

# Reports Guide

Presented By: Acumen  
Fiscal Agent



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## OUR MISSION

*Acumen Fiscal Agent facilitates freedom, choice and opportunity through innovative fiscal agent solutions.*

# Agenda



**How to Find Reports**



**COA Report**



**Authorization Report**



**Management Report**



**Notes Report**



**Summary Report**



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# How to Find Reports

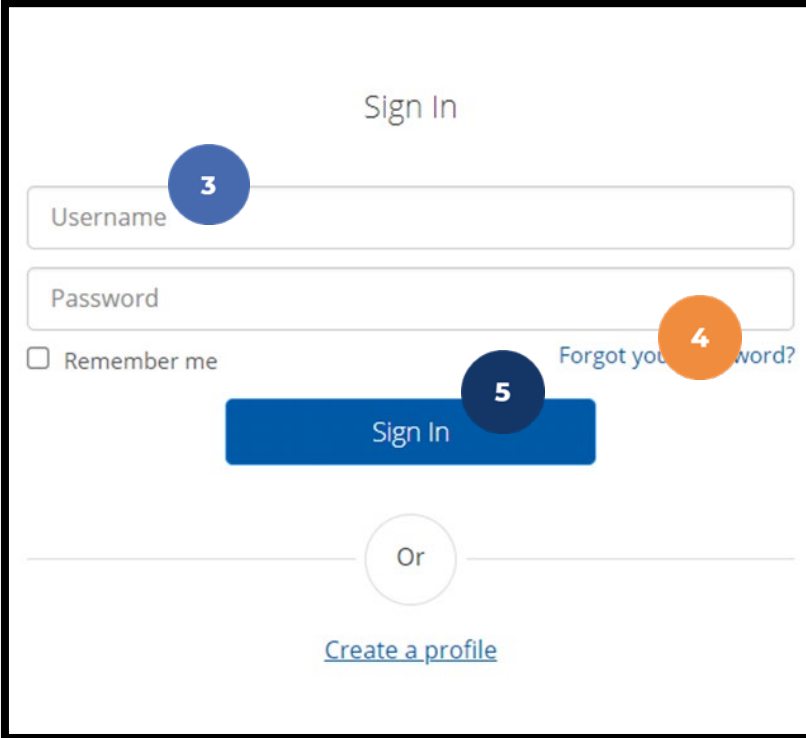
"Proprietary: For Acumen and Customer Use Only"

# Accessing the DCI Web Portal

1. Open an internet browser on a computer or mobile device (Google Chrome is preferred) and navigate to the DCI Web Portal.
  1. All states **except** NC Cap (including KS Helpers): [acumen.dcisoftware.com](https://acumen.dcisoftware.com)
  2. NC Cap Only: [outreach.dcisoftware.com](https://outreach.dcisoftware.com)
2. Use the language drop-down in the top right corner to select the preferred language
  - The page will now display in the new language each time you log in
  - This feature is only available for employees
3. Enter **username** and **password**
  - Credentials provided by Acumen
4. Utilize the “Forgot your password?” link if needed
5. Click the blue **Sign In** button

**acumen.dcisoftware.com**

**outreach.dcisoftware.com**



Sign In

1

3

4

5

Username

Password

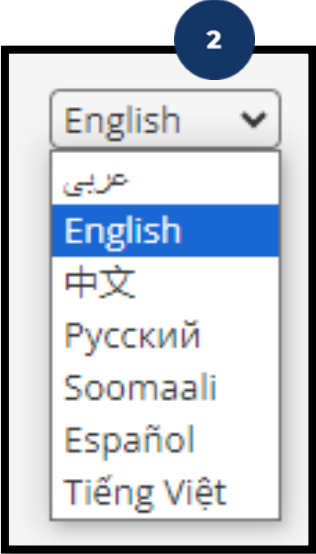
Remember me

[Forgot your password?](#)

Sign In

Or

[Create a profile](#)



2

English

عربي

English

中文

Русский

Soomaali

Español

Tiếng Việt

**\*Please note:** Contact Acumen with login issues



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# COA Report

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# COA Reports



## 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

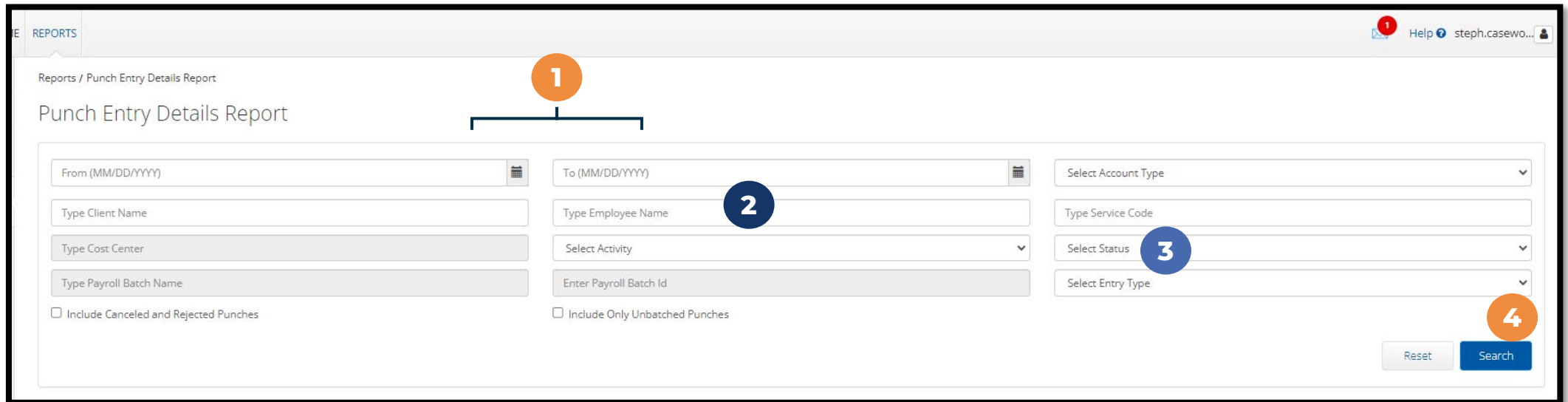
**Pro Tip:**  
*Report #2 is the Most Popular COA Report  
COA Reports update in Real-Time*

