

FY26 Expenditure Reporting User Guide



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Expenditure Reporting Timeline and Overview



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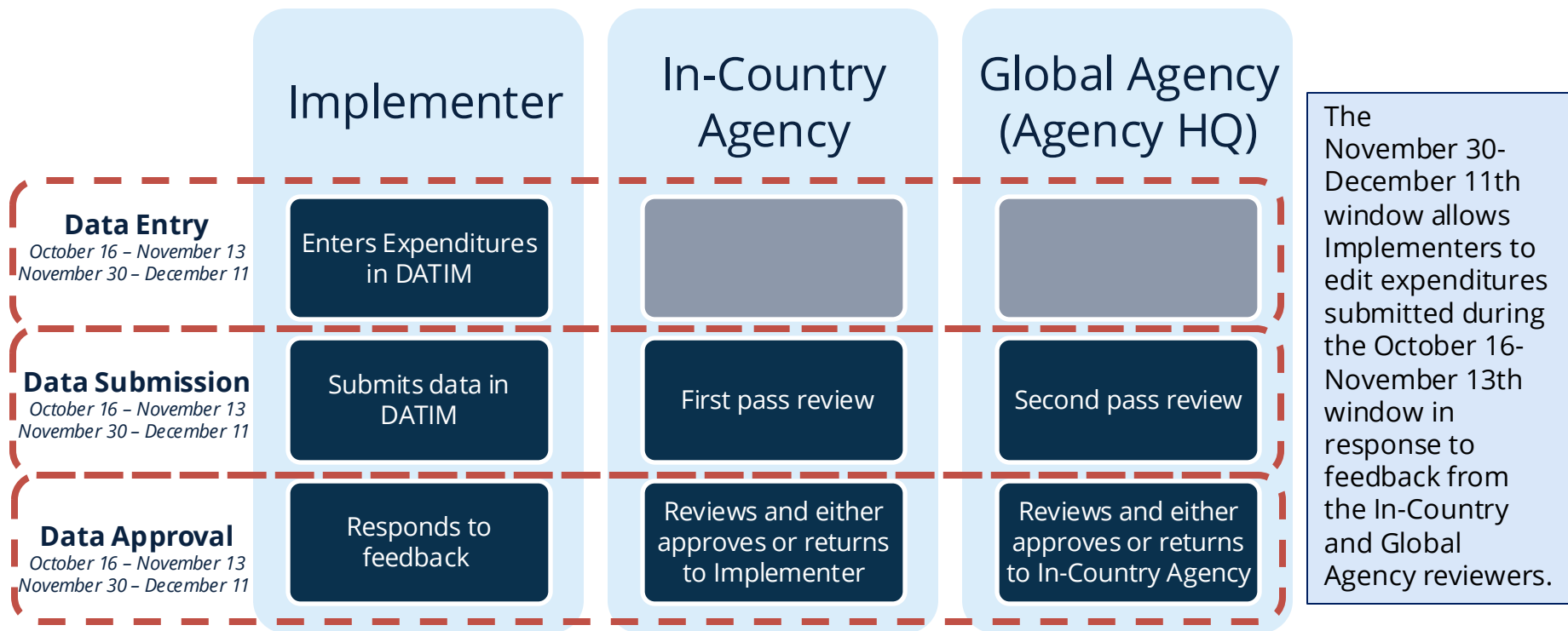
Timeline (PEPFAR Data Calendar)

Date	Activities
Prior to 10/16/26	<u>DATIM Account Management</u> DATIM expenditure reporting users (prime implementers only) either request new accounts or reactivate expired accounts as needed (<i>See Slides 11-13</i>)
10/16/26	<u>Data Entry Opens</u> DATIM opens for FY26 Implementing Mechanism (IM) expenditure reporting
11/13/26	<u>Data Entry Close</u> DATIM closes for FY26 IM ER submission. All reports should be submitted by Implementers and approved and submitted by Agency Field and Global Agency staff.
11/30/26	<u>Data Entry Open for Cleaning and Resubmission</u> DATIM opens for cleaning and resubmission of FY26 IM ER.
12/11/26	<u>Data Entry Close for Cleaning and Resubmission</u> DATIM closes for FY26 IM ER. All reports should be submitted by Implementers and submitted and approved by Agency Field and Global Agency staff.

Purpose

- Strengthens transparency and oversight by showing how resources are used
- Assesses financial impact and program performance, including spending on health workers and commodities
- Provides a baseline and detailed, mechanism-level insights to track progress across health program areas (HIV, Tuberculosis, Malaria, Polio, Other Public Health Threats, Maternal and Child Health, and Global Health Security) and support transition to AFGHS

Roles & Responsibilities



Reporting Scope

Included	Excluded
* USG foreign assistance global health (GHP-State, GHP-USAID, GAP) expenditures	* Non-GHP funding (ex: GHS funds directly appropriated to CDC)
* Expenditures from the past Fiscal Year (October 1, 2025-September 30, 2026) reported on a cash basis	
* Costs broken down by AFGHS financial classifications	* Expenditures incurred/accrued
* Closeout costs, even if after year 5 of award, or with no corresponding budget	

All expenditures will be entered using the DATIM ERB Processor App, available [here](#). Instructions on how to reactivate or create a DATIM account are covered in the "Accessing DATIM" section of the User Guide.

What's New in FY26 Expenditure Reporting?



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What's New in FY26 Reporting?

