



Invoice Overlays

Table of Contents

Table of Contents 1

Auto-Email and Auto-Fax of Invoices 3

- Set-up..... 3
- Phone Number File 3
- ODS Menu 4
 - Option 3 - Program Options/User Authority 5
 - Option 4 - User / Option Authority 6
 - Option 10-Settings and Layout Overrides 7
 - Spool File Layout..... 8
 - Default E-mail Configuration 9
 - Default Fax Overlay10
 - Creating New Overrides.....11
 - Updating a New Override12
 - Updating an E-mail Overlay12
 - Customized E-mail Configuration (Invoice Overlay)15
 - Updating an Fax Overlay.....16
 - Customized Fax Configuration (Invoice Overlay).....18

Printing Copies - IVC 12.....19

- Auto Fax24
- Auto E-mail.....24

Ability to Print Invoices Without Using Pre-printed Forms25

- Configuring the System to Print Invoice Overlays25
- Printing Invoices with Overlays29
- Dancik Customized Invoice Overlay30

Auto-Email and Auto-Fax of Invoices

Set-up

Phone Number File

The Phone Number File Maintenance allows you to enter supplier phone numbers, fax numbers and e-mail addresses. The accounts associated with the invoices to be e-mailed or faxed, must be set-up properly in the Phone Number File.

1. The Phone Number File is accessed in the following ways:
 - ? While in the BILLTO record, press the **F10** function key.
 - ? From the Special System Maintenance Functions Menu (SYS) option 802 - Phone Number File Maintenance.
2. An example Phone Number by Accounts Maintenance screen is shown below. Accessed via SYS 802
3. In this example, there are four distribution options (two emails, one phone, and one fax). Notice also that the email options are set up to receive the AR EOM statements, along with Order Acknowledgments (AK), pick list (PL) and invoice reprints (IN) automatically. Furthermore, the fax distribution option is configured to automatically receive these documents via fax.

Phone Number by Account# Maintenance											
Account#: 212345 STEVE'S CUSTOM FLOORS											
Select: Types _ _ _ Area Codes _ _ _ Position To Account#: _____											
(Types=A,F,I,T)											
Opt	Acct#	Type/Area	Cd/Ph#	Description/URL	AF PL	AF AK	AF IN	EM PL	EM AK	EM IN	EXT DIG
-	212345	F 919	3793716	DANCIK FAX	Y	Y	Y	-	-	-	-
-	212345	I	BOLIPHANT@	DANCIK.COM	-	-	-	Y	Y	Y	-
-	212345	I	GARY@	DANCIK.COM	-	-	-	Y	Y	Y	-
-	212345	T 919	3793722	GARY'S PHONE	-	-	-	-	-	-	L
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
Bottom											
Opt: D=Delete Num.Type = T, F, or I AF=Auto-Fax. EM=E-Mail.											

ODS Menu

Options 3 and 4 on the ODS menu can be used to restrict this functionality. Option 10 is used to assign a default fax overlay and/or email overrides.

```

6/21/06          DANCIC INTERNATIONAL, LTD.          GBRANNEN
09:53:41          Output Distribution Setup Menu      SAL
                                                    R2006

Opt Description          Opt Description
SETUP OPTIONS :
  1 Authorization Maintenance
  2 Initial Distribution Options
  3 Program Options/User Authority
  4 User / Option Authority
  5 Work w/ Default Type & Values ..>
  6 Work w/ BCC E-Mail Addresses
  7 PC Document Types
  8 Reset Initial Files
  9 Work With Job Distribution Option
 10 Settings and Layout Overrides

WEBSITE OPTIONS :
 11 Work w/ Web Site Definitions
 12 Work w/ Reports Posted to the Web

OTHER RELATED OPTIONS :
 13 Purge Reports Posted to the Web
 21 Work w/ Spooled Files - O/D
 22 User Request History Log
 23 Purge History Log Files

IFS RELATED OPTIONS
 30 Work w/ Data Extraction Files
 31 E-Mail IFS File

Scheduled Distribution Options
 40 Report Scheduler for Customers

More...

Enter Desired Menu / Option# ====> ODS ____

F1=Add  F2=Select  F5=Personal  F9=Additional  F10=Scan  F11=Alt View  H
    
```

Note: For more detailed information on ODS, refer to the ODS manual.

Option 3 - Program Options/User Authority

Use this option to grant authorization to specific users

1. When option 3 is selected off the ODS menu, the Program Options/User Authority screen appears. The program that controls the distribution of invoices is INCOPYCL

```

Output Distribution
Program Options File Maintenance

P O S I T I O N ..... Key : _____

Type options, press Enter.
5=Display      W=Work w/ Authority List

Opt Key      Library  Program Description
- ARSTATCL   *LIBL   Print Monthly Statements
  ASKCSH     *LIBL   Apply Cash To An Order & Optionally Reprint  PO
  W INCOPYCL  *LIBL   Print Copies of Invoices / Batch Mode
  OD3000R    *LIBL   O/D : Work w/ Spooled Files
  OD3020R    *LIBL   O/D : Data Ext - Work w/ Files
  OD5005R    *LIBL   O/D : Execute ODS/Select using passed Invoice#
  OD9011R    *LIBL   O/D : E-Mail IFS File - Prompt
  ORDERENTRY *LIBL
  PRICL3CL   *LIBL   Call Price List By Price Cls (PRICL3 or PRICL7) LI
  PRICL3RCL *LIBL   Called By PRICL3 (prints 1 price list)      LI
                                           More...

F2=Position  F7=Exit                               Roll Up/Down H
  
```

2. Enter a **W** in its **Opt** field and press **Enter**. The Program Authorization File Maintenance screen appears.

```

Output Distribution
Program Authorization File Maintenance

Key ..... INCOPYCL   Print Copies of Invoices / Batch Mode
              *LIBL

Grant Authority to User . _____ (*ALL Grants All User Access)

Type options, press Enter.
4=Delete

Opt  User      Description
-   *ALL      *ALL Users Granted Authority

Bottom

F6=Return  F7=Exit
  
```

3. The default is for all users to be granted authority, as shown with the ***ALL** entry on the screen above. To grant users on a one by one basis, you will need to delete (option 4) the ***ALL** user and enter each user individually.

Option 4 - User / Option Authority

Use this option to grant or limit the authority to send invoices via email or fax to specific users.

