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

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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

DATIM Feedback

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

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DATIM Expenditure Reporting Error Messages (cont.)

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DATIM Error Messages and Resolution in Excel Template

UEI or Award Number Does Not Match FACTS Info

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

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**			*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	
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.

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DATIM: Beneficiary Is Missing

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.

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DATIM: Program Area Is Not a Valid Option

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						$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			
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.

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DATIM: Beneficiary Is Not a Valid Option

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	$2			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				00
20	Contractual: Contracted Interventions			NA				
21	Contractual: Other Contracts							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	$2,786,714	$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 <u>exactly</u> matches one of the values on the drop down list.

DATIM: Invalid Value, Nonnumeric Entry

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		
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	#VALUE!

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

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DATIM: Invalid Value, Negative Number

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

ER ENVIRONMENT (TEST)

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)
error #2: Intervention 4 - Invalid value for 'Travel: International Travel' (-5600 is negative.) (D101)

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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						-$5,600	
12	Travel: Domestic Travel				$4,501	-$3,100		
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							
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

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

ER ENVIRONMENT (TEST)

Headerbar Logo

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)					✕

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Excel: Worksheet Contains No Valid Data

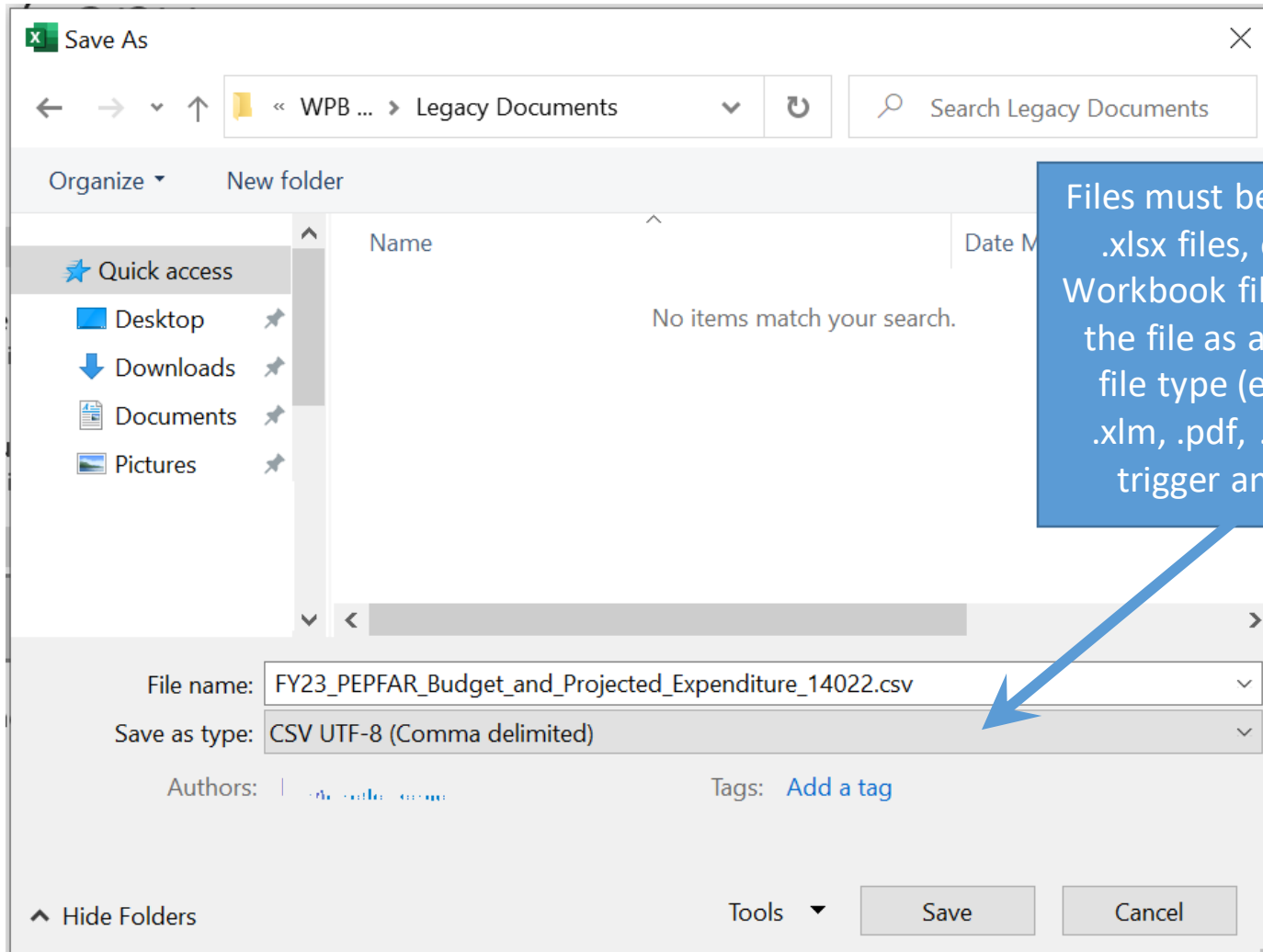|	A	B	C	D	E	F	G	H
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	**Notes**			*Program Management*				
4	**Program Area**			PM: IM Program Management-NSD				
5	**Beneficiary**			Non-Targeted 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.

