

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 it to FHWA.

This Job Aid describes the steps needed to manually process the file in order 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): A Test Run of the FHWA Extract file will help determine if errors exist in the file that should be corrected prior to final submission. To create the FHWA Extract file for submission to FHWA, the following job must be run in Cardinal:

- Create Federal Highway File

Billing Adjustment (Test Run): A Test Run of the FHWA Extract file will help determine if errors exist on a Billing Adjustment prior to finalizing the Invoice. To create the FHWA Extract file for submission to FHWA, the following job must be run in Cardinal:

- Create Federal Highway File

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



Table of Contents

Revision History	3
Running the Process Worksheet Approval Process	4
Verifying the Bill	11
Finalizing and Printing the Bill	14
Creating the Federal Highway File	24
Creating a Federal Highway File – Test Run (Run Control Parameters)	32
Test Run of a Temporary Bill (Unapproved Billing Worksheet) (Run Control Parameters).....	33
Test Run of Billing Adjustment (Run Control Parameters)	36



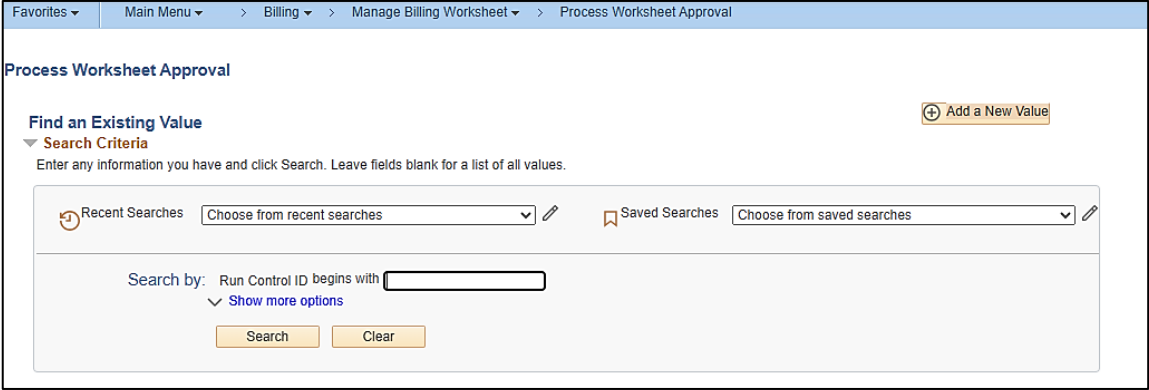






Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Revision History

Revision Date	Summary of Changes
8/27/2025	Baseline.

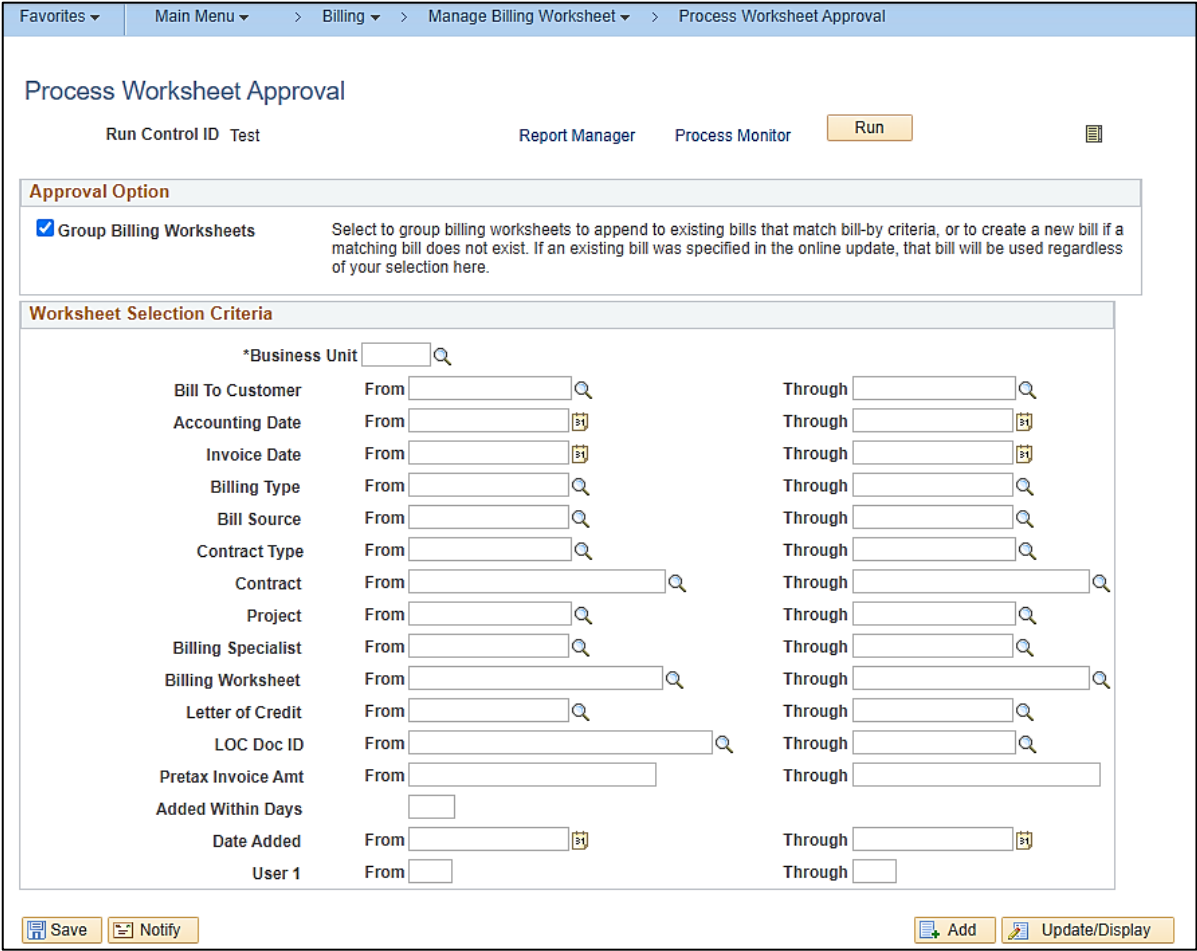


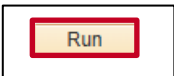
Running the Process Worksheet Approval Process

Step	Action
1.	<p>Navigate to the Process Worksheet Approval page using the following path: Main Menu > Billing > Manage Billing Worksheet > Process Worksheet Approval</p> <p>The Process Worksheet Approval Find an Existing Value Search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the Run Control ID in the Run Control ID field.</p> 
	<p>If this is the first time the user has run this process and there is no existing Run Control ID, click the Add a New Value button to create one.</p> 
3.	<p>Click the Search button to display any existing Run Control IDs.</p> 
4.	<p>Click the applicable Run Control ID link.</p> 



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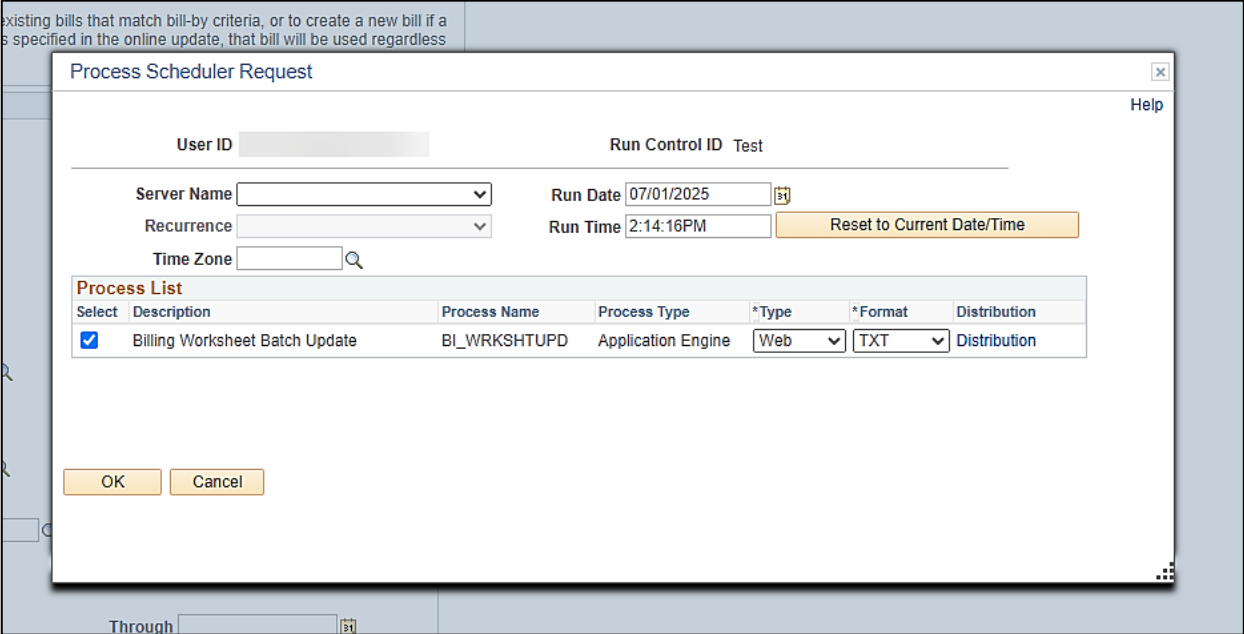

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
	<p>The Process Worksheet Approval Run Control page displays.</p> 
5.	<p>Click the Business Unit Look up icon and select the applicable Business Unit.</p> 
6.	<p>Enter the Temporary Bill Number that needs to be processed in both the Billing Worksheet From and Billing Worksheet Through fields.</p> 
7.	<p>Click the Run button.</p> 



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PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
	<p>The Process Scheduler Request page displays in a pop-up window.</p> 
8.	<p>Click the OK button.</p> 