- All mechanisms that spent USG foreign assistance global health (GHP-State, GHP-USAID, GAP) funds in FY26 to report expenditures
- All Expenditure Reporting data entry will take place directly in [DATIM](#)
 - An Expenditure Reporting template upload option will **not** be available; however, an Excel-based template will still be available either as a working file prior to data entry in DATIM or for Prime Implementers to send to Subrecipients to enter their expenditures
- All Expenditure Reporting will be entered using the [AFGHS Financial Classifications](#)
- All Subrecipients will report using the full AFGHS Financial Classifications (i.e., separate reporting requirements are not in place for Subrecipients < \$25,000 and Subrecipients >= \$25,000)

AFGHS Financial Classifications

Area of Cooperation	Sub-Category
2.1 Surveillance and Outbreak Response	2.1 Surveys and Assessments 2.1 Outbreak Response Capacities 2.1 Multisectoral Coordination for Animal and Human Outbreak Surveillance and Response 2.1 Outbreak Readiness
2.2 Laboratory Systems	2.2 Lab Consumables Procurement 2.2 Lab Reagents and Diagnostic Test Kit Procurement 2.2 Lab Equipment Procurement 2.2 Molecular All-Inclusive Pricing Laboratory Procurements 2.2 Frontline Lab Workers 2.2 Lab System Commodity Procurement Management
2.3 Commodities	2.3 Prevention Commodity Procurement 2.3 Rapid Diagnostic Commodity Procurement 2.3 Therapeutic Commodity Procurement 2.3 Response Commodity Procurement 2.3 In-Country Warehousing and Distribution 2.3 Procurement Management
2.4 Frontline Health Workers	2.4 Campaign Workers 2.4 Community Health Workers/Community-Based Staff 2.4 Doctors/Clinical Officers 2.4 Nurses/Midwives 2.4 Epidemiologists & Surveillance Officers 2.4 Other Health Workers

- An Area of Cooperation can only be tagged to a corresponding numbered Sub-Category (ex: Area of Cooperation = “2.1 Surveillance and Outbreak Response” can only be tagged to a 2.1 Sub-Category)



AFGHS Financial Classifications (cont.)

Area of Cooperation	Sub-Category
2.5 Data Systems	2.5 Data Systems Developer Staff 2.5 Data Systems Infrastructure 2.5 Licenses & Software 2.5 Cybersecurity
2.6 Strategic Assistance	2.6 TA to Introduce New Innovative Diagnostics, Vaccines, Drugs, and Other Interventions (Including Integrated Services) 2.6 Training (Pre and In-Service) of Front Line Health Care Workers 2.6 Supervision of Front Line Health Care Workers 2.6 TA to Support Program Transition to Government or Local Implementers 2.6 TA Support to Achieve Co-Financing 2.6 HRH Systems Support 2.6 Staff Secondment to MOH 2.6 Lab Service and Maintenance Costs 2.6 Lab Sample Transport 2.6 Lab Accreditation 2.6 Lab Systems Support 2.6 Supply Chain Systems Support 2.6 Campaigns 2.6 Other Staff Costs 2.6 Other Service Delivery 2.6 Other Health Systems Strengthening 2.6 Implementing Mechanism Program Management 2.6 Implementing Mechanism Closeout Costs 2.6 Risk Management

- An Area of Cooperation can only be tagged to a corresponding numbered Sub-Category (ex: Area of Cooperation = “2.5 Data Systems” can only be tagged to a 2.5 Sub-Category)

AFGHS Financial Classifications

- All Areas of Cooperation/Sub-Category must be tagged to at least one of the below Health Program Areas...
 - HIV
 - Malaria
 - Tuberculosis
 - Polio
 - Other Public Health Threats
 - Maternal and Child Health
 - Global Health Security

Accessing DATIM



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REMINDER: DATIM and ER are Accessed via Okta

- Accessing DATIM (including the ERB Processor App and Approvals App) now requires an account with the single sign-on state.okta.com
- If you have an existing active DATIM and Okta account, you can access DATIM via state.okta.com either by clicking the DATIM "tile" or by navigating to datim.org and authenticating with Okta

NEW DATIM Users

- If you will be submitting, reviewing, or approving ER data during FY26 Q4 reporting and **do not** have a DATIM account...
 - Navigate to register.datim.org
 - Enter your first name, last name, and organizational email address
 - Select relevant details for your account:
 - Account Type: Implementer, Agency (USG in-country), or Global Agency (USG HQ-based)
 - Data Stream: ER
 - Approvals: Tick the box for “Approvals” if you will need to submit data for approval (Implementers) or Accept and Approve data (USG Agency in-country or HQ users)
 - Enter a justification for your account, such as “Need an in-country agency account to approve ER data”
 - Submit your request. Once submitted, it may take up to 2 business days to receive a notification at the email address you provide.
 - If you do not already have an Okta (okta.state.gov) account, this will also trigger an Okta account creation, which will be routed to the same email address you provided in your New Account Request.

