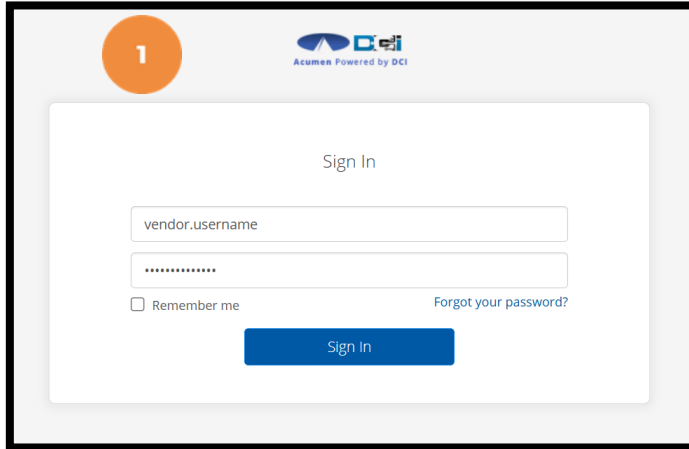


Vendor – Adding a New Vendor Payment Entry

New Vendor Payment Entry

1. Navigate to acumen.dcisoftware.com and log into the Vendor Profile
2. Select Entries on the submenu
3. Select Actions
4. Select “Add New Vendor Payment Entry” from the drop-down list



1

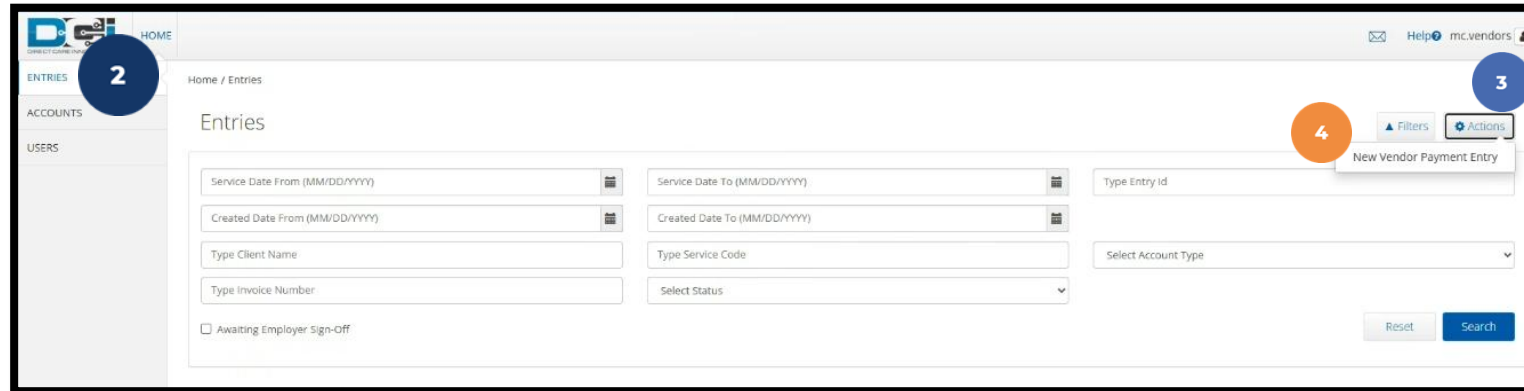
Acumen Powered by DCI

Sign In

vendor.username

Remember me [Forgot your password?](#)

Sign In



2

HOME

Help mc.vendors

ENTRIES

ACCOUNTS

USERS

Home / Entries

Entries

Service Date From (MM/DD/YYYY)

Service Date To (MM/DD/YYYY)

Created Date From (MM/DD/YYYY)

Created Date To (MM/DD/YYYY)

Type Client Name

Type Service Code

Type Invoice Number

Select Status

Type Entry id

Select Account Type

Awaiting Employer Sign-Off

Filters Actions

New Vendor Payment Entry

Reset Search

4

3

Important! It has been communicated to the Authorized Representatives that they must sign off on the vendor payment entries by the timesheet submission date to avoid disruption in payments to you.

New Vendor Payment Entry



- 5. Complete the Add New Vendor Payment Entry form wizard
- 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

5 Add New Vendor Payment Entry

Entry Type: * Vendor Payment 6

Account Type: * Vendor 7

Client: * Type Client Name 8

Note! Client is the Individual Receiving Services

Note About Your Client!




