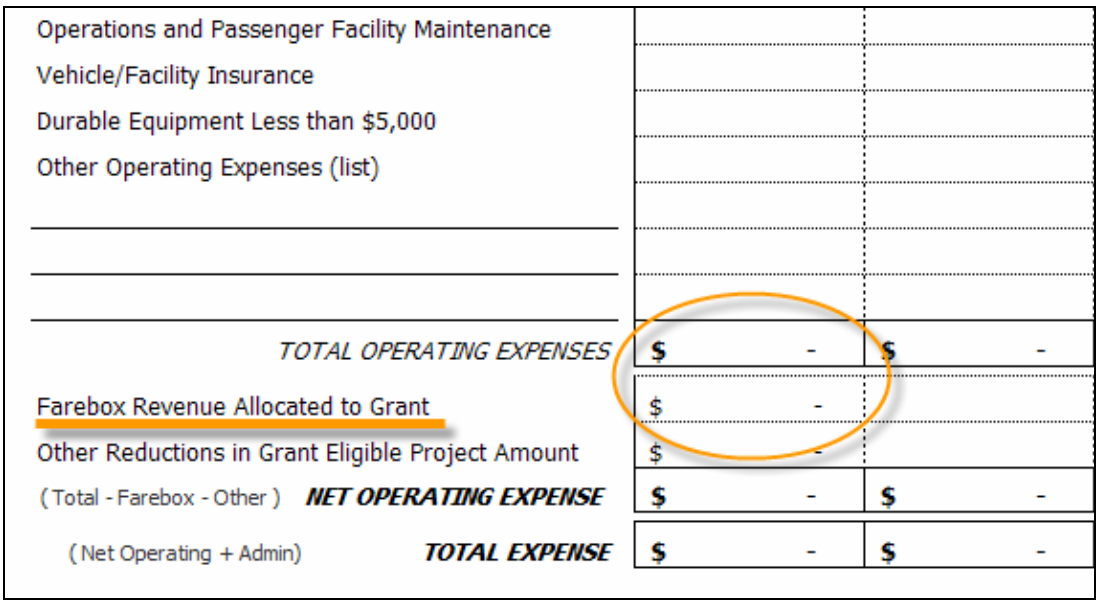
OPTIS Frequently Asked Questions

1. How do I account for farebox revenue on a Periodic Report in OPTIS?

Farebox is deducted from operating grants, including purchased service grants. Capital grants (such as preventive maintenance) do not generate farebox revenue.

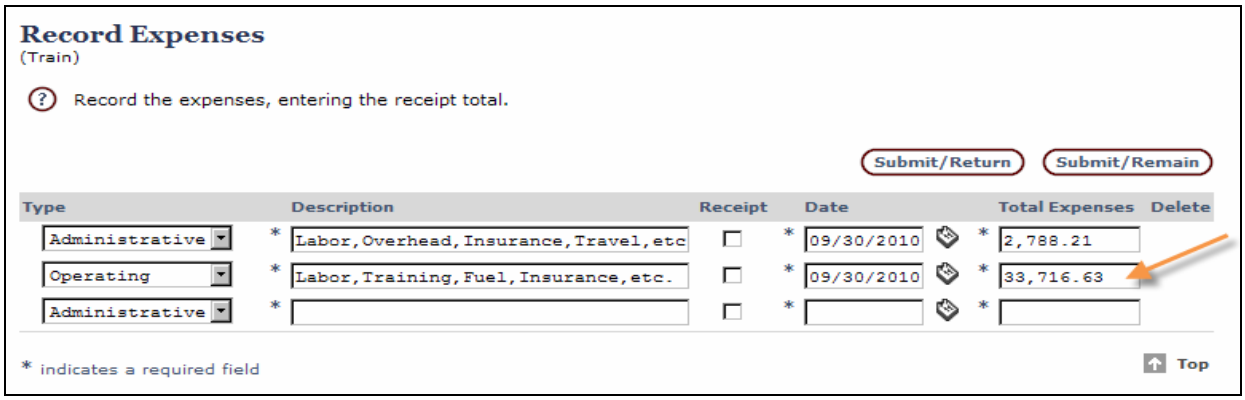
If a grant is service-specific and only one grant funds that service, the farebox associated with that service should be deducted from that grant. Example: if you have an intercity service that is funded by only one grant, all of the farebox revenue from that service should be deducted from the grant funding the intercity service. If you have multiple grants funding a service, the farebox revenue should be allocated in a reasonable way. Example: if you have two grants of equal amounts funding dial-a-ride service, you should allocate 50% of the farebox revenue to each of the grants funding the service.

- **Farebox is not tracked in OPTIS.**
  - **OLD FORM:**



Operations and Passenger Facility Maintenance		
Vehicle/Facility Insurance		
Durable Equipment Less than $5,000		
Other Operating Expenses (list)		
TOTAL OPERATING EXPENSES	$ -	$ -
Farebox Revenue Allocated to Grant	$ -	
Other Reductions in Grant Eligible Project Amount	$ -	
(Total - Farebox - Other) ***NET OPERATING EXPENSE***	$ -	$ -
(Net Operating + Admin) ***TOTAL EXPENSE***	$ -	$ -

  - "Old Way" - Total the operating revenues and deducted farebox revenue from the operating subtotal. When combined with the administrative total, this equals your net operating expense.
  - **NEW FORM:**



Record Expenses
(Train)

Record the expenses, entering the receipt total.

Submit/Return Submit/Remain

Type	Description	Receipt	Date	Total Expenses	Delete
Administrative	Labor,Overhead,Insurance,Travel,etc		09/30/2010	2,788.21	
Operating	Labor,Training,Fuel,Insurance,etc.		09/30/2010	33,716.63	
Administrative					

* indicates a required field Top

  - "New Way" - Farebox revenue is still deducted from operating expense. Enter one line for administrative expenses and one line for operating expenses. The operating

expenses line is the net of farebox. Any details (which are necessary for operating grant reimbursement) can be included in the Budget Detail Worksheet (BDW). The Net Total Expense on the BDW matches the Total Expense claimed in OPTIS.

2. How do I request a reimbursement missed on a previous request?

- **When you have a situation like this:**

Expense Date	Pmt Period	Project Item Description	Match Percent	Total Project Budget	Expense Total	Match Amount	Payment Amount	Match Variance
12/31/2009	FY10-Q2	30.TO.02-Demand Management	89.73%	$ 45,000	$ 15,729	$ 1,615	$ 14,114	
09/30/2009	FY10-Q1	Underbilling From Q1			$ 1,255		$ 1,126	
			Total	$ 45,000	$ 16,984	$ 1,615	$ 15,240	$ -

Match Source:	Local	State	Federal	In-Kind	Other	Match Met
Match Distribution:	$ 1,615					$ -

In OPTIS, record the expenses like this (keeping all dates in the most recent biennium, and indicating the quarter in the description.)

Record Expenses
(Prod)

Record the expenses, entering the receipt total.

Type	Description	Receipt	Date	Total Expenses	Delete
Operating	Q1 TDM - Amt not billed previously	☐	12/31/2009	1,255.00	☐
Operating	Q2 TDM	☐	12/31/2009	15,729.00	☐
Administrative		☐			
Administrative		☐			
Administrative		☐			

* indicates a required field

Top

This creates a reimbursement request like this:

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
[redacted]

Document No.: [redacted]
Process Date: 02/18/2010
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN:
TEAMS Id: [redacted]
ODOT Agreement:

Contact: [redacted]
Phone:
Fax:
Email:

Comments:
Reimbursement reflects Q1 amount not previously billed. -MJB

Fiscal Period: 2009 - 2011 Biennium Quarter 2: October 1 to December 31

Item: 30.TO.02 - Demand Management (89.73%)

Activity Budget:	$45,000.00
Subgrant Contribution:	$40,379.00
Grantee Match:	$4,621.00

Expense Type	Description	Receipt	Expense Amount
• Operating	Q1	N	$1,255.00
• Operating	Q2	N	$15,729.00
		Total:	$16,984.00

Match Source	Match Amount
Local	$1,744.00
State Funds	$0.00
Other	$0.00
Total:	$1,744.00

Reimbursement Requested: $15,240.00

Total Reimbursement Requested: $15,240.00

3. How do I create a reimbursement request to account for a previous overpayment?

- Begin the reimbursement request like you normally would up to step 2. "Information" and *choose the quarter for the current request* (even though the overpayment was in a previous FY/Q.)