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DATIM: File Must Have .xlsx Extension

Excel: File Must Have .xlsx Extension

Files must be saved as .xlsx files, or Excel Workbook files. Saving the file as any other file type (e.g., .xls, .xlm, .pdf, .csv) will trigger an error.

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DATIM: Worksheet Is Not Locked

The feedback indicates which worksheet is unlocked

Excel: Worksheet Is Not Locked

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

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: N disaggregated				emales: Young en & adolescent females
6	Cost Category			Program manageme budget				udget against ntervention 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.

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DATIM: Prepopulated Cell Overwritten, NA

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

ER ENVIRONMENT (TEST)

Partner

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

70301 - 7206741.

Include Expired

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)					✕

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Excel: Prepopulated Cell Overwritten, NA

	A	B	C	D	Categori... Interve...
2				Program Management	
3	**Notes**			*Program Management*	
4	**Program Area**			PM: IM Program Management-NSD	C&T: HIV Servi...
5	**Beneficiary**			Non-Targeted Pop: Not disaggregated	Non-Target... disagg...
6	**Cost Category**			Program management budget	Budget... Interve...
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				$...
13	Equipment: Health Equipment				
14	Equipment: Non-Health Equipment			$289,852	$2,786,714
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	
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**

Additional columns (rows 14, 19, 21, 22, 28):

Row	col1	col2	col3
14	$500,000	$49,513	$280,757
19			$500
21			$51,111
22	$90,123		
28	$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.

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DATIM: Program Management/NA Rows

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.

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DATIM: Program Management/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**			*Program Management*		
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		$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,?00
19	Contractual: Contracted Health Care Workers- Ancillary			NA		$?,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

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

		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
Notes		*Program Management*			
Program Area		PM: IM Program Management-NSD	ASP: Blood supply safety-NSD	ASP: Laboratory systems strengthening-NSD	
Beneficiary		Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	
Cost Category		Program management budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
Personnel: Salaries- Health Care Workers- Clinical		NA	$10,000		
Personnel: Salaries- Health Care Workers- Ancillary		NA	$45,612		
Personnel: Salaries- Other Staff		$124,000		$34,10	
Fringe Benefits					
Travel: International Travel					
Travel: Domestic Travel		$289,852	$50,000		
Equipment: Health Equipment				$1,000	
Equipment: Non-Health Equipment				$200,000	
Supplies: Pharmaceutical		NA			
Supplies: Health- Non Pharmaceutical		NA			
Supplies: Other Supplies					
Contractual: Contracted Health Care Workers- Clinical		NA		$7,000	
Contractual: Contracted Health Care Workers- Ancillary		NA		$2,300	
Contractual: Contracted Interventions		NA		$500,000	
Contractual: Other Contracts					
Construction					
Training					
Other: Financial Support for Beneficiaries					
Other: Other					
Indirect Charges					
Subrecipient Total		NA			
Total Budget per Intervention (Sum of Cost Categories)		**$413,852**	**$105,612**	**$744,400**	**$0**

> 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.

