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,

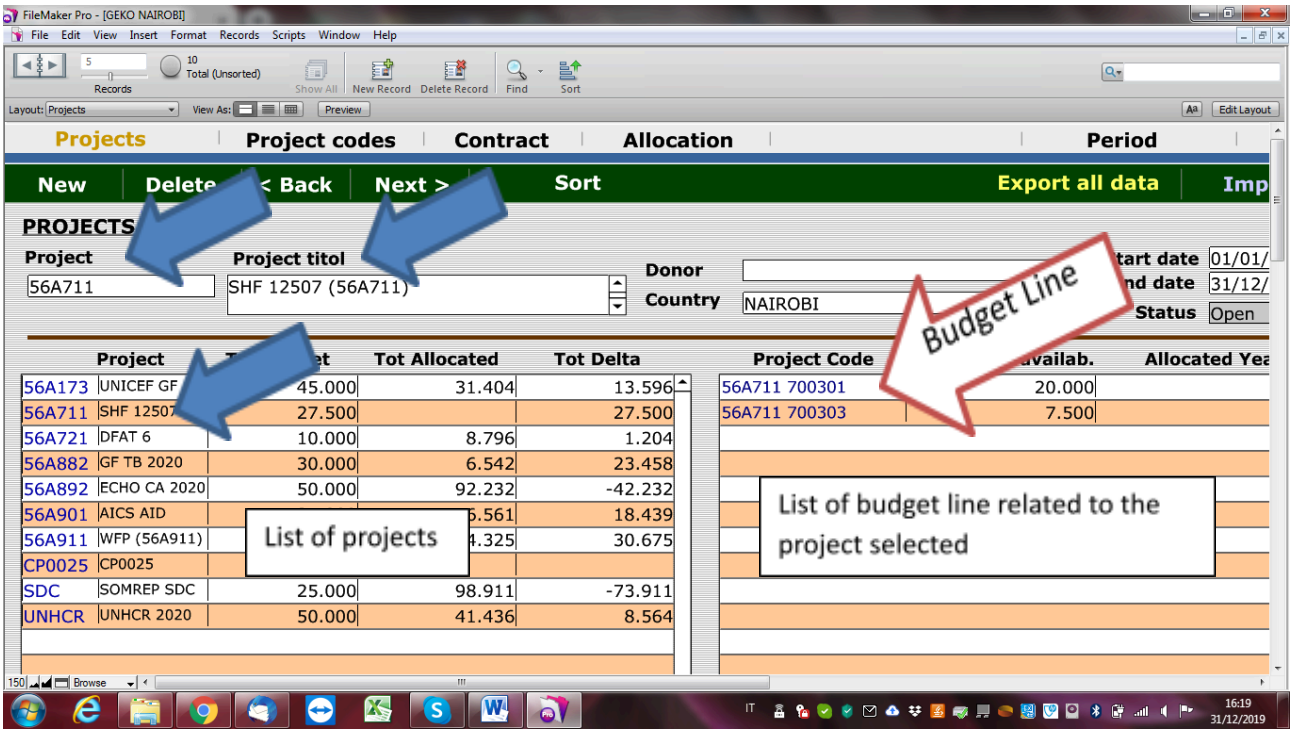
Contract where to define the list of coordination costs

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.

