AGENDA

Oregon Public Transit Information System (OPTIS)
External User Training

Session 15 - December 13-14 , 2011 9:00 a.m. – 4:00 p.m.
ODOT Human Resource Center – Suite H
2775 19th Street SE, Salem OR 97302 (map attached)

Participants: Doreen Blome (SAMTD), Scott Chancey (Josephine County), Cathy Pennington (Coos County), Jay Flint (Sunset Empire Transportation District), Mary Parker (Sunset Empire Transportation District), Julia Takko (Sunset Empire Transportation District), Christy Galaviz (Malheur Council on Aging), Pamela Jackson (Columbia County), Patty Toombs (Eastern Oregon Center for Independent Living)

Special Guests: Joni Bramlett and Sharon Peerenboom from ODOT Public Transit

Schedule / Day 1 – Tuesday, December 13

9:00 a.m.	**Welcome / Introductions / Course Overview / Objectives**
9:30 a.m.	**OPTIS Overview / Design / Log-in - *PowerPoint***
10:15 a.m.	**User Roles & Privileges**
10:30 a.m.	**Break**
10:45 a.m.	**Registration / Agency and User Maintenance / *Practice***
11:30 a.m.	**Document Types / Navigation Menu**
Noon – 1:00 p.m.	**Lunch**
1:00 p.m.	**Navigation Menu Continued / Search Features**
1:30 p.m.	**Asset Register - *PowerPoint, Demonstration & Reports***
2:00 p.m.	**Asset Q & A with Joni Bramlett**
2:30 p.m.	**Break**
2:45 p.m.	**Intro to Quarterly Reporting - *PowerPoint & Demonstration***
3:30 p.m.	**Questions / Individualized Help if Needed**

After Day 1 you will:

1. **Be familiar w/OPTIS design/terminology & be able to locate the information you need**
2. **Be able to register new users & revise agency/user information**
3. **Be able to view & understand your assets in OPTIS**

Schedule / Day 2 – Wednesday, December 14

9:00 a.m.	**Review & Questions**
9:15 a.m.	**Q & A with Sharon Peerenboom - Reporting**
10:00 a.m.	**Manager Approval Process & Document Progression**
10:15 a.m.	***Practice: Creating Quarterly Reports***
10:45 a.m.	**Break**
11:00 a.m.	**Requesting Reimbursement - *Demonstration***
11:30 a.m.	***Practice: Creating Reimbursement Requests***
Noon – 1:00 p.m.	**Lunch**
1:00 p.m.	**Advanced Topics & Special Situations**
1:30 p.m.	**Help Features / User Guide / OPTIS Webpage**
1:45 p.m.	***Final "Quiz" - All Topics***
2:30 p.m.	**Review / Production Site / What's Next**
2:45 p.m.	**Questions / Evaluation Form / Individualized Help if Needed**

After Day 2 you will:

1. **Be able to enter & submit agency periodic reports electronically**
2. **Be able to request reimbursement electronically within OPTIS**
3. **Be able to deal with special situations**

Contact:

Maile Boals
ODOT Public Transit
555 13th Street Suite 3, Salem OR 97301
Maile.boals@odot.state.or.us
503-986-3372

Thank you!

OPTIS Contacts and Quick Reference Guide

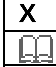
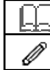
Key Contacts

Contact Information	Question /Comment /Area of Concern
OPTIS Trainer - Maile Boals 503-986-3372 **Maile.boals@odot.state.or.us**	• Technical assistance for OPTIS (Immediately following training.) • Training materials or schedules
OPTIS Administrator - Ivan Presnyy 503-986-4004 **Ivan.a.presnyy@odot.state.or.us**	• Computer specs or OPTIS compatibility issues • Forgotten password, user name, or eResponse keyword • Lockout resets
PTD Ops. Manager - Robin Bjurstrom 503-986-6579 **Robin.e.bjurstrom@odot.state.or.us**	• Public Transit Division questions • High level information regarding OPTIS
Periodic Report/Payment Coordinator - **Francine Peterson 503-986-3376** **Francine.peterson@odot.state.or.us**	• Agreement or amendment execution or specifics • Payment Status (for Jean Palmateer, Matthew Barnes, or Sharon Peerenboom)
Asset/Payment Coordinator – **Jenny Erickson 503-986-3408** **Jenny.erickson@odot.state.or.us**	• OPTIS asset troubleshooting & maintenance • Other technical assistance for OPTIS • Payment Status (for Alison, Joni or Sherrin C.)
Public Transit Website (www.oregon.gov/ODOT/PT)	• General PTD & OPTIS Information • Training and Assistance

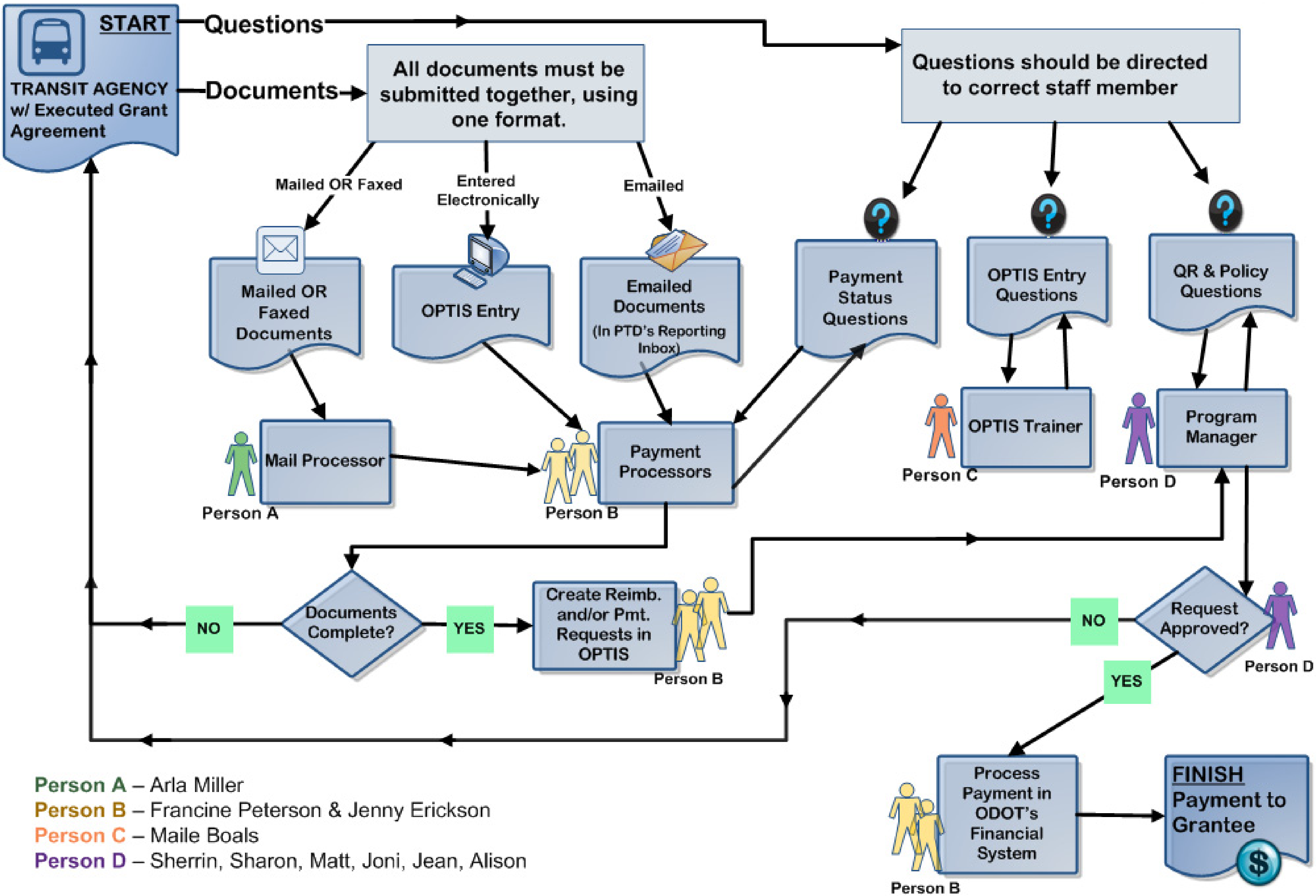
OPTIS Web Addresses

Name	Address
OPTIS Production Site (Prod)	• https://keiko36.odot.state.or.us/ - Click on OPTIS
OPTIS Training Site (Train)	• https://optisalt.oregon.gov/train/open_grants.dll/welcome