1. When this option is selected, the User Options File Maintenance screen appears.

```

Output Distribution
User Options File Maintenance
-----
User / Group ..... *USERDFT   Default User Settings

Add Distribution Option . █ (?) (*A)=All availalble options
-----
Type options, press Enter.
4=Delete

      D I S T R I B U T I O N
Opt Opt Option Description
-  *A  *ALL Options

      D I S T R I B U T I O N
Opt Opt Option Description

Bottom
-----
F2=Position  F7=Exit  F9=Work w/ Groups  F11=Copy
Use *USERDFT to access the User Default Settings record...
    
```

2. The system default is for everyone to have authority to all the distribution options. To make exceptions by user, enter the user's name and grant them specific distribution options via the **Add Distribution Option** field. You can grant them access to all distribution options by entering ***A**.

Option 10-Settings and Layout Overrides

This option, **10 - Settings and Layout Overrides**, lets you establish default templates when e-mailing or faxing invoices. Unless you change the default template the standard Dancik templates are used. This option allows you to create a new overlay for faxes and the ability to edit the headings used on an e-mail.

1. When option **10** is selected, the Settings and Overrides File Maintenance screen appears.

```

11/08/04          Output Distribution          ODSSETOVR
 9:43:42          Settings and Overrides File Maintenance  XC
-----
Opt Program      Description
-  ARSTATCL      PRINT A/R MONTHLY STATEMENTS
-  INCOPYCL      PRINT COPY OF INVOICES

Bottom

Options ==> X=Select
F7=Exit
    
```

2. To work with the templates used for e-mailing and faxing invoices, enter an **X** in the **Print Copy of Invoices** field and press **Enter**.

```

11/08/04          Output Distribution          OD39990R
 9:48:05          Settings and Overrides File Maintenance  XC
-----
Program .....: PRINT COPY OF INVOICES
ODS Usage.....: *ALL

Opt ODS Usage    Description                Dft

Options ==> C=Copy  D=Delete  I=Inquiry  R=Rmv Dft  U=Update  X=Set as Dft
F1=Add  F7=Exit  F11=View Emails Only
    
```

Note: When you first access this option, it will not contain any layouts or templates. If you choose not to create or override a layout, the standard Dancik layouts are used.

Spool File Layout

							401004	1	
10/17/95	9/18/95	OUR TRUCK	WAREHOUSE	201000	FRANK	NET IMMEDIATE	0008270	401799	
		SCAC DJDJ M1	BOSTON / LOCAL ROUTE 1				LP/RAL/	JW	
HARBOR FLOOR CENTER (RALEIGH)				HARBOR FLOOR CENTER (RALEIGH)					
2001 ATLANTIC AVE				2001 ATLANTIC AVE					
RALEIGH				RALEIGH					
NC 27604-1434				NC 27604					
Salesperson: JOE SMITH									
0010	IFIMIST2	IFI	MISTY 1/2" PAD WEB BACK 3 LB	40.00	40.00	SY	1.750	70.00	
0020	IFISTAR7	IFI	STARDUST 7/16" PAD WEB BACK	90.00	90.00	SY	1.500	135.00	
0030	IFIMIST2		MISTY 1/2" PAD WEB BACK 3 LB	80.00	.00	80.00 SY	1.500	.00	
Salesperson: JAN RIMER / ORANGE COUNTY									
0040	ARM68107401	16476590	CAMBRAV NO MATCH 12'	133.33	133.33	SY	9.990	1331.97	
		B	MARBLE-BEIGE						
			100 FT			C			
0050	ARM68107401	8015618	CAMBRAV NO MATCH 12'	1.33	1.33	SY	9.990	13.29	
		F	MARBLE-BEIGE						
			1 FT			C			
Armstrong Industries guarantees their vinyl only when installed according to ANSI 415-11.									
Branch RAL							TOTAL PRICE \$	1,550.26	
							NYS SALES TAX	127.90	
							TOTAL AMOUNT DUE \$	1,678.16	
							Amount Paid \$	1,678.16	
							Balance Due \$.00	
Thank you for your continued business.									
HARBOR FLOOR CENTER (RALEIGH)				201000	401004		10/17/95		
							TOTAL PRICE \$	1,550.26	
							NYS SALES TAX	127.90	
DANCIK OF RALEIGH							TOTAL AMOUNT DUE \$	1,678.16	
2000 CENTREGREEN WAY							Amount Paid \$	1,678.16	
SUITE 250							Balance Due \$.00	
CARY									
RAL				NC 27513-6093					

Default E-mail Configuration

THIS IS AN INVOICE

INVOICE#	PAGE#
401004	1

INVOICE DATE	SHIP DATE	SHIP VIA	F.O.B.	ACCT#	YOUR P.O.#	TERMS	OUR REF#	ORDER#
10/17/95	09/18/95	OUR TRUCK	WAREHOUSE	201000	FRANK	NET IMMEDIATE	0008270	401799
	SCAC OUDJ	M1	BOSTON / LOCAL ROUTE 1				LNPRAL	JW

BILL TO: HARBOR FLOOR CENTER (RALEIGH)
2001 ATLANTIC AVE
RALEIGH, NC 27604-1434

SHIP TO: HARBOR FLOOR CENTER (RALEIGH)
2001 ATLANTIC AVE
RALEIGH, NC 27604

LINE#	ITEM NUMBER	SERIAL#	DESCRIPTION	QTY. ORD.	QTY. SHIPPED	QTY. BACKED	UM	PRICE	AMOUNT
			Salesperson: JOE SMITH						
0010	IFMIST2	IFI	MISTY 1/2" PAD WEB BACK 3 LB	40.00	40.00		SY	1.750	70.00
0020	IFISTART	IFI	STARBUST 1/16" PAD WEB BACK	90.00	90.00		SY	1.500	135.00
0030	IFMIST2		MISTY 1/2" PAD WEB BACK 3 LB	80.00		80.00	SY	1.500	0.00
			Salesperson: JAN RIMER / ORANGE COUNTY						
0040	ARM68107401	18479390	CAMBAY NO MATCH 12"	133.33	133.33		SY	9.990	1331.97
		B	MARBLE-BEIGE						
			100 FT C						
0050	ARM68107401	8019818	CAMBAY NO MATCH 12"	1.33	1.33		SY	9.990	13.29
		F	MARBLE-BEIGE						
			1 FT C						
			Armstrong Industries guarantees their vinyl only when installed according to ANSI 415-11.						

Branch RAL

TOTAL PRICE \$	1550.26
NYS SALES TAX	127.90
TOTAL AMOUNT DUE \$	1678.16
Amount Paid \$	1678.16
Balance Due \$	0.00

Thank you for your continued business.

