



# PEPFAR

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

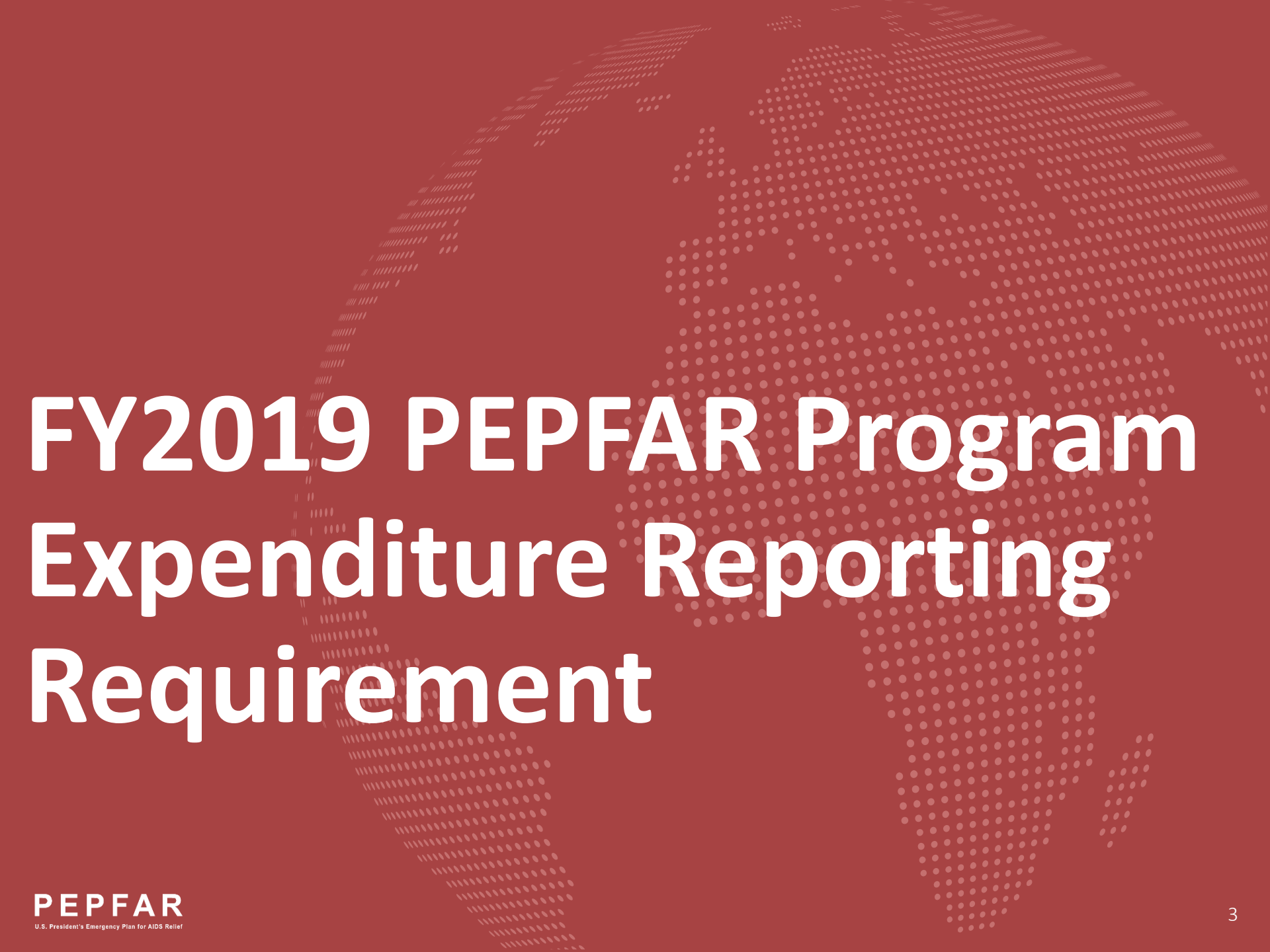
## FY2019

# PEPFAR Program Expenditure Reporting Template and DATIM Submission Instructions: Implementing Partners

Version: 9.6.2019

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# FY2019 PEPFAR Program Expenditure Reporting Requirement

# Introduction

The United States Government (USG) requires an annual report of expenditures of PEPFAR programs at the end of each fiscal year (1 October–30 September). The purpose of this reporting is to better understand the costs the USG incurs to provide a broad range of HIV services and support and subsequently use this information to improve program planning.

For PEPFAR program expenditures for FY19 (COP18), all PEPFAR Implementing Partners (IPs) are required to report their PEPFAR expenditures. There are no significant changes in [PEPFAR's expenditure reporting template](#) or the [PEPFAR Financial Classifications Reference Guide v1.1](#) for FY19.

**New for FY19:** Prime recipients are required to identify their subrecipients by name and DUNS number and to report subrecipient expenses by intervention. No cost categories will be requested for subrecipients for FY19.

# PEPFAR Program Expenditures Excel Template

Consistent with previous years, recipients of PEPFAR funding (Implementing Partners, IPs) are required to capture PEPFAR Program Expenditures in an Excel form, PEPFAR Program Expenditures (DS-4213; OMB control number 1405-0208) as a part of completing the PEPFAR annual progress report at the end of each USG fiscal year (September 30).

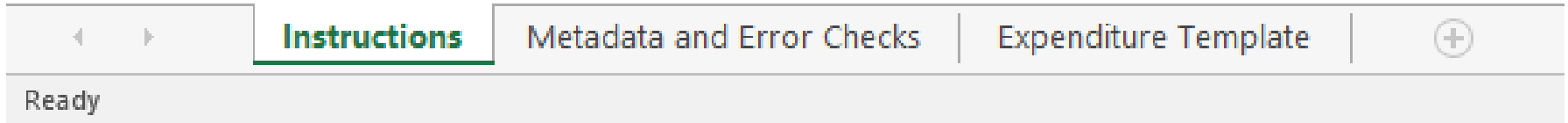
For FY2019, the expenditure reporting template has:

- Reporting at OU level, not disaggregated by benefitting country or sub national unit (SNU)
- Has a common, standardized template for all IPs (posted on <https://datim.zendesk.com>)
- Reporting of subrecipient expenditures by intervention and subrecipient, with subrecipients identified by name and DUNS number

# ER Template Overview

- This template should be used for reporting Fiscal Year 2019 (October 1, 2018 - September 30, 2019) PEPFAR program expenditures by Implementing Partners; a separate template should be completed for each separate Operating Unit (OU) and Award.
- Please read through expenditure reporting guidance, instructions on this template prior to completing this form. All guidance and instructions can be found at <https://datim.zendesk.com>.
- Public reporting burden for this collection of information is estimated to average 24 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Office of the US Global AIDS Coordinator (S/GAC) U.S. Department of State, 1800 G Street, NW, 10th Floor, Washington, DC 20006.

# First Look at the Template



The template contains three tabs:

- Instructions (no data entry)
  - Provides background and information about the template and reporting requirement
- Metadata and Error Checks (data entry)
  - This tab contains two separate components:
    - The Metadata is where implementing mechanisms provide identifying information about themselves
    - The Error Checks section is where the template will identify certain errors that partners should correct prior to submission
- Expenditure Template (data entry)
  - This is where all interventions will be categorized and all expenditures will be reported

# Process for Filling out the ER Template

1

- Enter Metadata
  - Identify information about the IP and the contracted project

2

- Enter FY19 PEPFAR Program Expenditures
  - Categorize interventions and enter expenditure data

3

- Review for Errors and Revise Data as Necessary
  - Review and verify data entered in step 2

4

- Upload to DATIM and Submit
  - Upload the ER template to DATIM via the Data Entry app, and submit the mechanism for approval via the Data Approval app.





# Enter Metadata

*Tab: Metadata and Error Checks*

# Metadata and Error Checks Tab

METADATA																			
Federal Agency		Recipient Organization (Partner Name)																	
Mechanism ID		Award Number																	
Mechanism Name		OU																	
Prime DUNS Number		Data Set	Expenditure																
Reporting Period	FY19																		

ERROR CHECKS																													
Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 0)										Yes, the prime DUNS number fails to satisfy the data entry criteria. Use leading zeroes if necessary.																			
Do program management costs still need to be entered?										Yes, program management costs still need to be entered in Intervention 1																			
Have interventions been defined with incomplete program area and beneficiaries?																													
If yes, which intervention(s) have not been fully defined?										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Have very unlikely combinations of program area and beneficiaries been defined?																													
If yes, in which intervention(s) do very unlikely combinations exist?										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Are there any subrecipient rows that have zero expenditures?																													
Are there any subrecipient rows that have expenditures but are missing:																													
Or are missing a subrecipient name?																													
Or are missing both the subrecipient name and the DUNS number?										No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.																			
Or used 00000000 as a DUNS number?										No, every subrecipient row with expenditures contains a DUNS number.																			
										<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted.</i>																			
										<i>Each DUNS number must be exactly 9 digits, including leading zeroes.</i>																			
Is there any data entered outside of the subrecipient rows that were specified?										No, there is no data that was entered outside of the specified subrecipient rows.																			

On the Metadata and Error Checks tab, the box at the top of the sheet is where metadata will be entered. A description of each of the metadata fields can be found in the following slides.

# DUNS Number

- The Data Universal Numbering System (DUNS) is required for all entities bidding on and receiving federal government awards, contracts, or grants.

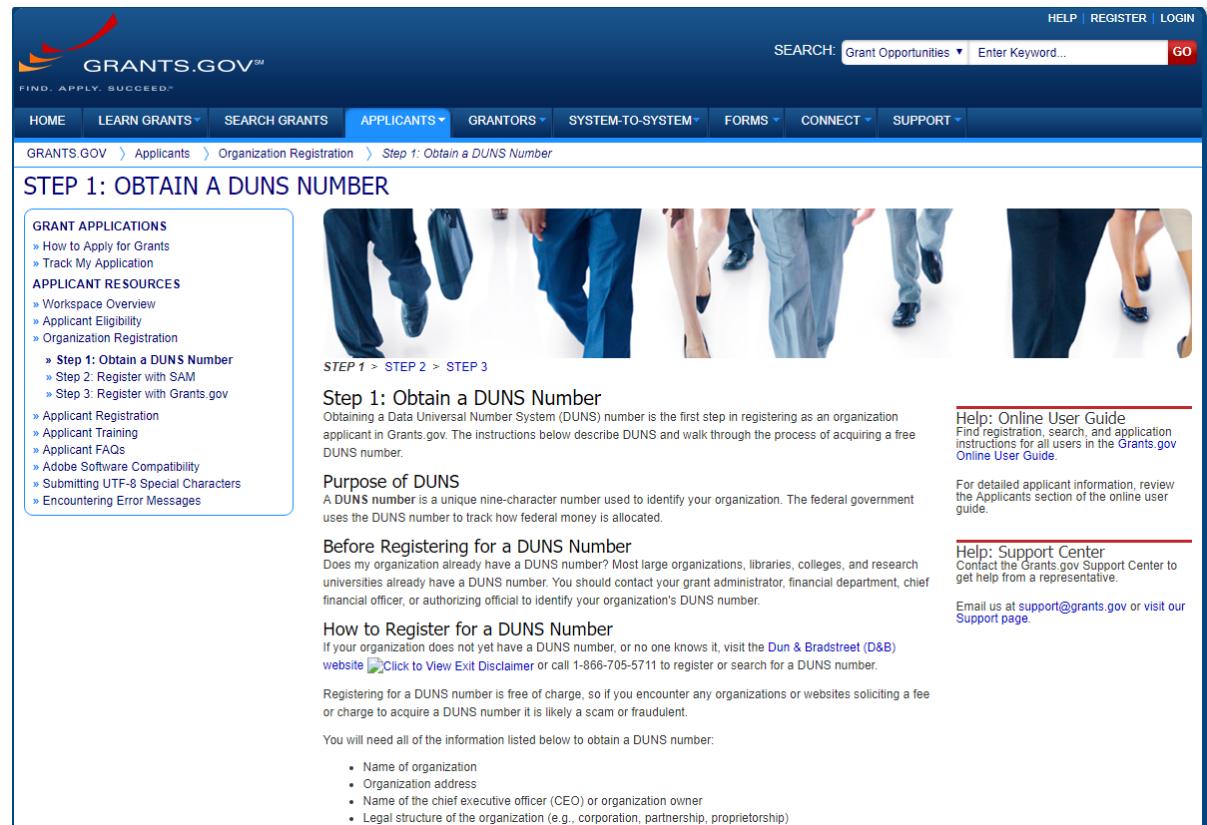
To learn more about why DUNS numbers are required: [www.grants.gov](http://www.grants.gov)

To search for your DUNS number by organization name:

<http://fedgov.dnb.com>

To search for your DUNS number by Award number:

<https://www.usaspending.gov>



GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Organization Registration > Step 1: Obtain a DUNS Number

## STEP 1: OBTAIN A DUNS NUMBER

**GRANT APPLICATIONS**

- » How to Apply for Grants
- » Track My Application

**APPLICANT RESOURCES**

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
  - » Step 1: Obtain a DUNS Number
  - » Step 2: Register with SAM
  - » Step 3: Register with Grants.gov
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

**STEP 1: Obtain a DUNS Number**

Obtaining a Data Universal Number System (DUNS) number is the first step in registering as an organization applicant in Grants.gov. The instructions below describe DUNS and walk through the process of acquiring a free DUNS number.

**Purpose of DUNS**

A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

**Before Registering for a DUNS Number**

Does my organization already have a DUNS number? Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

**How to Register for a DUNS Number**

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](#) [Click to View Exit Disclaimer](#) or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)

**Help: Online User Guide**  
Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

**Help: Support Center**  
Contact the Grants.gov Support Center to get help from a representative.

Email us at [support@grants.gov](mailto:support@grants.gov) or visit our [Support page](#).

# Fields on Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Federal Agency	D3	<ul style="list-style-type: none"> <li>• Definition: The federal agency that issued the award for the implementing mechanism.</li> <li>• Instructions: Please select the appropriate agency from the drop down list.</li> </ul>
Mechanism ID	D4	<ul style="list-style-type: none"> <li>• Definition: The PEPFAR mechanism ID associated with this particular Award and OU.</li> <li>• The Mechanism ID in the template has to match the Mechanism ID in DATIM for which the template is being uploaded.</li> <li>• Instructions: Please enter a 4-6 digit numeric value here.</li> </ul>
Mechanism Name	D5	<ul style="list-style-type: none"> <li>• Definition: The mechanism name for this particular Award and OU.</li> <li>• Instructions: Please enter the name of the mechanism here.</li> </ul>
Prime DUNS Number	D6	<ul style="list-style-type: none"> <li>• Definition: The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by the company Dun &amp; Bradstreet. A DUNS number is required for all entities bidding on and receiving federal government contracts.</li> <li>• The DUNS number in the template also has to match the valid DUNS number in Facts Info for the template's mechanism.</li> <li>• Instructions: Please enter the nine digit numeric DUNS number that corresponds to the prime partner's organization.</li> </ul>
Reporting Period	D7	<ul style="list-style-type: none"> <li>• Definition: The period of time on which the template is reporting.</li> <li>• Instructions: This field will be prepopulated since all mechanisms will be reporting on FY19 expenditures in this cycle. No data entry is required.</li> </ul>

# Fields on Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Recipient Organization (Partner Name)	P3	<ul style="list-style-type: none"> <li>• Definition: The name of the partner’s organization.</li> <li>• Instructions: Please enter the name of the partner’s organization here.</li> </ul>
Award Number	P4	<ul style="list-style-type: none"> <li>• Definition: The agency-issued identifying number for this particular award.</li> <li>• The Award number in the template also has to match the valid Award number in Facts Info for the template’s mechanism.</li> <li>• Instructions: Please enter the award number here.</li> </ul>
OU	P5	<ul style="list-style-type: none"> <li>• Definition: The PEPFAR Operating Unit (OU) in which this mechanism works.</li> <li>• Instructions: Please select the appropriate OU from the dropdown list.</li> </ul>
Data Set	P6	<ul style="list-style-type: none"> <li>• Definition: The data set is the type of financial data captured in the template. This could be either expenditure or budget.</li> <li>• Instructions: This field will be prepopulated. For this reporting cycle, all mechanisms will be reporting on expenditures, so “Expenditure” will be prepopulated here. No data entry is required.</li> </ul>



# Enter Expenditures

*Tab: Expenditure Template*

# Expenditure Template Tab

	A	B	C	D	E	F	G	H	I	J	K
1											
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		<b>Intervention Name (optional)</b>		<i>Program Management</i>							
4		<b>Program Area</b>		Program Management							
5		<b>Beneficiary</b>		Non-Targeted Pop: Not disaggregated							
6		<b>Cost Category</b>		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7	Expenditures against Intervention 8
7		Personnel: Salaries- Health Care Workers		NA							
8		Personnel: Salaries- Other Staff									
9		Fringe Benefits									
10		Travel: International Travel									
11		Travel: Domestic Travel									
12		Equipment: Health Equipment									
13		Equipment: Non-Health Equipment									
14		Supplies: Pharmaceutical		NA							
15		Supplies: Health- Non Pharmaceutical		NA							
16		Supplies: Other Supplies									
17		Contractual: Contracted Health Care Workers		NA							
18		Contractual: Contracted Interventions		NA							
19		Contractual: Other Contracts									
20		Construction									
21		Training									
22		Subrecipient Total		NA	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23		Other: Financial Support for Beneficiaries									
24		Other: Other									
25		Indirect Charges			NA	NA	NA	NA	NA	NA	NA
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27											
28		<b>Number of Subrecipients (0-100)</b>		1							
29											
30											
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7	Expenditures against Intervention 8
32		Sub 1		NA							
33											

# Step by Step Instructions for Entering Expenditure Data

- Step 1: Select program, sub-program, and service delivery or non-service delivery
- Step 2: Select beneficiary and sub beneficiary
- Step 3: Enter expenditures by sub cost categories for each intervention
- Step 4: If applicable: enter subrecipient names, DUNS, and expenditures by intervention



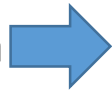
# Step 1: Select Program Area

	A	B	C	D	E	F	G	H	I	J
1										
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
3	Intervention Name (optional)			Program Management						
4	Program Area			Program Management	C&T: HIV Drugs-SD					
5	Beneficiary			No	C&T: HIV Drugs-SD					
6	Cost Category			No	C&T: HIV Drugs-NSD					
7	Personnel: Salaries- Health Care Workers			No	C&T: Not Disaggregated-SD					
8	Personnel: Salaries- Other Staff			No	C&T: Not Disaggregated-NSD					
9	Fringe Benefits			Pro	HTS: Facility-based testing-SD	Expenditures against Intervention 2	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
10	Travel: International Travel				HTS: Facility-based testing-NSD					
11	Travel: Domestic Travel				HTS: Community-based testing-SD					
12	Equipment: Health Equipment				HTS: Community-based testing-NSD					
13	Equipment: Non-Health Equipment				HTS: Community-based testing-NSD					
14	Supplies: Pharmaceutical				NA					
15	Supplies: Health- Non Pharmaceutical				NA					
16	Supplies: Other Supplies									
17	Contractual: Contracted Health Care Workers				NA					
18	Contractual: Contracted Interventions				NA					
19	Contractual: Other Contracts									
20	Construction									
21	Training									
22	Subrecipient Total				NA	\$0	\$0	\$0	\$0	\$0
23	Other: Financial Support for Beneficiaries									
24	Other: Other									
25	Indirect Charges					NA	NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)				\$0	\$0	\$0	\$0	\$0	\$0
27										
28	Number of Subrecipients (0-100)									1
29										
30										
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
32	Sub 1			NA						

Select the Program: Subprogram-Service delivery (or non) combination from the drop down list.

# Step 1: Select Program

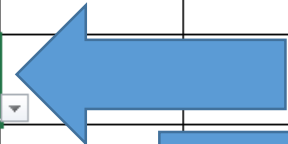
- The complete list of the unique combination options on the program dropdown list is shown here
- Please note the following abbreviations that are used on this list:
  - C&T= Care and Treatment
  - HTS= Testing
  - PREV= Prevention
  - SE= Socioeconomic
  - ASP= Above Site Programs
  - SD= service delivery
  - NSD= non service delivery



- C&T: HIV Clinical Services-SD
- C&T: HIV Clinical Services-NSD
- C&T: HIV Laboratory Services-SD
- C&T: HIV Laboratory Services-NSD
- C&T: HIV Drugs-SD
- C&T: HIV Drugs-NSD
- C&T: Not Disaggregated-SD
- C&T: Not Disaggregated-NSD
- HTS: Facility-based testing-SD
- HTS: Facility-based testing-NSD
- HTS: Community-based testing-SD
- HTS: Community-based testing-NSD
- HTS: Not Disaggregated-SD
- HTS: Not Disaggregated-NSD
- PREV: Comm. mobilization, behavior & norms change-SD
- PREV: Comm. mobilization, behavior & norms change-NSD
- PREV: VMMC-SD
- PREV: VMMC-NSD
- PREV: PrEP-SD
- PREV: PrEP-NSD
- PREV: Opioid substitution therapy-SD
- PREV: Opioid substitution therapy-NSD
- PREV: Condom & Lubricant Programming-SD
- PREV: Condom & Lubricant Programming-NSD
- PREV: Not Disaggregated-SD
- PREV: Not Disaggregated-NSD
- SE: Case Management-SD
- SE: Case Management-NSD
- SE: Economic strengthening-SD
- SE: Economic strengthening-NSD
- SE: Education assistance-SD
- SE: Education assistance-NSD
- SE: Psychosocial support-SD
- SE: Psychosocial support-NSD
- SE: Legal, human rights & protection-SD
- SE: Legal, human rights & protection-NSD
- SE: Not Disaggregated-SD
- SE: Not Disaggregated-NSD
- ASP: Procurement & supply chain management
- ASP: HMIS, surveillance, & research
- ASP: Human resources for health
- ASP: Laboratory systems strengthening
- ASP: Institutional prevention
- ASP: Public financial management strengthening
- ASP: Policy, planning, coordination & management
- ASP: Laws, regulations & policy environment
- ASP: Not Disaggregated

# Step 1: Select Program

	A	B	C	D	E	F	G	H	I	J
1										
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
3		Intervention Name (optional)		Program Management						
4		Program Area		Program Management	SE ECON STRENGTHENING SERV DELIV					
5		Beneficiary		Non-Targeted Pop: Not disaggregated						
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3				
7		Personnel: Salaries- Health Care Workers		NA						
8		Personnel: Salaries- Other Staff								
9		Fringe Benefits								
10		Travel: International Travel								
11		Travel: Domestic Travel								
12		Equipment: Health Equipment								
13		Equipment: Non-Health Equipment								
14		Supplies: Pharmaceutical		NA						
15		Supplies: Health- Non Pharmaceutical		NA						
16		Supplies: Other Supplies								
17		Contractual: Contracted Health Care Workers		NA						
18		Contractual: Contracted Interventions		NA						
19		Contractual: Other Contracts								
20		Construction								
21		Training								
22		Subrecipient Total		NA	\$0	\$0				
23		Other: Financial Support for Beneficiaries								
24		Other: Other								
25		Indirect Charges			NA	NA	NA	NA	NA	NA
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
27										
28		Number of Subrecipients (0-100)			1					
29										
30										
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
32		Sub 1		NA						



Do not paste values into these cells; use the program area drop down list. If the value in this cell does not exactly match one of the options on the drop down list, IPs should not upload the template since a template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

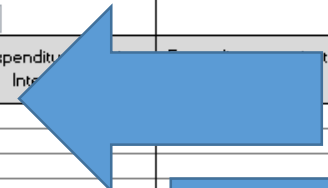
# Step 1: Select Program

	A	B	C	D	E	F	G	H	I	J
1										
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
3		Intervention Name (optional)		Program Management						
4		Program Area		Program Management	SE: Economic strengthening-SD					
5		Beneficiary		Non-Targeted Pop: Not disaggregated						
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
7		Personnel: Salaries- Health Care Workers		NA						
8		Personnel: Salaries- Other Staff								
9		Fringe Benefits								
10		Travel: International Travel								
11		Travel: Domestic Travel								
12		Equipment: Health Equipment								
13		Equipment: Non-Health Equipment								
14		Supplies: Pharmaceutical		NA						
15		Supplies: Health- Non Pharmaceutical		NA						
16		Supplies: Other Supplies								
17		Contractual: Contracted Health Care Workers		NA						
18		Contractual: Contracted Interventions		NA						
19		Contractual: Other Contracts								
20		Construction								
21		Training								
22		Subrecipient Total		NA	\$0				\$0	\$0
23		Other: Financial Support for Beneficiaries								
24		Other: Other								
25		Indirect Charges			NA				NA	NA
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		<b>\$0</b>	<b>\$0</b>				<b>\$0</b>	<b>\$0</b>
27										
28		<b>Number of Subrecipients (0-100)</b>			1					
29										
30										
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
32		Sub 1		NA						

After selecting the program area from the drop down list, the beneficiary cell will turn red. This is because each intervention must be defined by a program area and a beneficiary. Once the beneficiary is selected, the box will become white again.

