

Running the Create Federal Highway File Process

Created on 2/19/2013 4:56:00 PM

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The **Create Federal Highway File** process is used by the Department of Transportation to create files of billing information that can be sent to the Federal Highway Administration for processing. This process is new to Core-CT 9.1.

The process works only for customers who have been set up as a Federal Highway customer on the **Bill to Options** page and only for bills with the **Invoice Media** field on the **Address Info** page set to Federal Highway File. The value in the **Invoice Media** field defaults from the Customer. In Core-CT 9.1 Customer FED015 (Federal Highway Administration) for Business Unit DOTM1 is set up with these defaults in place. This is the only customer for which this process should be run.

The Create Federal Highway File process can be run to produce draft files from bills in any status. Final versions of the Federal Highway file are produced when the **Final Run Indicator** checkbox is selected. Only bills with an INV status can be processed if the **Final Run Indicator** check box is selected.

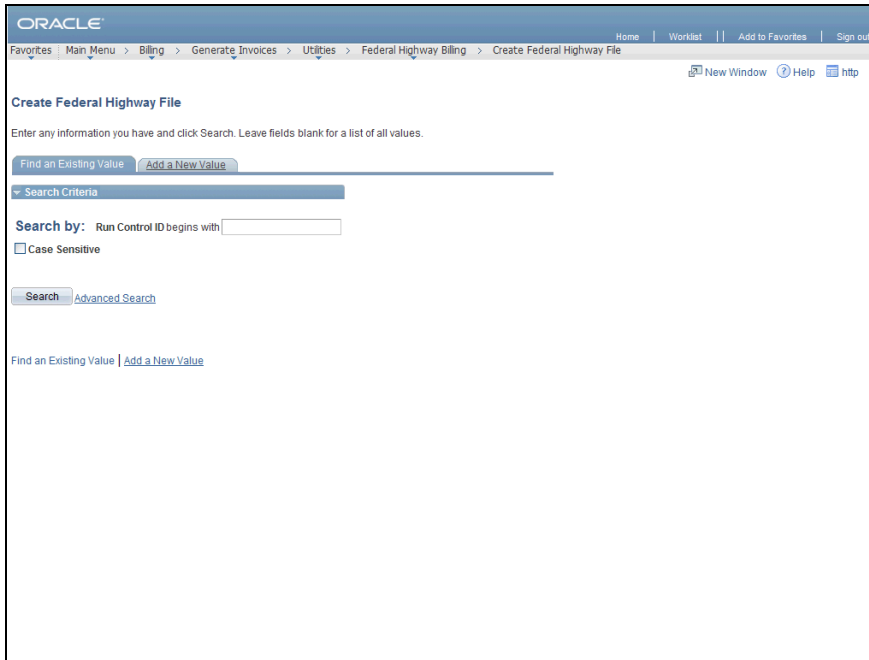
Users must create or select a Run Control ID and set appropriate parameters in order to run the process.

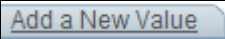
The **Federal Highway File** is a txt file that can be viewed from either the **View Log/Trace** page or **Report Manager**.

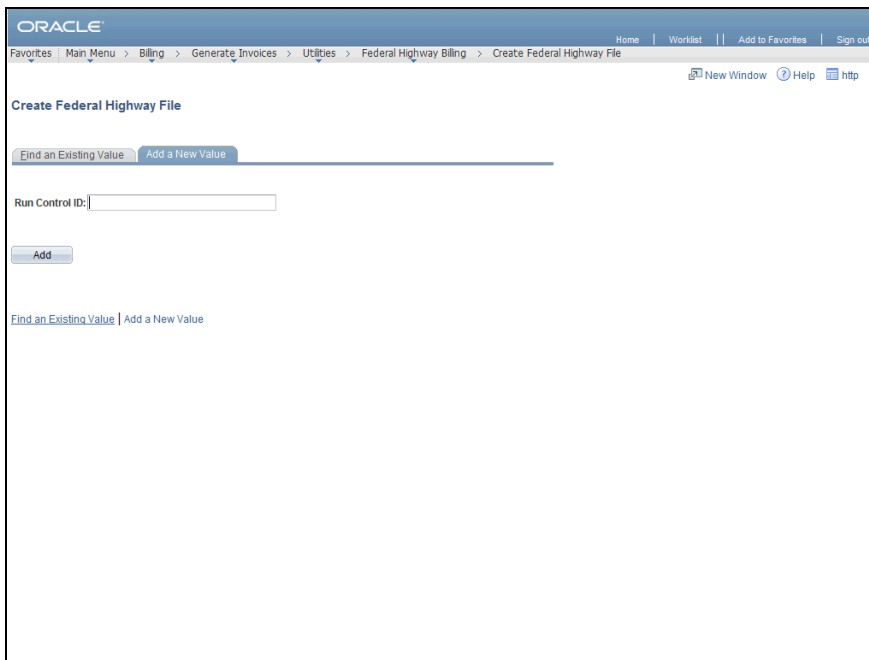
In this example a user runs the **Federal Highway File** process for bills with a Hold status and views the results from **Report Manager**.

