

FY25 Expenditure Reporting FAQ

Updated September 30, 2025

Data Entry

1. Q: During the FY26 Bridge planning process, transitioned USAID awards moved to a State mechanism code and transitioned USAID/WCF awards moved to a WCF mechanism code. Which mechanism code should the partner report FY25 expenditures under?
 - a. A: All USAID and USAID/WCF FY25 expenditures should be reported under their USAID or USAID/WCF mechanism code.
2. Q: Do terminated projects, which were only operating in FY25 Q1, need to complete FY25 expenditure reporting?
 - a. A: If it's possible to obtain data for terminated awards, please report their expenditures; however, we do not anticipate this data will be available and reported for most terminated awards.
3. Q: When entering prime and subrecipient expenditure data, is there a specific order in which that data needs to be entered?
 - a. A: Data can be entered for the prime and subrecipient in any order while data entry is still in progress, but the mechanism's data cannot be submitted for a subrecipient unless prime expenditures are also present (attempting to submit only subrecipient expenditures will flag a validation error.) We recommend that the prime point-of-contact assembles their subrecipient data ahead of

time so both prime and subrecipient data can all be entered into the ERB Processor application at the same time.

4. Q: How will we handle reporting for multilateral awards (e.g., UNICEF, UNAIDS)?
 - a. A: If the award is terminated, then there is no need to report FY25 expenditures for the multilateral award. If a POC is available to report on FY25 expenditures for continuing multilateral awards we welcome the submission; however, we will not actively track down reporting for these awards.
5. Q: The webinar noted that the ER narrative is no longer required, but is the narrative still available? The narrative and comments are often used to explain warnings and can also be used for FY25 reporting for implementing partners to explain variations in expenditure reporting data based on stop work orders and waiver restrictions.
 - a. A: The narrative field is no longer available. If agencies would like supplemental information from partners, the agency can request the narrative directly from the partner.
6. Q: What happens when an HQ managed multilateral award is available for FY25 reporting, but as an Operating Unit, we did not fund the mechanism in FY25 or FY26?
 - a. A: If the implementing mechanism had any COP/ROP expenditures in FY25, even if the mechanism did not have a FY25 budget or planned FY26 budget, the partner should still submit FY25 COP/ROP expenditures for the mechanism. If this question is referring to HOP funds, no HOP funds are included in the expenditure reporting process.
7. Q: A central mechanism that previously only provided technical assistance was terminated. When the mechanism resumed, the activities for the mechanism changed and it now provides direct service delivery through

subrecipients. How should the partner handle reporting expenditures for the mechanism?

- a. A: Any mechanism that's active at the end of FY25 is expected to report all expenditures for FY25. In this case, the central mechanism should report expenditures for both the technical assistance and direct service delivery activities.

Data Review

1. Q: Can a partner only recall expenditures at the "Submitted by Partner" status or can the partner also recall a submission when it's at a later "Accepted by Agency", etc. status?
 - a. A: The partner can only recall a submission at the "Submitted by Partner" status. Once the submission is accepted by the agency, the agency would need to "Return" the submission in the Approvals app to the partner if changes are needed.
2. Q: Who is responsible for reviewing data for centrally managed mechanisms? Do both the in-country Activity Manager and GOR in Washington review? For LNAs who may not be directly managing awards, will we review the expenditure data as well after the Activity Manager and GOR?
 - a. A: GHSD will send a separate communication on GHSD award review and approval processes. A/GORs have the ultimate responsibility for ensuring review and approval for awards, but may delegate to activity managers or coordinate with them for concurrence on approvals
3. Q: Is the subrecipient data specific to a subrecipient or is it automatically aggregated with the main partner's data?
 - a. A: In FY25 ER datasets and dashboards, the subrecipient data will be tagged to the prime partner, but there will be separate rows of data for the subrecipient so that it's still clear how the data for each individual subrecipient was originally entered in DATIM.

DATIM User Accounts

1. Q: I have a DATIM account, but I don't see the "ERB Processor App" application. How can I gain access to the application?
 - a. A: You most likely need an update to your DATIM account to be able to manage Expenditure Reporting data. Please submit a ticket on the [DATIM ZenDesk](#), selecting "DATIM Existing User Accounts" under "Submit a Request."
2. Q: Is the in-country system administration function available?
 - a. A: Yes, user administration is available in DATIM for in-country agency users.
3. Q: For in-country support, what is the process for assigning someone with rights at the interagency level to support basic tasks like enabling accounts or checking if a partner's DATIM account is active?
 - a. A: Please submit a ticket on the [DATIM ZenDesk](#), selecting "DATIM Existing User Accounts" under "Submit a Request" for support in assigning additional account privileges.

Logistics

1. Q: Are the central mechanisms GOR/COR responsible for communicating expenditure reporting guidance to IPs? What is your suggestion for ensuring this guidance is shared broadly, especially in countries where we don't have GHSD presence?
 - a. A: Yes, GOR/CORs should send guidance to IPs. We will coordinate a separate GHSD communication to facilitate sharing information with all relevant IPs. This guidance will also include GOR/COR responsibilities for reviewing and approving data submissions.
2. Q: When will an FY25 ER webinar be provided to IPs?

- a. A: GHSD will not host an FY25 ER webinar specifically for IPs; however, interagency colleagues and country teams are welcome to utilize the September 29th FY25 ER Webinar slides for partner-specific trainings. Agencies can also download and send the FY25 ER webinar recording to partners.
3. Q: Can the webinar recording be shared with partners?
 - a. A: The FY25 ER webinar slides are posted publicly on [DATIM](#) and therefore available to partners.
4. Q: Why is the report called Q4 ER?
 - a. A: Although expenditure reporting is an annual data stream, since expenditure data is collected in Q4 we sometimes refer to expenditure data collection as the “Q4 reporting period.”
