DOT Job Aid

FHWA Interface/Billing — This is the process used to bill and generate invoices in

order to receive reimbursement for completed highway work funded by the Federal Highway Administration.



Core-CT

- 1. Navigate to Billing > Generate Invoices > Federal Highway Billing Intfc
- 2. Click the Add a New Value tab.
- **3.** Enter a Run Control ID. A Run Control ID is an identification code that represents a set of selection criteria for a report or process. Once one is created and saved it can be used repeatedly.

FHWA Billing Extract	
Eind an Existing Value Add a New Value	
Run Control ID: FED_HWY_INTERFACE	
Add	
Find an Existing Value Add a New Value	

Figure 1 - This is a completed Add a New Value tab

4. Click

Add

____. The FHWA Billing Extr page displays.

FHWA Billing E	xtr			
Run Control ID: Language: *Business Unit:	FED_HWY_INTERFACE	<u>Report Manager</u>	Process Monitor Run	
*Customer ID: *Bill Status	FED015			
*Target Paymen Date: Final Run Indica	t06/01/2007 🛐			
l				
Save Q.R	eturn to Search + Previous in List + N	ext in List 🔄 Notify	E₊Add <u>⊮</u>	Jpdate/Display

Figure 2 - This is the FHWA Billing Extr page

- 5. Type or select the *Business Unit*.
- 6. Type or select FED015.
- 7. Ensure that the *Bill Status* field is in the "Invoiced" status. If not, select Invoiced.

Note: DOT <u>cannot</u> bill the Federal government for expenditures that are less than nine (9) days old. All unpaid, accumulated charges (more than nine days in-process) will be included in this invoice. This approach will allow for the creation of costs, splitting of costs, creation of bills and processing to the General Ledger without any lag. It does however rely on maintenance of OLT items on a timely basis and the manual intervention to change the Bill Status to a set schedule and to bill the Federal programs in a timely manner.

8. Type or select the *Target Payment Date*.



- 9. Click Save
- **10.** Click Run. The Process Scheduler Request page displays.

Note: When you need to run the FWHA Interface process in the future, utilize the *Find an Existing Value* tab. Search for the Run Control ID you created. When you access the Run Control ID, the FHWA Billing Extr page displays.

Process Scheduler Request								
User ID:	RyngJ		Run Co	ntrol ID: FEI	D_HWY_	INTERFACE		
Server Name: Recurrence: Time Zone:	PSNT 💌 PSCDB PSNT	Run Date: Run Time:	06/19/2003 10:39:13A	7 🛐 M	Reset	to Current Da	te/Time	
Process List Select Description	PSOS390 PSUNX	Process	Name	Process Ty	pe	<u>*Түре</u>	*Format	Distribution
🗹 🛛 FHWA Billir	ng Extract	CTBI052	!	Application	Engine	Web 💌	TXT	Distribution
OK Canc	el							

Figure 3 - This is the Process Scheduler Request page

- **11.** Select PSNT as the Server name.
- 12. Select the FWHA Billing Extract from the Process List.
- 13. Click OK

14. The FHWA Billing Extr page displays with a Process Instance number. Note the Process Instance number.

FHWA Billing Extr	
Run Control ID: FED_HWY_INTERFACE Language: English *Business Unit: DOTM1	Report Manager Process Monitor Run Process Instance:5763
*Customer ID: FED015	
*Target Payment 06/01/2007	
Final Run Indicator 🛛	
Save Notify	📑 Add 🖉 Update/Display

Figure 4 - This is the FHWA Billing Extr with the Process Instance number

15. Click the <u>Process Monitor</u> link. The Process List page displays.

Process List <u>S</u> er	ver List					
View Process Reques	st For					
User ID: RyngJ Server: Run Status:	Q Type: ▼ Name: ▼ Distribution Status		• Q •	Last: 1 Days 1 Instance: to Save On Refresh	Refresh	
Process List				Customize Find '	view All 🛄	First 🗹 1 of 1 🕩 Last
<u>Select</u> <u>Instance</u> <u>Seq.</u>	Process Type	<u>Process</u> <u>Name</u>	<u>User</u>	<u>Run Date/Time</u>	<u>Run Status</u>	Distribution Status
5763	Application Engine	CTBI052	RyngJ	06/19/2007 10:39:13AM EDT	Success	Posted <u>Details</u>
Go back to FHWA Billin	n <u>a Extract</u>					

Figure 5 - This is the Process Scheduler Request page

16. Click Refresh until the Run Status is Success and the Distribution Status is Posted for your process instance number.