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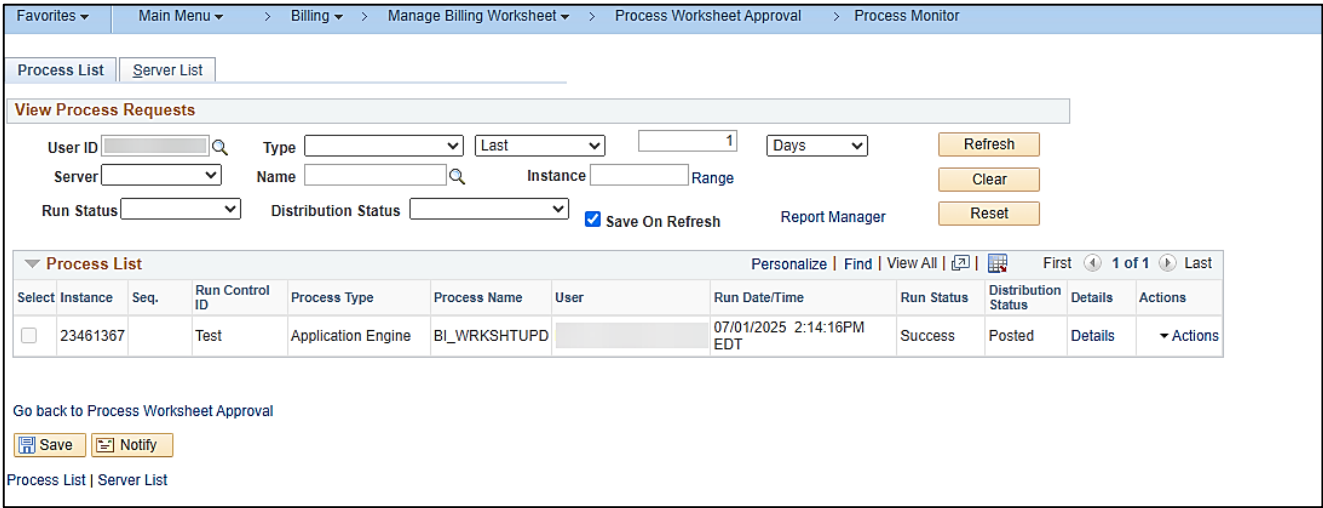

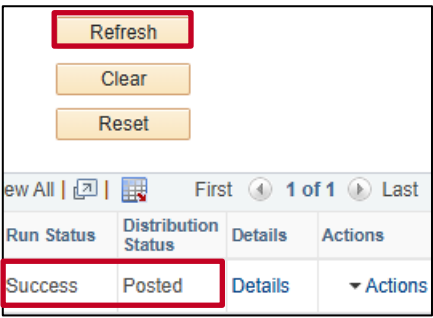
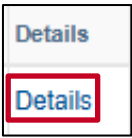
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Step	Action
	<p>The Process Worksheet Approval Run Control page displays with the assigned Process Instance Number.</p> <div><div><div>Process Worksheet Approval</div><div>Run Control ID TestReport ManagerProcess MonitorRun</div><div>Process Instance:23461367</div><div>Approval Option</div><div><div><input checked="" type="checkbox"/> Group Billing Worksheets</div><div>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.</div></div><div>Worksheet Selection Criteria</div><div><div>*Business Unit50100</div><div><div>Bill To CustomerFromThrough</div><div>Accounting DateFromThrough</div><div>Invoice DateFromThrough</div><div>Billing TypeFromThrough</div><div>Bill SourceFromThrough</div><div>Contract TypeFromThrough</div><div>ContractFromThrough</div><div>ProjectFromThrough</div><div>Billing SpecialistFromThrough</div><div>Billing WorksheetFromTMP003303ThroughTMP003303</div><div>Letter of CreditFromThrough</div><div>LOC Doc IDFromThrough</div><div>Pretax Invoice AmtFromThrough</div><div>Added Within Days</div><div>Date AddedFromThrough</div><div>User 1FromThrough</div></div><div><div>SaveNotify</div><div>AddUpdate/Display</div></div></div></div></div>
	<p>Note the assigned Process Instance Number.</p> <div><div>Report ManagerProcess Monitor</div><div>Process Instance:23461367</div></div>
9.	<p>Click the Process Monitor link.</p> <div><div>Report ManagerProcess Monitor</div></div>



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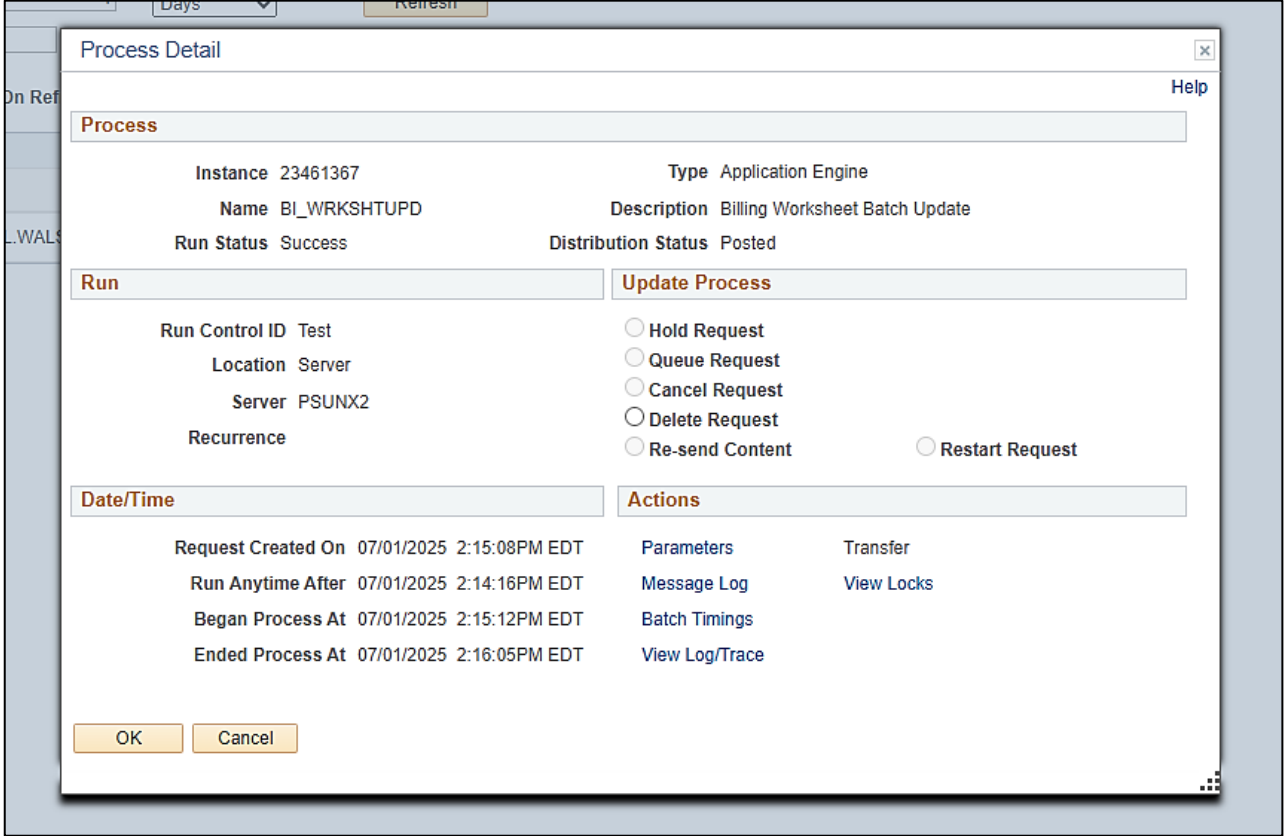

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Step	Action
	<p>The Process List tab displays.</p> 
10.	<p>Verify that the Cardinal Login ID (user's Cardinal Login ID) displays in the User ID field. If not displayed, enter the applicable Cardinal Login ID.</p> 
11.	<p>Click the Refresh button periodically until the Run Status field updates to "Success" and the Distribution Status field updates to "Posted".</p> 
12.	<p>Click the Details link within the Details column for the corresponding row based on the Process Instance Number.</p> 



Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
	<p>The Process Detail page displays in a pop-up window.</p> 
13.	<p>Click the Message Log link within the Actions section.</p> 

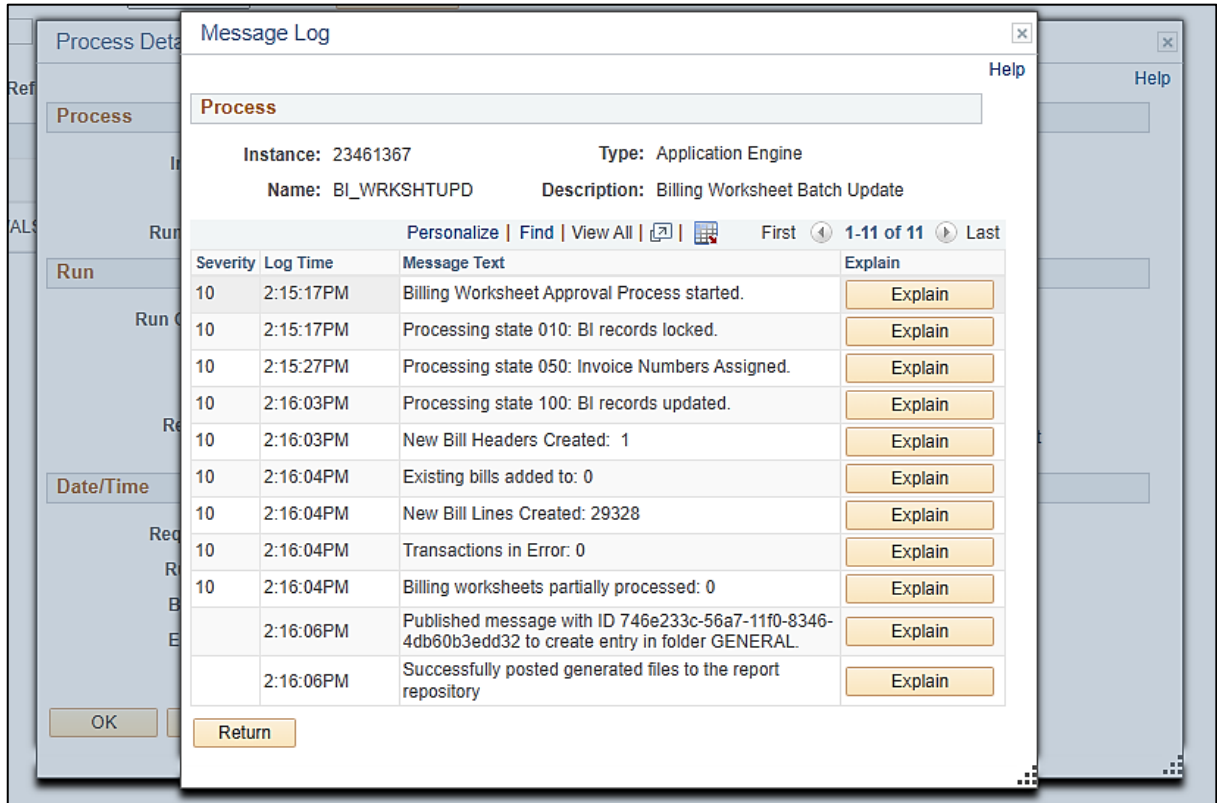


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PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
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The **Message Log** page displays in a pop-up window.



