



PEPFAR

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

Data Review Instructions for Agency Reviewers

COP23FY24 Expenditure Reporting



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ER Submission Workflow




Overview

- This document outlines the review process for both in-country and HQ agency teams for Expenditure Reporting.
- Reviews conducted by in-country and HQ agency teams will take place in DATIM within the ERB Processor App and includes:
 - Confirming that all error checks in the in the Validations box for each partner within the mechanism have been passed:
 - Confirming cost category expenditures in each intervention are appropriate for the selected intervention
 - Reviewing expenditure totals for accuracy against Award information (e.g., an entry of \$100,000,000 for an Award with a budget of \$100,000 may be a data entry error).
 - Confirming the following information in the DATIM validation feedback in the ERB Processor App:
 - > The number of interventions,
 - > The grand total expenditures.
 - Reviewing narrative explanations for any discrepancies from COP budget submitted alongside the Expenditure Reporting Template.

COP23/FY24 Changes to Agency Review Process

- As part of this year's ERB Processor App, **Agency Reviewers will have access to an export file of the mechanism's expenditures**. Reviewers can access the export by clicking the eye-shaped icon and then selecting the "Export" button next to the name of the Partner.
- The following slides contains the suggested Agency Review workflow,
- As in COP22FY23, we have removed some of the review requirements to facilitate focusing on expenditure entries:
 - All partner metadata checks required previously (checking that the submission has no invalid metadata, making sure the template isn't broken).
- Agency Review should therefore be focused on:
 - Alignment to COP strategy and work plans,
 - Any errors within DATIM that require resolution

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Approval Status	Actions
17552	LINKAGES	FHI Development 360 LLC	PPSSNF9EN1M5	AID0AAA1400045	\$67,600,819.00	⚠️ 6 WARNINGS	PENDING AT PARTNER	

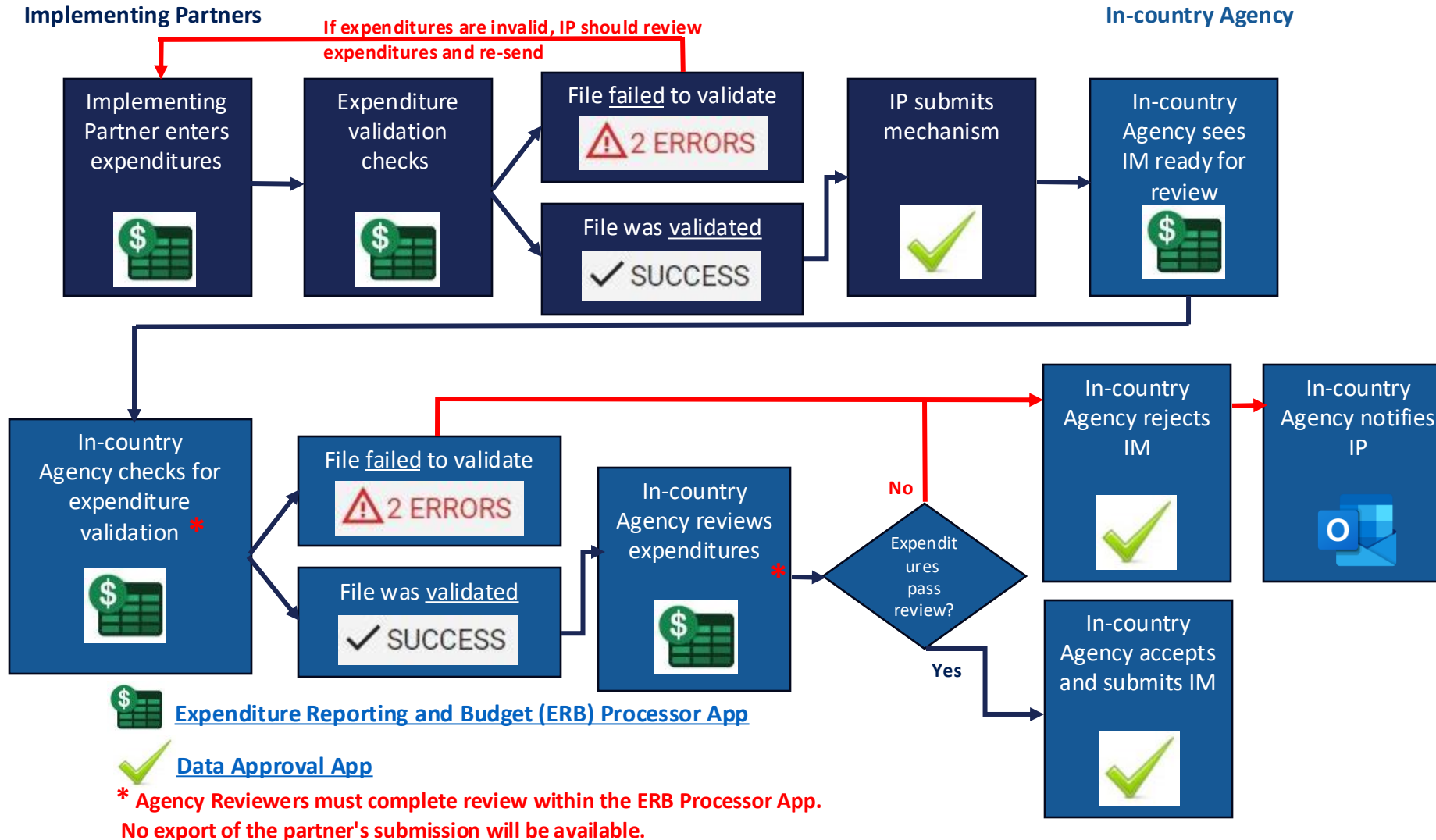
✕ 17552 - LINKAGES

Prime Partner

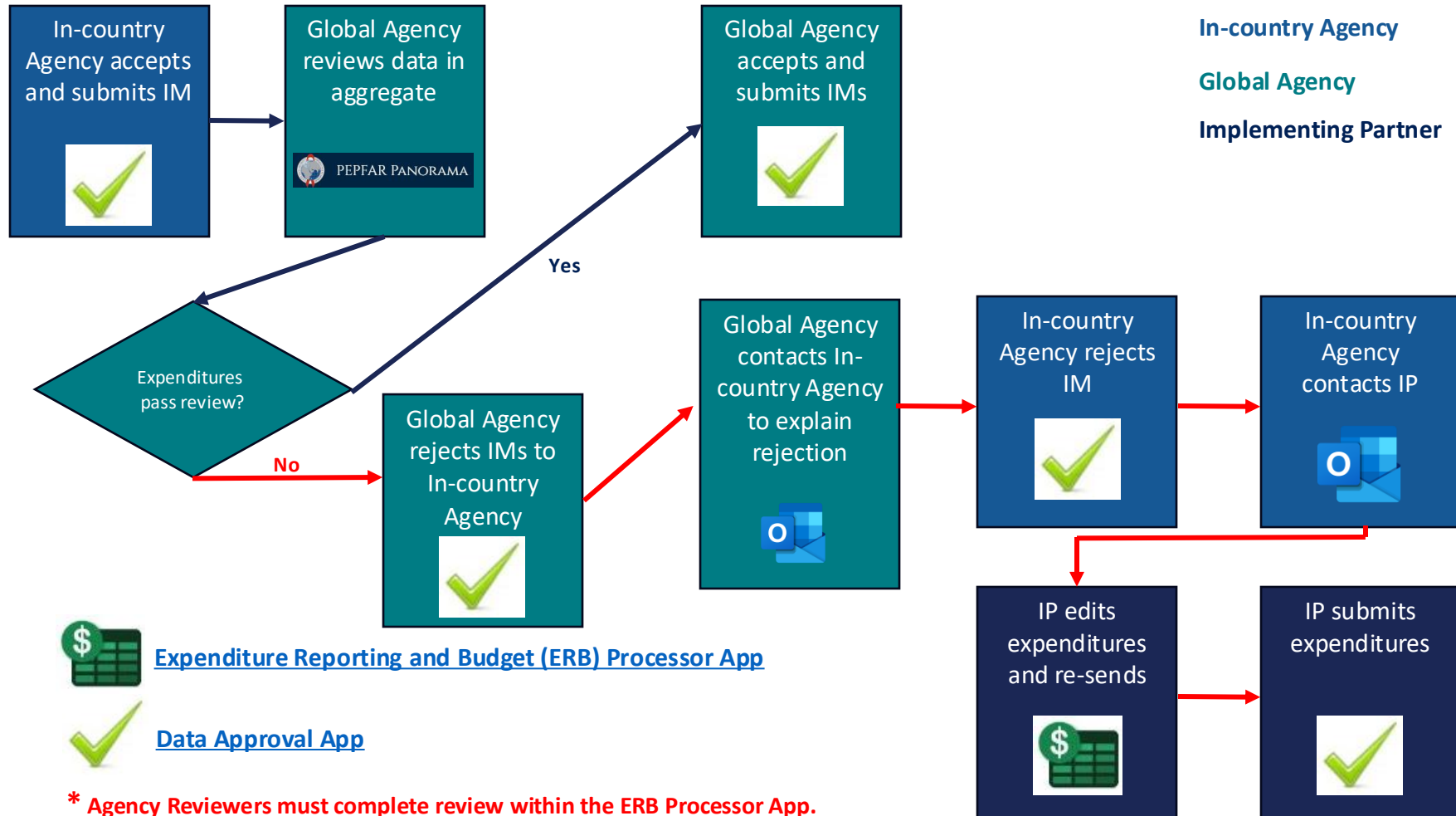
FHI Development 360 LLC	Valid	Total: \$1	EXPORT
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Narrative