Key Terms & Icons

Term	Definition
Navigation Menu	• List of features; starting place for everything in OPTIS after log in. Far left of home screen.
Reimbursement Request	• Document created in OPTIS by a provider (or by PTD on their behalf) requesting reimbursement of expenditures made under a grant agreement.
Payment Request	• Document created in OPTIS which authorizes ODOT accounting to pay a provider for project costs. Contains detailed payment funding information.
Document Status Terms (Used to refine searches)	• *Currently Active* – Documents needing attention by the agency or person listed. (Searching by your name w/ this selected shows docs that will stay incomplete unless acted on by you.) • *Complete* – Finished document with no further activities to be performed. • *In Progress* – Documents with outstanding activities left to be done, but not necessarily by the organization or person listed; some parts may be complete. • *All* – Every document regardless of status.
Issue	• Stage/step indicating document is *in the process* of being completed or "issued". Finishing the "Issue" step finalizes a document. Does not mean there is a problem with the document.
Overview/Master	• Screen showing a summary or “snapshot” of the progression of documents in OPTIS. Exists for each biennium, each provider and each sub-recipient agreement.
Periodic Report	• OPTIS version of PTD’s quarterly report.
Privileges	• Conditions which define what you can do in OPTIS (browse, create, approve, etc.)
X	• Incomplete document icon. (X marks the spot where more work needs to be done.)
	• Completed document icon. (The document has been published and is ready to read.)
	• Agreement routed for signature - not yet executed.
	• Closed document icon. (Used for grant agreements which have expired or been closed.)
 **or** 	• View additional details icons.
 **Help for OPTIS**	• Screen-specific help entry icon/title - applies to that screen; area still under construction.

Public Transit Communication Process



Person A – Arla Miller
Person B – Francine Peterson & Jenny Erickson
Person C – Maile Boals
Person D – Sherrin, Sharon, Matt, Joni, Jean, Alison

PTD/STATE BIENNIA

BI 11-13 7/01/11 TO 6/30/13
BI 13-15 7/01/13 TO 6/30/15

STATE FISCAL YEARS

FY12 - 7/01/11 TO 6/30/12
FY13 - 7/01/12 TO 6/30/13
FY14 - 7/01/13 TO 6/30/14
FY15 - 7/01/14 TO 6/30/15

STATE QUARTERS

BI 11-13

Q1 07/01/11 TO 09/30/11 **July** to **Sept**
Q2 10/01/11 TO 12/31/11 **Oct** to **Dec**
Q3 01/01/12 TO 03/31/12 **Jan** to **March**
Q4 04/01/12 TO 06/30/12 **April** to **June**
Q5 07/01/12 TO 09/30/12 **July** to **Sept**
Q6 10/01/12 TO 12/31/12 **Oct** to **Dec**
Q7 01/01/13 TO 03/31/13 **Jan** to **March**
Q8 04/01/13 TO 06/30/13 **April** to **June**

BI 13-15

Q1 07/01/13 TO 09/30/13 **July** to **Sept**
Q2 10/01/13 TO 12/31/13 **Oct** to **Dec**
Q3 01/01/14 TO 03/31/14 **Jan** to **March**
Q4 04/01/14 TO 06/30/14 **April** to **June**
Q5 07/01/14 TO 09/30/14 **July** to **Sept**
Q6 10/01/14 TO 12/31/14 **Oct** to **Dec**
Q7 01/01/15 TO 03/31/15 **Jan** to **March**
Q8 04/01/15 TO 06/30/15 **April** to **June**

FEDERAL FISCAL YEARS

FFY12 - Oct 2011 to Sept 2012
FFY13 - Oct 2012 to Sept 2013
FFY14 - Oct 2013 to Sept 2014
FFY15 - Oct 2014 to Sept 2015

FEDERAL QUARTERS

Q1 Oct to Dec
Q2 Jan to March
Q3 April to June
Q4 July to Sept

SAMPLE HIERARCHY – AGENCY/USER

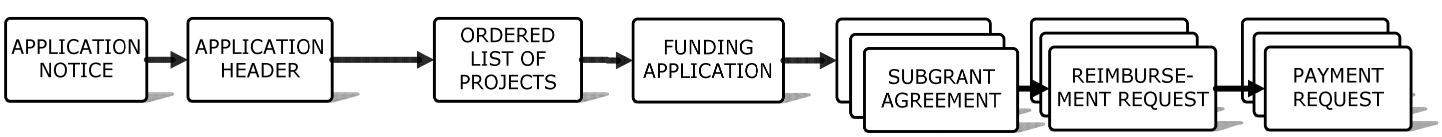
- **OPTIS**
  - **External Agencies**
    - **LOTR Bus, Inc.**
      - Frodo Baggins*
      - Sam Gamgee
      - Gandalf The Grey
        - **Rohan Transit**
          - Lucy Baggins*
          - Meriadoc Brandybuck
        - **Umbar, Inc.**
          - Laura Baggins*
          - Peregrin Took
        - **Gildor Ride Link**
          - Aragorn Isildur

Denotes Agency with Association to another Agency

* Denotes Primary Contact (maintain agency profile and create documents)

Denotes Registered System User with basic privileges (view all)

DOCUMENT HIERARCHY



OPTIS User Settings

User Class (what you can see)
A collection of security matrix settings which determine a user's menu options.
OPTIS classes include: Anonymous User, External Registered User, Support Staff, Program Manager, Department Head, 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=PTD 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 only granted to authorized signatories.

** Validation is a PTD process designed to certify that agencies/users are authorized to create/submit documents in OPTIS.

