DOT Job Aid

FHWA Interface/Billing – This is the process used to bill and generate invoices in order to receive reimbursement for completed highway work funded by the Federal Highway Administration.

1. Navigate to *Billing > Generate Invoices > Federal Highway Billing Intfc*

2. Click the Add a New Value tab.

3. Enter a Run Control ID. A Run Control ID is an identification code that represents a set of selection criteria for a report or process. Once one is created and saved it can be used repeatedly.

Figure 1 - This is a completed Add a New Value tab

4. Click [Add]. The FHWA Billing Extr page displays.

Figure 2 - This is the FHWA Billing Extr page

5. **Type or select the *Business Unit*.**

6. **Type or select FED015.**

7. **Ensure that the *Bill Status* field is in the "Invoiced" status. If not, select Invoiced.**
   Note: DOT <u>cannot</u> bill the Federal government for expenditures that are less than nine (9) days old**.** All unpaid, accumulated charges (more than nine days in-process) will be included in this invoice. This approach will allow for the creation of costs, splitting of costs, creation of bills and processing to the General Ledger without any lag. It does however rely on maintenance of OLT items on a timely basis and the manual intervention to change the Bill Status to a set schedule and to bill the Federal programs in a timely manner.

8. **Type or select the *Target Payment Date.***

9. **Click 🖫 Save .**

10. **Click Run .** The Process Scheduler Request page displays.

Note: When you need to run the FWHA Interface process in the future, utilize the *Find an Existing Value* tab. Search for the Run Control ID you created. When you access the Run Control ID, the FHWA Billing Extr page displays.

Figure 3 - This is the Process Scheduler Request page

11. **Select PSNT as the Server name.**

12. **Select the FWHA Billing Extract from the Process List.**

13. **Click OK .**

14. The FHWA Billing Extr page displays with a Process Instance number. **Note the Process Instance number.**

Figure 4 - This is the FHWA Billing Extr with the Process Instance number

15. **Click the** Process Monitor **link.** The Process List page displays.

Figure 5 - This is the Process Scheduler Request page

16. Click [Refresh] until the Run Status is Success and the Distribution Status is Posted for your process instance number.

17. Click Details **for the process instance number.** The Process Detail page displays.

Figure 6 - This is Process Detail page

18. Click Message Log**. The Message Log page displays.**

Figure 7 - This is Message Log page

19. On the Message Log page, verify that the extract process found bills for transmittal to FHWA. The <u>Message Text</u> box will summarize the total monetary amount and number of invoices written to the FHWA file to date. There is an error in the process if the message reads zero dollars from zero bills.

20. **Click** [Return]**.** The Process Detail page displays.

Figure 8 - This is the Process Detail page

21. **On the Process Detail page, click** <u>View Log/Trace</u>**.** The View Log/Trace page displays.

Figure 9 - This is the ViewLog/Trace page

22. The .txt file name format is set up as the Target Payment Date followed by vo.txt.

23. **Click** .txt to review the file before you save it.

24. Below is an example of the .txt file. One detail line will be created for each contract number and source type (Federal agreement) and (Federal program) combination.

Figure 10 - This is an example of a .txt file

25. Line 1 is the Batch Control Record of the .txt file displaying batch information including:

1. Origin
2. Identifier
3. Batch month
4. Batch day
5. Batch year
6. Expenditure amount (Total amount billed to the Federal system)

26. Line 2, through to the second from the last line, is the Batch Detail Record displaying:

1. Batch month
2. Batch day
3. Batch year
4. Program code (Federal appropriation code)
5. Region code
6. State code
7. Activity code
8. Project agreement: (Contract number/Federal agreement number plus '0')
9. Object class
10. Transaction type
11. Detail amount (Total of Federal expenditures for a specified period for this project agreement/program code combination) Note**:** There will be a separate line for each Federal project agreement/Program code combination.