Process Map for ERB Processor and Approval



Process Map for ERB Processor and Approval



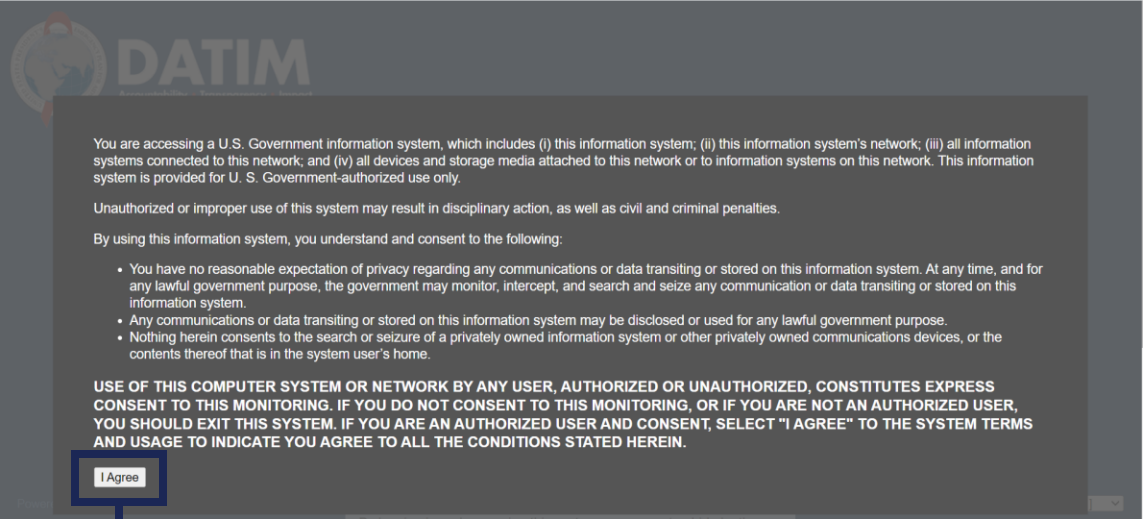
*** Agency Reviewers must complete review within the ERB Processor App.
 No export of the partner's submission will be available.**

Navigate to Submitted Mechanism



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Log into DATIM – <https://www.datim.org>



DATIM

You are accessing a U.S. Government information system, which includes (i) this information system; (ii) this information system's network; (iii) all information systems connected to this network; and (iv) all devices and storage media attached to this network or to information systems on this network. This information system is provided for U. S. Government-authorized use only.

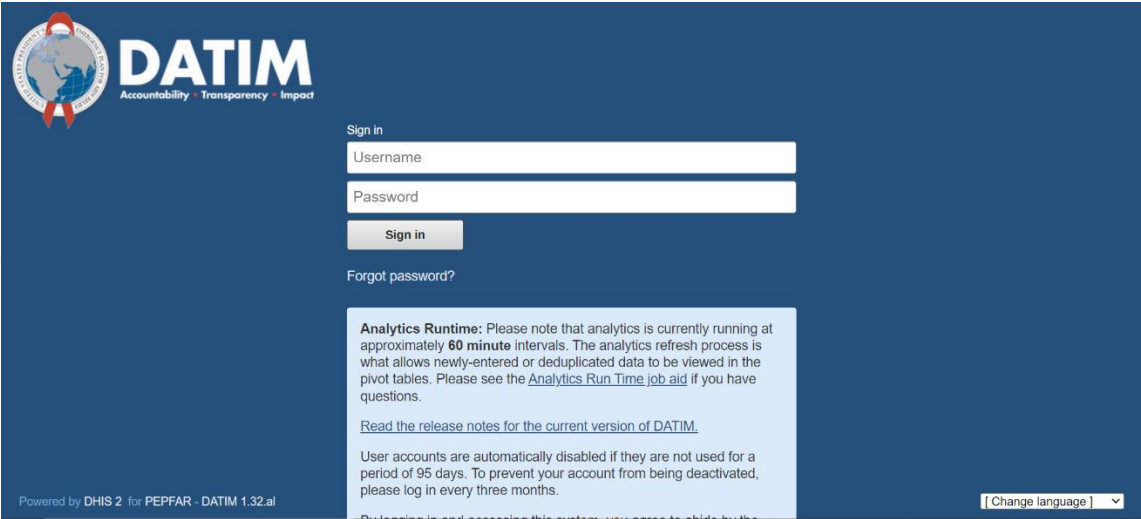
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- Nothing herein consents to the search or seizure of a privately owned information system or other privately owned communications devices, or the contents thereof that is in the system user's home.

USE OF THIS COMPUTER SYSTEM OR NETWORK BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING. IF YOU DO NOT CONSENT TO THIS MONITORING, OR IF YOU ARE NOT AN AUTHORIZED USER, YOU SHOULD EXIT THIS SYSTEM. IF YOU ARE AN AUTHORIZED USER AND CONSENT, SELECT "I AGREE" TO THE SYSTEM TERMS AND USAGE TO INDICATE YOU AGREE TO ALL THE CONDITIONS STATED HEREIN.

I Agree



DATIM
Accountability · Transparency · Impact

Sign in

Username

Password

Sign in

Forgot password?

Analytics Runtime: Please note that analytics is currently running at approximately **60 minute** intervals. The analytics refresh process is what allows newly-entered or deduplicated data to be viewed in the pivot tables. Please see the [Analytics Run Time job aid](#) if you have questions.

[Read the release notes for the current version of DATIM.](#)

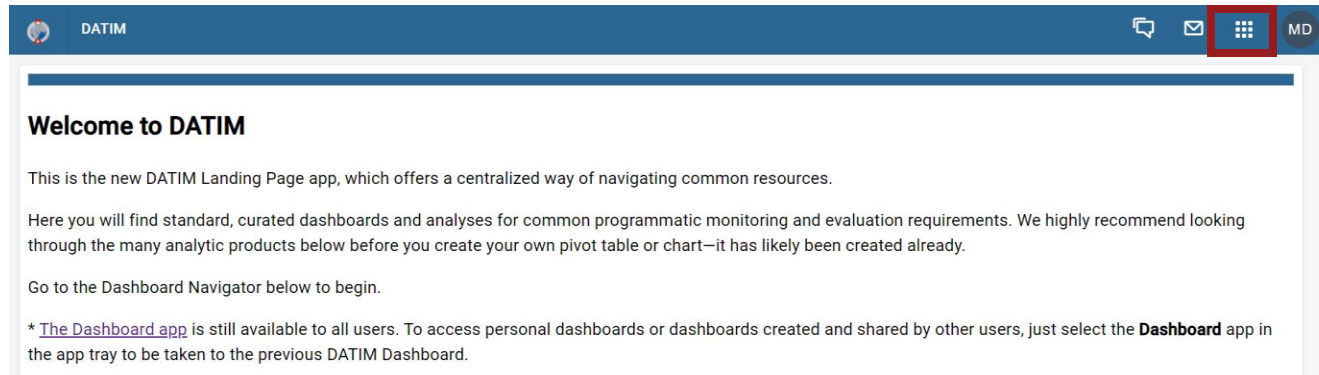
User accounts are automatically disabled if they are not used for a period of 95 days. To prevent your account from being deactivated, please log in every three months.

Powered by DHIS 2 for PEPFAR - DATIM 1.32.ai

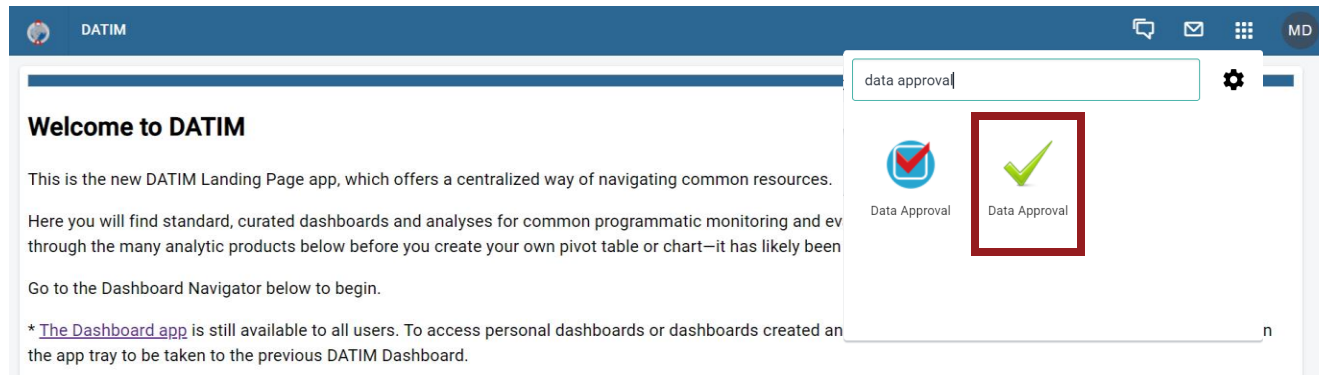
[Change language](#)

Navigate to Data Approval App

1 On the top right hand corner of the screen, select the apps menu.



2 Within the apps menu, select the Data Approval app.



Verify Mechanism Was Submitted (Not Just Validated) in DATIM

- Identify mechanisms available for your review by clicking the Accept tab. These will include mechanisms where the Implementing Partner (IP) has uploaded, entered in ERB Processor App, and submitted **all** partners in DATIM (including Subrecipient partners)
- If your IP has not submitted a mechanism, i.e., uploaded a template or entered expenditures in the ERB Processor App, but did **not** submit in the Data Approval App, for the funding mechanism you would like to approve, the mechanism will **not** be visible in the Accept tab; it will be on the View tab as status 'Pending at Partner'

The screenshot displays the DATIM Approvals interface. At the top, there is a navigation bar with the DATIM logo and user initials 'MD'. Below this, the 'DATIM Approvals' section includes filters for Workflow (ER Expenditures FYOct), Period (October 2021 - September 2022), and Organisation Unit (Global). A red box highlights the 'ACCEPT' button, which is labeled '1 selected mechanism(s)'. Below the button are tabs for 'VIEW', 'ACCEPT', 'SUBMIT', 'RECALL', and 'RETURN', with 'ACCEPT' being the active tab. A table below shows the details of the selected mechanism:

Mechanism	OU	Agency	Partner	Status
<input checked="" type="checkbox"/> 81892 -	South Africa	HHS/CDC		submitted by partner

