



THE UNIVERSITY OF HULL



DREAM USER MANUAL

Manual 4 Dream Reporting



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1. REPORT FUNDAMENTALS

1.1 Anatomy of a Report

The following describes the key elements of a report using examples of a Document Report and a Nominal Detail Report

Example Document Report

1 2 3 4

Nominal/Account	Description	Due Date	Home Value	Status	User Field 1	User Field 2	User Field 3
PINV.16537 21.06.2007 2007.11 4 Lines by ADSKLE on 21.06.2007 at 14:43:16 - Authorised (GBP)							
ASD000	132		-500.00	O	21/06/2007	ADSJKBJulie Bosworth	TESTING
PER0001							
AHA01FQ150			0.00	O			
RHA001							
ASP010	ABE00FD020		0.00	O	1RA425.53	74.47	RBE001
200712							
ABE00FD020	132		500.00	O	TESTING	1RA	RBE001
RBE001							

1. Document summary information
2. Report title information
3. Document type information and Transaction Type
4. Column titles

Example Nominal Detail Report

1 2 3 4 5

Date	Period	Doc. Type	Doc. No.	Account	Value	Status	Balance	Description	Acc. Curr.	Transaction Type
ANJ010 1660001 166 SQUADRON ASSOCIATION; Transaction Type ACTUAL										
20.09.2001	2002.02	FINV	74	1660001	7,609.00	P	7,609.00	166 SQUADRON REUNION	7,609.00	ACTUAL
25.10.2001	2002.03	RECT	1099	1660001	-7,609.00	P	0.00	166 SQUADRON REUNION	-7,609.00	ACTUAL
11.12.2002	2003.05	FINV	1450	1660001	5,725.54	P	5,725.54	166 SQUADRON REUNION	5,725.54	ACTUAL
02.01.2003	2003.06	RECS	1937	1660001	-5,725.54	P	0.00	166 SQUADRON REUNION	-5,725.54	ACTUAL
01.10.2003	2004.02	RECS	2324	1660001	-10,983.50	P	0.00	166 SQUADRON REUNION - MR JIM	-10,983.50	ACTUAL
16.09.2003	2004.02	FINV	2149	1660001	10,983.50	P	10,983.50	166 SQUADRON REUNION - MR JIM	10,983.50	ACTUAL
					0.00		0.00	Total carried forward	0.00	
					0.00			Grand Totals		

1. Account information for selected accounts
2. Report title information
3. Account information for first account and transaction type
4. Column Titles
5. Account document lines

1.2 Report Navigation

You can navigate using the navigation icons (if you choose not to combine in one window)



Go to the first/last item on the report



Move backward/forwards several items in the report



Go the previous/next item in the report

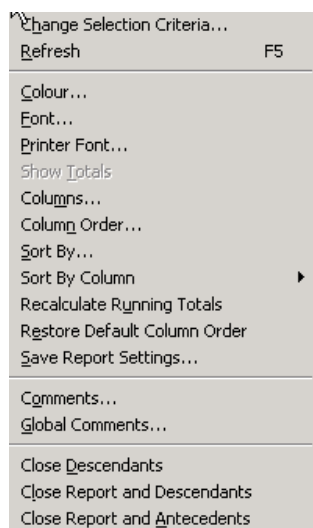


1.3 Drill-down

Allows you to easily locate the underlying information that you are interested in. Dream allows you to drill-down into reports to the lowest level of sub-analysis if you wish to investigate an item listed. You drill-down on a transaction by double-clicking on the line on the report you require further information on.

1.4 Reports Menu

The Report menu is a standard list of options available in all reports and can be accessed from the menu bar, or by right click of the mouse over the body of an open report. Access will be limited to your permissions.

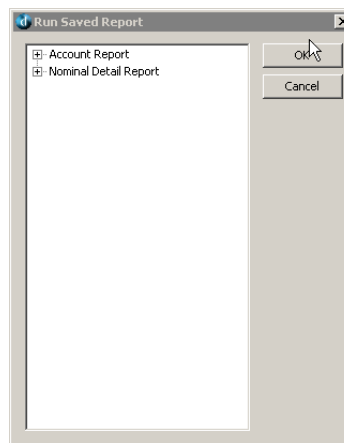


- **Change Selection Criteria:** Amend the report that you are using to create an amended report
- **Refresh:** Refresh the report to update the display to reflect changes to the content
- **Columns:** Allows selection of columns to include in the report. Can save as a default setting

- **Recalculate Running Total:** If you have sorted the report into another order after you have run it, this will recalculate the running total to the new order.
- **Restore Default Column Order:** If you have changed the order of columns, use this option to return the data to the default setting
- **Save Report Settings:** You can save the settings with a name for later use. Version 3.2 Release 2 has been enhanced to allow you to run saved reports settings via a new menu option, Run Saved Report. This functionality does not support running reports saved by other users. If you wish to do this you must access the Report dialog, tick the Show settings created by other users checkbox and select the saved setting from the Previous Setting dropdown list.
- **To run a Report using the Run Saved Reports functionality:**

From the Options menu select the Run Saved Report option or click the Run Saved Reports toolbar icon .

