



Do Not Pay Portal Batch Matching and Continuous Monitoring Implementation Guide

November 2024

Table of Contents

- SECTION 1: OPI AND DNP PORTAL OVERVIEW..... 3
 - Section 1.1 About This Enrollment Guide3
 - Section 1.2 What Is the Office of Payment Integrity?3
 - Section 1.2.1 Do Not Pay Portal.....3
- SECTION 2: PRE-PAYMENT BULK MATCHING IN DNP PORTAL 4
 - Section 2.1 What Is Batch Matching?4
 - Section 2.2 What Is Continuous Monitoring?4
 - Section 2.3 What Are the Similarities Between Batch Matching and Continuous Monitoring?4
 - Section 2.4 What Are the Differences Between Batch Matching and Continuous Monitoring?5
 - Section 2.5 What Are the Benefits of Bulk Matching?6
- SECTION 3: AGENCY PAYMENT PROCESS 7
 - Section 3.1 What Type of Payments Does Your Agency/Program Disburse?7
 - Section 3.2 Why Might Your Agency Benefit from Bulk Matching in the DNP Portal?.....7
 - Section 3.3 What Are Your Current Payment Eligibility Requirements?.....7
 - Section 3.4 What Is the Timing of Your Payment Eligibility Checks and Internal Controls? ...7
 - Section 3.5 How Does Your Program Handle Payment Eligibility Related Data?8
 - Section 3.6 Who Is Responsible for Performing Payment Eligibility Checks?8
 - Section 3.7 What Is Your Current Process for Verifying Payment Eligibility?.....8
- SECTION 4: IMPLEMENTATION CONSIDERATIONS 9
 - Section 4.1 Timing – File/Match Results9
 - Section 4.2 File Size Considerations9
 - Section 4.3 File Errors and Communications.....10
 - Section 4.4 File Naming Errors10
 - Section 4.5 Export Details.....10
- SECTION 5: IMPLEMENTATION PROCESS – OVERVIEW 11
 - Section 5.1 Bulk Matching Discussion and Paperwork Steps.....11
 - Section 5.2 Secure File Transfer Connection Steps11
 - Section 5.3 Final Implementation Steps.....11
- SECTION 6: IMPLEMENTATION PROCESS – DETAILED STEPS 12

Section 6.1 Bulk Matching Discussion and Paperwork Steps.....	12
Section 6.2 Secure File Transfer Connection Steps	12
Step 5a: Secure File Set-up for MOVEit.....	12
Step 5b: Secure File Set-up for SFTP	13
Section 6.3 Final Implementation Steps.....	13
SECTION 7: LEGAL/PRIVACY CONCERNS	14
SECTION 8: FREQUENTLY ASKED QUESTIONS (FAQs)	15
SECTION 9: IMPLEMENTATION GUIDE	17
Section 9.1 Input File Layout.....	17
Section 9.1.1 Overview	17
Section 9.1.2 Requirements.....	17
Section 9.1.3 Standard Header Layout.....	19
Section 9.1.4 Standard Trailer Layout.....	21
Section 9.1.5 Standard Master File (Vendor/Payee) Layout – Continuous Monitoring	22
Section 9.1.6 Standard Payment File Layout – Batch Matching.....	27
Section 9.1.7 File Naming Convention	34
Section 9.2 Output File Layout	37
Section 9.2.1 Matched Results File Output Layout (for download from the DNP Portal)	37
Section 9.2.2 Payee (Continuous Monitoring) File Output.....	37
Section 9.2.3 Payment (Batch Matching) File Output	41
Section 9.2.4 File Output Quick Reference Guide.....	45
SECTION 10: APPENDIX.....	47
Section 10.1 Test Input File Format Examples for Each Delimiter Type.....	47
Section 10.2 Test Output File Format Examples for Each Delimiter Type	47
Section 10.3 Visual Description of Production File Name Examples	47
Section 10.4 Paperwork Requirements	50
Section 10.4.1 Initial Questions Document.....	50
Section 10.4.2 Access Group Form.....	50
Section 10.4.3 File Association Form	50
Section 10.4.4 User Enrollment Form.....	50
Section 10.5 Contact Information	51

SECTION 1: OPI AND DNP PORTAL OVERVIEW

Section 1.1 About This Enrollment Guide

This guide is intended to offer agencies, states, and programs a complete set of technical specifications and requirements for establishing Batch Matching and Continuous Monitoring files for matches against approved data sources. This guide should give agencies, states, and programs the ability to talk through decisions with those who will be responsible for creating the bulk files for matching in the Do Not Pay (DNP) Portal.

Section 1.2 What Is the Office of Payment Integrity?

In 2023, The Bureau of the Fiscal Service (Fiscal Service) merged the DNP Business Center and the Payment Integrity Center of Excellence (PICOE) into the Office of Payment Integrity (OPI). OPI provides actionable business insights and solutions under one umbrella to identify and prevent fraud and improper payments in federal and federally funded, state-administered programs.

- OPI is a **no cost** resource for federal agencies and federally funded, state-administered programs.
- OPI offers customized data analysis to help agencies detect fraud, waste, and abuse as well as strengthen internal controls.
- OPI has a dedicated team that works with agencies to determine and target the best solutions and data sources to meet program needs for combating improper payments and fraud.
- Agencies can use OPI to help make payment eligibility decisions at any time during the payment lifecycle, for example, during pre-award and pre-payment eligibility verification.

Section 1.2.1 Do Not Pay Portal

Under the legislative mandates of the [Payment Information Integrity Act of 2019 \(PIIA\)](#) and several Office of Management and Budget (OMB) memoranda and circulars, DNP provides services and support-activities related to the identification, detection, and prevention of improper payments.

The DNP Portal is a central data hub allowing agencies to access a broad array of data sources to verify eligibility of a vendor, grantee, loan recipient, or beneficiary. The DNP Portal allows simultaneous searches of multiple data sources. You can search for an individual or entity; you can batch-submit your searches; and you can set up regular monitoring in the Portal.

The DNP Portal has multiple ways to deliver match information to an agency, based upon an agency's approved data sources and where in the payment lifecycle the match is reviewed.

- Online Search
- Batch Matching
- Continuous Monitoring
- Payments
- Application Program Interface (API)

SECTION 2: PRE-PAYMENT BULK MATCHING IN DNP PORTAL

Section 2.1 What Is Batch Matching?

Batch Matching allows an agency to send a payment file with multiple records over a secure connection to the DNP Portal for matching against approved data sources. If you submit the file by 5:00 p.m. Central Time, the match results are available for review in the DNP Portal the next business day. Batch Matching consists of multiple payment files sent to the DNP Portal for screening prior to payment disbursement (i.e., pre-payment). The agency may determine the cadence at which to send these files to the DNP Portal for matching, with results readily available for viewing in the DNP Portal the next business day.

Section 2.2 What Is Continuous Monitoring?

Continuous Monitoring allows a comparison of an agency payee file against approved data sources based on a specified frequency, such as bi-weekly, monthly, yearly, etc. The DNP Portal data sources are refreshed regularly and will continuously match the file to the data sources when there is an update to either the agency file or to a data source. This provides continuously updating match information when the file or data source is refreshed, rather than a single, one-time match. Continuous Monitoring is intended to assist with both pre-award and pre-payment checks.

Section 2.3 What Are the Similarities Between Batch Matching and Continuous Monitoring?

- ✓ Automated Matching: Both processes involve an agency sending data to the DNP Portal on an established cadence to receive automated next-day bulk record matching against DNP Portal data sources.
- ✓ Pre-Award/Payment Checks: Both processes are intended to match (potential) payee information against DNP Portal data sources in a pre-award or pre-payment capacity, for the purpose of preventing and detecting improper payments. Selected data sources should align with your agency's business rules for payment eligibility.
- ✓ Secure Connection between Agency and the DNP Portal: A secure file transfer connection, such as Secure File Transfer Protocol (SFTP) or Connect:Direct, ensures that data is shared securely between an agency and the DNP Portal.
- ✓ Results Available in the DNP Portal for Download: Match results against authorized data sources are available for viewing in the DNP Portal the next business day after receiving the file.

Section 2.4 What Are the Differences Between Batch Matching and Continuous Monitoring?

- ✓ **Payees vs. Payments:** A Batch Matching file contains payment-level data (including payment amount), while a Continuous Monitoring file contains payee-level data.
- ✓ **Frequency of Matching:** A Batch Matching file is matched only once to the available data sources at the time of the DNP Portal receiving the payment data, while a Continuous Monitoring file is matched any time there is an update to either the agency file or to the data source.
- ✓ **Number of Active Files:** Previous versions of Batch Matching files are available for viewing in the DNP Portal, while only one current Continuous Monitoring file is available for viewing at any time.

	Batch Matching	Continuous Monitoring
Timing	Pre-award/pre-payment	Pre-award/pre-payment
Data Sources	Any approved source	Any approved source
Matched Data Type	Payment data submitted by agency	Payee data submitted by agency
Timing of Match	At time of file submission	At time of file submission or database is updated
High Impacts to Programs that Need to Verify	Eligibility of payments/payees when this list changes frequently	Eligibility of payees when this list does not change frequently or continued eligibility of payees
Example of Agency Using	Batch Matching to verify eligibility of multiple applicants at a time, before loans are approved	Continuous Monitoring to verify continued eligibility of vendors before new or renewing contracts

Section 2.5 What Are the Benefits of Bulk Matching?

- ✓ Automated Matching: Once a secure file transfer process has been established, data is shared from your agency to the DNP Portal at a specified cadence. If a file is received by 5:00 p.m. Central Time, the match results are automatically available for review in the DNP Portal the next business day.
- ✓ Easy Set-Up: Fiscal Service IT resources help guide you through the process of establishing a secure file transfer process to share data with the DNP Portal.
- ✓ Secure Data Transmission: A secure file transfer connection between your agency and the Fiscal Service ensures that data with sensitive personally identifiable information (PII) can be transmitted securely for matching in the DNP Portal.
- ✓ Unlimited Access: An unlimited number of individuals can be enrolled to access the DNP Portal and view the match results of a Batch Matching or Continuous Monitoring process.

