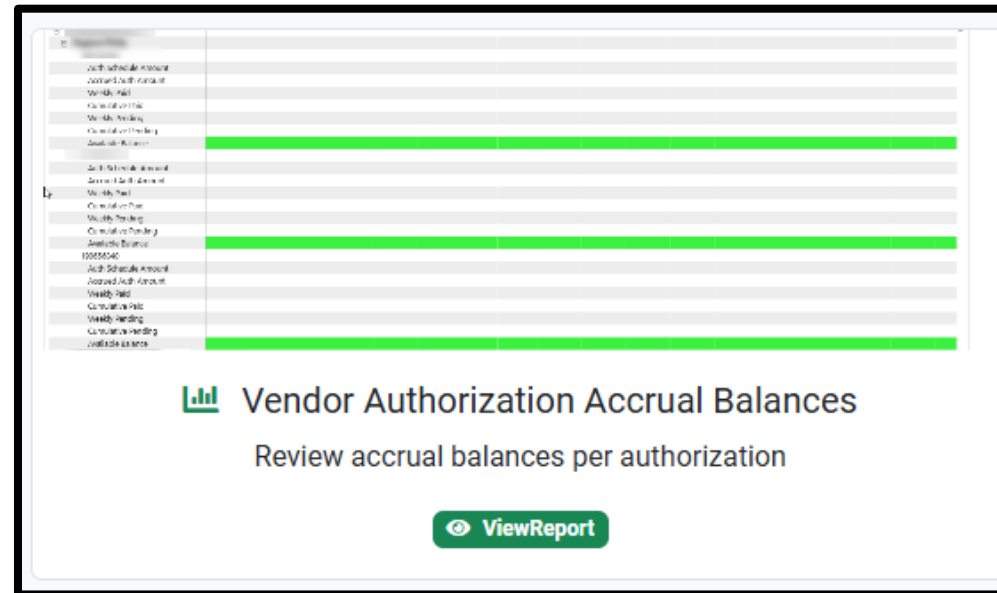
*Vendor Authorization
Accrual Balances*

Vendor Authorization Accrual Balances



This report will display the Accruals schedule by Client(s).

- Provides visibility on accrual usage from week to week.
 - This will allow the Vendor to work with the Employer on an updated schedule to best utilize the available accruals before they expire.



Vendor Authorization Accrual Balances



- The data will be broken down by week to reflect the accruals for each Client.
- It will show the Accrued Amount, Weekly Paid and the Weekly Balance Estimate.

Client Name	11/20/25	9/3/2025	9/7/2025	9/14/2025	9/21/2025	9/28/2025	10/5/2025	10/12/2025	10/19/2025	10/26/2025	11/2/2025	11/9/2025	11/16/2025	11/23/2025	11/30/2025	12/7/2025	12/14/2025
Auth Schedule Amount												126.00	126.00	126.00	126.00	126.00	126.00
Accrued Auth Amount												126.00	252.00	378.00	504.00	630.00	756.00
Weekly Paid												0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Paid												0.00	0.00	0.00	0.00	0.00	0.00
Weekly Pending												0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Pending												0.00	0.00	0.00	0.00	0.00	0.00
Weekly Balance Estimate												126.00	252.00	378.00	504.00	630.00	756.00
Auth Schedule Amount	350.00					350.00				350.00							
Accrued Auth Amount	700.00					1,050.00				1,400.00					1,750.00		
Weekly Paid	0.00					0.00				0.00					0.00		
Cumulative Paid	0.00					0.00				0.00					0.00		
Weekly Pending	0.00					56.00				98.00					0.00		
Cumulative Pending	0.00					56.00				154.00					154.00		
Weekly Balance Estimate	700.00					994.00				1,246.00					1,596.00		
Auth Schedule Amount	45.50	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00	77.00
Accrued Auth Amount	45.50	122.50	199.50	276.50	353.50	430.50	507.50	584.50	661.50	738.50	815.50	892.50	969.50	1,046.50	1,123.50	1,200.50	1,200.50
Weekly Paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	14.00	0.00	84.00	0.00	45.50	21.00	0.00	0.00
Cumulative Paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	14.00	98.00	98.00	143.50	164.50	164.50	164.50	164.50
Weekly Pending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Pending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Weekly Balance Estimate	45.50	122.50	199.50	276.50	353.50	430.50	507.50	584.50	647.50	724.50	717.50	794.50	826.00	882.00	959.00	1,036.00	1,036.00

Vendor Authorization Accrual Balances



- The data can be filtered by **Client Name** to review multiple authorizations.