A dialog similar to the one below is displayed.



Expand the Report hierarchy by clicking the + next to the report type or double-clicking the report type

Click the required saved report setting.

Click the **OK** button. The report is displayed with the specified saved settings.

- **Comments:** Add comments to the document from the comments dialogue
- **Close Descendants:** Each time you drill down into a report a new window is opened, showing the information for the drill down. All of these windows, known as descendants remain open to allow you to move between them. Use this option to close down all descendants that have been opened and return to the original report display when you have finished
- **Close Report and Descendants:** As Close Descendants, except the Report is also closed

2. STANDARD REPORTS AVAILABLE

The list below shows the standard reports available in Dream. You may not have access to all the reports; this depends upon the menu security that has been applied.

- **Account report**
- Document Report
- **Ledger List Report**
- **Nominal Detail Report**
- Order Report

2.1 Account Report – Used to interrogate the system by Account field

Select either , Options-Account Report (from the menu bar) or CtrlA.

- **Previous Settings:** If you have set up and run reports before you may have saved the settings for future use. This drop down allows you to select from a list of previously run and saved report views.
- **Show Settings Created by Other Users:** Include report views that have been set up by other users
- **Remove:** Remove the selected report view from the list. You may only remove those you have set up
- **Transaction Type:** Enter the Transaction Type on which the report is to be based. The Default is Actual and the remainder are all types budget.
- **Ledger:** Enter the Ledger on which the report is to be based

- **Ledger Accounts... .to:** Enter the inclusive range of accounts you want to include in the report. Entering an account in the first field produces a report for that account only.

Entering an account in the 'to' field produces a report of all accounts up to and including that account. Leave both fields blank for all Ledger accounts.
- **Nominal Accounts... to.:** Enter the inclusive range of nominals you want to include in the report. Entering a nominal in the first field produces a report for that nominal only. Entering a nominal in the 'to' field produces a report of all nominals up to and including that nominal. Leave both fields blank for all nominals.
- **Periods... to.:** Enter the inclusive range of periods you want to include in the report. Entering a period in the first field produces a report for that period only. Entering a period in the 'to' field produces a report of all periods up to and including that period. Leave both fields blank for all periods, note that leaving them blank will include the Register periods (ARCH and XFAC) in your selection.
- **Document Date... to.:** Enter the inclusive range of document dates you want to include in the report. Entering a document date in the first field produces a report for that document date only. Entering a document date in the 'to' field produces a report of all document dates up to and including that document date. Leave both fields blank for all document dates.
- **Summary Only:** Check this box if you want to see a summary by account only
- **Combine in One Window:** If checked the nominal/account document sets will be combined in a single report. If not you will need to use the navigation buttons detailed above.
- **Show Accounts with No Details:** Check this box to include all nominals/accounts whether or not they have details attached.
- **Show Currency for Each Detail:** Check to show the currency symbol associated with the detail value in the report
- **Show Alternative Home Values:** Not used at present
- **Show Details For:** Ledger reports on standard ledgers and Second Ledger reports on a second ledger
- **All Analysis:** This enables you to run reports using further analysis other than just the full Nominal code or Account Code. There are 10 analyses available but we currently only use 9. They are:
 1. Reporting Area - You can specify a current year Reporting Area (see indices manual 5).
 2. 1st five digits of nominal Codes - You can select codes by the first five digits of the Nominal. (Sub Department) e.g. AAA00..
 3. Last five digits of nominal Codes - You can select codes by the last five digits of the Nominal (category) Eg FA031.
 4. 6th and 7th digit of nominal codes - You can select codes by the 6th and 7th digits of the nominal (Category Grouping) e.g. FA Office Costs.
 5. Research Groups - You can select codes by the Research Groups (see indices manual 5).

6. BS IIA/Rel Nom - You can select codes by either nominal code which are Balance Sheet Income in Advance by typing in 11A or Balance sheet Release nominal codes .
7. IE Nominal - You can select to run I&E nominal codes by putting in a K or Balance Sheet nominal codes only by putting in !NO VALUE! in the from Box.
8. Campus - You can select codes by either Hull campus by selecting H or Scarborough by selecting S.
9. Reporting2006 - You can select last years Reporting Area (see indices manual 5).


