



**Acumen powered by DCI Software**

# Reports in DCI

# Reporting Basics

- Reports allow Employers to view important details in DCI
- Can only be found on the full desktop site (Computer/Laptop)
  - Click “Go to Full Site” on mobile device
- Only the Employer or Designated Rep profile can access reports
- Multiple categories to select from to help stay organized
  - Time Entry, Budgets, Notes, Summaries, and more
- Download and Save reports for future reference

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# How to Find Reports

# Access the DCI Portal

1. Open an Internet Browser
2. Navigate to the DCI Web Portal
  - Click “Go to Full Site” on mobile
3. Enter Employer Username/Password
4. Use Forgot Password link if needed
5. Contact Acumen Agent for help

[acumen.dcisoftware.com](https://acumen.dcisoftware.com)

Sign In

**Employer Username**

**Employer Password**

Remember me [Forgot your password?](#)

Sign In

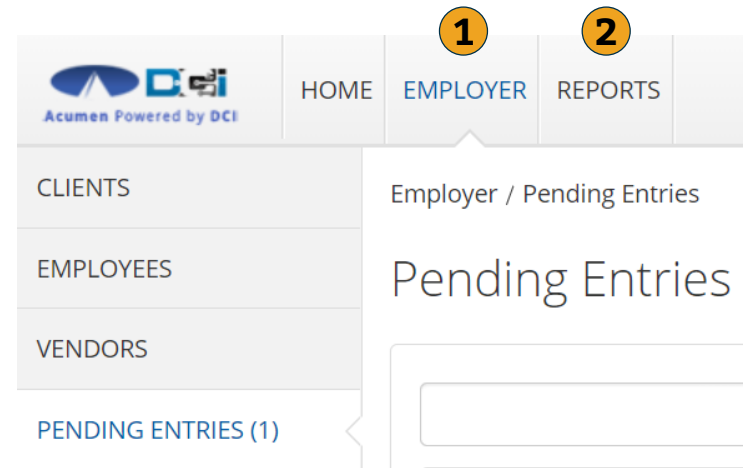
# Employer Portal

## Once logged into ER Portal

1. Must be on Employer Tab
2. Click on Reports Tab

### *Pro Tips:*

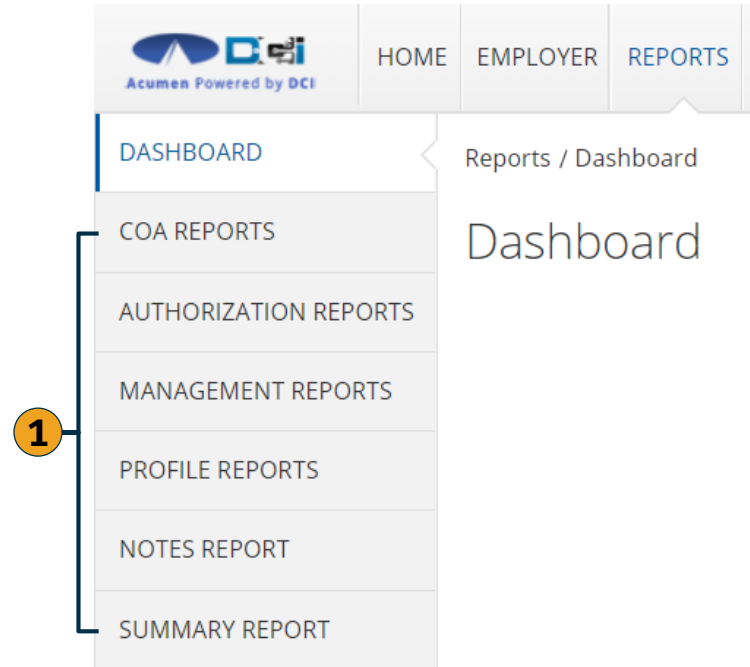
*If on Home Tab/Dashboard, Click Employer Tab to view Reports*



# Reports Dashboard

## Once on Reports Dashboard

1. Use mouse to hover over each tab
2. Each section will offer reports for different topics & DCI data
3. Pull Reports often to learn more