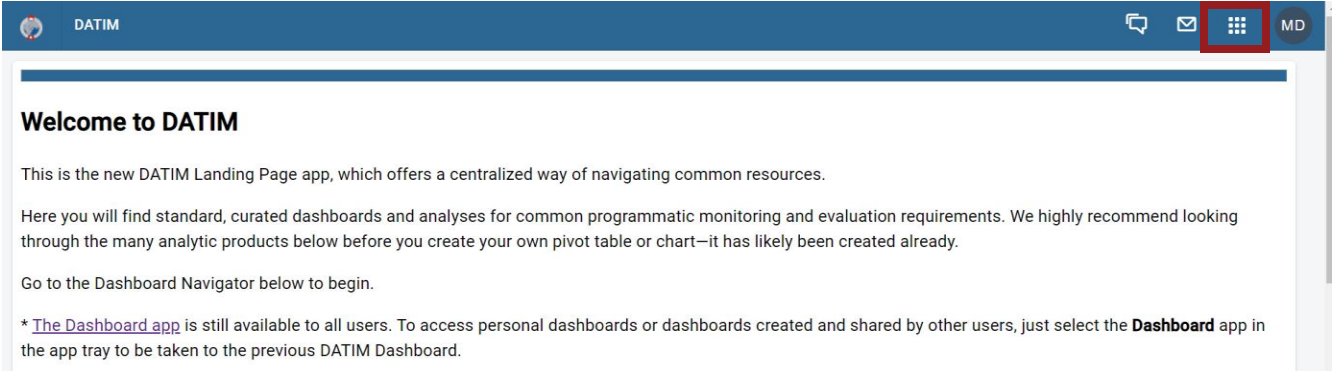
Validate Submission



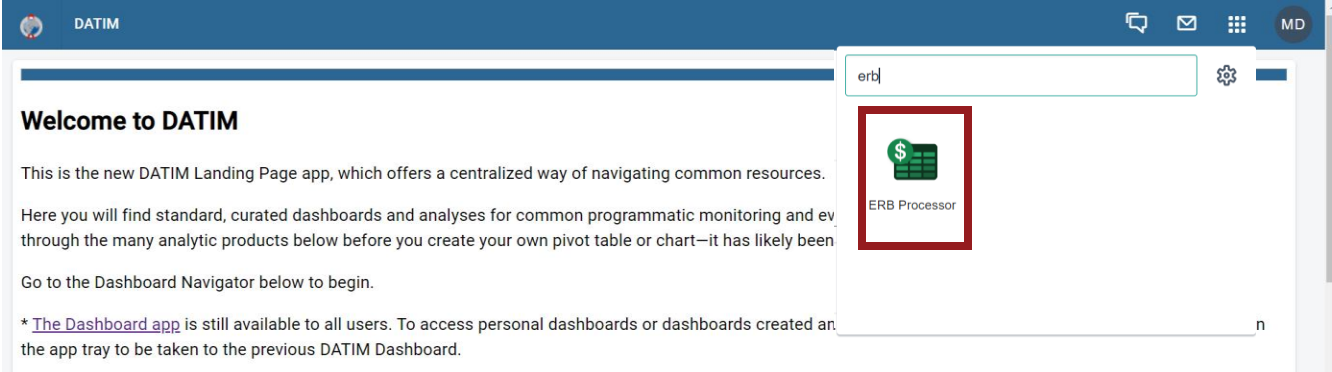
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Navigate to the ERB Processor App

1 On the top right hand corner of the screen, select the apps menu.



2 Within the apps menu, select the ERB Processor app.



ERB Processor Page

3 After selecting the ERB Processor app, the data entry page will appear

ERB Processor

Operating Unit: **Burundi**

COP Year: **COP 2023 (FY24)**

Mechanisms	
Total amount entered	\$237,457,819
Total mechanisms entered	13
Mechanisms with reviews	4
Mechanisms with errors	1

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Data Entry Status	Approval Status	Actions
17552						✓ SUCCESS	VALIDATED	PENDING AT PARTNER	👁
70022						✓ SUCCESS	ENTERING DATA	SUBMITTED BY PARTNER	👁
160080						⚠ 3 ERRORS	ENTERING DATA	PENDING AT PARTNER	👁
160081						⚠ 3 REVIEWS	VALIDATED	PENDING AT PARTNER	👁
160074						⚠ 1 REVIEW	SUBMITTED	ACCEPTED BY AGENCY	👁
85411						✓ SUCCESS	SUBMITTED	SUBMITTED BY PARTNER	👁

Please note: Expenditures are reported at the OU level, regardless of whether the IP is only working in one SNU or multiple SNU; please make sure the OU is selected.

Verify OU and COP Year

- After selecting ERB Processor app, verify that the pre-populated OU and COP Year are correct. The COP Year should be “COP 2023 (FY24)”.

ERB Processor

Operating Unit
Burundi

COP Year
COP 2023 (FY24)

Mechanisms	
Total amount entered	\$237,457,819
Total mechanisms entered	13
Mechanisms with reviews	4
Mechanisms with errors	1

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Data Entry Status	Approval Status	Actions
17552						✓ SUCCESS	VALIDATED	PENDING AT PARTNER	👁
70022						✓ SUCCESS	ENTERING DATA	SUBMITTED BY PARTNER	👁
160080						⚠ 3 ERRORS	ENTERING DATA	PENDING AT PARTNER	👁
160081						⚠ 3 REVIEWS	VALIDATED	PENDING AT PARTNER	👁
160074						⚠ 1 REVIEW	SUBMITTED	ACCEPTED BY AGENCY	👁
85411						✓ SUCCESS	SUBMITTED	SUBMITTED BY PARTNER	👁

Viewing Errors in Expenditures

- Users can see a full view of the errors that are in a mechanisms expenditures by clicking the Eye Icon in the row for the relevant mechanism

ERB Processor

Operating Unit: **Burundi**

COP Year: **COP 2023 (FY24)**

Mechanisms	
Total amount entered	\$237,457,819
Total mechanisms entered	13
Mechanisms with reviews	4
Mechanisms with errors	1

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Data Entry Status	Approval Status	Actions
17552						✓ SUCCESS	VALIDATED	PENDING AT PARTNER	
70022						✓ SUCCESS	ENTERING DATA	SUBMITTED BY PARTNER	
160080						⚠ 3 ERRORS	ENTERING DATA	PENDING AT PARTNER	
160081						⚠ 3 REVIEWS	VALIDATED	PENDING AT PARTNER	
160074						⚠ 1 REVIEW	SUBMITTED	ACCEPTED BY AGENCY	
85411						✓ SUCCESS	SUBMITTED	SUBMITTED BY PARTNER	

Verify Validation Status

- Users should confirm that partners have successfully validated their mechanisms ahead of submitting their expenditures. If mechanisms still have the **"Entering Data"** status with **"Submitted by Partner"**, the data will not be considered successfully submitted, i.e., will not be included in PEPFAR expenditure data.
 - Mechanisms with the Data Entry Status "Submitted" have successfully submitted and can be Accepted by Agency

ERB Processor

Operating Unit
Burundi

COP Year
COP 2023 (FY24)

Mechanisms	
Total amount entered	\$237,457,819
Total mechanisms entered	13
Mechanisms with reviews	4
Mechanisms with errors	1

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Data Entry Status	Approval Status	Actions
17552						✓ SUCCESS	VALIDATED	PENDING AT PARTNER	👁
70022						✓ SUCCESS	ENTERING DATA	SUBMITTED BY PARTNER	👁
160080						⚠ 3 ERRORS	ENTERING DATA	PENDING AT PARTNER	👁
160081						⚠ 3 REVIEWS	VALIDATED	PENDING AT PARTNER	👁
160074						⚠ 1 REVIEW	SUBMITTED	ACCEPTED BY AGENCY	👁
85411						✓ SUCCESS	SUBMITTED	SUBMITTED BY PARTNER	👁

In this case, the Partner has not successfully submitted, as they have not validated their data

Valid or Invalid

Valid Template:

- A **green “success”** status and check mark icon will also appear in the Status field to indicate that the file is valid
- An **amber “review”** status and triangle icon will also appear in the Status field to indicate the file is valid, but has narratives that need reviewing

✓ SUCCESS

⚠ 3 REVIEWS

Invalid Template:

- If the template is invalid, the Status field will be flagged with a **red “error”** status and exclamation point icon. Click the status to reveal the error message regarding the error(s) that caused the upload to fail DATIM’s validation check
- IPs should not submit invalid templates. Invalid files must be deleted, corrected, and re-uploaded.

⚠ 2 ERRORS

Select Implementing Mechanism

- If you do not see the desired mechanism on the drop-down list, please submit a request via DATIM Support www.datimzendesk.com
- Implementing Mechanisms need to be active COP23 mechanisms in FACTS Info to appear in DATIM.

Return Invalid Submission



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Template is Invalid in DATIM

- If the IP submitted a reporting template that did **not** pass validation, the Status field will be flagged with a red “error” status and exclamation point icon.
- Reject the template, returning it to the IP to take corrective measures
- Note: A full list of the error messages an IP might encounter in DATIM and what those mean for expenditures are explained in this article on DATIM Support: <https://datim.zendesk.com/hc/en-us/articles/360044298271-Instructions-for-IP-Users-Filling-out-the-Template-DATIM-Submission-and-Error-Resolution>

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Approval Status	Actions
160028					\$29.00	⚠ 2 ERRORS	PENDING AT PARTNER	



STOP!

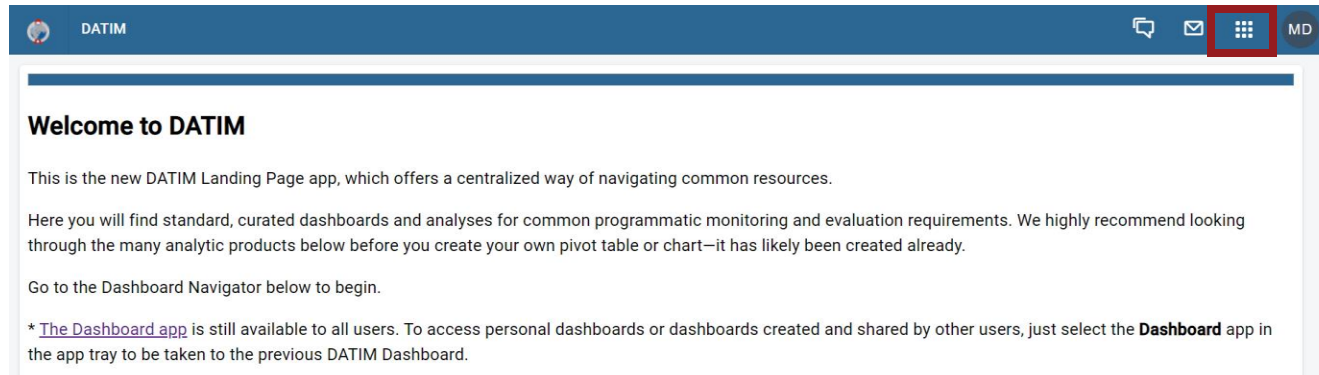


No data from an invalid template can be read by DATIM; no data will be sent to Panorama!

