



**PEPFAR**

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

# Template Data Entry Instructions for Partners COP23 FY24 Expenditure Reporting



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# Template Overview



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# 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 [PEPFAR Financial Classifications Reference Guide](#)

## 2. Program Area Updates

- List of updates available in the [PEPFAR Financial Classifications Reference Guide](#)

## 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 Allocated Beneficiaries, 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 [What's New For COP23/FY24 Expenditure Reporting Page](#) 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](#).

	A	B	C	D	E
1	Prime Reporting and Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	Intervention Name:				
3	Program Area:				
4	Beneficiary:				
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
6	Personnel: Salaries- Health Care Workers- Clinical				
7	Personnel: Salaries- Health Care Workers- Ancillary				
8	Personnel: Salaries- Other Staff				
9	Fringe Benefits				
10	Travel: International Travel				
11	Travel: Domestic Travel				
12	Equipment: Health Equipment				
13	Equipment: Non-Health Equipment				
14	Supplies: Pharmaceutical				
15	Supplies: Health- Non Pharmaceutical				
16	Supplies: Other Supplies				
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)	\$0	\$0	\$0	\$0
27					
28	Choose ONLY ONE Reporting Tab				
29	Primes or Subs Over \$25 Tab	Use this tab if your organization had total expenditures OVER \$25,000			
30	Subrecipients Under \$25k Tab	Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000			

Above: New Prime or Subs >\$25,000 template

	A	B	C	D	E
1	Subrecipient Reporting Under \$25k	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	Intervention Name:				
3	Program Area:				
4	Beneficiary:				
5	Cost:				
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			

Above: New Subs <\$25,000 template

Instructions	Subrecipient Organization	Primes or Subs Over \$25k	Subrecipients Under \$25k
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Above: New Template Tab Structure

# 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), however, 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 '111111111111'.
    - > If a subrecipient is not required to have a UEI number, please enter '999999999999'.
    - > Both must have exactly 12 digits.
- The tab contains validations for "TBD"-named organizations and invalid UEIs (000000000000)
- **Please note:** Primes do not need to complete this tab if they are reporting their organization in the template.

	A	B	C
1	Subrecipient Organization Name:		
2	Subrecipient UEI:		
3			
4			
5			

Instructions Subrecipient Organization Primes or Subs Over \$25k Subrecipients Under \$25k

# Choosing the Reporting Level (Tab)



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# 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



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



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# 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	B	C	D
1	Prime Reporting and Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2	Categorization of Intervention 3
2	Intervention Name:			
3	Program Area:	PM: IM Program Management-NSD	PREV: VMMC-SD	C&T: HIV Clinical Services-SD
4	Beneficiary:	Non-Targeted Pop: Not disaggregated	Females: Girls	Females: Girls
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Personnel: Salaries- Health Care Workers- Clinical		\$12,500	\$25,000
7	Personnel: Salaries- Health Care Workers- Ancillary		\$25,000	\$153,540
8	Personnel: Salaries- Other Staff			
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- Clinical			
18	Contractual: Contracted Health Care Workers- Ancillary			
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	<b>Total Expenditure per Intervention (Sum of Cost Categories)</b>	\$592,350	\$87,500	\$299,040
	Instructions	Subrecipient Organization	Primes or Subs Over \$25k	Subrecipients Under \$25k

# Step 1: Select Program Area

	A	B	C
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2
2	Intervention Name:		
3	Program Area:	PM: IM Program Management-NSD	PREV: VMMC-SD
4	Targeted Beneficiary:	AGYW	Key Populations
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
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

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 [Financial Classifications Reference Guide](#)
- 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

	A	B	C
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2
2	Intervention Name:		
3	Program Area:	PM: IM Program Management-NSD	PREV: VMMC-SD
4	Targeted Beneficiary:	AGYW	Key Populations
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
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

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 [Financial Classifications Reference Guide](#)
- 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

	A	B	C
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	
2	Intervention Name:		
3	Program Area:	PM: IM Program Management-NSD	
4	Targeted Beneficiary:	AGYW	
5	Cost Category	Program management expenditures	
6	Personnel: Salaries- Health Care Workers- Clinical		
7	Personnel: Salaries- Health Care Workers- Ancillary		
8	Personnel: Salaries- Other Staff	\$1,000	
9	Fringe Benefits		
10	Travel: International Travel	\$2,500	
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		
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	

