



PEPFAR

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

FY2023

**PEPFAR Program Expenditure
Reporting DATIM Error Messages
and Resolutions**

July 18, 2022



Overview of DATIM Validation Errors

Overview of DATIM Validation Checks

- This document provides an exhaustive list of the errors that will cause an **unsuccessful** upload of a valid template in DATIM
 - IPs should **not** submit templates which have not been validated in DATIM
 - Error messages should be resolved by editing the template
 - Once a new template is uploaded then DATIM will re-run validation checks
 - Submission should only occur once DATIM indicates “The file was validated”
 - Warnings should be reviewed, but will not prevent the template from being uploaded into DATIM

Invalid Files in DATIM

- If the template has an error that causes the file to be invalid, the Prime Partner field will be flagged with a **red error**
- The feedback box will alert you to the error(s) that caused the upload to fail DATIM's validation check
- Invalid files must be corrected and re-uploaded

The screenshot shows the DATIM Admin Partner interface. The top navigation bar includes the Headerbar Logo, ER ENVIRONMENT (TEST), and user profile (MD). The left sidebar contains filters for ERB Processor, Operating Unit (Kenya), Workstream (PEPFAR Budget an...), COP Year (COP 22), Mechanism (14022 - AID623A12...), and an Include Expired toggle.

The main content area displays the DATIM Admin Partner page for a Prime Partner. The record details are as follows:

Mechanism		Status
Mech ID	14022	Total amount: n/a
Award #	AID623A1200015	Approval Status: Pending
Mechanism Name	APHIAplus Imarisha	DATIM APPROVALS ↗

UEI	Uploaded Template	Status	Int	Amount	Del
n/a		error	n/a	n/a	

Below the table, two error messages are displayed:

- error #1:** This Unique Entity Identifier is invalid or not associated with the mechanism you have selected in the Work Plan Budget Template
- error #2:** This Unique Entity Identifier is invalid or not associated with the mechanism you have selected in the Work Plan Budget Template

DATIM Feedback

Headerbar Logo ER ENVIRONMENT (TEST) MD

ERB Processor <

Operating Unit
Kenya

Workstream
PEPFAR Budget an...

COP Year

DATIM Admin Partner

Prime Partner

Mechanism	Status
Mech ID	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name	DATIM APPROVALS

UEI	Uploaded Template	Status	Int	Amount	Del
n/a		! error	n/a	n/a	✕

The Feedback box indicates the number of errors; all must be resolved before re-upload

The Feedback box describes the error(s) found

error #1: This Unique Entity Identifier is invalid or not associated with the mechanism you have selected in the Work Plan Budget Template

error #2: This Unique Entity Identifier is invalid or not associated with the mechanism you have selected in the Work Plan Budget Template

Complete List of DATIM Validation Errors

- The complete list of errors that will render a template invalid in DATIM are can be found in this slide deck
- Each of these errors will be described in greater detail in the slides that follow
- Any combination of these will also render a file invalid in DATIM; upon upload DATIM will indicate all errors that were found

DATIM Expenditure Reporting Error Messages

- UEI or Award number does not match FACTS Info p 10
- Program area is missing p 11-12
- Beneficiary is missing p 13-14
- Program area not valid p 15-16
- Beneficiary not valid p 17-18
- Invalid value, Nonnumeric entry p 19-20
- Invalid value, Negative number p 21-22
- No valid data p 23-24
- File must have .xlsx extension p 25-26
- Worksheet is not locked p 27-28
- Prepopulated cell overwritten, Header p 29-30

DATIM Expenditure Reporting Error Messages (cont.)

- Prepopulated cell overwritten, NA p 31-32
- Program Management/NA Rows p 33-34
- Program Management/Indirect Charges p 35-36
- ASP/Salaries p 37-38
- Worksheet added p 39-40
- Required worksheet deleted p 41-42
- Tab renamed p 43-44
- Hidden tabs are unhidden p 45-46



DATIM Error Messages and Resolution in Excel Template

UEI or Award Number Does Not Match FACTS Info

METADATA			
Federal Agency	USAID	Reporting Period	FY23 (COP22)
Mechanism ID	14022	Recipient Organization (Prime Partner Name)	AFRICAN MEDICAL & RESEARCH FOUNDATION
Mechanism Name	APHIAplus Imarisha	Award Number	
Prime or Subrecipient	Prime	OU	Kenya
Prime Unique Entity Identifier	123456789012	Data Set	Budget

Headerbar Logo ER ENVIRONMENT (TEST) [Icons: Chat, Mail, Grid, MD]

ERB Processor <

Operating Unit: Kenya

Workstream: PEPFAR Budget an...

COP Year: COP 22

Mechanism: 14022 - AID623A12...

Include Expired

Prime Partner

Mechanism	Status
Mech ID: 14022	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name: APHIAplus Imarisha	DATIM APPROVALS [Link]



UEI	Uploaded Template	Status	Int	Amount	Del
n/a		! error	n/a	n/a	

error #1: The award number in the FACTS Info NextGen system does not match the award number supplied in the file. (Q104) (Template: ..., FACTS Info: ...)

error #2: This Unique Entity Identifier is invalid or not associated with the mechanism you have selected in the Work Plan Budget Template

The UEI and Award numbers in the template also must match the valid UEI and Award numbers in FACTSInfo for the template's mechanism.

