

Manually Processing a Federal Bill File Overview

There may be a need to manually process a federal bill for the Federal Highway Administration (FHWA) or determine if a bill, or billing adjustment, contains errors before submitting to FHWA.

This job aid describes the steps needed to manually process the file to:

- Submit a bill to FHWA after the Billing Worksheet has been marked as Approve Later
- Submit a test run of a **Temporary Bill**
- Submit a test run of a **Billing Adjustment**

Billing Worksheet: To create the FHWA Extract file for submission after the billing worksheet has been marked as **Approve Later**, the following jobs must be run in Cardinal:

- Process Worksheet Approval
- Finalize and Print Invoice
- Create Federal Highway File

Temporary Bill (Test Run): To create the FHWA Extract file for submission to FHWA to determine if errors exist in the file that should be corrected prior to final submission, the following job should be run in Cardinal: **Create Federal Highway File**.

Billing Adjustment (Test Run): To create the FHWA Extract file for submission to FHWA to determine if errors exist on a billing adjustment prior to finalizing the invoice, the following job should be run in Cardinal: **Create Federal Highway File**.

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Process Worksheet Approval

1. Access the **Process Worksheet Approval** page using the following path:

Main Menu > Billing > Manage Billing Worksheet > Process Worksheet Approval

Favorites 🗸	Main Menu 🗸	>	Billing 🗸	>	Manage Billing	g Worksheet 🗸	>	Process Worksheet Approval
Process Worksheet Approval Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value								
Search Cr								
Search by: Run Control ID begins with Case Sensitive Limit the number of results to (up to 300): 300								
Search A	dvanced Search							
Search Resu								
View All First Run Control ID		t						
Test	English							

- 2. Click the **Search** button to display any existing run controls. If you do not have a run control, click the **Add a New Value** tab to create one.
- 3. Click the appropriate **Run Control ID** hyperlink.



Favorites - Main Menu - >	Billing → Manage	Billing Worksheet -	 Process Worksh 	eet Approval	
Process Worksheet Appro		eport Manager Proc	ess Monitor	Run	
					1
Approval Option					
Group Billing Worksheets		not exist. If an existing I		that match bill-by criteria, or t the online update, that bill w	
Worksheet Selection Criteria					
*Busin	ess Unit 50100 🔍				
Bill To Custome	r From	Q		Through	Q
Accounting Date	e From	31		Through	ij
Invoice Date	e From	31		Through	31
Billing Type	From	্		Through	Q
Bill Source	e From	Q		Through	Q
Contract Typ	e From	্		Through	Q
Contrac	t From		Q	Through	Q
Projec	t From	Q		Through	Q
Billing Specialis	t From	Q		Through	Q
Billing Workshee	t From TMP0	01233	Q	Through TMP001233	Q
Letter of Credi	t From	Q		Through	Q
LOC Doc II) From		Q	Through	Q
Pretax Invoice Am	t From			Through	
Added Within Days	6				
Date Added	From	31		Through	31
User	From			Through	
Return to Search	Notify			Ad	d 🖉 Update/Display

- 4. The **Process Worksheet Approval** run control page displays.
- 5. Business Unit: 50100
- 6. **Billing Worksheet From/Billing Worksheet Through**: Enter the **Temporary Bill** number that you want to process in both fields.
- 7. Click the **Run** button.



Process Scheduler Request		×
		Help
User ID DENETTA.COLES	Run Control ID Test	
Server Name	✓ Run Date 02/23/2017 × 3	
Recurrence	Run Time 11:21:46AM Reset to Current Date/Time	
Time Zone		
Process List		
Select Description	Process Name Process Type *Type *Format Distribution	
Billing Worksheet Batch Update OK Cancel	BI_WRKSHTUPD Application Engine Web V TXT V Distribution	
		.::

- 8. The **Process Scheduler Request** pop-up window displays.
- 9. Click the **OK** button.