# Step 2: Select Beneficiary

	A	B	C	D	E	F	G	H	I	J
1										
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
3		<b>Intervention Name (optional)</b>		Program Management						
4		<b>Program Area</b>		Program Management	SE: Economic strengthening-SD					
5		<b>Beneficiary</b>		Non-Targeted Pop: Not disaggregated						
6		<b>Cost Category</b>		Non-Targeted Pop: Adults Non-Targeted Pop: Young people & adolescents Non-Targeted Pop: Children Non-Targeted Pop: Not disaggregated Females: Adult women Females: Young women & adolescent females Females: Girls Females: Not disaggregated				Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
7		Personnel: Salaries- Health Care Workers								
8		Personnel: Salaries- Other Staff								
9		Fringe Benefits								
10		Travel: International Travel								
11		Travel: Domestic Travel								
12		Equipment: Health Equipment								
13		Equipment: Non-Health Equipment								
14		Supplies: Pharmaceutical		NA						
15		Supplies: Health- Non Pharmaceutical		NA						
16		Supplies: Other Supplies								
17		Contractual: Contracted Health Care Workers		NA						
18		Contractual: Contracted Interventions		NA						
19		Contractual: Other Contracts								
20		Construction								
21		Training								
22		Subrecipient Total		NA	\$0	\$0	\$0	\$0	\$0	\$0
23		Other: Financial Support for Beneficiaries								
24		Other: Other								
25		Indirect Charges			NA	NA	NA	NA	NA	NA
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0
27										
28		<b>Number of Subrecipients (0-100)</b>		1						
29										
30										
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
32		Sub 1		NA						



Select the Beneficiary:  
Sub beneficiary combination from the drop down list.

# Step 2: Select Beneficiary

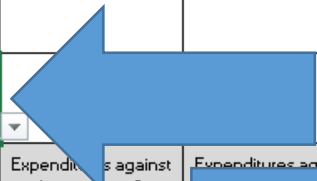
- The complete list of the unique combination options on the beneficiary dropdown list is shown here
- Please note the following abbreviations that are used on this list:
  - Pop(s) = Population(s)
  - OVC = Orphans & vulnerable children



- Non-Targeted Pop: Adults
- Non-Targeted Pop: Young people & adolescents
- Non-Targeted Pop: Children
- Non-Targeted Pop: Not disaggregated
- Females: Adult women
- Females: Young women & adolescent females
- Females: Girls
- Females: Not disaggregated
- Males: Adult men
- Males: Young men & adolescent males
- Males: Boys
- Males: Not disaggregated
- Key Pops: Men having sex with men
- Key Pops: Transgender
- Key Pops: Sex workers
- Key Pops: People who inject drugs
- Key Pops: Not disaggregated
- Pregnant & Breastfeeding Women: Not disaggregated
- Priority Pops: People in prisons
- Priority Pops: Military & other uniformed services
- Priority Pops: Mobile Pops
- Priority Pops: Displaced persons
- Priority Pops: Clients of sex workers
- Priority Pops: Not disaggregated
- OVC: Orphans & vulnerable children
- OVC: Care givers
- OVC & care givers: Not disaggregated

# Step 2: Select Beneficiary

	A	B	C	D	E	F	G	H	I	J
1										
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
3		Intervention Name (optional)		Program Management						
4		Program Area		Program Management	SE: Economic strengthening-SD					
5		Beneficiary		Non-Targeted Pop: Not disaggregated	AGYW					
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
7		Personnel: Salaries- Health Care Workers		NA						
8		Personnel: Salaries- Other Staff								
9		Fringe Benefits								
10		Travel: International Travel								
11		Travel: Domestic Travel								
12		Equipment: Health Equipment								
13		Equipment: Non-Health Equipment								
14		Supplies: Pharmaceutical		NA						
15		Supplies: Health- Non Pharmaceutical		NA						
16		Supplies: Other Supplies								
17		Contractual: Contracted Health Care Workers		NA						
18		Contractual: Contracted Interventions		NA						
19		Contractual: Other Contracts								
20		Construction								
21		Training								
22		Subrecipient Total		NA	\$0	\$0				
23		Other: Financial Support for Beneficiaries								
24		Other: Other								
25		Indirect Charges			NA	NA				
26		Total Expenditures per Intervention (Sum of Cost Categories)		\$0	\$0	\$0				
27										
28		Number of Subrecipients (0-100)			1					
29										
30										
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
32		Sub 1		NA						



Do not paste values into these cells; use the beneficiary drop down list. If the value in this cell does not exactly match one of the options on the drop down list, IPs should not upload the template since a template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**.

# Step 2: Select Beneficiary

	A	B	C	D	E	F	G	H	I	J
1										
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
3	Intervention Name (optional)			Program Management						
4	Program Area			Program Management	SE: Economic strengthening-SD					
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females					
6	Cost Category			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
7	Personnel: Salaries- Health Care Workers			NA						
8	Personnel: Salaries- Other Staff									
9	Fringe Benefits									
10	Travel: International Travel									
11	Travel: Domestic Travel									
12	Equipment: Health Equipment									
13	Equipment: Non-Health Equipment									
14	Supplies: Pharmaceutical			NA						
15	Supplies: Health- Non Pharmaceutical			NA						
16	Supplies: Other Supplies									
17	Contractual: Contracted Health Care Workers			NA						
18	Contractual: Contracted Interventions			NA						
19	Contractual: Other Contracts									
20	Construction									
21	Training									
22	Subrecipient Total			NA	\$0	\$0			\$0	\$0
23	Other: Financial Support for Beneficiaries									
24	Other: Other									
25	Indirect Charges				NA	NA	NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0	\$0	\$0
27										
28	Number of Subrecipients (0-100)				1					
29										
30										
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
32	Sub 1			NA						

←

Once the beneficiary has been selected from the drop down list, the beneficiary cell will turn white again.



# Step 2: Program Management

	A	B	C	D	E	F	G	H	I	J	K
1											
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	<b>Intervention Name (optional)</b>			Program Management							
4	<b>Program Area</b>			Program Management							
5	<b>Beneficiary</b>			Non-Targeted Pop: Not disaggregated							
6	<b>Cost Category</b>			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7	Expenditures against Intervention 8
7	Personnel: Salaries- Health Care Workers			NA							
8	Personnel: Salaries- Other Staff										
9	Fringe Benefits										
10	Travel: International Travel										
11	Travel: Domestic Travel										
12	Equipment: Health Equipment										
13	Equipment: Non-Health Equipment										
14	Supplies: Pharmaceutical			NA							
15	Supplies: Health- Non Pharmaceutical			NA							
16	Supplies: Other Supplies										
17	Contractual: Contracted Health Care Workers			NA							
18	Contractual: Contracted Interventions			NA							
19	Contractual: Other Contracts										
20	Construction										
21	Training										
22	Subrecipient Total			NA				\$0	\$0	\$0	\$0
23	Other: Financial Support for Beneficiaries										
24	Other: Other										
25	Indirect Charges							NA	NA	NA	NA
26	<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27											
28	<b>Number of Subrecipients (0-100)</b>			1							
29											
30											
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7	Expenditures against Intervention 8
32	Sub 1			NA							
33											

The first intervention has been populated as program management in the blank template; most IMs will have some expenditures for program management, and, if so, they would be entered in this column.

# Step 2 OPTIONAL: Name Intervention

	A	B	C	D	E	F	G	H	I	J
1										
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
3	Intervention Name (optional)			Program Management						
4	Program Area			Program Management	SE: Economic strengthening-SD					
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females					
6	Cost Category			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3				Expenditures against Intervention 7
7	Personnel: Salaries- Health Care Workers			NA						
8	Personnel: Salaries- Other Staff									
9	Fringe Benefits									
10	Travel: International Travel									
11	Travel: Domestic Travel									
12	Equipment: Health Equipment									
13	Equipment: Non-Health Equipment									
14	Supplies: Pharmaceutical			NA						
15	Supplies: Health- Non Pharmaceutical			NA						
16	Supplies: Other Supplies									
17	Contractual: Contracted Health Care Workers			NA						
18	Contractual: Contracted Interventions			NA						
19	Contractual: Other Contracts									
20	Construction									
21	Training									
22	Subrecipient Total			NA	\$0	\$0				\$0
23	Other: Financial Support for Beneficiaries									
24	Other: Other									
25	Indirect Charges				NA	NA				NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$0	\$0	\$0	\$0	\$0	\$0	\$0
27										
28	Number of Subrecipients (0-100)									1
29										
30										
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	Expenditures against Intervention 7
32	Sub 1			NA						

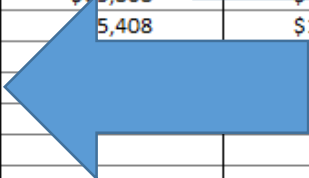


If it is useful, use this row to provide a name for each intervention. The name could be a helpful way to remember which activities, special initiatives or internal naming conventions each intervention corresponds to. For example, an intervention name might be "Finding Men" or "DREAMS" or "COP18 VMCM Initiative." This field is optional and will not be imported into DATIM or included in any analysis. It is for reference only and is meant to assist in the data entry process.

# Step 3: Enter Expenditure by Sub Cost Category

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Intervention Name (optional)			Program Management				
4	Program Area			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females		
6	Cost Category			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3		
7	Personnel: Salaries- Health Care Workers			NA				
8	Personnel: Salaries- Other Staff			\$315,057	\$296,253	\$65,808		
9	Fringe Benefits			\$78,192	\$75,480	\$5,408	\$11,058	\$16,048
10	Travel: International Travel			\$15,700				
11	Travel: Domestic Travel			\$24,800	\$35,817		\$5,480	
12	Equipment: Health Equipment							
13	Equipment: Non-Health Equipment			\$10,000				
14	Supplies: Pharmaceutical			NA				
15	Supplies: Health- Non Pharmaceutical			NA				
16	Supplies: Other Supplies			\$16,580	\$36,891	\$15,897	\$3,450	
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA			\$40,000	\$250,999
19	Contractual: Other Contracts			\$9,985				
20	Construction							
21	Training						\$154,805	\$23,499
22	Subrecipient Total			NA	\$0	\$0	\$0	\$0
23	Other: Financial Support for Beneficiaries				\$450,000			
24	Other: Other							
25	Indirect Charges			\$320,458	NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$790,772	\$894,441	\$109,661	\$263,201	\$364,005

For each intervention, enter expenditures into the appropriate sub cost categories.



# Step 3: Enter Expenditure by Sub Cost Category

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Intervention Name (optional)			Program Management				
4	Program Area			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management expenditures	Expenditures against Intervention 2			Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers			NA				
8	Personnel: Salaries- Other Staff			\$315,057	\$296,253			\$73,459
9	Fringe Benefits			\$78,192	\$75,480			\$16,048
10	Travel: International Travel			\$15,700				
11	Travel: Domestic Travel			\$24,800	\$35,817			
12	Equipment: Health Equipment							
13	Equipment: Non-Health Equipment			\$10,000				
14	Supplies: Pharmaceutical			NA				
15	Supplies: Health- Non Pharmaceutical			NA				
16	Supplies: Other Supplies			\$16,580	\$36,891			
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA				\$250,999
19	Contractual: Other Contracts			\$9,985				
20	Construction							
21	Training							\$23,499
22	Subrecipient Total			NA	\$0	\$0	\$0	\$0
23	Other: Financial Support for Beneficiaries				\$450,000			
24	Other: Other							
25	Indirect Charges			\$320,458	NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$790,772	\$894,441	\$109,661	\$263,201	\$364,005

Expenditure for health care workers, pharmaceuticals, and health supplies – non pharmaceutical, and contracted interventions should be incurred as part of a technical intervention and not under program management. These cells are therefore NA (not applicable) for Program Management.

# Step 3: Enter Expenditure by Sub Cost Category

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Intervention Name (optional)			Program Management				
4	Program Area			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers			NA				
8	Personnel: Salaries- Other Staff			\$315,057	\$296,200		\$8,408	\$73,459
9	Fringe Benefits			\$78,192	\$75,480		\$1,058	\$16,048
10	Travel: International Travel			\$15,700				
11	Travel: Domestic Travel			\$24,800	\$35,800		\$5,480	
12	Equipment: Health Equipment							
13	Equipment: Non-Health Equipment			\$10,000				
14	Supplies: Pharmaceutical			NA				
15	Supplies: Health- Non Pharmaceutical			NA				
16	Supplies: Other Supplies			\$16,580	\$36,890		\$3,450	
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA			\$40,000	\$250,999
19	Contractual: Other Contracts			\$9,985				
20	Construction							
21	Training							
22	Subrecipient Total			NA	\$0	\$0	\$154,805	\$23,499
23	Other: Financial Support for Beneficiaries				\$450,000			
24	Other: Other							
25	Indirect Charges			\$320,458	NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$790,772	\$894,441	\$109,661	\$263,201	\$364,005

Indirect costs can only be reported as Program Management and this line is NA (not applicable) for all other interventions.

# Step 3: Enter Expenditure by Sub Cost Category

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Intervention Name (optional)			Program Management				
4	Program Area			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young	Females: Young adolescent
6	Cost Category			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers			NA				
8	Personnel: Salaries- Other Staff			\$315,057	\$296,253	\$65,808		
9	Fringe Benefits			\$78,192	\$75,480	\$15,408		
10	Travel: International Travel			\$15,700				
11	Travel: Domestic Travel			\$24,800	\$35,817	\$12,548		
12	Equipment: Health Equipment							
13	Equipment: Non-Health Equipment			\$10,000				
14	Supplies: Pharmaceutical			NA				
15	Supplies: Health- Non Pharmaceutical			NA				
16	Supplies: Other Supplies			\$16,580	\$36,891	\$15,897	\$3,450	
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA			\$40,000	\$250,999
19	Contractual: Other Contracts			\$9,985				
20	Construction							
21	Training						\$154,805	\$23,499
22	Subrecipient Total			NA	\$0	\$0	\$0	\$0
23	Other: Financial Support for Beneficiaries				\$450,000			
24	Other: Other							
25	Indirect Charges			\$320,458	NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$790,772	\$894,441	\$109,661	\$263,201	\$364,005

Data entry for any intervention's sub cost category where there was no FY19 expenditure is not required; these lines can be left blank.

# Step 4: If Applicable – Subrecipient Expenditure

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Intervention Name (optional)			<i>Program Management</i>				
4	Program Area			Program Management	SE: Economic strengthening-SD	HTS: Facility-based testing-SD	PREV: VMMC-SD	C&T: HIV Clinical Services-NSD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Males: Adult men	Males: Adult men	Non-Targeted Pop: Adults
6	Cost Category			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers			NA	\$234,435		\$180,105	\$95,970
8	Personnel: Salaries- Other Staff					\$59,481	\$25,055	\$565,444
9	Fringe Benefits			\$15,470	\$95,431	\$518,120	\$45,674	\$138,906
10	Travel: International Travel				\$81,968			
11	Travel: Domestic Travel					\$79,182	\$5,930	\$15,962
12	Equipment: Health Equipment			\$12,980			\$52,430	
13	Equipment: Non-Health Equipment							
14	Supplies: Pharmaceutical			NA	\$312,466			
15	Supplies: Health- Non Pharmaceutical			NA	\$51,620			
16	Supplies: Other Supplies				\$49,845			
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA				
19	Contractual: Other Contracts							
20	Construction			\$2,550				
21	Training			\$570				
22	Subrecipient Total			NA	\$0			
23	Other: Financial Support for Beneficiaries							
24	Other: Other							
25	Indirect Charges				NA			
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$31,570	\$815,765	\$668,783	\$788,072	\$1,086,270
27								
28	Number of Subrecipients (0-100)							
29								

Enter the number of subrecipients with FY19 subawards associated with this IM to generate data entry fields to enter detailed information for each subrecipient





# Step 4: Subrecipient Expenditure by Intervention

6	<b>Cost Category</b>	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	
7	Personnel: Salaries- Health Care Workers	NA	\$234,435		\$180,105	\$95,970	
8	Personnel: Salaries- Other Staff			\$59,481	\$25,055	\$565,444	
9	Fringe Benefits	\$15,470	\$95,431	\$518,120	\$45,674	\$138,906	
10	Travel: International Travel		\$81,858				
11	Travel: Domestic Travel				\$5,930	\$15,962	
12	Equipment: Health Equipment				\$52,430		
13	Equipment: Non-Health Equipment						
14	Supplies: Pharmaceutical						
15	Supplies: Health- Non Pharmaceutical				\$87,990	\$12,000	
16	Supplies: Other Supplies					\$34,534	
17	Contractual: Contracted Health Care Workers				\$30,000		
18	Contractual: Contracted Interventions				\$354,100	\$223,454	
19	Contractual: Other Contracts				\$6,788		
20	Construction	\$2,550					
21	Training	\$570					
22	Subrecipient Total	NA	\$0	\$0	\$0	\$0	
23	Other: Financial Support for Beneficiaries						
24	Other: Other						
25	Indirect Charges		NA	NA	NA	NA	
26	<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>	<b>\$31,570</b>	<b>\$825,765</b>	<b>\$668,783</b>	<b>\$788,072</b>	<b>\$1,086,270</b>	
27							
28	<b>Number of Subrecipients (0-100)</b>						
29							
30							
31		<b>Subrecipient name</b>	<b>Subrecipient DUNS</b>	<b>Expenditures against Intervention 2</b>	<b>Expenditures against Intervention 3</b>	<b>Expenditures against Intervention 4</b>	<b>Expenditures against Intervention 5</b>
32	Sub 1		NA				
33	Sub 2		NA				
34	Sub 3		NA				
35	Sub 4		NA				
36	Sub 5		NA				
37							

Record in Subrecipient data entry fields the Subrecipient name, DUNS number, and expenditures by intervention

5

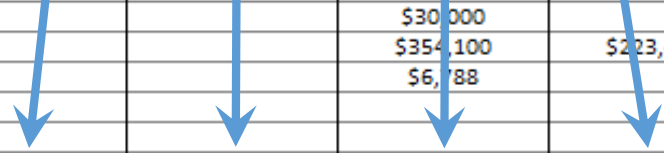
Please note: If subrecipient does not yet have a DUNS number at the time of reporting, use '11111111'.



