

# Amend 'Value of bookings' on Dashboard

Last Modified on 11/09/2023 4:02 pm BST

Your Dashboard shows a value of the bookings at your venue over a defined 12 month period. It's easy to change this to reflect your reporting periods (i.e. calendar year, academic year, financial year).

The dashboard is divided into several sections:

- New & potential business:** A chronological list of activities from Tuesday 27 March 2018 to Friday 23 March 2018. It includes booking creations and enquiries for clients like Bennion, Amberley Kent, and Jake Jones.
- 1177 Invoices due for payment:** A table listing invoices with columns for Invoice (Client), Value, and Reminder. Invoices include GP1150 (H6FC) for £180.00, GP1682 (Private Party) for £103.12, and others.
- 17 Payments require attention:** A table listing messages with columns for Message (Client) and Status. All listed messages are 'pending'.
- 37 Provisional bookings (next 30 days):** A table listing clients and their booking values, such as Jackie's Food-Aholics (£72) and Ballet England (£80).
- Value of bookings:** A summary showing a total of £202,357 since 01 Jul 2017, broken down by month: £7,528 in January, £31,726 in February, and £31,269 in March (ex. VAT).
- 7 Bookings due for renewal:** A table listing clients and their booking dates, such as North Pole FC (November 27th to March 29th) and Birthday Party (February 12th to April 2nd).

To amend this, you'll need to enter the 'Manage' area of your booking system. This is done via the [Manage](#) tab on the right hand side of your screen.

From here, click on [Edit Venue](#), then select the [Billing](#) tab. Under the **Billing** section, choose the date you require & click [Save](#). This will now be amended for your venue.

Update 15.11.16:

You can now easily re-order the 4 categories on your website homepage! In the manage area, on the website marketing tab, just drag and drop the categories  
Please send any problems with BookingsPlus to helpdesk@bookingsplus.co.uk describing the problem and include a screenshot if possible

# Editing Grange Park School

Switch between the different tabs to enter venue details and then click the **Save** button when you've finished.

Save Back

Basic Information **Billing** Payment Gateways Emails Website Website SEO Client Login Venue Groups (Master Admin Only)

### Invoice Default Payment Terms

#### Default Terms

**PAYMENT TERMS:**  
Payment is due by the first booked date in the invoice for regular bookings and 1 month in advance for special events.

**PAYMENT ACCEPTED:**  
GoCardless: Preferred method BACS: HSBC, sort code 40-50-60, Account 4056784 (quote invoice number as ref) Cheque: payable to Grange Park School

#### Logo

Used on the invoices & credit notes. Should be at least 512 pixels wide.



Remove Image  
 No file chosen

### Billing

#### Start of Financial Year

1 January

#### Invoice Number Prefix

GP

#### Invoice Starting Number

1

(Cannot be changed after the first invoice has been billed)

#### Credit Note Number Prefix

CN\_GP

#### Credit Note Starting Number

1

(Cannot be changed after the first credit note has been raised)

Dashboard should also include VAT in totals