DCI Advanced Insights – Vendors

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DCI Advanced Insights for Vendors

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- Vendor Payment Activity & Entry Tracking Report
- Vendor Authorization
- Vendor Authorization Accruals Balance

Vendor Access

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Vendor Access

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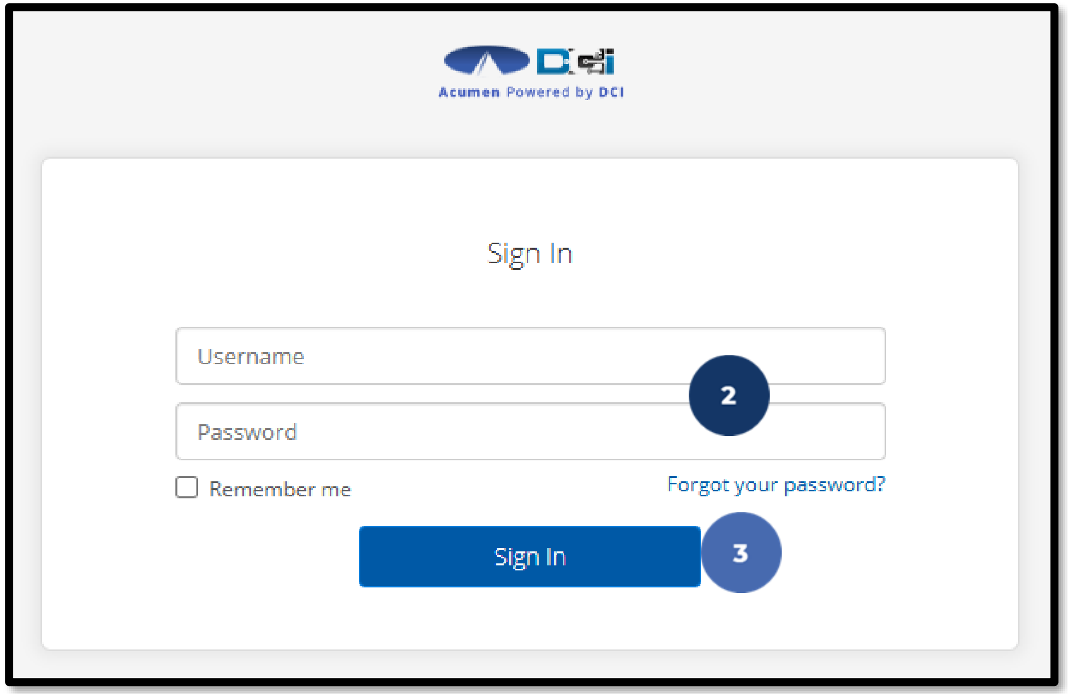
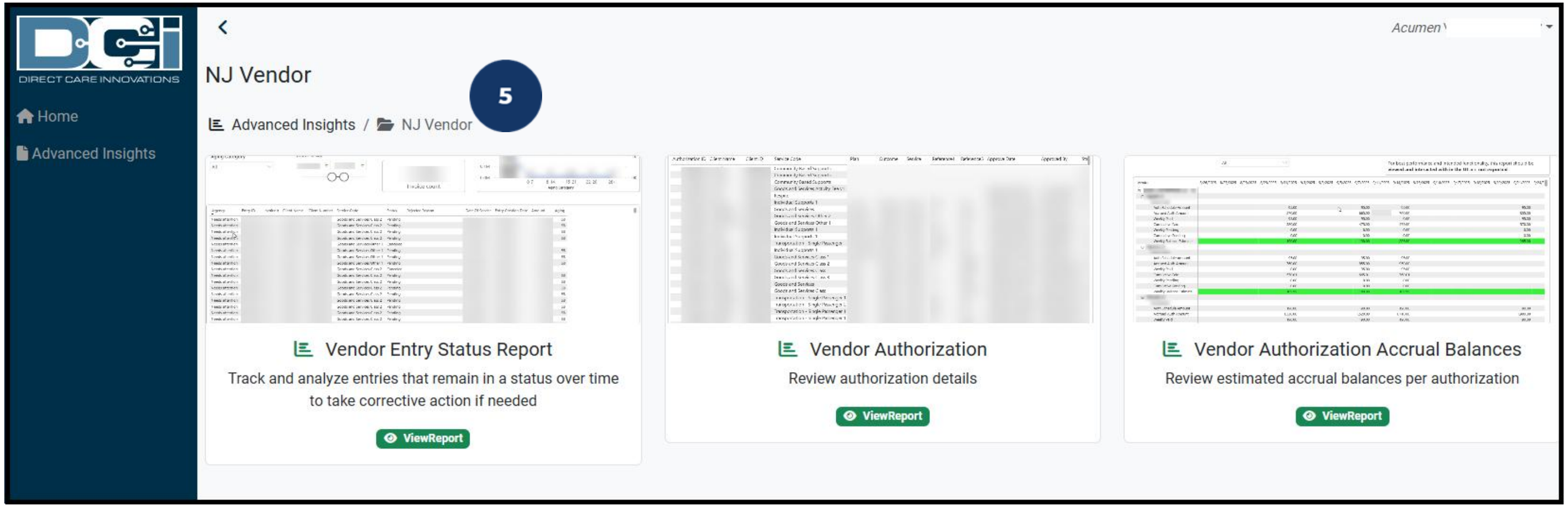
1. Vendors will access acumen.dcisoftware.com
2. Enter login credentials
3. Press the blue **Sign in** button

