



DNP DO
NOT
PAY

BUREAU OF THE FISCAL SERVICE

Do Not Pay Spotlight Training

Using Batch Matching and Continuous Monitoring for
Pre-Award/Pre-Payment Verification

Webinar Etiquette

- Please note that this session will be muted by the host.
- Please do not put your phone on hold.
- All questions will be addressed at the end of the presentation.
- If you would like a copy of the presentation emailed to you, please send an email to the Do Not Pay Mailbox (donotpay@fiscal.treasury.gov). In addition, the presentation will be posted on the Do Not Pay website.



Agenda

 **Descriptions**

 **When to use Batch Matching & ConMon**

 **Important Details**

 **How to Use Batch Matching & ConMon**

 **Questions**

Agenda



Descriptions

When to use Batch Matching & ConMon

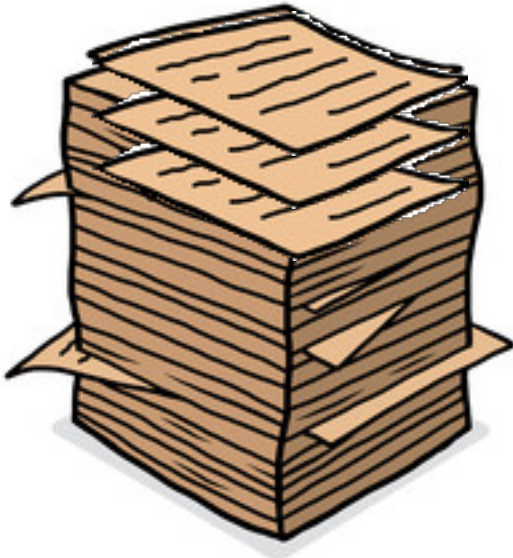
Important Details

How to Use Batch Matching & ConMon

Questions

Need to Perform Multiple Searches?

Online Search is a great function within the Do Not Pay Portal to perform a small number of searches against data sources.



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Online Search

Enter SSN/EIN/TIN Enter First Name Enter Last Name

Enter DUNS Enter Plus 4 Enter Business Name Search Clear

Select Data Sources

<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> American InfoSource Death Data – Probate (AIS-PROB)	<input checked="" type="checkbox"/> Credit Alert System (CAIVRS)	<input checked="" type="checkbox"/> Dept of Defense Death Data (DOD)
<input checked="" type="checkbox"/> American InfoSource Death Data – Obituary (AIS-OBIT)	<input checked="" type="checkbox"/> List of Excluded Individuals/Entities – Public (LEIE-PUB)	<input checked="" type="checkbox"/> List of Excluded Individuals/Entities – Restricted (LEIE-RES)	<input checked="" type="checkbox"/> Office of Foreign Assets Control (OFAC)
<input checked="" type="checkbox"/> Dept of State Death Data (DOS)	<input checked="" type="checkbox"/> SAM Exclusion Records – Public (SAM-EXCL-PUB)	<input checked="" type="checkbox"/> SAM Exclusion Records – Restricted (SAM-EXCL-RES)	<input checked="" type="checkbox"/> SSA Death Master File (DMF)
<input checked="" type="checkbox"/> SAM Entity Registration Records (SAMENT)			
<input checked="" type="checkbox"/> TOP Debt Check (DBCK)			

Descriptions: What is Batch Matching?

Batch Matching is a function in the DNP Portal that provides a one-time comparison of an agency's file against all data sources your agency is approved to access.