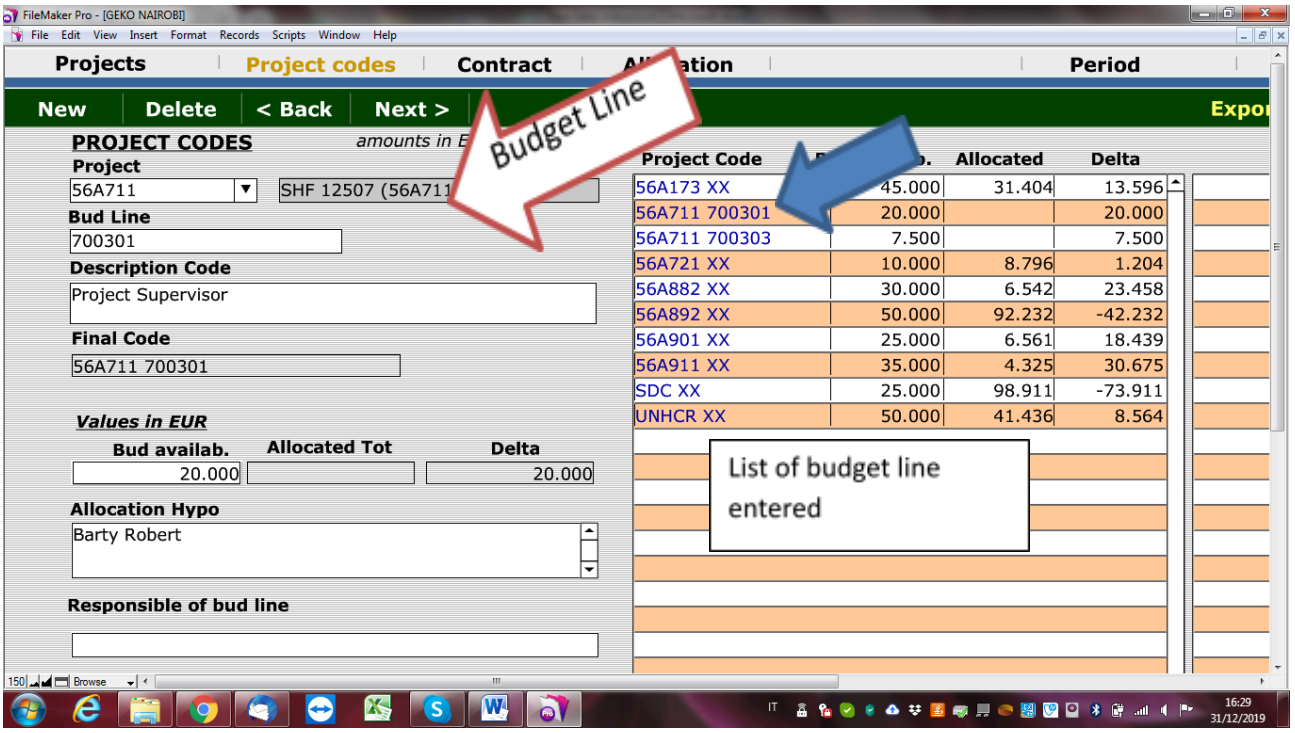
In the example below has been entered Project SHF 12507 Mago Code 56A711 and Country specification (important for Regional Geko) other fields are optional (Donor and project dates)