You can run each analysis code for a single code or a range of codes using the 'to' and 'from' boxes. Unlike the indices you can use multiple analyses on each report, this give you more flexibility. If you use this option the title button becomes **Analysis**.

- **All Values:** This enables you to put restrictions on the balances on either total balance or individual transactions in the report. If you use this option the title of button becomes Values.

If you want to run a new report or wonder why no information has appear on a report you will need to check that you have not got anything in these options from previous reports.

- **Document Type:** The default is for all document types but you can select a single document type of document type group
- **Sub-Totals:** Reports may be created with Sub Totals by Document Type, Year, Period, Nominal, Second Account or Userfield 1, 2 or 3.
- **Show Only Items with Status:** This option allows you to select the Status of the items you wish to include in the report.
- **Selection Sort Order:** **Sorting** defines the order in which the data in a report is listed
- **Cancel:** Cancel the operation and return to the main menu and toolbar
- **OK:** Confirm your selection criteria and produce the report

2.2 Ledger List Report

Used to interrogate the system by Ledger. Select either  or, Options-Ledger List Report (from the menu bar).

Most of the settings are the same as the Account Report Screens so will not be repeated. The additional settings are:

- **Options:** By clicking on the down arrow the following options are available.
 1. **Account Total:** Reports the total balances for each Account across all Nominals that use the account. The navigation arrows can be used to move between Ledgers. Double clicking on an Account offers the option to view the balance for that Nominal or by Period.
 2. **Single Nominal:** Reports the Account Balances by Nominal. The navigation arrows can be used to move between Accounts.
 3. **Single Account Nominal:** Reports the Nominal Balance by Account. The navigation arrows can be used to move between Accounts
 4. **Single Account Periods:** Reports the Nominal balance by Account. The navigation arrows can be used to move between Accounts. Double clicking on a period explodes to display a report by Nominal for that Account for the particular period.
 5. **Single Nom/Acc Periods:** Reports the Period balances for each Account/Nominal combinations. The navigation arrows can be used to move between Accounts and Nominals.

- **Exclude:**
 - None: Excludes nothing
 - No Details: Excludes Accounts with no details
 - Zero Balances: Exclude Accounts with Zero Balances

- **Key Points on Ledger List Reports:**
 1. Double click on an account line to display a context menu with the drill down options available from that line: This will display different options depending on the selection criteria you have specified.
 2. Only reports on First Ledgers. To report on Second Ledgers use the Account Report
 3. This report does not report balances in Account Currency.

2.3 Nominal Detail Report

Used to interrogate the system by Nominal. Select either , Options-Nominal Detail Report (from the menu bar) or Ctrl+N.

Most of the settings are the same as the Account Report screens so will not be repeated. The additional settings are:

- **Payment List:** Enter the Payment List on which you wish to base this Nominal Detail Report. Leave blank to ignore this option.
- **As At Report:** For Nominals and Accounts where the Dream Allocation process is used, it is possible to run an Open item report retrospectively so that only items that had a status of Open at a particular date. To run an As At Report, include the As At Date in the Document Dates... to. Field and check the As At Report checkbox.
- **Include Part Pay Values:** The check box becomes available when the As At Report Check box is checked
- **Brought Forward Balance:** Check this box to show Brought Forward and Carried Forward totals, when reporting on a single period or on a range of periods.
- **Allocate:** Check this box to enable Allocation as soon as the report is displayed.
- **Unallocated Items Only:** Check this box to report on Unallocated items only.
- **Currency:** This field is used if you have a requirement to produce reports for Nominals and/or Accounts in a specific currency.
- **Select Nominals By:** Dream indices may be used to facilitate Nominal selection. They will be listed in the drop-down. A range of index items can be entered in the Nominal box(es).
- **Select Accounts By:** Dream indices may be used to facilitate Account selection. They will be listed in the drop-down. A range of index items can be entered in the Account box(es).
- **Dispute Items:** Items may be flagged as in Dispute from the Nominal Detail Report by selecting the line and choosing Account, Dispute Item from the menu.

