TOP TEN MOST FREQUENTLY ASKED OPTIS QUESTIONS

October 2, 2017 Oregon Public Transportation Conference

AGENDA

- **Introductions**
- **Frequently Asked Questions**
- **Other Questions**
- **The Future**

Frequently Asked Questions

1. What permissions do we have in the system? How can we change those permissions?

2. Where can I read what my agreement says so I know what is required of me? How do I print my agreement to share with others?

3. How can I tell if anyone from my agency has already started an agency periodic report (APR) or reimbursement request? How can I tell if a document is complete and ready for ODOT's review? What do I do if there are incomplete or duplicate documents?

4. How can I tell if there is something in OPTIS waiting for my action? How do I know if something is ready to submit?

5. What documents should I attach to my APRs and reimbursement requests?

6. What do the messages "Odometer reading less than previously recorded" and "Odometer reading more than subsequently reported" mean on my APR? How do I make corrections to these errors so I can submit my APR?

7. What is the difference between my regular password and the eResponse keyword? How do I submit a document using the eResponse keyword?

8. What reports can I run in OPTIS?

9. Why do I get errors (such as “Requested amount does not agree with subgrant funding level” or “Expense amount cannot be greater than sub-grant item total cost.”) when trying to draw down my grant to zero?

10. How can I get training and more information?

Bonus Questions

11. My manager doesn’t need complete OPTIS training, but just wants to know how to log in and approve documents. How can I help him or her with that?

12. Can I enter all of my assets into OPTIS?

TOP TEN MOST FREQUENTLY ASKED OPTIS QUESTIONS

1. **What permissions do we have in the system? How can we change those permissions?** **HANDOUT 1** – "OPTIS User Roles"

2. **Where can I read what my agreement says so I know what is required of me? How do I print my agreement to share with others?** **HANDOUT 2** "How can I find and read my agreement, see the executed version, and print to share with others?" (Describes one way of searching; there are others.)

3. **How can I tell if anyone from my agency has already started an agency periodic report (APR) or reimbursement request? How can I tell if a document is complete and ready for ODOT's review? What do I do if there are incomplete documents?** **HANDOUT 3** "How can I see the status of a document in OPTIS?" (Document search , icons, and work flow)

4. **How can I tell if there is something in OPTIS waiting for my action? How do I know if something is ready to submit?** **HANDOUT 4** (Searching by person, forwarding, integrity check, and workflow history.)

5. **What documents should I attach to my APRs and reimbursement requests?** **HANDOUT 5**

6. **What do the messages "Odometer reading less than previously recorded" and "Odometer reading more than subsequently reported" mean? How do I make corrections so I can submit my APR?** **HANDOUT 6** "Agency Periodic Report – Odometer Issues" (If an APR has been completed and needs to be edited, ask your support analyst to reopen it.)

7. **What is the difference between my regular password and the eResponse keyword? How do I submit a document using the eR keyword?** **HANDOUT 7** (Click "Complete Step" when finished. If all required fields are complete, the "Review/Approve" screen appears. Click to check in the certifying statement box. Enter your eResponse keyword. Click "Submit.")

8. **What reports can I run in OPTIS?** **HANDOUT 8** (Provider Payment Statement , Provider Sub-Grant Statement and Provider Vehicle Statement)

9. **Why do I get errors (such as "Requested amount does not agree with subgrant funding level" or "Expense amount cannot be greater than sub-grant item total cost.") when trying to draw down my grant to zero?** **HANDOUT 9** "End of Biennium OPTIS Error Messages" (Because OPTIS tracks not just total payment amounts but also total expenses and total match, none of

those numbers can ever exceed what was programmed into the subgrant budget totals at the beginning of the biennium. Sometimes with final payments, due to rounding, the Expense Amount or Match Expense amount can be off a dollar or two.)

10. **How can I get training and more information? HANDOUT 10**
(Training Options: videos, OPTIS User Guide, especially Chapters 8 and 9, support analysts, practice in the OPTIS Training site. Other Resources: handouts, new website, Maile Boals, OPTIS Administrator, TAMS website)

Bonus Questions

11. **My manager doesn't need complete OPTIS training, but just wants to know how to log in and approve documents. How can I help him or her with that? HANDOUT 11** "OPTIS Document Approval Steps"

12. **Can I enter all of my assets into OPTIS? No.** (Currently, only RPTD-funded assets are required to be in OPTIS and RPTD staff enters them. Starting with the 19-21 biennium, because of TAMS, ALL assets, both RPTD-funded and non-RPTD-funded, will be required in OPTIS. More information about this will be available at grant management training this fall.)

Bonus Handout

HANDOUT 12 "Reporting Frequency by Fund Source"

The Future

- Reminder: Asset entry in OPTIS will include all assets, even non-RPTD-funded ones in preparation for the Transit Asset Management System (TAMS).
- Quarterly reporting of mileage will be mandatory beginning July 1, 2019
- National Transit Database reporting is coming soon. Francine Peterson and Sharon Peerenboom are your main NTD contacts.
- See bottom of Handout 10 for contact and OPTIS info.

OPTIS User Roles

User Class (what you can see)
A collection of security matrix settings which determine a user's menu options. Some other OPTIS classes include: Anonymous User, External Registered User, and OPTIS Administrator.

Privilege (what you can do)
A set of conditions that define a user's ability to create or modify documents. Examples: create reimbursement requests, browse notices, approve payments, execute agreements.

User Type (External & Internal)
A person who interacts with the OPTIS system. (External=Transit Provider; Internal=RPTD Staff)

Primary or Prime User
Initial user registered for any agency. Has the most privileges of any external user. One per agency.

User Status - Further defines what a user can do.

- ***Primary / Validated for eResponse****
  - Sees all external user menu options
  - Can create and submit (approve) docs for agency (after eResponse issuance**)
  - Can add and delete users; can change user and agency info; can change primary contact
  - Cannot change own personal information
- ***Not Primary / Validated for eResponse****
  - Sees *some* external user menu options
  - Can create and submit (approve) docs for agency (after eResponse issuance**)
  - Cannot add or delete users; cannot change user or agency information or primary contact
  - Can change own personal information
- ***Not Primary / Not Validated for eResponse****
  - Sees *some* external user menu options
  - Cannot create or submit docs for the agency
  - Cannot add or delete users; cannot change user or agency information or primary contact
  - Can change own personal information

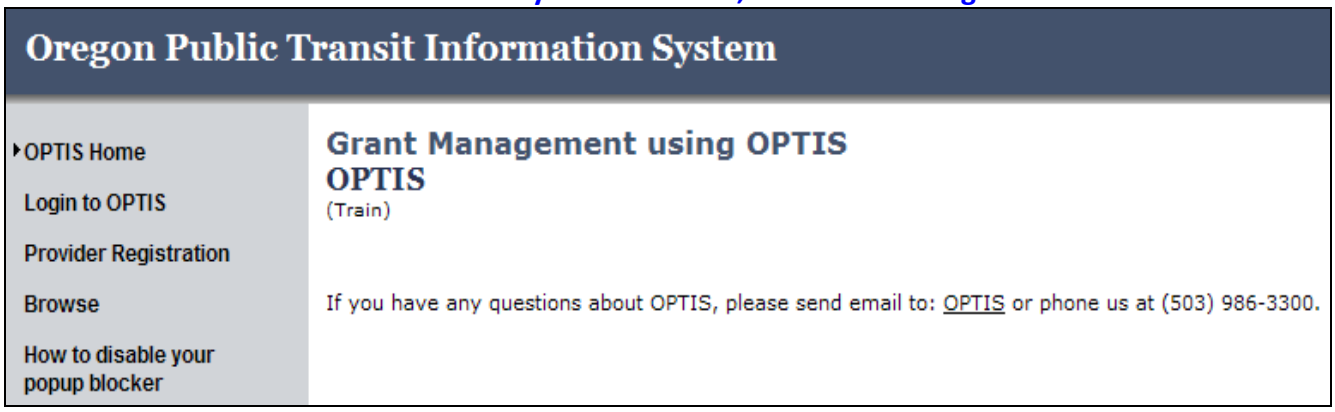
* eResponse issuance is the granting of a secure keyword to be used as an electronic signature when approving documents. eResponse keywords are granted by RPTD staff to authorized signatories.

** Validation is an RPTD process designed to certify that agencies and users are authorized to create and submit documents in OPTIS.

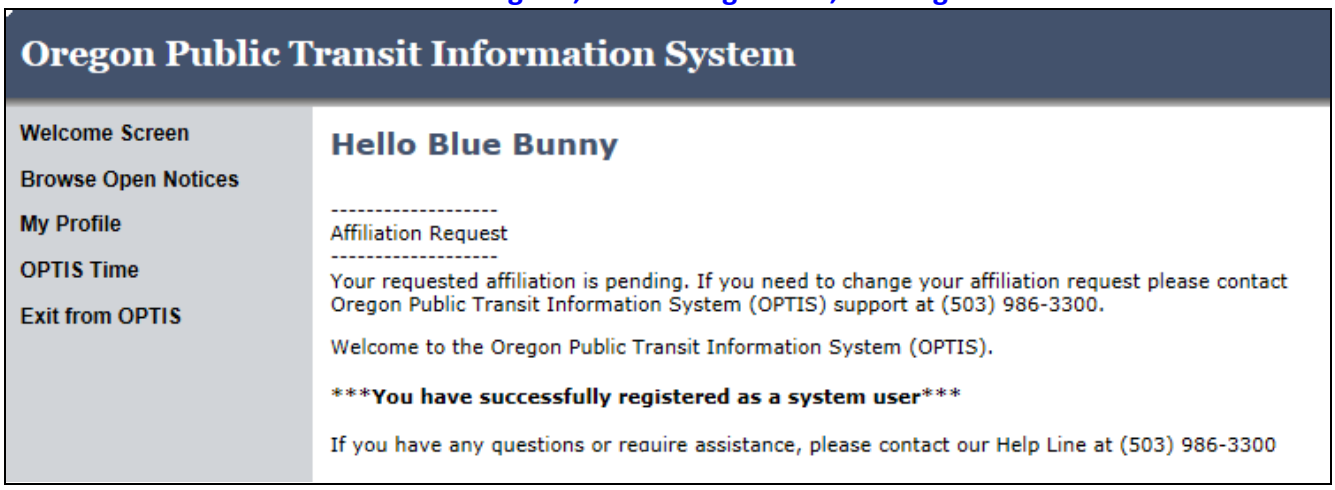
♦ See screenshots of OPTIS Navigation Menu options on the next page. ♦

