

MAYOR OF LONDON

London Multiply Quarterly and Financial year submission checklist

- Make sure you use the latest form 'London Multiply reporting template' available at [London Multiply Website](#).
- Fill in BOTH Quarterly Report and Financial Year Claim
- Ensure name of organisation and UKPRN is correct in both reports
- All the data fields are filled in both reports:
 - columns A and B for learner numbers
 - columns C-E for course information
 - columns F-H are optional, depending on your delivery. We expect to see this filled in if your courses are developed or run with employers/community groups and if courses are leading to qualifications.
 - column I for total expenditure for the reporting period (quarter data for quarterly report, full financial year information for financial year claim)
- Ensure you are reporting only against the interventions in your Multiply grant agreement or APPROVED change request. Any submissions against non-informed interventions will not be considered. Do check with your MIS team if all the teams have same information.
- Ensure you have selected correct reporting period in each tab. You need to select the quarterly reporting period and financial year reporting period.
- Submission past the deadline will be counted as nil submission
- Read GLA OPS guidance and submit the report following step by step guide.
- Further queries? Email us: multiply@london.gov.uk