DATIM: Program Area Is Missing

Headerbar Logo ER ENVIRONMENT (TEST) 22  

ERB Processor <

Operating Unit
Kenya

Workstream
PEPFAR Budget an...

COP Year
COP 22

Mechanism
14022 - AID623A12...

Include Expired

Partner

Mechanism		Status	
Mech ID	14022	Total amount:	\$1,938,980.00
Award #		Approval Status:	Pending
Mechanism Name			DATIM APPROV

Prime Partner

UEI #	Uploaded Template	Status	Int	Amount
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_14022.xlsx	1 error	4	\$1,938,980.0

error #1: Intervention 5 - Program area is missing. (IL102) ×

The feedback indicates which intervention(s) has the error

Excel: Program Area Is Missing

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical							
8	Personnel: Salaries- Health Care Workers- Ancillary							
9	Personnel: Salaries- Other Staff						\$20,000	\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$2,786,714	\$500,000	\$49,513	\$280,757
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							\$51,111
22	Construction					\$90,123		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,786,714	\$590,123	\$69,513	\$378,568

The program area must be selected for all interventions with expenditures.

DATIM: Beneficiary Is Missing

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

COP Year
COP 22

Partner

Mechanism		Status	
Mech ID	70301	Total amount:	n/a
Award #		Approval Status:	Pending
Mechanism Name		DATIM APPROVALS	

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	

error #1: Intervention 5 - Beneficiary is missing. (IL103)

The feedback indicates which intervention(s) has the error

Excel: Beneficiary Is Missing

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	
6	Cost Category			Program management	Budget against	Budget against	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical							
8	Personnel: Salaries- Health Care Workers- Ancillary							
9	Personnel: Salaries- Other Staff						\$20,000	\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$2,786,714	\$500,000	\$49,513	\$280,757
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							\$51,111
22	Construction					\$90,123		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,786,714	\$590,123	\$69,513	\$378,568

The beneficiary must be selected for all interventions with expenditures.

DATIM: Program Area Is Not a Valid Option

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

COP Year
COP 22

Partner

Mechanism	Status
Mech ID: 70301	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name	DATIM APPROVALS

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	
error #1: Intervention 5 - 'Program Area X' is not a valid option for program area. (IL100)					

The feedback indicates which intervention (s) has the error

Excel: Program Area Is Not a Valid Option

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	Program Area X
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff						\$2,000	\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$2,786,714			
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,786,714			

This error occurs when the value for program area is not on the drop down list. No values should be copied and pasted into the program area row. Ensure that the value for program area exactly matches one of the values on the drop down list.

DATIM: Beneficiary Is Not a Valid Option

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

COP Year
COP 22

Partner

Mechanism	Status
Mech ID: 70301	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name	DATIM APPROVALS

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	
error #1	Intervention 4 - 'Beneficiary X' is not a valid option for beneficiary. (IL101)				

The feedback indicates which intervention(s) has the error

Excel: Beneficiary Is Not a Valid Option

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Beneficiary X	Females: Young women & adolescent females
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff						\$20,000	\$45,000
10	Fringe Benefits							00
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$			757
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				0
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							11
22	Construction							
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,786,714	\$590,123	\$69,513	\$378,568

This error occurs when the value for beneficiary is not on the drop down list. No values should be copied and pasted into the Beneficiary row. Ensure that the value for beneficiary exactly matches one of the values on the drop down list.

DATIM: Invalid Value, Nonnumeric Entry

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

COP Year

Partner

Mechanism		Status	
Mech ID	70301	Total amount:	n/a
Award #		Approval Status:	Pending
Mechanism Name		DATIM APPROVALS <input type="checkbox"/>	

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	2 errors	n/a	n/a	
error #1: Budget Template - Total for Intervention 5 must be a non-negative integer. (T100)					
error #2: Intervention 5 - Invalid value for 'Travel: International Travel' (TEST!!! is non-numeric.) (D100)					

The feedback indicates which intervention(s) and sub cost category expenditures have the error(s); values are also displayed

Excel: Invalid Value, Nonnumeric Entry

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff						\$20,000	\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel							
12	Travel: Domestic Travel							TEST!!!
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment					000	\$49,513	\$280,757
15	Supplies: Pharmaceutical							
16	Supplies: Health- Non Pharmaceutical							
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical							
19	Contractual: Contracted Health Care Workers- Ancillary							\$500
20	Contractual: Contracted Interventions							
21	Contractual: Other Contracts							\$51,111
22	Construction							
23	Training					23		
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,786,714	\$590,123	\$69,513	#VALUE!

Nonnumeric entries for expenditures are invalid. No text, alphabetic or special characters should be entered or pasted in an expenditure cell.

DATIM: Invalid Value, Negative Number

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

COP Year
COP 22

Partner

Mechanism	Status
Mech ID: 70301	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name	DATIM APPROVALS

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	2 errors	n/a	n/a	
	error #1: Intervention 3 - Invalid value for 'Travel: Domestic Travel' (-3100 is negative.) (D101)				X
	error #2: Intervention 4 - Invalid value for 'Travel: International Travel' (-5600 is negative.) (D101)				

The feedback indicates which intervention(s) and cost category has the error

Excel: Invalid Value, Negative Number

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$10,000			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$70,000			
9	Personnel: Salaries- Other Staff						\$20,000	\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel							
12	Travel: Domestic Travel				\$4,501	-\$3,100	-\$5,600	
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$2,786,714	\$500,000	\$49,513	\$280,757
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							\$1,111
22	Construction							
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,871,215	\$587,023	\$63,913	\$378,568

Negative numbers are invalid. Expenditures should be reported as positive.

