

# Template Data Entry Instructions for Partners COP23 FY24 Expenditure Reporting

### **Table of Contents**

•	Template Overview	3-6
•	Choosing the Reporting Tab	7-8
•	Primes or Subs Over \$25k Tab	9-26
	Entering Expenditures	9-17
	Error Checks	18-24
	Resolving Error Checks	25-26
•	Subrecipients Under \$25k Tab	27-42
	Entering Expenditures	27-35
	Error Checks	36-40
	Resolving Error Checks	41-42
•	Additional Support	43-46
•	Appendix	47-65
	Full List of Unlikely Combinations of Program Area and Beneficiary	48-51
	Full List of Unlikely Combinations of Program Area and Cost Category- Reviews	52-60
	<ul> <li>Full List of Unlikely Combinations of Program Area and Cost Category- Errors</li> </ul>	61-65



# **Template Overview**



#### **Updates in FY24**

- 1. Shift to Beneficiary/Sub-Beneficiary to Targeted Beneficiary Reporting
  - Targeted Beneficiaries include: AGYW, Pregnant & Breastfeeding Women, Children, OVC, Military, Key Populations, Non-Targeted Populations
  - Beneficiary reporting guidance (including differences between beneficiary reporting) is available in the <u>PEPFAR Financial</u> <u>Classifications Reference Guide</u>
- 2. Program Area Updates
  - List of updates available in the <u>PEPFAR Financial Classifications Reference Guide</u>
- 3. Access to Exports for Partners and Agencies through DATIM Genie & ERB Processor App
  - DATIM Genie provides IM-level data, and includes budget amounts and <u>Allocated Beneficiaries</u>, refreshed nightly
  - ERB Processor App provides Partner-level data, and includes partner-level specifics, refreshed real time as users "Save" entries

For more details on these updates, please review the <u>What's New For COP23/FY24 Expenditure Reporting Page</u> on PEPFAR Zendesk.



# **Simplified Offline Template**

- The new data entry functionality will integrate 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 template will allow users to enter 1 partner per template, selecting either the "Primes or Subs Over \$25k" tab for full cost category detail or the "Subrecipients Under \$25k" tab
- The template can then be imported into the ERB App or copied and pasted as needed.
- This will be available on the DATIM Zendesk page here.

and Subrecipient Reporting Over \$25,000     Management     Intervention 2     Intervention 3     Intervention 4       2     Program Area     Beneficiary     Expenditures against     Expenditures agains		Α		В	С	D	E
Intervention Nome:     Program management     Expenditures against     Intervention 3       6     Personnel: Salaries - Health Care Workers - Clinical     Intervention 3     Intervention 4       7     Personnel: Salaries - Other Staff     Intervention 4     Intervention 3       8     Personnel: Salaries - Other Staff     Intervention 4       9     Pravel: Contracture     Intervention 4       9     Pravel: Contracture     Intervention 4       9     Supplies: Health Equipment     Intervention 4       10     Travel: Contracture     Intervention 4       11     Travel: Contracture     Intervention 4       12     Supplies: Health Equipment     Intervention 4       13     Equipment: Non-Health Equipment     Intervention 4       14     Supplies: Health Non Pharmaceutcal     Intervention 4       15     Supplies: Health Care Workers- Clinical     Intervention 4       16     Contracture     Intervention 4       17     Contracture     Intervention 4       18     Contracture     Intervention 4       19     Contracture     Intervention 5       10     Contracture     <		Prime Reporting		Program	Categorization	of Categorization of	Categorization of
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A     Beneficiary:     Program management expenditures     Expenditures against intervention 3     Expenditures against intervention 3     Expenditures against intervention 3       6     Personnel: Salaries - Health Care Workers - Clinical     Intervention 2     Intervention 3       7     Personnel: Salaries - Health Care Workers - Ancillary     Intervention 3     Intervention 4       9     Fringe Benefits     Intervention     Intervention 4       10     Travel: International Travel     Intervention     Intervention       11     Travel: Domestic Travel     Intervention     Intervention       12     Equipment: Non-Health Equipment     Intervention     Intervention       13     Equipment: Non-Health Equipment     Intervention     Intervention       14     Supplies: Tharmacoutical     Intervention     Intervention       15     Supplies: Cher Supplies     Intervention     Intervention       16     Supplies: Cher Supplies     Intervention     Intervention       17     Contractual: Contracted Health Care Workers- Ancillary     Intervention     Intervention       10     Contractual: Contracted Interventions     Intervention     Intervention       10     Construction     Intervention     Intervention       11     Construction     Intervention     Intervention <t< td=""><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	2						
Cost Category         Program management expenditures         Expenditures against Intervention 2         Expenditures against Intervention 3         Expenditures against Intervention 4           7         Personnel: Salaries-Health Care Workers-Ancillary         Intervention 2         Intervention 3           9         Fringe Benefits         Intervention 4         Intervention 4           10         Travel: International Travel         Intervention 4         Intervention 4           11         Travel: International Travel         Intervention 4         Intervention 4           12         Equipment: Health Equipment         Intervention 4         Intervention 4           13         Supplies: Pharmaceutical         Intervention 4         Intervention 4           14         Supplies: Health- Non Pharmaceutical         Intervention 4         Intervention 4           15         Supplies: Inderventions         Intervention 4         Intervention 4           16         Supplies: Inderventions         Intervention 4         Intervention 4           16         Contractual: Contracted Health Care Workers- Ancillary         Intervention 4         Intervention 4           16         Contractual: Contracted Health Care Workers- Ancillary         Intervention 4         Intervention 4           16         Contractual: Contracted Health Care Workers- Ancillary<	3	Prog	gram Area:				
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6       Personnel: Salaries-Health Care Workers-Ancillary         7       Personnel: Salaries-Health Care Workers-Ancillary         9       Fringe Benefits         11       Travel: International Travel         12       Equipment: Health Equipment         13       Equipment: Non-Health Equipment         14       Supplies: Pharmaceutical         15       Supplies: Pharmaceutical         16       Supplies: Health Care Workers- Ancillary         17       Contractual: Contracted Health Care Workers- Ancillary         18       Contractual: Contracted Health Care Workers- Ancillary         19       Contractual: Contracted Health Care Workers- Ancillary         10       Contractual: Contracted Health Care Workers- Ancillary         10       Contractual: Contracted Health Care Workers- Ancillary         10       Contractual: Contracted Health Care Workers- Ancillary         11       Contractual: Contracted Health Care Workers- Ancillary         11       Contractual: Contracted Health Care Workers- Ancillary         11       Contractual: Contracted Health Care Workers- Ancillary         12       Contractual: Contracted Health Care Workers- Ancillary         12       Contractual: Contracted Health Care Workers- Ancillary         12       Contractual: Contracted Health Care Workers- Ancillary			Prog	ram management	Expenditures aga	inst Expenditures again	st Expenditures agains
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9       Fringe Benefits	7	Personnel: Salaries- Health Care Workers- Ancillary					
0       Travel: International Travel	8	Personnel: Salaries- Other Staff					
11       Travel: Domestic Travel	9	Fringe Benefits					
12       Equipment: Health Equipment         13       Equipment: Non-Health Equipment         14       Supplies: Pharmaceutical         15       Supplies: Health. Non Pharmaceutical         16       Supplies: Cother Supplies         17       Contractual: Contracted Health Care Workers- Clinical         18       Contractual: Contracted Health Care Workers- Ancillary         10       Contractual: Contracted Health Care Workers- Ancillary         11       Contractual: Contracted Health Care Workers- Ancillary         12       Training         13       Contractual: Contracted Health Care Workers- State Sta	10	Travel: International Travel					
13       Equipment: Non-Health Equipment         14       Supplies: Pharmaceutical         15       Supplies: Realth: Non Pharmaceutical         16       Supplies: Other Supplies         17       Contractual: Contracted Health Care Workers- Clinical         18       Contractual: Contracted Health Care Workers- Ancillary         19       Contractual: Contracted Health Care Workers- Ancillary         10       Contractual: Other Contracts         11       Contractual: Other Contracts         12       Construction         13       Other: Financial Support for Beneficiaries         14       Supplies:         15       Indirect Charges         16       Supplies:         16       Supplies:         17       Contractual: Contracted Health Care Workers- Ancillary         16       Contractual: Other Contracts         10       Contractual: Contracted:         10       Contractual: Contracts         11       Contractual: Contracts         12       Training         13       Charges         14       Use this tab if your organization had total expenditures UNDER \$25,000         15       Choose ONLY ONE Reporting Tab         16       Intervention 2	11	Travel: Domestic Travel					
14       Supplies: Pharmaceutical	12	Equipment: Health Equipment					
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16       Supplies: Other Supplies         17       Contractual: Contracted Health Care Workers- Clinical         18       Contractual: Contracted Health Care Workers- Ancillary         19       Contractual: Contracted Interventions         10       Contractual: Contracted Interventions         10       Contractual: Contracted Interventions         11       Contractual: Other Contracts         12       Contractual: Other Contracts         12       Construction         13       Other: Other         14       Indirect Charges         15       Indirect Charges         16       Subprecipients Under \$25k Tab         16       Subrecipients Under \$25k Tab         16       Subrecipient Reporting Under \$25k         17       Categorization of Intervention 3         18       Program         19       Program Area:         10       Intervention 3         10       Intervention 4         10       Intervention 4	14	Supplies: Pharmaceutical					
17       Contractual: Contracted Health Care Workers- Clinical         18       Contractual: Contracted Health Care Workers- Ancillary         19       Contractual: Contracted Interventions         20       Contractual: Contracts         21       Contractual: Contracts         22       Construction         23       Other: Financial Support for Beneficiaries         24       Other: Other         25       Indirect Charges         26       Total Expenditure per Intervention (Sum of Cost Categories)         27       Choose ONLY ONE Reporting Tab         28       Choose ONLY ONE Reporting Tab         29       Primes or Subs Over \$25 Tab         20       Subtrecipients Under \$25k Tab         21       Subtrecipients Under \$25k Tab         26       A         27       B         28       C         29       Primes or Subs Over \$25 Tab         20       Use this tab if your organization had total expenditures UNDER \$25,000         20       Subrecipients Under \$25k Tab         21       Intervention A mericipient AND your organization of intervention 4         22       Intervention A mericipient Reporting Under \$25k         23       Intervention A mericipient A magement intervention 2 <td>15</td> <td>Supplies: Health- Non Pharmaceutical</td> <td></td> <td></td> <td></td> <td></td> <td></td>	15	Supplies: Health- Non Pharmaceutical					
18       Contractual: Contracted Health Care Workers- Ancillary	16	Supplies: Other Supplies					
19       Contractual: Contracted Interventions	17	Contractual: Contracted Health Care Workers- Clinical	l i i i i i i i i i i i i i i i i i i i				
20       Contractual: Other Contracts	18	Contractual: Contracted Health Care Workers- Ancilla	ry				
21       Construction	19	Contractual: Contracted Interventions					
22       Training       Image: Context Contex	20	Contractual: Other Contracts					
23       Other: Financial Support for Beneficiaries	21	Construction					
24       Other: Other       Indirect Charges       0       50       50       50       50         25       Indirect Charges       50       \$0       \$0       \$0       \$0       \$0         27       Choose ONLY ONE Reporting Tab       Use this tab if your organization had total expenditures OVER \$25,000       Subrecipients Under \$25 Tab       Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000         30       Subrecipients Under \$25k Tab       Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000         4       B       C       D       E         5       Cost:       Intervention 3       Intervention 4         6       Frogram Area:       E       E         7       Choose ONLY ONE Reporting Tab       E       E	22	Training					
25     Indirect Charges     50     \$0     \$0     \$0       26     Total Expenditure per Intervention (Sum of Cost Categories)     \$0     \$0     \$0     \$0       28     Choose ONLY ONE Reporting Tab     Use this tab if your organization had total expenditures OVER \$25,000     Subtracipients Under \$25k Tab     Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000       20     Subtracipients Under \$25k Tab     Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000       21     A     B     C     D     E       22     Intervention Rome:     Categorization of intervention 2     Intervention 4       31     Program Area:     Intervention 4     Intervention 4       4     Beneficiary:     Intervention 4       5     Cost:     Intervention 4       6     Choose ONLY ONE Reporting Tab     Intervention Tab	23	Other: Financial Support for Beneficiaries					
26       Total Expenditure per Intervention (Sum of Cost Categories)       \$0       \$0       \$0       \$0       \$0         27       Choose ONLY ONE Reporting Tab       Primes or Subs Over \$25 Tab       Use this tab if your organization had total expenditures OVER \$25,000         30       Subtrecipients Under \$25k Tab       Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000         4       B       C       D       E         5       Cost:       Intervention 3       Intervention 3       Intervention 4         4       Beneficiary:       Cost:       Cost:       Cost:       Cost:         6       Choose ONLY ONE Reporting Tab       Cost:       Cost:       Cost:       Cost:       Cost:	24	Other: Other					
27       Choose ONLY ONE Reporting Tab         28       Primes or Subs Over \$25 Tab         29       Primes or Subs Over \$25 Tab         30       Subrecipients Under \$25k Tab         30       Subrecipients Under \$25k Tab         30       Subrecipients Under \$25k Tab         4       B         6       C         6       Cost:         6       Cost:	25	Indirect Charges					
28       Choose ONLY ONE Reporting Tab       Use this tab if your organization had total expenditures OVER \$25,000         29       Primes or Subs Over \$25 Tab       Use this tab if your organization had total expenditures UNDER \$25,000         30       Subrecipients Under \$25k Tab       Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000         4       B       C       D       E         1       Subrecipient Reporting Under \$25k       Management       Categorization of       Categorization of         2       Intervention Name:       Intervention 2       Intervention 4         3       Program Area:       Intervention 4         4       Beneficiary:       Intervention 4         5       Cost:       Intervention 4         6       Choose ONLY ONE Reporting Tab       Intervention 4	26	Total Expenditure per Intervention (Sum of Cost C	Categories)	\$0	\$0	\$0	\$0
A     B     C     D     E       1     Subrecipient Reporting Under \$25k     Program Area:     Intervention Name:     Intervention A       3     Program Area:     Subrecipient Subrecipient A     Subrecipient Area:       4     Beneficiary:     Subrecipient Area:       5     Cost:     Subrecipient Area:       6     Choose ONLY ONE Reporting Tab     Choose ONLY ONE Reporting Tab	27						
A     B     C     D     E       1     Subrecipient Reporting Under \$25k     Management     Intervention 2     Intervention 3     Intervention 4       2     Intervention Name:     Intervention 3     Intervention 4       3     Program Area:     Intervention 4       4     Beneficiary:     Intervention 4       5     Cost:     Intervention 4       6     Cost:     Intervention 5	28	Choose ONLY ONE Reporting Tab					
A B C D E A B C D E Subrecipient Reporting Under \$25k Management Intervention 2 Intervention 4 Program Categorization of Intervention 3 Intervention 4 Program Area: Beneficiary: Cost: Cost: Choose ONLY ONE Reporting Tab	29	Primes or Subs Over \$25 Tab Use	this tab if your	organization ha	d total expenditu	res OVER \$25,000	
A B C D E Subrecipient Reporting Under \$25k Management Intervention 2 Intervention 4 Interventi	30	Subrecipients Under \$25k Tab Use	this tab if you a	are a subrecipier	nt AND your orga	nization had total exper	nditures UNDER \$25,00
A B C D E Subrecipient Reporting Under \$25k Management Intervention 2 Intervention 3 Intervention 4 Intervention Name: Intervention 2 Intervention 3 Intervention 4 Program Area: A Beneficiary: Cost: Cost: Choose ONLY ONE Reporting Tab						· · · · ·	
A B C D E Subrecipient Reporting Under \$25k Management Intervention 2 Intervention 4 Interventi		Above: New	Prime	or Subs	>\$25 00	Otemplate	
Subrecipient Reporting Under \$25k         Program Management         Categorization of Intervention 2         Categorization of Intervention 3         Categorization of Intervention 4           2         Intervention Name:		Above. New	/ I IIIIIC	or Subs .	-725,00	otempiate	
Subrecipient Reporting Under \$25k         Program Management         Categorization of Intervention 2         Categorization of Intervention 3         Categorization of Intervention 4           2         Intervention Name:							
1     Subrecipient Reporting Under \$25k     Management     Intervention 2     Intervention 3     Intervention 4       2     Intervention Name:      Intervention 3     Intervention 4       3     Program Nera:          4     Beneficiary:          5     Cost:          7     Choose ONLY ONE Reporting Tab		A	В		с	D	E
1     Subrecipient Reporting Under \$25k     Management     Intervention 2     Intervention 3     Intervention 4       2     Intervention Name:      Intervention 3     Intervention 4       3     Program Nera:          4     Beneficiary:          5     Cost:          7     Choose ONLY ONE Reporting Tab			Program	Categori	ization of	Categorization of	Categorization of
2     Intervention Name:	1	Subrecipient Reporting Under \$25k					
3     Program Area:     ************************************	_		hanogement			interventiono	intervention i
Beneficiary:     Cost:       5     Cost:       6     Cost:       7     Choose ONLY ONE Reporting Tab							
5         Cost:             6	_	_					
6 Choose ONLY ONE Reporting Tab							
7 Choose ONLY ONE Reporting Tab	_	Cost					
	_						
8 Primes or Subs Over \$25 Tab Use this tab if your organization had total expenditures OVER \$25,000	7						