2. Information
(Prod)

Number: 09112348 **Control #:** 9964943

Steps
1. Number
2. **Information**
3. Comments
4. Select Activity
5. Attachments

Skip | Back | Save | Next | Finish

Information

Document Date * 03/09/2010

Title * Hood River County Transportation District 24411 Facility

Reimbursement Period *

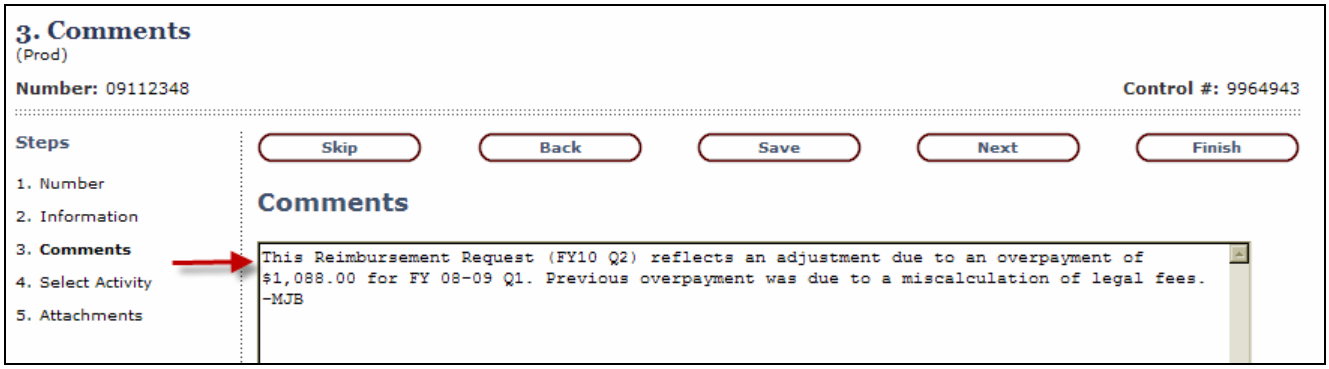
Is this the last request for this sub-grant agreement?

Quarter 1: July 1 to September 30
Quarter 2: October 1 to December 31
Quarter 3: January 1 to March 31
Quarter 4: April 1 to June 30
Quarter 5: July 1 to September 30
Quarter 6: October 1 to December 31
Quarter 7: January 1 to March 31
Quarter 8: April 1 to June 30

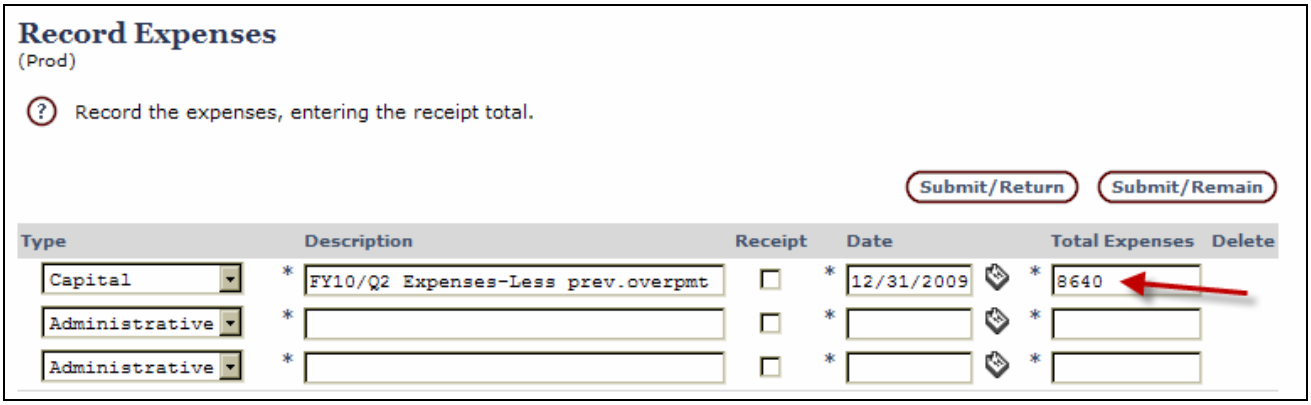
* indicates a required field

Top

- In 3. "Comments", enter an explanation of the issue regarding the previous overpayment.



- When you enter information in "Record Expense," reduce the total expenses by the previous overpayment total expenses.
  - Example: this quarter you have $10,000 in expenses and would normally be seeking $8,000, but the previous overpayment was $1,088:
  - Calculate the total expense for the overpayment of $1,088 1,088/.80=1,360
  - Subtract the total expense of the overpayment from this quarter's total expense 10,000-1,360=8,640
  - Enter this $8,640 in the total expense field of the reimbursement request at "Record Expense."



  - Your payment, after match is deducted, will be $6,912.00, instead of $8,000.00, which is $1,088 less than your expenses this month would indicate due to the previous overpayment. See next page.

View PDF
Refresh
Help

Complete Step
(Issue)

Maintain
Actions
View Data

Recipient
Hood River County Transportation District
PO Box 1147
Hood River, OR 97031

Contact: Deanna Bisbee
Phone: 1 (541) 386-4202
Fax: 1 (541) 386-1228
Email: bus@gorge.net

Document No.: 09112348
Process Date:
Effective Date: 07/01/2007
Execution Date: 07/01/2009
FEIN: 931112033
TEAMS Id: CV20009876-00
ODOT Agreement: 24411
Version: 4

Comments:

This Reimbursement Request (FY10 Q2) reflects an adjustment due to an overpayment of $1,088.00 for FY 08-09 Q1. Previous overpayment was due to a miscalculation of legal fees. -MJB

Fiscal Period: 2009 - 2011 Biennium Quarter 2: October 1 to December 31

Item: 11.43.03 - Admin / Maint Facility

Activity Budget:	$913,234.00
Subgrant Contribution:	$730,587.00
Grantee Match:	$182,647.00

Expense Type	Description	Receipt	Expense Amount
• Capital	FY10/Q2 Expenses-Less prev.overpmt	N	$8,640.00
		Total:	$8,640.00

Match Source	Match Amount
Local	$0.00
State Funds	$0.00
Other	$1,728.00
Total:	$1,728.00

Reimbursement Requested: $6,912.00

Record Expense | Match Expense | Add Assets

Total Reimbursement Requested: $6,912.00

This isn't perfect, but it is the best way in OPTIS to make the correction for the overpayment and create a record (in the comments field) of what happened. We also keep documentation in the file for all agreements.

4. How do I know which Activity line to choose when creating a reimbursement request?

- When creating a reimbursement request, the "Select Activity" screen shows the three ALIs available for payment, but unfortunately it doesn't show the balance in each category.

3. Select Activity
(Prod)

Number: 09112347 **Control #:** 9964942

Steps
1. Information
2. Comments
3. **Select Activity**
4. Attachments

Skip | Back | Save | Next | Finish

Select Activity

Select the activity for which you are seeking reimbursement.

- Hood River County Transportation District 24411 Facility
  - Hood Rvr-24411-Intercity Facility
    - Hood Rvr-24411-Intercity Facility
      - ☐ 11.41.03 Admin / Maint Facility : $66,859.00
      - ☐ 11.42.03 Admin / Maint Facility : $168,844.00
      - ☐ 11.43.03 Admin / Maint Facility : $730,587.00

* indicates a required field

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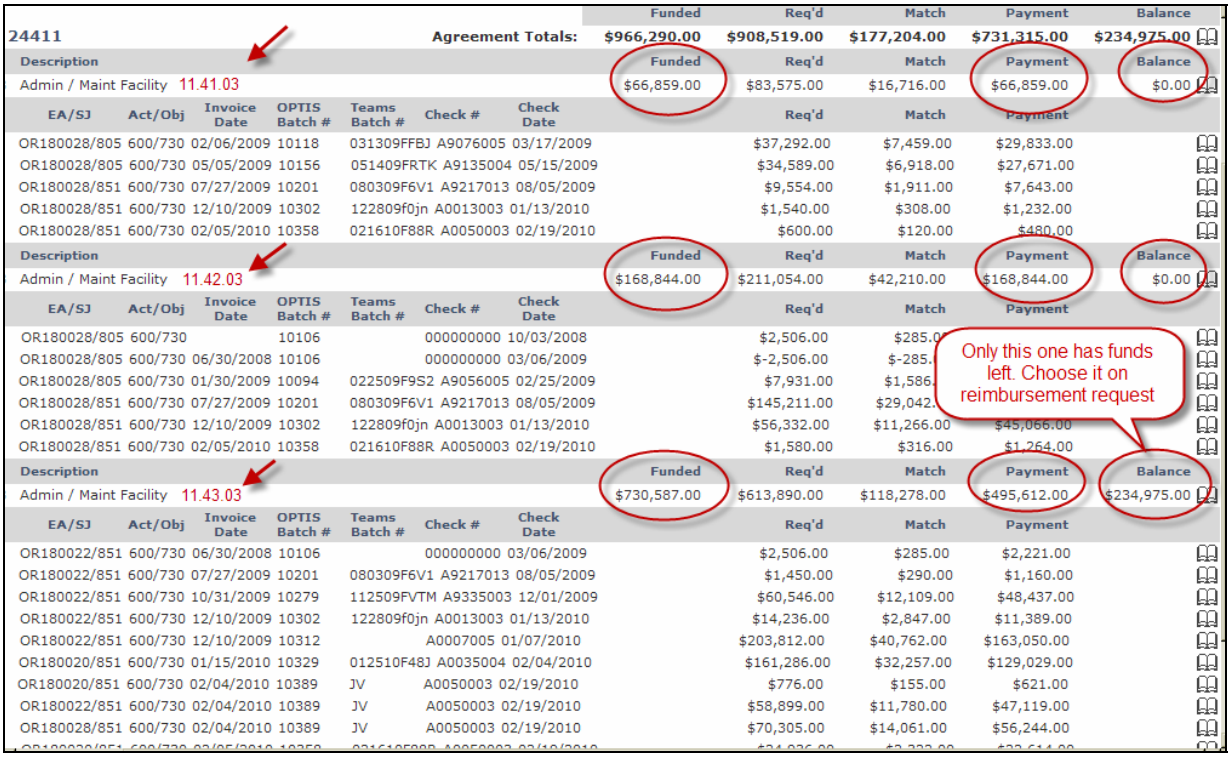
- Access the subgrant screen (search "Documents For My Organization, Document Type – Sub-Grant Agreement, All, and then select 24411) and select payment history:

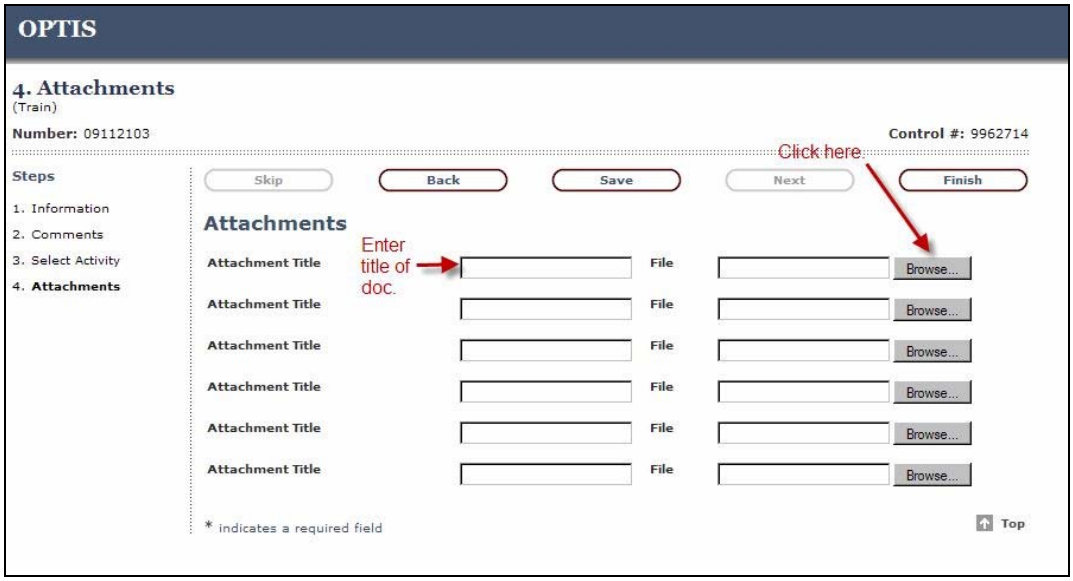
- Then, expand each row to see the detail:



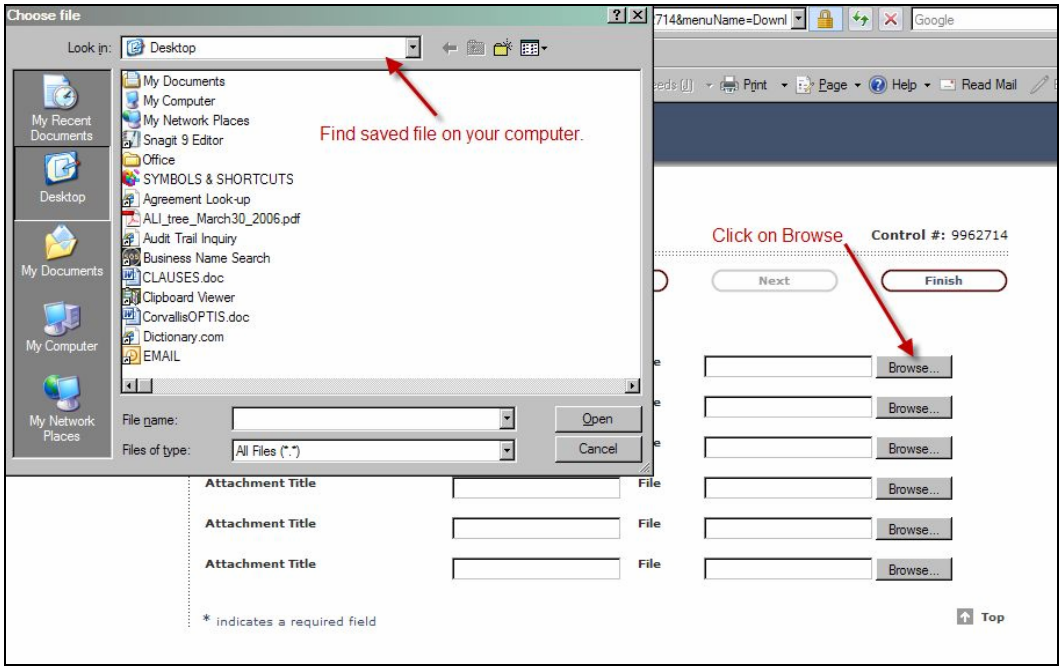
- Write down what you've learned from this screen about which ALI(s) you will be using. If there is funding left in more than one, and you need to use them for one payment, select both of them at the Select Activity screen of the reimbursement request.

5. How do I attach a back-up document to an OPTIS reimbursement request?

- It is best if you have a scanner or pdf converter to convert invoices, receipts, etc. to an electronic format. Other formats such as Word or Excel are also acceptable.
- Save documents to your computer, if not already done. It is helpful to give the documents an easily remembered, descriptive title.
- When you reach the fourth step of the reimbursement request process, "Attachments", in the text box next to “Attachment Title,” type in the title of the document you are attaching (e.g., *Vehicle Purchase Receipt* or *Quarterly Report.*)
- Click on the Browse button.



- Locate the saved file.



- Depending on your system, either double-click on the document or click “Open,” to attach it to the reimbursement request. For multiple documents, repeat this process, using a new box and name for each. If you have more than six documents to attach, after you enter the sixth one, OPTIS will create a second page with six more fields.

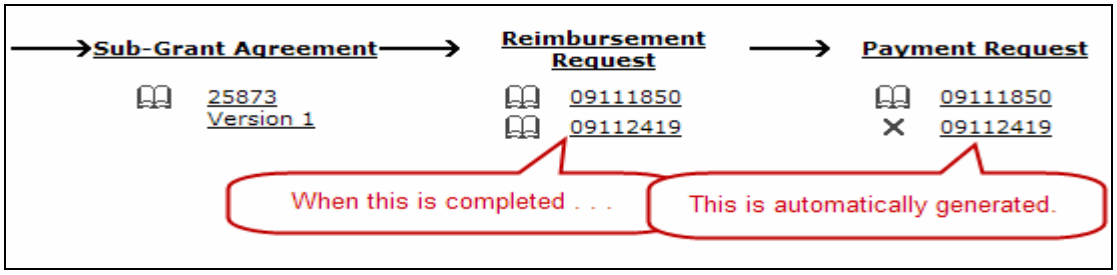
6. What do I do if I've made a mistake on an OPTIS APR & already submitted it?

Call or email Francine or email the Reporting Inbox and ask us to reopen it & forward it back to you in OPTIS. This should be done as soon as possible after submitting since program managers approve payments based on the details in your report. If a mistake is discovered months after the fact, contact the program manager to discuss.

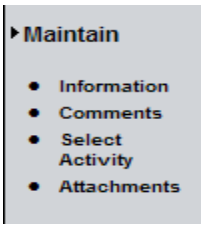
Important - if we revert a report back to you and you correct it and then re-submit, be sure to change the document date to the new date of submittal.

7. How do I change / delete a reimbursement request after I have submitted it?

When you create and submit an OPTIS reimbursement request, the corresponding payment request is auto-generated by the system. Since the two documents are a “pair,” and the payment request is further along in the progression of documents (indicated by the arrows on the overview screen,) the reimbursement request cannot be modified or deleted unless the payment request is first deleted.

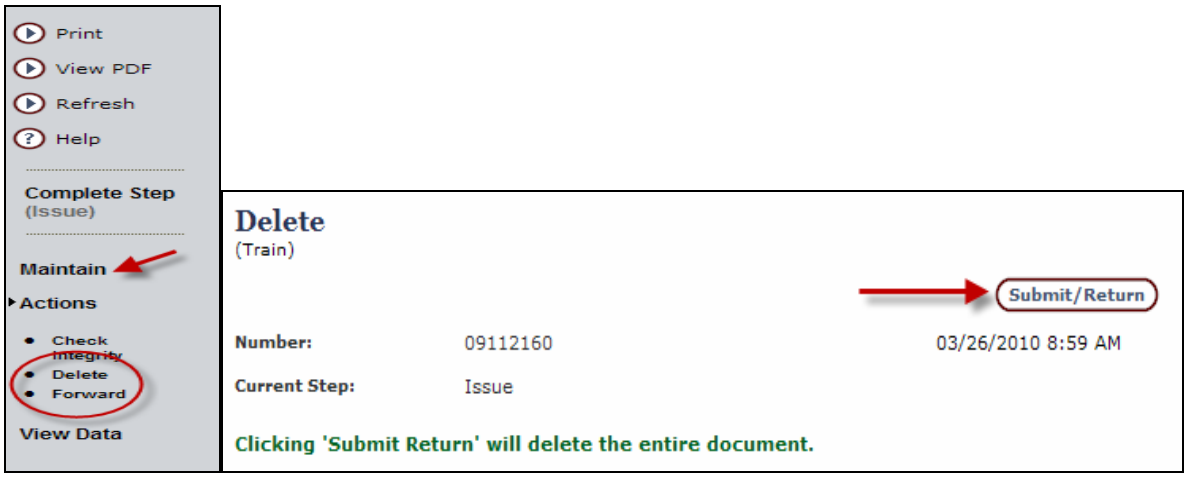


- When you discover an error or need to delete a reimbursement request:
  - First, contact PTD (Maile, Francine, or Jenny) and ask that the payment request be deleted. (The sooner you notify us the better, since we try to enter the payment request into ODOT's financial system within three days of receiving it.) PTD will reopen the request and forward it back to you (within the system.)
  - Locate and open the request. The words “Complete Step” should be black, not gray, indicating the document is in your control.
  - To modify the request: select “Maintain,” and then select the area where the change is needed.