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# COA Reports


# COA Reports Basics

## Hover mouse over COA Reports

1. Use to view Auto-Approval Results
2. List of punches in DCI
3. View full list of Service Accounts
4. Will show if punches can be voided
5. Will show list of Reason Codes used

### **Pro Tips:**

- ★ Report #2 is the Most Popular COA Report
- COA Reports update in Real-Time

	HOME	EMPLOYER	REPORTS
DASHBOARD	Reports / Dashboard		
COA REPORTS	AUTO APPROVAL REPORT <b>1</b>		
AUTHORIZATION REPORTS	PUNCH ENTRIES REPORT <b>2</b>		
MANAGEMENT REPORTS	PUNCH ENTRY DETAILS REPORT ★ <b>2</b>		
PROFILE REPORTS	SERVICE ACCOUNTS REPORT <b>3</b>		
NOTES REPORT	VOID PRE-ACTION REPORT <b>4</b>		
SUMMARY REPORT	REASON CODES REPORT <b>5</b>		



# Punch Entry Details Report

## Most Common COA Report

1. Filter by Date Range
2. Filter by Employee
3. Filter by Punch Status
4. Click Search for report

★ CoA Reports - Punch Entry Details Report

The screenshot shows a web form for generating a CoA Report. It includes the following elements:

- 1:** A bracket spanning the 'From (MM/DD/YYYY)' and 'To (MM/DD/YYYY)' date range fields.
- 2:** A callout pointing to the 'Type Employee Name' text input field.
- 3:** A callout pointing to the 'Select Status' dropdown menu.
- 4:** A callout pointing to the blue 'Search' button.

Other form fields include: 'Type Client Name', 'Type Service Code', 'Type Payroll Batch Name', 'Enter Payroll Batch Id', 'Select Account Type' (dropdown), 'Select Entry Type' (dropdown), and two checkboxes: 'Include Canceled and Rejected Punches' and 'Include Only Unbatched Punches'. A 'Reset' button is also present.

### *Pro Tip:*





*Searching without filters will pull ALL punches in DCI*


# Download Report Results

## Once Results are Listed

1. Select Download button
2. Complete Download Wizard
  - Select Columns & Format
3. See Next Slide for details

## CoA Reports - Punch Entry Details Report

    
   
    
   
 Include Canceled and Rejected Punches

**1**  Download

Showing 191 out of 191 records

Punch ID	Pay Week	Referer	Vehicle Type	Employee/V...	Emplo
1944					OR2 ^
859					OR2
867					OR2
870					OR9

Download Report Wizard **2**

# Download Report Wizard

## Once Report Wizard is open

1. Select all desired columns
2. Click single arrow to add
3. Rearrange columns as needed
4. Select Next for more

### Recommended Columns

- Punch ID
- Date of Service
- Employee Name
- Client Name
- Service Code
- Start & End Date
- Hours
- Amount
- Pay Rate
- Employer Burden
- Status
- EVV

The screenshot shows the 'Download Report Wizard' window with two tabs: 'Columns' and 'Options'. The 'Columns' tab is active. It features two search boxes labeled 'Search Column' and 'Search'. Below the search boxes are two lists of columns. The left list, titled 'Available Columns' (marked with a yellow circle '1'), contains: Punch ID, Reference Punch ID, Date of Service, Employee/Vendor Name, and Client/ Residential/ Day Program Name. The right list, titled 'Selected Columns' (marked with a yellow circle '3'), contains: Service Code, Start Date, End Date, Hours, Pay Rate, and Amount. Between the lists are navigation buttons: 'Undo', a right-pointing arrow (marked with a yellow circle '2'), a left-pointing arrow, and 'Redo'. At the bottom right, there are 'Cancel' and 'Next' buttons (marked with a yellow circle '4').

