

## Checklist for Partners – Before Submitting COP23/FY24 Expenditure Reporting Template

Activity	Recommended Date
Gather Expenditure Data and Complete Expenditures through the Template OR directly in the ERB Processor App; Verify Expenditures are complete and Error-free	10/1 – 10/28
Prime Partners Verify All Expenditures Are Complete and Error-Free	10/28 – 11/4
Prime Partner Uploads Expenditures to DATIM Via the ERB Processor App and Submits Expenditures Via Data Approval App	11/4 – 11/8
Prime Partner Verifies Expenditures Has Been Submitted in DATIM Via the Data Approval App	NLT 11/8
Prime Partner Requests Review of Expenditures by Agency Staff	11/8
Expenditure Data Entry Period Closes	11/15

### GATHER DATA NECESSARY TO REPORT ON EXPENDITURES; PARTNERS COMPLETE EXPENDITURE REPORTING IN TEMPLATES OR ERB PROCESSOR APP

**Please note: Prime Partners can enter expenditures directly in the ERB Processor App without using the Expenditure Reporting Template. The Simplified Template is provided (and can be imported into the ERB Processor App) as in previous years in case offline editing functionality is needed.**

- ❑ As soon as possible following the close of the fiscal year, all prime and subrecipients collect PEPFAR expenditures from accounting records; include all PEPFAR funding.
- ❑ Prime and subrecipient verify that expenditure data is reported on a cash basis, not an accrual basis.
- ❑ Prime and subrecipient verify that expenditure data follows PEPFAR’s [Financial Classifications Reference Guide](#).
- ❑ Prime and subrecipient verify that expenditure data is compliant with federal cost principles as outlined in the CFR Part 200 Subpart E, and any agency terms and conditions of the award. For State Department awards, this is outlined in the U.S. Department of State Standard Terms and Conditions. Implementing partners should check with their awarding agency’s terms and conditions.
- ❑ If necessary, convert all expenditures to US dollars.
- ❑ Once compiled, subrecipients should provide expenditure data to prime partners. To do this, they should use the Expenditure Reporting template, which can be uploaded directly into DATIM by prime partners.
  - Please note that only one subrecipient can be entered in this year’s template; even subrecipients with expenditures below \$25,000 will each need to fill out a separate template for their expenditures.
  - Subrecipients below \$25,000 still do not need to provide cost category detail in the template. They will each fill out a separate template with their intervention-level expenditures.
- ❑ Prime partners and subrecipients verify that FY24 expenditure reporting template is downloaded from DATIM support, <https://help.datim.org/hc/en-us/articles/360016058191-COP22-FY23-Expenditure-Reporting-Template>, and that it has not been unlocked or ‘broken’.

**Once all above items are completed, prime partner and subrecipients will enter all expenditure data into the expenditure reporting template individually. Only one partner can report in each template.**

## (IF TEMPLATE IS USED) PRIME PARTNERS AND SUBRECIPIENTS VERIFY TEMPLATES ARE COMPLETE AND ERROR-FREE

- Prime partners and subrecipients save their expenditure reporting templates with the naming convention: FY24\_ER\_[Mechanism ID]\_[Prime/Sub UEI#].xlsx.
- Verify that the files are saved as an Excel Workbook file type, or XLSX file.
- **For Subrecipients:** Verify that all Subrecipient Organization fields have been correctly completed.
  - UEI numbers are always 12-character values.
  - If a subrecipient UEI number is unknown at the time of reporting, use '111111111111'.
  - If a subrecipient is not required to have a UEI number, please enter '999999999999'.
  - Subrecipient Organization Name cannot be "TBD".
- Verify that the templates are not unlocked, broken, or corrupted.
  - No expenditures have been entered in cells with "NA".
  - Password protection on sheets remains enforced.
  - No tabs have been inserted or added; No tabs have been deleted or hidden.
  - No values have been copied and pasted into the dropdowns for Program Area (row 4) or Targeted Beneficiary (row 5).
- Verify that all expenditures are entered as positive integers (no decimals, no letters or symbols, and no negative amounts).
- Verify that all error checks in the reporting tab have been passed.
  - No pink highlighted cost category, program area, or targeted beneficiary cells.
  - For a full list of validations that will cause the template to fail, i.e., the template cannot be submitted in DATIM, review the [Template Data Entry Instructions for Partners](#) page.
- Verify total expenditures.
  - Confirm row totals (by sub cost category) and column totals (by intervention) against accounting records (e.g., Personnel totals calculated in the template from data entry = Personnel expenditure total from accounting records).