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

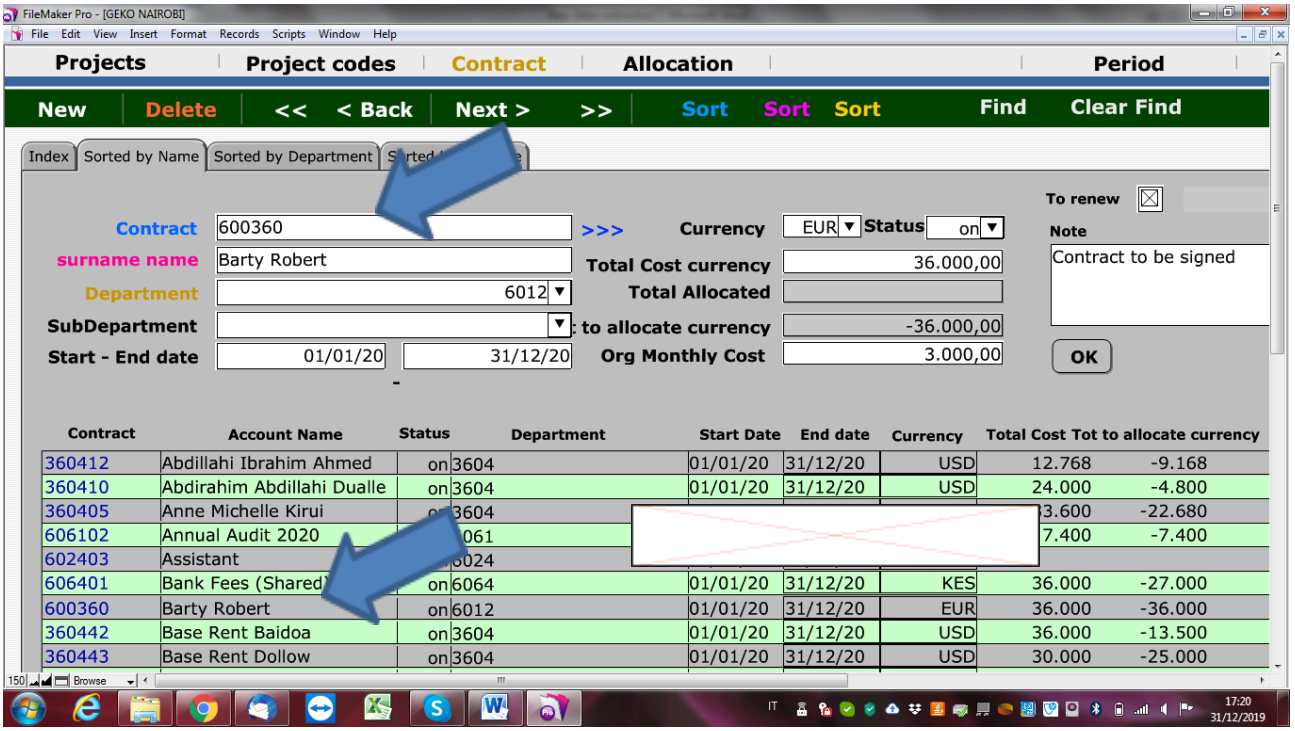
In this example has been entered code 700301 Project Supervisor associated to project 56A711 with bud available of 20.000 Eur and an hypothesis of allocate here Mr Barty Robert.



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.

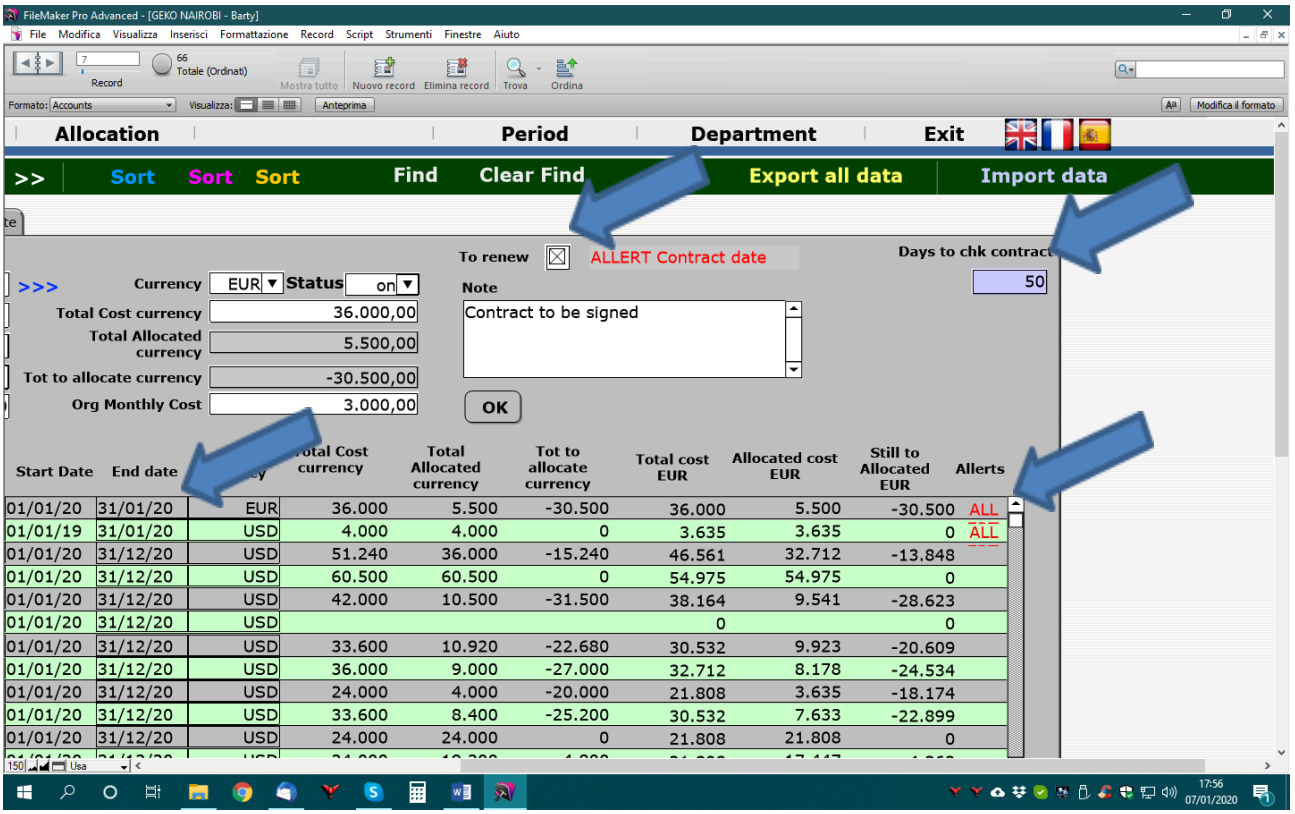
This section can also be filled in by Milan CMA office sending DESY coordination file, than has to be implemented with new accounts by the Country administrator.

