Reports Guide

Presented By: Acumen Fiscal Agent

Acumen Fiscal Agent

Innovation • Opportunity • Freedom

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

Acumen Fiscal Agent
Innovation · Opportunity · Freedom

How to Find Reports

Accessing the DCI Web Portal

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

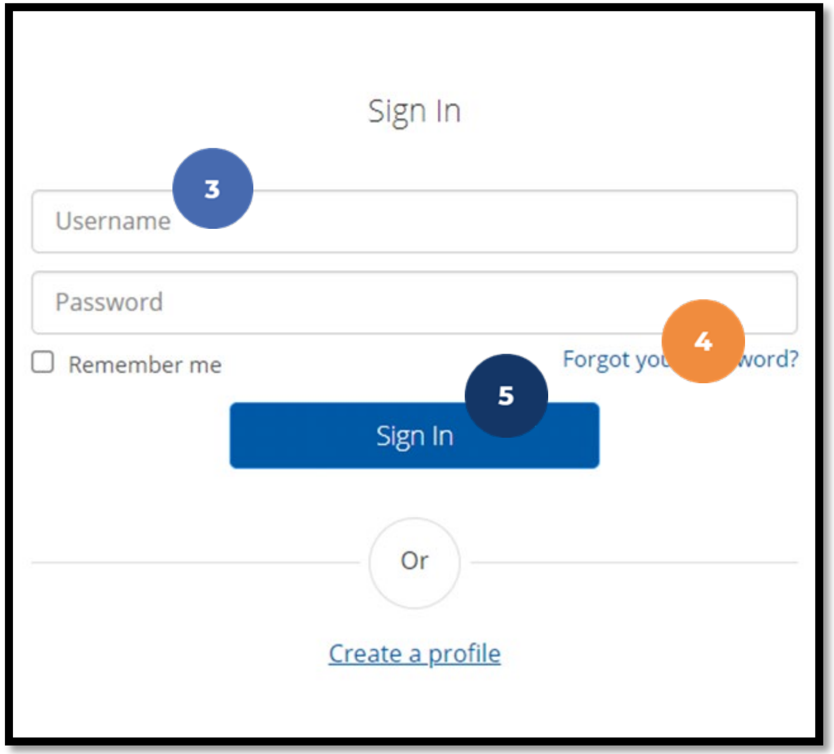
1. Open an internet browser on a computer or mobile device (Google Chrome is preferred) and navigate to the DCI Web Portal.
    1. All states **except** NC Cap (including KS Helpers): acumen.dcisoftware.com
    2. NC Cap **Only**: outreach.dcisoftware.com
2. Use the language drop-down in the top right 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

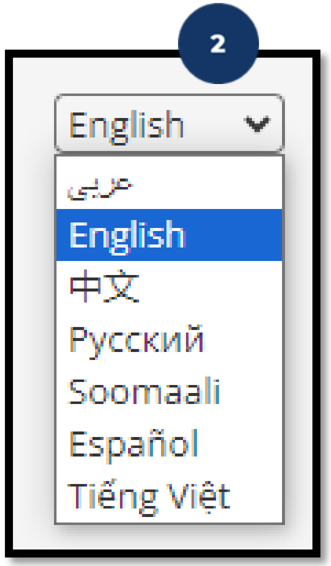
***Please note:** Contact Acumen with login issues