SECTION 3: AGENCY PAYMENT PROCESS

A Bulk Matching process through the DNP Portal can be a valuable component of your payment eligibility process. By increasing the variety of data sources you are screening against or the frequency/timing of these checks, you can strengthen your agency's internal controls for payments. The following items are questions to consider when preparing to set up a Bulk Matching process through the DNP Portal.

Section 3.1 What Type of Payments Does Your Agency/Program Disburse?

The type of payments your agency makes will determine which data sources you will need to access through the DNP Portal. Depending on the types of payments you would like to screen in the DNP Portal, your agency may benefit from establishing multiple Bulk Matching processes. For example, if your agency may want to differentiate between screening vendor payments and travel payments, since the eligibility criteria for each type of payment are likely different.

Section 3.2 Why Might Your Agency Benefit from Pre-payment Bulk Matching in the DNP Portal?

Your agency may be exploring methods to automate pre-award or pre-payment eligibility verification. An example includes ensuring ongoing eligibility for vendors that your agency has contracted with or determining beneficiary eligibility prior to award/payment.

Section 3.3 What Are Your Current Payment Eligibility Requirements?

Your agency may be required to reference a specific data source in order to determine payment eligibility. The Bulk File matching offers the ability to automate these eligibility checks, as well as to consolidate access to a variety of helpful data sources. Consider your current payment eligibility requirements, as well as future internal control goals, in order to determine which data sources are appropriate to match against to strengthen your payment verification and improper payment processes.

Section 3.4 What Is the Timing of Your Current Payment Eligibility Checks and Internal Controls?

Bulk Matching in the DNP Portal is intended to be available as a pre-award or pre-payment tool for verifying payment eligibility and identifying/preventing improper payments. However, it is crucial to consider the length of your payment lifecycle when determining ways to strengthen internal controls; this consideration may determine how often to implement data source screening through the DNP Portal.

Section 3.5 How Does Your Program Handle Payment Eligibility Related Data?

Matches of your data against approved data sources from the Bulk Matching process may be exported into various file formats, including CSV, Pipe Delimited, and Fixed Width. Any individual enrolled in the DNP Portal within the appropriate access group can export this information.

Section 3.6 Who Is Responsible for Performing Payment Eligibility Checks?

The agency is ultimately responsible for performing payment eligibility checks and making final determinations. Enrolled users are able to access the DNP Portal to review match results against authorized data sources in order to perform payment eligibility checks according to their agency's business rules and eligibility requirements.

Section 3.7 What Is Your Current Process for Verifying Payment Eligibility?

These are questions that need to be considered for each step in the payment lifecycle:

- Pre-Award: How are potential payees, recipients, and beneficiaries screened for eligibility? What are the eligibility requirements to receive a payment? How often must these requirements be met?
- Pre-Payment: Are verified payees, recipients, and beneficiaries monitored or screened prior to payment for eligibility? Are these eligibility checks performed on an ongoing or continuous basis? What criteria need to be regularly screened to ensure proper payment eligibility?
- At Time of Payment: Are your payments disbursed by the Department of the Treasury through the Payment Automation Manager (PAM)? Does your program work with a Shared Service Provider (SSP) to disburse payments? How are payees screened at the time of payment to ensure payment eligibility? What happens to the payment if a payee does not meet the specific payment eligibility criteria at the time of payment?
- Post-Payment: Are payments reviewed after disbursements for any anomalies, duplications, missing data, or incorrect values? What kind of analytics are applied to your program's payment data after disbursement? If improper payments are identified, what does the recoupment and recovery process look like?

SECTION 4: IMPLEMENTATION CONSIDERATIONS

When your agency is preparing to set up a Bulk Matching file in the DNP Portal, there are several logistical considerations to keep in mind. These guidelines may help you to prepare for the functional process of interacting with the DNP Portal and the match results.

Section 4.1 Timing – File/Match Results

- For Bulk Matching files that are received by 5:00 p.m. Central Time, match results are available for review in the DNP Portal the next business day.
- Depending on your specific payment eligibility determination and disbursement processes, the timing and cadence of sending files for matching in the DNP Portal is a key consideration. At its most frequent cadence, Bulk Matching files can be sent to the DNP Portal on a daily basis.

File Selection Screen in the Batch Matching Functionality: This screen shows a record of the Batch Matching files that have been received and indicates a date and timestamps for when the files were received and matched in the DNP Portal.

File Name	Conclusive	Probable	Possible	Total Records in File	Received Date/Time	Through Date	Match Date/Time	Export All	View Results
QA TEST PAYMENT - BATCH - TRACIE V.	45	19866	6	36	11/25/2020 09:46 AM	11/25/2020	11/25/2020 12:41 PM	Export All	View Results
QA TEST PAYMENT - BATCH - TRACIE V.	45	19866	6	36	09/23/2020 09:58 AM	09/23/2020	09/23/2020 11:11 AM	Export All	View Results
QA TEST PAYMENT - BATCH - TRACIE V.	100	82	12	50	08/05/2020 06:17 PM	08/05/2020	08/05/2020 07:59 PM	Export All	View Results
QA TEST PAYMENT - BATCH - TRACIE V.	26	1304	0	38	06/24/2020 09:23 AM	06/24/2020	07/01/2020 09:16 AM	Export All	View Results
QA TEST PAYMENT - BATCH - TRACIE V.	26	1304	0	38	06/12/2020 01:16 PM	06/12/2020	06/16/2020 12:23 PM	Export All	View Results
QA TEST PAYMENT - BATCH - TRACIE V.	55	7	6	19	03/11/2020 06:49 PM	01/30/2020	03/11/2020 07:19 PM	Export All	View Results
QA TEST PAYMENT - BATCH - TRACIE V.	25	2	2	10	02/10/2020 02:38 PM	01/31/2020	02/10/2020 03:59 PM	Export All	View Results

Section 4.2 File Size Considerations

While DNP’s file input size limits are robust, there are restrictions on the number of matches that can be exported out of the DNP Portal.

- In the event a file has more than 50,000 matches, users are prompted to export their matches to a downloadable format (rather than view them directly in the DNP Portal). The DNP Portal user interface does not display more than 50,000 matches.
- In the event a file has more than 200,000 matches, users who attempt to export all matches receive a dialog box letting them know which matches (by match quality) are unable to be exported. If these matches need to be reviewed, you may contact your Agency Specialist for next steps on receiving this information.

Export Limit Exceeded Warning Window: If a Batch Matching or Continuous Monitoring file includes more than 200,000 matches, the agency will need to export by match level category or coordinate with your Agency Specialist to request an export outside of the DNP Portal.

Export Limit Exceeded

Total results exceed the **200,000 record limit** for self-service exporting.

Choose any of the active available options below to export.

If you need further assistance, please contact your Do Not Pay Agency Lead, email donotpay@fiscal.treasury.gov or call [1-855-837-4391](tel:1-855-837-4391).

[📄 Conclusive \(24\)](#) [📄 Probable \(202,379\)](#) [📄 Possible \(0\)](#)

[Close](#)

Section 4.3 File Errors and Communications

- If an error occurs while transmitting a Bulk Matching file, the file will not be loaded into the DNP Portal for matching. This will occur until the error is resolved and the corrected file is resubmitted.
- There are various errors that can occur when transferring a file to the DNP Portal. When an error occurs, the DNP Portal Application Operations team collaborates with the Agency Specialist to communicate the error. When an error occurs, your agency will be contacted by the Agency Specialist with more information about the error and course of remedy, as well as the name of the file that failed to load.

Section 4.4 File Naming Errors

A Bulk Matching file name must meet specific naming criteria in order to be loaded into the DNP Portal for matching. If a file name does not meet this criterion, it will produce an error and will not be loaded into the DNP Portal for matching. The file name must be corrected, with a new file resubmitted, before it will be accepted. (Please see [Section 9.1.7](#) to learn about the required standard File Naming Convention.)

Note: A Bulk matching file transmitted to the DNP Portal must be dated with the current date of transmission. Files with a date node beyond the current date of transmission will produce an error and will not be loaded into the DNP Portal for matching.

Section 4.5 Export Details

Match results may be exported from the DNP Portal in three distinct file formats: 1) CSV, 2) Pipe Delimited, or 3) Fixed Width.

SECTION 5: IMPLEMENTATION PROCESS – OVERVIEW

The following steps outline the process of setting up a Batch Matching or Continuous Monitoring File. Further details about the technical file specifications may be found in the Implementation Guide section. *(Please see [Section 9.1.7](#) to learn about the technical file specifications for a Batch Matching or Continuous Monitoring file.)*

Section 5.1 Bulk Matching Discussion and Paperwork Steps

- Step 1: Agency Specialist schedules call to discuss Bulk Matching file details.
- Step 2: Onboarding Specialist sends File Association Form to the agency.
- Step 3: Agency signs and returns the File Association Form to Onboarding Specialist.
- Step 4: Onboarding Specialist processes the File Association Form.

Section 5.2 Secure File Transfer Connection Steps

- Step 5: Agency works with the Fiscal Service File Transfer Team resources to establish a secure file transfer connection.

Section 5.3 Final Implementation Steps

- Step 6: Agency tests connection.
- Step 7: Agency sends first iteration of file to the DNP Portal via secure file transfer connection.
- Step 8: Agency can view relevant match information in the DNP Portal.

SECTION 6: IMPLEMENTATION PROCESS – DETAILED STEPS

Section 6.1 Bulk Matching Discussion and Paperwork Steps

Step 1: Agency Specialist schedules a call to discuss Bulk Matching file details.

