MANUAL PREPPY

The main objective of the file is to keep a constant control of the project expenses, accept the cost forecasts and generate a simulation of the project closure highlighting any imbalances with respect to the budget.

The file is generated by Paolo Gioffreda, CMA office in Milan, after receiving the DESy with the budget entered in the Chart of accounts section.

The file is organized over several worksheets, some requiring data entry (input sheets) and others exclusively for consultation (output sheets), here below listed.

- Info (input)
- Input1 (input from Milan Hq)
- InputBud (input from Milan Hq)
- Monthly (input)
- Totals (output)
- Monitor (output)
- Funds (output)
- DESy (input)
- Check (output)

Let's see them all in detail :

Info: – collects general information relating to the project (title, dates, budget values, grants, etc.) (updated by the project leader and administrator)

Input1: – collect technical information about the project (updated by the Milan office after receiving the DESY):
- title (Project title)
- project code
- start projecting date - This information updates the monthly sheet in the month values
- reporting currency (Currency)
- list of address books, as entered in DESy

Input Bud: collects the budget structure as inserted in the DESy (updated by the Milan office after receiving the DESY)

Foglio Monthly: (updated by the project manager and administrator)
In this section, monthly cost forecasts are entered by budget line up to the end of the project, allowing you to simulate the costs at the end of the project and compare them with the budget, make any corrections or present a budget change to the donor.

The planning area is organized in 4 columns for each month; one with which automatically reports the expenditure of the month (Actual) and 3 dedicated to planning by area of expenditure *(Forecast Loco/Coord/Ita)*

MONTHLY COSTS AND FORECAST!

ECHO 81030' *Values in EUR*

			Totals		ott-19	nov-19	dic-19	gen-20			
B.ITEM	**DESCRIPTION**	**Projected final cost**	**Budget**	**Delta**	**actual**	**actual**	**actual**	**actual**	**forecast loco**	**forecast coord**	**forecast ita**
	TOTAL	**1.483.471**	**1.543.493**	**- 60.022**	**19.957**	**32.396**	**69.101**	**-**	**7.365**	**927**	**8.000**
700111	700111 - Project Manager	76.567	**77.840**	- 1.273	4.153	3.383	3.518	-	-	-	3.500
700112	700112 - Project Administrator	49.912	**51.548**	- 1.636	229	2.684	9.931	-	-	-	2.500
700113	700113 - Project Manager Assistant	1.594	**1.594**	-	-	-	-	-	-	-	
700114	700114 - Country Coordinator (33%)	74.588	**54.086**	20.502	8.020	5.032	-	-	-	-	2.000
700115	700115 - Regional administrator (10%)	8.574	**8.574**	-	-	-	-	-	-	-	
700116	700116 - Regional Coordinator	-	**23.590**	- 23.590	-	-	-	-	-	-	
700121	700121 - Logistics Assistant	12.611	**12.804**	- 192	-	1.294	647	-	600	-	
7001210	7001210 - Distributors	55.164	**58.661**	- 3.497	2.338	-	6.060	-	2.300	-	
7001211	7001211 - Community Engagement Offi	19.503	**22.173**	- 2.670	433	2.209	972	-	-	-	
7001212	7001212 - Administrator / Accountant	27.108	**27.701**	- 593	-	3.595	1.318	-	1.300	-	
7001213	7001213 - Logistics Specialist	24.658	**19.984**	4.674	1.585	1.566	1.806	-	1.500	-	
7001214	7001214 - Project Manager Assistant	5.629	**6.542**	- 913	-	1.716	859	-	800	-	

The "actual" column is automatically filled with the data imported from DESy accounting (hereinafter explained how to update these values).

The “forecast loco” column collects the forecasts of expenses that will be incurred with the project's cash and bank

The “forecast coord” column collects the forecasts of expenditure that will be incurred by the coordinating cash and bank

The “forecast ita” column collects the expenditure forecasts that will be incurred by the cash and bank of the Milan office.

The “Projected Final cost” column indicates the total expected at the end of the project for the bud line (spent + expected).

The “Budget” column shows the budget values, as entered in the InputBud sheet.

The “Delta” column highlights the imbalance with respect to the Budget, for good planning it should tend towards zero.