Reactivating or Troubleshooting an Existing DATIM/Okta Account

- If you have an existing DATIM and Okta account but are locked out of it due to inactivity or otherwise, follow the instructions on the DATIM User Support site:
 - Users with a **state.gov email address** can find [troubleshooting/reactivation instructions here](#)
 - Users with a **non-state.gov email address** can find [troubleshooting/reactivation instructions here](#)

Data Entry & Submission Process (Implementer)



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Resource: Expenditure Reporting Template

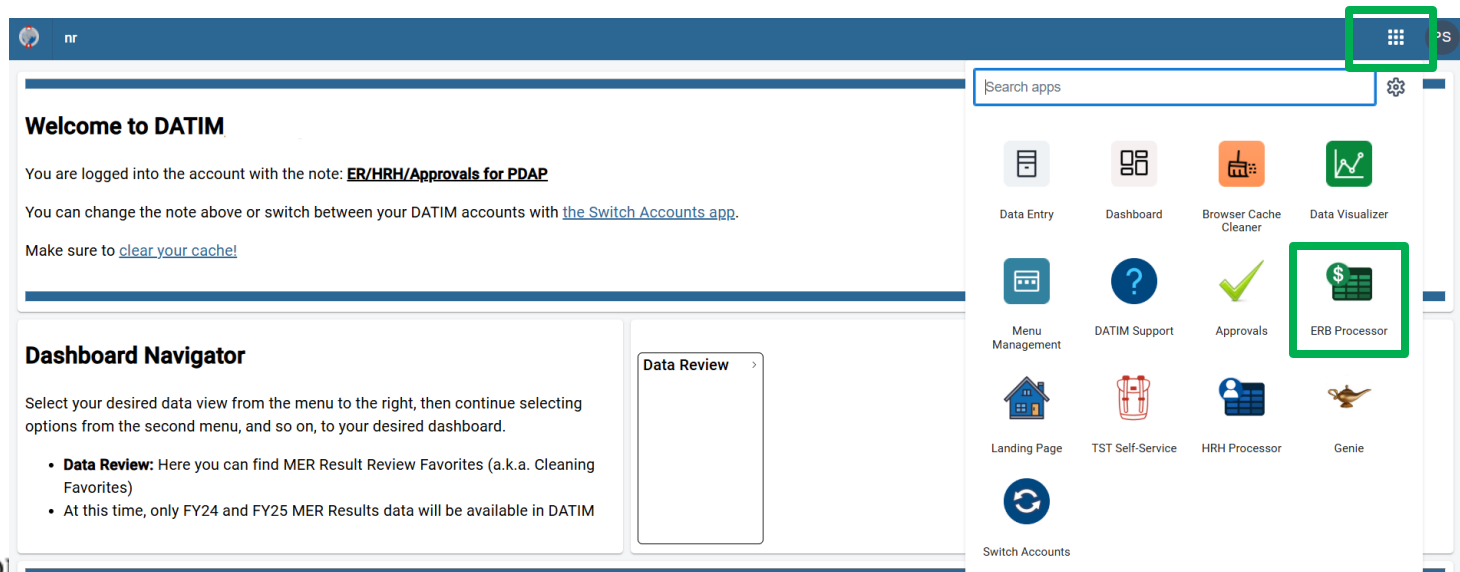
- Prior to the Prime Implementer entering expenditures in DATIM, please feel free to use the **OPTIONAL** [Expenditure Reporting template](#) to draft data entry
- The Prime Implementer can also send the template to Subrecipients to complete and return to the Prime Implementer so that the Prime Implementer can enter data from the template into DATIM
 - If you are a Subrecipient that received a template from the Prime Implementer, please ensure...
 - All your Subrecipient Organization Information (Name & UEI) is accurate
 - If a subrecipient UEI number is unknown at the time of reporting, enter '111111111111'. If a subrecipient is not required to have a UEI number, enter '999999999999'. The UEI must have exactly 12 digits

Step 1: Log into DATIM: <https://www.datim.org>

- Complete your log-in using Okta

Step 2: Access the ERB Processor App

- Select the DATIM applications menu
- Select "ERB Processor"



Step 3: Select the IM for Expenditure Reporting

- **Operating Unit** = OU for the IM you are reporting (will be pre-populated for your OU)
- **Planning Year** = “FY26 Bridge”
- **Mechanism** = IM for the report
 - **Please note:** The list of available IMs are only those that received funding in FY26
 - If your IM is not available, submit a [DATIM Support ticket here](#) by selecting the “Expenditure Reporting” drop-down requesting the mechanism ID that you would like added to the DATIM ERB Processor app

ERB Processor

Operating Unit

Angola

Planning Year

FY 26 Bridge

Mechanism



- | Mechanism | | |
|------------------|---------------------------------|--|
| Mech ID | MECH-123 | |
| Award # | AWD-456789 | |
| Mechanism Name | State-Run Implementation (2024) | |
| Mechanism Total: | 100 | |

- Confirm you're at the correct stage of the Data Entry Process (Entering Data, Validated, or Submitted)

1 Entering Data

Enter expenditures and then proceed to the next step by **validating** them.
Keep in mind saving **does not** validate nor submit your expenditures for approval.

SAVE 

VALIDATE 

2 Validated

3 Submitted

Step 4a: Review Instructions and Metadata (cont.)

- Especially if you're a first-time expenditure reporter, review the below "Instructions"

Instructions

DATIM should be used for reporting Fiscal Year 2026 (October 1, 2025 - September 30, 2026) program expenditures by Implementers and their subrecipients.

Please read through the Expenditure Reporting User Guide, which can be found [here](#).

Public reporting burden for this collection of information is estimated to average 16 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Bureau of Global Health Security and Diplomacy (S/GHSD) U.S. Department of State, 2025 E St NW, Third Floor, Washington, DC 20006.

