



AGENDA FOR DREAM WORKSHOP/WEBINAR

Wednesday 17TH April, UNIT4, Reading

“Sales Ledger & Crystal Reports”

PRESENTER

LISA ARMITAGE, PRINCIPAL CONSULTANT

10.00 a.m. – 4:00 p.m.

09:30 to 10:00

Registration and coffee

10:00 to 12:30

Sales Ledger

- Invoicing Options
- Terms & Reporting
- Comments
- Status Updates
- Receipting

Attachments

Reporting & Indices

- Statements & Letters
- Monitoring – Average days
- Cashflow

LUNCH

13:00 to 16:00

Crystal Reports

- Planning
- Creating a simple report
- Objects
 - Formatting
 - Parameters
 - Selection Criteria
- Grouping
- Totals

(Assumes no prior knowledge of Dream or Crystal Reports)

Please note – timings are approximate.