# Core-

In Core-CT 9.1 Department of Transportation users create the data extract file required by the federal government to process Federal Highway Administration billing using a new process, the Create Federal Highway File process. This replaces the process used in Core-CT 8.9. It is only used by the Department of Transportation.

#### Navigation

Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File Billing > Generate Invoices > Utilities > Federal Highway Billing > Recreate Federal Highway File

These processes will generate data only for invoices that have **Federal Highway File** selected as the **Invoice Media**, found on the **Address Info** page. This setting will default from customers who have been designated as Federal Highway File customers in the Billing Options group box on the Bill to Options page. In Core-CT 9.1 only one customer the Federal Highway Administration (FHWA, Customer ID FED015 for **Set ID** DOTM1) is designated as a Federal Highway File customer.

#### **Address Info Page**

Header-Info 1	Address Info	Line - Info 1					New Window 3
Unit: Invoice:	DOTM1 FED36803	Bill To:	FED015 Federal Highwa	Pretax Amt: y Administration (FHWA)	E1,827,210.32 USD		
Attention To: *Location:		Contact N	ame: (Copies:				
Language Code:	ENG	Invoice Me	edia:	Federal Highway File	×		
Country: Address 1: Address 2:	USA Un 628-2 Hebron Suite 303	ted States Avenue	200				
City:	Glastonbury						
County: State:	CT	Connecticut	Postal:	06033-5007			
Go to: Notes	Header In Express	ito 2 Entry	<u>address</u>	Copy Address			Page Series
Summary	Bill Searc	ti.	Line Search	Navigation:	Address info	*	Prey Next

## Navigation

Customers > Customer Information > General Information

SettD: DOTM1 Custome	r ID: FED015	Federal Highway Administration	n (FHWA)
ustomer Bill To Options			End   Very All Prist 10 1 of 1 12 Last
*Effective Date:	01/01/1900	*Status:	Active 👻 🛨 🖃
Currency Code:	USD	Rate Type:	CRRNT
Responsibilities:			
Credit Analyst:	VPH 🔍	Collector:	ACCT REC
AR Specialist:	19	Bill Inquiry Phone:	
Billing Specialist:		Billing Authority:	
Billing Options		Billing Consolidation Data	
Direct Invoicing		Consolidation Key:	
Federal Highway File		SettD:	12
Prompt for Billing Currency		Customer ID:	
Freight Bill Type:	Shipping	Plankat Burchase Orders	
Bill Type:		Blanket PO Number:	
Billing Cycle Identifier:		Start Date:	
Invoice Form:		Stat Date:	
Bill By Identifier:		End Date:	
AR Distribution Code:	FEDERAL	Durchase Order Remitter	d
		Disable Prices on Receip	it.
InterUnit Billing		Immediate Payment Options	
InterUnit Customer		Immediate Payment Requ	uired
an arrest of company	100	Barrow Barrows	

## **Create Federal Highway File**

The **Create Federal Highway File** process is used to create a federal highway extract file for selected invoices for customers designated as Federal Highway File customers. This process should only be run for Set ID DOTM1 (Department of Transportation) and Customer ID FED015 (FHWA).

This process can be used to create draft files for review purposes. These files should not be sent. Only files that are produced when the **Final Run Indicator** check box has been selected should be sent.

#### Steps

1. Navigate to the **Create Federal Highway File** run control page. Add a new run control ID or select an existing run control ID.

2. On the **Create Federal Highway File** page, select a **Business Unit**, **Customer**, **Target Payment Date**, and one or more options in the **Bill Status** Group Box. One **Bill Status** must be selected, but multiple statuses can be selected.

3. Click the **Run** button

Run Control ID: F	SBIP	<b>y</b> • <b>ne</b>	Re	port Manager	Process Monitor Run
Run Parameters					
Business Unit:		DOTM1		Final Rur	Indicator
Customer:		FED015	Q		
Target Payment Da	ite:	08/27/2012	B		
Bill Status					
✓ Invoiced ☐ Finalized	New Ready	Temj Temj Hold	porary porary Read	ly	

4. Be certain the **Create Federal Highway File** job **BI\_FFEXT** is selected on the **Process Scheduler Request** page. Click **OK**.

User ID:	COREReynoldsD		Run Control ID: PSBIP				
Server Name:	×	Run Date: 10	08/2012				
Recurrence:	~	Run Time: 1:50:33PM		Reset to Curr	e		
Time Zone:	2						
Process List							
elect Description		Process Name	Process Type	"Type	*Format	Distribution	
Create Feder	al Highway File	BI_FFEXT	Application Engine	Web 💌	TXT	· Distribution	

If the **Final Run Indicator** check box on the **Create Federal Highway File** page is selected, the boxes in the **Bill Status** group box are grayed out and Core-CT automatically selects the **Invoiced** check box. All other check boxes in the **Bill Status** group box are unchecked. Only Invoiced bills can be processed if the **Final Run Indicator** check box is selected. To recreate the file for bills processed with the **Final Run Indicator** check box selected, employees must use the **Recreate Federal Highway File** process.