Above: New Subs <\$25,000 template

Subrecipients Under \$25k Tab Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000





## **Only 1 Partner Per Template**

- The template will allow users to enter **1 partner per template**, selecting either the "Primes or Subs Over \$25k" tab for full cost category detail or the "Subrecipients Under \$25k" tab
- It is important to note that this year's template only allows 1 partner (either prime or subrecipient) to report in each template, and thus each prime and subrecipient will need to fill out a separate template. This includes subrecipients below \$25k in expenditures.
  - Subs and primes CANNOT combine their expenditures into the same excel template as they have in years past.
- Additionally, the option to report multiple Subrecipients with expenditures below \$25,000 within the Prime's template is no longer available.
- The template will still include separate tabs for each type of partner (Prime, Subs Over \$25,000 and Subs Under \$25,000), how ever, once
  one reporting tab has expenditures entered, the other tab will be grayed out to ensure that only one organization is entered per
  template.



# (If Subrecipient) Enter Organization Information

- If the template is being used to report a subrecipient organization, please fill out the following in the Subrecipient Organization tab:
  - Subrecipient Organization Name
  - Subrecipient UEI
    - > If a subrecipient UEI number is unknown at the time of reporting, please enter '11111111111'.
    - > If a subrecipient is not required to have a UEI number, please enter '99999999999'.
    - > Both must have exactly 12 digits.
- The tab contains validations for "TBD"-named organizations and invalid UEIs (0000000000)
- **Please note:** Primes do not need to complete this tab if they are reporting their organization in the template.

1	Subrecipient Organ	ization Name:				
2	Subrecipient UEI:					
3						
4						
5						
4	Instructions	Subrecipient Or	ganization	Primes or Subs Over \$25k	Subrecipie	nts Under \$25k



# **Choosing the Reporting Level (Tab)**



# **Choose Reporting Level (Tab)**

- For each template, decide which tab you will use to report:
- Primes or Subs Over \$25k
  - All Prime Partners
  - Subrecipients with expenditures greater than \$25,000
  - Subrecipients with Expenditures less than or equal to \$25,000, if they want to report in full cost category detail
- Subrecipients Under \$25k
  - Subrecipients with Expenditures less than or equal to \$25,000

Partner Type	New Reporting Tab To Use
Prime Partner	Primes or Subs Over \$25k
Subrecipient with greater than \$25,000 in expenditures	Primes or Subs Over \$25k
Subrecipient with less than or equal to \$25,000 in expenditures	Subrecipients Under \$25k

**Reminder!:** From FY23 onwards, each template must contain the expenditures for one and only one partner. Subs and primes CANNOT combine their expenditures into the same excel template as they have in years past.