# Total Subrecipient Expenditure by Intervention

6	Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	
7	Personnel: Salaries- Health Care Workers	NA	\$234,435		\$180,105	\$95,970	
8	Personnel: Salaries- Other Staff			\$59,481	\$25,055	\$565,444	
9	Fringe Benefits	\$15,470				906	
10	Travel: International Travel						
11	Travel: Domestic Travel					962	
12	Equipment: Health Equipment	\$12,980					
13	Equipment: Non-Health Equipment						
14	Supplies: Pharmaceutical	NA					
15	Supplies: Health- Non Pharmaceutical	NA				000	
16	Supplies: Other Supplies					34	
17	Contractual: Contracted Health Care Workers	NA			\$30,000		
18	Contractual: Contracted Interventions	NA			\$354,100	\$223,454	
19	Contractual: Other Contracts				\$6,788		
20	Construction	\$2,550					
21	Training	\$570					
22	Subrecipient Total	NA	\$6,573	\$47,832	\$0	\$100,000	
23	Other: Financial Support for Beneficiaries						
24	Other: Other						
25	Indirect Charges		NA	NA	NA	NA	
26	<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>	<b>\$31,570</b>	<b>\$832,338</b>	<b>\$716,615</b>	<b>\$788,072</b>	<b>\$1,186,270</b>	
27							
28	<b>Number of Subrecipients (0-100)</b>		5				
29							
30							
31		Subrecipient name	Subrecipient DUNS	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5
32	Sub 1	Sub 132	189576218	NA	\$5,479	\$8,912	\$100,000
33	Sub 2	Sub 456	986425499	NA			
34	Sub 3	Sub 789	120840496	NA	\$1,094		
35	Sub 4	Sub 135	489871604	NA			
36	Sub 5	Sub 246	789195180	NA		\$38,920	
37							

The Subrecipient Total by intervention will be automatically calculated as expenditures are entered



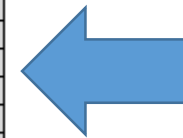
# Total Expenditure by Intervention

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	<b>Intervention Name (optional)</b>			Program Management				
4	<b>Program Area</b>			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	<b>Beneficiary</b>			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6	<b>Cost Category</b>			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers			NA				
8	Personnel: Salaries- Other Staff			\$315,057	\$296,253	\$65,808	\$48,408	\$73,459
9	Fringe Benefits			\$78,192	\$75,480	\$15,408	\$11,058	\$16,048
10	Travel: International Travel			\$15,700				
11	Travel: Domestic Travel			\$24,800				
12	Equipment: Health Equipment							
13	Equipment: Non-Health Equipment			\$10,000				
14	Supplies: Pharmaceutical			NA				
15	Supplies: Health- Non Pharmaceutical			NA				
16	Supplies: Other Supplies			\$16,580				
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA			\$40,000	\$250,999
19	Contractual: Other Contracts			\$9,985				
20	Construction							
21	Training							
22	Subrecipient Total			NA	\$0	\$0	\$154,805	\$23,499
23	Other: Financial Support for Beneficiaries				\$450,000		\$0	\$0
24	Other: Other							
25	Indirect Charges			\$320,458	NA	NA	NA	NA
26	<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>			<b>\$790,772</b>	<b>\$894,441</b>	<b>\$109,661</b>	<b>\$263,201</b>	<b>\$364,005</b>

Total expenditure for each intervention is calculated here as expenditures are entered. This may assist in data entry.

# Total Expenditure by Sub Cost Category

	A	B	C	V	W	X	Y
1							
2				Categorization of Intervention 19	Categorization of Intervention 20		
3	Intervention Name (optional)						
4	Program Area						
5	Beneficiary						
6	Cost Category			Expenditures against Intervention 19	Expenditures against Intervention 20	TOTAL	% Total
7	Personnel: Salaries- Health Care Workers					\$751,020	19%
8	Personnel: Salaries- Other Staff					\$726,430	18%
9	Fringe Benefits					\$813,601	20%
10	Travel: International Travel					\$81,968	2%
11	Travel: Domestic Travel					\$101,074	3%
12	Equipment: Health Equipment					\$65,410	2%
13	Equipment: Non-Health Equipment					\$0	0%
14	Supplies: Pharmaceutical					\$312,466	8%
15	Supplies: Health- Non Pharmaceutical					\$202,810	5%
16	Supplies: Other Supplies					\$96,379	2%
17	Contractual: Contracted Health Care Workers					\$30,000	1%
18	Contractual: Contracted Interventions					\$667,254	17%
19	Contractual: Other Contracts					\$6,788	0%
20	Construction					\$2,550	0%
21	Training					\$570	0%
22	Subrecipient Total			\$0	\$0	\$165,992	4%
23	Other: Financial Support for Beneficiaries					\$0	0%
24	Other: Other					\$0	0%
25	Indirect Charges			NA	NA	\$0	0%
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$0	\$0	\$4,024,312	100%



Total expenditure for each sub object class and its % of the total is calculated in column X and Y of the expenditure template tab as the expenditure is entered. This may assist in data entry.

# Fields on the Expenditure Template Tab

Row & Column Name	Cell Reference	Description
Intervention Name	D3-W3	<ul style="list-style-type: none"> <li>Instructions: OPTIONAL free text entry. If it is useful, this cell can be used to provide a ‘name’ for each intervention. The name could be a helpful way to remember which activities, special initiatives or internal naming conventions each intervention corresponds to. For example, an intervention name might be “Finding Men” or “DREAMS” or “COP18 VMMC Initiative.” This field is optional and will not be imported into DATIM or included in any analysis. It is for reference only and is meant to assist in the data entry process.</li> </ul>
Program Area	D4-W4	<ul style="list-style-type: none"> <li>A program is a distinct organization of resources directed toward a specific strategic objective, or a set of activities that achieve a common outcome. Each program is further disaggregated into subprograms and whether it is service delivery or non service delivery. When the activities cannot be disaggregated, funds may be classified under the major program, not disaggregated.</li> <li>Instructions: Please select a Program Area from the drop down menu. The value in this cell must be selected from the drop-down menu; <u>do not paste</u> any value into this cell. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>
Beneficiary	D5-W5	<ul style="list-style-type: none"> <li>Definition: Beneficiary is the targeted population that is intended to benefit from specific activities (e.g., the intended recipients of the PEPFAR programs). Individuals might belong to more than one category; however, what needs to be classified is the expenditure according to the primary objective of the program.</li> <li>Instructions: Please select the Beneficiary from the drop down menu. The value in this cell must be selected from the drop-down menu; <u>do not paste</u> any value into this cell. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>

*Note: For more information on PEPFAR Financial Classifications, please refer to the PEPFAR Financial Classification Reference Guide on DATIM Support <https://datim.zendesk.com>.*

# Fields on the Expenditure Template Tab

Row & Column Name	Cell Reference	Description
Personnel: Salaries- Health Care Workers	E7-W7	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of IP employee salaries and wages, excluding benefits, for healthcare workers.</li> <li>• Instructions: Please enter Personnel: Salaries- Health Care Workers expenditures here. Please enter only non-negative integers.</li> </ul>
Personnel: Salaries- Other Staff	D8-W8	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of staff salaries and wages, excluding benefits, for IP employees who are not classified as healthcare workers.</li> <li>• Instructions: Please enter Personnel: Salaries- Other Staff expenditures here. Please enter only non-negative integers.</li> </ul>
Fringe Benefits	D9-W9	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of employee fringe benefits unless treated as part of an approved indirect cost rate.</li> <li>• Instructions: Please enter your Fringe Benefits expenditures here. Please enter only non-negative integers.</li> </ul>

# Fields on the Expenditure Template Tab

Row & Column Name	Cell Reference	Description
Travel: International Travel	D10-W10	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of travel, including lodging, meals, incidentals, and air and ground transport by IP personnel outside of or to/from the country of implementation</li> <li>• Instructions: Please enter your Travel: International Travel expenditures here. Please enter only non-negative integers.</li> </ul>
Travel: Domestic Travel	D11-W11	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of travel, including lodging, meals, incidentals, and air and ground transport by IP personnel within the benefitting country.</li> <li>• Instructions: Please enter your Travel: Domestic Travel expenditures here. Please enter only non-negative integers.</li> </ul>
Equipment: Health Equipment	D12-W12	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs (purchase or lease) of equipment, nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the IP for financial statement purposes, or \$5,000, used for surgical procedures, or to diagnose, cure, treat, or prevent disease.</li> <li>• Instructions: Please enter Equipment: Health Equipment expenditures here. Please enter only non-negative integers.</li> </ul>

# Fields on the Expenditure Template Tab

Row & Column Name	Cell Reference	Description
Equipment: Non-Health Equipment	D13-W13	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs (purchase or lease) of equipment, nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the IP for financial statement purposes, or \$5,000 which is not classified as health equipment.</li> <li>• Instructions: Please enter Equipment: Non- Health Equipment expenditures here. Please enter only non-negative integers.</li> </ul>
Supplies: Pharmaceutical	E14-W14	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of medications used cure, treat, or prevent disease</li> <li>• Instructions: Please enter Supplies: Pharmaceutical expenditures here. Please enter only non-negative integers.</li> </ul>
Supplies: Health- Non Pharmaceutical	E15-W15	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of supplies used for the health procedures and the prevention, diagnosis, treatment of disease.</li> <li>• Instructions: Please enter Supplies: Health – Non Pharmaceutical expenditures here. Please enter only non-negative integers.</li> </ul>
Supplies: Other Supplies	D16-W16	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of office and other consumable supplies with a per-unit cost of less than \$5,000.</li> <li>• Instructions: Please enter Supplies: Other Supplies expenditures here. Please enter only non-negative integers.</li> </ul>

# Fields on the Expenditure Template Tab

Row & Column Name	Cell Reference	Description
Contractual: Contracted Health Care Workers	E17-W17	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of (a) contract(s) for healthcare workers, who are not employed by the IP, but contracted to perform health care services.</li> <li>• Instructions: Please enter Contractual: Contracted Health Care Workers expenditures here. Please enter only non-negative integers.</li> </ul>
Contractual: Contracted Interventions	E18-W18	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct cost of a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal Award.</li> <li>• Instructions: Please enter Contractual: Contracted Interventions expenditures here. Please enter only non-negative integers.</li> </ul>
Contractual: Other Contracts	D19-W19	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of (a) contract (s) for other, non-intervention purposes.</li> <li>• Instructions: Please enter Contractual: Other Contracts expenditures here. Please enter only non-negative integers.</li> </ul>
Construction	D20-W20	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs for construction or renovation.</li> <li>• Instructions: Please enter Construction expenditures here. Please enter only non-negative integers.</li> </ul>
Training	D21-W21	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs for trainings, meetings, and conferences.</li> <li>• Instructions: Please enter Training expenditures here. Please enter only non-negative integers.</li> </ul>



# Fields on the Expenditure Template Tab

Row & Column Name	Cell Reference	Description
Subrecipient Total	E22-W22	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of all payments to subrecipients, which are non-Federal entities that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.</li> <li>• Instructions: Total Subrecipient expenditure for each intervention is calculated here as expenditures are entered. No data entry is required.</li> </ul>
Other: Financial Support for Beneficiaries	D23-W23	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of financial support for beneficiaries.</li> <li>• Instructions: Please enter Other: Financial Support for Beneficiaries expenditures here. Please enter only non-negative integers.</li> </ul>
Other: Other	D24-W24	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs that do not fit any of the aforementioned direct cost object classes.</li> <li>• Instructions: Please enter Other: Other expenditures here. Please enter only non-negative integers.</li> </ul>
Indirect Charges	D25	<ul style="list-style-type: none"> <li>• Definition: Indirect costs which were not charged as direct; costs not easily assignable to specific awards and activities because a direct relationship to cost objectives cannot be shown or would be arbitrary.</li> <li>• Instructions: Please enter the value of Indirect Costs; do not enter a rate. Please enter only non-negative integers.</li> </ul>
Total Expenditures per Intervention	D26-W26	<ul style="list-style-type: none"> <li>• Definition: All PEPFAR funds expended by the Implementing Partner during FY19, including funds subawarded to a subrecipient.</li> <li>• Instructions: Total expenditure for each intervention is calculated here as expenditures are entered. No data entry is required.</li> </ul>

# Fields on the Expenditure Template Tab

Row & Column Name	Cell Reference	Description
Number of Subrecipients (0-100)	D28	<ul style="list-style-type: none"> <li>• Definition: Number of subrecipients that receive (a) FY19 subaward(s) from the Implementing Partner associated with this particular mechanism ID.</li> <li>• Instructions: Please enter the number of subrecipients here.</li> </ul>
Sub #	E32-W32 – E131-W131	<ul style="list-style-type: none"> <li>• Definition: Expenditure for the direct costs of all payments to subrecipients, which are non-Federal entities that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.</li> <li>• Instructions: Please enter Subrecipient expenditures here. Please enter only non-negative integers.</li> <li>• For FY2019, all funds subawarded to subrecipients must be reported by subrecipient name and intervention, i.e., by program and beneficiary classification. Subrecipient expenditures do not need to be reported by cost category. Total Subrecipient expenditure for each intervention is calculated on line 22 as expenditures are entered.</li> </ul>
Sub #: Subrecipient name	B32-B131	<ul style="list-style-type: none"> <li>• Definition: The name of the subrecipient’s organization.</li> <li>• Instructions: Please enter the name of the subrecipient’s organization here.</li> </ul>
Sub #: Subrecipient DUNS	C32-C131	<ul style="list-style-type: none"> <li>• Definition: The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by the company Dun &amp; Bradstreet.</li> <li>• Instructions: Please enter the nine digit numeric DUNS number that corresponds to the subrecipient’s organization. If the DUNS number of the subrecipient is not known at the time of reporting, please enter 111111111. Blank entries or use of 000000000 will result in the upload failing validation.</li> </ul>



# Review for Errors

*Tab: Metadata and Error Checks*

# Error Checks in the Template: Overview

	A	B	C	D	E	F	G	H	I	J	K		W	X
1														
2														
3			Federal Agency											
4			Mechanism ID											
5			Mechanism Name											
6			Prime DUNS Number											
7			Reporting Period				FY19							
8														
9														
10														
11														
12														
13														
14														
15														
16														
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38														
39														

The template will check for certain errors. If it finds errors, they will be identified in the "Error Checks" section on the Metadata and Error Checks tab.

ERROR CHECKS																				
Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000)	Yes, the prime DUNS number fails to satisfy the data entry criteria. Use leading zeroes if necessary.																			
Do program management costs still need to be entered?	Yes, program management costs still need to be entered in Intervention 1.																			
Have interventions been defined with incomplete program area and beneficiary information?	No, all interventions have been fully defined.																			
If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Have very unlikely combinations of program area and beneficiaries been selected?	No, there are not any very unlikely combinations that have been selected.																			
If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Are there any subrecipient rows that have zero expenditures?	Yes, 1 row(s) have zero expenditures. Assign an expenditure to all indicated subrecipient rows to avoid causing an error when uploading.																			
Are there any subrecipient rows that have expenditures but are missing a DUNS number?	No, every subrecipient row with expenditures contains a DUNS number.																			
Or are missing a subrecipient name?	No, every subrecipient row with expenditures contains a name.																			
Or are missing both the subrecipient name and the DUNS number?	No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.																			
Or used 00000000 as a DUNS number?	No, every subrecipient row with expenditures contains a DUNS number.																			
	<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted. Each DUNS number must be exactly 9 digits, including leading zeroes.</i>																			
Is there any data entered outside of the subrecipient rows that were specified?	No, there is no data that was entered outside of the specified subrecipient rows.																			
Subrecipient rows created:	1																			
First row that should be empty:	33																			
Cells expected to be blank:	2178																			
Count of blank cells after last row:	2178																			
Non-blank cells after last row:	0																			

# Error Checks in the Template: Prime DUNS Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1																									
2			<b>METADATA</b>																						
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)	Partner Example 2											
4		Mechanism ID	18036										Award Number	Award120392											
5		Mechanism Name	Cooperative Agreement UGH00710										OU	Namibia											
6		Prime DUNS Number											Data Set	Expenditure											
7		Reporting Period	FY19																						
8																									
9			<b>ERROR CHECKS</b>																						
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 000000000) <b>Yes, the prime DUNS number fails to satisfy the data entry criteria. Use leading zeroes if necessary.</b>																							
11																									
12		Do program management costs still need to be entered?																							
13																									
14		Have interventions been defined with incomplete program areas?																							
15																									
16		If yes, which intervention(s) have not been fully defined?	1	2																					
17																									
18		Have very unlikely combinations of program area and beneficiary been defined?																							
19																									
20		Have very unlikely combinations of program area and beneficiary been defined?																							
21		If yes, in which intervention(s) do very unlikely combinations exist?	1	2																					
22																									
23		Are there any subrecipient rows that have zero expenditures?																							
24																									
25		Are there any subrecipient rows that have expenditures but are missing a subrecipient name?																							
26																									
27		Or are missing both the subrecipient name and the DUNS number?																							
28																									
29		Or used 000000000 as a DUNS number?																							
30																									
31																									
32																									

The template will check that the Prime DUNS number entered in the "Metadata" section on the Metadata and Error Checks tab meets data entry criteria (exactly nine digits, including leading zeros if necessary, but is not 000000000). Please note that this will turn red to indicate that there is an error. A template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**.

# Error Checks in the Template: Prime DUNS Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y							
1																																
2			<b>METADATA</b>																													
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)	Partner Example 2																		
4		Mechanism ID	18036										Award Number	Award120392																		
5		Mechanism Name	Cooperative Agreement UGH00710										OU	Namibia																		
6		Prime DUNS Number											Data Set	Expenditure																		
7		Reporting Period	FY19																													
8																																
9			<b>ERROR CHECKS</b>																													
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 000000000) <b>Yes, the prime DUNS number fails to satisfy the data entry criteria. Use leading zeroes if necessary.</b>																														
11																																
12		Do program management costs still need to be entered?																														
13																																
14		Have interventions been defined with incomplete program area and beneficiary information?																														
15																																
16		If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6															14	15	16	17	18	19	20			
17																																
18																																
19		Have very unlikely combinations of program area and beneficiaries been selected?																														
20																																
21		If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6															14	15	16	17	18	19	20			
22																																
23																																
24		Are there any subrecipient rows that have zero expenditures?																														
25																																
26		Are there any subrecipient rows that have expenditures but are missing a DUNS number?																														
27		Or are missing a subrecipient name?																														
28		Or are missing both the subrecipient name and the DUNS number?																														
29		Or used 00000000 as a DUNS number?																														
30		Note: Every subrecipient row that expenditures contains a DUNS number.																														
31		Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted.																														
32		Each DUNS number must be exactly 9 digits, including leading zeroes.																														

To correct this error, navigate to the "Metadata" section on the Metadata and Error Checks tab. As we saw in the "Error Checks" section, the Prime DUNS number does not meet data entry criteria.

# Error Checks in the Template: Prime DUNS Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1																									
2				<b>METADATA</b>																					
3		Federal Agency		HHS/CDC								Recipient Organization (Partner Name)	Partner Example 2												
4		Mechanism ID		18036								Award Number	Award120392												
5		Mechanism Name		Cooperative Agreement UGH00710												OU	Namibia								
6		Prime DUNS Number		123456789								Data Set	Expenditure												
7		Reporting Period		FY19																					
8																									
9				<b>ERROR CHECKS</b>																					
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000000) No, the prime DUNS number satisfies the data entry criteria.																							
11		Do program management costs still need to be entered?																							
12		Have interventions been defined with incomplete program area and beneficiary information?																							
13																									
14		If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6										14	15	16	17	18	19	20	
15																									
16		Have very unlikely combinations of program area and beneficiaries been selected?																							
17																									
18																									
19		Have very unlikely combinations of program area and beneficiaries been selected?																							
20																									
21		If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
22																									
23																									
24		Are there any subrecipient rows that have zero expenditures?										No, every subrecipient has been assigned a non-zero expenditure.													
25																									
26		Are there any subrecipient rows that have expenditures but are missing a DUNS number?										No, every subrecipient row with expenditures contains a DUNS number.													
27		Or are missing a subrecipient name?										No, every subrecipient row with expenditures contains a name.													
28		Or are missing both the subrecipient name and the DUNS number?										No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.													
29		Or used 00000000 as a DUNS number?										No, every subrecipient row with expenditures contains a DUNS number.													
30		<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted.</i>																							
31		<i>Each DUNS number must be exactly 9 digits, including leading zeroes.</i>																							
32																									

To correct this error, enter the correct Prime DUNS number that is exactly nine digits but is not 000000000.

# Error Checks in the Template: Prime DUNS Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1																										
2				<b>METADATA</b>																						
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)	Partner Example 2												
4		Mechanism ID	18036										Award Number	Award120392												
5		Mechanism Name	Cooperative Agreement UGH00710										OU	Namibia												
6		Prime DUNS Number	123456789										Data Set	Expenditure												
7		Reporting Period	FY19																							
8																										
9			<b>ERROR CHECKS</b>																							
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 000000000) No, the prime DUNS number satisfies the data entry criteria.																								
11																										
12		Do program management costs still need to be entered?																								
13																										
14		Have interventions been defined with incomplete program area and beneficiary information?																								
15																										
16		If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6										14	15	16	17	18	19	20		
17																										
18																										
19		Have very unlikely combinations of program area and beneficiaries been selected?																								
20																										
21		If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
22																										
23																										
24		Are there any subrecipient rows that have zero expenditures?										No, every subrecipient has been assigned a non-zero expenditure.														
25																										
26		Are there any subrecipient rows that have expenditures but are missing a DUNS number?										No, every subrecipient row with expenditures contains a DUNS number.														
27		Or are missing a subrecipient name?										No, every subrecipient row with expenditures contains a name.														
28		Or are missing both the subrecipient name and the DUNS number?										No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.														
29		Or used 00000000 as a DUNS number?										No, every subrecipient row with expenditures contains a DUNS number.														
30																										
31		<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted.</i>																								
32		<i>Each DUNS number must be exactly 9 digits, including leading zeroes.</i>																								

The error check will now show that there is no error related to the Prime DUNS number.



# Error Checks in the Template: Program Management Costs

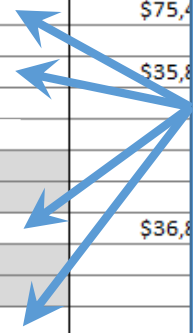
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
<b>METADATA</b>																							
Federal Agency		HHS/CDC										Recipient Organization (Partner Name)				Partner Example 2							
Mechanism ID		18036										Award Number				Award120392							
Mechanism Name		Cooperative Agreement UGH00710										OU				Namibia							
Prime DUNS Number		123456789										Data Set				Expenditure							
Reporting Period		FY19																					
<b>ERROR CHECKS</b>																							
Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000) No, the prime DUNS number satisfies the data entry criteria.																							
Do program management costs still need to be entered?												Yes, program management costs still need to be entered in Intervention 1.											
Have interventions been defined with incomplete program area and beneficiary information?												No, all interventions have been fully defined.											
If yes, which intervention(s) have not been fully defined?		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Have very unlikely combinations of program area and beneficiaries been selected?												No, there are not											
If yes, in which intervention(s) do very unlikely combinations exist?		1	2	3	4	5	6	7	8													19	20
Are there any subrecipient rows that have zero expenditures?												No, every subrecip											
Are there any subrecipient rows that have expenditures but are missing a DUNS number?												No, every subrecip											
Or are missing a subrecipient name?												No, every subrecip											
Or are missing both the subrecipient name and the DUNS number?												No, there are not a											
Or used 00000000 as a DUNS number?												No, every subrecip											
												Note: Every su											
												Each D											
Is there any data entered outside of the subrecipient rows that were specified?												No, there is no dat											
Subrecipient rows created:		2																					
First row that should be empty:		34																					
Cells expected to be blank:		2156																					
Count of blank cells after last row:		2156																					
Non-blank cells after last row:		0																					

The template will check that some program management expenditures have been entered in Intervention 1 on the Expenditure Template tab. *Nearly all* mechanisms are expected to report program management expenditures. Please note that this will turn red to indicate that there is an error.