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).



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

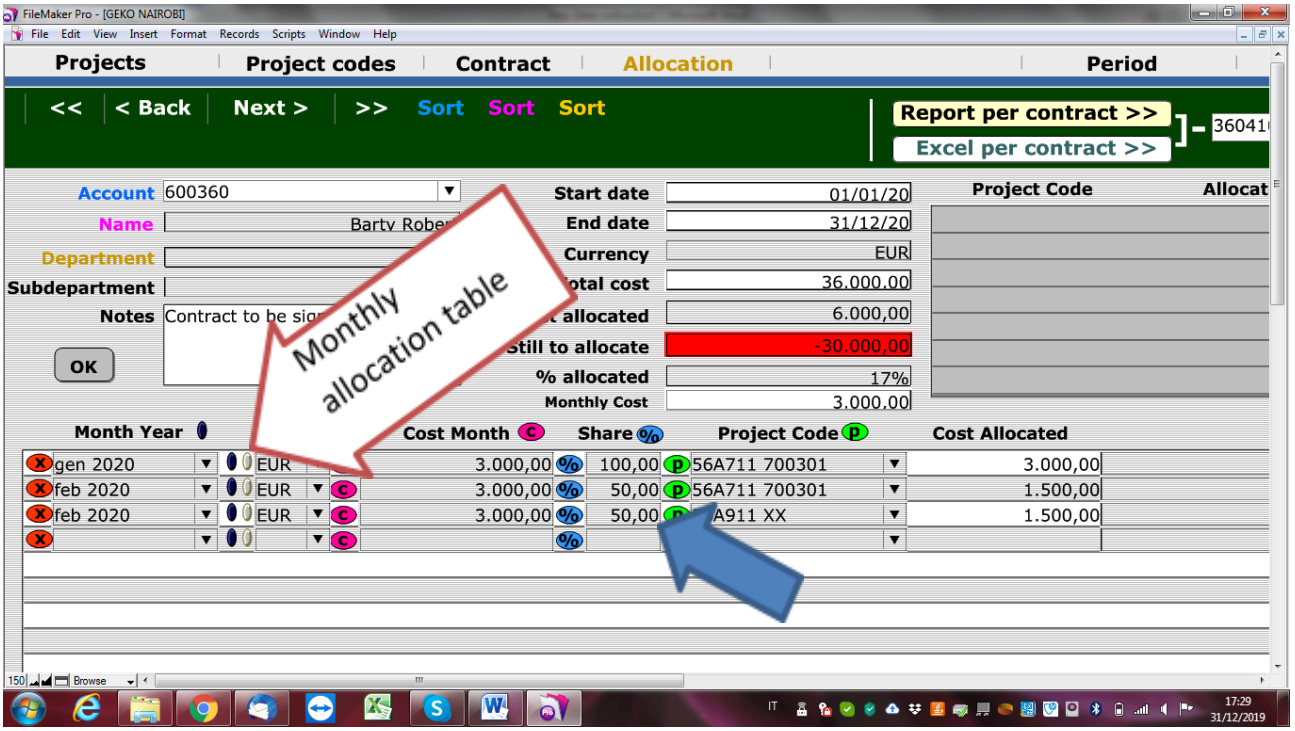
In the example below, has been entered the parameter of 50 days to have a notice of the contracts that will expire in the coming 50 days. The alert works only for the contracts that have marked the field **To Renew**