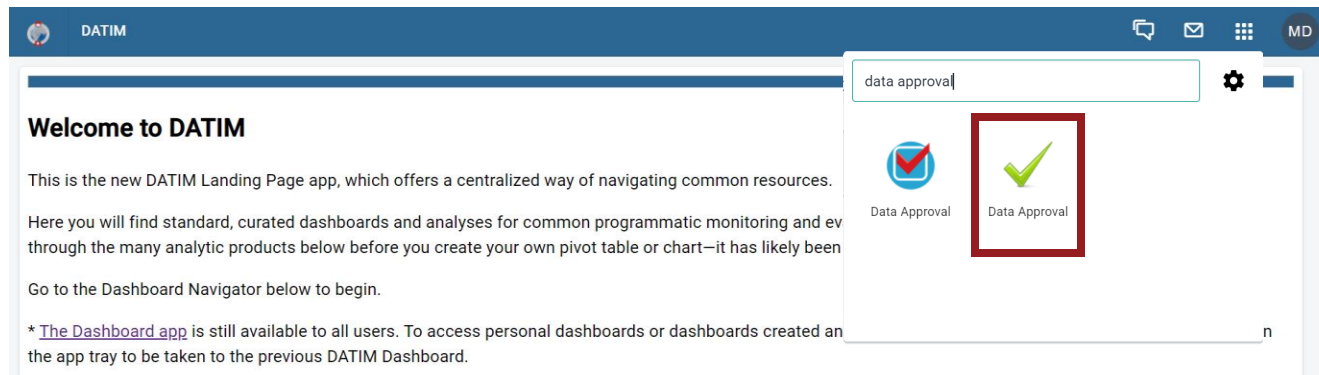
To see the error(s) that caused the upload to fail DATIM’s validation check, click the eye icon to reveal the expenditures, and select each partner to review the error message regarding the error(s) that caused the upload to fail DATIM’s validation check.

File Failed Validation: Navigate to Data Approval App

- 1 On the top right hand corner of the screen, select the apps menu.



- 2 Within the apps menu, select the Data Approval app.



File Failed Validation: Select Mechanism to Return (Reject)

1 Click the Return tab and select the mechanism you want to return to the IP.

The screenshot shows the 'DATIM Approvals' interface. At the top, there are filters for Workflow (ER Expenditures FYOct), Period (October 2022 - September 2023), and Organisation Unit (Global). Below the filters, there is a 'RETURN' button with a notification '1 selected mechanism(s)'. A navigation bar contains buttons for VIEW, ACCEPT, SUBMIT, RECALL, and RETURN (which is highlighted with a red box). Below the navigation bar, a search bar shows '1 mechanism(s) selected' and a search term '81892'. A table below lists the selected mechanism:

<input checked="" type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/>	81892 - GH002189 - THCA (GH002189)	South Africa	HHS/CDC	TB HIV CARE ASSOCIATION	submitted by partner

2 Click Return.

This screenshot is identical to the previous one, but the 'RETURN' button in the navigation bar is highlighted with a red box, indicating the next step in the process.

File Failed Validation: Return (Reject) the Mechanism

- Click "Return Mechanism".

The screenshot shows the DATIM Approvals interface. At the top, there is a blue header with the DATIM logo, a search icon, a mail icon, a grid icon, and a user profile icon labeled 'MD'. Below the header, the title 'DATIM Approvals' is displayed. The main content area features a workflow diagram with seven steps: 1. pending at partner (checked), 2. submitted by partner, 3. accepted by agency, 4. submitted by agency, 5. accepted by agency hq, 6. submitted by agency hq, and 7. accepted by global. A red box highlights the 'RETURN MECHANISM' button, which is located between the 'ACCEPT MECHANISM' button and the 'BACK' button. Below the workflow, there are two rows of information: 'Workflow' with the value 'ER Expenditures FYOct' and 'Period' with the value 'October 2022 - September 2023'. At the bottom, there is a table with the following data:

81892	
Mech	81892 -
OU	South Africa

File Failed Validation: Return (Reject) the Mechanism

- Verify that the black box appears at the bottom of the screen to confirm that the return was successful.

The screenshot shows the 'DATIM Approvals' interface. At the top, there is a blue header with 'DATIM' and navigation icons. Below the header, the title 'DATIM Approvals' is displayed. A pink button labeled 'SUBMIT MECHANISM' with an arrow icon is on the left, and a 'BACK' link is on the right. A horizontal progress bar consists of seven numbered steps: 1 (pending at partner), 2 (submitted by partner), 3 (accepted by agency), 4 (submitted by agency), 5 (accepted by agency hq), 6 (submitted by agency hq), and 7 (accepted by global). Below the progress bar, the 'Workflow' is identified as 'ER Expenditures FYOct' and the 'Period' as 'October 2022 - September 2023'. A table below shows a mechanism with ID '81892' and OU 'South Africa'. A black confirmation box with the text 'Mechanism successfully returned' and a close 'X' icon is overlaid on the bottom right of the table, highlighted with a red border.

File Failed Validation: Communicate with IP

- If an In-country Agency user returns a mechanism to an IP so that the IP can upload revised, valid expenditures, the In-country Agency user should communicate with the IP via e-mail to advise the IP that the mechanism has been returned and why.
 - DATIM does not send automatic email notifications, so it will be very helpful to communicate offline so that the mechanism report can be revised, re-uploaded, and re-submitted.
- **Reminder:** Send an email to the IM indicating that the mechanism was returned and what changes are required before reupload and resubmission

Review Submission





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Review within ERB Processor App

- To see the mechanism's expenditures, select the eye icon in the mechanism's row in the App. This will open a view of the full mechanism's expenditures, broken down by the partners reported
 - To view a specific partners expenditures and validation messages, click the carrot next to the partners name
 - > By default, the Prime Partners expenditures table will be open
 - Click the carrot (highlighted in the Mechanism View image) for Narrative to see an explanation for any the warnings across the mechanism.
- To assist with review, users can now export a .csv version of each partners expenditures, that can be accessed by clicking the "Export" button next to the Partner's name

ERB Process App Agency View

Mechanisms	
Total amount submitted	\$896,452,808.00
Total mechanisms submitted	6
Mechanisms with warnings	6
Mechanisms with errors	0

Nr	Expenditures	Validation Status	Approval Status	Actions
	\$55,741,624.00	⚠️ 3 WARNINGS	ACCEPTED BY AGENCY	
	\$395,056,545.01	⚠️ 2 WARNINGS	PENDING AT PARTNER	

Mechanism View

Prime Partner		Valid	Total: \$32,377,510	EXPORT	▼
Subrecipients below \$25,000		Valid	Total: \$24,963	EXPORT	▼
Subrecipients above \$25,000		Valid	Total: \$11,179,914	EXPORT	▼
Narrative					▼

File Was Validated: Review Template

- Use the review checklist on DATIM Support:
 - Checklist for Reviewing Expenditure Reporting Data - <https://datim.zendesk.com/hc/en-us/articles/360015932852-Checklist-for-Reviewing-Expenditure-Reporting-Data>
 - This section gives an overview of what should be reviewed in the template
- After Review:
 - If the **expenditures pass review**, proceed with accepting and submitting the mechanism via the ERB Processor app; steps are provided in the next section
 - If the **expenditures do NOT pass review**, follow the steps in the previous section to return the mechanism to the IP via the ERB Processor app

Overview of Data Review in the Template

- There are two components of data review in Expenditure Reporting for the In-country Agency reviewer
 - Confirm that the expenditures that were entered were validated and that the error checks in the ERB Processor App were passed
 - Verify that the Expenditure Reporting entered by the partner is accurate and aligned to COP strategy or IP Work Plans for that mechanism
- If the In-country Agency reviewer notes problems with any of the above checks, he/she may contact the IP for further explanation or to require or suggest revisions prior to approving the mechanism, in which case, the IP may be asked to update the entered expenditures.

ERB Processor App: **Errors**

- Below is a list of the possible validation errors you can receive in the ERB Processor App:
- **Errors** are for entries that cannot be reported, as they contradict PEPFAR Financial Classification definitions. These will be showstoppers; i.e., the validation will fail, and the mechanism cannot be uploaded.

Validation Message	Page #s
Missing Program Area	32
Missing Beneficiary	33
Duplicate Intervention	34
Indirect Charges	35
Program Management: Healthcare Worker	36
Program Management: Health Supplies	37
Above Site Programs: Salaried Healthcare Workers	38

- Please note that the selection of impossible combinations will **not** result in an invalid template upon upload in DATIM, so it is important that the reviewer check for this error in the expenditures and identify this error when it has been made. It may be that the intervention is unlikely and not aligned to COP strategic direction.