# Error Checks in the Template: Program Management Costs

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Intervention Name (optional)			Program Management				
4	Program Area			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management expenditures	Expenditures against Intervention 2		Expenditures against Intervention 4	Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers			NA				
8	Personnel: Salaries- Other Staff				\$296,000		\$48,408	\$73,459
9	Fringe Benefits				\$75,400		\$11,058	\$16,048
10	Travel: International Travel							
11	Travel: Domestic Travel				\$35,800		\$5,480	
12	Equipment: Health Equipment							
13	Equipment: Non-Health Equipment							
14	Supplies: Pharmaceutical			NA				
15	Supplies: Health- Non Pharmaceutical			NA				
16	Supplies: Other Supplies				\$36,800		\$3,450	
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA			\$40,000	\$250,999
19	Contractual: Other Contracts							
20	Construction							
21	Training						\$154,805	\$23,499
22	Subrecipient Total			NA	\$0	\$0	\$0	\$0
23	Other: Financial Support for Beneficiaries				\$450,000			
24	Other: Other							
25	Indirect Charges				NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$0	\$894,441	\$109,661	\$263,201	\$364,005

To correct this error, first return to the Expenditure Template tab. As we saw on the Metadata and Error Checks tab, Intervention 1 has no expenditures entered.



# Error Checks in the Template: Program Management Costs

	A	B	C	D	E	F	G	H
1								
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5
3	Intervention Name (optional)			Program Management				
4	Program Area			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6	Cost Category			Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5
7	Personnel: Salaries- Health Care Workers			NA				
8	Personnel: Salaries- Other Staff			\$315,057	\$296,000		\$48,408	\$73,459
9	Fringe Benefits			\$78,192	\$75,400		\$11,058	\$16,048
10	Travel: International Travel			\$15,700				
11	Travel: Domestic Travel			\$24,800	\$35,800		\$5,480	
12	Equipment: Health Equipment							
13	Equipment: Non-Health Equipment			\$10,000				
14	Supplies: Pharmaceutical			NA				
15	Supplies: Health- Non Pharmaceutical			NA				
16	Supplies: Other Supplies			\$16,580	\$36,800		\$3,450	
17	Contractual: Contracted Health Care Workers			NA				
18	Contractual: Contracted Interventions			NA			\$40,000	\$250,999
19	Contractual: Other Contracts			\$9,985				
20	Construction							
21	Training						\$154,805	\$23,499
22	Subrecipient Total			NA	\$0	\$0	\$0	\$0
23	Other: Financial Support for Beneficiaries				\$450,000			
24	Other: Other							
25	Indirect Charges			\$320,458	NA	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$790,772	\$894,441	\$109,661	\$263,201	\$364,005

To correct this error, enter FY19 program management expenditures, including indirect costs, if applicable.

# Error Checks in the Template: Program Management Costs

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1																								
2	<b>METADATA</b>																							
3	Federal Agency		HHS/CDC										Recipient Organization (Partner Name)				Partner Example 2							
4	Mechanism ID		18036										Award Number				Award120392							
5	Mechanism Name		Cooperative Agreement UGH00710										OU				Namibia							
6	Prime DUNS Number		123456789										Data Set				Expenditure							
7	Reporting Period		FY19																					
8																								
9	<b>ERROR CHECKS</b>																							
10	Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000) No, the prime DUNS number satisfies the data entry criteria.																							
11																								
12	Do program management costs still need to be entered?										No, program management costs have been entered.													
13																								
14	Have interventions been defined with incomplete program area and beneficiary information?										No, all interventions have been fully defined.													
15																								
16	If yes, which intervention(s) have not been fully defined?		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
17																								
18																								
19	Have very unlikely combinations of program area and beneficiaries been selected?										No, there are no very unlikely combinations selected.													
20																								
21	If yes, in which intervention(s) do very unlikely combinations exist?		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
22																								
23																								
24	Are there any subrecipient rows that have zero expenditures?										No, every subrecipient row has expenditures.													
25																								
26	Are there any subrecipient rows that have expenditures but are missing a DUNS number?										No, every subrecipient row has a DUNS number.													
27	Or are missing a subrecipient name?										No, every subrecipient row has a name.													
28	Or are missing both the subrecipient name and the DUNS number?										No, there are no subrecipient rows missing both a name and a DUNS number.													
29	Or used 000000000 as a DUNS number?										No, every subrecipient row has a valid DUNS number.													
30											<i>Note: Every subrecipient row must have a DUNS number. TBD subrecipients are not permitted.</i>													
31											<i>Each subrecipient row must have a unique DUNS number. Do not use leading zeroes.</i>													
32																								
33	Is there any data entered outside of the subrecipient rows that were specified?										No, there is no data that was entered outside of the specified subrecipient rows.													
34	Subrecipient rows created:		2																					
35	First row that should be empty:		34																					
36	Cells expected to be blank:		2156																					
37	Count of blank cells after last row:		2156																					
38	Non-blank cells after last row:		0																					

The error check will now show that there is no error related to program management costs.

# Error Checks in the Template: Interventions Have Been Fully Defined

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1																									
2	<b>METADATA</b>																								
3	Federal Agency	HHS/CDC											Recipient Organization (Partner Name)	Partner Example 2											
4	Mechanism ID	18036											Award Number	Award120392											
5	Mechanism Name	Cooperative Agreement UGH00710											OU	Namibia											
6	Prime DUNS Number	123456789											Data Set	Expenditure											
7	Reporting Period	FY19																							
8																									
9	<b>ERROR CHECKS</b>																								
10	Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000) No, the prime DUNS number satisfies the data entry criteria.																								
11	Do program management costs still need to be entered? No, program management costs have been entered.																								
12	Have interventions been defined with incomplete program area and beneficiary information? <b>Yes, there are intervention(s) that have not been fully defined. This will cause an error when uploading.</b>																								
13																									
14																									
15																									
16	If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
17			X		X		X																		
18																									
19	Have very unlikely combinations of program area and beneficiaries been selected? No, there are not any very unlikely combinations that have been selected.																								
20																									
21	If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4																				
22																									
23																									
24	Are there any subrecipient rows that have zero expenditures?																								
25																									
26	Are there any subrecipient rows that have expenditures but are missing a DUNS number?																								
27	Or are missing a subrecipient name?																								
28	Or are missing both the subrecipient name and the DUNS number?																								
29	Or used 00000000 as a DUNS number?																								
30																									
31																									
32																									
33	Is there any data entered outside of the subrecipient rows that were specified?																								
34	Subrecipient rows created:	2																							
35	First row that should be empty:	34																							
36	Cells expected to be blank:	2156																							
37	Count of blank cells after last row:	2156																							
38	Non-blank cells after last row:	0																							

The template will also check that interventions have been fully defined. This means that for any intervention that has expenditures, a program area and beneficiary has been selected. Each intervention that has not been fully defined will be identified here by its number. A template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

# Error Checks in the Template: Interventions Have Been Fully Defined

	A	B	C	D	E	F	G	H	I	
1										
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	
3				<i>Program Management</i>	<i>Categorization of Intervention 2</i>	<i>Categorization of Intervention 3</i>	<i>Categorization of Intervention 4</i>	<i>Categorization of Intervention 5</i>	<i>Categorization of Intervention 6</i>	
4				Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD		SE: Legal, human rights & protection-SD		
5				Non-Targeted Pop: Not disaggregated		Females: Young women & adolescent females	Females: Young women & adolescent females	Males: Young men & adolescent males		
6				Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	
7				Personnel: Salaries- Health Care Workers	NA					
8				Personnel: Salaries- Other Staff	\$1,000	\$296,253	\$65,808	\$48,408	\$43,883	\$29,372
9				Fringe Benefits		\$75,480	\$15,408	\$11,058	\$2,454	
10				Travel: International Travel						
11				Travel: Domestic Travel			\$5,480	\$12,930		
12				Equipment: Health Equipment						
13				Equipment: Non-Health Equipment						
14				Supplies: Pharmaceutical						
15				Supplies: Health- Non Pharmaceutical						
16				Supplies: Other Supplies			\$3,450	\$23,543		
17				Contractual: Contracted Health Care Workers			\$40,000			
18				Contractual: Contracted Interventions						
19				Contractual: Other Contracts						
20				Construction						
21				Training			\$154,805			
22				Subrecipient Total			\$35,000	\$0	\$0	
23				Other: Financial Support for Beneficiaries						
24				Other: Other						
25				Indirect Charges			NA	NA	NA	
26				<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>			<b>\$298,201</b>	<b>\$82,810</b>	<b>\$29,372</b>	

To correct this error, first return to the Expenditure Template tab. As we saw on the on the Metadata and Error Checks tab, Interventions 2, 4, and 6 have not been fully defined. This will also be indicated in red on the Expenditure Template tab.

# Error Checks in the Template: Interventions Have Been Fully Defined

	A	B	C	D	E	F	G	H	I
1									
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3		Intervention Name (optional)		Program Management					
4		Program Area		Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD	
5		Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6
7		Personnel: Salaries- Health Care Workers		NA					
8		Personnel: Salaries- Other Staff		\$315,057	\$296,253	\$65,808	\$48,408	\$73,459	
9		Fringe Benefits					\$11,058	\$16,048	
10		Travel: International Travel					\$5,480		
11		Travel: Domestic Travel							
12		Equipment: Health Equipment							
13		Equipment: Non-Health Equipment							
14		Supplies: Pharmaceutical							
15		Supplies: Health- Non Pharmaceutical							
16		Supplies: Other Supplies					\$3,450		
17		Contractual: Contracted Health Care Workers							
18		Contractual: Contracted Interventions					\$40,000	\$250,999	
19		Contractual: Other Contracts							
20		Construction							
21		Training					\$154,805	\$23,499	
22		Subrecipient Total					\$0	\$0	\$0
23		Other: Financial Support for Beneficiaries							
24		Other: Other							
25		Indirect Charges					NA	NA	NA
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		<b>\$790,772</b>	<b>\$894,441</b>	<b>\$109,661</b>	<b>\$263,201</b>	<b>\$364,005</b>	<b>\$0</b>

To correct this error, select a beneficiary for Intervention 2, select a program area and beneficiary for Intervention 4, and delete the erroneous fringe benefits amount in Intervention 6. If the amount in Intervention 6 represented actual expenditures, this error can also be corrected by identifying a program area and beneficiary for that intervention.

# Error Checks in the Template: Interventions Have Been Fully Defined

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
1																										
2			<b>METADATA</b>																							
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)	Partner Example 2												
4		Mechanism ID	18036										Award Number	Award120392												
5		Mechanism Name	Cooperative Agreement UGH00710										OU	Namibia												
6		Prime DUNS Number	123456789										Data Set	Expenditure												
7		Reporting Period	FY19																							
8																										
9			<b>ERROR CHECKS</b>																							
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000) No, the prime DUNS number satisfies the data entry criteria.																								
11		Do program management costs still need to be entered?												No, program management costs have been entered.												
12																										
13																										
14		Have interventions been defined with incomplete program area and beneficiary information?												No, all interventions have been fully defined.												
15																										
16		If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
17																										
18																										
19		Have very unlikely combinations of program area and beneficiaries been selected?												No, there are not any very unlikely combinations that have been selected.												
20																										
21		If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
22																										
23																										
24		Are there any subrecipient rows that have zero expenditures?																								
25																										
26		Are there any subrecipient rows that have expenditures but are missing a DUNS number?																								
27		Or are missing a subrecipient name?																								
28		Or are missing both the subrecipient name and the DUNS number?																								
29		Or used 00000000 as a DUNS number?																								
30																										
31																										
32																										
33		Is there any data entered outside of the subrecipient rows that were specified?																								
34		Subrecipient rows created:	2																							
35		First row that should be empty:	34																							
36		Cells expected to be blank:	2156																							
37		Count of blank cells after last row:	2156																							
38		Non-blank cells after last row:	0																							

On the Metadata and Error Checks tab, the error check will now show that there is no error related to defining interventions.



# Error Checks in the Template: Very Unlikely Combinations

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
<b>METADATA</b>																							
Federal Agency		HHS/CDC										Recipient Organization (Partner Name)				Partner Example 2							
Mechanism ID		18036										Award Number				Award120392							
Mechanism Name		Cooperative Agreement UGH00710										OU				Namibia							
Prime DUNS Number		123456789										Data Set				Expenditure							
Reporting Period		FY19																					
<b>ERROR CHECKS</b>																							
Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000) No, the prime DUNS number satisfies the data entry criteria.																							
Do program management costs still need to be entered?												No, program management costs have been entered.											
Have interventions been defined with incomplete program area and beneficiary information?												No, all interventions have been fully defined.											
If yes, which intervention(s) have not been fully defined?		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Have very unlikely combinations of program area and beneficiaries been selected?		Yes, very unlikely combinations have been selected. This will produce a warning when uploading.																					
If yes, in which intervention(s) do very unlikely combinations exist?		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
					X																		
Are there any subrecipient rows that have zero expenditures?																							
Are there any subrecipient rows that have expenditures but are missing a DUNS number?																							
Or are missing a subrecipient name?																							
Or are missing both the subrecipient name and the DUNS number?																							
Or used 00000000 as a DUNS number?																							
Is there any data entered outside of the subrecipient rows that were specified?																							
Subrecipient rows created:		2																					
First row that should be empty:		34																					
Cells expected to be blank:		2156																					
Count of blank cells after last row:		2156																					
Non-blank cells after last row:		0																					

The template will also check that interventions have not been defined with very unlikely combinations of program area and beneficiaries. For example, if your program area is "PREV: VMMC-SD," a very unlikely beneficiary combination would be "Females: Adult women." Each intervention that has a very unlikely combination will be identified here by its number.

# Error Checks in the Template: Very Unlikely Combinations

	A	B	C	D	E	F	G	H	I
1									
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3				Program Management					
4				Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD	
5				Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	
6				Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6
7				NA					
8				\$315,057	\$296,253	\$65,808	\$48,408	\$73,459	
9				\$78,192	\$75,480	\$15,408	\$11,058	\$16,048	
10				\$15,700					
11				\$24,800	\$35,817				
12									
13				\$10,000					
14				NA					
15				NA					
16				\$16,580	\$36,891				
17				NA					
18				NA					
19				\$9,985					
20									
21									
22				NA	\$0				\$0
23					\$450,000				
24									
25				\$320,458	NA				NA
26				\$790,772	\$894,441				\$0

To correct this error, first return to the Expenditure Template tab. As we saw on the Metadata and Error Checks tab, Intervention 4 contained a very unlikely combination. This will also be indicated in red on the Expenditure Template tab.

# Error Checks in the Template: Very Unlikely Combinations

	A	B	C	D	E	F	G	H	I
1									
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3				Program Management					
4				Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Education assistance-SD	
5				Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	
6				Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6
7				NA					
8				\$315,057	\$296,253	\$65,808	\$48,408	\$73,459	
9				\$78,192	\$75,480	\$15,408	\$11,550	\$16,810	
10				\$15,700					
11				\$24,800	\$35,817	\$12,548			
12									
13				\$10,000					
14				NA					
15				NA					
16				\$16,580	\$36,891	\$15,897			
17				NA					
18				NA					
19				\$9,985					
20									
21									
22				NA	\$0	\$0			\$0
23					\$450,000				
24									
25				\$320,458	NA	NA	NA	NA	NA
26				\$790,772	\$894,441	\$109,661	\$263,201	\$364,005	\$0

To correct this error, select a beneficiary that is not a very unlikely combination. Once the correct beneficiary is selected, the cell will become white again.

# Error Checks in the Template: Very Unlikely Combinations

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1																								
2				<b>METADATA</b>																				
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)											
4		Mechanism ID	18036										Award Number											
5		Mechanism Name	Cooperative Agreement UGH00710										OU											
6		Prime DUNS Number	123456789										Data Set											
7		Reporting Period	FY19																					
8																								
9				<b>ERROR CHECKS</b>																				
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000) No, the prime DUNS number satisfies the data entry criteria.																						
11		Do program management costs still need to be entered?										No, program management costs have been entered.												
12		Have interventions been defined with incomplete program area and beneficiary information?										No, all interventions have been fully defined.												
13																								
14		If yes, which intervention(s) have not been fully defined?		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
15																								
16		Have very unlikely combinations of program area and beneficiaries been selected?		No, there are not any very unlikely combinations that have been selected.																				
17																								
18		If yes, in which intervention(s) do very unlikely combinations exist?		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
19																								
20		Are there any subrecipient rows that have zero expenditures?		No, every subrecipient has been assigned a non-zero expenditure.																				
21		Are there any subrecipient rows that have expenditures but are missing a DUNS number?		No, every subrecipient row with expenditures contains a DUNS number.																				
22		Or are missing a subrecipient name?		No, every subrecipient row with expenditures contains a name.																				
23		Or are missing both the subrecipient name and the DUNS number?		No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.																				
24		Or used 00000000 as a DUNS number?		No, every subrecipient row with expenditures contains a DUNS number.																				
25				<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted. Each DUNS number must be exactly 9 digits, including leading zeroes.</i>																				
26		Is there any data entered outside of the subrecipient rows that were specified?		No, there is no data that was entered outside of the specified subrecipient rows.																				
27		Subrecipient rows created:	2																					
28		First row that should be empty:	34																					
29		Cells expected to be blank:	2156																					
30		Count of blank cells after last row:	2156																					
31		Non-blank cells after last row:	0																					

On the Metadata and Error Checks tab, the error check will now show that there are no errors related to very unlikely combinations.

# Complete List of Very Unlikely Intervention Combinations: Prevention Program Area: VMMC

## Prevention (PREV): VMMC

PROGRAM AREA	BENEFICAIRY
PREV: VMMC-SD	Non-Targeted Pop: Adults
PREV: VMMC-SD	Non-Targeted Pop: Young people & adolescents
PREV: VMMC-SD	Non-Targeted Pop: Children
PREV: VMMC-SD	Non-Targeted Pop: Not disaggregated
PREV: VMMC-SD	Females: Adult women
PREV: VMMC-SD	Females: Young women & adolescent females
PREV: VMMC-SD	Females: Girls
PREV: VMMC-SD	Females: Not disaggregated
PREV: VMMC-SD	Key Pops: Sex workers
PREV: VMMC-SD	Key Pops: People who inject drugs
PREV: VMMC-SD	Key Pops: Not disaggregated
PREV: VMMC-SD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: VMMC-SD	Priority Pops: Not disaggregated
PREV: VMMC-SD	OVC: Orphans & vulnerable children
PREV: VMMC-SD	OVC: Care givers
PREV: VMMC-SD	OVC & care givers: Not disaggregated
PREV: VMMC-NSD	Non-Targeted Pop: Adults
PREV: VMMC-NSD	Non-Targeted Pop: Young people & adolescents
PREV: VMMC-NSD	Non-Targeted Pop: Children
PREV: VMMC-NSD	Non-Targeted Pop: Not disaggregated
PREV: VMMC-NSD	Females: Adult women
PREV: VMMC-NSD	Females: Young women & adolescent females
PREV: VMMC-NSD	Females: Girls
PREV: VMMC-NSD	Females: Not disaggregated
PREV: VMMC-NSD	Key Pops: Sex workers
PREV: VMMC-NSD	Key Pops: People who inject drugs
PREV: VMMC-NSD	Key Pops: Not disaggregated
PREV: VMMC-NSD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: VMMC-NSD	Priority Pops: Not disaggregated
PREV: VMMC-NSD	OVC: Orphans & vulnerable children
PREV: VMMC-NSD	OVC: Care givers
PREV: VMMC-NSD	OVC & care givers: Not disaggregated

# Complete List of Very Unlikely Intervention Combinations: Prevention Program Area: Opioid substitution therapy (MAT)

Prevention (PREV):  
Opioid substitution therapy (MAT)

PROGRAM AREA	BENEFICIARY
PREV: Opioid substitution therapy-SD	Non-Targeted Pop: Not disaggregated
PREV: Opioid substitution therapy-SD	Non-Targeted Pop: Adults
PREV: Opioid substitution therapy-SD	Non-Targeted Pop: Young people & adolescents
PREV: Opioid substitution therapy-SD	Non-Targeted Pop: Children
PREV: Opioid substitution therapy-SD	Females: Adult women
PREV: Opioid substitution therapy-SD	Females: Young women & adolescent females
PREV: Opioid substitution therapy-SD	Females: Girls
PREV: Opioid substitution therapy-SD	Females: Not disaggregated
PREV: Opioid substitution therapy-SD	Males: Adult men
PREV: Opioid substitution therapy-SD	Males: Young men & adolescent males
PREV: Opioid substitution therapy-SD	Males: Boys
PREV: Opioid substitution therapy-SD	Males: Not disaggregated
PREV: Opioid substitution therapy-SD	Key Pops: Men having sex with men
PREV: Opioid substitution therapy-SD	Key Pops: Transgender
PREV: Opioid substitution therapy-SD	Key Pops: Sex workers
PREV: Opioid substitution therapy-SD	Key Pops: Not disaggregated
PREV: Opioid substitution therapy-SD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: Opioid substitution therapy-SD	Priority Pops: People in prisons
PREV: Opioid substitution therapy-SD	Priority Pops: Military & other uniformed services
PREV: Opioid substitution therapy-SD	Priority Pops: Mobile Pops
PREV: Opioid substitution therapy-SD	Priority Pops: Displaced persons
PREV: Opioid substitution therapy-SD	Priority Pops: Clients of sex workers
PREV: Opioid substitution therapy-SD	Priority Pops: Not disaggregated
PREV: Opioid substitution therapy-SD	OVC: Orphans & vulnerable children
PREV: Opioid substitution therapy-SD	OVC: Care givers
PREV: Opioid substitution therapy-SD	OVC & care givers: Not disaggregated

