



PEPFAR

U.S. President's Emergency Plan for AIDS Relief

Template Data Submission Instructions for Partners

COP23/FY24 Expenditure Reporting



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ERB Processor App Overview



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Reminder from FY23: Online Data Entry

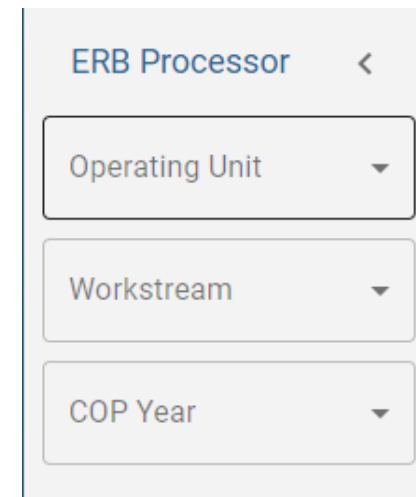
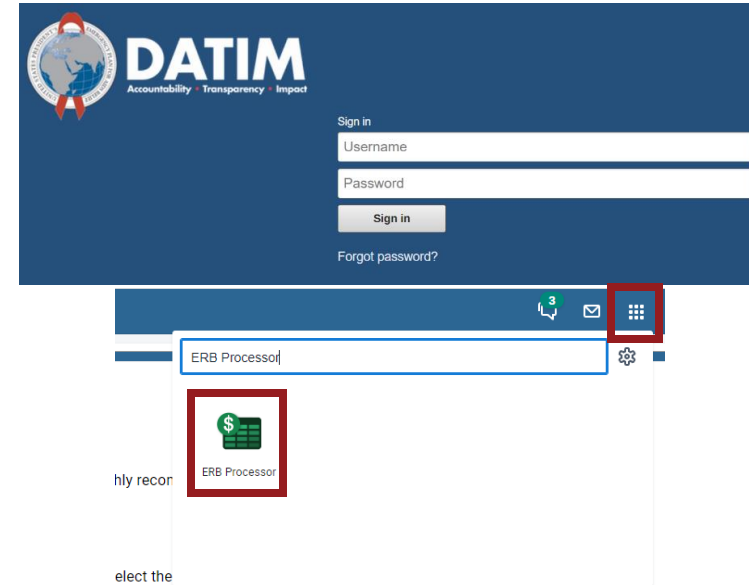
- Data entry can be completed within the Expenditure Reporting & Budget (ERB) Processor App.
 - The App now provides **Prime Partner** users with the ability to enter interventions information and expenditure amounts **directly** into the App
 - The new data entry functionality **integrates with the Expenditure Template** tab of the existing expenditure template, to ensure that offline work can still be done, and then copied and pasted or imported into the App
 - The online data entry functionality will also have **real time validations**, providing error/review messages, as unlikely combinations are entered

Prime Partner			
DEPARTMENT OF STATE			
IMPORT			
	A	B	C
1		Program Management	Categorization of Intervention 2
2	Intervention Name	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	Program Area
4	Targeted Beneficiary	Non-Targeted Populations	Targeted Beneficiary
5	Cost Category	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical	N/A	
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A	
8	Personnel: Salaries- Other Staff		
9	Fringe Benefits		
10	Travel: International Travel		
11	Travel: Domestic Travel		
12	Equipment: Health Equipment		
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical	N/A	
15	Supplies: Health- Non Pharmaceutical	N/A	
16	Supplies: Other Supplies		
17	Contractual: Contracted Health Care Workers- Clinical	N/A	
18	Contractual: Contracted Health Care Workers- Ancillary	N/A	
19	Contractual: Contracted Interventions	N/A	
20	Contractual: Other Contracts		
21	Construction		
22	Training		
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges		
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$0	\$0

Above: New ERB Processor App Data Entry Fields

Accessing the ERB Processor App

- Sign into <https://www.datim.org>
- On the top right-hand corner of the screen, select the apps menu.
- Within the apps menu, select the ERB Processor App
- For Workstream, select "Expenditure Reporting"
- For COP Year, select "COP23 (FY24)"
- If your mechanism is not available, please work with your agency POCs to update FACTS Info Next Gen (FI-NG) to indicate that this mechanism was active in COP23FY24



ERB Processor App Layout

- Like with FY23 reporting, the ERB Processor App is broken down into two sections for reporting: Prime and Subrecipients, with the Prime expenditure entry at the top of the page and Subrecipient entry below