Below is an example of how to manage forecasts in the monthly sheet. Here we see the updated accounting up to November, from December onwards, therefore, expenditure forecasts must be entered until the end of the project.

MONTHLY COSTS AND FORECAST!

ECHO 81030' *Values in EUR*

			Totals		set-19	ott-19	nov-19	dic-19			
B.ITEM	**DESCRIPTION**	**Projected final cost**	**Budget**	**Delta**	**actual**	**actual**	**actual**	**actual**	**forecast loco**	**forecast coord**	**forecast ita**
	TOTAL	**1.404.012**	**1.543.493**	**- 139.482**	**27.981**	**19.957**	**32.396**	**-**	**5.800**	**5.000**	**7.000**
700111	700111 - Project Manager	73.049	**77.840**	- 4.791	4.380	4.153	3.383	-			3.500
700112	700112 - Project Administrator	40.981	**51.548**	- 10.567	6.363	229	2.684	-			3.500
700113	700113 - Project Manager Assistant	1.594	**1.594**	-	-	-	-	-			
700114	700114 - Country Coordinator (33%)	72.588	**54.086**	18.502	-	8.020	5.032	-			
700115	700115 - Regional administrator (10%)	5.676	**8.574**	- 2.898	-	-	-	-			
700116	700116 - Regional Coordinator	-	**23.590**	- 23.590	-	-	-	-			
700121	700121 - Logistics Assistant	11.443	**12.804**	- 1.361	718	-	1.294	-	800		
7001210	7001210 - Distributors	50.844	**58.661**	- 7.817	-	2.338	-	-		5.000	
7001211	7001211 - Community Engagement Offi	18.975	**22.173**	- 3.197	1.088	433	2.209	-	900		
7001212	7001212 - Administrator / Accountant	25.789	**27.701**	- 1.911	1.605	-	3.595	-	1.300		
7001213	7001213 - Logistics Specialist	22.372	**19.984**	2.388	1.380	1.585	1.566	-	1.900		
7001214	7001214 - Project Manager Assistant	4.869	**6.542**	- 1.672	855	-	1.716	-	900		

At the end of the month, the administrator exports the DESy accounting and updates the preppy in the dedicated DESy section, with this operation they automatically update the values of the Actual columns. In the example we see the expenditure for December now updated and can be compared with the previously entered expenditure forecasts (forecast loco \ coord \ ita).

This operation, if done every month, allows you to check the progress of expenses, notice any differences and then reschedule the forecasts for the following months.

MONTHLY COSTS AND FORECAST

ECHO 81030 *Values in EUR*

		Totals			set-19	ott-19	nov-19	dic-19			
B.ITEM	DESCRIPTION	Projected final cost	Budget	Delta	actual	actual	actual	actual	forecast loco	forecast coord	forecast ita
	TOTAL	1.533.342	1.543.493	- 10.151	27.981	19.957	32.396	69.101	5.800	5.000	7.000
700111	700111 - Project Manager	80.406	77.840	2.566	4.380	4.153	3.383	3.518			3.500
700112	700112 - Project Administrator	57.909	51.548	6.361	6.363	229	2.684	9.931			3.500
700113	700113 - Project Manager Assistant	1.594	1.594	-	-	-	-	-			
700114	700114 - Country Coordinator (33%)	72.588	54.086	18.502	-	8.020	5.032	-			
700115	700115 - Regional administrator (10%)	14.665	8.574	6.091	-	-	-	-			
700116	700116 - Regional Coordinator	-	23.590	- 23.590	-	-	-	-			
700121	700121 - Logistics Assistant	12.808	12.804	4	718	-	1.294	647	800		
7001210	7001210 - Distributors	63.025	58.661	4.364	-	2.338	-	6.060		5.000	
7001211	7001211 - Community Engagement Offi	22.342	22.173	169	1.088	433	2.209	972	900		
7001212	7001212 - Administrator / Accountant	28.074	27.701	374	1.605	-	3.595	1.318	1.300		
7001213	7001213 - Logistics Specialist	25.558	19.984	5.574	1.380	1.585	1.566	1.806	1.900		
7001214	7001214 - Project Manager Assistant	7.986	6.542	1.445	855	-	1.716	859	900		

After this check, the forecasts for the month (in the example December) must be reset and the "forecast" columns hidden, in order to have a view of the monthly expenditure of the past months.