2.4 Order Report

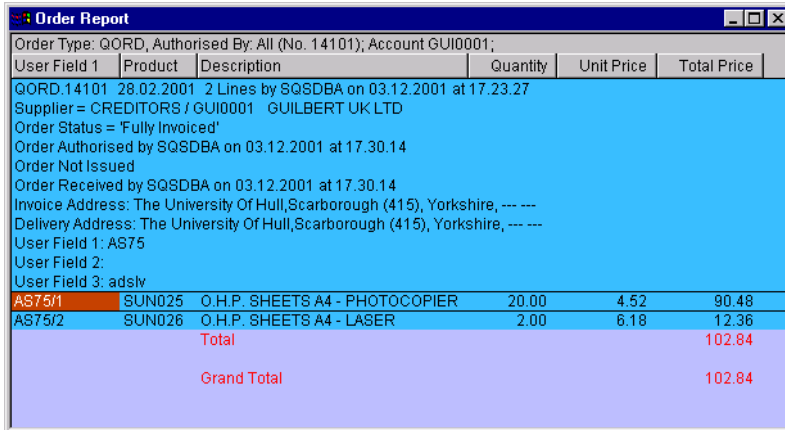
Used to view an order. Purchase Orders are transferred from the Purchasing system (QORD) and Sales Orders (SORD) were used prior to the Dream Upgrade (SOIN/SORD No 30085)

Select either , Options-Order Report (from the menu bar) or CtrlL.

- **Order Type:** Select QORD if you wish to enquire on a Purchase Order and SORD if you wish to enquire on a Sales Order. (Only Invoices raised to SOIN No 30085)
- **Number:** Purchase Order: If you want to look for a particular order, enter the order number that can be obtained from the Purchasing Finance code, displayed on an order header.
Sales Order: The order number for a Sales Order is the same number as the Sales Invoice produced. (Only for used for Sales Invoices raised to SOIN No 30085)
- **Order Dates:** If you want to enquire on a particular date(s) then enter the date(s) in the format dd.mm.yyyy.
- **Supplier Ledger & Supplier Account:** If you want a wider search then in the Supplier Ledger field enter the appropriate (CREDITOR for UK suppliers, FORCRED for overseas suppliers, DEBTOR for UK customers and FORDEBT for overseas customers). Once you have selected your ledger you can enter the account(s) you require. Enter the code or use the find facility to locate the supplier/customer you wish to report on.
- **Authorised By:** Enter the userid of the individual who raised the order from the drop-down box. If you wish to look at a range of individuals you will have to select 'All' in the authorised field. This normally defaults to your username, so if the order you are wish reporting on has being raised by someone else you will need to select their userid or 'All'.
- **Show Complete Full Descriptions:** Ensure this is ticked will show the line descriptions that appear on the invoice.
- **Select Orders with Status:** You can select either all order statuses or a particular status i.e. invoiced.

- **Show Header Rows:** This will default to 'All', we recommend you leave this as the default.

When you have the selection criteria you require press OK.



Order Type: QORD, Authorised By: All (No. 14101); Account GUI0001;
 User Field 1 | Product | Description | Quantity | Unit Price | Total Price |
 QORD.14101 28.02.2001 2 Lines by SQSDBA on 03.12.2001 at 17.23.27
 Supplier = CREDITORS / GUI0001 GUILBERT UK LTD
 Order Status = 'Fully Invoiced'
 Order Authorised by SQSDBA on 03.12.2001 at 17.30.14
 Order Not Issued
 Order Received by SQSDBA on 03.12.2001 at 17.30.14
 Invoice Address: The University Of Hull, Scarborough (415), Yorkshire, --- ---
 Delivery Address: The University Of Hull, Scarborough (415), Yorkshire, --- ---
 User Field 1: AS75
 User Field 2:
 User Field 3: adslv

User Field 1	Product	Description	Quantity	Unit Price	Total Price
AS75/1	SUN025	O.H.P. SHEETS A4 - PHOTOCOPIER	20.00	4.52	90.48
AS75/2	SUN026	O.H.P. SHEETS A4 - LASER	2.00	6.18	12.36
Total					102.84
Grand Total					102.84

Purchase Orders:

Once you have run the report you can customise it by adding and removing columns. Right click and select columns. Ensure that User Field1 is in the report and the order number will also be displayed. You will be able to see the status of the order (authorised, delivered, invoiced etc) and if you put your cursor on the order line and double click a pop-up box will be displayed and you can look at the invoice details that relate to this order.

Sales Orders:

Once you have run the report you can customise it by adding and removing columns. Right-click select columns and ensure that User Field 2 (delivery date) & User Field 3 (VAT figure) are in the report for information

3. CUSTOMISING REPORTS

- **Removing a column**

Left click on the column header and drag it off the report until you see a black X. If you wish the column to be excluded from all subsequent new reports use the columns option on the report menu and save as default.

- **Rename a column**

Right click on the title of the column. The rename dialogue displays showing the default name for the column and a field into which you should enter the new name you wish to display. Type in the new name and click on OK to apply.

Right clicking again on the column header and deleting the changed name can reset the default.

The changed column names relate only to the user who has changed them.

