

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 is the section where to define the list of costs of the coordination

Allocation is the 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 displays the FileMaker Pro interface for the GEKO NAIROBI application. The 'Projects' section is selected, showing a form for entering project details. The form includes fields for Project (56A711), Project titol (SHF 12507 (56A711)), Donor, Country (NAIROBI), start date (01/01/), end date (31/12/), and Status (Open). Below the form is a table of project budget lines. The table has columns for Project, Tot Allocated, Tot Delta, Project Code, Availab., and Allocated Year. The table lists several projects, including UNICEF GF, SHF 12507, DFAT 6, GF TB 2020, ECHO CA 2020, AICS AID, WFP (56A911), CP0025, SDC, and UNHCR. A red arrow points to the 'Budget Line' field, and a text box labeled 'List of projects' points to the project list table.

Project	Tot Allocated	Tot Delta	Project Code	Availab.	Allocated Year
56A173 UNICEF GF	45.000	31.404	56A711 700301	20.000	
56A711 SHF 12507	27.500	27.500	56A711 700303	7.500	
56A721 DFAT 6	10.000	8.796			
56A882 GF TB 2020	30.000	6.542			
56A892 ECHO CA 2020	50.000	92.232			
56A901 AICS AID	25.000	6.561			
56A911 WFP (56A911)	30.675	30.675			
CP0025 CP0025					
SDC SOMREP SDC	25.000	98.911			
UNHCR UNHCR 2020	50.000	41.436			

After a project code has been entered go in **Project code** section.

In this section enter Budget line to be used for 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	P	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 the Accounting Code (**Acc_Code**) – preferably use same code used in DESY, a **Description**.

In the example has been enter code 604701 with relative description (Fuel Costs), contract length dates, the contract has also been associated to the internal standard COOPI Department 6047 as per DESY Coordination Chart of account (Department section is explained later).

Total cost is define with the total monthly cost entered in the below section Year Month and Cost Month. USE 1 LINE PER MONTH – DO NOT DUPLICATE THE MONTH – If needed used the field Note.

The total cost field will sum up the total costs entered in the monthly costs section.

Projects | **Project codes** | **ID_Code** | **Allocation** | **Per**

New | **Delete** | **<< < Back** | **Next > >>** | **Find** | **Clear F**

Monthly_Costs | **Sorte by Code** | **Sorted by Name** | **Sorted by Account** | **Sorted by Department** | **Sorted by EndDate** | **Info** | **COOR**

ID_Code 70 **Prog %** **Status** on **To renew** ☐

Acc_Code 604701 **Start\End date** 01/01/23 31/12/23

Description Fuel Costs for car **Currency** ETB

Department 6047 **Total cost** 516.000,00

Fuel Costs **Allocated** 172.000,00

Notes **Still to allocate** -344.000,00

OK **% allocated** 33%

Year Month	Cost Month	Note	Cost Allocated
2023 01	C		43.000,00
2023 02	C		43.000,00
2023 03	C		43.000,00
2023 04	C		43.000,00

The **ID CODE** 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 'To renew' checkbox and a note field containing 'Contract to be signed'. A field labeled '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 'ALLERT Contract date' field, the 'Days to chk contract' field, and the 'Allerts' column in the table.

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 top navigation bar with tabs for 'Projects', 'Project codes', 'Contract', 'Allocation' (selected), and 'Period'. Below the navigation bar are buttons for '<<', '< Back', 'Next >', '>>', and three 'Sort' buttons. On the right, there are buttons for 'Report per contract >>' and 'Excel per contract >>'. The main form area contains fields for 'Account' (600360), 'Name' (Bartv Robert), 'Department', 'Subdepartment', and 'Notes' (Contract to be signed). To the right of these fields 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). A red arrow points to the 'Still to allocate' field. Below these fields is a table titled 'Monthly allocation table' with columns: 'Month Year', 'Cost Month', 'Share %', 'Project Code', and 'Cost Allocated'. The table contains three rows: 'gen 2020' with a cost of 3.000,00 and 100% share for project '56A711 700301'; 'feb 2020' with a cost of 3.000,00 and 50% share for project '56A711 700301'; and 'feb 2020' with a cost of 3.000,00 and 50% share for project 'A911 XX'. A blue arrow points to the 'A911 XX' project code. The bottom of the screen shows the Windows taskbar with various application icons and the 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 - [GEKO NAIROBI]