Mechanism			
Mech ID	11500		
Award #	n/a		
Mechanism Name	StateAFSmallGrants - Community Grants		
Mechanism total:	\$1		

Data Entry Progress			
1	Entering Data	Enter expenditures and then proceed to the next step by validating them. Keep in mind saving does not validate nor submit your expenditures for approval.	
		<input type="button" value="SAVE"/> Unsaved changes	<input type="button" value="VALIDATE"/>
2	Validated		
3	Submitted		

Instructions			
Prime Partner			
DEPARTMENT OF STATE	1 Warning	Total: \$0	EXPORT
Subrecipients below \$25,000			
Name 2	Valid	Total: \$0	EXPORT
Subrecipients above \$25,000			
Name	Valid	Total: \$1	EXPORT

Narrative			
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Saving Expenditures and Preparing for Submission: Prime Partner



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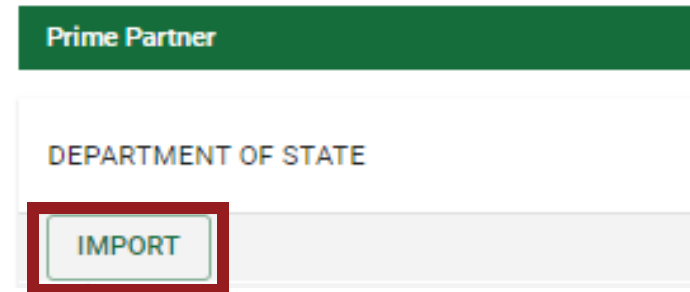
Step 1: Complete Expenditures in Template

- Once the Reporting Tab has been chosen, you can enter intervention information (Program Area and Beneficiary) and expenditures
- Color coded **error** and **review** validations are available for unlikely combinations of Program Area and Beneficiary, as well as Program Area and Cost Category in the *Primes and Subs Over \$25k* tab
- To review the full list of validations and how to complete expenditures, please see [COP23/FY24 Template Data Entry Instructions for Partners Page in PEPFAR Zendesk](#)

	A	B	C	D	E	F	G
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
2	Intervention Name:						
3	Program Area:	PM: IM Program Management-NSD	ASP: Human Resources for Health-NSD	C&T: HIV Clinical Services-SD	HTS: Community-based Testing-SD	PREV: Non-Biomedical HIV Prevention-SD	SE: Psychosocial support-NSD
4	Targeted Beneficiary:	Non-Targeted Populations	Children	Children	Children	Children	Children
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6
6	Personnel: Salaries- Health Care Workers- Clinical			\$12,324		\$234	
7	Personnel: Salaries- Health Care Workers- Ancillary						
8	Personnel: Salaries- Other Staff		\$4,362,363	\$12,323	\$123,214	\$234	
9	Fringe Benefits		\$123,213	\$123,424	\$123	\$242	
10	Travel: International Travel						\$812,345
11	Travel: Domestic Travel	\$123,948					
12	Equipment: Health Equipment	\$123,742	\$123,742			\$127,646	
13	Equipment: Non-Health Equipment						
14	Supplies: Pharmaceutical						
15	Supplies: Health- Non Pharmaceutical				\$234,324		
16	Supplies: Other Supplies			\$42,435			\$123,245
17	Contractual: Contracted Health Care Workers- Clinical						
18	Contractual: Contracted Health Care Workers- Ancillary						
19	Contractual: Contracted Interventions						
20	Contractual: Other Contracts						\$123,424
21	Construction						
22	Training						
23	Other: Financial Support for Beneficiaries						\$124,427
24	Other: Other						
25	Indirect Charges						
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$247,690	\$4,609,318	\$190,506	\$357,661	\$128,356	\$1,183,441
27							
28	Choose ONLY ONE Reporting Tab						
29	Primes or Subs Over \$25k Tab	Use this tab if your organization had total expenditures OVER \$25,000					
30	Subrecipients Under \$25k Tab	Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000					