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

# COA Report - Punch Entry Details

1. Filter by date range
2. Filter by employee
3. Filter by punch status
4. Click the blue Search button

**Please note!** Searching without filters will pull ALL punch entries for all associated clients in DCI



The screenshot shows the 'Punch Entry Details Report' interface. It features a search form with the following fields and controls:

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

Other fields include 'Type Client Name', 'Type Cost Center', 'Type Payroll Batch Name', 'Select Account Type', 'Type Service Code', 'Select Activity', 'Enter Payroll Batch Id', and 'Select Entry Type'. There are also checkboxes for 'Include Canceled and Rejected Punches' and 'Include Only Unbatched Punches'. A 'Reset' button is located next to the 'Search' button.

# COA Report - Punch Entry Details



## 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

From (MM/DD/YYYY)  Select Account Type

Type Client Name  Type Service Code

Select Status  Enter Payroll Batch Id

Select Entry Type

Include Canceled and Rejected Punches

Showing 191 out of 191 records 1

Punch ID	Pay Week	Referer	Vehicle Type	Employee/V...	Employ
1944				PONGEBOB	OR2
859	14			PONGEBOB	OR2
867	14			PONGEBOB	OR2
870	15			SQUIDWARD	OR9

Download Report Wizard

# COA Report - Punch Entry Details

## Once Columns are Selected

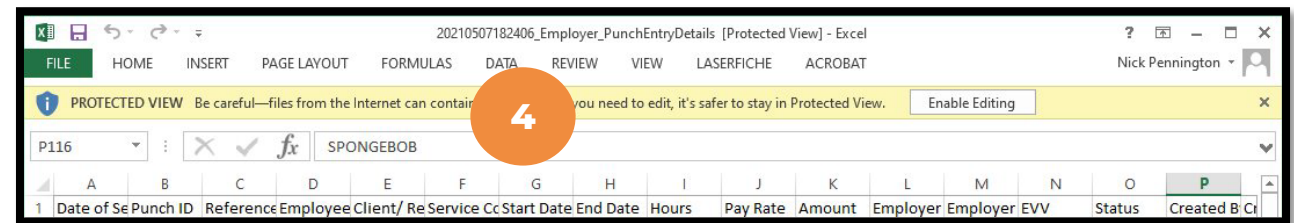
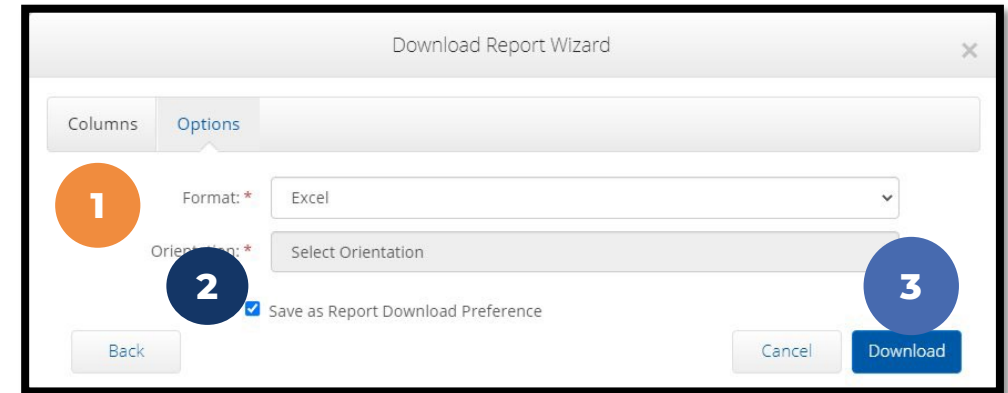
### 1. Select File Format