Run Control ID:	SBIP	Report Mana	ager Process Monitor Run
Run Parameters			
Business Unit:		DOTM1	al Run Indicator
Customer:		FED015	
Target Payment D	ate:	08/27/2012	
Bill Status			
Invoiced Finalized	New Ready Pending	Temporary Temporary Ready Hold	

#### **Recreate Federal Highway File**

Once an employee has processed a federal highway file with the **Final Run Indicator** field selected, bills that were included in that run cannot be run through the **Federal Highway File** process again. The header for those invoices is stamped final and the invoices will not be picked up the next time the **Final Highway File** process is run. This process should be used only for Set ID DOTM1 (Department of Transportation) and Customer ID FED015 [Federal Highway Administration (FHWA)].

Employees can use the **Recreate Federal Highway File** process to create a new copy of a federal highway file that includes invoiced bills previously processed through the **Create Federal Highway File** process with the **Final Run Indicator** field selected. Running this process is similar to running the **Create Federal Highway File** process.

1. Navigate to the **Recreate Federal Highway File** run control page. Add a new run control ID or select an existing run control ID.

2. On the **Recreate Federal Highway File** page select a **Business Unit**, **Customer**, and a **Target Payment Date**. All three fields are required. The **Target Payment Date** field determines which instance of the Federal Highway File is recreated when the Recreate Federal Highway Process runs.

3. Click the **Run** button

Business Unit:	DOTM1		
*Customer:	FED015	0	
*Target Payment Date:	01/26/2012		

4. Be certain the **Create Federal Highway File** job **BI\_FFEXT** is selected on the **Process Scheduler Request** page. Click **OK**.

user in.	CORERESHOIDSD	141 Auros A	Run Conu	or ib.	PODIP				
Server Name:	×	Run Date:	10/08/2012	1					
Recurrence:	~	Run Time:	1:50:33PM		Reset to C	urre	nt Date/Tir	me	
Time Zone:	2								
Process List		1.02							
elect Description		Process Name	Process Typ	e	"Type		*Format		Distribution
Create Fede	ral Highway File	BLFFEXT	Application E	ingine	Web	Y	TXT	¥	Distribution

#### **Viewing Federal Highway Files**

The **Create Federal Highway Files** and the **Recreate Federal Highway Files** processes generate a txt file. This file can be viewed either from the **View Log/Trace** page or from the **Report Manager**.

#### View Log/Trace

After the process has a **Run Status** of Success and a **Distribution Status** of Posted, navigate to the **View Log/Trace** page.

Click the link for the txt file in the **File List** grid

Report					
Report ID:	5457020	Process Instance	: 321	M	essage Log
Name:	BI_FFEXT	Process Type:	Application	Engine	
Run Status:	Success				
Oceante Forde	el l listere file				
Create Fede	ral Highway File				
Distribution	Dotaile				
Distribution	n Details				
Distribution Distribution	n Details n Node: PRODI	RPTFTP Expiration	n Date: 0	1/23/2013	
Distribution Distribution File List	n Details n Node: PRODI	RPTFTP Expiration	n Date: 0	1/23/2013	
Distribution Distribution File List <u>Name</u>	n Details n Node: PRODI	RPTFTP Expiration	n Date: 0	1/23/2013 Datetime Create	2 <u>d</u>
Distribution Distribution File List Name AE BI FFEX	n Details n Node: PRODI T 321.log	RPTFTP Expiration File Si 384	n Date: 0 ze (bytes)	1/23/2013 Datetime Create 10/25/2012 1:3	nd 1:54.175194PM EDT
Distribution Distribution File List Name AE BI FFEX DOTM1-FED	Details n Node: PRODI <u>T 321.log</u> 015-10252012-3	RPTFTP Expiration File Si 384 21.TXT 31,98	n Date: 0 <u>ze (bytes)</u> 0	1/23/2013 Datetime Create 10/25/2012 1:3 10/25/2012 1:3	2d 1:54.175194PM EDT 1:54.175194PM EDT
Distribution Distribution File List Name AE BI FFEX DOTM1-FED Distribute To	Details n Node: PRODI <u>T 321.log</u> 015-10252012-3 o	RPTFTP Expiration File Si 384 21.TXT 31,98	n Date: 0 ze (bytes) 0	1/23/2013 Datetime Create 10/25/2012 1:3 10/25/2012 1:3	2d 1:54.175194PM EDT 1:54.175194PM EDT
Distribution Distribution File List Name AE BI FFEX DOTM1-FED Distribute To Distribute To	Details n Node: PRODI <u>T 321.log</u> 015-10252012-3 0 D <u>Type</u>	RPTFTP Expiration File Si 384 21.TXT 31,98	n Date: 0 ze (bytes) 0 tribution 10	1/23/2013 Datetime Create 10/25/2012 1:3 10/25/2012 1:3	2d 1:54.175194PM EDT 1:54.175194PM EDT

The Federal Highway File will display in a new window.