If an agency is interested in establishing a Bulk Matching file, they will need to meet with the OPI Agency Specialist or Agency Lead to discuss the prospective file. This conversation will include how the file will be used, the timing of the file, and general details about the file specifications.

Step 2: Onboarding Specialist sends File Association Form to the agency.

After the agency provides the specific file details for the prospective Bulk Matching file, the Onboarding Specialist will create a File Association Form that will need to be signed and returned by the appropriate Access Group Administrator. This form will document the file details and will serve as the official acknowledgement of the Bulk Matching process.

Step 3: Agency signs and returns the File Association Form to Onboarding Specialist.

After receiving the File Association Form from the Onboarding Specialist, the appropriate Access Group Administrator will need to review, sign, date, and return the form via email in PDF format. If preferred, digital signatures are permitted; manual signatures are also permitted via scanning and emailing in PDF format.

Step 4: Onboarding Specialist processes the File Association Form.

After receiving the signed File Association Form from the appropriate Access Group Administrator, the Agency Specialist will work with the Onboarding Specialist to process the form. This will ensure that the DNP Portal is set-up to receive the file after a secure file transfer connection is established.

Section 6.2 Secure File Transfer Connection Steps

Step 5: Agency works with the Fiscal Service File Transfer Team resources to establish a secure file transfer connection.

To send and receive data containing sensitive personally identifiable information (PII), an agency is required to work with the Fiscal Service File Transfer Team resources to establish a secure file transfer connection: a Secure File Transfer Protocol (SFTP), a Hypertext Transfer Protocol Secure (HTTPS) called MOVEit, or Connect:Direct. This connection is necessary for the agency and the DNP Portal to share and receive data with sensitive PII, which cannot be shared over unsecured connections such as email.

Step 5a: Secure File Set-up for MOVEit

The preferred connection is through a secure HTTPS connection or MOVEit. To begin the process of setting up a MOVEit connection, the customer will fill out a File Transfer Form.

The agency will need to log on to SailPoint and request a role to use MOVEit. The agency will need to provide their email domain to the Fiscal Service File Transfer Team. The Fiscal Service File Transfer Team will whitelist the agency's domain. After the agency manages their access in SailPoint, the Fiscal Service File Transfer Team will configure the agency's connection. **Please note, IP addresses are not required for MOVEit setup.**

Step 5b: Secure File Set-up for SFTP

To begin the process of setting up a SFTP connection, the customer will fill out a File Transfer Form. The agency will need to provide a point of contact, an IP address or range of addresses, and information on who will be accessing the SFTP.

For SFTP, the agency will use a client to connect to the Bureau of the Fiscal Service's (Fiscal Service) server. If an agency does not already have an internal SFTP client, WinSCP is a free and supported option.

Step 6: Agency tests connection.

Once the Fiscal Service File Transfer Team configures the agency's connection, the agency will need to test it using dummy data. When sending a test file, put ".TST" or ".TEST" at the end of the file to indicate it is a test file (see [Section 9](#) and [Section 10](#) for help in formatting and naming the file). When sending files to the DNP Portal, put them in the Inbound folder. The DNP Portal team will confirm the file receipt and formatting.

Section 6.3 Final Implementation Steps

Step 7: Agency sends first iteration of file to the DNP Portal via the Secure File Transfer Connection.

After the File Association Form has been processed and the connection with the Fiscal Service File Transfer Team has been established and tested, the agency may proceed with sending the first iteration of the Bulk Matching file to the DNP Portal for matching (see [Section 9](#) and [Section 10](#) for help in formatting and naming the file). The agency will download the match results from the Portal directly.

With SFTP, agencies can automate the data files they want sent for frequent or reoccurring transfers.

Step 8: Agency can view relevant match information in the DNP Portal.

Once the Bulk Matching file has been successfully received by the DNP Portal (if received by 5:00 p.m. Central Time), relevant match results are available in the DNP Portal the next business day. DNP Portal users enrolled with the appropriate access group will be permitted to view match results from the Bulk Matching file against approved data sources.

SECTION 7: LEGAL/PRIVACY CONCERNS

A request to access any data source in the DNP Portal must be reviewed and approved by Fiscal Service Legal. Use of data sources must be related to the purpose of preventing and detecting improper payments. Depending on the data sources that you select, and the reasons you intend to access the data sources, additional feedback may be requested to better understand the intended usage of the data. In some cases, a Computer Matching Agreement (CMA) may be required to access specific data sources using the Bulk Matching functionality in the DNP Portal. Your OPI Agency Lead and Agency Specialist are available to assist you with the process of completing the Initial Questions form to request the data sources contained in the DNP Portal. The Privacy Analyst is available to support with any requirements if a CMA is determined to be necessary before receiving access to approved data sources.

SECTION 8: FREQUENTLY ASKED QUESTIONS (FAQs)

What happens if there is an error with my Bulk Matching file?

The DNP Portal Application Operations team will communicate with your Agency Specialist if any errors occur with a Bulk Matching file. The Agency Specialist will call or email your listed technical contact to let them know about the error, and any specific details that have been identified. After the issue has been resolved, the Agency Specialist will work with the DNP Portal Application Operations team to communicate the resolution.

What kinds of errors can occur with a Bulk Matching file?

Several types of errors can cause a Bulk Matching file not to load to the DNP Portal for matching. If a file's name does not adhere to the standard file naming convention, then the file will fail to load to the DNP Portal for matching. A file may also fail to load if the data does not align with the standard format for the data fields. (Please see [Section 9.1.7](#) to learn about the standard file naming convention and standard format for data fields.)

How do I request additional data sources for a Bulk Matching file?

Access to all data sources in the DNP Portal must be reviewed and authorized by Fiscal Service Legal. You will need to complete and submit the Initial Questions form through Salesforce. The application allows you to select the data sources that would be useful for your payment eligibility and improper payment activities. Depending on the data sources you select, you may need to provide additional details on how you plan to use the data sources in your business activities. Please coordinate with your OPI Agency Lead and Agency Specialist to initiate the process.

After approval for matching against more data sources for a Batch Matching file, how do I add these data sources to an existing file?

You will need to have an Access Group Administrator sign and date a File Association Form to add new data sources. Please coordinate with your OPI Agency Lead and Agency Specialist to initiate the File Association Form process.

Can I have more than one Bulk Matching file?

Yes. An agency or program may establish multiple Bulk Matching files to strengthen their payment eligibility and internal controls processes. Files may vary by the data they contain, the timing of the matches, and the data sources they match against.

How do I remove a Bulk Matching file that I no longer need?

You will need to have an Access Group Administrator sign and date a File Association Form to deactivate an existing Bulk Matching file. Please coordinate with your OPI Agency Lead and Agency Specialist to initiate the File Association Form process.

Who do I contact to troubleshoot secure connection issues?

If you experience issues with a new or existing secure connection for transmitting the Bulk Matching file from your agency to the DNP Portal, please contact your OPI Agency Lead and Agency Specialist. They will coordinate a conversation with the Fiscal Service File Transfer team to assist with troubleshooting the connection.

SECTION 9: IMPLEMENTATION GUIDE

Section 9.1 Input File Layout

Section 9.1.1 Overview

The purpose of this section is to outline the standard file format for Bulk Matching data files sent to the DNP Portal for matching activities. Bulk Matching data files would be processed and used for either Batch Matching, Continuous Monitoring, or Data Analytics purposes.

There are two types of Bulk Matching data files that can be sent to the DNP Portal:

1. **Master File (Vendor/Payee/Beneficiary) (i.e., Continuous Monitoring):** This type of file contains a master list of information about a Vendor (a business), or a Payee/Beneficiary/Applicant (an individual). It is generally more static, with changes being new additions, deletions, or name/address updates.
2. **Payment File (i.e., Batch Matching):** This type of file contains payment information, documenting what has been or is about to be paid to the Payee. Generally the file contains a payee name, payment amount, purpose of payment, and the date of payment. A payment file covers a period of time (usually a month). All payments in the file are only related to that particular time frame.

Section 9.1.2 Requirements

File Formats: Bulk Matching files can be accepted in one of three file formats:

1. Mainframe – fixed length with standard layout provided
2. Others – tab, comma, pipe delimited
3. XML – tagged file

The first line of the xml file should be:

```
<?xml version="1.0" encoding="ISO-8859-1"?>
```

Note: All Header, Trailer, PayeeDetail, and PaymentDetail records need to be enclosed in

```
<Records>
```

```
.....
```

```
...
```

```
...
```

```
</Records>
```

Specific File Name:

See “[Section 9.1.7: File Naming Convention](#)” for more details.

Default Field Data:

If no information is available for a character field, place a space in the field.

If no information is available for a numeric field, place a zero in the field.

Required Data:

1. One or more of these - SSN/TIN/EIN or UEI (SAM) AND
2. Business or Person Name AND
3. Agency Identifier - Agency Location Code (ALC)

Note: The DNP Portal Technical Team requests that the sending application not be set to automatically truncate data fields or eliminate valuable information until there is a chance to evaluate the issue and make recommendations.

Section 9.1.3 Standard Header Layout

This section specifies the layout and format of the first record in the file.