MONTHLY COSTS AND FORECAS

ECHO 810 *Values in EUR*

		Totals			set-19	ott-19	nov-19	dic-19	gen-20			
B.ITEM	DESCRIPTION	Projected final cost	Budget	Delta	actual	actual	actual	actual	actual	forecast loco	forecast coord	forecast ita
	TOTAL	1.484.280	1.543.493	- 59.214	27.981	19.957	32.396	69.101	-	4.500	4.600	8.000
700111	700111 - Project Manager	76.567	77.840	- 1.273	4.380	4.153	3.383	3.518	-			3.500
700112	700112 - Project Administrator	51.912	51.548	364	6.363	229	2.684	9.931	-			4.500
700113	700113 - Project Manager Assistant	1.594	1.594	-	-	-	-	-	-			
700114	700114 - Country Coordinator (33%)	72.588	54.086	18.502	-	8.020	5.032	-	-			
700115	700115 - Regional administrator (10%)	8.574	8.574	-	-	-	-	-	-			
700116	700116 - Regional Coordinator	-	23.590	- 23.590	-	-	-	-	-			
700121	700121 - Logistics Assistant	12.611	12.804	- 192	718	-	1.294	647	-	600		
7001210	7001210 - Distributors	57.464	58.661	- 1.197	-	2.338	-	6.060	-		4.600	
7001211	7001211 - Community Engagement Offi	20.603	22.173	- 1.570	1.088	433	2.209	972	-	1.100		
7001212	7001212 - Administrator / Accountant	26.808	27.701	- 893	1.605	-	3.595	1.318	-	1.000		
7001213	7001213 - Logistics Specialist	24.058	19.984	4.074	1.380	1.585	1.566	1.806	-	900		
7001214	7001214 - Project Manager Assistant	5.729	6.542	- 813	855	-	1.716	859	-	900		

Totals: Simulates the project closing balance (Total EOP End of Period) for budget line, adding the values of the expenditure (values from DESy) and of the forecasts (values from monthly sheet). Delta columns highlight the imbalance with respect to the budget.

	ECHO 810301		*Values in EUR*					
ART.	B.ITEM	DESCRIPTION	Spent actual + prev. Period	Forecast	Tot EOP	Budget tot	Delta	delta %
AR	B-ITEM	TOTAL	1.203.983	325.218	1.529.201	1.543.493	- 14.292	99%
7001	700111	700111 - Project Manager	55.906	21.000	76.906	77.840	- 934	99%
7001	700112	700112 - Project Administrator	46.421	7.989	54.409	51.548	2.861	106%
7001	700113	700113 - Project Manager Assistant	1.594	-	1.594	1.594	-	100%
7001	700114	700114 - Country Coordinator (33%)	72.588	-	72.588	54.086	18.502	134%
7001	700115	700115 - Regional administrator (10%	11.767	5.796	17.563	8.574	8.989	205%
7001	700116	700116 - Regional Coordinator	-	-	-	23.590	- 23.590	0%
7001	700121	700121 - Logistics Assistant	9.758	2.971	12.729	12.804	- 75	99%
7001	7001210	7001210 - Distributors	49.559	9.426	58.985	58.661	324	101%
7001	7001211	7001211 - Community Engagement C	16.192	5.705	21.897	22.173	- 276	99%
7001	7001212	7001212 - Administrator / Accountant	23.847	2.927	26.774	27.701	- 926	97%
7001	7001213	7001213 - Logistics Specialist	19.984	4.553	24.537	19.984	4.553	123%
7001	7001214	7001214 - Project Manager Assistant	6.542	545	7.086	6.542	545	108%

Monitor (Headings total):

Simulates the project closing balance by heading. By entering the percentage allowed by the donor (in the example 20%), it highlights the headings that differ from the maximum allowed. Therefore requesting to intervene with budget modification or corrections in the forecasts

PROJECTED END OF PERIOD PER ARTICLES (RUBRICA)