Navigation Menu Options

User Class=Anonymous Browser, Status=Not Assigned

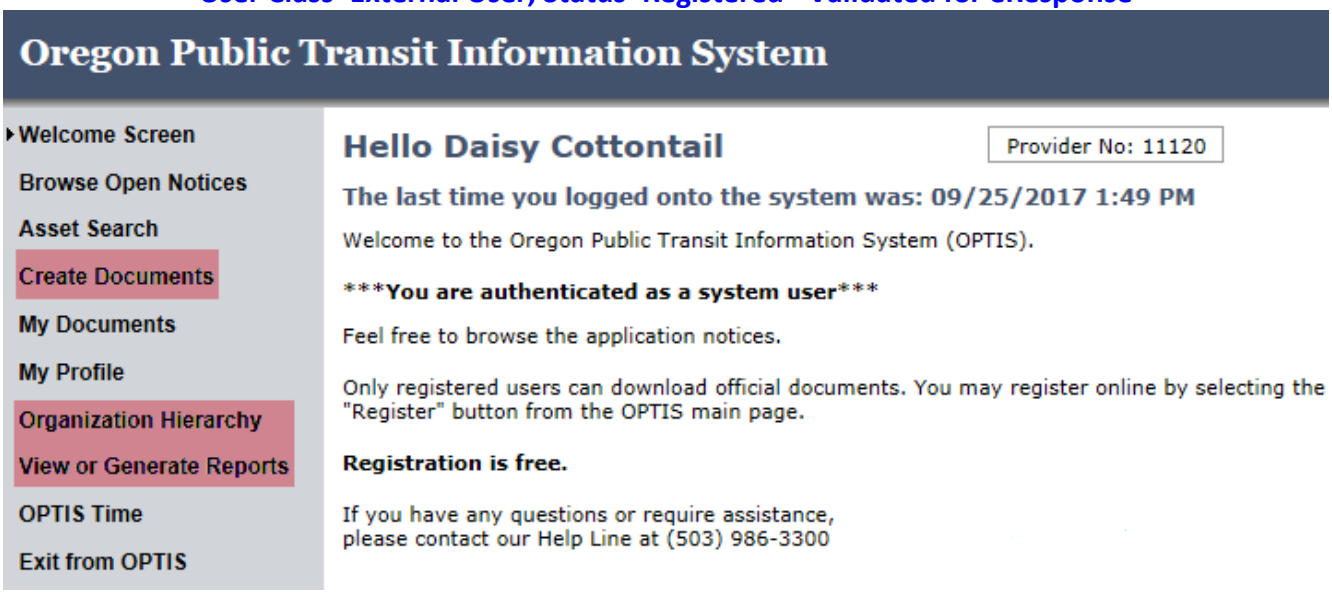


User Class=Not Assigned, Status=Registered, Seeking Affiliation

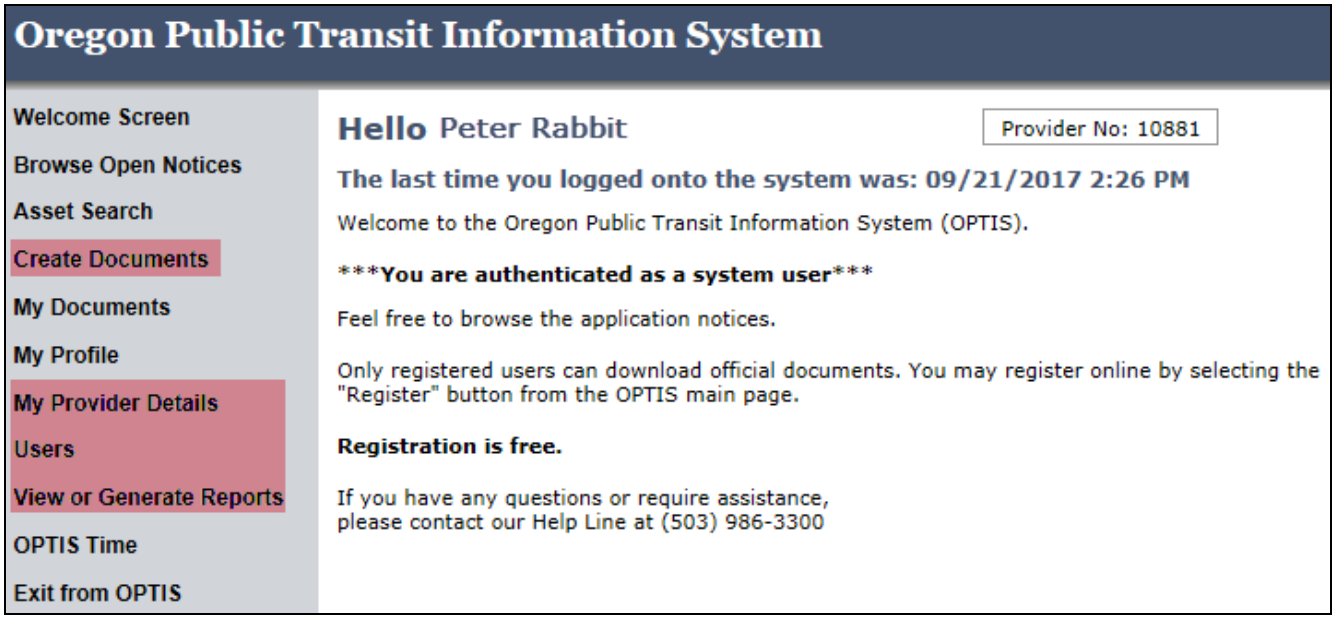


User Class=External User, Status=Registered - Not Validated for eResponse

User Class=External User, Status=Registered - Validated for eResponse

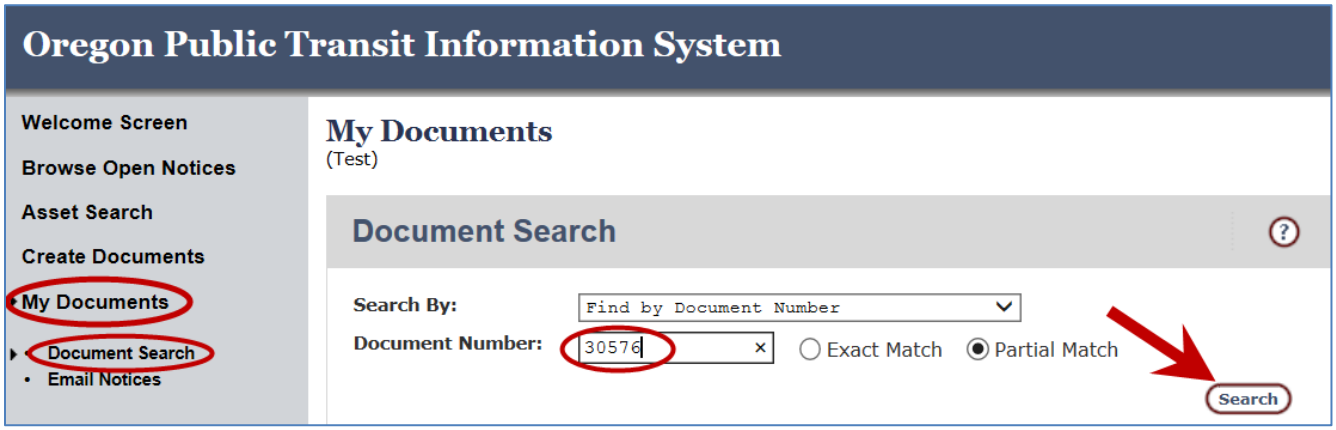


User Class=External User, Status= *Prime Contact* - Validated for eResponse

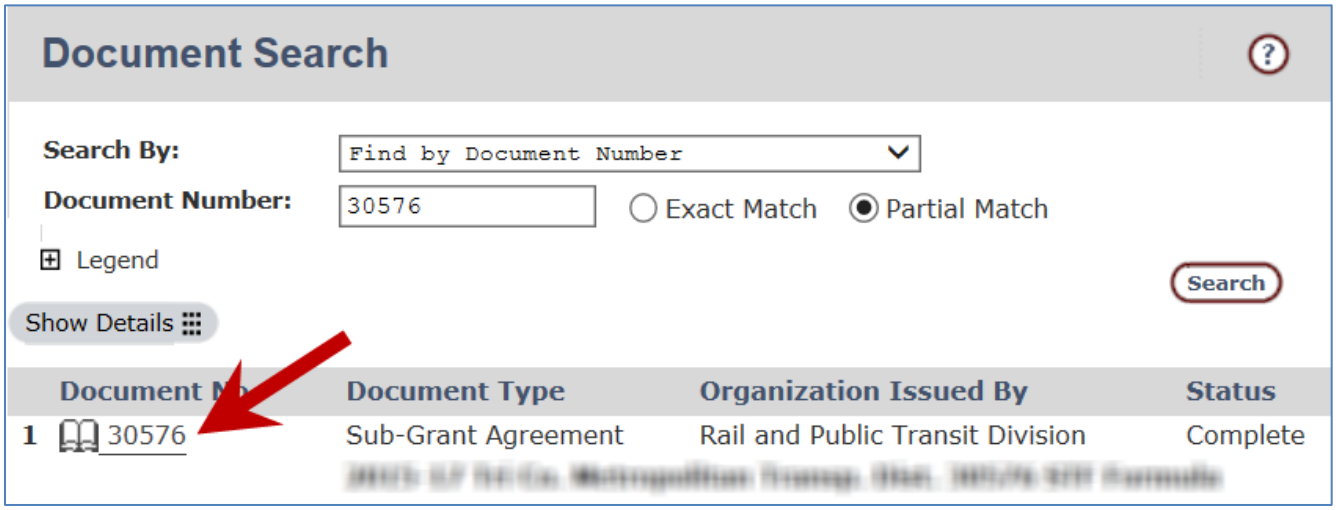


How can I find and read my agreement, see the executed version, and print to share with others?

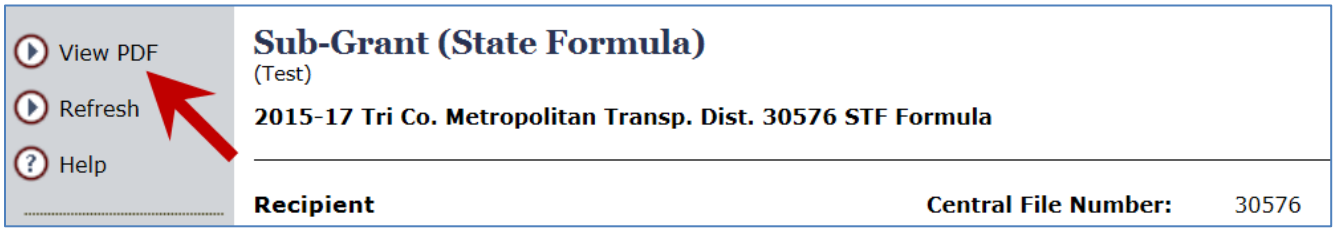
Search "My Documents" by Document Number



Click on Document Number to Open Agreement



Click on "View PDF" to See Your Agreement



View Your Agreement to See Expiration Date, Grant Amount, Reporting Deadlines, Etc.

Misc. Contracts and Agreements
Agreement No. 29449
Capital 5310

PUBLIC TRANSIT DIVISION
OREGON DEPARTMENT OF TRANSPORTATION

This Agreement is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Public Transit Division, hereinafter referred to as "State," and [illegible] hereinafter referred to as "Recipient," and collectively referred to as the "Parties."

AGREEMENT

1. **Effective Date.** This Agreement shall become effective on the later of **October 1, 2013** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **September 30, 2014** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 6.b.iv of this Agreement.

2. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

   Exhibit A: Project Description and Budget
   Exhibit B: Financial Information
   Exhibit C: Subcontractor Insurance
   Exhibit D: Summary of Federal Requirements, incorporating by reference Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements ("Certifications and Assurances") and Federal Transit Administration Master Agreement

   In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: Exhibit D; this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

3. **Project Cost; Grant Funds; Match.** The total project cost is estimated at **$2,251,530.00.** In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **$2,020,298.00** in Grant Funds for eligible costs described in Section 6 hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A.

4. **Project.** The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to Section 11.d hereof.

5. **Progress Reports.** Recipient shall submit quarterly progress reports to State no later than 45 days after the close of each quarterly reporting period. Reporting periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at http://www.oregon.gov/odot/pt/. If Recipient is unable to access OPTIS, reports must be delivered to ODOTPTDReporting@odot.state.or.us. Reports shall include a statement of revenues and expenditures for each quarter, including documentation of local match contributions and expenditures. State reserves the right to request such additional information as may be necessary to comply with federal or state reporting requirements.

6. **Disbursement and Recovery of Grant Funds.**
   a. **Disbursement Generally.** State shall reimburse eligible costs incurred in carrying

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Scroll to the Statement of Work for More Specific Details

EXHIBIT A

Project Description and Budget

Project Description/Statement of Work

Project Title: 2015-17 [redacted]t 30734 E&D 5310 Program *Vehicle Replacements* *Purchased Service* *Mobility Management*				
Item #1: Bus < 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	$1,852,560.00	$1,662,310.00	$190,250.00	Local
Item #1: Contracted Service (5310 only)				
	Total	Grant Amount	Local Match	Match Type(s)
	$270,576.00	$242,788.00	$27,788.00	Local
Item #1: Contracted Service (5310 only)				
	Total	Grant Amount	Local Match	Match Type(s)
	$183,505.00	$164,659.00	$18,846.00	Local
Item #1: Contracted Service (5310 only)				
	Total	Grant Amount	Local Match	Match Type(s)
	$128,162.00	$115,000.00	$13,162.00	Local
Item #1: Mobility Management - 5302(a)(1)(L)				
	Total	Grant Amount	Local Match	Match Type(s)
	$111,445.00	$100,000.00	$11,445.00	Local
Sub Total	$2,546,248.00	$2,284,757.00	$261,491.00	
Grand Total	**$2,546,248.00**	**$2,284,757.00**	**$261,491.00**	

- *1. PROJECT DESCRIPTION*

  Provides funding for five separate projects:

  One vehicle replacement project: 20 LIFT paratransit vehicles

  Three purchased service projects:
  1. East County U-Ride
  2. Ride Connection Network Support-Federal Projects
  3. Tualatin-Sherwood Area Service and Capacity Enhancements

  One mobility management project: the New Technology Project for Coordinated Transportation Plan

  Vehicle Replacement
  This project funds the purchase 20 medium size, light duty transit vehicles as follows: Useful life: 5 years or 150,000 miles; approximate length: 20-24 feet; estimated number of seats: eight (8); estimated number of ADA securement stations: four (4) and fuel type: biodiesel.

  Purchase includes all equipment and supplies necessary to put the vehicles into service.

  The following vehicles have been approved for replacement in this Agreement:

  9550; 2008 ELDORADO-NATION; 1FD4E45P68DA96166
  9600; 2008 ELDORADO-NATION; 1FD4E45P58DB59418
  9601; 2008 ELDORADO-NATION; 1FD4E45P78DB59419
  9602; 2008 ELDORADO-NATION; 1FD4E45P38DB59420
  9603; 2008 ELDORADO-NATION; 1FD4E45P58DB59421
  9604; 2008 ELDORADO-NATION; 1FD4E45P78DB59422

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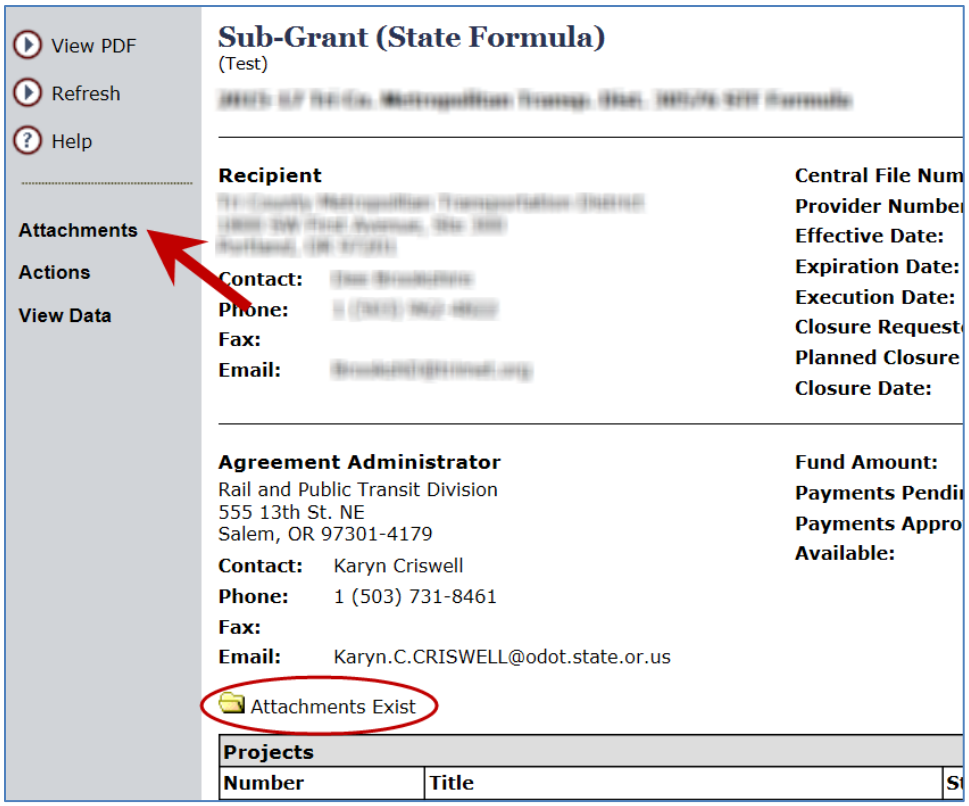
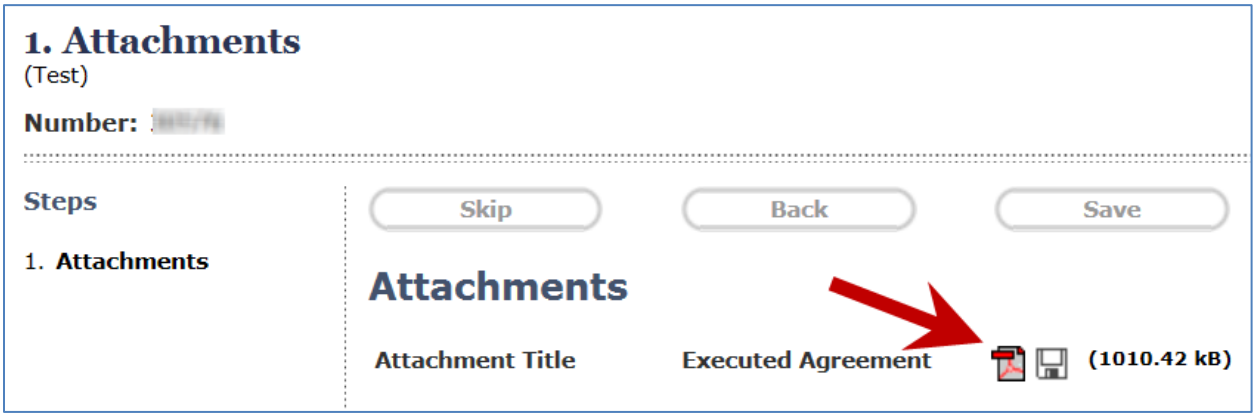
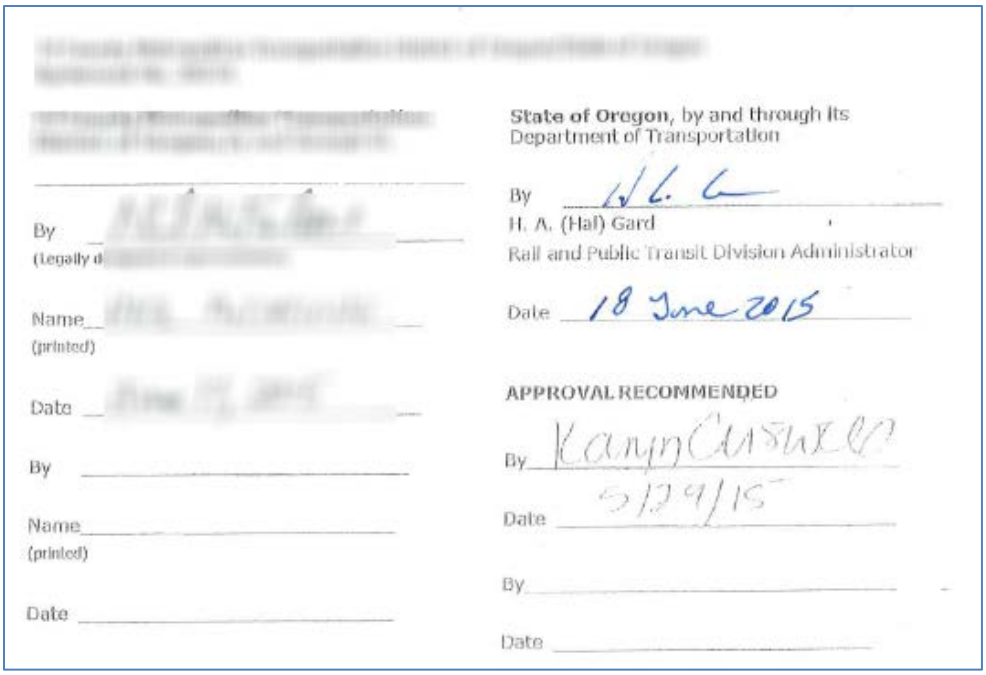
To See the Executed Version of Your Agreement - Click on "Attachments"



