

# Using Batch Matching and Continuous Monitoring

## Do Not Pay Portal Quick Reference Card

### Getting Started

Batch Matching and Continuous Monitoring are Bulk Matching functionalities in the Do Not Pay Portal (DNP Portal) that allow you to bulk match multiple records against approved data sources.

#### Batch Matching

Batch Matching provides a one-time comparison of an agency's payment file against all the data sources the agency is approved to access. The agency may determine the cadence at which to send these files to the DNP Portal for matching.

- Contains payment-level data
- Can match against any approved data source
- Matched only once to the available data at the time of data submission

#### Continuous Monitoring

Continuous Monitoring provides an ongoing comparison of an agency's payee file against all data sources the agency is approved to access.

- Contains payee-level data
- Can match against any approved data source
- Matched continuously when the file or data source is refreshed

#### Bulk File Submission Requirements

To submit bulk files to the DNP Portal, an agency must:

- Establish a secure file transfer connection to securely send sensitive information. Options are:
  - ◇ SFTP
  - ◇ MOVEit
  - ◇ Connect: Direct
- Format the file fields and file name according to provided specifications. Please see [this link](#) for more information on the standard naming conventions.
- Submit a test file to ensure successful transfer.
- If an error occurs when transferring a file, your Office of Payment Integrity (OPI) Agency Specialist will contact you and provide next steps to troubleshoot and remedy the issue.

#### Bulk File Match Results

For Bulk Matching files that are received by 5:00 p.m. (CT) match results are available for review in the DNP Portal the next business day.

Match results can be exported in three file formats:

- CSV
- Pipe Delimited
- Fixed Width

If a file has more than 50,000 matches, users will need to export their matches, rather than view them directly in the DNP Portal.

If a file has more than 200,000 matches, an agency will need to export by match level category. If any needed matches are unable to be exported, an agency can contact their OPI Agency Lead and Agency Specialist for next steps on receiving this information.

#### Bulk File Match Result Strength

Matches are ranked according to their strength—Conclusive, Probable and Possible. Matches will identify the data element that matched against a record in the relevant data source, and will help you determine the strength and relevance of the record match returned.

<b>Conclusive Match</b>	<ul style="list-style-type: none"><li>• UEI</li><li>• UEI not in SAMENT</li><li>• SSN/EIN/TIN + First Name + Last Name</li><li>• SSN/EIN/TIN + Business Name or Doing Business As</li></ul>
<b>Probable Match</b>	<ul style="list-style-type: none"><li>• TIN not in SAMENT</li><li>• SSN/EIN/TIN</li><li>• SSN/EIN/TIN + Last Name</li></ul>
<b>Possible Match</b>	<ul style="list-style-type: none"><li>• Doing Business As</li><li>• First Name + Last Name</li><li>• First Name + Middle Initial + Last Name</li></ul>

### FAQs

#### What kind of errors can occur with a Bulk Matching file?

Several types of errors can occur such as a file's name not adhering to the standard file naming convention or the data not aligning with the standard format for the data fields. If an error is returned, an OPI Specialist will contact you with suggestions on remedying the error.

#### How do I request additional data sources?

You will need to complete and submit the Initial Questions form. See instructions for how to do that [here](#). The application will be reviewed by Fiscal Service Legal. Please work with your OPI Agency Lead and Agency Specialist to initiate the process.

#### Can an agency 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.

#### 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, please contact your OPI Agency Lead and Agency Specialist. They will coordinate with the Fiscal Service File Transfer team to assist with troubleshooting the connection.

### Important Links

#### Agency Support

For more information on Bulk Matching files, please contact your OPI Agency Lead and Agency Specialist, or email [OPI.outreach@fiscal.treasury.gov](mailto:OPI.outreach@fiscal.treasury.gov).

Access this [full-sized guide](#) for additional information on Bulk Matching Files, including file format specifications and file connection options.



# Batch Matching and Continuous Monitoring Portal Match Examples

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# Whitelisting in Batch Matching and Continuous Monitoring

**Continuous Monitoring**

File Selection > Payment Results > Match Detail

CA( ) TIN - Payee UEI UEI( )

Payment ID	( )	Address 1	-
Agency Location	( )	Address 2	-
Code	( )	City	-
		State	-
		Zip	-

**SAM-EXCL-PUB** (as of 10/13/2021)

Name ↑	SSN/EIN/TIN	Match Level	Match Type	UEI	Classification	Whitelist Reason	Whitelist Expiration Date	Detail
CA( )		POSSIBLE	DBA NAME MATCH	UEI( )	INDIVIDUAL	N/A		<a href="#">Save/Print Detail</a> <a href="#">Show</a>
( )		CONCLUSIVE	UEI MATCH	UEI( )	INDIVIDUAL	<b>NO LONGER WHITELISTED</b>	04/05/2022	<a href="#">Save/Print Detail</a> <a href="#">Show</a>

If there is a match that you know represents a proper payment but it repeatedly shows up in match results, you can choose to apply a Whitelist Reason. To indicate the Whitelist Reason, select the hyperlinked text in the Whitelist Reason column on the Match Detail page.

## Only Conclusive matches can be Whitelisted.

The Reason for Whitelisting pop-up box appears (shown to the left), giving you an opportunity to select from the following options for the Reason to Whitelist the match:

- BUSINESS REASON TO WHITELIST
- FALSE POSITIVE
- NO LONGER WHITELISTED (this choice is available if the match was previously Whitelisted).

You can adjust the Expiration Date to determine the duration of the Whitelist by selecting the calendar icon to open a viewable calendar.

*Note: The Expiration date can only be set or extended up to 90 days from today's date.*

**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.

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

## Whitelist Management

You can manage your Whitelist by selecting the clipboard icon on the navigation page.

The page will contain a list of all payee matches that have been Whitelisted by users with your Access Group.