**DNP does
the work!**

Announcements

Batch Matching

File Selection

Export Format
CSV

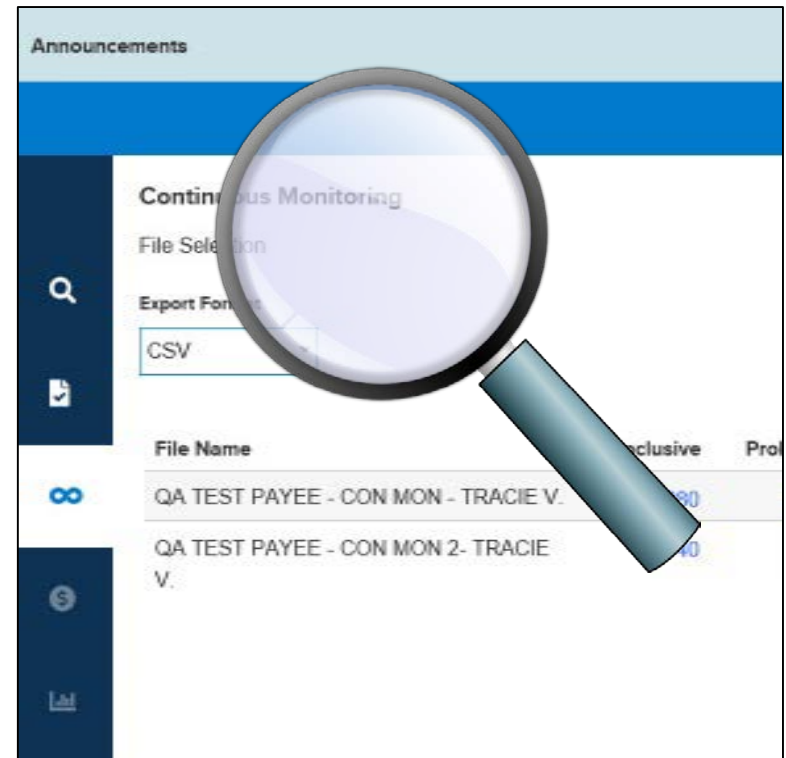
File Name	Conclusive	Pro
QA TEST PAYMENT - BATCH - TRACIE V.	0	
QA TEST PAYMENT - BATCH - TRACIE V.	280	
QA TEST PAYMENT - BATCH - TRACIE V.	280	
QA TEST PAYMENT - BATCH - TRACIE V.	280	
QA TEST PAYMENT - BATCH - TRACIE V.	280	

Descriptions: What is Continuous Monitoring?

Continuous Monitoring is a function in the DNP Portal that provides an ongoing comparison of an agency's payee file against all data sources your agency is approved to access.