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DATIM: Worksheet Added

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 disaggreg	Females: Young women & adolescent	Females: Young women & adolescent
6	**Cost Category**			Program management budget	Budget against Intervention 2	Budget ag Interventi		
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	-$3,10		
13	Equipment: Health Equipment							
14	Equipment: Non-Health Equipment			$289,852	$2,786,714	$500,00		
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					$90,1_3		
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.
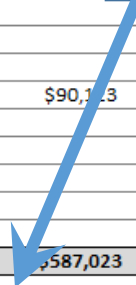
Metadata and Error Checks | **Budget Template** | DataTransfer Tab | (+)

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DATIM: Required Worksheet Deleted

The feedback indicates which required worksheet (tab) was deleted

ER ENVIRONMENT (TEST)

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

UNS #	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) ✕

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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**			*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							
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

The feedback indicates which required worksheet (tab) was altered

ER ENVIRONMENT (TEST)

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

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)

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)			$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.

◄ ► | Metadata and Error Checks | **ER Template** | ⊕

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DATIM: Hidden Tabs Are Unhidden

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			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 N 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.

Metadata and Error Checks | **Budget Template** | config | Lists | +
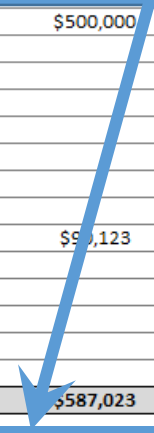
Replacing Invalid File in DATIM

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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

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Deleting an Invalid File (1)

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

Deleting an Invalid File (2)

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

Note: To use the same file name when re-uploading a template, simply delete the existing file and refresh the page before uploading a new template.

Select (Revised) Template File to Upload

Click the Upload icon on the upload template field

Select the template document and upload the file

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!

DATIM References and Help

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Guidance and Instructions

- References, guidance, and instructions can be found on the DATIM support page, https://datim.zendesk.com/hc/en-us
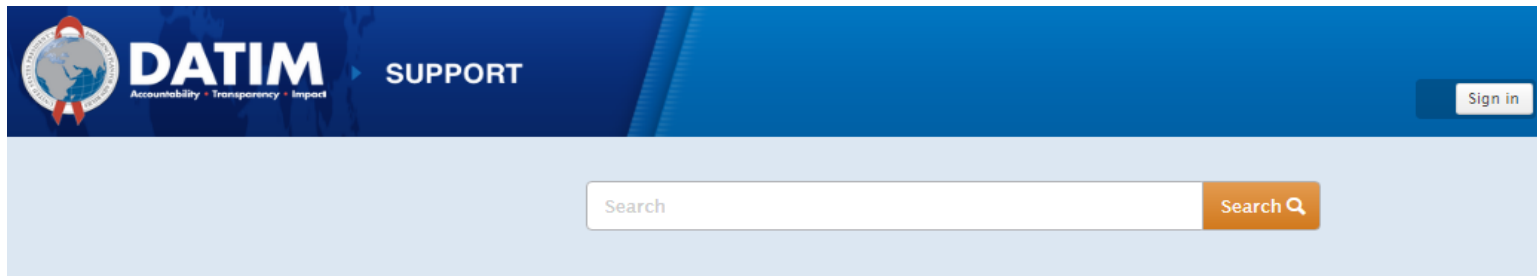
2 key places to find expenditure reporting guidance and instructions

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

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