XML TagName: Header

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Record Code	Character	1	1	RecordCode	Code	DO NOT PAY	Record Identifier - File Header Record. Value is: 'H'.
File Provider Agency Location Code	Character	8	2	AgencyLocation Code	Code	FMS XML	ALC for Agency submitting file.
DNP Standard File Version	Character	5	10	VersionNumber	Text	FMS XML	Value is: '1.0'.
File Begin Date	Character	10	15	StartDate	Date	FMS XML	Accepted date formats: 'YYYY-MM-DD', 'YYYY/MM/DD', or 'YYYY.MM.DD'. This field describes the starting point of the dataset and should be a valid date. For a Payment file, this would be the beginning of a month or period. For a Vendor/Payee Master file (i.e., Continuous Monitoring file), default to the original system implementation date, or '2000-01-01'. <i>Default to a <u>single zero</u> if no data is available.</i>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
File Through Date	Numeric	10	25	EndDate	Date	FMS XML	Accepted date formats: 'YYYY-MM-DD', 'YYYY/MM/DD', or 'YYYY.MM.DD'. This field describes the ending point of the data and should be a valid date. For a payment file, this would be the end date of the month or period. For a Vendor/Payee Master file (i.e., Continuous Monitoring file), it would be the date the data was pulled from the originating system. <i>Default to a <u>single zero</u> if no data is available.</i>
File Expected Use Code	Character	15	35	ExpectedUseCode	Code	DO NOT PAY	Values are: 'BATCH MATCH' - for payment files. DNP Application Action: File would be processed one time against the DNP Search database. 'CONTINUOUS' – for Vendor/Payee Master files. DNP Application Action: File would be repeatedly processed at agreed upon increments until a new refresh file is sent, superseding this file.
Continuous Monitoring Frequency	Character	15	50	ContinuousMonitoringCode	Code	DO NOT PAY	Values are: 'DAILY', 'WEEKLY', or 'MONTHLY'.
DNP Access Group	Character	25	65	AccessGroup	Code	DO NOT PAY	Supply the DNP Access Group (i.e., the group that can view the results from these files) that has been assigned to your Agency.

Section 9.1.4 Standard Trailer Layout

This section specifies the layout and format of the last record in the file.

XML TagName: Trailer

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Record Code	Character	1	1	RecordCode	Code	DO NOT PAY	Record Identifier - File Trailer Record. Value is: 'T'.
File Total Record Count	Numeric	15	2	TotalCount	Number	FMS XML	The total number of 'P' or 'M' records on the file sent. This count excludes any header or trailer rows, as well as headings (if included). This count should just be the rows that contain the record code of 'P' or 'M'.
File Total Payment Amount	Numeric	25	17	Amount	Amount	FMS XML	If this is a payment file, supply this amount using all numerals, and supply the decimal point (e.g., \$\$\$\$\$\$.cc) <i>Send '4321' interpreted as 4,321.00.</i> <i>Send '4,321' will fail due to the comma.</i> <i>Send '432.1' interpreted as 432.10.</i> <i>Default to a <u>single zero</u> if this is a Vendor/Payee Master file.</i>

Section 9.1.5 Standard Master File (Vendor/Payee) Layout – Continuous Monitoring

This section specifies the layout and format of the Continuous Monitoring input file.

XML TagName: PayeeDetail

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Record Code	Character	1	1	RecordCode	Code	DO NOT PAY	Record Identifier – Master File. Value is: ‘M’.
Payee Identifier	Character	50	2	PayeeID	Code	DO NOT PAY	Optional – Agencies’ choice of an identification for this record. This could be a Master File Payee number. <i>Default to a <u>space</u> if no identifier is available.</i>
Agency Location Code	Character	8	52	AgencyLocation Code	Code	FMS XML	ALC for the Agency owner of this record. Example: Fiscal Service submits file for many agencies. Fiscal Service ALC would be in the header record, and then the data owner agency ALC would be on each record.

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Tax Identification Type	Character	4	60	TINCode	Code	FMS XML (TBD)	<p>Possible values are:</p> <ul style="list-style-type: none"> ▪ ‘SSN’ - Social Security Number. ▪ ‘EIN’ - Employer ID Number (aka Federal Employer ID Number or (FEIN)). ▪ ‘ITIN’ - Individual Taxpayer ID Numbers are issued by the IRS to individuals who are required to have a U.S. taxpayer ID number, but who do not have, and are not eligible to obtain an SSN. ITINs are issued regardless of immigration status, because both resident and nonresident aliens may have a U.S. filing or report requirement under IRS code. ▪ ‘ATIN’ – Adoption Taxpayer ID Number – Assigned to an adopted child prior to obtaining an SSN. ▪ ‘PTIN’ – Preparer Taxpayer ID Number. <p><i>Default to ‘TIN’ if the Tax Identification Type is unknown or unavailable.</i></p>
Tax Identification Number (TIN)	Number	9	64	TIN	Identifier	FMS XML	Tax ID Numbers must be 9 numeric digits long or the file will be rejected. Leading or trailing zeros must be present.
Business or Individual or Government	Character	10	73	PartyType	Code	FMS XML	<p>Values are ‘BUSINESS’, ‘INDIVIDUAL’, ‘GOVERNMENT’ or ‘UNK’. If this is an Individual, but operating as a business for your purposes, place the word ‘BUSINESS’ in this field. Example would be a Sole Proprietorship.</p> <p><i>Default to ‘UNK’ if unknown or no data is available.</i></p>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
DUNS Number	Number	9	83	DUNS_Number	Number	FMS XML	*The DUNS Number was replaced by the UEI on April 4, 2022. <i>This field will remain, default to a <u>single zero</u>.</i>
Business Name	Character	150	92	PartyName	Text	FMS XML	If this is an individual operating a Sole Proprietorship, mark the Business or Individual Flag as a 'BUSINESS', and place the name information in the Person First, Middle, Last, and Suffix Name fields below. <i>Default to a <u>space</u> if this is an individual or no data is available.</i>
Business DBA Name	Character	150	242	PartyAliasName		FMS XML (TBD)	This should only be populated if this is different from the Business Name above. <i>Default to a <u>space</u> if this is an individual or no data is available.</i>
Person First Name	Character	50	392	FirstName	Text	FMS XML	Sole Proprietor's name or individual's name. <i>Default to a <u>space</u> if this is a business or no data is available.</i>
Person Middle Name	Character	50	442	MiddleName	Text	FMS XML (TBD)	Sole Proprietor's name or the individual's name. <i>Default to a <u>space</u> if this is a business or no data is available.</i>
Person Last Name	Character	50	492	SurName	Text	FMS XML	Sole Proprietor's name or the individual's name. <i>Default to a <u>space</u> if this is a business or no data is available.</i>
Person Suffix	Character	5	542	NameSuffix	Text	FMS XML (TBD)	Sole Proprietor's suffix or individual's suffix. <i>Default to a <u>space</u> if this is a business or no data is available.</i>
Address Line 1	Character	40	547	AddressLine1	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Address Line 2	Character	40	587	AddressLine2	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Address Line 3	Character	40	627	AddressLine3	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Address Line 4	Character	40	667	AddressLine4	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
City Name	Character	50	707	CityName	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Postal Code	Character	10	757	ForeignPostalCode	Code	FMS XML	Domestic or Foreign. <i>Default to a <u>space</u> if no data is available.</i>
State Code	Character	2	767	StateCode	Code	FMS XML	Use this for U.S./Canada/Territories. <i>Default to a <u>space</u> if no data is available.</i>
Region	Character	50	769	RegionName	Code	FMS XML	Use this for International States or Regions. <i>Default to a <u>space</u> if no data is available.</i>
Country Code	Character	2	819	CountryCode	Code	FMS XML	Must be valid ISO country code. See https://www.iso.org/obp/ui/#search for a complete list of country codes. <i>Default to a <u>space</u> if no data is available.</i>
Person Date of Birth	Character	10	821	BirthDate	Date	DO NOT PAY	Accepted date formats: 'YYYY-MM-DD', 'YYYY/MM/DD', or 'YYYY.MM.DD'. <i>Default to a <u>single zero</u> if no data is available.</i>
Person Sex	Character	6	831	PersonSex	Text	DO NOT PAY	Values: 'MALE', 'FEMALE'. <i>Default to a <u>space</u> if no data is available.</i>
Vendor/Payee Status	Character	30	837	PartyStatusCode	Text	DO NOT PAY	Value examples: 'ACTIVE', 'INACTIVE', 'REVOKED', etc. <i>Default to a <u>space</u> if no data is available.</i>
Phone Type	Character	10	867	PhoneTypeCode	Code	FMS XML (TBD)	Values: 'HOME', 'BUSINESS', or 'MOBILE'. <i>Default to a <u>space</u> if no data is available.</i>
Vendor/Payee Phone Number	Character	20	877	PhoneNumber	Text	FMS XML	Area Code and Phone Number (no special characters). <i>Default to a <u>single zero</u> if no data is available.</i>
Vendor/Payee Fax Number	Character	20	897	FaxNumber	Text	FMS XML (TBD)	Area Code and Phone Number (no special characters). <i>Default to a <u>single zero</u> if no data is available.</i>
Vendor/Payee Email Address	Character	80	917	EmailAddress	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Vendor/Payee Active Date	Character	10	997	PartyActiveDate	Date	DO NOT PAY	Date the Vendor/Payee became active. Accepted date formats: YYYY-MM-DD; YYYY/MM/DD; YYYY.MM.DD. <i>Default to a <u>single zero</u> if no data is available.</i>
Vendor/Payee Expiration Date	Character	10	1007	PartyExpiration Date	Date	DO NOT PAY	Date the Vendor/Payee is no longer valid or active. Accepted date formats: YYYY-MM-DD; YYYY/MM/DD; YYYY.MM.DD. <i>Default to a <u>single zero</u> if no data is available.</i>
Agency Record Grouping	Character	30	1017	AgencyRecordGroup1	Text	DO NOT PAY	Optional grouping identification for this record. Examples: department code, batch/payee classification or other grouping. <i>Default to a <u>space</u> if no data is available.</i>
Agency Record Grouping #2	Character	30	1047	AgencyRecordGroup2	Text	DO NOT PAY	A second optional field for agency's choice of grouping identification for this record. <i>Default to a <u>space</u> if no data is available.</i>
Other Agency Data	Character	256	1077	TradingPartnerExtension	Aggregate	FMS XML	A third optional field for accepting other agency data fields that may be helpful for displaying or researching a match by the sending agency. <i>Default to a <u>space</u> if no data is available.</i>
UEI	Character	12	1333	UEI_ID	Text	FMS XML	The Unique Entity Identifier (SAM) for the entity. Each UEI consists of 12 alphanumeric characters. Example: F847A1795DE4 <i>Default to a <u>space</u> if no data is available.</i>

Section 9.1.6 Standard Payment File Layout – Batch Matching

This section specifies the layout and format of the Batch Matching input file.

