

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 process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Revision History

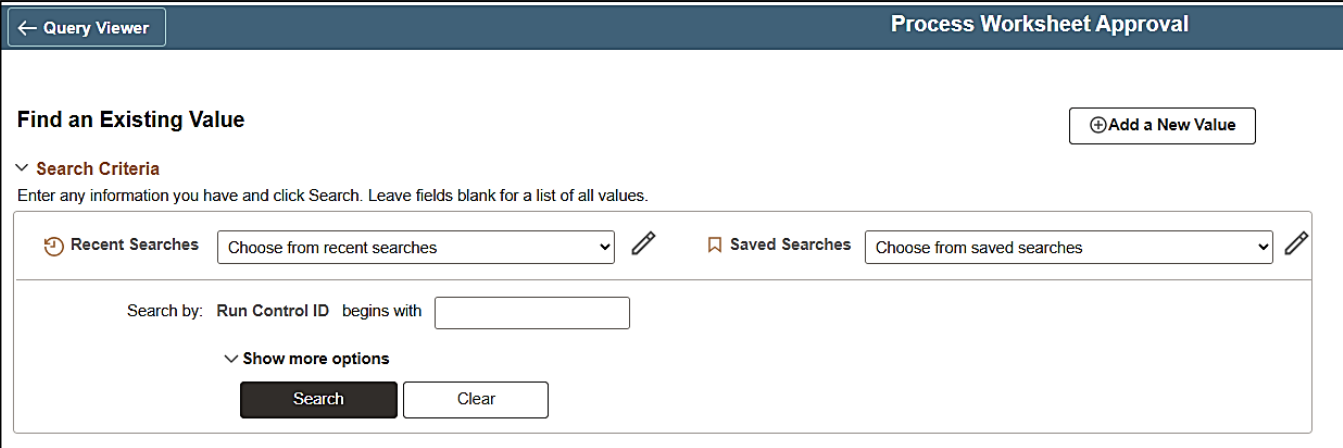
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/27/2025	Baseline.



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Running the Process Worksheet Approval Process

Step	Action
1.	Navigate to the Process Worksheet Approval page using the following path: NavBar > Menu > Billing > Manage Billing Worksheet > Process Worksheet Approval The Process Worksheet Approval 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 Search button to display any existing Run Control IDs. 
	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. 
3.	Click the applicable Run Control ID link. 



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Step	Action																																																
	The Process Worksheet Approval Run Control page displays. Run Control ID PUM_TEST Report Manager Process Monitor Run Approval Option ☒ 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 *Business Unit 50100 <table><tbody><tr><td>Bill To Customer</td><td>From </td><td>Through </td></tr><tr><td>Accounting Date</td><td>From </td><td>Through </td></tr><tr><td>Invoice Date</td><td>From </td><td>Through </td></tr><tr><td>Billing Type</td><td>From </td><td>Through </td></tr><tr><td>Bill Source</td><td>From </td><td>Through </td></tr><tr><td>Contract Type</td><td>From </td><td>Through </td></tr><tr><td>Contract</td><td>From </td><td>Through </td></tr><tr><td>Project</td><td>From </td><td>Through </td></tr><tr><td>Billing Specialist</td><td>From </td><td>Through </td></tr><tr><td>Billing Worksheet</td><td>From TMP003540 </td><td>Through TMP003540 </td></tr><tr><td>Letter of Credit</td><td>From </td><td>Through </td></tr><tr><td>LOC Doc ID</td><td>From </td><td>Through </td></tr><tr><td>Pretax Invoice Amt</td><td>From </td><td>Through </td></tr><tr><td>Added Within Days</td><td> </td><td></td></tr><tr><td>Date Added</td><td>From </td><td>Through </td></tr><tr><td>User 1</td><td>From </td><td>Through </td></tr></tbody></table> Save Return to Search Previous in List Next in List Notify Add Update/Display	Bill To Customer	From	Through	Accounting Date	From	Through	Invoice Date	From	Through	Billing Type	From	Through	Bill Source	From	Through	Contract Type	From	Through	Contract	From	Through	Project	From	Through	Billing Specialist	From	Through	Billing Worksheet	From TMP003540	Through TMP003540	Letter of Credit	From	Through	LOC Doc ID	From	Through	Pretax Invoice Amt	From	Through	Added Within Days			Date Added	From	Through	User 1	From	Through
Bill To Customer	From	Through																																															
Accounting Date	From	Through																																															
Invoice Date	From	Through																																															
Billing Type	From	Through																																															
Bill Source	From	Through																																															
Contract Type	From	Through																																															
Contract	From	Through																																															
Project	From	Through																																															
Billing Specialist	From	Through																																															
Billing Worksheet	From TMP003540	Through TMP003540																																															
Letter of Credit	From	Through																																															
LOC Doc ID	From	Through																																															
Pretax Invoice Amt	From	Through																																															
Added Within Days																																																	
Date Added	From	Through																																															
User 1	From	Through																																															
4.	Enter “50100” in the Business Unit field. *Business Unit 50100																																																



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Step	Action														
5.	Enter the Temporary Bill Number to be processed in both the Billing Worksheet From and Through fields. Billing Worksheet From TMP003536 Through TMP003536														
6.	The invoice should not be appended to an existing bill. Uncheck the Group Billing Worksheets checkbox option. Approval Option ☐ 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.														
7.	Click the Run button. Run														
The Process Scheduler Request page displays in a pop-up window. Process Scheduler Request [X] [Help] User ID Run Control ID PUM_TEST Server Name Run Date 06/17/2026 [Calendar] Recurrence Run Time 11:08:10AM Reset to Current Date/Time Time Zone Process List <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>☒</td><td>Billing Worksheet Batch Update</td><td>BI_WRKSHUPD</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></tbody></table> OK Cancel		Select	Description	Process Name	Process Type	Type	Format	Distribution	☒	Billing Worksheet Batch Update	BI_WRKSHUPD	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
☒	Billing Worksheet Batch Update	BI_WRKSHUPD	Application Engine	Web	TXT	Distribution									
8.	Click the OK button. OK Cancel														