# Primes or Subs Over \$25k Tab



# **Entering Expenditures** Primes or Subs Over \$25k Tab



#### **Complete Template Tab**

- Once the Reporting Tab has been chosen, you can enter intervention information (Program Area and Targeted 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 or Subs Over \$25k* tab
- To review the full list of validations, please see Appendix A, B, and C of this document

#### Primes or Subs Over \$25k Reporting Tab

	A		В	С	D
	Prime Reporting		Program	Categorization of	Categorization of
1	and Subrecipient Reporting Over \$25,0	00	Management	Intervention 2	Intervention 3
2	Inter	vention Name:			
			PM: IM Program		C&T: HIV Clinical
3		Program Area:	Management-NSD	PREV: VMMC-SD	Services-SD
			Non-Targeted Pop: Not		
4		Beneficiary:	disaggregated	Females: Girls	Females: Girls
			Program management	Expenditures against	Expenditures against
5	Cost Category		expenditures	Intervention 2	Intervention 3
6	Personnel: Salaries- Health Care Workers- Clinica			\$12,500	\$25,000
7	Personnel: Salaries- Health Care Workers- Ancilla	rv		\$25,000	\$153,540
8	Personnel: Salaries- Other Staff	.,		\$20,000	\$200,010
9	Fringe Benefits				
10	Travel: International Travel		\$25,000		\$50.000
11	Travel: Domestic Travel		+/		+,
12	Equipment: Health Equipment				\$45,500
13	Equipment: Non-Health Equipment				
14	Supplies: Pharmaceutical				
15	Supplies: Health- Non Pharmaceutical				
16	Supplies: Other Supplies				
17	Contractual: Contracted Health Care Workers- Cli	nical			
18	Contractual: Contracted Health Care Workers- An	cillary			
19	Contractual: Contracted Interventions				
20	Contractual: Other Contracts		\$325,000		
21	Construction				
22	Training				\$25,000
23	Other: Financial Support for Beneficiaries				
24	Other: Other				
25	Indirect Charges		\$242,350	\$50,000	
26	Total Expenditure per Intervention (Sum of C	ost Categories)	\$592.350	\$87.500	\$299,040
	Instructions     Subrecipient C	rganization	Primes or Subs C	Over \$25k Subrec	ipients Under \$25k



#### **Step 1: Select Program Area**

	А	В	С
	Prime Reporting or	Program	Categorization of
1	Subrecipient Reporting Over \$25,000	Management	Intervention 2
2	Intervention Name:		
		PM: IM Program	
3	Program Area:	Management-NSD	PREV: VMMC-SD
4	Targeted Beneficiary:	AGYW	Key Populations
		Program management	Expenditures against
5	Cost Category	expenditures	Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical		\$50,000
7	Personnel: Salaries- Health Care Workers- Ancillary		\$50,293
8	Personnel: Salaries- Other Staff	\$1,000	
9	Fringe Benefits	Ç1,000	
10	Travel: International Travel	\$2,500	\$1,000
11	Travel: Domestic Travel	\$2,949	+-/
12	Equipment: Health Equipment		
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical		
15	Supplies: Health- Non Pharmaceutical		
16	Supplies: Other Supplies	\$29,494	
17	Contractual: Contracted Health Care Workers- Clinical		
18	Contractual: Contracted Health Care Workers- Ancillary		
19	Contractual: Contracted Interventions		
20	Contractual: Other Contracts		
21	Construction		\$1,000
22	Training		
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges		\$29,394
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$35,943	\$131,687
-	Instructions Subrecipient Organization	Primes or Subs Over	\$25k Subrecipients

Select the Program: Subprogram-Service Delivery (or non) combination from the drop down list.

Do not paste values into these cells; use the program area drop down list. If a pasted value in this cell does not exactly match one of the options on the drop down list, IPs should not upload the template since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.



### **Step 1: Select Program Area**

- The complete list of the unique combination options on the program drop down list is shown here
- These reflect the new program areas introduced in COP23, available in the <u>Financial Classifications Reference Guide</u>
- Please note the following abbreviations that are used on this list:
  - C&T= Care and Treatment
  - HTS= Testing
  - PREV= Prevention
  - SE= Socioeconomic
  - ASP= Above Site Programs
  - SD= service delivery
  - NSD= non-service delivery

•C&T: HIV Clinical Services-SD •C&T: HIV Clinical Services-NSD •C&T: HIV Laboratory Services-SD C&T: HIV Laboratory Services-NSD •C&T: HIV Drugs-SD •C&T: HIV Drugs-NSD •C&T: HIV/TB-SD •C&T: HIV/TB-NSD •HTS: Facility-based testing-SD •HTS: Facility-based testing-NSD •HTS: Community-based testing-SD •HTS: Community-based testing-NSD •PREV: Non-Biomedical HIV Prevention-SD •PREV: Non-Biomedical HIV Prevention-NSD •PREV: VMMC-SD •PREV: VMMC-NSD •PREV: PrEP-SD •PREV: PrEP-NSD PREV: Medication assisted treatment-SD PREV: Medication assisted treatment-NSD •PREV: Condom & Lubricant Programming-SD •PREV: Condom & Lubricant Programming-NSD PREV: Not Disaggregated-SD •PREV: Not Disaggregated-NSD •PREV: Violence Prevention and Response-SD •PREV: Violence Prevention and Response-NSD •SE: Case Management-SD •SE: Case Management-NSD •SE: Economic strengthening-SD •SE: Economic strengthening-NSD

•SE: Education assistance-SD SE: Education assistance-NSD •SE: Psychosocial support-SD •SE: Psychosocial support-NSD •SE: Food and nutrition-SD •SE: Food and nutrition-NSD •ASP: Procurement & supply chain management-NSD ASP: Human resources for health-NSD ASP: Laboratory systems strengthening-NSD •ASP: Public financial management strengthening-NSD •ASP: Management of Disease Control Programs-NSD •ASP: Laws, regulations & policy environment-NSD •ASP: Injection Safety-NSD •ASP: Surveys, Surveillance, Research, & **Evaluation (SRE)-NSD** •ASP: Health Management Information Systems (HMIS)-NSD •PM: IM Program Management-NSD PM: IM Closeout costs-NSD PM: USG Program Management-NSD



### **Step 2: Select Targeted Beneficiary**

i	А	В		C	1	
	Prime Reporting or		Catago	rization of	1	
1	Subrecipient Reporting Over \$25,000	Program Management	-	vention 2		
2	Intervention Name:	Wanagement	interv	ention2		
2	intervention nume.	PM: IM Program				Sel
3	Program Area:	u u u	PREV: V	VMMC-SD		360
4	Targeted Beneficiary:		Koy Bo	pulations		
	Talgeted beneficially.					
		Program management		ures against		
5	Cost Category	expenditures	Interv	vention 2		
6	Personnel: Salaries- Health Care Workers- Clinical		\$50	0,000		Do
7	Personnel: Salaries- Health Care Workers- Ancillary		\$50	0,293		cells;
8	Personnel: Salaries- Other Staff	\$1,000				cens;
9	Fringe Benefits					drop
10	Travel: International Travel	\$2,500	\$1	,000		urop
11	Travel: Domestic Travel	\$2,949				this
12	Equipment: Health Equipment					
13	Equipment: Non-Health Equipment					one
14	Supplies: Pharmaceutical					
15	Supplies: Health- Non Pharmaceutical					dow
16	Supplies: Other Supplies	\$29,494				+h
17	Contractual: Contracted Health Care Workers- Clinical					the
18	Contractual: Contracted Health Care Workers- Ancillary					with
19	Contractual: Contracted Interventions					VVICII
20	Contractual: Other Contracts					a
21	Construction		\$1	,000		
22	Training					
23	Other: Financial Support for Beneficiaries					
24	Other: Other					
25	Indirect Charges			9,394		
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$35,943	\$13	31,687		
-	Instructions Subrecipient Organization	Primes and Subs Ove	er \$25k	Subrecipien	its Ui	nder \$25k

Select the Targeted Beneficiary from the drop down list.

Do not paste values into these cells; use the Targeted beneficiary drop down list. If a pasted value in this cell does not exactly match one of the options on the drop down list, IPs should not upload the template since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.



## **Step 2: Select Targeted Beneficiary**

- The complete list of the targeted beneficiary drop down list is shown here
- These reflect the new Targeted Beneficiary/Allocated Beneficiary structure introduced in COP23, available in the <u>Financial Classifications Reference Guide</u>
- Please note the following abbreviations that are used on this list:
  - AGYW: Adolescent Girls and Young Women
  - OVC: Orphans and Vulnerable Children

- •AGYW
- •Key Populations
- •Pregnant and Breastfeeding Women
- •OVC
- •Children
- •Military
- •Non-Targeted Populations



# **Step 2: Program Management always Intervention 1**

	А	В	
	Prime Reporting or	Program	
1	Subrecipient Reporting Over \$25,000	Management	
2	Intervention Name:	5	
		PM: IM Program	
3	Program Area:		The first intervention
4	Targeted Beneficiary:	AGYW	
		Program management	drop down now only
5	Cost Category	expenditures	relevant PM Program
6	Personnel: Salaries- Health Care Workers- Clinical	-	- Televalli Fivi Flografi
7	Personnel: Salaries- Health Care Workers- Ancillary		mechanism (i.e., F
8	Personnel: Salaries- Other Staff	\$1,000	
9	Fringe Benefits	<i>\$1,000</i>	<ul> <li>mechanisms will s</li> </ul>
10	Travel: International Travel	\$2,500	Drogrom Monogomo
11	Travel: Domestic Travel	\$2,949	Program Managemei
12	Equipment: Health Equipment		drop dow
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical		
15	Supplies: Health- Non Pharmaceutical		
16	Supplies: Other Supplies	\$29,494	If your mechanism
17	Contractual: Contracted Health Care Workers- Clinical		a Program Manage
18	Contractual: Contracted Health Care Workers- Ancillary		
19	Contractual: Contracted Interventions		please leave this inte
20	Contractual: Other Contracts		
21	Construction		
22	Training		
23 24	Other: Financial Support for Beneficiaries		
24	Other: Other		-
25	Indirect Charges Total Expenditure per Intervention (Sum of Cost Categories)	\$35,943	
20			
4	Instructions Subrecipient Organization	Primes or Subs Over	\$25k Subrecipients Under \$25k
1000			

n Program Area ly includes the m Areas for your Peace Corps see "PM:USG ent-NSD" in their ۸n).

does not have ement Budget, ervention empty.