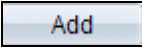

Procedure

Navigation: Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File



Step	Action
1.	Click the Add a New Value tab to create a new Run Control ID for the Create Federal Highway File process. 



Step	Action
2.	Enter BL_FFEXT into the Run Control ID field.
3.	Click the Add button. 
4.	Use the Create Federal Highway File page to set parameters for the process. The Business Unit should always be DOTM1 and the Customer should always be FED015.
5.	Enter DOTM1 into the Business Unit field.
6.	Enter FED015 into the Customer field.
7.	<p>The Target Payment Date indicates the date on which payment is expected.</p> <p>The Target Payment Date is used in the Recreate Federal Highway File process to determine which instance of the process will be recreated.</p> <p>For this example the defaulted date will be used.</p>
8.	<p>Use the options in the Bill Status group box to select which bills will be included in the process.</p> <p>Multiple statuses can be selected if the Final Run Indicator check box is not selected.</p> <p>Click the Hold option.</p> 
9.	If the Final Run Indicator is selected only bills with an Invoiced status will be processed. Core-CT will select the Invoiced option in the Bill Status group box and all other statuses will be grayed out.

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File

New Window | Help | Personalize Page

Create Federal Highway File

Run Control ID: BL_FFEXT Report Manager Process Monitor **Run**

Run Parameters

*Business Unit: DOTM1 Final Run Indicator

*Customer: FED015

Target Payment Date: 10/25/2012

Bill Status

Invoiced New Temporary

Finalized Ready Temporary Ready

Pending Hold

Save Notify Add Update/Display

Step	Action
10.	Click the Run button.

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Favorites | Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File

Process Scheduler Request

User ID: DanTucker Run Control ID: BL_FFEXT

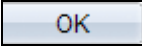
Server Name: Run Date: 10/25/2012

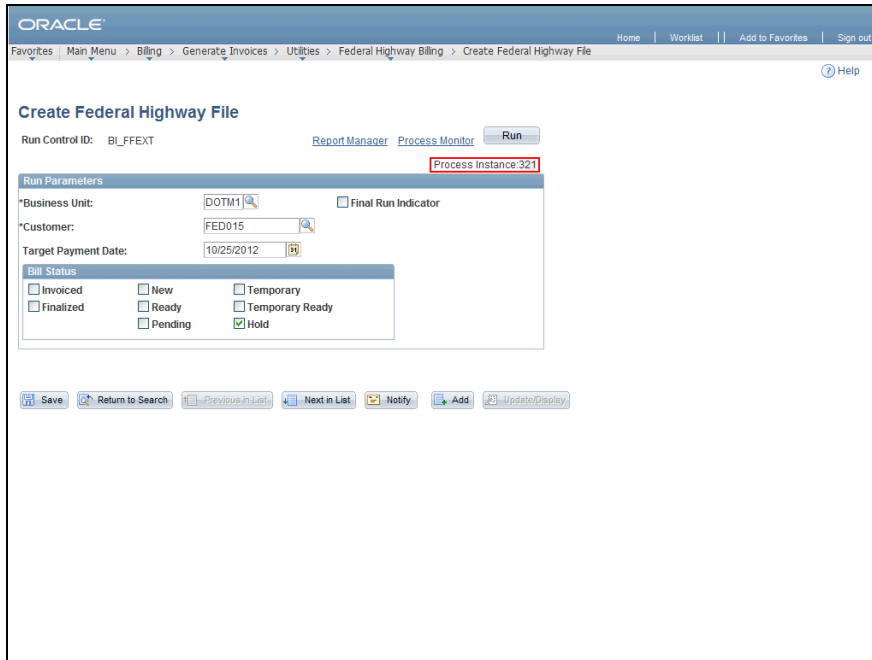
Recurrence: Run Time: 1:31:09PM Reset to Current Date/Time