Favorites 👻 Main Menu 👻 >	Billing - > Manage Billing	Worksheet 🗸 🚿	Process Workshe	eet Approval				
Process Worksheet Appro	val							
Run Control ID Test	Report Ma	anager Proces	ss Monitor	Run				
		P	rocess Instance:42	239149				
Approval Option								
Group Billing Worksheets	Group Billing Worksheets Select to group billing worksheets to append to existing bills that match bill-by criteria, or to create a new bill if a matching bill does not exist. If an existing bill was specified in the online update, that bill will be used regardless of your selection here.							
Worksheet Selection Criteria								
*Busine	ess Unit 50100 🔍							
Bill To Customer	From	Q		Through				
Accounting Date	From	Ħ		Through				
Invoice Date	From	Ē		Through				
Billing Type	From	Q		Through				
Bill Source	From	Q		Through				
Contract Type	From	Q		ThroughQ				
Contract	From		Q	ThroughQ				
Project	From	Q		Through				
Billing Specialist		Q		Through				
Billing Worksheet			Q	Through TMP001233				
Letter of Credit		Q		Through Q				
LOC Doc ID			٩	Through Q				
Pretax Invoice Amt				Through				
Added Within Days				The second period				
Date Added		B		Through 🔢				
User 1	From			Intougn				
🔚 Save 🔯 Return to Search 🖹	Notify			📑 Add 🖉 Update/Display	у			

- 10. The **Process Worksheet Approval** run control page and a **Process Instance** number displays.
- 11. Note the **Process Instance** number.
- 12. Click the **Process Monitor** link.



Favori	ites 🔻	М	ain Menu 🗸	> Billing 🗸	> Manage Billing	g Worksheet 🔻 🚿 🛛	Process Worksheet Approval >	Process Monite	or	
Proce	ess List									
View	Process	Req	juest For							
ι	User ID D	ENET	TTA.COL	Туре	~	Last 🗸	1 Days	~	Refresh	
	Server		~	Name	Q	Instance	to			
Run	Status		~	Distribution	n Status	✓	Save On Refresh			
										_
Proc	Process List Personalize Find View All 🔄 👪 First 🕚 1 of 1 🕑 Last									
Select	Instance	Seq.	Process Type		Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	4239149		Application En	igine	BI_WRKSHTUPD	DENETTA.COLES	02/23/2017 11:21:46AM EST	Success	Posted	Details

- 13. The **Process List** page displays.
- 14. User ID: Verify your Cardinal Login ID displays in the field. If not, enter your Cardinal Login ID.
- 15. Click the **Refresh** button until the **Run Status** updates to **Success** and the **Distribution Status** updates to **Posted**.
- 16. Click the **Details** hyperlink on the line that contains your **Process Instance**.

Process Detail		×
		Help
Process		
Instance 4239149	Type Application Engine	
Name BI_WRKSHTUPD	Description Billing Worksheet Batch Update	
Run Status Success Distrib	ution Status Posted	
Run	Update Process	
Run Control ID Test Location Server Server PSUNX2 Recurrence	 Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request 	-
Date/Time	Actions	
Request Created On 02/23/2017 11:26:33AM EST	Parameters Transfer	
Run Anytime After 02/23/2017 11:21:46AM EST	Message Log View Locks	
Began Process At 02/23/2017 11:26:36AM EST	Batch Timings	
Ended Process At 02/23/2017 11:27:07AM EST	View Log/Trace	
OK Cancel		.::

- 17. The **Process Detail** pop-up window displays.
- 18. Click the **Message Log** link.



Message Log							
			Help	~			
Proce	SS						
Instar	nce: 42391	49 Type: Application Engine					
Name	: BI_WF	RKSHTUPD Description: Billing Worksheet Batch	n Update				
		Personalize Find View All 🖾 🇮 First 🕚	1-11 of 11 🕑 Last				
Severity	Log Time	Message Text	Explain				
10	11:26:44AM	Billing Worksheet Approval Process started.	Explain				
10	11:26:45AM	Processing state 010: BI records locked.	Explain				
10	11:26:51AM	Processing state 050: Invoice Numbers Assigned.	Explain				
10	11:27:05AM	Processing state 100: BI records updated.	Explain				
10	11:27:05AM	New Bill Headers Created: 1	Explain				
10	11:27:06AM	Existing bills added to: 0	Explain				
10	11:27:06AM	New Bill Lines Created: 818	Explain				
10	11:27:06AM	Transactions in Error: 0	Explain				
10	11:27:06AM	Billing worksheets partially processed: 0	Explain				
Published message with ID eb8bf116-f9e4-11e6-a938- 97c828aa8377 to create entry in folder GENERAL. Explain							
	11:27:08AM	Successfully posted generated files to the report repository	Explain				
Retu	irn			~			

- 19. The **Message Log** pop-up window displays.
- 20. Verify that the process created one (1) **New Bill Headers Created** and there were zero (0) **Transactions in Error**.