Missing Program Area

- The feedback indicates the intervention where the Program Area is missing.
- **Message (in Validation box):** "Intervention [#]: Program Area is required"
- **Resolution:** Add a Program Area for the errant Intervention

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	Program Area	C&T: HIV Drugs-SD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW	Targeted Beneficiary
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Personnel: Salaries- Health Care Workers-Clinical	N/A	\$ 10,000	\$ 10,000
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A		
8	Personnel: Salaries- Other Staff	\$ 1,000		
9	Fringe Benefits			
10	Travel: International Travel			
11	Travel: Domestic Travel			
12	Equipment: Health Equipment			
13	Equipment: Non-Health Equipment			
14	Supplies: Pharmaceutical	N/A		
15	Supplies: Health- Non Pharmaceutical	N/A		
16	Supplies: Other Supplies			
17	Contractual: Contracted Health Care Workers-Clinical	N/A		
18	Contractual: Contracted Health Care Workers- Ancillary	N/A		
19	Contractual: Contracted Interventions	N/A		
20	Contractual: Other Contracts			
21	Construction			
22	Training			
23	Other: Financial Support for Beneficiaries			
24	Other: Other			
25	Indirect Charges			
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,000	\$10,000	\$10,000
Validation				
Error 1: Intervention 2: Program Area is required				

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	Program Area	C&T: HIV Drugs-NSD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW	Targeted Beneficiary
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Subrecipient Total	\$ 1,000	\$ 1,000	\$ 1,000
Validation				
Error 1: Intervention 2: Program Area is required				
Error 2: Intervention 3: Beneficiary is required				

Missing Targeted Beneficiary

- The feedback indicates the intervention where the Targeted Beneficiary is missing.
- **Message (in Validation box):** "Intervention Categorization of Intervention [#] - Beneficiary is missing"
- **Resolution:** Add a Targeted Beneficiary for the errant Intervention

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	Program Area	C&T: HIV Drugs-SD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW	Targeted Beneficiary
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Personnel: Salaries- Health Care Workers-Clinical	N/A	\$ 10,000	\$ 10,000
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A		
8	Personnel: Salaries- Other Staff	\$ 1,000		
9	Fringe Benefits			
10	Travel: International Travel			
11	Travel: Domestic Travel			
12	Equipment: Health Equipment			
13	Equipment: Non-Health Equipment			
14	Supplies: Pharmaceutical	N/A		
15	Supplies: Health- Non Pharmaceutical	N/A		
16	Supplies: Other Supplies			
17	Contractual: Contracted Health Care Workers-Clinical	N/A		
18	Contractual: Contracted Health Care Workers- Ancillary	N/A		
19	Contractual: Contracted Interventions	N/A		
20	Contractual: Other Contracts			
21	Construction			
22	Training			
23	Other: Financial Support for Beneficiaries			
24	Other: Other			
25	Indirect Charges			
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,000	\$10,000	\$10,000
Validation				
Error 2: Intervention 3: Beneficiary is required				

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	Program Area	C&T: HIV Drugs-NSD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW	Targeted Beneficiary
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Subrecipient Total	\$ 1,000	\$ 1,000	\$ 1,000
Validation				
Error 1: Intervention 2: Program Area is required				
Error 2: Intervention 3: Beneficiary is required				

Duplicate Intervention

- The feedback indicates the intervention(s) where the intervention (Program Area and Targeted Beneficiary) is duplicated.
- **Message (in Validation box):** The intervention "[Program Area] / [Targeted Beneficiary]" is repeated [X] times and needs to be consolidated: Intervention [#] and Intervention [#].
- **Resolution:** Update the program area and/or targeted beneficiary for one of the duplicates and confirm all expenditures are correct.

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Intervention name...	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	C&T: HIV Drugs-SD	C&T: HIV Drugs-SD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW	AGYW
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Personnel: Salaries- Health Care Workers- Clinical	N/A	\$ 10,000	\$ 10,000
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A		
8	Personnel: Salaries- Other Staff	\$ 1,000		
9	Fringe Benefits			
10	Travel: International Travel			
11	Travel: Domestic Travel			
12	Equipment: Health Equipment			
13	Equipment: Non-Health Equipment			
14	Supplies: Pharmaceutical	N/A		
15	Supplies: Health- Non Pharmaceutical	N/A		
16	Supplies: Other Supplies			
17	Contractual: Contracted Health Care Workers- Clinical	N/A		
18	Contractual: Contracted Health Care Workers- Ancillary	N/A		
19	Contractual: Contracted Interventions	N/A		
20	Contractual: Other Contracts			
21	Construction			
22	Training			
23	Other: Financial Support for Beneficiaries			
24	Other: Other			
25	Indirect Charges			
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,000	\$10,000	\$10,000
Validation				
Error 1: The intervention 'C&T: HIV Drugs-SD / AGYW' is repeated 2 times and needs to be consolidated: Intervention 2 and Intervention 3.				

Indirect Charges

- The feedback indicates the unlikely combination of Program Area and Cost Category.
 - PEPFAR requires all indirect charges, regardless of the activity/direct cost associated, to be reported in a Program Management intervention
- Message (in Validation box):** Intervention [#]: Non Program Management interventions cannot have Indirect Charges
- Resolution:** Reallocate Indirect Charges from Interventions where the Program Area is not Program Management to a Program Management intervention.
- Please review Appendix C for a full list of combinations
- Please note: This validation does not apply for Subrecipients whose expenditures are less than or equal to \$25,000

	Program Management	Categorization of Intervention 2
1		
2	PM: IM Program Management-NSD	C&T: HIV Drugs-SD
3		
4	Non-Targeted Populations	AGYW
5	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical	N/A \$ 1,500,000
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A \$ 1,000,000
8	Personnel: Salaries- Other Staff	
9	Fringe Benefits	
10	Travel: International Travel	
11	Travel: Domestic Travel	
12	Equipment: Health Equipment	
13	Equipment: Non-Health Equipment	
14	Supplies: Pharmaceutical	N/A
15	Supplies: Health- Non Pharmaceutical	N/A
16	Supplies: Other Supplies	
17	Contractual: Contracted Health Care Workers- Clinical	N/A
18	Contractual: Contracted Health Care Workers- Ancillary	N/A
19	Contractual: Contracted Interventions	N/A
20	Contractual: Other Contracts	
21	Construction	
22	Training	
23	Other: Financial Support for Beneficiaries	
24	Other: Other	
25	Indirect Charges	\$ 2,500.00 \$ 10,000
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$0.00 \$2,510,000.00

Validation
 Error 1: Intervention 2: Non Program Management interventions cannot have Indirect Charges

Program Management: Healthcare Workers

- The feedback indicates the unlikely combination of Program Area and Cost Category.
 - Healthcare Worker costs (both Personnel and Contractual), cannot be allocated to Program Management program areas, as Healthcare Workers do not perform program management activities.
- Message (in Validation box):** Intervention [#]: Program Management interventions cannot have healthcare worker costs
- Resolution:** Reallocate Healthcare Worker costs from Program Management Interventions to a Non Program Management intervention.
- Please review Appendix C for a full list of combinations
- Please note: This validation does not apply for Subrecipients whose expenditures are less than or equal to \$25,000

	A	B	C
1		Program Management	Categorization of Intervention 2 <input type="button" value="X"/>
2	Intervention Name	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	PM: IM Closeout costs-NSD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW
5	Cost Category	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical	N/A	\$ 10,000
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A	\$ 10,000
8	Personnel: Salaries- Other Staff	\$ 1,000	
9	Fringe Benefits		
10	Travel: International Travel		
11	Travel: Domestic Travel		
12	Equipment: Health Equipment		
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical	N/A	
15	Supplies: Health- Non Pharmaceutical	N/A	
16	Supplies: Other Supplies		
17	Contractual: Contracted Health Care Workers- Clinical	N/A	\$ 10,000
18	Contractual: Contracted Health Care Workers- Ancillary	N/A	\$ 10,000
19	Contractual: Contracted Interventions	N/A	\$ 10,000
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)	\$1,000	\$50,000
Validation			
Error 1: Intervention 2: Program Management interventions cannot have healthcare worker costs			
Error 2: Intervention 2: Program Management interventions cannot have healthcare worker costs			
Error 3: Intervention 2: Program Management interventions cannot have healthcare worker costs			
Error 4: Intervention 2: Program Management interventions cannot have healthcare worker costs			
Error 5: Intervention 2: Program Management interventions cannot have healthcare worker costs			

Program Management: Health Supplies

- The feedback indicates the unlikely combination of Program Area and Cost Category.
 - Supplies (Pharmaceutical and Health: Non-Pharmaceutical) costs cannot be allocated to Program Management program areas, as Supplies costs are allocated to the intervention for which they were procured, including administrative costs for procurement.
- Message (in Validation box):** Program Management interventions cannot have supplies-pharmaceutical or supplies-health non pharmaceutical costs.
- Resolution:** Reallocate Health Supplies costs from Program Management Interventions to the intervention for which the supplies are procured.
- Please review Appendix C for a full list of combinations
- Please note: This validation does not apply for Subrecipients whose expenditures are less than or equal to \$25,000

	A	B	C
1		Program Management	Categorization of Intervention 2 <input type="checkbox"/>
2	Intervention Name	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	PM: IM Closeout costs-NSD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW
5	Cost Category	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical	N/A	
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A	
8	Personnel: Salaries- Other Staff	\$ 1,000	
9	Fringe Benefits		
10	Travel: International Travel		
11	Travel: Domestic Travel		
12	Equipment: Health Equipment		
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical	N/A	\$ 10,000
15	Supplies: Health- Non Pharmaceutical	N/A	\$ 10,000
16	Supplies: Other Supplies		
17	Contractual: Contracted Health Care Workers- Clinical	N/A	
18	Contractual: Contracted Health Care Workers- Ancillary	N/A	
19	Contractual: Contracted Interventions	N/A	
20	Contractual: Other Contracts		
21	Construction		
22	Training		
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges		
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,000	\$20,000

Validation

Error 1: Intervention 2: Program Management interventions cannot have supplies-pharmaceutical or supplies-health non pharmaceutical costs.

Error 2: Intervention 2: Program Management interventions cannot have supplies-pharmaceutical or supplies-health non pharmaceutical costs.