acumen.dcisoftware.com

1

outreach.dcisoftware.com





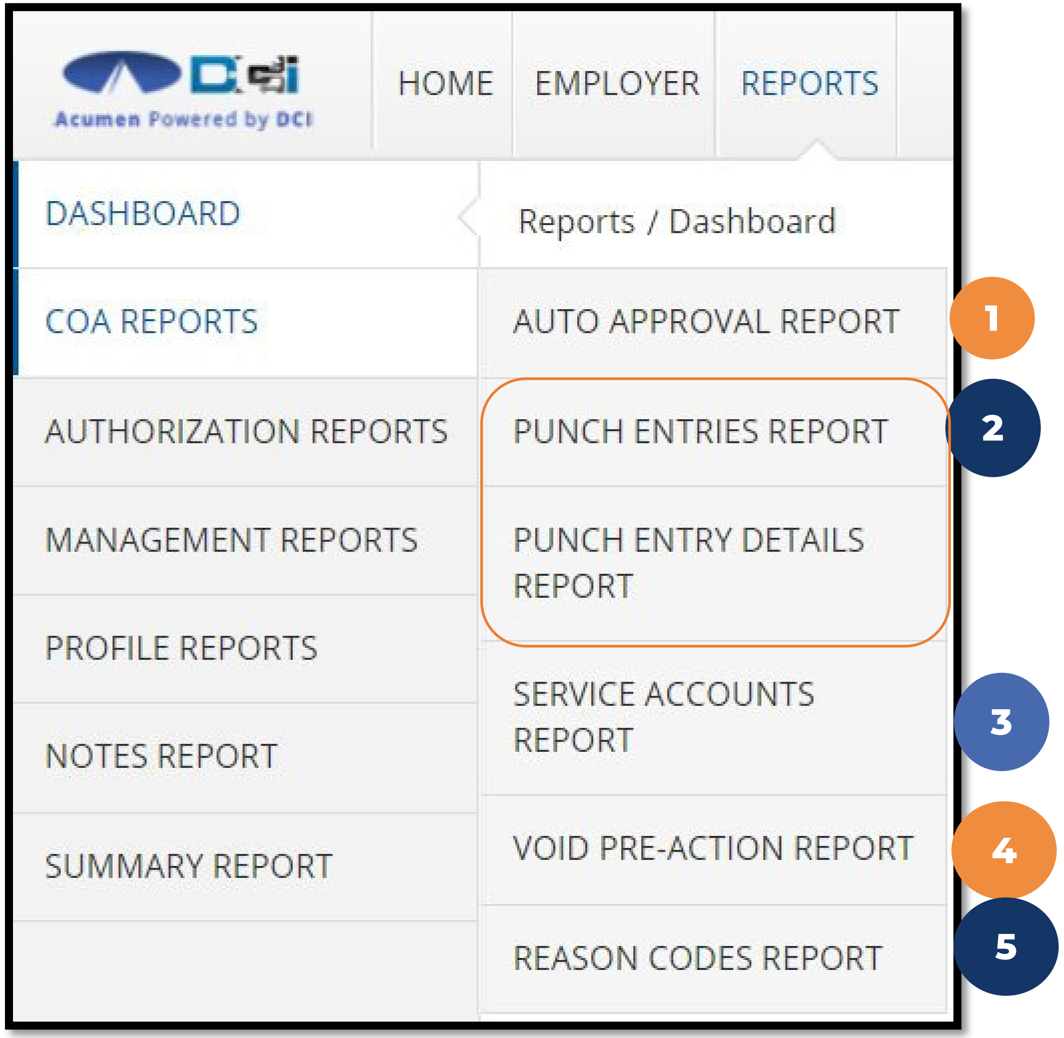
COA Report

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

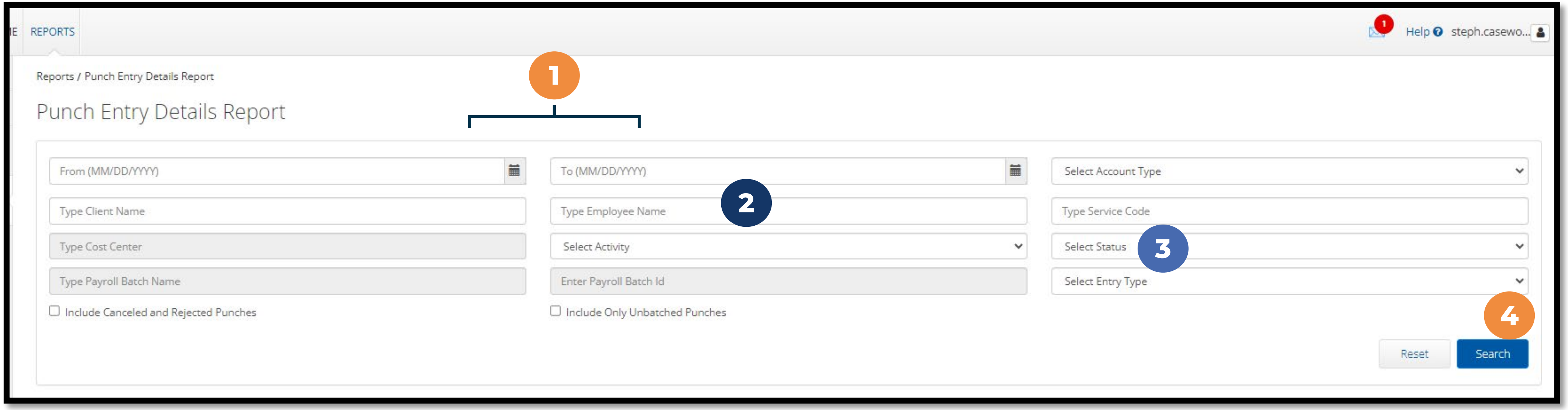
Pro Tip:
Report #2 is the Most Popular COA Report
COA Reports update in Real-Time



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

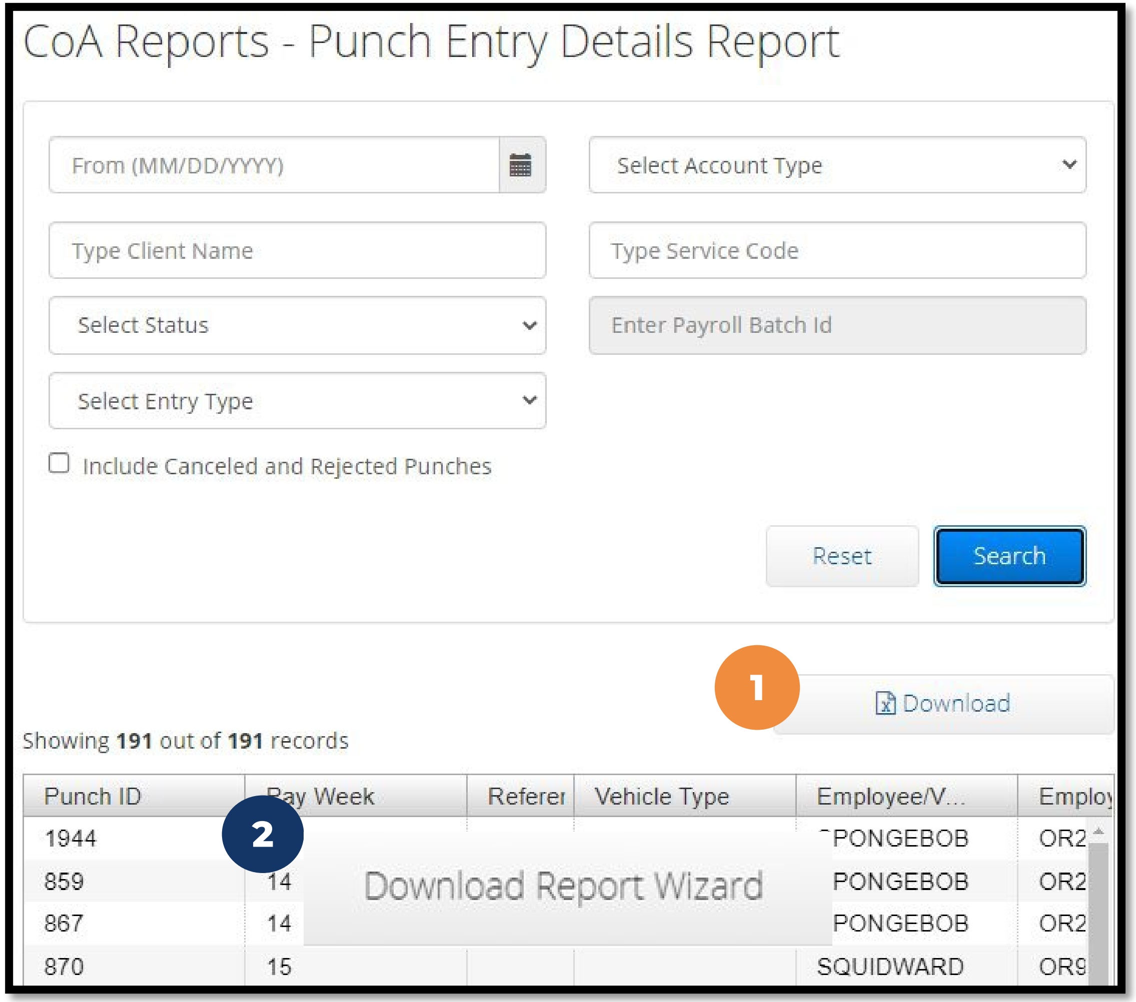
Please note! Searching without filters will pull ALL punch entries for all associated clients in DCI



