

# NASA

Bucharest, Romania 4<sup>th</sup> December 2007.

## Data Processing Excel File



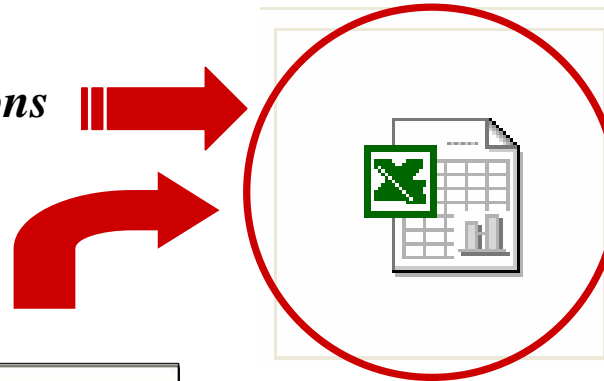
Christian Arán, UNAIDS



Joint United Nations Programme on HIV/AIDS  
**UNAIDS**  
UNHCR - UNICEF - WFP - UNDP - UNFPA  
UNODC - ILO - UNESCO - WHO - WORLD BANK

# Data Processing File

*Estimations*



FORM 2 PROVIDERS  
The use of this information is confidential.

Country: \_\_\_\_\_  
Year of the assessment: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of the provider (provider): \_\_\_\_\_

2. Legal status (include UN/UNA, your organization)

Country	Region	Organization

3. Funded revenue (include UN/UNA, other sources)

- The name of the institution from which you have received funds in the last 12 months
- The source of the funds in the last 12 months (include UN/UNA, other sources)
- Funds transferred to other organizations (if any)

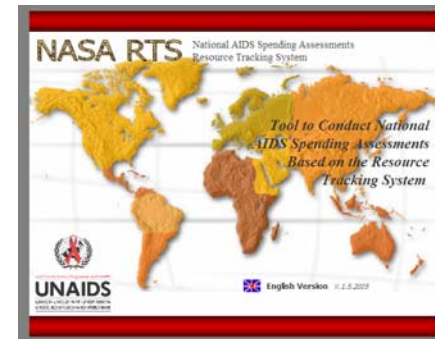
Include with all UN/UNA data a checkbox in each row:

Other sources: (if any)

If offering currencies are used for different countries, please include the currency codes for each institution.

🚫 Forms

🚫 Data Processing Excel® File



🚫 NASA Software



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# NASA Data Entry - Processing Tool # 1

The screenshot displays the 'NASA DATA ENTRY-PROCESSING TOOL # 1' spreadsheet. Key sections include:

- Switchboard:** Fields for User, Name of institution, Principal function, and Sector.
- Amount of Resources Mobilized:** Fields for Amount and Expenditure in (American Dollars USD).
- 2004 Summary:** Fields for Source of finance, Financial Agent, Provider, Total transaction amount, Status, Function control cell, and Services Delivered.
- Services Delivered Table:** A table with columns: Function, Cost Unit, No. of Units, Expenditure, Beneficiary Population, Expenditure, and Beneficiary Population.



# Data Processing File



- 🎗 Organizes the Work
- 🎗 Find Gaps in Forms
- 🎗 Easy to make changes
- 🎗 Helps in avoiding double counting
- 🎗 Makes the data entry in NASA software easier
- 🎗 Documents how estimations were done

# Exercise



- ✚ Track the financial flows from the sources through the beneficiary population.
- ✚ Construct and track each one of the transactions.
- ✚ Develop abilities in the processes of costing and estimation.
- ✚ Adjust the data using upward and downward methods.
- ✚ Identify gaps in critical data and strategies for gather information.
- ✚ Become familiar with the NASA methods by applying some basic tools (formats, excels sheets and NASA software).