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Step	Action
	The Process Worksheet Approval Run Control page displays with the assigned Process Instance Number. Run Control ID PUM_TESTReport ManagerProcess MonitorRun Process Instance:25558610 Approval Option ☐ Group Billing WorksheetsSelect 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 *Business Unit50100 Bill To CustomerFromThrough Accounting DateFromThrough Invoice DateFromThrough Billing TypeFromThrough Bill SourceFromThrough Contract TypeFromThrough ContractFromThrough ProjectFromThrough Billing SpecialistFromThrough Billing WorksheetFromTMP003536ThroughTMP003536 Letter of CreditFromThrough LOC Doc IDFromThrough Pretax Invoice AmtFromThrough Added Within Days Date AddedFromThrough User 1FromThrough SaveReturn to SearchPrevious in ListNext in ListNotifyAddUpdate/Display
9.	Note the assigned Process Instance number. Report ManagerProcess MonitorRun Process Instance:25558610
10.	Click the Process Monitor link. Report ManagerProcess Monitor



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Step	Action								
	The Process List tab displays. Process List View Process Requests User ID Type Last 1 Hours Refresh Server Name Instance Range Clear Run Status Distribution Status ☒ Save On Refresh Report Manager Reset Process List Go back to Process Worksheet Approval Save Notify								
11.	Verify that the user's Cardinal Login ID displays in the User ID field. If not displayed, enter the applicable Cardinal Login ID. User ID								
12.	Click the Refresh button periodically until the Run Status field updates to "Success" and the Distribution Status field updates to "Posted". Refresh Clear Reset Go back to Process Worksheet Approval Save Notify								
13.	Click the Details link within the Details column for the corresponding row based on the Process Instance Number. <table border="1"><thead><tr><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr></thead><tbody><tr><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr></tbody></table>	Run Status	Distribution Status	Details	Actions	Success	Posted	Details	Actions
Run Status	Distribution Status	Details	Actions						
Success	Posted	Details	Actions						



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Step	Action
	The Process Detail page displays in a pop-up window.
14.	Click the Message Log link within the Actions section.



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

Message Log

Help

Process

Instance: 25558610 Type: Application Engine
Name: BI_WKSHTUPD Description: Billing Worksheet Batch Update

1-11 of 11

View All

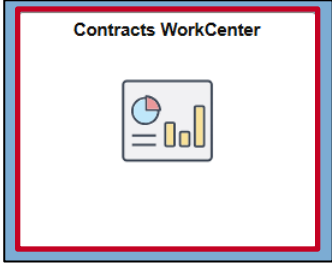
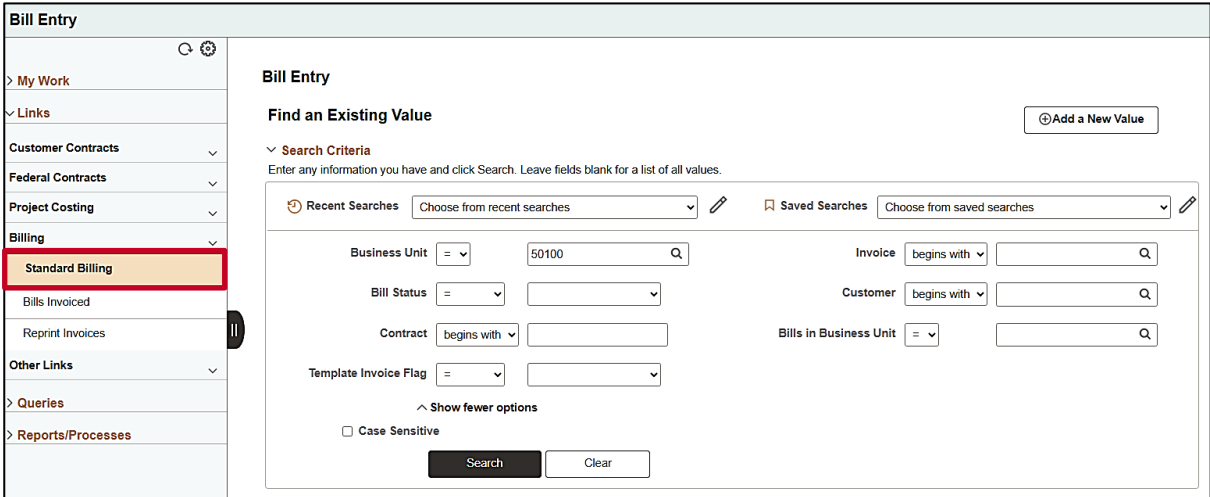
Severity	Log Time	Message Text	Explain
10	11:10:37AM	Billing Worksheet Approval Process started.	Explain
10	11:10:37AM	Processing state 010: BI records locked.	Explain
10	11:10:39AM	Processing state 050: Invoice Numbers Assigned.	Explain
10	11:10:43AM	Processing state 100: BI records updated.	Explain
10	11:10:43AM	New Bill Headers Created: 1	Explain
10	11:10:43AM	Existing bills added to: 0	Explain
10	11:10:43AM	New Bill Lines Created: 280	Explain
10	11:10:43AM	Transactions in Error: 0	Explain
10	11:10:43AM	Billing worksheets partially processed: 0	Explain
	11:10:44AM	Published message with ID b69312c4-6a5e-11f1-b1d8-e38e84f99ec2 to create entry in folder GENERAL.	Explain
	11:10:44AM	Successfully posted generated files to the report repository	Explain

Return

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

10	11:10:43AM	Processing state 100: BI records updated.	Explain
10	11:10:43AM	New Bill Headers Created: 1	Explain
10	11:10:43AM	Existing bills added to: 0	Explain
10	11:10:43AM	New Bill Lines Created: 280	Explain
10	11:10:43AM	Transactions in Error: 0	Explain

Verifying the Bill

Step	Action
1.	Navigate to the Bill Entry page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Billing > Standard Billing Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Bill Entry page using the following navigation path: NavBar > Menu > Billing > Maintain Bills > Standard Billing



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Step	Action
	The Bill Entry Find an Existing Value Search page displays. ← Process List Bill Entry Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ Business Unit = ▼ 50100 Q Invoice begins with ▼ Q Bill Status = ▼ ▼ Customer begins with ▼ Q Contract begins with ▼ Q Bills in Business Unit = ▼ Q Template Invoice Flag = ▼ ▼ ^ Show fewer options ☐ Case Sensitive Search Clear



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Step	Action
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The **Search Results** section displays below the search criteria.