17. Click <u>Details</u> for the process instance number. The Process Detail page displays.



Figure 6 - This is Process Detail page

18. Click <u>Message Log</u>. The Message Log page displays.

Messag	e Log		
Process			
Instanc	:e: 3280	Type: Application Engine	
Name:	CTBI052	Description: FHWA Billing Extract	
		Customize Find View All 🛗 First 🗹 1-5	of 5 🕨 Last
<u>Severity</u>	<u>Log Time</u>	Message Text	Explain
	10:46:49AM	CTBI052 started at 2007-08-19-10.46.49.000000	Explain
	10:47:06AM	60111678.67 Total Dollars from 9 Bills written to FHWA file as Expenditure Amount	Explain
	10:47:06AM	CTBII5501 ended at 2007-06-19-10.47.06.000000	Explain
	10:47:17AM	Published message with Pub ID of 695134 to request to have report added in folder GENERAL	Explain
	10:47:17AM	Successfully posted generated files to the report repository	Explain
R	eturn		

Figure 7 - This is Message Log page

19. On the Message Log page, verify that the extract process found bills for transmittal to FHWA. The <u>Message Text</u> box will summarize the total monetary amount and number of invoices written to the FHWA file to date. There is an error in the process if the message reads zero dollars from zero bills.

20.	Click	Return	. The Process Detail page displays.

Process De	tail					
Process						
Instance:	5763		Туре:	Ap	plication Engine	
Name:	CTBI052		Description:	FH	WA Billing Extract	
Run Status:	Success		Distribution	Stat	tus: Posted	
Run					Update Process	
Run Control	ID: FED_HWY	_INTERFACE			Hold Reque	est
Location:	Server				C Queue Req	juest
Server:	PSNT				Cancel Red	quest
Recurrence	:			Delete Request Restart Request		
D (77)						
Date/Time					Actions	
Request Cr	eated On: 06/	19/2007 10:46:3	84AM EDT		Parameters	Transfer
Run Anytim	e After: 06/	19/2007 10:39:1	3AM EDT		<u>Message Log</u>	View Locks
Began Proc	ess At: 06/	19/2007 10:46:4	\$8AM EDT		Batch Timings	
Ended Proc	ess At: 06/	19/2007 10:47:1	5AM EDT		View Log/Trace	>
OK	Cancel					

Figure 8 - This is the Process Detail page

21. On the Process Detail page, click <u>View Log/Trace</u>. The View Log/Trace page displays.

View Log/Trace								
Report								
Report ID:	4465	Process In	stance:	5763	<u>Message Log</u>			
Name:	CTBI052	Process Ty	/pe:	Application	Engine			
Run Status:	Success							
FHWA Billing	Extract							
Distribution I	Details							
Distribution	Node: TPRRPTFT	P Ex	piration C	ate: 07	/23/2008			
File Liet								
File List Name			File Size	(hutes)	Natetime Created			
06012007vo.t	$\overline{\mathbf{A}}$		924		06/19/2007 10:47:15.000000AM	/ EDT		
AE CTBI052	5763.AET		3,185		06/19/2007 10:47:15.000000AM	I EDT		
AE CTBI052	5763.log		2,463		06/19/2007 10:47:15.000000AM	/ EDT		
AE CTBI052	5763.trc		31,107		06/19/2007 10:47:15.000000AM	1 EDT		
Distribute To								
Distribution II	<u>) Туре</u>		*Distrib	ution ID				
User			RyngJ					
Return								

Figure 9 - This is the ViewLog/Trace page

- **22.** The .txt file name format is set up as the Target Payment Date followed by vo.txt.
- 23. Click <u>txt</u> to review the file before you save it.
- **24.** Below is an example of the .txt file. One detail line will be created for each contract number and source type (Federal agreement) and (Federal program) combination.

Figure 10 - This is an example of a .txt file

- **25.** Line 1 is the Batch Control Record of the .txt file displaying batch information including:
 - **1.** Origin
 - 2. Identifier
 - **3.** Batch month
 - 4. Batch day
 - 5. Batch year
 - 6. Expenditure amount (Total amount billed to the Federal system)