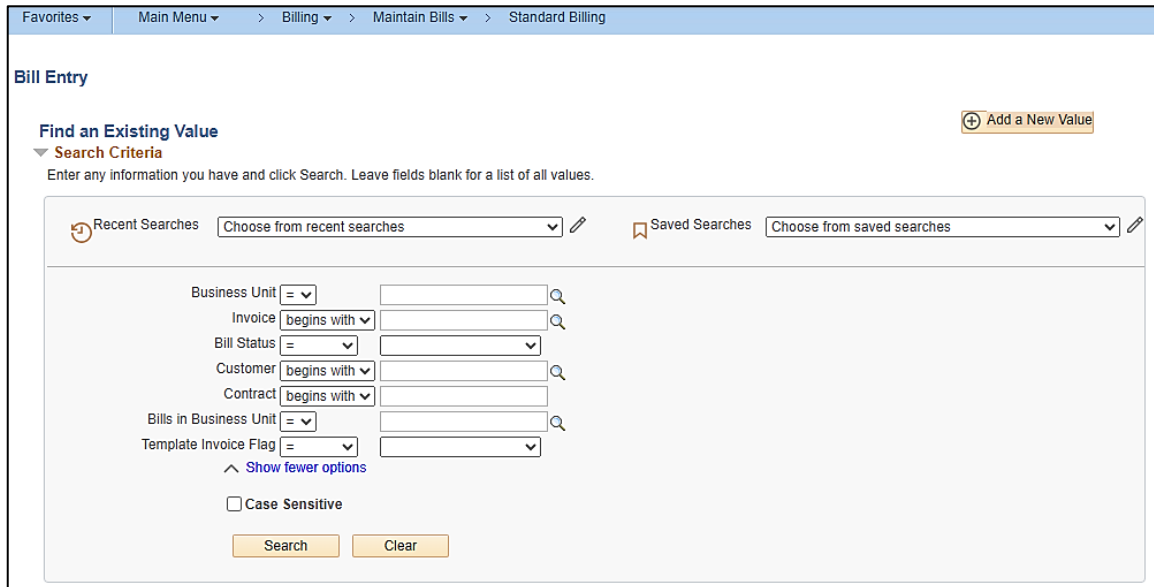
14. Verify that the process created one (1) New Bill Header and that there were zero (0) Transactions in Error.


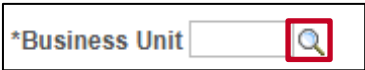

10	2:16:03PM	New Bill Headers Created: 1
10	2:16:04PM	Existing bills added to: 0
10	2:16:04PM	New Bill Lines Created: 29328
10	2:16:04PM	Transactions in Error: 0

Verifying the Bill

Step	Action
1.	Navigate to the Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Standard Billing

The **Bill Entry Find an Existing Value Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Click the Business Unit Look up icon and select the applicable Business Unit. 
3.	Ensure that the Invoice criteria is set to "begins with", enter "FED" in the Invoice field, and then click the Invoice Look up icon. 



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PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
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The **Look Up Invoice** page displays in a pop-up window. The **Search Results** section displays below the search criteria.

Look Up Invoice

Help

Business Unit50100

Invoicebegins withFED

Bill Status=

Customerbegins with

Contractbegins with

Bills in Business Unit=

Template Invoice Flag=

Look UpClearCancelBasic Lookup

Search Results

View 100First1-17 of 17Last

Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
FED004376	Regular	FED	New Bill	FED	0000135946	(blank)	50100	No
FED003861	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED003783	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED003696	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED003657	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED002973	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED002888	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED002885	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED002202	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED002014	Regular	OTH	Canceled	FED	0000146932	(blank)	50100	No
FED001885	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED001850	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED000648	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED000638	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED000484	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No
FED000361	Regular	FED	Canceled	FED	0000055001	(blank)	50100	No
FED000036	Regular	FED	Canceled	FED	0000055002	(blank)	50100	No

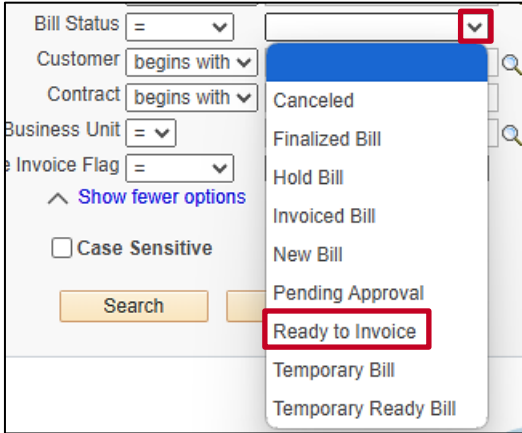

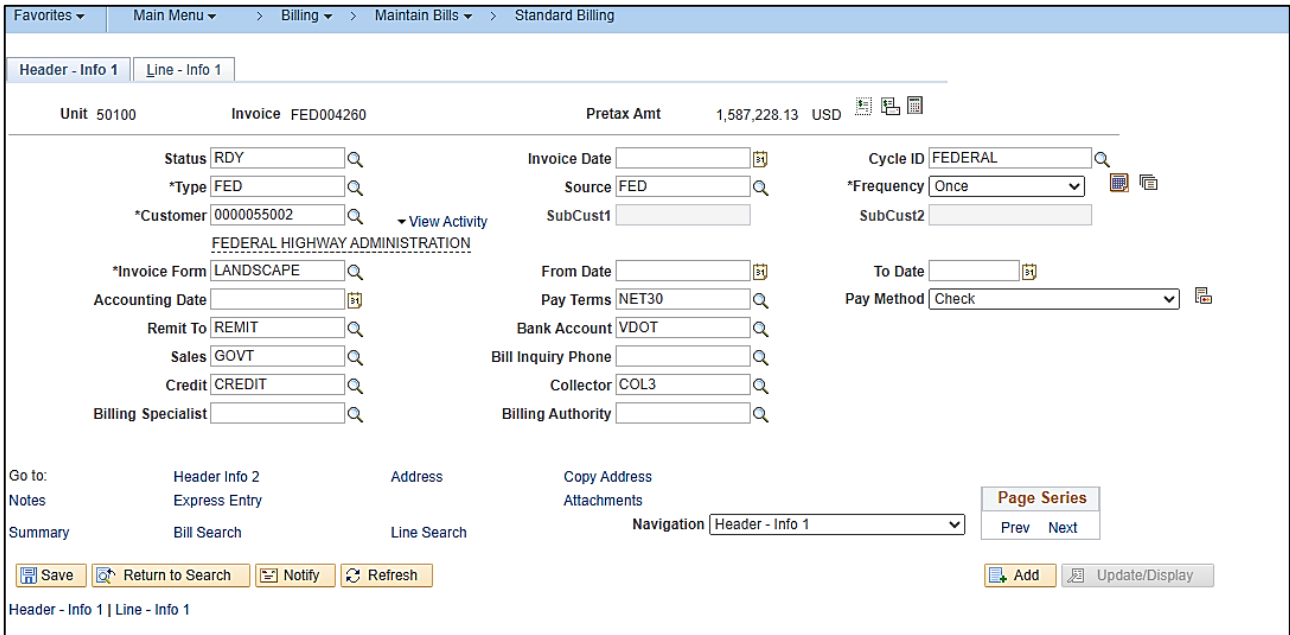

4. Click the applicable link within the **Invoice** column for the Bill that needs to be processed.

Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
FED004376	Regular	FED	New Bill	FED	0000135946	(blank)	50100	No

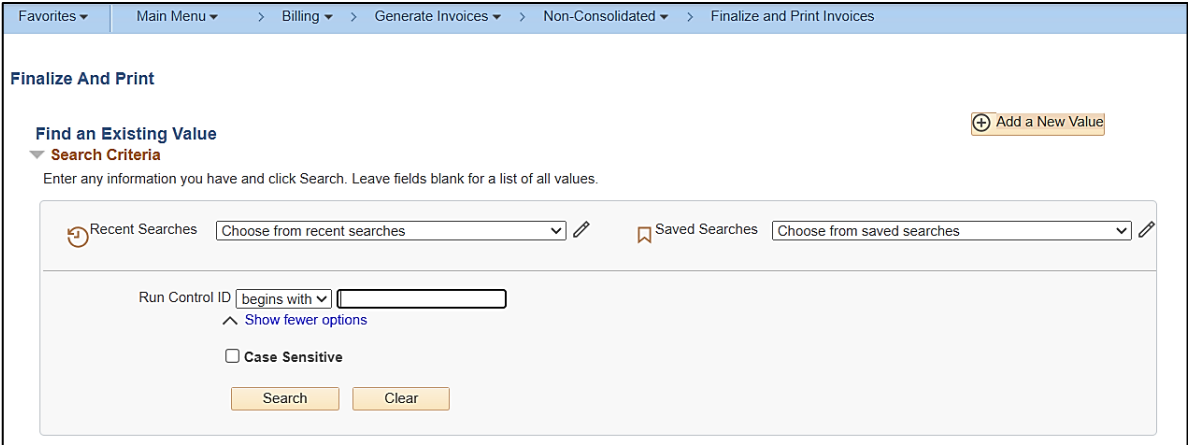



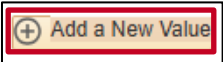



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PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
5.	<p>Click the Bill Status dropdown button and select the “Ready to Invoice” list item.</p> 
6.	<p>Click the Search button.</p> 
<p>The Standard Billing page displays with the Header - Info 1 tab displayed by default.</p> 	
7.	<p>Verify the bill amount in the Pretax Amt field to ensure that this Invoice is the one created from processing the Billing Worksheet.</p> 