- Excel is Recommended for COA Reports

### 2. Save Report Preferences

### 3. Click Blue Download button

### 4. View, Save & Print Report





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# Authorization Report

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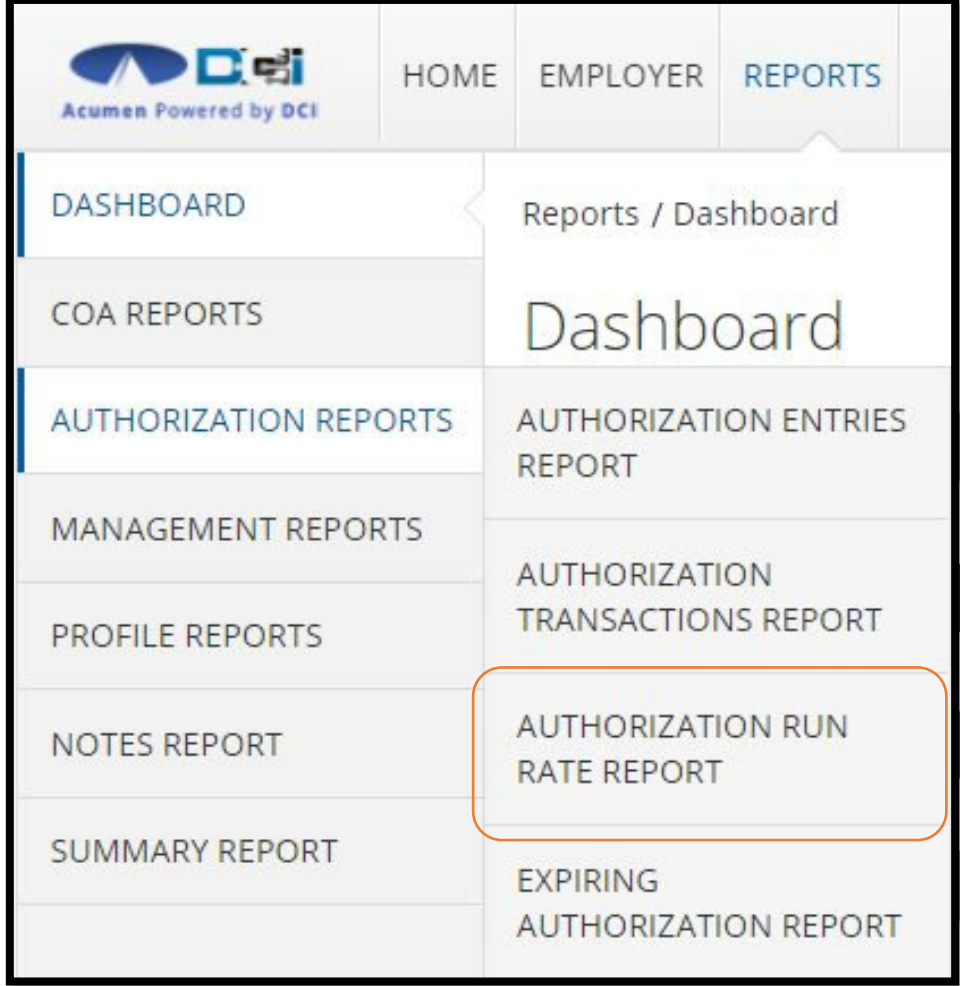
# Authorization Reports

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



The screenshot shows the Acumen DCI Reports menu. The menu is divided into two columns. The left column lists the following options: DASHBOARD, COA REPORTS, AUTHORIZATION REPORTS, MANAGEMENT REPORTS, PROFILE REPORTS, NOTES REPORT, and SUMMARY REPORT. The right column lists: Reports / Dashboard, Dashboard, AUTHORIZATION ENTRIES REPORT, AUTHORIZATION TRANSACTIONS REPORT, AUTHORIZATION RUN RATE REPORT, and EXPIRING AUTHORIZATION REPORT. The 'AUTHORIZATION RUN RATE REPORT' is highlighted with an orange border and a '3' in a blue circle to its right. Other items are marked with '1' in an orange circle, '2' in a blue circle, and '4' in an orange circle.

Menu Item	Number
DASHBOARD	
COA REPORTS	
AUTHORIZATION REPORTS	1
MANAGEMENT REPORTS	
PROFILE REPORTS	
NOTES REPORT	
SUMMARY REPORT	
Reports / Dashboard	
Dashboard	
AUTHORIZATION ENTRIES REPORT	1
AUTHORIZATION TRANSACTIONS REPORT	2
AUTHORIZATION RUN RATE REPORT	3
EXPIRING AUTHORIZATION REPORT	4

# Authorization Run Rate Report



1. Select **Authorization Run Rate Report** from the submenu
2. Type and select the client's name in the filter
3. Click the blue **Search** button

The screenshot shows the 'Authorization Run Rate Report' interface. On the left, a sidebar contains a menu with 'AUTHORIZATION RUN RATE REPORT' highlighted, marked with a red circle '1'. The main content area has a title 'Authorization Run Rate Report' and a breadcrumb 'Reports / Authorization Run Rate Report'. Below the title are several input fields: 'Type Client Name' (with a blue circle '2' over it), 'Type Funding Source Name', 'Type Service Code', and 'Type Cost Center'. To the right is a 'Select Account Type' dropdown menu. Below these fields are three checkboxes: 'Include Future Authorizations', 'Include Ended Authorizations', and 'Include Discharged Clients Authorizations'. At the bottom right, there are 'Reset' and 'Search' buttons, with the 'Search' button marked with a blue circle '3'. The top navigation bar includes 'HOME', 'REPORTS', and a user profile 'steph.casewo...' with a red notification bubble '1'.

