

GEKO is used to generate forecast for Country Coordination and analyze costs sustainability.

The system is organized mainly in the following sections ; **Projects , Contract (costs)** and **Allocation**.

Project section allows to enter the list of Project budget line where to allocate coordination costs with budget available,

Contract where to define the list of coordination costs

Allocation section where to define how the costs are allocation on projects.

How to use the program:

First step, enter projects code in the **Projects** section. Click on button NEW to enter new field.

In the example below has been entered Project SHF 12507 Mago Code 56A711 and Country specification (important for Regional Geko) other fields are optional (Donor and project dates)

The screenshot shows the GEKO NAIROBI software interface. The 'Projects' section is active, displaying a list of projects and a table for budget lines. The interface includes a menu bar, a toolbar, and a main data entry area. The 'Projects' section is active, showing a list of projects with columns for Project, Budget, Tot Allocated, and Tot Delta. A red arrow points to the 'New' button, and a red arrow points to the 'Budget Line' field. A text box labeled 'List of projects' points to the project list, and another text box labeled 'List of budget line related to the project selected' points to the budget line table.

Project	Budget	Tot Allocated	Tot Delta
56A173 UNICEF GF	45.000	31.404	13.596
56A711 SHF 12507	27.500		27.500
56A721 DFAT 6	10.000	8.796	1.204
56A882 GF TB 2020	30.000	6.542	23.458
56A892 ECHO CA 2020	50.000	92.232	-42.232
56A901 AICS AID		5.561	18.439
56A911 WFP (56A911)		4.325	30.675
CP0025 CP0025			
SDC SOMREP SDC	25.000	98.911	-73.911
UNHCR UNHCR 2020	50.000	41.436	8.564

Project Code	Availab.	Allocated Year
56A711 700301	20.000	
56A711 700303	7.500	

After projects have been entered go in Project code section.

In this section enter Budget line to be used for Coordination costs allocation. Use button NEW to enter new Budget Item, select Project from the drop down list, than enter Bud line code and Description. It is also possible to indicate for each budget line budget available and hypothesis of allocation

In this example has been entered code 700301 Project Supervisor associated to project 56A711 with bud available of 20.000 Eur and an hypothesis of allocate here Mr Barty Robert.

Project codes

Project: 56A711 SHF 12507 (56A711)

Bud Line: 700301

Description Code: Project Supervisor

Final Code: 56A711 700301

Values in EUR

Bud availab.	Allocated Tot	Delta
20.000		20.000

Allocation Hypo: Barty Robert

Responsible of bud line:

Project Code	Budget	Allocated	Delta
56A173 XX	45.000	31.404	13.596
56A711 700301	20.000		20.000
56A711 700303	7.500		7.500
56A721 XX	10.000	8.796	1.204
56A882 XX	30.000	6.542	23.458
56A892 XX	50.000	92.232	-42.232
56A901 XX	25.000	6.561	18.439
56A911 XX	35.000	4.325	30.675
SDC XX	25.000	98.911	-73.911
UNHCR XX	50.000	41.436	8.564

List of budget line entered

In section **Contract** has to be entered the list of costs, per each cost is needed a code (use same code used in DESY coordination or regional) and a description.

This section can also be filled in by Milan CMA office sending DESY coordination file, than has to be implemented with new accounts by the Country administrator.

In the example has been enter code 600360 with relative description (Barty Robert), contract length dates, total annual and monthly cost, the contract has also been associated to the internal standard COOPI Department 6012 as per DESY Coordination Chart of account (Department section is explained later).

