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

Navigation
Customers > Customer Information > General Information

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

Create Federal Highway File

Run Control ID: PSBIP   Report Manager Process Monitor [Run]

Run Parameters

*Business Unit: DOTM1 🔍   ☐ Final Run Indicator

*Customer: FED015 🔍

Target Payment Date: 08/27/2012 📅

Bill Status
☑ Invoiced   ☑ New   ☐ Temporary
☐ Finalized   ☐ Ready   ☐ Temporary Ready
                ☐ Pending   ☐ Hold

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

Process Scheduler Request

User ID: COREReynoldsD   Run Control ID: PSBIP

Server Name: [   ] ▼   Run Date: 10/08/2012 📅

Recurrence: [   ] ▼   Run Time: 1:50:33PM   [Reset to Current Date/Time]

Time Zone: [   ] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Create Federal Highway File	BI_FFEXT	Application Engine	Web ▼	TXT ▼	Distribution

[OK] Cancel

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.

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

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

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

View Log/Trace

Report

Report ID:	5457020	Process Instance:	321		Message Log
Name:	BI_FFEXT	Process Type:	Application Engine		
Run Status:	Success				

Create Federal Highway File

Distribution Details

Distribution Node: PRODRPTFTP   Expiration Date: 01/23/2013

File List

Name	File Size (bytes)	Datetime Created
AE_BI_FFEXT_321.log	384	10/25/2012 1:31:54.175194PM EDT
DOTM1-FED015-10252012-321.TXT	31,980	10/25/2012 1:31:54.175194PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	DanTucker

The Federal Highway File will display in a new window.

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.)

Click the **Administration** tab.

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

The Federal Highway File displays in a new window.