Create Federal Highway File - V	C http://corect.web003.doit.state.ct.us:23050/psreports/E91TRNE/5457020/D0TM1-EED015-10252012-321 - Windows Internet Explorer	
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Call Ven Favorine Tools	File Edit View Favorites Tools Help	
Create Federal Highway File	🚖 🖉 http://corect-web003.dok.state.ct.us/23050/perepor	
DRACLE ortes - Nan Menu -> Biling -> G w Log/Trace	18ATCM000102520120018272103800000000000000000000000000000000000	· · · · ·
port ID: 5457020 Pro me: BI_FFEXT Pro in Status: Success sate Federal Highway File Internet Internet Internet Internet Internet Internet III FFEXT 321.108 THEFEXT 321.108 THEFEXT 321.108 THEFEXT 321.108 THEFEXT 321.108 THEFEXT 321.108 THEFEXT 321.108 THEFEXT 321.108 THEFEXT 321.108	12320120124ED1 950007413000410000000000000000000000000000	
	102520120123001 95000084000041080000000000000000000000000	

# From the Report Manager

After the process has a **Run Status** of Success and a **Distribution Status** of Posted, navigate to the **Report Manager**. (The process can also be monitored on the **Report Manager Administration** tab.)

Run Control ID: DO	CR		Re	port Manager Process Mo	nitor Run
			-		
Run Parameters					
Business Unit:		DOTM1		Final Run Indicator	
Customer:		FED015			
Target Payment Dat	e:	04/26/2012	1		
Bill Status					
Finalized	New Ready Pending	Tem Tem Hold	porary porary Read	ty	

# Click the **Administration** tab.

	in incipol to Fut						
Fold	ler:	*	Instance:	to:	Refresh	]	
Nar	ne:		Created On:	31	Last	20	Days N
Re	ports			Personalize	Find   View AL   2	Tent 🖸 1	-6 of 6 🖸 Las
	Report	Report De	scription	Folder Name	Completion Date/Time	Report ID	Proces Instanc
	BLFFEXT	CREATE F	EDERAL HIGHWAY	General	10/25/12 2:25PM	5457022	32
1		C. The her			ALC: NO. 107 1 1919		

Click the **Create Federal Highway File** link.

View Repo	orts For			_				
User ID:	DanTu	cker	Type:	*	Last	~	20	
Status:		~	Folder:	*	Instance:		to:	
Report Lis	t		E	ersonalize   [	ind   View All	a 🛗 Fe	st 🚺 1-6 o	f 6 D La
elect	Report ID	Prcs Instance	Description		Request Date/Time	<u>Format</u>	<u>Status</u>	Details
	5457022	323	Create Federal Highw	ay File	10/25/2012 2:24:23PM	Text Files (*.txt)	Posted	Details
	5457021	322	Create Federal Highw	ray File	10/25/2012 1:42:41PM	Text Files (*.bd)	Posted	Details
	5457020	321	Create Federal Highw	ay File	10/25/2012 1:31:13PM	Text Files (*.txt)	Posted	Details
	5457019	320	Create Federal Highw	av File	10/25/2012 8:33:13AM	Text Files	Posted	Details

The Federal Highway File displays in a new window.

ral Highway File		http://corect.web003.doit.state.ct.us-23050/osreports/E91TBNE/5457020/D01M1-EED015-10252012-321 - Windows Internet Explorer		
		TY X E HID Placed webool on State CLAS - Solid Preparative TWAPSHS/2020/07HI - Y A Live Sealth	P	
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		13450/124250/22120122721385000000000000000000000000000000000000		
ucher	Тур	102501201505001 9500015040001450000000000000000000000000		
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_		102520120024001 95000013150004100000000000000000000000000		
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Pres	Desci	102520120133001 95000611100041000000000000000000000000000		
Instance		102520120122201 95000061140004100000000000000000000000000		
		102520120105201 95000061150004100000000000000000000000000		
2 323	Creat	102520120124E01 95000071290004100000000000000000000000000000000		
	1.000	102520120124E01 950000714600041000000000000000000000000000		
		102520120H05001 95000071470004100000000000000000000000000		
1 322	Creat	102520120I1CE01 95000051170004100000000000000000000000000		
		102520120105E01 95000811800041000000000000000000000000000		
	00	102520120315001 950000910700041000000000000000000000000000		
0 321	Creat	102520120105E01 9500009110000410000000000000000000000000		
		102520120L1CR01 950000R0040004100000000000000000000000000		
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9 320	Creat	102520120005001 95000081960004100000000000000000000000000000000		
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		102520120123E01 95000083160004100000000000000000000000000000000		
8 319	Creat	10/5201201253001 #5000083200004100000000000000000000000000000000		
		192820120123E01 950000R32800041000000000000000000000000000000000		
	1.1.1	10250120140203-9500089430004200000000000000000000000000000000		
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