# **Step 3: Enter Expenditure by Sub Cost Category**

	А	В	
	Prime Reporting or	Program	
1	Subrecipient Reporting Over \$25,000	Management	
2	Intervention Name:		
		PM: IM Program	
3	Program Area:	Management-NSD	
4	Targeted Beneficiary:	AGYW	
		Program management	
5	Cost Category	expenditures	
6	Personnel: Salaries- Health Care Workers- Clinical		For each intervention onter
7	Personnel: Salaries-Health Care Workers- Ancillary		For each intervention, enter
8	Personnel: Salaries- Other Staff	\$1,000	expenditures into the appropriate sub
9	Fringe Benefits	Ģ1,000	experiances into the appropriate sub
10	Travel: International Travel	\$2,500	cost categories
11	Travel: Domestic Travel	\$2,949	
12	Equipment: Health Equipment	<i>4_/-</i>	
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical		
15	Supplies: Health- Non Pharmaceutical		
16	Supplies: Other Supplies	\$29,494	
17	Contractual: Contracted Health Care Workers- Clinical		
18	Contractual: Contracted Health Care Workers- Ancillary		
19	Contractual: Contracted Interventions		
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)	\$35,943	
-	Instructions Subrecipient Organization	Primes or Subs Ove	r \$25k Subrecipients Under \$25k



# **Error Checks** Primes or Subs Over \$25k Tab



#### **Errors and Reviews**

• Below is a list of the possible validations you can receive in the Primes or Subs Over \$25k tab:

Validation	Туре	Page #s
Unlikely Targeted Beneficiary	review	21
Unlikely Cost Category	<mark>review</mark>	22
Missing Intervention Data	error	23
Not Applicable Cost Category – Program Management	error	24
Not Applicable Cost Category – Above Site Programs	error	25

- Review are for entries that should be reviewed to confirm they are allocated corrected, but may still be reported
- Errors are for entries that cannot be reported, as they contradict PEPFAR Financial Classification definitions



# **Unlikely Targeted Beneficiary**

- This validation check will look for very unlikely combinations of program areas and targeted beneficiaries. This validation check will flag the errant targeted beneficiary in a yellow highlight and change the text to an amber color.
- A complete list of these combinations can be found in Appendix A.

1	A	В	С
	Prime Reporting or	Program	Categorization of
1	Subrecipient Reporting Over \$25,000	Management	Intervention 2
2	Intervention Name:		5 5
3		PM: IM Program Management-NSD	PREV: Medication assisted Treatment- NSD
4	Targeted Beneficiary:	AGYW	OVC
5	Cost Category	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical		\$50,000
7	Personnel: Salaries- Health Care Workers- Ancillary		\$50,293
8	Personnel: Salaries- Other Staff	\$1,000	
9	Fringe Benefits		
10	Travel: International Travel	\$2,500	\$1,000
1	Travel: Domestic Travel	\$2,940	
12	Equipment: Health Equipment		-
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical		
.5	Supplies: Health- Non Pharmaceutical		-
6	Supplies: Other Supplies	\$29,494	e
17	Contractual: Contracted Health Care Workers- Clinical		-
18	Contractual: Contracted Health Care Workers- Ancillary		5
19	Contractual: Contracted Interventions		
20	Contractual: Other Contracts		
22	Construction		\$1,000
23	Training Other: Financial Support for Beneficiaries		-
24	Other: Other		-
25	Indirect Charges		\$29,394
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$35,934	\$131,687
			ibrecipients Under \$25k



# **Unlikely Cost Category**

- There are several additional combinations of program areas and cost categories that are unlikely but will only flag as reviews and thus will not prevent upload into DATIM.
- These cost categories should not be used, and any data entry into them should be reconsidered. The only possible reason that these could be entered is if smaller interventions-that are appropriate for that cost category- have been lumped into larger ones for reporting simplicity.
- Please reference the <u>Financial Classification reference guide</u> if you receive a reviews in your template as this validation indicates that your costs may have been incorrectly classified.
- The following will be reviews:
  - Healthcare Worker costs (personnel or contractual) under Non Service Delivery if Program Area is C&T, PREV, SE, or HTS,
  - Construction costs under Service Delivery,
  - International Travel costs under Service Delivery
  - Training costs under Service Delivery
  - "Financial Support for Beneficiaries" costs under Non-Service Delivery
  - If Health/Non-Pharmaceutical and Pharmaceutical supply costs under ASP PA
  - If Pharmaceutical supply costs under HTS program area
- A full list is available under Appendix B.

1	Α	В	С
	Prime Reporting or Subrecipient Reporting Over \$25,000	Program	Categorization of
1		Management	Intervention 2
2	Intervention Name:		
	Program Area:	PM: IM Program Management-NSD	PREV: Medication assisted Treatment- NSD
4	Targeted Beneficiary:	AGYW	OVC
		Program management	Expenditures against
5	Cost Category	Contract	Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical		\$50,000
7	Personnel: Salaries- Health Care Workers- Ancillary		\$50,293
8	Personnel: Salaries- Other Staff	\$1,000	
9	Fringe Benefits		
10	Travel: International Travel	\$2,500	\$1,000
11	Travel: Domestic Travel	\$2,940	
12	Equipment: Health Equipment		
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical		
15	Supplies: Health- Non Pharmaceutical		
16	Supplies: Other Supplies	\$29,494	с. К
17	Contractual: Contracted Health Care Workers- Clinical		
18	Contractual: Contracted Health Care Workers- Ancillary		
19	Contractual: Contracted Interventions		
20	Contractual: Other Contracts		
21	Construction		\$1,000
22	Training		5 00-9 b
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges		\$29,394
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$35,934	\$131,687



# **Missing Intervention Data**

- This validation check will look for undefined interventions.
  - For example, if an intervention does not have a Program
     Area or Beneficiary, this validation check will flag the empty
     cell in the errant intervention with a pink highlight

,000 htervention Name:	Program Management	Categorization of Intervention 2
	Management	Intervention 2
etervention Name:		
		PM: IM Program
Program Area:		Management-NSD
geteu benennen p		
	Program management	Expenditures agains
	expenditures	Intervention 2
Clinical		
Ancillary		
	\$125,000	\$10,000
ers- Clinical		
ers- Ancillary		
Cost Catogorias)	\$125,000	\$10,000
• ,	f Cost Categories)	f Cost Categories) \$125,000



# Not Applicable Cost Category – Program Management

- The first type of unlikely program area/cost category combinations are found in interventions with the program area of Program Management
- If Program Management is selected as the Program Area in interventions 2 through 35, certain cost categories are not applicable for data entry and will be flagged as errors
  - These cost categories are:
    - > Personnel: Salaries Health Care Workers Clinical
    - > Personnel: Salaries Health Care Workers Ancillary
    - > Supplies: Pharmaceuticals
    - > Supplies: Health Non Pharmaceuticals
    - > Contractual: Contracted Health Care workers Clinical
    - > Contractual: Contracted Health Care workers Ancillary
    - > Contractual: Contracted Interventions
    - > Subrecipient
- Please note: Indirect costs can ONLY be entered in Program Management interventions, so if Program Management is not selected as the Program Area in an intervention, the Indirect Charges cost category is not appropriate for data entry and will be flagged as an error.

	А	В	С
	Prime Reporting	Program	Categorization of
1	and Subrecipient Reporting Over \$25,000	Management	Intervention 2
2	Intervention Name:		
3	Program Area	PM: IM Program Management-NSD	PM: IM Program Management-NSD
4	Targeted Beneficiary	AGYW	AGYW
		Program management	Expenditures against
5	Cost Category	expenditures	Intervention 2
-			\$10,000
7	Porconnaly Salarian Health Care Workers Apeillant		\$10,000
8	Personnel: Salaries- Other Staff	\$125,000	\$10,000
9	Fringe Benefits		\$10,000
10	Travel: International Travel		\$10,000
11	Travel: Domestic Travel	\$5,000	\$10,000
12	Equipment: Health Equipment		\$10,000
13	Equipment: Non-Health Equipment		\$10,000
4.4			\$10,000
15	Supplies: Health Non Pharmacoutical		\$10,000
16	Supplies: Other Supplies		
			\$10,000
10			\$10,000
10	Contractual: Contracted Interneticae		\$10,000
20	Contractual: Other Contracts		
21	Construction		
22	Training		
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges	\$250,650	
26	Total Expenditure per Intervention (Sum of Cost Categories	\$380,650	\$130,000
4	Instructions     Subrecipient Organization     Primes	or Subs Over \$25k Su	brecipients Under \$25k



# Not Applicable Cost Category – Above Site Programs

- The next major type of unlikely combination of program area and cost category is healthcare workers and financial support for beneficiaries found in Above Site interventions
- If Above Site is selected as the Program Area in interventions 2 through 35, the following cost categories are not applicable for data entry and will be flagged as errors
  - These cost categories are:
    - > Personnel: Salaries Health Care Workers Clinical
    - > Personnel: Salaries Health Care Workers Ancillary
    - > Contractual: Contracted Health Care workers Clinical
    - > Contractual: Contracted Health Care workers Ancillary
    - Please note that individuals trained as doctors, nurses, and other healthcare workers who work on Above Site activities, are not considered healthcare workers in the PEPFAR Financial Classifications. For an individual to be classified as a healthcare worker, they must be providing services to patients at a health facility. Their classification is based on what work they are performing, not what their training or background is.

	А	В	С
	Prime Reporting or	Program	Categorization of
1	Subrecipient Reporting Over \$25,000	Management	Intervention 2
2	Intervention Name:		
3	Program Area:	PM: IM Program Management-NSD	ASP: Human Resources for Health-NSD
4	Targeted Beneficiary:	AGYW	Non-Targeted Populations
5	Cost Category	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical		\$10,000
/	Personner: Salaries- Hearth Care Workers- Ancillary		\$10,000
8	Personnel: Salaries- Other Staff	\$125,000	\$10,000
9	Fringe Benefits		\$10,000
10	Travel: International Travel		\$10,000
11	Travel: Domestic Travel		\$10,000
12	Equipment: Health Equipment		\$10,000
13	Equipment: Non-Health Equipment		\$10,000
14	Supplies: Pharmaceutical		
15	Supplies: Health- Non Pharmaceutical		
	The other Supplies		\$10,000
	Tentent Septrested Health Care Workers- Clinical		\$10,000
18	Contractual: Contracted Health Care Workers- Ancillary		\$10,000
19	Contractual: Contracted Interventions		\$10,000
20	Contractual: Other Contracts		\$10,000
21	Construction		\$10,000
22	Training		\$10,000
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges		\$10,000
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$125,000	\$160,000



## **Resolving Validation Issues** Primes or Subs Over \$25k Tab



# **Prior to Submission in DATIM**

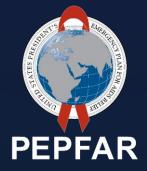
- To ensure that the template upload is successful, please ensure:
  - All errors are resolved (i.e., there should be no **pink** highlights in your template)
    - > If there are any errors, the template will not constitute a valid upload in DATIM, i.e., validation will fail, and the template cannot be submitted.
  - All reviews are required to have a justification (this justification should be included as a narrative in DATIM)
  - The cost entries are:
    - > Numeric (only numbers, no letters or symbols, i.e., "Hello!")
    - > Whole numbers (no decimals, i.e., "400.55")
    - > Positive (no negative numbers, i.e., "-4,000"
  - Once you have reviewed your template for all these, the template is ready for submission in DATIM.