Search Results
1 result - Business Unit "50100" Invoice "FED004541"

1-1 of 1

View All

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag	
50100	FED004541	Regular	FED	Ready	FED	0000055002	(blank)	50100	No	>

7. Click the **Drill in (>)** icon next to the applicable Invoice.

Bills in Business Unit	Template Invoice Flag	
50100	No	>

The **Standard Billing** page displays with the **Header - Info 1** tab displayed by default.

Header - Info 1 | Line - Info 1

Unit 50100 | Invoice FED004541 | Pretax Amt 8,467.27 USD

Status RDY | Invoice Date | Cycle ID FEDERAL

*Type FED | Source FED | *Frequency Once

*Customer 0000055002 | SubCust1 | SubCust2

FEDERAL HIGHWAY ADMINISTRATION

*Invoice Form LANDSCAPE | From Date | To Date

Accounting Date | Pay Terms NET30 | Pay Method Check

Remit To REMIT | Bank Account VDOT

Sales GOVT | Bill Inquiry Phone

Credit Analyst CREDIT | Collector COL3

Billing Specialist | Billing Authority

Go to: Notes | Header Info 2 | Address | Copy Address | Attachments

Summary | Bill Search | Line Search | Navigation Header - Info 1

Page Series | Prev | Next

Save | Return to Search | Notify | Refresh

Add | Update/Display

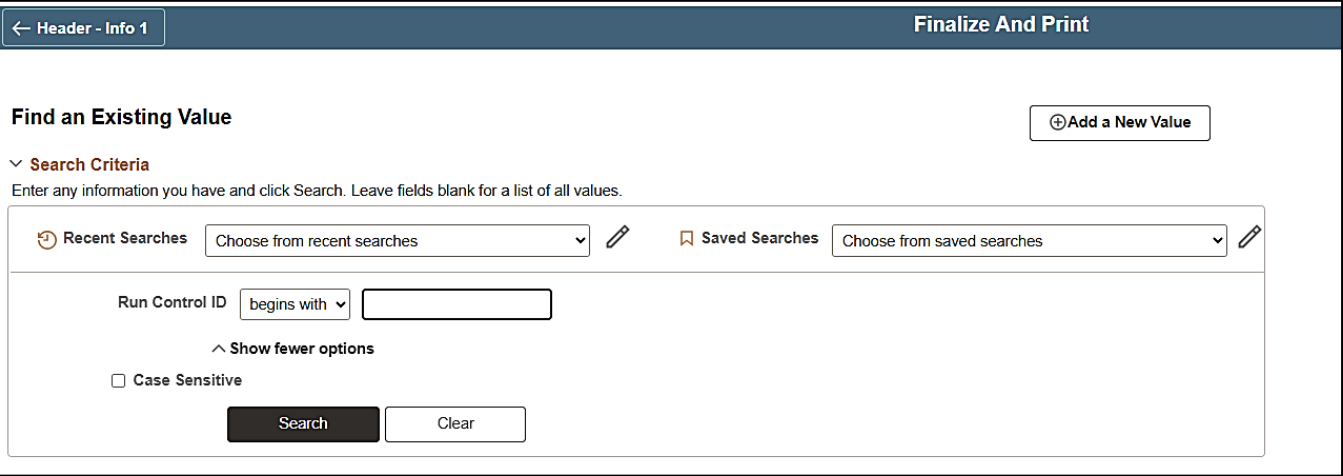


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Step	Action
8.	Make note of the Invoice number. Invoice FED004541
9.	Verify the bill amount in the Pretax Amt field to ensure that this Invoice is the one created from processing the Billing Worksheet. Pretax Amt 8,467.27 USD

Finalizing and Printing the Bill

Step	Action
1.	Navigate to the Finalize and Print Invoices page using the following path: NavBar > Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices The Finalize and Print 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 Search button to display any existing Run Control IDs. 
	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. 



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Step	Action						
3.	Click the applicable Run Control ID link. ▼ Search Results 16 results < 1-16 of 16 > > View All <table><tr><th>Run Control ID</th><th>Language Code</th><th></th></tr><tr><td>PUM_TEST</td><td>English</td><td>></td></tr></table>	Run Control ID	Language Code		PUM_TEST	English	>
Run Control ID	Language Code						
PUM_TEST	English	>					

The **Finalize and Print** page displays.

