

AGENDA

Dream Workshop/Webinar
Wednesday 7th February 2018, Unit4 Offices, Reading

New Users

Presenter – Lisa Armitage

10:00 to 10:15 Registration and Coffee

Products Dream

- **Overview**
Concepts of Dream
Screen Navigation
- **Chart of Accounts**
How the nominal codes and ledgers work to give you flexible reporting
- **Document Input**
Effective input of documents
- **Allocations**
Allocations manual and automatic

12:30 to 13:00 Lunch

- **Security**
User Creation & Security
Super User/Group
- **Reporting**
Dream reporting utilities
Custom Columns
- **Indices**
What indices are, and how they are used
- **Importing of Data**
Masters e.g. Nominal Codes and Indices
Document Details
- **General Processes**
Payment Run

Finish 4:00 pm