27. Line 3 is the Batch Trailer Record which includes:

1. Batch indicator
2. Region code
3. State code
4. Number of records: (Calculated number of header and detail records written to file – trailer not included)
5. Payment month
6. Payment day
7. Payment year
8. Payment amount (Total payment amount – same as header expenditure amount)

28. Once the FHWA Interface has run successfully, the file is saved and submitted to the FHWA by DOT personnel. If the file is accepted by the FHWA, the FHWA Billing Extract process should be run again with the Final Run Indicator checkbox selected. Not selecting this checkbox will allow DOT to make corrections within Core-CT and resubmit a new file to FHWA.

Figure 11- This is the FHWA Billing Extr page with the selection of the Final Run Indicator checkbox

29. **Select the *Final Run Indicator* checkbox**. This will update all the billing rows selected and will stamp the target payment date on all of the billing rows.

30. You will want to **access the Message Log page once again** to ensure that the extract process found bills for eventual transmittal to FHWA.

31. The final steps to this process include the finalization and printing of the bill in the Billing module.

This procedure is complete. Please call the Help Desk if you have problems with this procedure.

Errors can occur anywhere between the PC_PRICING batch process and the FHWA Interface process. If the file is rejected due to an incorrect Source type, the following steps must be taken to have the process run correctly.

SEE ADJUST BILLING JOB AID

1. **Run query CT_CA_DOT_BILL_LINE_ERROR_SUMM ensuring that the following information is loaded:**

   a. DOT Business unit
   b. FHWA invoice # currently in Hold status
   c. Contract number rejected by FHWA (in error)
   d. Source type value rejected by FHWA (in error)

2. The query will summarize the data by the criteria listed below. This query determines what Project and Activity combination(s) along with the summarized dollar amounts that were billed using the incorrect Contract Number and Source Type combination.

   a. Business Unit
   b. Invoice

     c.   Contract Number
     d.   Contract Line Number
     e.   Project ID
     f.   Activity ID
     g.   Source Type
     h.   Amount

3. **Finalize and print the FHWA invoice that is on Hold.** Some of the invoice lines will need to be adjusted because of the incorrect Contract Number and Source Type combination error.

4. **Run query CT_CA_DOT_BILL_LINE_ADJ_SEARCH entering the information listed below.** The query will return the invoice line numbers and corresponding data that contain the values entered in the prompts. One of the invoice lines numbers returned in the query results should be noted.

     a.   DOT Business Unit
     b.   FHWA invoice # that was just finalized and printed in Step 3
     c.   Contract Number rejected FHWA (in error)
     d.   Source type value rejected by FHWA (in error)
     e.   One of the project and activity combinations that was in the results of the first query run in Step 1

5. **Run the query again for each of the combinations that were returned in the results of the first query run in Step 1.** One of the invoice line numbers returned by each run of the query should be noted.

6. **Go to the Adjust Selected Bill Lines page in Billing and pull up the invoice that was finalized and printed in Step 3.**

7. **Select the Adjust Selected radio button and Create Reversal and Rebill.** Note: The credit and rebill lines created from the first line that will be adjusted, will NOT be added to an existing bill.

8. **Search for the first bill line that was noted when running the query in Step 4 using the line search option.**

9. **Select the checkbox next to the invoice line.**

10. **Select Save.** This creates a new invoice with two lines that offset each other. Note the new invoice number.

11. **Select the link to the Bill Line Info 1.**

12. **Change the line amounts for the credit line and rebill line to the summarized amount that was returned for first combination that was returned in the query run in Step 1**. The credit amount will be a negative number.

13. Go to the Line – Project Info page and change the Source Type value on the rebill line to the correct source type that should have been originally billed.

14. Repeat Steps 6-13 if there is more than one Source Type that needs to be adjusted. However, in Step 7, you will select <u>ADD</u> TO EXISTING BILL and enter the number of the new "rebill" that was just created.

15. Once all adjustments have been made and all the information verified, change the status to RDY.

16. The final steps to this process include the finalization and printing of the bill in the Billing module.

This procedure is complete. Please call the Help Desk if you have problems with this procedure.