Finalize and Print

Print Options

Run Control ID

PUM_TEST

Report Manager

Process Monitor

Run

Validate

Language

English

☒ Specified Language

☐ Recipient's Language

Selection Parameters

1 of 1 | View All

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

From Business Unit

To Business Unit

From Invoice

To Invoice

Save

Return to Search

Notify

Add

Update/Display

Finalize and Print

Print Options

4.	Verify that the Processing Date radio button is selected in the Invoice Date Option section. Invoice Date Option ☒ Processing Date ☐ User Defined
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Step	Action
5.	Verify that the Invoice ID radio button is selected in the Range Selection section. Range Selection ☐ All ☐ Bill Cycle ☐ Date Bill Added ☐ Range ID ☐ Public Voucher Number ☒ Invoice ID ☐ Cust ID ☐ Bill Type ☐ Bill Source



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Step	Action
	The Print Options tab displays. Finalize and Print Print Options Selection Parameters Seq Nbr1 + - Print Invoice Sort By ☒ Country, Postal ☐ Customer, Invoice ☐ Bus Unit, Invoice Summarization Options For Invoices associated with Summarization Template: ☒ Print Detail ☐ Print Summarized ☐ Print Both Summarized & Detail ☒ Print Only Unprinted Invoices ☒ Print Listing *EDI Invoice Options EDI Only *Email Invoice Options Email Only *Federal Highway File Options File Only *Elec Invoice File Options Xml Only Save Return to Search Previous in List Next in List Notify Add Update/Display Finalize and Print Print Options
10.	Verify that the Print Both Summarized & Detail radio button is selected in the Summarization Options section. Summarization Options For Invoices associated with Summarization Template: ☐ Print Detail ☐ Print Summarized ☒ Print Both Summarized & Detail



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Step	Action
	The Finalize and Print tab displays. Finalize and Print Print Options Run Control ID PUM_TEST Language English Report Manager Process Monitor Run Validate ☒ Specified Language ☐ Recipient's Language Selection Parameters 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 From Business Unit 50100 To Business Unit 50100 From Invoice FED004541 To Invoice FED004541 Save Return to Search Previous in List Next in List Notify Add Update/Display Finalize and Print Print Options



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Step	Action																																																																																																		
	The Process Scheduler Request page displays in a pop-up window. Process Scheduler Request User ID Run Control ID PUM_TEST Server Name Run Date 06/17/2026 Recurrence Run Time 3:10:20PM Reset to Current Date/Time Time Zone Process List <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>☐</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>☐</td><td>Finalize and Print</td><td>BIJOB01</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td>☐</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>☐</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>☐</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>☐</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>☐</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>☐</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>☐</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>☐</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>☐</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>☐</td><td>Print XMLP Invoice</td><td>BIPJ75</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td>☐</td><td>Print XMLP PS/PC Invoice</td><td>BIPJ80</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr></tbody></table>	Select	Description	Process Name	Process Type	Type	Format	Distribution	☐	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution	☐	Finalize and Print	BIJOB01	PSJob	(None)	(None)	Distribution	☐	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution	☐	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution	☐	Print Portrait Invoice w/SQR	BIPJ11	PSJob	(None)	(None)	Distribution	☐	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution	☐	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution	☐	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution	☐	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution	☐	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution	☐	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution	☐	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution	☐	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution																																																																																													
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☐	Print Portrait Invoice w/SQR	BIPJ11	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution																																																																																													
☐	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution																																																																																													
13.	Select the Pre-process & Finalization checkbox option. Process List <table><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th></tr></thead><tbody><tr><td>☒</td><td>Pre-process & Finalization</td><td>BIIVC000</td><td>Application Engine</td></tr></tbody></table>	Select	Description	Process Name	Process Type	☒	Pre-process & Finalization	BIIVC000	Application Engine																																																																																										
Select	Description	Process Name	Process Type																																																																																																
☒	Pre-process & Finalization	BIIVC000	Application Engine																																																																																																
14.	Scroll to the bottom of the pop-up window and click the OK button. OK Cancel																																																																																																		



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

Finalize and Print

Print Options

Run Control ID

PUM_TEST

Report Manager

Process Monitor

Run

Validate

Language

English

Specified Language

Recipient's Language

Process Instance:25558611

Selection Parameters

Q

1 of 1

View All

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

From Business Unit

50100

To Business Unit

50100

From Invoice

FED004541

To Invoice

FED004541

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Finalize and Print

Print Options

15. Note the assigned **Process Instance** number.

Process Instance **25558611**

16. Click the **Process Monitor** link.

Report Manager **Process Monitor** Run Validate

The **Process List** tab displays.

Process List

View Process Requests

User ID

Type

Last

5

Hours

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

Q

1-2 of 2

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25558611		PUM_TEST	Application Engine	BIIVC000		06/17/2026 3:10:20PM EDT	Success	Posted	Details	Actions
☐	25558610		PUM_TEST	Application Engine	BI_WKRSHTUPD		06/17/2026 11:08:10AM EDT	Success	Posted	Details	Actions

Go back to Finalize And Print

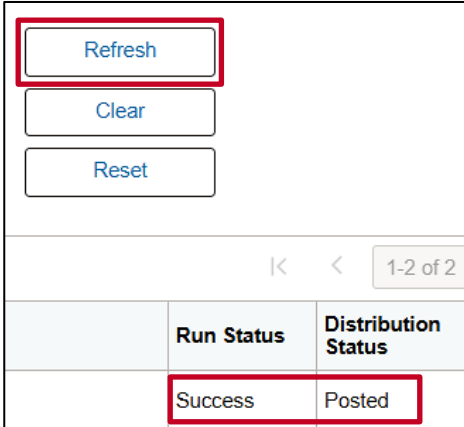
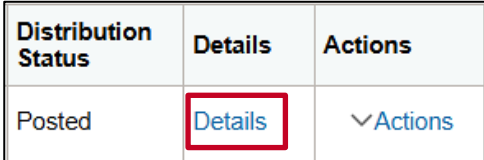
Save