**DNP does
the work!**



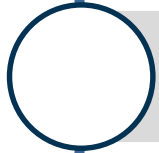
Agenda



Descriptions



When to use Batch Matching & ConMon



Important Details



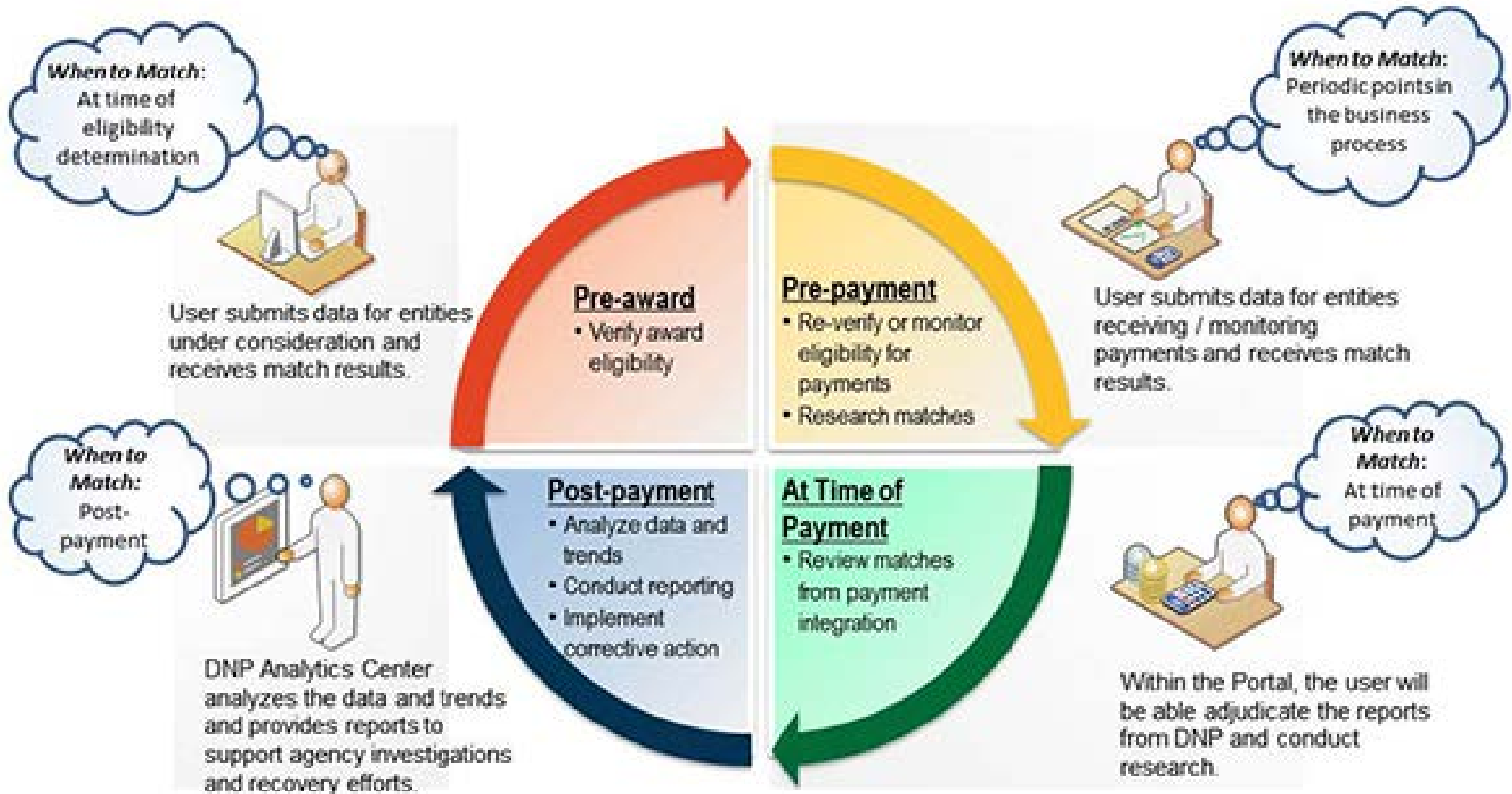
How to Use Batch Matching & ConMon



Questions

When to Use Batch Matching & ConMon

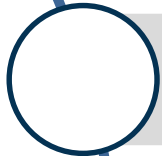
Batch Matching and Continuous Monitoring are best utilized during the Pre-award and Pre-payment phase



Agenda



Descriptions



When to use Batch Matching & ConMon



Important Details



How to Use Batch Matching & ConMon



Questions

Important Details: Bulk File Submission to DNP

Your Agency Specialist will walk you through the file transfer process.

- Files must be formatted according to provided specifications.
- A secure file transfer method will be established in order to protect sensitive information.
 - SFTP
 - HTTPS
 - Connect: Direct
- A test file will be sent to ensure a successful transfer.

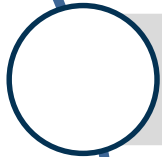
Important Details: Available Data Sources for Batch Matching & ConMon

Data Sources	Function
American InfoSource (AIS) Obituary and Probate (Commercial)	Verify whether a payee is deceased according to obituary and probate records
Death Master File (DMF), Public [SSA]	Verify whether a payee is deceased
Department of Defense (DOD), Public	Verify whether a payee is deceased according to records of military personnel who were abroad
Department of State (DOS), Public	Verify whether a payee is deceased according to records of citizens who were abroad
List of Excluded Individuals & Entities (LEIE), Public & Restricted	Verify whether payments are to entities excluded from participating in federal health care programs
Office of Foreign Assets Control (OFAC), Public [Treasury]	Verify whether an individual or entity is prohibited from entering into financial transactions with U.S. financial institutions and the U.S. government
System for Award Management (SAM) Entity Registration Records, Restricted [GSA]	Verify that a vendor seeking to do business with the federal government has registered in accordance with the Federal Acquisitions Regulation
SAM Exclusion Records, Public & Restricted [GSA]	Verify whether payments are to debarred individuals
Treasury Offset Program (TOP) Debt Check, Restricted [Treasury]	Verify whether payee owes delinquent non-tax debts to federal government (and participating states)