Please return this portion with your remittance.

HARBOR FLOOR CENTER (RALEIGH)

ACCT#	INVOICE#	DATE
201000	401004	10/17/95

REMIT TO:
DANCIG OF RALEIGH
2000 CENTREGREEN WAY
SUITE 250
CARY, NC 27513-6093

RAL

TOTAL PRICE \$	1550.26
NYS SALES TAX	127.90
TOTAL AMOUNT DUE \$	1678.16
Amount Paid \$	1678.16
Balance Due \$	0.00

Default Fax Overlay

								THIS IS AN INVOICE	
								INVOICE	
								401004	1

INVOICE DATE	SHIP DATE	SHIP VIA	F.O.B.	ACCOUNT#	YOUR P.O.#	TERMS	OUR REF#	ORDER#	
10/17/95	9/18/95	OUR TRUCK	WAREHOUSE	201000	FRANK	NET IMMEDIATE	0008270	401799	
SCAC DJEJ MI BOSTON / LOCAL ROUTE 1								LP/RAL/	JW

BILL TO: HARBOR FLOOR CENTER (RALEIGH) 2001 ATLANTIC AVE RALEIGH NC 27604-1434	SHIP TO: HARBOR FLOOR CENTER (RALEIGH) 2001 ATLANTIC AVE RALEIGH NC 27604
---	--

LINE	ITEM NUMBER	SERIALS / STYLE#	DESCRIPTION	QTY. ORD.	QTY. SHIPPED	QTY. BACKED	U/M	PRICE	AMOUNT
Salesperson: JOE SMITH									
0010	IFIMISTZ	IFI	MISTY 1/2" PAD WEB BACK 3 LB	40.00	40.00		SY	1.750	70.00
0020	IFISTAK7	IFI	STARBUST 7/16" PAD WEB BACK	90.00	90.00		SY	1.500	135.00
0030	IFIMISTZ		MISTY 1/2" PAD WEB BACK 3 LB	80.00	.00	80.00	SY	1.500	.00
Salesperson: JAN RIMER / ORANGE COUNTY									
0040	ARM68107401	16476590 B	CAMBRAY NO MATCH 12' MARBLE-BEIGE 100 FT C	133.33	133.33		SY	9.990	1331.97
0050	ARM68107401	8015618 F	CAMBRAY NO MATCH 12' MARBLE-BEIGE 1 FT C Armstrong Industries guarantees their vinyl only when installed according to ANSI 415-11.	1.33	1.33		SY	9.990	13.29

Branch RAL	TOTAL PRICE \$ 1,550.26 NYS SALES TAX 127.90
	TOTAL AMOUNT DUE \$ 1,678.16 Amount Paid \$ 1,678.16 Balance Due \$.00

Thank you for your continued business.

RETURN THIS PORTION WITH YOUR REMITTANCE							
HARBOR FLOOR CENTER (RALEIGH)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ACCT#</th> <th>INVOICE#</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">201000</td> <td style="text-align: center;">401004</td> <td style="text-align: center;">10/17/95</td> </tr> </tbody> </table>	ACCT#	INVOICE#	DATE	201000	401004	10/17/95
ACCT#	INVOICE#	DATE					
201000	401004	10/17/95					

REMIT TO: DANCIG OF RALEIGH 2000 CENTREGREEN WAY SUITE 250 CARY NC 27513-6093	TOTAL PRICE \$ 1,550.26 NYS SALES TAX 127.90 TOTAL AMOUNT DUE \$ 1,678.16 Amount Paid \$ 1,678.16 Balance Due \$.00
--	--

Creating New Overrides

1. If you want to create or change any of these formats, the first thing you need to do is create new formats. You do this by pressing **F1** on the Settings and Overrides Screen. The following screen appears.

```

11/08/04          Output Distribution          0D39990R
 9:48:05          Settings and Overrides File Maintenance  XC
Program
ODS Usag
Opt  ODS
Create New Setting/Override Record
-----
Program .....: PRINT COPY OF INVOICES          Dft
ODS Usage .....:  EM=Email
                  FX=Fax
Description .....:
-----
F6=Return  F7=Exit

Options ==> C=Copy  D=Delete  I=Inquiry  R=Rmv Dft  U=Update  X=Set as Dft
F1=Add    F7=Exit   F11=View Emails Only
    
```

2. Select the transmission type, e-mail or fax, and assign the override a name in the **Description** field.
3. Press **Enter** to add the override record, and then press **F6** to return to the Settings and Overrides Screen. The new entry is displayed.

```

          Output Distribution
Settings and Overrides File Maintenance
-----
Program .....: Print Copy Of Invoices
ODS Usage.....: *ALL
Opt  ODS Usage  Description          Dft
  [ ] *EMAIL    EMAIL OVERRIDE 1
  [ ] *FAX      FAX OVERRIDE 1

Bottom

Options ==> C=Copy  D=Delete  I=Inquiry  R=Rmv Dft  U=Update  X=Set as Dft
F1=Add    F7=Exit   F11=View Emails Only
    
```

Updating a New Override

After creating the new override record, you need to configure it as needed to suit your business practices and/or terminology.

Updating an E-mail Overlay

1. Type a **U** in the appropriate **Opt** column and press **Enter**. The first of four setting pages appear.

Screen 1- contains the defaults for the Page Headings and Order Information.

```

                                Output Distribution
                                Settings and Overrides File Maintenance
-----
Program .....: Print Copy Of Invoices                               Change
ODS Usage .....: *EMAIL                                           Screen 1
Description .....: MAIL_OVERRIDE 1
Document Font Size ..... (6,7,8) : 0 (Dft : 6)

TOP OF PAGE HEADINGS
Default : "INVOICEH" .....: .....
Default : "PAGE" .....: .....
TOP OF PAGE - ORDER INFORMATION HEADING
Default : "INVOICE DATE" .....: .....
Default : "SHIP DATE" .....: .....
Default : "SHIP VIA" .....: .....
Default : "F.O.B." .....: .....
Default : "ACCTH" .....: .....
Default : "YOUR P.O.#" .....: .....
Default : "TERMS" .....: .....
Default : "OUR REF#" .....: .....
Default : "ORDER#" .....: .....

F6=Return  F7=Exit  F11=Screen 2
    
```

2. The default entries appear on the e-mail unless you override them.
3. Each page of the settings deals with a specific area of the e-mail.