Open Executed Agreement Attachment



View Agreement with Scan of Signature Page



State of Oregon, by and through its Department of Transportation

By

H. A. (Hal) Gard

Rail and Public Transit Division Administrator

Date 18 June 2015

APPROVAL RECOMMENDED

By

Date 5/29/15

By

Date

By

(Legally d

Name

(printed)

Date

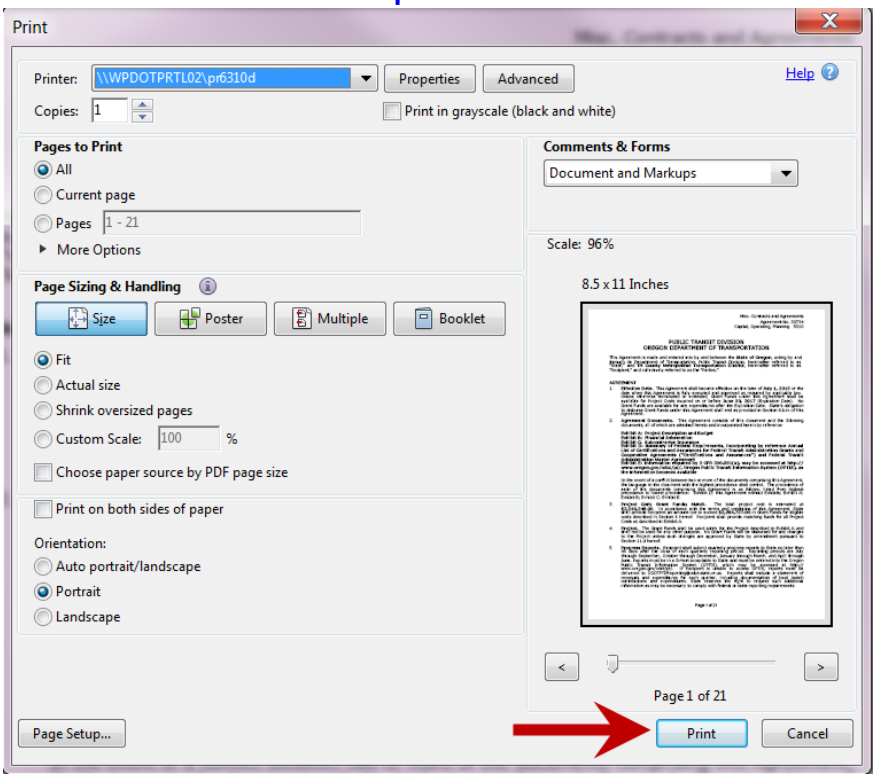
By

Name

(printed)

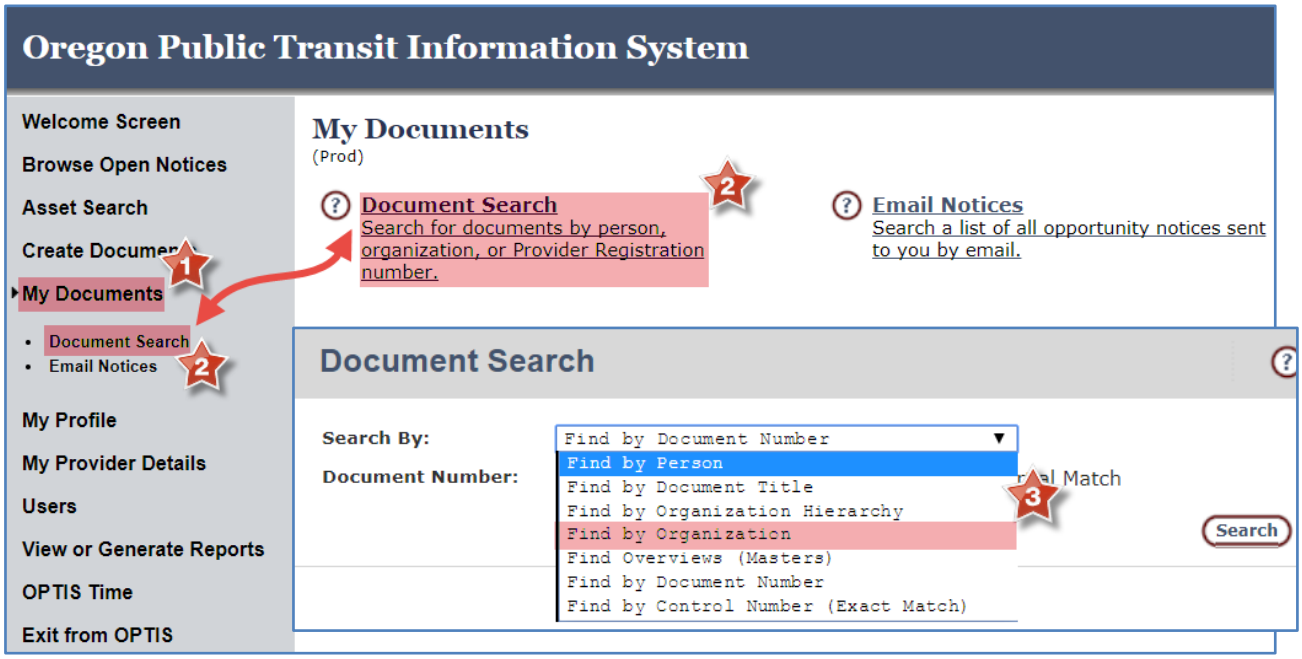
Date

Use Your Computer's Print Feature

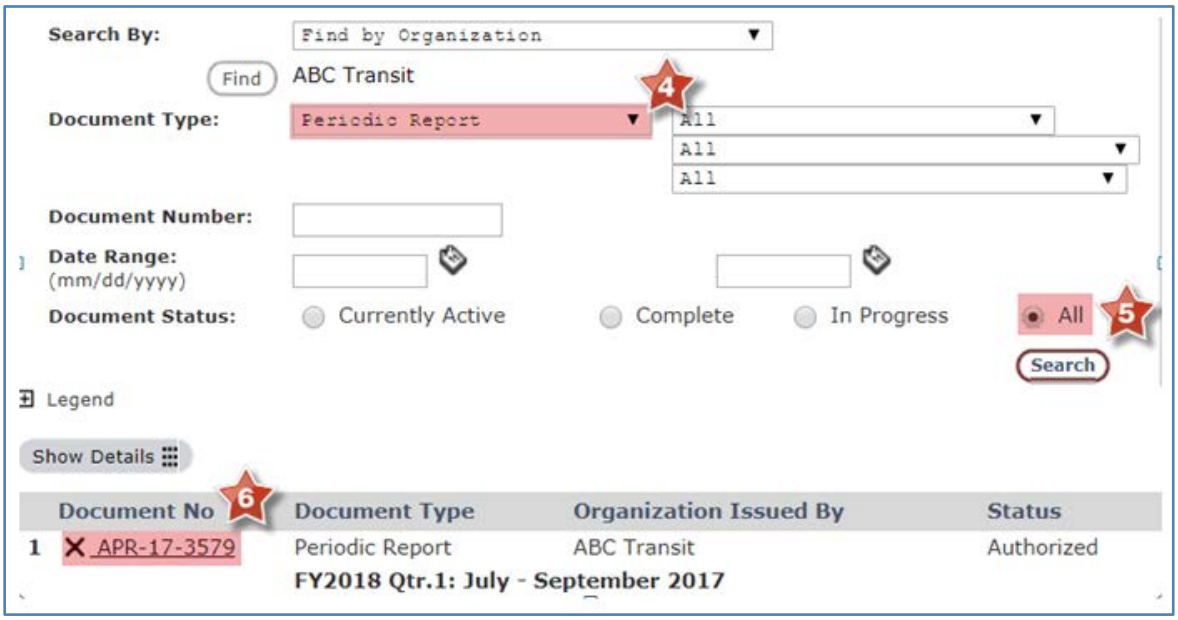


How can I see the status of a document in OPTIS?

Search for the document by your organization (or number if you know it).



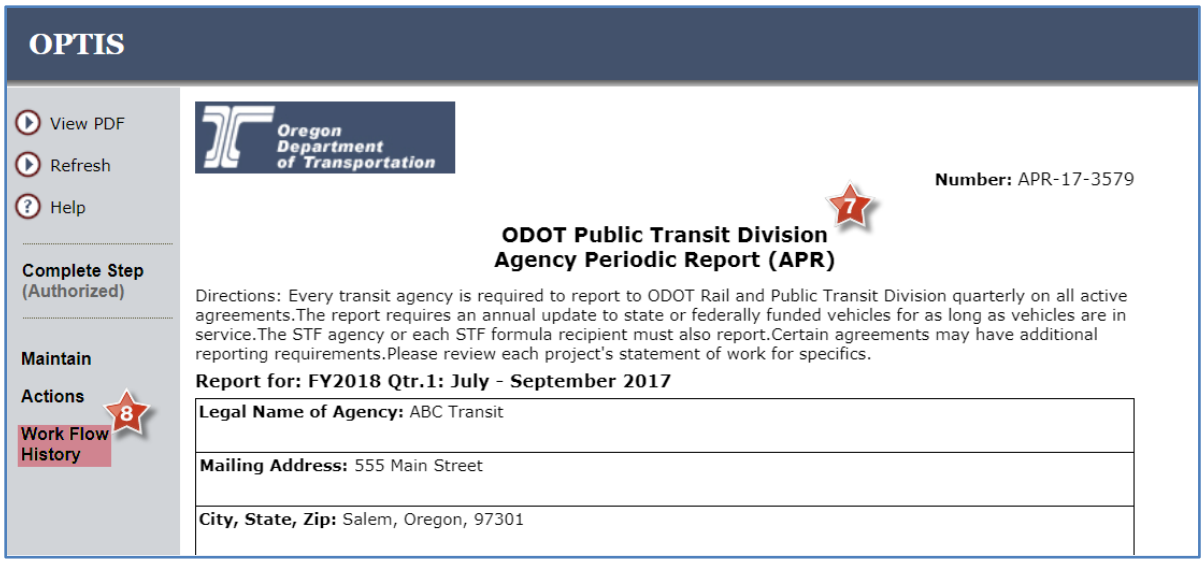
Narrow the search by document type if desired.



View icons.

✕ Not completed Completed) Closed agreement Unexecuted agreement

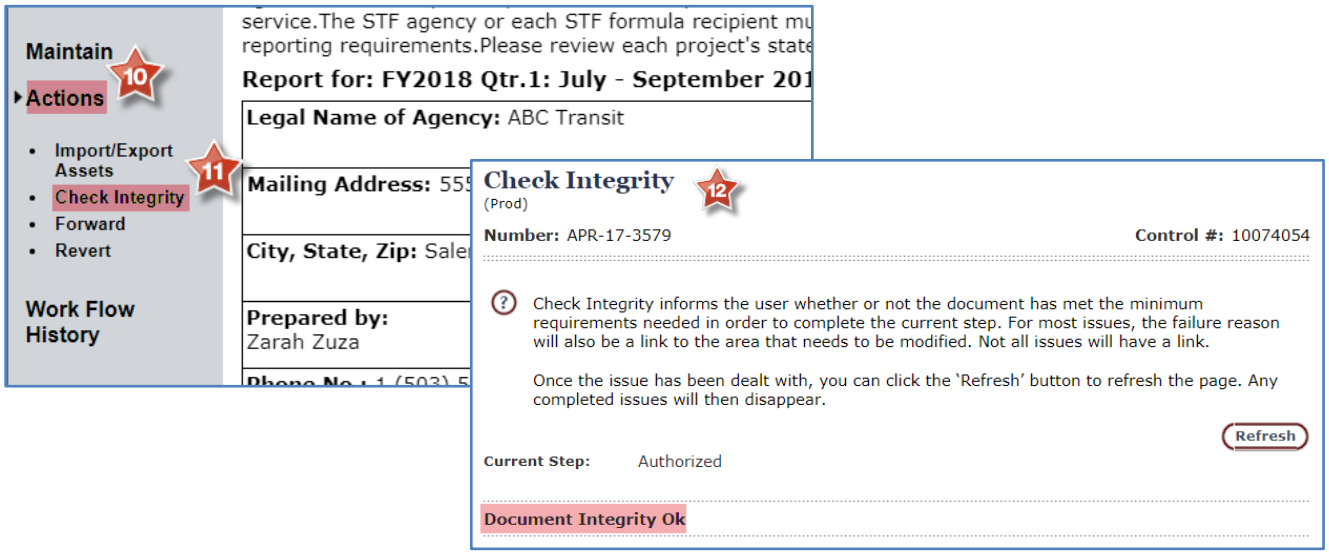
Open the document and check the work flow history.



Work Flow History

(Screenshot shows that the document was forwarded several times and is now active in Zarah Zuza's queue for her to complete the Authorized step.)

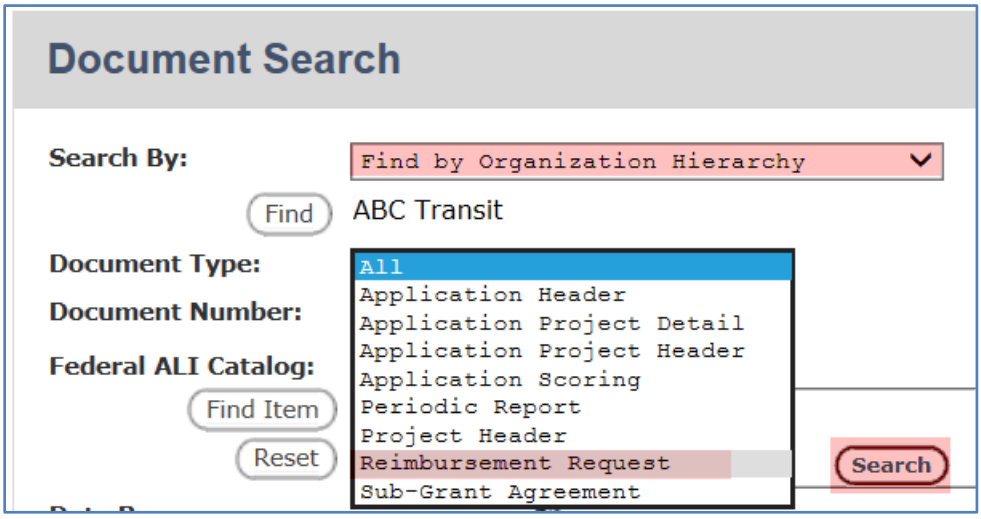
To verify that a document is ready to submit, use "Check Integrity".