Finalizing and Printing the Bill

Step	Action
1.	<p>Navigate to the Finalize and Print Invoices page using the following path: Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices</p> <p>The Finalize and Print Invoices search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the Run Control ID in the Run Control ID field.</p> 
	<p>If this is the first time the user has run this process and there is no existing Run Control ID, click the Add a New Value button to create one.</p> 
3.	<p>Click the Search button to display any existing Run Control IDs.</p> 



Project Accounting Job Aid

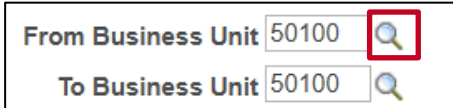
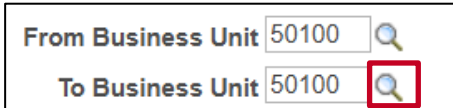


PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action				
4.	<p>Click the applicable Run Control ID link.</p> <div><p>Search Results</p><p>View All First 1 of 1 Last</p><table><tr><td>Run Control ID</td><td>Language Code</td></tr><tr><td>Test</td><td>English</td></tr></table></div>	Run Control ID	Language Code	Test	English
Run Control ID	Language Code				
Test	English				
<p>The Finalize and Print Invoices tab displays.</p> <div><p>Favorites > Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices</p><p>Finalize and Print Print Options</p><p>Run Control ID: Test Language: English Specified Language Run</p><p>Selection Parameters: Find View All First 1 of 1 Last</p><p>Seq Nbr: 1</p><p>Invoice Date Option: <input checked="" type="radio"/> Processing Date <input type="radio"/> User Defined</p><p>Range Selection: <input checked="" type="radio"/> Invoice ID <input type="radio"/> Cust ID <input type="radio"/> Bill Type <input type="radio"/> Bill Source</p><p>From Business Unit: To Business Unit: From Invoice: To Invoice: </p><p>Save Return to Search Notify Add Update/Display</p><p>Finalize and Print Print Options</p></div>					
5.	<p>Verify that the Processing Date radio button is selected in the Invoice Date Option section.</p> <div><p>Invoice Date Option</p><p><input checked="" type="radio"/> Processing Date</p><p><input type="radio"/> User Defined</p></div>				
6.	<p>Verify that the Invoice ID radio button is selected in the Range Selection section.</p> <div><p>Range Selection</p><p><input checked="" type="radio"/> Invoice ID</p><p><input type="radio"/> Cust ID</p><p><input type="radio"/> Bill Type</p><p><input type="radio"/> Bill Source</p><p><input type="radio"/> All</p><p><input type="radio"/> Bill Cycle</p><p><input type="radio"/> Date Bill Added</p><p><input type="radio"/> Range ID</p><p><input type="radio"/> Public Voucher Number</p></div>				

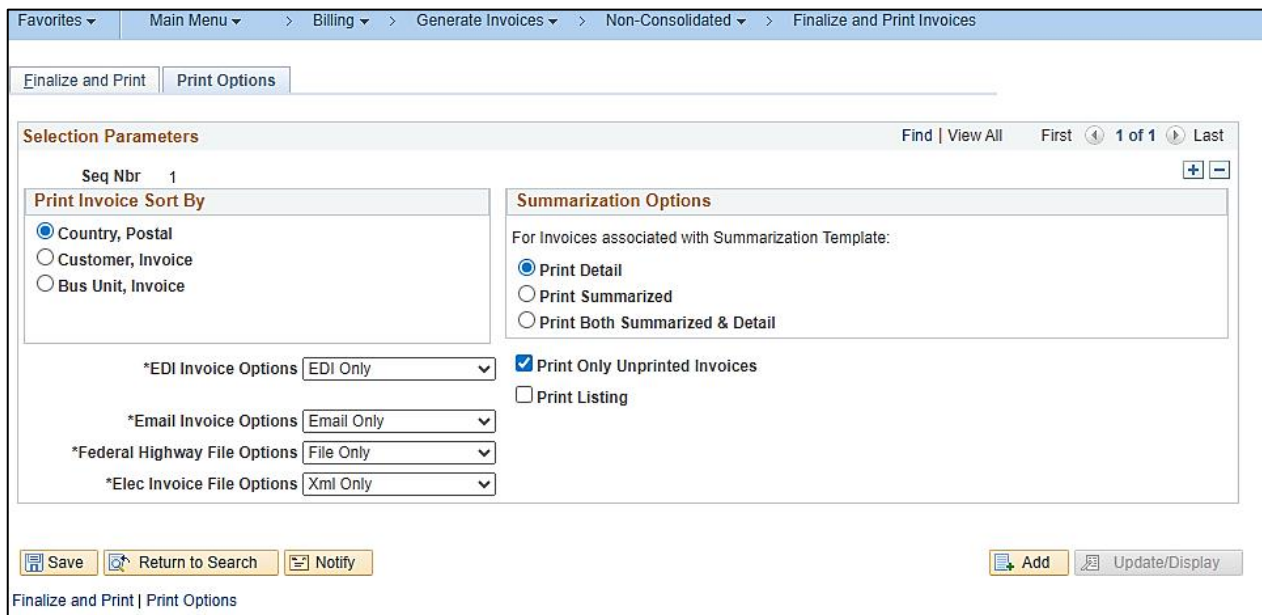


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PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
7.	Click the From Business Unit Look up icon and select the applicable Business Unit. 
8.	Click the To Business Unit Look up icon and select the applicable Business Unit. 
9.	Enter the applicable Invoice Number (Invoice being processed) in both the From Invoice and To Invoice fields. 
10.	Click the Print Options tab. 

The **Print Options** tab displays.





Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
11.	<p>Verify that the Print Both Summarized & Detail radio button is selected in the Summarization Options section.</p> <div>Summarization Options For Invoices associated with Summarization Template: <input type="radio"/> Print Detail <input type="radio"/> Print Summarized <input checked="" type="radio"/> Print Both Summarized & Detail</div>
12.	<p>Click the Finalize and Print tab.</p> <div>Finalize and Print <u>P</u>rint Options</div>

The **Finalize and Print Invoices** tab redisplay.

13.	<p>Click the Run button.</p> <div>Run</div>
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Step	Action																																																																																																																							
	<p>The Process Scheduler Request page displays in a pop-up window.</p> <div><p>Process Scheduler Request Help</p><p>User ID <input type="text"/> Run Control ID <input type="text"/> Test</p><hr/><p>Server Name <input type="text"/> Run Date <input type="text"/> <input type="button" value="B"/></p><p>Recurrence <input type="text"/> Run Time <input type="text"/> <input type="button" value="Reset to Current Date/Time"/></p><p>Time Zone <input type="text"/> <input type="button" value="Q"/></p><p>Process List</p><table border="1"><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Pre-process & Finalization</td><td>BIIVC000</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Finalize and Print</td><td>BIJOB01</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print Invoice w/SQR</td><td>BIPJ10</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP PSA03 Invoice</td><td>BIPJ100</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print Portrait Invoice w/SQR</td><td>BIPJ11</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print Grants Invoice w/SQR</td><td>BIPJ20</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print SF1080/81 Invoice w/SQR</td><td>BIPJ30</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print Invoice w/XML Publisher</td><td>BIPJ50</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP PS/CA Invoice</td><td>BIPJ55</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP 1034/35 Invoice</td><td>BIPJ60</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP Summ. Invoice</td><td>BIPJ65</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP Invoice</td><td>BIPJ75</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP PS/PC Invoice</td><td>BIPJ80</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP PS/OM Invoice</td><td>BIPJ85</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP PSA01 Invoice</td><td>BIPJ90</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>Print XMLP PSA02 Invoice</td><td>BIPJ95</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr></tbody></table><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	Finalize and Print	BIJOB01	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print Portrait Invoice w/SQR	BIPJ11	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																																																																																																																		
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution																																																																																																																		
<input type="checkbox"/>	Finalize and Print	BIJOB01	PSJob	(None)	(None)	Distribution																																																																																																																		
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution																																																																																																																		
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution																																																																																																																		
<input type="checkbox"/>	Print Portrait Invoice w/SQR	BIPJ11	PSJob	(None)	(None)	Distribution																																																																																																																		
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<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution																																																																																																																		
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution																																																																																																																		
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution																																																																																																																		
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution																																																																																																																		
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<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution																																																																																																																		
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution																																																																																																																		
14.	<p>Click the Pre-process & Finalization checkbox option.</p> <div><p>Process List</p><table border="1"><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Pre-process & Finalization</td><td>BIIVC000</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></tbody></table></div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution																																																																																																									
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																																																																																																																		
<input checked="" type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution																																																																																																																		
15.	<p>Click the OK button.</p> <div><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>																																																																																																																							




Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
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The **Finalize and Print Invoices** tab redisplay with the assigned Process Instance Number.