# Download COA Report

## Once Columns are Selected

1. Select File Format
  - Excel is Recommended for COA Reports
2. Save Report Preferences
3. Click Blue Download button
4. View, Save & Print Report

The screenshot shows the 'Download Report Wizard' dialog box with the 'Options' tab selected. The 'Format' dropdown is set to 'Excel'. The 'Orientation' dropdown is set to 'Select Orientation'. The checkbox 'Save as Report Download Preference' is checked. The 'Download' button is highlighted in blue. Below the dialog box, an Excel spreadsheet is visible, showing a table with columns for Date of Se, Punch ID, Reference Employee Client/ Re Service Cc, Start Date, End Date, Hours, Pay Rate, Amount, Employer, Employer EVV, Status, and Created B Ci. The table contains 20 rows of data, with the 11th row highlighted in blue. A blue circle with the number '4' is overlaid on the 11th row.

Date of Se	Punch ID	Reference Employee Client/ Re Service Cc	Start Date	End Date	Hours	Pay Rate	Amount	Employer	Employer EVV	Status	Created B Ci
04/08/202	1944	SPONGEE/PATRICK PYRL	04/08/202	04/08/202	0:00:04	11.25	0.07	0.1065	0.87	Yes	Pending SPONGEE/04
04/01/202	859	SPONGEE/PATRICK PYRL	04/01/202	04/01/202	0:08:00	11.25	8.00	0.1065	99.59	No	Approved SPONGEE/02
04/01/202	867	SPONGEE/PATRICK PYRL	04/01/202	04/01/202	0:06:00	11.25	6.00	0.1065	74.69	No	Approved SPONGEE/02
04/05/202	870	SQUIDWA/PATRICK PYRL	04/05/202	04/05/202	0:08:00	11.25	8.00	0.1065	99.59	No	Approved MR. KRAB 02
04/06/202	877 876	SPONGEE/PATRICK PYRL	04/06/202	04/07/202	16:00	11.25	16.00	0.1065	199.17	No	Approved SPONGEE/02
04/07/202	879 876	SPONGEE/PATRICK PYRL	04/07/202	04/07/202	16:00	11.25	4.00	0.1065	49.79	No	Approved SPONGEE/02
04/06/202	881 877	SPONGEE/PATRICK PYRL	04/06/202	04/07/202	16:00	11.25	-16.00	0.1065	199.17	N/A	Approved MR. KRAB 02
04/07/202	883 879	SPONGEE/PATRICK PYRL	04/07/202	04/07/202	16:00	11.25	-4.00	0.1065	49.79	N/A	Approved MR. KRAB 02
04/06/202	885	SPONGEE/PATRICK PYRL	04/06/202	04/06/202	0:08:00	11.25	8.00	0.1065	99.59	No	Approved SPONGEE/02
05/21/202	905	SQUIDWA/PATRICK PYRL	05/21/202	05/21/202	0:00:02	11.25	0.03	0.1065	0.37	Yes	Approved SQUIDWA 02
05/21/202	906	SQUIDWA/PATRICK PYRL	05/21/202	05/21/202	0:00:05	11.25	0.08	0.1065	0.99	Yes	Approved SQUIDWA 02
08/12/202	1202	SPONGEE/PATRICK PYRL	08/12/202	08/12/202	0:00:01	11.25	0.02	0.1065	0.24	Yes	Approved SPONGEE/02
09/10/202	1278	SPONGEE/PATRICK PYRL	09/10/202	09/10/202	0:02:00	11.25	2.00	0.1065	24.90	No	Approved MR. KRAB 02
09/02/202	1279	SPONGEE/PATRICK PYRL	09/02/202	09/02/202	0:03:01	11.25	3.02	0.1065	37.59	No	Approved MR. KRAB 02
09/13/202	1286	SPONGEE/PATRICK PYRL	09/13/202	09/13/202	0:02:00	11.25	2.00	0.1065	24.90	No	Approved SPONGEE/02
09/09/202	1293	SPONGEE/PATRICK PYRL	09/09/202	09/09/202	0:02:00	11.25	2.00	0.1065	24.90	No	Approved SPONGEE/02
09/22/202	1298	SPONGEE/PATRICK PYRL	09/22/202	09/22/202	0:03:00	11.25	3.00	0.1065	37.34	No	Approved SPONGEE/02
09/25/202	1300	SPONGEE/PATRICK PYRL	09/25/202	09/25/202	0:01:25	11.25	1.42	0.1065	17.68	No	Approved SPONGEE/02

