



PEPFAR

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

DATIM ERB Processor App 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

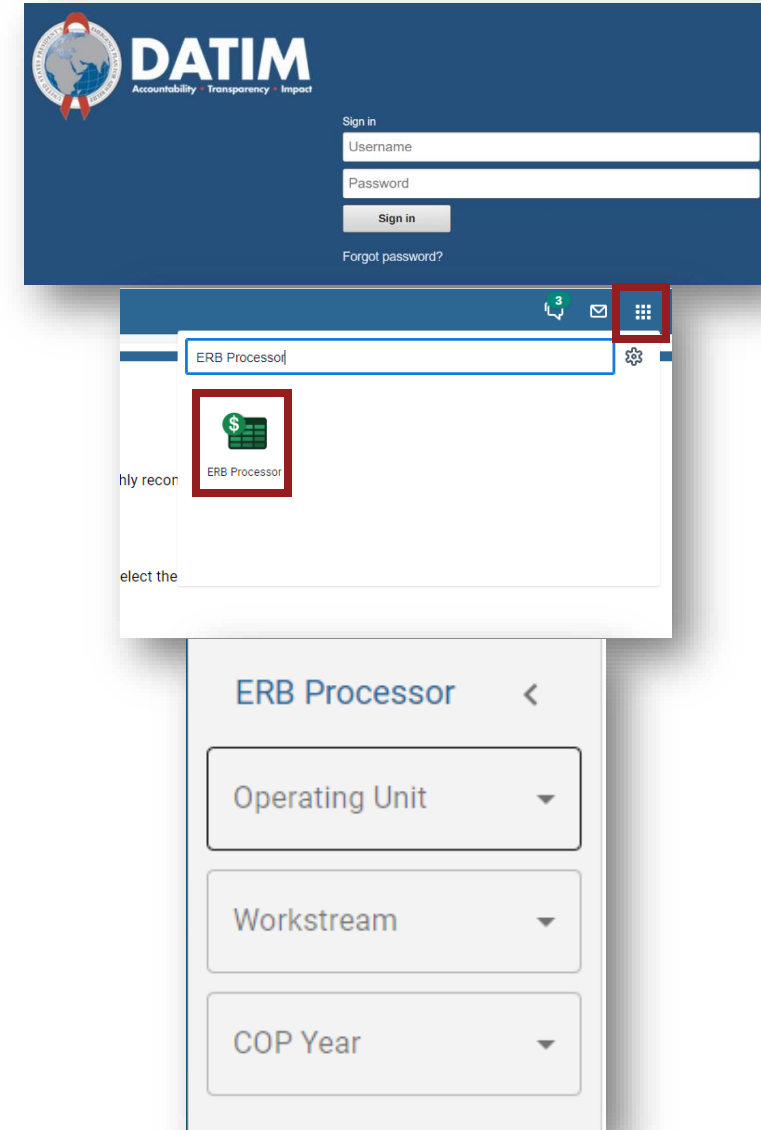
- Data entry can now be completed within the Expenditure Reporting & Budget (ERB) Processor App.
 - The App now provides **Prime Partner** users with the ability to enter interventions information and expenditure amounts **directly** into the App
 - The new data entry functionality **integrates with 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

Intervention Name	Program Area	Targeted Beneficiary	Cost Category
Intervention name...	Program Management	Intervention Area...	Program management expenditure
Program Area	Intervention Area...	Program Area	Expenditure against intervention 2
Targeted Beneficiary	Program Area	Targeted Beneficiary	
Cost Category	Program management expenditure	Expenditure against intervention 2	
Personnel Salaries-Health Care Workers-Clinical			90
Personnel Salaries-Health Care Workers- Ancillary			90
Personnel Salaries- Other Staff			
Fringe Benefits			
Travel- International Travel			
Travel- Domestic Travel			
Equipment- Health Equipment			
Equipment- Non-Health Equipment			
Supplies- Pharmaceutical			90
Supplies- Health- Non-Pharmaceutical			90
Supplies- Other Supplies			
Contractual- Contracted Health Care Workers- Clinical			90
Contractual- Contracted Health Care Workers- Ancillary			90
Contractual- Contracted Interventions			90
Contractual- Other Contracts			
Construction			
Training			
Other- Financial Support for Beneficiaries			
Other- Other			
Indirect Charges			
Total Expenditure per Intervention (Sum of Cost Categories)			90