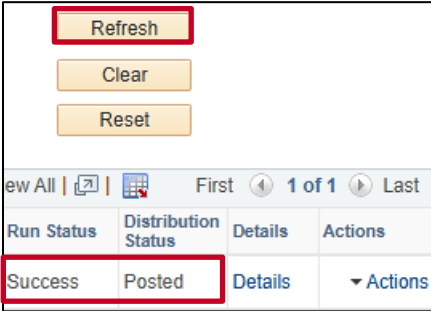
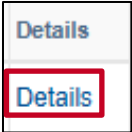
	Note the assigned Process Instance Number. <div>Process Instance 23461563</div>
16.	Click the Process Monitor link. <div>Process Monitor</div>

The **Process List** tab displays.



Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
17.	<p>Verify that the Cardinal Login ID (user's Cardinal Login ID) displays in the User ID field. If not displayed, enter the applicable Cardinal Login ID.</p> 
18.	<p>Click the Refresh button periodically until the Run Status field updates to "Success" and the Distribution Status field updates to "Posted".</p> 
19.	<p>Click the Details link within the Details column for the corresponding row based on the Process Instance Number.</p> 



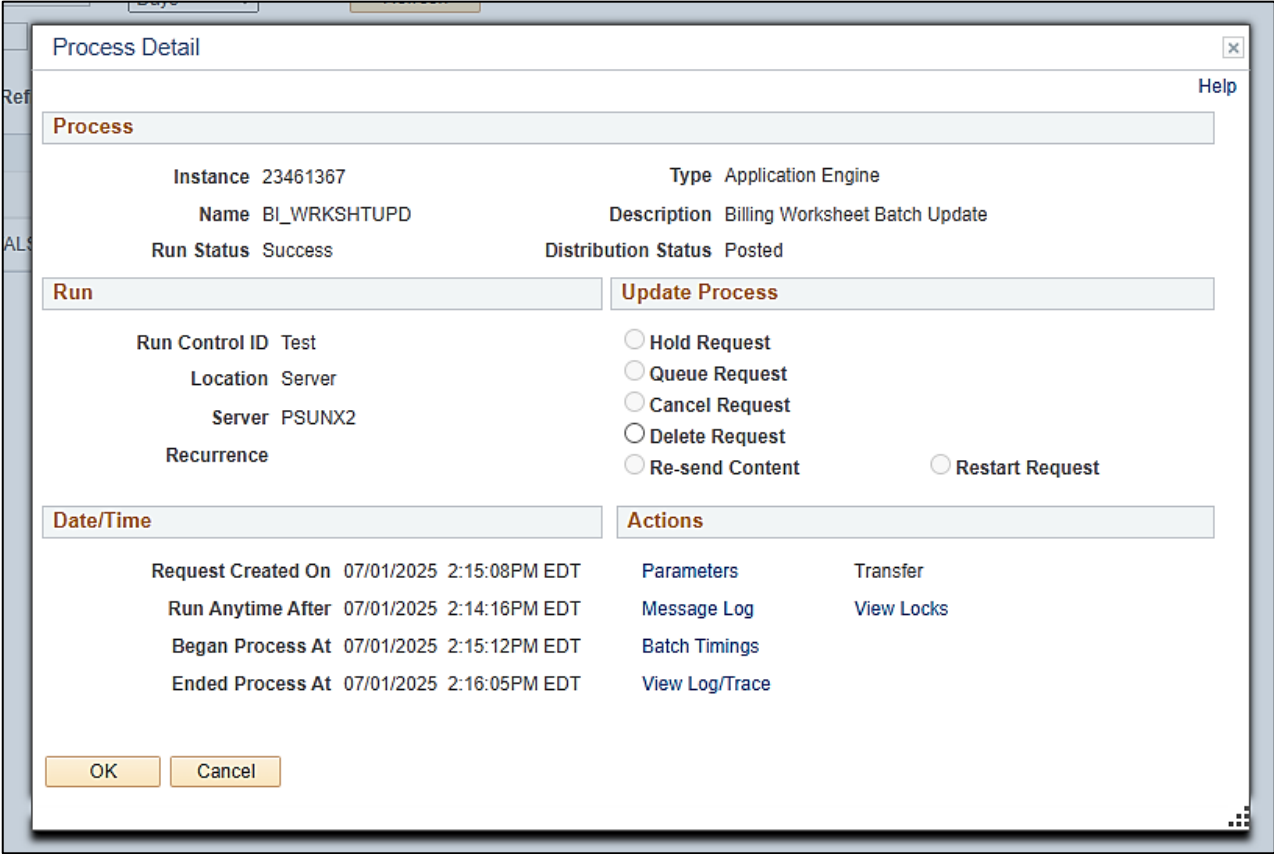

Step	Action
	<p>The Process Detail page displays in a pop-up window.</p> <div></div>
20.	<p>Click the Message Log link.</p> <div></div>

Step	Action																												
	<p>The Message Log page displays in a pop-up window.</p> <div><div>Message Log</div><div><div>Help</div><div>Process</div><div><div>Instance: 4239153</div><div>Type: Application Engine</div><div>Name: BIIVC000</div><div>Description: Pre-process & Finalization</div></div><div><div>Personalize Find View All [Icon] [Icon]</div><div>First 1-6 of 6 Last</div><table><thead><tr><th>Severity</th><th>Log Time</th><th>Message Text</th><th>Explain</th></tr></thead><tbody><tr><td>10</td><td>3:24:59PM</td><td>1 bill(s) were selected for processing.</td><td>Explain</td></tr><tr><td>10</td><td>3:24:59PM</td><td>0 bill(s) were found to contain error(s).</td><td>Explain</td></tr><tr><td>10</td><td>3:24:59PM</td><td>1 bill(s) were processed successfully.</td><td>Explain</td></tr><tr><td>10</td><td>3:24:59PM</td><td>Total amount processed: 4646891.22 in USD.</td><td>Explain</td></tr><tr><td></td><td>3:25:00PM</td><td>Published message with ID 265d92e2-fa06-11e6-acb7-824f7fc0c698 to create entry in folder GENERAL.</td><td>Explain</td></tr><tr><td></td><td>3:25:00PM</td><td>Successfully posted generated files to the report repository</td><td>Explain</td></tr></tbody></table><div>Return</div></div></div></div>	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	10	3:24:59PM	1 bill(s) were processed successfully.	Explain	10	3:24:59PM	Total amount processed: 4646891.22 in USD.	Explain		3:25:00PM	Published message with ID 265d92e2-fa06-11e6-acb7-824f7fc0c698 to create entry in folder GENERAL.	Explain		3:25:00PM	Successfully posted generated files to the report repository	Explain
Severity	Log Time	Message Text	Explain																										
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10	3:24:59PM	1 bill(s) were processed successfully.	Explain																										
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	3:25:00PM	Published message with ID 265d92e2-fa06-11e6-acb7-824f7fc0c698 to create entry in folder GENERAL.	Explain																										
	3:25:00PM	Successfully posted generated files to the report repository	Explain																										
21.	<p>Verify that the Bill was processed successfully and that the Total amount processed matches the Invoice total.</p> <table><tr><td>10</td><td>3:24:59PM</td><td>1 bill(s) were processed successfully.</td><td></td></tr><tr><td>10</td><td>3:24:59PM</td><td>Total amount processed: 4646891.22 in USD.</td><td></td></tr></table>	10	3:24:59PM	1 bill(s) were processed successfully.		10	3:24:59PM	Total amount processed: 4646891.22 in USD.																					
10	3:24:59PM	1 bill(s) were processed successfully.																											
10	3:24:59PM	Total amount processed: 4646891.22 in USD.																											
22.	<p>Click the Return button.</p> <div><div>Return</div></div>																												

