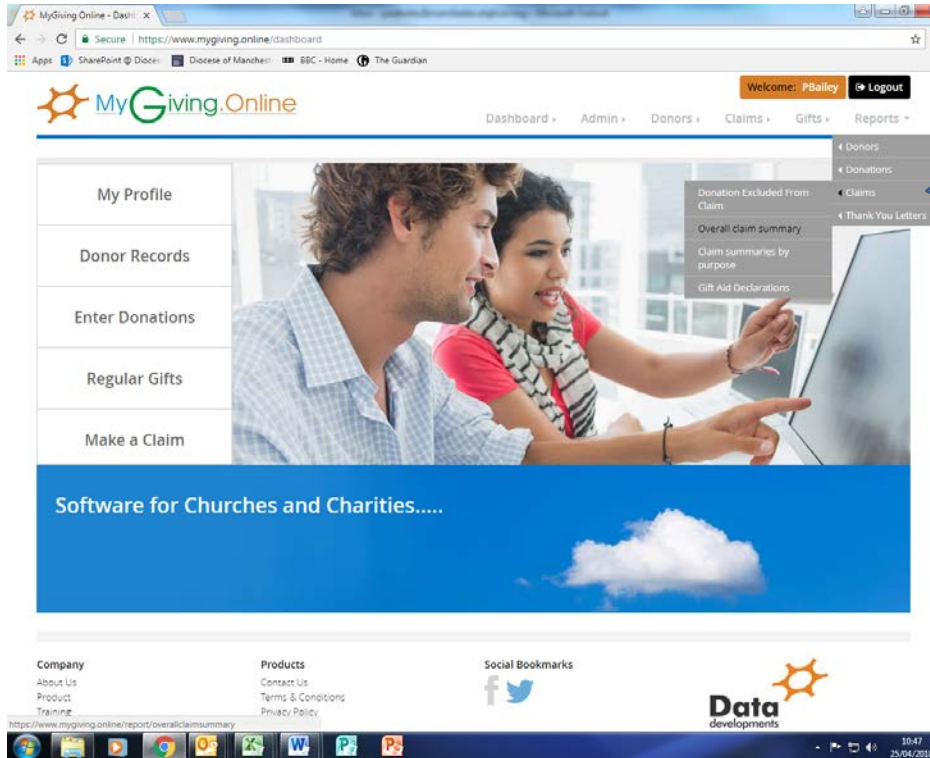


GAL11 - Producing a quarterly report on claims previously submitted

This guide shows you how to produce a report containing the details of the quarterly claims you have already submitted.

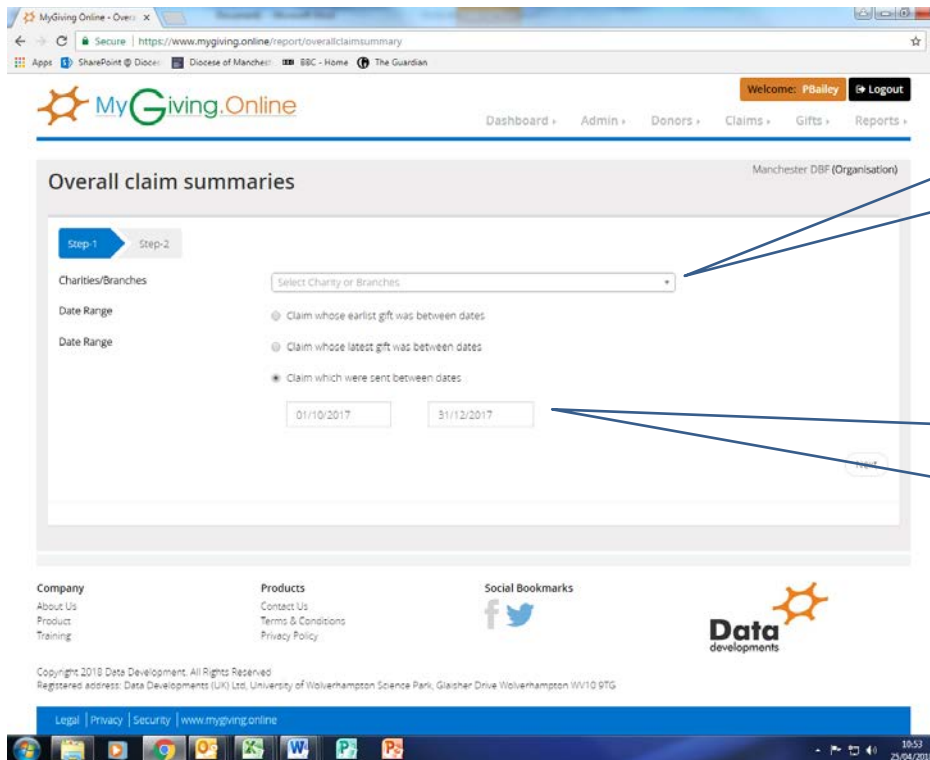
Here's a step by step guide on how to do this:

- Step 1



Click on report, claims and overall claim summary.