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
<input type="button" value="ADD SUBRECIPIENT"/>			
Narrative			



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Saving Expenditures and Preparing for Submission: Prime Partners

Step 1: Complete Expenditures in App

- Click the Prime Partner name to open the data entry table for Prime reporting
- Enter data directly into cells in the ERB App
- 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 instructions for how to enter expenditures in the ERB App, please see [COP23FY24 DATIM ERB App Data Entry Instructions for Partners Page in PEPFAR Zendesk](#)

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD ▾	ASP: Human resources for health-NSD ▾	SE: Economic strengthening-SD ▾
4	Targeted Beneficiary	Non-Targeted Populations ▾	Children ▾	Children ▾
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Personnel: Salaries- Health Care Workers- Clinical	N/A		
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A		
8	Personnel: Salaries- Other Staff	\$ 123,242	\$ 4,362,363	\$ 1,242,423
9	Fringe Benefits	\$ 12,323	\$ 123,213	\$ 12,324
10	Travel: International Travel			
11	Travel: Domestic Travel	\$ 124,324		\$ 123,232
12	Equipment: Health Equipment		\$ 123,741	\$ 1,232
13	Equipment: Non-Health Equipment			
14	Supplies: Pharmaceutical	N/A		
15	Supplies: Health- Non Pharmaceutical	N/A		\$ 2,321
16	Supplies: Other Supplies		\$ 1,232,324	
17	Contractual: Contracted Health Care Workers- Clinical	N/A		
18	Contractual: Contracted Health Care Workers- Ancillary	N/A		\$ 4,124
19	Contractual: Contracted Interventions	N/A		
20	Contractual: Other Contracts			
21	Construction		\$ 123,231	
22	Training		\$ 1,242,423	
23	Other: Financial Support for Beneficiaries			\$ 123,242
24	Other: Other			
25	Indirect Charges	\$ 1,242,242		
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,502,131	\$7,207,295	\$1,508,898
Validation				
No errors or warnings found				

Step 2: Saving Expenditures

- 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

The image displays three sequential screenshots of the 'Data Entry Progress' interface in the ERB Processor App. Each screenshot shows a progress bar with three steps: 1. Entering Data, 2. Validated, and 3. Submitted.

- Top Screenshot:** Step 1 'Entering Data' is active. The instructions read: '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.' Below the text, there is a red 'SAVE' button with a document icon, followed by the text 'Unsaved changes' and a grey 'VALIDATE' button with a checkmark icon.
- Middle Screenshot:** Step 1 is completed, and Step 2 'Validated' is active. The progress bar shows a blue bar under Step 1 and a light blue bar under Step 2.
- Bottom Screenshot:** Step 2 is completed, and Step 3 'Submitted' is active. The progress bar shows a blue bar under Step 1, a light blue bar under Step 2, and a dark blue bar under Step 3. The 'SAVE' button is now greyed out, and the 'VALIDATE' button is green with a white checkmark.



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Saving Expenditures and Preparing Submission: Subrecipients

Step 1: Complete Expenditures in App

- Click the Add Subrecipient button to enter Subrecipients as needed
- Enter data directly into cells in the ERB App
- Color coded **error** and **review** validations are available for unlikely combinations of Program Area and Beneficiary, as well as Program Area and Cost Category for each subrecipient
- To review the full list of validations and instructions for how to enter expenditures in the ERB App, please see [COP23FY24 DATIM ERB App Data Entry Instructions for Partners Page in PEPFAR Zendesk](#)