Screen 2- contains the IFS link for your logo, the settings for the Billto and Shipto addresses and settings that control the text at the bottom of the invoice.

```

Output Distribution
Settings and Overrides File Maintenance
Program .....: Print Copy Of Invoices          Change
ODS Usage .....: *EMAIL                          Screen 2
Description .....: EMAIL_OVERRIDE 1

TOP OF PAGE - LOGO ( ? )
/home/Amanda/LOGO.JPG

TOP OF PAGE - ADDRESS LABELS
Default : "BILL TO:" .....:
Default : "SHIP TO:" .....:

BOTTOM OF PAGE - REMITTANCE SECTION LABELS
Default : "ACCTH" .....:
Default : "INVOICEH".....:
Default : "DATE" .....:
Default : "REMIT TO:" .....:
Default : "Please return this portion with your remittance" .....:

F6=Return  F7=Exit  F11=Screen 3
    
```

Note: Your system administrator will create the IFS link for your logo. If you are using Paint Shop Pro, the logo should be at a resolution of 96 dots per inch with a height of 30 and a width of 179. If needed Dancik International will provide assistance with this set up for an additional charge.

To drill down into the IFS where your logo is located, enter a “?” in the **Top of Page Logo** field. The address is built as you drill down to where the logo is located.

Screen 3- contains the item section headings

```

Output Distribution
Settings and Overrides File Maintenance
Program .....: Print Copy Of Invoices          Change
ODS Usage .....: *EMAIL                          Screen 3
Description .....: EMAIL_OVERRIDE 1

TOP OF PAGE - ITEM SECTION HEADERS
Dft : "LINE#" .....:
Dft : "ITEM NUMBER" .....:
Dft : "SERIAL" .....:
Dft : "DESCRIPTION" .....:
Dft : "QTY. ORD." .....:
Dft : "QTY. SHIPPED" .....:
Dft : "QTY. BACKED" .....:
Dft : "U/M" .....:
Dft : "PRICE" .....:
Dft : "AMOUNT" .....:

Hdr
Align Dft
C C C C C C C C C
Align Dft
C C C C C C C C C

L=Left-Side C=Center R=Right-Side

F6=Return  F7=Exit  F11=Screen 4
    
```

Note: You may change the item section headings, align the headings and align the data. You have 30 characters for each of the headings. If you change all the headings to the maximum of 30 characters, the grouping will elongate to accommodate the new size.

Screen 4- allows you to change the subject of the e-mail and add a message.

```
Output Distribution
Settings and Overrides File Maintenance
Program .....: Print Copy Of Invoices
ODS Usage .....: *EMAIL
Description .....: EMAIL OVERRIDE 1
Change Screen 4

E-MAIL OVERRIDES - SUBJECT
.....
.....

E-MAIL OVERRIDES - MESSAGE
.....
.....
.....
.....
.....
.....
.....
.....

F6=Return F7=Exit F11=Screen 5
```

The **subject** is what the recipient of the e-mail is going to see in their inbox. It should be as descriptive as possible. The default subject is Invoices.

When you e-mail invoices, the individual invoices are sent as attachments. If you want to convey more information or a greeting to the recipient, enter it into the **Message** field.

Screen 5- allows you to add lines of below the detail lines on the invoice.

```
Output Distribution
Settings and Overrides File Maintenance
Program .....: Print Copy Of Invoices
ODS Usage .....: *EMAIL
Description .....: EMAIL OVERRIDE 1
Change Screen 5

MIDDLE OF PAGE - BELOW DETAILS TABLE
Line 1 .....: LINE 1
Line 2 .....: LINE 2
Line 3 .....: LINE 3

F6=Return F7=Exit F11=Screen 1
```

Customized E-mail Configuration (Invoice Overlay)

YOUR CUSTOMIZED LOGO

THIS IS AN INVOICE

INVOICE#	PAGE#
401004	1

INVOICE DATE	SHIP DATE	SHIP VIA	F.O.B.	ACCT#	YOUR P.O.#	TERMS	OUR REF#	ORDER#
10/17/95	09/18/95	OUR TRUCK	WAREHOUSE	201000	FRANK	NET IMMEDIATE	0006270	401799
	SCAC 0J0J	M1	BOSTON / LOCAL ROUTE 1					LP/RAL/ JW

BILL TO: HARBOR FLOOR CENTER (RALEIGH)
2001 ATLANTIC AVE
RALEIGH, NC 27604-1434

SHIP TO: HARBOR FLOOR CENTER (RALEIGH)
2001 ATLANTIC AVE
RALEIGH, NC 27604

LINE#	ITEM NUMBER	SERIAL#	DESCRIPTION	QTY. ORD.	QTY. SHIPPED	QTY. BACKED	UM	PRICE	AMOUNT
Salesperson: JOE SMITH									
0010	IFM5T2	IF	MISTY 1/2" PAD WEB BACK 3 LB	40.00	40.00		SY	1.750	70.00
0020	IF1STAR7	IF1	STARJUST 1/16" PAD WEB BACK	90.00	90.00		SY	1.500	135.00
0030	IFM5T2		MISTY 1/2" PAD WEB BACK 3 LB	80.00		80.00	SY	1.500	0.00
Salesperson: JAN RIMER / ORANGE COUNTY									
0040	ARM66107401	10470590	CAMBRY NO MATCH 12"	133.33	133.33		SY	9.990	1331.97
		B	MARBLE-BEIGE						
			100 FT C						
0050	ARM66107401	8010618	CAMBRY NO MATCH 12"	1.33	1.33		SY	9.990	13.29
		F	MARBLE-BEIGE						
			1 FT C						
Armstrong Industries guarantees their vinyl only when installed according to ANSI 415-11.									

LINE 1
LINE 2
LINE 3
Branch RAL

TOTAL PRICE \$	1650.28
NYS SALES TAX	127.90
TOTAL AMOUNT DUE \$	1678.16
Amount Paid \$	1678.16
Balance Due \$	0.00

Thank you for your continued business.

Please return this portion with your remittance.

HARBOR FLOOR CENTER (RALEIGH)

ACCT#	INVOICE#	DATE
201000	401004	10/17/95

REMIT TO:
DANCIK OF RALEIGH
2090 CENTREGREEN WAY
SUITE 200
CARY, NC 27513-6093

RAL

TOTAL PRICE \$	1650.28
NYS SALES TAX	127.90
TOTAL AMOUNT DUE \$	1678.16
Amount Paid \$	1678.16
Balance Due \$	0.00

Updating an Fax Overlay

New fax overlays are created by Dancik International. Please contact the Client Services manager for a quote for your customized overlay.

