



FINAL QUIZ KEY

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? Contact Ivan
 - c. If you want to change your password, what steps would you follow?
Navigation Menu - "My Profile" / "Change Logon Password"
 - d. Circle T or F: The eResponse keyword is used to access the system when you first log into OPTIS
2. Roles and Profile Maintenance
 - a. If you are the primary user, how do you view your agency's hierarchy?
"My Provider Details" / "Organization Hierarchy" / View All
 - 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?
Users / Users / Add a New User
 - d. If the primary contact wants to make someone else primary, what steps would he or she follow? "My Provider Details" / "Office Information" / Scroll to Primary Contact & select from drop-down menu.
 - e. What status allows a user to *view* documents?
Registered
 - f. What status allows a user to *create* documents?
Validated for eResponse
 - g. Who may submit a document to PTD from within OPTIS?
Only the authorized representative with signature authority who has been given an eResponse keyword by PTD.



3. Documents

- a. What are two ways to view a list of all grant agreements written to your agency?
 1. "My Documents" / "Document Search" / "Find By Organization" / "Document Type" select Sub-grant Agreement / "Document Status" - All / Search
 2. Overview Screen for each biennium
 3. Bonus: PTD can run a report for you.
- b. How do you get to the Overview Screen? Open an agreement or reimbursement request (not APR) created in that biennium and click on "View Data" / "Overview"
- c. What are two ways to find all payments processed for a specific grant agreement? Search for the agreement at document search. Open it and click on "View Data" / "Payment History." OR Go to the Overview screen for each biennium.
- d. If you see an OPTIS batch # in Payment History, but no check number, what does that tell you?
Your payment has been processed in OPTIS but hasn't cleared ODOT's financial system yet.
- e. Circle T or F - This document number: 09-11-1234 is for a periodic report. (APR's start with the letters APR.)
- 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?
It means it is not in your queue.
- g. How can you tell if a document is in your queue?
The words indicating at what step it is will be black. You can also click on "View Data" and select "Workflow History" to see the last person to work on it.
- h. How do you determine who created a document?
Check the workflow history. (The first person listed is the person who initiated the 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. Contact Jenny Erickson
- e. If you want to see the most accurate listing of all your assets, what should you do?
Contact Jenny, Maile, or Ivan to run a report for you.



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.
- 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?
Maile or Francine
- i. If you have a question about *what* to enter into an APR in OPTIS who do you call?
Program Manager

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 reimbursement request and realize it is wrong? Contact Maile or Francine and ask her to re-open and revert to you.
- 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 Administrative



- e. Circle 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.
- f. Circle T or F - The Budget Detail Worksheet should be attached to your OPTIS reimbursement request as backup documentation for payment.
- g. Choose the correct OPTIS quarter for the following reimbursement request:

Record Expenses

 Record the expenses, entering the receipt total.

Type	Description	Receipt	Date
Capital <input type="text"/>	* Vehicle Purchase	<input checked="" type="checkbox"/>	* 11/15/2010

Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8

- h. What are two ways to check if you've missed any mandatory information in an OPTIS document? 1. Actions / Check Integrity 2. Complete Step



Study this Reimbursement Request and then answer the questions below.

**ODOT Public Transit Division
Reimbursement Invoice and Request Form**

Recipient
Black Pearl Transportation 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: 30.09.01 - 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 number or numbers could you use to search for this document in OPTIS?

09114203, 30303 or 9980458

j. How much money can you spend on Operations under this grant?

\$65,000

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

No

l. How much is Jack Sparrow expecting to get paid with this request? \$650.00

Study the "Check Integrity" message box below and compare with the reimbursement request above. Describe each 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:

The expense date entered at Record Expense does not fall within Quarter 1 of 09-11 (7/1/09 to 9/30/09)

Solution 1:

Change either the expense date to fall within the quarter, or change the Quarter to accurately reflect the period for the expense.



Issue 2:

For the expense amount of \$1,000 for this grant (which has a match ratio of 65/35%) the local match should be \$350

Solution 2:

Enter match of \$350 if available, or reduce the total expenses amount at the Record Expense screen (to \$857) if \$300 is truly all the match you have. Your reimbursement would then be lowered to \$557. ($300 / .35 = \857 and $\$857 \times .65 = \557)

Issue 3:

You are requesting reimbursement for Quarter 1 of 09-11, but your periodic report is not on file in OPTIS.

Solution 3:

Complete the APR in OPTIS before attempting to submit this reimbursement request. (NOTE: If this had been a capital request you would then need to contact Joni or other PM to ask that we push the request through for you.)