- **26.** Line 2, through to the second from the last line, is the Batch Detail Record displaying:
 - 1. Batch month
 - **2.** Batch day
 - 3. Batch year
 - **4.** Program code (Federal appropriation code)
 - 5. Region code
 - **6.** State code
 - 7. Activity code
 - **8.** Project agreement: (Contract number/Federal agreement number plus '0')
 - 9. Object class
 - **10.** Transaction type
 - **11.** Detail amount (Total of Federal expenditures for a specified period for this project agreement/program code combination) Note: There will be a separate line for each Federal project agreement/Program code combination.
- **27.** Line 3 is the Batch Trailer Record which includes:
 - 1. Batch indicator
 - 2. Region code
 - 3. State code
 - **4.** Number of records: (Calculated number of header and detail records written to file trailer not included)
 - 5. Payment month
 - **6.** Payment day
 - 7. Payment year
 - **8.** Payment amount (Total payment amount same as header expenditure amount)
- **28.** Once the FHWA Interface has run successfully, the file is saved and submitted to the FHWA by DOT personnel. If the file is accepted by the FHWA, the FHWA Billing Extract process should be run again with the Final Run Indicator checkbox selected. Not selecting this checkbox will allow DOT to make corrections within Core-CT and resubmit a new file to FHWA.

FHWA Billing Ex	tr			
Run Control ID: Language: *Business Unit:		<u>Report Manager</u>	Process Monitor Ru	1
*Customer ID: *Bill Status	FED015			
*Target Payment Date:	04/04/2007			
Final Run Indicat	ior V			
Save 🔍 Re	sturn to Search			E Add Display

Figure 11- This is the FHWA Billing Extr page with the selection of the Final Run Indicator checkbox

- **29.** Select the *Final Run Indicator* checkbox. This will update all the billing rows selected and will stamp the target payment date on all of the billing rows.
- **30.** You will want to **access the Message Log page once again** to ensure that the extract process found bills for eventual transmittal to FHWA.
- **31.** The final steps to this process include the finalization and printing of the bill in the Billing module.

This procedure is complete. Please call the Help Desk if you have problems with this procedure.

Errors can occur anywhere between the PC_PRICING batch process and the FHWA Interface process. If the file is rejected due to an incorrect Source type, the following steps must be taken to have the process run correctly.

SEE ADJUST BILLING JOB AID

1. Run query CT_CA_DOT_BILL_LINE_ERROR_SUMM ensuring that the following information is loaded:

- a. DOT Business unit
- b. FHWA invoice # currently in Hold status
- c. Contract number rejected by FHWA (in error)
- d. Source type value rejected by FHWA (in error)
- 2. The query will summarize the data by the criteria listed below. This query determines what Project and Activity combination(s) along with the summarized dollar amounts that were billed using the incorrect Contract Number and Source Type combination.
 - a. Business Unit
 - b. Invoice

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- c. Contract Number
- d. Contract Line Number
- e. Project ID
- f. Activity ID
- g. Source Type
- h. Amount
- **3.** Finalize and print the FHWA invoice that is on Hold. Some of the invoice lines will need to be adjusted because of the incorrect Contract Number and Source Type combination error.
- 4. Run query CT_CA_DOT_BILL_LINE_ADJ_SEARCH entering the information listed below. The query will return the invoice line numbers and corresponding data that contain the values entered in the prompts. One of the invoice lines numbers returned in the query results should be noted.
 - a. DOT Business Unit
 - b. FHWA invoice # that was just finalized and printed in Step 3
 - c. Contract Number rejected FHWA (in error)
 - d. Source type value rejected by FHWA (in error)
 - e. One of the project and activity combinations that was in the results of the first query run in Step 1
- 5. Run the query again for each of the combinations that were returned in the results of the first query run in Step 1. One of the invoice line numbers returned by each run of the query should be noted.
- 6. Go to the Adjust Selected Bill Lines page in Billing and pull up the invoice that was finalized and printed in Step 3.
- 7. Select the Adjust Selected radio button and Create Reversal and Rebill. Note: The credit and rebill lines created from the first line that will be adjusted, will NOT be added to an existing bill.
- 8. Search for the first bill line that was noted when running the query in Step 4 using the line search option.
- 9. Select the checkbox next to the invoice line.
- **10. Select Save.** This creates a new invoice with two lines that offset each other. Note the new invoice number.
- 11. Select the link to the Bill Line Info 1.
- 12. Change the line amounts for the credit line and rebill line to the summarized amount that was returned for first combination that was returned in the query run in Step 1. The credit amount will be a negative number.

- 13. Go to the Line Project Info page and change the Source Type value on the rebill line to the correct source type that should have been originally billed.
- 14. Repeat Steps 6-13 if there is more than one Source Type that needs to be adjusted. However, in Step 7, you will select <u>ADD</u> TO EXISTING BILL and enter the number of the new "rebill" that was just created.
- 15. Once all adjustments have been made and all the information verified, change the status to RDY.
- 16. The final steps to this process include the finalization and printing of the bill in the Billing module.

This procedure is complete. Please call the Help Desk if you have problems with this procedure.