Verify the Bill

21. Access the **Bill Entry** page using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing

Favorites - Main Menu - > Billing - > Maintain Bills - > Standard Billing							
Bill Entry Enter any information you have and click Search. Leave fields blank for a list of all values.							
Find an Existing Value Add a New Value							
Search Criteria							
Search Criteria Business Unit = \$0100 × Invoice begins with FED Bill Status = Ready to Invoice Customer begins with Contract begins with Bills in Business Unit = Customer Flag = Custo							
Limit the number of results to (up to 300): 300							
Search Clear Basic Search 🖾 Save Search Criteria							
Search Results							
	sofs ℗ Last						
Business Unit Invoice Invoice Type Bill Type Identifier Bill Status Bill Source Customer Contract Bills in Business Unit Templ 50100 FED001663 Regular FED Ready FED 0000055002 (blank) 50100 No	ate Invoice Flag						
50100 FED001658 Regular FED New Bill FED 0000055002 (blank) 50100 No							
50100 FED001653 Regular FED New Bill FED 0000135946 (blank) 50100 No							
50100 FED000648 Regular FED Canceled FED 0000055002 (blank) 50100 No							
50100 FED000638 Regular FED Canceled FED 0000055002 (blank) 50100 No							
50100 FED000484 Regular FED Canceled FED 0000055002 (blank) 50100 No							
50100 FED000361 Regular FED Canceled FED 0000055001 (blank) 50100 No							
50100 FED000036 Regular FED Canceled FED 0000055002 (blank) 50100 No							

- 22. Click the Find an Existing Value tab.
- 23. Business Unit: 50100
- 24. Invoice (update the selection drop-down to begins with): FED
- 25. Bill Status: Ready to Invoice
- 26. Click the Search button. The Search Results display below the search criteria.
- 27. Click the hyperlink for the bill you need to process.



Favorites - Main Menu -	> Billing ->	Maintain Bills 🗸	> Standard Billing							
										Ne
Header - Info 1 Line - Info	1									
Unit 50100	Invoice FED00166	33	Pret	ax Amt 4,646	,891.22 USD					
Status	RDY	2	Invoice Date		81	Cycle ID F	EDERAL	Q		
*Туре	FED	2	Source	FED] ⊲ *F	requency	Once	~		
*Customer	0000055002	View Activity	SubCust1] :	SubCust2				
	FEDERAL HIGHWAY									
*Invoice Form	LANDSCAPE	2	From Date		31	To Date	Bi			
Accounting Date		1	Pay Terms	NET30	Q Pa	y Method	Check		~	-
Remit To	REMIT	2	Bank Account	VDOT	Q					
Sales	GOVT	2	Bill Inquiry Phone		Q					
Credit	CREDIT	2	Collector	COL3	Q					
Billing Specialist		2	Billing Authority		Q					
Go to: Heade	er Info 2	Address	Copy Ac	idress						
Notes Expre	ss Entry		Attachm				Page Se			
Summary Bill Se	earch	Line Search		Navigation Head	er - Info 1		V Prev N	lext		
Return to Billing										
Return to Sear	ch Previous in	List Next in	List 🔛 Notify	2 Refresh			📑 Add	JE Up	odate/Disp	lay

- 28. The **Standard Billing** page, **Header Info 1** tab displays.
- 29. Verify the bill amount in the **Pretax Amt** field to ensure this invoice is the one created from processing the **Billing Worksheet**.



Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT)

Finalize and Print the Bill

1. Access the **Finalize and Print Invoices** page using the following path:

Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

Favorites • Main Menu • Billing • Generate Invoices • Non-Consolidated • Finalize and Print Invoices						
Finalize And Print Enter any information you have and click Search. Leave fields blank for a list of all values.						
Find an Existing Value Add a New Value Search Criteria						
Run Control ID begins with Case Sensitive Limit the number of results to (up to 300): 300						
Search Clear Basic Search Criteria						
Search Results View All First 1 of 1 Last Run Control ID Language Code Test English						

- 2. Click the **Search** button to display any existing run controls. If you do not have a run control, click the **Add a New Value** tab to create one.
- 3. Click the appropriate **Run Control ID** hyperlink.