Submission Option 1: Import Template into App

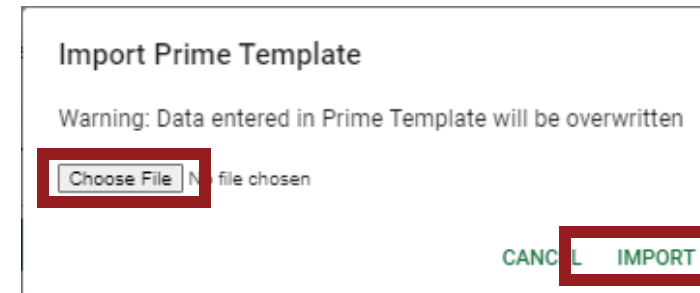
- In the ERB Processor App, click the name of the Prime Partner to open the data entry field
 - Select "Import"
- Select "Choose File" and select the file with the completed expenditures
- Select "Import"



Prime Partner

DEPARTMENT OF STATE

IMPORT



Import Prime Template

Warning: Data entered in Prime Template will be overwritten

Choose File No file chosen

CANCEL IMPORT

Saving Expenditures and Preparing for Submission: Subrecipients Over \$25,000



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Step 1: Complete Expenditures in Template

- Once the Reporting Tab has been chosen, you can enter intervention information (Program Area and Beneficiary) and expenditures
- Color coded **error** and **review** validations are available for unlikely combinations of Program Area and Beneficiary, as well as Program Area and Cost Category.
- To review the full list of validations and how to complete expenditures, please see [COP23/FY24 Template Data Entry Instructions for Partners Page in PEPFAR Zendesk](#)

	A	B	C	D	E	F	G
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
2	Intervention Name:						
3	Program Area:	PM: IM Program Management-NSD	ASP: Human Resources for Health-NSD	C&T: HIV Clinical Services-SD	HTS: Community-based Testing-SD	PREV: Non-Biomedical HIV Prevention-SD	SE: Psychosocial support-NSD
4	Targeted Beneficiary:	Non-Targeted Populations	Children	Children	Children	Children	Children
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6
6	Personnel: Salaries- Health Care Workers- Clinical			\$12,324		\$234	
7	Personnel: Salaries- Health Care Workers- Ancillary						
8	Personnel: Salaries- Other Staff		\$4,362,363	\$12,323	\$123,214	\$234	
9	Fringe Benefits		\$123,213	\$123,424	\$123	\$242	
10	Travel: International Travel						\$812,345
11	Travel: Domestic Travel	\$123,948					
12	Equipment: Health Equipment	\$123,742	\$123,742			\$127,646	
13	Equipment: Non-Health Equipment						
14	Supplies: Pharmaceutical						
15	Supplies: Health- Non Pharmaceutical				\$234,324		
16	Supplies: Other Supplies			\$42,435			\$123,245
17	Contractual: Contracted Health Care Workers- Clinical						
18	Contractual: Contracted Health Care Workers- Ancillary						
19	Contractual: Contracted Interventions						
20	Contractual: Other Contracts						\$123,424
21	Construction						
22	Training						
23	Other: Financial Support for Beneficiaries						\$124,427
24	Other: Other						
25	Indirect Charges						
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$247,690	\$4,609,318	\$190,506	\$357,661	\$128,356	\$1,183,441
27							
28	Choose ONLY ONE Reporting Tab						
29	Primes or Subs Over \$25k Tab	Use this tab if your organization had total expenditures OVER \$25,000					
30	Subrecipients Under \$25k Tab	Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000					

Step 2: Import Template into App

- In the ERB Processor App, click the name of the Prime Partner to open the data entry field
 - Select "Import"
- Select "Choose File" and select the file with the completed expenditures
- Select the Total Expenditures amount for the subrecipient you are importing
- Select "Import"
- **Please Note: Copy & Paste cannot be done for Subrecipients**

Add new subrecipient

ENTER MANUALLY **IMPORT**

Choose File No file chosen

Total Expenditures

Below \$25,000

Above \$25,000

CANCEL IMPORT

Saving Expenditures and Preparing for Submission: Subrecipients Under \$25,000



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Step 1: Complete Expenditures in Template

- Once the Reporting Tab has been chosen, you can enter intervention information (Program Area and Beneficiary) and expenditures
- Color coded **error** and **review** validations are available for unlikely combinations of Program Area and Beneficiary, as well as Program Area and Cost Category.
- To review the full list of validations and how to complete expenditures, please see [COP23/FY24 Template Data Entry Instructions for Partners Page in PEPFAR Zendesk](#)

