

### SM Plus Software

Navigate to SM Plus, and follow the steps outlined below. This process is done when the work has been completed but it has not been invoiced into the system yet.	
1	On the <i>Work Orders</i> tab in the <i>Customer</i> field, type <b>*DOGE*</b> .
2	In the <i>Division</i> field, type <b>*PD*</b> .
3	Press <b>F4</b> to search.
4	From the results, click <b>Run DataView</b> on the right-hand side. <ul style="list-style-type: none"> <li>The <i>DataView Results</i> tab will appear.</li> </ul>
5	Click the <b>send to</b> button in the top left-hand corner to export to an Excel sheet. <ul style="list-style-type: none"> <li>The <i>DataView Results</i> Excel will open.</li> </ul>

### DataView Excel Sheet

Navigate to the <i>DataView Excel</i> Sheet and follow the steps outlined below. This document is due on the last day of the month.	
6	Locate the <i>Customer</i> column and insert a column before.
7	Click the <b>fx</b> (insert function) button. <ul style="list-style-type: none"> <li>An <i>Insert Function</i> pop-up window will appear.</li> </ul>
8	In the <i>Search for a function</i> text box, type <b>Right</b> and press <b>Enter</b> .
9	The <b>Right</b> option will be selected in the <i>Select a function</i> field; click <b>OK</b> . <ul style="list-style-type: none"> <li>A <i>Function Arguments</i> pop-up window will appear.</li> </ul>
10	Click into the cell you want the formula in. <ul style="list-style-type: none"> <li>The <i>Text</i> field in the <i>Function Arguments</i> pop-up window will populate with the cell number.</li> </ul>
11	In the <i>Num_chars</i> field, type <b>6</b> . <ul style="list-style-type: none"> <li>This will separate the store number from the DOGE label in the <i>Customer</i> column.</li> <li>Label this new column as <i>Store Number</i>.</li> </ul>
12	Click and hold the bottom right corner of the first cell and drag down the column. <ul style="list-style-type: none"> <li>This will apply the formula and separate the store number from the DOGE label.</li> </ul>

DataView Excel Sheet Continued															
13	Navigate to the <i>Working Status</i> column and click the drop-down arrow to open the filters.														
14	Unselect the checkboxes as outlined below. <ul style="list-style-type: none"> <li>• Any relating to ASM</li> <li>• 20-Active</li> <li>• 70-Invoice</li> <li>• 80-Closed</li> </ul>														
15	In the <i>Bill Customer Override Name</i> column, ensure the checkboxes titled <b>Dollar General CORP03</b> and <b>Blank</b> are the only boxes checked.														
16	Navigate to Prodigy SharePoint > Accounts Receivable folder to access the latest Expense Accrual template.														
17	Copy cell information from the <i>DataView Results</i> Excel into the corresponding cells in the <i>Expense Accrual</i> template. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #004a7c; color: white;">DataView Results Excel</th> <th style="background-color: #004a7c; color: white;">Expense Accrual Template</th> </tr> </thead> <tbody> <tr> <td><b>Store Number</b></td> <td>Store Number</td> </tr> <tr> <td> <b>WO Type</b> <ul style="list-style-type: none"> <li>• Use WO Type to determine amounts for <i>Expense Accrual</i> template as listed in <i>Amount</i> row.</li> </ul> </td> <td>           Amount           <ul style="list-style-type: none"> <li>• HVAC: <b>\$550</b></li> <li>• Refrigeration: <b>\$600</b></li> </ul> </td> </tr> <tr> <td><b>Description</b></td> <td>Service Description</td> </tr> <tr> <td> <b>WO Type</b> <ul style="list-style-type: none"> <li>• Use WO Type to determine accounts for <i>Expense Accrual</i> template as listed in <i>Account</i> row.</li> </ul> </td> <td>           Account           <ul style="list-style-type: none"> <li>• HVAC: <b>508255</b></li> <li>• Refrigeration: <b>508200</b></li> </ul> </td> </tr> <tr> <td> <b>Prep Invoice Date</b> <ul style="list-style-type: none"> <li>• From the <i>Number</i> section in the ribbon, click the <i>General</i> drop-down menu and select <b>Short Date</b>.</li> </ul> </td> <td>Service Date</td> </tr> <tr> <td> <b>Customer PO</b> <ul style="list-style-type: none"> <li>• Follow steps 6 through 12.</li> <li>• Select <b>RIGHT</b> (step 8)</li> <li>• Type <b>7</b> (step 11)</li> </ul> </td> <td>Hexa Assignment ID</td> </tr> </tbody> </table>	DataView Results Excel	Expense Accrual Template	<b>Store Number</b>	Store Number	<b>WO Type</b> <ul style="list-style-type: none"> <li>• Use WO Type to determine amounts for <i>Expense Accrual</i> template as listed in <i>Amount</i> row.</li> </ul>	Amount <ul style="list-style-type: none"> <li>• HVAC: <b>\$550</b></li> <li>• Refrigeration: <b>\$600</b></li> </ul>	<b>Description</b>	Service Description	<b>WO Type</b> <ul style="list-style-type: none"> <li>• Use WO Type to determine accounts for <i>Expense Accrual</i> template as listed in <i>Account</i> row.</li> </ul>	Account <ul style="list-style-type: none"> <li>• HVAC: <b>508255</b></li> <li>• Refrigeration: <b>508200</b></li> </ul>	<b>Prep Invoice Date</b> <ul style="list-style-type: none"> <li>• From the <i>Number</i> section in the ribbon, click the <i>General</i> drop-down menu and select <b>Short Date</b>.</li> </ul>	Service Date	<b>Customer PO</b> <ul style="list-style-type: none"> <li>• Follow steps 6 through 12.</li> <li>• Select <b>RIGHT</b> (step 8)</li> <li>• Type <b>7</b> (step 11)</li> </ul>	Hexa Assignment ID
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### Customer Portal