Favorites - Main Menu -	> Billing -> General	te Invoices $ ightarrow$	Non-Consolidated - > Finalize and Print Invoices
Finalize and Print Print Option	าร		
Run Control ID Test		Report Manager	Process Monitor Run
Language Eng	lish 🗸 🖲 Specified Lan	guage	◯ Recipient's Language
Selection Parameters			Find View All First ④ 1 of 1 ④ Last
Seq Nbr 1			+ -
Invoice Date Option			
Processing Date User Defined			
Range Selection			From Business Unit 50100 Q
	Invoice ID Cust ID		To Business Unit 50100 🔍
Bill Cycle Date Bill Added	O Bill Type		From Invoice FED001663
O Range ID	O Bill Source		To Invoice FED001663 ×
O Public Voucher Number			
Return to Search	↑ Previous in List	Next in List	E Notify Update/Display

- 4. The Finalize and Print Invoices run control page displays.
- 5. **Invoice Date Option** section: Verify the **Processing Date** radio button is selected.
- 6. Range Selection section: Verify the Invoice ID radio button is selected.
- 7. From Business Unit: 50100
- 8. To Business Unit: 50100
- 9. From Invoice: Enter the number of the invoice you are processing.
- 10. **To Invoice**: Enter the number of the invoice you are processing.
- 11. Click the **Print Options** tab.



Favorites • Main Menu • > Billing • > Generate Inv	voices Voices Voices Voices
Einalize and Print Print Options	
Selection Parameters	Find View All First 🕚 1 of 1 🕑 Last
Seq Nbr 1	•
Print Invoice Sort By	Summarization Options
Country, Postal Customer, Invoice Bus Unit, Invoice	For Invoices associated with Summarization Template: O Print Detail O Print Summarized Print Both Summarized & Detail
*EDI Invoice Options EDI Only	 ✓ Print Only Unprinted Invoices ✓ Print Listing
*Email Invoice Options Email Only	-
*Federal Highway File Options File Only	
Return to Search † Previous in List 🚛 Net	ext in List 💽 Notify 💽 Update/Display

- 12. Summarization Options section:
- 13. Verify the **Print Both Summarized & Detail** radio button is selected.
- 14. Click the Finalize and Print tab.

Favorites 🗸 Main Menu 🗸	> Billing -> Generate	e Invoices 👻 >	Non-Consolidated \checkmark > F	Finalize and Print Invoices
Finalize and Print Print Option	IS			
Run Control ID Test Language Eng		Report Manager guage	Process Monitor Rur	
Selection Parameters			Find	View All First 🕙 1 of 1 🕑 Last
Seq Nbr 1 Invoice Date Option Processing Date User Defined				* -
Range Selection All Bill Cycle Date Bill Added Range ID Public Voucher Number	 Invoice ID Cust ID Bill Type Bill Source 			· · · · · · · · · · · · · · · · · · ·
Return to Search	↑ Previous in List	Next in List	E Notify	Add Dipdate/Display

15. Click the **Run** button.



Proce	ess Scheduler Request				New W
					Help
	User ID PPS_MARCY.JONES		Run Control ID	Test	
				7.44	
	Server Name		Date 02/23/2017	Reset to Current Date/Time	
	Recurrence	✓ Run	Time 3:23:11PM	Reset to Current Dater line	
_	Time Zone				
	Description	Process Name	Process Type	*Type *Format Distribution	
Z	Pre-process & Finalization	BIIVC000	Application Engine	Web V TXT V Distribution	
	Finalize and Print	BIJOB01	PSJob	(None) V (None) V Distribution	
	Print Invoice w/SQR	BIPJ10	PSJob	(None) V (None) V Distribution	
	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None) V (None) V Distribution	
	Print Portrait Invoice w/SQR	BIPJ11	PSJob	(None) V (None) V Distribution	
	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None) V (None) V Distribution	
	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None) V (None) V Distribution	
	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None) V (None) V Distribution	
	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None) V (None) V Distribution	
	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None) V (None) V Distribution	
	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None) V (None) V Distribution	
	Print XMLP Invoice	BIPJ75	PSJob	(None) V (None) V Distribution	
	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None) V (None) V Distribution	
	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None) V (None) V Distribution	
	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None) V (None) V Distribution	
	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None) V (None) V Distribution	
0	Cancel				

- 16. The Process Scheduler Request pop-up window displays.
- 17. Click the **Pre-process & Finalization** check box.
- 18. Click the **OK** button.