Below: Entry for Subrecipients Above \$25,000

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	ASP: Human resources for health-NSD	SE: Economic strengthening-SD
4	Targeted Beneficiary	Non-Targeted Populations	Children	Children
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Personnel: Salaries- Health Care Workers- Clinical		N/A	
7	Personnel: Salaries- Health Care Workers- Ancillary		N/A	
8	Personnel: Salaries- Other Staff	\$ 123,242	\$ 4,362,363	\$ 1,242,423
9	Fringe Benefits	\$ 12,323	\$ 123,213	\$ 12,324
10	Travel: International Travel			
11	Travel: Domestic Travel	\$ 124,324		\$ 123,232
12	Equipment: Health Equipment		\$ 123,741	\$ 1,232
13	Equipment: Non-Health Equipment			
14	Supplies: Pharmaceutical		N/A	
15	Supplies: Health- Non Pharmaceutical			\$ 2,321
16	Supplies: Other Supplies		\$ 1,232,324	
17	Contractual: Contracted Health Care Workers- Clinical		N/A	
18	Contractual: Contracted Health Care Workers- Ancillary		N/A	\$ 4,124
19	Contractual: Contracted Interventions		N/A	
20	Contractual: Other Contracts			
21	Construction		\$ 123,231	
22	Training		\$ 1,242,423	
23	Other: Financial Support for Beneficiaries			\$ 123,242
24	Other: Other			
25	Indirect Charges	\$ 1,242,242		
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,502,131	\$7,207,295	\$1,508,898
Validation				
No errors or warnings found				

Below: Entry for Subrecipients Below \$25,000

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	C&T: HIV/TB-SD	HTS: Facility-based testing-NSD
4	Targeted Beneficiary	Non-Targeted Populations	Children	Children
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Subrecipient Total	\$ 1,000	\$ 1,000	\$ 1,000
Validation				
No errors or warnings found				

Step 2: Saving Expenditures

- 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

The image displays three sequential screenshots of the 'Data Entry Progress' interface in the ERB Processor App. Each screenshot shows a progress indicator with three steps: 1. Entering Data, 2. Validated, and 3. Submitted.

The first screenshot shows the 'Entering Data' step. The progress bar is at the beginning. Below the instructions, there is a red 'SAVE' button with a document icon, followed by the text 'Unsaved changes' and a grey 'VALIDATE' button with a checkmark icon.

The second screenshot shows the 'Saving mechanism...' step. The progress bar is partially filled, and the 'VALIDATE' button is now active and green.

The third screenshot shows the 'Validated' step. The progress bar is nearly full, and the 'VALIDATE' button is now greyed out, indicating the process is complete.



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Submitting and Completing Expenditure Reporting

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.

SAVE Unsaved changes VALIDATE

2 Validated

3 Submitted

Data Entry Progress

2 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.

VALIDATE

2 Validated

3 Submitted

Data Entry Progress

2 Uploading template for validation...

Data Entry Progress

✓ Entering Data

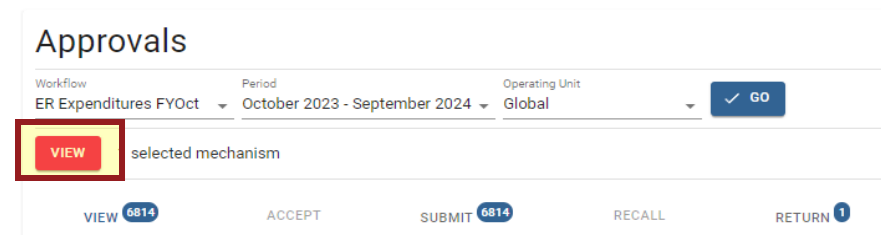
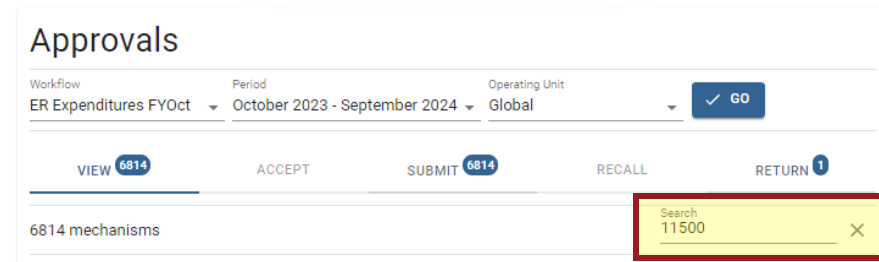
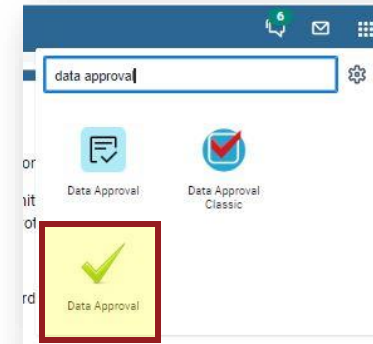
2 Validated
Expenditures have been successfully validated.
The associated mechanism is ready to be submitted for approval in the Data Approvals application.