1 acumen.dcisoftware.com



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

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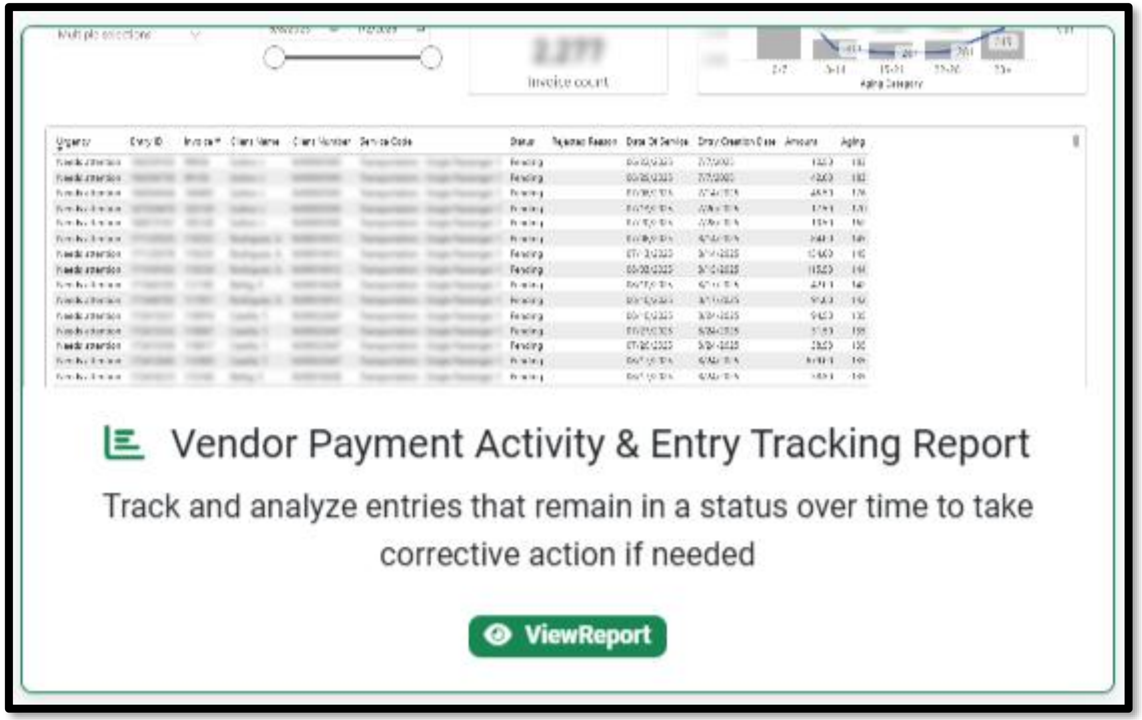
Vendor Payment Activity & Entry Tracking Report