DS-4213 President's Emergency Plan for AIDS Relief (PEPFAR) Program Expenditures
OMB Control No. 1405-0208 OMB approval expires 06/30/2027 Burden-16 hours

- Confirm you're viewing the correct partner and select the drop-down arrow to begin data entry

Prime Partner

Valid

Total: \$0

EXPORT

▼

- | Prime Partner | | | | | | |
|-----------------------------|--------------------------------|---------------------|---------------------|---------------------|---------------------|--|
| Palladium International Ltd | | Valid | | Total: \$0 | | |
| | A | B | C | D | E | |
| 1 | | Activity 1 | Activity 2 | Activity 3 | Activity 4 | |
| 2 | Area of Cooperation | Area of Cooperation | Area of Cooperation | Area of Cooperation | Area of Cooperation | |
| 3 | Sub-Category | | | | | |
| 4 | HIV | | | | | |
| 5 | Tuberculosis | | | | | |
| 6 | Malaria | | | | | |
| 7 | Global Health Security | | | | | |
| 8 | Other Public Health Threats | | | | | |
| 9 | Maternal and Child Health | | | | | |
| 10 | Polio | | | | | |
| 11 | Total Expenditure per Activity | \$0 | \$0 | \$0 | \$0 | |
| Validation | | | | | | |
| No errors or reviews found. | | | | | | |

Step 5: Review Validations

- Validations will either indicate that an entry is an **error** (in red) or a **warning** (in yellow)
- Error:** a showstopper, expenditures cannot be submitted or approved
- Warning:** flagging an unlikely (but not impossible) entry that should be reviewed to ensure reporting accuracy prior to submission and approval
- A validation error and warning list specific to each IM is available at the bottom of the data entry screen

3	Sub-Category					
4	HIV					
5	Tuberculosis					
6	Malaria					
7	Global Health Security					
8	Other Public Health Threats					
9	Maternal and Child Health					
10	Polio					
11	Total Expenditure per Activity	\$0	\$0	\$0	\$0	
Validation						
No errors or reviews found.						

Step 6: Enter Subrecipients (if Applicable)

- Subrecipient expenditures are reported separately from prime implementer expenditures
- *Step 6.1:* If the IM has one or more subrecipients, click “ADD SUBRECIPIENT” at the bottom of the data entry screen
- *Step 6.2:* Complete the “Subrecipient name” and “Subrecipient UEI” fields and click “ADD SUBRECIPIENT”
- *Step 6.3:* Continue to click “ADD SUBRECIPIENT” until all subrecipients are accounted for

Add new subrecipient

Subrecipient name

Subrecipient UEI

CANCEL **ADD SUBRECIPIENT**

Validation

No errors or reviews found.

ADD SUBRECIPIENT

Subrecipients

- After clicking “ADD SUBRECIPIENT”, a new data entry template for the subrecipient appears beneath the Prime Implementer data entry template. Note that the Prime has the option to “Change UEI” or “Rename” the subrecipient if needed. The Prime Implementer proceeds to enter expenditures for each subrecipient in the newly available data entry drop-down.

Subrecipients

Valid

Total: \$0

EXPORT ^

UEI:

CHANGE UEI

RENAME

×

	A	B	C	D	E	F
1		Activity 1 ×	Activity 2 ×	Activity 3 ×	Activity 4 ×	Activity 5
2	Area of Cooperation	Area of Cooperation ▾	Area of Cooperation ▾	Area of Cooperation ▾	Area of Cooperation ▾	Area of Cooperat
3	Sub-Category					
4	HIV					
5	Tuberculosis					
6	Malaria					
7	Global Health Security					
8	Other Public Health Threats					
9	Maternal and Child Health					
10	Polio					
11	Total Expenditure per Activity	\$0	\$0	\$0	\$0	

Step 7: Save Data Entries

- Data entry can and should be saved as data is entered by scrolling back up to the “Data Entry Progress” section of the data entry screen and selecting “Save.” The section will indicate that there are “Unsaved Changes” if data has been entered and not yet saved.

ERB Processor

Operating Unit

COP Year

Mechanism

Mechanism

Mech ID

Award #

Mechanism Name

Mechanism Total:

Data Entry Progress

1 Entering Data

Enter expenditures and then proceed to the next step by **validating** them.
Keep in mind saving **does not** validate nor submit your expenditures for approval.

SAVE Unsaved changes VALIDATE

2 Validated

3 Submitted

Step 8: Validate Data Entries

- Once the data is successfully saved with no errors and you are ready to complete a final data Validation, the “Validate” button will turn green. Select “Validate.”

ERB Processor
Operating Unit
COP Year
Mechanism

Mechanism
Mech ID
Award #
Mechanism Name
Mechanism Total:

Data Entry Progress
1 Entering Data
Enter expenditures and then proceed to the next step by **validating** them.
Keep in mind saving **does not** validate nor submit your expenditures for approval.
SAVE VALIDATE
2 Validated
3 Submitted

Step 9: Confirm Successful Validation

- Once the Prime Implementer selects “Validate”, the system will run validation checks. Validations can take time to process – do not navigate away from the screen.
- If successful, you will see that “2” next to “Validated” turns green, indicating that entered expenditures pass validation.

ERB Processor
Operating Unit
Planning Year
Mechanism

Mechanism	
Mech ID	
Award #	
Mechanism Name	
Mechanism Total:	

Data Entry Progress
✓ Entering Data
2 Validated
Expenditures have been successfully validated.

Step 10: Data Submission

- Even after successful validation checks, **you are not done!** Your data must still be **submitted**.
- An option will appear prompting you to open the Data Approvals app to submit the record and indicate that you are finished entering data.
- Click the button to **“Open Approvals”**
 - When prompted, confirm **“Open Data Approvals”**

Data Entry Progress

✓

 Entering Data

2

 Validated

Expenditures have been **successfully validated**.
The mechanism is ready to be submitted for approval in the Data Approvals application.