# Authorization Run Rate Report



## Once Results are Listed

1. Select Download button
2. Download Report Wizard

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

1    Download

Showing 2 out of 2 records

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

2    Download Report Wizard

# Download Report Wizard



1. After clicking the download button, the Download Report Wizard opens.
2. Select all desired columns in Available Columns to download
3. Click the > **single right arrow** to add to Selected Columns
4. Alternatively, click the >> **double right arrows** to add all Available Columns to Selected Columns.
5. Click the < **single left arrow** to remove the column from the Selected Columns
6. Alternatively, click the << **double left arrows** to remove all columns from the Selected Columns.
7. Reorder selected column items by dragging and dropping into the preferred order
8. Click **Next**

The screenshot shows the 'Download Report Wizard' window. At the top, the title bar says 'Download Report Wizard' with a close button and a circled '1'. Below the title bar are two tabs: 'Columns' (active) and 'Options'. The 'Columns' tab contains two search boxes labeled 'Search Column' and 'Search'. Below the search boxes are two columns: 'Available Columns' (with a circled '2') and 'Selected Columns' (with a circled '7'). 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. Between the columns are five arrow buttons: a blue 'Undo' button, a double right arrow button (circled '4'), a single right arrow button (circled '3'), a single left arrow button (circled '5'), and a double left arrow button (circled '6'). Below these arrows is a blue 'Redo' button. At the bottom right, there are 'Cancel' and 'Next' buttons, with a circled '8' above the 'Next' button.

# Download Report Wizard cont'd.



1. Click the Format field drop-down to choose the download file format. Choices include Excel, PDF, CSV, and Tab Delimited.
    - PDFs have a 10-column limitation for report downloads
    - The Summary Report download is preformatted as a PDF
    - Excel is the recommended format for the Punch Entry Details Report
  2. If PDF is selected, the Orientation field will become available. Select Portrait or Landscape.
  3. Save as Report Download Preference box – If checked, DCI will save the format and orientation preferences for subsequent downloads.
  4. Click the blue **Download** button
  5. Click the blue **Yes** button to confirm
- The report downloads to your computer. Check your download folder to open and view.

A screenshot of the "Download Report Wizard" interface, specifically the "Options" tab. The "Format" dropdown menu is set to "PDF" and is marked with a red circle containing the number 1. The "Orientation" dropdown menu is set to "Select Orientation" and is marked with a blue circle containing the number 2. A checkbox labeled "Save as Report Download Preference" is checked and marked with a blue circle containing the number 3. The "Download" button is highlighted with a red circle containing the number 4. There are also "Back" and "Cancel" buttons visible.A screenshot of an "Alert" dialog box. The text inside the dialog asks, "Are you sure you want to download the report - Punch Entry Details Report?". There are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red circle containing the number 5.

# Download Report Results



1. Report results (for all reports except the Summary Report) populate in the results table
2. Optionally, drag and drop column headers into the desired order before downloading.
3. Click Download

Showing 2 out of 2 records

Punch ID	Date of Serv...	Account Type	Employee N...	Employee N...	Client Name	Service Code	Cost Center	Start Date	End Date	Statements	Canned Statements	Entry Type
68976	01/02/2024	Client Transpo...	Steph Employ...	945	Steph Client1	Client Transpo...	Steph Cost Ce...			1:-Forgot device		Punch
68904	01/02/2024	Hourly	Steph Employ...	945	Steph Client1	RESPITE (Ho...	Steph Cost Ce...	01/02/2024 07...	01/02/2024 01...	1:-Forgot device		Punch

Download



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# Management Report

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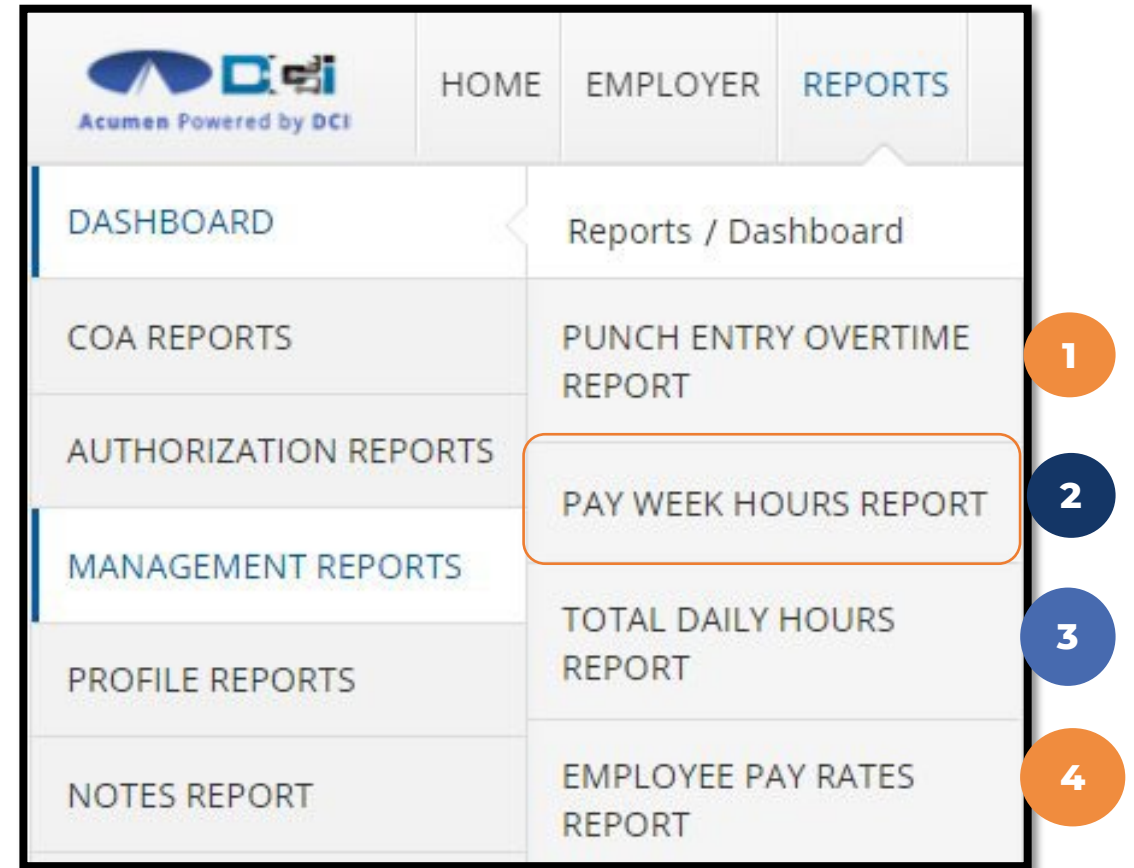
# DCI Reports - Management