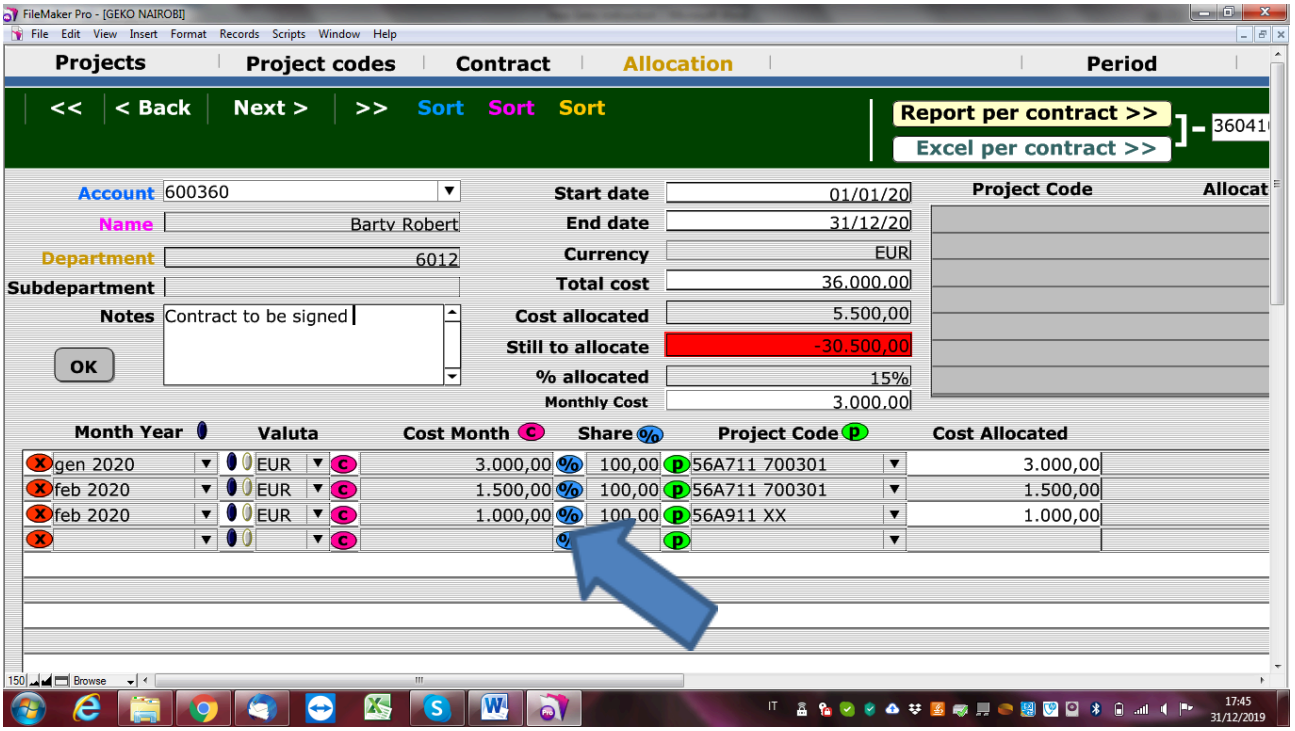
In the **Allocation** section the Contract cost is allocated on monthly basis on Projects Budget Items that have been entered in the Project Codes section.