- **Column Sorting**

To sort any column of the report, in numeric or alpha order, place the cursor on the grey column title and left click once. You can choose to sort in either ascending or descending order by clicking a second time on the column title.

- **View Contacts**

You can view contact details for a row in a report that contains a Purchase or Sales Ledger Account.

Click on the row in the report. Select View, Contact Information from the menu bar. The master data held on the Supplier or Customer will be displayed.

- **Add/View Comment in Reports**

Dream can hold comments against Nominals, Ledgers, Accounts, Document Types, Document Numbers, and Order Numbers and, at the lowest level, individual document detail lines.

An asterisk on a report indicates that there is a comment. Left click on the appropriate report row and select Comments from the Reports menu.

- **Using Indices to Select Report Contents**

One use of a Dream Index is to group Nominals and Accounts together for reporting purposes.

Nominal and Account indices may be used on Nominal Detail Reports but only Nominal indices may be used on Trial Balance reports

There is no limit to the number of Dream Indices that can be set up and used for reporting in Dream.

- **Saving Executed Reports**

You may wish to take a snapshot of a report at a given point in time and save this for historical purposes.

To save a report as it appears on screen you may select Save or Save As from the file menu. Save as a HTML file.

- **Printing Reports**

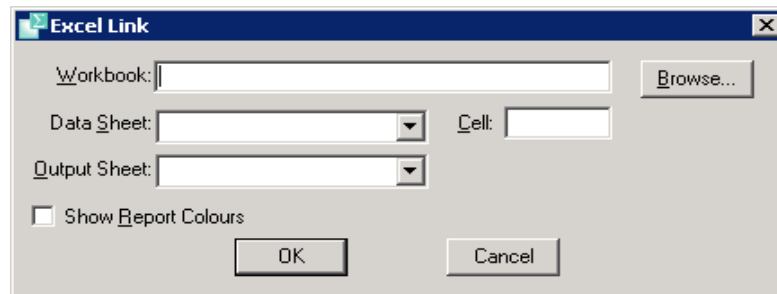
You may print a report using the standard print function from the file menu.

- **Copying a Report into Excel.**

Copy Window: You may also copy the report into Excel. Run a report and select Edit, Copy Window from the menu bar and paste straight into the application.

Copy to Excel: It is also possible to copy a report from Dream directly into a named Excel.

Run the required report in Dream (**DON'T CLICK INTO THE REPORT**) and then select Edit, Copy to Excel. The following screen is displayed:



If you are copying into an existing spreadsheet Use the Browse button to find the file you have set up. You can select the sheet you wish to place the data on (Data Sheet) and the cell (Cell)

Press ok and Excel will open the pre-named file and will copy the data in. Do not touch the Excel file while it is copying in. The last thing that is done is the fields re-size, once this is done the copy is complete.

If you are copying the data into a brand new blank spreadsheet just press ok and Excel will open with a new workbook and sheet and data will be copied in.

4. STATUS OF PAYMENTS

Dream enables you to check the status of payments to a Supplier or from a Customer.

Run a Nominal Detail Report, or Account Report, in the normal way. Drill-down on the Supplier or Customer invoice you wish to enquire on to view the Document Report.

The Document Report ‘Status’ column will advise you whether the invoice has been paid:

Status O (Open) – this invoice has not yet been paid

Status P (Paid) – this invoice has been paid

Unpaid Invoice

This invoice has not yet been paid – it has a status of O

Each Supplier Invoice has a due date on, usually the last day of the month. The invoice will be paid within 2 working days of the end of the month. By selecting the ‘Due date’ column in your report you can clarify when payment will be made

Nominal/Account	Title	Home Value	Status	Due Date
QINV.34286 17.04.2002 2002.09 3 Lines by ADSCS on 17.04.2002 at 13.25.19 (GBP)				
ASD000	PURCHASE LEDGER CONTROL-UK SUPPLIERS	-129.00	O	31.05.2002
JOI0003	JOINT UNIVERSITY COUNCIL			
AAL00FD020	CASS-SUNDRY COSTS	129.00	O	
RAL001	CORE-CASS-GENERAL			
ASP010	Cannot get title for this account	0.00	O	

Paid Invoice

This invoice has been paid – it has a status of P

Nominal/Account	Title	Home Value	Status
QINV.28287 04.03.2002 2002.08 3 Lines by ADSMF on 06.03.2002 at 09.56.09 (GBP)			
ASD000	PURCHASE LEDGER CONTROL-UK SUPPLIERS	-1,276.05	P
DAN0009	DANWOOD FINANCE LTD		
AAL00FA041	CASS-PHOTOCOPY EXT	1,276.05	O
RAL001	CORE-CASS-GENERAL		
ASP010	Cannot get title for this account	0.00	O

Note that the status of P will show against the Purchase (or Sales) Ledger account line only.