PROGRAM AREA	BENEFICIARY
PREV: Opioid substitution therapy-NSD	Non-Targeted Pop: Not disaggregated
PREV: Opioid substitution therapy-NSD	Non-Targeted Pop: Adults
PREV: Opioid substitution therapy-NSD	Non-Targeted Pop: Young people & adolescents
PREV: Opioid substitution therapy-NSD	Non-Targeted Pop: Children
PREV: Opioid substitution therapy-NSD	Females: Adult women
PREV: Opioid substitution therapy-NSD	Females: Young women & adolescent females
PREV: Opioid substitution therapy-NSD	Females: Girls
PREV: Opioid substitution therapy-NSD	Females: Not disaggregated
PREV: Opioid substitution therapy-NSD	Males: Adult men
PREV: Opioid substitution therapy-NSD	Males: Young men & adolescent males
PREV: Opioid substitution therapy-NSD	Males: Boys
PREV: Opioid substitution therapy-NSD	Males: Not disaggregated
PREV: Opioid substitution therapy-NSD	Key Pops: Men having sex with men
PREV: Opioid substitution therapy-NSD	Key Pops: Transgender
PREV: Opioid substitution therapy-NSD	Key Pops: Sex workers
PREV: Opioid substitution therapy-NSD	Key Pops: Not disaggregated
PREV: Opioid substitution therapy-NSD	Pregnant & Breastfeeding Women: Not disaggregated
PREV: Opioid substitution therapy-NSD	Priority Pops: People in prisons
PREV: Opioid substitution therapy-NSD	Priority Pops: Military & other uniformed services
PREV: Opioid substitution therapy-NSD	Priority Pops: Mobile Pops
PREV: Opioid substitution therapy-NSD	Priority Pops: Displaced persons
PREV: Opioid substitution therapy-NSD	Priority Pops: Clients of sex workers
PREV: Opioid substitution therapy-NSD	Priority Pops: Not disaggregated
PREV: Opioid substitution therapy-NSD	OVC: Orphans & vulnerable children
PREV: Opioid substitution therapy-NSD	OVC: Care givers
PREV: Opioid substitution therapy-NSD	OVC & care givers: Not disaggregated

# Complete List of Very Unlikely Intervention Combinations: Socio-economic Program Area

Socio-economic  
(SE)

PROGRAM AREA	BENEFICIARY
SE: Case Management-SD	Non-Targeted Pop: Not disaggregated
SE: Case Management-NSD	Non-Targeted Pop: Not disaggregated
SE: Economic strengthening-SD	Non-Targeted Pop: Not disaggregated
SE: Economic strengthening-NSD	Non-Targeted Pop: Not disaggregated
SE: Education assistance-SD	Non-Targeted Pop: Not disaggregated
SE: Education assistance-NSD	Non-Targeted Pop: Not disaggregated

# Error Checks in the Template: Subrecipient Expenditures

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
METADATA																							
Federal Agency	HHS/CDC											Recipient Organization (Partner Name)	Partner Example 2										
Mechanism ID	18036											Award Number	Award120392										
Mechanism Name	Cooperative Agreement UGH00710											OU	Namibia										
Prime DUNS Number	123456789											Data Set											
Reporting Period	FY19																						
ERROR CHECKS																							
Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 0)												No, the prime DUNS number satisfies the data entry criteria.											
Do program management costs still need to be entered?												No, program management costs have been entered.											
Have interventions been defined with incomplete program area and beneficiary information?												No, all interventions have been fully defined.											
If yes, which intervention(s) have not been fully defined?		1	2	3	4	5	6	7	8	9	10												
Have very unlikely combinations of program area and beneficiaries been selected?												No, there are not any very unlikely combinations.											
If yes, in which intervention(s) do very unlikely combinations exist?		1	2	3	4	5	6	7	8	9	10												
Are there any subrecipient rows that have zero expenditures?												Yes, 1 row(s) have zero expenditures. Assign an expenditure to all indicated subrecipient rows to avoid causing an error when uploading.											
Are there any subrecipient rows that have expenditures but are missing a DUNS number												No, every subrecipient row with expenditures contains a DUNS number.											
Or are missing a subrecipient name?												No, every subrecipient row with expenditures contains a name.											
Or are missing both the subrecipient name and the DUNS number?												No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.											
Or used 00000000 as a DUNS number?												No, every subrecipient row with expenditures contains a DUNS number.											
												Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted.											
												Each DUNS number must be exactly 9 digits, including leading zeroes.											
Is there any data entered outside of the subrecipient rows that were specified?												No, there is no data that was entered outside of the specified subrecipient rows.											

The template will check that every subrecipient listed has reported expenditures. Please note that this will turn red to indicate that there is an error. A template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**



# Error Checks in the Template: Subrecipient Expenditures

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3		<b>Intervention Name (optional)</b>		<i>Program Management</i>	<i>Categorization of Intervention 2</i>	<i>Categorization of Intervention 3</i>	<i>Categorization of Intervention 4</i>
4		<b>Program Area</b>		Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD
5		<b>Beneficiary</b>		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6		<b>Cost Category</b>		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
7		Personnel: Salaries- Health Care Workers		NA			
8		Personnel: Salaries- Other Staff		\$1,000	\$296,253	\$65,808	\$48,400
9		Fringe Benefits			\$75,480	\$15,408	\$11,050
10		Travel: International Travel					
11		Travel: Domestic Travel			\$35,817	\$12,548	\$5,480
12		Equipment: Health Equipment					
13		Equipment: Non-Health Equipment					
14		Supplies: Pharmaceutical		NA			
15		Supplies: Health- Non Pharmaceutical		NA			
16		Supplies: Other Supplies			\$36,891	\$15,897	\$3,450
17		Contractual: Contracted Health Care Workers		NA			
18		Contractual: Contracted Interventions		NA			\$40,000
19		Contractual: Other Contracts					
20		Construction					
21		Training					\$754,800
22		<b>Subrecipient Total</b>		NA	\$75,000	\$50,000	\$25,000
23		Other: Financial Support for Beneficiaries			\$450,000		
24		Other: Other					
25		Indirect Charges			NA	NA	NA
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		<b>\$1,000</b>	<b>\$969,441</b>	<b>\$159,661</b>	<b>\$288,200</b>
27							
28		<b>Number of Subrecipients (0-100)</b>			3		
29							
30							
31		<b>Subrecipient name</b>	<b>Subrecipient DUNS</b>		<b>Expenditures against Intervention 2</b>	<b>Expenditures against Intervention 3</b>	<b>Expenditures against Intervention 4</b>
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34	Sub 3	Subrecipient Partner 3	456789123	NA			

To correct this error, first return to the Expenditure Template tab. As we saw on the Metadata and Error Checks tab, 1 subrecipient row has no expenditures entered.

# Error Checks in the Template: Subrecipient Expenditures

	A	B	C	D	E	F	G
1							
2			Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	
3		Intervention Name (optional)	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	
4		Program Area	Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	
5		Beneficiary	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females	
6		Cost Category	Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	
7		Personnel: Salaries- Health Care Workers	NA				
8		Personnel: Salaries- Other Staff	\$1,000	\$296,253	\$65,808	\$48,400	
9		Fringe Benefits		\$75,480	\$15,408	\$11,050	
10		Travel: International Travel					
11		Travel: Domestic Travel		\$35,817	\$12,548	\$5,480	
12		Equipment: Health Equipment					
13		Equipment: Non-Health Equipment					
14		Supplies: Pharmaceutical	NA				
15		Supplies: Health- Non Pharmaceutical	NA				
16		Supplies: Other Supplies		\$36,891	\$15,897	\$3,400	
17		Contractual: Contracted Health Care Workers	NA				
18		Contractual: Contracted Interventions	NA			\$40,000	
19		Contractual: Other Contracts					
20		Construction					
21		Training				\$154,800	
22		Subrecipient Total	NA	\$150,000	\$50,000	\$35,000	
23		Other: Financial Support for Beneficiaries		\$450,000			
24		Other: Other					
25		Indirect Charges		NA	NA	NA	
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>	<b>\$1,000</b>	<b>\$1,044,441</b>	<b>\$159,661</b>	<b>\$218,200</b>	
27							
28		<b>Number of Subrecipients (0-100)</b>					3
29							
30							

To correct this error, enter FY19 subrecipient expenditures, if applicable, or delete the erroneous Sub row and change the Number of Subrecipients to reflect the count of subrecipients with expenditures entered.

		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34	Sub 3	Subrecipient Partner 3	456789123	NA	\$75,000		\$10,000

# Error Checks in the Template: Subrecipient Expenditures

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3		Intervention Name (optional)		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
4		Program Area		Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD
5		Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
7		Personnel: Salaries- Health Care Workers		NA			
8		Personnel: Salaries- Other Staff		\$1,000	\$296,253	\$65,808	
9		Fringe Benefits			\$75,480	\$15,408	
10		Travel: International Travel					
11		Travel: Domestic Travel			\$35,817	\$12,548	
12		Equipment: Health Equipment					
13		Equipment: Non-Health Equipment					
14		Supplies: Pharmaceutical		NA			
15		Supplies: Health- Non Pharmaceutical		NA			
16		Supplies: Other Supplies			\$36,891	\$15,897	
17		Contractual: Contracted Health Care Workers		NA			
18		Contractual: Contracted Interventions		NA			
19		Contractual: Other Contracts					
20		Construction					
21		Training					
22		Subrecipient Total		NA	\$75,000	\$50,000	
23		Other: Financial Support for Beneficiaries			\$450,000		
24		Other: Other					
25		Indirect Charges			NA	NA	
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		<b>\$1,000</b>	<b>\$960,441</b>	<b>\$159,661</b>	
27							
28		<b>Number of Subrecipients (0-100)</b>		<b>2</b>			
29							
30							
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34							

To correct this error, enter FY19 subrecipient expenditures as applicable, or delete the erroneous Sub row and update the Number of Subrecipients to reflect the count of subrecipients with expenditures entered.

# Error Checks in the Template: Subrecipient Expenditures

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1																									
2			<b>METADATA</b>																						
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)	Partner Example 2											
4		Mechanism ID	18036										Award Number	Award120392											
5		Mechanism Name	Cooperative Agreement UGH00710										OU	Namibia											
6		Prime DUNS Number	123456789										Data Set	Expenditures											
7		Reporting Period	FY19																						
8																									
9			<b>ERROR CHECKS</b>																						
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 0)										No, the prime DUNS number satisfies the data entry criteria.													
11																									
12		Do program management costs still need to be entered?										No, program management costs have been entered.													
13																									
14		Have interventions been defined with incomplete program area and beneficiary information?										No, all interventions have been fully defined.													
15																									
16		If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
17																									
18																									
19		Have very unlikely combinations of program area and beneficiaries been selected?										No, there are not any very unlikely combinations that have													
20																									
21		If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
22																									
23																									
24		Are there any subrecipient rows that have zero expenditures?										No, every subrecipient has been assigned a non-zero expenditure.													
25																									
26		Are there any subrecipient rows that have expenditures but are missing a DUNS number										No, every subrecipient row with expenditures contains a DUNS number.													
27		Or are missing a subrecipient name?										No, every subrecipient row with expenditures contains a name.													
28		Or are missing both the subrecipient name and the DUNS number?										No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.													
29		Or used 00000000 as a DUNS number?										No, every subrecipient row with expenditures contains a DUNS number.													
30												<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted.</i> <i>Each DUNS number must be exactly 9 digits, including leading zeroes.</i>													
31																									
32																									
33		Is there any data entered outside of the subrecipient rows that were specified?										No, there is no data that was entered outside of the specified subrecipient rows.													

The error check will now show that there is no error related to subrecipient expenditures.

# Error Checks in the Template: Subrecipient Details

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1																									
2																									
3			Federal Agency				HHS/CDC																		
4			Mechanism ID				18036																		
5			Mechanism Name				Cooperative Agreement UGH00710																		
6			Prime DUNS Number				123456789																		
7			Reporting Period				FY19																		
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									
16																									
17																									
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27																									
28																									
29																									
30																									
31																									
32																									
33																									
34																									
35																									
36																									
37																									
38																									

The template will check that every subrecipient listed with expenditures has an assigned DUNS number that is exactly nine digits but is not 00000000, and a subrecipient name entered on the Expenditure Template tab. Please note that these will turn red to indicate that there is an error. A template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

26	Are there any subrecipient rows that have expenditures but are missing a DUNS number?	Yes, 2 row(s) with expenditures are missing a DUNS number. Please add it in to avoid causing an error when uploading.
27	Or are missing a subrecipient name?	Yes, 2 row(s) with expenditures are missing a subrecipient name. Please add it in to avoid causing an error when uploading.
28	Or are missing both the subrecipient name and the DUNS number?	Yes, 1 row(s) with expenditures are missing a subrecipient name and DUNS number. Please add it in to avoid causing an error when uploading.
29	Or used 00000000 as a DUNS number?	Yes, 1 row(s) with expenditures use 00000000 as a DUNS number. Please replace it with a valid DUNS number to avoid an error when uploading.
30		<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted.</i>
31		<i>Each DUNS number must be exactly 9 digits, including leading zeroes.</i>

# Error Checks in the Template: Subrecipient Details

	A	B	C	D	E	F	G
9	Fringe Benefits				\$75,480	\$15,408	\$11,058
10	Travel: International Travel						
11	Travel: Domestic Travel				\$35,817	\$12,548	\$5,480
12	Equipment: Health Equipment						
13	Equipment: Non-Health Equipment						
14	Supplies: Pharmaceutical			NA			
15	Supplies: Health- Non Pharmaceutical			NA			
16	Supplies: Other Supplies						
17	Contractual: Contracted Health Care Workers			NA			
18	Contractual: Contracted Interventions			NA			
19	Contractual: Other Contracts						
20	Construction						
21	Training						
22	Subrecipient Total			NA			
23	Other: Financial Support for Beneficiaries						
24	Other: Other						
25	Indirect Charges						
26	<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>			\$1,000			
27							
28	<b>Number of Subrecipients (0-100)</b>				5		
29							
30							
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1		NA	\$25,000		\$25,000
33	Sub 2		345678912	NA	\$50,000	\$50,000	
34	Sub 3	Subrecipient Partner 3	456789123	NA			\$10,000
35	Sub 4			NA	\$50,000		
36	Sub 5	Subrecipient Partner 5	000000000	NA		\$5,000	

To correct this error, first return to the Expenditure Template tab. As we saw on the Metadata and Error Checks tab, there are two rows missing a DUNS number, two rows missing a subrecipient name, and one row where 000000000 was used as a DUNS number.

# Error Checks in the Template: Subrecipient Details

	A	B	C	D	E	F	G
9	Fringe Benefits				\$75,480	\$15,408	\$11,058
10	Travel: International Travel						
11	Travel: Domestic Travel				\$35,817	\$12,548	\$5,480
12	Equipment: Health Equipment						
13	Equipment: Non-Health Equipment						
14	Supplies: Pharmaceutical			NA			
15	Supplies: Health- Non Pharmaceutical			NA			
16	Supplies: Other Supplies						
17	Contractual: Contracted Health Care Workers			NA			
18	Contractual: Contracted Interventions			NA			
19	Contractual: Other Contracts						
20	Construction						
21	Training						
22	Subrecipient Total			NA			
23	Other: Financial Support for Beneficiaries						
24	Other: Other						
25	Indirect Charges						
26	<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>			\$1,000			
27							
28	<b>Number of Subrecipients (0-100)</b>				5		
29							
30							
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34	Sub 3	Subrecipient Partner 3	456789123	NA			\$10,000
35	Sub 4	Subrecipient Partner 4	567891234	NA	\$50,000		
36	Sub 5	Subrecipient Partner 5	678912345	NA		\$5,000	

To correct this error, enter the correct subrecipient DUNS number that is exactly nine digits but is not 000000000, and subrecipient name for every subrecipient. TBD subrecipients, by definition, did not expend PEPFAR funding, and therefore should not be entered.

Please note: If subrecipient does not yet have a DUNS number at the time of reporting, use '111111111'.



# Error Checks in the Template: Subrecipient Details

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X																	
1																																									
2			<b>METADATA</b>																																						
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)	Partner Example 2																											
4		Mechanism ID	18036										Award Number	Award120392																											
5		Mechanism Name	Cooperative Agreement UGH00710										OU	Namibia																											
6		Prime DUNS Number	123456789										Data Set	Expenditure																											
7		Reporting Period	FY19																																						
8																																									
9			<b>ERROR CHECKS</b>																																						
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000)	No, the prime DUNS number satisfies the data entry criteria.																																						
11		Do program management costs still need to be entered?	No, program management costs have been entered.																																						
12		Have interventions been defined with incomplete program area and beneficiary information?	No, all interventions have been fully defined.																																						
13																																									
14		If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6	7	8	9	10	11	12									18	19	20																
15																																									
16		Have very unlikely combinations of program area and beneficiaries been selected?	No, there are not any very unlikely combinations that have been selected.																																						
17																																									
18		If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9	10	11	12									18	19	20																
19																																									
20		Are there any subrecipient rows that have zero expenditures?	No, every subrecipient has been assigned a non-zero expenditure.																																						
21		Are there any subrecipient rows that have expenditures but are missing a DUNS number?	No, every subrecipient row with expenditures contains a DUNS number.																																						
22		Or are missing a subrecipient name?	No, every subrecipient row with expenditures contains a name.																																						
23		Or are missing both the subrecipient name and the DUNS number?	No, there are not any subrecipient rows with expenditures that are missing both a name and a DUNS number.																																						
24		Or used 00000000 as a DUNS number?	No, every subrecipient row with expenditures contains a DUNS number.																																						
25			<i>Note: Every subrecipient must have a valid name and DUNS number. TBD subrecipients are not permitted. Each DUNS number must be exactly 9 digits, including leading zeroes.</i>																																						
26		Is there any data entered outside of the subrecipient rows that were specified?	No, there is no data that was entered outside of the specified subrecipient rows.																																						
27		Subrecipient rows created:	2																																						
28		First row that should be empty:	34																																						
29		Cells expected to be blank:	2156																																						
30		Count of blank cells after last row:	2156																																						
31		Non-blank cells after last row:	0																																						

The error check will now show that there is no error related to subrecipient details.



# Error Checks in the Template: Subrecipient Rows

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X			
1																											
2	<b>METADATA</b>																										
3		Federal Agency	HHS/CDC										Recipient Organization (Partner Name)	Partner Example 2													
4		Mechanism ID	18036										Award Number	Award120392													
5		Mechanism Name	Cooperative Agreement UGH00710										OU	Namibia													
6		Prime DUNS Number	123456789										Data Set	Expenditure													
7		Reporting Period	FY19																								
8																											
9	<b>ERROR CHECKS</b>																										
10		Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000)										No, the prime DUNS number satisfies the data entry criteria.															
11		Do program management costs still need to be entered?										No, program management costs have been entered.															
12		Have interventions been defined with incomplete program area and beneficiary information?										No, all interventions have been fully defined.															
13																											
14		If yes, which intervention(s) have not been fully defined?										1	2	3	4	5	6	7	8	9							
15																											
16		Have very unlikely combinations of program area and beneficiaries been selected?										No, there are not any very unlikely combinations.															
17																											
18		If yes, in which intervention(s) do very unlikely combinations exist?										1	2	3	4	5	6	7	8	9							
19																											
20		Are there any subrecipient rows that have zero expenditures?										No, every subrecipient has been entered with an expenditure.															
21		Are there any subrecipient rows that have expenditures but are missing a DUNS number?										No, every subrecipient row with an expenditure has a DUNS number.															
22		Or are missing a subrecipient name?										No, every subrecipient row with an expenditure has a name.															
23		Or are missing both the subrecipient name and the DUNS number?										No, there are not any subrecipient rows with expenditures that are missing both the name and the DUNS number.															
24		Or used 000000000 as a DUNS number?										No, every subrecipient row with an expenditure has a valid DUNS number.															
25												<i>Note: Every subrecipient must have a valid name and DUNS number. 1BU subrecipients are not permitted. Each DUNS number must be exactly 9 digits, including leading zeroes.</i>															
26		Is there any data entered outside of the subrecipient rows that were specified?										Yes, there are 4 value(s) that must be deleted.															
27		Subrecipient rows created:	2																								
28		First row that should be empty:	34																								
29		Cells expected to be blank:	2156																								
30		Count of blank cells after last row:	2152																								
31		Non-blank cells after last row:	4																								

The template will check that all subrecipient data is entered within the designated subrecipient rows on the Expenditure Template tab. Please note that this will turn red to indicate that there is an error. A template with this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**.

# Error Checks in the Template: Subrecipient Rows

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3		<b>Intervention Name (optional)</b>		<i>Program Management</i>	<i>Categorization of Intervention 2</i>	<i>Categorization of Intervention 3</i>	<i>Categorization of Intervention 4</i>
4		<b>Program Area</b>		Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD
5		<b>Beneficiary</b>		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6		<b>Cost Category</b>		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
7		Personnel: Salaries- Health Care Workers		NA			
8		Personnel: Salaries- Other Staff		\$1,000	\$296,253	\$65,808	
9		Fringe Benefits			\$75,480	\$15,408	
10		Travel: International Travel					
11		Travel: Domestic Travel			\$35,817	\$12,548	
12		Equipment: Health Equipment					
13		Equipment: Non-Health Equipment					
14		Supplies: Pharmaceutical		NA			
15		Supplies: Health- Non Pharmaceutical		NA			
16		Supplies: Other Supplies			\$36,891	\$15,897	
17		Contractual: Contracted Health Care Workers		NA			
18		Contractual: Contracted Interventions		NA			
19		Contractual: Other Contracts					
20		Construction					
21		Training					
22		Subrecipient Total		NA	\$150,000	\$50,000	
23		Other: Financial Support for Beneficiaries			\$450,000		
24		Other: Other					
25		Indirect Charges			NA	NA	
26		<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>		\$1,000	\$1,044,441	\$159,661	
27							
28		<b>Number of Subrecipients (0-100)</b>		2			
29							
30							
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34		Subrecipient Partner 3	456789123		\$75,000		\$10,000

To correct this error, first return to the Expenditure Template tab. As we saw on the Metadata and Error Checks tab, 4 cells contain values after the last subrecipient row specified. This happens when the Number of Subrecipients is reduced prior to deleting values in the deleted Sub row(s).

# Error Checks in the Template: Subrecipient Rows

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3		Intervention Name (optional)		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
4		Program Area		Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD
5		Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
7		Personnel: Salaries- Health Care Workers		NA			
8		Personnel: Salaries- Other Staff		\$1,000	\$296,253	\$65,808	\$48,408
9		Fringe Benefits			\$75,480	\$15,408	\$11,058
10		Travel: International Travel					
11		Travel: Domestic Travel			\$35,817		
12		Equipment: Health Equipment					
13		Equipment: Non-Health Equipment					
14		Supplies: Pharmaceutical		NA			
15		Supplies: Health- Non Pharmaceutical		NA			
16		Supplies: Other Supplies			\$36,891		
17		Contractual: Contracted Health Care Workers		NA			
18		Contractual: Contracted Interventions		NA			
19		Contractual: Other Contracts					
20		Construction					
21		Training					
22		Subrecipient Total		NA	\$75,000		
23		Other: Financial Support for Beneficiaries			\$450,000		
24		Other: Other					
25		Indirect Charges			NA		
26		Total Expenditures per Intervention (Sum of Cost Categories)		\$1,000	\$960,441		
27							
28		Number of Subrecipients (0-100)		2			
29							
30							
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34							

To correct this error, delete the floating values in the deleted Sub row(s) after the last subrecipient row specified.