# Subrecipients Under 25k Tab



# **Entering Expenditures** Subrecipients Under \$25k Tab



#### **Complete Template Tab**

- Once the Reporting Tab has been chosen, you can enter intervention information (Program Area and Cost Category) and expenditures
- Color-coded error and review validations are available for unlikely combinations of Program Area and Beneficiary and expenditures exceeding \$25,000 in the Subrecipients Under \$25k tab
- To review the full list of validations, please see Appendix A, B, and C of this document

#### Subrecipients Under \$25k Reporting Tab

					E
	Subrecipient Reporting Under \$25k	Program	Categorization of	Categorization of	Categorization of
1	Subrecipient Reporting Onder 525k	Management	Intervention 2	Intervention 3	Intervention 4
2	Intervention Name:				
3	Program Area:				
4	Targeted Beneficiary:				
5	Expenditure:				
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			
	Instructions Sub	recipient Organization	Primes or Subs	Over \$25k Subree	ipients Under \$25k



#### **Step 1: Select Program Area**

	A	В	С	
	Subrecipient Reporting Under \$25k	Program	Categorization of	
1	Subrecipient Reporting Onder 525k	Management	Intervention 2	
2	Intervention Name	2:		
		PM: IM Program	ASP: Human Resources	
3	Program Area	a: Management-NSD	Health-NSD	
		Non-Targeted		
4	Targeted Beneficiary	y: Populations		(C
5	Expenditure	e: \$1,500		
6				
7	Choose ONLY ONE Reporting Tab			
8	Primes or Subs Over \$25 Tab	e this tab if your organization h	ad total expenditures OVER \$25,	<u>D</u>
9	Subrecipients Under \$25k Tab	e this tab if you are a subrecipie	ent AND your organization had to	•
	Instructions Subrecipient Organizati	on Primes or Subs Over \$25k	Subrecipients Under \$25k	dr

Select the Program: Subprogram-Service Delivery (or non) combination from the drop down list.

Do not paste values into these cells; use the program area drop down list. If a pasted value in this cell does not exactly match one of the options on the drop down list, IPs should not upload the template since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.



## **Step 1: Select Program Area**

- The complete list of the unique combination options on the program drop down list is shown here
- These reflect the new program areas introduced in COP23, available in the <u>Financial Classifications Reference Guide</u>
- Please note the following abbreviations that are used on this list:
  - C&T= Care and Treatment
  - HTS= Testing

PEPFAR

- PREV= Prevention
- SE= Socioeconomic
- ASP= Above Site Programs
- SD= service delivery
- NSD= non-service delivery

- C&T: HIV Clinical Services-SD
- C&T: HIV Clinical Services-NSD
- C&T: HIV Laboratory Services-SD
- C&T: HIV Laboratory Services-NSD
- C&T: HIV Drugs-SD
- C&T: HIV Drugs-NSD
- C&T: HIV/TB-SD
- C&T: HIV/TB-NSD
- HTS: Facility-based testing-SD
- HTS: Facility-based testing-NSD
- HTS: Community-based testing-SD
- HTS: Community-based testing-NSD
- PREV: Non-Biomedical HIV Prevention-SD
- PREV: Non-Biomedical HIV Prevention-NSD
- PREV: VMMC-SD
- PREV: VMMC-NSD
- PREV: PrEP-SD
- PREV: PrEP-NSD
- PREV: Medication assisted treatment-SD
- PREV: Medication assisted treatment-NSD
- PREV: Condom & Lubricant Programming-SD
- PREV: Condom & Lubricant Programming-NSD
- PREV: Not Disaggregated-SD
- PREV: Not Disaggregated-NSD
- PREV: Violence Prevention and Response-SD •
- PREV: Violence Prevention and Response-NSD
- SE: Case Management-SD
- SE: Case Management-NSD

- SE: Economic strengthening-SD
- SE: Economic strengthening-NSD
- SE: Education assistance-SD
- SE: Education assistance-NSD
- SE: Psychosocial support-SD
- SE: Psychosocial support-NSD
- SE: Food and nutrition-SD
- SE: Food and nutrition-NSD
- ASP: Procurement & supply chain management-NSD
- ASP: Human resources for health-NSD
- ASP: Laboratory systems strengthening-NSD
- ASP: Public financial management strengthening-NSD
- ASP: Management of Disease Control Programs-NSD
- ASP: Laws, regulations & policy environment-NSD
- ASP: Injection Safety-NSD
- ASP: Surveys, Surveillance, Research, & Evaluation (SRE)-NSD
- ASP: Health Management Information Systems (HMIS)-NSD
- PM: IM Program Management-NSD
- PM: IM Closeout costs-NSD
- PM: USG Program Management-NSD



### **Step 2: Select Targeted Beneficiary**

	А	В	С	
	Color de la chine de cation de câste	Program	Categorization of	
1	Subrecipient Reporting Under \$25k	Management	Intervention 2	
2	Intervention Name:			Se
		PM: IM Program	ASP: Human Resources fo	
3	Program Area:	Management-NSD	Health-NSD	
		Non-Targeted		
4	Targeted Beneficiary:	Populations		
5	Expenditure:	\$1,500		
6				D
7	Choose ONLY ONE Reporting Tab			
8	Primes or Subs Over \$25 Tab Use	this tab if your organization ha	ad total expenditures OVER \$	C
9	Subrecipients Under \$25k Tab Use	this tab if you are a subrecipie	ent AND your organization had	C
	Instructions Subrecipient Organization	Primes or Subs Over \$25k	Subrecipients Under \$25k	th

Select the Targeted Beneficiary combination from the drop down list.

Do not paste values into these cells; use the beneficiary drop down list. If a pasted value in this cell does not exactly match one of the options on the drop down list, IPs should not upload the template since a template with this error will not constitute a valid upload in DATIM, i.e., validation will fail.



### **Step 2: Select Targeted Beneficiary**

- The complete list of the unique combination options on the targeted beneficiary drop down list is shown here
- These reflect the new Targeted Beneficiary/Allocated Beneficiary structure introduced in COP23, available in the <u>Financial Classifications Reference Guide</u>
- Please note the following abbreviations that are used on this list:
  - AGYW: Adolescent Girls and Young Women
  - $\circ~$  OVC: Orphans and Vulnerable Children

- •AGYW
- •Key Populations
- •Pregnant and Breastfeeding Women
- •OVC
- •Children
- •Military
- •Non-Targeted Populations



# **Step 2: Program Management always Intervention 1**

	A	В
	Subrecipient Reporting Under \$25k	Program
1	Subjectplent Reporting Onder 525k	Management
2	Intervention Name	
		PM: IM Program
3	Program Area	: Management-NSD
		Non-Targeted
4	Targeted Beneficiary	Populations
5	Expenditure	\$1,500
6		
7	Choose ONLY ONE Reporting Tab	
8	Primes or Subs Over \$25 Tab Use	this tab if your organization h
9	Subrecipients Under \$25k Tab	this tab if you are a subrecipie
	Instructions Subrecipient Organization Primes or Sub	s Over \$25k Subrecipients Under \$25k

The first intervention Program Area drop down now only includes the relevant Program Management (PM) Program Areas for your mechanism (i.e., Peace Corps mechanisms will see "PM:USG Program Management-NSD" in their drop down).

D

Categorization of

Intonyontion 2

F

Categorization of

Intonyoption

С

Categorization of

Intervention 2

If your mechanism does not have a Program Management Budget, please leave this intervention empty.



# **Step 3: Enter Expenditure by Intervention**

	А	В	С	D	E
	Subrecipient Reporting Under \$25k	Program	Categorization of	Categorization of	Categorization of
1	Subrecipient Reporting Onder 525k	Management	Intervention 2 Intervention 3 Intervention 4		Intervention 4
2	Intervention Name:				
		PM: IM Program	For each intervention, enter expenditures into the Cost row		
3	Program Area:	Management-NSD			
		Non-Targeted			
4	Targeted Beneficiary:	Populations			
5	Expenditure:	\$1,500			
σ					
7	Choose ONLY ONE Reporting Tab				
0	Primes or Subs Over \$25 Tab	Use this tab if your orga	ur organization had total expenditures OVER \$25,000		
8	Frimes of Subs Over 525 Tab	ose this tab it your org	anization nad total expend	runes o ven 925,000	
8 9	Subrecipients Under \$25k Tab		a subrecipient AND your org		enditures UNDER \$25,000



## Error Checks Subrecipients Under \$25k Tab



### **Errors and Reviews**

• Below is a list of the possible validations you can receive in the Primes or Subs Over \$25k tab:

Validation	Туре	Page #s
Unlikely Targeted Beneficiary	review	39
Missing Intervention Data	<mark>error</mark>	40
Exceeded Expenditure Amount	error	41

- Reviews are for entries that should be reviewed to confirm they are allocated corrected, but may still be reported
- Errors are for entries that cannot be reported, as they contradict PEPFAR Financial Classification definitions



## **Unlikely Targeted Beneficiary**

- This error check will look for very unlikely combinations of program areas and beneficiaries. This error check will flag the errant beneficiary in a yellow highlight and change the text to an amber color.
- A complete list of these combinations can be found in Appendix A.