	A	B	C	D	E
1	Subrecipient Reporting Under \$25k	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	<i>Intervention Name:</i>				
3	Program Area:	PM: IM Program Management-NSD	ASP: Human Resources for Health-NSD	C&T: HIV Clinical Services-SD	HTS: Community-based Testing-SD
4	Targeted Beneficiary:	Non-Targeted Populations	Children	Children	Children
5	Expenditure:	\$2,500	\$1,000	\$1,000	\$1,000
6					
7	Choose ONLY ONE Reporting Tab				
8	Primes or Subs Over \$25 Tab	Use this tab if your organization had total expenditures OVER \$25,000			
9	Subrecipients Under \$25k Tab	Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000			

Step 2: Import Template into App

- In the ERB Processor App, click the name of the Prime Partner to open the data entry field
 - Select "Import"
- Select "Choose File" and select the file with the completed expenditures
- Select the Total Expenditures amount for the subrecipient you are importing
- Select "Import"
- **Please Note: Copy & Paste cannot be done for Subrecipients**

Add new subrecipient

ENTER MANUALLY **IMPORT**

Choose File No file chosen

Total Expenditures

Below \$25,000

Above \$25,000

CANCEL **IMPORT**

Submitting and Completing Expenditure Reporting



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Finalizing Expenditures for the Mechanism

- Once all the entries have been entered into the ERB Processor App, please review the entries and Validations box to ensure there are no errors
- If there are any reviews, please provide a justification in the Narrative box at the bottom of the page.
 - Please note: this Narrative box should be used for all partners entered for the mechanism (Prime and Subrecipients)
- Once all the reviews have been justified in the Narrative box and all errors are removed, Save & Validate the mechanism
- **Please note: You must "Save" the mechanism before validating.**
- Once the mechanism is successfully validated, a link to open the Data Approvals App will appear

Data Entry Progress

- 1 Entering Data
Enter expenditures and then proceed to the next step by validating them.
Keep in mind saving does not validate nor submit your expenditures for approval.
 Unsaved changes
- 2 Validated
- 3 Submitted

Data Entry Progress

① Saving mechanism...

Data Entry Progress

- 1 Entering Data
Enter expenditures and then proceed to the next step by validating them.
Keep in mind saving does not validate nor submit your expenditures for approval.
- 2 Validated
- 3 Submitted

Data Entry Progress

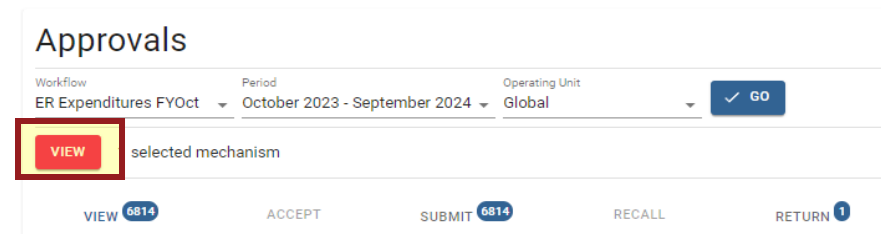
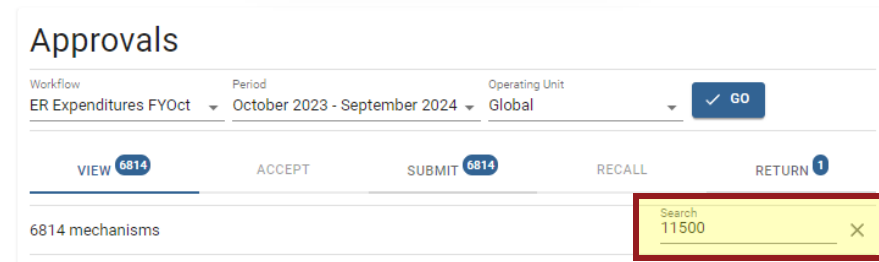
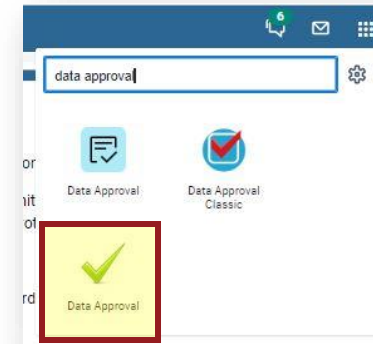
① Uploading template for validation...

