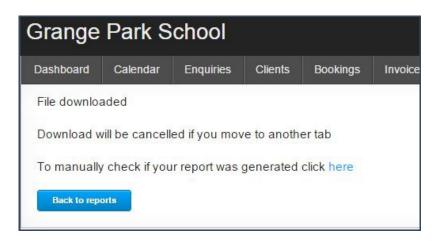# General report information

BookingsPlus has a full reporting suite providing information on your bookings, client information and financials. The reports can be accessed via the [**Reports**] tab.

The drop down box allows you to select the report you wish to run. We would advise familiarising yourself with the many different types of reports that are available. They can either be run for a defined time period, or by selecting a Month.

Once you've selected the report & the time period, click **Generate Report**

Reports can either be downloaded (as shown below), or sent by email. This can be particularly useful for schools with multiple sites.

The reports download into Excel and will appear in the toolbar at the bottom of your screen once complete. From here, you can click to open the file & save it in a location of your choice.

Activity/Attendance reports are fully formatted for printing. All other reports have column headers and can be filtered & printed as required.