Above Site Program: Healthcare Workers

- The feedback indicates the unlikely combination of Program Area and Cost Category.
 - Healthcare Worker costs (both Personnel and Contractual), cannot be allocated to Above Site Program areas, as Healthcare Workers do not perform above site program activities.
- Message (in Validation box):** By definition, a salaried or contracted clinical or ancillary healthcare worker can only work at the site level. Please ensure that all salaried and contracted clinical and ancillary healthcare worker expenditures are entered in site level interventions.
- Resolution:** Reallocate Healthcare Worker costs from Above Site Program Interventions to a Non Above Site Program intervention.
- Please review Appendix C for a full list of combinations

	A	B	C
1		Program Management	Category of Intervention 2 ✕
2	Intervention Name	Intervention name...	Intervention name...
3	Program Area	PM: IM Program Management-NSD	ASP: Human resources for health-NSD
4	Targeted Beneficiary	Non-Targeted Populations	AGYW
5	Cost Category	Program management expenditures	Expenditures against Intervention 2
6	Personnel: Salaries- Health Care Workers- Clinical	N/A	\$ 10,000
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A	\$ 10,000
8	Personnel: Salaries- Other Staff	\$ 1,000	
9	Fringe Benefits		
10	Travel: International Travel		
11	Travel: Domestic Travel		
12	Equipment: Health Equipment		
13	Equipment: Non-Health Equipment		
14	Supplies: Pharmaceutical	N/A	
15	Supplies: Health- Non Pharmaceutical	N/A	
16	Supplies: Other Supplies		
17	Contractual: Contracted Health Care Workers- Clinical	N/A	\$ 10,000
18	Contractual: Contracted Health Care Workers- Ancillary	N/A	\$ 10,000
19	Contractual: Contracted Interventions	N/A	
20	Contractual: Other Contracts		
21	Construction		
22	Training		
23	Other: Financial Support for Beneficiaries		
24	Other: Other		
25	Indirect Charges		
26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,000	\$40,000

Validation
Error 1: Intervention 2: By definition, a salaried or contracted clinical or ancillary healthcare worker can only work at the site level. Please ensure that all salaried and contracted clinical and ancillary healthcare worker expenditures are entered in site level interventions.
Error 2: Intervention 2: By definition, a salaried or contracted clinical or ancillary healthcare worker can only work at the site level. Please ensure that all salaried and contracted clinical and ancillary healthcare worker expenditures are entered in site level interventions.
Error 3: Intervention 2: By definition, a salaried or contracted clinical or ancillary healthcare worker can only work at the site level. Please ensure that all salaried and contracted clinical and ancillary healthcare worker expenditures are entered in site level interventions.
Error 4: Intervention 2: By definition, a salaried or contracted clinical or ancillary healthcare worker can only work at the site level. Please ensure that all salaried and contracted clinical and ancillary healthcare worker expenditures are entered in site level interventions.

Summary of Unlikely Combinations of Program Area and 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
- 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**.

Summary of Unlikely Combinations of Program Area and Cost Category: Above Site Healthcare Workers and Above Site Financial Support for Beneficiaries

- 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
 - > Other: Financial Support for Beneficiaries
 - > 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.

Prime- Summary of Unlikely Combinations of Program Area and Cost Category: Warnings

- There are several combinations of program areas and beneficiaries 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 **review** in your template as this review indicates that your costs have been incorrectly classified.
- The following will be reviews:
 - If Healthcare Worker costs (personnel or contractual) under Non Service Delivery if Program Area is C&T, PREV, SE, or HTS, warning
 - If Construction costs under Service Delivery, warning
 - If International Travel costs under Service Delivery, warning
 - If Training costs under Service Delivery, warning
 - If "Financial Support for Beneficiaries" costs under Non-Service Delivery, warning
 - If Health/Non-Pharmaceutical and Pharmaceutical supply costs under ASP PA, warning
 - If Pharmaceutical supply costs under HTS program area, warning

Subrecipient Error Checks

- Subrecipients should be reviewed for the error checks in the previous slides.
- However, subrecipients should also be reviewed for the following error checks:
 - Subrecipient UEI satisfies data entry criteria
 - Subrecipient Name Valid
 - (If Under \$25,000) Subrecipient expenditures exceed \$25,000
 - Subrecipients are unique

Invalid Subrecipient UEI

- The Validation indicates the subrecipient whose UEI is invalid
 - Subrecipients should not use "000000000000" if they do not know their UEI or do not require one.
 - > Please use "111111111111" if the Subrecipient does not know its UEI.
 - > Please use "999999999999" if the Subrecipient does not require a UEI.
- **Message (in Validation box):** "Subrecipient does not have a valid Unique Entity Identifier. If subrecipient UEI is unknown at the time of reporting, use '111111111111'. If a subrecipient is not required to have a UEI, please enter '999999999999'."
- **Resolution:** Update the UEI of the Subrecipient Organization using the "Change UEI" button

Add new subrecipient

ENTER MANUALLY IMPORT

Subrecipient name
Subrecipient 1

Subrecipient UEI
000000000000

Subrecipient does not have a valid Unique Entity Identifier. If subrecipient UEI is unknown at the time of reporting, use '111111111111'. If a subrecipient is not required to have a UEI, please enter '999999999999'.

Total Expenditures

Below \$25,000

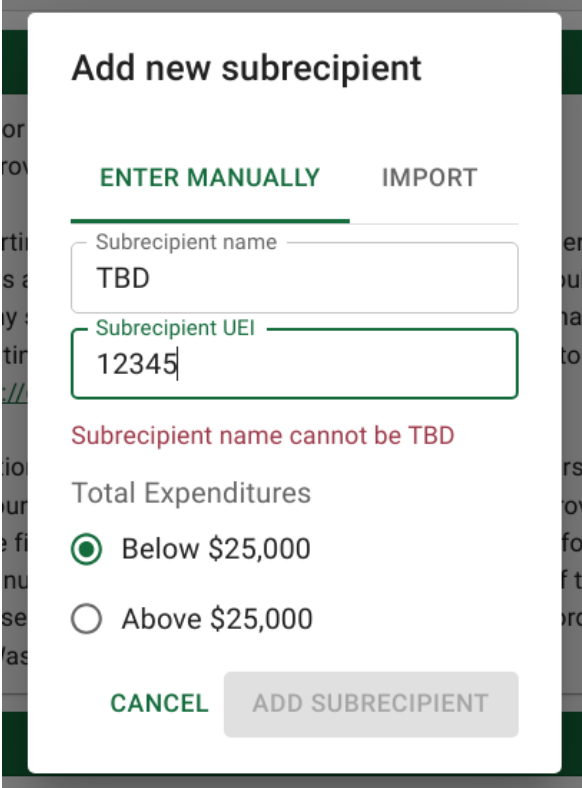
Above \$25,000

CANCEL ADD SUBRECIPIENT

ADD SUBRECIPIENT

Invalid Subrecipient Name

- The Validation indicates the subrecipient whose name is invalid
 - Subrecipients should not be "TBD" by the time of expenditure reporting. All subrecipients must be named.
- **Message (in Validation box):** "Subrecipient name cannot be TBD"
- **Resolution:** Update the name of the Subrecipient Organization using the "Rename" button



The screenshot shows a web form titled "Add new subrecipient". At the top, there are two tabs: "ENTER MANUALLY" (which is selected) and "IMPORT". Below the tabs are two input fields. The first field is labeled "Subrecipient name" and contains the text "TBD". The second field is labeled "Subrecipient UEI" and contains the text "12345". Below these fields is a red error message: "Subrecipient name cannot be TBD". Underneath the error message is the section "Total Expenditures" with two radio button options: "Below \$25,000" (which is selected) and "Above \$25,000". At the bottom of the form are two buttons: "CANCEL" and "ADD SUBRECIPIENT".

Expenditures Exceed \$25,000

- The Validation indicates the subrecipient whose expenditures are greater than \$25,000
 - If a subrecipient has expenditures that are greater than \$25,000, they must report in full cost category detail.
- **Message (in Validation box):** "The sum of the expenditures of this subrecipient exceed \$25,000. Please re-enter the subrecipient using the "Add Subrecipient" button and selecting 'Above \$25,000' "
- **Resolution:** Update the subrecipient selection to be "Above \$25,000' and disaggregate costs to the full cost category detail.

	A	B	C	D	E
1		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
2	Intervention Name	Notes...	Notes...	Notes...	Notes...
3	Program Area	PM: IM Program Management-NSD	Program Area	Program Area	Program Area
4	Beneficiary	Non-Targeted Pop: Not disaggregated	Beneficiary	Beneficiary	Beneficiary
5	Cost Category	Program management	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
6	Subrecipient Total	\$ 250,000			

Validation

Error 1: The sum of the expenditures of this subrecipient exceed \$25,000. Please re-enter the subrecipient using the "Add Subrecipient" button and selecting 'Above \$25,000'

Duplicate Subrecipient

- The Validation indicates there are more than one Subrecipient with the same Name and UEI
 - Each Subrecipient should be reported only once
- **Message (in Validation box):** Subrecipient Name [Subrecipient Name] already exists, please remove that entry before adding a new one. Alternatively, you may edit the existing one in place
- **Resolution:** Remove the duplicate subrecipient by correcting the Subrecipient Organization information or aggregating expenditures across the two reports.

Manual Entry Error

Add new subrecipient

ENTER MANUALLY IMPORT

Subrecipient name
Sample Name

Subrecipient UEI
111111111111

Subrecipient Name Sample Name already exists, please remove that entry before adding a new one. Alternatively, you may edit the existing one in place



Total Expenditures

Below \$25,000

Above \$25,000

CANCEL ADD SUBRECIPIENT

Import Error

 Subrecipient Name Name already exists, please remove that entry before adding a new one. Alternatively, you may edit the existing one in place 

For All Partners: Verify All Error Checks in DATIM Have Been Passed

- Some of the checks that will result in an invalid template in DATIM have been highlighted in the Review Mechanism section.
- For an exhaustive list of the errors that will cause an unsuccessful upload (validation fail) of a template in DATIM, review the [COP23 DATIM ERB App Data Entry Instructions for Prime Partners](#) document on PEPFAR Zendesk.

Reviewer Error Checks: Overview

- Once the FY24 template has been successfully uploaded to DATIM and submitted by the IP, it will be reviewed by the Agency AOR/COR/Project Officer
- Reviewer checks:
 - ✓ DATIM errors previously mentioned
 - ✓ Program management budget, including indirect charges if applicable, not entered when expected
 - ✓ Cost category expenditure that does not seem to be aligned to the intervention definition
 - ✓ Expenditures that are less than or in excess of expectations
 - ✓ Data displayed in ERB Processor App does not match DATIM validation Validation
- If the reviewer notes any of the above, he/she may contact the IP for further explanation or to require or suggest revisions prior to approving the template, in which case, the IP may be asked to upload a revised template.