# Error Checks in the Template: Subrecipient Rows

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
1																										
2	<b>METADATA</b>																									
3	Federal Agency	HHS/CDC											Recipient Organization (Partner Name)	Partner Example 2												
4	Mechanism ID	18036											Award Number	Award120392												
5	Mechanism Name	Cooperative Agreement UGH00710											OU	Namibia												
6	Prime DUNS Number	123456789											Data Set	Expenditure												
7	Reporting Period	FY19																								
8																										
9	<b>ERROR CHECKS</b>																									
10	Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 00000) No, the prime DUNS number satisfies the data entry criteria.																									
11	Do program management costs still need to be entered?											No, program management costs have been entered.														
12																										
13	Have interventions been defined with incomplete program area and beneficiary information?											No, all interventions have been fully defined.														
14																										
15																										
16	If yes, which intervention(s) have not been fully defined?	1	2	3	4	5	6	7	8	9											16	17	18	19	20	
17																										
18																										
19	Have very unlikely combinations of program area and beneficiaries been selected?											No, there are not any very unlikely														
20																										
21	If yes, in which intervention(s) do very unlikely combinations exist?	1	2	3	4	5	6	7	8	9												16	17	18	19	20
22																										
23																										
24	Are there any subrecipient rows that have zero expenditures?											No, every subrecipient has been a														
25																										
26	Are there any subrecipient rows that have expenditures but are missing a DUNS number?											No, every subrecipient row with ex														
27	Or are missing a subrecipient name?											No, every subrecipient row with e														
28	Or are missing both the subrecipient name and the DUNS number?											No, there are not any subrecipient														
29	Or used 000000000 as a DUNS number?											No, every subrecipient row with ex														
30																										
31	<i>Note: Every subrecipient must have a valid name and DUNS number. 1BU subrecipients are not permitted. Each DUNS number must be exactly 9 digits, including leading zeroes.</i>																									
32																										
33	Is there any data entered outside of the subrecipient rows that were specified?											No, there is no data that was entered outside of the specified subrecipient rows.														
34	Subrecipient rows created:											2														
35	First row that should be empty:											34														
36	Cells expected to be blank:											2156														
37	Count of blank cells after last row:											2156														
38	Non-blank cells after last row:											0														

The error check will now show that there is no error related to subrecipient values outside of specified subrecipient rows.

# Fields on the Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Does the Prime DUNS number fail to meet data entry criteria?	K10	<ul style="list-style-type: none"> <li>This will check that the Prime DUNS number entered in the “Metadata” section on the Metadata and Error Checks tab is exactly nine digits but is not 000000000. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>
Do program management costs still need to be entered?	K12	<ul style="list-style-type: none"> <li>This will check that amounts have been entered in intervention 1 for program management costs. Nearly all mechanisms are expected to have program management expenditure, the few exceptions should be confirmed with USG Agency staff (AOR/COR/Project Officer) before ignoring this error.</li> </ul>
Have interventions been defined with incomplete program area and beneficiary information?	K14	<ul style="list-style-type: none"> <li>This will check if all interventions have both a program, sub-program and service delivery or non combination and a beneficiary and sub beneficiary combination selected.</li> <li>If certain interventions are missing either program or beneficiary or both, this error check will identify the number of the intervention(s) that require further information. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>
Have very unlikely combinations of program area and beneficiaries been selected?	K19	<ul style="list-style-type: none"> <li>This will check if any interventions have a program area and beneficiary combination that is very unlikely given programmatic guidelines, for example if PREV: VMMC – SD is selected in combination with Females: Adult women. If certain interventions have very unlikely combinations, this error check will identify the number of the intervention(s) that require revision.</li> </ul>

# Fields on the Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Are there any subrecipient rows that have zero expenditures?	K24	<ul style="list-style-type: none"> <li>This will check that every subrecipient listed is assigned a non-zero expenditure. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>
Are there any subrecipient rows that have expenditures but are missing a DUNS number?	K26	<ul style="list-style-type: none"> <li>This will check that every subrecipient listed with expenditures has an assigned DUNS number entered on the Expenditure Template tab. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>
Or are missing a subrecipient name?	K27	<ul style="list-style-type: none"> <li>This will check that every subrecipient listed with expenditures has an assigned subrecipient name entered on the Expenditure Template tab. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>

# Fields on the Metadata and Error Checks Tab

Row & Column Name	Cell Reference	Description
Or are missing both the subrecipient name and the DUNS number?	K28	<ul style="list-style-type: none"> <li>This will check that every subrecipient listed with expenditures has both an assigned DUNS number and subrecipient name entered on the Expenditure Template tab. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>
Or used 000000000 as a DUNS number?	K29	<ul style="list-style-type: none"> <li>This will check that every subrecipient listed with expenditures has an assigned DUNS number entered on the Expenditure Template tab that is exactly nine digits but is not 000000000. TBD subrecipients are not permitted.</li> <li>If needed, follow up with prime recipient to determine DUNS number for subrecipient. DUNS numbers can be searched on the website SAM.gov. If the subrecipient does not yet have a DUNS number at the time of reporting, please use '111111111' to indicate the DUNS number is unknown. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>
Is there any data entered outside of the subrecipient rows that were specified?	K33	<ul style="list-style-type: none"> <li>This will check that all subrecipient data is entered within the designated subrecipient rows. IPs should not upload the template if there is not an exact match, since a template with this error will <b>not</b> constitute a valid upload in DATIM, i.e., <b>validation will fail</b>.</li> </ul>



# Upload to DATIM and Submit

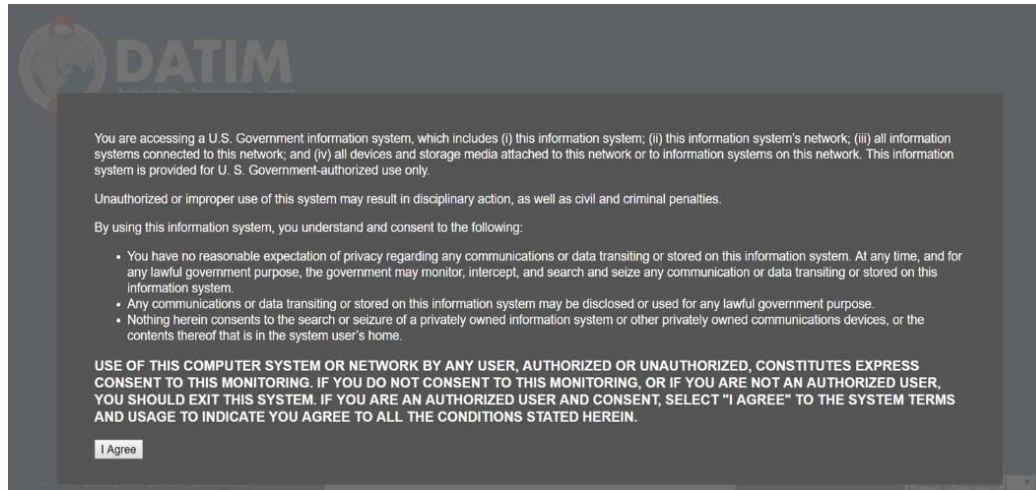


# Save ER Template for Upload

The image shows the Microsoft Excel 'Save As' dialog box. The background is the Excel ribbon with the 'Save As' option selected in the 'File' tab. The 'Save As' dialog box is open, showing the 'Quick access' location. The 'File name' field contains 'FY19\_ER\_18097.xlsx' and the 'Save as type' is set to 'XLSX File'. A blue callout box with a white border points to the 'File name' field and contains the following text:

Save all files with the following naming convention: FY19\_ER\_[Mechanism ID].xlsx. For example, a mechanism with the mechanism ID 18097 would save their template as: FY19\_ER\_18097.xlsx

# DATIM Upload: Log Into DATIM



**DATIM**

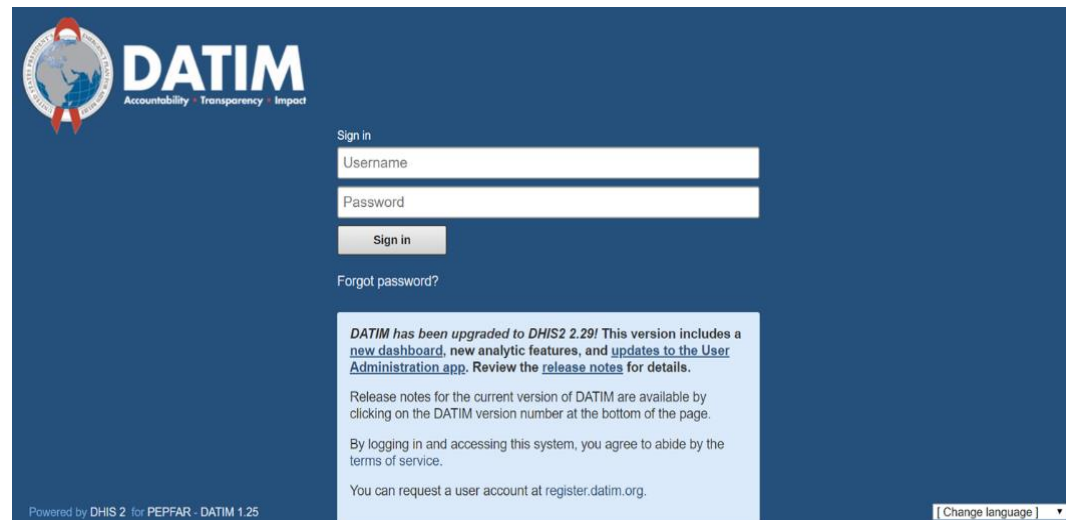
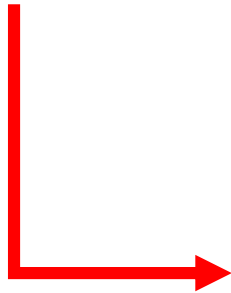
You are accessing a U.S. Government information system, which includes (i) this information system; (ii) this information system's network; (iii) all information systems connected to this network; and (iv) all devices and storage media attached to this network or to information systems on this network. This information system is provided for U. S. Government-authorized use only.


Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- Nothing herein consents to the search or seizure of a privately owned information system or other privately owned communications devices, or the contents thereof that is in the system user's home.

**USE OF THIS COMPUTER SYSTEM OR NETWORK BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING. IF YOU DO NOT CONSENT TO THIS MONITORING, OR IF YOU ARE NOT AN AUTHORIZED USER, YOU SHOULD EXIT THIS SYSTEM. IF YOU ARE AN AUTHORIZED USER AND CONSENT, SELECT "I AGREE" TO THE SYSTEM TERMS AND USAGE TO INDICATE YOU AGREE TO ALL THE CONDITIONS STATED HEREIN.**



 **DATIM**  
Accountability • Transparency • Impact

Sign in

[Forgot password?](#)

**DATIM has been upgraded to DHIS2 2.29! This version includes a [new dashboard](#), [new analytic features](#), and [updates to the User Administration app](#). [Review the release notes](#) for details.**

Release notes for the current version of DATIM are available by clicking on the DATIM version number at the bottom of the page.

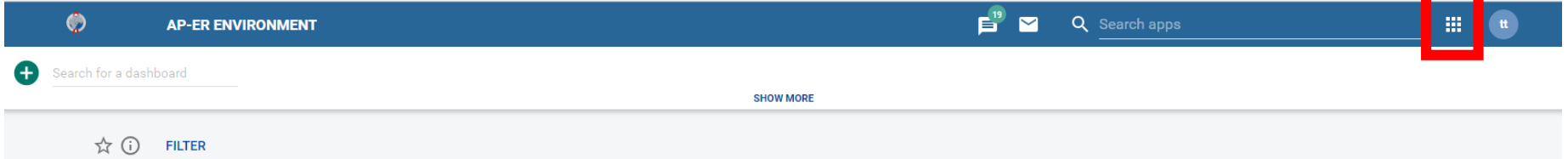
By logging in and accessing this system, you agree to abide by the terms of service.

You can request a user account at [register.datim.org](http://register.datim.org).

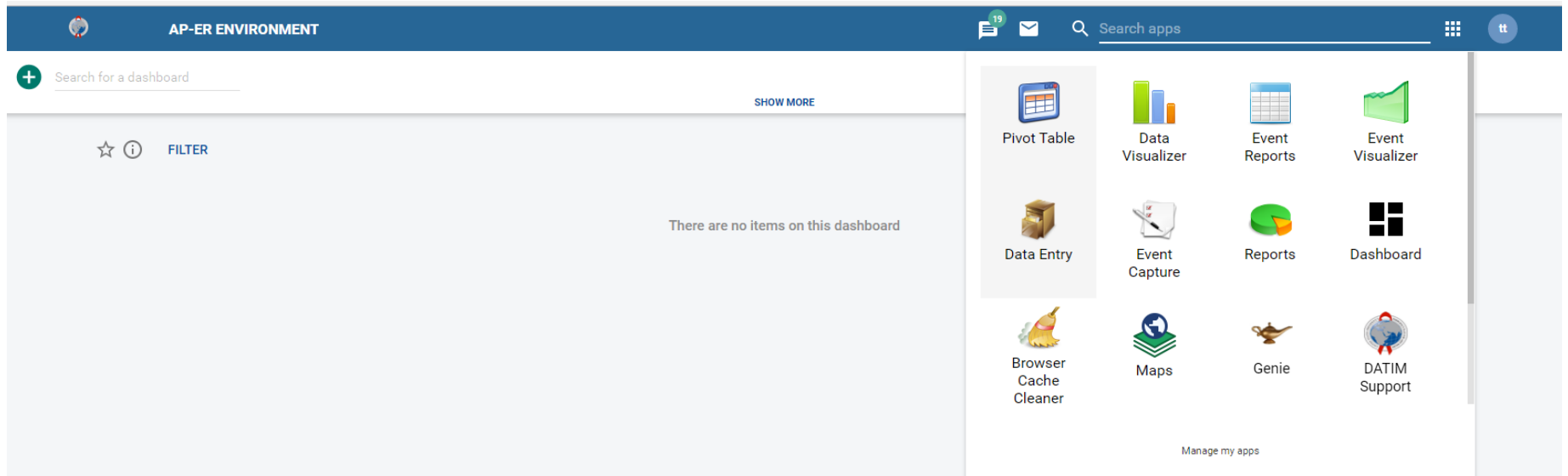
Powered by DHIS 2 for PEPFAR - DATIM 1.25 [\[ Change language \]](#)

# Navigate to Data Entry App

On the top right hand corner of the screen, select the apps menu



Within the apps menu, select the data entry app



# Verify OU

After selecting data entry app, the data entry page will appear:

ER ENVIRONMENT (SANDBOX) Search apps TA

Democratic Republic of the Congo

Data Entry ?

Organisation Unit: Democratic Republic of the Congo

Data Set: ER: Expenditure FYOct

Period: [ Select period ] [ Prev year ] [ Next year ]

Democratic Republic of the Congo - No Period Selected - No Data Element Selected

Run validation  
Print form  
Print blank form

Begin by verifying that OU is correct

ER ENVIRONMENT (SANDBOX) Search apps TA

Democratic Republic of the Congo

Data Entry ?

Organisation Unit: Democratic Republic of the Congo

Data Set: ER: Expenditure FYOct

Period: [ Select period ] [ Prev year ] [ Next year ]

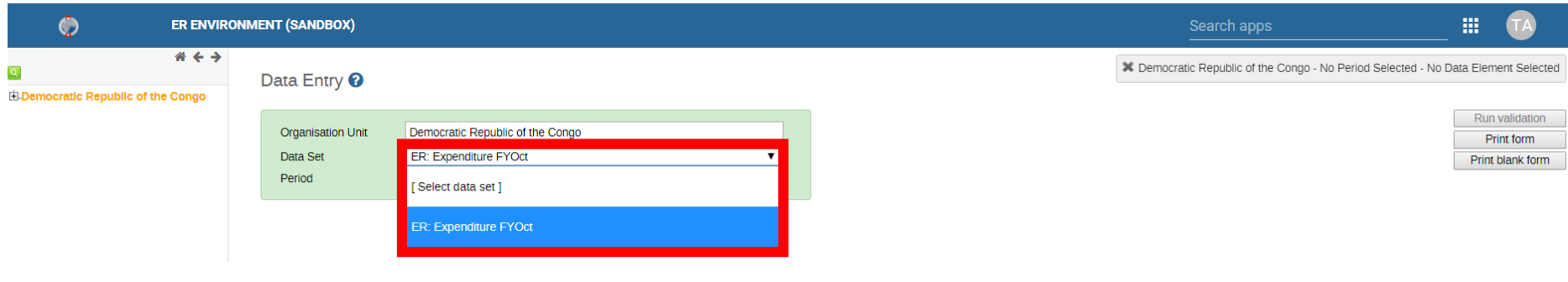
Democratic Republic of the Congo - No Period Selected - No Data Element Selected

Run validation  
Print form  
Print blank form

**NOTE:** ER is reported at the OU level, regardless of whether the IP is only working in one SNU or multiple SNU; please make sure the OU is selected.

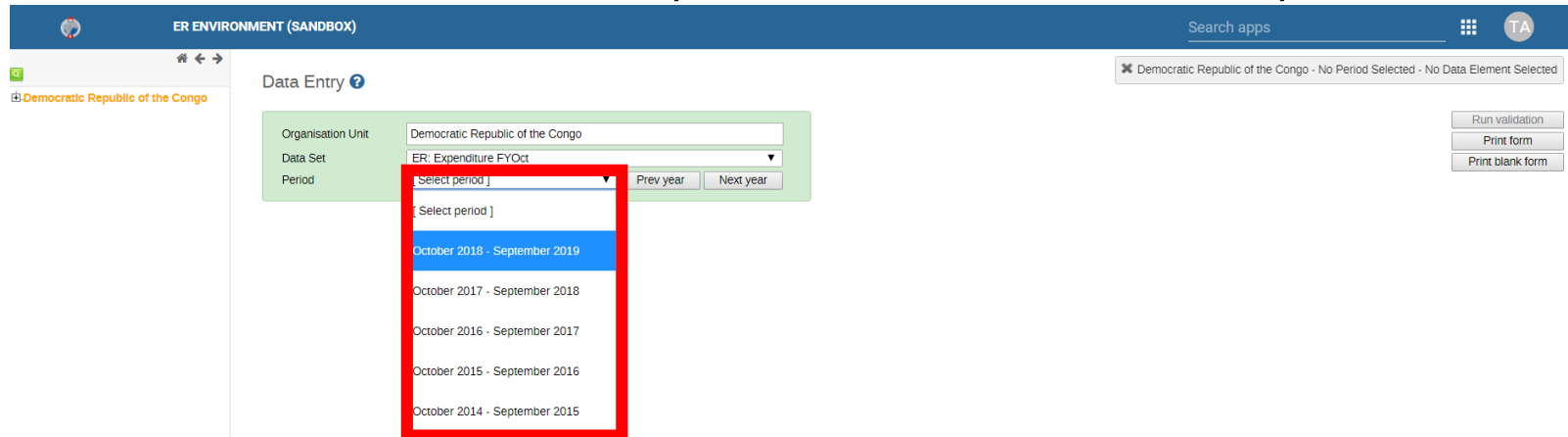
# Enter Data Set and Period Information

For Data Set, select “ER: Expenditure FYOct” from the drop-down list



The screenshot shows the 'Data Entry' form in the 'ER ENVIRONMENT (SANDBOX)' environment. The 'Organisation Unit' is set to 'Democratic Republic of the Congo'. The 'Data Set' dropdown menu is open, showing the selected option 'ER: Expenditure FYOct' in a blue bar. The 'Period' field is currently empty with the placeholder text '[ Select data set ]'. On the right side of the form, there are three buttons: 'Run validation', 'Print form', and 'Print blank form'. A status bar at the top right indicates 'Democratic Republic of the Congo - No Period Selected - No Data Element Selected'.

For Period, select “October 2018-September 2019” from the drop-down list



The screenshot shows the 'Data Entry' form with the 'Data Set' dropdown menu closed and 'ER: Expenditure FYOct' selected. The 'Period' dropdown menu is now open, showing a list of reporting periods. The option 'October 2018 - September 2019' is highlighted in blue. Other options include 'October 2017 - September 2018', 'October 2016 - September 2017', 'October 2015 - September 2016', and 'October 2014 - September 2015'. The 'Period' field also includes 'Prev year' and 'Next year' buttons. The 'Run validation', 'Print form', and 'Print blank form' buttons are visible on the right. The status bar at the top right remains the same.

**NOTE:** If you select an earlier reporting period (e.g., October 2017 – September 2018), you will not be able to submit your expenditure reporting template in the Data Approval app, as the only option for data approval for this first ER reporting period in DATIM is October 2018 – September 2019.

# Select Mechanism

- Once the correct period is selected, the Funding Mechanism field will appear
- Select the Funding Mechanism from the drop-down list for which you would like to upload expenditure data
- If you do not see your mechanism on the drop-down list, please submit a request via DATIM Support [www.datim.zendesk.com](http://www.datim.zendesk.com)
- If you do not know which mechanism to report against, please contact your Agency POC

The screenshot shows the 'Data Entry' interface in the 'ER ENVIRONMENT (SANDBOX)'. The 'Funding Mechanism' dropdown menu is highlighted with a red box, showing the selected option '18097 - Capacity Strengthening for Strategic Information'. Other fields include Organisation Unit (Democratic Republic of the Congo), Data Set (ER: Expenditure FYOct), and Period (October 2018 - September 2019). The 'Expenditure Upload' section is also visible, with a text input field for 'Expenditure Report:' and a download icon.

# Selecting Template File to Upload

Click the upload icon on the right side of the Expenditure Report field

ER ENVIRONMENT (SANDBOX) Search apps TA

Democratic Republic of the Congo - October 2018 - September 2019 - No Data Element Selected

Run validation  
Print form  
Print blank form

Data Entry ?

