



How to use the Vendor Entry Alternative Sign Off Function

Overview: This guide outlines the process for submitting a Vendor Entry Alternative Sign-Off form and using the associated functionality within the Acumen DCI Portal.

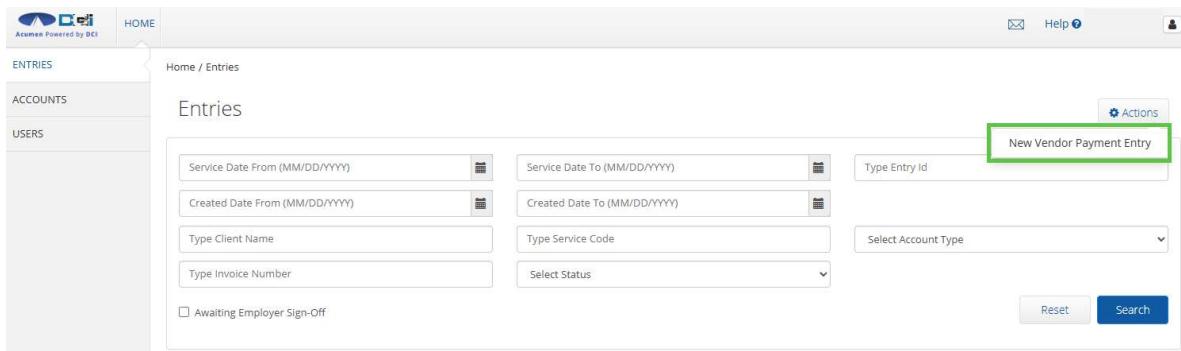
Step 1: Log In

Access your Acumen DCI Portal using your credentials.

Step 2: Navigate to Vendor Payment Entry

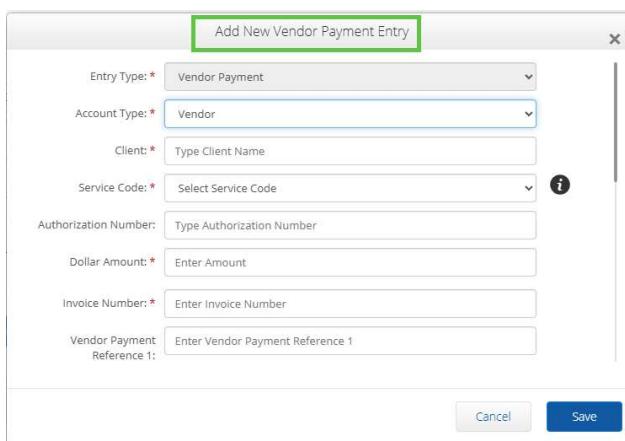
In the upper-right corner of the portal, click Actions.

From the drop-down menu, select New Vendor Payment Entry.



The screenshot shows the Acumen DCI Portal's 'Entries' screen. On the left, there's a sidebar with 'ENTRIES', 'ACCOUNTS', and 'USERS' buttons. The main area has a search bar with 'Home / Entries' and a 'Actions' dropdown. Below that is a form with fields for 'Service Date From' and 'Service Date To', and a 'Type Entry Id' input. There are also fields for 'Created Date From' and 'Created Date To', 'Type Client Name', 'Type Service Code', 'Type Invoice Number', 'Select Account Type', and 'Select Status'. A checkbox for 'Awaiting Employer Sign-Off' is present. At the bottom are 'Reset' and 'Search' buttons. A green box highlights the 'New Vendor Payment Entry' button in the 'Actions' dropdown.

The Add New Vendor Payment Entry screen will appear.



The screenshot shows the 'Add New Vendor Payment Entry' dialog box. It has a title bar 'Add New Vendor Payment Entry' with a close button. The form contains the following fields: 'Entry Type: *' (Vendor Payment), 'Account Type: *' (Vendor), 'Client: *' (Type Client Name), 'Service Code: *' (Select Service Code), 'Authorization Number:' (Type Authorization Number), 'Dollar Amount: *' (Enter Amount), 'Invoice Number: *' (Enter Invoice Number), and 'Vendor Payment Reference 1:' (Enter Vendor Payment Reference 1). At the bottom are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a green box.

Step 3: Complete Required Information

Enter all required fields for a standard vendor payment entry.

Scroll to the Invoice Attachment section:

Upload the signed Vendor Entry Alternative Sign-Off form and the invoice.

Locate the NJ Vendor Entry Alternative Sign-Off section:

From the drop-down menu, select 'Yes, I have received a signature on the invoice'.



Add New Vendor Payment Entry

Date(s) of Service: * Date Amount Action

Select Date (MM/DD/YY) []

Notes: Add Notes

Invoice Attachment: Choose Files

Example Vendor Entry Alternative Sign Off Form.pdf
Example Invoice.pdf

NJ Vendor Entry Alternative Sign Off: Yes I have received a signature on the invoice

Cancel Save

Click Save to submit the entry for processing.

For further assistance feel free to reach out to our Vendor Relationship Specialist Team

Vendor-nj@acumen2.net

(848) 400-5738