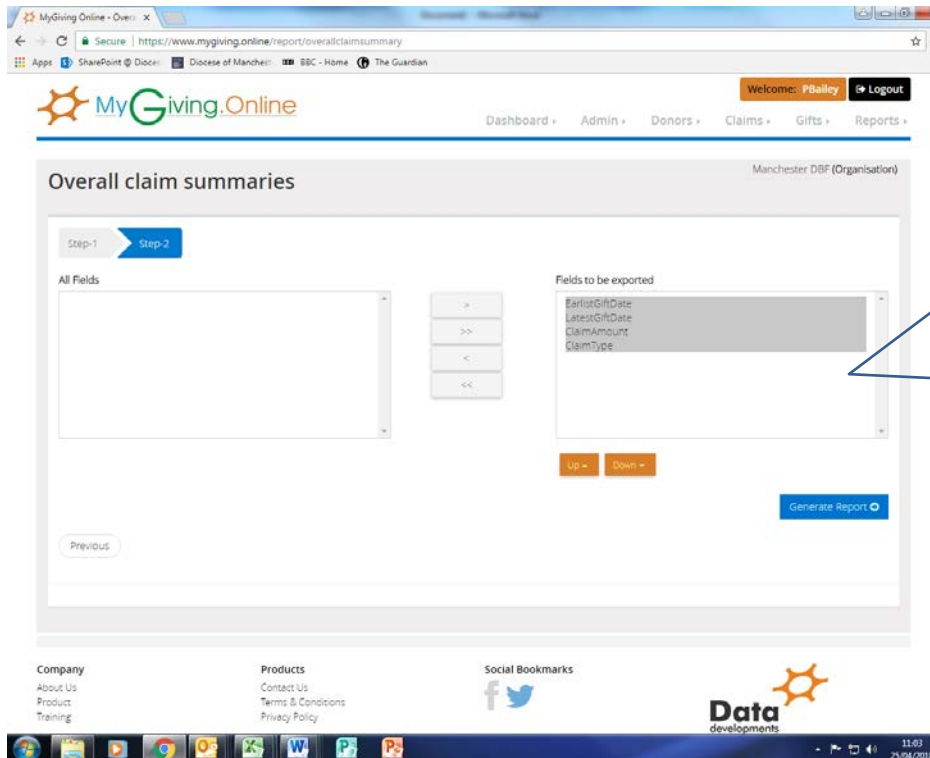
- Step 2



Click on your Church from the drop down list.

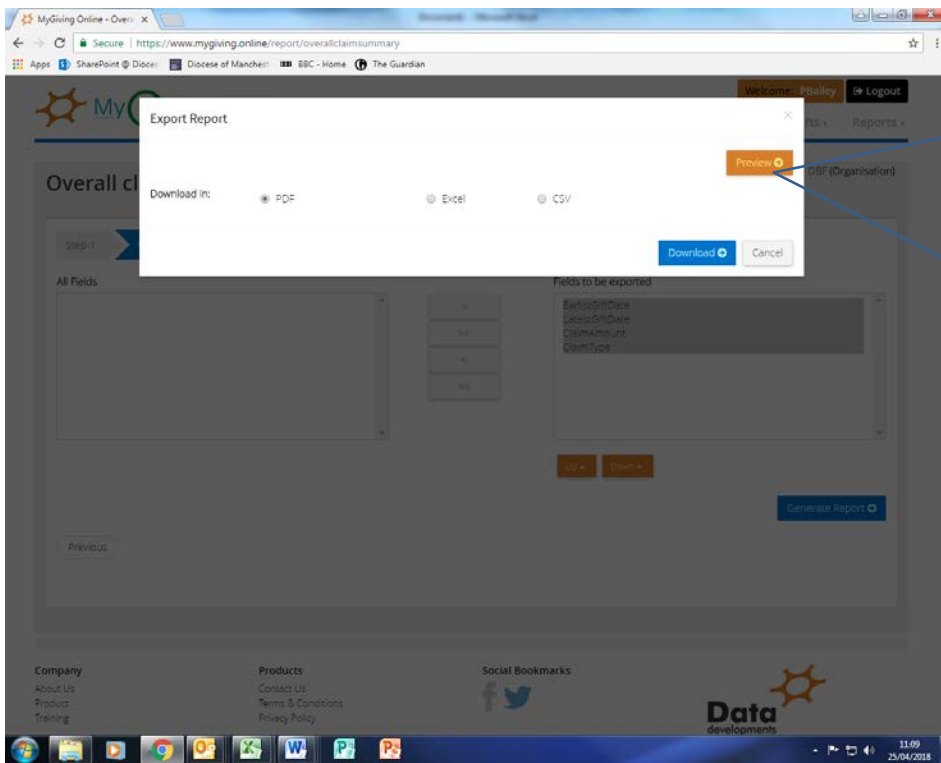
Highlight the bottom bullet point and enter in the dates you require. Then click on next.

- Step 3



Move across the four fields that appear in the 'All Fields' column and move them into the 'Fields to be exported' column. Then click on generate report.

- Step 4



Ensure the PDF button is highlighted, and then click on preview report. A pop up will open in another tab. Print off a paper copy for your records. Please avoid saving a copy on your computer due to data protection regulations.