  - Make the necessary change(s) and then complete the request as usual. Note: Be sure to click “Next” or “Save” to save your changes.

- To delete the request completely: select “Maintain” from the Navigation Menu, select “Delete” and then click “Submit/Return.” Refreshing the screen will show that the document no longer exists. PTD can also delete the reimbursement request for you if you desire.



Note: If you have *not* completed the document, you can select “Actions” / “Delete” at any time to delete a reimbursement request.

8. What happens if I inadvertently include ineligible expenses on a Reimbursement Request in OPTIS?

Your Program Manager will contact you and we will revert the reimbursement request back to you so you can remove the ineligible expenses.

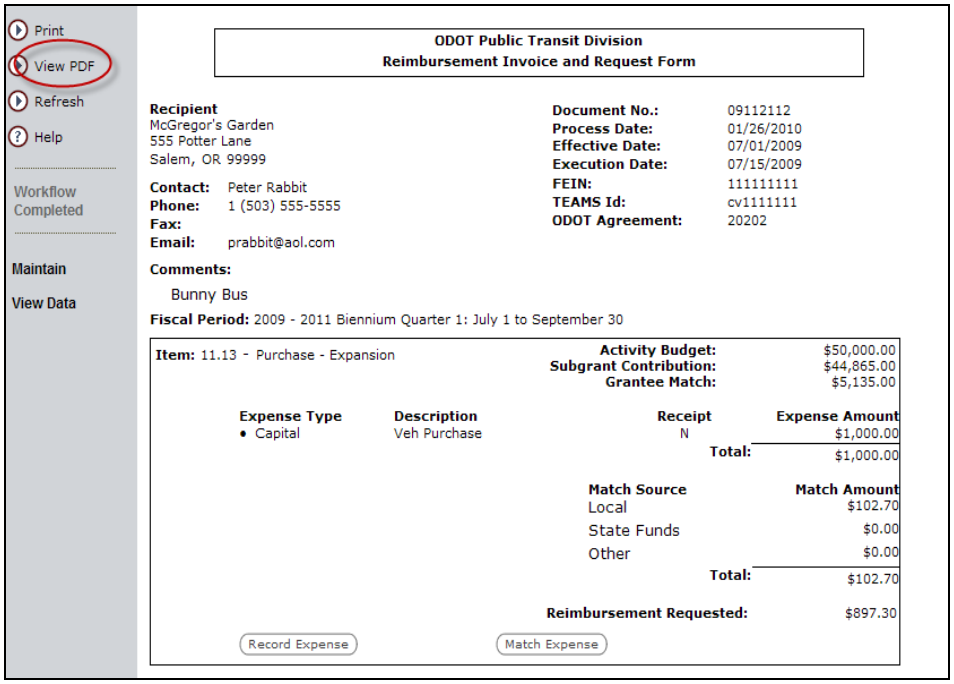
We have to do this to avoid the following situation:

> An agreement is funded for $1,000, no match. You complete a reimbursement request for $500. The program manager reviews the payment request and determines that $100 is not eligible for reimbursement. The correction is made on the payment request only and is processed for $400. You subsequently (next quarter) request reimbursement for the remaining $600, but since OPTIS validates using the reimbursement request, it maintains that you have already recorded $500 in expenses and only have $500 left, even though the agreement balance is indeed $600.

9. How do I print an OPTIS reimbursement request or periodic report for my records?

- While in the request, (aka “Reimbursement Invoice and Request Form”), Select “View PDF.”

See next page →



Print
View PDF
Refresh
Help

Workflow Completed

Maintain

View Data

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
McGregor's Garden
555 Potter Lane
Salem, OR 99999

Contact: Peter Rabbit
Phone: 1 (503) 555-5555
Fax:
Email: prabbit@aol.com

Document No.: 09112112
Process Date: 01/26/2010
Effective Date: 07/01/2009
Execution Date: 07/15/2009
FEIN: 111111111
TEAMS Id: cv1111111
ODOT Agreement: 20202

Comments:
Bunny Bus

Fiscal Period: 2009 - 2011 Biennium Quarter 1: July 1 to September 30

Item: 11.13 - Purchase - Expansion

Activity Budget:	$50,000.00
Subgrant Contribution:	$44,865.00
Grantee Match:	$5,135.00

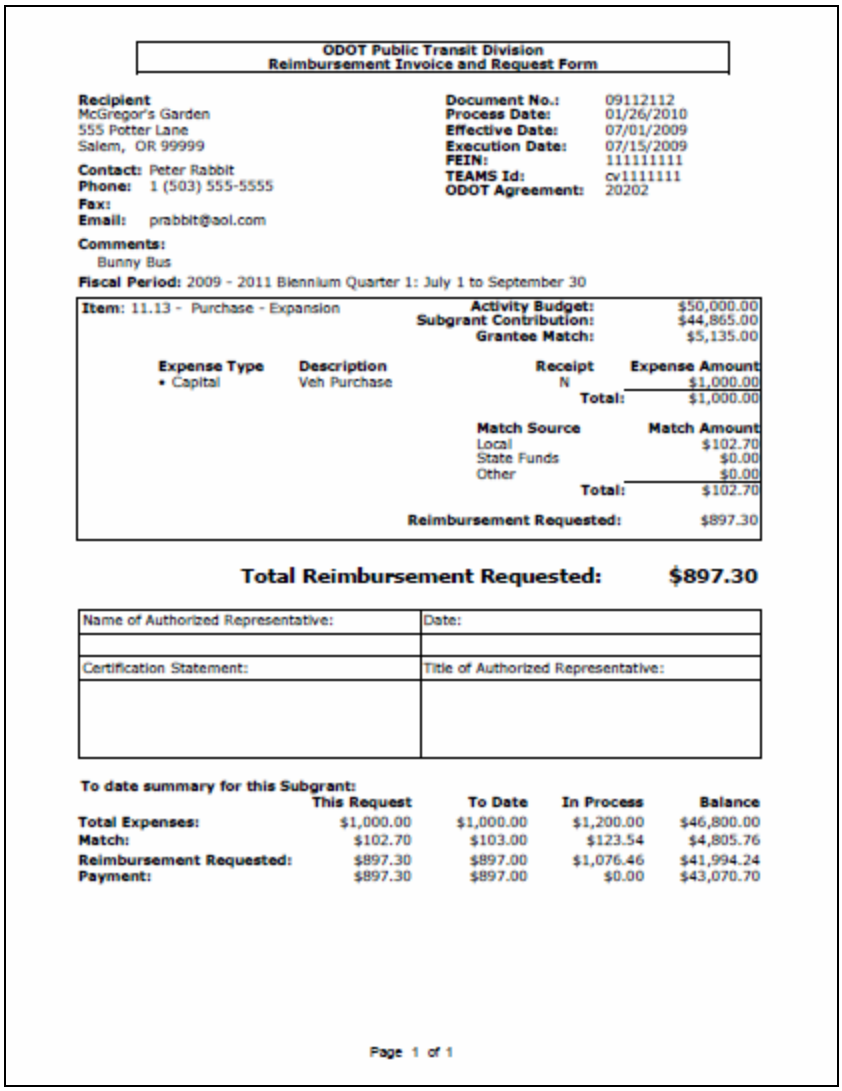
Expense Type	Description	Receipt	Expense Amount
• Capital	Veh Purchase	N	$1,000.00
		Total:	$1,000.00

Match Source	Match Amount
Local	$102.70
State Funds	$0.00
Other	$0.00
Total:	$102.70

Reimbursement Requested: $897.30

Record Expense Match Expense

After the pdf loads . . .



ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
McGregor's Garden
555 Potter Lane
Salem, OR 99999

Contact: Peter Rabbit
Phone: 1 (503) 555-5555
Fax:
Email: prabbit@aol.com

Document No.: 09112112
Process Date: 01/26/2010
Effective Date: 07/01/2009
Execution Date: 07/15/2009
FEIN: 111111111
TEAMS Id: cv1111111
ODOT Agreement: 20202

Comments:
Bunny Bus

Fiscal Period: 2009 - 2011 Biennium Quarter 1: July 1 to September 30

Item: 11.13 - Purchase - Expansion

Activity Budget:	$50,000.00
Subgrant Contribution:	$44,865.00
Grantee Match:	$5,135.00

Expense Type	Description	Receipt	Expense Amount
• Capital	Veh Purchase	N	$1,000.00
		Total:	$1,000.00

Match Source	Match Amount
Local	$102.70
State Funds	$0.00
Other	$0.00
Total:	$102.70

Reimbursement Requested: $897.30

Total Reimbursement Requested: $897.30

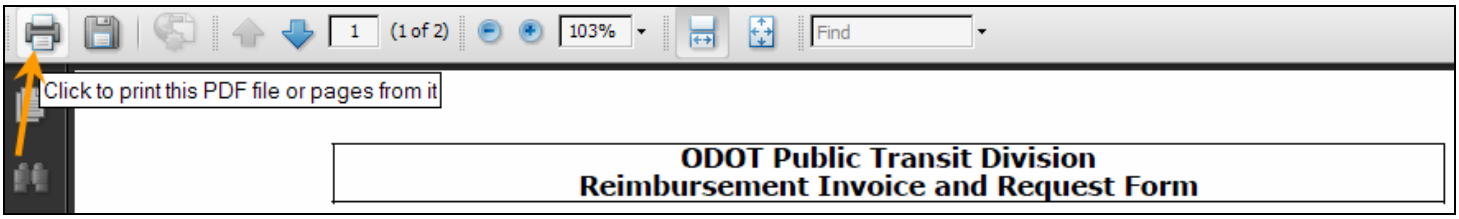
Name of Authorized Representative:	Date:
Certification Statement:	Title of Authorized Representative:

To date summary for this Subgrant:

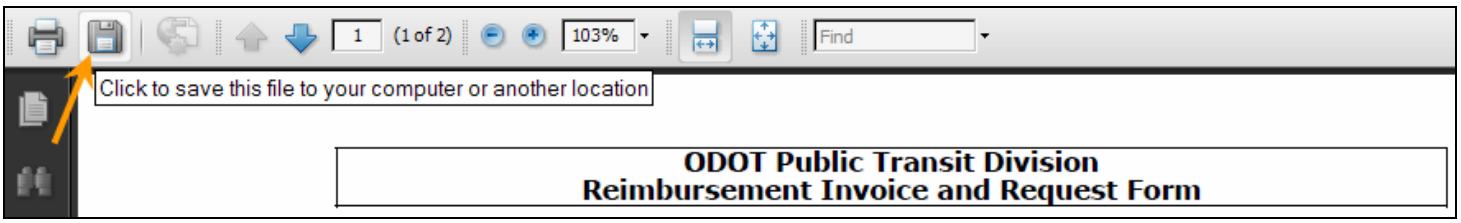
	This Request	To Date	In Process	Balance
Total Expenses:	$1,000.00	$1,000.00	$1,200.00	$46,800.00
Match:	$102.70	$103.00	$123.54	$4,805.76
Reimbursement Requested:	$897.30	$897.00	$1,076.46	$41,994.24
Payment:	$897.30	$897.00	$0.00	$43,070.70

Page 1 of 1

Click the print button to print the document. Or. . .



Click the save button to save the document to your computer.

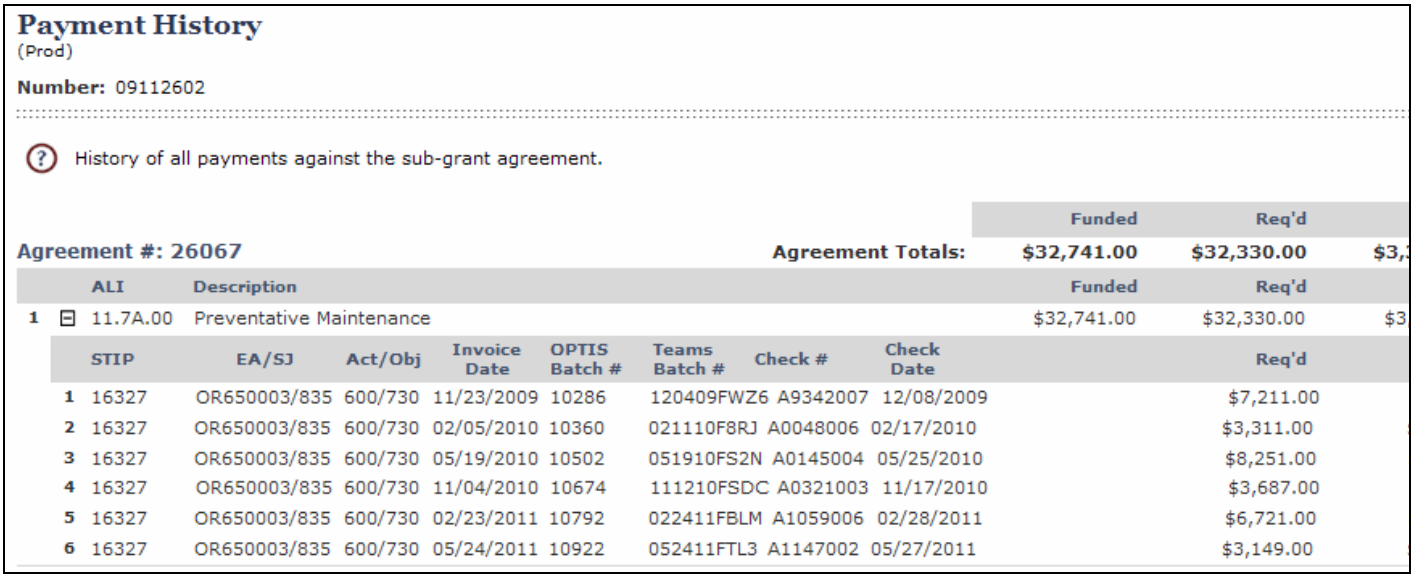


10. How do I print something that does not have the "View PDF" option?

A lot depends on what operating system and programs you have. Here are some options:

- Do a "Print Screen" from your keyboard.
  - While in the document or at the screen you want to print, hold down the Alt key and press the PrtScr/SysRq key.

  - Open a blank Word document.
  - Right click with your mouse and select Paste. (Or click Ctrl = V)
- Manipulate the screen view and your printer settings to get a good image.
  - Let's say you want to print a payment history but you can't see it all:



Payment History
(Prod)

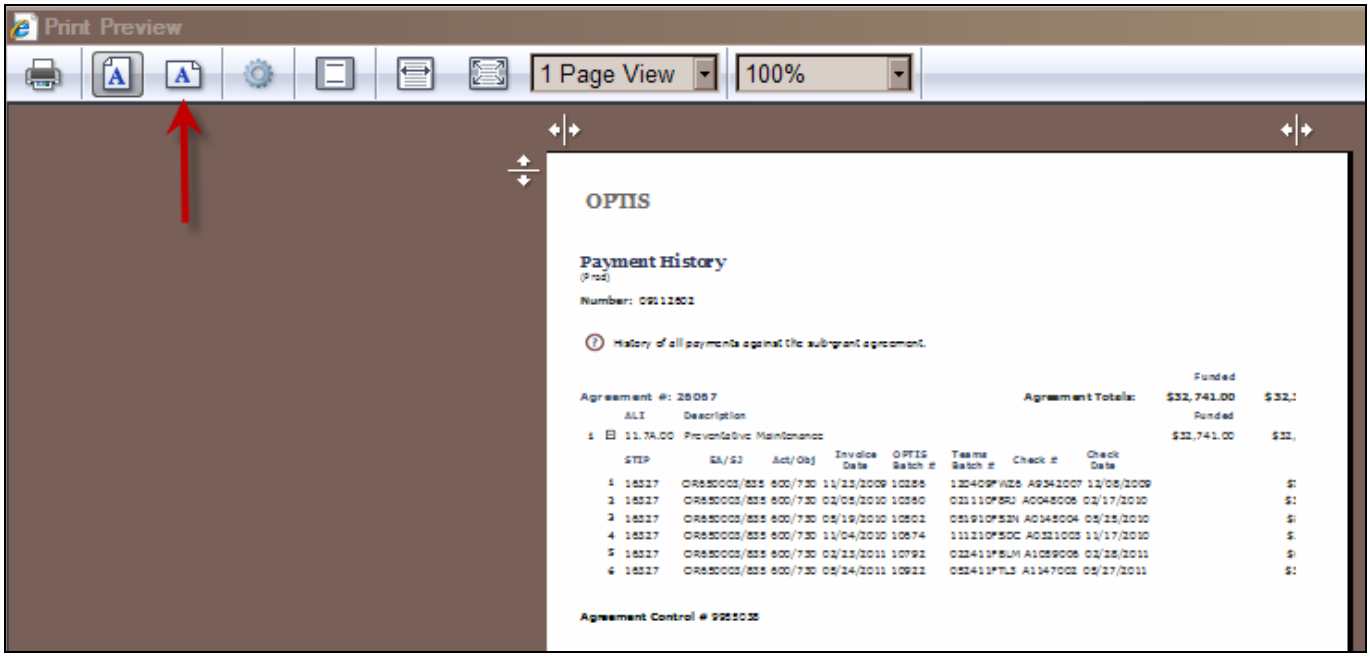
Number: 09112602

History of all payments against the sub-grant agreement.

