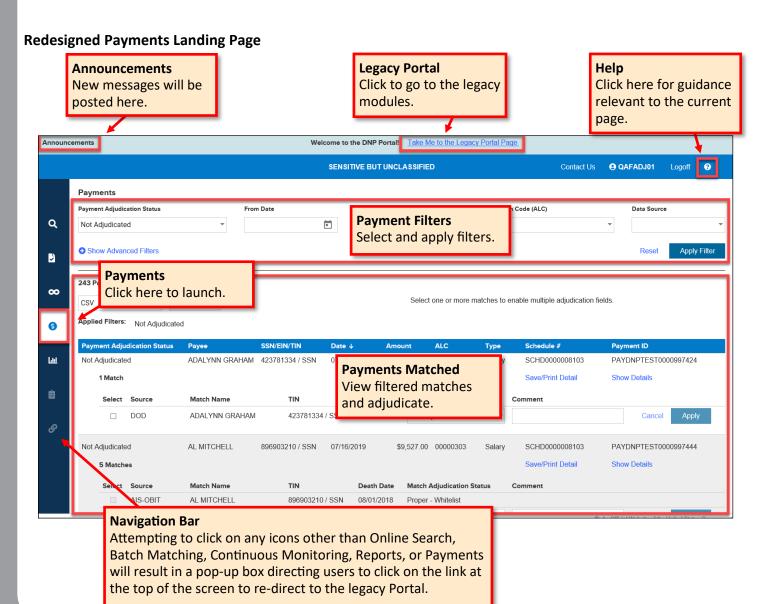# DNP Quick Reference Card
RELEASE 6.4

Overview of Release

- **Payments Portal User Interface Redesign**
- **SAM Exclusion Records Matches Removed from Payment Integration**
- **Future Updates**

Release Enhancements

Payments Portal User Interface Redesign

Description: Between August 2019 and March 2021, the Do Not Pay Portal will be undergoing a major redesign based on user feedback. The purpose of this redesign is to improve the ease of navigation and increase the usefulness of the various functions. Currently, Online Search, Batch Matching, Continuous Monitoring, Reports, and Payments are the redesigned functionalities. All other functionalities will remain in the Legacy Portal until their scheduled upgrade (see Future Updates).
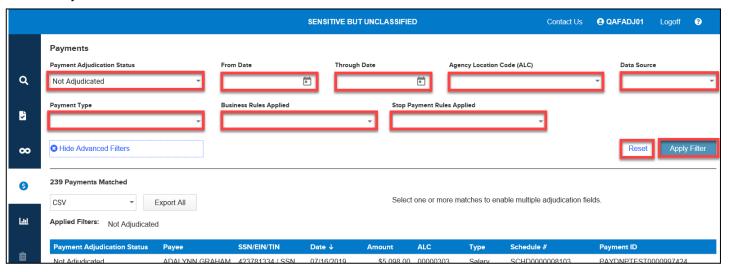
Redesigned Payments Landing Page

Announcements
New messages will be posted here.

Legacy Portal
Click to go to the legacy modules.

Help
Click here for guidance relevant to the current page.

Payment Filters
Select and apply filters.

Payments
Click here to launch.

Payments Matched
View filtered matches and adjudicate.

Navigation Bar
Attempting to click on any icons other than Online Search, Batch Matching, Continuous Monitoring, Reports, or Payments will result in a pop-up box directing users to click on the link at the top of the screen to re-direct to the legacy Portal.

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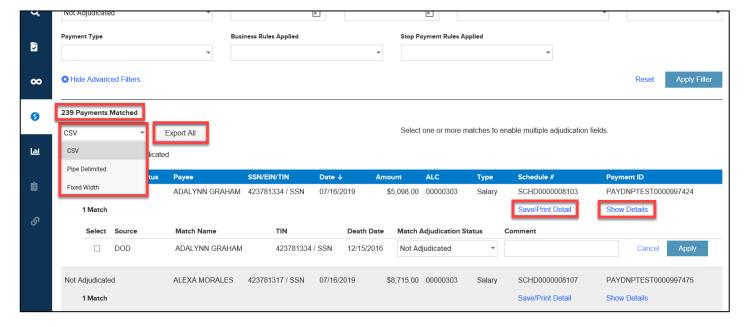BUREAU OF THE FISCAL SERVICE

Release Enhancements (cont.)

Filters

- Using the drop-down menus, select the desired filters for Payment Adjudication Status(es), From Date, Through Date, Agency Location Code(s), and Data Source(s). Note, when the Payments page opens, the default Payment Adjudication Status is Not Adjudicated with matched results displayed below.
- Clicking **[Show Advanced Filters]** allows additional filters by Payment Type, Business Rules Applied, and Stop Payment Rules Applied. Note, you may make more than one selection in the drop-down menus containing selectable boxes.
- Click the **[Apply Filter]** button to display the results. Clicking **[Reset]** removes selected filters and returns to the default Not Adjudicated status.