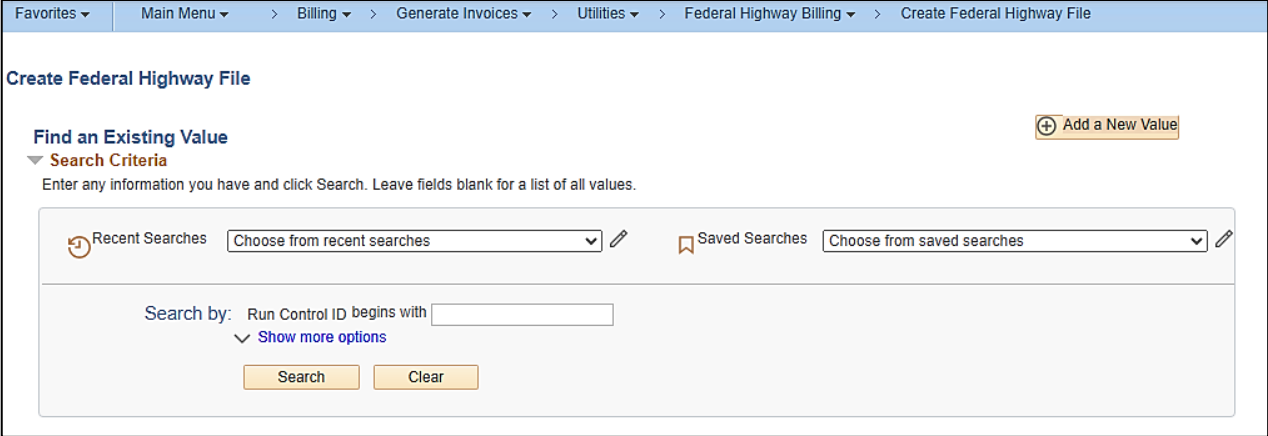








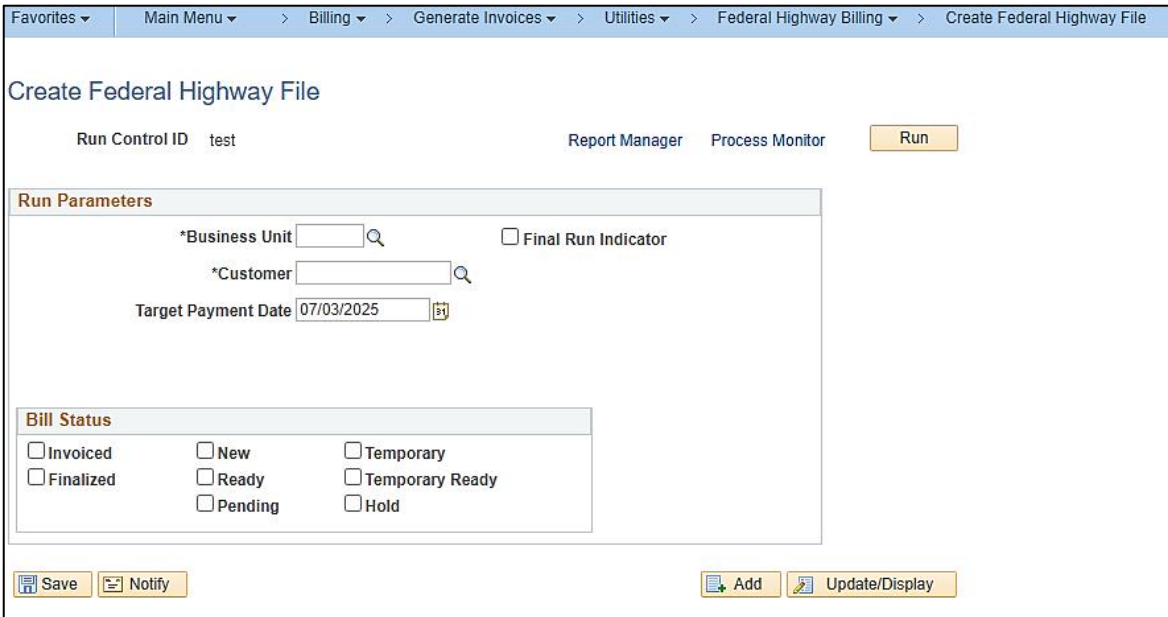

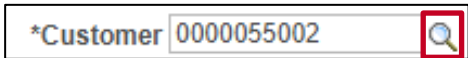


Project Accounting Job Aid



PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
	<p>The Process Detail page redisplay.</p> <div></div>
23.	<p>Click the OK button.</p> <div></div>

Creating the Federal Highway File

Step	Action
1.	<p>Navigate to the Create Federal Highway File page using the following path:</p> <p>Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File</p> <p>The Create Federal Highway File Find an Existing Value Search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the Run Control ID in the Run Control ID field.</p> 
	<p>If this is the first time the user has run this process and there is no existing Run Control ID, click the Add a New Value button to create one.</p> 
3.	<p>Click the Search button to display any existing Run Control IDs.</p> 

Step	Action
4.	<p>Click the applicable Run Control ID link.</p> 
<p>The Create Federal Highway File Run Control page displays.</p> 	
5.	<p>Click the Business Unit Look up icon and select the applicable Business Unit.</p> 
6.	<p>Click the Customer Look up icon and select the applicable customer.</p> 
7.	<p>Click the Target Payment Date Calendar icon and select the target payment date. The target payment date is typically three business days from the current date.</p> 
8.	<p>Click the Final Run Indicator checkbox option.</p> 

Step	Action														
	<p>All fields in the Bill Status section are grayed out and the Invoiced checkbox option is selected by default.</p> <div><div>Bill Status</div><div><div><input checked="" type="checkbox"/> Invoiced</div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Temporary</div><div><input type="checkbox"/> Finalized</div><div><input type="checkbox"/> Ready</div><div><input type="checkbox"/> Temporary Ready</div><div><input type="checkbox"/> Pending</div><div><input type="checkbox"/> Hold</div></div></div>														
	<p>If processing a test run of a Temporary Bill (unapproved Billing Worksheet) or test run of a Billing Adjustment, see the Creating a Federal Highway File – Test Run Parameters section of this Job Aid for screenshots of the Run Control parameters. All other steps are the same.</p>														
9.	<p>Click the Run button.</p> <div><div>Run</div></div>														
<p>The Process Scheduler Request page displays in a pop-up window.</p> <div><div>Process Scheduler Request</div><div><div>User ID <input type="text"/></div><div>Run Control ID test</div></div><div><div>Server Name <input type="text"/></div><div>Run Date 07/03/2025</div></div><div><div>Recurrence <input type="text"/></div><div>Run Time 4:36:50PM</div><div>Reset to Current Date/Time</div></div><div><div>Time Zone <input type="text"/></div></div><div><div>Process List</div><table><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Create Federal Highway File</td><td>BI_FFEXT</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></tbody></table></div><div><div>OK</div><div>Cancel</div></div></div>		Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Create Federal Highway File	BI_FFEXT	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Create Federal Highway File	BI_FFEXT	Application Engine	Web	TXT	Distribution									
10.	<p>Click the OK button.</p> <div><div>OK</div><div>Cancel</div></div>														



Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
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The **Create Federal Highway File Run Control** page redisplay with the assigned Process Instance Number.

Process Instance: 23461581



Note the assigned Process Instance Number.

Process Instance: 23461581

11.

Click the **Process Monitor** link.

Report Manager Process Monitor


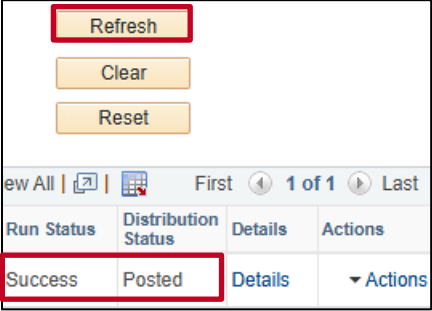
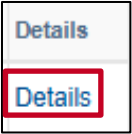
The **Process List** tab displays.

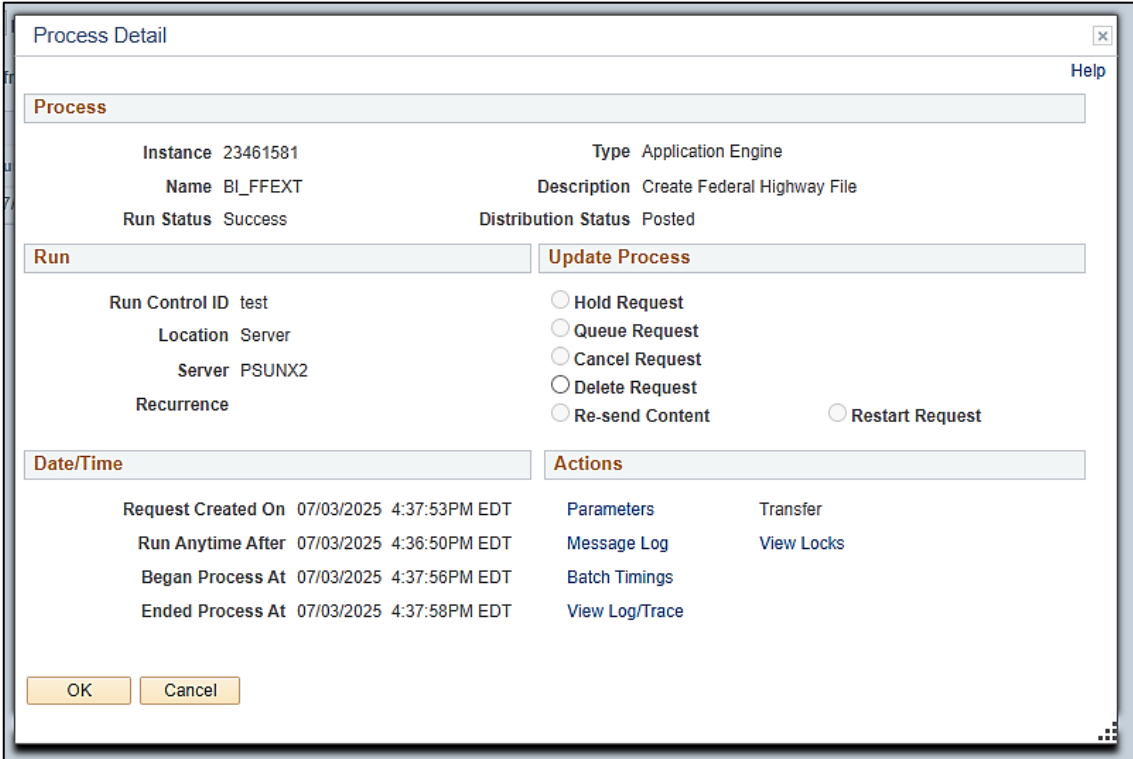

Go back to Create Federal Highway File

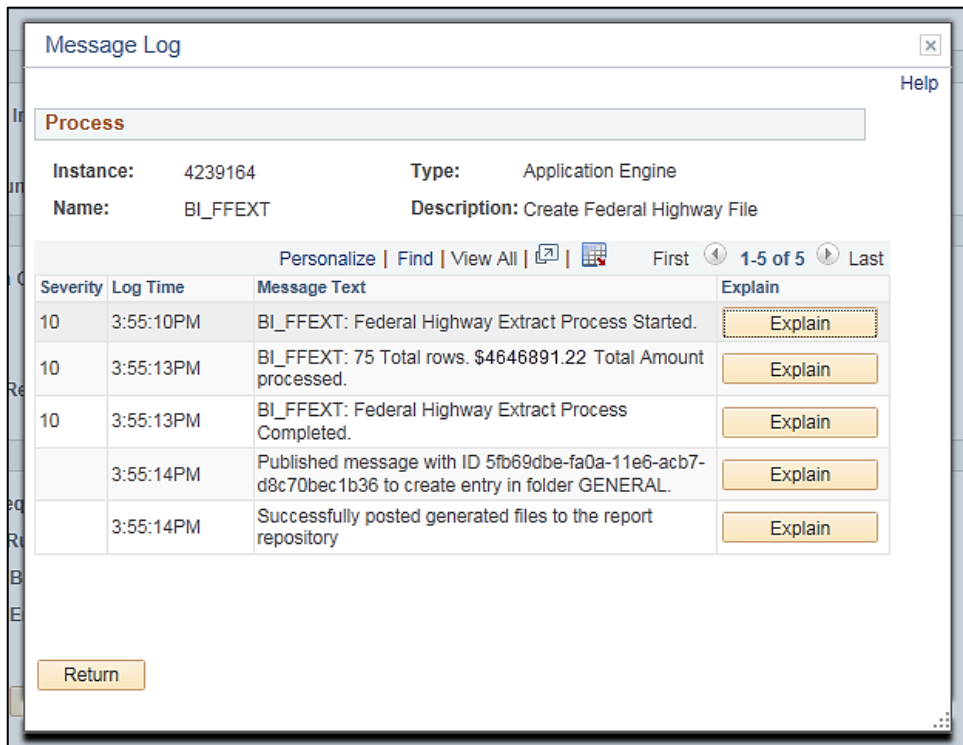


Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
12.	<p>Verify that the Cardinal Login ID (user's Cardinal Login ID) displays in the User ID field. If not displayed, enter the applicable Cardinal Login ID.</p> 
13.	<p>Click the Refresh button periodically until the Run Status field updates to "Success" and the Distribution Status field updates to "Posted".</p> 
14.	<p>Click the Details link within the Details column for the corresponding row based on the Process Instance Number.</p> 

