FINAL QUIZ

1. User Names, Passwords, and Security:
   a. Which of these is not a valid password?
      ☐ i. 12345&& ☐ ii. MYDOGspot
      ☐ iii. mickeyM ☐ iv. ODOT1
   b. What should you do if you forget your user name, password, eResponse keyword or get locked out of OPTIS?
   c. If you want to change your password, what steps would you follow?
   d. Circle T or F: The eResponse keyword is used to access the system when you first log into OPTIS. ☐ T ☐ F
2. Roles and Profile Maintenance
   a. If you are the primary user, how do you view your agency's hierarchy?
   b. Who can add a new user to an agency's profile from within OPTIS?
      ☐ i. Anyone
      ☐ ii. Only the primary contact
      ☐ iii. A Manager User
   c. If you are the person above, how do you add a new user?
   d. If the primary contact wants to make someone else primary, what steps would he or she follow?
   e. What status allows a user to *view* documents?
   f. What status allows a user to *create* documents?
   g. Who may *submit* a document to PTD from within OPTIS?
3. Documents
   a. What are two ways to view a list of all grant agreements written to your agency?
   b. How do you get to the Overview Screen?

c. What are two ways to find all payments processed for a specific grant agreement?

asdf

d. If you see an OPTIS Batch # in the Payment History, but no check number, what does that tell you?

asdfasdf

e. Circle T or F - This document number: 09-11-1234, is for a periodic report.

☐ T ☐ F

f. What does it mean if a reimbursement request or periodic report has not been completed yet, but you can't open it to work on it?

g. How can you tell if a document is in your queue?

h. How do you determine who created a document?

4. Assets

a. Circle T or F – All PTD-grant-funded vehicle assets have been entered into OPTIS.

☐ ☐

b. Circle T or F - A sign on a pole, in the ground, is considered a real estate asset.

☐ ☐

c. Circle T or F – PTD requires that you enter your new assets into OPTIS.

☐ ☐

d. Circle T or F – If your agency's vehicle asset record does not match the OPTIS asset register, contact Joni Bramlett. ☐ T ☐ F

e. If you want to see the most accurate listing of all your assets, what should you do?

5. Agency Periodic Reports

a. Circle T or F – The Budget Detail Worksheet is now obsolete.

☐ ☐

b. Circle T or F – You should not use the APR in OPTIS to request reimbursement.

☐ ☐

c. Circle T or F – An APR with "Issue" status is complete.

☐ ☐

d. Circle T or F – To amend an APR, mail PTD a new one.

☐ ☐

e. Circle T or F - The person entering a periodic report in OPTIS does not necessarily have to be the authorized representative. ☐ T ☐ F

f. Circle T or F - The total number of vehicles in service refers to PTD-funded vehicles only. ☐ ☐

g. Which one of the following must be verified before entering quarterly reporting information into OPTIS?

☐ i. Previous reports are complete
☐ ii. Asset record is accurate
☐ iii. eResponse keyword is on record for preparer

h. If you have a question about *how* to enter an APR into OPTIS who do you call?

i. If you have a question about *what* to enter into an APR in OPTIS who do you call?

6. Reimbursement Requests

a. Once you are trained and using OPTIS, which of the following manual documents becomes obsolete?

☐ i. Pre-Award Vehicle Purchase Certification Form
☐ ii. Pre-filled Reimbursement Request Form
☐ iii. Budget Detail Worksheet

b. What do you do if you've completed an OPTIS reimb. request and realize it is wrong?

c. A reimbursement request cannot be submitted unless . . .