1. Type a **U** in the appropriate **Opt** column and press **Enter**. The following screen appears.

```

                                Output Distribution
                                Settings and Overrides File Maintenance
-----
Program .....: Print Copy Of Invoices                               Change
ODS Usage .....: *FAX
Description .....: FAX_OVERRIDE 1
                                     .....

Overlay .....: ..... (?)
                                     .....

-----
F6=Return   F7=Exit
    
```

2. Enter your customized overlay code. If you do not know the code, enter a “?” in the **Overlay** field and press **Enter**. A listing of all the available fax overlays appears.

```

11/08/04                                Output Distribution                                OD39990MA
13:32:17                                Settings and Overrides File Maintenance        XC
Pr
OD
De  Type options, press Enter.
    X=Select

Ov  Opt  Overlay  Description  Attribute
    -   IN100VL0
    -   IN100VL1
    -   IN100VL0
    -   IN100VL1
    -   DODFAXCV
    -   FAXCVP
    -   FOLD
    -   INV1
    -   PROB03R
                                     More...

-----
F6=Return   F7=Exit                               Roll Up/Down

-----
F6=Return   F7=Exit
    
```

- Select one of the overlays, press **Enter** to allow the system to accept your entry, and then press **F6** to return to the Settings and Overrides screen.

```

11/08/04          Output Distribution          OD39990R
13:32:07          Settings and Overrides File Maintenance  XC
Program .....: PRINT COPY OF INVOICES
ODS Usage.....: *ALL

  Opt  ODS Usage  Description  Dft
  ---  -
  [    *EMAIL    EMAIL OVERRIDE 1
  [    *FAX      FAX OVERRIDE 1

Bottom

Options ==> C=Copy  D=Delete  I=Inquiry  R=Rmv Dft  U=Update  X=Set as Dft
F1=Add  F7=Exit  F11=View Emails Only
Record(s) have been modified successfully...
    
```

- To make either one of the new overrides your default, type an **“X”** in its **Opt** column and press **Enter**. A **“Y”** is inserted under the **Dft** column.

```

11/08/04          Output Distribution          OD39990R
13:32:07          Settings and Overrides File Maintenance  XC
Program .....: PRINT COPY OF INVOICES
ODS Usage.....: *ALL


  Opt  ODS Usage  Description  Dft
  ---  -
  [    *EMAIL    EMAIL OVERRIDE 1
  [    *FAX      FAX OVERRIDE 1

Bottom

Options ==> C=Copy  D=Delete  I=Inquiry  R=Rmv Dft  U=Update  X=Set as Dft
F1=Add  F7=Exit  F11=View Emails Only
    
```

Customized Fax Configuration (Invoice Overlay)

Please note that this would be your customized overlay provided by Dancik International at an additional cost to you.

		DANCIK INTERNATIONAL		INVOICE		THIS IS AN INVOICE	
						INVOICES	PAGE
						401004	1

INVOICE DATE	SHIP DATE	SHIP VIA	F.O.B.	ACCOUNT#	YOUR P.O.#	TERMS	OUR REF#	ORDER#
10/17/95	9/18/95	OUR TRUCK	WAREHOUSE	201000	FRANK	NET IMMEDIATE	0008270	401799
SCAC DUNJ EI BOSTON / LOCAL ROUTE 1							LP/RAL/	JW

BILL TO: HARBOR FLOOR CENTER (RALEIGH) 2001 ATLANTIC AVE RALEIGH NC 27604-1434	SHIP TO: HARBOR FLOOR CENTER (RALEIGH) 2001 ATLANTIC AVE RALEIGH NC 27604
--	---

LINE	ITEM NUMBER	SERIAL# / STYLE#	DESCRIPTION	QTY. ORD.	QTY. SHIPPED	QTY. BACKLOG	UOM	PRICE	AMOUNT
Salesperson: JOE SMITH									
0010	IFIMIST2	IFI	MISTY 1/2" PAD WEB BACK 3 LB	40.00	40.00		SY	1.750	70.00
0020	IFISTAR7	IFI	STARBUST 7/16" PAD WEB BACK	90.00	90.00		SY	1.500	135.00
0030	IFIMIST2		MISTY 1/2" PAD WEB BACK 3 LB	80.00	.00	80.00	SY	1.500	.00
Salesperson: JAN RIMER / ORANGE COUNTY									
0040	ARM68107401	16476590 B	CAMBAY NO MATCH 12' MARBLE-BEIGE 100 FT	133.33	133.33		SY	9.990	1331.97
0050	ARM68107401	8015618 F	CAMBAY NO MATCH 12' MARBLE-BEIGE 1 FT	1.33	1.33		SY	9.990	13.29
Armstrong Industries guarantees their vinyl only when installed according to ANSI 445-11.									

Branch RAL	TOTAL PRICE \$	1,550.26
	NYS SALES TAX	127.90
	TOTAL AMOUNT DUE \$	1,678.16
	Amount Paid \$	1,678.16
	Balance Due \$.00

Thank you for your continued business.

RETURN THIS PORTION WITH YOUR REMITTANCE			
HARBOR FLOOR CENTER (RALEIGH)	ACCT#	ORDER#	DATE
	201000	401004	10/17/95

REMIT TO:	TOTAL PRICE \$	1,550.26
	NYS SALES TAX	127.90
	TOTAL AMOUNT DUE \$	1,678.16
	Amount Paid \$	1,678.16
	Balance Due \$.00