DATIM: Worksheet Contains No Valid Data

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

Partner

Mechanism		Status	
Mech ID	70301	Total amount:	n/a
Award #		Approval Status:	Pending
Mechanism Name		DATIM APPROVALS	

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	
Error #1: Budget Template worksheet - Budget Template worksheet contains no valid data. (W107)					

The feedback indicates that there is no valid data in the template. This means that the template was entirely blank

Excel: Worksheet Contains No Valid Data

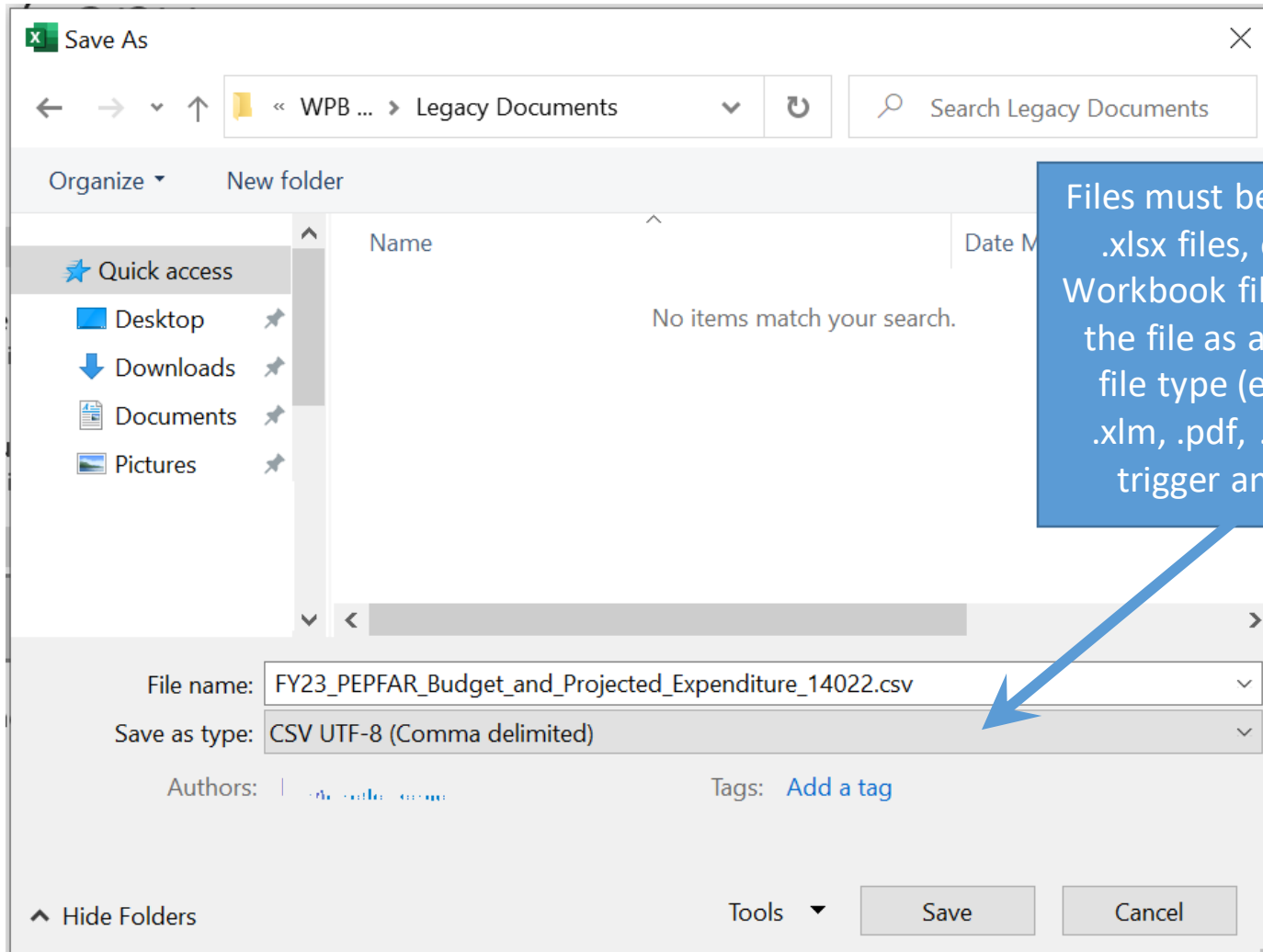
	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD				
5	Beneficiary			Non-Targeted Pop: Not disaggregated				
6	Cost Category			Program management budget	Budget Interv			
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment							
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							
22	Construction							
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0

The template cannot be completely blank. IPs must enter data to resolve this error in the template prior to uploading to DATIM since a blank template will be rendered invalid in DATIM. IPs that did not have FY23 expenditures are *not* required to report.

