Checklist for Reviewing COP21 Expenditure Reporting Template – Agency Field Users

October 3, 2022

1. Before Downloading COP21 Expenditure Reporting Template(s) from DATIM via the ERB Processor App:

☐ Confirm that the Implementing Partner has submitted all their templates, not just uploaded it

    ☐ In the **Data Approval App**, the status in the View tab should read "Submitted by Partner" for the mechanism

    ☐ Mechanism must appear in the list of mechanisms in the Accept tab

☐ Confirm that the template has passed DATIM validation checks

    ☐ In the **ERB Processor App**, the status field should have a green "Success" note

☐ Collect any additional documentation needed for review (COP21 FAST Budget, etc.)

Note: In COP22, IPs may be submitting multiple templates, as subrecipients with expenditures greater than $25,000 will be submitting their expenditures in their own templates.

Once all checks are completed, you can download the template from the ERB Processor App.

2. Before Submitting COP21 Expenditure Reporting Template in DATIM via the Data Approval App:

☐ Download the template(s) from the **ERB Processor App** and confirm that the metadata located in the "Metadata and Error Checks" sheet is correct and corresponds to the DATIM metadata for the mechanism for which the template was submitted

☐ Confirm that all error checks in the "Error Checks" section of the "Metadata and Error Checks" sheet have been passed:

    ☐ For Prime templates:

        ☐ Error Check 1: Prime UEI; cell L11 should read "No, the prime UEI satisfies the data entry criteria."

        ☐ Error Check 2: Program Management; cell L15 should read "No, the program management expenditure has been entered." if there were expenditures for direct or indirect management costs.

        ☐ Error Check 3: Interventions Not Fully Defined; cell L17 should read: "No, all interventions have been fully defined."

        ☐ Error Check 4: Very Unlikely Combinations of Program Area and Beneficiaries; cell L22 should read: "No, there are not any very unlikely combinations that have been selected."

- □ Error Check 5: Unlikely Combinations of Program Area and Cost Category: cell L27 should read: "No, there are not any unlikely combinations that have been selected."
- □ Error Check 6: Duplicate Interventions: cell L33 should read: "No, there are not any duplicate interventions in the Expenditure Report."
- □ Error Check 7: Zero expenditure Subrecipients: cell K37 should read: "No, every subrecipient has been assigned a non-zero expenditure."
- □ Error Check 8: >$25,000 Subrecipients: cell K38 should read: "No, 0 row(s) have total expenditures greater than $25,000."
- □ Error Check 9: Missing or incorrect subrecipient information: cells K40, K41, K42, K43, and K44 should all begin with the word "No" to indicate that there is no missing or incorrect subrecipient information.
- □ Error Check 10: Subrecipient data entered outside of specified rows: cell K49 should read: "No, there is no data that was entered outside of the specified subrecipient rows."
- □ For Subrecipient Templates:
    - □ Error Check 1: Subrecipient UEI; cell L11 should read "No, the UEI number satisfies the data entry criteria."
    - □ Error Check 2: Subrecipient Name; cell L13 should read "No, the subrecipient name is present."
    - □ Error Check 3: Program Management; cell L15 should read "No, the program management expenditure has been entered." if there were expenditures for direct or indirect management costs.
    - □ Error Check 4: Interventions Not Fully Defined; cell L17 should read: "No, all interventions have been fully defined."
    - □ Error Check 5: Very Unlikely Combinations of Program Area and Beneficiaries; cell L22 should read: "No, there are not any very unlikely combinations that have been selected."
    - □ Error Check 6: Unlikely Combinations of Program Area and Cost Category: cell L27 should read: "No, there are not any unlikely combinations that have been selected."
    - □ Error Check 7: Duplicate Interventions: cell L33 should read: "No, there are not any duplicate interventions in the Expenditure Report."
    - □ Error Check 8: Subrecipient Rows Clear: cell L34 should read: "No, the Expenditure Template does not show expenditures below row 28."
- □ Confirm cost category expenditures in each intervention are appropriate for the selected intervention
- □ Review expenditure totals for accuracy against Award information (e.g., an entry of $100,000,000 for an Award with a budget of $100,000 may be a data entry error).
- □ Confirm the following information between the spreadsheet and the DATIM validation feedback in the **ERB Processor App**:
    - □ The number of interventions,
    - □ The grand total budget.

☐ Review narrative explanations for any discrepancies from COP budget submitted alongside the Expenditure Reporting Template.

Once all checks are completed, accept, and submit template(s) in Data Approval App

3. Before Exiting DATIM

☐ Verify that at the bottom of the page of the Data Approval App, DATIM displays the message "Mechanism successfully submitted," along with the correct mechanism ID

☐ Confirm that the template has been submitted

  ☐ In the Data Approval app, the status in View tab should read "Submitted by Partner" for the correct mechanism

☐ If the template needs to be returned to the Implementing Partner for editing, go to the Return tab, check the mechanism to be returned, and click "Return". The status in the View tab should read "Pending at Partner" for the correct mechanism.