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

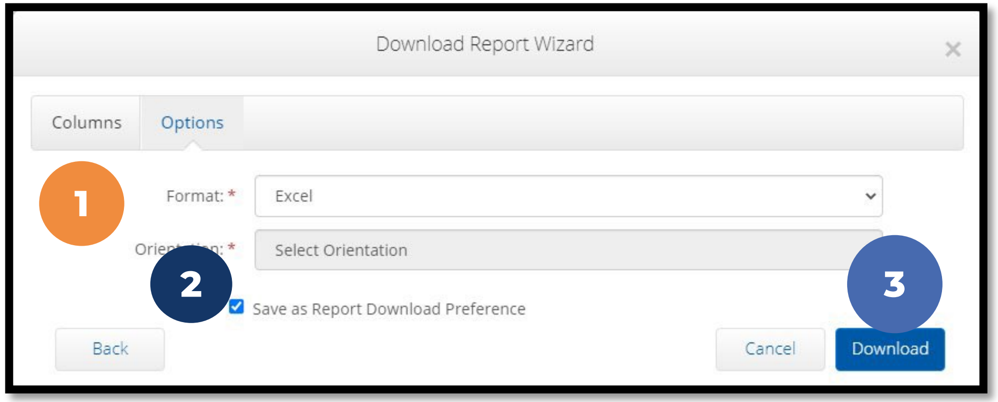


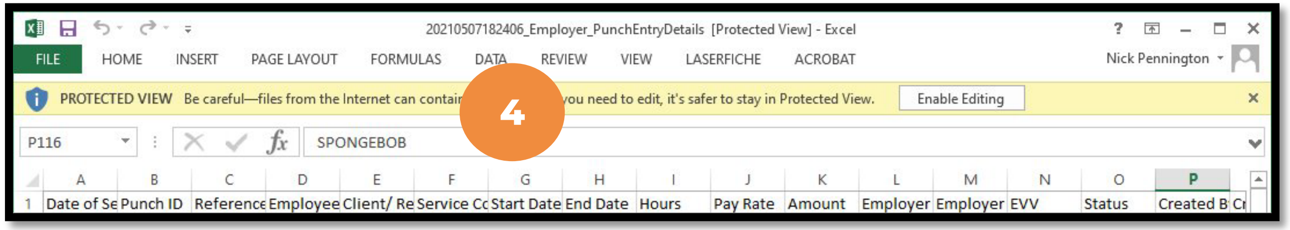
COA Report - Punch Entry Details

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

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



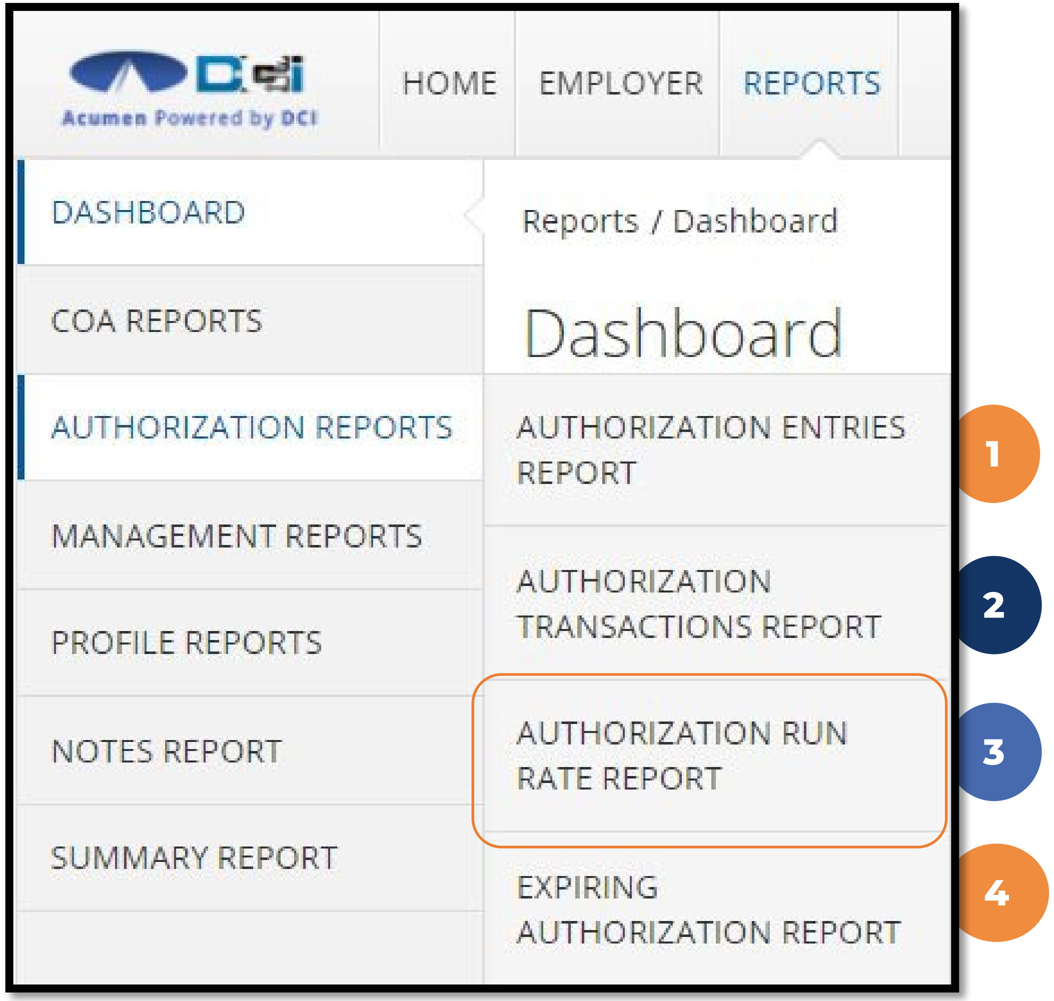


Authorization Report

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

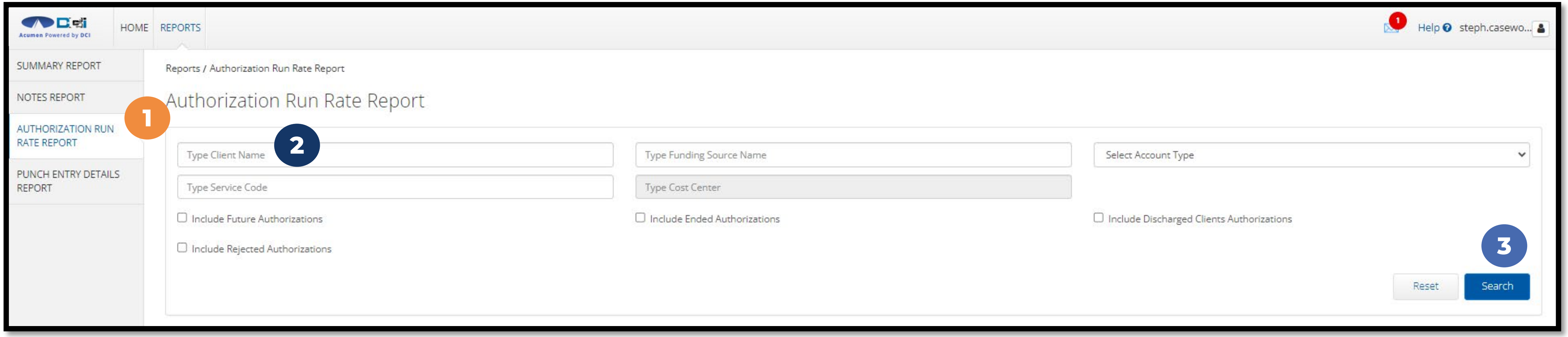


Pro Tips:

Report #3 is Most Valuable Authorization Report
Auth Reports update in each Payroll Cycle