XML TagName: PaymentDetail

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Record Code	Character	1	1	RecordCode	Code	DO NOT PAY	Record identifier - payment record. Value is: 'P'.
Schedule Number	Character	14	2	ScheduleNumber	Text	FMS XML	Optional schedule number for agency use. <i>Default to a <u>space</u> if no data is available.</i>
Payment ID	Character	50	16	PaymentID	Text	FMS XML	Optional, supplied if agency wants to identify payments with an ID that means something to the agency. <i>Default to a <u>space</u> if no data is available.</i>
Agency Location Code	Character	8	66	AgencyLocationCode	Code	FMS XML	ALC for the Agency owner of this record. Example: Fiscal Service submits files for many agencies. Fiscal Service ALC would be in the header record, and then the data owner agency ALC would be on each record.

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Tax Identification Type	Character	4	74	TIN_Code	Code	FMS XML (TBD)	<p>Possible values are:</p> <ul style="list-style-type: none"> ▪ ‘SSN’ - Social Security Number ▪ ‘EIN’ - Employer ID Number (aka Federal Employer ID Number or (FEIN)). ▪ ‘ITIN’ - Individual Taxpayer ID Numbers are issued by the IRS to individuals who are required to have a U.S. taxpayer ID number but who do not have and are not eligible to obtain an SSN. ITINs are issued regardless of immigration status because both resident and nonresident aliens may have a U.S. filing or report requirement under IRS code. ▪ ‘ATIN’ - Adoption Taxpayer ID Number – Assigned to an adopted child prior to obtaining an SSN. ▪ ‘PTIN’ - Preparer Taxpayer ID Number. If it is known whether the Tax Identifier is one of the types above, please provide. If the type is not known, default field to ‘TIN’. <p><i>Default to ‘TIN’ if the Tax Identification Type is unknown or unavailable.</i></p>
Tax Identification Number	Number	9	78	TIN	Identifier	FMS XML	Tax ID Numbers must be 9 numeric digits long or the file will be rejected. Leading or trailing zeros need to be present.
Business or Individual or Government	Character	10	87	PartyType	Code	FMS XML	Values are ‘BUSINESS’, ‘INDIVIDUAL’, ‘GOVERNMENT’ or ‘UNK’. If this is an individual, but operating as a business for your purposes, place the word ‘BUSINESS’ in this field. Example would be a Sole Proprietorship. <i>Default to ‘UNK’ if unknown or no data is available.</i>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
DUNS Number	Number	9	97	DUNS_Number	Number	FMS XML	*The DUNS Number was replaced by the UEI on April 4, 2022. <i>This field will remain, default to a <u>single zero</u>.</i>
Payee Business Name	Character	150	106	OrganizationName	Text	FMS XML	If this is an individual operating a Sole Proprietorship, mark the Business or Individual Flag as a 'BUSINESS', and place the name information in the Person First, Middle, Last, and Suffix Name fields below. <i>Default to a <u>space</u> if this is an individual or no data is available.</i>
Payee Business DBA Name	Character	150	256	PartyAliasName	Text	FMS XML	This should only be populated if this is different from the Business Name above. <i>Default to a <u>space</u> if this is an individual or no data is available.</i>
Payee First Name	Character	50	406	FirstName	Text	FMS XML	Sole Proprietor's Name or Individual's Name. <i>Default to a <u>space</u> if this is a business or no data is available.</i>
Payee Middle Name	Character	50	456	MiddleName	Text	DO NOT PAY	Sole Proprietor's Name or Individual's Name. <i>Default to a <u>space</u> if this is a business or no data is available.</i>
Payee Last Name	Character	50	506	SurName	Text	FMS XML	Sole Proprietor's Name or Individual's Name. <i>Default to a <u>space</u> if this is a business or no data is available.</i>
Payee Suffix	Character	20	556	NameSuffix	Text	DO NOT PAY	Sole Proprietor's Name or Individual's Suffix. <i>Default to a <u>space</u> if this is a business or no data is available.</i>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Payee Address Line 1	Character	40	576	AddressLine1	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Payee Address Line 2	Character	40	616	AddressLine2	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Payee Address Line 3	Character	40	656	AddressLine3	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Payee Address Line 4	Character	40	696	AddressLine4	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Payee City Name	Character	50	736	CityName	Text	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Payee Postal Code	Character	10	786	ForeignPostalCode	Code	FMS XML	Domestic or Foreign. <i>Default to a <u>space</u> if no data is available.</i>
Payee State Code	Character	2	796	StateCode	Code	FMS XML	Use this for International States or Regions. <i>Default to a <u>space</u> if no data is available.</i>
Region	Character	50	798	RegionName	Code	FMS XML	Must be valid ISO country code. See http://www.iso.org/iso/country_codes.htm for a complete list of country codes. <i>Default to a <u>space</u> if no data is available.</i>
Payee Country Code	Character	2	848	CountryCode	Code	FMS XML	Must be valid ISO country code. See http://www.iso.org/iso/country_codes.htm for a complete list of country codes. <i>Default to a <u>space</u> if no data is available.</i>
Payee Date of Birth	Character	10	850	BirthDate	Date	DO NOT PAY	Accepted date formats: 'YYYY-MM-DD', 'YYYY/MM/DD', or 'YYYY.MM.DD'. <i>Default to a <u>single zero</u> if no data is available.</i>
Person Sex	Character	6	860	PersonSex	Text		Values: 'MALE', 'FEMALE'. <i>Default to a <u>space</u> if no data is available.</i>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Phone Type	Character	10	866	PhoneTypeCode	Code	FMS XML (TBD)	Values: 'HOME', 'BUSINESS', or 'MOBILE'. <i>Default to a <u>space</u> if no data is available.</i>
Payee Phone Number	Character	20	876	PhoneNumber	Text	FMS XML	Area Code and Phone Number (no special characters). <i>Default to a <u>single zero</u> if no data is available.</i>
Payee Fax Number	Character	20	896	FaxNumber	Text	FMS XML (TBD)	Area Code and Fax Number (no special characters). <i>Default to a <u>single zero</u> if no data is available.</i>
Payee Email Address	Character	80	916	EmailAddress	Text	FMS XML	Email address. <i>Default to a <u>space</u> if no data is available.</i>
Payment Method Code	Character	5	996	SettlementMechanism	Code	FMS XML (TBD)	Values are: 'CHECK', 'WIRE', or 'ACH'. <i>Default to a <u>space</u> if no data is available.</i>
Check Number	Character	12	1001	CheckNumber	Number	FMS XML (TBD)	Issued check number (includes the check symbol number and the check serial number). <i>Default to a <u>space</u> if no data is available.</i>
Receiving DFI	Numeric	9	1013	ReceivingDFI	Number	FMS XML	ACH bank routing number of the recipient. <i>Default to a <u>single zero</u> if no data is available.</i>
Receiver DI	Numeric	9	1022	ReceiverDI	Number	FMS XML	Wire bank routing number of the recipient. <i>Default to a <u>single zero</u> if no data is available.</i>
DFI Account Number	Character	17	1031	DFI_AccountNumber	Text	FMS XML	ACH bank account number of the recipient. <i>Default to a <u>space</u> if no data is available.</i>
Beneficiary Customer Account	Character	34	1048	BeneficiaryCustomerAccount	Text	FMS XML	Wire bank account number of the recipient. <i>Default to a <u>space</u> if no data is available.</i>
IMAD	Character	22	1082	IMAD	Text	FMS XML	Input Message Accountability Data (IMAD) - The IMAD indicates a unique number that is assigned to a transfer upon receipt at the sending financial institution. <i>Default to a <u>space</u> if no data is available.</i>

Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
ACH Payment Account Indicator	Character	1	1104	ACHPaymentAccountID	Text	DO NOT PAY	Values are: 'S' = Savings or 'C' = Checking. <i>Default to a <u>space</u> if no data is available.</i>
ACH Trace Number	Numeric	15	1105	ACH_TraceNumber	Number	FMS XML	<i>Default to a <u>single zero</u> if no data is available.</i>
Payment Request Date	Character	10	1120	RequestedPaymentDate	Date	FMS XML	Accepted date formats: 'YYYY-MM-DD', 'YYYY/MM/DD', or 'YYYY.MM.DD'. <i>Default to a <u>single zero</u> if no data is available.</i>
Payment Cleared Date	Character	10	1130	PaymentClearedDate	Date	DO NOT PAY	Accepted date formats: 'YYYY-MM-DD', 'YYYY/MM/DD', 'YYYY.MM.DD'. <i>Default to a <u>single zero</u> if no data is available.</i>
Payment Amount	Numeric	20	1140	Amount	Amount	FMS XML	Supply this amount using all numerals, and supply the decimal point, (e.g., \$\$\$\$\$\$.cc.) <i>Send '4321' interpreted as 4,321.00. Send '4,321' will fail due to the comma. Send '432.1' interpreted as 432.10. Default to a <u>single zero</u> if no data is available.</i>
Payment Status	Character	30	1160	PaymentStatus	Text	DO NOT PAY	Such as: 'PAID', 'PENDING', 'CANCELLED'. <i>Default to a <u>space</u> if no data is available.</i>
Payment Type	Character	30	1190	PaymentTypeCode	Code	FMS XML	<i>Default to a <u>space</u> if no data is available.</i>
Agency Record Grouping	Character	30	1220	AgencyRecordGroup1	Text	DO NOT PAY	Optional grouping identification for this record. Examples: department code, batch/payee classification or other grouping. <i>Default to a <u>space</u> if no data is available.</i>
Agency Record Grouping #2	Character	30	1250	AgencyRecordGroup2	Text	DO NOT PAY	A second optional field for agency's choice of grouping identification for this record. <i>Default to a <u>space</u> if no data is available.</i>