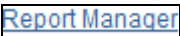
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Create Federal Highway File	BL_FFEXT	Application Engine	Web	TXT	Distribution

OK Cancel

Step	Action
11.	<p>The Create Federal Highway File process is selected by default.</p> <p>Click the OK button.</p> 



Step	Action
12.	<p>This process can be monitored using the Process Monitor and the file viewed from the View Log/Trace page or from the Report Manager.</p> <p>Click the Report Manager link.</p> 

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Favorites | Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File

New Window | Help | Personalize Page | http

List | Explorer | Administration | Archives

View Reports For

Folder: [] Instance: [] to: [] Refresh

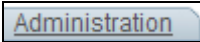
Name: [] Created On: [] Last [] 1 Days []

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	10/25/12 8:33AM	5457019	320
2 BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	10/25/12 8:33AM	5457018	319
3 BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	10/25/12 8:33AM	5457017	318

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Save

List | Explorer | Administration | Archives

Step	Action
13.	Click the Administration tab. 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File

New Window | Help | Personalize Page | []

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View Reports For

User ID: DanTucker Type: [] Last [] 1 Days [] Refresh

Status: [] Folder: [] Instance: [] to: []

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5457019	320	Create Federal Highway File	10/25/2012 8:33:13AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457018	319	Create Federal Highway File	10/25/2012 8:32:42AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457017	318	Create Federal Highway File	10/25/2012 8:32:27AM	Text Files (*.txt)	Posted	Details

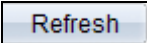
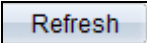
Select All Deselect All

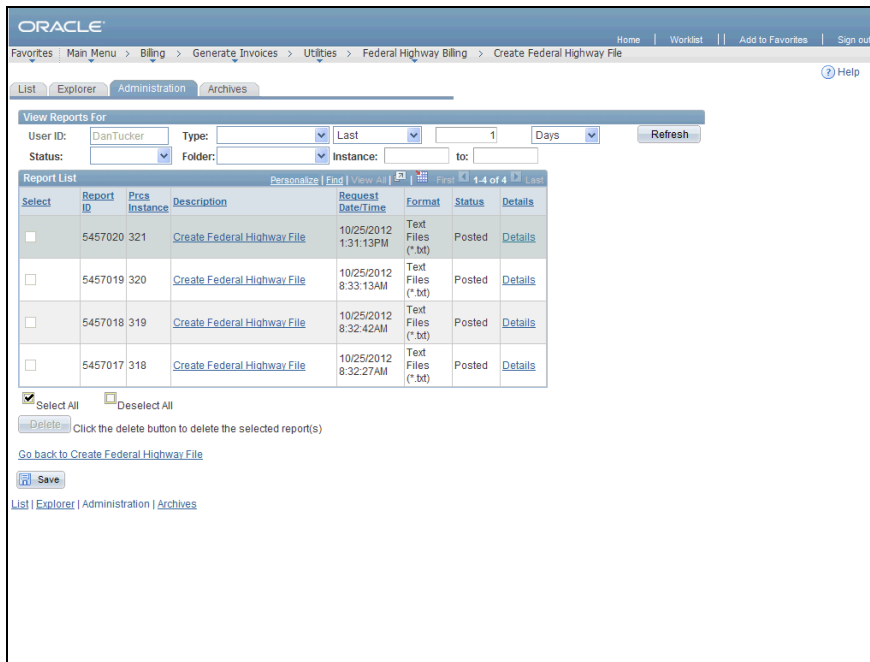
Delete Click the delete button to delete the selected report(s)

[Go back to Create Federal Highway File](#)