↶ EDIT

OPEN APPROVALS ↗

Navigate to Data Approvals

You are about to leave the ERB Processor application and navigate to the Data Approvals application.

CANCEL

OPEN DATA APPROVALS ↗

Step 10: Data Submission (continued)

- The DATIM Data Approvals application will open and load the IM you saved and validated
- Click the red **"SUBMIT MECHANISM"** button
- At this stage, the Approval Status of the IM is "Submitted by Partner." Either this status or a higher approval status is required for the IM's expenditure data to be included in datasets and dashboards.

Approvals

SUBMIT MECHANISM

BACK

1

2

3

4

5

6

7

pending at partner

submitted by partner

accepted by agency

submitted by agency

accepted by global agency

submitted by global agency

accepted by global

Workflow

ER Expenditures FYOct

Period

October 2025 - September 2026



✓

2

3

4

pending at partner

submitted by partner

accepted by agency

submitted by agency

Workflow

ER Expenditures FYOct

Period

October 2025 - September 2026

After submission, the IM will be closed for implementer data entry in the ERB Processor Application

- After you successfully submit the IM expenditure report in the Data Approvals application, the record will show as submitted in the ERB Processor, as shown below...

ERB Processor

Operating Unit
▼

Planning Year
▼

Mechanism
▼

Mechanism

Mech ID

Award #

Mechanism Name

Mechanism Total:

Data Entry Progress

✓ Entering Data

✓ Validated

3 Submitted

Expenditures have been submitted successfully.
Should edits be required, the mechanism must be recalled in the Data Approvals application.
The current Approval Status of the mechanism is Submitted by Partner

OPEN APPROVALS 

If Needed: Recall from Data Approvals App

- If the Prime Implementer determines the submission needs to be recalled, select the DATIM application menu, search for “Approvals” and select the Approvals app.

The screenshot displays the ERB Processor interface. On the left, there is a sidebar with the title 'ERB Processor' and three dropdown menus: 'Operating Unit', 'COP Year', and 'Mechanism'. The main content area is divided into two sections: 'Mechanism' and 'Data Entry Progress'. The 'Mechanism' section contains fields for 'Mech ID', 'Award #', 'Mechanism Name', and 'Mechanism Total'. The 'Data Entry Progress' section is currently empty. On the right side of the interface, there is a search bar with the text 'Approvals' entered. Below the search bar, there is a green checkmark icon and the word 'Approvals'. In the top right corner, there is a blue header bar with a grid icon and a 'PS' button. A green box highlights the search bar and the 'Approvals' app selection.

If Needed: Recall from Data Approvals App (cont.)

- Select “Workflow” = “ER Expenditures FYOct”
- Select “Period” = “October 2025 – September 2026”
- Select Operating Unit of interest
- Select “Go” for the most recent IM “Status”

Approvals

Workflow
ER Expenditures FYOct

Period

Operating Unit

VIEW ²

ACCEPT

SUBMIT ²

RECALL

RETURN

2 mechanisms

Search

×

☐	Mechanism ↑	OU	Agency	Partner	Status
☐					submitted by partner

If Needed: Recall from Data Approvals App (cont.)

- Select the checkbox next to the IM with “Status” = “submitted by partner”
- Select “View”

Approvals

Workflow: ER Expenditures FYOct | Period: | Operating Unit: | ☒ GO

☒ VIEW 1 selected mechanism

VIEW 163 ACCEPT 1 SUBMIT 162 RECALL RETURN 1

163 mechanisms | Search: | X

☒	Mechanism ↑	OU	Agency	Partner	Status
☒					submitted by partner

If Needed: Recall from Data Approvals App (cont.)

- Select “Recall Mechanism”

Approvals

↩ RECALL MECHANISM
BACK

✓

2

3

4

5

6

7

pending at partner

submitted by partner

accepted by agency

submitted by agency

accepted by global agency

submitted by global agency

accepted by global

Workflow

ER Expenditures FYOct

Period

Mech

OU

Agency

Partner

Dataset

ERB: Expenditures

Please use the ERB Processor App for adding, updating, and reviewing Expenditures.

If Needed: Recall from Data Approvals App (cont.)

- The IM will return to “Pending at Partner” status
- Return to the “ERB Processor App” to edit and resubmit the IM
- Note: It’s **critical to resubmit** the IM after editing; otherwise, the expenditures will not flow into FY26 GHSD expenditure datasets and analytics

Approvals

[SUBMIT MECHANISM](#)
[BACK](#)

1

2

3

4

5

6

7

pending at partner

submitted by partner

accepted by agency

submitted by agency

accepted by global agency

submitted by global agency

accepted by global

Workflow

ER Expenditures FYOct

Period

Mech

OU

Agency

Partner

Dataset

ERB: Expenditures

Please use the ERB Processor App for adding, updating, and reviewing Expenditures.

Edit or Resubmit Expenditures for Approval

- Back in the ERB Processor App, you'll see that the "Data Entry Progress" section notes that the currently entered expenditures have been successfully validated. The Prime Implementer can choose to either...
 - Select "Edit" to edit expenditures again
 - Select "Open Approvals" to navigate to the "Approvals" app and submit the expenditures for Agency review

ERB Processor

Operating Unit

COP Year

Mechanism

Mechanism

Mech ID

Award #

Mechanism Name

Mechanism Total:

Data Entry Progress

✓ Entering Data

2 Validated

Expenditures have been **successfully validated**.
The mechanism is ready to be submitted for approval in the **Data Approvals** application.