Notify



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

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



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

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



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action																												
	The Message Log page displays in a pop-up window. Message Log Help Process Instance: 25558611 Type: Application Engine Name: BIIVC000 Description: Pre-process & Finalization < > 1-6 of 6 < > View All <table><tr><th>Severity</th><th>Log Time</th><th>Message Text</th><th>Explain</th></tr><tr><td>10</td><td>3:11:16PM</td><td>1 bill(s) were selected for processing.</td><td>Explain</td></tr><tr><td>10</td><td>3:11:16PM</td><td>0 bill(s) were found to contain error(s).</td><td>Explain</td></tr><tr><td>10</td><td>3:11:16PM</td><td>1 bill(s) were processed successfully.</td><td>Explain</td></tr><tr><td>10</td><td>3:11:16PM</td><td>Total amount processed: 8467.27 in USD.</td><td>Explain</td></tr><tr><td></td><td>3:11:17PM</td><td>Published message with ID 5102d1de-6a80-11f1-8fa3-1d3ecb0b611b to create entry in folder GENERAL.</td><td>Explain</td></tr><tr><td></td><td>3:11:17PM</td><td>Successfully posted generated files to the report repository</td><td>Explain</td></tr></table> Return	Severity	Log Time	Message Text	Explain	10	3:11:16PM	1 bill(s) were selected for processing.	Explain	10	3:11:16PM	0 bill(s) were found to contain error(s).	Explain	10	3:11:16PM	1 bill(s) were processed successfully.	Explain	10	3:11:16PM	Total amount processed: 8467.27 in USD.	Explain		3:11:17PM	Published message with ID 5102d1de-6a80-11f1-8fa3-1d3ecb0b611b to create entry in folder GENERAL.	Explain		3:11:17PM	Successfully posted generated files to the report repository	Explain
Severity	Log Time	Message Text	Explain																										
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	3:11:17PM	Published message with ID 5102d1de-6a80-11f1-8fa3-1d3ecb0b611b to create entry in folder GENERAL.	Explain																										
	3:11:17PM	Successfully posted generated files to the report repository	Explain																										
21.	Verify that the Bill was processed successfully and that the Total amount processed matches the Invoice total. <table><tr><td>10</td><td>3:11:16PM</td><td>1 bill(s) were processed successfully.</td></tr><tr><td>10</td><td>3:11:16PM</td><td>Total amount processed: 8467.27 in USD.</td></tr></table>	10	3:11:16PM	1 bill(s) were processed successfully.	10	3:11:16PM	Total amount processed: 8467.27 in USD.																						
10	3:11:16PM	1 bill(s) were processed successfully.																											
10	3:11:16PM	Total amount processed: 8467.27 in USD.																											
22.	Click the Return button. Return																												

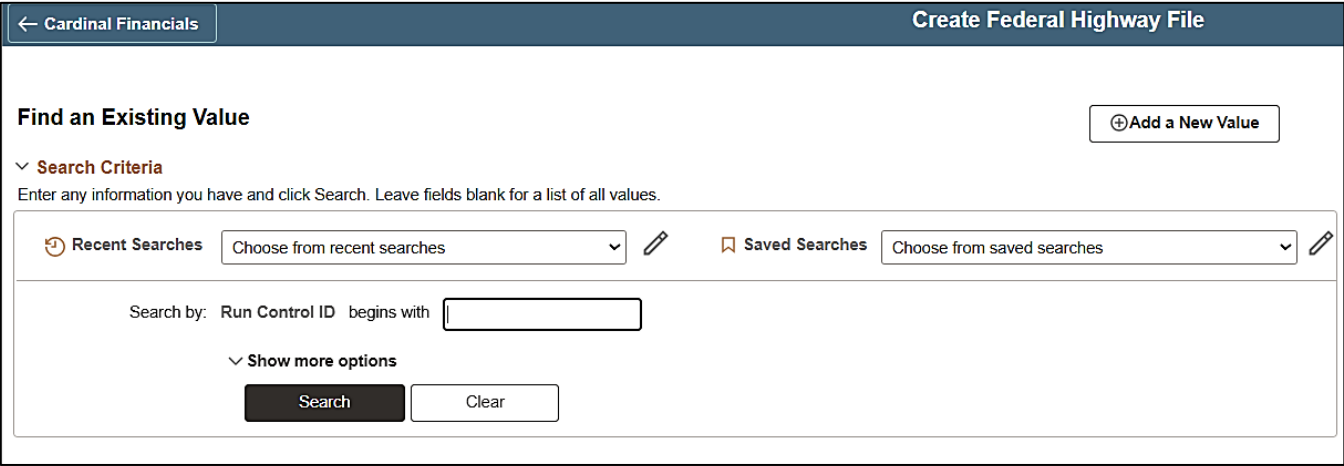


Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action
	The Process Detail page redisplay. Process Detail Help Process Instance25558611 TypeApplication Engine NameBIIVC000 DescriptionPre-process & Finalization Run StatusSuccess Distribution StatusPosted Run Run Control IDPUM_TEST LocationServer ServerPSUNX2 Recurrence Update Process ☐ Hold Request ☐ Queue Request ☐ Cancel Request ☐ Delete Request ☐ Re-send Content ☐ Restart Request Date/Time Request Created On06/17/2026 3:11:04PM EDT Run Anytime After06/17/2026 3:10:20PM EDT Began Process At06/17/2026 3:11:07PM EDT Ended Process At06/17/2026 3:11:16PM EDT Actions Parameters Message Log Batch Timings View Log/Trace Transfer View Locks OK Cancel
23.	Click the OK button. OK Cancel

Creating the Federal Highway File

Step	Action
1.	Navigate to the Create Federal Highway File page using the following path: NavBar > Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File The Create Federal Highway File 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 Search button to display any existing Run Control IDs. 
	 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. 