Step	Action
	<p>The Process Detail page displays in a pop-up window.</p> 
15.	<p>Click the Message Log link.</p> 

Step	Action				
	<p>The Message Log page displays in a pop-up window.</p> <div></div>				
16.	<p>Verify that the Total Amount processed matches the Invoice amount.</p> <div><table><tr><td>10</td><td>3:55:13PM</td><td>BI_FFEXT: 75 Total rows. \$4646891.22 Total Amount processed.</td><td>Explain</td></tr></table></div>	10	3:55:13PM	BI_FFEXT: 75 Total rows. \$4646891.22 Total Amount processed.	Explain
10	3:55:13PM	BI_FFEXT: 75 Total rows. \$4646891.22 Total Amount processed.	Explain		
17.	<p>Click the Return button.</p> <div><div>Return</div></div>				



Project Accounting Job Aid

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
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The **Process Detail** page redisplays.

Process Detail

Process

Instance 23461581 Type Application Engine

Name BI_FFEXT Description Create Federal Highway File

Run Status Success Distribution Status Posted

Run

Run Control ID test

Location Server

Server PSUNX2

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On 07/03/2025 4:37:53PM EDT

Run Anytime After 07/03/2025 4:36:50PM EDT

Began Process At 07/03/2025 4:37:56PM EDT

Ended Process At 07/03/2025 4:37:58PM EDT

Parameters Transfer

Message Log View Locks

Batch Timings

View Log/Trace

OK Cancel

18. Click the **OK** button.

OK Cancel

The **Process Monitor** page redisplays.

Process Monitor

Process List Server List

View Process Requests

User ID Type Date Range From 07/02/2025 To 07/03/2025 Refresh

Server Name Instance Range Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	23461581		test	Application Engine	BI_FFEXT		07/03/2025 4:36:50PM EDT	Success	Posted	Details	Actions

Go back to Create Federal Highway File

Save Notify

Process List Server List



Project Accounting Job Aid

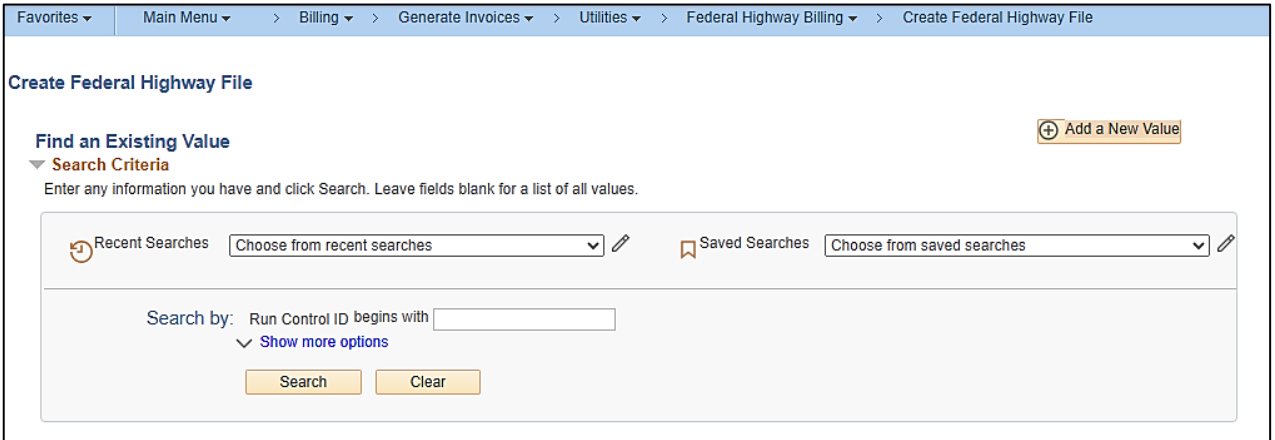





PA353_Manually Processing a Federal Bill File (VDOT Only)

Creating a Federal Highway File – Test Run (Run Control Parameters)

If 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 identified in this section of the Job Aid. 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) (Run Control Parameters)

Use these parameters on the **Create Federal Highway File Run Control** page when doing a test run of a Temporary Bill.


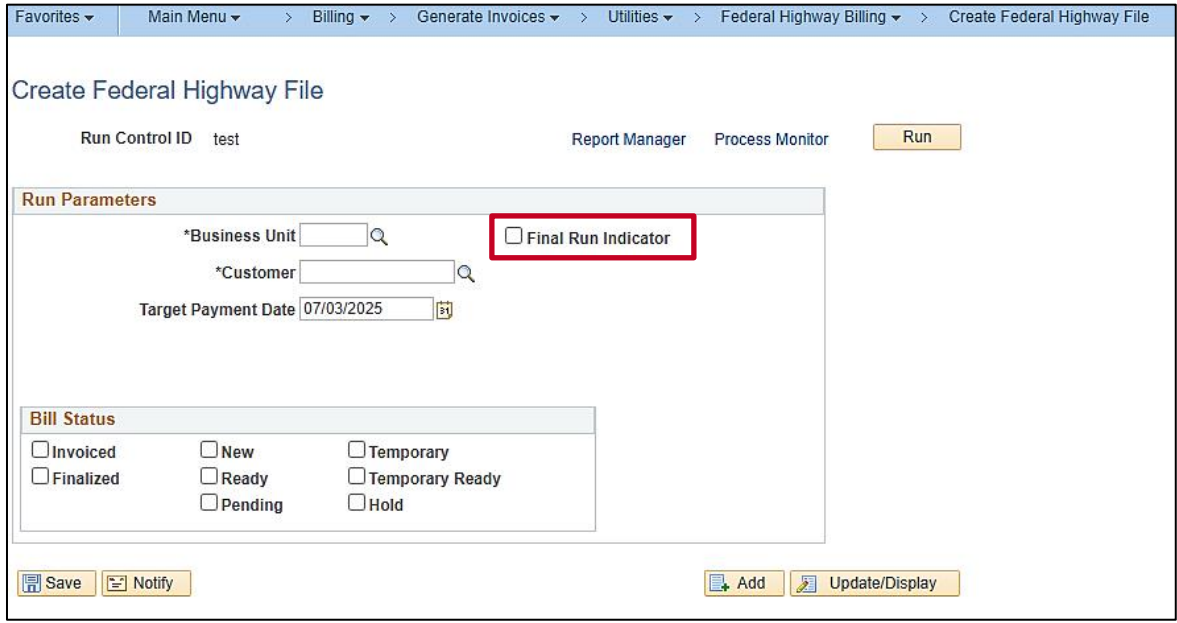



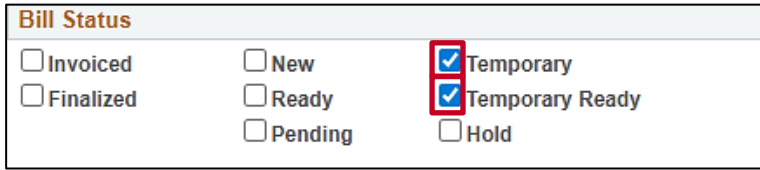

Step	Action
1.	<p>Navigate to the Create Federal Highway File page using the following path: Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File</p> <p>The Create Federal Highway File Find an Existing Value Search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the Run Control ID in the Run Control ID field.</p> 
	<p>If this is the first time the user has run this process and there is no existing Run Control ID, click the Add a New Value button to create one.</p> 
3.	<p>Click the Search button to display any existing Run Control IDs.</p> 