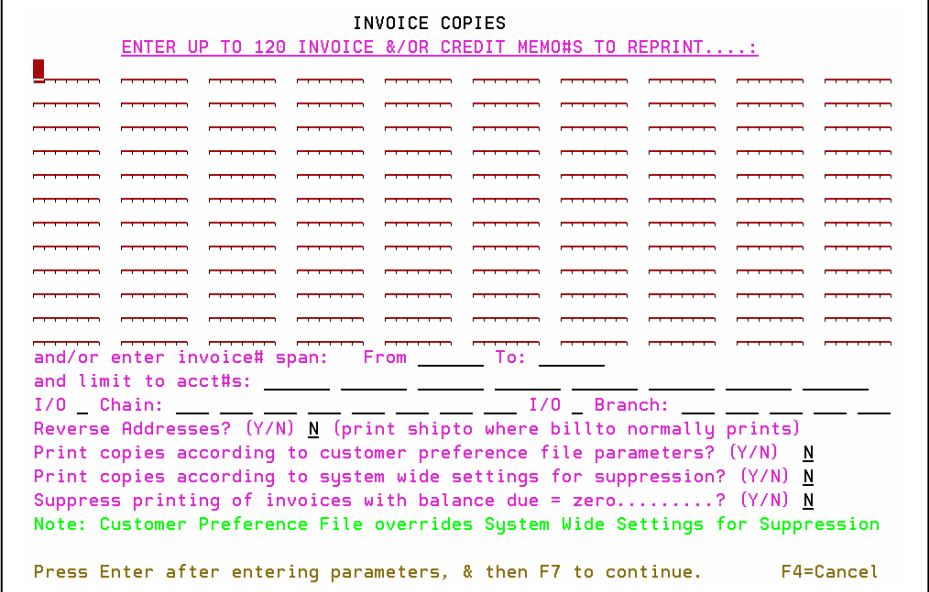
DANCIK OF RALEIGH 2000 CENTREGREEN WAY SUITE 250 CARY	RAL	NC 27513-6093	
--	-----	---------------	--

Printing Copies - IVC 12

This function is accessed via option **12** of the Invoicing Menu. This program offers a complete alternative to daily batch printing of invoices. You can store invoices for multiple days, and print them in a large combined batch optimized for easier mail room handling. You can sort by customer, by zip code, and many other options. There is a sort by Number of Pages per Address, which enables you to separate larger stacks (for larger envelopes) from smaller stacks. Additionally, a copy program can access the Customer Preferences File parameters which can control the number of copies on a per customer basis.

To best use this feature, selecting option **4 - Print Invoices** on the Invoicing menu, take the option to put your invoices on hold. Then retrieve your beginning and invoice number span for the day. Using this option, enter the same invoice span to select a sorting option. This option presents several sorting options whereas option **4 - Print Invoices** only sorts by account numbers.

- 1. When option **12 - Print Copies Of Invoices** is selected from the Invoicing Menu, the following screen appears.



Field Name	Description/Instructions
Enter up to 120 Invoice &/Or Credit Memos to Reprint	You can enter up to 120 individual invoice numbers.
and/or enter invoice# span:	You can enter a span of invoice numbers. This span of number can be in addition to the 120 entries in the previous field.
and limit to acct#	You can enter specific customer account numbers to be used when running by invoice number span. The batch will only include invoices for the selected account numbers.
and limit to chains:	You can specify chain codes in order to only print invoices for accounts assigned to those chains. This is used in conjunction with the invoice number span.
I/O_Chain/	Branch Invoice copies can be selected by including or omitting based upon branch and chain, as well as by the other available options - accounts and invoice number spans.
Reverse Addresses?	Enter Y to reverse the position of the billto and shipto addresses on the invoice so that the shipto address appears in the window of the envelope. Use this option for chain accounts when a store requires an invoice copy.
Print Copies according to customer preference file parameter?	Enter Y to run this batch of invoices according to the invoice parameters as entered in the Customer Preferences File. The Customer Preferences File contains the number of invoice copies to send to the billto address and the number of invoice copies to send to the shipto address, if required. If no Customer Preference record is found for the account or chain, then one copy will print to the billto address and no copies will print for the shipto address. The same is true if a record is found but these parameters are left blank. These parameters can contain zero to five for the number of copies. The Customer Preferences File can also contain a default split code for an account or chain. The split code can affect sorting of invoices and in effect splits the batch based on the split code.

Field Name	Description/Instructions
<p>Print copies according to system wide settings for suppression?</p>	<p>Certain types of invoices, such as zero value invoices and invoices for EDI customers, may not require printed versions, even though they need to be processed by the invoicing system. Eliminating certain invoices from printing saves you money by reducing postage, paper usage, and the costs associated with handling these invoices. This feature suppresses unnecessary invoices from printing.</p> <p>This field allows you to reprint (or not reprint) invoices based on the system wide setting Options to Suppress Printing of Invoices. Some of the non-printing parameters that can be set are age of the invoice, company and branch, and if the invoice has a zero balance.</p> <p><i>For more information on system wide settings, refer to the System Administration Manual.</i></p>
<p>Suppress printing of invoices with balance due = zero</p>	<p>Activate this setting to suppress the printing of zero balance invoices. An example of a zero balance invoice is one that was paid in full. Eliminating zero balance invoices from printing saves you money by reducing postage, paper usage, and the costs associated with handling these invoices.</p>

2. Press **Enter** and then **F7** to continue to the next screen.

AS/400 USER OPTIONS

ENTER "1" TO REPRINT Invoices (if forms are already loaded).
 Enter "2" to Reprint Invoices (if forms are not loaded).

Enter one of the choices listed above: 2

F4=Cancel
 F11=Return To Previous Screen

3. Select one of the options and press **Enter**. The following Sort Screen appears.

AS/400 USER OPTIONS

ENTER "1" TO SORT BY Invoice#.
Enter "2" to Sort by A/R Acct#/Account#.
Enter "3" to Sort by Chain Code/Account#.
Enter "4" to Sort by Customer Branch.
Enter "5" to Sort by State/Zip Code
Enter "6" to Sort by Province/Postal Code. (Canada only)
Enter "7" to Sort By Split Code/#-Of-Pages/AR Acct#/Acct#

Enter one of the choices listed above:

F4=Cancel
F11=Return To Previous Screen

4. Select one of the available sort options. The next screen to appear depends on if the user has the authority to fax or email invoices using Dancik's Output Distribution System (ODS). If the user does, the next screen asks if you want to use ODS to distribute the reprints.

USER OPTIONS

Output Distribution

Use ODS to Distribute: (Y/N)

F4=Cancel F11=Previous Screen

F4=Cancel
F11=Return To Previous Screen

Note: Users who do not have the authority to fax or e-mail invoices will not see the Output Distribution screen.

5. Enter a **Y** in the field and press **Enter**. Several options appear on the screen. If **N** is entered, all the invoice reprints are sent to a printer.

```

USER OPTIONS
-----
Output Distribution
-----
Use ODS to Distribute .....: Y (Y/N)

Include if to be Printed ...: Y (Y/N)

Include if to be Faxed .....: Y (Y/N)
Override to Use : ** Use Dancik-Supplied Fax Setting(s) **

Include if to be Emailed ...: Y (Y/N)
Override to Use : EMAIL OVERRIDE 1
-----
F4=Cancel   F9=Fax Override   F10=Email Override   F11=Previous Screen
-----
F4=Cancel
F11=Return To Previous Screen
    
```

The additional options and the flow of the program are explained below:

? **Include if to be Printed** - Inserting a **Y** in this option ensures that invoices for accounts that are not set-up for auto faxing or e-mailing invoice get sent to a printer.