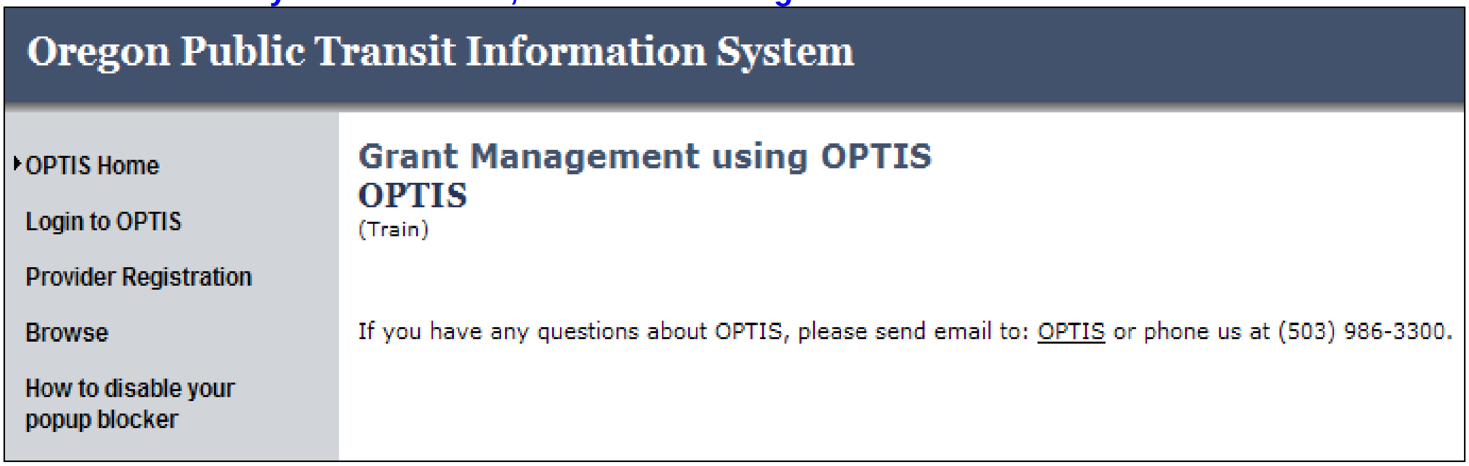
⊕

⊕ See attached for pictures of OPTIS Navigation Menu options. ⊕

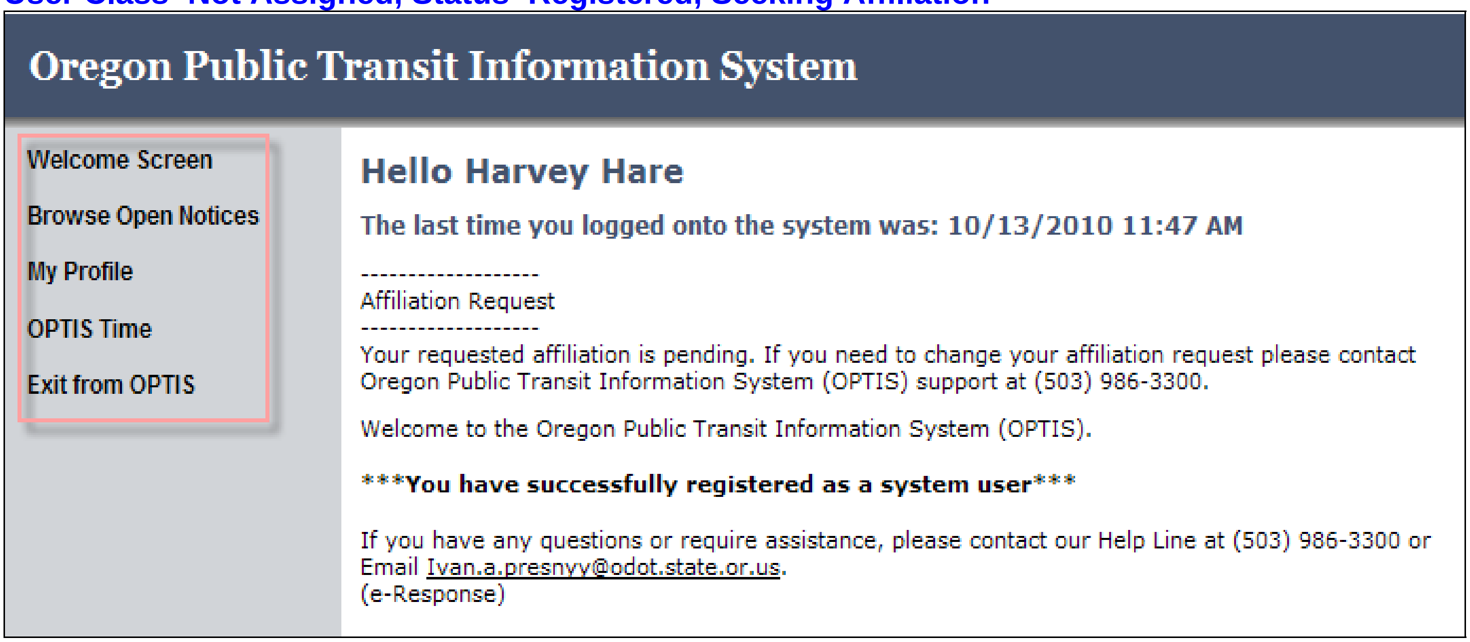
⊕

NAVIGATION MENU OPTIONS

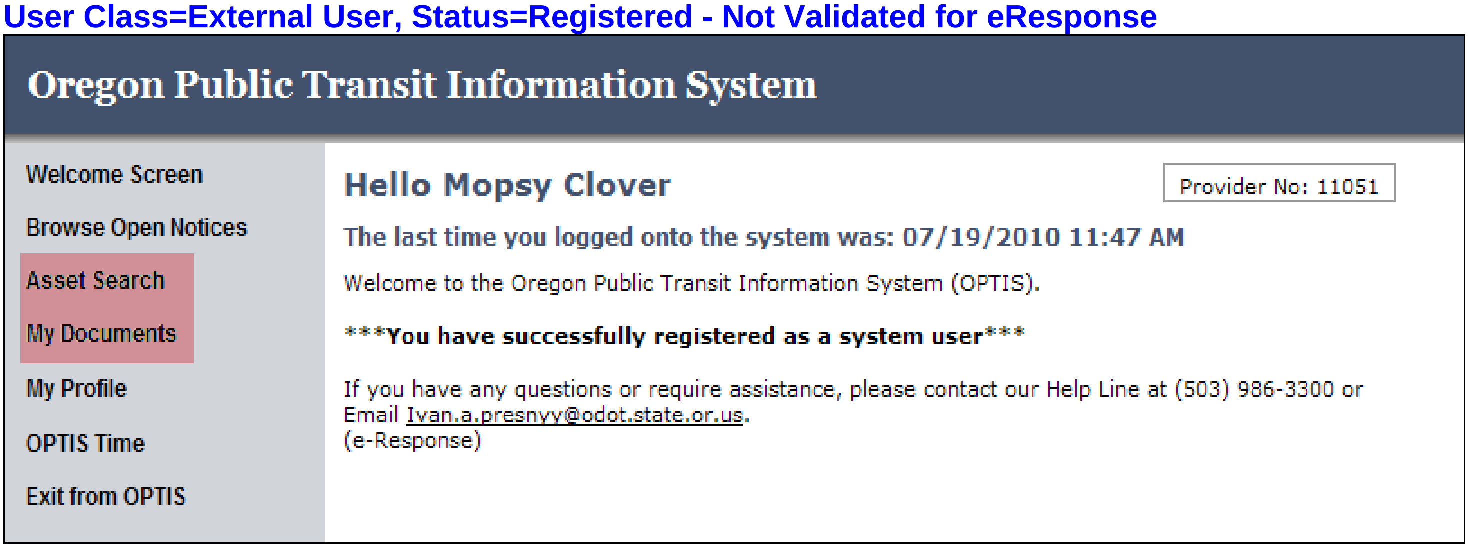
User Class=Anonymous Browser, Status=Not Assigned