Only Clients who:

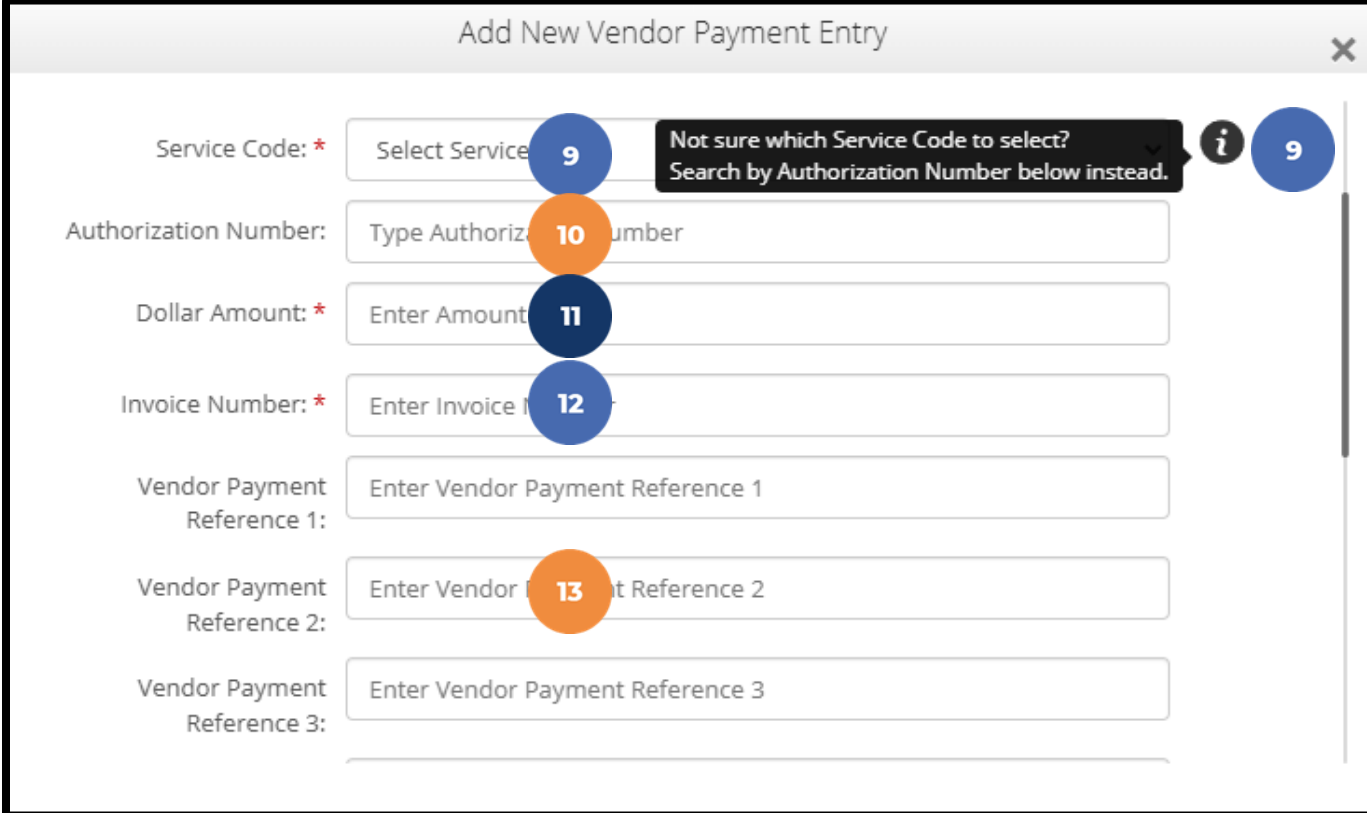
- Have an active service account with you listed as the *vendor*
- Have an Authorization on file
- Have completed the enrollment process

will appear from the Client dropdown list

If you do not see your client's name appear in the drop down (they do not meet the above criteria), please reach out to vendor-nj@acumen2.net

New Vendor Payment Entry

9. Service code (**required**): Select from the drop-down
 - ❖  if you are unsure which Service Code to select, there is a *new feature* to search by Authorization Number instead
10. Authorization Number: This number can be found in the ISP
11. Dollar Amount (**required**): Enter the *total* amount for the documentation for all dates of service
12. Invoice Number (**required**): Enter the documentation number
13. Vendor Payment Reference Fields 1-5 (*optional*): Optionally add any additional information regarding the vendor payment



The screenshot shows a web form titled "Add New Vendor Payment Entry" with the following fields and callouts:

- Service Code:** A dropdown menu with the text "Select Service" and a blue callout circle with the number 9. A tooltip above it says "Not sure which Service Code to select? Search by Authorization Number below instead." with an info icon and a blue callout circle with the number 9.
- Authorization Number:** A text input field with the placeholder "Type Authorization Number" and an orange callout circle with the number 10.
- Dollar Amount:** A text input field with the placeholder "Enter Amount" and a blue callout circle with the number 11.
- Invoice Number:** A text input field with the placeholder "Enter Invoice Number" and a blue callout circle with the number 12.
- 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" and an orange callout circle with the number 13.
- Vendor Payment Reference 3:** A text input field with the placeholder "Enter Vendor Payment Reference 3".

New Vendor Payment Entry

14. 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.
- ❖ The services must be rendered **before** the entry is submitted.