If you wish to see how and when the invoice was paid click on the line that shows the Paid status and select Document, Show Allocation from the menu bar.

This report shows that QINV 28287 was paid with a number of other invoices on BACS 16014

Doc. Type	Doc. No.	Alloc.Home Value	Alloc.Nom.Curr.	Alloc.Acc.Curr.	Alloc.Status
SQSALLOC 63507					
QINV	28206	-451.76	-451.76	-451.76	A
QINV	28287	-1,276.05	-1,276.05	-1,276.05	A
QINV	30317	-294.56	-294.56	-294.56	A
QINV	32081	-910.04	-910.04	-910.04	A
QINV	29019	-311.26	-311.26	-311.26	A
QINV	30880	-450.30	-450.30	-450.30	A
QINV	30887	-691.36	-691.36	-691.36	A
QINV	35261	-307.99	-307.99	-307.99	A
QINV	31246	-465.96	-465.96	-465.96	A
QINV	32444	-585.62	-585.62	-585.62	A
QINV	33500	-1,843.83	-1,843.83	-1,843.83	A
QINV	32835	1,940.51	1,940.51	1,940.51	A
QINV	33541	-1,168.84	-1,168.84	-1,168.84	A
QINV	33542	-163.33	-163.33	-163.33	A
BACS	16014	6,980.39	6,980.39	6,980.39	A
		0.00	0.00	0.00	

To check when the invoice was paid double-click on the line that shows the BACS document. This shows that BACS 16014 was paid on 30.04.02 to Danwood Finance Ltd

Nominal/Account	Title	Home Value	Status
BACS - BACS			
BACS.16014 30.04.2002 2002.10 2 Lines by ADSAP on 30.04.2002 at 17.11.01 (GBP)			
ASD000	PURCHASE LEDGER CONTROL-UK SUPPLIERS	6,980.39	P
DAN0009	DANWOOD FINANCE LTD		
APA080	Cannot get title for this account	-6,980.39	O

5. TUITION FEE REPORTS

Overview

- There are two standard reports that analyse tuition fees by programme of study within a faculty or department.
- There are two standard reports that analyse tuition fees by student within a faculty or department.

Running report on Tuition Fees by Account 1 by Programme of Study:

Select the Account Report icon (green) on the toolbar

Tick the box “Show settings by other users”

Select “SQS001|Tuition Fees by POS”

The following Account Report selection is the default. The only fields that require amending are the ledger, account, period from and period to.

The screenshot shows the 'Account Report - Tuition Fees by POS' dialog box. It contains several sections for configuring the report:

- Previous Settings:** A dropdown menu set to 'Tuition Fees by POS'. Below it is a checkbox for 'Show settings created by other users' (unchecked) and a 'Remove' button.
- Transaction Type:** A dropdown menu set to 'ACTUAL'.
- Ledger:** A text field containing 'IFL' with a '?' icon to its right.
- Ledger Accounts:** Two text fields, both empty, with '?' icons to their right.
- Nominal Accounts:** Two text fields, both empty, with '?' icons to their right.
- Periods:** Two text fields containing '2003.00' and '2003.05', with '?' icons to their right.
- Document Dates:** Two empty text fields.
- Due Dates:** Two empty text fields.
- Options:** A group of checkboxes: 'Summary Only' (unchecked), 'Combine In One Window' (checked), 'Show Accounts With No Details' (unchecked), 'Show Currency for Each Detail' (unchecked), and 'Show Alternate Home Values' (unchecked).
- Show Details For:** A dropdown menu set to 'Ledger'.
- Document Type:** A dropdown menu set to 'TUIT'.
- Select Accounts By:** A dropdown menu set to 'Account Code'.
- Select Nominals By:** A dropdown menu set to 'Account Code'.
- Sub Totals:** A dropdown menu set to 'User Field 2'.
- Show Only Items With Status:** A dropdown menu set to 'All Items'.
- Selection Sort Order:** A dropdown menu set to 'Date, Document type, Document number'.

Three callout boxes with arrows point to specific fields:

- One points to the 'Ledger' field with the text: "Change the ledger as required – click on ? to select".
- Another points to the 'Ledger Accounts' fields with the text: "Enter a single Account 1 or a range of Account 1s – keep blank to select all Account 1s in a ledger".
- A third points to the 'Periods' fields with the text: "Change the period range as required".

The report produced selects all TUIT (Tuition Fee) documents for the period, ledger and account 1(s) selected. The results are sub-totaled by the entries in User Field 2 (Programme of Study). **DO**

NOT CHANGE ANY OF THE OTHER REPORT SETTINGS BEFORE CLICKING ON OK.