## 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.*



# DCI Reports - Management

## Best Management Report

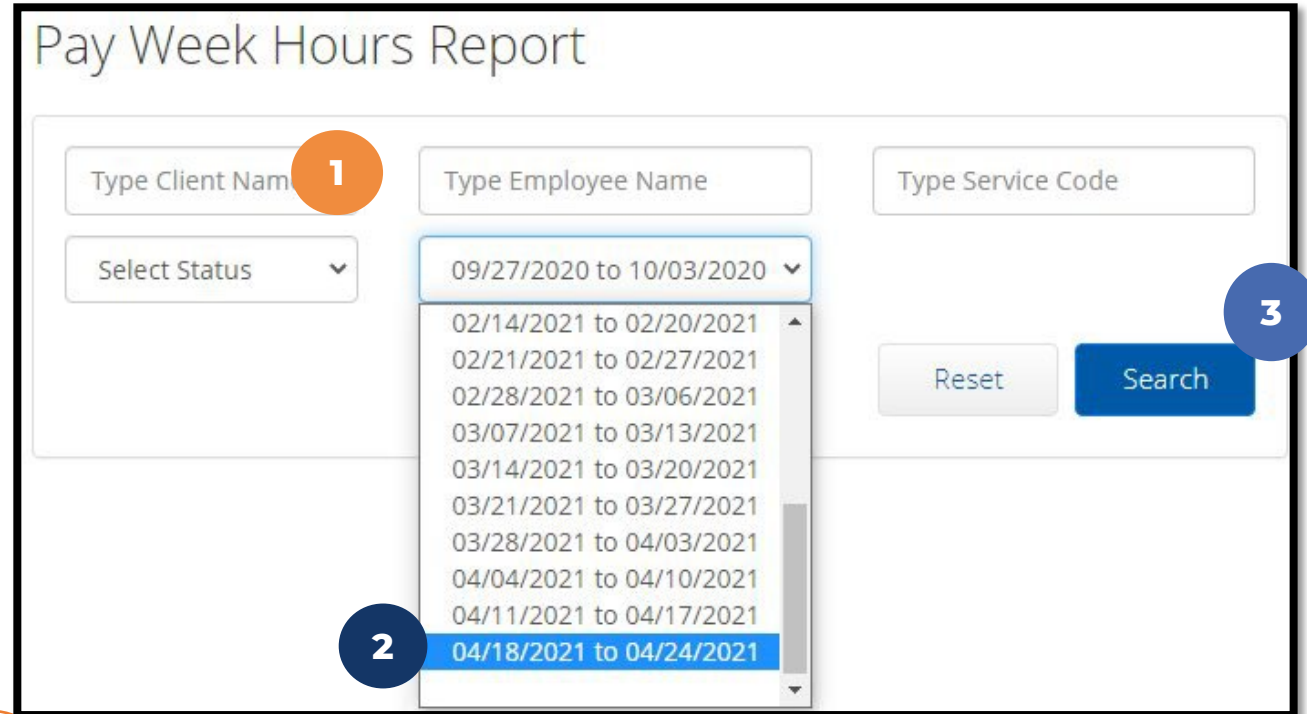
### 1. Type Client Name

- Type 3 letters > Select Name

### 2. Select Pay Week to view

- Pay weeks are Sun - Sat

### 3. Click Search



The screenshot shows the 'Pay Week Hours Report' interface. It features three input fields at the top: 'Type Client Name' (with a red circle '1' next to it), 'Type Employee Name', and 'Type Service Code'. Below these is a 'Select Status' dropdown menu. A date range selector is open, showing a list of pay weeks from 09/27/2020 to 10/03/2020, with '04/18/2021 to 04/24/2021' highlighted (with a blue circle '2' next to it). To the right of the date selector are 'Reset' and 'Search' buttons (with a blue circle '3' next to the 'Search' button).