EDIT OPEN APPROVALS

3 Submitted

Reviewing In-Progress and Submitted Expenditure Data



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ERB Processor App Record Review

- Within the ERB Processor App, both **in-country agency** and **global (HQ) agency** users can review individual saved in-progress and submitted ER records
- After logging into DATIM, agency users can access the ERB Application in the DATIM Application menu
- After selecting OU and year, a list of all mechanisms either in-progress or at various submission levels will appear

ERB Processor

Operating Unit

Planning Year

Mechanisms

Total amount entered

Total mechanisms entered

Mechanisms with reviews

Mechanisms with errors

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Data Entry Status	Approval Status	Actions

ERB Processor App Record Review (continued)

- By scrolling to the right, the in-country or Global HQ Agency user can view an individual expenditure record by clicking the “eye” icon

Mech. ID	Mechanism name	Organization	UEI	Award Nr	Expenditures	Validation Status	Data Entry Status	Approval Status	Actions
						✓ SUCCESS	SUBMITTED	SUBMITTED BY PARTNER	

- After clicking the “eye” icon, to view the record, the user can export the submission as an Excel workbook for review:

Prime Partner
Valid 

Data Review & Approval (In-Country USG Agency)



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In-Country USG Agency Review Overview

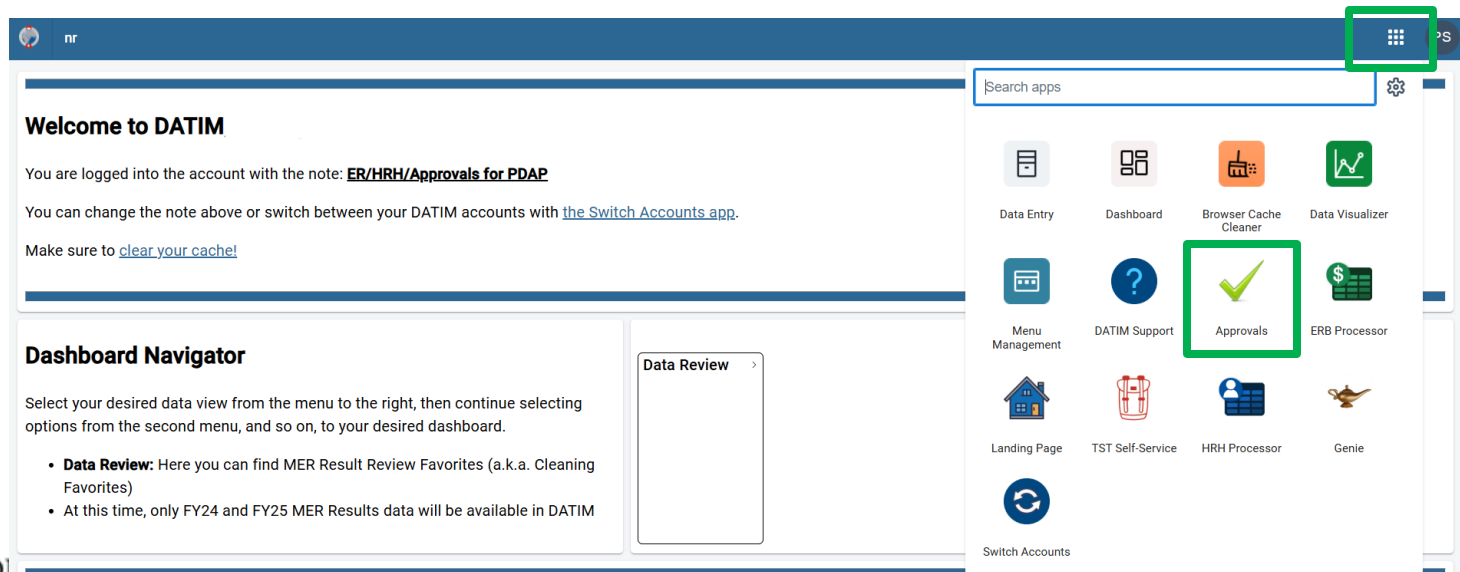
- Once FY26 expenditures have been successfully submitted in DATIM by the Prime Implementer, the submitted expenditures are reviewed by the Agency AOR/COR/Project Officer (or designated Agency reviewer)
- The Agency reviewer will check for:
 - Expenditures that do not seem to be aligned to the [AFGHS Financial Classifications](#)
- If the Agency reviewer notes any of the above or other potential errors, they may contact the Implementer either for further explanation or to require or suggest edits prior to approving the expenditures. If the Agency reviewer requires edits, the Agency reviewer will return the Submission in the Approvals app.

Step 1: Log into DATIM: <https://www.datim.org>

- Complete your log-in using Okta

Step 2: Access the Approvals App

- Select the DATIM application menu
- Select “Approvals”



Step 3: View and Accept IMs Submitted by Implementer

1. Select "Workflow" = "ER Expenditures FYOct"
2. Select "Period" = "October 2025 – September 2026"
3. Select Operating Unit of interest
4. Select "Go" to update the most recent status for each IM
5. Select "Accept" in the table header
6. Select the checkbox next to the IM
7. Select "Accept", and confirm "Accept Mechanism" on the following page

Approvals

Workflow: ER Expenditures FYOct | Period: [dropdown] | Operating Unit: [dropdown] | 1-4

1 selected mechanism 7

40 1 5 1

1 mechanisms Search

☒	Mechanism ↑	OU	Agency	Partner	Status
☒ 6	[blurred]	[blurred]	[blurred]	[blurred]	submitted by partner