Data Entry Progress

- ✓ Entering Data
- 2 Validated
Expenditures have been successfully validated.
The associated mechanism is ready to be submitted for approval in the Data Approvals application.
- 3 Submitted

Submitting Expenditures

- Once the mechanism has been Validated and sent to the Approval App, access the Data Approval App to submit the mechanism
- After selecting the Data Approvals icon, you will be directed to the Data Approval app
- To find your mechanism, select the *ER Expenditures FYOct* workflow and the *October 2023 - September 2024* Period, and search for the Mechanism ID in the Search bar
- Select the mechanism you are submitting using the check box on the left of the name and click "View"



DATIM Submission: Data Approval App

- Select “Submit Mechanism” to submit your expenditure data

Approvals

[➤ SUBMIT MECHANISM](#) BACK

1 — 2 — 3 — 4 — 5 — 6 — 7

pending at partner submitted by partner accepted by agency submitted by agency accepted by global agency submitted by global agency accepted by global

Workflow: ER Expenditures FYOct

Period: October 2023 - September 2024

DATIM Submission: Verify Submission Successful

- Verify that the submission was successful
- If the submission was successful, the status of the mechanism will show as "submitted by partner" in both the Data Approval and ERB Processor App

Approvals

✓ ACCEPT MECHANISM ↩ RETURN MECHANISM BACK

1 pending at partner **2 submitted by partner** 3 accepted by agency 4 submitted by agency 5 accepted by global agency 6 submitted by global agency 7 accepted by global

Workflow: ER Expenditures FYOct
Period: October 2023 - September 2024

11500 - StateAFSmallGrants - Community Grants

Mech	11500 - StateAFSmallGrants - Community Grants
OU	South Africa
Agency	State/AF
Partner	DEPARTMENT OF STATE

Dataset: ERB: Expenditures

Please Use the ERB Processor App for uploading templates for Expenditures or Projected Expenditures.

Data Entry Progress

✓ Entering Data

✓ Validated

3 Submitted

Expenditures have been submitted successfully.
The mechanism can be recalled in order to return to the previous step in the Data Approvals application.
The current Approval Status of the mechanism is Submitted by Partner

OPEN APPROVALS ↗

Recalling the Mechanism (if needed)

- If you need to recall the mechanism (i.e., you have received a request for updates from your Agency POCs), access the Data Approval App and select "Return Mechanism".