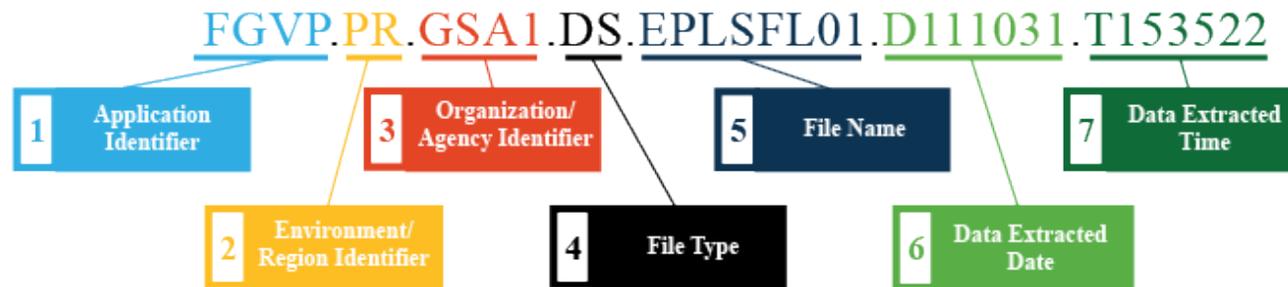
Column Name	Data Type	Field Size	Fixed Length Offset	FMS XML TagName	XML Representation Class	FMS Schema Source	Column Description
Other Agency Data	Character	256	1280	TradingPartnerExtension	Aggregate	FMS XML	A third optional field for accepting other agency data fields that may be helpful for displaying or researching a match by the sending agency. <i>Default to a <u>space</u> if no data is available.</i>
UEI	Character	12	1536	UEI_ID	Text	FMS XML	The Unique Entity Identifier (SAM) for the entity. Each UEI consists of 12 alphanumeric characters. Example: F847A1795DE4 <i>Default to a <u>space</u> if no data is available.</i>

Section 9.1.7 File Naming Convention

The file name of the Bulk Matching file must adhere to a specific standard naming convention. If a file is transmitted that does not adhere to this convention, it will fail to load in the DNP Portal. The file name must be established and agreed upon prior to the signature and acknowledgement of the File Association Form.

- Each node must be separated by a period (.).
- There can be a maximum of only eight characters per node.
- Each node must start with an alpha character.
- There can be a maximum of only 44 characters in the file name total, including node separators.
- Characters allowed in the file name are: Upper-case alpha, numeric, and node separators only.

Full file name example (40 characters):



Node Definitions

Node Pos	Node Purpose	Format	Comments	Values
1	Application Identifier	'FGVP'	Required literal	Valid Value: 'FGVP' is the only valid value 'F' = Fiscal IT 'GV' = Do Not Pay 'P' = Production
2	Environment/Region Identifier	AX	Value identifies target DNP environment	Valid Values: 'PR' = Production 'QA' = Quality Assurance or Acceptance 'DV' = Development or Test
3	Organization/Agency Identifier	AXXX	2-4 character ID must be registered in the DNP application	Valid Examples: 'FMS' = FMS 'BPD' = BPD 'NARA' = NARA 'GSA' = GSA 'VA' = VA
4	File Type	AX	Type of file being submitted	Valid Values: 'DS' = Data Source or Reference File 'BM' = Batch Matching 'CM' = Continuous Monitoring
5	File Name	AXXXX XXX	Required with one to eight characters	Example: 'EPLSFL01'
6	Data Extracted Date	'D'YYM MDD	Date format YYMMDD	Example: 'D' = Date 'D111031' = October 31, 2011 The date the data was pulled from the Agency's system.

Node Pos	Node Purpose	Format	Comments	Values
7	Data Extracted Time	'T'HHM MSS	Time format HHMMSS	Example: 'T' = Time 'T153522' = 3:35:22 pm The time the data was pulled from the Agency's system.

Section 9.2 Output File Layout

Section 9.2.1 Matched Results File Output Layout (for download from the DNP Portal)

When viewing the match results from the DNP Portal, only matches to authorized data sources are present in this file (the matched results file from a Bulk Matching operation only displays records that matched to an authorized data source in the DNP Portal, not all records from the original file). The fields below are appended to the Standard Customer Input File or Standard Payment File when there is a match to a DNP Portal data source.

Section 9.2.2 Payee (Continuous Monitoring) File Output

Column Name	Start Position	End Position	Column Length
Record Code	1	1	1
Payee Identifier	2	51	50
Agency Location Code	52	59	8
Tax Identification Type	60	63	4
Tax Identification Number (TIN)	64	72	9
Business or Individual or Government	73	82	10
*DUNS Number	83	91	9
Business Name	92	241	150
Business DBA Name	242	391	150
Person Full Name	392	591	200
Person First Name	592	641	50
Person Middle Name	642	691	50
Person Last Name	692	741	50
Person Suffix	742	746	5
Address Line 1	747	786	40
Address Line 2	787	826	40
Address Line 3	827	866	40
Address Line 4	867	906	40
City Name	907	956	50
Postal Code	957	971	15
State Code	972	973	2
Region	974	1023	50
Country Code	1024	1026	3
Person Date of Birth	1027	1036	10
Person Sex	1037	1042	6

Column Name	Start Position	End Position	Column Length
Vendor/Payee Status	1043	1072	30
Phone Type	1073	1082	10
Vendor/Payee Phone Number	1083	1102	20
Vendor/Payee Fax Number	1103	1122	20
Vendor/Payee Email Address	1123	1202	80
Vendor/Payee Active Date	1203	1212	10
Vendor/Payee Expiration Date	1213	1222	10
Agency Record Grouping	1223	1252	30
Agency Record Grouping #2	1253	1282	30
Other Agency Data	1283	1538	256
Match Type	1539	1568	30
Match Source	1569	1584	16
Match Level	1585	1602	18
Match Date/Time	1603	1619	17
Matched Party Type Code	1620	1620	1
Matched Tax ID Type Code	1621	1624	4
Matched Tax ID Number	1625	1633	9
Matched Tax ID Type Code (alternate)	1634	1637	4
Matched Tax ID Number (alternate)	1638	1646	9
*Matched DUNS Number	1647	1655	9
Matched Full Name	1656	1855	200
Matched First Name	1856	1930	75
Matched Middle Name	1931	1980	50
Matched Last Name	1981	2030	50
Matched Business Name	2031	2230	200
Matched DBA Business Name	2231	2430	200
Matched Birth Date	2431	2448	18
Matched Death Date	2449	2458	10
Matched List Status Code	2459	2488	30
Matched List Status Code Description	2489	2744	256
Matched List Effective Date	2745	2754	10
SAM Number	2755	2763	9
Exclusion Type	2764	2798	35

Column Name	Start Position	End Position	Column Length
Cage Code	2799	2803	5
Reporting Agency	2804	2861	58
National Provider Identifier	2862	2879	18
Waiver Date	2880	2889	10
Waiver State	2890	2891	2
Matched Address Line 1	2892	3041	150
Matched Address Line 2	3042	3191	150
Matched Address Line 3	3192	3341	150
Matched City	3342	3391	50
Matched State Code	3392	3393	2
Matched Zip Code	3394	3408	15
Matched Country Code	3409	3411	3
Cross Reference Name(s)	3412	5431	2020
Whitelist Reason	5432	5481	50
Business Rules Applied	5482	5551	70
Matched Contact Name	5552	5611	60
Matched Phone Number	5612	5641	30
Matched Phone Extension	5642	5651	10
Exemption Type Description	5652	5907	256
Exemption Reinstatement Date	5908	5917	10
Revocation Date	5918	5927	10
Revocation Posting Date	5928	5937	10
Case Number	5938	6193	256
Case Type	6194	6449	256
Collection Code	6450	6454	5
Collection Description	6455	6554	100
UEI	6555	6566	12
Matched UEI	6567	6578	12
Matched Country Description	6579	6628	50
Matched Deductibility Code	6629	6884	256
Matched Tax Year	6885	6888	4
Matched Tax Period Begin Date	6889	6898	10
Matched Tax Period End Date	6899	6908	10

Column Name	Start Position	End Position	Column Length
Matched Gross Receipts Not Greater Than	6909	6918	10
Matched Terminated Status	6919	6919	1
Matched Website URL	6920	7175	256
Matched Second Address Type	7176	7200	25
Matched Second Address Line 1	7201	7240	40
Matched Second Address Line 2	7241	7280	40
Matched Second Address City	7281	7330	50
Matched Second Address State	7331	7332	2
Matched Second Address Zip Code	7333	7347	15
Matched Second Address Country Code	7348	7350	3
Confinement Place	7351	7380	30
Federal Register Number	7381	7388	8
Sentence Start Date	7389	7398	10
Release Date	7399	7408	10
Sentence Length	7409	7438	30

***The DUNS Number was replaced by the UEI on April 4, 2022.**

This field will remain.

