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

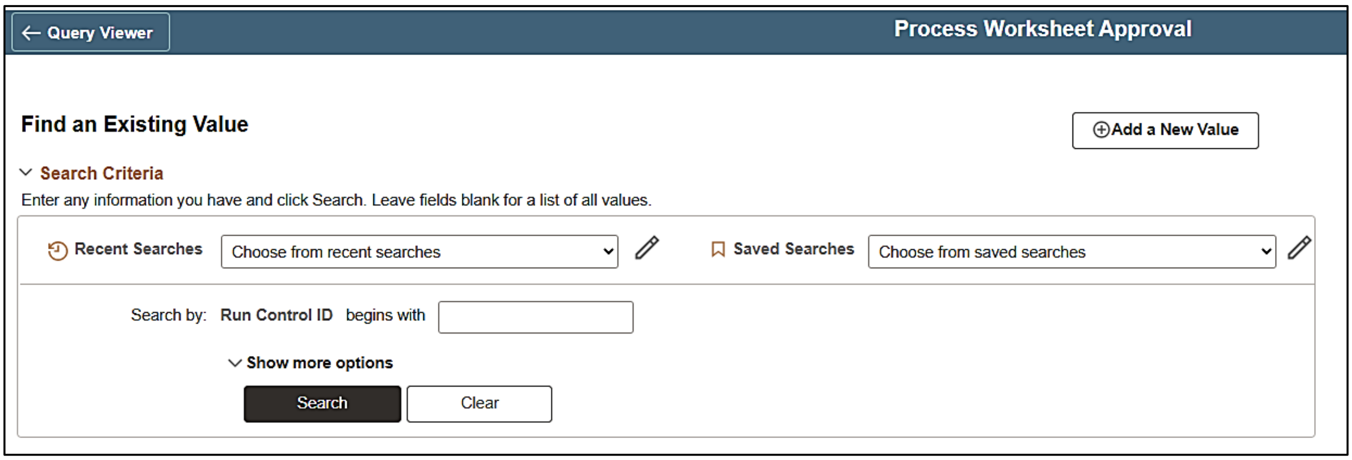
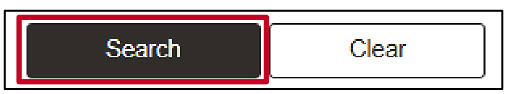
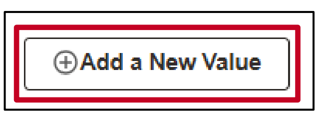
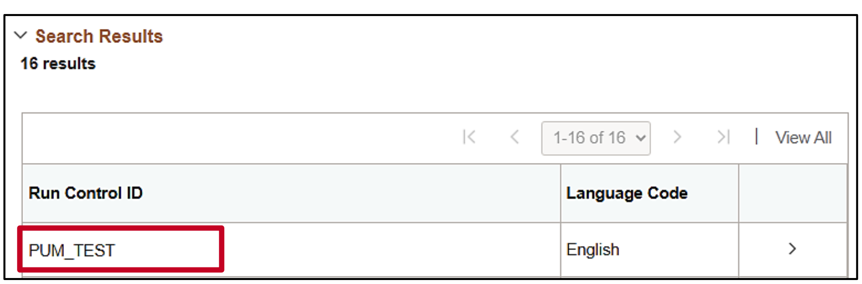
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

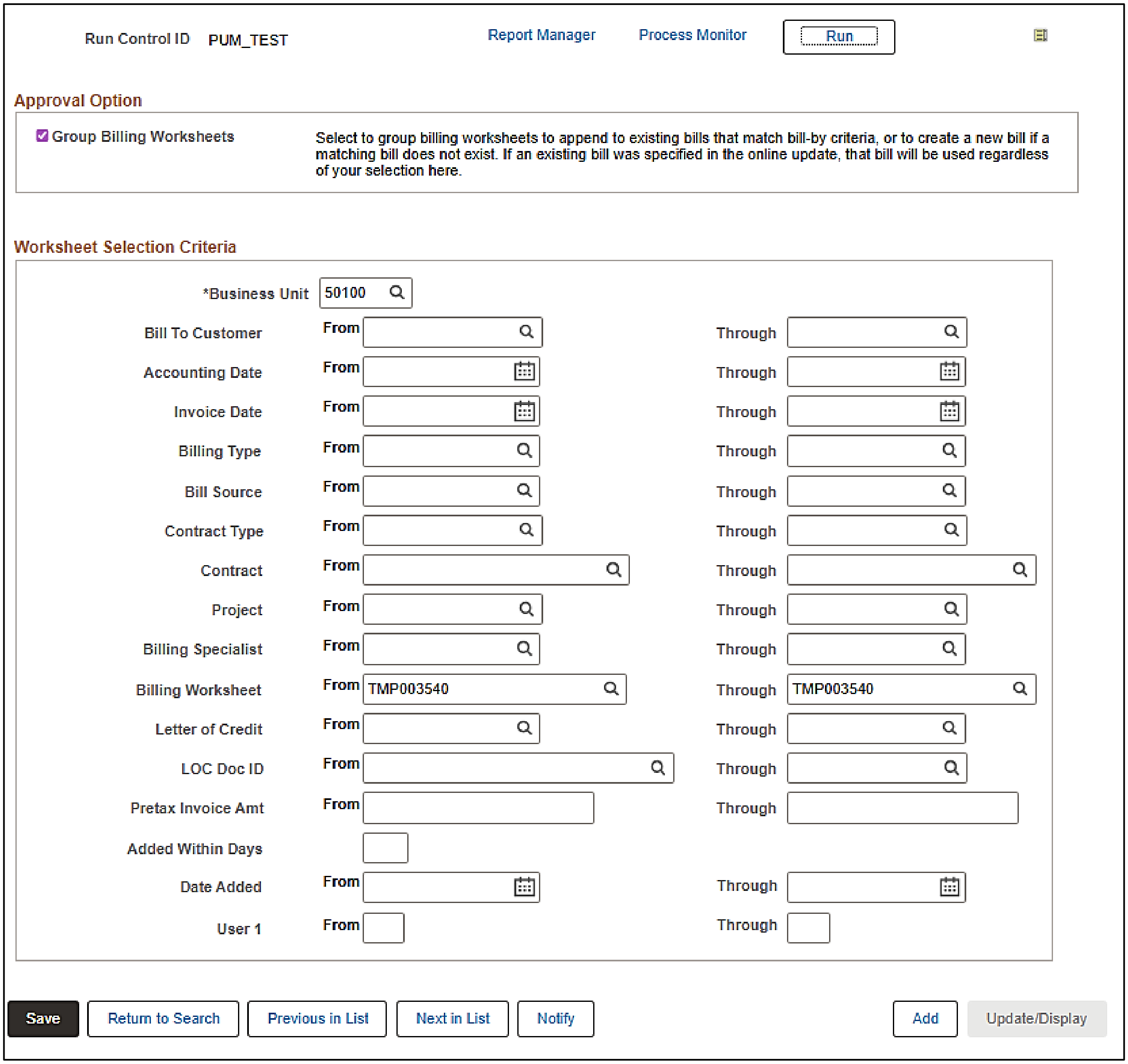
Revision History

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

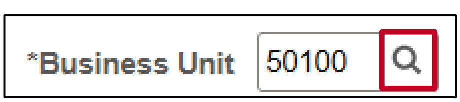
Running the Process Worksheet Approval Process

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. 

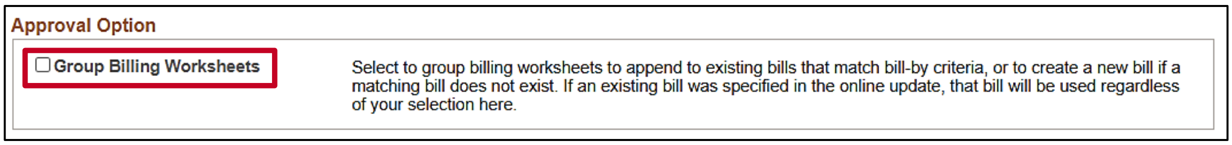
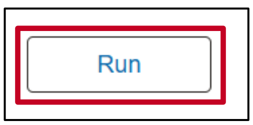
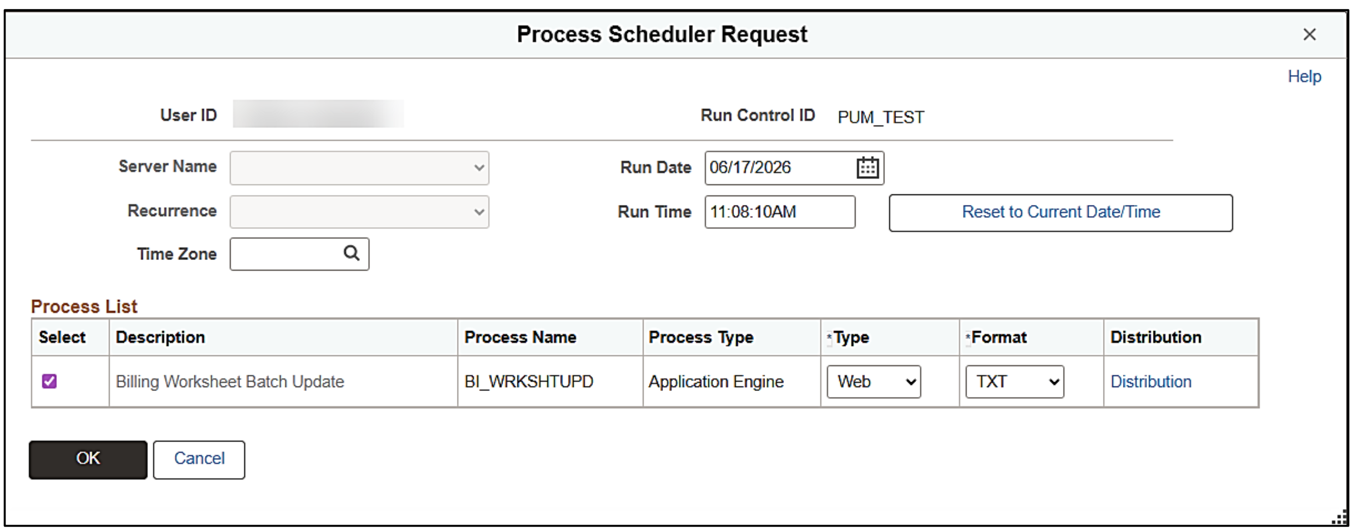
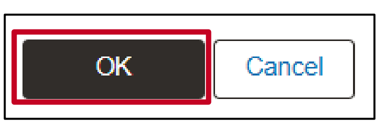
Step	Action
	The **Process Worksheet Approval Run Control** page displays.



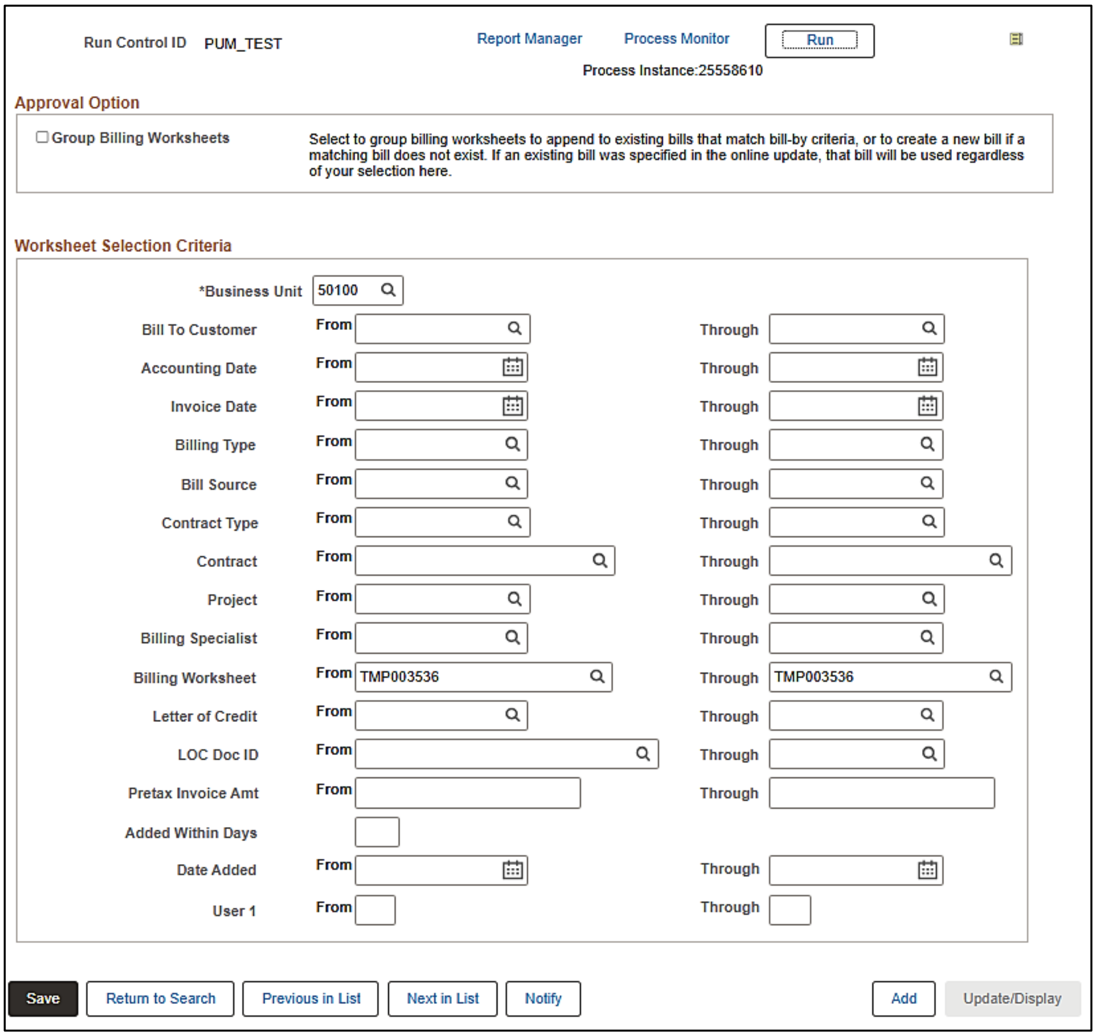
Step	Action
4.	Enter “50100” in the **Business Unit** field.

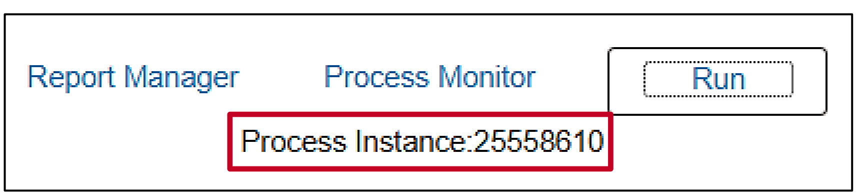


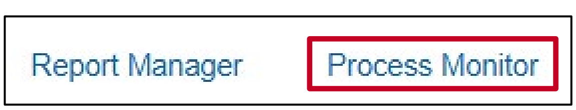
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Enter the Temporary Bill Number to be processed in both the Billing Worksheet From and Through fields.

