


# Checklist for Reviewing COP22/FY23 Expenditure Reporting Template – In-Country Agency Users

## Before Accessing COP22/FY23 Expenditure Reporting Template(s) from DATIM via the ERB Processor App:

- ❑ Confirm that the Implementing Partner has submitted all their templates, not just uploaded it
  - In the **Data Approval App**, the status in the View tab should read “Submitted by Partner” for the mechanism
  - Mechanism must appear in the list of mechanisms in the Accept tab
- ❑ Confirm that the template has passed DATIM validation checks
  - In the **ERB Processor App**, the status field should have a green “Success” note or an amber “Warning”
- ❑ Collect any additional documentation needed for review (COP22 FAST Budget, etc.)

**Note:** In COP22, you will not be able to export an excel template to review. The review should be completed directly within the ERB Processor App using the eye-shaped icon under Actions (see image below).

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Approval Status	Actions
17552	LINKAGES	FHI Development 360 LLC	PPSSWF9EN1M5	AID0AAA1400045	\$67,600,819.00	⚠ 6 WARNINGS	PENDING AT PARTNER	

## Before Submitting COP22 Expenditure Reporting Template in DATIM via the Data Approval App:

- ❑ Review the expenditures from the **ERB Processor App** and confirm the DATIM metadata for the mechanism for which the expenditures were submitted
- ❑ Confirm that all error checks in the in the Validations box for each partner within the mechanism have been passed:
- ❑ Confirm cost category expenditures in each intervention are appropriate for the selected intervention
- ❑ Review expenditure totals for accuracy against Award information (e.g., an entry of \$100,000,000 for an Award with a budget of \$100,000 may be a data entry error).
- ❑ Confirm the following information in the DATIM validation feedback in the **ERB Processor App**:
  - The number of interventions,
  - The grand total expenditures.
- ❑ Review narrative explanations for any discrepancies from COP budget submitted alongside the Expenditure Reporting Template.

**Once all checks are completed, accept, and submit template(s) in Data Approval App. Instructions for how to do this can be found in the [Data Review Instructions for Agencies](#).**

## Before Exiting DATIM

- ❑ Verify that at the bottom of the page of the **Data Approval App**, DATIM displays the message “Mechanism successfully submitted,” along with the correct mechanism ID
- ❑ Confirm that the template has been submitted
  - In the **Data Approval App**, the status in View tab should read “Submitted by Partner” for the correct mechanism
- ❑ If the template needs to be returned to the Implementing Partner for editing, go to the Return tab, check the mechanism to be returned, and click “Return”. The status in the View tab should read “Pending at Partner” for the correct mechanism.