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

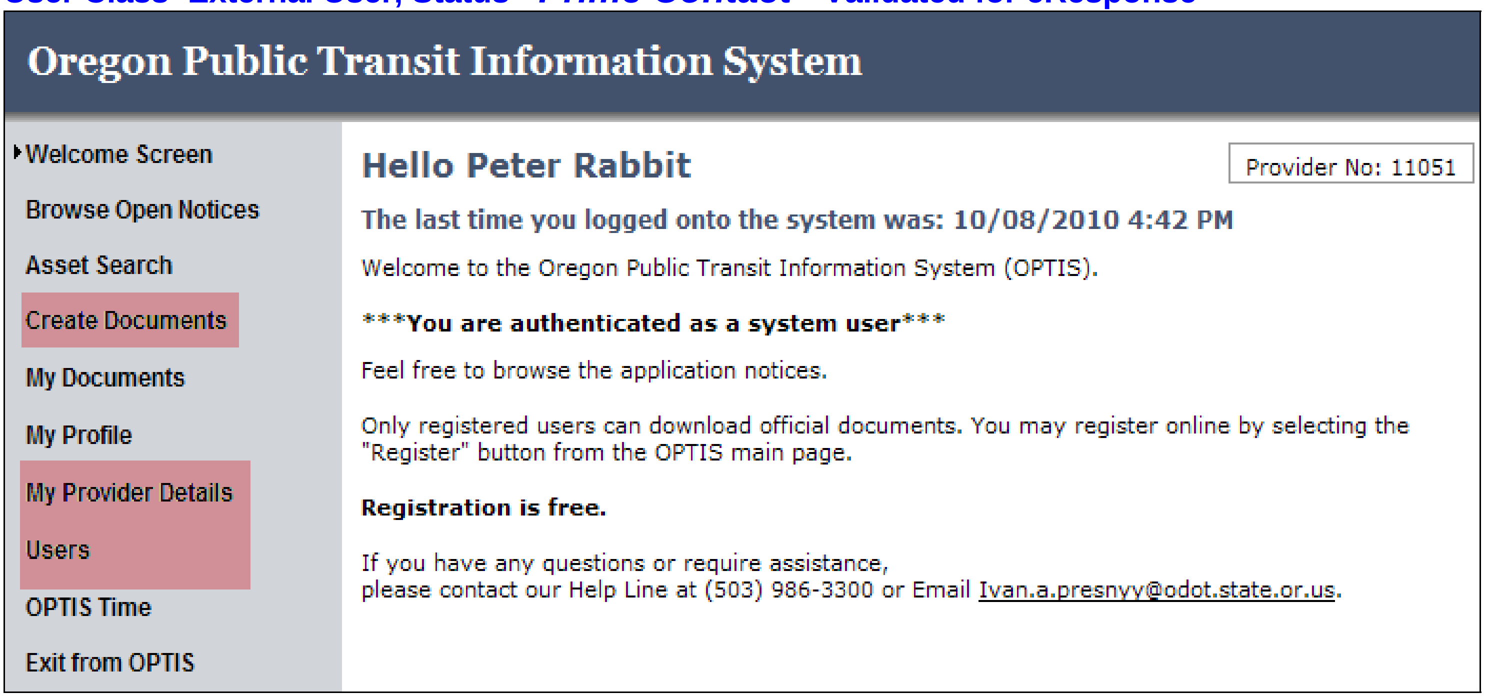


User Class=External User, Status=Registered - Not Validated for eResponse



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

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



REGISTERING A NEW USER – TWO METHODS

METHOD 1: SELF REGISTRATION
(New user registers him/herself and seeks affiliation with an agency.)

1. Access OPTIS log in page; DO NOT LOG IN.
2. Select *Provider Registration*
3. Click Email Notification and Electronic Response boxes; click *Next*
4. Click "I Agree" box
5. Enter all registration information including creating a password
6. Click *Next* twice.
7. Enter organization name; click *Submit*
8. Choose organization from list; click *Next* three times
9. Click *Finish*
10. Organization's primary user must then accept self-registered user.

METHOD 2: REGISTRATION BY THE PRIMARY USER
(Primary user for the agency registers the new user.)

1. Log in as primary user
2. Select *Users* and then *Users* again
3. Click *Add a New User*
4. Enter new user's information
    a. Title / Name
    b. Logon Id (jsparrow)
    c. Password (case-sensitive, at least six characters, two or more pattern characters – upper case, lower case, numeral, or symbol)
    d. Confirm Password
    e. Phone, fax, email
    f. Status – Registered (View Privileges) or Validated for eResponse (Create Privileges)
    g. Services - eNotify - Yes (Email notification of application notices) eResponse – Yes (Allows you to respond to application postings)
5. Click Organization *Find* button
6. Choose agency
7. Back at *Add User* screen, either Submit/Return to save and see Authorized Personnel screen, or Submit/Next to save and add another user.

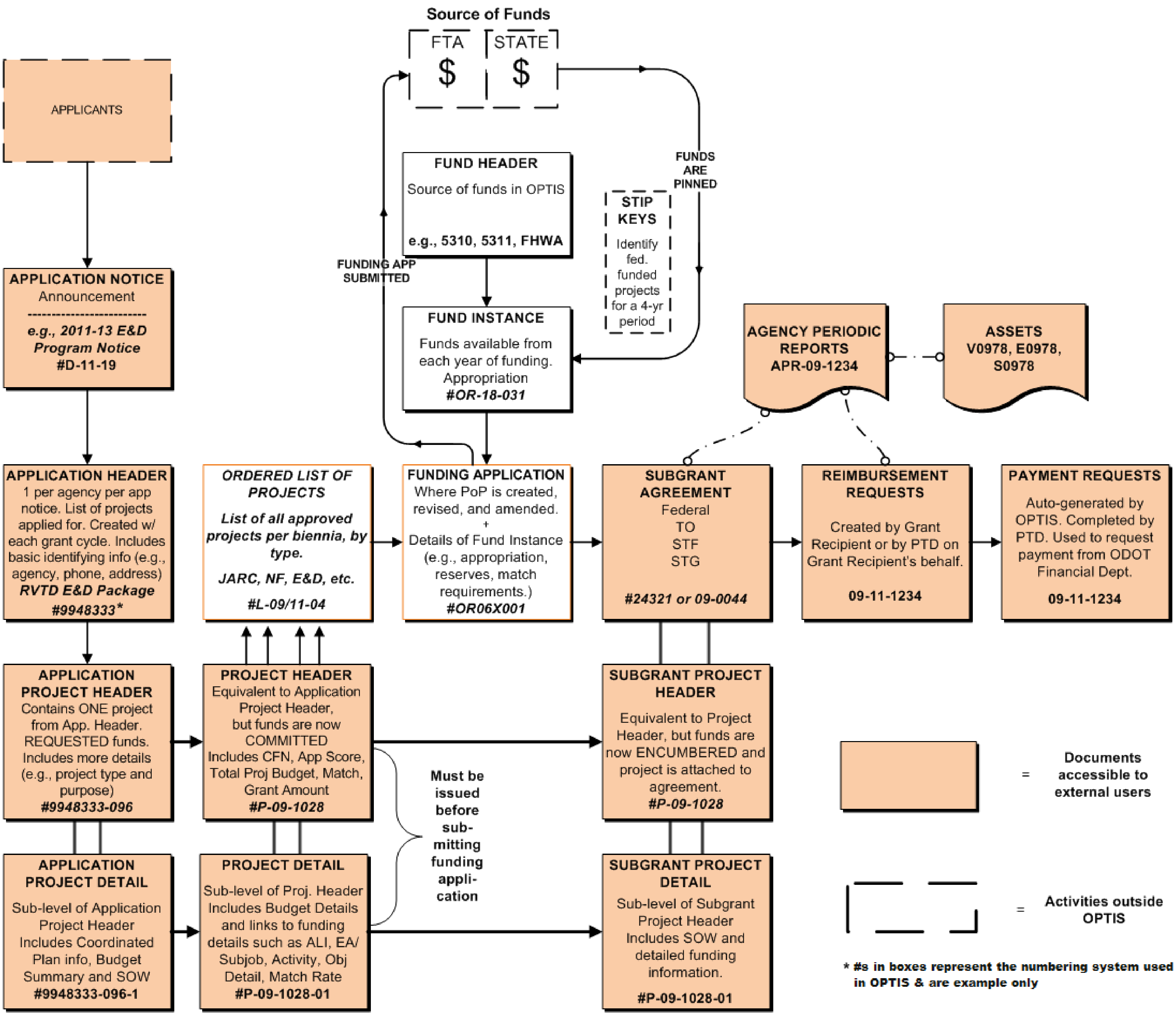
* *

8. New user logs in
9. At Agreement page, new user agrees or disagrees with statement (user will not be able to proceed if he or she disagrees).
10. Message appears – "You have successfully registered."