? **Include if to be Faxed** - Enter a **Y** to invoke the Auto-fax ODS option. The invoice is automatically formatted to the default fax overlay and faxed.

? **Override to Use** - If you override the default fax overlay, the new default override appears here. In this example, the Dancik supplied default fax overlay has not been overridden, so it appears as the default.

*Note: Press **F9** to inquire into the fax overlay record. From the F9 Fax Override function, you can see the format the fax overlay uses and/or change the default.*

? **Include if to be Emailed** - Enter a **Y** to invoke the Auto e-mail ODS option. The invoice is automatically formatted to the default e-mail configuration and sent.

? **Override to Use** - If you override the default e-mail settings, the new default override appears here. In this example, the Dancik supplied default e-mail settings have been overridden with the record **E-mail Override 1**.

*Note: Press **F10** to inquire into or change the e-mail override record. From the F10 E-mail Override function, you can see the settings for the e-mail headings and text. You can also change the override.*

Auto Fax

- ? Extracts all requested invoices for those accounts that have the Auto Fax invoice option set-up.
- ? It checks to see if the Dancik supplied fax overlay has been overridden. If so, it uses the override, if not, the Dancik default is used.
- ? The faxes are created and placed on a spool file.
- ? ODS sends the faxes based upon your settings for faxing documents.

Auto E-mail

- ? Extracts all requested invoices for those accounts that have the Auto e-mail invoice option set-up.
- ? A .PDF file is created for every invoice being reprinted.
- ? ODS groups all the invoices for each account together to send in one e-mail.
- ? ODS sends the e-mails based upon your settings.

Additional Notes about Invoice Copies:

Invoice Copies list the amount paid and balance due on all invoices that are cash, COD, or retail. Furthermore, invoice copies show payment information as follows:

- ? As long as there is invoice, payment, or deposit information in the Open A/R file relating to the invoice, a copy of the invoice will print the “amount paid” and “balance due”. Once an invoice is completely cleared from the Open A/R file, copies will no longer include the “amount paid” and “balance due”.

Note: This is to avoid confusion when reprinting invoices that may have been written off.

- ? If payments against an invoice exceed the invoice amount, then the balance due shows as “Deposits Remaining”.

If the system finds an unapplied deposit against the order that is related to the invoice, AND there is at least one other unpaid invoice against that same order, the system will not assume that the unapplied deposits are “remaining” and will simply print that the balance due on the reprinted invoice is zero. This prevents the possibility that a customer thinks they have money due to them, when they actually have another invoice open, against which the remaining deposit should be applied.

Ability to Print Invoices Without Using Pre-printed Forms

Using a control panel setting you can direct the system to print invoices without using pre-printed forms. This enhancement requires that a custom "Invoice Forms Overlay" be created by Dancik International with your company logo. Invoice Forms Overlay offers the following advantages:

- ? reduced forms cost
- ? ability to auto-fax and auto-email invoices with the look of a pre-printed form
- ? Invoice number is bar coded, enabling you to scan invoices into a document retention system.

Configuring the System to Print Invoice Overlays

1. Access the Work Station Control Panel File (Menu SET option 1), and proceed to the third screen.

This part of the control panel is used to make printer settings. As shown in the figure below, an O for Overlay has been designated for printing invoices.

```

5/25/06          Control Panel File Maintenance          FM3002RD
11:08:29        Inventory, Warehouse & Printing Options  XC
                                                         PAGE 3
Work Station . . . . . : XC                               Update

```

	Prt ID	FormCode
Print Orders on	P9 ?	-
Print P/Os on	P9 ?	-
Print Invoices on	P9 ?	O
Print Credit Held on	XX ?	-
Print Packing Lists on	P9 ?	-
Print Checks on	P9 ?	-
Print Cash & Carry Labels on	P9 ?	-

```

Price On Pick/Pack Lists . . . : C Y/N/C
Auto-Print PO Date Change Rpt: N Y/N
  On Printer . . . . . : P9 ?

```

```

DFT Inventory Screen Type . . : - ?
Enabled for Barcode Scanning?: N Y/N
R/F Code for Work Station . . : - ?
Work Station Type . . . . . : - ?

```

```

Warehouse Order
Status Update Requires Scan Of:
Item # : N Y/N  BadgeID : Y Y/N
S/N #  : N Y/N  To Loc  : N Y/N
From Loc: N Y/N

```

```

F1=Next Record  F2=Printer Overrides  F6=Return  F7=Exit  F11=Page 1

```

2. Pressing **F2** exposes the following screen.

```

Printer Overrides
Forms Control File Maintenance

Document
Opt Type      Outg      Number
              of copies

] INVOICE      _____
] INVOICEK     _____
] INVOICEL     _____
] INVOICEM     _____
] INVOICEO     _____

Options ==> I=Inquiry  U=Update
F7=Exit
Bottom
    
```

3. Choose the type of document you want to set overrides for. A limited set of laser documents are available for these new settings. In this example, you have a regular invoice and types K, L, M, and O. Enter a **U** in the appropriate **Opt** column and press **Enter**. The first, of three, screen of printer override settings appear.

```

Override Print File Information

File Being Overriden  IN100AP
Overriding to Print File _____
Source Drawer         _____
Characters Per Inch   15
Lines Per Inch        8
Page Width            128
Page Length           88

Library               _____
Printer               _____
Output Queue         _____
Form Type             INVO
Overflow Line#        87
Output Queue Lib     _____
Print on Both Sides  *NO

Note: Not all fields have to be filled in, any left blank will use the
command default

Enter=Accept      F6=Return      F11=Next Page
    
```

Note: Some fields on each of the screens are Dancik supplied and cannot be updated. The remaining input capable fields can be updated. However, it is the recommendation that only fields circled or highlighted be updated.

Setting	Description
Library	Specify the library where the file is located.
Printer	The printer where you want to send these forms. You might want to consider making this a dedicated printer. For example, if you are setting this workstation up to print invoices the printer assigned here should be dedicated to running only invoices.
Output Queue	Sends the forms to a spool file where they can be stored to be printed later possibly by night jobs. <i>Note: If you change the output queue on this screen, it changes your printer ID on the work station control panel.</i>
Source Drawer	Allows you to designate a drawer on the printer for special use. This allows you to keep it loaded with your invoice or BOL forms. Valid values range from 1 through 255.