Favorites Main Menu > Billing > Genera	ate Invoices 👻 >	Non-Consolidated -	> Finalize and	d Print Invoices
Finalize and Print Print Options				
Run Control ID Test Language English V Specified Lar	Report Manager nguage	Process Monitor		
Selection Parameters		Fi	ind View All	First 🕚 1 of 1 🕑 Last
Seq Nbr 1 Invoice Date Option Processing Date User Defined Range Selection				+ =
All Invoice ID Bill Cycle Cust ID Date Bill Added Bill Type Range ID Bill Source Public Voucher Number		From In	s Unit 50100 s Unit 50100 voice FED001 voice FED001	

- 19. The Finalize and Print Invoices run control page and a Process Instance number displays.
- 20. Note the Process Instance number.
- 21. Click the **Process Monitor** hyperlink.

Favorit	tes 🗸	M	ain Menu 🗸	> Billing 🗸	> Gene	rate Invoices 🗸 > 🛛 N	Ion-Consolidated $ extsf{v}$ > Finalize a	nd Print Invoices	> Proces	s Monitor
Proce	ss List									
View	Process	Req	uest For							
U	Iser ID PI	PS_M	IARCY.J Q	Туре		✓ Last	✓ 20 Days	~	Refresh	
1	Server		~	Name		Q Instance	to]		_
Run	Status		~	Distribution	status	~	Save On Refresh			
Droo	ess List						Developeling Find Mountail	a. 📼 📼	st 🕙 1 of 1	🕑 Last
Proc	ess List						Personalize Find View All	E E E E E	st 🖤 1011	Cast
Select	Instance	Seq.	Process Type		Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	4239153		Application Er		BIIVC000	DDD MADOW JONES	02/23/2017 3:23:11PM EST	Success	Posted	Details

- 22. The **Process List** page displays.
- 23. User ID: Verify your Cardinal Login ID displays in the field. If not, enter your Cardinal Login ID.
- 24. Click the **Refresh** button until the **Run Status** updates to **Success** and the **Distribution Status** updates to **Posted**.
- 25. Click the **Details** hyperlink on the line that contains your **Process Instance**.



Process Detail		×
Process		Help
Process		- 1
Instance 4239153	Type Application Engine	
Name BIIVC000	Description Pre-process & Finalization	
Run Status Success Distrit	oution Status Posted	
Run	Update Process	
Run Control ID Test Location Server Server PSUNX2 Recurrence	 Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request 	
Date/Time	Actions	
Request Created On 02/23/2017 3:24:35PM EST	Parameters Transfer	
Run Anytime After 02/23/2017 3:23:11PM EST	Message Log View Locks	
Began Process At 02/23/2017 3:24:37PM EST	Batch Timings	
Ended Process At 02/23/2017 3:24:59PM EST	View Log/Trace	
OK Cancel		.::

- 26. The **Process Detail** pop-up window displays.
- 27. Click the **Message Log** hyperlink.



	Messa	age Log			×
					Help
Ir	Proces	\$ \$			
	Instan	ce: 4239153	3 Type: Application Engine		
IU	Name	BIIVC00	0 Description: Pre-process & Finalizati	ion	
			Personalize Find View All 🖾 🤀 First 🤇	🕨 1-6 of 6 🕑 Last	
10	Severity	Log Time	Message Text	Explain	
	10	3:24:59PM	1 bill(s) were selected for processing.	Explain	
	10	3:24:59PM	0 bill(s) were found to contain error(s).	Explain	
Re	10	3:24:59PM	1 bill(s) were processed successfully.	Explain	
	10	3:24:59PM	Total amount processed 4646891.22 in USD.	Explain	
eq		3:25:00PM	Published message with ID 265d92e2-fa06-11e6-acb7- 824f7fc0c698 to create entry in folder GENERAL.	Explain	
Ri		3:25:00PM	Successfully posted generated files to the report repository	Explain	
в					
E					
	Retu	rn			

- 28. The **Message Log** pop-up window displays.
- 29. Verify your bill was processed successfully and that the **Total amount processed** matches your invoice total.
- 30. Click the **Return** button. The **Process Detail** pop-up displays.
- 31. Click the **OK** button. The **Process Monitor** page is displayed.