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# Authorization Reports

# Authorization Report Basics

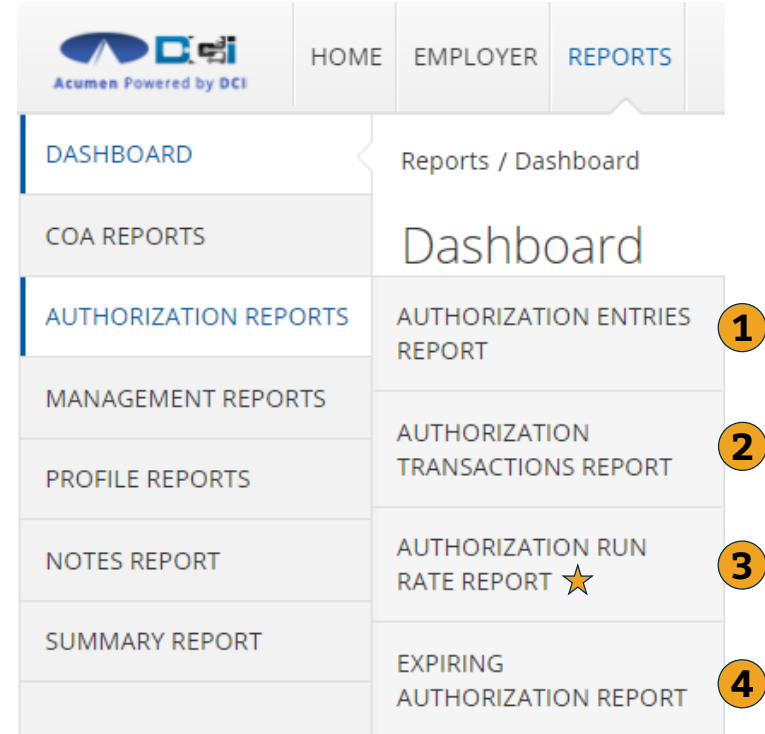
## Hover over Authorization Reports

1. Shows all Authorizations in DCI
2. List of all punches on Authorization
3. Compares Projected Budget Use vs Actual Budget Use
4. Auths Ending in 30, 60, 90, or 120 days

### *Pro Tips:*

★ *Report #3 is Most Valuable Authorization Report*

*Auth Reports update in each Payroll Cycle*



Acumen Powered by DCI		HOME	EMPLOYER	REPORTS
DASHBOARD	Reports / Dashboard			
COA REPORTS	Dashboard			
AUTHORIZATION REPORTS	AUTHORIZATION ENTRIES REPORT			1
MANAGEMENT REPORTS	AUTHORIZATION TRANSACTIONS REPORT			2
PROFILE REPORTS	AUTHORIZATION RUN RATE REPORT ★			3
NOTES REPORT	EXPIRING AUTHORIZATION REPORT			4
SUMMARY REPORT				

# Authorization Run Rate Report

## Most Common Auth Report

### 1. Type Client Name

- Type 3 letters > Select Name

★ Authorization Reports - Authorization Run Rate Report

### 2. View other Authorizations

- Not needed to view current Auth

### 3. Click Search

#### **Pro Tip:**

*Searching without filters will pull ALL Authorizations in DCI*

The screenshot shows a web form for generating an Authorization Run Rate Report. It includes three input fields at the top: 'Type Client Name' (with a yellow circle '1' next to it), 'Select Account Type' (a dropdown menu), and 'Type Service Code'. Below these are three checkboxes: 'Include Future Authorizations', 'Include Ended Authorizations', and 'Include Discharged Clients Authorizations'. A second yellow circle '2' is placed next to the 'Include Rejected Authorizations' checkbox, which is located below the other three. At the bottom right, there are two buttons: a grey 'Reset' button and a blue 'Search' button (with a yellow circle '3' next to it).