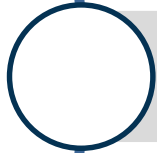
Agenda



Descriptions



When to use Batch Matching & ConMon



Important Details



How to Use Batch Matching & ConMon



Questions

Batch Matching & ConMon: File Selection

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1 Click the Batch Matching or Continuous Monitoring Icon

2 Select Export Format

	Conclusive	Probable	Possible	Total Records in File	Received Date/Time ↓	Through Date	Match Date/Time	
CON MON - TRACIE V.	280	1229	154	841	09/30/2019 04:40 PM	10/11/2019	11/27/2019 11:30 AM	Export All View Results
QA TEST PAYEE - CON MON 2- TRACIE V.	40	110	25	116	09/26/2019 01:07 PM	10/11/2019	11/27/2019 11:30 AM	Conclusive View Results Probable Possible

3 Click [Export All]

4 Click [Open] or [Save]

Do you want to open or save Con-Mon-Export-CSV.csv (9.15 KB) from ftf.portal.donotpay.treas.gov?

Open Save Cancel x

Accessability Privacy Policy Data Quality

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Batch Matching & ConMon: File Selection

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Continuous Monitoring

File Selection

Export Format
CSV

Click [View Results] **5**

File Name	Conclusive	Probable	Possible	Total Records in File	Received Date/Time ↓	Through Date	Match Date/Time	Export All	View Results
QA TEST PAYEE - CON MON - TRACIE V.	280	1229	154	841	09/30/2019 04:40 PM	10/11/2019	11/27/2019 11:30 AM	Export All	View Results
QA TEST PAYEE - CON MON 2- TRACIE V.	40	110	25	116	09/26/2019 01:07 PM	10/11/2019	11/27/2019 11:30 AM	Export All	View Results

Accessibility Privacy Policy Data Quality

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Payment Results Screen

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1 Filter Results

Continuous Monitoring
File Selection > Payment Results

QA TEST PAYEE - CON MON - TRACIE V.

Matched Records	836	Match Date/Time	11/27/2019 11:20 AM	Through Date	10/11/2019
Received Records	841	Received Date/Time	09/30/2019 04:40 PM		

Filtered Payment Results 836 of 836

Match Level Data Source Agency Location Code

Payee	SSN/EIN/TIN	Agency Location Code	Matches ↓	
PEREGRINTOOKKK	177272304	11010004	3	View Results
TOM BOMBADIL	187272297	11010004	3	View Results
TOM BOMBADIL	177272297	11010004	3	View Results
NILSSTYGERRR	177272310	11010004	3	View Results
MERIADOC BRANDYBUCK	187272298	11010004	3	View Results
FRODO BAGGINS	187272295	11010004	3	View Results
ALEXXX BEAVERRR		11010004	3	View Results

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Payment Results Screen

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Continuous Monitoring
File Selection > Payment Results

QA TEST PAYEE - CON MON - TRACIE V.

Matched Records	836	Match Date/Time	11/27/2019 11:30 AM	Through Date	10/11/2019
Received Records	841	Received Date/Time	09/30/2019 04:40 PM		

Filtered Payment Results 836 of 836

Match Level	Data Source	Agency Location Code	Matches	Action
<input type="checkbox"/> Conclusive (280)	<input type="checkbox"/> AIS-OBIT (80)	<input type="checkbox"/> 11010004 (1663)	3	View Results
<input type="checkbox"/> Probable (1229)	<input type="checkbox"/> AIS-PROB (80)		3	View Results
<input type="checkbox"/> Possible (154)	<input type="checkbox"/> DBCK (100)		3	View Results
TOM BOMBADIL	<input type="checkbox"/> DMF (80)		3	View Results
TOM BOMBADIL	<input type="checkbox"/> DOD (80)		3	View Results
NILSSTYGERRR			3	View Results
MERIADOC BRANDYBUCK	187272298	11010004	3	View Results
FRODO BAGGINS	187272295	11010004	3	View Results
ALEXXX BEAVERRR		11010004	3	View Results

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Payment Results Screen

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Continuous Monitoring
[File Selection](#) > Payment Results

QA TEST PAYEE - CON MON - TRACIE V.