DATIM: File Must Have .xlsx Extension

The screenshot shows the ERB Processor interface in the ER ENVIRONMENT (TEST). The left sidebar contains filters for Operating Unit (South Africa), Workstream (PEPFAR Budget an...), COP Year (COP 22), and Mechanism (70301 - 72067418C...). The main content area displays details for a Partner, including Mechanism (Mech ID: 70301, Award #: 72067418C...), Status (Total amount: n/a, Approval Status: Pending), and a DATIM APPROVALS link. Below this is a table with columns: Uploaded Template, Status, Int, Amount, and Del. An 'UPLOAD TEMPLATE' button is visible. A red error message box at the bottom states 'Not a valid template file'. A blue callout box points to the error message with the text: 'The feedback indicates the error is across the entire file'.

Excel: File Must Have .xlsx Extension



DATIM: Worksheet Is Not Locked

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

Partner

Mechanism		Status	
Mech ID	70301	Total amount:	n/a
Award #	...	Approval Status:	Pending
Mechanism Name	...	DATIM APPROVALS	

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	

error #1: Budget Template worksheet - Budget Template worksheet is not locked. (W106)

The feedback indicates which worksheet is unlocked

Excel: Worksheet Is Not Locked

AutoSave On FY23_PEPFAR_Budget_and_Projected_Expenditure_70301 - Saved

File Home Insert Draw Page Layout Formulas Data **Review** View Help

Spelling Thesaurus Workbook Statistics Check Accessibility Translate New Comment Delete Previous Comment Next Show Comments Notes Protect Sheet Protect Workbook Allow Edit Ranges Unshare Workbook

M22

	A	B	C	D	E	F	G	H	I	J	K
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	Categorization of Intervention 7	Categorization of Intervention 8
3	Notes			Program Management							
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical	C&T: Not	PM: IM Program	PREV: Pre-SD			
5	Beneficiary			Non-Targeted Pop: Not disaggregated							
6	Cost Category			Program management budget						Budget against Intervention 7	Budget against Intervention 8
7	Personnel: Salaries- Health Care Workers- Clinical			NA							
8	Personnel: Salaries- Health Care Workers- Ancillary			NA							
9	Personnel: Salaries- Other Staff										
10	Fringe Benefits										
11	Travel: International Travel										
12	Travel: Domestic Travel										
13	Equipment: Health Equipment										
14	Equipment: Non-Health Equipment			\$289,852							
15	Supplies: Pharmaceutical			NA							
16	Supplies: Health- Non Pharmaceutical			NA							
17	Supplies: Other Supplies										
18	Contractual: Contracted Health Care Workers- Clinical			NA							
19	Contractual: Contracted Health Care Workers- Ancillary			NA							
20	Contractual: Contracted Interventions			NA							
21	Contractual: Other Contracts										
22	Construction										
23	Training										
24	Other: Financial Support for Beneficiaries										
25	Other: Other										
26	Indirect Charges										
27	Subrecipient Total			NA							
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,871,215	\$587,023	\$63,913	\$378,568	\$0	\$0	\$0
29											

The template is protected to prevent any unwanted changes to the file. If a worksheet in the template has been unprotected (the above button will show "protect sheet" when unprotected) it creates an error that will render the template invalid in DATIM. A new, locked template should be downloaded and data entry repeated.

DATIM: Prepopulated Cell Overwritten, Header

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor < Partner

Operating Unit

Mechanism

Mech ID	70301
Award #	
Mechanism Name	

Status

Total amount:	n/a
Approval Status:	Pending
DATIM APPROVALS ↗	

Prime Partner

Include Expired

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	✕

error #1: Budget Template - The value of cell A21 was expected to be Contractual: Other Contracts but it contains the value Overwritten Header. (C100) [✕](#)

The feedback indicates which prepopulated cell(s) has been overwritten; values are also displayed

Excel: Prepopulated Cell Overwritten, Header

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD				PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: M disaggregated				emales: Young men & adolescent females
6	Cost Category			Program management budget				Budget against intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852				\$280,757
15	Supplies: Pharmaceutical			NA				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			NA				
21	Overwritten Header							\$51,111
22	Construction					\$90,123		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,871,215	\$587,023	\$63,913	\$378,568

If any header value is overwritten, it creates an error. Gray cells should not allow data entry. If the template allows for data entry in a gray cell, it may be unlocked (unprotected), which will prevent submission of data. A new, locked template should be downloaded and data entry repeated.

DATIM: Prepopulated Cell Overwritten, NA

Partner

Mechanism		Status	
Mech ID	70301	Total amount:	n/a
Award #	...	Approval Status:	Pending
Mechanism Name	...	DATIM APPROVALS	

The feedback indicates which prepopulated cell(s) has been overwritten; values are also displayed

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	
error #1: Budget Template - The value of cell D15 was expected to be NA but it contains the value 25000. (C100)					

Excel: Prepopulated Cell Overwritten, NA

	A	B	C	D	E	F	G	H
2				Program Management	Category			
3	Notes			Program Management	Intervention			
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Service			
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted	disagg		
6	Cost Category			Program management budget	Budget	Interven		
7	Personnel: Salaries- Health Care Workers- Clinical			NA		\$10		
8	Personnel: Salaries- Health Care Workers- Ancillary			NA		\$70		
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel					\$A		
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$2,786,714	\$500,000	\$49,513	\$280,757
15	Supplies: Pharmaceutical			\$25,000				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							\$51,111
22	Construction					\$90,123		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,871,215	\$587,023	\$63,913	\$378,568

Note that some cost categories will have an "NA" prepopulated. This is because these cost categories cannot be found under this type of intervention. If any "NA" value is overwritten, it creates an error. Gray cells should not allow data entry. If the template allows for data entry in a gray cell, it may be unlocked (unprotected), which will prevent submission of data. A new, locked template should be downloaded and data entry repeated.