Section 9.2.3 Payment (Batch Matching) File Output

Column Name	Start Position	End Position	Column Length
Record Code	1	1	1
Schedule Number	2	15	14
Payment ID	16	65	50
Agency Location Code	66	73	8
Agency Account ID	74	89	16
Payment Identification Code	90	96	7
Tax Identification Type	97	100	4
Tax Identification Number (TIN)	101	109	9
Business or Individual or Government	110	119	10
*DUNS Number	120	128	9
Payee Business Name	129	278	150
Payee Business DBA Name	279	428	150
Payee Full Name	429	628	200
Payee First Name	629	678	50
Payee Middle Name	679	728	50
Payee Last Name	729	778	50
Payee Suffix	779	783	5
Payee Address Line 1	784	823	40
Payee Address Line 2	824	863	40
Payee Address Line 3	864	903	40
Payee Address Line 4	904	943	40
Payee City Name	944	993	50
Payee Postal Code	994	1008	15
Payee State Code	1009	1010	2
Region	1011	1060	50
Payee Country Code	1061	1063	3
Payee Date of Birth	1064	1073	10
Person Sex	1074	1079	6
Phone Type	1080	1089	10
Payee Phone Number	1090	1109	20
Payee Fax Number	1110	1129	20
Payee Email Address	1130	1209	80

Column Name	Start Position	End Position	Column Length
Payment Method Code	1210	1214	5
Check Number	1215	1226	12
ACH Bank Routing Number	1227	1235	9
Wire Bank Routing Number	1236	1244	9
ACH Bank Account Number	1245	1261	17
Wire Bank Account Number	1262	1295	34
Input Message Accountability Data	1296	1317	22
ACH Payment Account Indicator	1318	1318	1
ACH Trace Number	1319	1334	16
Payment Request Date	1335	1344	10
Payment Date	1345	1354	10
Payment Amount	1355	1374	20
Payment Status	1375	1404	30
Payment Type	1405	1434	30
Agency Record Grouping	1435	1464	30
Agency Record Grouping #2	1465	1494	30
Other Agency Data	1495	1750	256
Match Type	1751	1780	30
Match Source	1781	1796	16
Match Level	1797	1814	18
Match Date/Time	1815	1831	17
Matched Party Type Code	1832	1832	1
Matched Tax ID Type Code	1833	1836	4
Matched Tax ID Number	1837	1845	9
Matched Tax ID Type Code (alternate)	1846	1849	4
Matched Tax ID Number (alternate)	1850	1858	9
*Matched DUNS Number	1859	1867	9
Matched Full Name	1868	2067	200
Matched First Name	2068	2142	75
Matched Middle Name	2143	2192	50
Matched Last Name	2193	2242	50
Matched Business Name	2243	2442	200
Matched DBA Business Name	2443	2642	200

Column Name	Start Position	End Position	Column Length
Matched Birth Date	2643	2660	18
Matched Death Date	2661	2670	10
Matched List Status Code	2671	2700	30
Matched List Status Code Description	2701	2956	256
Matched List Effective Date	2957	2966	10
SAM Number	2967	2975	9
Exclusion Type	2976	3010	35
Cage Code	3011	3015	5
Reporting Agency	3016	3073	58
National Provider Identifier	3074	3091	18
Waiver Date	3092	3101	10
Waiver State	3102	3103	2
Matched Address Line 1	3104	3253	150
Matched Address Line 2	3254	3403	150
Matched Address Line 3	3404	3553	150
Matched City	3554	3603	50
Matched State Code	3604	3605	2
Matched Zip Code	3606	3620	15
Matched Country Code	3621	3623	3
Cross Reference Name(s)	3624	5643	2020
Whitelist Reason	5644	5693	50
Business Rules Applied	5694	5763	70
Estimated Payment Date	5764	5773	10
DOD to Payment Date Difference	5774	5778	5
Payment Adjudication Status	5779	5828	50
Match Adjudication Status	5829	5878	50
Match Adjudication Status Comments	5879	6028	150
Stop Payment Rules Applied	6029	6048	20
DNP Record Payment Owner ALC	6049	6056	8
DNP Record Agency Group Code	6057	6086	30
DNP Record Custom	6087	6814	728
Matched Contact Name	6815	6874	60
Matched Phone Number	6875	6904	30

Column Name	Start Position	End Position	Column Length
Matched Phone Extension	6905	6914	10
Exemption Type Description	6915	7170	256
Exemption Reinstatement Date	7171	7180	10
Revocation Date	7181	7190	10
Revocation Posting Date	7191	7200	10
Case Number	7201	7456	256
Case Type	7457	7712	256
Collection Code	7713	7717	5
Collection Description	7718	7817	100
UEI	7818	7829	12
Matched UEI	7830	7841	12
Matched Country Description	7842	7891	50
Matched Deductibility Code	7892	8147	256
Matched Tax Year	8148	8151	4
Matched Tax Period Begin Date	8152	8161	10
Matched Tax Period End Date	8162	8171	10
Matched Gross Receipts Not Greater Than	8172	8181	10
Matched Terminated Status	8182	8182	1
Matched Website URL	8183	8438	256
Matched Second Address Type	8439	8463	25
Matched Second Address Line 1	8464	8503	40
Matched Second Address Line 2	8504	8543	40
Matched Second Address City	8544	8593	50
Matched Second Address State	8594	8595	2
Matched Second Address Zip Code	8596	8610	15
Matched Second Address Country Code	8611	8613	3
Confinement Place	8614	8643	30
Federal Register Number	8644	8651	8
Sentence Start Date	8652	8661	10
Release Date	8662	8671	10
Sentence Length	8672	8701	30

***The DUNS Number was replaced by the UEI on April 4, 2022.**

This field will remain.

Section 9.2.4 File Output Quick Reference Guide

Column Name	Column Description
Match Type	Type of Matches: Name Match TIN + DBA Name Match TIN + LAST Name Match TIN + NAME Match TIN Match TIN not in SAM Entity Registration Records Name + Middle Initial Match DBA Name Match UEI Match UEI not in SAM Entity Registration Records
Match Source	The DNP data source in which a match was found: AIS-OBIT – American InfoSource Obituary AIS-PROB – American InfoSource Probate ARL – Automatic Revocation List CAIVRS - Credit Alert System DOD – Department of Defense Death Data DOS – Department of State Death Data DMF – Death Master File DBCK – Treasury Offset Program Debt Check SAMENT – System for Award Management Entity Registration Records SAM-EXCL-RES – System for Award Management Exclusion Records – Restricted SAM-EXCL-PUB – System for Award Management Exclusion Records – Public OFAC – Office of Foreign Assets Control LEIE-PUB – List of Excluded Individuals and Entities – Public LEIE-RES – List of Excluded Individuals and Entities – Restricted PUB 78 – Publication 78 Data FORM 990-N - IRS Form 990-N (e-Postcard) BOP – Federal Bureau of Prisons Data (BOP) – Restricted
Match Level	CONCLUSIVE, PROBABLE, or POSSIBLE
Match Date	The date and time that the agency file was matched to the data source and the match was made.
Matched Party Type Code	I – Individual B – Business G – Government U – Unknown
Matched Tax ID Type Code	Type of Identifier: ATIN - Adoption Taxpayer Identification Number EIN - Employer Identification Number ITIN - Individual Taxpayer Identification Number PTIN - Preparer Taxpayer Identification Number SSN - Social Security Number

Column Name	Column Description
	TIN - Tax Identification Number (used if one of the other codes is not known)

SECTION 10: APPENDIX

Section 10.1 Test Input File Format Examples for Each Delimiter Type

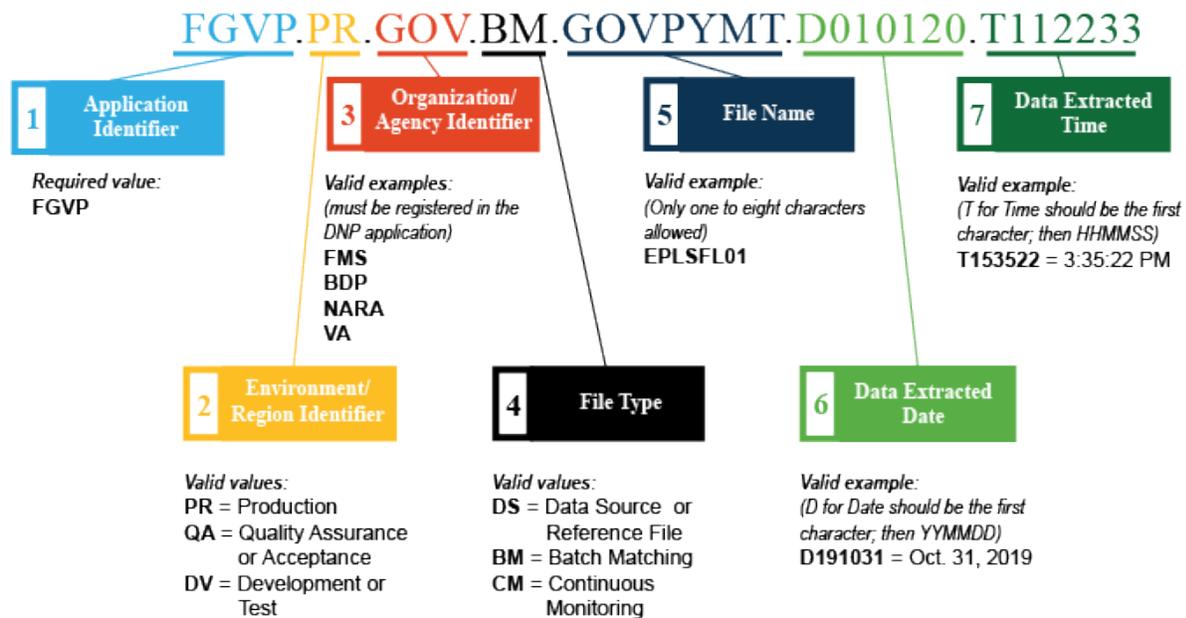
Test input files for different formats of both Batch Matching (Payment) and Continuous Monitoring (Payee) files are available upon request.