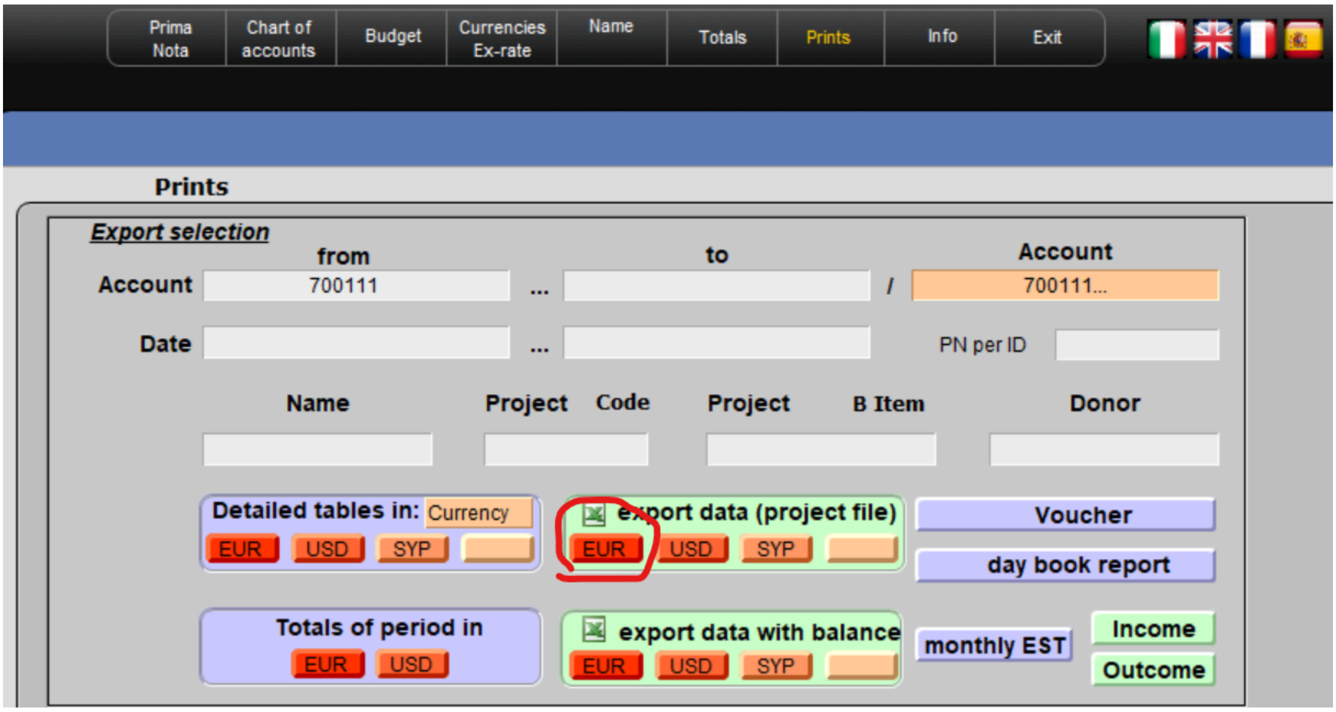
ECHO 810301 *Values in EUR* *enter the maximum variation allowed >>* 20%

		A	B	C=(A+B)	D	E=(C-D)	F=(C/D)%
ART.	DESCRIPTION	Spent actual + prev. Period	Forecast	Tot EOP	Budget tot	Delta	delta %
	% on total projected	*78%*	21%	99%			
	TOTAL	1.203.983	325.218	1.529.201	1.543.493	- 14.292	99%
7001	Staff And Personal costs	396.255	92.550	488.805	502.875	- 14.069	97%
7002	Supplies ,Equipment's ,Materials	36.571	6.775	43.346	35.672	7.674	122%
7003	Depreciation	-	-	-	-	-	
7004	Subcontracting (External services, Works,	99.456	34.344	133.800	141.631	- 7.831	94%
7005	Consumables and goods (Office supplies,	10.987	7.118	18.105	17.969	136	101%
7006	Visibility (max 0,5% of total direct costs)	300	100	400	400	-	100%
7007	Running costs (Buildings costs , Vehicles e	8.143	1.708	9.851	10.054	- 203	98%
7008	Other operational costs(Daily labor , Per	-	-	-	-	-	
7009	Cash and vouchers Costs	652.271	81.646	733.917	733.917	-	100%
9001	Admin Costs (7%) .	-	100.976	100.976	100.976	-	100%

DESy:

This section automatically accepts the accounting values exported in Excel from DESy and allows to check the project expenses.