DATIM: Program Management/NA Rows

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

COP Year
COP 22

Mechanism
70301 - 72067418C...

Include Expired

Partner

Mechanism	Status
Mech ID: 70301	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name	DATIM APPROVALS

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	6 errors	n/a	n/a	

error #1: Intervention 2 - Interventions with the 'PM: IM Program Management-NSD' program area may not have money assigned to 'Supplies: Pharmaceutical'

error #2: Intervention 2 - Interventions with the 'PM: IM Program Management-NSD' program area may not have money assigned to 'Supplies: Health- Non Pharmaceutical'

error #3: Intervention 3 - Interventions with the 'PM: IM Closeout costs-NSD' program area may not have money assigned to 'Personnel: Salaries- Health Care Workers- Clinical'

error #4: Intervention 3 - Interventions with the 'PM: IM Closeout costs-NSD' program area may not have money assigned to 'Contractual: Contracted Health Care Workers- Clinical'

error #5: Intervention 3 - Interventions with the 'PM: IM Closeout costs-NSD' program area may not have money assigned to 'Contractual: Contracted Health Care Workers- Ancillary'

error #6: Intervention 3 - Interventions with the 'PM: IM Closeout costs-NSD' program area may not have money assigned to 'Subrecipient Total'

The feedback indicates which intervention(s) with Program Management as the Program Area contains budget and projected expenditure entered in a non applicable (N/A) sub cost category.

Excel: Program Management/NA Rows

	A	B	C	D	E	F
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3
3	Notes			Program Management		
4	Program Area			PM: IM Program Management-NSD	PM: IM Program Management-NSD	PM: IM Closeout costs-NSD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3
7	Personnel: Salaries- Health Care Workers- Clinical			NA		\$56,780
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$45,612	
9	Personnel: Salaries- Other Staff		\$124,000			\$34,100
10	Fringe Benefits					
11	Travel: International Travel					
12	Travel: Domestic Travel		\$289,852			
13	Equipment: Health Equipment					\$1,000
14	Equipment: Non-Health Equipment					\$200,000
15	Supplies: Pharmaceutical			NA	\$12,000	
16	Supplies: Health- Non Pharmaceutical			NA	\$2,786,714	
17	Supplies: Other Supplies					
18	Contractual: Contracted Health Care Workers- Clinical			NA		\$7,000
19	Contractual: Contracted Health Care Workers- Ancillary			NA		\$2,300
20	Contractual: Contracted Interventions			NA		\$500,000
21	Contractual: Other Contracts					
22	Construction					
23	Training					
24	Other: Financial Support for Beneficiaries					
25	Other: Other					
26	Indirect Charges					
27	Subrecipient Total			NA		\$1,000
28	Total Budget per Intervention (Sum of Cost Categories)			\$413,852	\$2,844,326	\$802,180

For additional Program Management interventions, budget and projected expenditure entries in cells designated as NA for Program Management according to column D are invalid.

DATIM: Program Management/Indirect Charges

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

COP Year
COP 22

Mechanism
70301 - 72067418C...

Include Expired

Partner

Mechanism	Status
Mech ID: 70301	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name	DATIM APPROVALS

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	2 errors	n/a	n/a	✕

error #1: Intervention 2 - Interventions with the 'C&T: HIV Clinical Services-SD' program area may not have money assigned to 'Indirect Charges'
error #2: Intervention 3 - Interventions with the 'C&T: Not Disaggregated-NSD' program area may not have money assigned to 'Indirect Charges'

Only Program Management interventions can contain entries in the indirect charges sub cost category. The feedback indicates which non-Program Management intervention(s) contains budget and projected expenditure entered in the Indirect Charges sub cost category.

Excel: Program Management/Indirect Charges

	A	B	C	D	E	F
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3
3	Notes			<i>Program Management</i>		
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	PREV: Comm. mobilization, behavior & norms change-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3
7	Personnel: Salaries- Health Care Workers- Clinical			NA		\$50,780
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$45,612	
9	Personnel: Salaries- Other Staff			\$124,000		\$34,100
10	Fringe Benefits					
11	Travel: International Travel					
12	Travel: Domestic Travel			\$289,852		
13	Equipment: Health Equipment					\$1,000
14	Equipment: Non-Health Equipment					\$200,000
15	Supplies: Pharmaceutical			NA	\$12,000	
16	Supplies: Health- Non Pharmaceutical			NA	\$2,786,714	
17	Supplies: Other Supplies					
18	Contractual: Contracted Health Care Workers- Clinical			NA		\$7,000
19	Contractual: Contracted Health Care Workers- Ancillary			NA		\$2,300
20	Contractual: Contracted Interventions			NA		\$500,000
21	Contractual: Other Contracts					
22	Construction					
23	Training					
24	Other: Financial Support for Beneficiaries					
25	Other: Other					
26	Indirect Charges				\$10,000	\$200,000
27	Subrecipient Total			NA		\$1,000
28	Total Budget per Intervention (Sum of Cost Categories)			\$413,852	\$2,854,326	\$1,002,180

Budget and projected expenditure entries in the Indirect Charges sub cost category under non-Program Management interventions are invalid.