Note: If this user needs to be able to create and/or submit documents for the agency, the primary user should select the Validated for eResponse status. If this user is the authorized representative, he or she must have PTD issue an eResponse keyword. To do this:

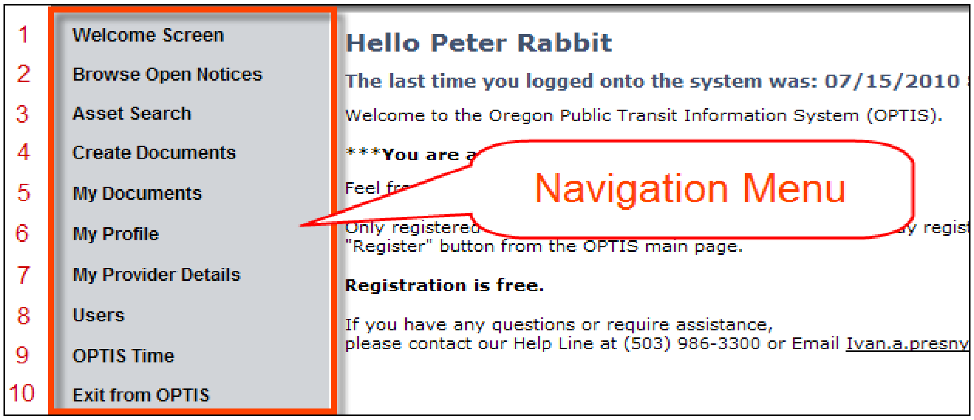
- Contact Maile (or Ivan) for an eResponse keyword to be emailed to you (current), or
- Send email request for eResponse keyword directly from OPTIS (futPTIS (future)

OPTIS DOCUMENT PROCESS FLOW



OPTIS NAVIGATION MENU

External User



1. Welcome Screen

Helps you find your way back

2. Browse Open Notices

Search feature for notices. A notice is an announcement of an available application for grant funding. (*Open Notices* only appear during the grant application period.)

3. Asset Search

Find and view assets for your agency

4. Create Documents *(Provisional Privilege)*[1]

- Create Periodic Report
- Create Reimbursement Request

5. My Documents

- Document Search
  - Find by Person
    - Your name is selected by default; you may change name to others in your agency
    - Filter by Document Type, Document Number, Federal ALI Number, Date Range and/or Document Status
  - Find by Document Title
    - This is not the document type, but the title given to any document created in OPTIS
    - Enter words in title of document
    - Titles include whatever was entered when document was created. Could be type of project (Purchased Service, Formula, Capital, etc.), name of provider, fund (JARC, ARRA, NF, etc.), etc.
  - Find by Organization Hierarchy
    - Locates documents for your agency *and* any sub-agency included by your agency in the hierarchy established for you in the system
    - Filter by Document Type, Document Number, Product (ALI), Date Range and/or Document Status

- Find by Organization
  - Locates documents for the agency you are logged into. Your organization is selected by default
  - Filter by Document Type, Document Number, Product (ALI), Date Range and/or Document Status
- Find by Document Number
  - Locates documents by number such as grant number (e.g., 24850) or periodic report number (e.g., APR-09-0123)
  - You may search by exact match or partial match
- Find by Control Number
  - Locates documents by OPTIS-generated 7-digit control number. Used mostly by OGMA to locate items for research
  - Must be entered as an exact match

- Email Notices – A history of emails to you from the system. (Future Process)

6. My Profile

- User Information
  - Name, title, phone numbers, and eContact information
  - Maintain email notification preferences (Future process)
- Change Logon Password – change the password used to access the system
- Change eResponse Keyword – change the password used to validate documents you create
- Service Information – profile of your services
- Location Information – a list of regions in which you provide service
- eServices Information – future process when emailing is activated
- View Agreement – the user agreement for the system
- Registration Summary – information as it exists in the system including agency name, address, phone, and prime contact – look up only

7. My Provider Details (Provisional Privilege)[2]

- Office Information
  - Maintain provider name, class, FEIN, email, website, phone and address information
  - Change primary contact
- Supplemental Information (Optional) – your agency's mission, services, customers, history, and financing
- Organization Hierarchy – the hierarchy for all associated agencies under your profile

8. Users (Provisional Privilege)[2]

- Users – add, change, or delete users and organizations under your control
- Affiliation Maintenance – accept or reject users seeking to be affiliated with your agency

9. OPTIS Time – Shows the current date and time clock. Used by the system to track workflow completion on documents.

10. Exit from OPTIS – The best way to exit the system

[1] Privilege applies to validated user only
[2] Privilege applies to Primary Contact only

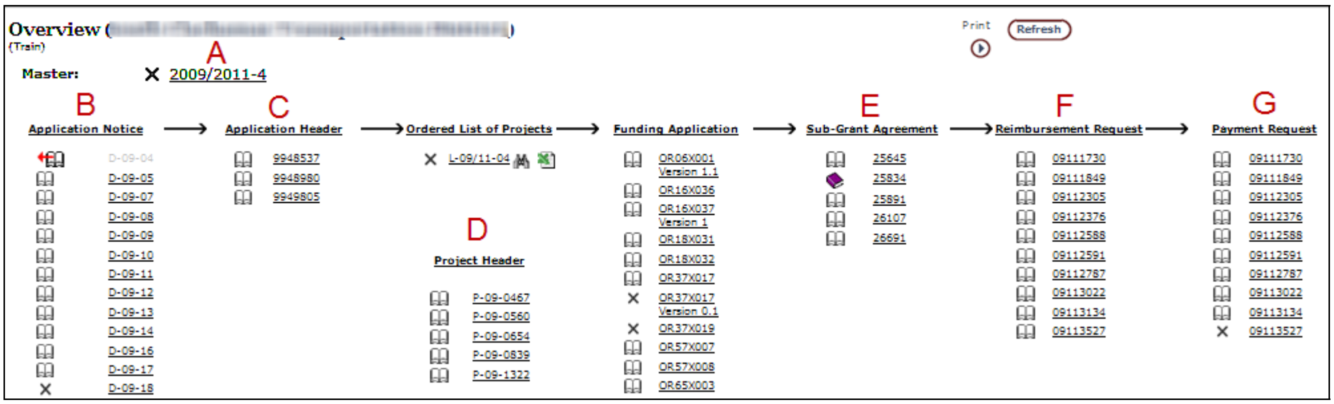
Search

FINDING DOCUMENTS IN OPTIS
THE OVERVIEW SCREEN

OPTIS maintains a master record of all documents related to each agency. You can see a picture of this record by accessing the Overview Screen.