**Once all checks and verifications are completed, subrecipients should send their templates to their Prime Partner so the Prime Partner can upload templates to the ERB Processor app in DATIM. Please note: Subrecipients will NOT access DATIM directly; instead, Prime Partners will upload subrecipient templates into DATIM on behalf of all subrecipients reporting for their mechanism. Once the prime partner receives subrecipient templates, they should verify that all templates are error-free before uploading into DATIM.**

## (IF TEMPLATE IS USED) PRIME PARTNER ENTERS EXPENDITURE REPORTING TEMPLATE(S) TO DATIM VIA THE ERB PROCESSOR APP AND SUBMITS TEMPLATE(S) VIA DATA APPROVALS APP

- Prime partner log into DATIM and navigates to the ERB Processor App.
- Prime partner verifies the fields selected on the data entry screen in the DATIM ERB Processor App.
  - Confirm the Operating Unit is correct for your mechanism.
  - Confirm the Workstream is "Expenditure Reporting".
  - Confirm the COP Year is "COP 23 (FY24)".
  - Confirm the Funding Mechanism is the correct mechanism ID.
- To upload the Prime Partner template: Prime partner verifies that the uploaded file in the Prime Partner upload box is the correct file for mechanism ID shown above.
  - Confirm that the Prime Partner upload field has a green "success" status and check mark.
  - Confirm the number of interventions and the total expenditures validated by DATIM.
- To upload the Subrecipient template(s): Once the Prime Partner file has been submitted and validated successfully, upload the Subrecipient file(s) using the Subrecipient upload box below the Prime Partner upload.
  - Select the correct information for the Subrecipient (total expenditures) and select "Choose File".

- Confirm that the Subrecipients upload fields have a green “success” status and check mark.
- Confirm the number of interventions and the total expenditures validated by DATIM.
- Confirm that all subrecipient(s) have been uploaded between the Prime Partner and Subrecipients uploads.
- Once all checks are completed in the ERB processor app, exit the ERB processor app and click into the Data Approvals App.
- Once in the Data Approvals App, the prime partner selects a template that was uploaded in the ERB Processor App and verified, and submits it in the Data Approvals App.
  - Screenshots and complete step by step instructions for how to do this can be found in the [DATIM Instructions for Prime Partners](#).

**Once all checks are completed, submit the template in DATIM (see Implementing Partner instructions document for how to submit).**

### **(IF DIRECT ERB PROCESSOR APP ENTRY IS USED) PRIME PARTNER ENTERS EXPENDITURES IN THE ERB PROCESSOR APP**

- Prime partner log into DATIM and navigates to the ERB Processor App.
- Prime partner verifies the fields selected on the data entry screen in the DATIM ERB Processor App.
  - Confirm the Operating Unit is correct for your mechanism.
  - Confirm the Workstream is “Expenditure Reporting”.
  - Confirm the COP Year is “COP 23 (FY24)”.
  - Confirm the Funding Mechanism is the correct mechanism ID.
- Prime partner enters expenditures broken down by program area and targeted beneficiary.
- Verify that all expenditures are entered as positive integers (no decimals, no letters or symbols, and no negative amounts).
- Verify that all error checks in the reporting tab have been passed.
  - No pink highlighted cost category, program area, or targeted beneficiary cells.
  - For a full list of validations that will cause the template to fail, i.e., the expenditures cannot be submitted in DATIM, review the [ERB App Instructions for Prime Partners](#) page.
- Verify total expenditures.
  - Confirm row totals (by sub cost category) and column totals (by intervention) against accounting records (e.g., Personnel totals calculated in the template from data entry = Personnel expenditure total from accounting records).
- To report Subrecipient expenditures:
  - Select the correct information for the Subrecipient (total expenditures) and select “Manual Entry”.
  - Enter expenditures, broken down by program area, targeted beneficiary, and cost category.
  - Confirm that the Subrecipients have a green “success” status and check mark.
  - Confirm the number of interventions and the total expenditures validated by DATIM.
  - Confirm that all subrecipient(s) have been uploaded between the Prime Partner and Subrecipients uploads.
- Once all checks are completed in the ERB Processor App, exit the ERB Processor App and click into the Data Approvals App.
- Once in the Data Approvals App, the prime partner selects a template that was uploaded in the ERB Processor App and verified, and submits it in the Data Approvals App.
  - Screenshots and complete step by step instructions for how to do this can be found in the [DATIM ERB App Data Submission Instructions for Partners](#).

## **PRIME PARTNER VERIFIES EXPENDITURES HAVE BEEN SUBMITTED IN DATIM VIA THE DATA APPROVAL APP**

- Prime partner verifies that at the bottom of the page of the Data Approval app, DATIM displays the message “Mechanism successfully submitted,” along with the correct mechanism ID for both prime and subrecipient templates.
- Prime partner verifies that template has been submitted.
  - In Data Approval app, status in View tab should say “submitted by partner” for mechanism.