DATIM: ASP/Salaries

Headerbar Logo ER ENVIRONMENT (TEST) [Messages] [Email] [Grid] [MD]

ERB Processor <

Operating Unit
Kenya

Workstream
PEPFAR Budget an...

COP Year
COP 22

Mechanism
18509 - NU2GGH00...

Include Expired

DATIM Admin Partner

Prime Partner

Mechanism	Status
Mech ID: 18509	Total amount:
Award #: NU2GGH001960	Approval Status: Pending
Mechanism Name: AMREF Nairobi Kitui	DATIM APPROVALS

UEI	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_18509.xlsx	! error	n/a	n/a	✕

error #1: Interventions with the 'ASP: Blood supply safety-NSD' program area may not have money assigned to 'Personnel: Salaries- Health Care Workers- Clinical' cost category ✕

error #2: Interventions with the 'ASP: Blood supply safety-NSD' program area may not have money assigned to 'Personnel: Salaries- Health Care Workers- Ancillary' cost category

error #3: Interventions with the 'ASP: Laboratory systems strengthening-NSD' program area may not have money assigned to 'Contractual: Contracted Health Care Workers- Clinical' cost category

error #4: Interventions with the 'ASP: Laboratory systems strengthening-NSD' program area may not have money assigned to 'Contractual: Contracted Health Care Workers- Ancillary' cost category

It is unlikely for salaried and contracted clinical and ancillary healthcare workers to work on a site level, non-service delivery intervention. Please review all salaried and contracted clinical and ancillary healthcare worker expenditures entered in site level non-service delivery interventions prior to submission.

DATIM: ASP/Salaries

	A	B	C	D	E	F	G
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	Notes			Program Management			
4	Program Area			PM: IM Program Management-NSD	ASP: Blood supply safety-NSD	ASP: Laboratory systems strengthening-NSD	
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$10,000		
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$45,612		
9	Personnel: Salaries- Other Staff			\$124,000		\$34,100	
10	Fringe Benefits						
11	Travel: International Travel						
12	Travel: Domestic Travel			\$289,852	\$50,000		
13	Equipment: Health Equipment					\$1,000	
14	Equipment: Non-Health Equipment					\$200,000	
15	Supplies: Pharmaceutical			NA			
16	Supplies: Health- Non Pharmaceutical			NA			
17	Supplies: Other Supplies						
18	Contractual: Contracted Health Care Workers- Clinical			NA		\$7,000	
19	Contractual: Contracted Health Care Workers- Ancillary			NA		\$2,300	
20	Contractual: Contracted Interventions			NA		\$500,000	
21	Contractual: Other Contracts						
22	Construction						
23	Training						
24	Other: Financial Support for Beneficiaries						
25	Other: Other						
26	Indirect Charges						
27	Subrecipient Total			NA			
28	Total Budget per Intervention (Sum of Cost Categories)			\$413,852	\$105,612	\$744,400	\$0
29							

Budget and projected expenditure entries in the Personnel Salaries for Health Care Workers and Contracted Health Care Workers cost category under Above Site Programs are invalid.

DATIM: Worksheet Added

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

Partner

Mechanism		Status	
Mech ID	70301	Total amount:	n/a
Award #		Approval Status:	Pending
Mechanism Name		DATIM APPROVALS	

Prime Partner

DUNS #	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	
error #1: DataTransfer Tab worksheet - DataTransfer Tab worksheet was included, but it is not a valid worksheet for this template. (W104)					

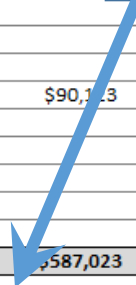
The feedback indicates which worksheet (tab) was added

Excel: Worksheet Added

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent	Females: Young women & adolescent
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3		
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$10,000			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	\$70,000			
9	Personnel: Salaries- Other Staff							
10	Fringe Benefits							
11	Travel: International Travel							
12	Travel: Domestic Travel				\$4,501	-\$3,100		
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$2,786,714	\$500,000		
15	Supplies: Pharmaceutical			\$25,000				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				\$500
19	Contractual: Contracted Health Care Workers- Ancillary			NA				
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							\$51,111
22	Construction					\$90,113		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,871,215	\$587,023	\$63,913	\$378,568
29								

Adding worksheets (tabs) to the file creates an error.

The tabs in the Excel template should be only: Instructions, Metadata and Error Checks, and Expenditure Template.



DATIM: Required Worksheet Deleted

Headerbar Logo ER ENVIRONMENT (TEST) 20

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

Partner

Mechanism		Status	
Mech ID	70301	Total amount:	n/a
Award #		Approval Status:	Pending
Mechanism Name		DATIM APPROVALS	

Prime Partner

UN #	Uploaded Template	Status	Int	Amount	Del
n	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	1 error	n/a	n/a	

error #1: Metadata and Error Checks worksheet - Metadata and Error Checks worksheet is required for this template, but it is not in the workbook. (W103)

The feedback indicates which required worksheet (tab) was deleted

Excel: Required Worksheet Deleted

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA	\$10,000			
8	Personnel: Salaries- Health Care Workers- Ancillary							
9	Personnel: Salaries- Other Staff						\$20,000	\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel						-\$5,600	
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment						\$49,513	\$280,757
15	Supplies: Pharmaceutical							
16	Supplies: Health- Non Pharmaceutical							
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical							
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							\$51,111
22	Construction					\$90,123		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,871,215	\$587,023	\$63,913	\$378,568
29								

Similarly, IPs cannot delete worksheets (tabs) from the file, as the Metadata and Error Checks tab has been here.