# Download Report Results

## Once Results are Listed

1. Select Download button
2. Complete Download Wizard
  - Select Columns & Format
3. See Next Slide for details

### Authorization Reports - Authorization Run Rate Report

PATRICK - 171      Select Account Type      Type Service Code

Include Future Authorizations     Include Ended Authorizations     Include Discharged Clients Authorizations

Include Rejected Authorizations

Reset    Search

Showing 2 out of 2 records

**1** Download

Authorization ID	CI	Service Code	Co:	Region Name	Start Date
1989	P/	PYRL2	OR...		04/01/2020
857	P/	PYRL	OR...		04/01/2020

Download Report Wizard **2**



# Download Report Wizard

## Once Report Wizard is open

1. Select all desired columns
2. Click single arrow to add
3. Rearrange columns as needed
4. Select Next for more

### Recommended Columns

- Client Name
- Service Code
- Start & End Date
- Initial Balance
- Remaining Balance
- Holds
- Projected/Current Rate
- Weekly & Monthly

The screenshot shows the 'Download Report Wizard' window with two tabs: 'Columns' and 'Options'. The 'Columns' tab is active. It features two search boxes labeled 'Search Column' and 'Search'. Below the search boxes is a list of 'Available Columns' with a circled '1' next to the header. The columns listed are: Authorization ID, Client Name (highlighted in blue), Service Code (highlighted in blue), Cost Center, Region Name, and Projected # of Weeks Until Zero. To the right of the list are navigation buttons: 'Undo', a right arrow (circled '2'), a left arrow, and 'Redo'. Below these is a 'Selected Columns' list with a circled '3' next to the header. The columns listed are: Start Date, End Date, Initial Balance, Remaining Balance, Holds, and Projected Weekly Run Rate. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button circled '4'.

# Download Run Rate Report

## Once Columns are Selected

1. Select File Format
  - PDF/Landscape is Recommended
2. Save Report Preferences
3. Click Blue Download button
4. View, Save & Print Report

### **Pro Tip:**

*Keep Current Rates slightly below Projected Rates to ensure proper budget usage*

Download Report Wizard

Columns Options

1 Format: \* PDF

Orientation: \* Landscape

2  Save as Report Download Preference

3

Back Cancel Download

Authorization Run Rate Report as of: 05/07/2021

Client Name	Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Holds	Projected Weekly Run Rate	Current Weekly Run Rate	Projected Monthly Run Rate	Current Monthly Run Rate
PATRICK	PYRL2	04/01/2020	05/31/2022	12000.00	12000.00	0.00	106.19	0.00	455.06	0.00
PATRICK	PYRL	04/01/2020	05/31/2021	10000.00	10000.00	6407.87	164.31	0.00	704.23	0.00

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# Management Reports

# Management Report Basics

## Hover over Management Reports

1. Lists Employees with OT
2. Shows Weekly hours worked
3. Shows Daily hours worked
4. View Employee Pay Rates

### *Pro Tips:*

- ★ *Report #2 is Most Valuable Management Report.*
- Management Reports are updated in Real-Time.*

Acumen Powered by DCI		HOME	EMPLOYER	REPORTS
DASHBOARD	Reports / Dashboard			
COA REPORTS	PUNCH ENTRY OVERTIME REPORT <b>1</b>			
AUTHORIZATION REPORTS	★ PAY WEEK HOURS REPORT <b>2</b>			
MANAGEMENT REPORTS	TOTAL DAILY HOURS REPORT <b>3</b>			
PROFILE REPORTS	EMPLOYEE PAY RATES REPORT <b>4</b>			
NOTES REPORT				

# Pay Week Hours Report

## Best Management Report

1. Type Client Name
  - Type 3 letters > Select Name
2. Select Pay Week to view
  - Pay weeks are Sun - Sat
3. Click Search

### **Pro Tip:**

*Searching without other filters will pull ALL weekly hours in DCI*

## ★ Pay Week Hours Report

Type Client Name **1** Type Employee Name Type Service Code

Select Status ▼

09/27/2020 to 10/03/2020 ▼

02/14/2021 to 02/20/2021

02/21/2021 to 02/27/2021

02/28/2021 to 03/06/2021

03/07/2021 to 03/13/2021

03/14/2021 to 03/20/2021

03/21/2021 to 03/27/2021

03/28/2021 to 04/03/2021

04/04/2021 to 04/10/2021

04/11/2021 to 04/17/2021

**2** 04/18/2021 to 04/24/2021

Reset **3** Search

# View Report Results

## Once Results are Listed

- No Download needed to view Report Results
1. Total # of Approved
    - Total Hours worked
  2. Total # of Remaining
    - Based on 40 hrs