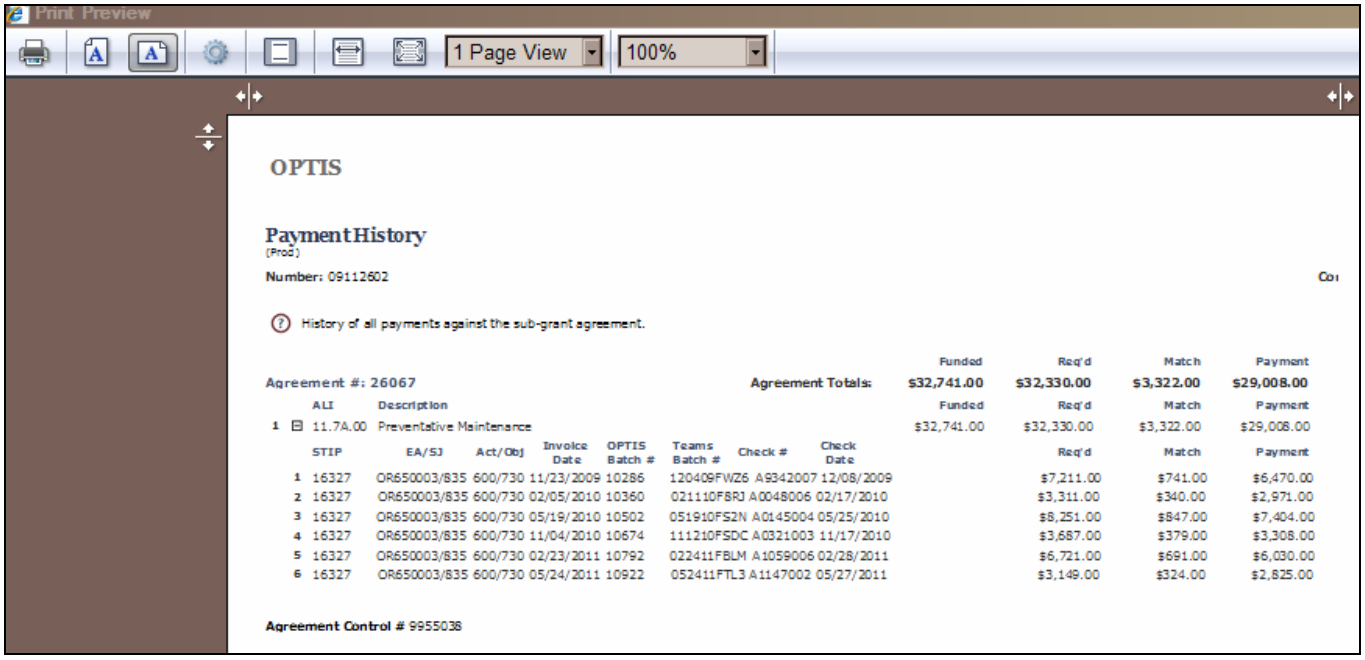
			Funded	Req'd	
Agreement #: 26067		**Agreement Totals:**	**$32,741.00**	**$32,330.00**	**$3,**
	ALI	**Description**	**Funded**	**Req'd**	
1	11.7A.00	Preventative Maintenance	$32,741.00	$32,330.00	$3

	STIP	EA/SJ	Act/Obj	Invoice Date	OPTIS Batch #	Teams Batch #	Check #	Check Date	Req'd
1	16327	OR650003/835	600/730	11/23/2009	10286	120409FWZ6	A9342007	12/08/2009	$7,211.00
2	16327	OR650003/835	600/730	02/05/2010	10360	021110F8RJ	A0048006	02/17/2010	$3,311.00
3	16327	OR650003/835	600/730	05/19/2010	10502	051910FS2N	A0145004	05/25/2010	$8,251.00
4	16327	OR650003/835	600/730	11/04/2010	10674	111210FSDC	A0321003	11/17/2010	$3,687.00
5	16327	OR650003/835	600/730	02/23/2011	10792	022411FBLM	A1059006	02/28/2011	$6,721.00
6	16327	OR650003/835	600/730	05/24/2011	10922	052411FTL3	A1147002	05/27/2011	$3,149.00

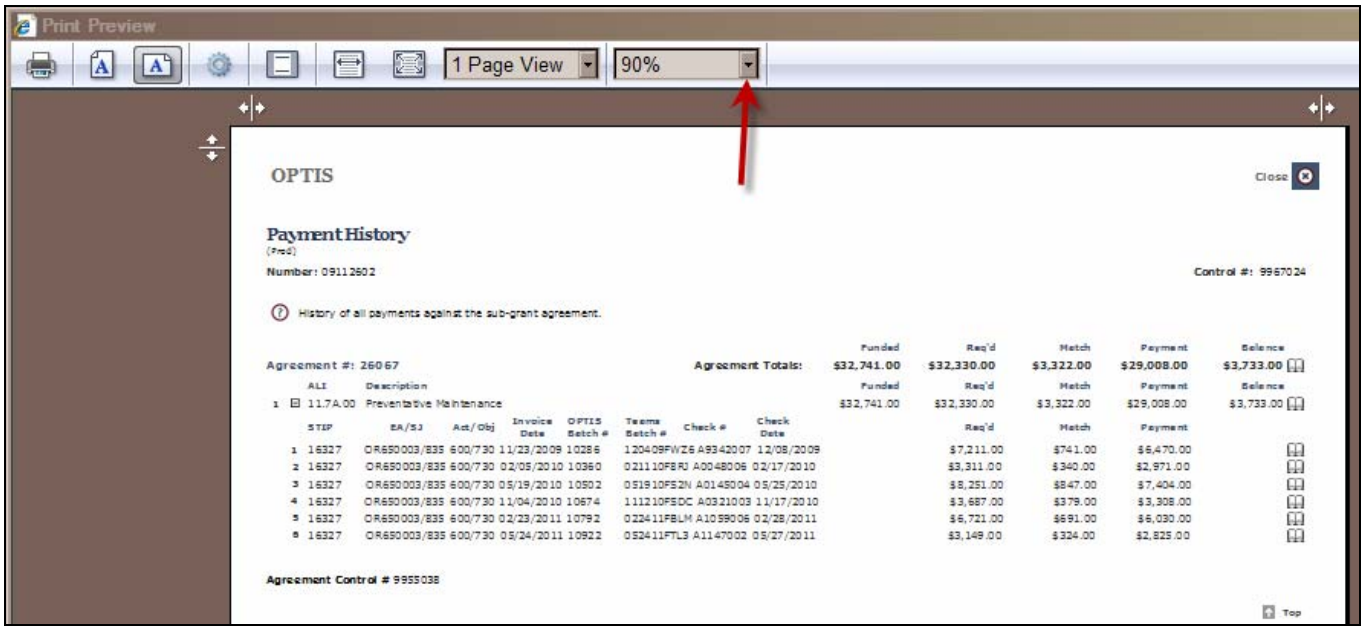
- Right click on the screen and select "Print Preview" to see something like this:



- Click on the "Landscape" icon to change the orientation of the page so it looks more like this (you can see more columns):



- Reduce the zoom percentage until you can see the entire screen:



- "Grab" a picture of the screen using capture software such as "Snag-It" or "FullShot"

11. At the Grant Information screen in an APR, why do closed grants still appear? The more agreements you have, the more cumbersome this is.

All agreements for a given period are listed for record-keeping purposes. This information is linked to other necessary fields in OPTIS and so cannot be deleted or hidden here.

12. Can external users save their log on screen to make it easier to access OPTIS each time?

This cannot be remedied since OPTIS requires a new login “session id” each time the system is accessed. This has been established to ensure the security of information stored in OPTIS.

13. Since the Budget Detail Worksheet is considered to be part of the QR, will it be in OPTIS eventually? A good place for it would be at 8. Grant Information Screen.

PTD is aware that having them combined in OPTIS would be a good thing. The issue has been logged as a feature request for the future. Until then, attach the Budget Detail Worksheet at the last step of APR creation – *Attachments.*

14. Why am I getting a "Bad Referrer" message?

This error is related to system “cookies.” In a secure system, “cookies” are what keep the application in communication with the secure server. The “Bad Referrer” error occurs when this “connection” is lost. This can occur if:

- You are using the “Forward or Back” buttons on your browser instead of the OPTIS program’s own buttons. Resolution: Exit OPTIS and close your web browser program. Open your web browser again, and log back in to OPTIS. You should be able to

complete the task you were working on when you encountered the original problem. In the future, use only the buttons on the OPTIS pages instead of the internet buttons to move around in the system. OR

- You are trying to open a new window. This happens when you are submitting documents or accessing attachments. Resolution: In this situation, it can be your cookie (security) settings or a popup blocker on your computer. You can try to resolve it by adding OPTIS as a "Trusted Site" in Internet Explorer. Directions are on page 107 of the User Guide.

If you are still having difficulties, contact your internet service provider, or call Ivan Presnyy at (503) 986-4004

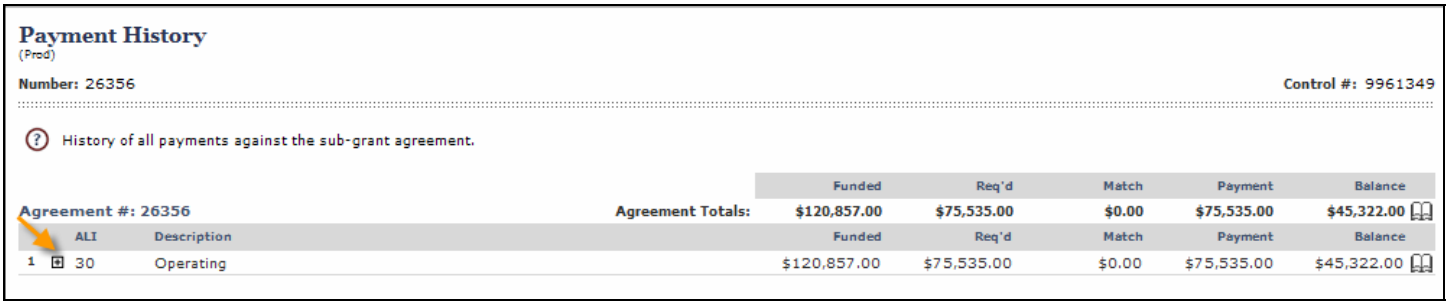
15. How do I research my payments in progress?