Budget Template

DATIM: Tab Renamed

Headerbar Logo ER ENVIRONMENT (TEST) 20 PP

ERB Processor <

Operating Unit
South Africa

Workstream
PEPFAR Budget an...

Partner

Mechanism	Status
Mech ID: 70301	Total amount: n/a
Award #	Approval Status: Pending
Mechanism Name	DATIM APPROVALS

Time Partner

UNS #	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	2 errors	n/a	n/a	

error #1: ER Template worksheet - ER Template worksheet was included, but it is not a valid worksheet for this template. (W104)

error #2: Budget Template worksheet - Budget Template worksheet is required for this template, but it is not in the workbook. (W103)

The feedback indicates which required worksheet (tab) was altered

Excel: Tab Renamed

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			Program Management				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-SD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4	Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical							
8	Personnel: Salaries- Health Care Workers- Ancillary							
9	Personnel: Salaries- Other Staff						\$20,000	\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel						-\$5,600	
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment						\$49,513	\$280,757
15	Supplies: Pharmaceutical							
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			N				
21	Contractual: Other Contracts							\$51,111
22	Construction					\$90,123		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$1,852	\$2,871,215	\$587,023	\$63,913	\$378,568
29								

Similarly, IPs cannot rename tabs in the template, as the Expenditure Template tab has been here.



DATIM: Hidden Tabs Are Unhidden

The screenshot shows the ERB Processor interface in a test environment. The left sidebar includes the 'ERB Processor' header, 'Operating Unit' set to 'South Africa', and 'Workstream' set to 'PEPFAR Budget an...'. The main content area displays details for a 'Partner' mechanism with ID 70301. A table below lists uploaded templates, with one entry highlighted in red and associated with two error messages.

Mechanism

Mech ID	70301
Award #	
Mechanism Name	

Status

Total amount:	n/a
Approval Status:	Pending
DATIM APPROVALS	

Time Partner

UNS #	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	2 errors	n/a	n/a	

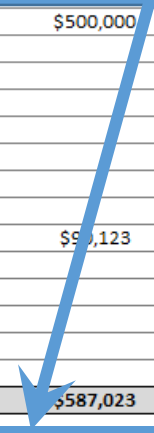
error #1: config worksheet - config worksheet is not hidden. (W105)
error #2: Lists worksheet - Lists worksheet is not hidden. (W105)

The feedback indicates which worksheet (tab) was unhidden

Excel: Hidden Tabs Are Unhidden

	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Notes			<i>Program Management</i>				
4	Program Area			PM: IM Program Management-NSD	C&T: HIV Clinical Services-NSD	C&T: Not Disaggregated-NSD	PM: IM Program Management-NSD	PREV: PrEP-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated				Females: Young women & adolescent females
6	Cost Category			Program management budget				Budget against Intervention 5
7	Personnel: Salaries- Health Care Workers- Clinical			NA				
8	Personnel: Salaries- Health Care Workers- Ancillary			NA				
9	Personnel: Salaries- Other Staff							\$45,000
10	Fringe Benefits							\$1,200
11	Travel: International Travel							
12	Travel: Domestic Travel							
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			\$289,852	\$2,786,714	\$500,000	\$49,513	\$280,757
15	Supplies: Pharmaceutical			\$25,000				
16	Supplies: Health- Non Pharmaceutical			NA				
17	Supplies: Other Supplies							
18	Contractual: Contracted Health Care Workers- Clinical			NA				
19	Contractual: Contracted Health Care Workers- Ancillary			NA				\$500
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							\$51,111
22	Construction					\$90,123		
23	Training							
24	Other: Financial Support for Beneficiaries							
25	Other: Other							
26	Indirect Charges							
27	Subrecipient Total			NA				
28	Total Budget per Intervention (Sum of Cost Categories)			\$289,852	\$2,871,215	\$587,023	\$63,913	\$378,568
29								

IPs should not unhide any tabs. In order for the template to be read by DATIM several tabs are hidden in the template. If any of these tabs are unhidden, the file will be invalid upon upload in DATIM.





Replacing Invalid File in DATIM


Removing and Replacing Invalid Files in DATIM

- If any of the above errors are found upon upload in DATIM, the template file must be removed and replaced with a valid template
- Once removed, IPs must make the appropriate corrections to the template so that it becomes a valid template
- IPs should then re-upload the valid template to DATIM
- This process is outlined in the following slides

Deleting an Invalid File (1)

To delete the invalid file, select the trash icon on the right side of the Prime Partner field

The screenshot shows the ERB Processor interface. On the left, there is a sidebar with filters: Operating Unit (South Africa), Workstream (PEPFAR Budget an...), COP Year (COP 22), Mechanism (70301 - 72067418C...), and an 'Include Expired' toggle. The main content area is titled 'Partner' and displays a 'Mechanism' summary card and a 'Status' card. Below these is a 'Prime Partner' table with the following data:

DUNS #	Uploaded Template	Status	Int	Amount	Del
n/a	FY23_PEPFAR_Budget_and_Projected_Expenditure_Template_70301.xlsx	2 errors	n/a	n/a	

The trash icon in the 'Del' column of the table is highlighted with a red box.