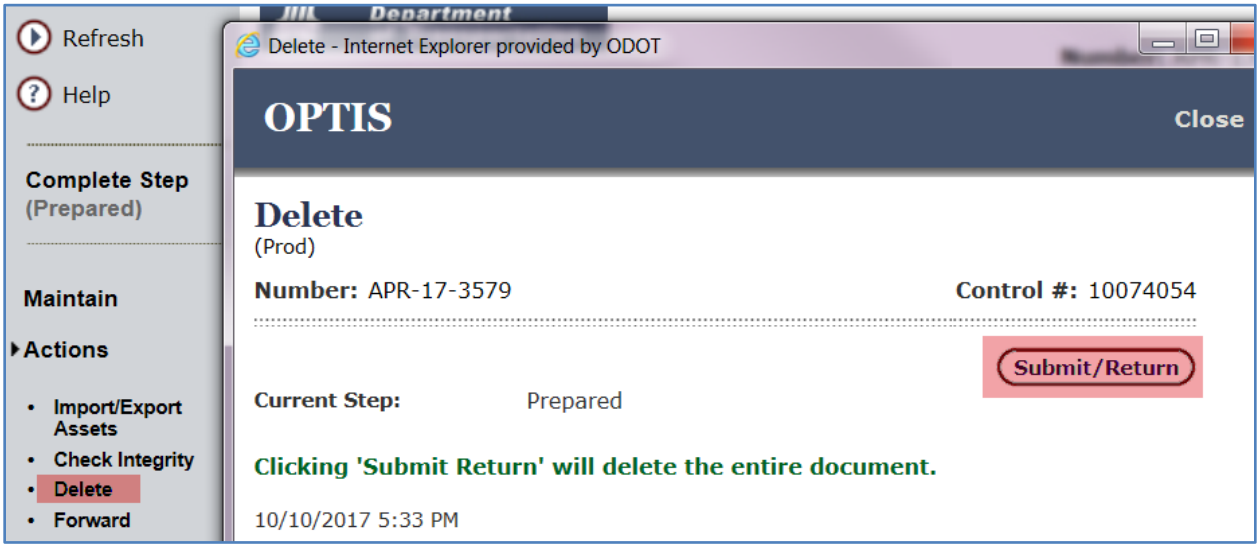
If you receive an Integrity Check Failed message, there will be text and usually a link that will take you to the error. If you are still having trouble identifying or correcting the problem, please contact the support analyst in your region.

How can I find and delete a document that I started and now don't need?

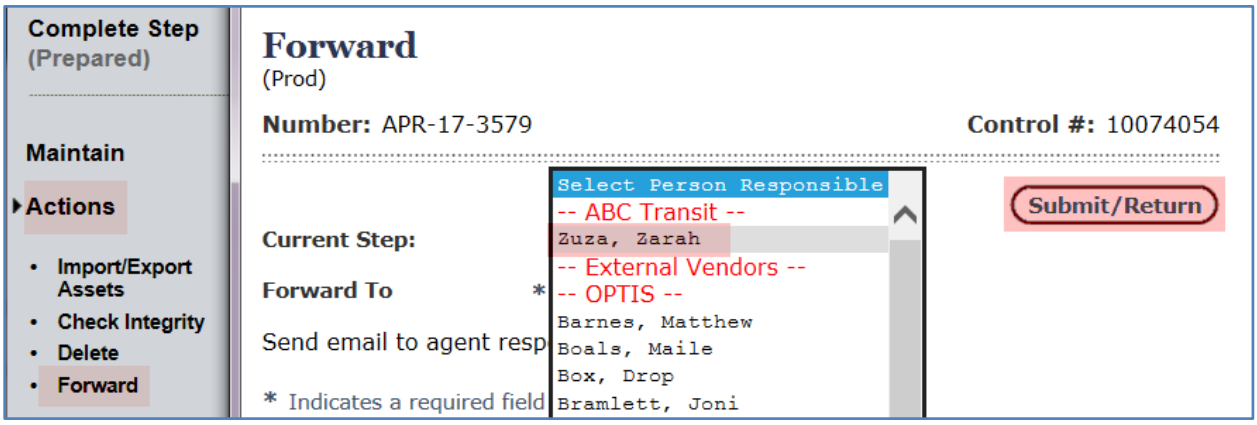
In order to tell if you have incomplete or duplicative documents, use the "Find by Organization Hierarchy" search and choose the document type (APR or reimbursement request) you are looking for.



If you see several of the same document with the X icon next to them, you know those documents have been started, but not completed. Any duplicates can be deleted by opening the document, choosing "Actions" and clicking "Delete" and "Submit/Return".

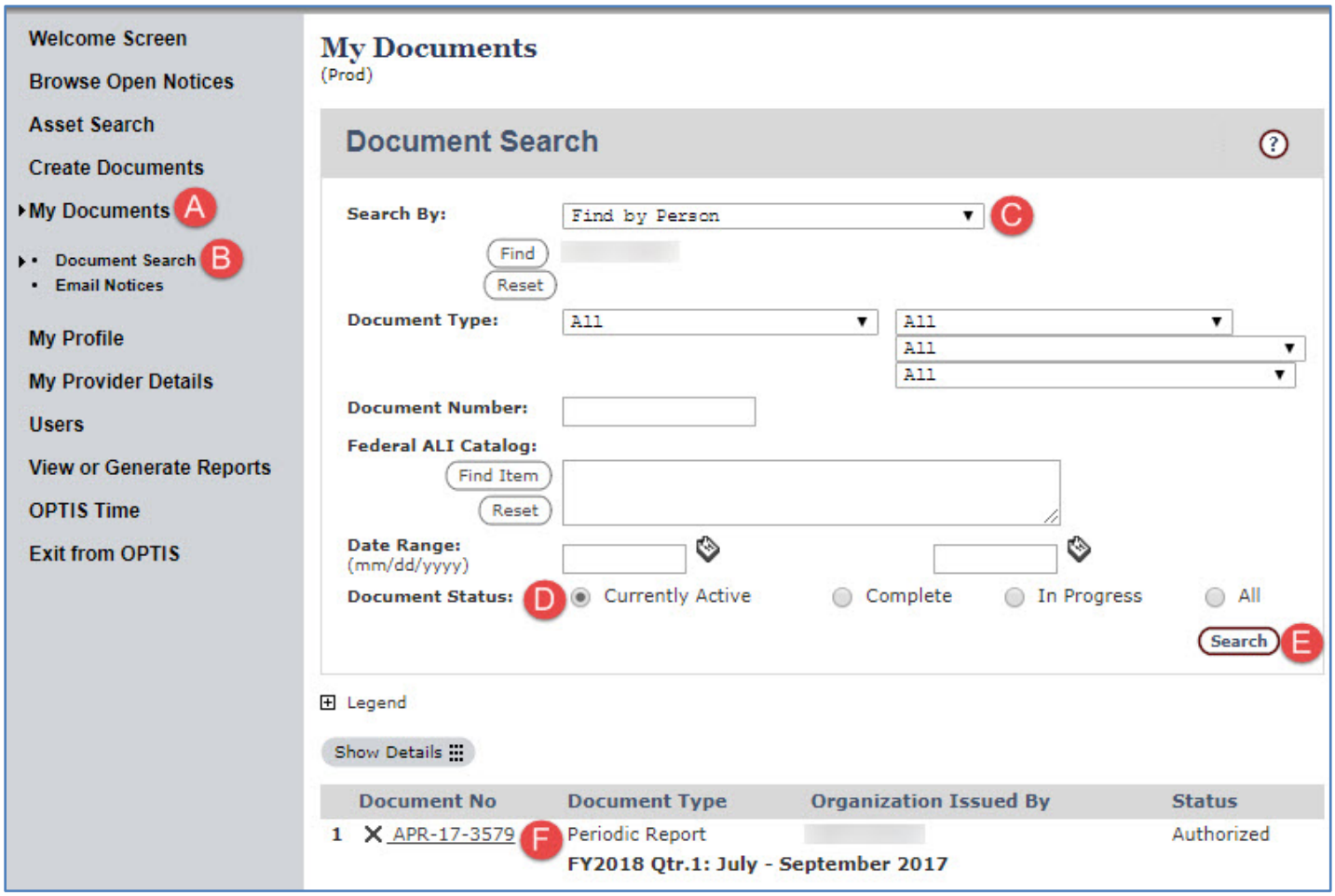


In order to delete a document, it must be in your queue. If it is not (the name of the step will be greyed out), use "Actions" / "Forward" to forward it to yourself.



How can I tell if there is something in OPTIS waiting for my action?

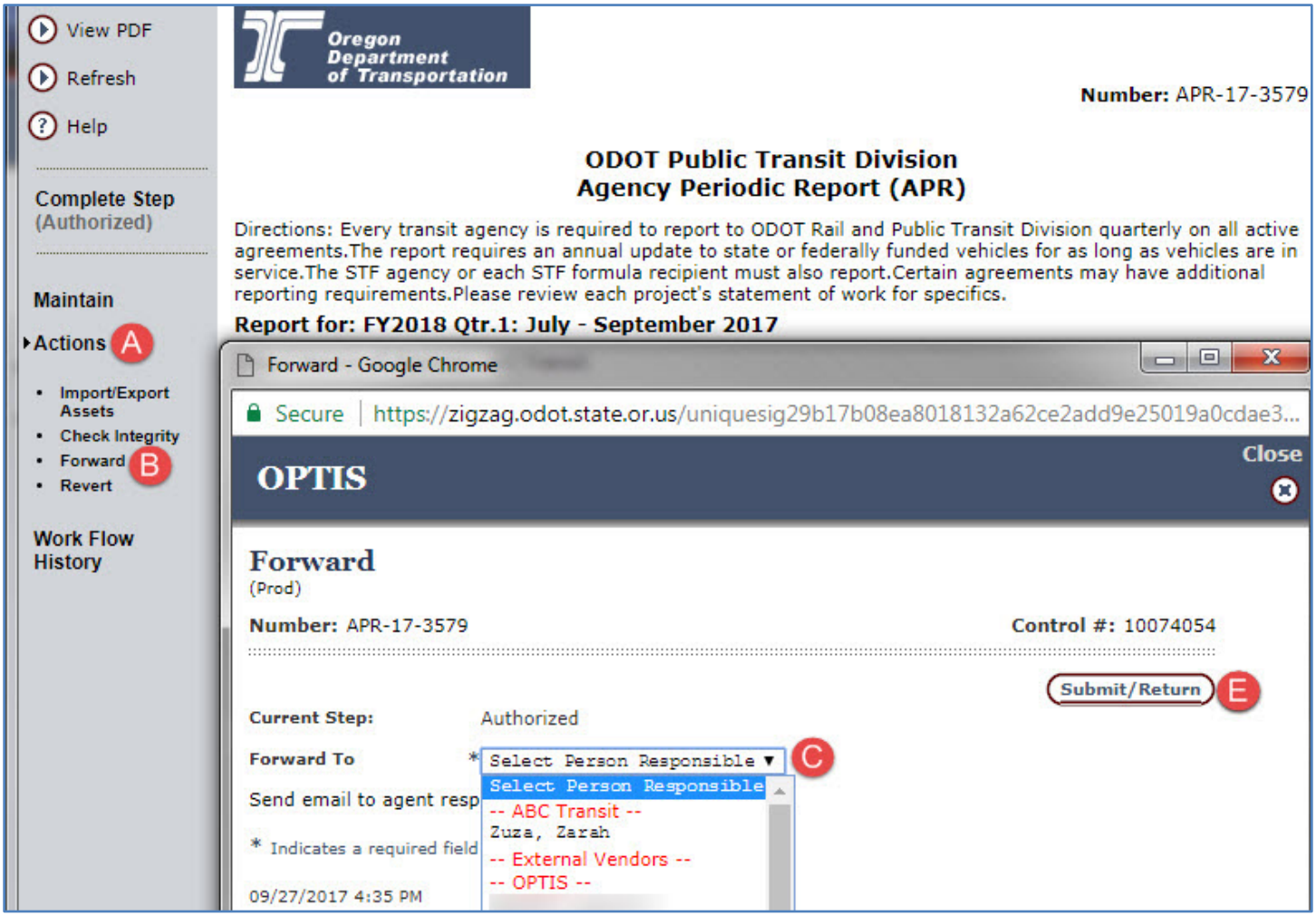
1. Check your email for a system message like this: *This OPTIS document has been forwarded to you.*
2. Open OPTIS, log in and search for the document referred to in the email (or for any other document type you're wondering about).
   a. Select "Find by Person" and select your name.
      (If your name is not auto-filled, click the find, type your name, and select from search results.)
   b. Click "Search".



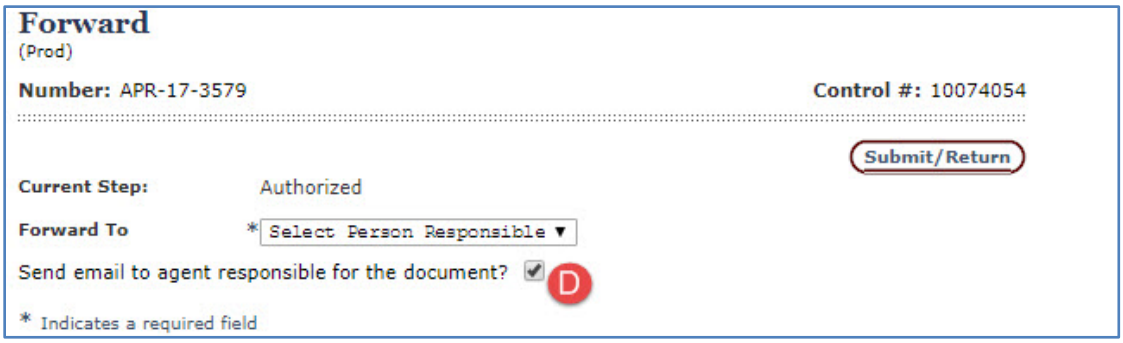
Note: The status indicates the step that the document is on. The document is not complete until the status says "Complete".