Contract 600360 >>> **Currency** EUR **Status** on

Contract surname name Barty Robert **Total Cost currency** 36.000,00

Department 6012 **Total Allocated**

SubDepartment **to allocate currency** -36.000,00

Start - End date 01/01/20 31/12/20 **Org Monthly Cost** 3.000,00

Note
Contract to be signed

OK

Contract	Account Name	Status	Department	Start Date	End date	Currency	Total Cost	Tot to allocate currency
360412	Abdillahi Ibrahim Ahmed	on	3604	01/01/20	31/12/20	USD	12.768	-9.168
360410	Abdirahim Abdillahi Duelle	on	3604	01/01/20	31/12/20	USD	24.000	-4.800
360405	Anne Michelle Kirui	on	3604	01/01/20	31/12/20	USD	3.600	-22.680
606102	Annual Audit 2020	on	6061	01/01/20	31/12/20	USD	7.400	-7.400
602403	Assistant	on	6024	01/01/20	31/12/20	USD		
606401	Bank Fees (Shared)	on	6064	01/01/20	31/12/20	KES	36.000	-27.000
600360	Barty Robert	on	6012	01/01/20	31/12/20	EUR	36.000	-36.000
360442	Base Rent Baidoa	on	3604	01/01/20	31/12/20	USD	36.000	-13.500
360443	Base Rent Dollow	on	3604	01/01/20	31/12/20	USD	30.000	-25.000

List of coordination costs

The Contract section produces also an alert for the contract that are about to expire.

In the example below, has been entered the parameter of 50 days to have a notice of the contracts that will expire in the coming 50 days. The alert works only for the contracts that have marked the field **To Renew**

The screenshot shows the FileMaker Pro Advanced interface for a contract management system. The main form includes fields for Currency (EUR), Status (on), Total Cost currency (36.000,00), Total Allocated currency (5.500,00), Tot to allocate currency (-30.500,00), and Org Monthly Cost (3.000,00). There is a checkbox for 'To renew' and a text field for 'Note' containing 'Contract to be signed'. A field for 'Days to chk contract' is set to 50. Below the form is a table with columns: Start Date, End date, Currency, Total Cost currency, Total Allocated currency, Tot to allocate currency, Total cost EUR, Allocated cost EUR, Still to Allocated EUR, and Allerts. The table contains 10 rows of contract data. Blue arrows highlight the 'To renew' checkbox, the 'Days to chk contract' field, the 'Allerts' column, and the 'Start Date' and 'End date' columns.

Start Date	End date	Currency	Total Cost currency	Total Allocated currency	Tot to allocate currency	Total cost EUR	Allocated cost EUR	Still to Allocated EUR	Allerts
01/01/20	31/01/20	EUR	36.000	5.500	-30.500	36.000	5.500	-30.500	ALL
01/01/19	31/01/20	USD	4.000	4.000	0	3.635	3.635	0	ALL
01/01/20	31/12/20	USD	51.240	36.000	-15.240	46.561	32.712	-13.848	
01/01/20	31/12/20	USD	60.500	60.500	0	54.975	54.975	0	
01/01/20	31/12/20	USD	42.000	10.500	-31.500	38.164	9.541	-28.623	
01/01/20	31/12/20	USD				0		0	
01/01/20	31/12/20	USD	33.600	10.920	-22.680	30.532	9.923	-20.609	
01/01/20	31/12/20	USD	36.000	9.000	-27.000	32.712	8.178	-24.534	
01/01/20	31/12/20	USD	24.000	4.000	-20.000	21.808	3.635	-18.174	
01/01/20	31/12/20	USD	33.600	8.400	-25.200	30.532	7.633	-22.899	
01/01/20	31/12/20	USD	24.000	24.000	0	21.808	21.808	0	

In the **Allocation** section the Contract cost is allocated on monthly basis on Projects Budget Items that have been entered in the Project Codes section.

To allocate costs use the Monthly allocation table entering 1 line per allocation.

Here below example of cost allocation on project in the month of January and February. To be noticed that the cost has been allocated on 2 projects in the month of February using the Share % field with value of 50 (%)

The screenshot displays the 'Allocation' section of a FileMaker Pro application. The interface includes a menu bar at the top with options like 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Scripts', 'Window', and 'Help'. Below the menu, there are tabs for 'Projects', 'Project codes', 'Contract', 'Allocation' (which is currently selected), and 'Period'. A navigation bar contains buttons for '<<', '< Back', 'Next >', '>>', 'Sort', 'Sort', and 'Sort'. On the right side of the navigation bar, there are buttons for 'Report per contract >>' and 'Excel per contract >>'. The main form area is divided into several sections. On the left, there are fields for 'Account' (600360), 'Name' (Barty Robert), 'Department', 'Subdepartment', and 'Notes' (Contract to be signed). Below these fields is an 'OK' button. On the right, there are fields for 'Start date' (01/01/20), 'End date' (31/12/20), 'Currency' (EUR), 'Total cost' (36.000,00), 'Allocated' (6.000,00), 'Still to allocate' (-30.000,00), '% allocated' (17%), and 'Monthly Cost' (3.000,00). Below these fields is a table with the following columns: 'Month Year', 'Cost Month', 'Share %', 'Project Code', and 'Cost Allocated'. The table contains three rows of data: 1. 'gen 2020' with a cost of 3.000,00 and a share of 100,00% for project code '56A711 700301', with a cost allocated of 3.000,00. 2. 'feb 2020' with a cost of 3.000,00 and a share of 50,00% for project code '56A711 700301', with a cost allocated of 1.500,00. 3. 'feb 2020' with a cost of 3.000,00 and a share of 50,00% for project code 'A911 XX', with a cost allocated of 1.500,00. A red arrow points to the 'Monthly allocation table' text, and a blue arrow points to the 'Project Code' column in the table. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 17:29 on 31/12/2019.