Matched Records	836	Match Date/Time	11/27/2019 11:30 AM	Through Date	10/11/2019
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NILSSTYGERRR	177272310	11010004	3	View Results
MERIADOC BRANDYBUCK	187272298	11010004	3	View Results
FRODO BAGGINS	187272295	11010004	3	View Results
ALEXXX BEAVERRR		11010004	3	View Results

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Click [View Results]



View Results

Match Detail Screen

Continuous Monitoring

[File Selection](#) > [Payment Results](#) > Match Detail

PEREGRINTOOKKK TIN 177272304

Payment ID	JJ-01-KK	Address 1	5075 W 119TH ST
Agency Location Code	11010004	Address 2	-
		City	LEAWOOD
		State	KS
		Zip	66260

SAM-EXCL-PUB (as of 04/25/2019) +

3 Click anywhere in this box

SAM-EXCL-RES (as of 04/25/2019) +

SAMENT (as of 01/31/2019) +

Outcome

Did this information prevent an improper payment? Yes No

Dollars

Frequency

Payment Category

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Match Detail Screen

Continuous Monitoring

[File Selection](#) > [Payment Results](#) > Match Detail

PEREGRINTOOKKK TIN 177272304

Payment ID	JJ-01-KK	Address 1	5075 W 119TH ST
Agency Location Code	11010004	Address 2	-
		City	LEAWOOD
		State	KS
		Zip	66260




SAM-EXCL-PUB (as of 04/25/2019) +

SAM-EXCL-RES (as of 04/25/2019) x

Name	SSN/EIN/TIN ↑	Match Level	Match Type	DUNS	Classification	Whitelist Reason	Whitelist Expiration Date	Detail
PEREGRIN TOOK	177272304	CONCLUSIVE	TIN + DBA NAME MATCH		INDIVIDUAL	NO LONGER WHITELISTED	12/06/2019	Save/Print Detail Show

SAMENT (as of 01/31/2019) +

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Match Detail Screen

Continuous Monitoring

[File Selection](#) > [Payment Results](#) > Match Detail

PEREGRINTOOKKK TIN 177272304


Payment ID	JJ-01-KK	Address 1	5075 W 119TH ST
Agency Location Code	11010004	Address 2	-
		City	LEAWOOD
		State	KS
		Zip	66260


SAM-EXCL-PUB (as of 04/25/2019) +

SAM-EXCL-RES (as of 04/25/2019) x

Name	SSN/EIN/TIN ↑	Match Level	Match Type	DUNS	Classification	Whitelist Reason	Whitelist Expiration Date	Detail
PEREGRIN TOOK	177272304	CONCLUSIVE	TIN + DBA NAME MATCH		INDIVIDUAL	NO LONGER WHITELISTED	12/06/2019	Save/Print Detail Show

SAMENT (as of 01/31/2019)

Click [Show] 

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Match Detail Screen

SAM-EXCL-RES (as of 04/25/2019) x

Click [Print/Save Detail]

5

Name	SSN/EIN/TIN ↑	Match Level	Match Type	DUNS	Classification	Reason	Date	Detail
PEREGRIN TOOK	177272304	CONCLUSIVE	TIN + DBA NAME MATCH		INDIVIDUAL	NO LONGER WHITELISTED	12/06/2019	Save/Print Detail Hide

Exclusion Program: RECIPROCAL
Exclusion Type: PROHIBITION/RESTRICTION
Exclusion Description:
Exclusion Date: INDEF.