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

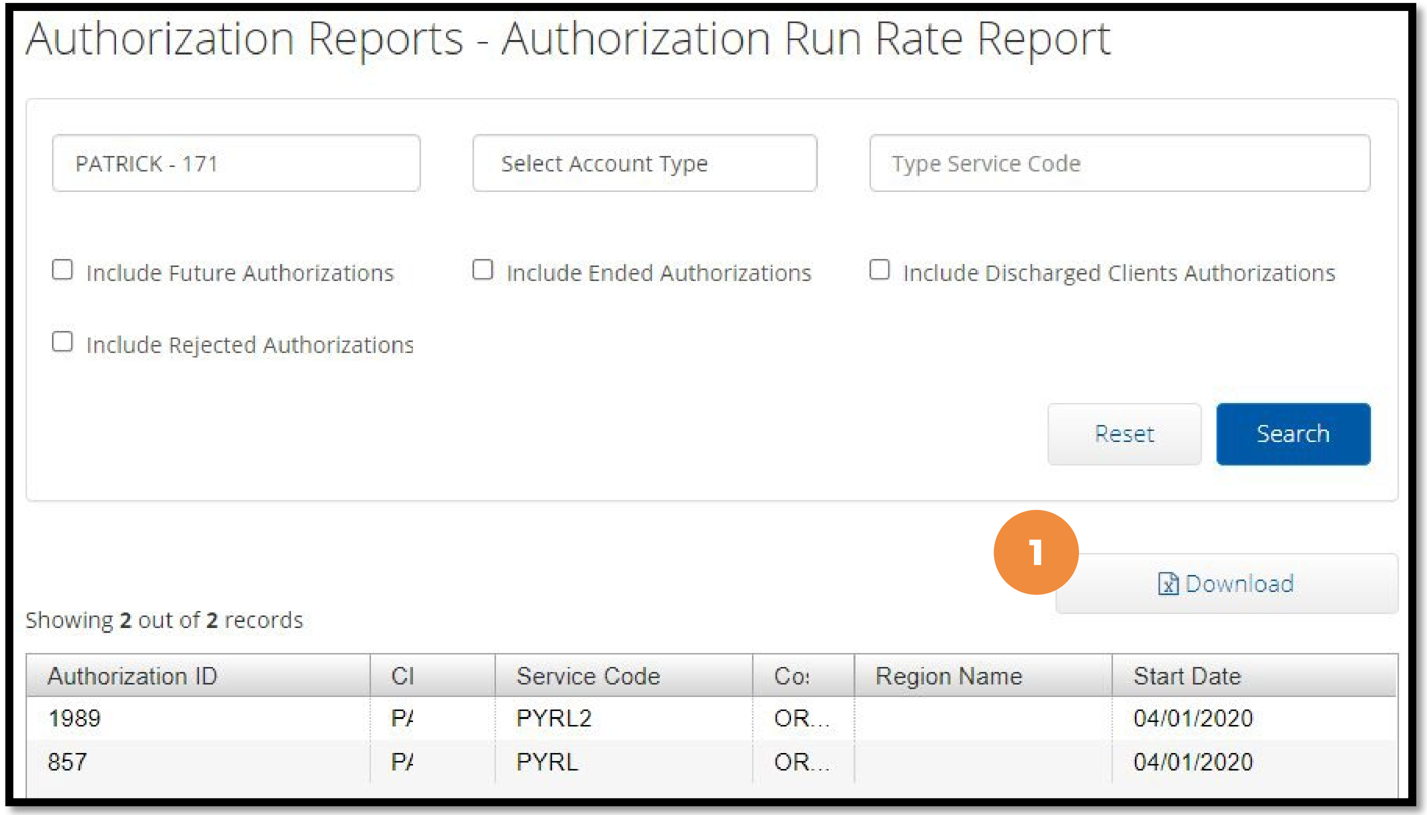


Authorization Run Rate Report

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Once Results are Listed

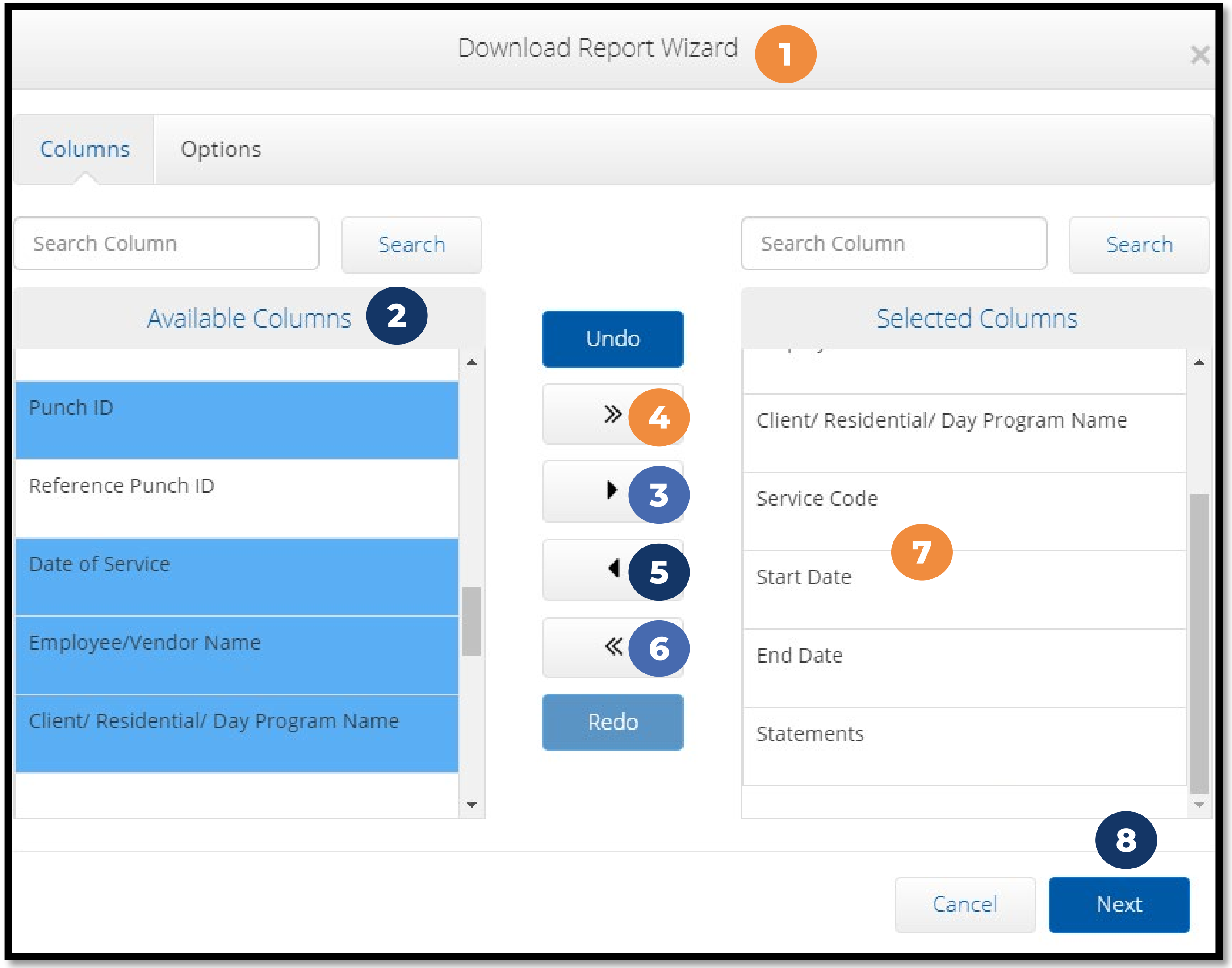
1. Select Download button
2. Download Report Wizard



Download Report Wizard

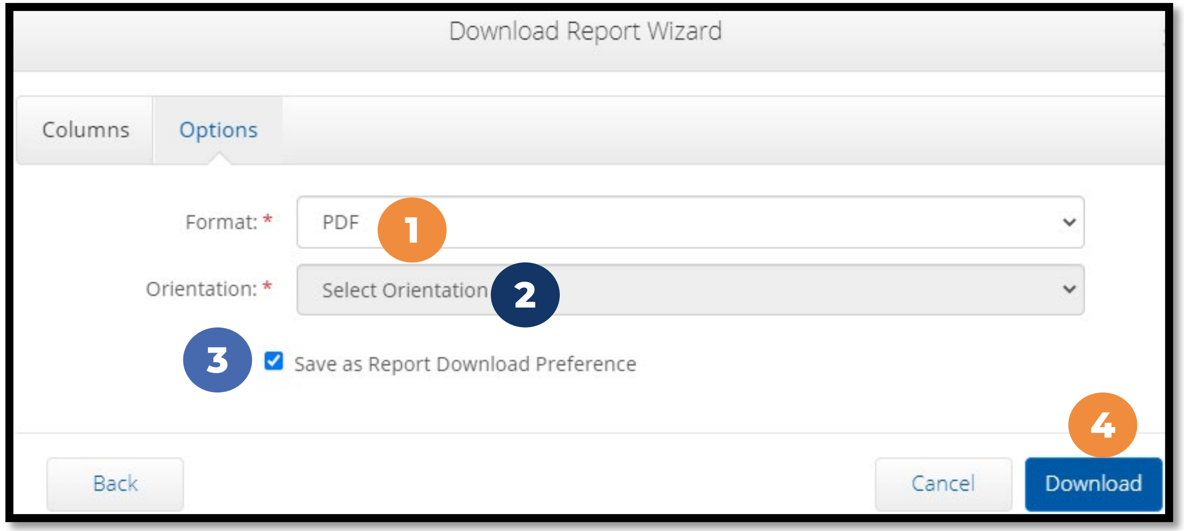
Acumen Fiscal Agent
Innovation • Opportunity • Freedom

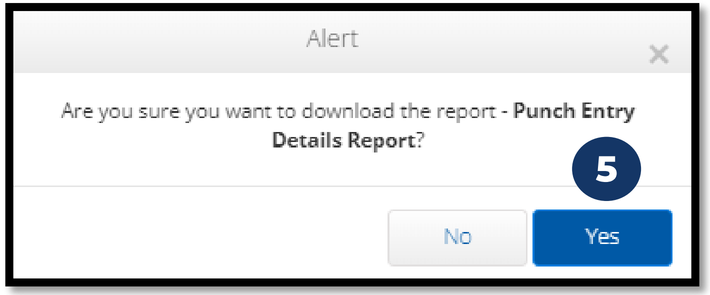
1. After clicking the download button, the Download Report Wizard opens.
2. Select all desired columns in Available Columns to download
3. Click the > **single right arrow** to add to Selected Columns
4. Alternatively, click the >> **double right arrows** to add all Available Columns to Selected Columns.
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**



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.

Download Report Results

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

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**

2

Employee N... ≡

3

Download

Showing **2** out of **2** records

1

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

Management Report

DCI Reports - Management

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Hover over Management Reports

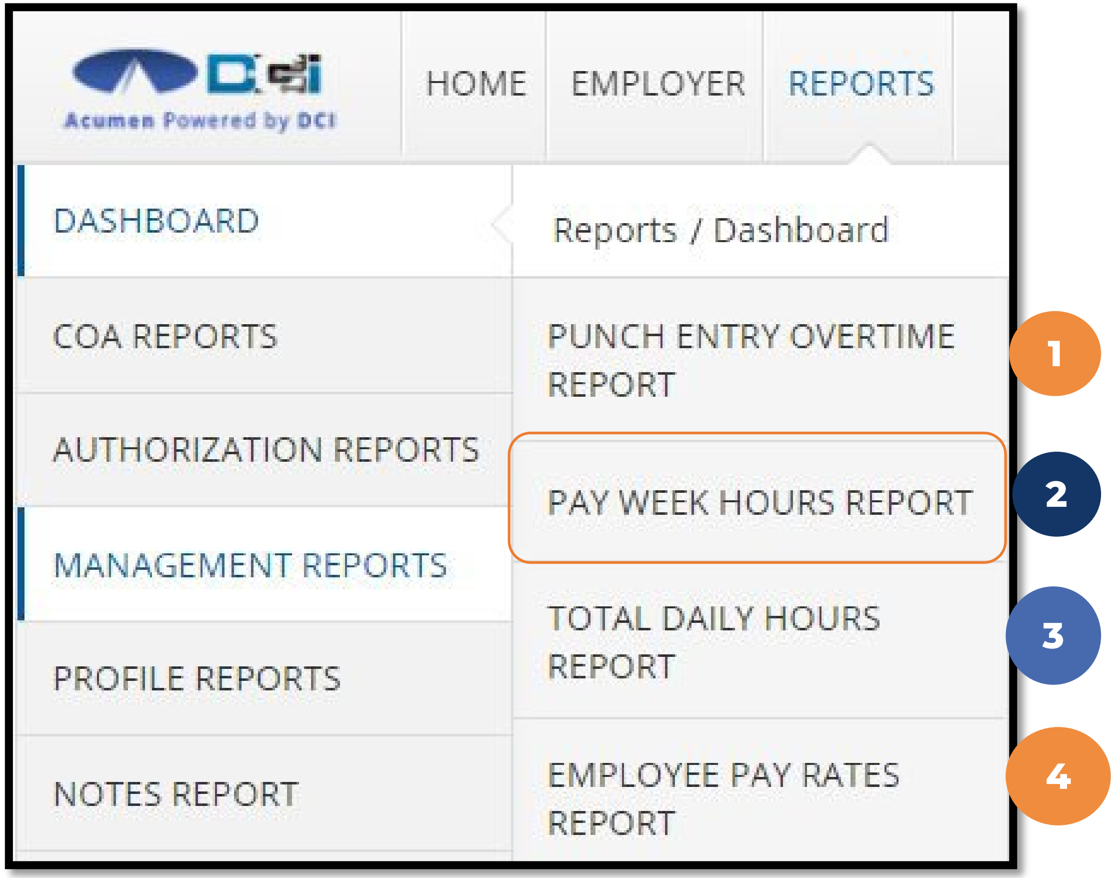
1.Lists Employees with OT

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.

