



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

Unit: DOTM1 Bill To: FED015 Pretax Amt: 1,827,210.32 USD
Invoice: FED36803 Federal Highway Administration (FHWA)

Attention To: Contact Name:
*Location: 1 Number of Copies: 1
Language Code: ENG Invoice Media: Federal Highway File
Country: USA United States
Address 1: 628-2 Hebron Avenue
Address 2: Suite 303
City: Glastonbury
County: Connecticut Postal: 06033-5007
State: CT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
[Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Address Info

Page Series: [Prev](#) [Next](#)

Navigation

Customers > Customer Information > General Information

General Info	Bill To Options	Ship To Options	Sold To Options	Miscellaneous General Info
SetID:	DOTM1	Customer ID:	FED015	Federal Highway Administration (FHWA)
Customer Bill To Options				
*Effective Date:	01/01/1900	*Status:	Active	
Currency Code:	USD	Rate Type:	CRRNT	
Responsibilities:				
Credit Analyst:	VPH	Collector:	ACCT REC	
AR Specialist:		Bill Inquiry Phone:		
Billing Specialist:		Billing Authority:		
Billing Options		Billing Consolidation Data		
<input checked="" type="checkbox"/> Direct Invoicing		Consolidation Key:		
<input checked="" type="checkbox"/> Federal Highway File		SetID:		
<input type="checkbox"/> Prompt for Billing Currency		Customer ID:		
*Freight Bill Type:	Shipping	Blanket Purchase Orders		
Bill Type:		Blanket PO Number:		
Billing Cycle Identifier:		Start Date:		
Invoice Form:		End Date:		
Bill By Identifier:		Order Management Options		
AR Distribution Code:	FEDERAL	<input type="checkbox"/> Purchase Order Required		
InterUnit Billing		<input type="checkbox"/> Disable Prices on Receipt		
<input type="checkbox"/> InterUnit Customer		Immediate Payment Options		
GL Business Unit:		<input type="checkbox"/> Immediate Payment Required		
		Deposit Percent:		

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 Parameters

*Business Unit: Final Run Indicator

*Customer:

Target Payment Date:

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:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Create Federal 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.

Create Federal Highway File

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#)

Run Parameters

*Business Unit: **Final Run Indicator**

*Customer:

Target Payment Date:

Bill Status

Invoiced New Temporary

Finalized Ready Temporary Ready

Pending 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

Recreate Federal Highway File

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) **Run**

Run Parameters

*Business Unit: DOTM1

*Customer: FED015

*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**.

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:

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

OK **Cancel**

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.

The screenshot shows a web browser window displaying a log file viewer. The browser's address bar shows the URL: `http://corect-web003.doh.state.ct.us:23050/psreports/IF91TRNF/5457020/DOTM1-FED015-10252012-321`. The page content includes a 'View Log/Trace' section with a 'Report' summary and a 'File List' table. The file 'DOTM1-FED015-10252012-321.TXT' is highlighted in red in the original image. The browser's address bar shows the URL: `http://corect-web003.doh.state.ct.us:23050/psreports/IF91TRNF/5457020/DOTM1-FED015-10252012-321`. The page content is mostly obscured by a large block of hex data.

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.)

Create Federal Highway File

Run Control ID: DCR

Report Manager Process Monitor Run

Run Parameters

*Business Unit: DOTM1 Final Run Indicator

*Customer: FED015

Target Payment Date: 04/26/2012

Bill Status

Invoiced New Temporary

Finalized Ready Temporary Ready

Pending Hold

Click the **Administration** tab.

List Explorer **Administration** Archives

View Reports For

Folder: [dropdown] Instance: [input] to: [input] Refresh

Name: [input] Created On: [input] Last [input] 20 Days [dropdown]

Reports Personalize Find View All First 1-6 of 6 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	10/25/12 2:25PM	5457022	323
2 BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	10/25/12 1:43PM	5457021	322

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

List Explorer Administration Archives

View Reports For

User ID: DanTucker Type: Last 20 Days

Status: Folder: Instance: to:

Report List Personalize Find View All First 1-6 of 6 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	5457022	323	Create Federal Highway File	10/25/2012 2:24:23PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457021	322	Create Federal Highway File	10/25/2012 1:42:41PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457020	321	Create Federal Highway File	10/25/2012 1:31:13PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457019	320	Create Federal Highway File	10/25/2012 8:33:13AM	Text Files (*.txt)	Posted	Details

The Federal Highway File displays in a new window.