### *Pro Tip:*

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

# DCI Reports - Management



## 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 hours

Pay Week Hours Report

Type Client Name  Type Employee Name  Type Service Code

Select Status  04/18/2021 to 04/24/2021

Reset  Search

Showing 1 out of 1 record 1 2

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

### *Pro Tip:*

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



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# Notes Report

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# Notes Report – Punch Entry Notes & Canned Statements Report



1. Hover over Notes Report on the submenu
2. Select Punch Entry Notes and Canned Statements Report from the flyout menu
3. Filter by date range
4. Filter by client or employee
5. Optionally filter by punch status
6. Click the blue Search button

The screenshot shows a web application interface with a sidebar on the left containing menu items: SUMMARY REPORT, NOTES REPORT (highlighted with a red circle 1), AUTHORIZATION RUN RATE REPORT, and PUNCH ENTRY DETAILS REPORT. The main content area shows a breadcrumb trail: Reports / Notes Reports / Punch Entry Notes And Canned Statement Report. Below this, a flyout menu is open, showing "PUNCH ENTRY NOTES AND CANNED STATEMENTS REPORT" (highlighted with a red circle 2). The main form contains several filter fields: "From (MM/DD/YYYY)" and "To (MM/DD/YYYY)" (highlighted with a red circle 3), "Type Client Name" and "Type Employee Name" (highlighted with a red circle 4), "Select Status" (highlighted with a red circle 5), and "Select Entry Type". There is also a checkbox for "Include Canceled and Rejected Punches". On the right side, there are dropdown menus for "Select Account Type" and "Type Service Code". At the bottom right, there are "Reset" and "Search" buttons (the Search button is highlighted with a red circle 6). The top right corner shows a user profile icon and the name "steph.casewo...".

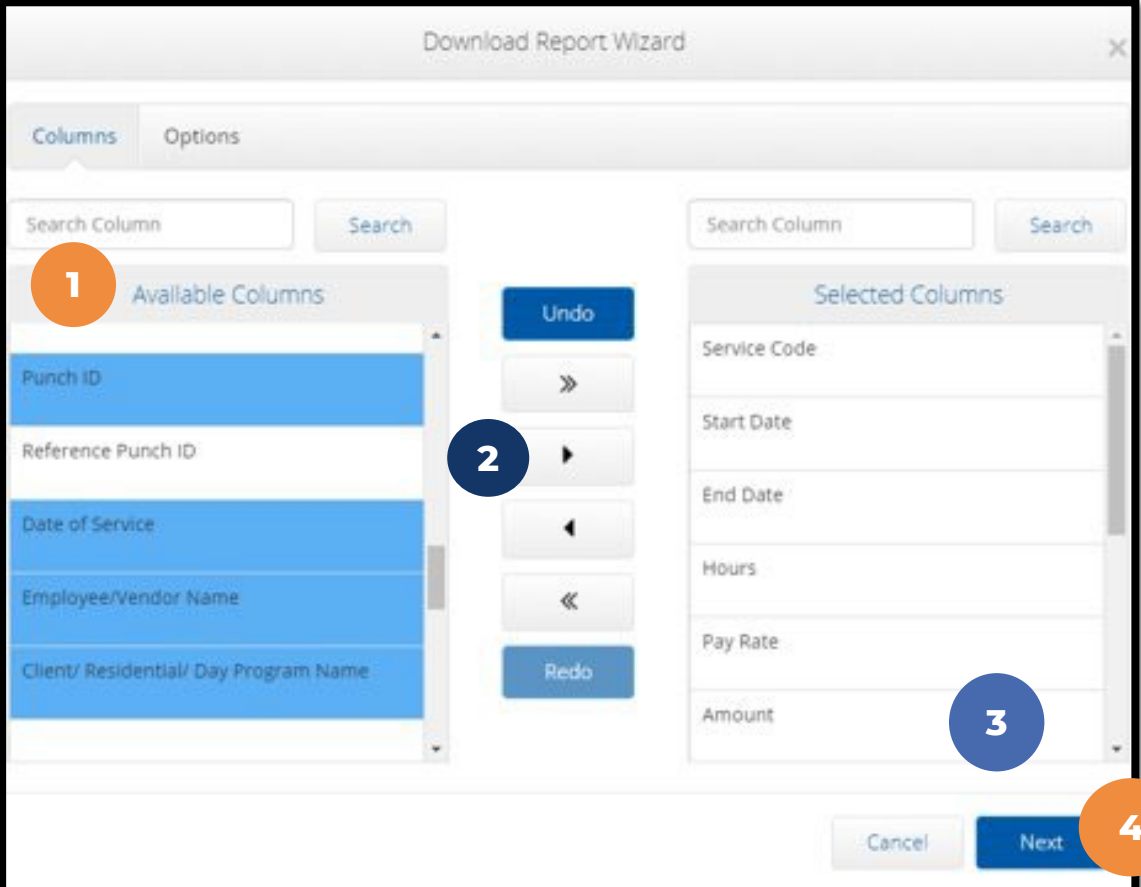
# Notes Report – Punch Entry Notes & Canned Statements Report

