Running the Recreate Federal Highway File Process Created on 2/19/2013 4:58:00 PM

Table of Contents

Running the Recreate	e Federal Highway Fi	le Process I

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Department of Transportation users can use the **Recreate Federal Highway File** process to create a copy of a Federal Highway file that includes invoiced bills previously processed through the **Create Federal Highway File** process with the **Final Run Indicator** check box selected.

Users must create a new Run Control ID or select an existing Run Control ID and set parameters for the process. The same Run Control ID used for the **Create Federal Highway File** process can be used.

The recreated Federal Highway txt file can be viewed from either the **View Log/Trace** page or **Report Manager**.

In this example a user runs the **Recreate Federal Highway File** process and views the resulting txt file from the **Report Manager**.

Procedure

Navigation: Billing > Generate Invoices > Utilities > Federal Highway Billing > Recreate Federal Highway File

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Recreate Federal Highway File	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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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 Recreate Federal Highway File process. Add a New Value
2.	Enter RECREATE_BI_FFEXT into the Run Control ID field.
3.	Click the Add button.

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Target Payment Date:								
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Step	Action
4.	Use the Create Federal Highway File page to set parameters for the process. The Business Unit should always be DOTM1 and the Customer should always be FED015.
5.	Enter DOTM1 into the Business Unit field.
6.	Enter FED015 into the Customer field.
7.	Use the Target Payment Date field to select the instance of the Federal Highway File to recreate. The Target Payment Dates to select from represent target payment dates associated for Federal Highway Files created with the Final Run Indicator selected. Click the Look up Target Payment Date button.
8.	Click the 06/29/2012 link. 06/29/2012

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Step	Action
9.	Click the Run button.

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V	Create Federal Highway File	BI_FFEXT	Application Engine	Web	TXT	Distribution			
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Step	Action
10.	The Create Federal Highway File process is selected by default.
	Click the OK button.

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Step	Action
11.	Use the Report Manager to monitor the progress of the process and to view the file. The process can also be monitored using the Process Monitor and the file viewed from the View Log/Trace page.
	The Process Instance in this example is 323.
	Click the Report Manager link. Report Manager

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Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance		
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BI_FFEXT	CREATE FEDERAL HIGHWAY	General	10/25/12 8:33AM	5457019	320		
BI_FFEXT	CREATE FEDERAL HIGHWAY	General	10/25/12 8:33AM	5457018	319		
BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	10/25/12 8:33AM	5457017	318		
back to Recrea iave xplorer Admir	te Federal Highway File Iistration Archives						

Step	Action
12.	Click the Administration tab.
13.	Click the Refresh button to display the current process instance (323).
14.	Click the Refresh button until the Status of the current Process Instance is Posted.

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elect	Report ID	Prcs Instance	Description	Request Date/Time	Format	<u>Status</u>	Details			
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	5457021	322	Create Federal Highway File	10/25/2012 1:42:41PM	Text Files (*.txt)	Posted	<u>Details</u>			
	5457020	321	Create Federal Highway File	10/25/2012 1:31:13PM	Text Files (*.txt)	Posted	<u>Details</u>			
	5457019	320	Create Federal Highway File	10/25/2012 8:33:13AM	Text Files (*.txt)	Posted	<u>Details</u>			
	5457018	319	Create Federal Highway File	10/25/2012 8:32:42AM	Text Files (*.txt)	Posted	<u>Details</u>			
	5457017	318	Create Federal Highway File	10/25/2012 8:32:27AM	Text Files (*.txt)	Posted	<u>Details</u>			
Select Al Delete	I D Click the de Recreate Fe	eselect Al elete butto ederal Hig ration <u>Ar</u>	II on to delete the selected report(s) shway File <u>chives</u>							

Step	Action
15.	Click the Create Federal Highway File link. Create Federal Highway File

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Step	Action
16.	The Recreated Federal Highway File displays in a new window.

Step	Action
17.	Click the Close button.
18.	End of Procedure.
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