Agency: OFFICE OF PERSONNEL MANAGEMENT
Cage Code:
SAM Number: M1TB94JM7
Action Date: 06/12/2010
Create Date: 11/16/2010
NPI:

Address 1: 14 MEMORIAL DR
Address 2:
City: KANSAS CITY
State: MO
Country: US
Zip: 64198

Whitelisting

Continuous Monitoring

[File Selection](#) > [Payment Results](#) > Match Detail

PEREGRINTOOKKK TIN 177272304

Payment ID	JJ-01-KK	Address 1	5075 W 119TH ST
Agency Location Code	11010004	Address 2	-
		City	LEAWOOD
		State	KS
		Zip	66260

SAM-EXCL-PUB (as of 04/25/2019) +

SAM-EXCL-RES (as of 04/25/2019) x

Name	SSN/EIN/TIN ↑	Match Level	Match Type	DUNS	Classification	Whitelist Reason	Whitelist Expiration Date	Detail
PEREGRIN TOOK	177272304	CONCLUSIVE	TIN + DBA NAME MATCH		INDIVIDUAL	NONE	12/06/2019	Save/Print Detail Show

SAMENT (as of 01/31/2019) +

Click hyperlinked text **1**

Whitelisting


Agency Account ID -

Reason for Whitelisting *

Click dropdown arrow **2**

Reason for Whitelisting is required.

Expiration Date *

You can extend the expiration date up to 90 days from today's date.

Cancel Save


Whitelisting

Reason for Whitelisting *

BUSINESS REASON TO WHITELIST [Click Whitelist Reason](#)

FALSE POSITIVE **3**

NO LONGER WHITELISTED

11/14/2019 

You can extend the expiration date up to 90 days from today's date.

[Cancel](#) [Save](#)


Whitelisting

Reason for Whitelisting *

BUSINESS REASON TO WHITELIST

Expiration Date *

2/12/2020

 **4**

Click calendar icon and choose date

FEB 2020

Su Mo Tu We Th Fr Sa

FEB 1

2 3 4 5 6 7 8

9 10 11 **12** 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

90 days from today's date.

Cancel Save

per payment?

Frequency

Whitelisting

Reason for Whitelisting *

BUSINESS REASON TO WHITELIST

Expiration Date *

2/12/2020

You can extend the expiration date up to 90 days from today's date.

Click [Save]

Cancel

5

Save

Match Detail Screen: Resolution Information

The screenshot shows a web form for entering resolution information. It includes a sidebar on the left with navigation icons. The main form area contains several fields: a radio button for 'Did this search prevent an improper payment?' (callout 1), a text input for 'Amount saved' in dollars (callout 2), a dropdown menu for 'Frequency' (callout 3), and another dropdown menu for 'Category' (callout 4). A 'Comment' text area is also present. At the bottom of the form, there are logos for the U.S. Department of the Treasury, Bureau of the Fiscal Service, and DNP (Do Not Post). A footer contains the text 'SENSITIVE BUT UNCLASSIFIED' and 'An Official Website of the United States Government'. A red arrow points from the bottom of the form to a 'Submit' button (callout 5).

Did this prevent an Improper Payment?

Did this search prevent an improper payment?
 Yes No

Amount saved

Dollars

Payment frequency

Frequency

- One-time
- Daily
- Monthly
- Annual
- Contract/Award Total
- Other

Category

- Allotment
- Annuity
- Benefit
- Child Support
- Education
- Fee
- Insurance
- Miscellaneous
- Refund
- Salary
- Thrift
- Travel
- Vendor

Comment

Submit

U.S. DEPARTMENT OF THE TREASURY
BUREAU OF THE Fiscal Service
DNP DO NOT POST
BUREAU OF THE FISCAL SERVICE

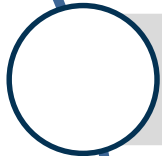
Accessibility Privacy Policy Data Quality

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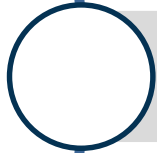
Agenda



Descriptions



When to use Batch Matching & ConMon



Important Details



How to Use Batch Matching & ConMon



Questions

Do Not Pay Contact Information



Do Not Pay Agency Support Center

1-855-837-4391

donotpay@fiscal.treasury.gov

<https://fiscal.treasury.gov/dnp/>

Questions



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