The report produced is as displayed below:

SQS001 Tuition Fees by POS									
IFL:RDB002 - CORE-ILC-MBA HULL; Periods 2003.00 to 2003.05; Subtotal by user field 2; All Values;									
Date	Period	Nominal	Description	Doc. Type	Doc. No.	Value	User Field 1	User Field 2	
IFL:RDB002 - CORE-ILC-MBA HULL									
14.11.2002	2003.04	ADB00AE014	01/02 Session: Tuition Fees	TUIT	3132	-1,795.00	200037510	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3139	-1,795.00	200121133	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3140	-1,795.00	200121136	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3146	-1,795.00	200121148	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3157	-1,795.00	200121184	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3158	-1,795.00	200121185	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3159	-1,795.00	200121190	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3203	-1,795.00	200128046	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3208	-1,795.00	200128053	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3210	-1,795.00	200128058	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3213	-1,795.00	200128254	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3214	-1,795.00	200128255	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3215	-1,795.00	200128258	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3219	-1,795.00	200129002	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3220	-1,795.00	200129003	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3230	-1,795.00	200129629	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3232	-1,795.00	200129660	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3233	-1,795.00	200129661	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3234	-1,795.00	200129662	120004	
14.11.2002	2003.04	ADB00AE014	02/03 Session: Tuition Fees	TUIT	3236	-1,795.00	200129765	120004	
10.12.2002	2003.05	ADB00AE014	02/03 Session: Tuition Fees	TUIT	12307	-1,795.00	200129664	120004	
10.12.2002	2003.05	ADB00AE014	02/03 Session: Tuition Fees	TUIT	12309	-1,795.00	200129764	120004	
Total						-39,490.00		120004	
Total carried forward						-39,490.00			

Running Tuition Fees by Account 1 by Student Number:

Select the Account Report icon (green) on the toolbar

Tick the box **“Show settings by other users”**

Select **“SQS001|Tuition Fees by Student”**

The only fields that require amending are the ledger, account, period from and period to.

The report produced selects all TUIT (Tuition Fee) documents for the period, ledger and account 1(s) selected. The results are sub-totalled by the entries in User Field 1 (Student Number). **DO NOT CHANGE ANY OF THE OTHER REPORT SETTINGS BEFORE CLICKING ON OK.**

The report produced is as displayed below:

IFL:RDB002 - CORE-ILC-MBA HULL; Periods 2003.00 to 2003.05; Subtotal by user field 1; All Values;									
Date	Period	Nominal	User Field 1	User Field 2	Description	Doc. Type	Doc. No.	Value	
IFL:RDB002 - CORE-ILC-MBA HULL									
14.11.2002	2003.04	ADB00AE014	200037510	120004	01/02 Session: Tuition Fees	TUIT	3132	-1,795.00	
			200037510		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200121133	120004	02/03 Session: Tuition Fees	TUIT	3139	-1,795.00	
			200121133		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200121136	120004	02/03 Session: Tuition Fees	TUIT	3140	-1,795.00	
			200121136		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200121148	120004	02/03 Session: Tuition Fees	TUIT	3146	-1,795.00	
			200121148		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200121184	120004	02/03 Session: Tuition Fees	TUIT	3157	-1,795.00	
			200121184		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200121185	120004	02/03 Session: Tuition Fees	TUIT	3158	-1,795.00	
			200121185		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200121190	120004	02/03 Session: Tuition Fees	TUIT	3159	-1,795.00	
			200121190		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200128046	120004	02/03 Session: Tuition Fees	TUIT	3203	-1,795.00	
			200128046		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200128053	120004	02/03 Session: Tuition Fees	TUIT	3208	-1,795.00	
			200128053		Total			-1,795.00	
14.11.2002	2003.04	ADB00AE014	200128058	120004	02/03 Session: Tuition Fees	TUIT	3210	-1,795.00	
			200128058		Total			-1,795.00	

Tuition Fees by Nominal Code by Programme of Study:

Select the Nominal Detail Report icon (blue) on the toolbar

Tick the box **“Show settings by other users”**

Select **“SQS001|Tuition Fees by POS”**

The following Nominal Detail Report selection is the default. The only fields that require amending are the nominal index item, account, period from and period to.