Forwarding

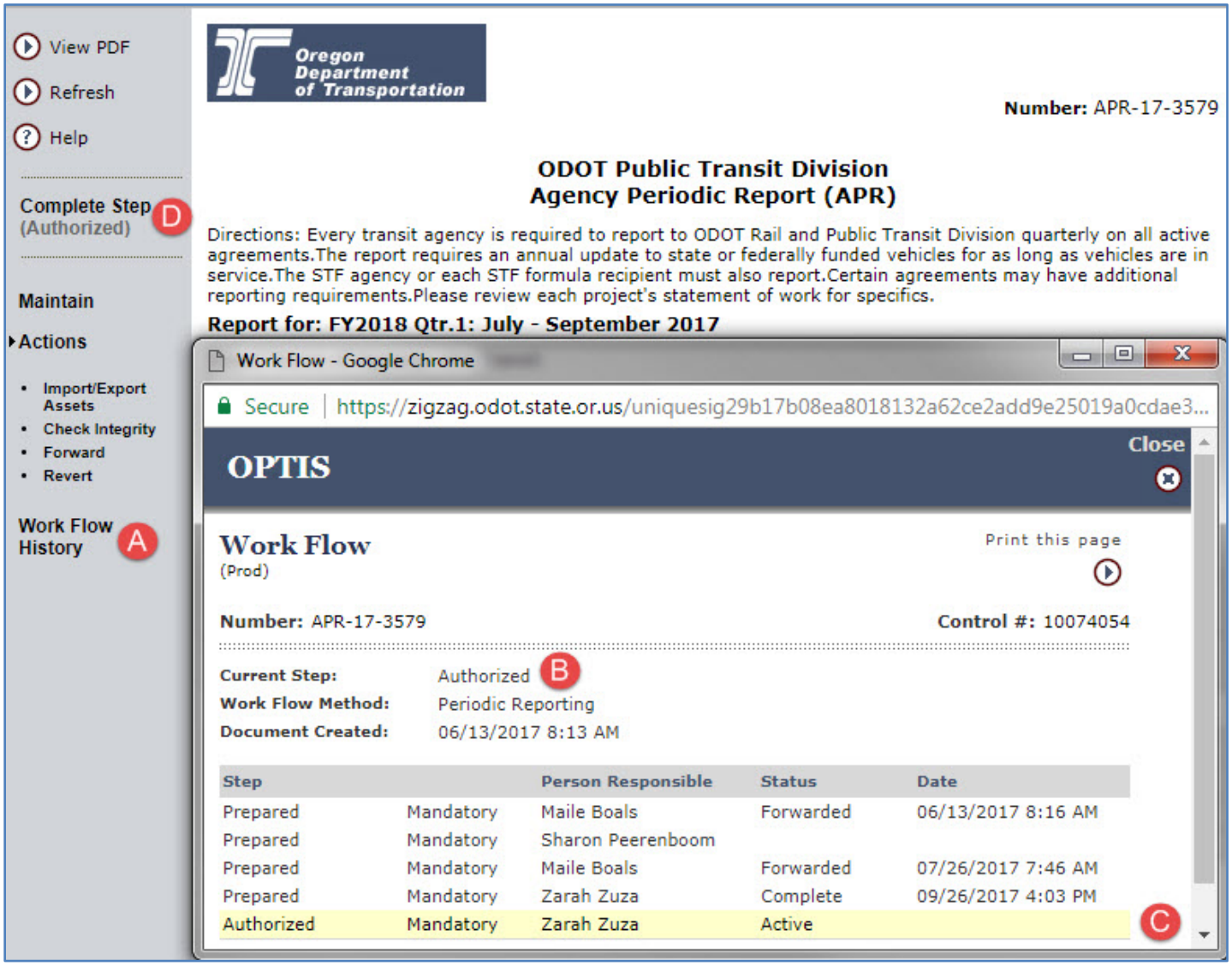
If you are a document preparer and need someone to review a document and potentially make edits, you can forward it to them using the "Actions/Forward" feature.



Check the box "send email to agent responsible…" so they will know the document is in their queue.



Work Flow History



Step: Indicates the creation and approval stages. The step will be "Complete" after it has been finalized.

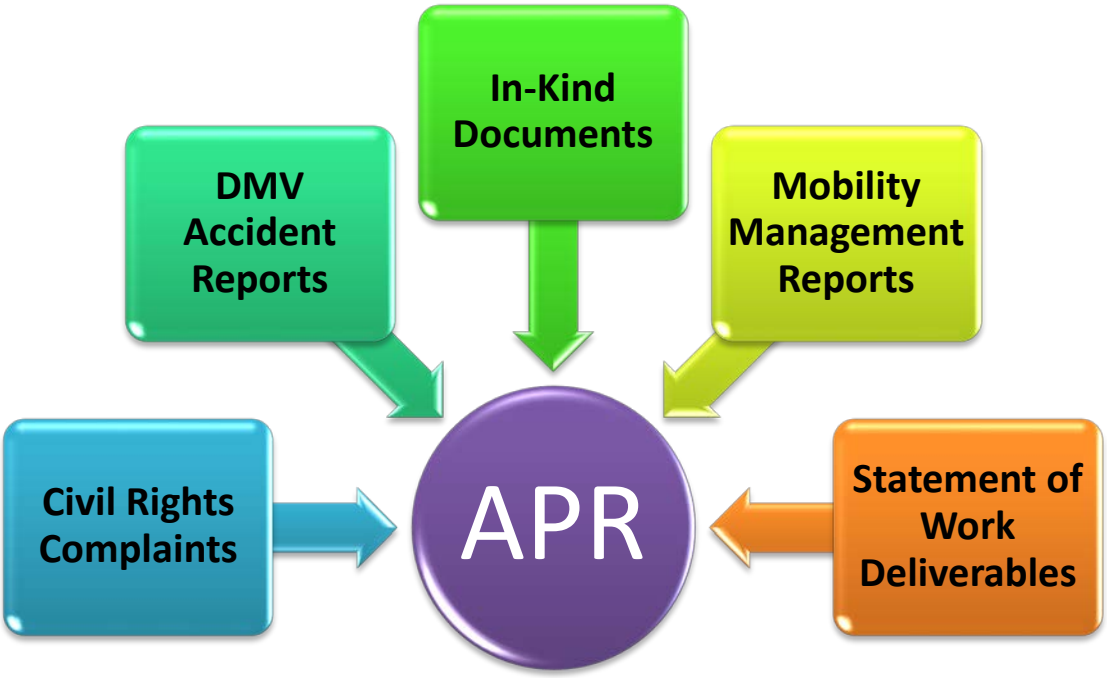
Person Responsible: Shows who has been working on the document and in whose queue it is currently.

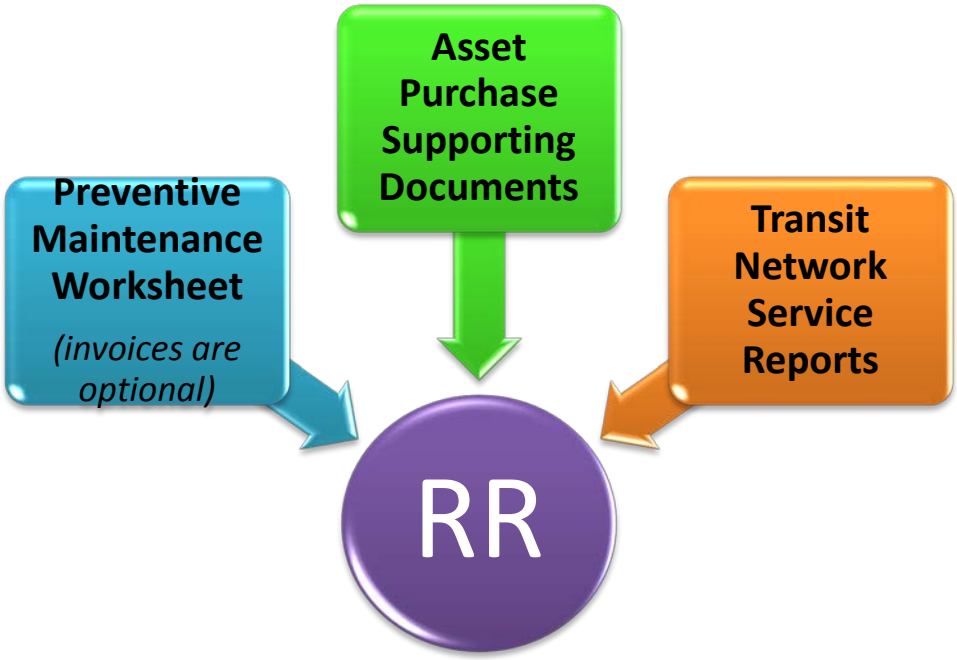
Status: Indicates the different actions taken throughout the document's lifecycle.

Date: Indicates when steps and status changes happened.

Notes:
C in the screenshot above shows that this document is active in Zarah Zuza's queue at the authorized step, but that she has not completed the step.
D in the screenshot above shows "Complete Step" in black text, which means it is active in your queue. If it is not in your queue, the text will appear grayed out.

What documents do I attach to my agency periodic reports (APR) and reimbursement requests (RR) in OPTIS?





Agency Periodic Report - Odometer Issues

ERROR MESSAGES

When completing your Agency Periodic Report (APR), you are required to update the mileage for each RPTD-funded vehicle. If you enter an odometer reading that is less than you reported on your previous APR, you will see the following error message because, obviously, vehicle mileage does not decrease over time.

1

Error

Odometer reading less than previously reported.
Current Odometer Mileage (2)
Current Odometer Mileage (4)

If you are working on a previously completed APR that RPTD re-opened for you, **it is important to remember that *any APRs for periods after the one you're working on still exist* in the system.** If you enter an odometer reading that is more than what was entered for that vehicle in a *later* APR on file in OPTIS, you will see the following error message.

2

Error

Odometer reading greater than subsequently reported.
Current Odometer Mileage (6)

The numbers in parentheses indicates to which asset(s) the error(s) pertains.

HOW TO RESOLVE ERROR MESSAGES

First, check your records for the accurate mileage.

If you just mistyped the mileage, go to the line item with the error, enter the correct number, and click Refresh. When you "Check Integrity" or "Complete Step", the error should be cleared.

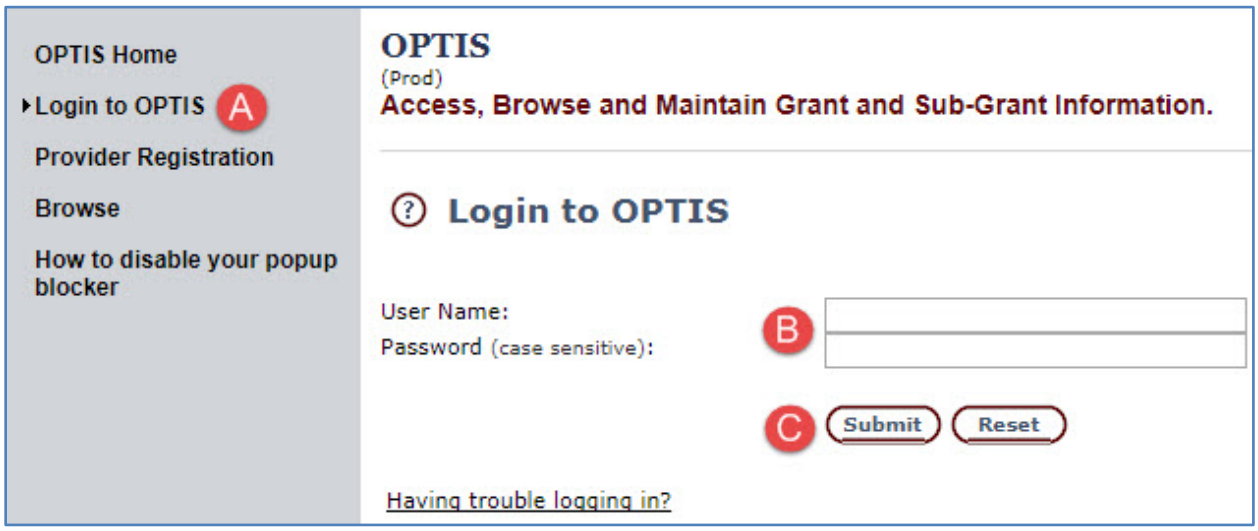
Then, if the mileage you entered is correct at this point in time, but you are still getting an error:

For error 1 above, a previous entry for that vehicle must have been entered incorrectly. Contact RPTD for assistance. We will reopen the completed APR that contains the incorrect information, forward it to you in OPTIS, and have you enter the correct mileage. Once you complete the revised APR, you can return to the current one and complete it.

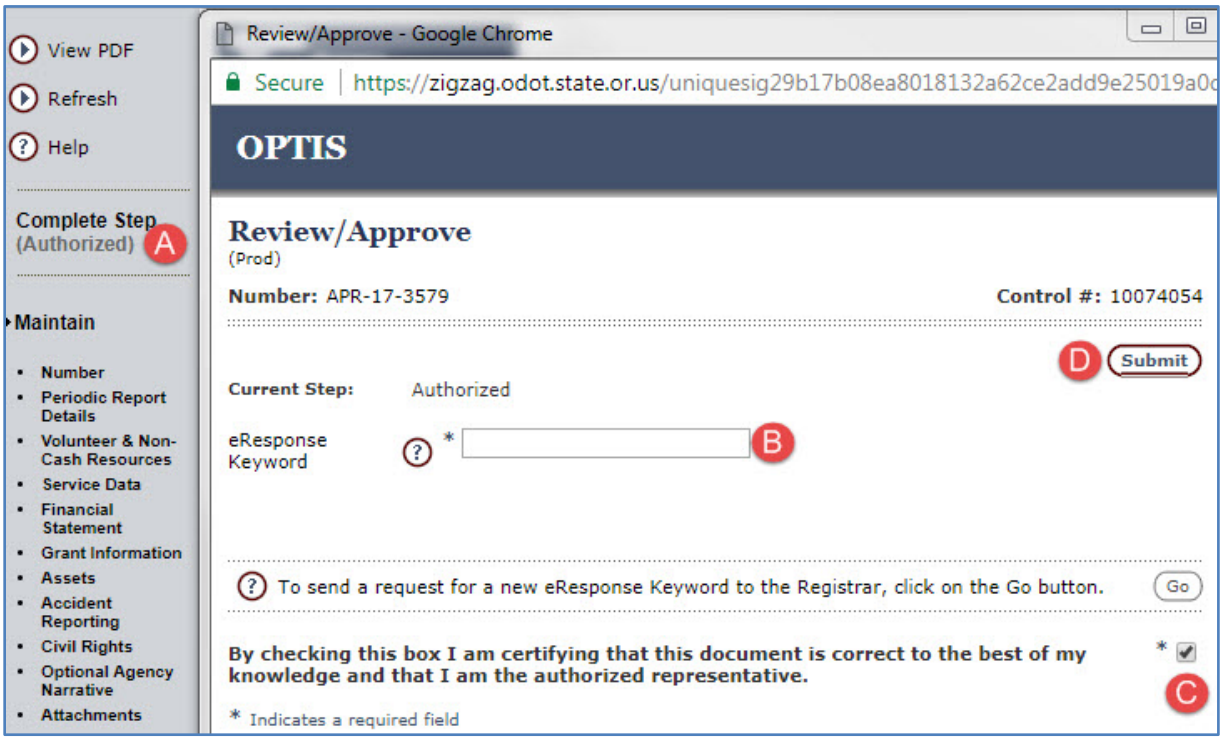
For error 2 above (which only happens when you are working on a previous APR), ask RPTD to open the later APR(s) and forward then to you so you can make corrections. Depending on how far back an incorrect mileage figure was entered, RPTD may have to open multiple APRs for correction.

What is the difference between my regular password and an eResponse keyword?

Your **regular password** is used only when you log into OPTIS initially.



The **eResponse keyword** is used as an electronic signature when authorizing documents. It confirms that a document is correct, and that the person submitting the document for the agency is the authorized representative.



OPTIS eResponse Keyword Policy and Process Steps

Background

To prevent unauthorized access to ODOT Rail and Public Transit's (RPTD) Oregon Public Transit Information System (OPTIS), each agency established in the system is validated (officially recognized as a legitimate transit agency doing business with ODOT). Additionally, each OPTIS user is validated and granted privileges to view and/or create OPTIS documents.

The validation process may include the issuance of a secure "eResponse keyword" to authorized individuals. This keyword acts as an electronic "certificate" establishing the user's right to approve documents for his or her agency. Without a keyword issued by RPTD, a user cannot finalize and submit OPTIS documents for RPTD's review, but may (if given privileges) still create documents.

Policy

With the implementation of OPTIS, electronic "signatures" have replaced ink signatures.

> *Policy Statement: Effective February 15, 2011, only authorized agency representatives with signatory authority will be allowed to approve and electronically sign official documents such as periodic reports and reimbursement requests. To this end, the use of eResponse keywords will be restricted to authorized representatives only.*

Other users may *view and create* documents, but the *submittal* of documents from within OPTIS is restricted to authorized representative(s). This ensures that the OPTIS document submittal process includes the electronic equivalent of ink signatures for authorization.

Requesting an eResponse Keyword

A staff member at a transit agency using OPTIS who has authorization to submit official documents for the agency must be issued an eResponse keyword by RPTD in order to perform that function in the system. To ensure this privilege is approved at the agency level, a formal request on agency letterhead from the staff member's supervisor, manager, or board chairperson is required.