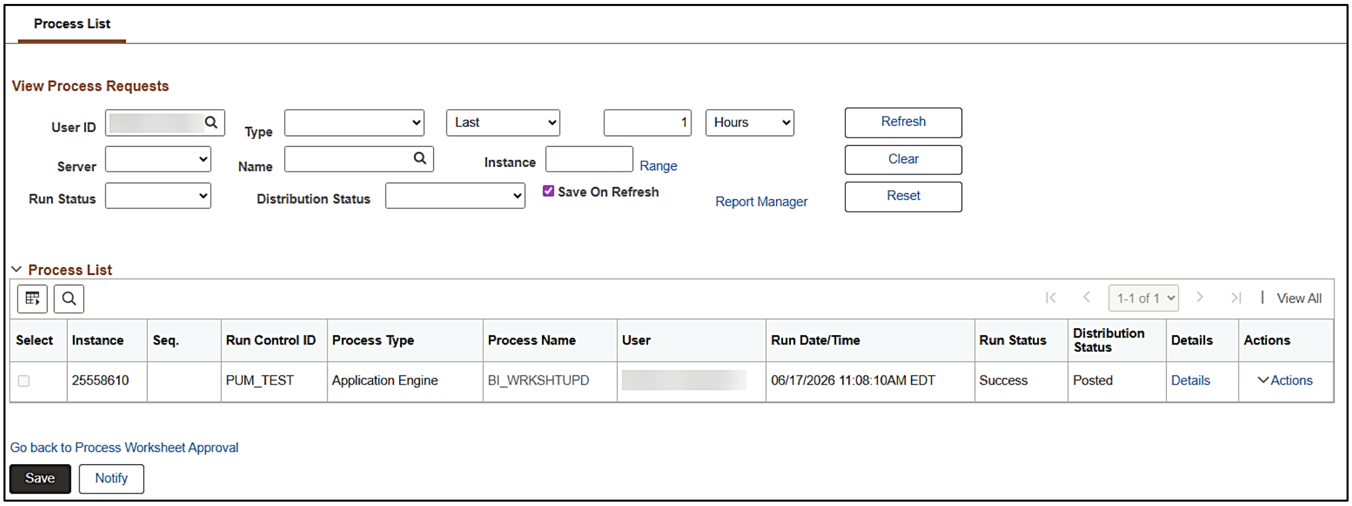
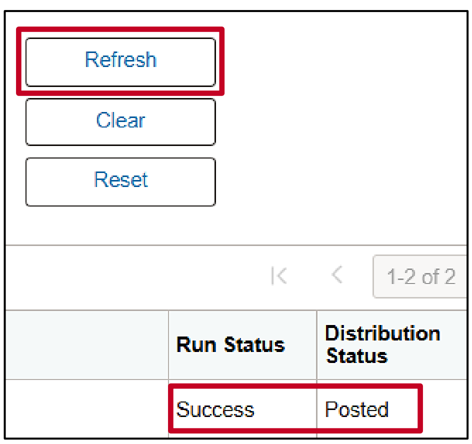
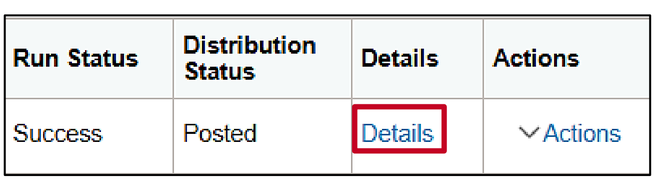
</td></tr>
<tr><td>6.</td><td>The invoice should not be appended to an existing bill. Uncheck the Group Billing Worksheets checkbox option.

</td></tr>
<tr><td>7.</td><td>Click the Run button.

</td></tr>
<tr><td colspan="2">The Process Scheduler Request page displays in a pop-up window.

</td></tr>
<tr><td>8.</td><td>Click the OK button.

</td></tr>
</table>

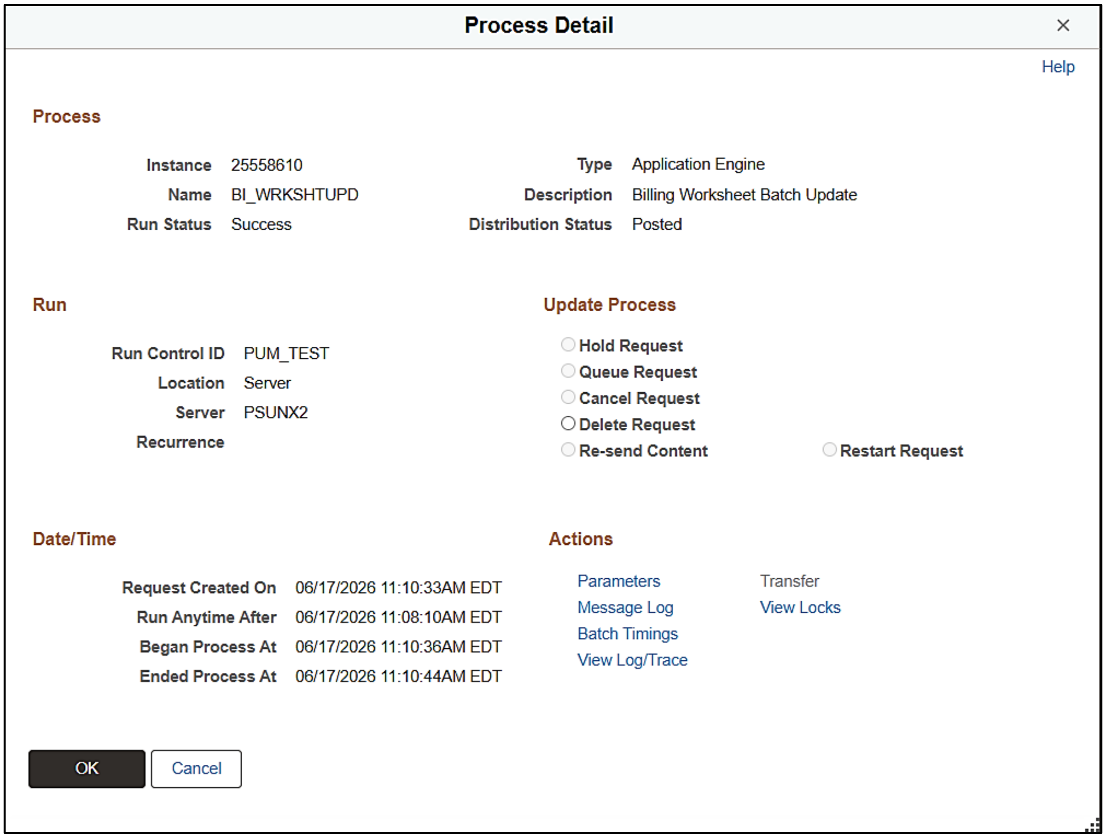
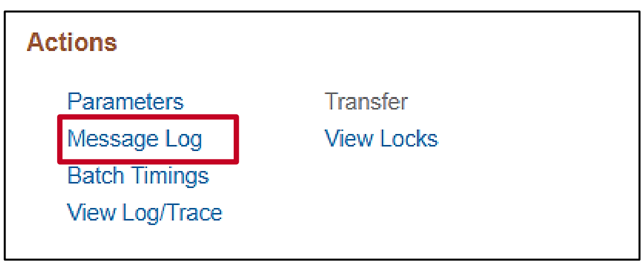
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Process Worksheet Approval Run Control page displays with the assigned Process Instance Number.


</td></tr>
<tr><td>9.</td><td>Note the assigned Process Instance number.

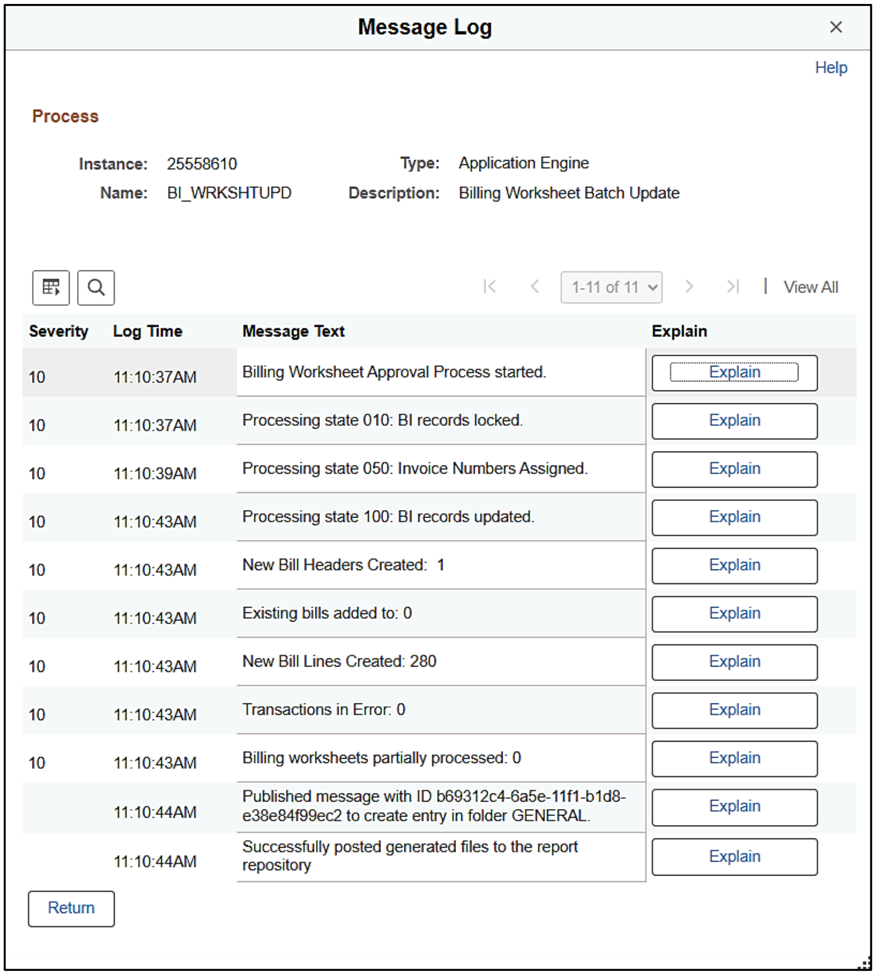

</td></tr>
<tr><td>10.</td><td>Click the Process Monitor link.


</td></tr>
</table>

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

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

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



Message Log

Help

Process

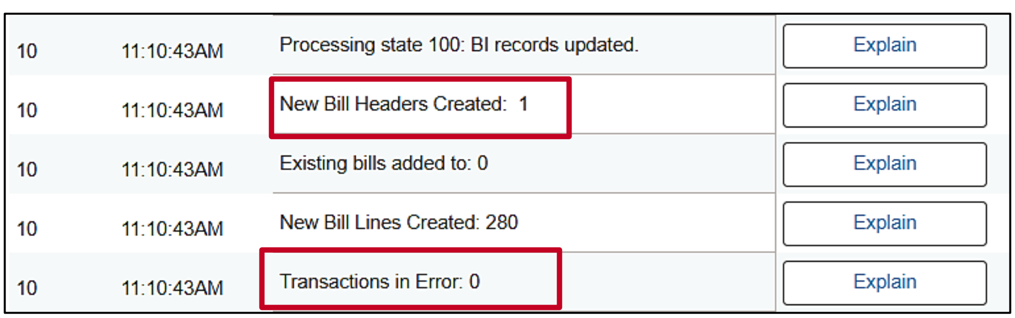
Instance: 25558610 Type: Application Engine
Name: BI_WRKSHTUPD Description: Billing Worksheet Batch Update

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

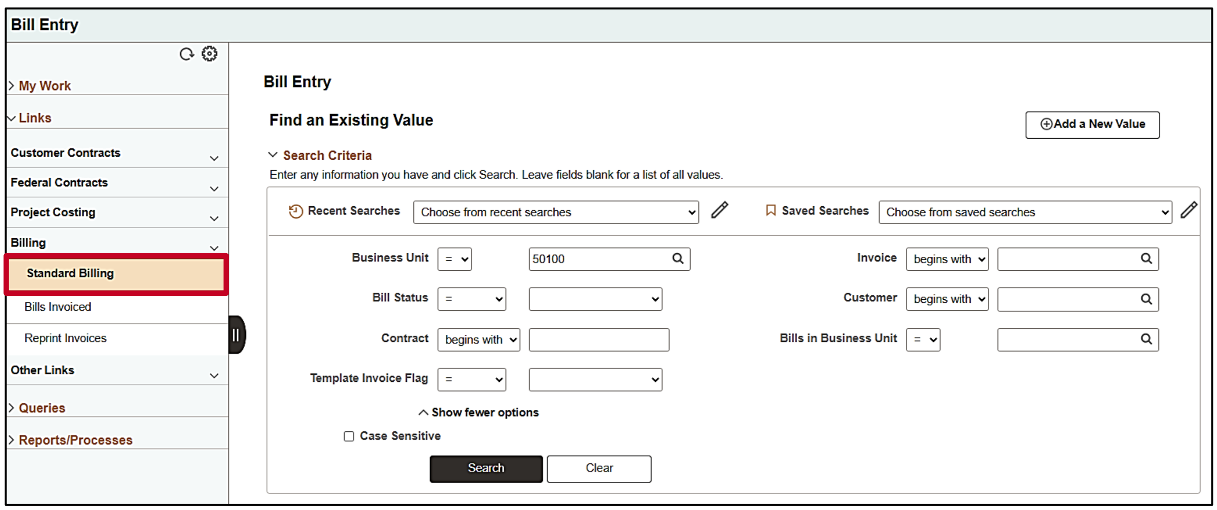
Step	Action
15.	Verify that the process created one (1) New Bill Header and that there were zero (0) Transactions in Error.