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 (%)

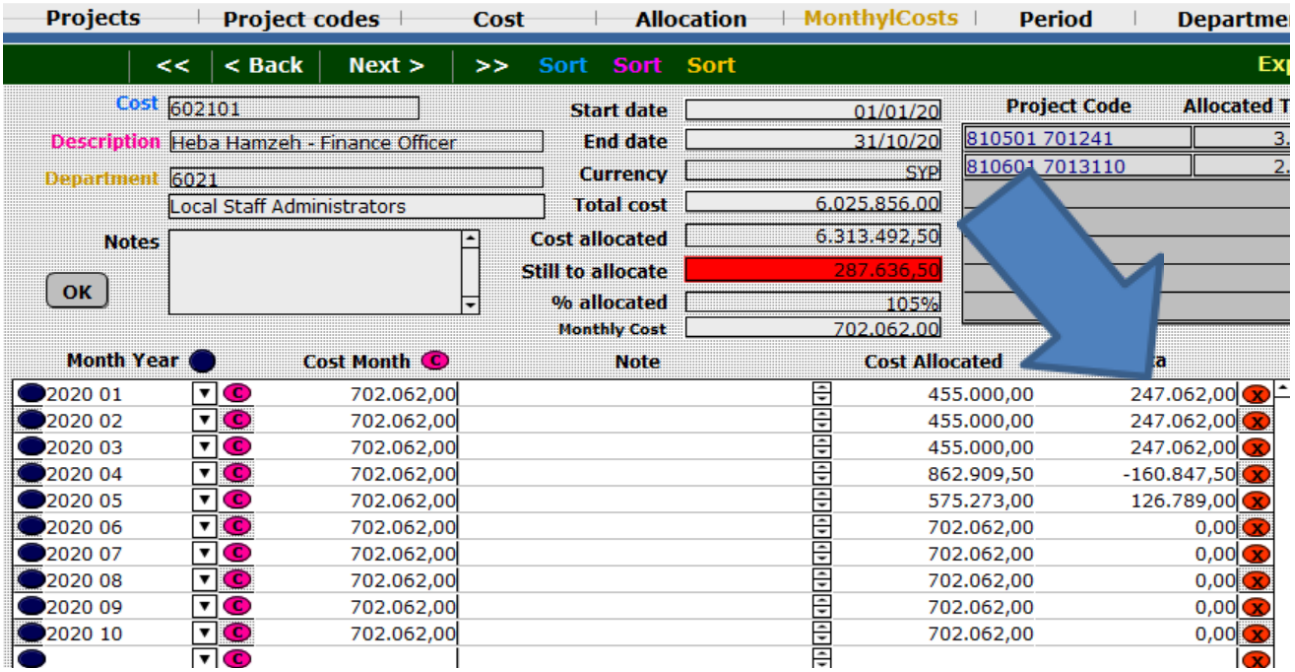


Below another way of cost allocation using specific amount in the Cost Month field keeping 100 in the Share % field.