RPTD provides a form letter template for this purpose. This template can be found on the RPTD website: https://www.oregon.gov/ODOT/RPTD/Pages/index.aspx by clicking on the OPTIS icon an then selecting "eResponse Keyword Request" under OPTIS Permissions. (See example below.)

Once RPTD receives the official request for a user to be issued a keyword, RPTD staff will generate a new keyword. The user will receive an electronic notification from the system indicating that a temporary keyword has been issued. The user has 14 days to log into OPTIS and change the temporary keyword to a unique one. After 14 days, the initial keyword will expire.

If a user forgets his or her keyword, the user may ask for a new one using the request feature in OPTIS. Again, this keyword is temporary and will expire after 14 days.

September 26, 2017

Attn: OPTIS Administrator (ODOTPTDReporting@odot.state.or.us)
Oregon Department of Transportation
Rail and Public Transit Division
555 13th Street NE
Salem, Oregon 97301

RE: e-Response Keyword Request

This letter is to request an e-Response Keyword for the employee listed below to electronically approve requests in OPTIS for Agency Name.

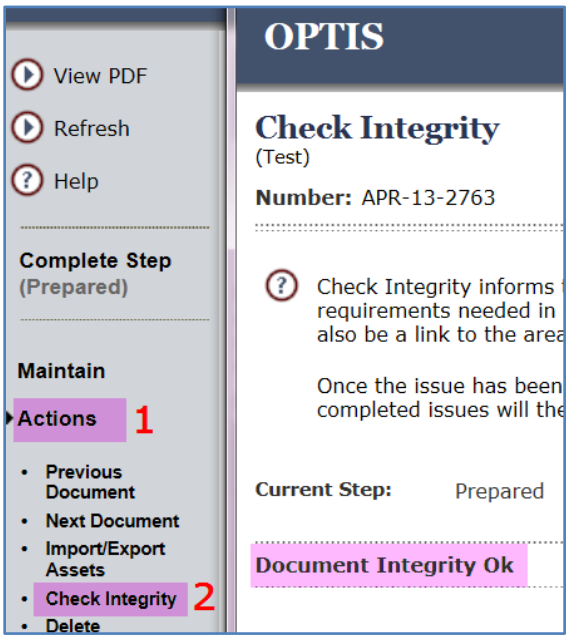
Name:			
Title:			
Email:			
Address:			
Phone:		Fax:	

Sincerely,

Approving Authority Name
Title

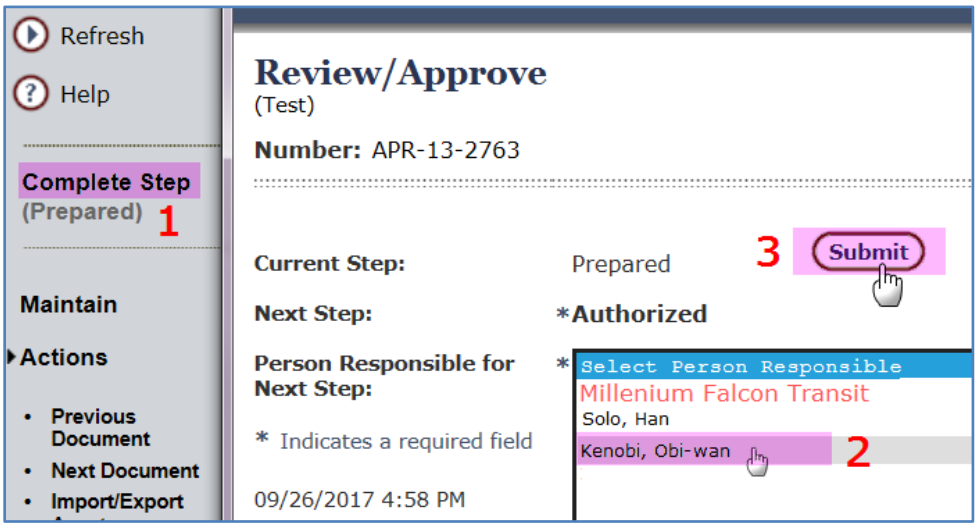
Using an eResponse Keyword

Preparer:
Once all required fields are complete, the preparer selects "Actions" and "Check Integrity" and resolves any errors if they exist.



Once all errors are cleared, the preparer selects "Complete Step (Prepared)" and chooses the person responsible for the next step (Review/Approve) from the drop-down menu.

Clicking "Submit" completes the Prepared step.



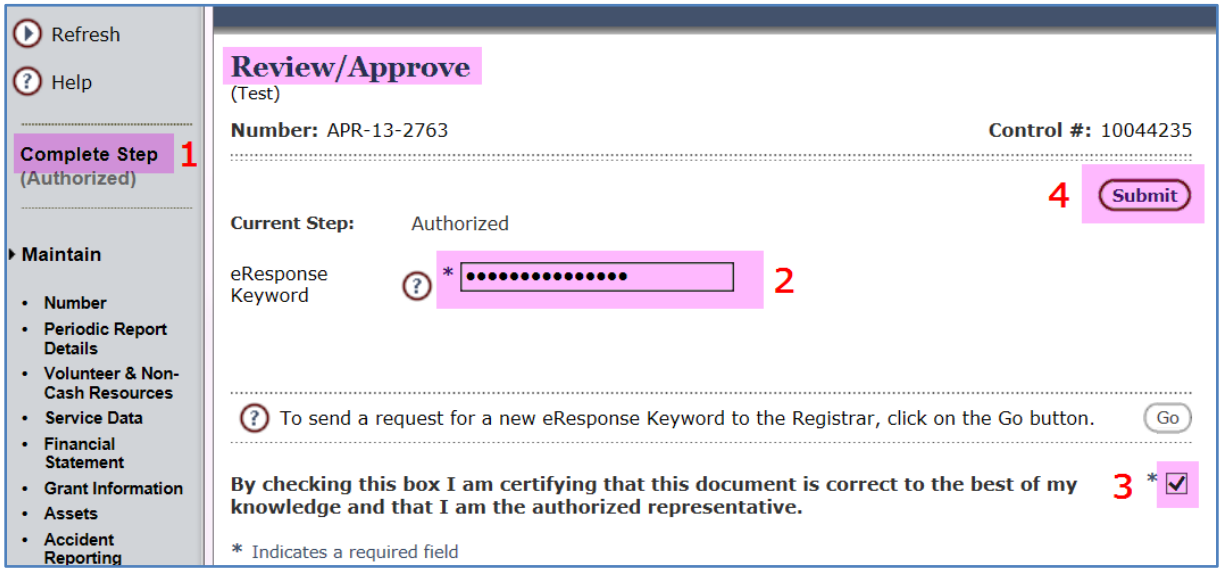
NOTE: *Depending on your agency roles, the preparer and authorizer may or may not be the same person. If one person has both roles, OPTIS still requires you to select a name to advance the APR to the next step.*

Authorizer:

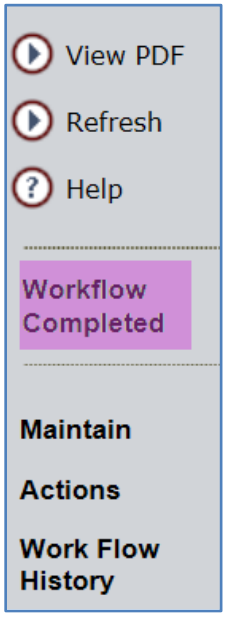
The person responsible for submitting official documents to RPTD via OPTIS reviews and verify all information in the document. (If errors are found, the authorizer may return to the APR Wizard by selecting "Maintain" from the Navigation Menu, make any necessary change(s) and click "Finish" on each step when complete, or he or she may forward the document back to the preparer for correction.)

Once the document is complete and accurate, the authorizer clicks "Complete Step (Authorized)". If all required fields are complete, the "Review/Approve" screen appears.

The authorizer then clicks to check the certifying statement box, enters his or her eResponse keyword, and clicks "Submit."



"Workflow Completed" will appear on the navigation menu. The document is now complete.



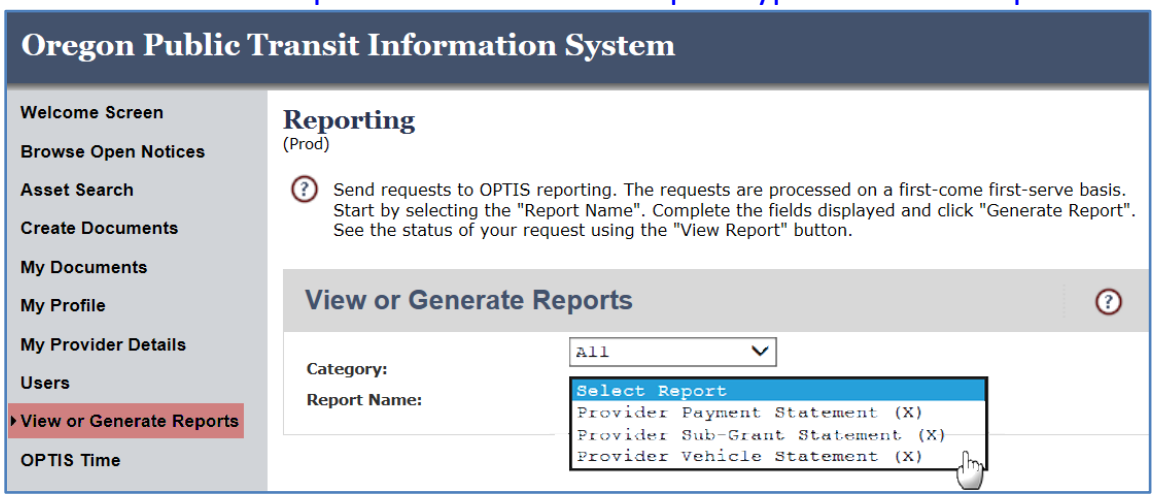
T

What reports can I run in OPTIS?

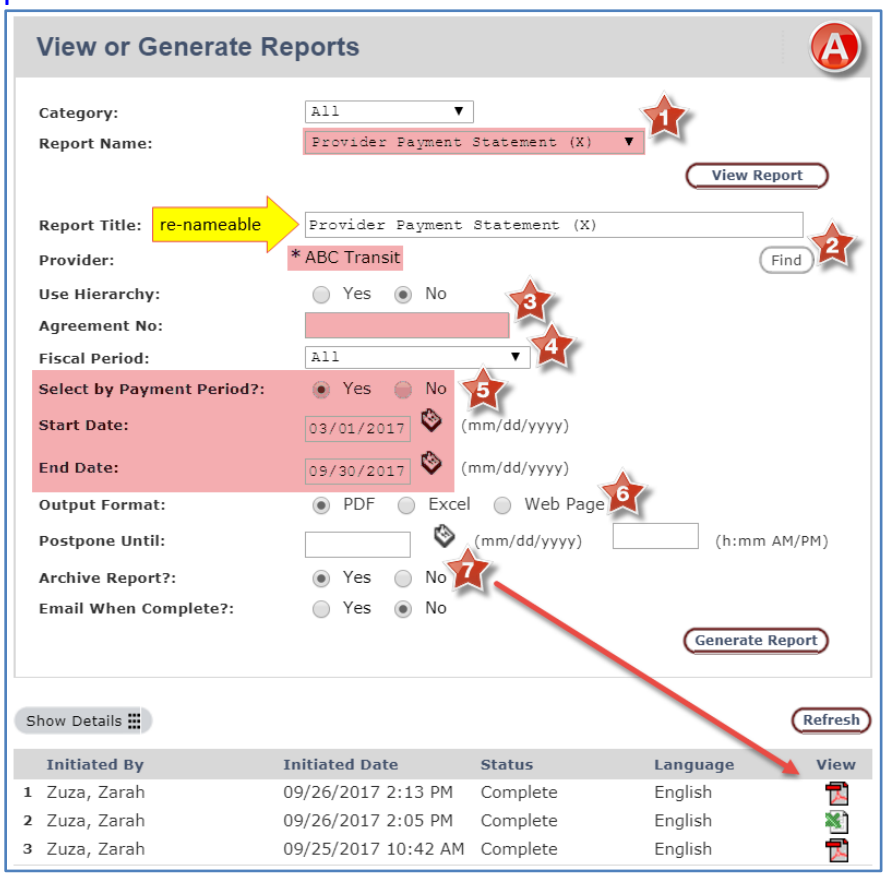
External OPTIS users can run the following (Excel or pdf) reports in the system:

A. Provider Payment Statement
B. Provider Sub-Grant Statement
C. Provider Vehicle Statement

Click on "View or Generate Reports" and select the report type from the drop-down menu.



Payment Report Options



PDF Report Result

Page 1 of 2

REPORT NAME	ReportProviderPaymentStatement(X)
REPORT TITLE	Provider Payment Statement (X)
Date	10/10/2017
TIME	2:17 PM
INITIATED BY	Boals, Maile
PROVIDER	ABC Transit
USE HIERARCHY	N
AGREEMENT NO	
FISCAL PERIOD	All
SELECT BY PAYMENT PERIOD?	N
START DATE	2017/03/01 00:00:00
END DATE	2017/09/30 00:00:00

Page 2 of 2
Run: 10/10/2017

Provider Payment Statement (X)

Provider Name	Fiscal Period	Sub-Grant#	Qtr	Paid Amt	Payment Pending	Invoice Date	Check Date	Remit Advice	Fund	CFDA	Payment No
'ABC Transit	2015-2017	30462	Qtr 7	$7,662.00		04/18/2017	04/25/2017	30462 FY17 Q3 Jan-Mar17	5311	20.509	151712538
			Qtr 8	$7,296.00		08/31/2017	09/06/2017	30462 FY17 Q4 Apr-Jun17	5311	20.509	151712801
			Qtr 7	$13,718.00		04/18/2017	04/25/2017	30462 FY17 Q3 Jan-Mar17	5311	20.509	151712538
			Qtr 8	$12,109.00		08/31/2017	09/06/2017	30462 FY17 Q4 Apr-Jun17	5311	20.509	151712801
				$40,785.00	**$0.00**						
				Total $40,785.00	**Total $0.00**						

