

## Reports to Pull from Gabriel in Preparation of the Annual Parish Report

Reports can be found in the Report Library under the Reports menu.

The screenshot shows the Gabriel Software interface. At the top is a purple navigation bar with the Gabriel logo and several menu items: Families, Comms, Funds, Rel Ed, Sched, Admin, and Reports. The Reports menu is currently open, showing a dropdown list with options: Dashboard, Family Register, Mailing Labels, Annual Statements - Detailed (PI), Annual Statements - Summarize, and Report Library. The Report Library option is highlighted with a red rectangle. Below the navigation bar is a table with columns: Status, Budget, Family Name, Address, and City. The table contains four rows of family data. Above the table, there are search and action buttons: Search, Reset, New Family, Email & Text, and Download.

Status	Budget	Family Name	Address	City
<input type="checkbox"/> Active		Anglers, Scott & Jenny-Jenny	2266 Bluemound Rd	Humboldt
<input type="checkbox"/> Active		Costanza, George & Elaine	901 Seinfeld Ln	Green Bay
<input type="checkbox"/> Active		Costanza, Jerry	3221 South St	Green Bay
<input type="checkbox"/> Active		Everson, David & Laura	2066 Greenbriar Ln	Wrightstown

Before Registered and Contributing Families – start by pulling the Family Status with Registration Status. This report will help you identify families in Family Statuses that do not properly correlate with their Church Registration Status. Use this report to identify the number of families incorrectly listed, and then use Family Explorer or Classic View to search by the Family Status and Registered Y/N – select the family and correct either their Family Status or their church of registration.

### Family Status With Registration Status

This report is designed to help Parishes with Family management in Gabriel.

For number of Registered Families and Contributing Families (under the Parish Annual Report): Registered, Active Family. This will also report on other statuses. You can use this report to if you have families with statuses that should be corrected and identify any New Registers. Enter the date range of July 1 to June 30 of the current year. This report will tell you how many families you had on that date. It is broken out by registered units and contributing units.

### Registered And Contributing Units

#### Registered And Contributing Units

Enter any date you want and this report will tell you how many families you had on that date. It is broken out by registered units and contributing units.

For Marriages (under the Sacraments heading), Choose Y, Registered Families, All Types, All statuses and date range of July 1, 2020, thru June 20, 2021. You choose all statuses as you would count all marriages performed in your parish that was sacramental (performed by a priest or deacon). You will count those where both are Catholic as Catholic Marriages, and those where either member is Non-Catholic as Interfaith Marriages. The spouse status column shows if “Married by Priest/Deacon” and is updated in each Member’s Miscellaneous tab. You can easily identify your parish entries by checking the Entered by column at the far right to ensure that the email is one from your parish that made the entry.

### Parish Marriages

This report will show you the two members of the family with the same Matrimony date in the sacrament section of Gabriel.

For Baptism, First Communion, and Confirmation (under the Sacraments heading). Watch for duplicates. You would count the sacrament if the Location is for your parish. Look for anyone over the age of 7 who had baptism, 1<sup>st</sup> Communion & Confirmation as they are the Adult Initiation members, and for anyone over the age of 7 who had 1<sup>st</sup> Communion & Confirmation as they are the Received into Full Communion (RCIA) Members. You can easily identify your parish entries by checking the Entered by column at the far right to ensure that the email is one from your parish that made the entry.

#### Parish Sacraments

See all sacraments for any time period. Not including Marriage.

For number of Deaths (under the PRM Notes Heading): use the PRM Notes Report pulled by date range of July 1 to June 30 of the current year and for Note Types of Death Registry. (Match this report to your death registry book for funerals/prayer services by your parish clergy in your church or another non-parish location).

#### PRM Notes Report

This report displays Family and Member PRM Notes for a Note date range, entry date range and selected note type(s). Sorted in Descending order based on modified date (most recent on top)