Payments Matched

- In the Payments Matched section, the total number of matched payments will be displayed.
- Below this you can select the file type to export by clicking on the drop-down menu. Click **[Export All]** to download the matched payments.
- Click **[Show Details]** to view details of the match. Click **[Save/Print Detail]** to save or print the matched payment details.
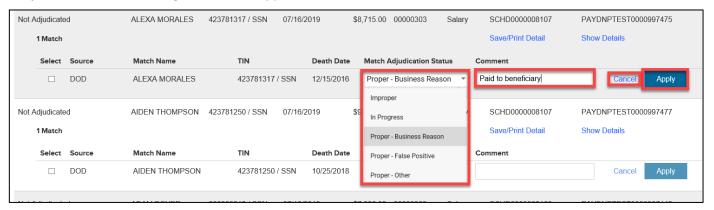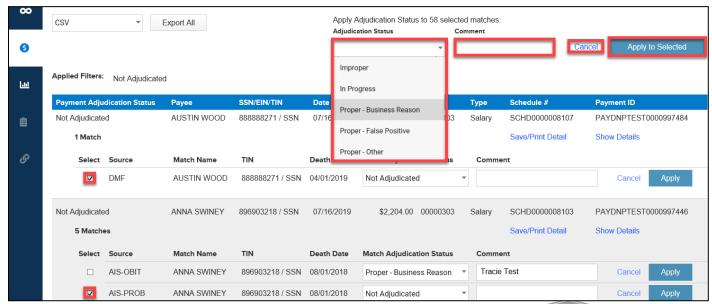
Release Enhancements (cont.)

Adjudicating Payments

- To adjudicate a matched payment, click on the Match Adjudication Status drop-down menu and select the status. Note, records marked "Not Adjudicated" have had no action taken and should be addressed immediately. If any record has already been submitted on an Adjudication Report, then you will be unable to change to a different adjudication status.
- In the Comments field, you can add a description of why the Adjudication Status was selected. Note, there is a maximum limit of 500 characters in this field.
- Click **[Apply]** to update the adjudication status and log the comment, or **[Cancel]** to clear the status selection and comment.
- After clicking **[Apply]** a black field will appear with "Adjudication Successful." Once all matches have been adjudicated, the payment level adjudication status will be updated. The payment will no longer be displayed if the Payment Adjudication Status no longer meets the applied filter criteria.

Adjudicating Multiple Payments

- Select the matches you wish to adjudicate by putting a checkmark in the boxes next to each match. When you do so, the Apply Adjudication Status fields will appear above the list of matches.
- Use the drop-down in the Adjudication Status field to select the status to be applied to all selected matches.
- Insert any comments in the Comments field, if necessary.
- Click **[Apply to Selected]** to update the adjudication status and log the comment. A payment will no longer be displayed if the Payment Adjudication Status no longer meets the applied filter criteria.
- Click **[Cancel]** to clear the Adjudication Status and Comment fields. All checked boxes will also be cleared.
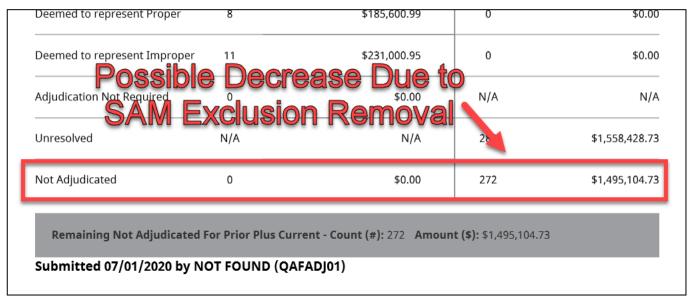
Release Enhancements (cont.)

SAM Exclusion Records Matches Removed from Payment Integration

SAM Exclusion historical matches were removed from Payment Integration. Users may notice a drop in the Not Adjudicated row of the Adjudication Summary Report and Payment Activity Report as a result.

Deemed to represent Proper	8	$185,600.99	0	$0.00
Deemed to represent Improper	11	$231,000.95	0	$0.00
Adjudication Not Required	0	$0.00	N/A	N/A
Unresolved	N/A	N/A	28	$1,558,428.73
Not Adjudicated	0	$0.00	272	$1,495,104.73

Possible Decrease Due to SAM Exclusion Removal

Remaining Not Adjudicated For Prior Plus Current - Count (#): 272 Amount ($): $1,495,104.73

Submitted 07/01/2020 by NOT FOUND (QAFADJ01)

Future Updates

Timeline for Functionality Upgrades to Redesigned Portal

This diagram shows the timeline in which each of the functionalities will be upgraded to the redesigned site, with a completion date by March 2021.

Aug. 3, 2019
Online Search

Feb. 29, 2020
Continuous Monitoring

Oct. 24, 2020
Payment Integration

Dec. 14, 2019
Batch Matching

Jul. 11, 2020
Reports

Jan. - Mar. 2021
Remaining Components & Legacy Portal Discontinued

Completed

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