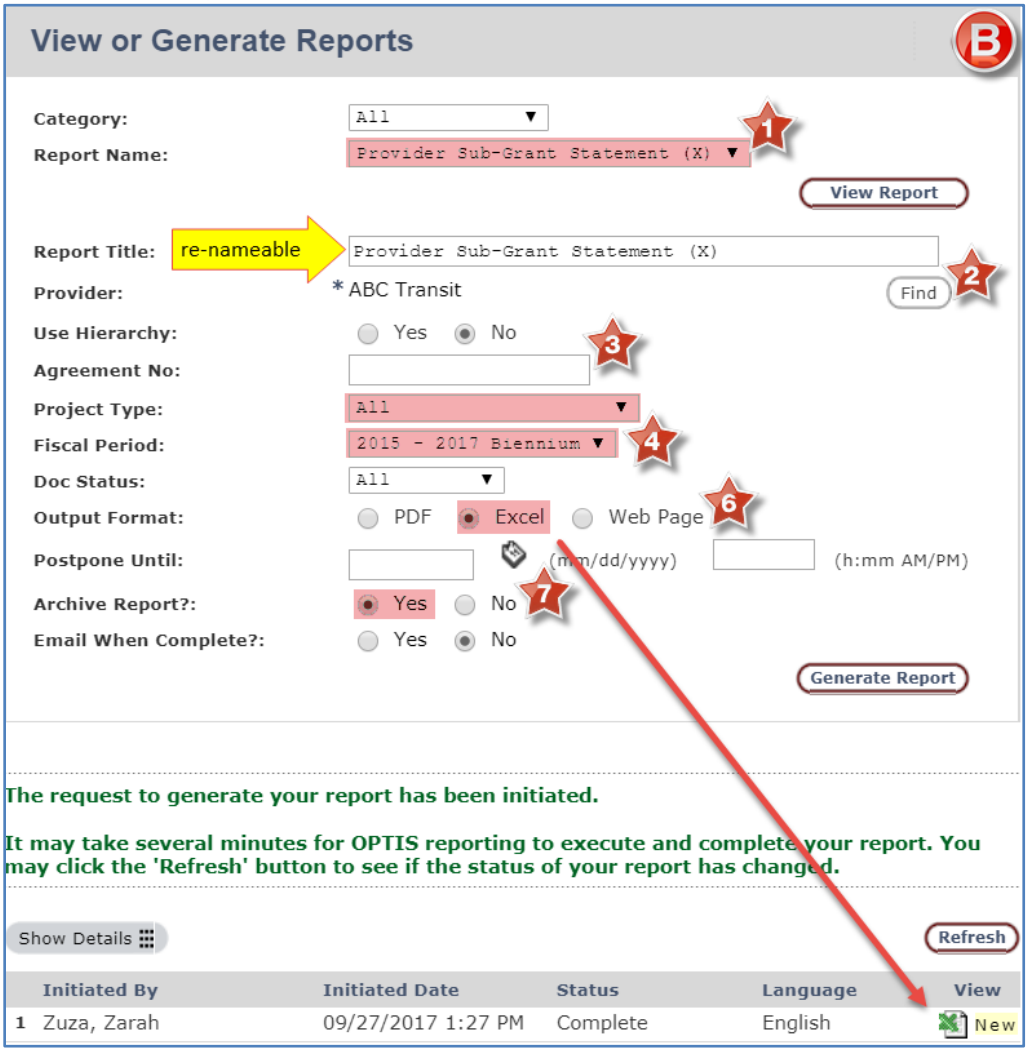
Excel Report Result

Page 2 of 2
Run: 09/26/2017

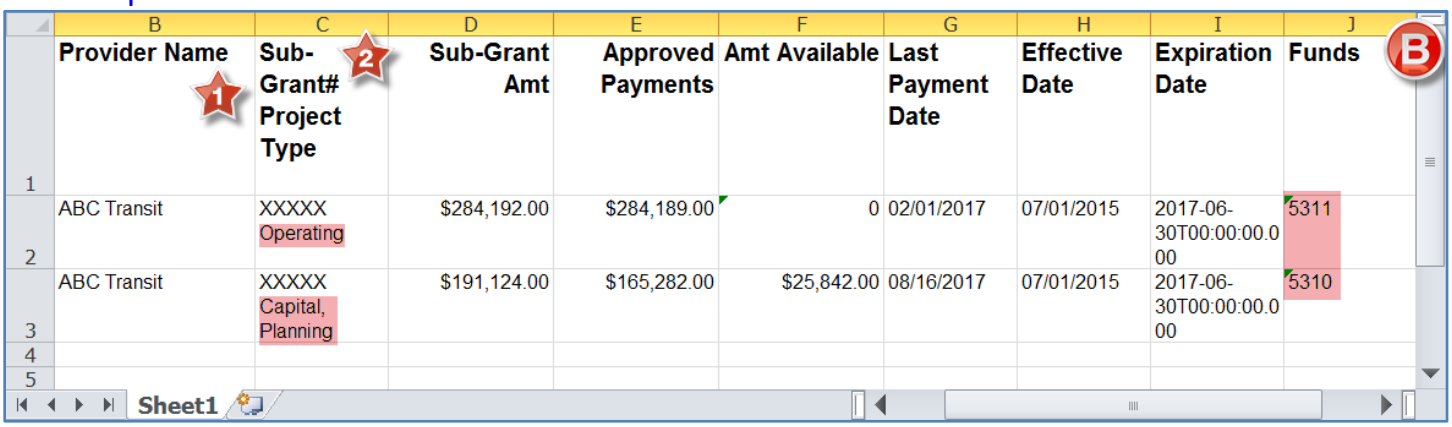
Provider Payment Statement (X) 1

Provider Name 2	Fiscal Period 4	Sub-Grant# 3	Qtr	Paid Amt	Payment Pending	Invoice Date 5	Check Date	Remit Advice	Fund	CFDA	Payment No
[redacted]	2015-2017	30[redacted]	Qtr 3	$54,726.00		04/07/2016	04/11/2016	[redacted] FY16 Q3 5339 Capital (Van #4)	5339	20.526	1517[redacted]
		30[redacted]	Qtr 1	$8,103.00		10/14/2015	11/23/2015	[redacted] FY 16 Q1 OPS PM	5310	20.513	1517[redacted]
			Qtr 2	$7,702.00		01/14/2016	02/03/2016	[redacted] FY16 Q2 OP	5310	20.513	1517[redacted]
			Qtr 3	$7,185.00		04/15/2016	04/25/2016	[redacted] FY16 Q3 E&D 5310 PM	5310	20.513	1517[redacted]
			Qtr 4	$7,302.00		08/04/2016	08/16/2016	[redacted] FY16 Q4 OP E&D 5310	5310	20.513	1517[redacted]
			Qtr 5	$6,605.00		11/04/2016	11/29/2016		5310	20.513	1517[redacted]
			Qtr 6	$258,422.00		01/30/2017	01/17/2017	[redacted] FY17 Q2 Oct-Dec16 Capital VP	5310	20.513	1517[redacted]
			Qtr 6	$7,792.00		01/09/2017	01/17/2017	[redacted] FY17 Q2 PM/ asset04410	5310	20.513	1517[redacted]
			Qtr 7	$8,264.00		04/17/2017	04/24/2017	[redacted] FY17 Q3 Jan-Mar17 PM	5310	20.513	1517[redacted]
			Qtr 8	$7,045.00		07/21/2017	08/08/2017	[redacted] FY17 Q4 Apr-Jun17 PM	5310	20.513	1517[redacted]
				$373,146.00	**$0.00**						
				Total $373,146.00	**Total $0.00**						

Sub-Grant Report Options



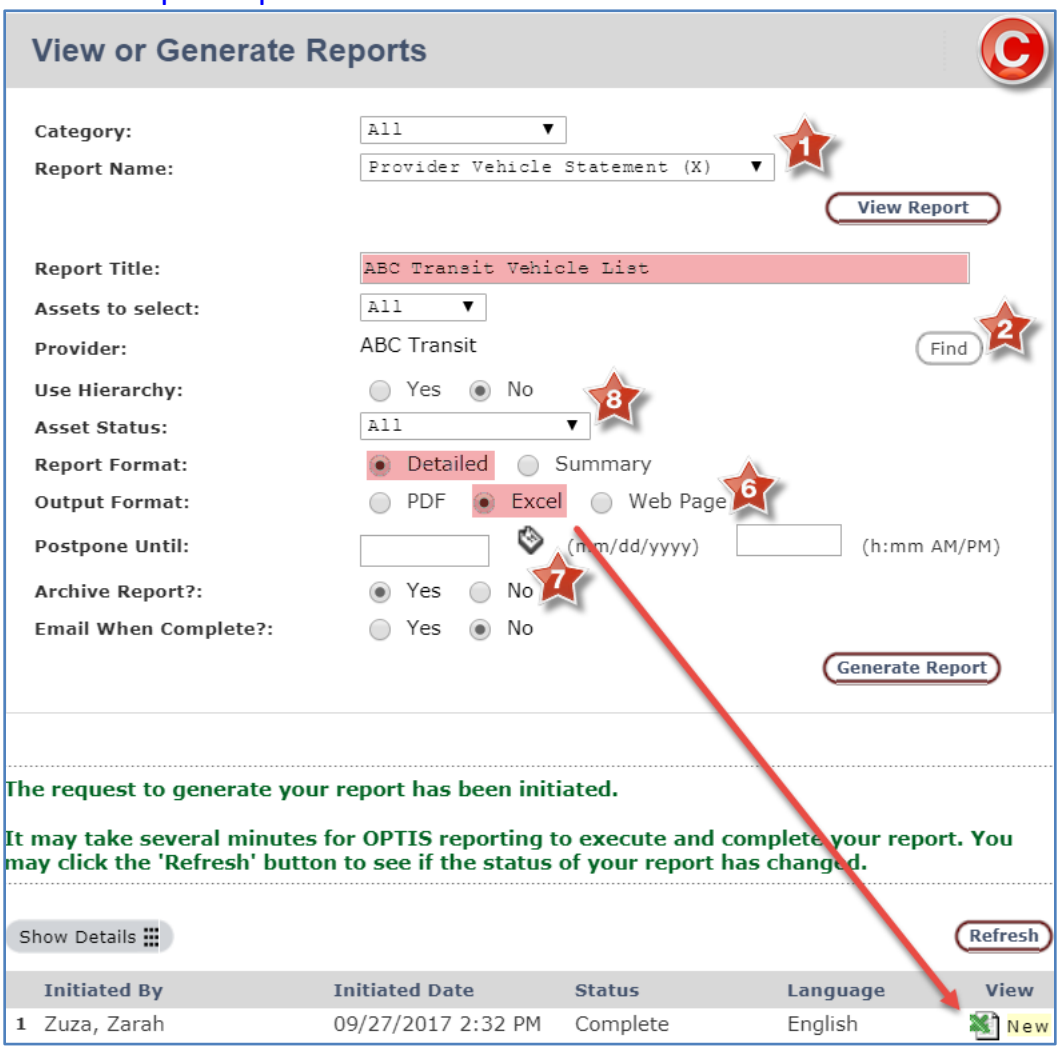
Excel Report Result



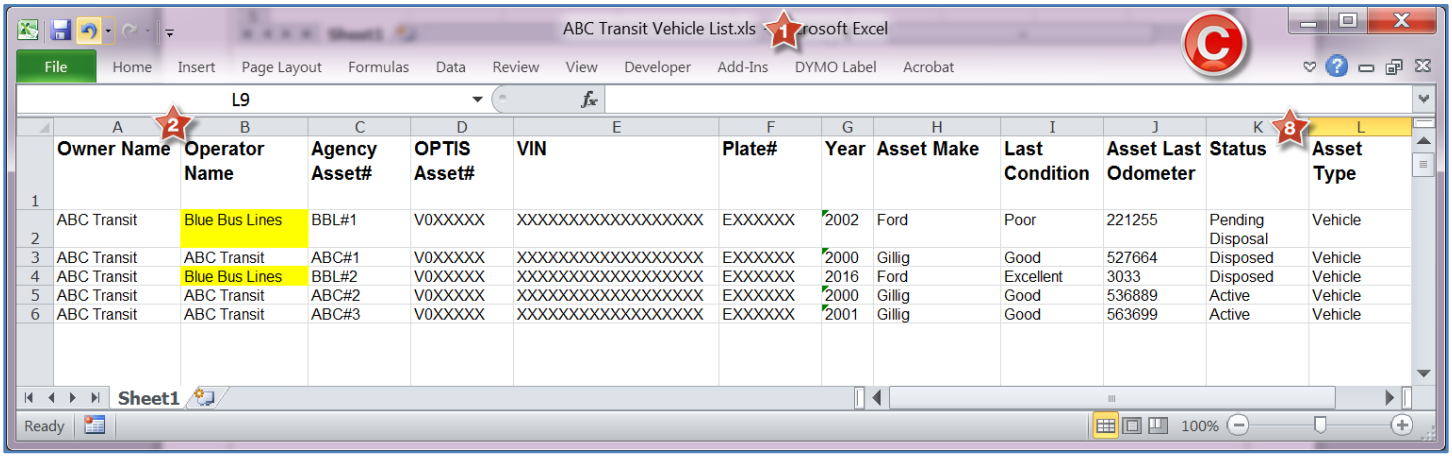
	B	C	D	E	F	G	H	I	J
1	Provider Name 1	Sub-Grant# Project Type 2	Sub-Grant Amt	Approved Payments	Amt Available	Last Payment Date	Effective Date	Expiration Date	Funds B
2	ABC Transit	XXXXX Operating	$284,192.00	$284,189.00	0	02/01/2017	07/01/2015	2017-06-30T00:00:00.000	5311
3	ABC Transit	XXXXX Capital, Planning	$191,124.00	$165,282.00	$25,842.00	08/16/2017	07/01/2015	2017-06-30T00:00:00.000	5310
4									
5									

Sheet1

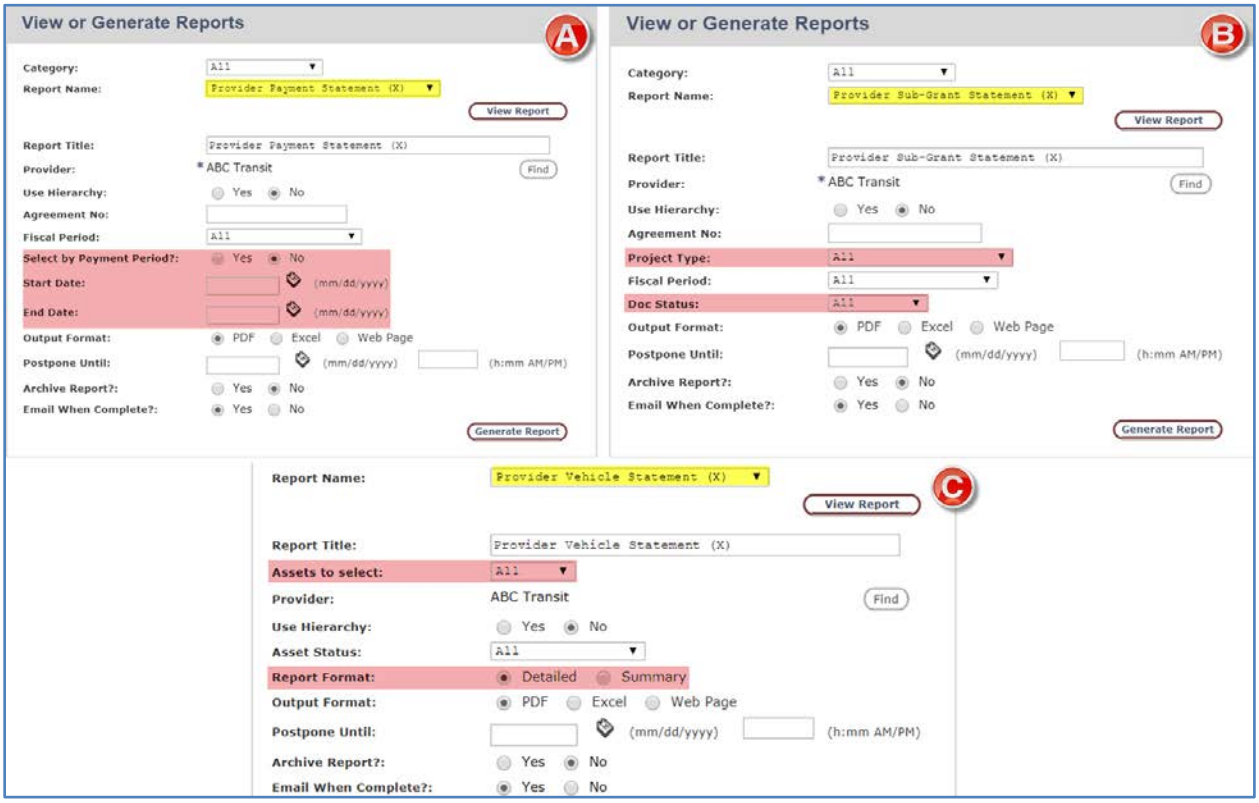
Vehicle Report Options



Excel Report Result



Report Comparison



End of Biennium OPTIS Error Messages

Why do I get errors (such as "Requested amount does not agree with subgrant funding level" or "Expense amount cannot be greater than sub-grant item total cost") when trying to draw down my grant to zero?