☐ i. The match has been entered, even if it is zero.
☐ ii. The periodic report for the period of reimbursement is complete.
☐ iii. The user submitting the request has an eResponse keyword.
☐ iv. All of the above
☐ v. ii. and iii. only

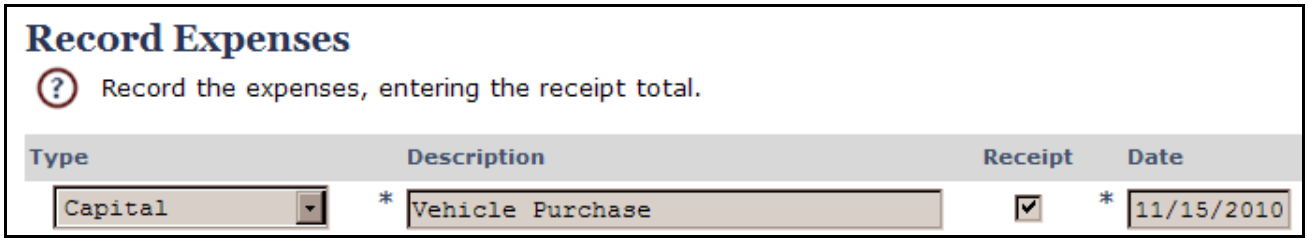
d. Which Expense Type is missing from this list?

Planning, Operating, Capital, and _____

e. T or F – The customized reimbursement request form sent to you (or accessed from PTD's website) should be attached to your OPTIS reimbursement request as backup documentation for payment. ☐ T ☐ F

f. Circle T or F – The Budget Detail Worksheet should be attached to your OPTIS reimbursement request as backup documentation for payment. ☐ T ☐ F

g. Circle the correct OPTIS quarter for the following reimbursement request:



Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
☐	☐	☐	☐	☐	☐	☐	☐

h. What are two ways to check to see if you've missed any mandatory information on an OPTIS document?

Study this Reimbursement Request and then answer the questions below.

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
Black Pearl Tranportation Service District
666 Tortuga Blvd.
Salem, OR 99999

Contact: Jack Sparrow
Phone: 1 (503) 986-6666
Fax:
Email: Pirate111@msn.com

Document No.: 09114203
Process Date:
Effective Date: 07/01/2007
Execution Date: 07/07/2007
FEIN:
TEAMS Id:
ODOT Agreement: 30303
Version: 1

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

Item: 30.09.0l - Operating for AMTRAK

Activity Budget:	$100,000.00
Subgrant Contribution:	$65,000.00
Grantee Match:	$35,000.00

Expense Type	Description	Receipt	Expense Amount
• Operating	Quarter 1 Operations	N	$1,000.00
		Total:	$1,000.00

Match Source	Match Amount
Local	$300.00
State Funds	$0.00
Other	$0.00
Total:	$300.00

Reimbursement Requested: $650.00

Record Expense Match Expense

Total Reimbursement Requested: $650.00

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

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	$1,000.00	$0.00	$0.00	$99,000.00
Match:	$300.00	$0.00	$0.00	$34,700.00
Reimbursement Requested:	$650.00	$0.00	$0.00	$64,350.00
Payment:	$0.00	$0.00	$0.00	$65,000.00

Control # 9980458

i. What three numbers could you use to search for this document in OPTIS?

j. What is the total amount you could be reimbursed for Operations under this grant?

k. Have there been any previous requests made under this grant?

l. How much is Jack Sparrow expecting to get paid with this request?

Study the "Check Integrity" message box below as it relates to the reimbursement request above. Describe each integrity issue and then explain how you would solve it.

Check Integrity
(Train)

Check Integrity informs the user whether or not the document has met the minimum requirements needed in order to complete the current step. For most issues, the failure reason will also be a link to the area that needs to be modified. Not all issues will have a link.

Once the issue has been dealt with, you can click the 'Refresh' button to refresh the page. Any completed issues will then disappear.

Refresh

Number: 09114203 05/25/2011 3:20 PM

Current Step: Issue

Integrity Check Failed

- Expense date not within the quarter. Item: 1
- Requested amount plus match amount does not equal expense amount. Item: 1
- Missing provider's periodic report: 2009 - 2011 Biennium Quarter 1: July 1 to September 30

Issue 1:

Solution 1:

Issue 2:

Solution 2:

Issue 3:

Solution 3: