**Acumen**

**Locating Your Budget**

Log into the Client Profile in DCI as the Employer or Designated Rep

1. Open Reports Tab (top of screen)

2. Scroll to Summary Reports (bottom left of screen)

3. Type your client's name in the client field and hit search, no need for dates if you're looking for the full budget report.

4. The budget will appear on screen

**Create Monthly Summary Reports**

1. Log into the Client Profile in DCI

2. Click Actions button

3. Click New Note

* Note Type should be Custom
* Note Sub Type should be ER/DR Monthly Summary
* Then just type the summary report (the subject can be summary report)