## 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

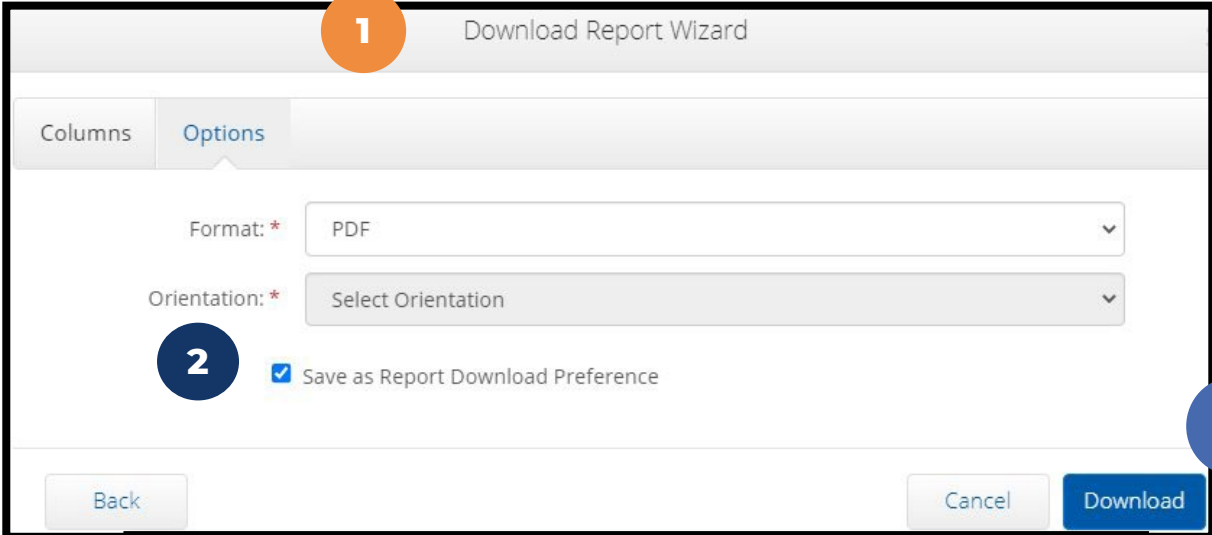


The screenshot shows the 'Download Report Wizard' window with two tabs: 'Columns' and 'Options'. The 'Columns' tab is active, displaying two search boxes and two lists of columns. The 'Available Columns' list on the left contains: Punch ID, Reference Punch ID, Date of Service, Employee/Vendor Name, and Client/ Residential/ Day Program Name. The 'Selected Columns' list on the right contains: Service Code, Start Date, End Date, Hours, Pay Rate, and Amount. Between the lists are navigation buttons: 'Undo', a right-pointing arrow, a right-pointing arrow, a left-pointing arrow, a left-pointing arrow, and 'Redo'. At the bottom right are 'Cancel' and 'Next' buttons. Numbered callouts (1-4) highlight the following elements: 1. The 'Available Columns' list; 2. The right-pointing arrow button; 3. The 'Amount' column in the 'Selected Columns' list; 4. The 'Next' button.

# Notes Report – Punch Entry Notes & Canned Statements 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



Download Report Wizard

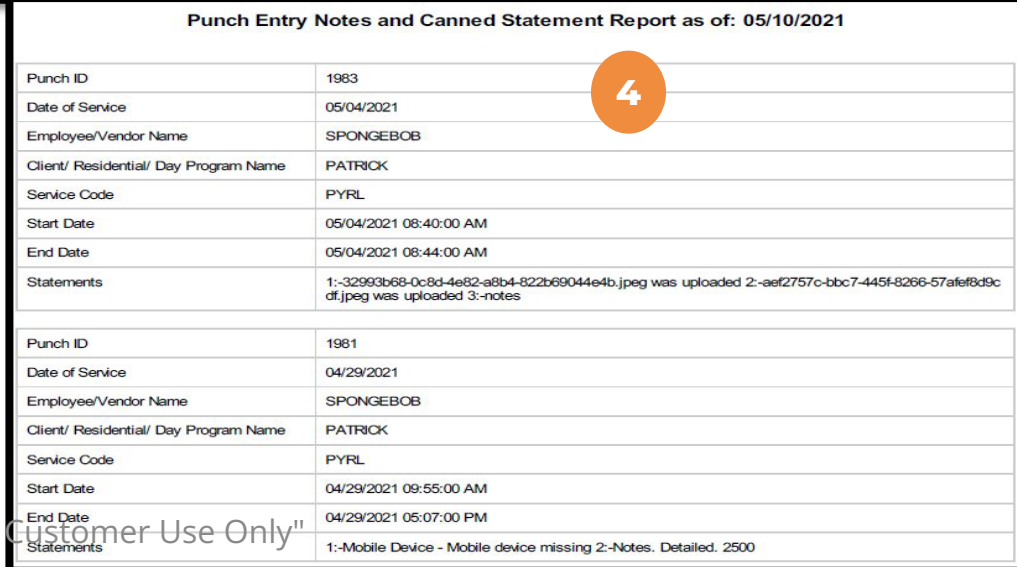
Columns Options

Format: \* PDF

Orientation: \* Select Orientation

Save as Report Download Preference

Back Cancel Download



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

Punch ID	1983
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-a9b4-822b69044e4b.jpeg was uploaded 2:-aef2757c-bbc7-445f-8266-57afef8d9c-df.jpeg was uploaded 3:-notes
Punch ID	1981
Date of Service	04/29/2021
Employee/Vendor Name	SPONGEBOB
Client/ Residential/ Day Program Name	PATRICK
Service Code	PYRL
Start Date	04/29/2021 09:55:00 AM
End Date	04/29/2021 05:07:00 PM
Statements	1:-Mobile Device - Mobile device missing 2:-Notes. Detailed. 2500