Vendor	8/31/2025	9/7/2025	9/14/2025	9/21/2025	9/28/2025	10/5/2025	10/12/2025	10/19/2025	10/26/2025	11/2/2025	11/9/2025	11/16/2025	11/23/2025	11/30/2025	12/7/2025	12/14/2025	12/21/2025
⊖																	
⊖																	
Auth Schedule Amount	125.00	125.00	125.00	125.00	125.00	125.00											
Accrued Auth Amount	1,375.00	1,500.00	1,625.00	1,750.00	1,875.00	2,000.00											
Weekly Paid	0.00	125.00	125.00	125.00	125.00	125.00											
Cumulative Paid	625.00	750.00	875.00	1,000.00	1,125.00	1,250.00											
Weekly Pending	0.00	0.00	0.00	0.00	0.00	0.00											
Cumulative Pending	0.00	0.00	0.00	0.00	0.00	0.00											
Weekly Balance Estimate	750.00	750.00	750.00	750.00	750.00	750.00											
Auth Schedule Amount							125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	12
Accrued Auth Amount							125.00	250.00	375.00	500.00	625.00	750.00	875.00	1,000.00	1,125.00	1,250.00	1,375.00
Weekly Paid							0.00	250.00	125.00	125.00	125.00	125.00	125.00	0.00	0.00	0.00	
Cumulative Paid							0.00	250.00	375.00	500.00	625.00	750.00	875.00	875.00	875.00	875.00	87
Weekly Pending							0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00	125.00	12
Cumulative Pending							0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	250.00	375.00	50
Weekly Balance Estimate							125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Vendor Authorization Accrual Balances



- The data can be filtered by:
 - **Date.**
 - **Client Name.**
 - **PA Number.**
 - **Client DDD ID.**

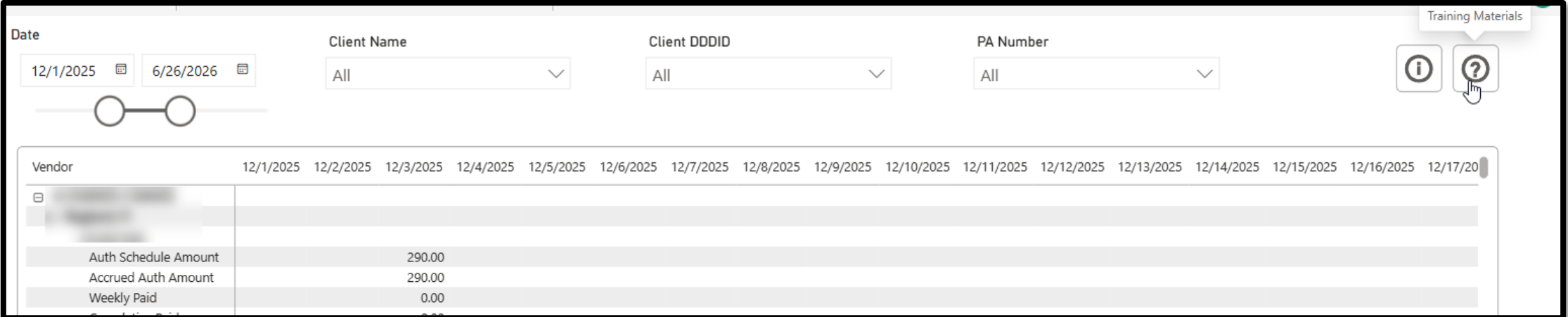
Please note: For best performance and intended functionality, this report should be viewed and interacted with the UI and not exported.

The screenshot shows a web interface for generating a report. At the top, there are four filter sections: "Date" with a date range from 12/1/2025 to 6/26/2026 and a slider; "Client Name" with a dropdown menu set to "All"; "Client DDDID" with a dropdown menu set to "All"; and "PA Number" with a dropdown menu set to "All". To the right of these filters are two icons: an information icon (i) and a help icon (?). Below the filters is a table with columns for "Vendor" and dates from 12/1/2025 to 12/14/2025. The table contains several rows of data, including "Auth Schedule Amount", "Accrued Auth Amount", "Weekly Paid", "Cumulative Paid", "Weekly Pending", and "Cumulative Pending". A tooltip is visible on the right side of the table, pointing to the information icon, with the text: "Quick Reference Guide This report is designed to be used with one client selected at a time. Please be sure to adjust the authorization period date range as needed to ensure accurate results. For best performance and intended functionality, this report should be viewed and interacted with in the UI and not exported."

Vendor	12/1/2025	12/2/2025	12/3/2025	12/4/2025	12/5/2025	12/6/2025	12/7/2025	12/8/2025	12/9/2025	12/10/2025	12/11/2025	12/12/2025	12/13/2025	12/14/2025
Auth Schedule Amount														
Accrued Auth Amount														
Weekly Paid														
Cumulative Paid														
Weekly Pending														
Cumulative Pending														

Vendor Authorization Accrual Balances

The Vendor can press the **Question Mark** icon to view the Training Materials.



Date: 12/1/2025 to 6/26/2026

Client Name: All

Client DDDID: All

PA Number: All

Training Materials

Vendor	12/1/2025	12/2/2025	12/3/2025	12/4/2025	12/5/2025	12/6/2025	12/7/2025	12/8/2025	12/9/2025	12/10/2025	12/11/2025	12/12/2025	12/13/2025	12/14/2025	12/15/2025	12/16/2025	12/17/2025	
Auth Schedule Amount																		290.00
Accrued Auth Amount																		290.00
Weekly Paid																		0.00

THANK YOU!