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action						
3.	Click the applicable Run Control ID link. ▼ Search Results 16 results 1-16 of 16 ▼ View All <table><tr><th>Run Control ID</th><th>Language Code</th><th></th></tr><tr><td>PUM_TEST</td><td>English</td><td>></td></tr></table>	Run Control ID	Language Code		PUM_TEST	English	>
Run Control ID	Language Code						
PUM_TEST	English	>					

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

[← Cardinal Financials](#)Create Federal Highway File

Run Control ID

PUM_TEST

Report Manager

Process Monitor

Run

Run Parameters

*Business Unit

Q

☐ Final Run Indicator

*Customer

Q

Target Payment Date

06/29/2026

Bill Status

☐ Invoiced

☐ New

☐ Temporary

☐ Finalized

☐ Ready

☐ Temporary Ready

☐ Pending

☐ Hold

Save

Notify

Add

Update/Display

4.	Enter "50100" in the Business Unit field. *Business Unit 50100 Q
5.	Click the Customer Look up icon and select the applicable customer (e.g., "0000055002"). *Customer 0000055002 Q

Step	Action
6.	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. Target Payment Date 06/23/2026 
7.	Select the Final Run Indicator checkbox option. ☒ Final Run Indicator
	All fields in the Bill Status section are grayed out and the Invoiced checkbox option is selected by default. Bill Status ☒ Invoiced ☐ Finalized ☐ New ☐ Ready ☐ Pending ☐ Temporary ☐ Temporary Ready ☐ Hold
	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 (Run Control Parameters) section of this Job Aid for screenshots of the Run Control parameters. All other steps are the same.
8.	Click the Run button. Run



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action
------	--------

The **Process Scheduler Request** page displays in a pop-up window.

Process Scheduler Request

User ID

Run Control ID PUM_TEST

Server Name

Run Date 06/17/2026

Recurrence

Run Time 3:50:59PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	Create Federal Highway File	BI_FFEXT	Application Engine	Web	TXT	Distribution

OK

Cancel

9. Click the **OK** button.

OK

Cancel

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

Run Control ID PUM_TEST

Report Manager Process Monitor

Run

Process Instance:25558612

Run Parameters

*Business Unit 50100

*Customer 0000055002

Target Payment Date 06/23/2026

☒ Final Run Indicator

Bill Status

☒ Invoiced

☐ New

☐ Temporary

☐ Finalized

☐ Ready

☐ Temporary Ready

☐ Pending

☐ Hold

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action																																																
10.	Note the assigned Process Instance number. Process Instance 25558612																																																
11.	Click the Process Monitor link. Report Manager Process Monitor Run																																																
The Process Monitor page displays. View Process Requests User ID Type Last 5 Hours Refresh Server Name Instance Range Clear Run Status Distribution Status ☒ Save On Refresh Report Manager Reset Process List 1-3 of 3 < > View All <table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Run Control ID</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr><tr><td>☐</td><td>25558612</td><td></td><td>PUM_TEST</td><td>Application Engine</td><td>BI_FFEXT</td><td></td><td>06/17/2026 3:50:59PM EDT</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr><tr><td>☐</td><td>25558611</td><td></td><td>PUM_TEST</td><td>Application Engine</td><td>BIIVC000</td><td></td><td>06/17/2026 3:10:20PM EDT</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr><tr><td>☐</td><td>25558610</td><td></td><td>PUM_TEST</td><td>Application Engine</td><td>BI_WRKSHTUPD</td><td></td><td>06/17/2026 11:08:10AM EDT</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr></table> Go back to Create Federal Highway File Save Notify		Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	☐	25558612		PUM_TEST	Application Engine	BI_FFEXT		06/17/2026 3:50:59PM EDT	Success	Posted	Details	Actions	☐	25558611		PUM_TEST	Application Engine	BIIVC000		06/17/2026 3:10:20PM EDT	Success	Posted	Details	Actions	☐	25558610		PUM_TEST	Application Engine	BI_WRKSHTUPD		06/17/2026 11:08:10AM EDT	Success	Posted	Details	Actions
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																																						
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☐	25558610		PUM_TEST	Application Engine	BI_WRKSHTUPD		06/17/2026 11:08:10AM EDT	Success	Posted	Details	Actions																																						
12.	Verify that the user's Cardinal Login ID displays in the User ID field. If not displayed, enter the applicable Cardinal Login ID. User ID																																																



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action						
13.	Click the Refresh button periodically until the Run Status field updates to “Success” and the Distribution Status field updates to “Posted”. Refresh Clear Reset < < 1-2 of 2 <table><tr><th></th><th>Run Status</th><th>Distribution Status</th></tr><tr><td></td><td>Success</td><td>Posted</td></tr></table>		Run Status	Distribution Status		Success	Posted
	Run Status	Distribution Status					
	Success	Posted					
14.	Click the Details link within the Details column for the corresponding row based on the Process Instance Number. <table><tr><th>Distribution Status</th><th>Details</th><th>Actions</th></tr><tr><td>Posted</td><td>Details</td><td>▼ Actions</td></tr></table>	Distribution Status	Details	Actions	Posted	Details	▼ Actions
Distribution Status	Details	Actions					
Posted	Details	▼ Actions					



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action
	The Process Detail page displays in a pop-up window. Process Detail Help Process Instance25558612 TypeApplication Engine NameBL_FFEXT DescriptionCreate Federal Highway File Run StatusSuccess Distribution StatusPosted Run Run Control IDPUM_TEST LocationServer ServerPSUNX2 Recurrence Update Process ☐ Hold Request ☐ Queue Request ☐ Cancel Request ☐ Delete Request ☐ Re-send Content ☐ Restart Request Date/Time Request Created On06/17/2026 3:51:59PM EDT Run Anytime After06/17/2026 3:50:59PM EDT Began Process At06/17/2026 3:52:02PM EDT Ended Process At06/17/2026 3:52:08PM EDT Actions Parameters Transfer Message Log View Locks Batch Timings View Log/Trace OK Cancel
15.	Click the Message Log link. Actions Parameters Transfer Message Log View Locks Batch Timings View Log/Trace