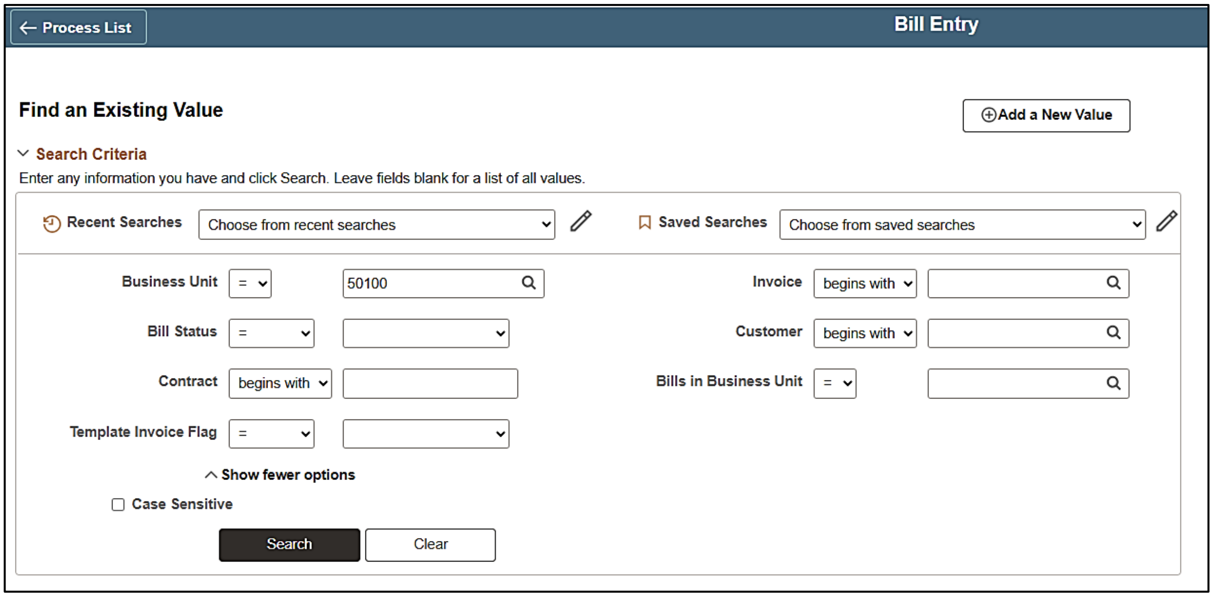
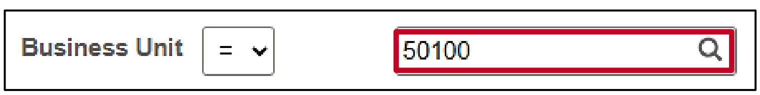
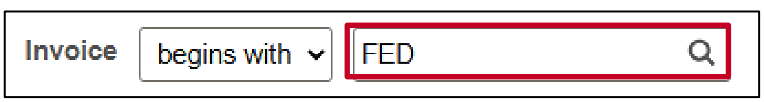
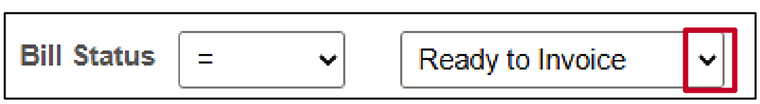
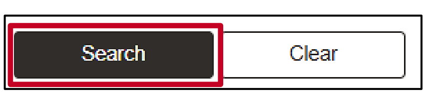


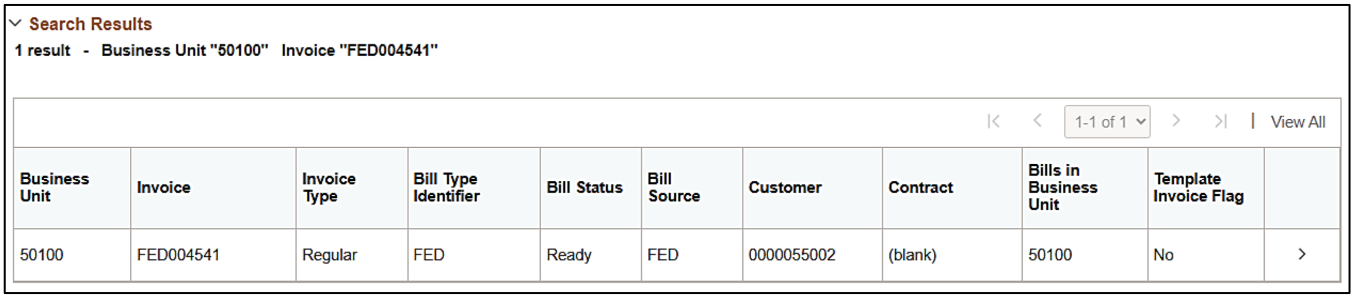
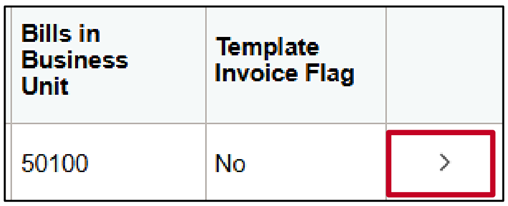
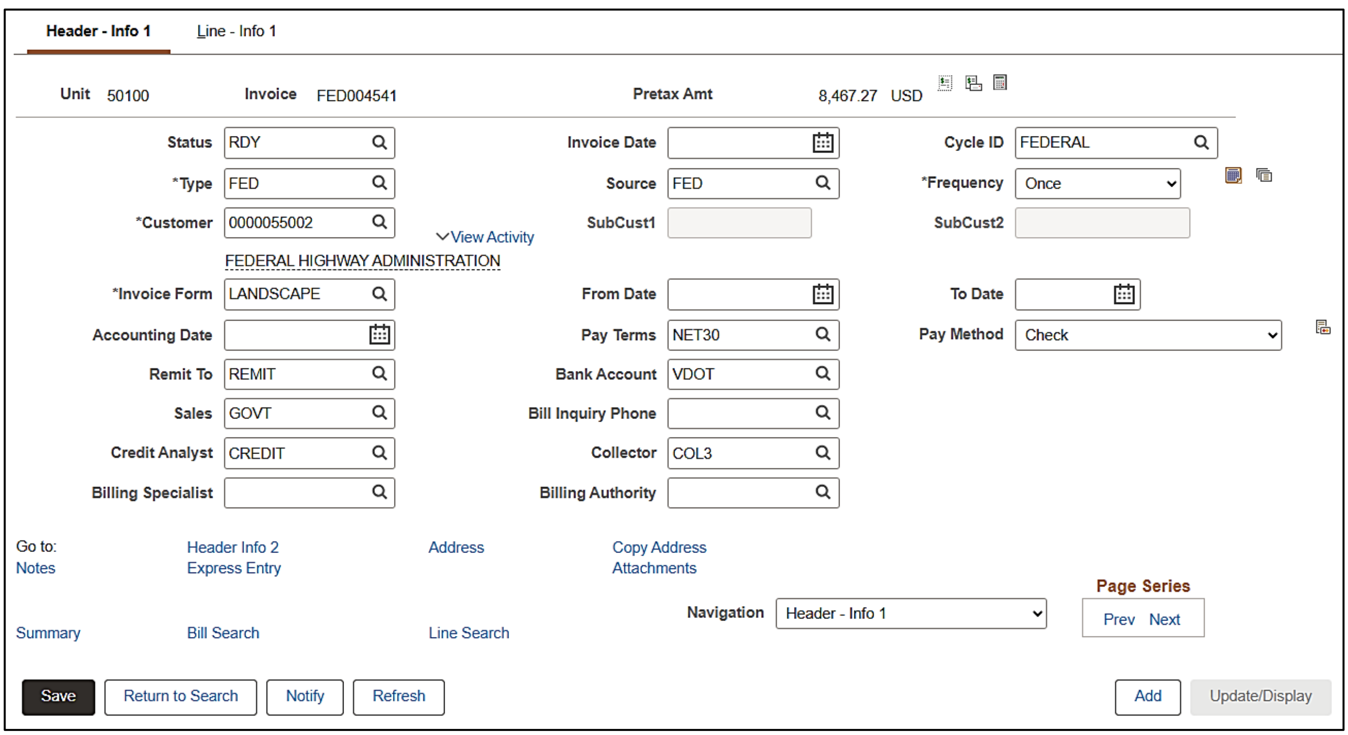
10	11:10:43AM	Processing state 100: BI records updated.	Explain
10	11:10:43AM	New Bill Headers Created: 1	Explain
10	11:10:43AM	Existing bills added to: 0	Explain
10	11:10:43AM	New Bill Lines Created: 280	Explain
10	11:10:43AM	Transactions in Error: 0	Explain

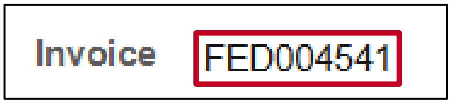
Verifying the Bill

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Bill Entry page by clicking the Contracts WorkCenter tile.

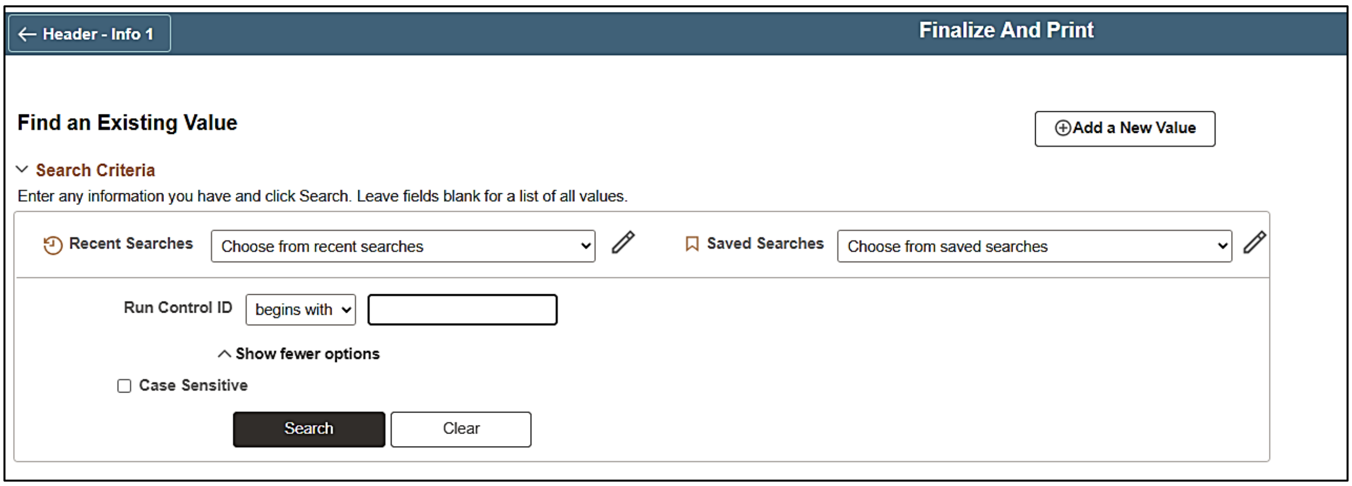
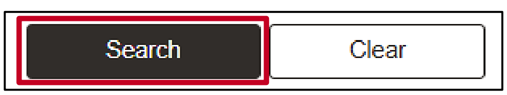
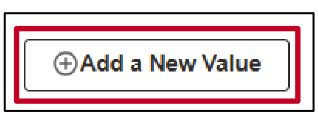
</td></tr>
<tr><td></td><td>For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Billing > Standard Billing
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

</td></tr>
<tr><td></td><td>Users can also access the Bill Entry page using the following navigation path:
NavBar > Menu > Billing > Maintain Bills > Standard Billing</td></tr>
</table>

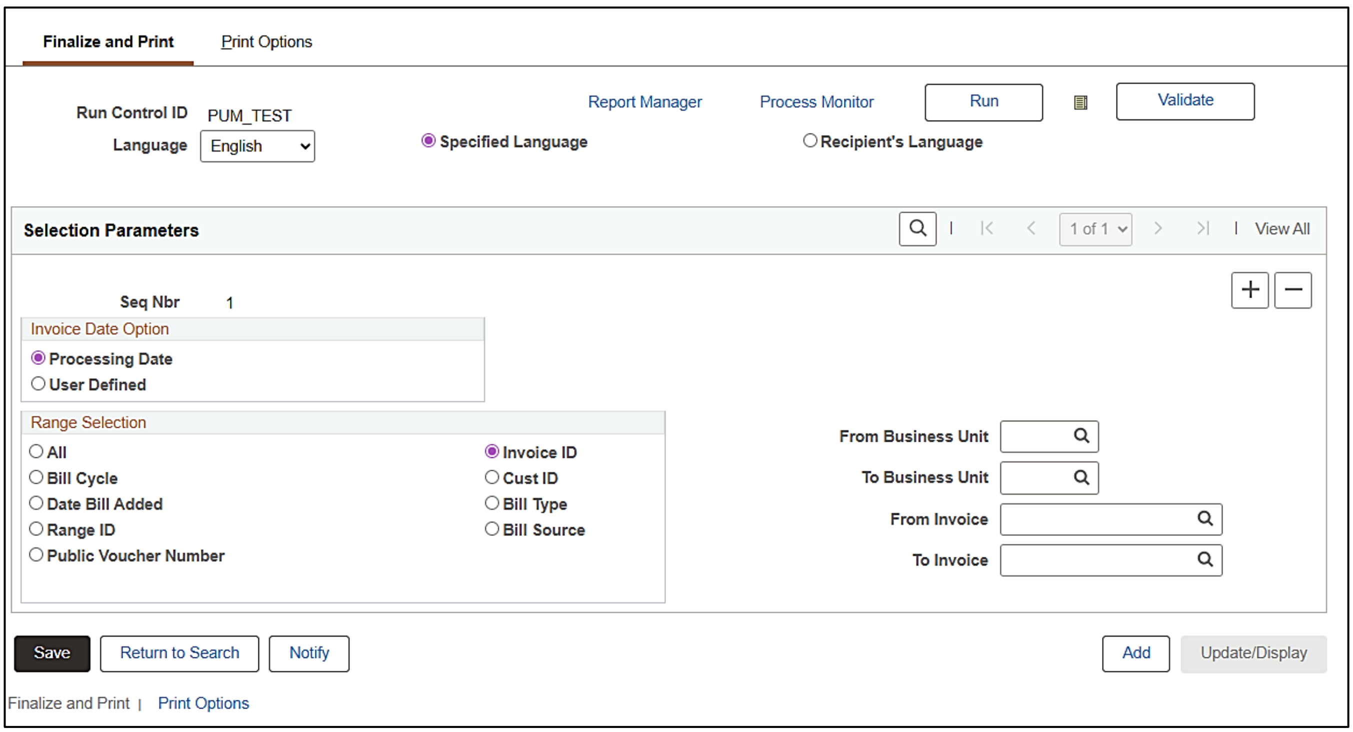
Step	Action
	The **Bill Entry Find an Existing Value Search** page displays. 
3.	Enter “50100” in the **Business Unit** field. 
4.	Ensure that the **Invoice** criteria is set to “begins with” and enter “FED” in the **Invoice** field. 
5.	Click the **Bill Status** dropdown button and select the “Ready to Invoice” list item. 
6.	Click the **Search** button. 

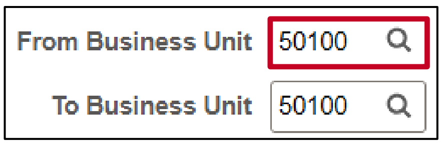
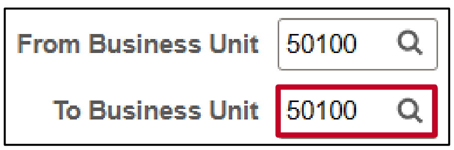
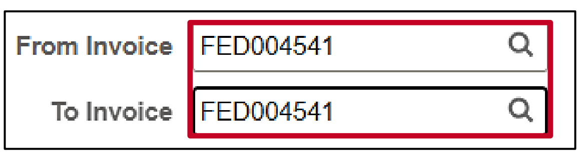
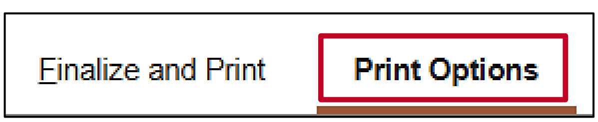
Step	Action
	The **Search Results** section displays below the search criteria. 
7.	Click the **Drill in** (**>**) icon next to the applicable Invoice. 
	The **Standard Billing** page displays with the **Header - Info 1** tab displayed by default. 