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



Vendor Payment Activity & Entry Tracking Report

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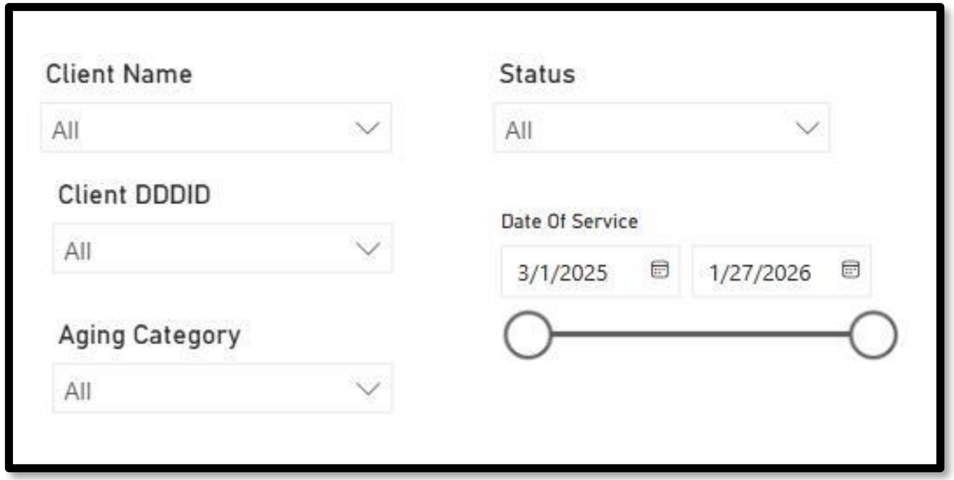
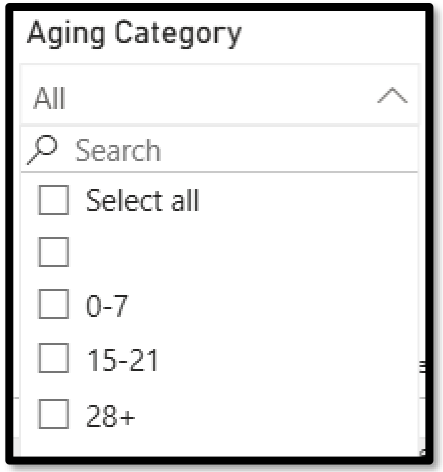
- The Vendor can narrow down the results using multiple filters:

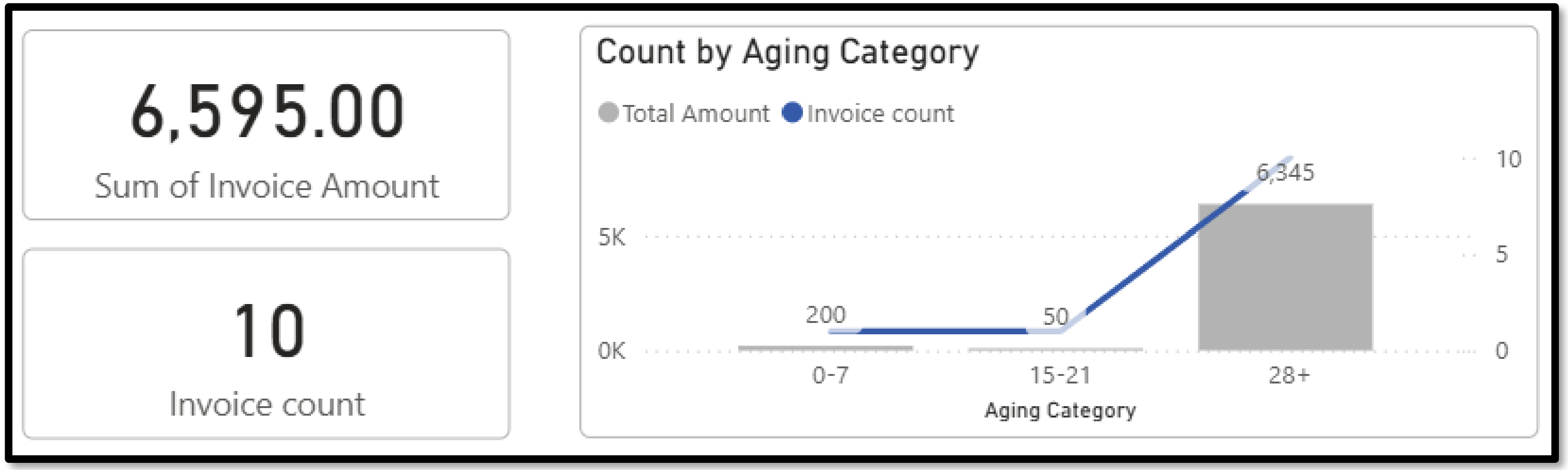
  - **Client Name**
    - Selecting a specific Individual.
  - **Client DDD ID:**
    - Selecting an individual by their DDD ID.
  - **Status**
    - Approved, Canceled, Pending, Rejected.
  - **Aging Category**
    - A bucket of time (by days).
  - **Date of Service**
    - Using the slider or calendar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





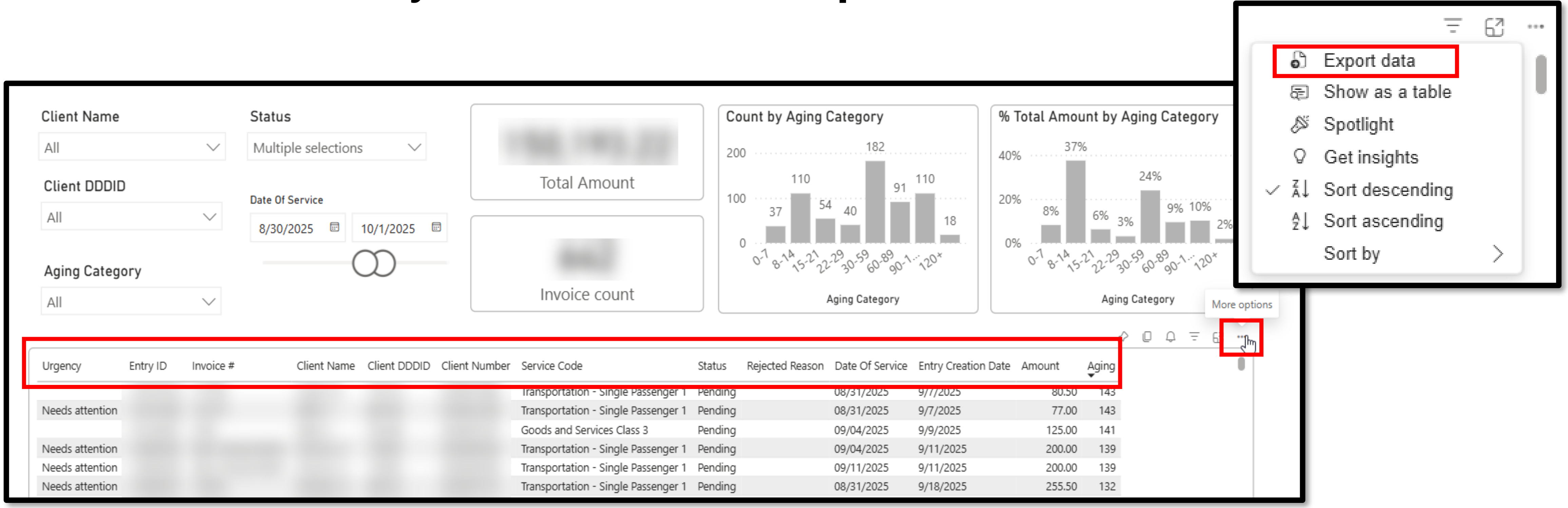
Vendor Payment Activity & Entry Tracking Report