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

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

# Step 3: Enter Expenditure by Sub Cost Category

	A	B
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management
2	Intervention Name:	
3	Program Area:	PM: IM Program Management-NSD
4	Targeted Beneficiary:	AGYW
5	Cost Category	Program management expenditures
6	Personnel: Salaries- Health Care Workers- Clinical	
7	Personnel: Salaries- Health Care Workers- Ancillary	
8	Personnel: Salaries- Other Staff	\$1,000
9	Fringe Benefits	
10	Travel: International Travel	\$2,500
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	
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

For each intervention, enter expenditures into the appropriate sub cost categories

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 Subrecipient Organization | 
 Primes or Subs Over \$25k | 
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# Error Checks

## Primes or Subs Over \$25k Tab



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# Errors and Reviews

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

Validation	Type	Page #s
Unlikely Targeted Beneficiary	review	21
Unlikely Cost Category	review	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.

	A	B	C
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2
2	Intervention Name:		
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
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	
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	<b>Total Expenditure per Intervention (Sum of Cost Categories)</b>	\$35,934	\$131,687

Instructions | Subrecipient Organization | Primes and Subs Over \$25k | Subrecipients 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 [Financial Classification reference guide](#) 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.

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

Instructions Subrecipient Organization Primes or Subs Over \$25k Subrecipients Under \$25k

# 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

A	B	C
Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2
Intervention Name:		PM: IM Program Management-NSD
Program Area:		
Targeted Beneficiary:		
Cost Category	Program management expenditures	Expenditures against Intervention 2
Personnel: Salaries- Health Care Workers- Clinical		
Personnel: Salaries- Health Care Workers- Ancillary		
Personnel: Salaries- Other Staff	\$125,000	\$10,000
Fringe Benefits		
Travel: International Travel		
Travel: Domestic Travel		
Equipment: Health Equipment		
Equipment: Non-Health Equipment		
Supplies: Pharmaceutical		
Supplies: Health- Non Pharmaceutical		
Supplies: Other Supplies		
Contractual: Contracted Health Care Workers- Clinical		
Contractual: Contracted Health Care Workers- Ancillary		
Contractual: Contracted Interventions		
Contractual: Other Contracts		
Construction		
Training		
Other: Financial Support for Beneficiaries		
Other: Other		
Indirect Charges		
<b>Total Expenditure per Intervention (Sum of Cost Categories)</b>	\$125,000	\$10,000

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# 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.

	A	B	C
1	Prime Reporting and Subrecipient Reporting Over \$25,000	Program Management	Categorization of Intervention 2
2	Intervention Name:		
3	Program Area:	PM: IM Program Management-NSD	PM: IM Program Management-NSD
4	Targeted Beneficiary:	AGYW	AGYW
5	Cost Category	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers - Clinical		\$10,000
7	Personnel: Salaries- Health 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	\$5,000	\$10,000
12	Equipment: Health Equipment		\$10,000
13	Equipment: Non-Health Equipment		\$10,000
14	Supplies: Pharmaceuticals		\$10,000
15	Supplies: Health- Non Pharmaceutical		\$10,000
16	Supplies: Other Supplies		\$10,000
17	Contractual: Contracted 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		
21	Construction		
22	Training		
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges	\$250,650	
26	<b>Total Expenditure per Intervention (Sum of Cost Categories)</b>	\$380,650	\$130,000

Instructions Subrecipient Organization **Primes or Subs Over \$25k** Subrecipients 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.

	A	B	C
1	Prime Reporting or Subrecipient Reporting Over \$25,000	Program Management	Categorization of 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
7	Personnel: Salaries- Health 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		
16	Supplies: Other Supplies		\$10,000
17	Contractual: Contracted 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	<b>Total Expenditure per Intervention (Sum of Cost Categories)</b>	\$125,000	\$160,000

# Resolving Validation Issues

## Primes or Subs Over \$25k Tab



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# 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



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# Entering Expenditures Subrecipients Under \$25k Tab



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# 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

	A	B	C	D	E
1	Subrecipient Reporting Under \$25k	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	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	Subrecipient Organization	Primes or Subs Over \$25k	Subrecipients Under \$25k	