### **Pro Tip:**

*Some states allow for over 40 hours.  
Contact agent for more details.*

## Pay Week Hours Report

Form fields for the Pay Week Hours Report:

- Type Client Name
- Type Employee Name
- Type Service Code
- Select Status (dropdown)
- 04/18/2021 to 04/24/2021 (date range)
- Reset button
- Search button

Showing 1 out of 1 record

Employee Name	Employee Num...	Total # of Approved...	Total # of Pendin...	Total # of Rema...	Total # of OT Hrs
SPONGEBOB SQUARE...	OR2323	20.42	0	19.58	0

1

2

[Download](#)

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# Profile Reports

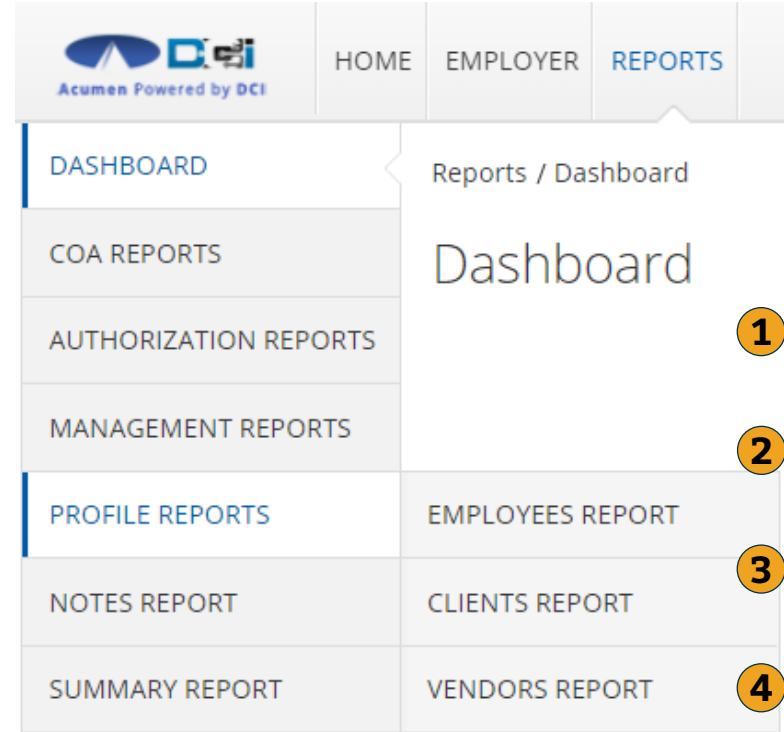
# Profile Report Basics

## Hover over Profile Reports

1. Employee Details
2. Client Details
3. Vendor Details

### **Pro Tips:**

*Profile reports provide details that are available on the user's profile. Use this to view all profile details.*





# Profile Reports

## First Select Profile

1. Filters will narrow results
2. Click Search
3. View profile details

### **Pro Tip:**

*Searching without other filters will pull ALL profiles in DCI*

## Employees Report

1

Type Employee Name  Employee Number  Select Employee Type

City Name  Select State  Select Status

From (MM/DD/YYYY)  To (MM/DD/YYYY)

Reset  2

Showing 2 out of 2 records

3

Profile ID	Profile reference	First Name	Last Name	Employee Num...	Email
173	nick.pennington	SPONGEBOB	SPQUAREPANTS	OR2323	NICKP+23@ACUMEN2.
172		SQUIDWARD	TENTACLES	OR9876	nickp+21@acumen2.net

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# Notes Report

# Notes Report Basics

## Hover over Notes Report

1. View Service Notes on Punches
2. Service Account Notes
  - Typically no results
3. View all Profile Notes
4. Canned Statements

### *Pro Tips:*

★ *Report #1 is Most Valuable Notes Report*

The screenshot shows the Acumen interface with the 'REPORTS' menu open. The menu items are listed on the left, and the corresponding report names are listed on the right. A yellow star and a circled '1' are next to 'PUNCH ENTRY NOTES AND CANNED STATEMENTS REPORT'. A circled '2' is next to 'EMPLOYEE SERVICE ACCOUNT PUNCH NOTES REPORT'. A circled '3' is next to 'EMPLOYEE PROFILE NOTES REPORT' and 'CLIENT PROFILE NOTES REPORT'. A circled '4' is next to 'CANNED STATEMENTS REPORT'. The 'NOTES REPORT' item is highlighted in blue.