File Edit View Insert Format Records Scripts Window Help

Projects | Project codes | Contract | Allocation | Period

<< < Back Next > >> Sort Sort Sort

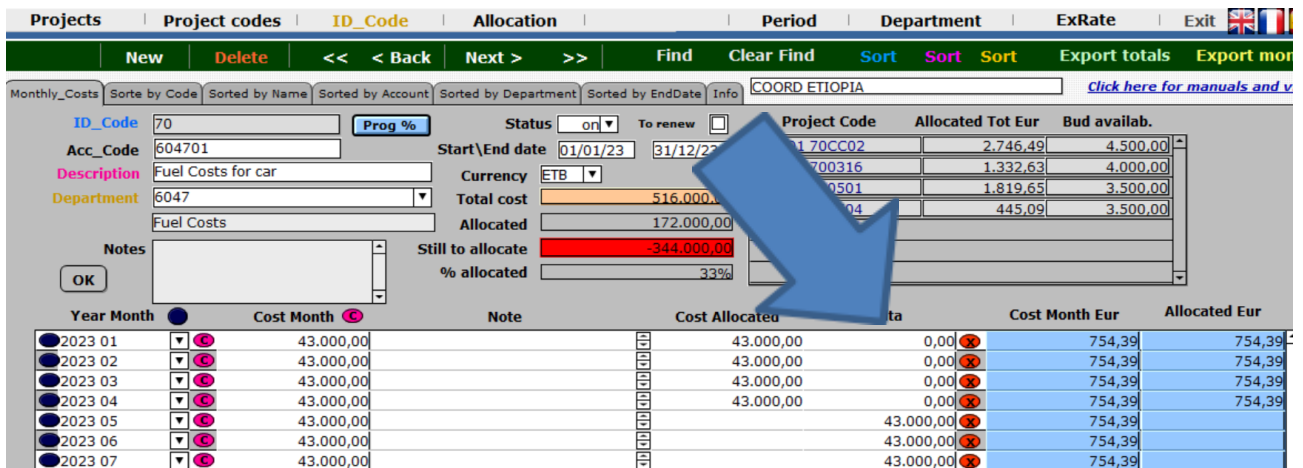
Report per contract >> 36041
Excel per contract >>

Account 600360 Start date 01/01/20 Project Code
Name Barty Robert End date 31/12/20 Allocat
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					

17:45 31/12/2019

ID Code 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 May, June, and July while from Jan to April all costs are covered by projects.



Monthly_Costs | Sort by Code | Sorted by Name | Sorted by Account | Sorted by Department | Sorted by EndDate | Info: COORD ETIOPIA | [Click here for manuals and v](#)

ID_Code: 70 | Prog % | Status: on | To renew: ☐ | Project Code: 170CC02 | Allocated Tot Eur: 2,746.49 | Bud availab.: 4,500.00

Acc_Code: 604701 | Start\End date: 01/01/23 | 31/12/23 | Currency: ETB | Total cost: 516,000.00 | Allocated: 172,000.00 | Still to allocate: -344,000.00 | % allocated: 33%

Description: Fuel Costs for car | Department: 6047 | Fuel Costs

Notes: OK

Year Month	Cost Month	Note	Cost Allocated	Delta	Cost Month Eur	Allocated Eur
2023 01	43.000,00		43.000,00	0,00	754,39	754,39
2023 02	43.000,00		43.000,00	0,00	754,39	754,39
2023 03	43.000,00		43.000,00	0,00	754,39	754,39
2023 04	43.000,00		43.000,00	0,00	754,39	754,39
2023 05	43.000,00			43.000,00	754,39	
2023 06	43.000,00			43.000,00	754,39	
2023 07	43.000,00			43.000,00	754,39	

Period section is prepared by CMA office with list of months of the period, but can be updated with new months by the user if needed

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.

The screenshot shows the FileMaker Pro interface for a project allocation system. The main window is titled 'Projects' and contains a table with columns: 'Project codes', 'Contract', 'Allocation', and 'Period'. Below the table, there are buttons for 'New', 'Delete', '< Back', 'Next >', 'Print selected only', and 'Export in Excel selected only'. A blue arrow points to the 'Export in Excel selected only' button. The 'ENTER MONTH' section shows a date field set to '01/01/20' and a month dropdown set to 'gen 2020'. The 'LIST OF PERIODS' section shows a list of months from 'gen 2020' to 'gen 2021'. The main table displays a list of project entries with columns: 'Account and Name', 'Project Code', 'Share and cost allocated', and 'Period'. The table includes entries for various projects and personnel, such as 'Abdillahi Ibrahim Ahmed', 'Abdirahim Abdillahi Dualle', 'Anne Michelle Kirui', 'Bank Fees (Shared)', 'Barty Robert', 'Base Rent Baidoa', 'Base Rent Dollow', 'Base Rent Hargeisa', 'Bernard F. Ochaka', 'Charles O. Adundo', 'Deka Warsame', 'Emmanuel L. Olesampu', and 'Expenses Consumables (Stationery, ...)'.

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	MonthlCosts	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							

Revenues accounts are

For support contact Paolo Gioffreda

gioffreda@coopi.org

Skype ID pgioffreda