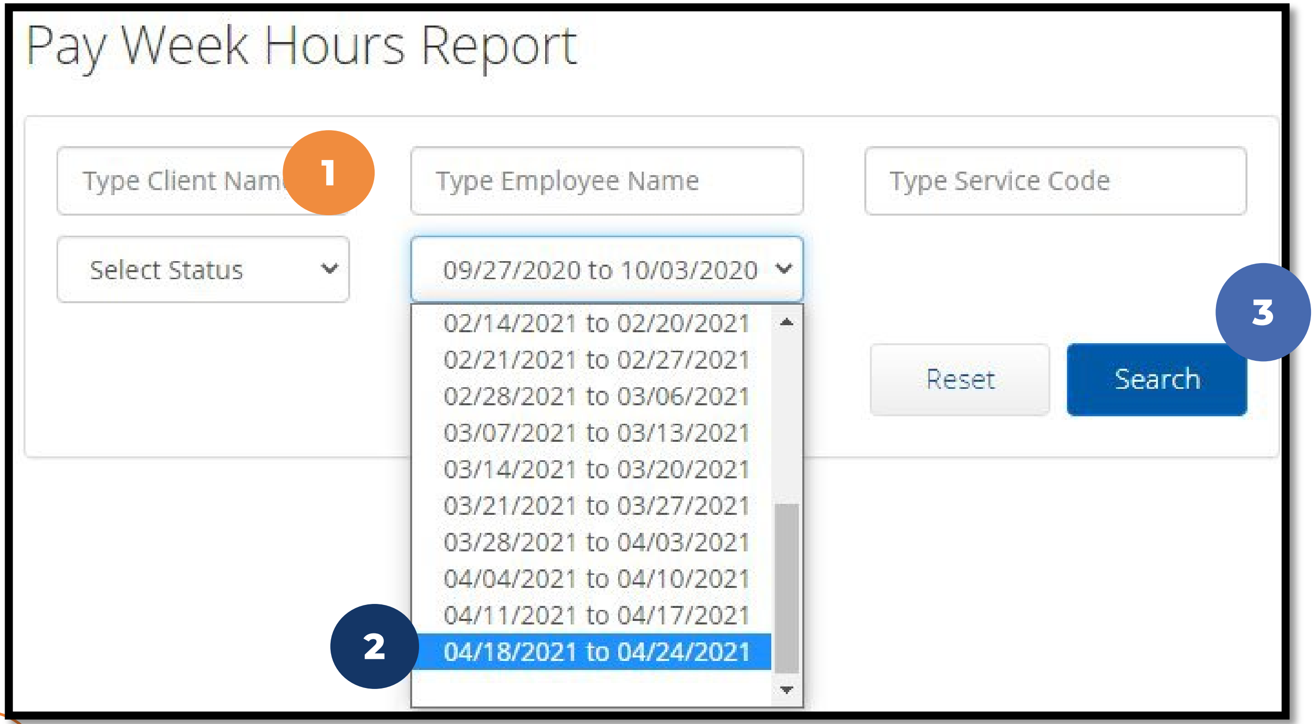


DCI Reports - Management

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

<u>**Best Management Report**</u>

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

DCI Reports - Management

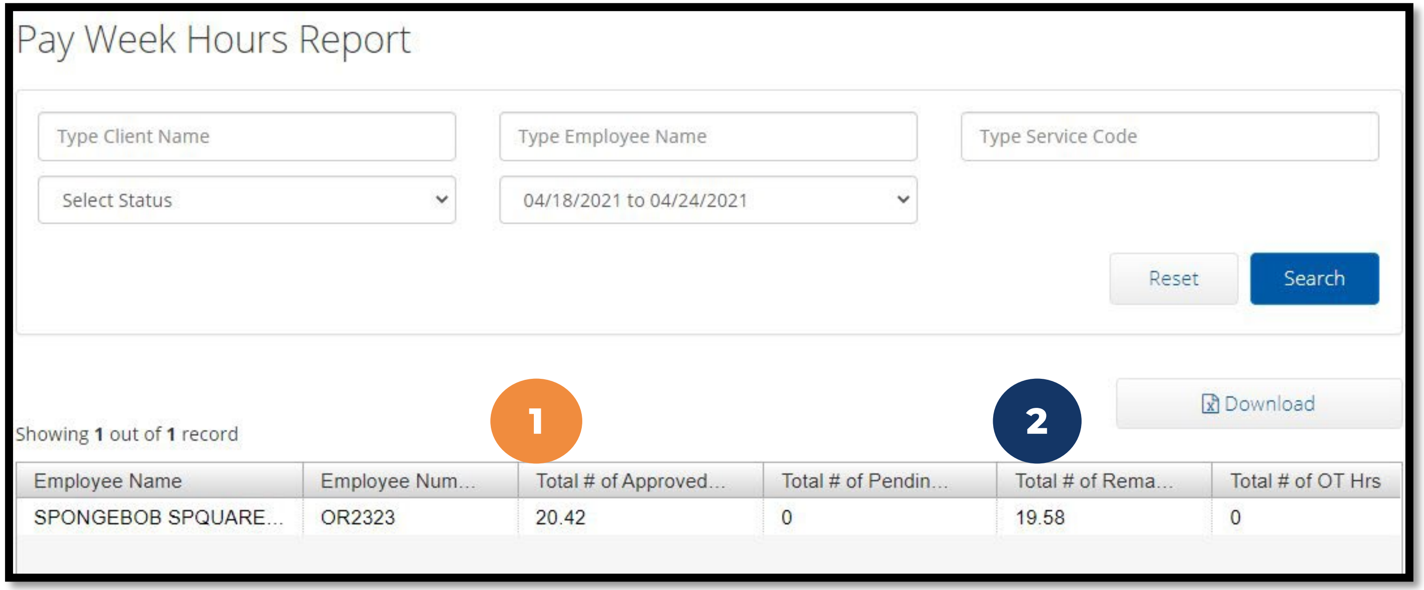
Acumen Fiscal Agent
Innovation • Opportunity • Freedom

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



Pro Tip:
Some states allow for over 40 hours. Contact agent for more details.

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Notes Report

Notes Report – Punch Entry Notes & Canned Statements Report

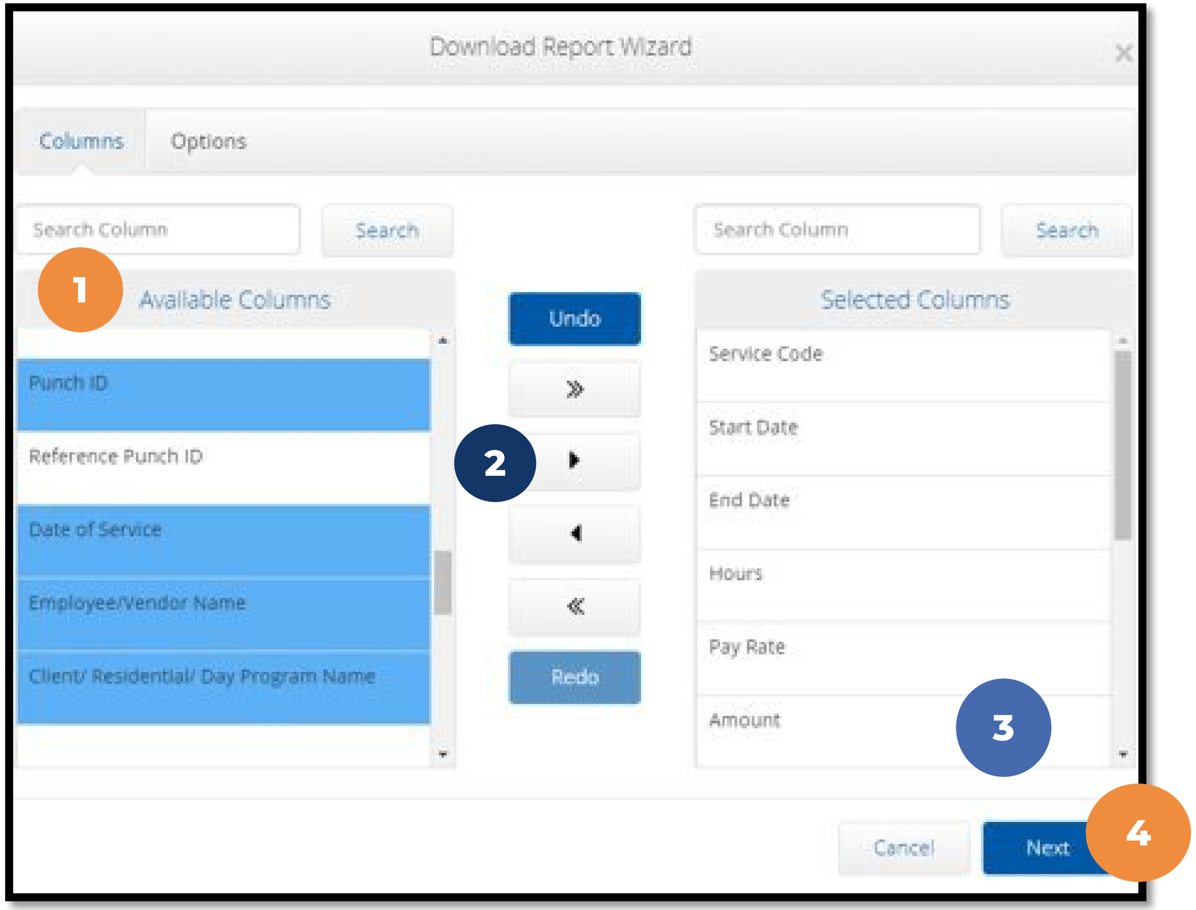
1. Hover over **Notes Report on** the submenu
2. Select **Punch Entry Notes and Canned Statements Report** from the flyout menu
3. Filter by date range
4. Filter by client or employee
5. Optionally filter by punch status
6. Click the blue **Search** button