EDIT OPEN APPROVALS

3 Submitted

Submitting Expenditures

- Once the mechanism has been Validated and sent to the Data 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



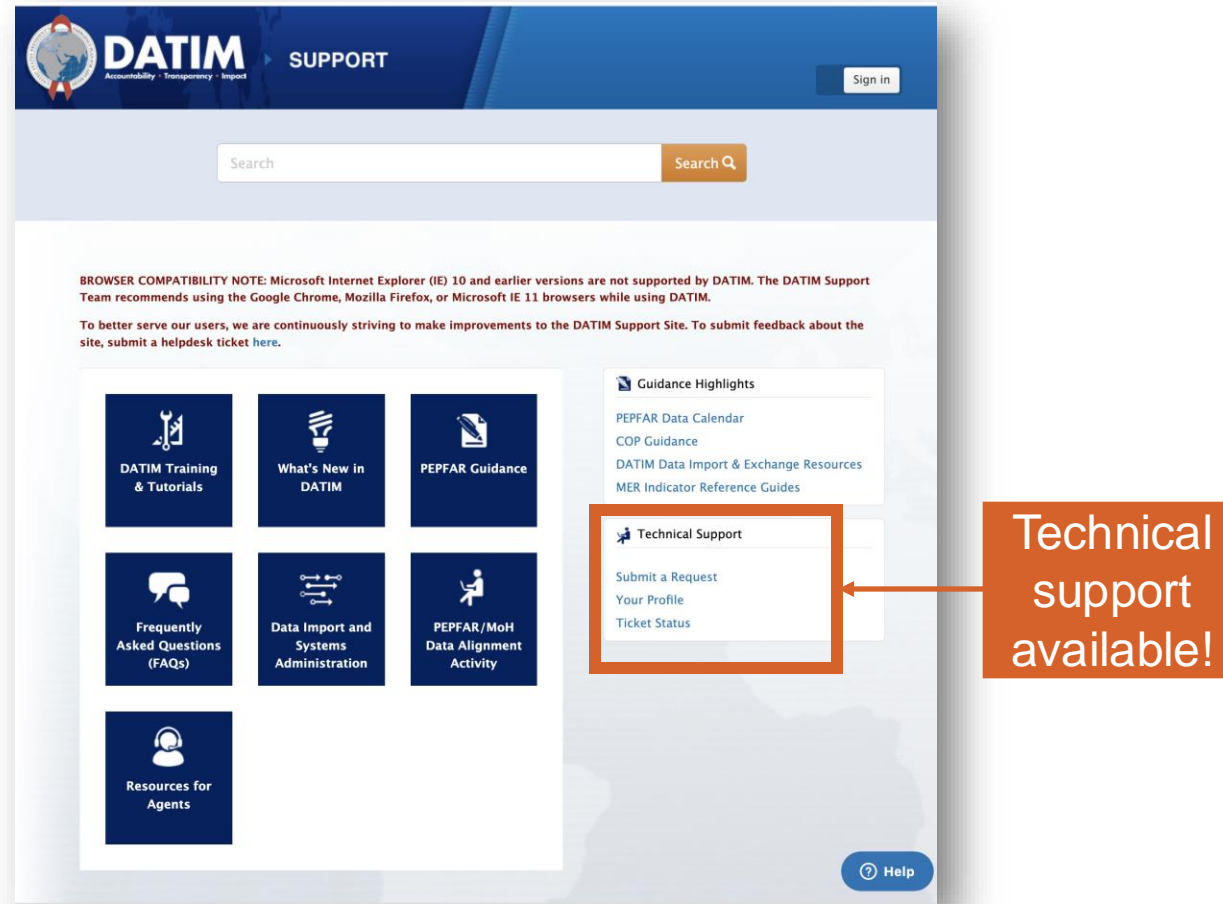
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Additional Support

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 arrow points from a text box to it. A 'Help' button is in the bottom right corner.

Technical support available!

Submit a Request

DATIM SUPPORT

Accountability · Transparency · Impact

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.

Expenditure Reporting (ER)

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 *