From the Welcome Screen Select *My Documents / Document Search*.

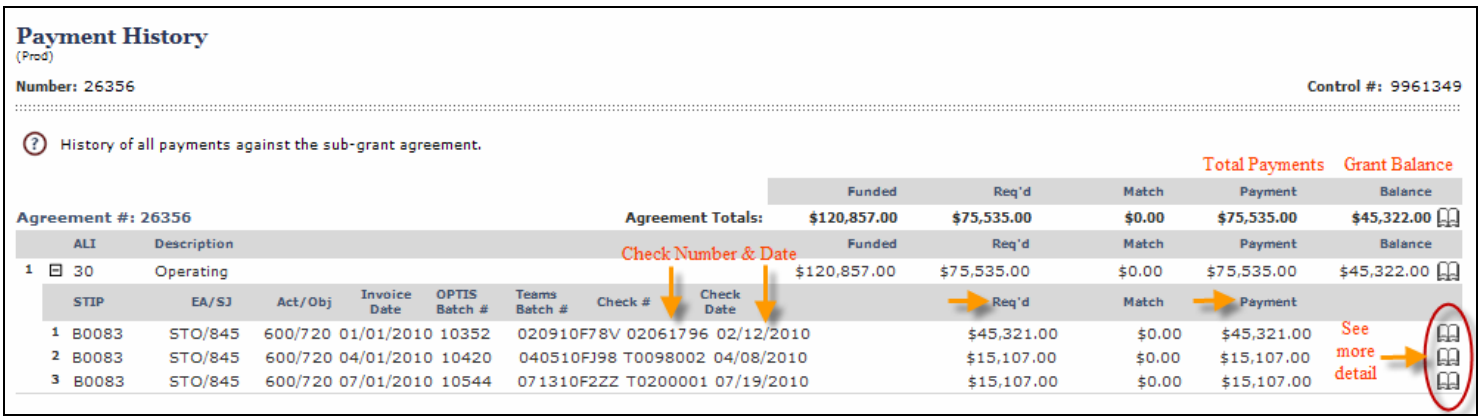
Search By: *Find by Organization* / Document Type: *Sub-Grant Agreement*

Select Status: *All* Click the *Search* button. Then follow A. or B. below.

A. Open the subgrant you are seeking information for; Select *View Data / Payment History*; At Payment History screen, click on the ⊞ to show details;



Each payment is shown including check number and date, total expenses (Req'd), match (if any), and payment amount.



If you want to see more detail for an individual payment, click on the little book, which opens the grant payment request for that payment.

Print
View PDF
Refresh
Help

Workflow Completed

Maintain

View Data

GRANT PAYMENT REQUEST

Recipient
Columbia County
230 Strand St
Saint Helens, OR 97051

Contact: Janet Wright
Phone: 1 (503) 397-1035
Fax: 1 (503) 397-7243
Email: wright@co.columbia.or.us

Document No.: 09112831
Process Date: 07/12/2010
Effective Date: 07/01/2009
Execution Date: 01/28/2010
Federal ID No.: 936002288
TEAMS Id: CV20015446-08
ODOT Agreement: 26356
Reimbursement Request No.: 09112831
Reimbursement Method: Electronic Transfer

Bill To: Public Transit Division
555 13th St. NE, Ste. 3
Salem, OR 97301-4179

Contact:
Phone: 1 (503) 986-3472
Fax: 1 (503) 986-4189
Email: Jean.M.Palmateer@odot.state.or.us

Fiscal Period: 2009 - 2011 Biennium Quarter 5: July 1 to September 30

Item: 30 - Operating

Activity Budget:	$120,857.00
Subgrant Contribution:	$120,857.00
Grantee Match:	$0.00

Expense Type	Description	Receipt	Expense Amount
• Operating	FY11 Q1 STO FORMULA	N	$15,107.00
		Total:	$15,107.00

Match Source	Match Amount
Other	$0.00
Total:	$0.00

Reimbursement Requested: $15,107.00

Fund	This Request	Interim	Unit	Account	Subjob	Activity	Obj. Detail
OR-ST-STOF	$0.00		6310	STO	845	600	720

Payment Item Funding

Total Payment Approved: $15,107.00

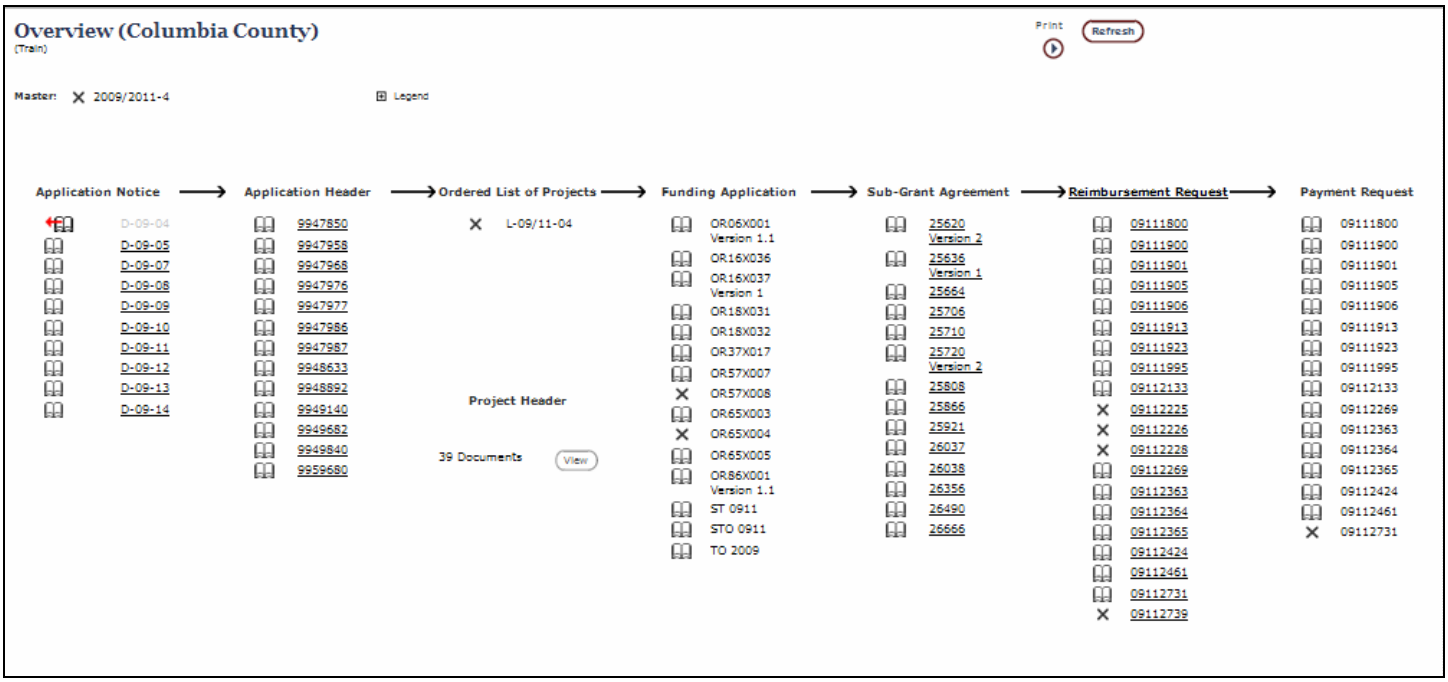
Remit Advice
#26356 FY11 Q1 STO FORMULA

OR,

B. View your entire agency information from the Overview or Master screen:
Open any subgrant from the list which appears after the first steps above;
Select *View Data / Overview (Provider)*
You are taken to the Master Overview screen for the biennium that subgrant is in.
You can tell which biennium it is by looking at the top left corner. This is 09/11:

Master: ✕ 2009/2011-4

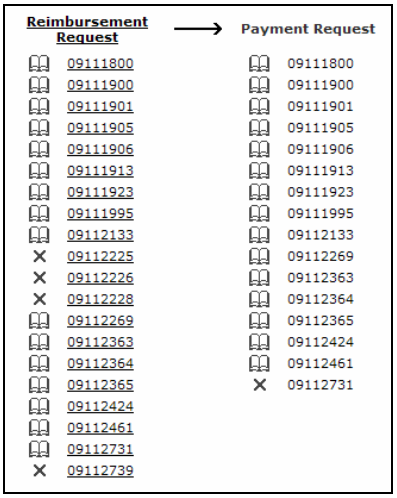
The Master Overview screen looks like this:



By looking at the Reimbursement Requests and Payment Requests you can get an idea of your payments, both completed and in progress.