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

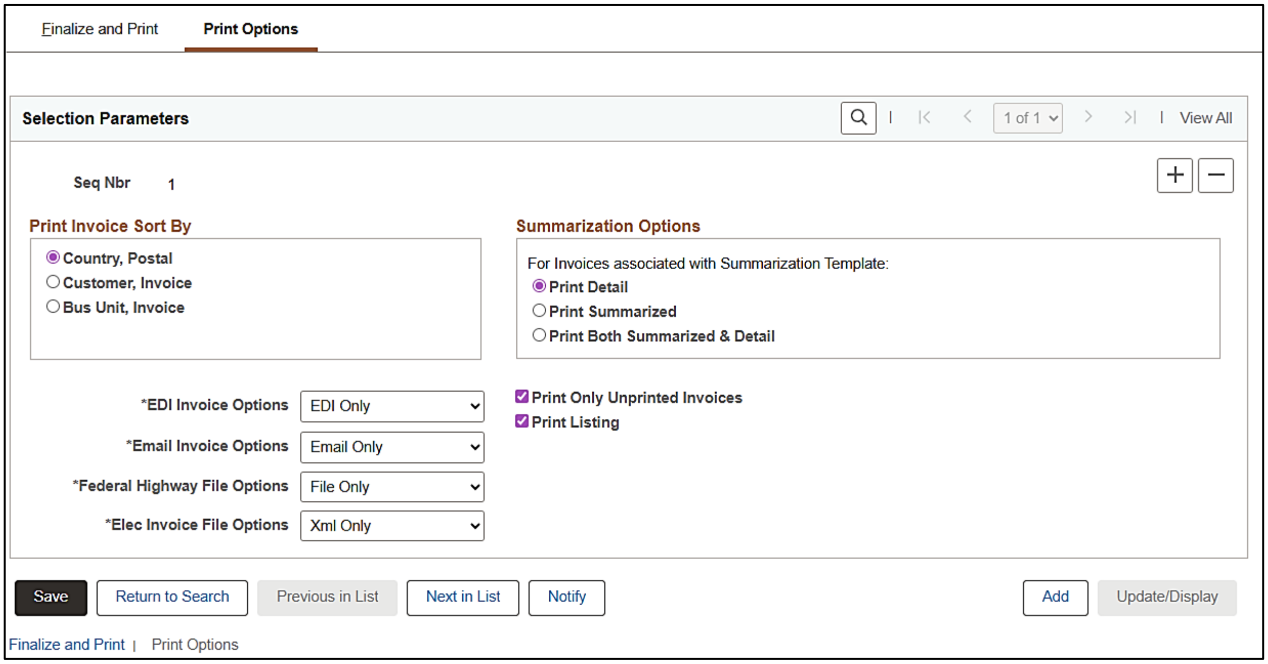
Finalizing and Printing the Bill

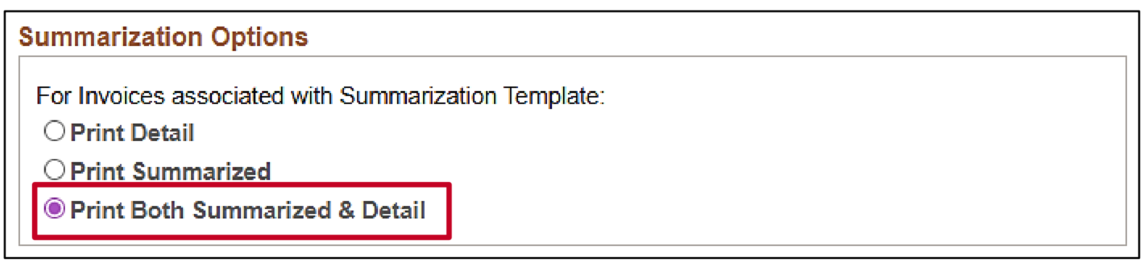
Step	Action
1.	Navigate to the **Finalize and Print Invoices** page using the following path: **NavBar > Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices**
	The **Finalize and Print Find an Existing Value Search** page displays. 
	For more information pertaining to 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. 

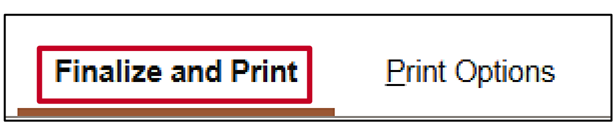
Step	Action
3.	Click the applicable **Run Control ID** link. 
The **Finalize and Print** page displays. 	
4.	Verify that the **Processing Date** radio button is selected in the **Invoice Date Option** section. 

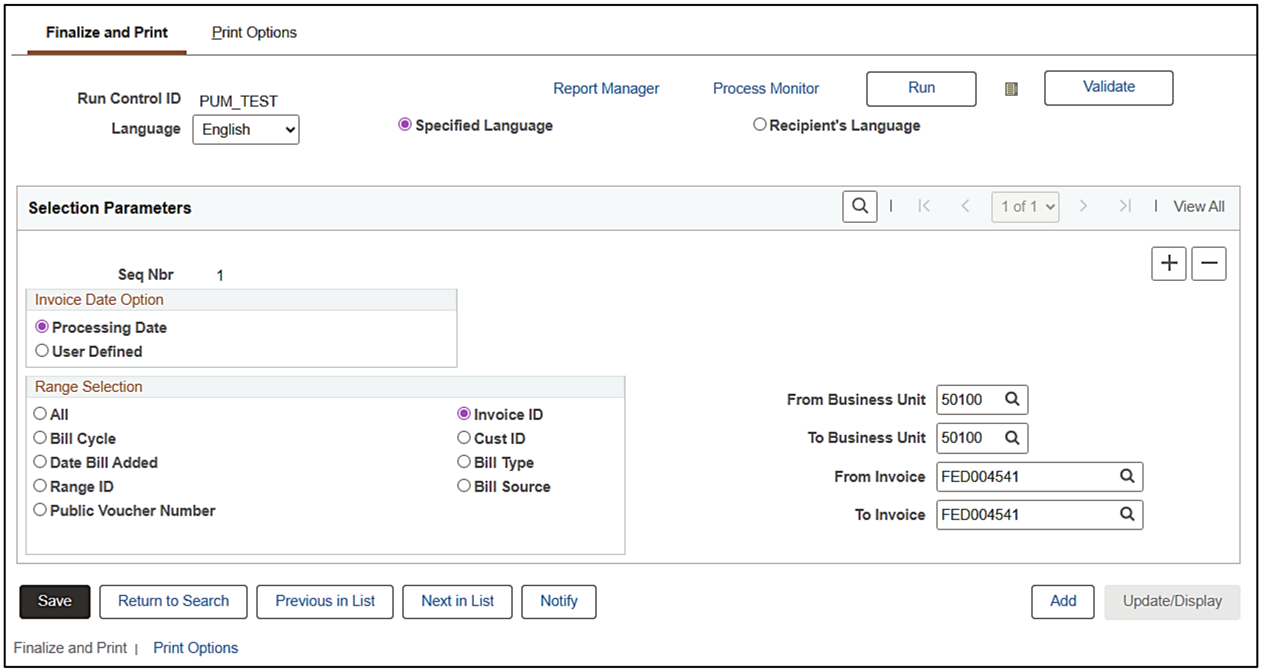
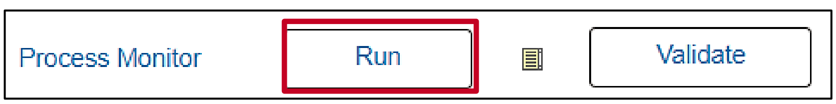
Step	Action
5.	Verify that the **Invoice ID** radio button is selected in the **Range Selection** section. 
6.	Enter "50100" in the **From Business Unit** field. 
7.	Enter "50100" in the **To Business Unit** field. 
8.	Enter the applicable Invoice Number (Invoice being processed) in both the **From Invoice** and **To Invoice** fields. 
9.	Click the **Print Options** tab. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Print Options tab displays.

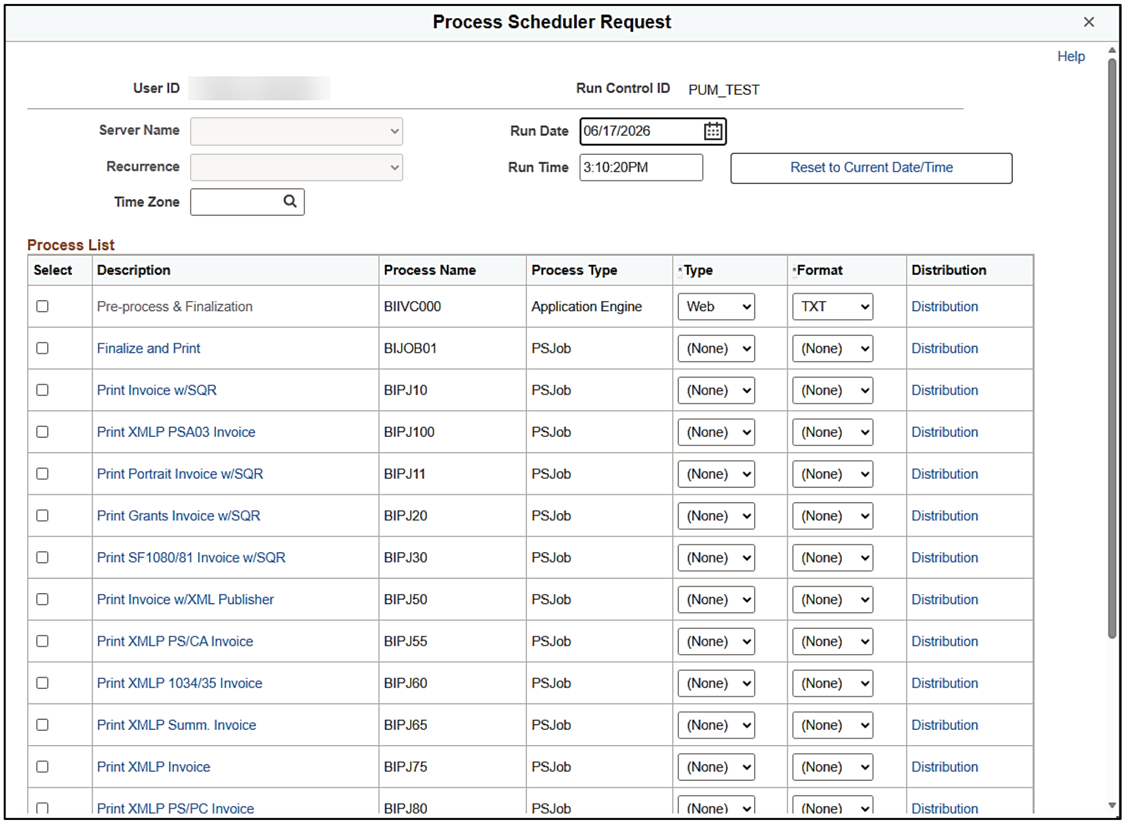

</td></tr>
<tr><td>10.</td><td>Verify that the Print Both Summarized & Detail radio button is selected in the Summarization Options section.


</td></tr>
<tr><td>11.</td><td>Click the Finalize and Print tab.

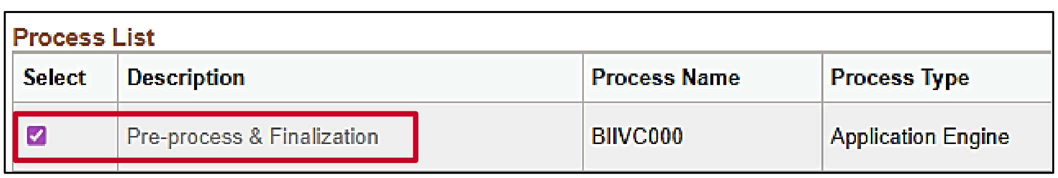

</td></tr>
</table>

Step	Action
	The **Finalize and Print** tab displays. 
12.	Click the **Run** button. 

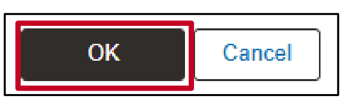
Step	Action
	The **Process Scheduler Request** page displays in a pop-up window.



Step	Action
13.	Select the **Pre-process & Finalization** checkbox option.

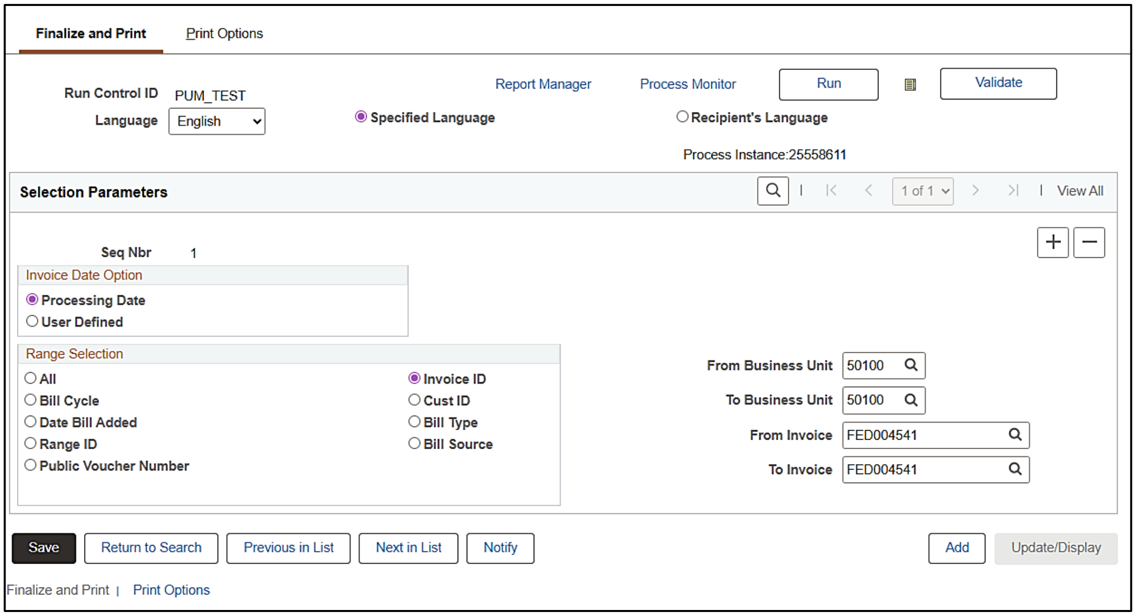


Step	Action
14.	Scroll to the bottom of the pop-up window and click the **OK** button.



