#### Running the Create Federal Highway File Process Created on 2/19/2013 4:56:00 PM

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### **Running the Create Federal Highway File Process**

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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

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Create Federal Highway File	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
✓ Search Criteria	
Search by: Run Control ID begins with	
Case Sensitive	
Search Advanced Search	
Find an Existing Value Add a New Value	

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

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

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

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

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BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	10/25/12 8:33AM	5457018	319		
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Step	Action
13.	Click the Administration tab.

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

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	5457017	318	Create Federal Highway File		10/25/2012 8:32:27AM	Text Files (*.txt)	Posted	<u>Details</u>				
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Step	Action
16.	Click the Create Federal Highway File link. Create Federal Highway File
	Create Federal Highway File

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

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Step	Action
18.	Click the Close button.

Step	Action
19.	
	End of Procedure.