

Your Reporting Suite Awaits

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Introducing Reports

Hi Mark,

BookingsPlus provides a full reporting suite giving you access to a vast array of information such as client and booking data, revenue figures, performance statistics and much more.

Accessible via the **[Reports]** tab when logged into your **BookingsPlus account**, you have access to and can freely download over 20 unique reports. Reports are created using date ranges making it even easier to locate or analyse data to your exact requirements.

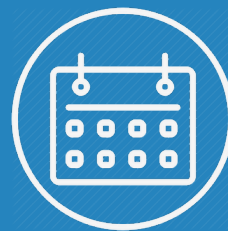
As an introduction to reporting, we have highlighted a selection of popular reports below.

Activity Sheet

The **Activity Sheet** provides you with a day-by-day view of every activity booked into your calendar.

It is perfect for presenting a list of bookings for the day/week ahead to your on-site team who are setting up and managing your spaces.

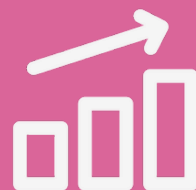
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Bookings Value Report

The **Bookings Value** report gives you a breakdown of every booking placed within your BookingsPlus account including details such as payment status and total price for each booking.

The report is helpful in allowing you to quickly and easily understand the revenue your venue should be expected to generate while also showing you bookings which require payment.



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Payments Report

The **Payments Received & Refunded** report provides you with a detailed breakdown of every individual payment including the payment method, reference code and the total revenue amount your venue has generated.



It is perfect for importing your bookings income into your own financial system and reconciling payments.

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Tel +44 (0) 1604 677764 Email bookingsplus@kajima.co.uk



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