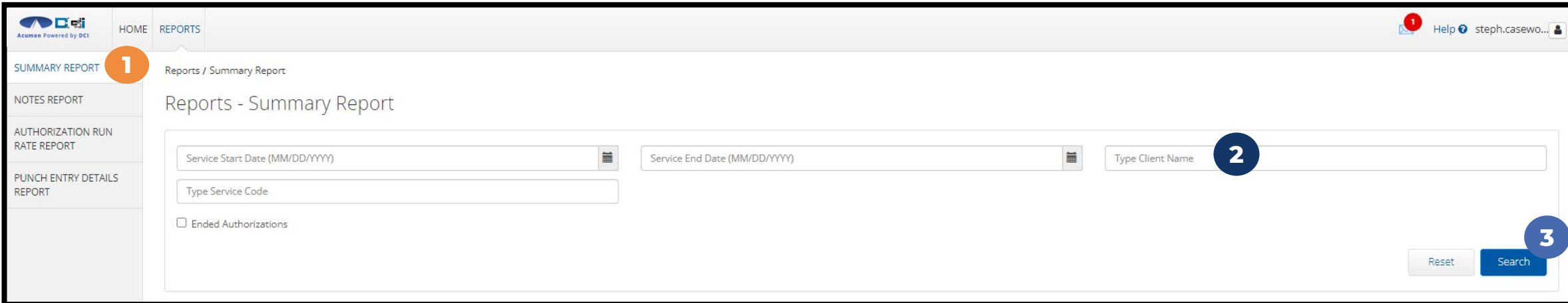
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# Summary Report

"Proprietary: For Acumen and Customer Use Only"

# Summary Report

1. Select **Summary Report** from the submenu
2. Type and select the client's name in the filter. Optionally utilize additional filters as needed.
3. Click the blue **Search** button



The screenshot displays the Acumen Fiscal Agent web interface. The top navigation bar includes the Acumen logo, 'HOME', and 'REPORTS'. A red callout '1' points to the 'SUMMARY REPORT' link in the left sidebar. The main content area is titled 'Reports - Summary Report'. It features a search form with the following fields: 'Service Start Date (MM/DD/YYYY)', 'Service End Date (MM/DD/YYYY)', and 'Type Client Name'. A blue callout '2' points to the 'Type Client Name' field. Below these fields is a 'Type Service Code' field and a checkbox for 'Ended Authorizations'. At the bottom right of the form, there are 'Reset' and 'Search' buttons. A blue callout '3' points to the 'Search' button. The top right corner shows a notification icon with a red '1', a 'Help' icon, and a user profile icon for 'steph.casewo...'.

# Summary Report Results

1. Client information
2. Budget Period
3. Budget Balances
4. Budget Time Remaining
5. Scroll down the report to view punches by employee
6. Click the **Download To PDF** button to save the report


**Spending Summary as of: 03/12/2024**

Client Name: Steph Client1 1

Participant Number: 76123    Case Manager: Steph Case Worker1

Phone: (817) 453-8852

**Steph Funding Source**

Auth	Start: 08/01/2022 <span style="float: right;">2</span>	End: 07/31/2026	% Time Elapsed: 40	 <span style="float: right;">4</span>
------	--	-----------------	--------------------	--

**Dollars (Dollar Based Programs)**

Authorization Name	Initial Balance <span style="float: right;">3</span>	Used YTD	Pre Authorizations Holds	Remaining Balance	% Remaining Balance
RESPITE (Dollars)	\$5616.00	\$255.00	\$220.00	\$5361.00	95 %

**Units (Unit Based Programs)**

Authorization Name	Initial Balance	Used YTD	Pre Authorizations Holds	Remaining Balance	% Remaining Balance
RESPITE (Hourly)		14.16	18.95	99985.84	99 %

6

[Download To PDF](#)

Client Name: Steph Client1 / Employee Name: Steph Employee1 5

Authorization Name : RESPITE (Hourly) (ID : 57934) : From 08/01/2022 To 07/31/2026

Service Code	Cost Center	Entry ID	Entry Type	Account Type	Employee / Program Name	Date of Service	Amount	Bill Rate
RESPITE (Hourly)	Steph Cost Center test	70232	Punch	Hourly	Steph Employee1	03/11/2024	-0.03	15.00
RESPITE (Hourly)	Steph Cost Center test	70044	Punch	Hourly	Steph Employee1	02/10/2024	-1.50	15.00

# Reports - Recap



- 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
  - PDF versions of reports can only select 10 columns
- If any issue with reports, contact Acumen Help Center at:  
[Acumenfiscalagent.zendesk.com](https://acumenfiscalagent.zendesk.com)

# Questions?

# Thank you!

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

**[acumenfiscalagent.zendesk.com](https://acumenfiscalagent.zendesk.com)**