Month Year	Cost Month	Share %	Project Code	Cost Allocated
gen 2020	3.000,00	100,00%	56A711 700301	3.000,00
feb 2020	3.000,00	50,00%	56A711 700301	1.500,00
feb 2020	3.000,00	50,00%	A911 XX	1.500,00

Below another way of cost allocation using specific amount in the Cost Month field keeping 100 in the Share % field.

FileMaker Pro - [GÉKO NAIROBI]

File Edit View Insert Format Records Scripts Window Help

Projects | **Project codes** | **Contract** | **Allocation** | **Period**

<< < Back Next > >> Sort Sort Sort

Report per contract >> 36041
Excel per contract >>

Account: 600360 Start date: 01/01/20 Project Code: Allocat
Name: Bartv Robert End date: 31/12/20
Department: 6012 Currency: EUR
Subdepartment: Total cost: 36.000,00
Notes: Contract to be signed Cost allocated: 5.500,00
OK Still to allocate: -30.500,00
% allocated: 15%
Monthly Cost: 3.000,00

Month Year	Valuta	Cost Month	Share %	Project Code	Cost Allocated
X gen 2020	EUR	3.000,00	100,00	56A711 700301	3.000,00
X feb 2020	EUR	1.500,00	100,00	56A711 700301	1.500,00
X feb 2020	EUR	1.000,00	100,00	56A911 XX	1.000,00
X					

150 | Browse | 17:45 31/12/2019

Monthly costs section , allows to monitor proper allocation per each month. In the example below the columns Delta highlight that there are costs uncovered in the months of Jan, Feb, March and May while in April there is an excess of cost allocation (allocated 862.909 SYP vs a monthly cost of 702.062 SYP)

To update this table you have to enter the Month using drop down menu bar and monthly costs, the system will show the cost allocated in the month and the Delta

Projects	Project codes	Cost	Allocation	MonthlyCosts	Period	Departme
<< < Back Next > >> Sort Sort Sort Exp Cost 602101 Start date 01/01/20 Project Code Allocated T Description Heba Hamzeh - Finance Officer End date 31/10/20 810501 701241 3. Department 6021 Currency SYP 810601 7013110 2. Local Staff Administrators Total cost 6.025.856,00 Notes Cost allocated 6.313.492,50 OK Still to allocate 287.636,50 % allocated 105% Monthly Cost 702.062,00						

Period section is prepared by CMA office with list of months of the period.

From here is possible to print out table per each month with detail of allocation on project bud line.
Information that need to be entered in DESY.

FileMaker Pro - [GEKO NAIROBI]

