

What's New for COP21/FY22 Expenditure Reporting

August 26, 2022

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 expenditure reporting is to provide resource monitoring to better understand the costs the USG incurs to provide a broad range of HIV services and support, and to subsequently use this information to inform program planning through program performance assessments using financial data drawn from expenditure reporting. The following is an overview of the important dates and what's new for FY2022 PEPFAR Program Expenditure Reporting.

Date	Upcoming Activities
Prior to 10/3/22	DATIM expenditure reporting users (prime partners only) request new accounts or reactivate expired accounts as needed
10/3/22	DATIM opens for Implementing Partner (IP) upload of FY2022 IM expenditure reporting Excel templates
11/10/22	FY2022 expenditure reporting DATIM data entry close; all templates should have been submitted by IPs and approved by Agency field staff
12/1/22	DATIM open for IP cleaning and re-upload of FY2022 IM expenditure reporting
12/16/22	FY2022 expenditure reporting data cleaning period closes; all templates should have been submitted by IPs and approved by Agency field staff

What's New for FY22 Expenditure Reporting?

UEI Number

On April 4, 2022, SAM.gov announced they will be retiring the Data Universal Numbering System (DUNS) and using a new identification number, the Unique Entity Identifier (UEI) number. Therefore, in COP22, the “Metadata and Error Checks” tab of the PEPFAR Budget and Projected Expenditure template will require you to input your newly assigned UEI number, rather than your DUNS. The template and DATIM system have new validations that will replace existing validations for the DUNS number. If you have not received your UEI number yet, please access the SAM.gov website to retrieve it.

As a note, every prime and subrecipient must have a valid name and UEI. If subrecipient UEI is unknown at the time of reporting, use '111111111111'. If a subrecipient is not required to have a UEI, please enter '999999999999'. TBD subrecipients are not permitted. Due to validation requirements from SAM.gov, you cannot use 000000000000 or any UEIs with leading zeroes.

Subrecipient Templates

Subrecipients whose expenditures are greater than \$25,000 will now have to submit a template. Users will have to select that they are a “Subrecipient” in the Metadata and Error Checks tab prior to entering expenditures. This will format the Expenditure Reporting Template tab for subrecipients to enter expenditures. It is important to note that Prime Partners are still responsible for submitting all templates (including subrecipient templates).

Subrecipients whose expenditures are less than or equal to \$25,000 will continue to have their costs entered by the Prime Partner exactly like last year. Primes will need to enter subrecipient name and UEI, however, there will now be validation that stops the Prime from entering total Subrecipient values are greater than \$25,000

Below is a table to help determine what should be submitted for your mechanism:

Am I a Prime or a Sub?	How much is my expenditure?	Action
Prime Partner	Any amount	Select "Prime" in the Metadata and Error Checks tab (D6-L6) and enter your expenditures
Subrecipient	Less than or equal to \$25,000	Work with your Prime Partner to have your expenditures entered in their template
Subrecipient	Greater than \$25,000	Select "Subrecipient" in the Metadata and Error Checks tab (D6-L6) and enter your expenditures, send to your Prime when complete

New Error Checks

Given the new Subrecipient requirements, we have added more error checks to the template to support user entry. The table below summarizes the associated template version, error check questions, the validation message, and the resolution for each of the new error checks:

Version	Error Check	Validation Message	Resolution
Subrecipient	Is the Subrecipient Name Missing?	Yes, the subrecipient name is missing.	Enter a subrecipient name in Cells D8-L8 on the Metadata and Error Checks tab
Prime	Are there any subrecipient rows that have a zero-dollar expenditure?	Yes, [#] row(s) have a zero-dollar expenditure. Assign expenditures to all indicated subrecipient rows to avoid causing an error when uploading	Enter at least one (1) expenditure for every Subrecipient row in the Expenditure Template sheet.
Prime	Are there any subrecipient rows where the total expenditure is greater than \$25,000?	Yes, [#] row(s) have total expenditures greater than \$25,000. Individual Subrecipient expenditures greater than \$25,000 must submit a separate template.	Review Column AM in the Expenditure Template sheet to ensure that the totals of each Subrecipient row is less than or equal to \$25,000. For each row over \$25,000, please have your subrecipient generate their own template.

All	Have duplicate interventions been assigned expenditures?	Yes, two interventions are assigned to the same Program Area and Beneficiary. This will produce a warning when uploading.	Review the Expenditure Template sheet to ensure that no interventions have the same combination of Program Area and Beneficiary. In cases where there are duplicate interventions with different costs, add up all the costs and enter it under one intervention.
All	Are there Peace Corps Interventions where the Program Areas are not 'PM: USG Program Management-NSD'?	Yes, a Peace Corps intervention is using Program Area 'PM: IM'; Peace Corps must use 'PM: USG' for Program Management Interventions	Review Row 4 of the Expenditure Template sheet to ensure that all 'PM' Program Areas are 'PM: USG' (if you are a PC mechanism)

Peace Corps Mechanisms

For Peace Corps mechanisms, the template now has a "PM: USG Program Management- NSD" cost category for Program Management expenditures. To support this new cost category, a new Error Check has been added to the template when Peace Corps is selected as the Funding Agency that confirms this new Cost Category is used rather than "PM: IM" categories. Please Note: Mechanisms funded by other agencies should not use the 'PM: USG' cost category.

What's Unchanged from FY21 Expenditure Reporting?

Basic ER Guidelines

The purpose and methodology of FY22 PEPFAR Expenditure Reporting is unchanged from prior cycles.

- Cash basis
- Only PEPFAR funding, no other USG or other donor funding
- Reported annually by IP in US dollars (USD)
- Prime partner upload template in DATIM
- Capture all expenditure for the fiscal year (October 1, 2021 – September 30, 2022)
- Expenditure reporting classification exclusive and comprehensive

Upload via DATIM

FY22 reporting will continue via the upload of the Excel template(s) to the Data for Accountability, Transparency and Impact Monitoring (DATIM) system at datim.org. Data Approval will continue to be done in the Data Approval App. DATIM accounts are specific for expenditure reporting. Prior year users who have forgotten their passwords or whose accounts are inactive can follow the links for support on the login page. New expenditure reporting users can request accounts at register.datim.org. The DATIM expenditure reporting data approval workflow is as follows: Implementing Partner > Agency Field / AORs/CORs > Agency HQ > Global.