Menu Item	Report Name	Callout
DASHBOARD	Reports / Dashboard	
COA REPORTS	PUNCH ENTRY NOTES AND CANNED STATEMENTS REPORT	★ 1
AUTHORIZATION REPORTS		
MANAGEMENT REPORTS	EMPLOYEE SERVICE ACCOUNT PUNCH NOTES REPORT	2
PROFILE REPORTS		
NOTES REPORT	EMPLOYEE PROFILE NOTES REPORT	3
SUMMARY REPORT	CLIENT PROFILE NOTES REPORT	
	CANNED STATEMENTS REPORT	4

# Punch Entry Notes Report

## Most Common Notes Report

1. Filter by Date Range
2. Filter by Employee
3. Filter by Punch Status
4. Click Search for report

### *Pro Tip:*

*Searching without filters will pull ALL punches in DCI*

★ Punch Entry Notes and Canned Statement Report

The screenshot shows a web-based filter form for the 'Punch Entry Notes and Canned Statement Report'. The form contains the following elements:

- 1**: A bracket above the 'From (MM/DD/YYYY)' and 'To (MM/DD/YYYY)' date input fields.
- 2**: A yellow circle above the 'Type Employee Name' text input field.
- 3**: A yellow circle next to the 'Select Status' dropdown menu.
- 4**: A yellow circle above the blue 'Search' button.



Other visible fields include 'Select Account Type' (dropdown), 'Type Client Name' (text), 'Type Service Code' (text), 'Select Entry Type' (dropdown), and an unchecked checkbox labeled 'Include Canceled and Rejected Punches'. A 'Reset' button is located to the left of the 'Search' button.

# Download Report Results


## Once Results are Listed

1. Select Download button
2. Complete Download Wizard
  - Select Columns & Format
3. See Next Slide for details


## Punch Entry Notes and Canned Statement Report

From (MM/DD/YYYY)  Select Account Type 

Type Client Name  Type Service Code


Select Status 

Include Canceled and Rejected Punches

 Download

Showing 157 out of 157 records

Punch ID	Date of Serv...	Account Type	Client/ Resident...	Cost Center	Service
1983	05/04/2021	Hourly	PATRICK	OR-270 MR. K...	PYRL
1981					PYRL
1978	04/26/2021	Hourly	PATRICK	OR-270 MR. K...	PYRL

Download Report Wizard 

# Download Report Wizard

## Once Report Wizard is open

1. Select all desired columns
2. Click single arrow to add
3. Rearrange columns as needed
4. Select Next for more

### Recommended Columns

- Punch ID
- Date of Service
- Employee Name
- Client Name
- Service Code
- Start Date
- End Date
- Statements

The screenshot shows the 'Download Report Wizard' window with two tabs: 'Columns' and 'Options'. The 'Columns' tab is active. It features two search boxes labeled 'Search Column' and a 'Search' button. Below the search boxes are two columns: 'Available Columns' and 'Selected Columns'. The 'Available Columns' list includes 'Punch ID', 'Reference Punch ID', 'Date of Service', 'Employee/Vendor Name', and 'Client/ Residential/ Day Program Name'. The 'Selected Columns' list includes 'Client/ Residential/ Day Program Name', 'Service Code', 'Start Date', 'End Date', and 'Statements'. A '1' in a yellow circle highlights the 'Available Columns' list. A '2' in a yellow circle highlights the right-pointing arrow button between the two lists. A '3' in a yellow circle highlights the 'Statements' item in the 'Selected Columns' list. A '4' in a yellow circle highlights the 'Next' button at the bottom right. Other buttons include 'Undo', 'Redo', and 'Cancel'.