Because OPTIS tracks not just total payment amounts but also total expenses and total match, none of those numbers can ever exceed what was programmed into the subgrant budget totals at the beginning of the biennium. Sometimes with final payments, due to rounding, the Expense Amount or Match Expense amount can be off a dollar or two.

For Example:

Original Programmed Amounts
Total Expenses: $133,879
Total Match: $13,749
Total Payments: $120,130

To-Date Amounts in OPTIS +	Final Quarter Figures =	Error
Total Expenses: $127,994	Expenses: $5,887	127,994 + 5,887 = $133,881 (-2)
Total Match: $13,146	Match: $605	13,146 + 605 = $13,751 (-2)
Total Payments: $114,848	Payment: $5,282	114,848 + 5,282 = $120,130

This is what you will see when the "Total Expenses" and "Match" are each exceeded by $2.00:

Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	$5,887.00	$127,994.00	$0.00	$-2.00
Match:	$605.00	$13,146.00	$0.00	$-2.00
Reimbursement Requested:	$5,282.00	$114,848.00	$0.00	$0.00
Payment:	$0.00	$114,848.00	$0.00	$5,282.00

The Total Expenses (lowered $2) and the Match (lowered $2) will allow the reimbursement / payment.

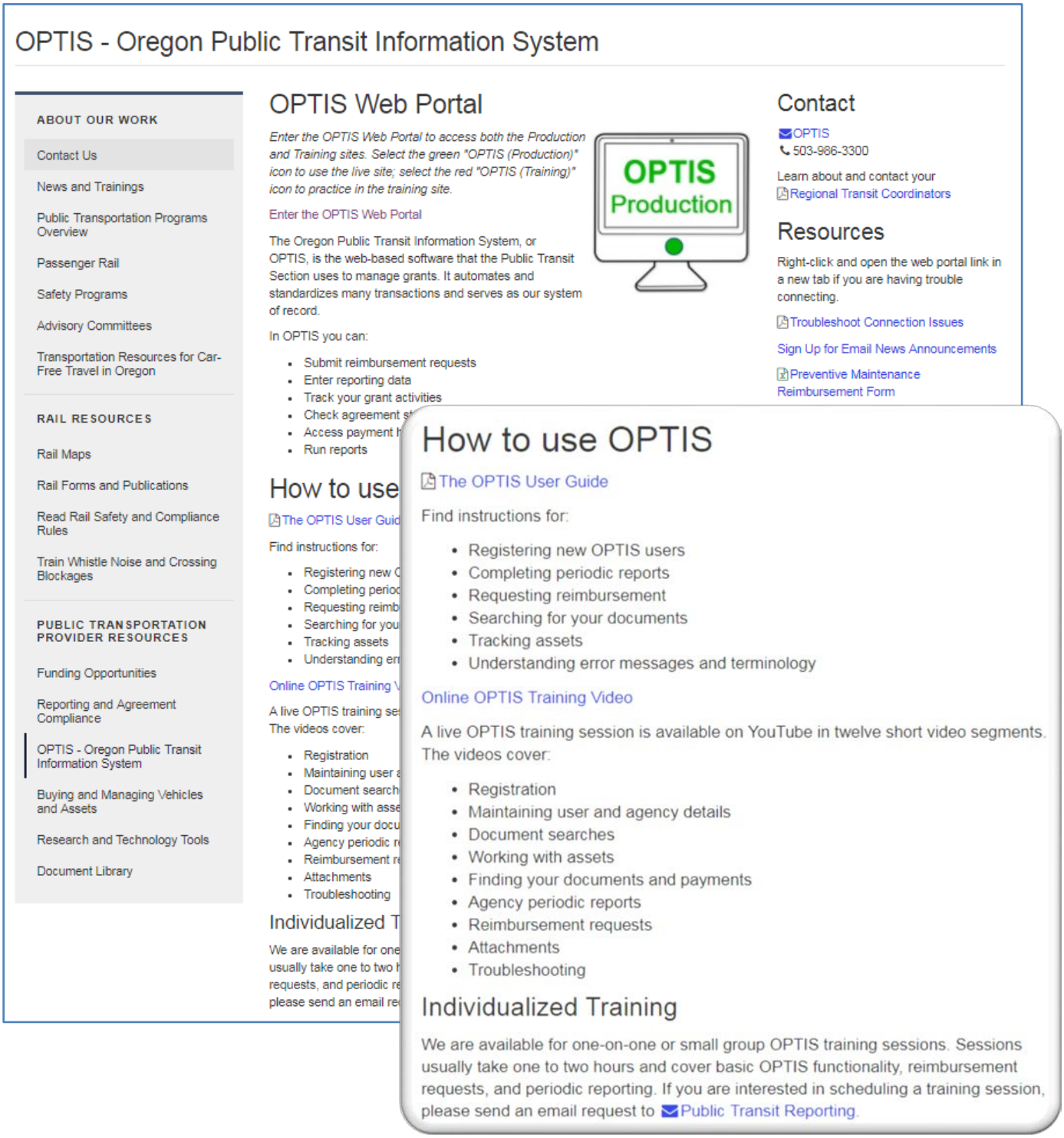
Subgrant Reimbursement Request Summary:

	This Request	To Date	In Process	Balance
Total Expenses:	$5,885.00	$127,994.00	$0.00	$0.00
Match:	$603.00	$13,146.00	$0.00	$0.00
Reimbursement Requested:	$5,282.00	$114,848.00	$0.00	$0.00
Payment:	$0.00	$114,848.00	$0.00	$5,282.00

*** * * RPTD is working to make improvements to OPTIS to eliminate these issues. * * ***

How can I get training and more information?

There are training resources available on our website at:
https://www.oregon.gov/ODOT/RPTD/Pages/OPTIS.aspx



ODOT Rail and Public Transit Division
OPTIS Resources

Contacts

Support Analyst Regions 1 and 3 – Francine Peterson Francine.Peterson@odot.state.or.us 503-986-3376

Support Analyst Region 2 – Kristina Wargnier Kristina.Wargnier@odot.state.or.us 503-986-3411

Support Analyst Regions 4 and 5 – Mel Hanna Melani.Hanna@odot.state.or.us 503-986-3300

OPTIS Administrator/Operations Unit Lead – Maile Boals Maile.Boals@odot.state.or.us 503-986-3372

NTD Support – Sharon Peerenboom Sharon.K.Peerenboom@odot.state.or.us 503-986-0958

ODOT Rail and Public Transit Division Website OPTIS Page:

https://www.oregon.gov/ODOT/RPTD/Pages/OPTIS.aspx

OPTIS Log In:

https://zigzag.odot.state.or.us/ (Secure ODOT portal)

Select OPTIS (Prod) in GREEN! 

for the production environment (real-time data).

OR

OPTIS (Train) in RED 

for the training environment (outdated data, but good for practicing).

Thank You!

OPTIS DOCUMENT APPROVAL STEPS
(For Non-ODOT OPTIS Approvers)

1. Obtain your OPTIS user name and password from RPTD or a user trained for your agency.
2. Log in to OPTIS:
   a. Select **OPTIS (Prod)** from the list of available applications.
   b. If a Security Alert message appears, check "Trust this site"; As needed, select "Always" and "Trust"
   c. Click "Login to OPTIS" and enter your User Name and Password. Click "Submit"
3. At the Welcome Screen, select "My Documents" from the grey bar on the left.
4. Click on "Document Search."
5. Find Document
   a. **If you know the document number**:
      i. At the "Search By" drop down menu, select Find by Document Number;
      ii. Enter the document number in the Document Number box;
      iii. Click "Search" and open the document which appears.
   b. **If the document has been forwarded to you by the preparer, you can search by your name**:
      i. Leave the search criterion at the default (Find by Person). Your name displays.
      ii. At Document Type, select Periodic Report or Reimbursement Request;
      iii. Click "Search" and select the document from the list which appears.
   c. **If you don't know the document number:**
      i. At the "Search By" drop down menu, select Find by Organization;
      ii. If your agency does not appear, click Find and enter keywords to locate and open it;
      iii. Once the correct agency is displayed, select Periodic Report or Reimbursement Request;
      iv. Leave all other search criteria blank;
      v. Click "Search" and then select the document from the list which appears.
6. Open and review the document. When satisfied that it is accurate, click on "Complete Step."

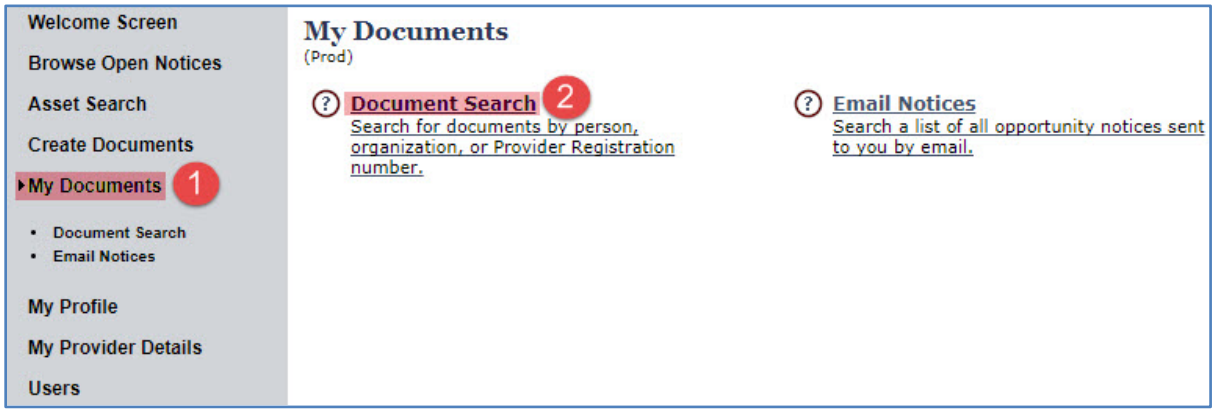
   NOTE: If the words "Complete Step" are grayed out, the document is not in your queue for action. Contact the preparer and ask that he or she forward it to you. Once the document is in your queue, the words "Complete Step" will be black and you may act upon the document.

7. At the “Review/Approve” screen, enter your eResponse Keyword. (If any required fields are incomplete, you will see "Integrity Check Failed". For most issues, the failure reason will also be a link to the area that needs to be modified. Once the issue is resolved, click "Refresh" to reload the page and continue.)
8. Click the box near the statement “By checking this box I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative."
9. Click “Submit."

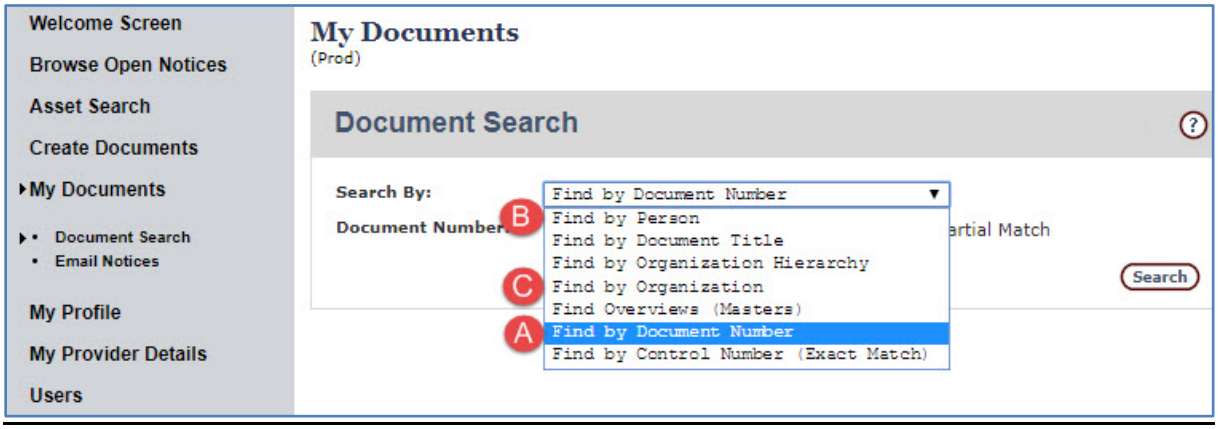
The document has now been approved and finalized within OPTIS and will be processed. The electronic submittal of the document, using your eResponse Keyword, functions as a valid authorizing signature.

Screenshots

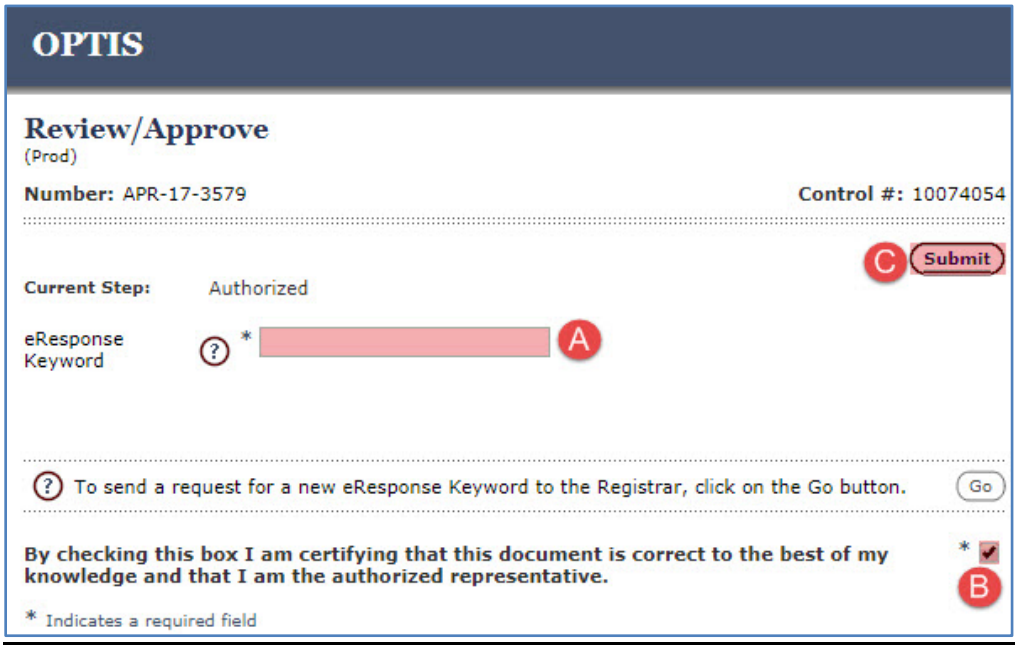
Steps 3 and 4



Step 5



Steps 7, 8 and 9



Reporting Frequency by Fund Source

[1] 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
[2] 5311 Formula Grants for Rural Areas
[3] 5311 and §5311(f) Transit Network and Intercity
[4] 5339 Bus and Bus Facilities
[5] Special Transportation Fund

Quarterly

Agency Periodic Report (APR) [1,2,3,4,5]
Due no later than
45 days after the end of each quarter

Asset Purchase Supporting Documents [1,2,3,4,5]
Depends on activity and deliverables

Preventive Maintenance Worksheet [1,2,3,4,5]
PM worksheet mandatory; invoices optional

Charter Services Report [1,2,3,4]
Due January, April, July and October

Transit Network Service Report [3]
Attach to Reimbursement Request

Annually

ADA Paratransit Certifications [2,3]
Due January 26

Agency Capital Asset Report [1,2,3,4,5]
Due mid-August; mileage and condition entered as part of the APR

Department of Labor (DOL) Report [2,3,4]
Due May

Drug and Alcohol Management Information System (DAMIS) Report [2,3,4]
Due February

National Transit Database (NTD) Report [1,2,3,4]
Due November