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

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

1. Click the Batch Matching or Continuous Monitoring Icon
2. Select Export Format
3. Click [Export All]
4. Click [Open] or [Save]
### Continuous Monitoring

**File Selection**

**Export Format:** CSV

<table>
<thead>
<tr>
<th>File Name</th>
<th>Conclusive</th>
<th>Probable</th>
<th>Possible</th>
<th>Total Records In File</th>
<th>Received Date/Time</th>
<th>Through Date</th>
<th>Match Date/Time</th>
</tr>
</thead>
</table>

Click [View Results]
### Payment Results Screen

**Continuous Monitoring**

#### File Selection > Payment Results

- **Matched Records**: 836
- **Received Records**: 841

**Filtered Payment Results**: 836 of 836

**Match Level**

<table>
<thead>
<tr>
<th>Payee</th>
<th>SSN/EIN/TIN</th>
<th>Agency Location Code</th>
<th>Matches</th>
<th>View Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEREGRINTOOOKK</td>
<td>177272304</td>
<td>11010004</td>
<td>3</td>
<td>View Results</td>
</tr>
<tr>
<td>TOM BOMBADIL</td>
<td>187272297</td>
<td>11010004</td>
<td>3</td>
<td>View Results</td>
</tr>
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<td>177272297</td>
<td>11010004</td>
<td>3</td>
<td>View Results</td>
</tr>
<tr>
<td>NILSSTYGERRR</td>
<td>177272310</td>
<td>11010004</td>
<td>3</td>
<td>View Results</td>
</tr>
<tr>
<td>MERIADOC BRANDBUCK</td>
<td>18727298</td>
<td>11010004</td>
<td>3</td>
<td>View Results</td>
</tr>
<tr>
<td>FRODO BAGGINS</td>
<td>187272295</td>
<td>11010004</td>
<td>3</td>
<td>View Results</td>
</tr>
<tr>
<td>ALEXXX BEAVERRR</td>
<td>11010004</td>
<td></td>
<td>3</td>
<td>View Results</td>
</tr>
</tbody>
</table>
### Payment Results Screen

**Continuous Monitoring**

**File Selection** > Payment Results

**QA TEST PAYEE - CON MON - TRACIE V.**

<table>
<thead>
<tr>
<th>Matched Records</th>
<th>836</th>
<th>Match Date/Time</th>
<th>11/27/2019 11:30 AM</th>
<th>Through Date</th>
<th>10/11/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Records</td>
<td>841</td>
<td>Received Date/Time</td>
<td>09/30/2019 09:40 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Filtered Payment Results** 836 of 836

**Match Level**

- Conclusive (280)
- Probable (1229)
- Possible (154)

**Data Source**

- AIS-DBIT (00)
- AIS-PROB (00)
- DBCK (100)
- DMF (00)
- DOD (00)

**Agency Location Code**

- 11010004 (1063)

**Matches**

- 3 View Results
- 3 View Results
- 3 View Results
- 3 View Results
- 3 View Results
- 3 View Results
- 3 View Results

**Announcements**

Welcome to the DNP Portal! [Take Me to the Legacy Portal Page]

**Contact Us**

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### Continuous Monitoring
**File Selection** > Payment Results

**QA TEST PAYEE - CON MON - TRACIE V.**

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<th>Matched Records</th>
<th>Match Date/Time</th>
<th>Through Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Records</td>
<td>Received Date/Time</td>
<td></td>
</tr>
<tr>
<td>841</td>
<td>09/30/2019 04:40 PM</td>
<td></td>
</tr>
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</table>

**Filtered Payment Results** 836 of 836

#### Payee
- **PEREGRINTOOKKK**: 177272304 - 11010004 - Matches 3
- **TOM BOMBADIL**: 187272297 - 11010004 - Matches 3
- **TOM BOMBADIL**: 177272297 - 11010004 - Matches 3
- **NILSTYGERRR**: 177272310 - 11010004 - Matches 3
- **MERIADOC BRANDYBUCK**: 187272298 - 11010004 - Matches 3
- **FRODO BAGGINS**: 187272295 - 11010004 - Matches 3
- **ALEXXX BEAVERRR**: 11010004 - Matches 3

**Click [View Results]**
Match Detail Screen

Continuous Monitoring
File Selection > Payment Results > Match Detail

PEREGRINTOOKKK  TIN 177272304

Payment ID  JJ-01-KK
Agency Location  11010004

Address 1  5075 W 119TH ST
Address 2  -
City  LEAWOOD
State  KS
Zip  66260

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

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

SENSITIVE BUT UNCLASSIFIED
### Match Detail Screen

**Continuous Monitoring**

**File Selection > Payment Results > Match Detail**

**PEREGRINTOOKKK**
- **TIN**: 177272304
- **Payment ID**: JJ-01-KK
- **Agency Location Code**: 11010004
- **Address 1**: 5075 W 119TH ST
- **City**: LEAWOOD
- **State**: KS
- **Zip**: 66290

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN/EIN/TIN</th>
<th>Match Level</th>
<th>Match Type</th>
<th>DUNS</th>
<th>Classification</th>
<th>Whitelist Reason</th>
<th>Whitelist Expiration Date</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEREGRINTOOK</td>
<td>177272304</td>
<td>CONCLUSIVE</td>
<td>TIN + DBA NAME MATCH</td>
<td></td>
<td>INDIVIDUAL</td>
<td>NO LONGER WHITELISTED</td>
<td>12/08/2019</td>
<td>Show</td>
</tr>
</tbody>
</table>

**SAMENT** (as of 01/31/2019)

**Click [Show]**
### Match Detail Screen

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

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN/EIN/TIN</th>
<th>Match Level</th>
<th>Match Type</th>
<th>DUNS Classification</th>
<th>Reason</th>
<th>Date</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEREGRIN</td>
<td>177272304</td>
<td>CONCLUSIVE</td>
<td>TIN + DBA NAME MATCH</td>
<td>INDIVIDUAL</td>
<td>NO LONGER WHITELISTED</td>
<td>12/06/2019</td>
<td>Save/Print Detail</td>
</tr>
</tbody>
</table>

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

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

**Agency:** OFFICE OF PERSONNEL MANAGEMENT
**Cage Code:** M1T94JM7
**SAM Number:** 08/12/2010
**Action Date:** 11/16/2010
**Create Date:** NPI:
Whitelisting

Click dropdown arrow

Reason for Whitelisting *

Reason for Whitelisting is required.

Expiration Date *

12/14/2019

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

Click Whitelist Reason

Reason for Whitelisting *

BUSINESS REASON TO WHITELIST

FALSE POSITIVE

NO LONGER WHITELISTED

11/14/2019

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

Click calendar icon and choose date.
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] 5

Save  Cancel
Match Detail Screen: Resolution Information

Did this prevent an Improper Payment?
Amount saved
Payment frequency
Category

Did this search prevent an improper payment?

Dollars

Frequency

Comment

Category

Submit
Agenda

- Descriptions
- When to use Batch Matching & ConMon
- Important Details
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- 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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