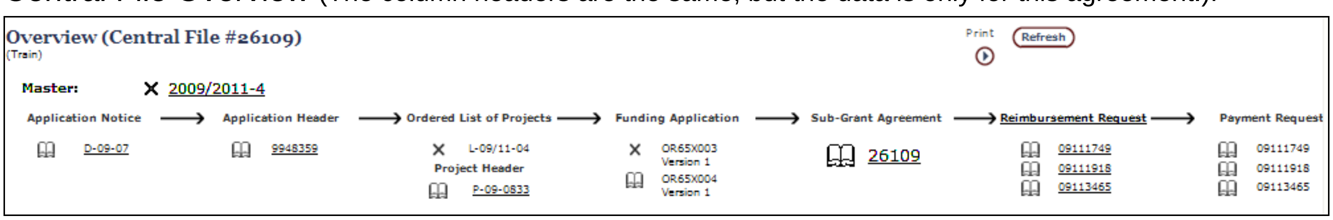
1. Open a reimbursement request or an agreement *for the biennium you are interested in.*
2. Click on "View Data"
3. Select "Overview(Provider)" to see the master record of all documents for your agency for the biennium.
4. Select "Overview(Central File)" to see the master record of all documents pertaining to that agreement for the biennium.

Provider Overview:



A. Indicates the biennium.
B. List of all application notices (grant opportunities.)
C. List of all application headers (online versions of your applications.)
D. List of all project headers (project records.)
E. List of all sub-grant agreements.
F. List of all reimbursement requests relating to all agreements.
G. List of all payment requests relating to all agreements. (Cannot be opened.)

Central File Overview (The column headers are the same, but the data is only for this agreement.):



An ✕ next to a document means it has not been completed. An (open book) next to a document means it has been completed. A (closed book) next to an agreement means the agreement is closed. A (pencil) next to an agreement means the agreement document is complete but it is being routed for signatures and has not yet been executed.

Remember, the overview screen is biennium-specific:
There is no overview screen which combines all biennia.

Oregon Public Transit Information System

OPTIS ASSETS

For External Users

1

Asset Types

Vehicles – Buses / Vans / Sedans

Equipment – Computers / Shop Equipment / Sign Faces

Real Estate – Shelters / Signs / Land / Buildings

2

Asset Types, cont.

Commodity Numbers
(Show on Asset Register as "Commodity")

ALI Codes
(Show on Grant as "Product Number")

Vehicles

- 10: Vehicle
  - 10.01: Bus STD 40 FT
  - 10.02: Bus STD 35 FT
  - 10.03: Bus 30 FT
  - 10.04: Bus < 30 FT
  - 10.06: Bus Articulated
  - 10.07: Bus Commuter / Suburban
  - 10.08: Bus Intercity
  - 10.09: Bus Trolley STD
  - 10.10: Bus Trolley Artic.
  - 10.11: Bus Double Deck
  - 10.12: Bus Used
  - 10.14: Bus Dual Mode
  - 10.15: Vans
  - 10.16: Sedan / Station Wagon

- ALI: Activity Line Item Codes
  - 1: Capital
    - 11: Bus
      - 11.1x: Revenue Rolling Stock
        - 11.12: Purchase - Replacement
          - 11.12.01: Bus STD 40ft
          - 11.12.02: Bus STD 35ft
          - 11.12.03: Bus 30ft
          - 11.12.04: Bus < 30ft
          - 11.12.08: Bus Intercity
          - 11.12.09: Bus Trolley STD
          - 11.12.12: Bus Used
          - 11.12.15: Vans
          - 11.12.16: Sedan/Station Wagon
          - 11.12.39: Transferred Vehicles
        - 11.13: Purchase - Expansion
          - 11.13.01: Bus STD 40ft
          - 11.13.02: Bus STD 35ft
          - 11.13.03: Bus 30ft

Equipment

- 20: Equipment

Real Estate

- 30: Real Estate
  - 30.20: Stations, Stops, Terminals, Intermodal
  - 30.30: Support Facilities: Yards, Shops, Admin Bldgs
  - 30.60: ROW, Land, Existing Improvements

3

Asset Register

SAMPLE ASSET REGISTER

Equipment

	Asset #
1	E017
2	E018

Real Estate

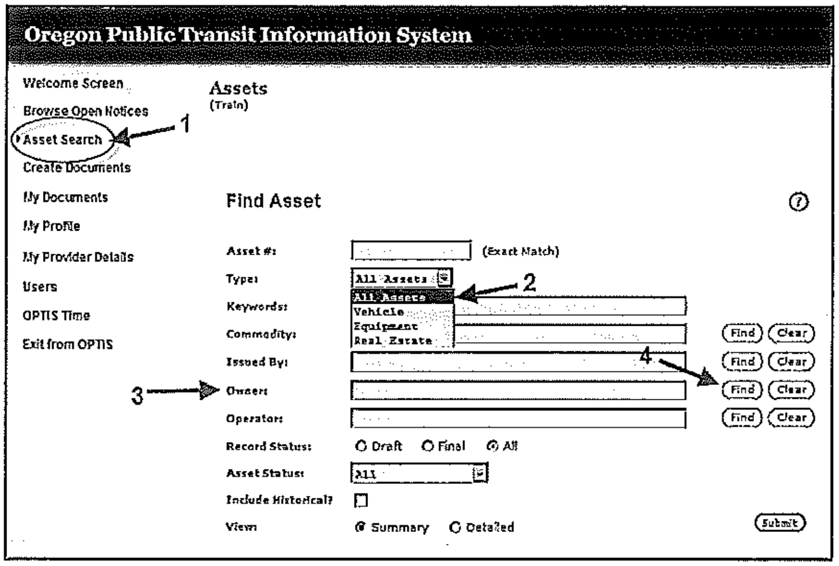
	Asset #
3	S006

Vehicle

	Asset #
4	V1014

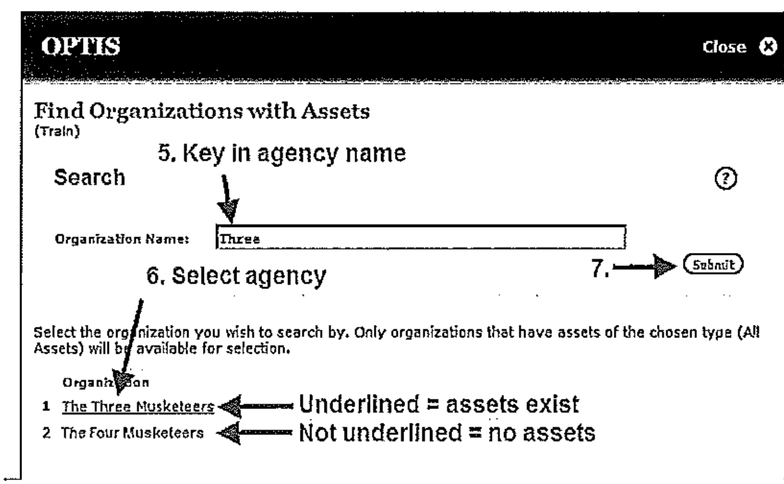
4

HOW TO VIEW YOUR ASSETS – OPTIS ASSET SEARCH



5

Find your organization



6

Continue refining your search.

Find Asset

Asset #: (Exact Match)

Type: All Assets

Keywords:

Commodity: Find Clear

Issued By: Find Clear

Owner: The Three Musketeers Find Clear

Selected Agency Appears

Include Hierarchy

Operator: Find Clear

Record Status: Draft Final All

You can choose Status: All or Active, Backup/Spare, Disposed, Out-of-service, Pending Disposal, Title Released

Asset Status: All

Include Historical?