4. Press **F11** to display the second page of settings. Although this screen contains several settings, we recommend that you keep the Dancik defaults for all of them.

Override Print File Information		FC0001R	
Number of Copies	<u> 2 </u>	Back Margin Offset Down	_____
Hold Spool File	<u>*YES</u>	Back Margin Offset Across	_____
Save Spool File	<u>_____</u>	Font Identifier	_____
Degree of Page Rotation	<u>_____</u>	Point Size	_____
Device Type	_____	Form Feed	_____
Front Margin Offset Down	_____	Print Quality	_____
Front Margin Offset Across	_____	Decimal Format	_____
<p>Note: Not all fields have to be filled in, any left blank will use the command default</p> <p>Enter=Accept F6=Return F11=Next Page</p>			

5. Press **F11** to proceed to screen three. Although this screen contains several settings, we recommend that unless your application is unique you keep the Dancik defaults (leave the fields blank) for all of them.

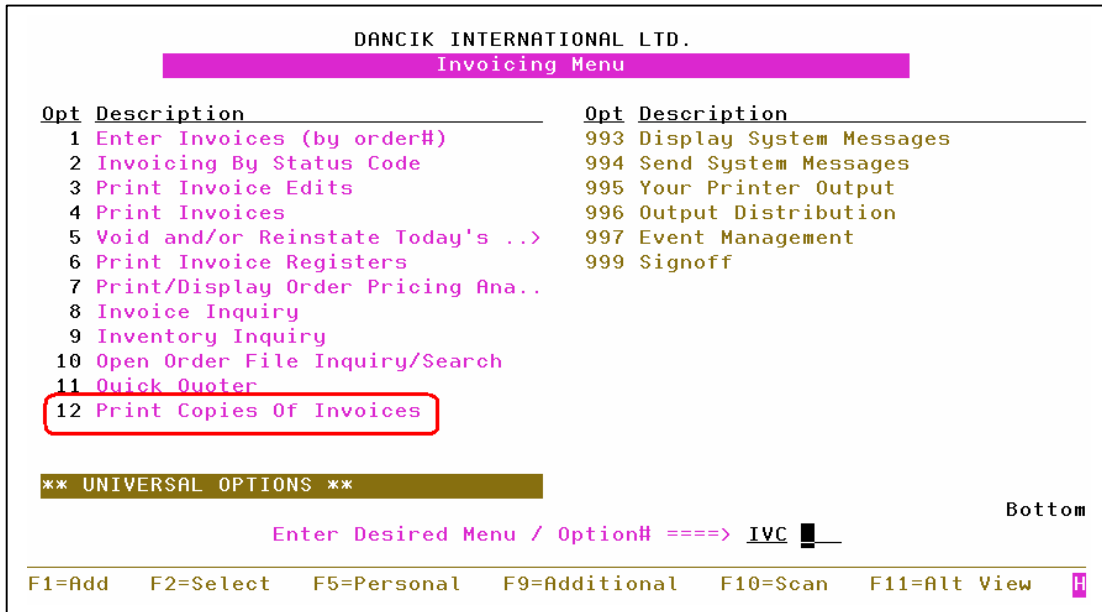
Override Print File Information	
Unit of Measure	_____
Front Side Overlay	SHELLOVL
Front Side Overlay Lib	<u> █ _____</u>
Front Side Overlay Down	<u>_____</u>
Front Side Overlay Across	_____
<p>Note: Not all fields have to be filled in, any left blank will use the command default</p> <p>Enter=Accept F6=Return</p>	

The default invoice overlay is entitled SHELLOVL. This overlay does not display logos. For an additional charge, Dancik can customize an overlay to include your logo and include other customizations.

*Note: For detailed information on any of the settings contained on the three override screens, refer to the command **OVRPRTF**, and then press **F1**.*


Printing Invoices with Overlays


This ability to print invoices with overlays, instead of pre-printed forms, is only available for Option 12 - **Print Copies Of Invoices** on the Invoicing menu. Option 12 is used for all special batch printing and includes the ability to group and sort invoices for mailing machines and/or bulk rates. It also includes the ability to interface with special customer options within the Customer Preferences File.



An example overlay invoice is shown on the following page. A custom overlay must be created to include your corporate logo.

Dancik Customized Invoice Overlay

 * THIS IS AN INVOICE



DANCIKINTERNATIONAL INVOICE

INVOICE#	PAGE
408831	1


INVOICE DATE	SHIP DATE	SHIP VIA	F.O.B.	ACCOUNT#	YOUR P.O.#	TERMS	OUR REF#	ORDER#
11/22/05	7/06/05	CUSTOMER PICK	WAREHOUSE	200099	919-379-3722	5/10,3/30,2/45	1023676	416660
CASH							LP/RAL/ DP	

BILL TO: BRANNEN, GARY 2000 CENTERGREEN CARY NC 27513	SHIP TO: GARY BRANNEN 2000 CENTERGREEN CARY NC 27513
--	---

LINE	ITEM NUMBER	SERIAL# / STYLE#	DESCRIPTION	QTY. ORD.	QTY. SHIPPED	QTY. BACKED	U/M	PRICE	AMOUNT
0010	ARM68430202	S001	CAMBRAY 9" MATCH IRREG 6' KENTON PLACE-BLUE 30 FT R	19.99	19.99		SY	3.140	62.77
0020	ARM68431401	9124	CAMBRAY 9" MATCH 12' KENTON PLACE-ALMOND 37 FT 6 Inches C	50.00	50.00		SY	9.990	499.50

Branch RAL	ACA 416660 001	TOTAL PRICE \$	562.27
		NYS SALES TAX	23.90
		4.25% CITY TAX	23.90
		TOTAL AMOUNT DUE \$	610.07
		Amount Paid \$	500.00
		Balance Due \$	110.07

Thank you for your continued business.



RETURN THIS PORTION WITH YOUR REMITTANCE

BRANNEN, GARY

ACCT#	INVOICE#	DATE
200099	408831	11/22/05

REMIT TO: DANCIK INTERNATIONAL, LTD. 2000 CENTERGREEN WAY SUITE 201 CARY NC 27513-6093	RAL	TOTAL PRICE \$	562.27
		NYS SALES TAX	23.90
		4.25% CITY TAX	23.90
		TOTAL AMOUNT DUE \$	610.07
		Amount Paid \$	500.00
		Balance Due \$	110.07