- 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.**



Vendor Authorization

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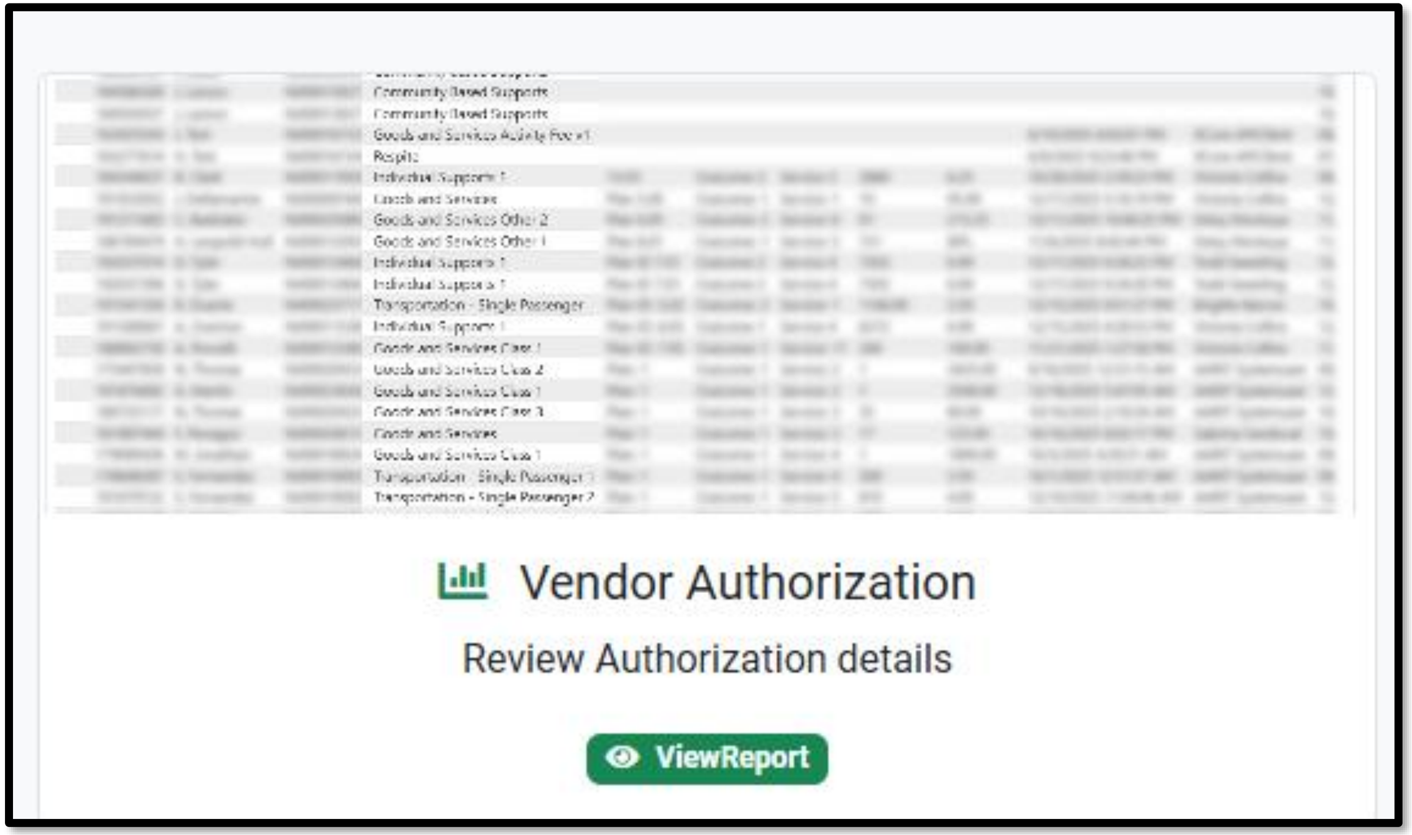
Vendor Authorization