Reimbursement requests (RR) and payment requests (PR) for the same transaction have the same number, so you can match them up, but they are not always directly across from each other on the overview screen.

In this example, RRs 09112225, 09112226, 09112228, and 09112739 are incomplete (X) and do not have corresponding PRs in progress yet. All PRs for this agency in this biennium are complete except for 09112731



Once a PR appears here with a book icon, you know it has been entered into ODOT's accounting system. You can then look it up using the 0911XXXX number in Document Search by Document Number and then selecting *Payment History*. If it has a check number and date, then the check is in the mail. A completed PR that has no check number and date is in process.

See Next Page For Another Option

C. PTD staff can also run an inquiry for you in ODOT's financial system which looks like this:

ODOT VENDOR PAYMENTS FOR BIENNIUM 2009/11

BY VENDOR NUMBER/SFX BY CHECK NUMBER

CRITERIA: (VENDOR NAME LIKE 'COLUMBIA COUNTY*') AND (RESP UNIT='6310') AND (CHRG UNIT='6310')

PRINT DATE: SEPTEMBER 0
PAGE

INVOICE NUMBER	INVOICE DATE	CHECK DATE	OPID	PROCESS DATE	BATCH ID	EA/SUBJOB	AMOUNT	REMIT ADVICE DESCRIPTION
CHECK NUMBER 02069992								
OPTIS0127	01/28/2010	03/16/2010	DAVH	03/16/2010	7320100224FBT901	OR187031-855	29.80	RTAP-2010OPTISTRAININGREIMB. WRIGHT J.
25808123109	02/26/2010	03/16/2010	BOAL	03/16/2010	7320100311FFMK02	OR184031-845	107,282.00	#25808 FY10 Q2 OPERAT. #25808 2ND QTR
25620123109	03/04/2010	03/16/2010	BOAL	03/16/2010	7320100311FFMK01	OR860001-835	19,791.00	#25620 FY10 Q2 PM;
					CHECK NUMBER 02069992 SUBTOTAL	$	127,102.80	

This shows all the payments included on check number 02069992. There was $29.80 for J. Wright's OPTIS training, $107,282 (grant #25808 Q2 Operations), and $19,791 (grant #25620 Q2.)

Here is another view of the inquiry:

Audit Trail Inquiry - Summary

Detail	Image	Vendor Name	Doc No	Cash Date	Check No	Trans Amt	Batch ID	Remit Advice Desc	EA/Subjob
Sel	Sel	COLUMBIA COUNTY CLERK	RTAP	03/16/2010	02069992	$29.80	02/24/2010-F-BT9-01	RTAP-2010OPTISTRAININGREIMB. WRIGHT J.	OR187031/855
Sel	Sel	COLUMBIA COUNTY CLERK	25620	03/16/2010	02069992	$19,791.00	03/11/2010-F-FMK-01	#25620 FY10 Q2 PM; #25808 2ND QTR	OR860001/835
Sel	Sel	COLUMBIA COUNTY CLERK	25808	03/16/2010	02069992	$107,282.00	03/11/2010-F-FMK-02	#25808 FY10 Q2 OPERAT. #25808 2ND QTR	OR184031/845

External User Suggestions

1. **Allow for a an agency's entire vehicle fleet to be maintained (including VINs, plates, etc.) in OPTIS, not just PTD-funded vehicles.**

   Research is being done to make this possible. Once the system allows it and we have confirmed with you that your PTD-funded vehicles listed in OPTIS are correct, you will be able to enter your own, non PTD-funded vehicles. PTD will continue to enter PTD-funded vehicles for you. We are still working on the best way to keep these two records separate and easily identified.

2. **Add a tag number field for locally assigned vehicle numbers to the OPTIS asset register in order to more effectively synchronize agency's current asset inventory with OPTIS.**

   We are checking with the software developer to determine if adding a tag number field to vehicle assets, as it exists for equipment assets, is feasible. One way of making the two records more closely match is for you to add the unique OPTIS Asset # to your vehicle list. Since this number is already assigned to every asset in the system, and could never be duplicated by another agency, this may be the best solution.

3. **Allow copying and pasting information into OPTIS *in bulk,* rather than tediously field by field. This is especially important for providers with many vehicles; the time involved to enter each item is unreasonable.**

   This is limited by the system functionality and is not possible at this time.

4. **Add a link to the asset register from 9. Assets so when an error message appears (such as "odometer reading is less than last reported"), you can go directly to the asset to research and fix the issue.**

   This has been logged as a feature request for the future.

5. **Have a list of all VINs in a drop-down menu at the Accident Reporting screen of the QR so you could *select* the correct vehicle and not have to *key it* in.**

   This has been logged as a feature request for the future.

6. **Upcoming improvements:**

   a. Sort order will be changed on search results so that newest documents appear first.

   b. With the next grant cycle, we will begin scanning the signature page of agreements into OPTIS. It will be added as an attachment to the electronic subgrant agreement. - DONE!

   c. OPTIS will have its own dedicated server, increasing the speed of searches, document creation, and running reports. - DONE!

   d. Overview link will be added to Navigation Menu so you don't have to go into a document first to access it.

e. External users will be given "read" access to payment requests.

f. External users will be able to save periodic report input screens in process. DONE!

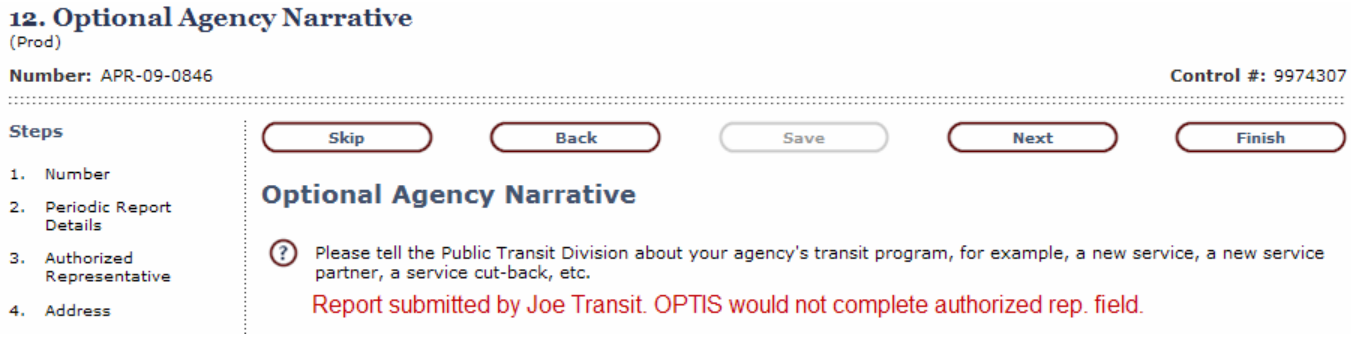
g. Authorization Workflow will be improved by adding the following to the periodic report: a “prepared by” field to be populated by the person who completes that step, an “authorized by” field to be populated by the person who completes that step, and a “submitted by” field to be populated by the person who completes that step.

h. External User Reports will be created.

Current OPTIS Issues

1. **Authorized Representative's name is not appearing on completed Agency Periodic Report, even though it was selected.**

This happens infrequently, most often if you are not using Internet Explorer. The software developer and ODOT are working to resolve. If this happens, put an explanatory comment in the "Optional Agency Narrative" comments section:



2. **Primary External User cannot forward document to him or herself.**

Primary user should be able to access and work on all documents for his/her agency. Currently, if a document was prepared by someone other than the

primary user, and the preparer does not forward the document to the primary user, it can only be viewed, but not modified or completed by the primary user.

This has been logged as an upgrade request allowing the primary user to use the "Action" feature to forward any document to him/herself in order to work on it.

3. **Email functionality for password and eResponse keyword resets is temporarily disabled.**

   This feature was disabled to prevent agencies who have not been trained from inadvertently receiving OPTIS-generated emails. Unfortunately, it affects the use of the "I have forgotten my password or user id" and “Generate a new eResponse Keyword” features too.

   ** See Page 115 of User Guide **

   Currently you are able to select the box to request a reset and it appears that an email was generated, however, no one receives your request. For now, contact Ivan Presnyy (503.986.4004 or Ivan.a.presnyy@odot.state.or.us) for password and eResponse keyword resets.

   You *are* able to use the email function of sending an email to the responsible person when you forward a document to an approver or reviewer from within OPTIS. Click the button that says "send email to responsible person?" before submitting the document and OPTIS will notify that person via email that a document is in his/her queue and needs attention.

   We expect to activate full email functionality within the next few months.

4. **Final Payment Rounding Issue**

This issue has arisen since we changed to automatic rounding in OPTIS.

Situation: An agreement was written, and payments were made, when we weren't rounding, then we re-programmed OPTIS to round. Now there are pennies unaccounted for lurking in the background somewhere causing an error message on the final payment:

"Requested amount does not agree with sub-grant funding ratio."

This only occurs for final payments, usually very small ones, where the threshold percentage cannot be accounted for. (That language came from Ivan Presnyy our OPTIS guru.)

Solution: In the future, for grants executed after this change took place, this will not be an issue. If you get this error message for any of your older grants where you are asking for the final payment, please call or email Ivan Presnyy, 503-986-4004 (Ivan.a.presnyy@odot.state.or.us) and he will over-ride the error and complete the request for you.