File Edit View Insert Format Records Scripts Window Help

Projects | Project codes | Contract | Allocation | Period

New Delete < Back Next > Print selected only Export in Excel selected only

ENTER MONTH

date 01/01/20 OK

Month gen 2020

LIST OF PERIODS

Account and Name	Project Code	Share and cost allocated
360412 Abdillahi Ibrahim Ahmed	56A173 XX	100 USD
360410 Abdirahim Abdillahi Dualle	56A882 XX	100 USD
360410 Abdirahim Abdillahi Dualle	56A173 XX	100 USD
360405 Anne Michelle Kirui	56A721 XX	100 USD
360405 Anne Michelle Kirui	56A901 XX	100 USD
360405 Anne Michelle Kirui	56A911 XX	100 USD
606401 Bank Fees (Shared)	56A892 XX	100 KES
600360 Barty Robert	56A711 700301	100 EUR
360442 Base Rent Baidoa	56A901 XX	100 USD
360443 Base Rent Dollow	56A721 XX	100 USD
360443 Base Rent Dollow	56A892 XX	100 USD
360444 Base Rent Hargeisa	56A173 XX	100 USD
360408 Bernard F. Ochaka	56A892 XX	100 USD
602402 Charles O. Adundo	56A892 XX	100 KES
601001 Deku Warsame	56A892 XX	100 USD
602601 Emmanuel L. Olesampu	56A892 XX	100 KES
604202 Expenses Consumables (Stationery,	56A892 XX	100 KES

Example of monthly report for the month of March with list of costs allocation on project budget line with detail share % or amount, to be recorded in DESY.

Monthly report				
2020.03				
Account	Project Code		share %	Costs allocated
6010	Expatriate Staff Head of Mission			
601001 Marco Savio - HoM	810301	700114	50	2.476,31
601001 Marco Savio - HoM	810501	701232	25	1.238,16
601001 Marco Savio - HoM	810701	701351	25	1.238,16
6011	Expatriate Staff Country Administrator			
601101 Severin Vandewalle - Country Admin	810301	700112	49	1.968,59
601101 Severin Vandewalle - Country Admin	810601	7013111	24	972,19
601101 Severin Vandewalle - Country Admin	810701	701352	27	1.093,21
6021	Local Staff Administrators			
602101 Heba Hamzeh - Finance Officer	810501	701241	100	455.000,00
602102 Lina Zaghour - HR Officer	810301	700112	45	204.750,00
602102 Lina Zaghour - HR Officer	810701	701325	10	45.500,00
602102 Lina Zaghour - HR Officer	810601	7013110	45	204.750,00
6022	Local Staff Logistician			
602201 Alia Al Bouza - Procurement Officer	810701	701324	8	53.332,00
602201 Alia Al Bouza - Procurement Officer	810601	7013113	92	616.668,00

Department section. From here is possible to have an overview of the Coordination cost in total and how much still need to be allocated on Project.

Departments codes are standard for all countries and can't be modified, this section is prepared by CMA office.

It allows to have the overview of all the sections; a) coordination total costs, b) costs allocated on projects, c) cost not allocated and d) budget from project available to cover coordination costs.

Here below an example of a coordination with a total costs of €181.313 , allocated on project €176.223 and still to allocate €5.090

Projects		Project codes		Cost	Allocation	MonthylCosts
		< Back	Next >	Country SYRIA 2020		
MC		602 Local Staff			Total cost	9.523
Department Code		6021			Total Allocated	9.279
Department Description		Local Staff Administrators			Still to Allocate	-244
MC	Code	Description	Total cost	Total Allocated	Still to Allocate	Available Bud
500	5010	Revenues from Sale of goods				
500	5020	Revenues from donations				
500	5050	Revenues from logistics allowances		15.015	15.015	-15.015
500	5060	Revenues from Other				
601	6010	Expatriate Staff Head of Mission	36.690	25.546	-11.143	14
601	6011	Expatriate Staff Country	47.953	45.008	-2.945	-2.948
601	6012	Expatriate Staff Country Logistician				
601	6013	Expatriate Staff Program	16.000	16.000	0	14.178
601	6014	Expatriate Staff Sector Coordinator				
601	6015	Expatriate Staff Coordination				
601	6016	Expatriate Staff Other				
602	6021	Local Staff Administrators	9.523	9.279	-244	31.327
602	6022	Local Staff Logistician	6.707	5.813	-894	7.291
602	6023	Local Staff Program Coordinator /				
602	6024	Local staff Coordination assistants				
602	6025	Local Staff Responsible SAD				
Total Euro			181.313	176.223	-5.090	68.484

Exchange Rate allows to manage costs in other 2 currencies beside EUR. This section is prepared by CMA office.

Enter an average rate vs. Euro.

Projects	Project codes	Cost	Allocation	MonthylCosts	Period	Department	ExRate
EAST AFRICA REGIONAL COORDINATION							
Currency to be use EUR <<click Edit in the drop down menu Enter, EUR and other 2 currencies Currency as entered in drop down menu USD KES Relative exchange rate vs. Eur 1,10 111,10							

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