Create Federal Highway File

1. Access the **Create Federal Highway File** page using the following path:

Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File

Favorites • Main Menu • > Billing • > Generate Invoices • > Utilities • > Federal Highway Billing	 Create Federal Highway File
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 Add a New Value	
Search Criteria	
Search by: Run Control ID begins with Case Sensitive Limit the number of results to (up to 300): 300	
Search Advanced Search	
Search Results	
View All First 🐠 1 of 1 🛞 Last	
Run Control ID Language Code Test English	

- 2. Click the **Search** button to display any existing run controls. If you do not have a run control, click the **Add a New Value** tab to create one.
- 3. Click the **Run Control ID** hyperlink.



Favorites Main Menu Billing Generate Invoices	> Utilities 🗸 > Federal Highway Billing 🗸 > Create Federal Highway File
Create Federal Highway File Run Control ID Test	Report Manager Process Monitor Run
Run Parameters	
*Business Unit 50100 Q *Customer 0000055002 Q Target Payment Date 02/22/2017	al Run Indicator
✓ Invoiced New Temporary	
Finalized Ready Temporary Ready Pending Hold	
Save Return to Search	Add Update/Display

- 4. The **Create Federal Highway File** run control page displays.
- 5. Business Unit: 50100
- 6. **Customer: 0000055002**
- 7. Target Payment Date: Enter your target payment date.
- 8. Click the **Final Run Indicator** checkbox. All fields in the **Bill Status** section are grayed out and the **Invoiced** check box is selected.

Note: If you are processing a test run of a **Temporary Bill** (unapproved billing worksheet) or test run of a billing adjustment, see the <u>Create Federal Highway File – Test Run Parameters</u> section of this job aid for screenshots of the run control parameters. All other steps are the same.

9. Click the **Run** button.



	Process Scheduler Request		×
			Help
/	User ID DENETTA.COLES	Run Control ID Test	
l	Server Name	▼ Run Date 02/23/2017 × 🗒	
L	Recurrence	Run Time 3:53:08PM Reset to Current Date/Time	
L	Time Zone		
L	Process List		
L	Select Description	Process Name Process Type *Type *Format Distribution	
	Create Federal Highway File	BI_FFEXT Application Engine Web V TXT V Distribution	
			:

- 10. The Process Scheduler Request pop-up window displays.
- 11. Click the **OK** button.

Favorites 🗸	Main Menu 🗸 > Billing 🗸	> Generate Invoices -	· → Utilities • → Fe	ederal Highway Billin	$q \star$ > Create Federal Highway File
Create Fe	ederal Highway File				
Ru	n Control ID Test		Report Manager	Process Monitor	
Run Param	eters				
	*Business Unit 50100	C Fi	inal Run Indicator		
	*Customer 0000055	002 🔍			
	Target Payment Date 02/22/20	17 🛐			
Bill Status	;				
Invoiced	New	Temporary			
Finalize	d Ready	Temporary Ready			
	Pending	Hold			
Save	Return to Search)		📑 Add 🖉 U	Jpdate/Display

- 12. The Create Federal Highway File Run Control page and a Process Instance number displays.
- 13. Note the **Process Instance** number. Click the **Process Monitor** hyperlink.



Favor	rites 👻	М	ain Menu 👻	> Billing	 Generate Inv 	voices 🗸 > Utilities	→ Federa	I Highway Billing	, → Crea	ate Fede	ral Highway Fil	le > F
Drag	ess List											
View	Process	Req	uest For									
- E	User ID P	ENET	ITA.CI × Q	Туре	~	Last	-	1 Da	ays 🗸] [Refresh	
						In stance		to				
	Server		\sim	Name	C	Instance		to				
Run	Server Status		~		ion Status	`	Save On Re					
Run			~			`	Save On Re					
			~			、 ✓ •			0	First	I-2 of 2	🕑 Last
Proc	Status		Process Type			、 ✓ •		fresh Find View All	چ ا چا ہے ا Run ۹		 I-2 of 2 Distribution Status 	 Last Details
Proc	Status	Seq.	Process Type Application Er	Distribu	ion Status		Personalize Run Date/Tim	fresh Find View All e		Status	Distribution Status	

- 14. The **Process List** page displays.
- 15. User ID: Verify your Cardinal Login ID displays in the field. If not, enter your Cardinal Login ID.
- 16. Click the **Refresh** button until the **Run Status** updates to **Success** and the **Distribution Status** updates to **Posted**.
- 17. Click the **Details** hyperlink on the line that contains your **Process Instance**.