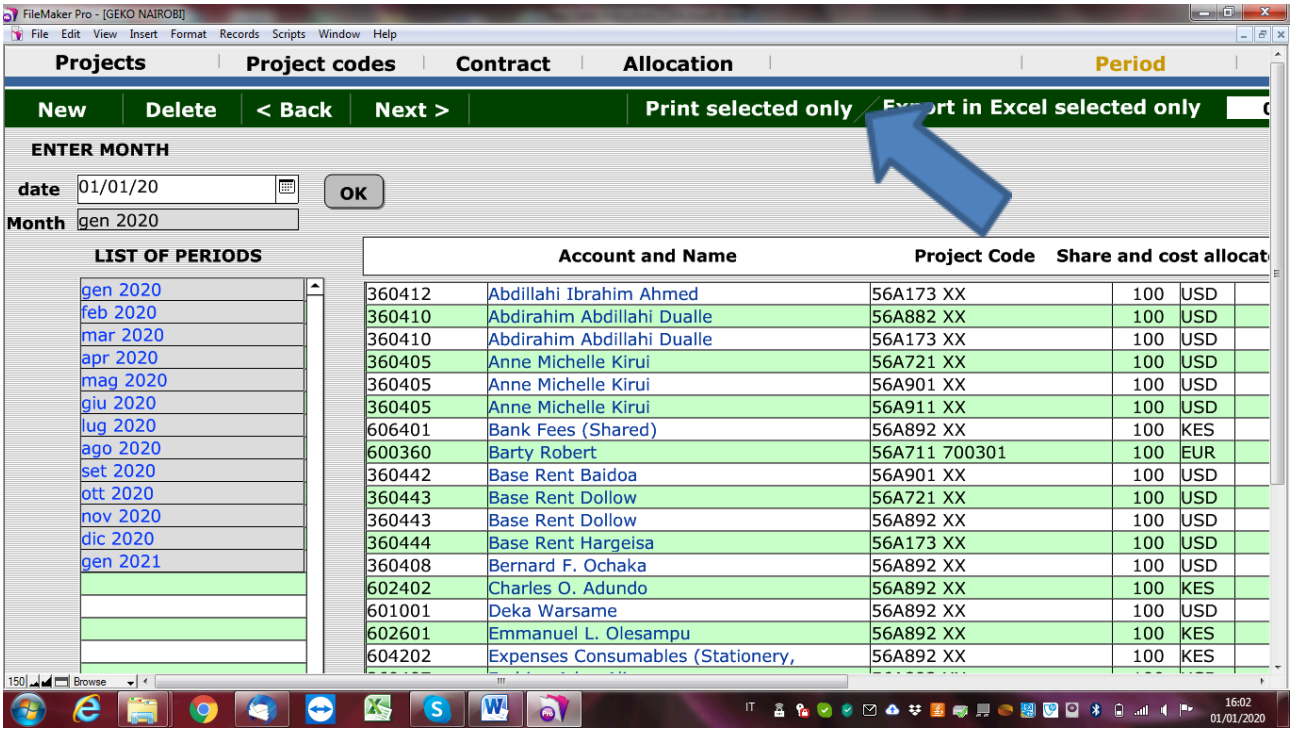
Monthly costs section , allows to monitor proper allocation per each month. In the example below the columns Delta highlight that there are costs uncovered in the months of Jan, Feb, March and May while in April there is an excess of cost allocation (allocated 862.909 SYP vs a monthly cost od 702.062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



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.