Template Data Review: Intervention Alignment to Strategy

- In reviewing the Expenditure Template tab, reviewers should first verify that the interventions are defined in a way the aligns to the strategy for that mechanism. Reviewers should verify that:
 - The appropriate program areas and beneficiaries have been selected
 - Interventions have been lumped or split in an appropriate way
 - Budget totals are reasonable given Award information (e.g., an entry of \$100,000,000 for an Award with a budget of \$100,000 may be a data entry error)

	A	B	C	D
1		Program Management	Categorization of Intervention 2 ✕	Categorization of Intervention 3 ✕
2	Intervention Name	Notes...	Notes...	Notes...
3	Program Area	PM: IM Program Management-NSD ▾	C&T: HIV Clinical Services-NSD ▾	C&T: HIV Drugs-NSD ▾
4	Beneficiary	Key Populations ▾	Non-Targeted Populations ▾	Non-Targeted Populations ▾
5	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3
6	Personnel: Salaries- Health Care Workers- Clinical	N/A		
7	Personnel: Salaries- Health Care Workers- Ancillary	N/A		
8	Personnel: Salaries- Other Staff		\$ 1,203,987	
9	Fringe Benefits			
10	Travel: International Travel			
11	Travel: Domestic Travel			
12	Equipment: Health Equipment		\$ 2,034,905	
13	Equipment: Non-Health Equipment		\$ 2,049,605	
14	Supplies: Pharmaceutical	N/A		
15	Supplies: Health- Non Pharmaceutical	N/A		
16	Supplies: Other Supplies			

Expenditure Data Review: Confirm Totals

- Confirm that the total number of interventions and the total dollar value of expenditures in the template matches what is shown in DATIM. Note: For Prime Expenditures with Subrecipients, the amount in the Prime Partner should be equivalent between the totals in Column AK and next to the Partner name (see below):

26	Total Expenditure per Intervention (Sum of Cost Categories)	\$1,293,054	\$5,288,497	\$1,230,595
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Prime Partner

Prime Partner Name	1 Warning	Total: \$7,812,146	^
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Accept and Submit Mechanism Data Approval App

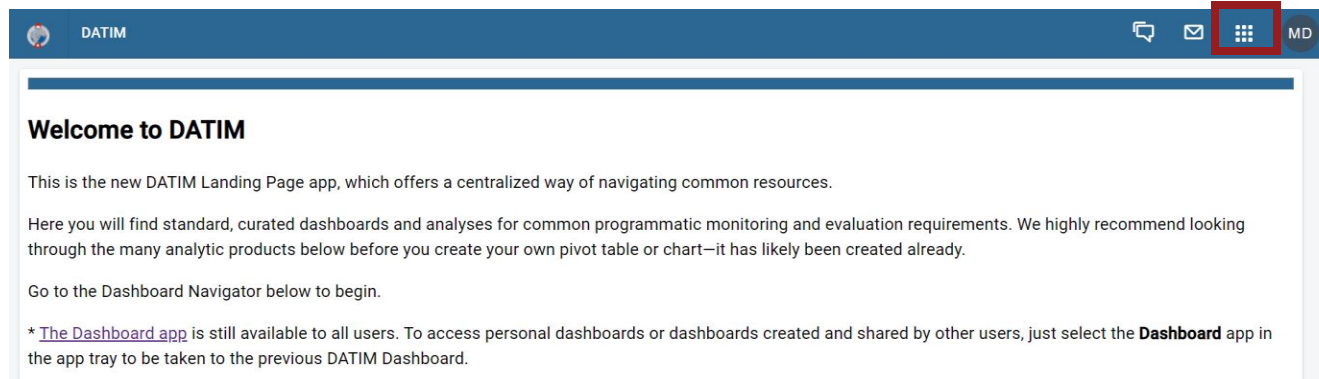


PEPFAR

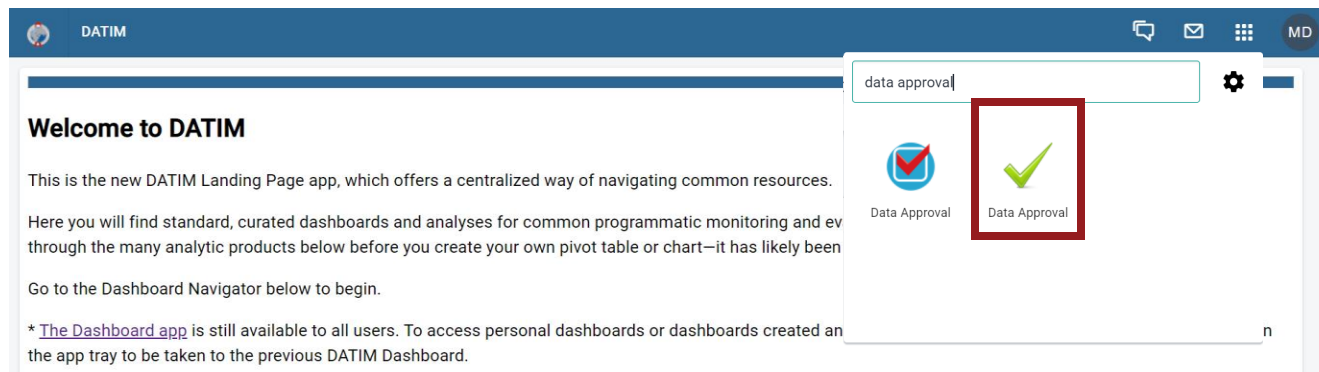
Data Approval App: Navigate to Data Approval App

If, after reviewing the data in the downloaded template, you are ready to approve the template, you will accept and submit it in the Data Approval app.

- 1 On the top right hand corner of the screen, select the apps menu.



- 2 Within the apps menu, select the Data Approval app.



Data Approval App: Select Mechanism to Accept

3 Click the Accept tab and select the mechanism for which you have the option to approve expenditure data. Click Accept.

The screenshot shows the DATIM Approvals interface. At the top, there is a navigation bar with the DATIM logo and user profile 'MD'. Below the navigation bar, the main content area is titled 'DATIM Approvals'. It features a search bar with filters for 'Workflow' (ER Expenditures FYOct), 'Period' (October 2023 - September 2024), and 'Operating Unit' (Global), along with a 'GO' button. Below the search bar, there is a red 'ACCEPT' button and a notification '1 selected mechanism(s)'. A navigation bar below this contains 'VIEW', 'ACCEPT', 'SUBMIT', 'RECALL', and 'RETURN' tabs, with 'ACCEPT' being the active tab. Below the navigation bar, there is a table with a pink header '1 mechanism(s) selected' and a search bar. The table has columns for Mechanism, OU, Agency, Partner, and Status. One row is visible with a red checkmark in the Mechanism column, indicating it is selected. The row details are: Mechanism 81892, OU South Africa, Agency HHS/CDC, Partner, and Status submitted by partner.

Mechanism	OU	Agency	Partner	Status
<input checked="" type="checkbox"/> 81892	South Africa	HHS/CDC		submitted by partner

Data Approval App: Select Mechanism to Accept

4 Click Accept Mechanism for the selected funding mechanism(s). Wait while the system processes your request.

The screenshot shows the DATIM Approvals interface. At the top, there is a blue header with the DATIM logo and user information (MD). Below the header, the main content area is titled "DATIM Approvals". It features two prominent buttons: "ACCEPT MECHANISM" (highlighted with a red box) and "RETURN MECHANISM". To the right of these buttons is a "BACK" link. Below the buttons is a horizontal workflow diagram with seven steps, each represented by a numbered circle and a description: 1. pending at partner (with a checkmark), 2. submitted by partner, 3. accepted by agency, 4. submitted by agency, 5. accepted by global agency, 6. submitted by global agency, and 7. accepted by global. Below the workflow, there are two rows of information: "Workflow" with the value "ER Expenditures FYOct" and "Period" with the value "October 2023 - September 2024". At the bottom of the interface, the number "81892" is displayed.

Data Approval App: Process Acceptance of Mechanism

5 Verify that the black box appears at the bottom of the screen to confirm that the accept was successful.

The screenshot displays the DATIM Approvals interface. At the top, a dark blue header contains the DATIM logo, a globe icon, and navigation icons for chat, email, and a user profile labeled 'MD'. The main content area is titled 'DATIM Approvals' and features two primary buttons: 'SUBMIT MECHANISM' and 'RETURN MECHANISM', both in red. A 'BACK' link is also present. Below these buttons is a progress indicator with seven steps: 'pending at partner', 'submitted by partner', 'accepted by agency', 'submitted by agency', 'accepted by global agency', 'submitted by global agency', and 'accepted by global'. The third step, 'accepted by agency', is highlighted with a blue circle containing the number 3. Below the progress indicator, the workflow is identified as 'ER Expenditures FYOct' and the period as 'October 2023 - September 2024'. At the bottom, a table lists a mechanism with ID '81892'. A red box highlights a dark grey notification box at the bottom of the screen that reads 'Mechanism successfully accepted' with a close 'X' button.

Data Approval App: Process Submission of Mechanism

6 Click Submit Mechanism for the selected funding mechanism(s). Wait while the system processes your request.

The screenshot shows the 'DATIM Approvals' interface. At the top, there is a navigation bar with the 'DATIM' logo and user profile 'MD'. Below this, the main content area is titled 'DATIM Approvals'. It features two prominent buttons: 'SUBMIT MECHANISM' (highlighted with a red box) and 'RETURN MECHANISM'. A 'BACK' link is also present. A progress bar below the buttons shows seven steps: 1. pending at partner (checked), 2. submitted by partner (checked), 3. accepted by agency (current step, indicated by a '3' in a circle), 4. submitted by agency, 5. accepted by global agency, 6. submitted by global agency, and 7. accepted by global. Below the progress bar, the 'Workflow' is identified as 'ER Expenditures FYOct' and the 'Period' is 'October 2023 - September 2024'. At the bottom, the mechanism ID '81892' is displayed above a red line, with the label 'Mech' below it.

Data Approval App: Process Submission of Mechanism

7 Verify that the black box appears at the bottom of the screen to confirm that the submit was successful.

The screenshot shows the DATIM Approvals app interface. At the top, there is a blue header with the DATIM logo and user initials 'MD'. Below the header, the main content area is titled 'DATIM Approvals'. It features a pink 'RECALL MECHANISM' button with a left arrow and a 'BACK' button. A progress indicator shows five steps: 'pending at partner', 'submitted by partner', 'accepted by agency', 'submitted by agency', and 'accepted by agency hq'. The fourth step, 'submitted by agency', is currently active and highlighted with a blue circle containing a checkmark. Below the progress indicator, there are two rows of information: 'Workflow' with the value 'ER Expenditures FYOct' and 'Period' with the value 'October 2023 - September 2024'. At the bottom, a table lists mechanisms, with the first entry having the ID '81892'. A black confirmation box with a red border is overlaid on the table, displaying the text 'Mechanism successfully submitted' and a close button (X).