Democratic Republic of the Congo

Organisation Unit: Democratic Republic of the Congo

Data Set: ER: Expenditure FYOct

Period: October 2018 - September 2019 [Prev year] [Next year]

Funding Mechanism: 18097 - Capacity Strengthening for Strategic Information

Expenditure Upload

Expenditure Report: [ ] [Upload icon]

Select the template document and upload the file

ER ENVIRONMENT (SANDBOX) Search apps TA

Democratic Republic of the Congo - October 2018 - September 2019 - No Data Element Selected

Run validation  
Print form  
Print blank form

Data Entry ?

Democratic Republic of the Congo

Organisation Unit: Democratic Republic of the Congo

Data Set: ER: Expenditure FYOct

Period: October 2018 - September 2019 [Prev year] [Next year]

Funding Mechanism: 18097 - Capacity Strengthening for Strategic Information

Expenditure Upload

Expenditure Report: [ ] [Upload icon]

Open

This PC > Desktop Search Desktop

Name	Status	Date modified
Temp		
OneDrive - Guide		
This PC		
3D Objects		
Desktop		
Documents		
Downloads		
Music		
Pictures		
Videos		
Windows (C:)		
ChromeBookmarksBackup		9/6/2019
FACTS Info		9/6/2019
Citrix StoreFront		7/20/2019
FY19_ER_18090		9/19/2019
FY19_ER_18097		9/19/2019
Google Chrome		9/6/2019
GoToMeeting		9/16/2019
Microsoft Edge		9/6/2019
MyEmailAddress		10/12/2019
New Microsoft Word Document		5/21/2019
StoreFront		3/29/2019

File name: FY19\_ER\_18097 All Files

Open Cancel

# Invalid File

- If the template is invalid, the Expenditure Report field will be flagged **red** and an “x” will appear to the right of the Expenditure Report field
- The feedback box will alert you to the error(s) that caused the upload to fail DATIM’s validation check
- Invalid files must be deleted, corrected, and re-uploaded

The screenshot displays the 'Data Entry' interface for the 'Democratic Republic of the Congo' in the 'ER ENVIRONMENT (SANDBOX)'. The 'Expenditure Upload' section is highlighted with a red box. It shows an 'Expenditure Report' field with the filename 'FY19\_ER\_18097\_.xlsx (93.17 kB)' in red text and a red 'x' icon to its right. Below this, a 'Feedback' box contains the message: 'The file failed to validate due to 2 errors: Intervention 2 (2 errors) ---Program area is missing. (IL102) ---Beneficiary is missing. (IL103)'. The interface also includes a top navigation bar with 'Search apps' and 'TA' icons, and a right sidebar with 'Run validation', 'Print form', and 'Print blank form' buttons.



# Overview of DATIM Validation Checks

- Some of the checks that will result in an invalid template in DATIM have been highlighted in the expenditure template section
- This section will provide an exhaustive list of the errors that will cause an **unsuccessful** upload of a valid template in DATIM, i.e., validation will fail
  - 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 the DATIM will re-run validation checks
  - Submission should only occur once DATIM indicates “The file was validated”

# DUNS or Award Number Does Not Match FACTS Info

METADATA			
Federal Agency	HHS/CDC	Recipient Organization (Partner Name)	Partner Example
Mechanism ID	18097	Award Number	Award001
Mechanism Name	Capacity Strengthening for Strategic Information	OU	Democratic Republic of the Congo
Prime DUNS Number	123456789	Data Set	Expenditure
Reporting Period	FY19		

Organisation Unit: Democratic Republic of the Congo

Data Set: ER: Expenditure FYOct

Period: October 2018 - September 2019

Funding Mechanism: 18097 - Capacity Strengthening for Strategic Information

### Expenditure Upload

Expenditure Report: **FY19\_ER\_18097.xlsx** (88.55 kB)

Feedback:

The file failed to validate due to 2 errors:

```
Metadata and Error Checks (2 errors)
---The DUNS number in the FACTS Info NextGen system does not match the DUNS number supplied in the file. (Q103) (Template: 123456789, FACTS Info: 067180786)
---The award number in the FACTS Info NextGen system does not match the award number supplied in the file. (Q104) (Template: Award001, FACTS Info: 6NU2GGH002033)
```

The DUNS and Award numbers in the template also have to match the valid DUNS and Award numbers in Facts Info for the template's mechanism. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**.

# Subrecipient DUNS Matches Prime DUNS

METADATA													
Federal Agency	HHS/CDC											Recipient Organization Name	
Mechanism ID	18097											Award Number	
Mechanism Name	Capacity Strengthening for Strategic Information											OU	
Prime DUNS Number	123456789											Date	
Reporting Period	FY19												

Travel: International Travel					
Travel: Domestic Travel					
Equipment: Health Equipment					
Equipment: Non-Health Equipment			\$40,000		
Supplies: Pharmaceutical			NA		
Supplies: Health- Non Pharmaceutical			NA		
Supplies: Other Supplies					
Contractual: Contracted Health Care Workers			NA		
Contractual: Contracted Interventions			NA		
Contractual: Other Contracts					
Construction					
Training					
Subrecipient Total			NA		
Other: Financial Support for Beneficiaries					
Other: Other					
Indirect Charges					
<b>Total Expenditures per Intervention (Sum of Cost Categories)</b>			<b>\$41,000</b>		

Subrecipient DUNS cannot be the same as the Prime Partner DUNS. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

<b>Number of Subrecipients (0-100)</b>		5		
Subrecipient name	Subrecipient DUNS	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
Sub 1 Subrecipient Partner 1	123456789	NA	\$25,000	\$25,000
Sub 2 Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000
Sub 3 Subrecipient Partner 3	456789123	NA		\$10,000
Sub 4 Subrecipient Partner 4	567891234	NA	\$50,000	
Sub 5 Subrecipient Partner 5	678912345	NA		\$5,000



# Program Area or Beneficiary Missing

	A	B	C	D	E	F	G	H	I	
1										
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6	
3				<i>Program Management</i>	<i>Categorization of Intervention 2</i>	<i>Categorization of Intervention 3</i>	<i>Categorization of Intervention 4</i>	<i>Categorization of Intervention 5</i>	<i>Categorization of Intervention 6</i>	
4				Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD		SE: Legal, human rights & protection-SD		
5				Non-Targeted Pop: Not disaggregated		Females: Young women & adolescent females	Females: Young women & adolescent females	Males: Young men & adolescent males		
6				Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	
7				Personnel: Salaries- Health Care Workers	NA					
8				Personnel: Salaries- Other Staff	\$1,000	\$296,253	\$65,808	\$48,408	\$43,883	\$29,372
9				Fringe Benefits		\$75,480	\$15,408	\$11,058	\$2,454	
10				Travel: International Travel						
11				Travel: Domestic Travel			\$5,480	\$12,930		
12				Equipment: Health Equipment						
13				Equipment: Non-Health Equipment						
14				Supplies: Pharmaceutical						
15				Supplies: Health- Non Pharmaceutical						
16				Supplies: Other Supplies			\$3,450	\$23,543		
17				Contractual: Contracted Health Care Workers						
18				Contractual: Contracted Interventions			\$40,000			
19				Contractual: Other Contracts						
20				Construction						
21				Training			\$154,805			
22				Subrecipient Total			\$35,000	\$0	\$0	
23				Other: Financial Support for Beneficiaries						
24				Other: Other						
25				Indirect Charges			NA	NA	NA	
26				Total Expenditures per Intervention (Sum of Cost Categories)			\$298,201	\$82,810	\$29,372	

The program area and beneficiary must be selected for any intervention that has expenditures. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

# Subrecipient Expenditures Missing

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3		Intervention Name (optional)		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
4		Program Area		Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD
5		Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
7		Personnel: Salaries- Health Care Workers		NA			
8		Personnel: Salaries- Other Staff		\$1,000	\$296,253	\$65,808	\$48,408
9		Fringe Benefits			\$75,480	\$15,408	\$11,058
10		Travel: International Travel					
11		Travel: Domestic Travel			\$35,817	\$12,548	
12		Equipment: Health Equipment					
13		Equipment: Non-Health Equipment					
14		Supplies: Pharmaceutical		NA			
15		Supplies: Health- Non Pharmaceutical		NA			
16		Supplies: Other Supplies			\$36,891	\$15,897	
17		Contractual: Contracted Health Care Workers		NA			
18		Contractual: Contracted Interventions		NA			
19		Contractual: Other Contracts					
20		Construction					
21		Training					
22		Subrecipient Total		NA	\$75,000	\$50,000	
23		Other: Financial Support for Beneficiaries			\$450,000		
24		Other: Other					
25		Indirect Charges			NA	NA	
26		Total Expenditures per Intervention (Sum of Cost Categories)		\$1,000	\$969,441	\$159,661	
27							
28		Number of Subrecipients (0-100)		3			
29							
30							
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34	Sub 3	Subrecipient Partner 3	456789123	NA			

Every subrecipient listed must have reported expenditures. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**.

# Subrecipient Details Missing

	A	B	C	D	E	F	G
9	Fringe Benefits				\$75,480	\$15,408	\$11,058
10	Travel: International Travel						
11	Travel: Domestic Travel				\$35,817	\$12,548	\$5,480
12	Equipment: Health Equipment						
13	Equipment: Non-Health Equipment						
14	Supplies: Pharmaceutical			NA			
15	Supplies: Health- Non Pharmaceutical			NA			
16	Supplies: Other Supplies						
17	Contractual: Contracted Health Care Workers			NA			
18	Contractual: Contracted Interventions			NA			
19	Contractual: Other Contracts						
20	Construction						
21	Training						
22	Subrecipient Total			NA			
23	Other: Financial Support for Beneficiaries						
24	Other: Other						
25	Indirect Charges						
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$1,000			
27							
28	Number of Subrecipients (0-100)				5		
29							
30							
31		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
32	Sub 1	Subrecipient Partner 1		NA	\$25,000		\$25,000
33	Sub 2		345678912	NA	\$50,000	\$50,000	
34	Sub 3	Subrecipient Partner 3	456789123	NA			\$10,000
35	Sub 4			NA	\$50,000		
36	Sub 5	Subrecipient Partner 5	000000000	NA		\$5,000	

Every subrecipient listed with reported expenditures must have a subrecipient name and assigned DUNS number. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**.

# Subrecipient Data Outside Designated Rows

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3		Intervention Name (optional)		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
4		Program Area		Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD
5		Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Females: Young women & adolescent females	Females: Young women & adolescent females
6		Cost Category		Program management expenditures	Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
7		Personnel: Salaries- Health Care Workers		NA			
8		Personnel: Salaries- Other Staff		\$1,000	\$296,253	\$65,808	
9		Fringe Benefits			\$75,480	\$15,408	
10		Travel: International Travel					
11		Travel: Domestic Travel			\$35,817	\$12,548	
12		Equipment: Health Equipment					
13		Equipment: Non-Health Equipment					
14		Supplies: Pharmaceutical		NA			
15		Supplies: Health- Non Pharmaceutical		NA			
16		Supplies: Other Supplies			\$36,891	\$15,897	
17		Contractual: Contracted Health Care Workers		NA			
18		Contractual: Contracted Interventions		NA			
19		Contractual: Other Contracts					
20		Construction					
21		Training					
22		Subrecipient Total		NA	\$150,000	\$50,000	
23		Other: Financial Support for Beneficiaries			\$450,000		
24		Other: Other					
25		Indirect Charges			NA	NA	
26		Total Expenditures per Intervention (Sum of Cost Categories)		\$1,000	\$1,444,441	\$59,661	
27							
28		Number of Subrecipients (0-100)		2			
29							
30							

All subrecipient data must be entered within the designated subrecipient rows. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail**.

		Subrecipient name	Subrecipient DUNS		Expenditures against Intervention 2	Expenditures against Intervention 3	Expenditures against Intervention 4
31							
32	Sub 1	Subrecipient Partner 1	234567891	NA	\$25,000		\$25,000
33	Sub 2	Subrecipient Partner 2	345678912	NA	\$50,000	\$50,000	
34		Subrecipient Partner 3	456789123		\$75,000		\$10,000

# Negative and Non-Numeric Entries

A	B	C	D	E	F	G	H
Program Area		Program Management	SE: Economic strengthening-SD			SE: Case Management-SD	
Beneficiary		Non-Targeted Pop: Not disaggregated		Females: Young			
Cost Category		Program management expenditures	Expenditures Interventi				
Personnel: Salaries- Health Care Workers		NA					
Personnel: Salaries- Other Staff		\$1,000	\$296,25				
Fringe Benefits			\$75,48				
Travel: International Travel							
Travel: Domestic Travel			\$35,81				
Equipment: Health Equipment							
Equipment: Non-Health Equipment							
Supplies: Pharmaceutical		NA					
Supplies: Health- Non Pharmaceutical		NA					
Supplies: Other Supplies			abc	\$15,897	\$3,450		
Contractual: Contracted Health Care Workers		NA					
Contractual: Contracted Interventions		NA			\$40,000		
Contractual: Other Contracts							
Construction							
Training					\$154,805		
Subrecipient Total		NA	\$125,000	\$55,000	\$35,000	\$0	
Other: Financial Support for Beneficiaries			\$450,000				
Other: Other							
Indirect Charges			NA	NA	NA	NA	NA
Total Expenditures per Intervention (Sum of Cost Categories)		\$1,000	\$1,019,441	\$164,661	\$298,201	\$0	

A	B	C	D	E	F	G	H
Beneficiary		Not disaggregated					
Cost Category		Program management expenditures	Expenditures Interventi				
Personnel: Salaries- Health Care Workers		NA					
Personnel: Salaries- Other Staff		\$1,000	\$296,25				
Fringe Benefits			\$75,48				
Travel: International Travel							
Travel: Domestic Travel			\$35,81				
Equipment: Health Equipment							
Equipment: Non-Health Equipment							
Supplies: Pharmaceutical		NA					
Supplies: Health- Non Pharmaceutical		NA					
Supplies: Other Supplies			\$36,891	\$15,897	-3000		
Contractual: Contracted Health Care Workers		NA					
Contractual: Contracted Interventions		NA			\$40,000		
Contractual: Other Contracts							
Construction							
Training					\$154,805		
Subrecipient Total		NA	\$125,000	\$55,000	\$35,000	\$0	
Other: Financial Support for Beneficiaries			\$450,000				
Other: Other							
Indirect Charges			NA	NA	NA	NA	NA
Total Expenditures per Intervention (Sum of Cost Categories)		\$1,000	\$1,019,441	\$164,661	\$298,201	\$0	

Negative numbers or non-numeric entries for expenditures are invalid. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**



# “NA” Overwritten

	A	B	C	D	E	F	G	H	I
1									
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3		Intervention Name (optional)		Program Management	Categorization of Intervention 2				Categorization of Intervention 6
4		Program Area		Program Management	SE: Economic strengthening-SD				Education stance-SD
5		Beneficiary		Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females				Priority Pops: Mobile Pops
6		Cost Category		Program management expenditures	Expenditures against Intervention 2				Expenditures against Intervention 6
7		Personnel: Salaries- Health Care Workers		NA					
8		Personnel: Salaries- Other Staff		\$1,000	\$296,253				29,372
9		Fringe Benefits			\$75,480				11,323
10		Travel: International Travel							
11		Travel: Domestic Travel			\$35,817				23,232
12		Equipment: Health Equipment							
13		Equipment: Non-Health Equipment							
14		Supplies: Pharmaceutical		\$40,000					
15		Supplies: Health- Non Pharmaceutical		NA					
16		Supplies: Other Supplies			\$36,891				2,342
17		Contractual: Contracted Health Care Workers		NA					
18		Contractual: Contracted Interventions		NA			\$40,000		\$45,643
19		Contractual: Other Contracts							
20		Construction							
21		Training					\$154,805		\$43,945
22		Subrecipient Total		NA	\$125,000	\$55,000	\$35,000	\$0	\$0
23		Other: Financial Support for Beneficiaries			\$450,000				
24		Other: Other							
25		Indirect Charges			NA	\$50,000	NA	NA	NA
26		Total Expenditures per Intervention (Sum of Cost Categories)		\$1,000	\$1,019,441	\$164,661	\$298,201	\$82,810	\$155,857
27									
28		Number of Subrecipients (0-100)		5					

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. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

# File Has Additional Tab

	A	B	C	D	E	F	G	H	I
1									
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3	Intervention Name (optional)			Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
4	Program Area			Program Management	SE: Economic strengthening-SD	SE: Psychosocial support-SD	SE: Case Management-SD	SE: Legal, human rights & protection-SD	SE: Education assistance-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females			Men & males	Priority Pops: Mobile Pops
6	Cost Category			Program management expenditures	Expenditures against Intervention 2			Expenditures against Intervention 5	Expenditures against Intervention 6
7	Personnel: Salaries- Health Care Workers			NA					
8	Personnel: Salaries- Other Staff			\$1,000	\$296,253				\$29,372
9	Fringe Benefits				\$75,480				\$11,323
10	Travel: International Travel								
11	Travel: Domestic Travel				\$35,817				\$23,232
12	Equipment: Health Equipment								
13	Equipment: Non-Health Equipment								
14	Supplies: Pharmaceutical			\$40,000					
15	Supplies: Health- Non Pharmaceutical			NA					
16	Supplies: Other Supplies				\$36,891				\$2,342
17	Contractual: Contracted Health Care Workers			NA					
18	Contractual: Contracted Interventions			NA			\$40,000		\$45,643
19	Contractual: Other Contracts								
20	Construction								
21	Training						\$154,805		\$43,945
22	Subrecipient Total			NA	\$125,000	\$55,000	\$35,000	\$0	\$0
23	Other: Financial Support for Beneficiaries				\$450,000				
24	Other: Other								
25	Indirect Charges				NA	\$50,000	NA	NA	NA
26	Total Expenditures per Intervention (Sum of Cost Categories)			\$1,000	\$1,119,441	\$164,661	\$298,201	\$82,810	\$155,857
27									
28	Number of Subrecipients (0-100)			5					
29									

Adding tabs to the file creates an error. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

Instructions | Metadata and Error Checks | **Expenditure Template** | DataTranferTab

# File is Missing Required Tab

	A	B	C	D	E	F	G	H	I
1									
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3		Intervention Name (optional)		Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
4		Program Area			SE: Psychosocial support-SD	SE: Case Management-SD	SE: Legal, human rights & protection-SD	SE: Education assistance-SD	
5		Beneficiary			Females: Young women & adolescent females	Females: Young women & adolescent females	Males: Young men & adolescent males	Priority Pops: Mobile Pops	
6		Cost Category			Expenditures against Intervention 3	Expenditures against Intervention 4	Expenditures against Intervention 5	Expenditures against Intervention 6	
7		Personnel: Salaries- Health Care Workers							
8		Personnel: Salaries- Other Staff				\$65,808	\$48,408	\$43,883	\$29,372
9		Fringe Benefits				\$15,408	\$11,058	\$2,454	\$11,323
10		Travel: International Travel							
11		Travel: Domestic Travel				\$12,548	\$5,480	\$12,930	\$23,232
12		Equipment: Health Equipment							
13		Equipment: Non-Health Equipment							
14		Supplies: Pharmaceutical							
15		Supplies: Health-Non Pharmaceutical							
16		Supplies: Other Supplies			\$36,891	\$15,897	\$3,450	\$23,543	\$2,342
17		Contractual: Contracted Health Care Workers		NA					
18		Contractual: Contracted Interventions		NA			\$40,000		\$45,643
19		Contractual: Other Contracts							
20		Construction							
21		Training					\$154,805		\$43,945
22		Subrecipient Total		NA	\$125,000	\$55,000	\$35,000	\$0	\$0
23		Other: Financial Support for beneficiaries			\$450,000				
24		Other: Other							
25		Indirect Charges			NA	\$50,000	NA	NA	NA
26		Total Expenditures per Intervention (Sum of Cost Categories)		\$1,000	\$1,019,441	\$164,661	\$298,201	\$82,810	\$155,857
27									
28		Number of Subrecipients (0-100)							5

Similarly, IPs cannot delete tabs from the file, as the Metadata and Error Checks tab has been here. IPs must resolve this error in the template, or restart a new template, prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

# File is Not Protected

The template is protected to prevent any unwanted changes to the file. If the template has been unprotected or unlocked it creates an error. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

	A	B	C	D	E	F	G	H	I
1									
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 6
3	Intervention Name (optional)	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 6	Categorization of Intervention 6
4	Program Area	Management	SE: Economic strengthening-S	SE: Education assistance-SD					
5	Beneficiary	Targeted Pop: Not disaggregated	Females: Young women & adolescent females					Priority Pops: Mobile Pops	
6	Cost Category	Program management expenditures	Expenditures against Intervention 2					Expenditures against Intervention 6	
7	Personnel: Salaries- Health Care Workers	NA							
8	Personnel: Salaries- Other Staff	\$1,000	\$296,253					\$29,372	
9	Fringe Benefits		\$75,480					\$11,323	
10	Travel: International Travel								
11	Travel: Domestic Travel		\$35,817					\$23,232	
12	Equipment: Health Equipment								
13	Equipment: Non-Health Equipment								
14	Supplies: Pharmaceutical	\$40,000							
15	Supplies: Health- Non Pharmaceutical	NA							
16	Supplies: Other Supplies		\$36,891					\$2,342	
17	Contractual: Contracted Health Care Workers	NA							
18	Contractual: Contracted Interventions	NA						\$45,643	
19	Contractual: Other Contracts								
20	Construction								
21	Training						\$154,805		\$43,945
22	Subrecipient Total	NA	\$125,000	\$55,000	\$35,000	\$0	\$0		
23	Other: Financial Support for Beneficiaries		\$450,000						
24	Other: Other								
25	Indirect Charges		NA	\$50,000	NA	NA	NA	NA	NA

# File Contains No Valid Data; Blank File

	A	B	C	D	E	F	G	H	I
1									
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4	Categorization of Intervention 5	Categorization of Intervention 6
3		Intervention Name (optional)		Program Management					
4		Program Area		Program Management					
5		Beneficiary		Non-Targeted Pop: Not disaggregated					
6		Cost Category		Program management expenditures	Expenditures against Intervention 2				Expenditures against Intervention 6
7		Personnel: Salaries- Health Care Workers		NA					
8		Personnel: Salaries- Other Staff							
9		Fringe Benefits							
10		Travel: International Travel							
11		Travel: Domestic Travel							
12		Equipment: Health Equipment							
13		Equipment: Non-Health Equipment							
14		Supplies: Pharmaceutical		NA					
15		Supplies: Health- Non Pharmaceutical		NA					
16		Supplies: Other Supplies							
17		Contractual: Contracted Health Care Workers		NA					
18		Contractual: Contracted Interventions		NA					
19		Contractual: Other Contracts							
20		Construction							
21		Training							
22		Subrecipient Total		NA	\$0	\$0	\$0	\$0	\$0
23		Other: Financial Support for Beneficiaries							
24		Other: Other							
25		Indirect Charges			NA	NA	NA	NA	NA
26		Total Expenditures per Intervention (Sum of Cost Categories)		\$0	\$0	\$0	\$0	\$0	\$0
27									
28		Number of Subrecipients (0-100)							
29									

The template cannot be completely blank (though it can contain "0" values.) IPs must enter data to resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**

# File Must Have the .xlsx Extension

The image shows the Microsoft Excel 'Save As' dialog box. The 'Save as type' dropdown is set to 'XLSX File'. A blue callout box on the right contains the following text: 'Files must be saved as .xlsx files, or Excel Workbook files. Saving the file as any other file type (e.g., .xls, .xlm, .pdf) will trigger an error. IPs must resolve this error in the template prior to uploading to DATIM since a template that contains this error will **not** constitute a valid upload in DATIM, i.e., **validation will fail.**'

# Deleting an Invalid File (1)

To delete the invalid file, select the trash icon on the right side of the Expenditure Report field

The screenshot displays the 'ER ENVIRONMENT (SANDBOX)' interface. The top navigation bar includes 'Search apps' and a 'TA' user profile. A notification banner at the top right reads: 'Democratic Republic of the Congo - October 2018 - September 2019 - No Data Element Selected'. On the right side, there are three buttons: 'Run validation', 'Print form', and 'Print blank form'. The main content area is titled 'Data Entry' and contains a form with the following fields:

- Organisation Unit: Democratic Republic of the Congo
- Data Set: ER: Expenditure FYOct
- Period: October 2018 - September 2019 (with 'Prev year' and 'Next year' buttons)
- Funding Mechanism: 18097 - Capacity Strengthening for Strategic Information

Below the form is the 'Expenditure Upload' section. It shows an 'Expenditure Report' entry: 'FY19\_ER\_18097\_xlsx (93.17 kB)'. A red box highlights a trash icon to the right of the filename. A large red arrow points from this trash icon towards the left. Below the filename is a 'Feedback' section containing the text: 'The file failed to validate due to 2 errors: Intervention 2 (2 errors) ---Program area is missing. (IL102) ---Beneficiary is missing. (IL103)'. The left sidebar shows a breadcrumb trail for 'Democratic Republic of the Congo'.