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

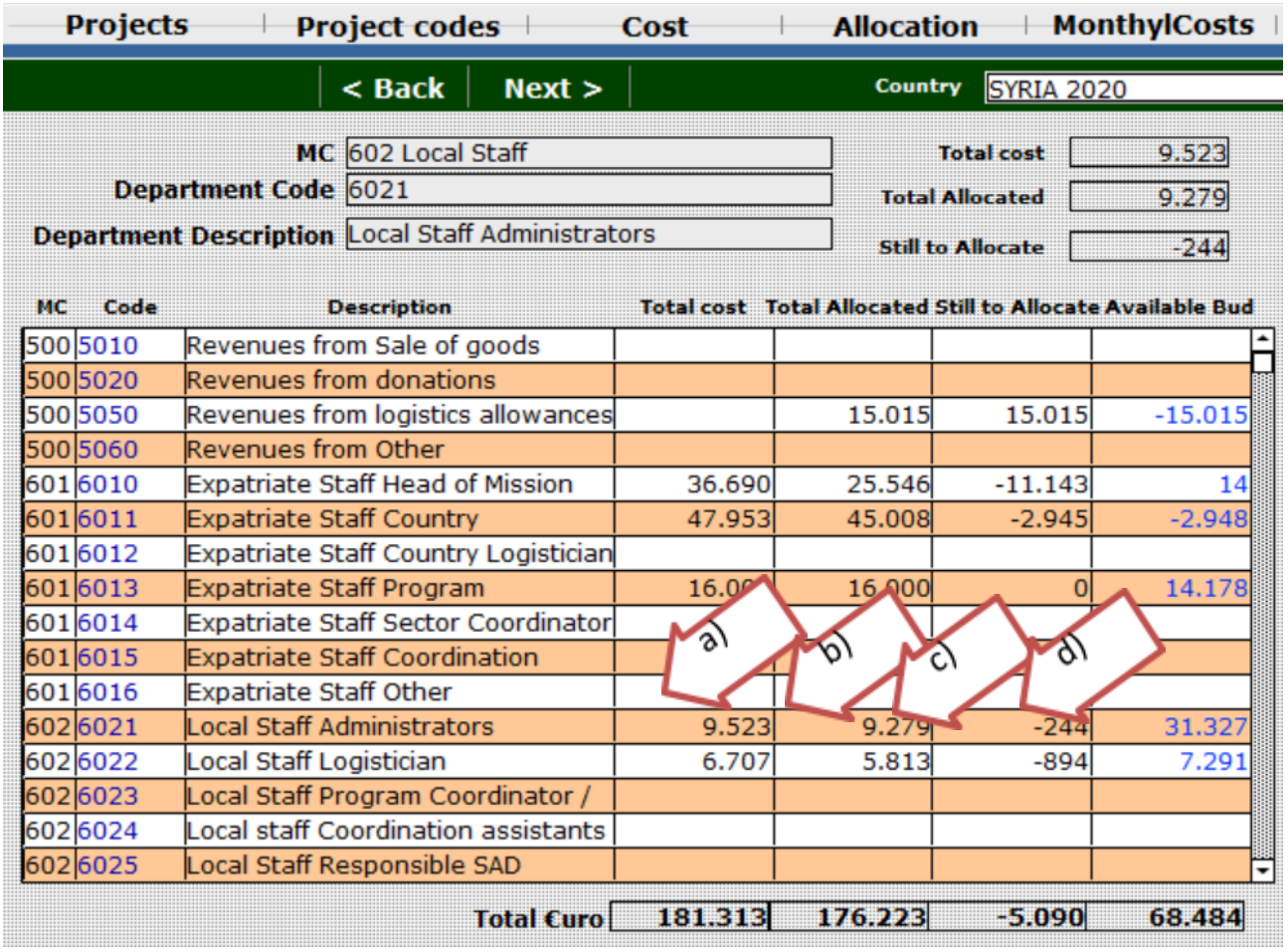
Account		Project Code	share %	Costs allocated
6010		**Expatriate Staff Head of Mission**		
601001	Marco Savio - HoM	810301 700114	50	2.476,31
601001	Marco Savio - HoM	810501 701232	25	1.238,16
601001	Marco Savio - HoM	810701 701351	25	1.238,16
6011		**Expatriate Staff Country Administrator**		
601101	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.

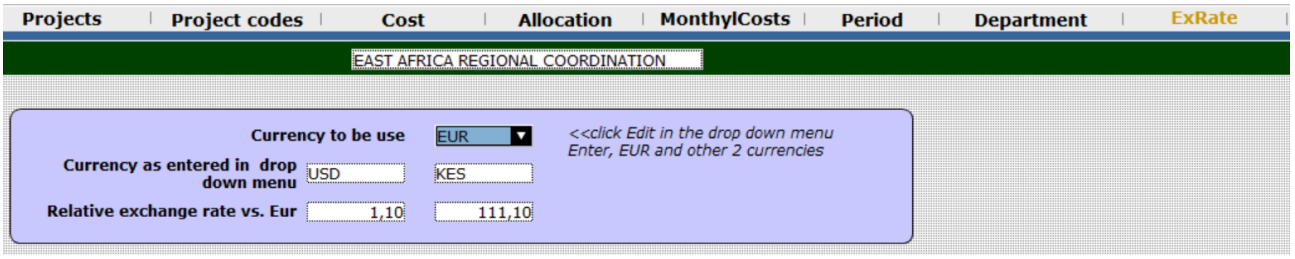
It allows to have the overview of all the sections; a) coordination total costs, b) costs allocated on projects, c) cost not allocated and d) budget from project available to cover coordination costs.

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



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.



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