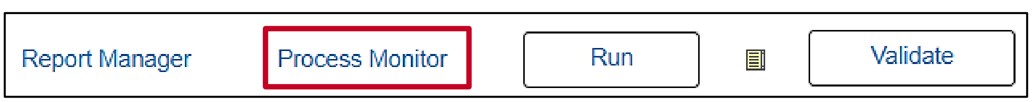
Step	Action

The **Finalize and Print** tab redisplays with the assigned Process Instance Number.

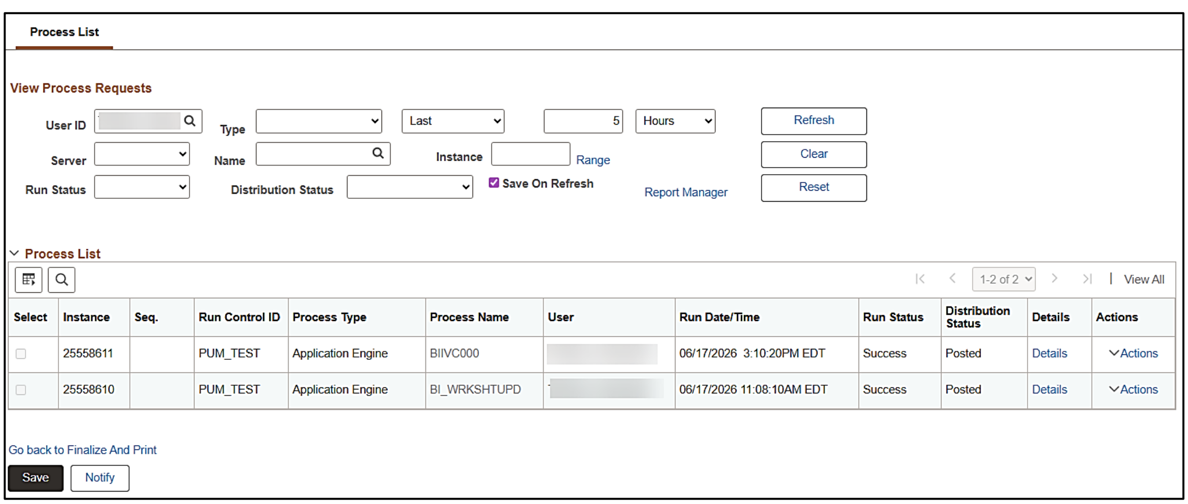


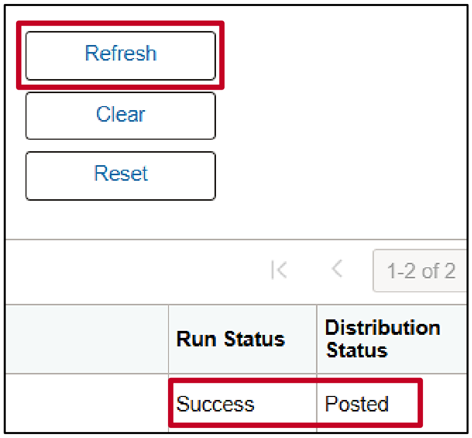
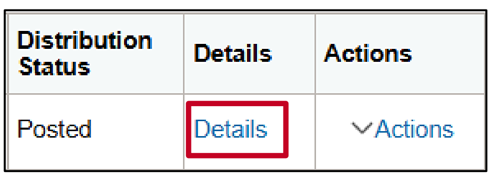
15. Note the assigned **Process Instance** number.

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

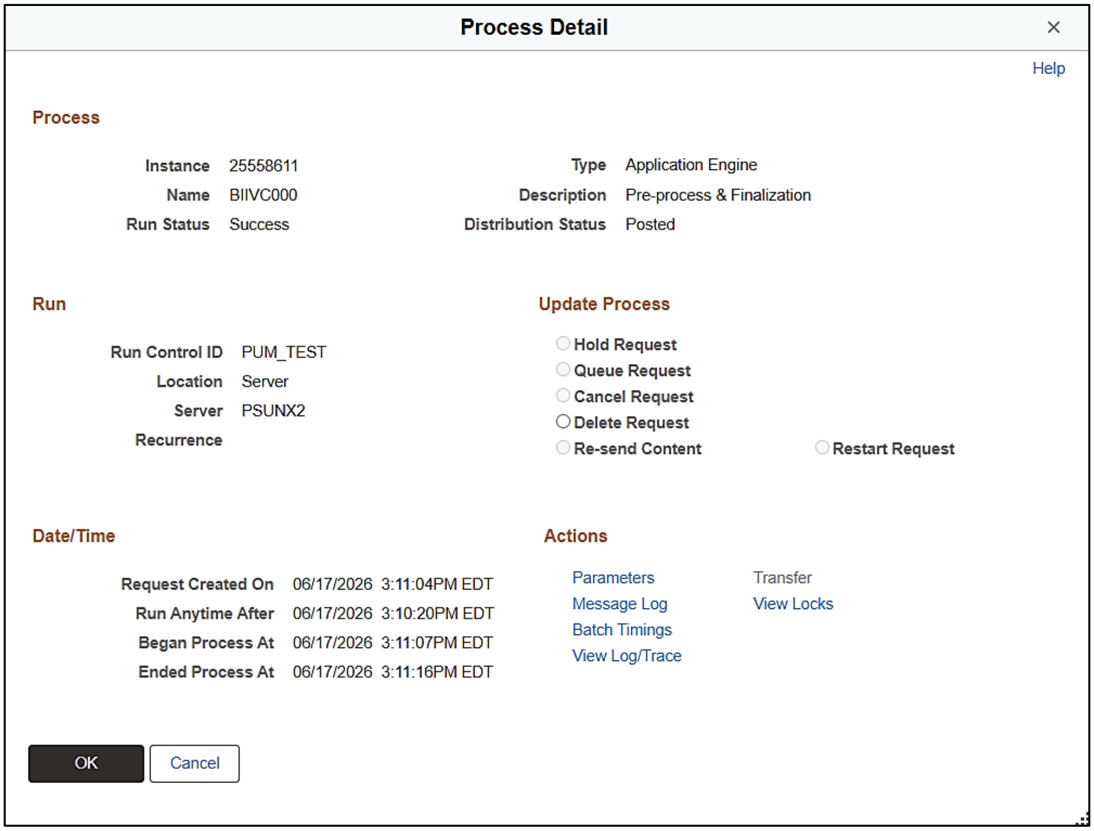


The **Process List** tab displays.

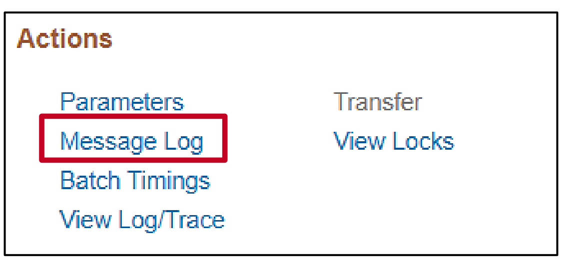


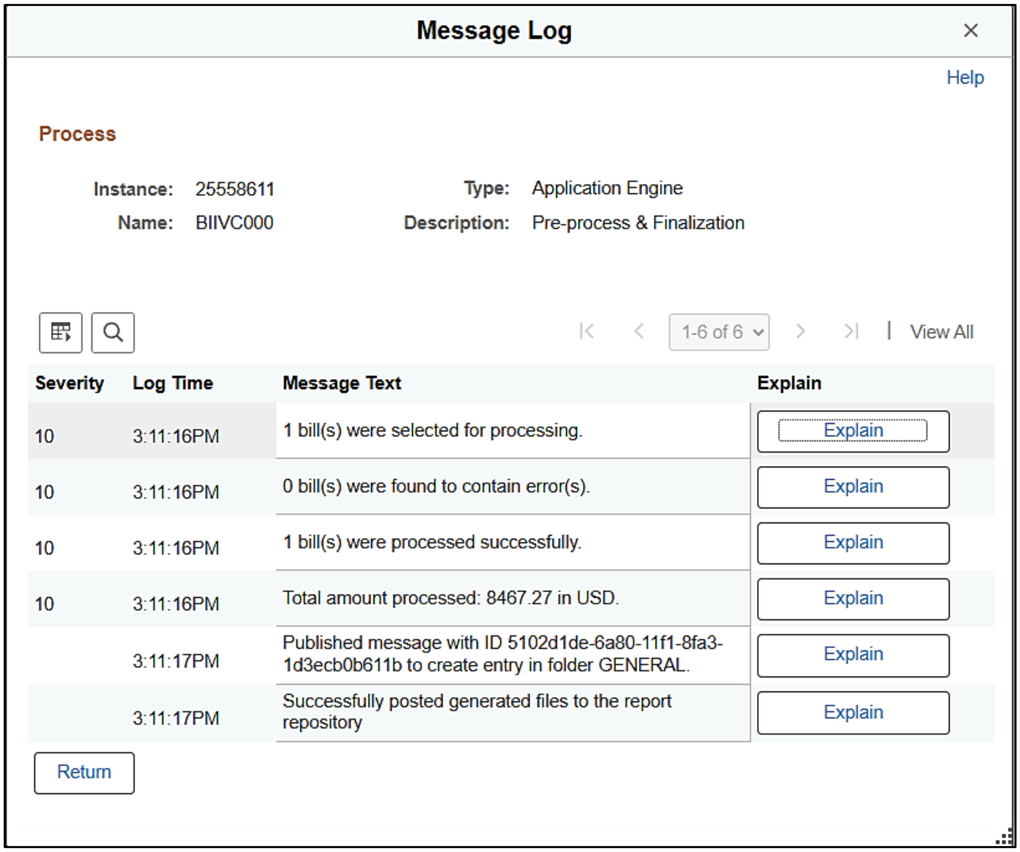
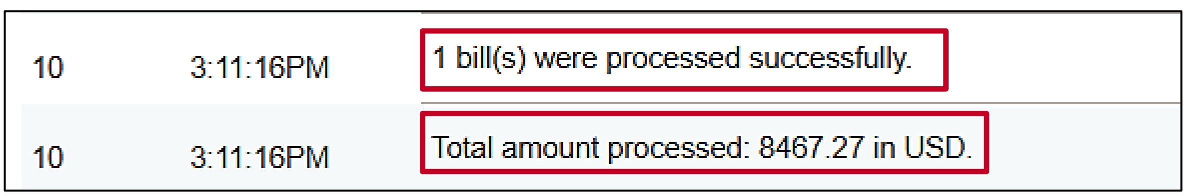
Step	Action
17.	Verify that the user's Cardinal Login ID displays in the **User ID** field. If not displayed, enter the applicable Cardinal Login ID. 
18.	Click the **Refresh** button periodically until the **Run Status** field updates to "Success" and the **Distribution Status** field updates to "Posted".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

Step	Action
	The **Process Detail** page displays in a pop-up window.

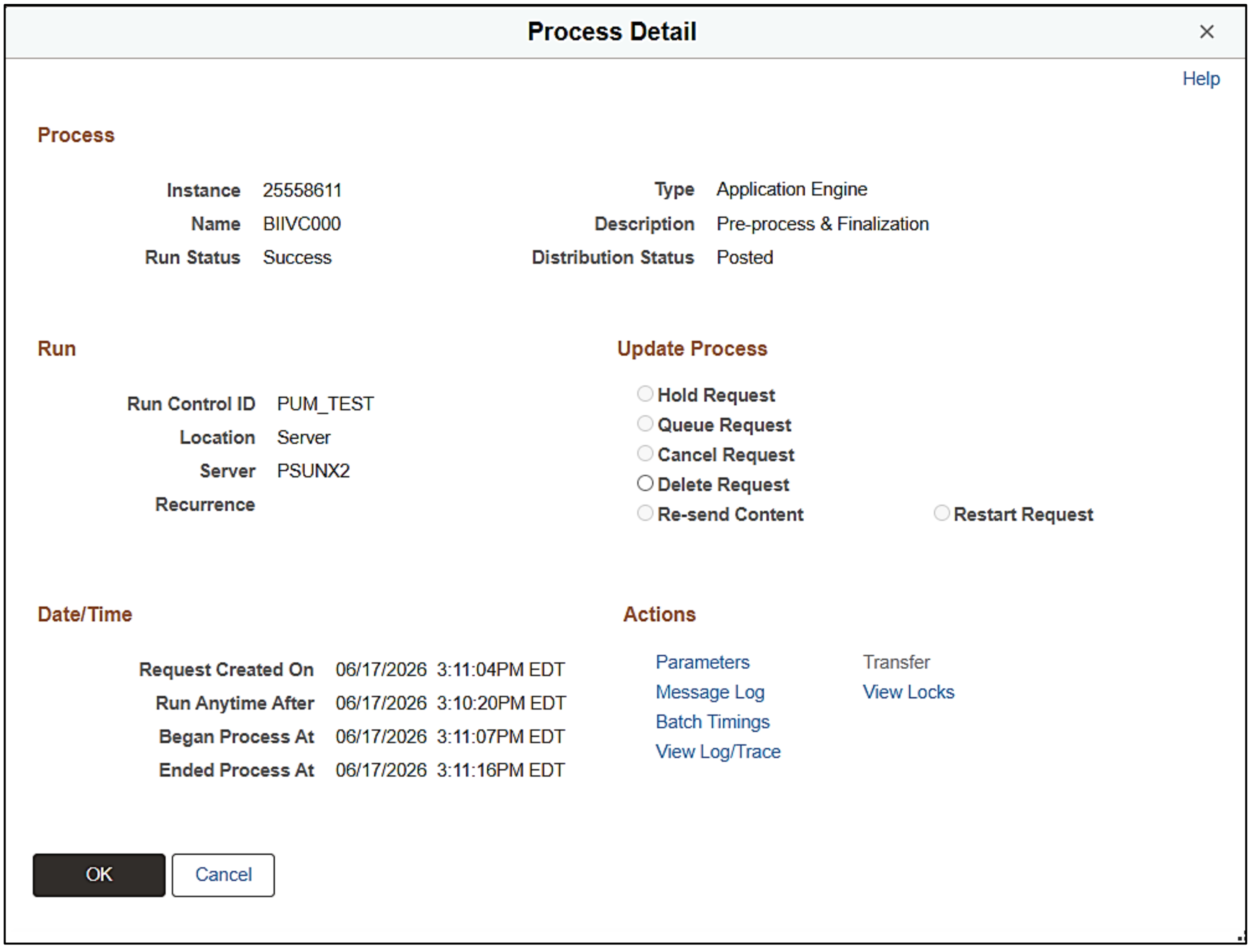
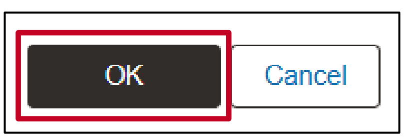


Step	Action
20.	Click the **Message Log** link.