View: Summary Detailed

Submit

7

Summary View

View: Summary Detailed

Click here to see more details at summary screen Submit

Equipment

	Asset #	Version	Tag #	Serial #	Step
1	E017		XYZ001		Change Posted
2	E018		ZYX100	102120212120	Change Posted

Real Estate

	Asset #	Version	District Lot	Legal ID	Step
3	S006		RC#2009-059595	Tax Lot 799	Change Posted

Vehicle

	Asset #	Version	Plate #	VIN #	Step
4	V1014		1ForAll	DGB1045967787	Change Posted

8

Asset Register Details

ASSET REGISTER FOR McGREGOR'S GARDEN

OPTIS-generated number | Revision History | Reference Numbers | Relations | Step / Status

Asset Type Equipment (E)

	Asset #	Version	Tag #	Serial #	Step
1	E013	1	333XXX	GHT4545	Change Posted
	Issued By	**Owner**		**Operator**	**Asset Status**
	Public Transit Division	McGregor's Garden			Active

	Asset #	Version	Tag #	Serial #	Step
2	E014		NA	123456	Change Posted
	Issued By	**Owner**		**Operator**	**Asset Status**
	Public Transit Division	McGregor's Garden		McGregor's Garden	Disposed

Asset Type Real Estate (S)

	Asset #	Version	District Lot	Legal ID	Step
3	S005		56401	bbb111222	Change Posted
	Issued By	**Owner**		**Operator**	**Asset Status**
	Public Transit Division	McGregor's Garden		McGregor's Garden	Active

Asset Type Vehicle (V)

	Asset #	Version	Plate #	VIN #	Step
4	V0978		Hoppy1	1BUNE234567890123	Change Posted
	Issued By	**Owner**		**Operator**	**Asset Status**
	McGregor's Garden	McGregor's Garden		McGregor's Garden	Active

9

Asset Number:	V0009		
Version:	1		
Issued By:	Public Transit Division		
Title:	Public Transit Division		
Owner:			
Operator:			
Commodity:	10.02: Bus STD 35 FT		
Description large heavy-duty Bus			
Plate #:	E213791	**VIN:**	15GGB2217Y1071043
Year:	2000		
Make:	Gillig	**Model:**	
Seats:	35	**ADA:**	2
Original Value:		**Installed:**	
Original Odometer reading:			
Condition:			
Status:	Active		
Status Date:			
Address:	1130 Adams St 1130 Adams St Klamath Falls, OR 97601		
Contact:	Jodi Bramlett		
Phone:	1 (503) 986-3415		
Email:	Jodi.D.BRAMLETT@odot.state.or.us		

Comments
Original load from Excel file (4553_Asset_Load.sql)
Prop Tag.......: VIN
Program........: 5311
Fed Grant #....: OR180015
Owner on title :
Mileage........: 24
Title..........: Yes
Region.........: 4
County.........: Klamath

Central File#:
Project #:
Fund Info:

Expected Useful Life

From:	For:	To:
01/01/2000	12 yrs/500,000 miles (large, heavy-duty)	01/01/2012

Last Reported Condition

Odometer Mileage:	Date of Reading:	Condition:
333303	03/30/2011	Good

10

Asset Number:	V0356		
Version:	1		
Issued By:	Public Transit Division		
Title:	Public Transit Division		
Owner:			
Operator:			
Commodity:	10.15: Vans		
Description Category E-1 small light-duty bus: 0-10/2 passenger.			
Plate #:	E249735	VIN:	1FDEE35L49DA44192
Year:	2009		
Make:	Ford E350 Startrans	Model:	Candidate Cat. E-1 small bus
Seats:	10	ADA:	2
Original Value:	$42,760.00	Installed:	
Original Odometer reading:	350		
Condition:	New		
Status:	Active		
Status Date:			
Address:	1130 Adams St Klamath Falls, OR 97601		
Contact:	Joni Bramlett		
Phone:	1 (503) 986-3416		
Email:	Joni.D.BRAMLETT@odot.state.or.us		
Comments ARRA funded.			
Central File#:	25615		
Project #:	P-09-0590-01		
Fund Info:	5311		
Expected Useful Life From: 11/02/2009	For: 4 yrs/100,000 miles (small, light-duty)		To: 11/02/2013
Last Reported Condition Odometer Mileage: 25653	Date of Reading: 03/30/2011		Condition: New

11

"Why don't I see what I expect to see?"

1. The asset entry may not be complete yet (status would be "Review Change"). If this is true, the asset appears in the Asset Register, but not on the APR.
2. Simple data entry errors (on our part) or reporting errors (on your part).
3. Owner/Operator/Hierarchy issues may be causing the search feature to not display your assets correctly.
4. Your hierarchy may be set up to include other agencies, so you may be seeing assets either not reported on or not owned by you. Let Maile or Jenny know.
5. In the past, PTD sometimes released titles on vehicles that were still in use & being reported on. These vehicles won't appear in OPTIS, since we are no longer the title holder. We've changed our procedure; now titles are released only when the vehicle is out of service.

12

PTD Contacts For Asset Issues

For errors or questions on OPTIS asset register:

Jenny Erickson, OPTIS Asset Maven

503-986-3408

Jenny.erickson@odot.state.or.us

For capital program questions:

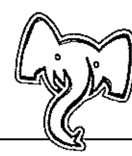
Joni Bramlett, Capital Queen

503-986-3416

joni.d.bramlett@odot.state.or.us

13

Key Points to Remember



- ☐ You may *view* your asset register and individual assets in OPTIS.
- ☐ You may not make changes to your assets. Work with Jenny Erickson to resolve discrepancies.
- ☐ Someday, you will be able to enter non PTD-funded assets yourself.
- ☐ Entry of equipment and real estate assets has not yet been completed.

14

ASSET REGISTER TERMINOLOGY (Slide #9)

Asset types: E = Equipment, S = Real Estate (Shelters), V = Vehicles. The code letter appears at the beginning of each asset number

Asset #: OPTIS-generated reference number – unique in all of OPTIS, e.g., V0999 or E023

Revision History: indicates a change to asset information such as status, mileage, etc. (1=revised once, 2=revised twice, etc.)

Reference numbers:
Tag # = Inventory control number assigned by owner/operator
Serial #= Usually assigned by manufacturers
District Lot #= Deed or parcel number or property id number (usu. found on county assessor's doc)
Legal ID #= Tax assessment number or lot number (also found on covenant document)
Plate #= License plate number
VIN #= Chassis identification number

Relations: Issued By=Who created the record in OPTIS. Owner=Grant recipient who owns the vehicle (on title); AKA "Secondary Lien Holder" Operator=Who actually uses the vehicle.

Step: Change Posted=Asset entry completed. Review Change=Asset entry in process

Asset Status: Active, Backup/Spare, Disposed, Out-of-Service, Pending Disposal, Title Released

Active – Vehicle is in active service to provide passenger transportation.

Backup/Spare – Vehicle is no longer in active passenger transportation service, but is retained as a back-up to temporarily replace active vehicles out of service for repairs, maintenance, etc.

Disposed – Vehicle has been sold at auction, used for trade-in on a new vehicle purchase, legally transferred to another agency, or otherwise disposed of. (NOTE: Disposed vehicles will remain in the Asset Register, but won't populate the APR.)

Out-of-service - Active vehicle temporarily out of service for maintenance, repairs, etc.

Pending Disposal – PTD has been notified of agency's intent to dispose of vehicle and has agreed to release title. This designation should only be used temporarily until the title has been released.

Title Released – A designation used for vehicles that are still used in transit service but for which PTD has already released the title. (Primarily used for older vehicles -- PTD no longer releases title on vehicles still in transit service.)