Project Accounting Job Aid

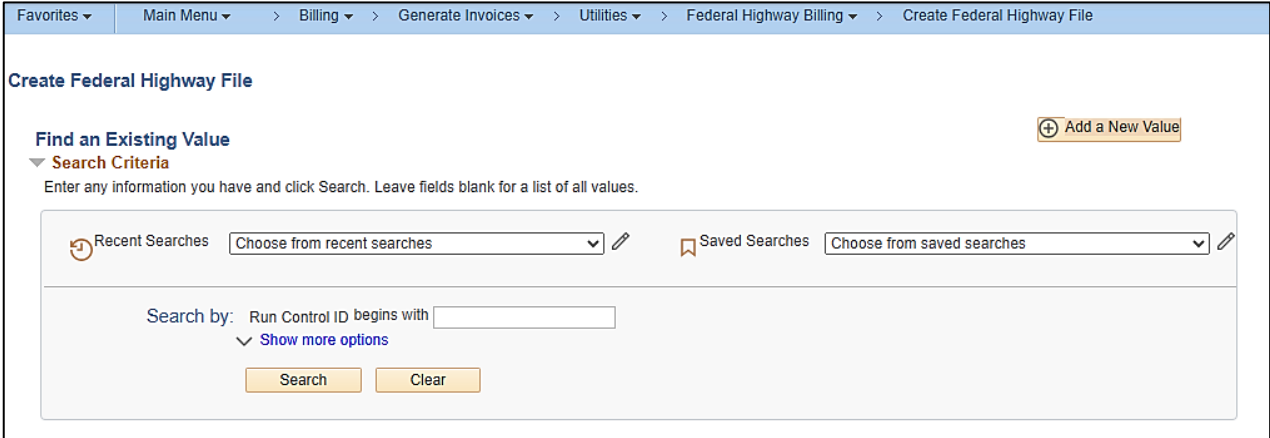



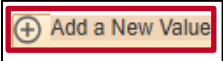

PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action									
4.	<p>Click the applicable Run Control ID link.</p> <div><p>Search Results</p><p>View All First 1 of 1 Last</p><table><tr><td>Run Control ID</td><td>Language Code</td></tr><tr><td>Test</td><td>English</td></tr></table></div>	Run Control ID	Language Code	Test	English					
Run Control ID	Language Code									
Test	English									
<p>The Create Federal Highway File Run Control page displays.</p> <div><p>Favorites > Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File</p><p>Create Federal Highway File</p><p>Run Control ID test Report Manager Process Monitor Run</p><p>Run Parameters</p><p>*Business Unit <input type="text"/> <input type="button" value="Q"/> <input type="checkbox"/> Final Run Indicator</p><p>*Customer <input type="text"/> <input type="button" value="Q"/></p><p>Target Payment Date 07/03/2025 <input type="button" value="B"/></p><p>Bill Status</p><table><tr><td><input type="checkbox"/> Invoiced</td><td><input type="checkbox"/> New</td><td><input type="checkbox"/> Temporary</td></tr><tr><td><input type="checkbox"/> Finalized</td><td><input type="checkbox"/> Ready</td><td><input type="checkbox"/> Temporary Ready</td></tr><tr><td></td><td><input type="checkbox"/> Pending</td><td><input type="checkbox"/> Hold</td></tr></table><p>Save Notify Add Update/Display</p></div>		<input type="checkbox"/> Invoiced	<input type="checkbox"/> New	<input type="checkbox"/> Temporary	<input type="checkbox"/> Finalized	<input type="checkbox"/> Ready	<input type="checkbox"/> Temporary Ready		<input type="checkbox"/> Pending	<input type="checkbox"/> Hold
<input type="checkbox"/> Invoiced	<input type="checkbox"/> New	<input type="checkbox"/> Temporary								
<input type="checkbox"/> Finalized	<input type="checkbox"/> Ready	<input type="checkbox"/> Temporary Ready								
	<input type="checkbox"/> Pending	<input type="checkbox"/> Hold								

Step	Action
	<p>For a test run, it is very important that the Final Run Indicator checkbox option is unchecked.</p> 
5.	<p>Click the Business Unit Look up icon and select the applicable Business Unit.</p> 
6.	<p>Click the Customer Look up icon and select the applicable customer.</p> 
7.	<p>Click the Target Payment Date Calendar icon and select the target payment date. The target payment date is typically three business days from the current date.</p> 
8.	<p>Click both the Temporary and Temporary Ready checkbox options in the Bill Status section.</p> 
	<p>Refer to the Creating the Federal Highway File section of this Job Aid for the remaining Steps to complete this process starting with Step 9.</p>

Test Run of Billing Adjustment (Run Control Parameters)


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

Step	Action
1.	<p>Navigate to the Create Federal Highway File page using the following path:</p> <p>Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File</p> <p>The Create Federal Highway File Find an Existing Value Search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the Run Control ID in the Run Control ID field.</p> 
	<p>If this is the first time the user has run this process and there is no existing Run Control ID, click the Add a New Value button to create one.</p> 
3.	<p>Click the Search button to display any existing Run Control IDs.</p> 

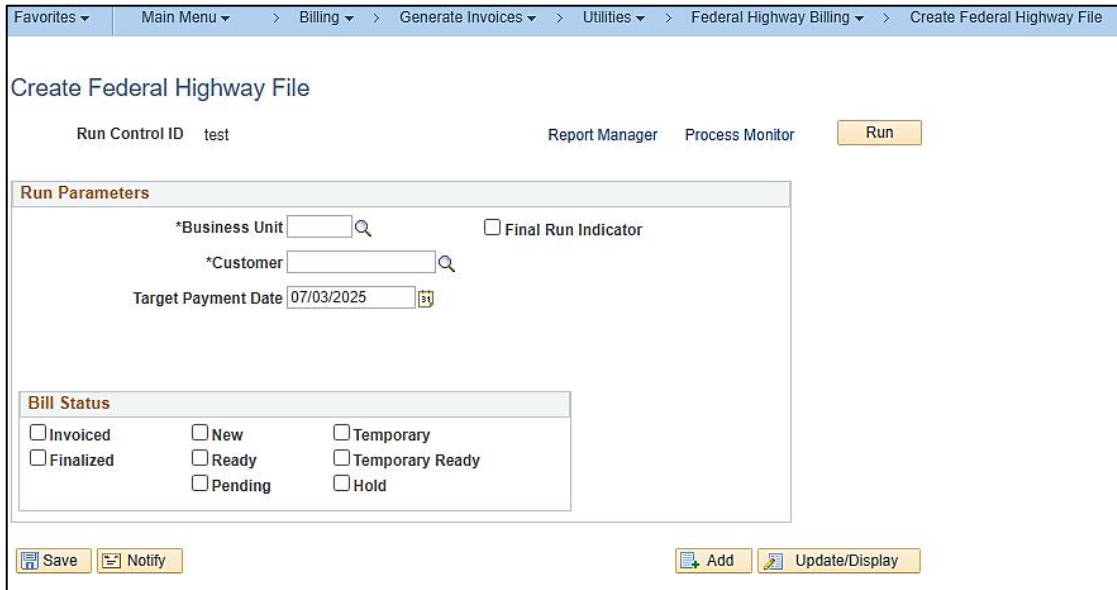


Project Accounting Job Aid

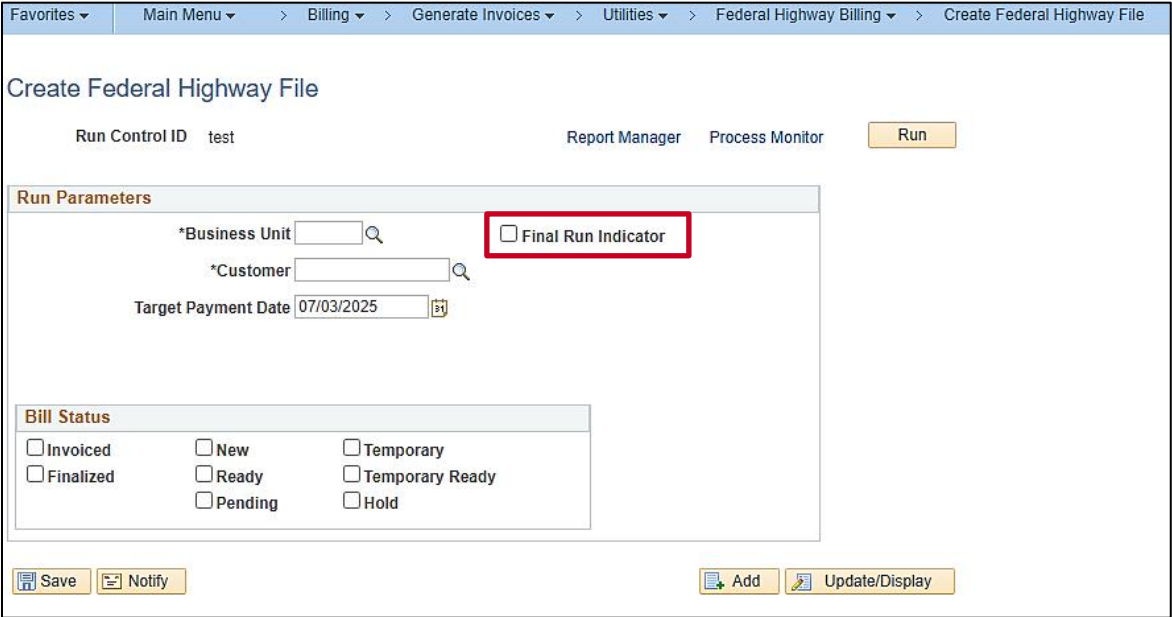

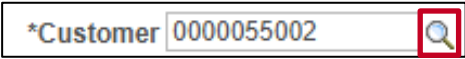

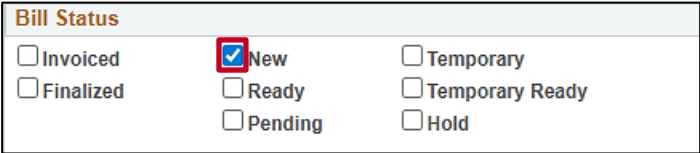
PA353_Manually Processing a Federal Bill File (VDOT Only)

Step	Action
4.	Click the applicable Run Control ID link. 

The **Create Federal Highway File Run Control** page displays.



The screenshot shows the 'Create Federal Highway File' page. The breadcrumb trail at the top reads: Favorites > Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File. The page title is 'Create Federal Highway File'. Below the title, there is a 'Run Control ID' field with the value 'test', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Run Parameters' section contains fields for '*Business Unit', '*Customer', and 'Target Payment Date' (07/03/2025), along with a 'Final Run Indicator' checkbox. The 'Bill Status' section has checkboxes for Invoiced, Finalized, New, Ready, Pending, Temporary, Temporary Ready, and Hold. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
i	<p>For a test run, it is very important that the Final Run Indicator checkbox option is unchecked.</p> 
5.	<p>Click the Business Unit Look up icon and select the applicable Business Unit.</p> 
6.	<p>Click the Customer Look up icon and select the applicable customer.</p> 
7.	<p>Click the Target Payment Date Calendar icon and select the target payment date. The target payment date is typically three business days from the current date.</p> 
8.	<p>Click the New checkbox option in the Bill Status section.</p> 
i	<p>Refer to the Creating the Federal Highway File section of this Job Aid for the remaining Steps to complete this process starting with Step 9.</p>