	A	В	С	D	E
	Subrecipient Reporting Under \$25k	Program	Categorization of	Categorization of	Categorization of
1	Subrecipient Reporting Onder \$25k	Management	Intervention 2	Intervention 3	Intervention 4
2	Intervention Name:				
		PM: IM Program	PREV: Medication assisted		
3	Program Area:	Management-NSD	Treatment-NSD		
		U. Torgeted	AGYW		
4	Targeted Beneficiary:	Populations	AGYW		
5	Expenditure:	\$1,500	\$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				
Instructions Subrecipient Organization Primes or Subs Over \$25k Subrecipients Under \$25k					



### **Missing Intervention Data**

- This error check will look for undefined interventions.
  - For example, if an intervention does not have a Program Area or Beneficiary, this error check will flag the empty cell in the errant intervention with a pink highlight

		А	В	С	D	E
		Subrecipient Reporting Under \$25k	Program	Categorization of	Categorization of	Categorization of
1	1	oublediplent hepotenig onder yzon	Management	Intervention 2	Intervention 3	Intervention 4
	2	Intervention Name:				
				and the direction as log		
3	3	Program Area:	Management-NSD	Treatment-NSD		
			Non-Targeted		AGYW	
4	4	Targeted Beneficiary:	Populations		AGYW	
5	5	Expenditure:	\$1,500	\$1,000	\$1,000	
6	6					
7	7	Choose ONLY ONE Reporting Tab				
8	8	Primes or Subs Over \$25 Tab	Use this tab if your organiz	ation had total expenditure	s OVER \$25,000	
9	9	Subrecipients Under \$25k Tab	Use this tab if you are a sul	brecipient AND your organiz	ation had total expenditu	res UNDER \$25,000
		Instructions     Sub	recipient Organization	Primes or Subs	Over \$25k Subre	cipients Under \$25k



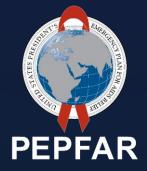
### **Exceeded Expenditure Amount**

- If the total amount of expenditures in the Subrecipients Under \$25k tab exceeds \$25,000, the total amount in column AK of the tab will turn red.
- If the Subrecipient organization's expenditures are greater than \$25,000, the organization should report using the *Primes or Subs Over* \$25k tab. Only subrecipients whose expenditures are less than or equal to \$25,000 can report using this tab.

	A	В	С	D	
	Subraciniant Departing Under \$25k	Program	Categorization of	Categorization of	
1	Subrecipient Reporting Under \$25k	Management	Intervention 2	Intervention 3	
2	Intervention Name:				
		PM: IM Program	PREV: Medication assisted	ASP: Human Resources for	
3	Program Area:	Management-NSD	Treatment-NSD	Health-NSD	
		Non-Targeted	Koy Dopulations	A C)(0A)	<b>T</b>
4	Targeted Beneficiary:	Populations	Key Populations	AGYW	
5	Expenditure:	\$15,000	\$15,000	\$15,000	\$45,000
	Instructions     Subrecip	pient Organization	Primes or Subs Over \$25	5k Subrecipients Un	der \$25k



### **Resolving Error Checks** Subrecipients Under \$25k Tab



## **Prior to Submission in DATIM**

- To ensure that the template upload is successful, please ensure:
  - All errors are resolved (i.e., there should be no **pink** highlights in your template)
    - > If there are any errors, the template will not constitute a valid upload in DATIM, i.e., validation will fail, and the template cannot be submitted.
  - All reviews have a justification (this justification should be included as a narrative in DATIM)
  - The cost entries are:
    - > Numeric (only numbers, no letters or symbols, i.e., "Hello!")
    - > Whole numbers (no decimals, i.e., "400.55")
    - > Positive (no negative numbers, i.e., "-4,000"
  - Once you have reviewed your template for all these, the template is ready for submission in DATIM.



# **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: <u>https://datim.zendesk.com</u>.





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	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.	
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		Return to DATIM Terms of Service



### Submit a Request

SUPPORT		Sign in
	Search	Search <b>Q</b>
	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 *	
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	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.	



# Appendix



## Appendix A: Full List of Unlikely Combinations of Program Area and Beneficiary - Reviews



#### Complete List of Reviews for Very Unlikely Intervention Combinations: Prevention Program Area: VMMC

PROGRAM AREA	BENEFICAIRY	PROGRAM AREA	BENEFICAIRY
PREV: VMMC-SD	Pregnant and Breastfeeding Women	PREV: VMMC-NSD	Pregnant and Breastfeeding Women
PREV: VMMC-SD	OVC	PREV: VMMC-NSD	OVC
PREV: VMMC-SD	AGYW	PREV: VMMC-NSD	AGYW



#### Complete List of Reviews for Very Unlikely Intervention Combinations: Prevention Program Area: Medication assisted treatment

PROGRAM AREA	BENEFICIARY	PROGRAM AREA	BENEFICIARY
PREV: Medication assisted treatment-SD	AGYW	PREV: Medication assisted treatment-NSD	AGYW
PREV: Medication assisted treatment-SD	Pregnant and Breastfeeding Women	PREV: Medication assisted treatment-NSD	Pregnant and Breastfeeding Women
PREV: Medication assisted treatment-SD	Children	PREV: Medication assisted treatment-NSD	Children
PREV: Medication assisted treatment-SD	Non-Targeted Population	PREV: Medication assisted treatment-NSD	Non-Targeted Population
PREV: Medication assisted treatment-SD	OVC	PREV: Medication assisted treatment-NSD	OVC
PREV: Medication assisted treatment-SD	Military	PREV: Medication assisted treatment-NSD	Military



#### Complete List of Reviews for Very Unlikely Intervention Combinations: Socioeconomic Programs

PROGRAM AREA	BENEFICIARY	PROGRAM AREA	BENEFICIARY
SE: Case Management-SD	Non-Targeted Population	SE: Case Management-NSD	Non-Targeted Population
SE: Economic strengthening-SD	Non-Targeted Populations	SE: Economic strengthening-NSD	Non-Targeted Populations
SE: Education assistance-SD	Non-Targeted Populations	SE: Education assistance-NSD	Non-Targeted Populations
SE: Food & nutritrion-SD	Non-Targeted Populations	SE: Food & nutritrion-NSD	Non-Targeted Populations



## Appendix B: Full List of Unlikely Combinations of Program Area and Cost Category – Reviews



### Complete List of Very Unlikely Program Area/Cost Category Entries: Personnel: Salaries - Reviews

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
Personnel: Salaries- Health Care Workers- Clinical	C&T: HIV Clinical Services-NSD	Personnel: Salaries- Health Care Workers- Ancillary	C&T: HIV Clinical Services-NSD
Personnel: Salaries- Health Care Workers- Clinical	C&T: HIV Drugs-NSD	Personnel: Salaries- Health Care Workers- Ancillary	C&T: HIV Drugs-NSD
Personnel: Salaries- Health Care Workers- Clinical	C&T: HIV/TB-NSD	Personnel: Salaries- Health Care Workers- Ancillary	C&T: HIV/TB-NSD
Personnel: Salaries- Health Care Workers- Clinical	C&T: HIV Laboratory Services-NSD	Personnel: Salaries- Health Care Workers- Ancillary	C&T: HIV Laboratory Services-NSD
Personnel: Salaries- Health Care Workers- Clinical	HTS: Community-based testing-NSD	Personnel: Salaries- Health Care Workers- Ancillary	HTS: Community-based testing-NSD
Personnel: Salaries- Health Care Workers- Clinical	HTS: Facility-based testing-NSD	Personnel: Salaries- Health Care Workers- Ancillary	HTS: Facility-based testing-NSD
Personnel: Salaries- Health Care Workers- Clinical	PREV: Non-Biomedical HIV Prevention-NSD	Personnel: Salaries- Health Care Workers- Ancillary	PREV: Non-Biomedical HIV Prevention-NSD
Personnel: Salaries- Health Care Workers- Clinical	PREV: Condom & Lubricant Programming- NSD	Personnel: Salaries- Health Care Workers- Ancillary	PREV: Condom & Lubricant Programming-NSD
Personnel: Salaries- Health Care Workers- Clinical	PREV: Medication assisted treatment-NSD	Personnel: Salaries- Health Care Workers- Ancillary	PREV: Medication assisted treatment-NSD
Personnel: Salaries- Health Care Workers- Clinical	PREV: Not Disaggregated-NSD	Personnel: Salaries- Health Care Workers- Ancillary	PREV: Not Disaggregated-NSD
Personnel: Salaries- Health Care Workers- Clinical	PREV: PrEP-NSD	Personnel: Salaries- Health Care Workers- Ancillary	PREV: PrEP-NSD
Personnel: Salaries- Health Care Workers- Clinical	PREV: Violence Prevention and Response- NSD	Personnel: Salaries- Health Care Workers- Ancillary	PREV: Violence Prevention and Response-NSD
Personnel: Salaries- Health Care Workers- Clinical	PREV: VMMC-NSD	Personnel: Salaries- Health Care Workers- Ancillary	PREV: VMMC-NSD
Personnel: Salaries- Health Care Workers- Clinical	SE: Case Management-NSD	Personnel: Salaries- Health Care Workers- Ancillary	SE: Case Management-NSD
Personnel: Salaries- Health Care Workers- Clinical	SE: Economic strengthening-NSD	Personnel: Salaries- Health Care Workers- Ancillary	SE: Economic strengthening-NSD
Personnel: Salaries- Health Care Workers- Clinical	SE: Education assistance-NSD	Personnel: Salaries- Health Care Workers- Ancillary	SE: Education assistance-NSD
Personnel: Salaries- Health Care Workers- Clinical	SE: Food and nutrition-NSD	Personnel: Salaries- Health Care Workers- Ancillary	SE: Food and nutrition-NSD
Personnel: Salaries- Health Care Workers- Clinical	SE: Psychosocial support-NSD	Personnel: Salaries- Health Care Workers- Ancillary	SE: Psychosocial support-NSD



# Complete List of Very Unlikely Program Area/Cost Category Entries: Travel - Reviews

COST CATEGORY	PROGRAM AREA
Travel: International Travel	C&T: HIV Clinical Services-SD
Travel: International Travel	C&T: HIV Drugs-SD
Travel: International Travel	C&T: HIV/TB-SD
Travel: International Travel	C&T: HIV Laboratory Services-SD
Travel: International Travel	HTS: Community-based testing-SD
Travel: International Travel	HTS: Facility-based testing-SD
Travel: International Travel	PREV: Non-Biomedical HIV Prevention-SD
Travel: International Travel	PREV: Condom & Lubricant Programming-SD
Travel: International Travel	PREV: Medication assisted treatment-SD
Travel: International Travel	PREV: Not Disaggregated-SD
Travel: International Travel	PREV: PrEP-SD
Travel: International Travel	PREV: Violence Prevention and Response-SD
Travel: International Travel	PREV: VMMC-SD
Travel: International Travel	SE: Case Management-SD
Travel: International Travel	SE: Economic strengthening-SD
Travel: International Travel	SE: Education assistance-SD
Travel: International Travel	SE: Food and nutrition-SD
Travel: International Travel	SE: Psychosocial support-SD