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action																								
	The Message Log page displays in a pop-up window. Message Log × Help Process Instance: 25558612 Type: Application Engine Name: BI_FFEXT Description: Create Federal Highway File 1-5 of 5 << < > >> View All <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>3:52:02PM</td><td>BI_FFEXT: Federal Highway Extract Process Started.</td><td> Explain </td></tr><tr><td>10</td><td>3:52:07PM</td><td>BI_FFEXT: 417 Total rows. \$458936.16 Total Amount processed.</td><td> Explain </td></tr><tr><td>10</td><td>3:52:07PM</td><td>BI_FFEXT: Federal Highway Extract Process Completed.</td><td> Explain </td></tr><tr><td></td><td>3:52:08PM</td><td>Published message with ID 06147e88-6a86-11f1-b1d8-e38e84f99ec2 to create entry in folder GENERAL.</td><td> Explain </td></tr><tr><td></td><td>3:52:08PM</td><td>Successfully posted generated files to the report repository</td><td> Explain </td></tr></tbody></table> Return	Severity	Log Time	Message Text	Explain	10	3:52:02PM	BI_FFEXT: Federal Highway Extract Process Started.	Explain	10	3:52:07PM	BI_FFEXT: 417 Total rows. \$458936.16 Total Amount processed.	Explain	10	3:52:07PM	BI_FFEXT: Federal Highway Extract Process Completed.	Explain		3:52:08PM	Published message with ID 06147e88-6a86-11f1-b1d8-e38e84f99ec2 to create entry in folder GENERAL.	Explain		3:52:08PM	Successfully posted generated files to the report repository	Explain
Severity	Log Time	Message Text	Explain																						
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	3:52:08PM	Successfully posted generated files to the report repository	Explain																						
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Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action																																																
	The Process Detail page redispays. Process Detail Process <table><tr><td>Instance</td><td>25558612</td><td>Type</td><td>Application Engine</td></tr><tr><td>Name</td><td>BI_FFEXT</td><td>Description</td><td>Create Federal Highway File</td></tr><tr><td>Run Status</td><td>Success</td><td>Distribution Status</td><td>Posted</td></tr></table> Run <table><tr><td>Run Control ID</td><td>PUM_TEST</td></tr><tr><td>Location</td><td>Server</td></tr><tr><td>Server</td><td>PSUNX2</td></tr><tr><td>Recurrence</td><td></td></tr></table> Update Process ☐ Hold Request ☐ Queue Request ☐ Cancel Request ☐ Delete Request ☐ Re-send Content ☐ Restart Request Date/Time <table><tr><td>Request Created On</td><td>06/17/2026 3:51:59PM EDT</td></tr><tr><td>Run Anytime After</td><td>06/17/2026 3:50:59PM EDT</td></tr><tr><td>Began Process At</td><td>06/17/2026 3:52:02PM EDT</td></tr><tr><td>Ended Process At</td><td>06/17/2026 3:52:08PM EDT</td></tr></table> Actions Parameters Transfer Message Log View Locks Batch Timings View Log/Trace OK Cancel	Instance	25558612	Type	Application Engine	Name	BI_FFEXT	Description	Create Federal Highway File	Run Status	Success	Distribution Status	Posted	Run Control ID	PUM_TEST	Location	Server	Server	PSUNX2	Recurrence		Request Created On	06/17/2026 3:51:59PM EDT	Run Anytime After	06/17/2026 3:50:59PM EDT	Began Process At	06/17/2026 3:52:02PM EDT	Ended Process At	06/17/2026 3:52:08PM EDT																				
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Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																																						
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Project Accounting Job Aid

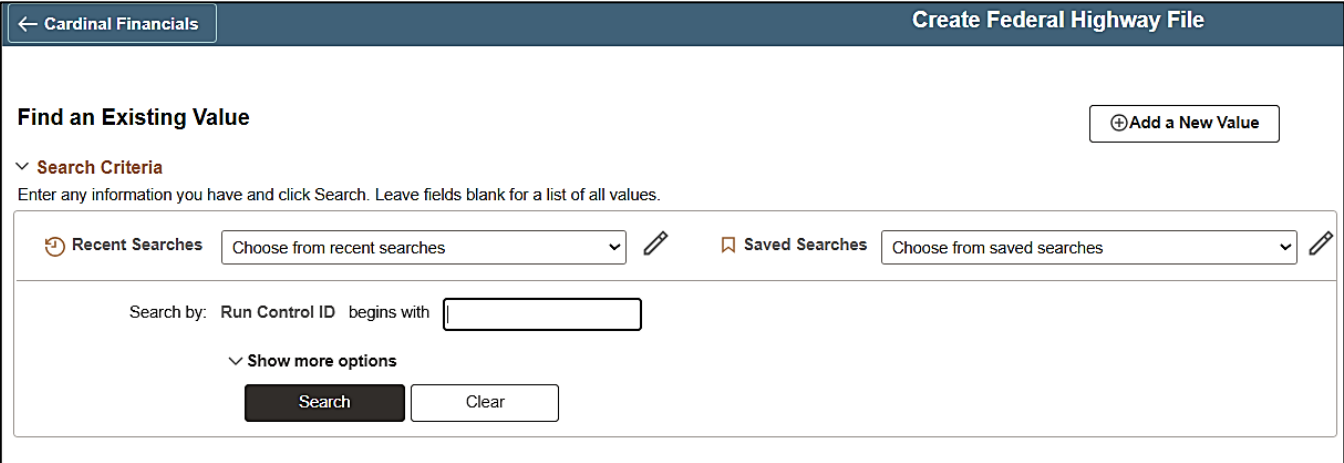
PA353 Manually Processing a Federal Bill File (VDOT Only)

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 [Creating a Federal Highway File](#) section of this Job Aid.