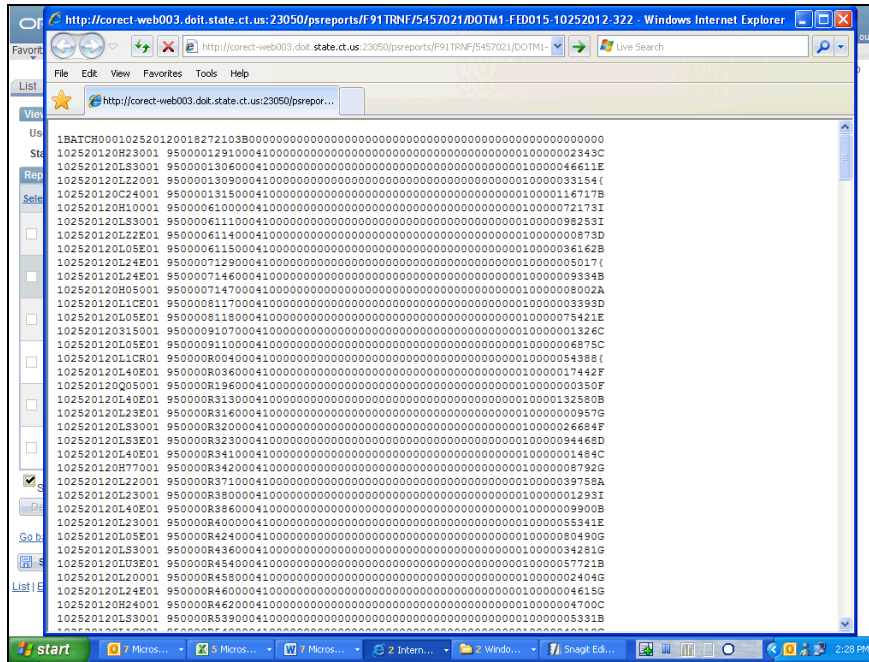
Save

List | Explorer | Administration | Archives

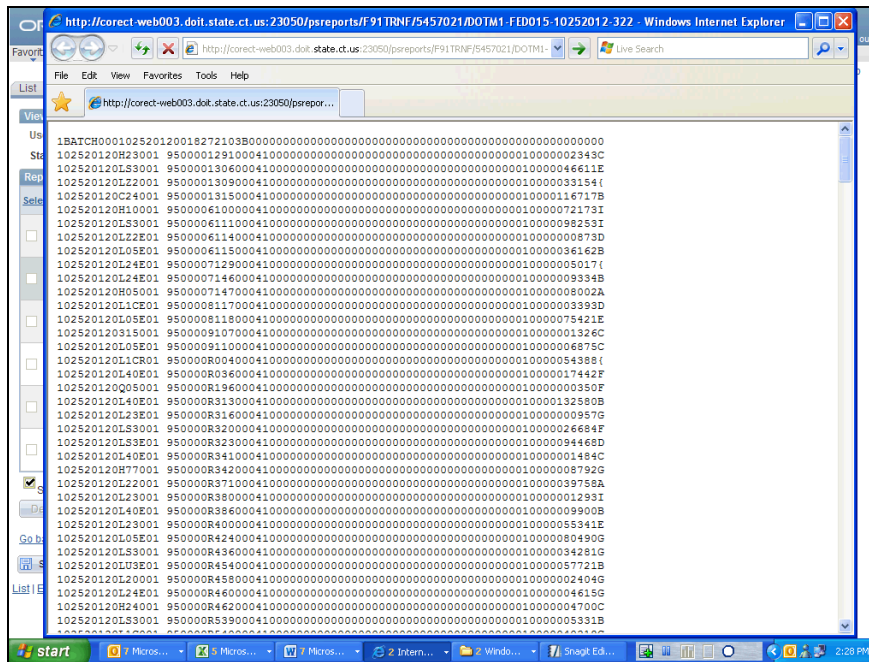
Step	Action
14.	Click the Refresh button to refresh the information displayed on the Administration tab. 
15.	Click the Refresh button until the Status of the current Process Instance (321) is Posted. 



Step	Action
16.	Click the Create Federal Highway File link. 



Step	Action
17.	The Federal Highway txt file displays in a new window.



Step	Action
18.	Click the Close button.



Step	Action
19.	End of Procedure.