The screenshot shows the 'Nominal Detail Report - Tuition Fees by Student' dialog box. It contains several sections for configuration:

- Previous Settings:** A dropdown menu set to 'Tuition Fees by Student', with 'OK', 'Cancel', and 'Remove' buttons.
- Transaction Type:** A dropdown menu set to 'ACTUAL'.
- Nominal Index Items:** A field containing 'D', followed by a '?' button and a 'to' separator, then another empty field and a '?' button. A callout box points to this field with the text: "Change nominal index item to select your own faculty".
- Ledger Accounts:** An empty field, followed by a '?' button and a 'to' separator, then another empty field and a '?' button. A callout box points to this field with the text: "Select a single account 1 or a range. Leave blank for all accounts within the nominal range selected".
- Periods:** A field containing '2003.00', followed by a '?' button and a 'to' separator, then a field containing '2003.05' and a '?' button. A callout box points to this field with the text: "Change period range as required".
- Document Dates:** Two empty fields separated by a 'to' separator.
- Payment List:** An empty text field.
- Options:** A group of checkboxes including 'As At Report', 'Include Part Pay Values', 'Brought Forward Balance', 'Allocate', 'Unallocated Items Only', 'Combine In One Window' (checked), and 'Show Accounts With No Details'. There are also 'All Values...' and 'Custom Columns...' buttons.
- Document Type:** A dropdown menu set to 'TUIT'.
- Select Nominals By:** A dropdown menu set to 'FACULTY'.
- Select Accounts By:** A dropdown menu set to 'Account Code'.
- Sub Totals:** A dropdown menu set to 'None'.
- Show Only Items With Status:** A dropdown menu set to 'All Items'.
- Selection Sort Order:** A dropdown menu set to 'Date, Document type, Document number'.

The report produced selects all TUIT (Tuition Fee) documents for the period, and nominal code range (by ledger) selected. The results are sub-totalled by the entries in User Field 2 (Programme of Study). **DO NOT CHANGE ANY OF THE OTHER REPORT SETTINGS BEFORE CLICKING ON OK.**

Report produced is as displayed below:

Date	Nominal	Account	User Field 2	Value	Description	User Field 1
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	01/02 Session: Tuition Fees	200037510
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200121133
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200121136
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200121148
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200121184
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200121185
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200121190
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200128046
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200128053
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200128058
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200128254
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200128255
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200128258
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129002
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129003
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129629
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129660
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129661
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129662
14.11.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129765
10.12.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129664
10.12.2002	ADB00AE014	RDB002	120004	-1,795.00	02/03 Session: Tuition Fees	200129764
			120004	-39,490.00	Total	
14.11.2002	ADB00AE014	RDB004	120005	-1,795.00	02/03 Session: Tuition Fees	200215622
14.11.2002	ADB00AE014	RDB004	120005	-1,795.00	02/03 Session: Tuition Fees	200215778

Tuition Fees by Nominal Code by Student:

Select the Nominal Detail Report icon (blue) on the toolbar

Tick the box “Show settings by other users”

Select “SQS001|Tuition Fees by POS”

The only fields that require amending are the nominal index item, account, period from and period to.

The report produced selects all TUIT (Tuition Fee) documents for the period, and nominal code range (by ledger) selected. The results are sub-totalled by the entries in User Field 1 (Student Number). **DO NOT CHANGE ANY OF THE OTHER REPORT SETTINGS BEFORE CLICKING ON OK.**

The report produced is as displayed below:

Date	Nominal	Account	User Field 1	User Field 2	Value	Description
14.11.2002	ADB00AE014	RDB003	199702743	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200031498	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200037510	120004	-1,795.00	01/02 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200121133	120004	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200121136	120004	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121138	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121139	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121142	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121146	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200121148	120004	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121151	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121161	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121167	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121171	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121178	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121179	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121180	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200121183	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200121184	120004	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200121185	120004	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200121190	120004	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200128043	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200128044	120006	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB002	200128046	120004	-1,795.00	02/03 Session: Tuition Fees
14.11.2002	ADB00AE014	RDB003	200128047	120006	-1,795.00	02/03 Session: Tuition Fees

Customising the Tuition Fee Reports for an Individual User:

It is recommended that once a user has run the standard report(s), and amended the selection criteria for their own faculty etc, the report should be saved under the user's name. This will simplify the running of the report on future occasions.

Standard functionality in Dream allows reports to be customised by each user. This is achieved by right clicking in the body of the report once it has been run, selecting "Save Report Settings", and giving the report a name.

Version 3.2 Release 2 has been enhanced to allow you to run saved reports settings via a new menu option, see "To run a Report using the Run Saved Reports functionality on page 5".

Appendix I – Amendments to Manual

Date	Page(s)	Description of amendment
19.02.2003	16-22	Section 5 added for reports on Tuition Fees
06.03.2003	13	Amended instructions for sorting columns on a report
July 2008	All	Reviewed and Updated for Dream 3.2