Test Run of a Temporary Bill (Unapproved Billing Worksheet) (Run Control Parameters)

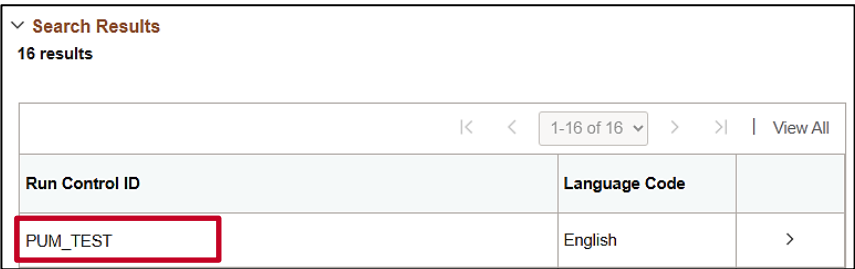
Use these parameters on the **Create Federal Highway File Run Control** page when doing a test run of a Temporary Bill.

Step	Action
1.	Navigate to the Create Federal Highway File page using the following path: NavBar > Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File The Create Federal Highway File 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 Search button to display any existing Run Control IDs. 



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

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

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

← Cardinal Financials

Create Federal Highway File

Run Control ID

PUM_TEST

Report Manager

Process Monitor

Run

Run Parameters

*Business Unit

Q

☐ Final Run Indicator

*Customer

Q

Target Payment Date

06/29/2026

Bill Status

☐ Invoiced

☐ New

☐ Temporary

☐ Finalized

☐ Ready

☐ Temporary Ready

☐ Pending

☐ Hold

Save

Notify

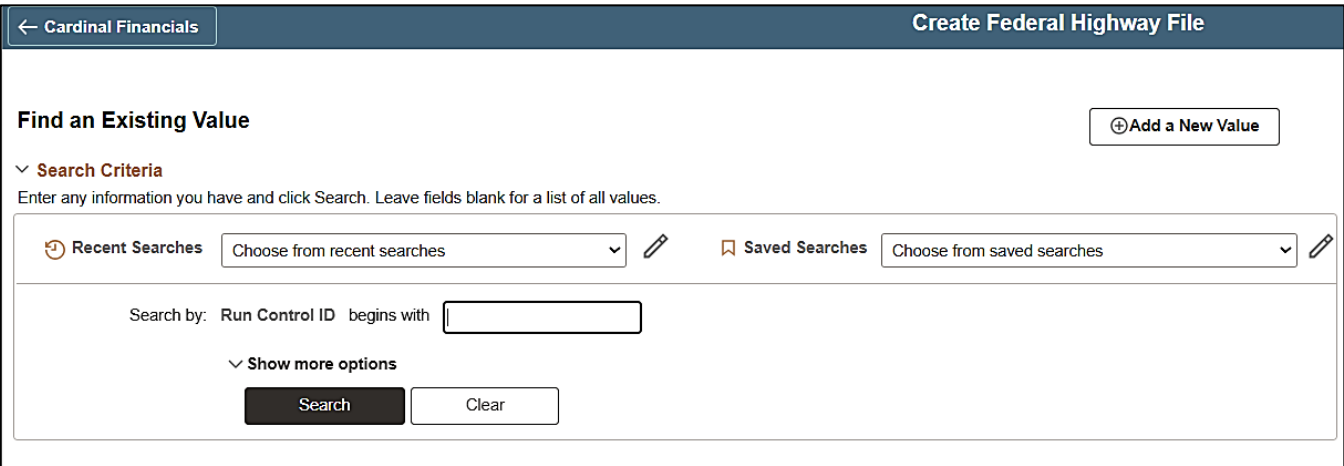
Add

Update/Display

Step	Action
4.	For a test run, it is very important that the Final Run Indicator checkbox option is unchecked. Run Parameters *Business Unit ☐ Final Run Indicator *Customer Target Payment Date 06/17/2026 
5.	Enter "50100" in the Business Unit field. *Business Unit 50100
6.	Click the Customer Look up icon and select the applicable customer (e.g., "0000055002"). *Customer 0000055002
7.	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. Target Payment Date 06/23/2026 
8.	Select both the Temporary and Temporary Ready checkbox options in the Bill Status section. Bill Status ☐ Invoiced ☐ Finalized ☐ New ☐ Ready ☐ Pending ☒ Temporary ☒ Temporary Ready ☐ Hold
	Refer to the Creating the Federal Highway File section of this Job Aid for the remaining Steps to complete this process, starting with Step 8.

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.	Navigate to the Create Federal Highway File page using the following path: NavBar > Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File The Create Federal Highway File 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 Search button to display any existing Run Control IDs. 
	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. 



Project Accounting Job Aid

PA353 Manually Processing a Federal Bill File (VDOT Only)

Step	Action						
3.	Click the applicable Run Control ID link. ▼ Search Results 16 results << < 1-16 of 16 > >> View All <table><tr><th>Run Control ID</th><th>Language Code</th><th></th></tr><tr><td>PUM_TEST</td><td>English</td><td>></td></tr></table>	Run Control ID	Language Code		PUM_TEST	English	>
Run Control ID	Language Code						
PUM_TEST	English	>					

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

[← Cardinal Financials](#)Create Federal Highway File

Run Control ID PUM_TEST

Report Manager Process Monitor Run

Run Parameters

*Business Unit

☐ Final Run Indicator

*Customer

Target Payment Date 06/29/2026

Bill Status

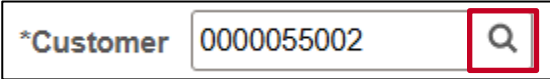
☐ Invoiced
☐ Finalized

☐ New
☐ Ready
☐ Pending

☐ Temporary
☐ Temporary Ready
☐ Hold

Save Notify Add Update/Display

4.	For a test run, it is very important that the Final Run Indicator checkbox option is unchecked. Run Parameters *Business Unit ☐ Final Run Indicator *Customer Target Payment Date 06/17/2026
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Step	Action
5.	Enter "50100" in the Business Unit field. 
6.	Click the Customer Look up icon and select the applicable customer (e.g., "0000055002"). 
7.	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. 
8.	Click the New checkbox option in the Bill Status section. 
	Refer to the Creating the Federal Highway File section of this Job Aid for the remaining Steps to complete this process, starting with Step 8.