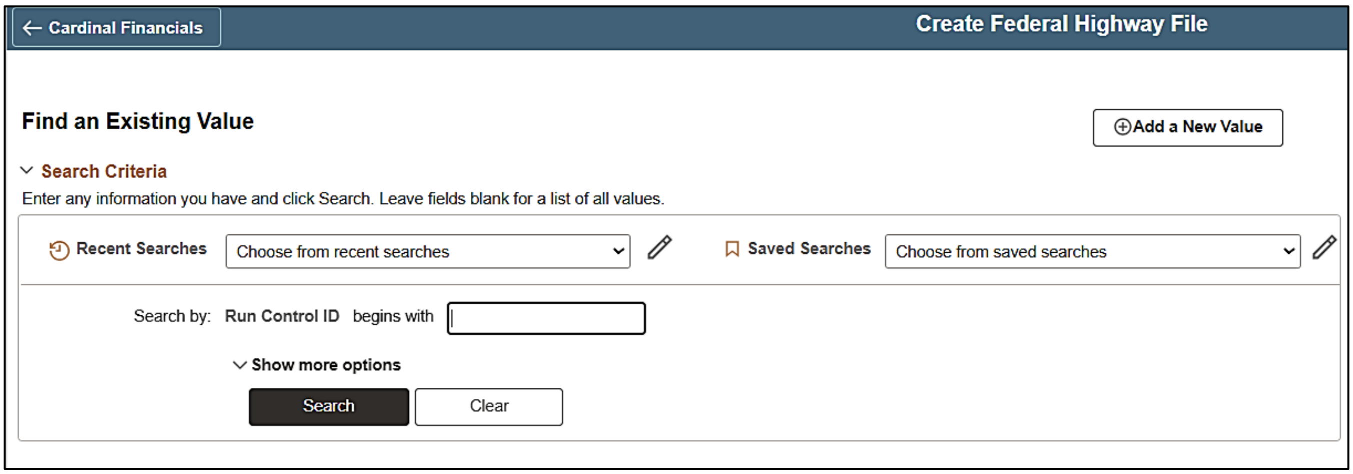
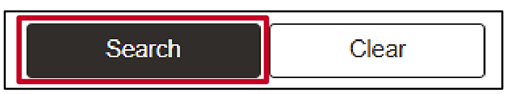
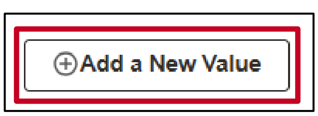


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Message Log page displays in a pop-up window.

</td></tr>
<tr><td>21.</td><td>Verify that the Bill was processed successfully and that the Total amount processed matches the Invoice total.

</td></tr>
<tr><td>22.</td><td>Click the Return button.

</td></tr>
</table>

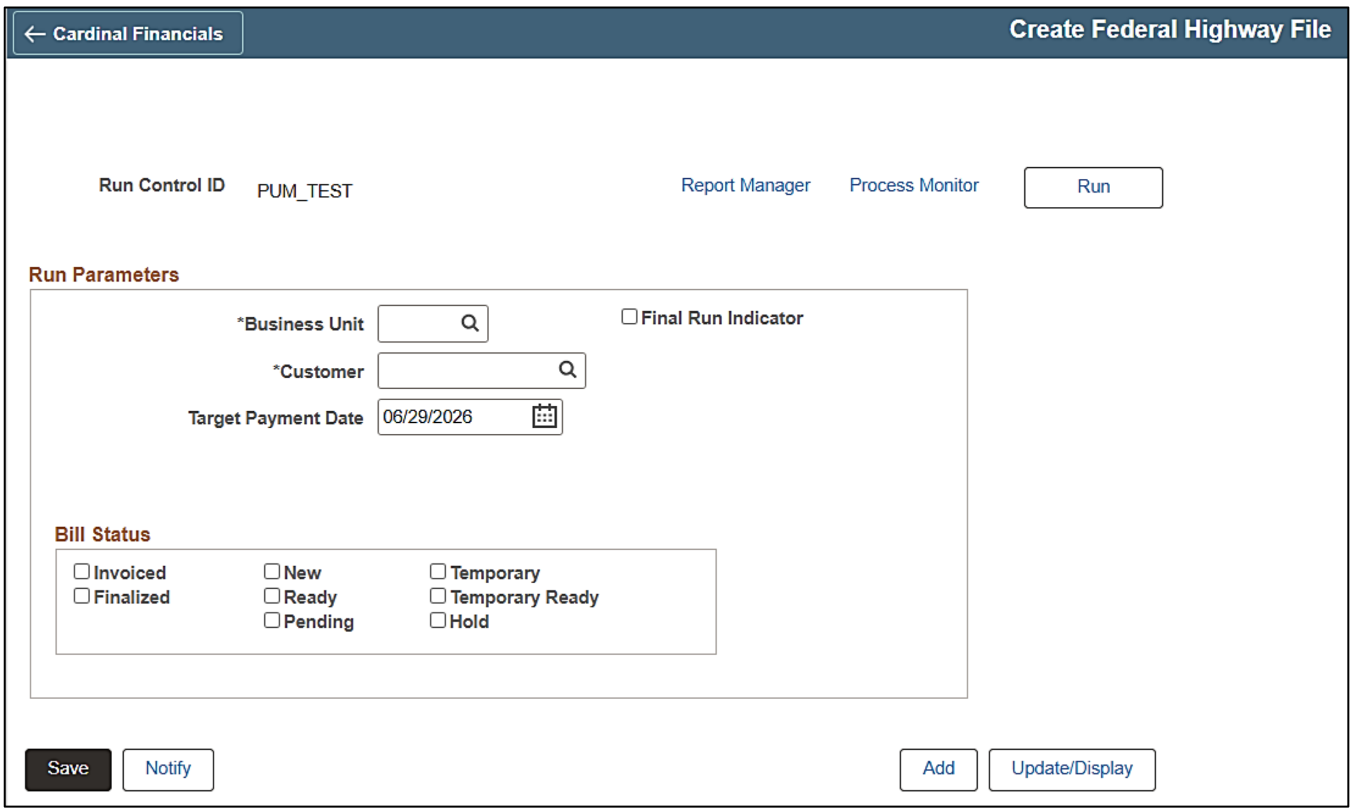
Step	Action
	The **Process Detail** page redisplays. 
23.	Click the **OK** button. 

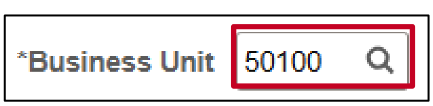
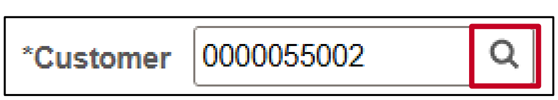
Creating the Federal Highway File

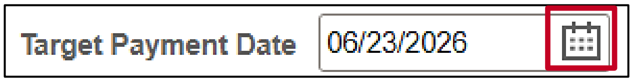
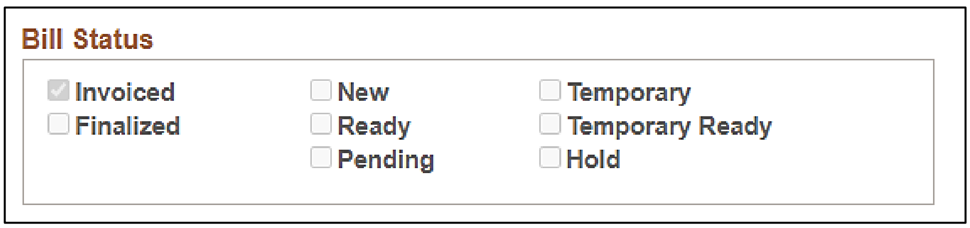
Step	Action
1.	Navigate to the **Create Federal Highway File** page using the following path: **NavBar > Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File**
The **Create Federal Highway File Find an Existing Value Search** page displays.  	
	For more 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. 

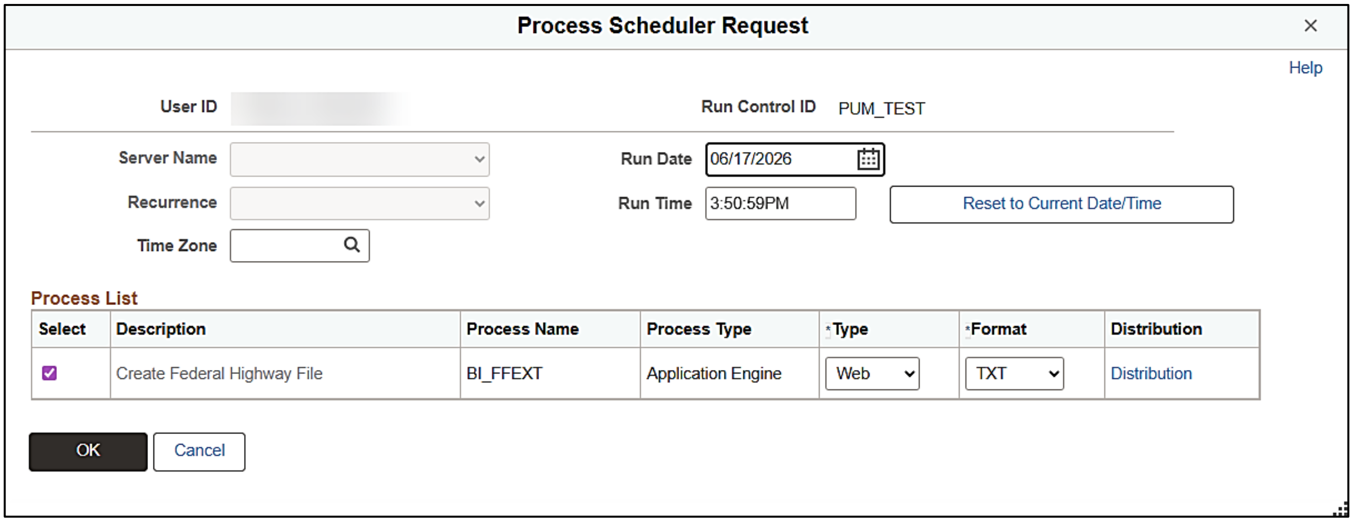
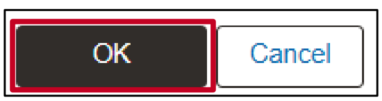
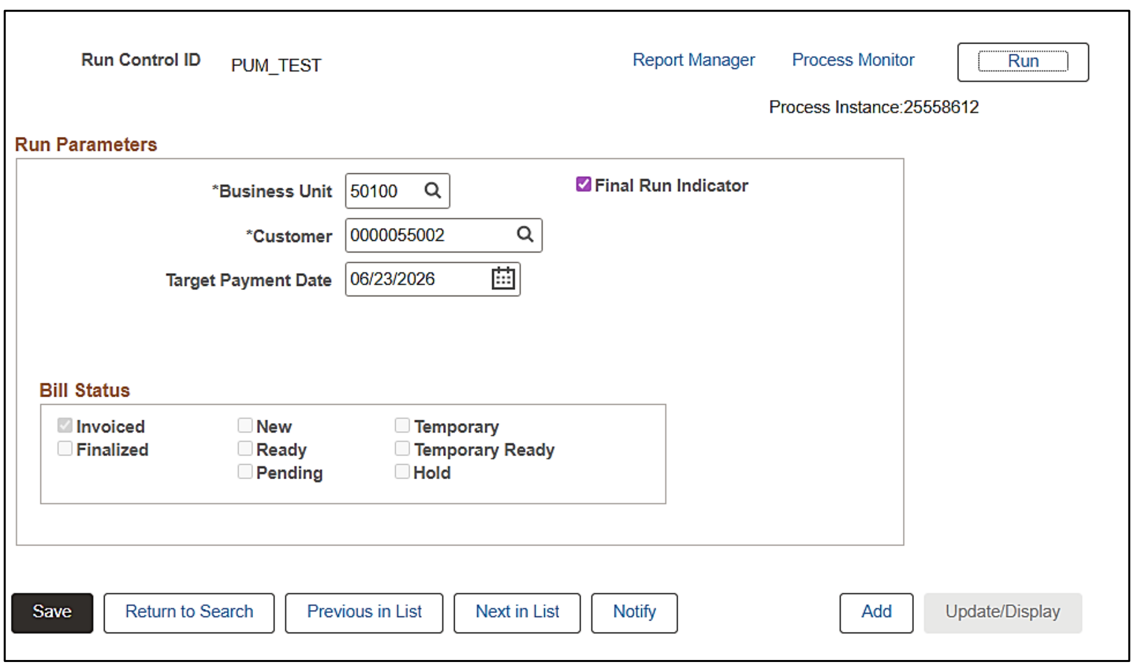
Step	Action
3.	Click the applicable **Run Control ID** link. 

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



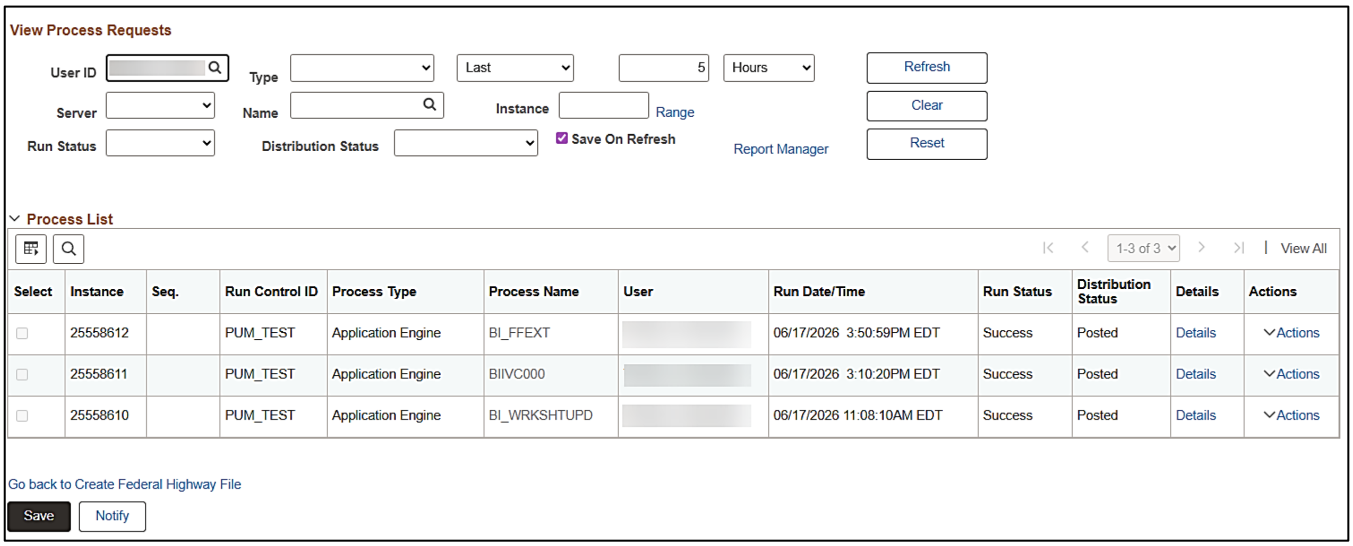
Step	Action
4.	Enter “50100” in the **Business Unit** field. 
5.	Click the **Customer Look up** icon and select the applicable customer (e.g., “0000055002”). 