Navigate to the customer portal, and follow the steps outlined below. This process is done when invoices are waiting for approval.	
18	Click <b>Invoices Waiting for Approval</b> .
19	In the top right-hand corner, click the <b>chart</b> icon and select <b>XLS</b> to export the document to an Excel sheet. <ul style="list-style-type: none"> <li>An Excel sheet titled <i>Invoices Waiting for Approval</i> will appear.</li> </ul>

### Invoices Awaiting Approval Excel Sheet

Navigate to the <i>Invoices Awaiting Approval</i> Excel and follow the steps outlined below.																	
20	Navigate to the <i>Invoice- Capital</i> column and click the drop-down arrow to open the filters.																
21	Ensure the <i>False</i> and <i>Blank</i> checkboxes are the only boxes checked.																
22	Copy cell information from the <i>Invoices Awaiting Approval</i> Excel into the corresponding cells in the <i>Expense Accrual</i> template. <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr style="background-color: #004a7c; color: white;"> <th style="text-align: center;">Invoices Awaiting Approval Excel</th> <th style="text-align: center;">Expense Accrual Template</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e1f5fe;"><b>Reference Number</b></td> <td>Invoice Number</td> </tr> <tr> <td style="background-color: #e1f5fe;"><b>Store Number</b></td> <td>Store Number</td> </tr> <tr> <td style="background-color: #e1f5fe;"><b>GL Code</b></td> <td>Account</td> </tr> <tr> <td style="background-color: #e1f5fe;"><b>Trade</b></td> <td>Service Description</td> </tr> <tr> <td style="background-color: #e1f5fe;"><b>Total</b></td> <td>Amount</td> </tr> <tr> <td style="background-color: #e1f5fe;"><b>Submitted Date</b> 1. Navigate to the <i>Submitted Date</i> column. 2. Enter <b>CTRL+F</b>. 3. Click the <i>Replace</i> tab. 4. Type a space and *. 5. Click replace all.     ○ This will leave the date information only.</td> <td>Service Date</td> </tr> <tr> <td style="background-color: #e1f5fe;"><b>ID</b></td> <td>Fexa Assignment ID</td> </tr> </tbody> </table>	Invoices Awaiting Approval Excel	Expense Accrual Template	<b>Reference Number</b>	Invoice Number	<b>Store Number</b>	Store Number	<b>GL Code</b>	Account	<b>Trade</b>	Service Description	<b>Total</b>	Amount	<b>Submitted Date</b> 1. Navigate to the <i>Submitted Date</i> column. 2. Enter <b>CTRL+F</b> . 3. Click the <i>Replace</i> tab. 4. Type a space and *. 5. Click replace all. ○ This will leave the date information only.	Service Date	<b>ID</b>	Fexa Assignment ID
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## Customer Portal

Navigate to the customer portal, and follow the steps outlined below. This process is done when the invoices have been approved and have been submitted for payment.	
23	Click the <b>dollar bill</b> icon on the left-hand side and select <b>create a list</b> . <ul style="list-style-type: none"> <li>If you have already created a list, select your username list, click the <b>pencil</b> icon, and proceed to step 27.</li> <li>If you have not already created a list, proceed to the next step.</li> </ul>
24	Click the <b>pencil</b> icon on the right-hand side. <ul style="list-style-type: none"> <li>A pop-up window will appear.</li> </ul>
25	In the <i>List name</i> field, type a username.
26	In the <i>Status</i> field, type <b>Exported</b> .
27	In the <i>Due Date Start</i> field towards the bottom of the pop-up window, enter the date 8 days before the day you run the report.
28	In the <i>Due Date End</i> field, enter the date for the end of the month.
29	Click <b>Save filter</b> . <ul style="list-style-type: none"> <li>For future entries, click the <b>dollar bill</b> icon and select the username list you just created. You will only need to update the date fields for future entries.</li> </ul>
30	Click the <b>chart</b> icon and select <b>XLS</b> to export to an Excel sheet.

Username  
Excel Sheet

Navigate to your Username Excel and follow the steps outlined below.																	
31	Navigate to the <i>Invoice – Capital</i> column and click the drop-down arrow to open the filters.																
32	Ensure the <i>False</i> and <i>Blank</i> checkboxes are the only boxes checked.																
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34	<p>Send an email to Tracey Francis and SFM Accruals with the <i>Expense Accrual</i> template.</p> <ul style="list-style-type: none"> <li>● The <i>Expense Accrual</i> template is due by 5pm on the day indicated by Dollar General.</li> </ul>																