# Complete List of Very Unlikely Program Area/Cost Category Entries: Supplies- Reviews

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
Supplies: Pharmaceutical	ASP: Human resources for health-NSD	Supplies: Health- Non Pharmaceutical	ASP: Human resources for health-NSD
Supplies: Pharmaceutical	ASP: Laboratory systems strengthening-NSD	Supplies: Health- Non Pharmaceutical	ASP: Laboratory systems strengthening-NSD
Supplies: Pharmaceutical	ASP: Surveys, Surveillance, Research, & Evaluation (SRE)-NSD	Supplies: Health- Non Pharmaceutical	ASP: Surveys, Surveillance, Research, & Evaluation (SRE)-NSD
Supplies: Pharmaceutical	ASP: Health Management Information Systems (HMIS)-NSD	Supplies: Health- Non Pharmaceutical	ASP: Health Management Information Systems (HMIS)-NSD
Supplies: Pharmaceutical	ASP: Laws, regulations & policy environment-NSD	Supplies: Health- Non Pharmaceutical	ASP: Laws, regulations & policy environment-NSD
Supplies: Pharmaceutical	ASP: Management of Disease Control Programs-NSD	Supplies: Health- Non Pharmaceutical	ASP: Management of Disease Control Programs-NSD
Supplies: Pharmaceutical	ASP: Procurement & supply chain management-NSD	Supplies: Health- Non Pharmaceutical	ASP: Procurement & supply chain management-NSD
Supplies: Pharmaceutical	ASP: Public financial management strengthening-NSD	Supplies: Health- Non Pharmaceutical	ASP: Public financial management strengthening-NSD
Supplies: Pharmaceutical	HTS: Community-based testing-NSD		
Supplies: Pharmaceutical	HTS: Community-based testing-SD		
Supplies: Pharmaceutical	HTS: Facility-based testing-NSD		
Supplies: Pharmaceutical	HTS: Facility-based testing-SD		



# Complete List of Very Unlikely Program Area/Cost Category Entries: Contractual - Reviews

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
Contractual: Contracted Health Care Workers- Clinical	C&T: HIV Clinical Services-NSD	Contractual: Contracted Health Care Workers- Ancillary	C&T: HIV Clinical Services-NSD
Contractual: Contracted Health Care Workers- Clinical	C&T: HIV Drugs-NSD	Contractual: Contracted Health Care Workers- Ancillary	C&T: HIV Drugs-NSD
Contractual: Contracted Health Care Workers- Clinical	C&T: HIV/TB-NSD	Contractual: Contracted Health Care Workers- Ancillary	C&T: HIV/TB-NSD
Contractual: Contracted Health Care Workers- Clinical	C&T: HIV Laboratory Services-NSD	Contractual: Contracted Health Care Workers- Ancillary	C&T: HIV Laboratory Services-NSD
Contractual: Contracted Health Care Workers- Clinical	HTS: Community-based testing-NSD	Contractual: Contracted Health Care Workers- Ancillary	HTS: Community-based testing- NSD
Contractual: Contracted Health Care Workers- Clinical	HTS: Facility-based testing-NSD	Contractual: Contracted Health Care Workers- Ancillary	HTS: Facility-based testing-NSD
Contractual: Contracted Health Care Workers- Clinical	PREV: Non-Biomedical HIV Prevention-NSD	Contractual: Contracted Health Care Workers- Ancillary	PREV: Non-Biomedical HIV Prevention-NSD
Contractual: Contracted Health Care Workers- Clinical	PREV: Condom & Lubricant Programming-NSD	Contractual: Contracted Health Care Workers- Ancillary	PREV: Condom & Lubricant Programming-NSD
Contractual: Contracted Health Care Workers- Clinical	PREV: Medication assisted treatment- NSD	Contractual: Contracted Health Care Workers- Ancillary	PREV: Medication assisted treatment-NSD
Contractual: Contracted Health Care Workers- Clinical	PREV: Not Disaggregated-NSD	Contractual: Contracted Health Care Workers- Ancillary	PREV: Not Disaggregated-NSD
Contractual: Contracted Health Care Workers- Clinical	PREV: PrEP-NSD	Contractual: Contracted Health Care Workers- Ancillary	PREV: PrEP-NSD
Contractual: Contracted Health Care Workers- Clinical	PREV: Violence Prevention and Response-NSD	Contractual: Contracted Health Care Workers- Ancillary	PREV: Violence Prevention and Response-NSD
Contractual: Contracted Health Care Workers- Clinical	PREV: VMMC-NSD	Contractual: Contracted Health Care Workers- Ancillary	PREV: VMMC-NSD
Contractual: Contracted Health Care Workers- Clinical	SE: Case Management-NSD	Contractual: Contracted Health Care Workers- Ancillary	SE: Case Management-NSD
Contractual: Contracted Health Care Workers- Clinical	SE: Economic strengthening-NSD	Contractual: Contracted Health Care Workers- Ancillary	SE: Economic strengthening-NSD
Contractual: Contracted Health Care Workers- Clinical	SE: Education assistance-NSD	Contractual: Contracted Health Care Workers- Ancillary	SE: Education assistance-NSD
Contractual: Contracted Health Care Workers- Clinical	SE: Food and nutrition-NSD	Contractual: Contracted Health Care Workers- Ancillary	SE: Food and nutrition-NSD
Contractual: Contracted Health Care Workers- Clinical	SE: Psychosocial support-NSD	Contractual: Contracted Health Care Workers- Ancillary	SE: Psychosocial support-NSD



# Complete List of Very Unlikely Program Area/Cost Category Entries: Contruction - Reviews

COST CATEGORY	PROGRAM AREA	
Construction	C&T: HIV Clinical Services-SD	
Construction	C&T: HIV Drugs-SD	
Construction	C&T: HIV/TB-SD	
Construction	C&T: HIV Laboratory Services-SD	
Construction	HTS: Community-based testing-SD	
Construction	HTS: Facility-based testing-SD	
Construction	PREV: Non-Biomedical HIV Prevention-SD	
Construction	PREV: Condom & Lubricant Programming-SD	
Construction	PREV: Medication assisted treatment-SD	
Construction	PREV: Not Disaggregated-SD	
Construction	PREV: PrEP-SD	
Construction	PREV: Violence Prevention and Response-SD	
Construction	PREV: VMMC-SD	
Construction	SE: Case Management-SD	
Construction	SE: Economic strengthening-SD	
Construction	SE: Education assistance-SD	
Construction	SE: Food and nutrition-SD	
Construction	SE: Psychosocial support-SD	



# Complete List of Very Unlikely Program Area/Cost Category Entries: Training - Reviews

COST CATEGORY	PROGRAM AREA	
Training	C&T: HIV Clinical Services-SD	
Training	C&T: HIV Drugs-SD	
Training	C&T: HIV/TB-SD	
Training	C&T: HIV Laboratory Services-SD	
Training	HTS: Community-based testing-SD	
Training	HTS: Facility-based testing-SD	
Training	PREV: Non-Biomedical HIV Prevention-SD	
Training	PREV: Condom & Lubricant Programming-SD	
Training	PREV: Medication assisted treatment-SD	
Training	PREV: Not Disaggregated-SD	
Training	PREV: PrEP-SD	
Training	PREV: Violence Prevention and Response-SD	
Training	PREV: VMMC-SD	
Training	SE: Case Management-SD	
Training	SE: Economic strengthening-SD	
Training	SE: Education assistance-SD	
Training	SE: Food and nutrition-SD	
Training	SE: Psychosocial support-SD	



# Complete List of Very Unlikely Program Area/Cost Category Entries: Other - Reviews

COST CATEGORY	PROGRAM AREA
Other: Financial Support for Beneficiaries	ASP: Human resources for health-NSD
Other: Financial Support for Beneficiaries	ASP: Health Management Information Systems (HMIS)-NSD
Other: Financial Support for Beneficiaries	ASP: Surveys, Surveillance, Research, and Evaluation (SRE)-NSD
Other: Financial Support for Beneficiaries	ASP: Laboratory systems strengthening-NSD
Other: Financial Support for Beneficiaries	ASP: Laws, regulations & policy environment-NSD
Other: Financial Support for Beneficiaries	ASP: Management of Disease Control Programs-NSD
Other: Financial Support for Beneficiaries	ASP: Procurement & supply chain management-NSD
Other: Financial Support for Beneficiaries	ASP: Public financial management strengthening-NSD
Other: Financial Support for Beneficiaries	C&T: HIV Clinical Services-NSD
Other: Financial Support for Beneficiaries	C&T: HIV/TB-NSD
Other: Financial Support for Beneficiaries	C&T: HIV Drugs-NSD
Other: Financial Support for Beneficiaries	C&T: HIV Laboratory Services-NSD
Other: Financial Support for Beneficiaries	HTS: Community-based testing-NSD
Other: Financial Support for Beneficiaries	HTS: Facility-based testing-NSD
Other: Financial Support for Beneficiaries	PREV: Non-Biomedical HIV Prevention-NSD
Other: Financial Support for Beneficiaries	PREV: Condom & Lubricant Programming-NSD
Other: Financial Support for Beneficiaries	PREV: Medication assisted treatment-NSD
Other: Financial Support for Beneficiaries	PREV: Not Disaggregated-NSD
Other: Financial Support for Beneficiaries	PREV: PrEP-NSD
Other: Financial Support for Beneficiaries	PREV: Violence Prevention and Response-NSD
Other: Financial Support for Beneficiaries	PREV: VMMC-NSD
Other: Financial Support for Beneficiaries	SE: Case Management-NSD
Other: Financial Support for Beneficiaries	SE: Economic strengthening-NSD
Other: Financial Support for Beneficiaries	SE: Education assistance-NSD
Other: Financial Support for Beneficiaries	SE: Food and nutrition-NSD
Other: Financial Support for Beneficiaries	SE: Psychosocial support-NSD