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



Vendor Authorization

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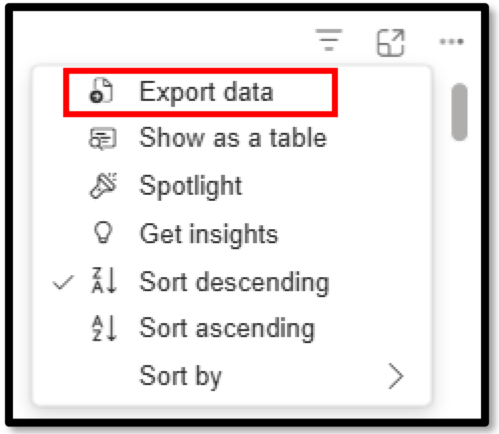
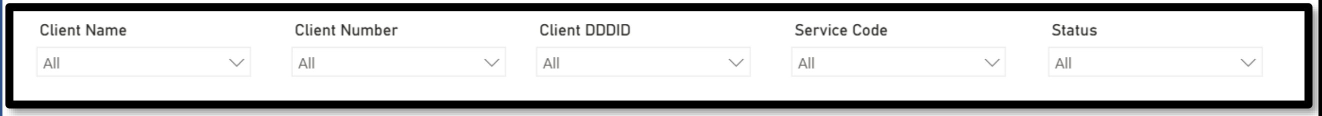
- This report can be filtered by the Client Name, Client Number, Client DDD ID, Service Code, and Status (Approved or Pending).
- An overview of the authorization is displayed on the table.
  - Start and End date
  - Initial and Remaining Balance
  - Hold Amounts and Available Balance
- The data can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



Vendor Authorization Accrual Balances

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Vendor Authorization Accrual Balances

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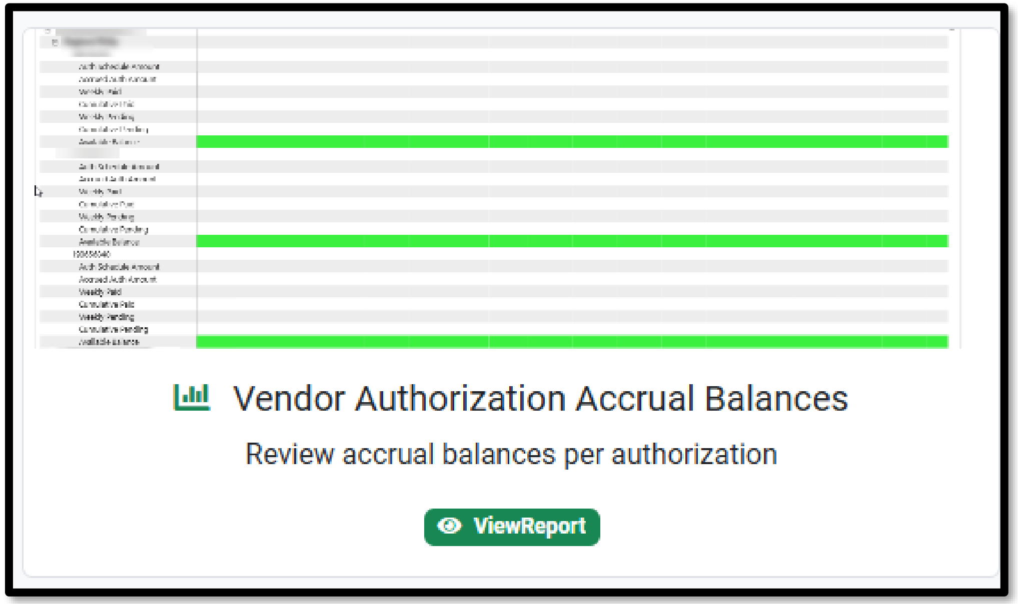
This report will display the Accruals schedule by Client(s).