From DESy section Prints, use the button export data (project file) in excel, than copy and paste data in the sheet DESy of the preppy



Sheet DESy collects the full list of costs, using automatic filters it is possible to make specific research. Below is an example of the expenses charged a specific budget line - code 700232 - Furniture, equipment and fixing/maintenance for Community Center

Date	ID F	B Item	Description	Currer	Debitn	::Mai	Debitn Valuta
06/02/2019	177	700232	PAYMENT FOR REHABILITATION TRANSFER TO ACCOUNT NUM 900199111	SYP	2.237.000,00	EUR	4.513,72
25/04/2019	388	700232	SUPPLY AND INSTALLATION OF PANELS AND REHABILITATION FOR THE WAREHOUSE OF NISHABIA FOR THE SEEDS	SYP	480.000,00	EUR	970,23
12/05/2019	435	700232	FEES FOR ELECTRICAL MAINTENANCE FOR THE WAREHOUSE IN NISHABIA	SYP	2.000,00	EUR	4,11
16/02/2020	1007	700232	PSS Room furniture (office & plastic chairs, Desks,Wooden table... with Transportation) - chq no 147 - Ahmad Al Shekha	SYP	327.000,00	EUR	676,65
17/02/2020	1009	700232	Minor Rehabilitation, Civil, Electrical, Sanitary, Works for PSS Room Nashabia - Work contract 01 - Eng. Nael Hussien - Bemo acct 0276073	SYP	1.639.500,00	EUR	3.392,58
19/02/2020	1017	700232	Catering & Kitchen Materials for PSS Room in Nashabia (Water glass, Coffee set, Coffee kettel, teapot..) - Al Basheer Company for General Trading	SYP	15.000,00	EUR	31,04
20/02/2020	1018	700232	Electrical Cooker for PSS Room in Nashabia - Shahed for Electrical Suppplies	SYP	29.500,00	EUR	61,04

Funds :

The totals of the expenditure forecasts are summarized on a monthly level in the “Funds” sheet, in order to make funds request to coordination.

Below is an example of a request for 83,000 euros net value of expected expenses in the following months less availability of cash and bank accounts.

MONTHLY FINANCIAL REQUEST

	forecast loco	forecast coord	forecast ita	forecast cofin
giu-19	-	-	-	-
lug-19	-	-	-	-
ago-19	-	-	-	-
set-19	-	-	-	-
ott-19	-	-	-	-
nov-19	-	-	-	-
dic-19	-	-	-	-
gen-2	865	927	-	-
feb-20	4.381	3.489	-	3.998
mar-20	20.908	3.489	102.945	6.857
apr-20	92.262	791	1.969	5.130
mag-20	16.916	791	1.969	3.956
giu-20	15.941	791	-	3.956
lug-20	-	-	-	-
Rest of period	-	-	-	-
TOTAL	151.272	10.277	106.882	23.897

Liquidity availabilities at :		01/01/2020
currency	description	amount

Funds request at:	***apr-13***
current balance	35.000
Fin. Needs Loco for the cmng month	118.000
Minumum balance needed	
Funds needed	83.000
Funds request	83.000

Date and Signature:

Check :

Allows to the user that all formula are running properly. Preppy is ok when all sheets gives the same numers in budget, spent and forecast. In the example here below all is ok

CHECK AREA

spread sheet	budget	spent	forecast	delta	tot
Totals	1.543.493,23	1.203.983,16	325.217,62	- 14.292,45	1.529.200,79
Desy		1.203.983,16			
Monitor	1.543.493,23	1.203.983,16	325.217,62	- 14.292,45	1.529.200,79
monthly	1.543.493,23	1.203.983,16	325.217,62	- 14.292,45	1.529.200,79

Check on formulas		
RE	-	-

If "ALLERT" in D12 or E12, from page "RE" copy formula in the first row and past it until the last row in use
This problem generates in case rows from page Desy have been cut
If problem persists contact Area administrator or gioffreda@coopi.org

In case of technical support, contact Paolo Gioffreda
gioffreda@coopi.org
Skype: pgioffreda