1 row selected < 1 >

Step 4: Submit the IM to the Global Agency Level

1. Select "Workflow" = "ER Expenditures FYOct"
2. Select "Period" = "October 2025 – September 2026"
3. Select Operating Unit of interest
4. Select "Go" to update the most recent status for each IM
5. Select "Submit" in the table header
6. Select the checkbox next to the IM
7. Select "View", and confirm "Submit Mechanism" on the following page

Approvals

Workflow
ER Expenditures FYOct
Period
October 2025 – September 2026
Operating Unit

1 selected mechanism

☒
VIEW 163

☒
SUBMIT 163

1

163 mechanisms

☒	Mechanism ↑	OU	Agency	Partner	Status
☒					accepted by agency

Optional: Return an IM for Revision

If an Expenditure Reporting record requires revision, an In-country USG Agency user can “return” the IM to the Implementer for revision in the DATIM Approvals application

1. Select “Workflow” = “ER Expenditures FYOct”
2. Select “Period” = “October 2025 – September 2026”
3. Select Operating Unit of interest
4. Select “Go” to update the most recent status for each IM
5. Select “Return” in the table header
6. Select the checkbox next to the IM
7. Click “Return” and confirm “Return Mechanism” on the next screen

Approvals

Workflow: ER Expenditures FYOct | Period: October 2025 – September 2026 | Operating Unit: [Select] | **GO**

RETURN 1 selected mechanism

7 VIEW 163 | ACCEPT | SUBMIT 163 | RECALL | **RETURN 1** **5**

1 mechanisms

☒	Mechanism ↑	OU	Agency	Partner	Status
☒ 6	[Mechanism]	[OU]	[Agency]	[Partner]	accepted by agency

Depending on the approval status, “Return” may need to be clicked multiple times for the IM to go back to the “pending at partner” status

Data Review & Approval (Global (HQ) USG Agency)



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Global (HQ) Agency Review Overview

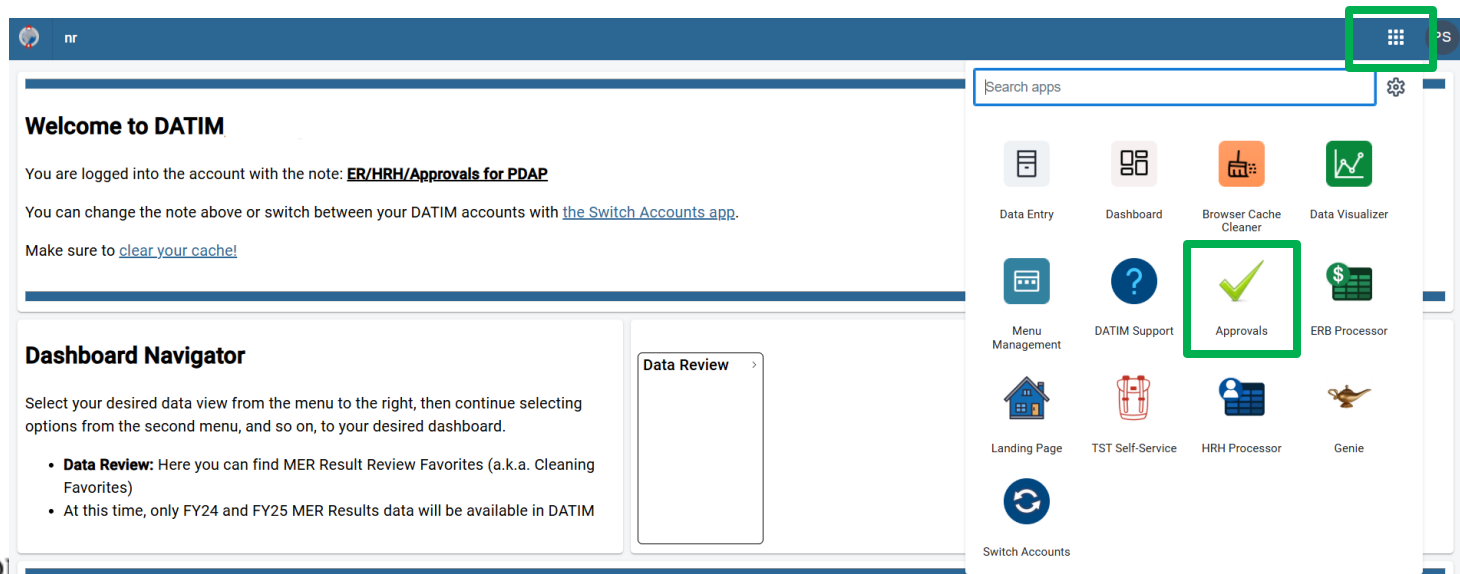
- Once FY26 expenditures have been successfully submitted in DATIM by the In-Country USG Agency, the submitted expenditures can be reviewed by a Global Agency POC
- The Global Agency reviewer conducts additional checks for data completeness and quality, reviewing for any validation errors or data anomalies that may require additional clarification or data adjustments
- The Global Agency reviewer will check for:
 - Expenditures that do not seem to be aligned to the [AFGHS Financial Classifications](#)
- If the Global Agency reviewer notes any of the above or other potential errors, they may contact the In-Country Agency either for further explanation or to require or suggest edits prior to approving the expenditures. If the Global Agency reviewer requires edits, the Global Agency reviewer will return the Submission in the Approvals app.