# Download Notes Report

## Once Columns are Selected

1. Select File Format
  - PDF is Recommended for Notes Reports
2. Save Report Preferences
3. Click Blue Download button
4. View, Save & Print Report

1 Download Report Wizard

Columns Options

Format: \* PDF

Orientation: \* Select Orientation

2  Save as Report Download Preference 3

Back Cancel Download

Punch Entry Notes and Canned Statement Report as of: 05/10/2021

Punch ID	1983	4
Date of Service	05/04/2021	
Employee/Vendor Name	SPONGEBOB	
Client/ Residential/ Day Program Name	PATRICK	
Service Code	PYRL	
Start Date	05/04/2021 08:40:00 AM	
End Date	05/04/2021 08:44:00 AM	
Statements	1:-32993b68-0c8d-4e82-a8b4-822b69044e4b.jpeg was uploaded 2:-aef2757c-bbc7-445f-8266-57afef8d9c.dcf.jpeg was uploaded 3:-notes	

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# Summary Report



# Summary Report Basics

## Only One Summary Report

1. Select Summary Report
2. Type Client Name
  - Type 3 letters > Select Name
3. Click Search

### ***Pro Tips:***

*Search without filters to view all active Authorizations in DCI.*

The screenshot displays the Acumen DCI Reports interface. The top navigation bar includes the Acumen logo, 'HOME', 'EMPLOYER', and 'REPORTS' tabs, along with a 'Help' link and the user 'mrkra'. The left sidebar menu lists various report categories: DASHBOARD, COA REPORTS, AUTHORIZATION REPORTS, MANAGEMENT REPORTS, PROFILE REPORTS, NOTES REPORT, and SUMMARY REPORT. The 'SUMMARY REPORT' option is highlighted with a yellow circle containing the number '1'. The main content area shows the 'Reports / Summary Report' page with the title 'Reports - Summary Report'. It features a search form with the following elements: a 'Service Start Date (MM/DD/YYYY)' field with a calendar icon, a 'Type Client Name' field with a yellow circle containing the number '2', a 'Type Service Code' field, and an 'Ended Authorizations' checkbox. At the bottom right of the form are 'Reset' and 'Search' buttons, with the 'Search' button highlighted by a yellow circle containing the number '3'.

# View Report Results


Download To PDF 

## Once Results are Listed

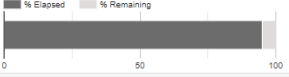
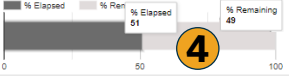
1. Client/Program info
2. Budget Period
3. Budget Balances (\$\$)
4. Budget Time Remaining (%)

**Pro Tip:**

*Scroll down for a list of punches.*

 *Download to save for your records.*

Spending Summary as of: 05/10/2021

Client Name: PATRICK					
Participant Number	Case Manager				
TX5678	CASEY CASE				
Phone: (877) 594-0966					
<b>Program ID</b>					
Auth	Start	End	% Time Elapsed		
	04/01/2020	05/31/2021	95		
<b>Dollars (Dollar Based Programs)</b>					
Authorization Name	Initial Balance	Used YTD	Pre Authorizations Holds	Remaining Balance	% Remaining Balance
PYRL	\$10000.00	\$0.00	\$6407.87	\$10000.00	100 %
Auth	Start	End	% Time Elapsed		
	04/01/2020	05/31/2022	51		
<b>Dollars (Dollar Based Programs)</b>					
Authorization Name	Initial Balance	Used YTD	Pre Authorizations Holds	Remaining Balance	% Remaining Balance
PYRL2	\$12000.00	\$0.00	\$0.00	\$12000.00	100 %

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# Reports Recap

# Reporting Recap

- Reports are available to Employers in DCI on a Computer/Laptop
  - Click “Go to Full Site” on mobile device
- Most Reports are updated in Real-Time
  - Budget reports are updated each payroll cycle
- Download and Save reports for future reference
  - Use Excel or PDF to view downloaded reports
- Save download preferences for easy access later on

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# Thank you!

Visit the **Acumen Help Center** to learn more at:  
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