Notes Report – Punch Entry Notes & Canned Statements Report

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

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

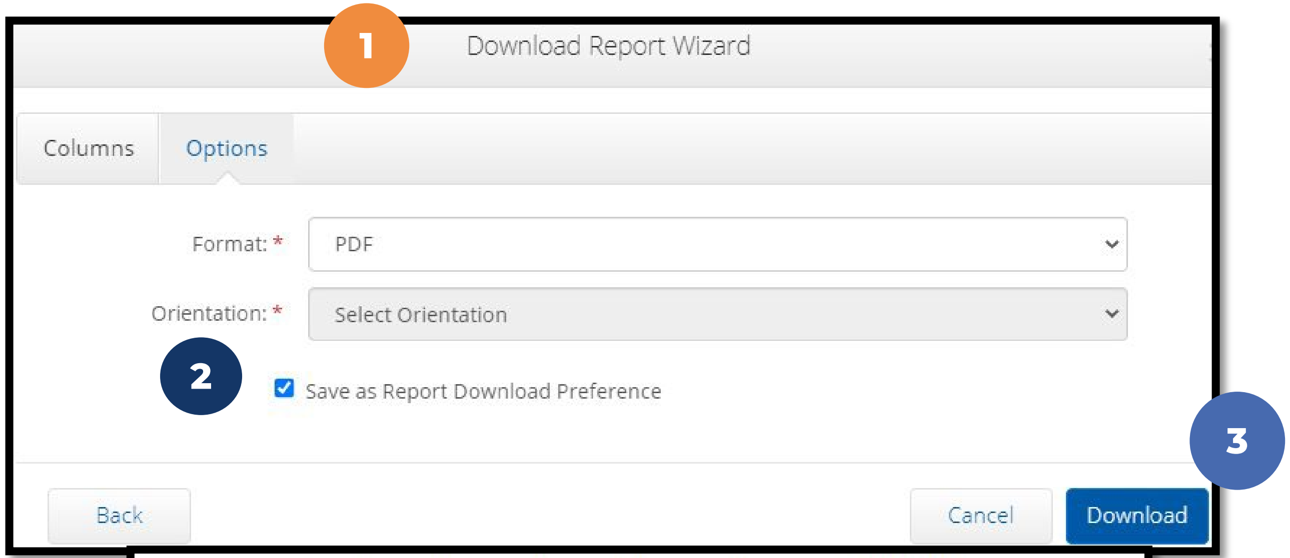
- Punch ID
- Date of Service
- Employee Name
- Client Name
- Service Code
- Start Date
- End Date
- Statements

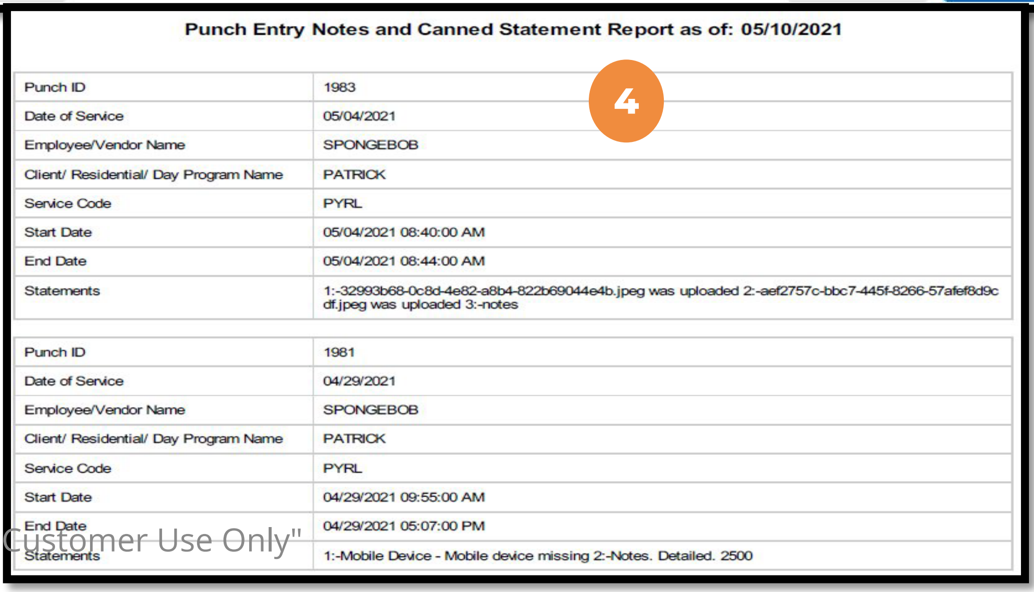
Notes Report – Punch Entry Notes & Canned Statements Report

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

<u>Once Columns are Selected</u>

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




4

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-a8b4-822b69044e4b.jpeg was uploaded 2:-aef2757c-bbc7-445f-8266-57afef8d9cdf.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

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Summary Report

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

Summary Report Results

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

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	End	% Time Elapsed
	08/01/2022 (2)	07/31/2026	40

(4)

Dollars (Dollar Based Programs) (3)

Authorization Name	Initial Balance	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 %

(5)

Client Name: Steph Client1 / Employee Name: Steph Employee1
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

(6)

Download To PDF

Reports - Recap

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

- 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

Questions?

Thank you!

Visit the Acumen Help Center to learn more at: acumenfiscalagent.zendesk.com