# Deleting an Invalid File (2)

Once you have selected the trash icon, select “Delete” in the confirmation pop-up.

The screenshot shows the 'Data Entry' section of the ER ENVIRONMENT (SANDBOX) interface. The 'Organisation Unit' is set to 'Democratic Republic of the Congo', the 'Data Set' is 'ER: Expenditure FYOct', the 'Period' is 'October 2018 - September 2019', and the 'Funding Mechanism' is '18097 - Capacity Strengthening for Strategic Information'. Under the 'Expenditure Upload' section, the 'Expenditure Report' field shows a file named 'FY19\_ER\_18097.xlsx (93.1 KB)' with a trash icon next to it. A confirmation dialog box is open, asking 'Are you sure you want to delete this file? If you want to upload the file again, please make sure it has a different name.' The 'Delete' button is highlighted with a red box. Below the dialog, the 'Feedback' section shows two errors: 'Intervention 2 (2 errors): ---Program area is missing. (IL102) ---Beneficiary is missing. (IL103)'. On the right side, there are buttons for 'Run validation', 'Print form', and 'Print blank form'.

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

The screenshot shows the same 'Data Entry' section of the ER ENVIRONMENT (SANDBOX) interface. The 'Expenditure Report' field is now empty and highlighted with a red box, indicating that the file has been successfully deleted. The rest of the interface, including the 'Feedback' section and the right-hand navigation buttons, remains the same as in the previous screenshot.



# Select (Revised) Template File to Upload

Click the Upload icon on the right side of the Expenditure Report field

ER ENVIRONMENT (SANDBOX) Search apps TA

Democratic Republic of the Congo - October 2018 - September 2019 - No Data Element Selected

Run validation  
Print form  
Print blank form

Data Entry ?

Democratic Republic of the Congo


Organisation Unit: Democratic Republic of the Congo

Data Set: ER: Expenditure FYOct

Period: October 2018 - September 2019 [Prev year] [Next year]

Funding Mechanism: 18097 - Capacity Strengthening for Strategic Information

Expenditure Upload

Expenditure Report:  

Select the template document and upload the file

ER ENVIRONMENT (SANDBOX) Search apps TA

Democratic Republic of the Congo - October 2018 - September 2019 - No Data Element Selected

Run validation  
Print form  
Print blank form

Data Entry ?

Democratic Republic of the Congo


Organisation Unit: Democratic Republic of the Congo

Data Set: ER: Expenditure FYOct

Period: October 2018 - September 2019 [Prev year] [Next year]

Funding Mechanism: 18097 - Capacity Strengthening for Strategic Information

Expenditure Upload

Expenditure Report:  

Open

This PC > Desktop

Organize New folder

Name	Status	Date modified
Temp		
OneDrive - Guide		
This PC		
3D Objects		
Desktop		
Documents		
Downloads		
Music		
Pictures		
Videos		
Windows (C:)		
ChromeBookmarksBackup		9/6/2019
FACTS Info		9/6/2019
Citrix StoreFront		7/20/2019
FY19_ER_18090		9/19/2019
<b>FY19_ER_18097</b>		9/19/2019
Google Chrome		9/6/2019
GoToMeeting		9/16/2019
Microsoft Edge		9/6/2019
MyEmailAddress		10/12/2019
New Microsoft Word Document		5/21/2019
StoreFront		3/29/2019

File name: FY19\_ER\_18097 All Files

Open Cancel

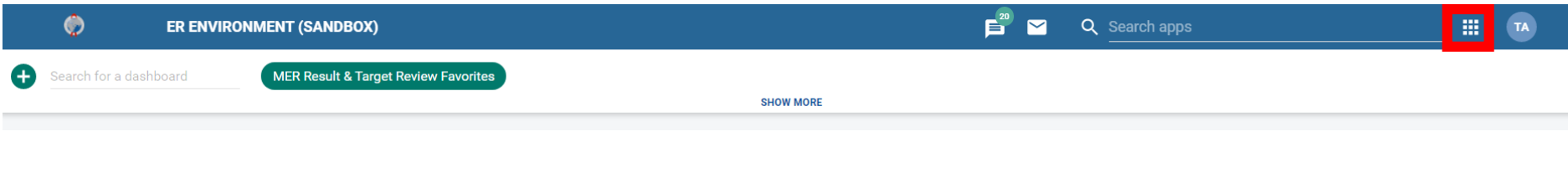
# Valid File

- The Expenditure Report cell will turn **green** once DATIM has validated the file uploaded
- A check mark will also appear next to the Expenditure Report field to indicate that the file is valid
- In the feedback field, the number of interventions and total expenditures reported will be indicated for the user to check against
- The file is now ready to submit!

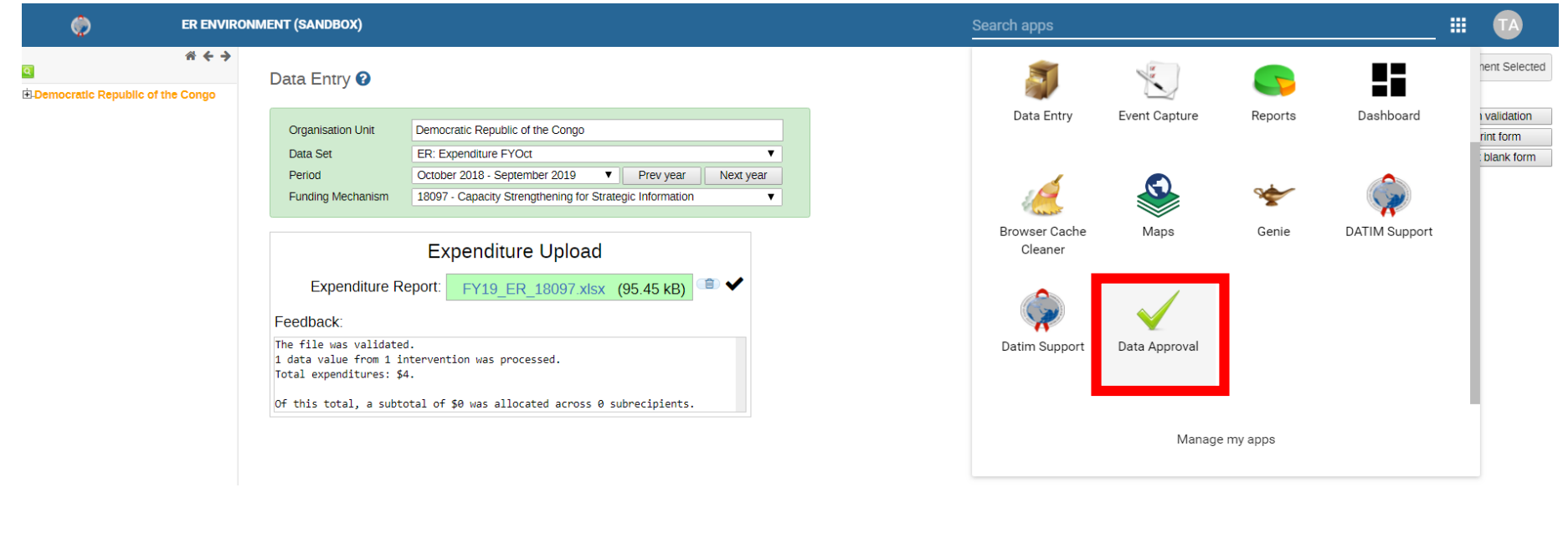
The screenshot displays the 'ER ENVIRONMENT (SANDBOX)' interface. The top navigation bar includes 'ER ENVIRONMENT (SANDBOX)', a search bar, and a user profile icon labeled 'TA'. The main content area is titled 'Data Entry' and shows a form for 'Democratic Republic of the Congo'. The form fields are: Organisation Unit (Democratic Republic of the Congo), Data Set (ER: Expenditure FYOct), Period (October 2018 - September 2019), and Funding Mechanism (18097 - Capacity Strengthening for Strategic Information). The 'Expenditure Upload' section shows a file 'FY19\_ER\_18097.xlsx (95.45 kB)' with a green background and a checkmark. Below this, the 'Feedback' section is highlighted in red and contains the following text: 'The file was validated. 1 data value from 1 intervention was processed. Total expenditures: \$4. Of this total, a subtotal of \$0 was allocated across 0 subrecipients.' On the right side, there are buttons for 'Run validation', 'Print form', and 'Print blank form'. A notification banner at the top right reads 'Democratic Republic of the Congo - October 2018 - September 2019 - No Data Element Selected'.

# DATIM Submission: Navigate to Data Approval App

On the top right hand corner of the screen, select the **Apps** menu



Within the **Apps** menu, select the Data Approval app



# Data Approval Page

After selecting the data approvals app, you will see this page:

ER ENVIRONMENT (TEST) Search apps TA

Implementing Partner - Democratic Republic of the Congo - Data approval Status: **1** mechanism requires action

ER Expenditures FYOct October 2018 - September 2019

[Proceed](#) Please select mechanisms before proceeding ?

[Submit \*\*1\*\*](#) [View \*\*1\*\*](#)

Mechanism	Country	Agency	Partner	Status	Actions
<input type="checkbox"/> Search in Mechanism	<input type="text"/> Search in Country	<input type="text"/> Search in Agency	<input type="text"/> Search in Partner	<input type="text"/> Search in Status	<input type="text"/> Search in Actions
<input type="checkbox"/> 18097 - Capacity Strengthening for Strategic Information	Democratic Republic of the Congo	HHS/CDC	Family Health International	Pending	Submit

# Verify Data Set and Period

- Begin by ensuring that the correct data set and periods are selected from the drop-down lists
- For dataset group, the selection should be “ER Expenditures FYOct”
- For the period, the selection should be “October 2018-September 2019”



Implementing Partner - Democratic Republic of the Congo - Data approval Status: 1 mechanism requires action

ER Expenditures FYOct October 2018 - September 2019

[Proceed](#) Please select mechanisms before proceeding [?](#)

Submit 1 [View](#) 1

Mechanism	Country	Agency	Partner	Status	Actions
<input type="checkbox"/> Search in Mechanism	<input type="text"/> Search in Country	<input type="text"/> Search in Agency	<input type="text"/> Search in Partner	<input type="text"/> Search in Status	<input type="text"/> Search in Actions
<input type="checkbox"/> 18097 - Capacity Strengthening for Strategic Information	Democratic Republic of the Congo	HHS/CDC	Family Health International	Pending	Submit

# Click the Submit Tab

Click the Submit tab to see the funding mechanisms for which you have the option to submit expenditure data

ER ENVIRONMENT (TEST) Search apps TA

Implementing Partner - Democratic Republic of the Congo - Data approval Status: 1 mechanism requires action

ER Expenditures FYOct October 2018 - September 2019

[Proceed](#) Please select mechanisms before proceeding ?

**Submit** View 1

Mechanism	Country	Agency	Partner	Status	Actions
<input type="checkbox"/> Search in Mechanism	<input type="text"/> Search in Country	<input type="text"/> Search in Agency	<input type="text"/> Search in Partner	<input type="text"/> Search in Status	<input type="text"/> Search in Actions
<input type="checkbox"/> 18097 - Capacity Strengthening for Strategic Information	Democratic Republic of the Congo	HHS/CDC	Family Health International	Pending	Submit

# Select Mechanism to Submit

Select the Funding Mechanism for which you would like to submit the COP18/FY19 expenditure reporting template by checking the box directly to the left of the mechanism

ER ENVIRONMENT (TEST) Search apps TA

Implementing Partner - Democratic Republic of the Congo - Data approval Status: 1 mechanism requires action

ER Expenditures FYOct October 2018 - September 2019

Proceed Click proceed to view the data and perform actions ?

Submit 1 View 1

Mechanism	Country	Agency	Partner	Status	Actions
<input checked="" type="checkbox"/> Search in Mechanism	<input type="text"/> Search in Country	<input type="text"/> Search in Agency	<input type="text"/> Search in Partner	<input type="text"/> Search in Status	<input type="text"/> Search in Actions
<input checked="" type="checkbox"/> 18097 - Capacity Strengthening for Strategic Information	Democratic Republic of the Congo	HHS/CDC	Family Health International	Pending	Submit

# Select Proceed

Once the mechanism is selected in the Submit tab, select Proceed

ER ENVIRONMENT (TEST) Search apps TA

Implementing Partner - Democratic Republic of the Congo - Data approval

Status: 1 mechanism requires action

ER Expenditures FYOct ▼

October 2018 - September 2019 ▼

Proceed Click proceed to view the data and perform actions ?

Submit ↑ 1 View 1

Mechanism <span style="font-size: 0.8em;">↕</span>	Country <span style="font-size: 0.8em;">↕</span>	Agency <span style="font-size: 0.8em;">↕</span>	Partner <span style="font-size: 0.8em;">↕</span>	Status <span style="font-size: 0.8em;">↕</span>	Actions <span style="font-size: 0.8em;">↕</span>
<input checked="" type="checkbox"/> Search in Mechanism	<input type="text"/> Search in Country	<input type="text"/> Search in Agency	<input type="text"/> Search in Partner	<input type="text"/> Search in Status	<input type="text"/> Search in Actions
<input checked="" type="checkbox"/> 18097 - Capacity Strengthening for Strategic Information	Democratic Republic of the Congo	HHS/CDC	Family Health International	Pending	Submit



# Select Submit 1 Mechanism(s)

- After selecting Proceed, you will proceed to the approvals page
- Select “Submit 1 mechanism(s)” to submit your expenditure data

The screenshot shows the 'ER ENVIRONMENT (TEST)' interface. At the top, there is a search bar for 'Search apps' and a user profile icon labeled 'TA'. The main content area displays 'Implementing Partner - Democratic Republic of the Congo - Data approval' with a status indicator: 'Status: 1 mechanism requires action'. Below this, there are two dropdown menus: 'ER Expenditures FYOct' and 'October 2018 - September 2019'. A message bubble says 'Please review data before taking action'. A blue button labeled 'Submit 1 mechanism(s)' is highlighted with a red border, and a 'Back' button is to its right. Below these is another dropdown menu for 'ER: Expenditure FYOct'. At the bottom, a scrollable area titled 'ER: Expenditure FYOct' contains the text 'Please see the uploaded files in DataEntry for details.' and a form field labeled 'Expenditure Report:'.

# Verify Submission Successful

- Verify that the submission was successful
- If the submission was successful, a green message box will appear in the top right corner of the page

The screenshot displays the 'ER ENVIRONMENT (TEST)' interface. At the top, there is a blue header with a search bar and a 'TA' button. A green notification box in the top right corner, highlighted with a red border, contains the following text: 'Submit successful for 1 mechanism(s)' and a list item '18036 - Cooperative Agreement UGH000710'. Below the header, the main content area shows the title 'Implementing Partner - Democratic Republic of the Congo - Data approval' and the status 'Status: No action required'. There are two dropdown menus: 'ER Expenditures FYOct' (set to 'October 2018 - September 2019') and a 'Proceed' button with a message 'Please select mechanisms before proceeding'. Below this, there are 'Recall submission' and 'View' buttons, both with a '1' indicator. A search bar is present with filters for Mechanism, Country, Agency, Partner, Status, and Actions. The search results area is empty, displaying the message 'No data available or no results matching your search criteria'.

# View Submitted Mechanisms

- Click the View tab to see the status of implementing mechanisms for which you are responsible for reporting COP18/FY19 expenditures
- You can see the status of each mechanism here

ER ENVIRONMENT (TEST) Search apps TA

Implementing Partner - Democratic Republic of the Congo - Data approval Status: No action required

ER Expenditures FYOct October 2018 - September 2019

Proceed Please select mechanisms before proceeding

Recall submission 1		View 1			
Mechanism	Country	Agency	Partner	Status	Actions
18097 - Capacity Strengthening for Strategic Information	Democratic Republic of the Congo	HHS/CDC	Family Health International	Submitted by Implementing Partner	Recall submission

# Reviewer Checks: Overview

- Once the FY19 ER Template has been successfully uploaded to DATIM and submitted by the IP, it will be reviewed by the Agency AOR/COR/Project Officer (Agency reviewer)
- The Agency reviewer will check for:
  - Errors or blanks in the metadata, such as incorrect Award number
  - Program management expenditure not entered when expected – including indirect costs if applicable
  - Interventions not aligned to COP strategy or IP work plans
  - Expenditures that do not seem to be aligned to the intervention definition
  - Expenditures that are less than or in excess of expectations
- If the reviewer notes any of the above or other potential errors, he/she may contact the IP for further explanation or to require or suggest revisions prior to approving the ER template. In this case the IP may be asked to upload a revised template.



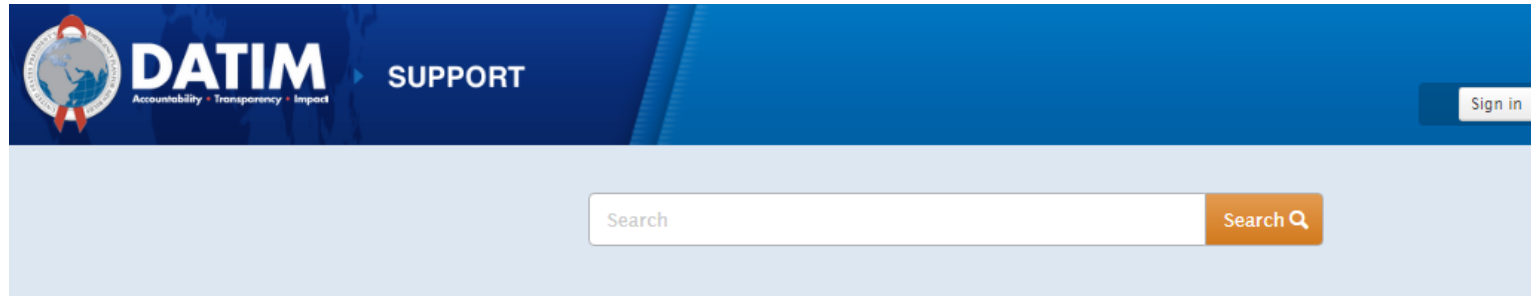
# DATIM References and Help

# Expenditure Reporting in DATIM: Essentials

- Expenditure Reporting will take place in DATIM
- Data will be captured in a generic, standardized Excel template, uploaded to DATIM
  - FY19 expenditure reporting is at the OU level, not disaggregated by benefitting country or sub national unit (SNU)
  - IPs will upload and submit template file through DATIM
  - Subrecipient expenditures (if applicable) should be included on the prime implementing partner's template
- USG Staff will be involved in workflow and approval of data
- Timeline will be the same as MER Q4 open and closure periods
  - See [FY19 PEPFAR DATA Calendar](#)

# 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

DATIM Training & Tutorials	What's New in DATIM	PEPFAR Guidance
Frequently Asked Questions (FAQs)	Data Import and Systems Administration	PEPFAR/MoH Data Alignment Activity

**Guidance Highlights**

- PEPFAR Data Calendar
- COP Target Setting
- DATIM Data Import & Exchange Resources
- DATIM Release notes 1.25 (August 29, 2018)
- DATIM Groupsets and Group Options Update for MER 2.3 (March 2019)
- MER Guidance (2.0 Indicator Reference Guide)
- PEPFAR/MoH Data Alignment Webinars & Virtual Trainings
- What's New for FY2018 PEPFAR Program Expenditure Reporting?

**Technical Support**

- Submit a Request
- Your Profile
- Ticket Status

Technical support available!

# What guidance and instructions are available?



## PEPFAR Guidance

- What's New for FY2019 PEPFAR Program Expenditure Reporting?
- Expenditure Reporting Excel Template
- Checklist for Reviewing Expenditure Reporting Data
- Monitoring PEPFAR Program Expenditures
- Agency Points of Contact for Expenditure Reporting
- PEPFAR Financial Classifications Reference Guide



## DATIM Training & Tutorials

- FY19 Instructions for IP Users - Filling out the ER Template, DATIM Submission, and Error Resolution
- PEPFAR ER Data Review and Approval Instructions- Agency Field Reviewer
- Instructions for User Administrators: Creating new ER user accounts
- User Administration: Supplemental Guidance for ER