# Step 1: Select Program Area

	A	B	C
1	<b>Subrecipient Reporting Under \$25k</b>	Program Management	Categorization of Intervention 2
2	<i>Intervention Name:</i>		
3	<b>Program Area:</b>	PM: IM Program Management-NSD	ASP: Human Resources Health-NSD
4	<b>Targeted Beneficiary:</b>	Non-Targeted Populations	
5	<b>Expenditure:</b>	\$1,500	
6			
7	<b>Choose ONLY ONE Reporting Tab</b>		
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	<b>Subrecipients Under \$25k</b>
--------------	---------------------------	---------------------------	----------------------------------

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 [Financial Classifications Reference Guide](#)
- 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

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

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 [Financial Classifications Reference Guide](#)
- 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

	A	B	C	D	E
1	<b>Subrecipient Reporting Under \$25k</b>	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	<i>Intervention Name:</i>				
3	<b>Program Area:</b>	PM: IM Program Management-NSD			
4	<b>Targeted Beneficiary:</b>	Non-Targeted Populations			
5	<b>Expenditure:</b>	\$1,500			
6					
7	<b>Choose ONLY ONE Reporting Tab</b>				
8	Primes or Subs Over \$25 Tab	Use this tab if your organization has a PM Budget			
9	Subrecipients Under \$25k Tab	Use this tab if you are a subrecipient			

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).

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

# Step 3: Enter Expenditure by Intervention

	A	B	C	D	E
1	<b>Subrecipient Reporting Under \$25k</b>	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	<i>Intervention Name:</i>		For each intervention, enter expenditures into the Cost row		
3	<b>Program Area:</b>	PM: IM Program Management-NSD			
4	<b>Targeted Beneficiary:</b>	Non-Targeted Populations			
5	<b>Expenditure:</b>	\$1,500			
6					
7	<b>Choose ONLY ONE Reporting Tab</b>				
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	

# Error Checks

## Subrecipients Under \$25k Tab



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# Errors and Reviews

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

Validation	Type	Page #s
Unlikely Targeted Beneficiary	review	39
Missing Intervention Data	error	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	B	C	D	E
1	Subrecipient Reporting Under \$25k	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	Intervention Name:				
3	Program Area:	PM: IM Program Management-NSD	PREV: Medication assisted Treatment-NSD		
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

	A	B	C	D	E
1	Subrecipient Reporting Under \$25k	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	Intervention Name:				
3	Program Area:	Management-NSD	Treatment-NSD		
4	Targeted Beneficiary:	Non-Targeted		AGYW	
5	Expenditure:	\$1,500	\$1,000	\$1,000	
6					
7	Choose ONLY ONE Reporting Tab				
8	Primes or Subs Over \$25 Tab	Use this tab if your organization had total expenditures OVER \$25,000			
9	Subrecipients Under \$25k Tab	Use this tab if you are a subrecipient AND your organization had total expenditures UNDER \$25,000			

Instructions   Subrecipient Organization   Primes or Subs Over \$25k   Subrecipients 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	B	C	D	AK
1	<b>Subrecipient Reporting Under \$25k</b>	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	
2	<i>Intervention Name:</i>				
3	<b>Program Area:</b>	PM: IM Program Management-NSD	PREV: Medication assisted Treatment-NSD	ASP: Human Resources for Health-NSD	
4	<b>Targeted Beneficiary:</b>	Non-Targeted Populations	Key Populations	AGYW	TOTAL
5	<b>Expenditure:</b>	\$15,000	\$15,000	\$15,000	\$45,000

  

Instructions	Subrecipient Organization	Primes or Subs Over \$25k	<b>Subrecipients Under \$25k</b>
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# Resolving Error Checks Subrecipients Under \$25k Tab



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# 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)
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  - 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



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# Technical Support In ZenDesk

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



Technical support available!

# Submit a Request

**DATIM** Accountability · Transparency · Impact

SUPPORT

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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.

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

Return to DATIM Terms of Service

# Submit a Request

 

DATIM > Submit a request

## Submit a request

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

Your email address \*

Description \*

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

DATIM user name \*

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

Organization \*

# Appendix



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



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

<b>PROGRAM AREA</b>	<b>BENEFICAIRY</b>	<b>PROGRAM AREA</b>	<b>BENEFICAIRY</b>
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: Socio-economic 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 & nutrition-SD	Non-Targeted Populations	SE: Food & nutrition-NSD	Non-Targeted Populations

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



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# 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: Construction - **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



PEPFAR

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

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