DATIM Approvals

[RETURN MECHANISM](#) BACK

1 pending at partner

2 submitted by partner

3 accepted by agency

4 submitted by agency

5 accepted by global agency

6 submitted by global agency

7 accepted by global

Workflow: ER Expenditures FYOct

Period: October 2023 - September 2024

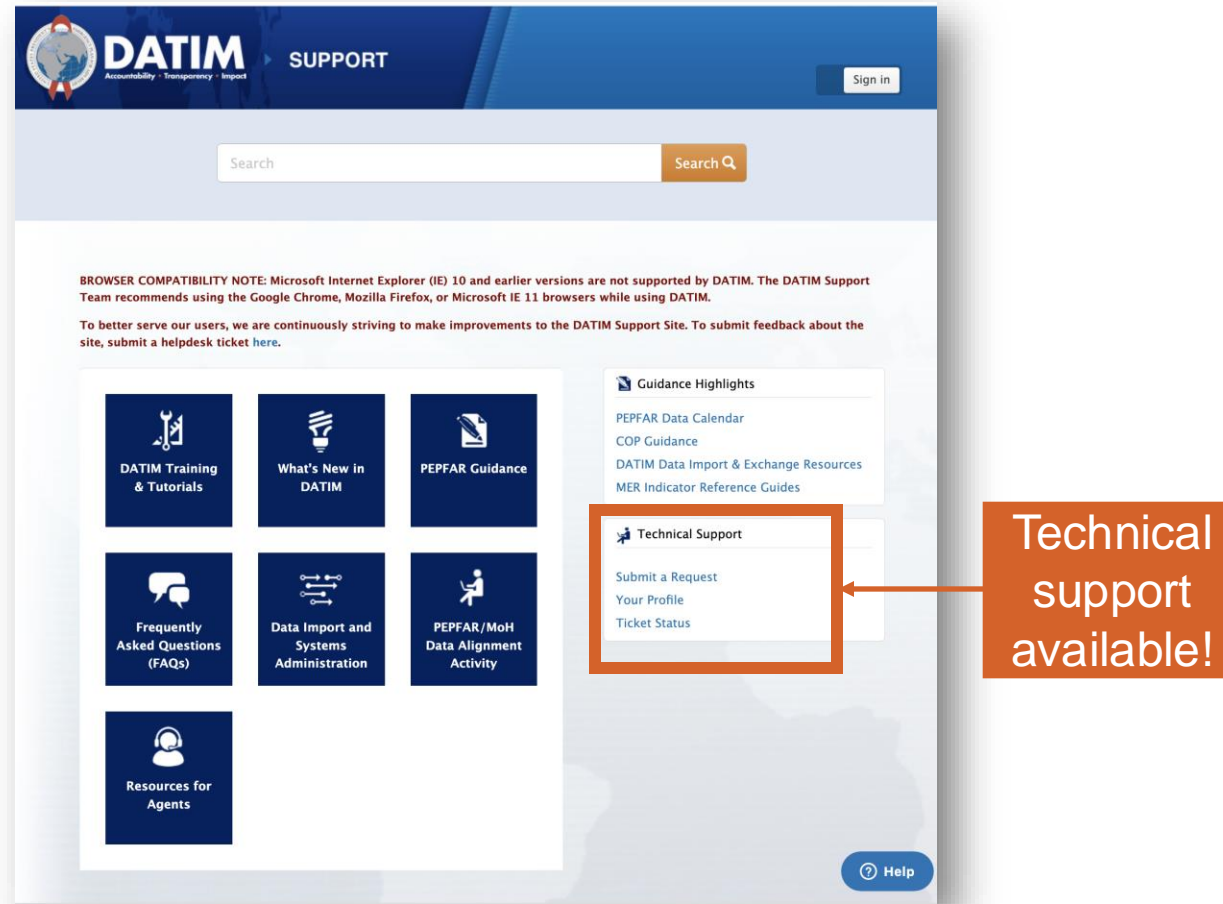
Additional Support



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Technical Support In ZenDesk

- Users who have questions or problems in DATIM can submit a request for technical support in the box highlighted below, on the DATIM Support page: <https://datim.zendesk.com>.



The screenshot shows the DATIM Support page. At the top, there is a blue header with the DATIM logo (Accountability - Transparency - Impact) and the word 'SUPPORT'. A 'Sign in' button is in the top right. Below the header is a search bar. A browser compatibility note is displayed: 'BROWSER COMPATIBILITY NOTE: Microsoft Internet Explorer (IE) 10 and earlier versions are not supported by DATIM. The DATIM Support Team recommends using the Google Chrome, Mozilla Firefox, or Microsoft IE 11 browsers while using DATIM. To better serve our users, we are continuously striving to make improvements to the DATIM Support Site. To submit feedback about the site, submit a helpdesk ticket here.' The main content area features a grid of navigation tiles: 'DATIM Training & Tutorials', 'What's New in DATIM', 'PEPFAR Guidance', 'Frequently Asked Questions (FAQs)', 'Data Import and Systems Administration', 'PEPFAR/MoH Data Alignment Activity', and 'Resources for Agents'. On the right, there are two sections: 'Guidance Highlights' (listing PEPFAR Data Calendar, COP Guidance, DATIM Data Import & Exchange Resources, and MER Indicator Reference Guides) and 'Technical Support' (listing 'Submit a Request', 'Your Profile', and 'Ticket Status'). The 'Submit a Request' link is highlighted with an orange box, and an orange callout box with the text 'Technical support available!' has an arrow pointing to it. A 'Help' button is located at the bottom right of the page.

Submit a Request

DATIM Accountability · Transparency · Impact

SUPPORT

Sign in

Search Search Q

DATIM > Submit a request

Submit a request

Please choose from the issue topics below. On the next screen you will be asked for more details on each topic.

- MER or SIMS Structured Datasets
- Expenditure Reporting (ER)
- Data Pack COP
- Data Pack OPU
- PEPFAR Virtual Academy

Return to DATIM Terms of Service

Submit a Request

DATIM > Submit a request

Submit a request

Please choose from the issue topics below. On the next screen you will be asked for more details on each topic.

Your email address *

Description *

Please enter a complete description. For errors: This should include the click path you took to receive the error, which web browser and version you are using, and ideally a screen shot you can attach below. For new account requests: Please detail the reason you need this account.

DATIM user name *

Please enter the DATIM user name you are logging in with and experiencing issues or require support.

Organization *