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. 
7.	Select the **Final Run Indicator** checkbox option. 
	All fields in the **Bill Status** section are grayed out and the **Invoiced** checkbox option is selected by default. 
	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. 

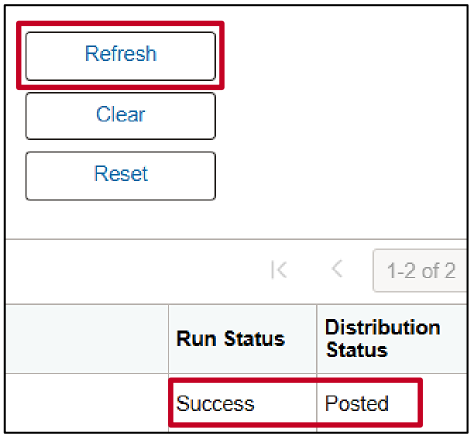
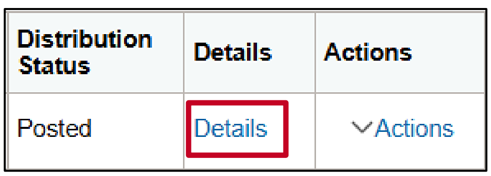
Step	Action
	The **Process Scheduler Request** page displays in a pop-up window. 
9.	Click the **OK** button. 
	The **Create Federal Highway File Run Control** page redisplays with the assigned Process Instance Number. 

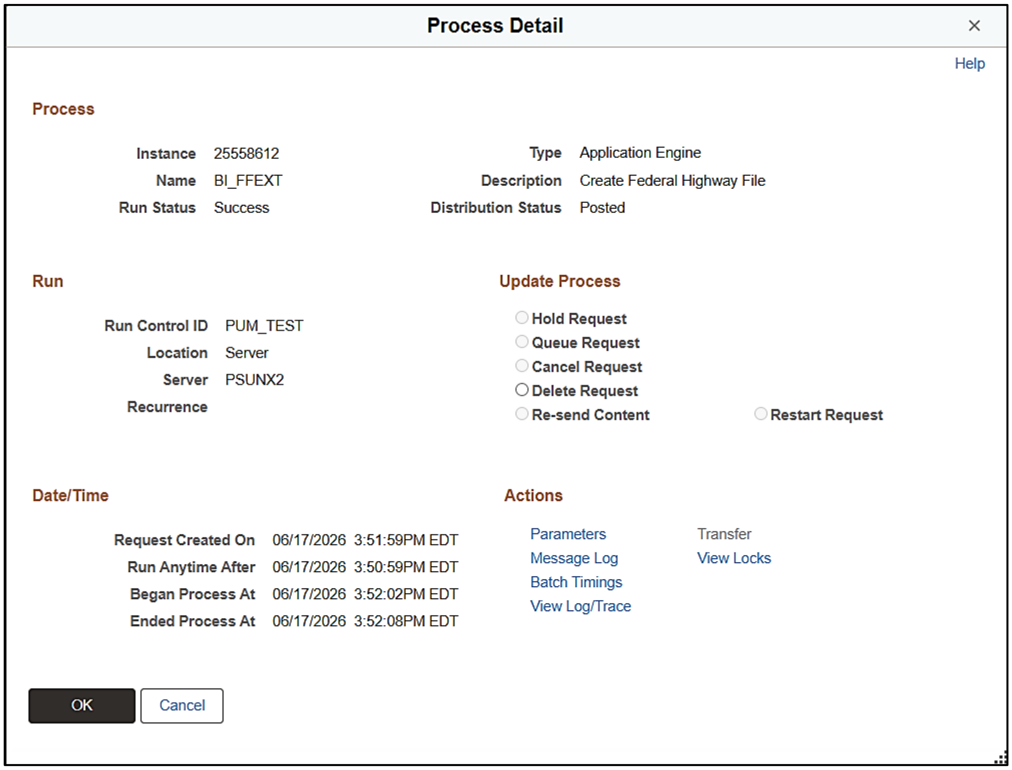
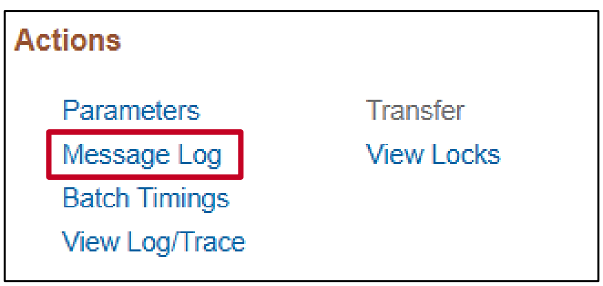
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Note the assigned Process Instance number.

</td></tr>
<tr><td>11.</td><td>Click the Process Monitor link.

</td></tr>
<tr><td colspan="2">The Process Monitor page displays.

</td></tr>
<tr><td>12.</td><td>Verify that the user’s Cardinal Login ID displays in the User ID field. If not displayed, enter the applicable Cardinal Login ID.

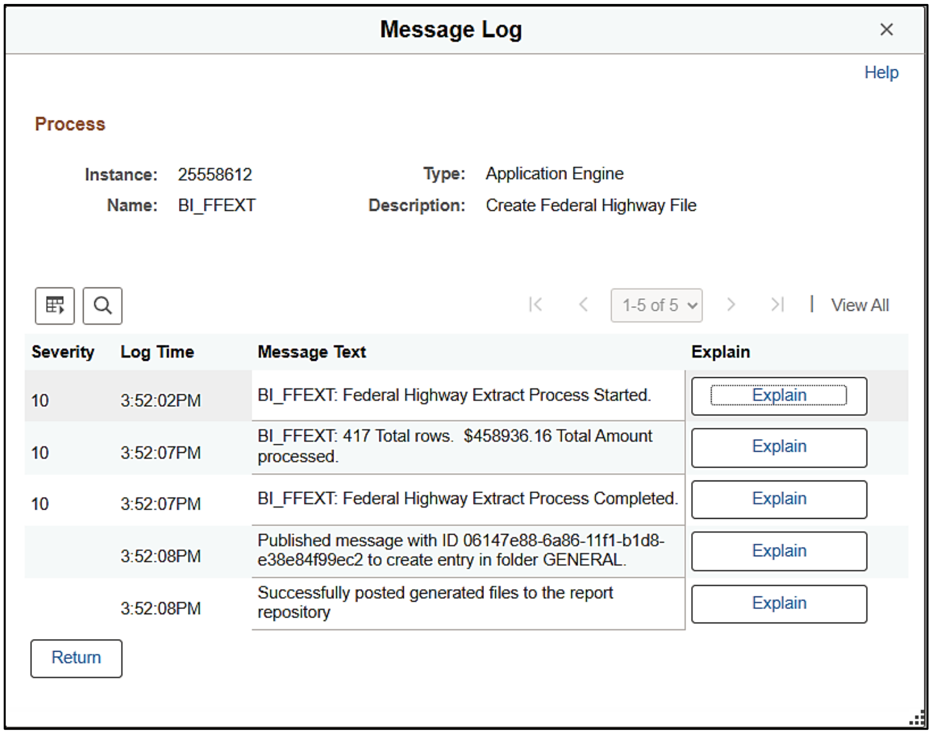
</td></tr>
</table>

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

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

Step	Action

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



Message Log

Help

Process

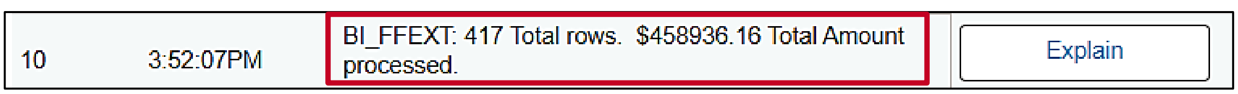
Instance: 25558612 Type: Application Engine
Name: BI_FFEXT Description: Create Federal Highway File

1-5 of 5 View All

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

Return

Step	Action
16.	Verify that the Total Amount processed matches the Invoice amount.

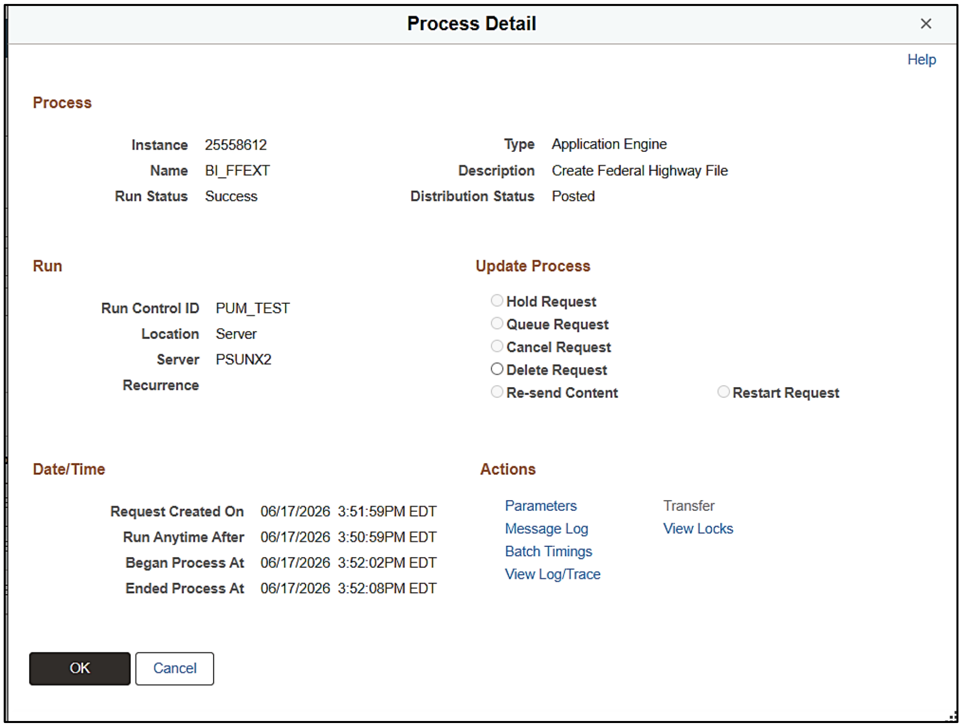


10	3:52:07PM	BI_FFEXT: 417 Total rows. $458936.16 Total Amount processed.	Explain

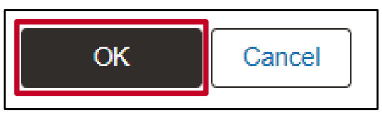
Step	Action
17.	Click the **Return** button.

Step	Action

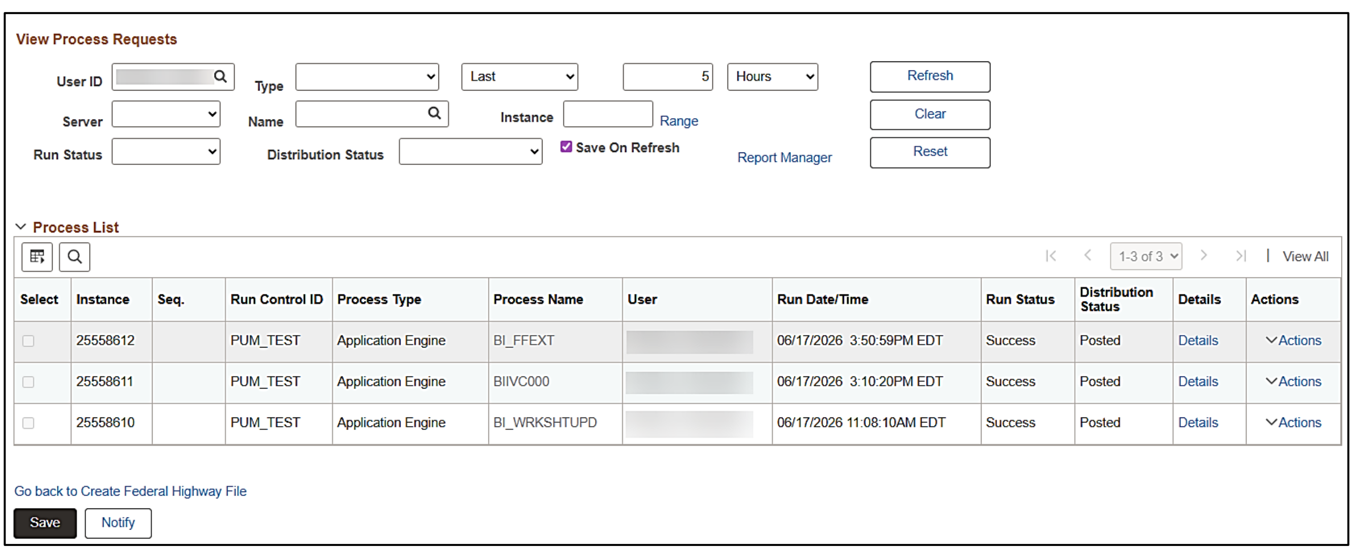
The **Process Detail** page redisplays.



Step	Action
18.	Click the **OK** button.



The **Process Monitor** page redisplays.

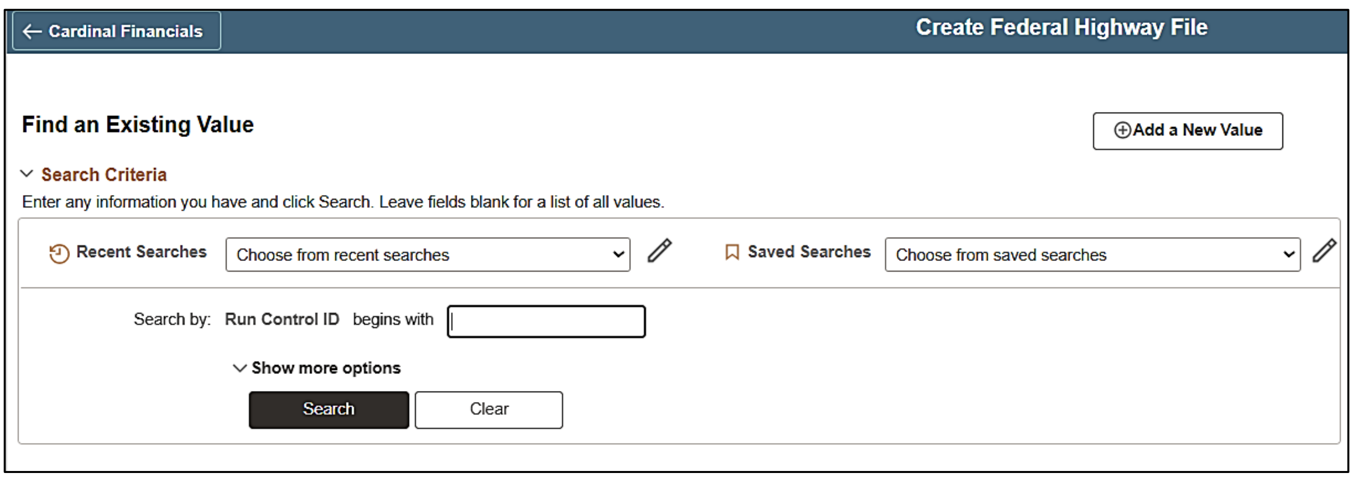
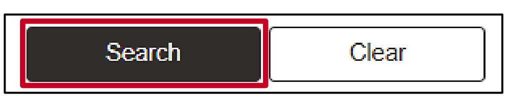


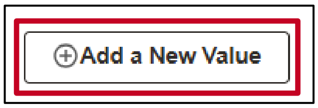
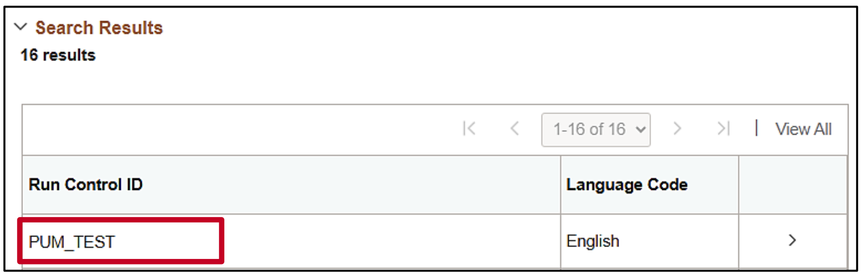
Creating a Federal Highway File – Test Run (Run Control Parameters)

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.