Section 10.2 Test Output File Format Examples for Each Delimiter Type

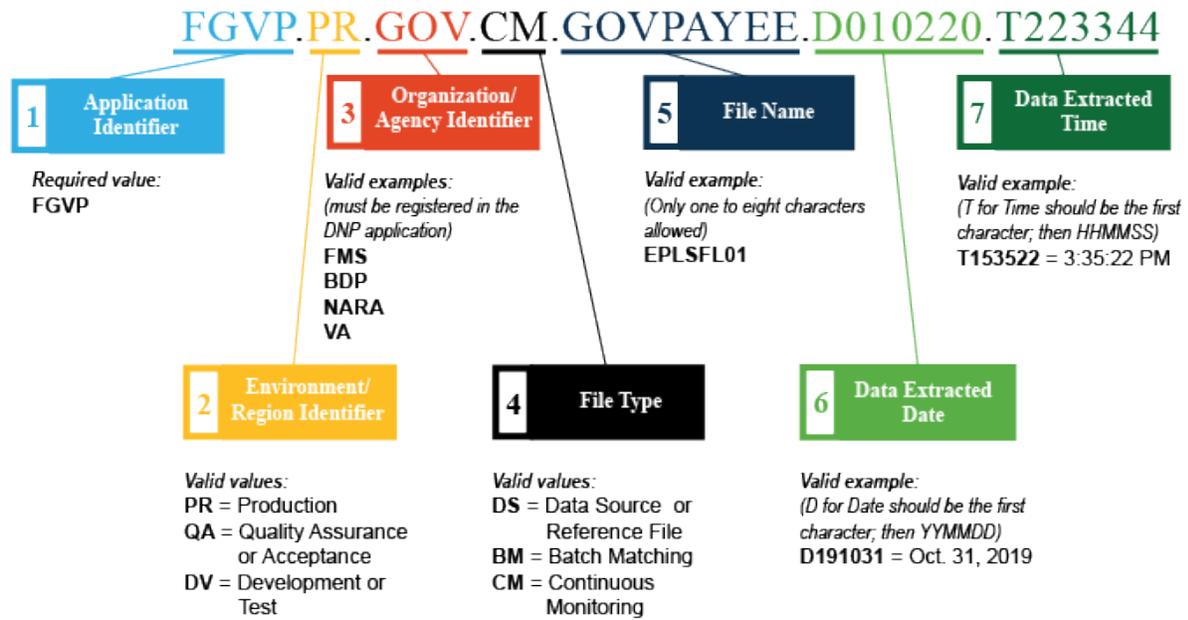
Test output files for different formats of both Batch Matching (Payment) and Continuous Monitoring (Payee) files are available upon request.

Section 10.3 Visual Description of Production File Name Examples

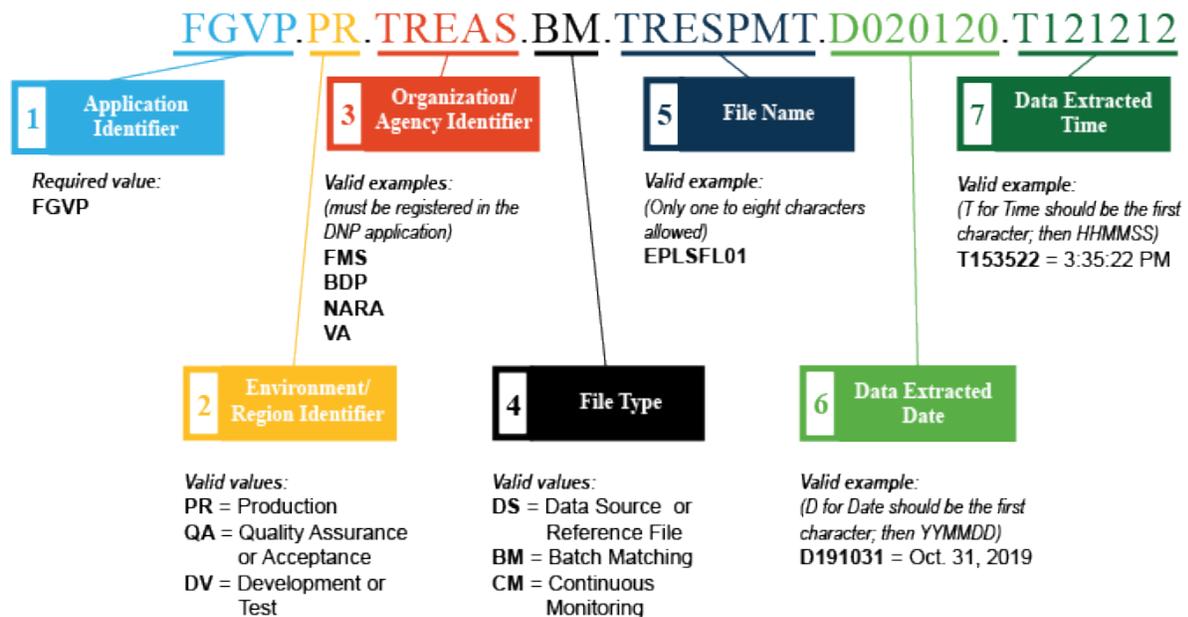
FGVP.PR.GOV.BM.GOV.PYMT.D010120.T112233



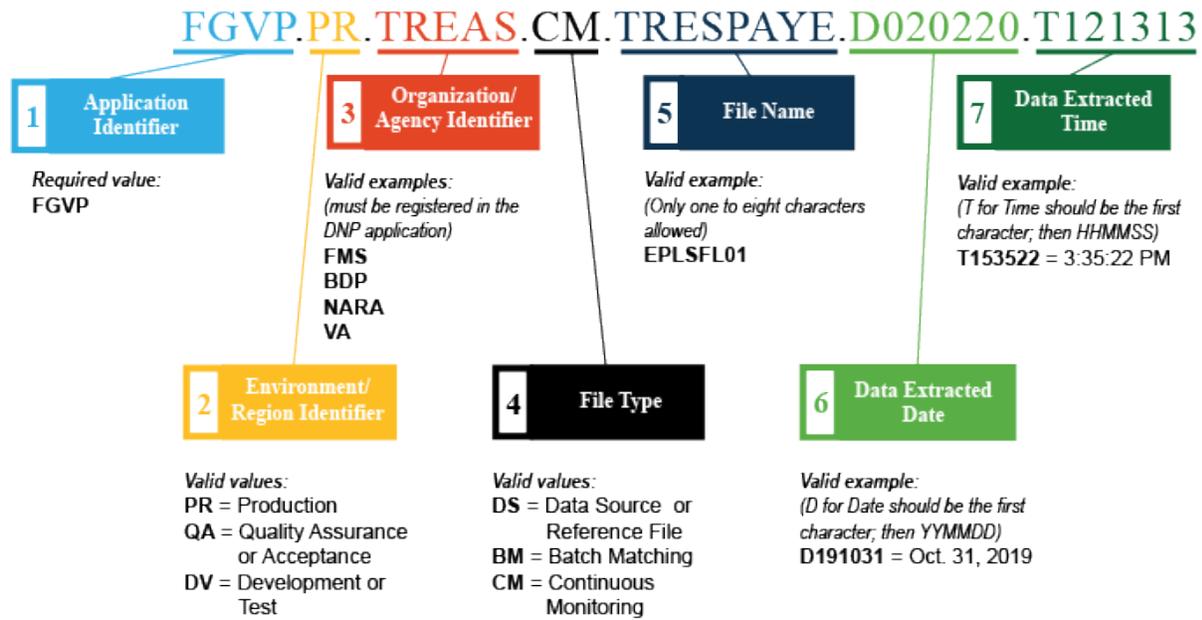
FGVP.PR.GOV.CM.GOVPAYEE.D010220.T223344



FGVP.PR.TREAS.BM.TRESPMT.D020120.T121212



FGVP.PR.TREAS.CM.TRESPAYE.D020220.T121313



Section 10.4 Paperwork Requirements

Section 10.4.1 Initial Questions Document

In order to request access to the DNP Portal for matching activities, the agency is required to complete the Initial Questions document through Salesforce. This document will contain a record of the data sources the agency is requesting access to for the purposes of improper payment prevention and detection as well as request the functionalities. The agency will also be required to provide explanations for why these requested data sources would strengthen their payment eligibility processes.

After the Initial Questions document is completed, the OPI Agency Lead and Agency Specialist will review it to identify any missing details or required clarifications prior to the final legal analysis. After coordinating with the agency program to provide additional changes and revisions, the Agency Lead and Agency Specialist will submit the document through Salesforce to Fiscal Service Legal for review.

Section 10.4.2 Access Group Form

After Fiscal Service Legal has completed the review and identified the approved data sources, an Access Group Administrator (AGA) for the agency will need to review and sign the Access Group Form to accomplish one of two tasks: 1) create a new Access Group in the Portal, and 2) update authorized data sources for the Access Group's Online Search functionality.

Section 10.4.3 File Association Form

After Fiscal Service Legal has completed the review and identified the approved data sources, an Access Group Administrator (AGA) for the agency will need to review and sign the File Association Form. This form identifies file specification details, in addition to the approved data sources. The Agency Specialist will communicate with the agency to confirm these details, then, will email a copy of the File Association Form for review and signature. This form must be signed to complete the Bulk Matching set-up process.

Section 10.4.4 User Enrollment Form

A User Enrollment Form must be completed, reviewed, and signed for each individual that will require access to the Portal to view Bulk Matching file results. After the prospective enrollee's contact information is provided to the Agency Specialist, an Onboarding Specialist will send a User Enrollment Form to the appropriate AGA for review and signature.

Section 10.5 Contact Information

There are several ways you can obtain help when using the DNP Portal.

- ☎ (855) 837-4391
- ✉ For general inquiries: OPI.outreach@fiscal.treasury.gov
- ✉ For DNP Portal provisioning or access questions: donotpay@stls.frb.org
- 🌐 <https://fiscal.treasury.gov/dnp/>