Process Detail		×
		Help
Process		
Instance 4239164	Type Application Engine	
Name BI_FFEXT	Description Create Federal Highway File	
Run Status Success Distrib	ution Status Posted	
Run	Update Process	
Run Control ID Test Location Server Server PSUNX2 Recurrence	 Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request 	
Date/Time	Actions	
Request Created On 02/23/2017 3:55:07PM EST Run Anytime After 02/23/2017 3:53:08PM EST Began Process At 02/23/2017 3:55:09PM EST Ended Process At 02/23/2017 3:55:14PM EST	Parameters Transfer Message Log View Locks Batch Timings View Log/Trace	
OK Cancel		

- 18. The **Process Detail** pop-up window displays.
- 19. Click the **Message Log** hyperlink.



/Cia					
_[Messa		×		
					Help
lr	Proce	SS			
Run	Instan	ice: 4239164	4 Type: Application Engine		_
Kun	Name	: BI_FFE	XT Description: Create Federal Highway	File	
			Personalize Find View All 🔄 🔢 First 🔇	1-5 of 5 🕑 Last	
un (Severity	Log Time	Message Text	Explain	
	10	3:55:10PM	BI_FFEXT: Federal Highway Extract Process Started.	Explain	_
Re	10	3:55:13PM	BI_FFEXT: 75 Total rows \$4646891.22 Total Amount processed.	Explain	
	10	3:55:13PM	BI_FFEXT: Federal Highway Extract Process Completed.	Explain	
		3:55:14PM	Published message with ID 5fb69dbe-fa0a-11e6-acb7- d8c70bec1b36 to create entry in folder GENERAL.	Explain	
Req Ri		3:55:14PM	Successfully posted generated files to the report repository	Explain	
в					_
Е					
Ъd	Retu	rn			
					:

- 20. The **Message Log** pop-up window displays.
- 21. Verify the Total Amount processed to ensure it matches your invoice amount.
- 22. Click the **Return** button. The **Process Detail** pop-up displays.
- 23. Click the **OK** button. The **Process Monitor** page is displayed.

Project Accounting Job Aid



PA353_Manually Processing a Federal Bill File (VDOT)

Create Federal Highway File – Test Run Parameters

If you are processing a test run of a **Temporary Bill** (i.e., unapproved **Billing Worksheet**) or test run of a **Billing Adjustment**, use the run control parameters displayed below. All other steps are the same as noted in the previous section of this job aid.

Test Run of a Temporary Bill (Unapproved Billing Worksheet)

Favorites Main Menu Billing Generate Invoices	Utilities 🗸 > Federal Highway Billing 🗸 > Create Federal Highway File					
Create Federal Highway File Run Control ID t	Report Manager Process Monitor Run					
Run Parameters						
*Business Unit 50100 Q Final *Customer 0000055002 Q Target Payment Date 02/22/2017	I Run Indicator					
Bill Status						
□ Invoiced □ New ☑ Temporary □ Finalized □ Ready ☑ Temporary Ready □ Pending □ Hold						
Return to Search t Previous in List Next in List Notify Update/Display						

Use these parameters on the **Create Federal Highway File** run control page when you need to do a test run of a **Temporary Bill** (i.e., unapproved **Billing Worksheet**).

- 1. Run Parameters section:
 - a. Business Unit: 50100
 - b. **Customer**: 0000055002
 - c. Target Payment Date: Enter you targeted payment date.
 - d. In the **Bill Status** section:
 - i. Temporary: Checked
 - ii. Temporary Ready: Checked



Test Run of Billing Adjustment

Favorites -	Main Menu -> Billing -> Generate Inv	oices 🗸 🖒 Utilities 🗸 🖒 Fed	eral Highway Billing $ extsf{-}$ >	Create Federal Highway File
	deral Highway File ^{Control ID} t	Report Manager	Process Monitor	Run
Run Parame	ters			
	*Business Unit 50100 Q *Customer 0000055002 Q Target Payment Date 02/22/2017 関	☐ Final Run Indicator		
Bill Status				
☐ Invoiced ☐ Finalized	New Temporary Ready Pending Hold	dy		
Save 💽	Return to Search t Previous in List	Next in List 💽 Notify	🔒 Add 🛛 🖉 Update/[Display

Use these parameters on the **Create Federal Highway File** run control page when you are doing a test run of **Billing Adjustment**.

- 2. **Run Parameters** section:
 - a. Business Unit: 50100
 - b. **Customer**: 0000055002
 - c. **Target Payment Date**: Enter your targeted payment date.
 - d. In the **Bill Status** section, **New**: **Checked**