- 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	1/2025	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					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
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
Weekly Paid		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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
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
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
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

Vendor Authorization Accrual Balances

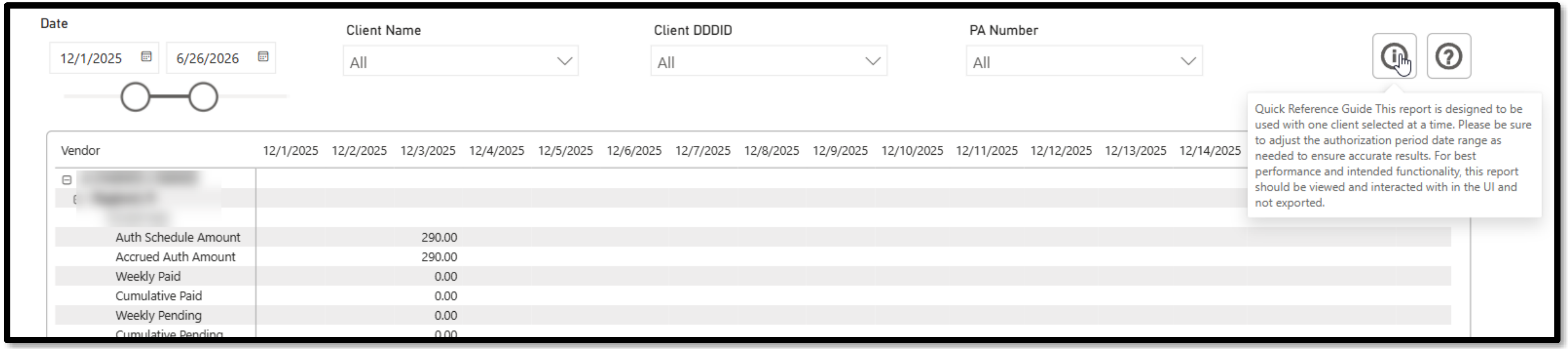
- The data can be filtered by **Client Name** to review multiple authorizations.

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	12/21/2
⊟ [illegible]																	
⊟ [illegible]																	
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											
[illegible]																	
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	1,37
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**.



Vendor Authorization Accrual Balances

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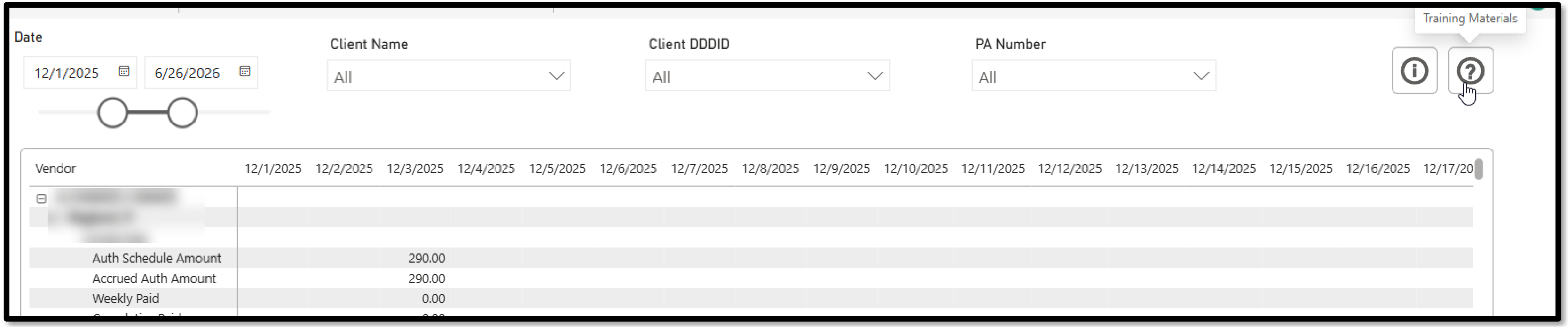
The Vendor can press the **Question Mark** icon to view the Training Materials.



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THANK YOU!