Recall & Return Mechanism Data Approval App



PEPFAR

Why would a mechanism be recalled?

- Clicked on the wrong mechanism to submit in error
- Discussed with other members of the Agency team and decided a correction is needed
- Reviewed Expenditure Reporting guidance or the PEPFAR Financial Classifications Reference Guide and realized a correction is needed
- Received an email from the IP requesting permission to revise the template

Recall: Select Mechanism to Recall

- Click the Recall tab and select the mechanism for which you have the option to approve expenditure data.
- Click Recall.

The screenshot shows the DATIM Approvals interface. At the top, there is a navigation bar with the DATIM logo and user profile 'MD'. Below this, the 'DATIM Approvals' section contains filters for Workflow (ER Expenditures FYOct), Period (October 2023 - September 2024), and Operating Unit (Global), with a 'GO' button. A 'RECALL' button is highlighted with a red box. Below the filters, a navigation bar shows 'VIEW', 'ACCEPT', 'SUBMIT', 'RECALL', and 'RETURN', with 'RECALL' being the active step and marked with a '1'. A pink banner indicates '1 mechanism(s) selected'. Below this is a table with columns: Mechanism, OU, Agency, Partner, and Status. The first row in the table is highlighted with a red box and contains the following data:

Mechanism	OU	Agency	Partner	Status
81892	South Africa	HHS/CDC		submitted by agency

Recall: Process Recall of Mechanism

- Click Recall Mechanism for the selected funding mechanism(s). Wait while the system processes your request.

The screenshot shows the 'DATIM Approvals' interface. At the top, there is a blue navigation bar with the 'DATIM' logo and several utility icons (chat, mail, grid, and a user profile 'MD'). The main content area is titled 'DATIM Approvals' and contains a workflow progress indicator. A red box highlights a pink button labeled 'RECALL MECHANISM' with a left-pointing arrow. To the right of this button is a 'BACK' link. The workflow consists of five steps: 1. pending at partner (checked), 2. submitted by partner (checked), 3. accepted by agency (checked), 4. submitted by agency (4), and 5. accepted by global agency (5). Below the workflow, there are fields for 'Workflow' (ER Expenditures FYOct) and 'Period' (October 2023 - September 2024). At the bottom, a table shows a funding mechanism with ID '81892' and a label 'Mech'.

Recall: Process Recall of Mechanism

- Verify that the black box appears at the bottom of the screen to confirm that the recall was successful.

The screenshot shows the DATIM Approvals interface. At the top, there is a blue header with the DATIM logo and navigation icons. Below the header, the title "DATIM Approvals" is displayed. The main content area features a workflow progress bar with five steps: 1. pending at partner (checked), 2. submitted by partner (checked), 3. accepted by agency (active), 4. accepted by global agency, and 5. submitted by global agency. Below the progress bar, there are fields for "Workflow" (ER Expenditures FYOct) and "Period" (October 2023 - September 2024). At the bottom, a table lists mechanisms, with the first entry having ID 81892. A black notification box with a red border is overlaid on the table, displaying the message "Mechanism successfully recalled" and a close button (X).

Return: Process Return of Mechanism

- Click Return Mechanism for the selected funding mechanism(s). Wait while the system processes your request.

The screenshot shows the DATIM Approvals interface. At the top, there is a blue navigation bar with the DATIM logo, a globe icon, and user initials 'MD'. Below this is a white card titled 'DATIM Approvals'. Inside the card, there are two buttons: 'ACCEPT MECHANISM' (with a checkmark) and 'RETURN MECHANISM' (with a left-pointing arrow), the latter of which is highlighted with a red border. To the right of these buttons is a 'BACK' link. Below the buttons is a horizontal workflow diagram with seven steps: 1. pending at partner (checked), 2. submitted by partner, 3. accepted by agency, 4. submitted by agency, 5. accepted by global agency, 6. submitted by global agency, and 7. accepted by global. Below the workflow, there are two rows of information: 'Workflow' with the value 'ER Expenditures FYOct' and 'Period' with the value 'October 2023 - September 2024'. At the bottom of the card, the number '81892' is displayed.

Return: Process Return of Mechanism

- Verify that the black box appears at the bottom of the screen to confirm that the return was successful.

The screenshot shows the DATIM Approvals interface. At the top, there is a blue header with the DATIM logo and navigation icons. The main content area is titled "DATIM Approvals" and contains a message: "No actions available with selected mechanisms" with a "BACK" link. Below this is a five-step workflow: 1. pending at partner, 2. submitted by partner, 3. accepted by agency, 4. submitted by agency, and 5. accepted by agency hq. The workflow is for "ER Expenditures FYOct" and the period is "October 2023 - September 2024". A table below shows a mechanism with ID "81892 - C" and OU "South Africa". A black notification box with a red border and a close button (X) is overlaid on the table, displaying the message "Mechanism successfully returned".

DATIM Approvals

No actions available with selected mechanisms BACK

1 pending at partner 2 submitted by partner 3 accepted by agency 4 submitted by agency 5 accepted by agency hq

Workflow ER Expenditures FYOct

Period October 2023 - September 2024

81892 -
Mech 81892 - C
OU South Africa

Mechanism successfully returned X

Data Cleaning Period & Global Agency Review



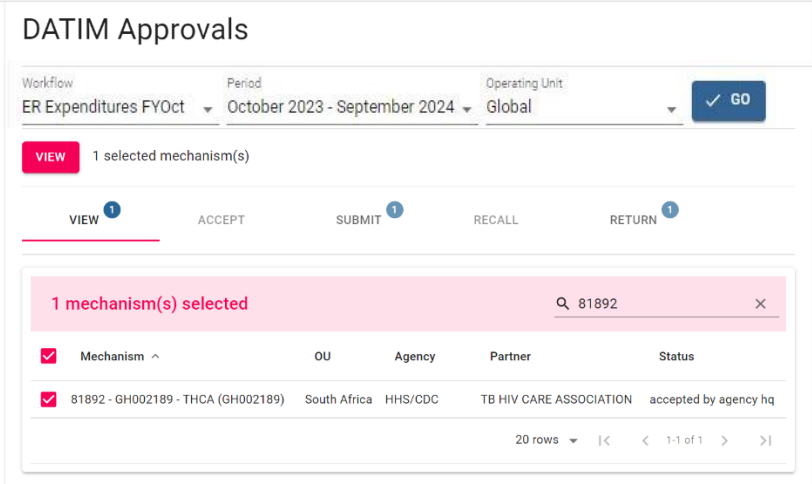
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COP23/FY24 ER Submission Timeline

Date	Activities
7/29/24	<u>ER Simplified Template Released:</u>
Prior to 10/1/24	<u>DATIM Account Management:</u> DATIM expenditure reporting users (prime partners only) request new accounts or reactivate expired accounts as needed
10/1/24	<u>Data Entry Open:</u> DATIM opens for submission of FY2024 Implementing Mechanism (IM) expenditure reporting
11/15/24	<u>Data Entry Close:</u> DATIM closes for submission of FY2024 Implementing Mechanism expenditure reporting; all reports should have been submitted by Implementing Partners (IPs) and approved by In-country Agency and Global Agency staff
12/2/24	<u>Data Entry Open for Cleaning and Re-submission:</u> DATIM opens for cleaning and resubmission of FY2024 Implementing Mechanism expenditure reporting
12/13/24	<u>Data Entry Close for Cleaning and Re-submission:</u> DATIM closes for submission of FY2024 Implementing Mechanism expenditure reporting; all reports should have been submitted by Implementing Partners (IPs) and approved by In-country Agency and Global Agency staff

Checking Periodically on Submitted Mechanisms

- During the data entry and cleaning periods, In-country Agency users should regularly log in to DATIM to view the status and available actions for mechanisms that have been submitted by IPs or returned from Global Agency users.
- If a mechanism was submitted to Global Agency, and an In-country Agency user sees a status of “Accepted by Agency” and the available actions to “Submit” or “Return,” it means that the template was either returned by an Global Agency user, or the submission was recalled by another In-country Agency user in the OU.
- This will require action from the In-country Agency user: connect with the Global Agency POC to understand why he/she returned the template and decide whether to return the submission to the IP or resubmit to Global Agency, if the concerns can be resolved by the In-country Agency user.



The screenshot displays the 'DATIM Approvals' interface. At the top, there are filters for 'Workflow' (ER Expenditures FYOct), 'Period' (October 2023 - September 2024), and 'Operating Unit' (Global), with a 'GO' button. Below the filters, a 'VIEW' button is highlighted, indicating '1 selected mechanism(s)'. A navigation bar shows 'VIEW' (with a '1' badge), 'ACCEPT', 'SUBMIT' (with a '1' badge), 'RECALL', and 'RETURN' (with a '1' badge). A search bar contains '81892'. The main table lists the selected mechanism:

<input checked="" type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/>	81892 - GH002189 - THCA (GH002189)	South Africa	HHS/CDC	TB HIV CARE ASSOCIATION	accepted by agency hq

At the bottom of the table, it shows '20 rows' and navigation arrows.

Checking Periodically on Submitted Mechanisms

- If a mechanism was submitted to Global Agency, and an In-country Agency user sees a status of “Accepted by Global Agency” and only the available action to “View,” it means that the template was accepted by a Global Agency user.

VIEW 1 selected mechanism(s)

VIEW¹ ACCEPT SUBMIT RECALL RETURN

1 mechanism(s) selected X

<input checked="" type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/>	81892 - I	South Africa	HHS/CDC		submitted by global agency

20 rows |< < 1-1 of 1 > >|

Checking Periodically on Submitted Mechanisms

- If a mechanism was accepted by an Global Agency user, its status will be “Accepted by Global Agency”; this requires no further action by the In-country Agency user.

1 mechanism(s) selected Q 81892 ×

<input checked="" type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/>	81892 -	South Africa	HHS/CDC		submitted by global agency

20 rows ▾ |< < 1-1 of 1 > >|

DATIM References and Help

DATIM Support



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Technical Support In ZenDesk

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

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

Submit a Request

DATIM Accountability · Transparency · Impact

SUPPORT

Sign in

Search Search Q

DATIM > Submit a request

Submit a request

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

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

Return to DATIM Terms of Service

Submit a Request

DATIM > Submit a request

Submit a request

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

Your email address *

Description *

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

DATIM user name *

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

Organization *

Thank You!



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