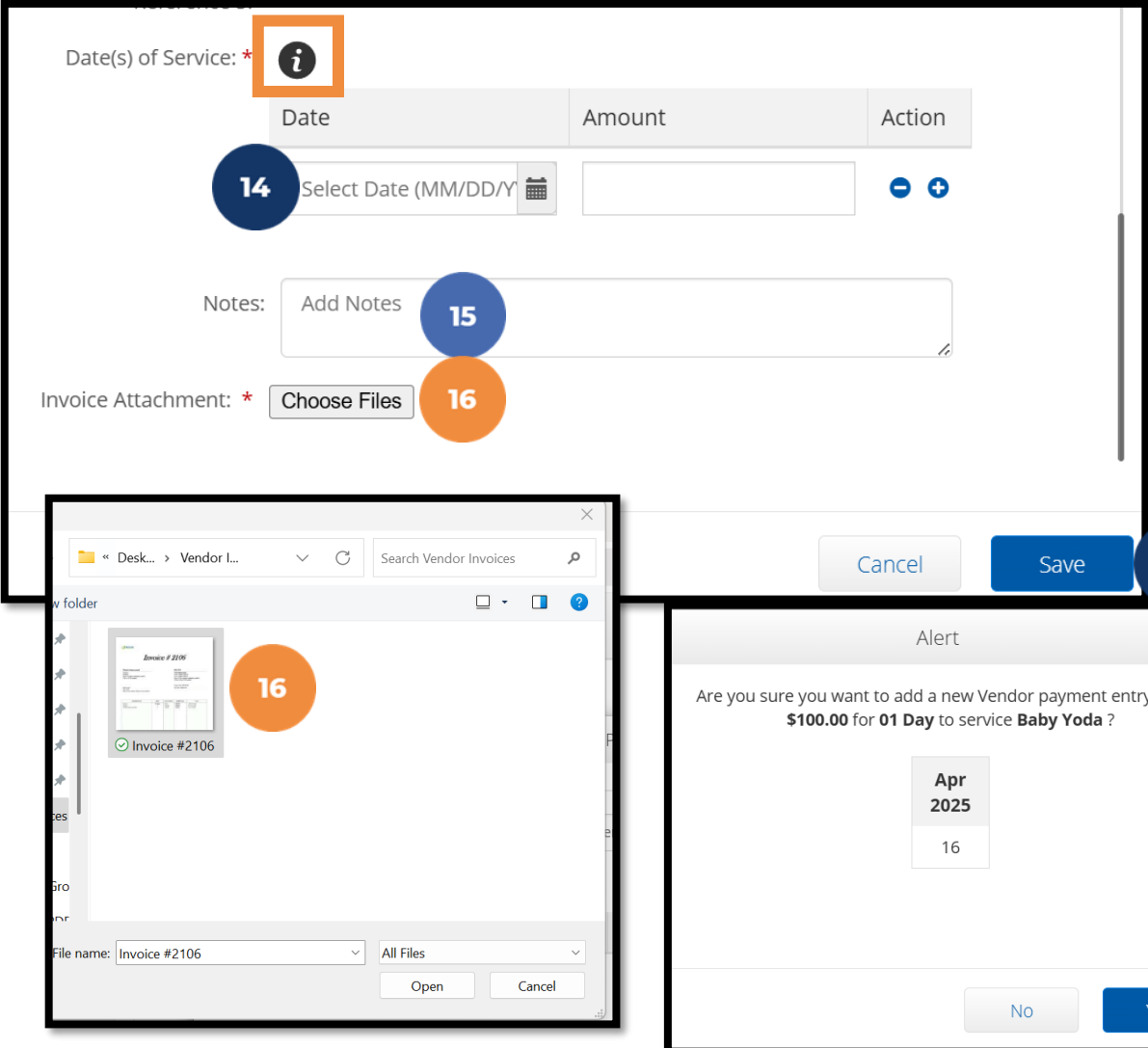
15. Notes (*optional*)

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

17. Click **Save**

18. Click **Yes** to confirm

The entry is now submitted!



The screenshot shows the 'New Vendor Payment Entry' form with several callouts:

- 14:** Points to the 'Date(s) of Service' field, which includes a table with columns 'Date', 'Amount', and 'Action'. Below the table is a 'Select Date (MM/DD/YY)' button with a calendar icon and a plus sign to add more rows.
- 15:** Points to the 'Notes' field, which has an 'Add Notes' button.
- 16:** Points to the 'Choose Files' button under the 'Invoice Attachment' field.
- 17:** Points to the 'Save' button at the bottom right of the form.
- 18:** Points to the 'Yes' button in an 'Alert' dialog box.

The 'Alert' dialog box contains the following text: 'Are you sure you want to add a new Vendor payment entry for for \$100.00 for 01 Day to service Baby Yoda ?'. It also shows the date 'Apr 2025' and the number '16'.

Review Authorization Details

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!



Ent

Authorization Details

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

ount

Ad