Deleting an Invalid File (2)

The file will now be cleared and a new file can be uploaded

The screenshot shows the ERB Processor interface. The header bar includes the logo, 'ER ENVIRONMENT (TEST)', and notification icons. The left sidebar contains filters for Operating Unit (South Africa), Workstream (PEPFAR Budget an...), COP Year (COP 22), Mechanism (70301 - 72067418C...), and an 'Include Expired' toggle.

The main content area displays a 'Partner' record for Mechanism ID 70301. The record includes an Award # and a Mechanism Name. The Status section shows 'Total amount: n/a' and 'Approval Status: Pending', with a 'DATIM APPROVALS' link.

Below the record is a table for 'Prime Partner' uploads. The table has columns for DUNS #, Uploaded Template, Status, Int, Amount, and Del. An 'UPLOAD TEMPLATE' button is located below the table.

DUNS #	Uploaded Template	Status	Int	Amount	Del
--------	-------------------	--------	-----	--------	-----

UPLOAD TEMPLATE

Select (Revised) Template File to Upload

Click the Upload icon on the upload template field

The screenshot shows the ERB Processor interface for a Prime Partner. The left sidebar contains filters for Operating Unit (Kenya), Workstream (PEPFAR Budget an...), COP Year (COP 22), and Mechanism (14022 - AID623A12...). The main content area displays the partner's details, including Mechanism ID (14022), Award # (AID623A1200015), and Mechanism Name (APHIAplus Imarisha). A table below lists uploaded templates with columns for UEI, Status, Int, Amount, and Del. The 'UPLOAD TEMPLATE' button is highlighted with a red box.

Select the template document and upload the file

The screenshot shows a file explorer window open to the Desktop. The file list includes various budget templates, with 'FY23_PEPFAR_Budget_and_Projected_Expenditu...' selected. The file name field at the bottom shows 'FY23_PEPFAR_Budget_and_Projected_Expenditure_14022'. The 'Open' button is highlighted.

Valid File

- The status will turn **green** once DATIM has validated the file uploaded
- A check mark will also appear next to the “**success**” status to indicate that the file is valid
- The file is now ready to submit!

The screenshot displays the ERB Processor interface in the ER ENVIRONMENT (TEST). The left sidebar contains filters for Operating Unit (South Africa), Workstream (PEPFAR Budget an...), COP Year (COP 22), and Mechanism (81886 - GH002193 ...). The main content area shows details for a Prime Partner Mechanism (Mech ID: 81886, Award #: , Mechanism Name: MRC). The Status section indicates a Total amount of \$516,364.00 and an Approval Status of Pending. A table below lists uploaded templates, with one file, 'FY23_PEPFAR_Budget_and_Projected_Expenditure_81886.xlsx', showing a 'success' status with a green checkmark. The table also includes columns for Int (3) and Amount (\$516,364.00).

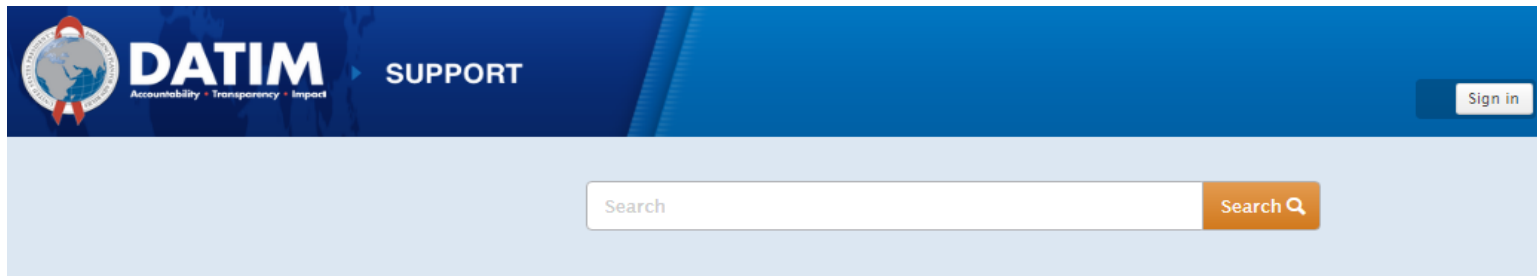
UEI	Uploaded Template	Status	Int	Amount	Del
	FY23_PEPFAR_Budget_and_Projected_Expenditure_81886.xlsx	✓ success	3	\$516,364.00	✕



DATIM References and Help

Guidance and Instructions

- References, guidance, and instructions can be found on the DATIM support page, <https://datim.zendesk.com/hc/en-us>



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.

Important Notice: We are making DATIM Support site updates based on your feedback. Learn more about these updates [here](#).

2 key places to find expenditure reporting guidance and instructions

Technical support available!

Contacting Technical Support

- If you encounter an error message not shown above or these instructions did not resolve the validation error, technical support is available through <https://datim.zendesk.com>
 - Technical support will ask for screen shots from the data entry screen in DATIM
 - Technical support will request the Excel template to be sent