Adding a New Vendor Payment Entry

Acumen Fiscal Agent
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The Authorized Representative/Employer or Individual can submit a Vendor Entry on behalf of the Vendor if they have the invoice available.

New Vendor Payment Entry

1. Navigate to acumen.dcisoftware.com and log into the Profile with your credentials.
2. Click on the **Employer** tab on the Main Menu.
3. Click on the **Vendor** tab on the Sub Menu.
4. In the **Vendor Name** field, enter the Vendor you are trying to submit an entry for and select them from the drop-down list. Click the **Search** button.
5. Select the Vendor from the results on the bottom of the page to access the **Vendor Details** page.
6. Click on the **Actions** button on the top-right corner.
7. Select "**New Vendor Payment Entry**" from the drop-down menu.
8. Complete the Add New Vendor Payment Entry form wizard.
    - **Entry Type (required):** Vendor Payment.
    - **Account Type (required):** Vendor.
    - **Client (required):** Type the client's name and select if from the drop-down list.
        - The Client is the individual receiving services.
    - **Service Code (required):** Select from the drop-down list.
        - If you are unsure which Service Code to select, you can search by **Authorization Number** instead on the next field.
    - **Authorization Number:** This number can be found in the ISP.
    - **Dollar Amount (required):** Enter the total amount for the documentation for all dates of service.
    - **Invoice Number (required):** Enter the documentation number (this is created by the Vendor).
    - **Vendor Payment Reference Fields 1-5** are optional: Add any additional information regarding the vendor payment.

- **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 date fields as needed.
  - The date of service must be in the **past**, as this is a historical entry. Only after the service has been provided to the client.
  - **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field.
- **Notes (optional)**
- **Invoice Attachment (required):** Click the Choose Files button to select and upload the documentation. The Attachment must be in PDF, JPG, or PNG format.
- Click **Save**.
- Click **Yes** on the alert to confirm.

The entry is now submitted!