# Complete List of Very Unlikely Program Area/Cost Category Entries: Other - Reviews

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
Other: Other	ASP: Health Management Information Systems (HMIS)-NSD	Other: Other	PREV: Non-Biomedical HIV Prevention-NSD
Other: Other	ASP: Human resources for health-NSD	Other: Other	PREV: Non-Biomedical HIV Prevention-SD
Other: Other	ASP: Laboratory systems strengthening-NSD	Other: Other	PREV: Medication assisted treatment-NSD
Other: Other	ASP: Laws, regulations & policy environment-NSD	Other: Other	PREV: Medication assisted treatment-SD
Other: Other	ASP: Management of Disease Control Programs-NSD	Other: Other	PREV: Not Disaggregated-NSD
Other: Other	ASP: Procurement & supply chain management-NSD	Other: Other	PREV: Not Disaggregated-SD
Other: Other	ASP: Public financial management strengthening-NSD	Other: Other	PREV: Violence Prevention and Response-NSD
Other: Other	ASP: Surveys, Surveillance, Research & Evaluation (SRE)- NSD	Other: Other	PREV: Violence Prevention and Response-SD
Other: Other	C&T: HIV Clinical Services-NSD	Other: Other	PREV: VMMC-NSD
Other: Other	C&T: HIV Clinical Services-SD	Other: Other	PREV: VMMC-SD
Other: Other	C&T: HIV Drugs-NSD	Other: Other	PREV: PrEP-NSD
Other: Other	C&T: HIV Drugs-SD	Other: Other	PREV: PrEP-SD
Other: Other	C&T: HIV Laboratory Services-NSD	Other: Other	SE: Case Management-NSD
Other: Other	C&T: HIV Laboratory Services-SD	Other: Other	SE: Case Management-SD
Other: Other	C&T: HIV/TB-NSD	Other: Other	SE: Economic strengthening-NSD
Other: Other	C&T: HIV/TB-SD	Other: Other	SE: Economic strengthening-SD
Other: Other	HTS: Community-based testing-NSD	Other: Other	SE: Education assistance-NSD
Other: Other	HTS: Community-based testing-SD	Other: Other	SE: Education assistance-SD
Other: Other	HTS: Facility-based testing-NSD	Other: Other	SE: Food and nutrition-NSD
Other: Other	HTS: Facility-based testing-SD	Other: Other	SE: Food and nutrition-SD
		Other: Other	SE: Psychosocial support-NSD
		Other: Other	SE: Psychosocial support-SD



## Appendix C: Full List of Unlikely Combinations of Program Area and Cost Category – Errors



#### Complete List of Very Unlikely Program Area/Cost Category Entries: Personnel: Salaries - Errors

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
	ASP: Health Management		ASP: Health Management
	Information Systems (HMIS)-		Information Systems (HMIS)-
Personnel: Salaries- Health Care Workers- Clinical	NSD	Personnel: Salaries- Health Care Workers- Ancillary	NSD
	ASP: Human resources for		ASP: Human resources for
Personnel: Salaries- Health Care Workers- Clinical	health-NSD	Personnel: Salaries- Health Care Workers- Ancillary	health-NSD
Personnel: Salaries- Health Care Workers- Clinical	ASP: Injection Safety-NSD	Personnel: Salaries- Health Care Workers- Ancillary	ASP: Injection Safety-NSD
	ASP: Laboratory systems		ASP: Laboratory systems
Personnel: Salaries- Health Care Workers- Clinical	strengthening-NSD	Personnel: Salaries- Health Care Workers- Ancillary	strengthening-NSD
	ASP: Laws, regulations & policy		ASP: Laws, regulations &
Personnel: Salaries- Health Care Workers- Clinical	environment-NSD	Personnel: Salaries- Health Care Workers- Ancillary	policy environment-NSD
	ASP:Management of Disease		ASP: Management of Disease
Personnel: Salaries- Health Care Workers- Clinical	Control Programs-NSD	Personnel: Salaries- Health Care Workers- Ancillary	Control Programs-NSD
	ASP: Procurement & supply chain		ASP: Procurement & supply
Personnel: Salaries- Health Care Workers- Clinical	management-NSD	Personnel: Salaries- Health Care Workers- Ancillary	chain management-NSD
	ASP: Public financial management		ASP: Public financial
Personnel: Salaries- Health Care Workers- Clinical	strengthening-NSD	Personnel: Salaries- Health Care Workers- Ancillary	management strengthening-NSD
Personnel: Salaries- Health Care Workers- Clinical	PM: IM Close-out costs-NSD	Personnel: Salaries- Health Care Workers- Ancillary	PM: IM Close-out costs-NSD
	PM: IM Program Management-		PM: IM Program
Personnel: Salaries- Health Care Workers- Clinical	NSD	Personnel: Salaries- Health Care Workers- Ancillary	Management-NSD
	PM: USG Program Management-		PM: USG Program
Personnel: Salaries- Health Care Workers- Clinical	NSD	Personnel: Salaries- Health Care Workers- Ancillary	Management-NSD



# Complete List of Very Unlikely Program Area/Cost Category Entries: Personnel: Supplies - Errors

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
Supplies: Pharmaceutical	PM: IM Close-out costs-NSD	Supplies: Health- Non Pharmaceutical	PM: IM Close-out costs-NSD
Supplies: Pharmaceutical	PM: IM Program Management-NSD	Supplies: Health- Non Pharmaceutical	PM: IM Program Management-NSD
Supplies: Pharmaceutical	PM: USG Program Management-NSD	Supplies: Health- Non Pharmaceutical	PM: USG Program Management-NSD



#### Complete List of Very Unlikely Program Area/Cost Category Entries: Personnel: Contractual - Errors

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
Contractual: Contracted Health Care Workers- Clinical	ASP: Human resources for health-NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Human resources for health-NSD
Contractual: Contracted Health Care Workers- Clinical	ASP: Health Management Information Systems (HMIS)- NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Health Management Information Systems (HMIS)-NSD
Contractual: Contracted Health Care Workers- Clinical	ASP: Surveys, Surveillance, Research, and Evaluation (SRE)-NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Surveys, Surveillance, Research, and Evaluation (SRE)-NSD
Contractual: Contracted Health Care Workers- Clinical	ASP: Laboratory systems strengthening-NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Laboratory systems strengthening-NSD
Contractual: Contracted Health Care Workers- Clinical	ASP: Laws, regulations & policy environment-NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Laws, regulations & policy environment-NSD
Contractual: Contracted Health Care Workers- Clinical	ASP: Management of Disease Control Programs-NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Management of Disease Control Programs-NSD
Contractual: Contracted Health Care Workers- Clinical	ASP: Procurement & supply chain management-NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Procurement & supply chain management-NSD
Contractual: Contracted Health Care Workers- Clinical	ASP: Public financial management strengthening-NSD	Contractual: Contracted Health Care Workers- Ancillary	ASP: Public financial management strengthening-NSD
Contractual: Contracted Health Care Workers- Clinical	PM: IM Close-out costs-NSD	Contractual: Contracted Health Care Workers- Ancillary	PM: IM Close-out costs-NSD
Contractual: Contracted Health Care Workers- Clinical	PM: IM Program Management-NSD	Contractual: Contracted Health Care Workers- Ancillary	PM: IM Program Management-NSD
Contractual: Contracted Health Care Workers- Clinical	PM: USG Program Management-NSD	Contractual: Contracted Health Care Workers- Ancillary	PM: USG Program Management-NSD
Contractual: Contracted Interventions	PM : IM Close-out costs-NSD	Contractual: Contracted Interventions	PM: USG Program Management-NSD
Contractual: Contracted Interventions	PM: IM Program Management-NSD		



# Complete List of Very Unlikely Program Area/Cost Category Entries: Indirect Costs- Errors

COST CATEGORY	PROGRAM AREA	COST CATEGORY	PROGRAM AREA
Indirect Costs	ASP: Health Management Information Systems (HMIS)-NSD	Indirect Costs	PREV: Condom & Lubricant Programming-NSD
Indirect Costs	ASP: Human resources for health-NSD	Indirect Costs	PREV: Condom & Lubricant Programming-SD
Indirect Costs	ASP: Laboratory systems strengthening-NSD	Indirect Costs	PREV: Medication assisted treatment-NSD
Indirect Costs	ASP: Laws, regulations & policy environment-NSD	Indirect Costs	PREV: Medication assisted treatment-SD
Indirect Costs	ASP: Management of Disease Control Programs-NSD	Indirect Costs	PREV: Not Disaggregated-NSD
Indirect Costs	ASP: Procurement & supply chain management-NSD	Indirect Costs	PREV: Not Disaggregated-SD
Indirect Costs	ASP: Public financial management strengthening-NSD	Indirect Costs	PREV: Violence Prevention and Response-NSD
Indirect Costs	ASP: Surveys, Surveillance, Research, & Evaluation (SRE)-NSD	Indirect Costs	PREV: Violence Prevention and Response-SD
Indirect Costs	C&T: HIV Clinical Services-NSD	Indirect Costs	PREV: VMMC-NSD
Indirect Costs	C&T: HIV Clinical Services-SD	Indirect Costs	PREV: VMMC-SD
Indirect Costs	C&T: HIV Drugs-NSD	Indirect Costs	PREV: PrEP-NSD
Indirect Costs	C&T: HIV Drugs-SD	Indirect Costs	PREV: PrEP-SD
Indirect Costs	C&T: HIV Laboratory Services-NSD	Indirect Costs	SE: Case Management-NSD
Indirect Costs	C&T: HIV Laboratory Services-SD	Indirect Costs	SE: Case Management-SD
Indirect Costs	C&T: HIV/TB-NSD	Indirect Costs	SE: Economic strengthening-NSD
Indirect Costs	C&T: HIV/TB-SD	Indirect Costs	SE: Economic strengthening-SD
Indirect Costs	HTS: Community-based testing-NSD	Indirect Costs	SE: Education assistance-NSD
Indirect Costs	HTS: Community-based testing-SD	Indirect Costs	SE: Education assistance-SD
Indirect Costs	HTS: Facility-based testing-NSD	Indirect Costs	SE: Food and nutrition-NSD
Indirect Costs	HTS: Facility-based testing-SD	Indirect Costs	SE: Food and nutrition-SD
Indirect Costs	PREV: Non-Biomedical HIV Prevention-NSD	Indirect Costs	SE: Psychosocial support-NSD
Indirect Costs	PREV: Non-Biomedical HIV Prevention-SD	Indirect Costs	SE: Psychosocial support-SD