Step 1: Log into DATIM: <https://www.datim.org>

- Complete your log-in using Okta

Step 2: Access the Approvals App

- Select the DATIM application menu
- Select “Approvals”



Step 3: View and Accept IMs Submitted by In-Country USG Agency

1. Select "Workflow" = "ER Expenditures FYOct"
2. Select "Period" = "October 2025 – September 2026"
3. Select Operating Unit of interest
4. Select "Go" to update the most recent status for each IM
5. Select "Accept" in the table header
6. Select the checkbox next to the IM
7. Select "Accept", and confirm "Accept Mechanism" on the following page

Approvals

Workflow

Period

Operating Unit

✓ GO

ER Expenditures FYOct

ACCEPT

1 selected mechanism

7

VIEW 163

5

ACCEPT 1

SUBMIT 162

RECALL

RETURN 1

1 mechanisms

Search

×

☒	Mechanism ↑	OU	Agency	Partner	Status
☒					submitted by agency

Step 4: Submit the IM to the Global Agency Level

1. Select "Workflow" = "ER Expenditures FYOct"
2. Select "Period" = "October 2025 – September 2026"
3. Select Operating Unit of interest or select "Global"
4. Select "Go" to update the most recent status for each IM
5. Select "Submit" in the table header
6. Select the checkbox next to the IM
7. Select "Submit" and confirm "Submit Mechanism" on the following page

Approvals

Workflow: ER Expenditures FYOct | Period: October 2025 – September 2026 | Operating Unit: [dropdown] | **GO** 1-4

SUBMIT 1 selected mechanism 7

VIEW 163 ACCEPT **SUBMIT** 163 5 RECALL RETURN 1

163 mechanisms Search [input] X

☒ Mechanism ↑	OU	Agency	Partner	Status
☒ 6				accepted by global agency

Optional: Return an IM for Revision

If an Expenditure Reporting record requires revision, a Global Agency user can “return” the IM to the In-Country USG Agency for review in the DATIM Approvals application

1. Select “Workflow” = “ER Expenditures FYOct”
2. Select “Period” = “October 2025 – September 2026”
3. Select Operating Unit of interest or select “Global”
4. Select “Go” to update the most recent status for each IM
5. Select “Return” in the table header
6. Select the checkbox next to the IM for return
7. Click “Return” and confirm “Return Mechanism” on the next screen

Approvals

The screenshot shows the 'Approvals' section of the DATIM application. A green box labeled '1-4' encompasses the top filters: 'Workflow' (set to 'ER Expenditures FYOct'), 'Period' (set to 'October 2025 - September 2026'), 'Operating Unit' (set to 'Global'), and a 'GO' button. Below this, a red 'RETURN' button is highlighted with a green box and a green circle labeled '7'. To its right, it says '1 selected mechanism'. Below the filters is a table with action buttons: 'VIEW 163', 'ACCEPT', 'SUBMIT 163', 'RECALL', and 'RETURN 1'. The 'RETURN 1' button is highlighted with a green box and a green circle labeled '5'. Below the buttons is a table with the header '1 mechanisms' and a search bar. The table has columns: Mechanism (with a checkbox), OU, Agency, Partner, and Status. The first row shows a mechanism with a checked checkbox (highlighted with a green box and a green circle labeled '6') and a status of 'accepted by global agency'.

Depending on the approval status, “Return” may need to be clicked multiple times for the IM to go back to the “pending at partner” status

Approval Levels & Data Availability in Standard Analyses

- While In-Country and Global USG Agency review, acceptance, and submission is highly recommended for data quality and accountability purposes, all implementer submissions that have the status “**Submitted by Partner**” by the end of the data entry window will be included in the FY26 ER datasets and dashboards, regardless of approval steps by In-Country or Global USG Agency
- Ensure that all implementers have **Submitted**, not just saved or validated their Expenditure Reporting data, for these data to flow through into standard dataset and dashboard analyses

Expenditure Reporting Support



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Technical Support in DATIM Support

- DATIM Support
 - Visit help.datim.org
 - Under “Submit a Request”, select “Expenditure Reporting (ER)”
 - Fill our remaining information in the ticket form

Submit a request

Please choose from the issue topics below.

Expenditure Reporting (ER) ▼

Your email address *

Your First Name *

Your Last Name *

DATIM user name *

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

Subject *

Description *

Thank you!



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Appendix A: Expenditure Reporting Compliance



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Expenditure Reporting Compliance with CFR Cost Principles

- All submissions should comply with federal cost regulations, as outlined in Part 200, Subpart E of the Code of Federal Regulations, which can be accessed [here](#)
- This section of the CFR describes cost principles for non-federal entities receiving federal awards, including cost principles related to the classification of direct and indirect costs and allowability, reasonability, and allocability of costs, as well as other cost principles.
- Value Added Tax (VAT) foreign taxes charged for the purchase of goods or services that a non-Federal entity is legally required to pay in country is an allowable expense under Federal awards as direct or indirect costs. To the extent that such credits accrued or received by the non-Federal entity relate to allowable cost, these costs must be credited to the Federal awarding agency either as costs or cash refunds. More information can be found [here](#).

Agency Cost Principles and Reporting Requirements

- In addition to the federal cost principles outlined to the CFR Part 200, each implementing agency may have additional cost principles and other terms that must be respected as part of the expenditure reporting process.
- Implementers should confer with their awarding agency to ensure that their expenditure reporting submission complies with expenditure and cost requirements for that agency.
- For awards made by The Department of State, reporting must comply with U.S. Department of State Standard Terms and Conditions.