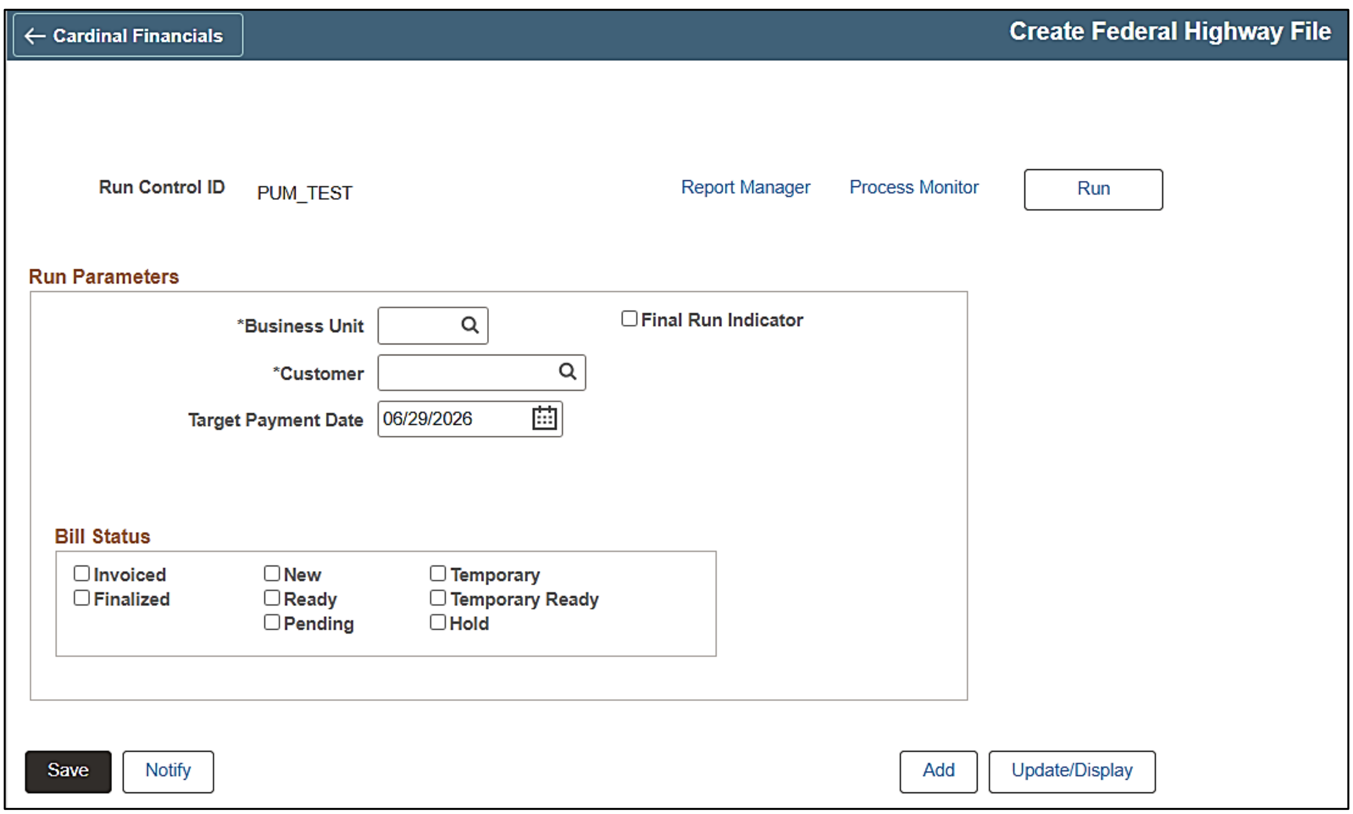
Test Run of a Temporary Bill (Unapproved Billing Worksheet) (Run Control Parameters)

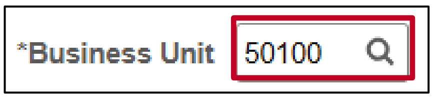
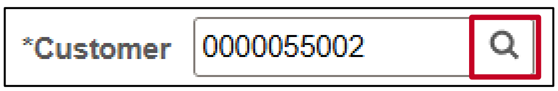
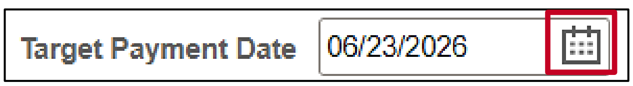
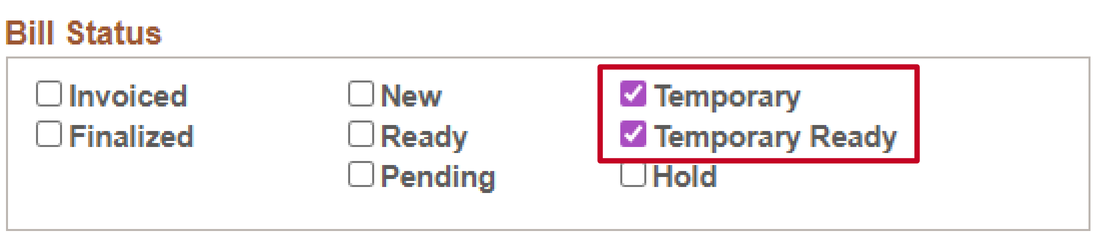
Use these parameters on the **Create Federal Highway File Run Control** page when doing a test run of a Temporary Bill.

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. 

Step	Action
i	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. 

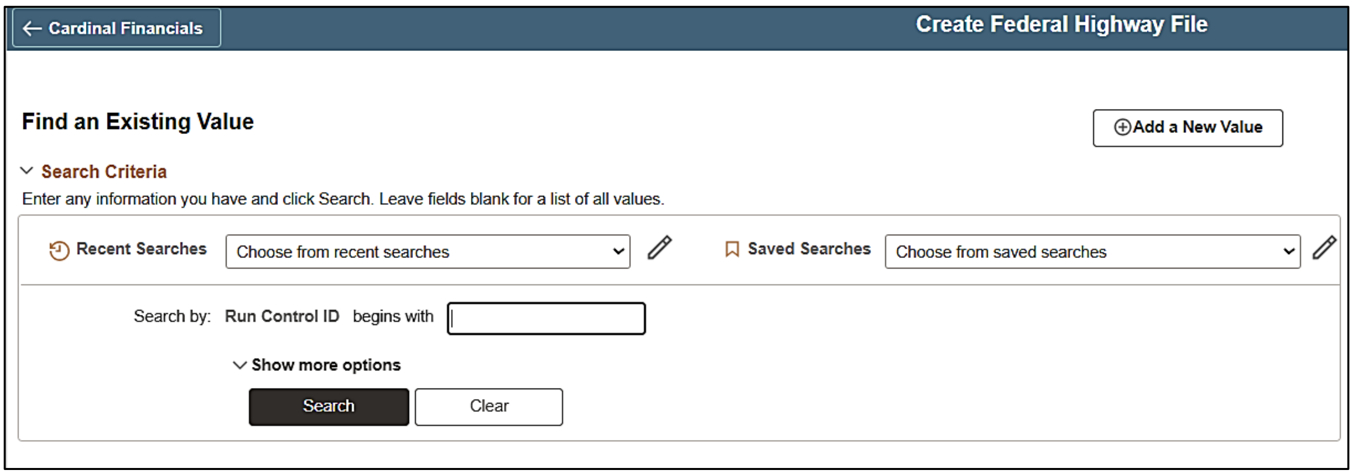
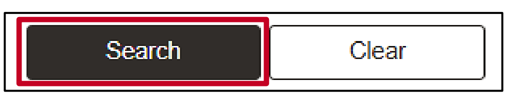
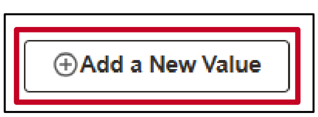
The **Create Federal Highway File** page displays.

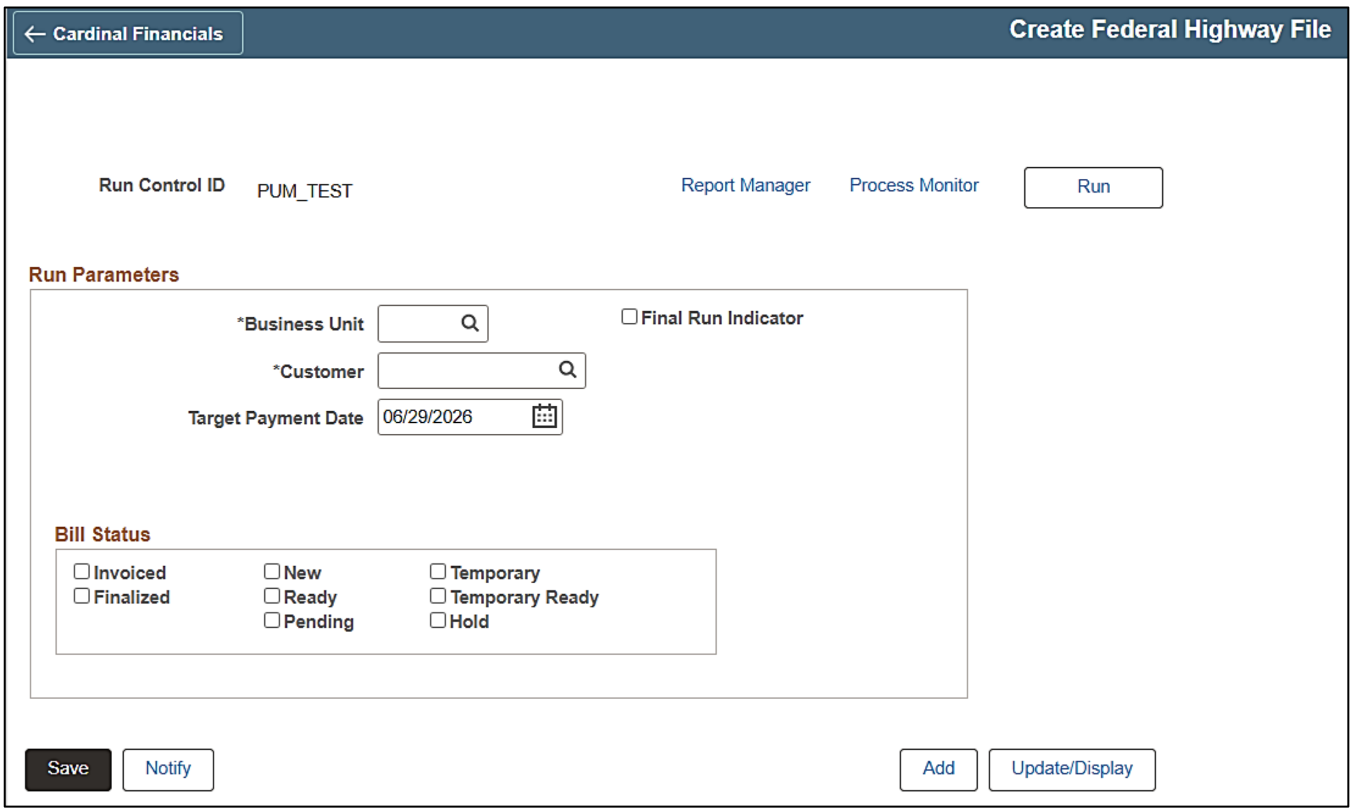


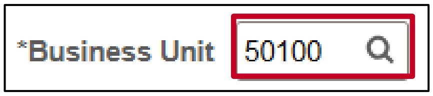
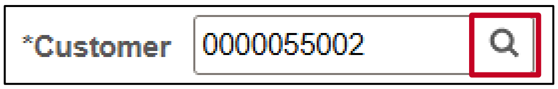
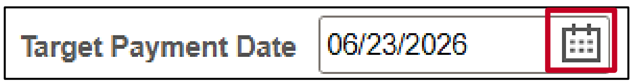
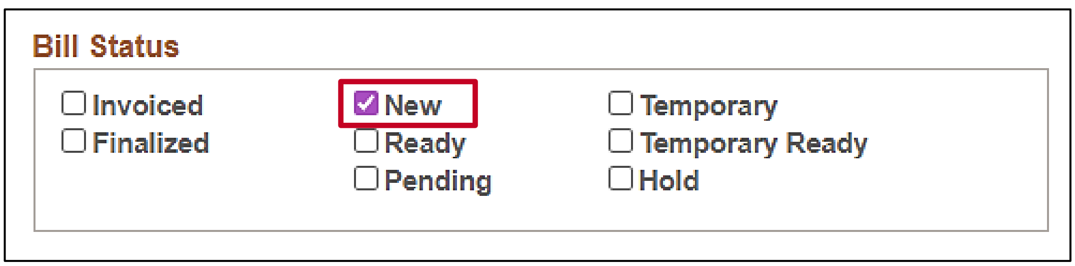
Step	Action
4.	For a test run, it is very important that the **Final Run Indicator** checkbox option is unchecked. 
5.	Enter “50100” in the **Business Unit** field. 
6.	Click the **Customer Look up** icon and select the applicable customer (e.g., “0000055002”). 
7.	Click the **Target Payment Date Calendar** icon and select the target payment date. The target payment date is typically three business days from the current date. 
8.	Select both the **Temporary** and **Temporary Ready** checkbox options 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.

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.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>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</td></tr>
<tr><td colspan="2">The Create Federal Highway File Find an Existing Value Search page displays.

</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>Click the Search button to display any existing Run Control IDs.

</td></tr>
<tr><td></td><td>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.

</td></tr>
</table>

Step	Action
3.	Click the applicable **Run Control ID** link. 
The **Create Federal Highway File** page displays. 	
4.	For a test run, it is very important that the **Final Run Indicator** checkbox option is unchecked. 

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.