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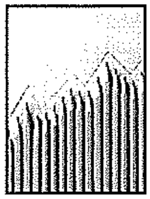


OPTIS
AGENCY PERIODIC REPORT (APR)*

EXTERNAL USER ENTRY

*Also Known As Quarterly Report

1

Reporting Guidelines
Quarterly/periodic reports . . .

- Are required from any agency which has
  - an active PTD-funded grant, or
  - a PTD-funded capital asset still in use.
- Must be received or entered no later than 45 days after the end of a quarter.
- Must be "on file" before most grant payments will be authorized.

Contact your friendly neighborhood program manager if you have questions.

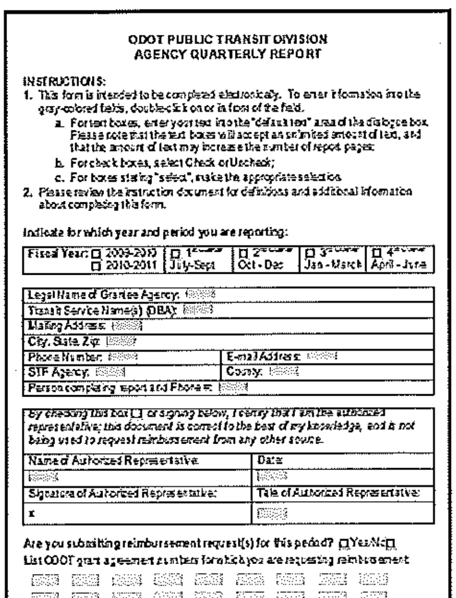
2

OPTIS Periodic Report Guidelines

- ☐ OPTIS APR is very similar to the current "manual" Quarterly Report.
- ☐ Reporting information is keyed directly into the system, may be saved in progress, and can be printed if you want a hard copy.
- ☐ OPTIS APR does not include special progress reports or Budget Detail Worksheet (BDW).
- ☐ OPTIS allows you to attach the BDW to the APR before submittal.

3

Comparison of Manual QR to OPTIS APR



ODOT PUBLIC TRANSIT DIVISION
AGENCY QUARTERLY REPORT

INSTRUCTIONS:

1. This form is intended to be completed electronically. To enter information into the gray-colored fields, double-click on or in front of the field.
   a. For text boxes, enter your text into the "default text" area of the dialogue box. Please note that the text boxes will accept an unlimited amount of text, and that the amount of text may increase the number of report pages.
   b. For check boxes, select Check or Uncheck;
   c. For boxes stating "select", make the appropriate selection.
2. Please review the instruction document for definitions and additional information about completing this form.

Indicate for which year and period you are reporting:

Fiscal Year: ☐ 2009-2010 ☐ 2010-2011	☐ 1st July-Sept	☐ 2nd Oct - Dec	☐ 3rd Jan - March	☐ 4th April - June

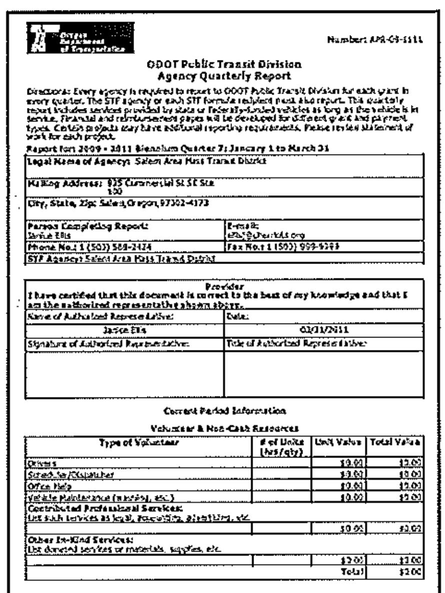
Legal Name of Grantee Agency:	
Transit Service Name(s) (DBA):	
Mailing Address:	
City, State, Zip:	
Phone Number:	E-mail Address:
STF Agency:	County:
Person completing report and Phone #:	

By checking this box ☐ or signing below, I certify that I am the authorized representative; this document is correct to the best of my knowledge, and is not being used to request reimbursement from any other source.

Name of Authorized Representative	Date
Signature of Authorized Representative:	Title of Authorized Representative:
x	

Are you submitting reimbursement request(s) for this period? ☐Yes No☐
List ODOT grant agreement numbers for which you are requesting reimbursement

MANUAL QUARTERLY REPORT



ODOT Public Transit Division
Agency Quarterly Report

Report for: 2009 - 2011 Biennium Quarter 7: January 1 to March 31

Legal Name of Agency: Salem Area Mass Transit District	
Mailing Address: 555 Commercial St SE Ste 100	
City, State, Zip: Salem, Oregon, 97302-4173	
Person Completing Report:	E-mail:
STF Agency: Salem Area Mass Transit District	

Provider

Name of Authorized Representative:	Date:
	03/31/2011
Signature of Authorized Representative:	Title of Authorized Representative:

Current Period Information

Volunteer & Non-Cash Resources

Type of Volunteer	# of Units (hrs/qty)	Unit Value	Total Value
Drivers		$0.00	$0.00
Scheduler/Dispatcher		$0.00	$0.00
Office Help		$0.00	$0.00
Vehicle Maintenance (washing, etc.)		$0.00	$0.00
Contributed Professional Services:			
		$0.00	$0.00
Other In-Kind Services: List donated services or materials, supplies, etc.			
		$0.00	$0.00
		Total	$0.00

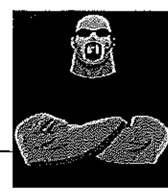
AGENCY PERIODIC REPORT (OPTIS)

Periodic Report Guidelines

Periodic or Quarterly Reports
are not Reimbursement Requests!

5

OPTIS Validation and Security



- Validation Process – ensures that agencies and individuals are authorized to view, create and submit documents such as reports in OPTIS.
- Only a validated user may *create* an OPTIS APR.
- Only a validated user with signature authority may *submit* an OPTIS APR.
- Validated users with signature authority are given an "eResponse keyword," which must be entered at the last step of OPTIS document submittal. The keyword functions as an electronic signature.

6

Preliminary APR Steps

☑ Verify Current Assets

- Check Asset Report and Asset Register
- For Corrections – Contact Jenny Erickson (503-986-3408)

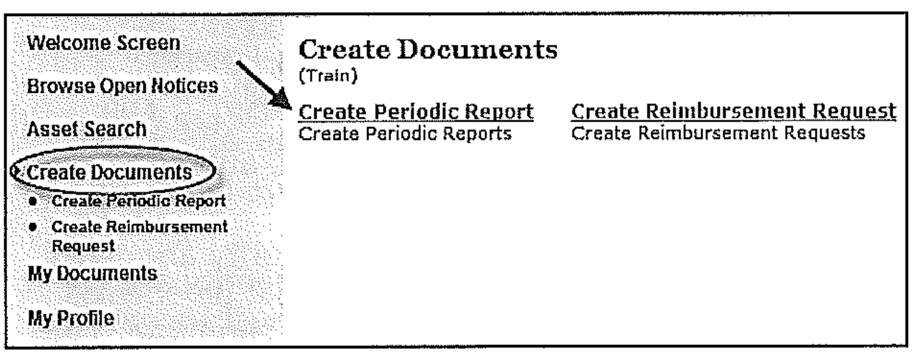
☑ Verify Current Reports

- APR Search
- For Corrections – Contact Francine Peterson (503-986-3376) or send an email to the reporting inbox and someone will contact you.

7

How to Enter a New APR

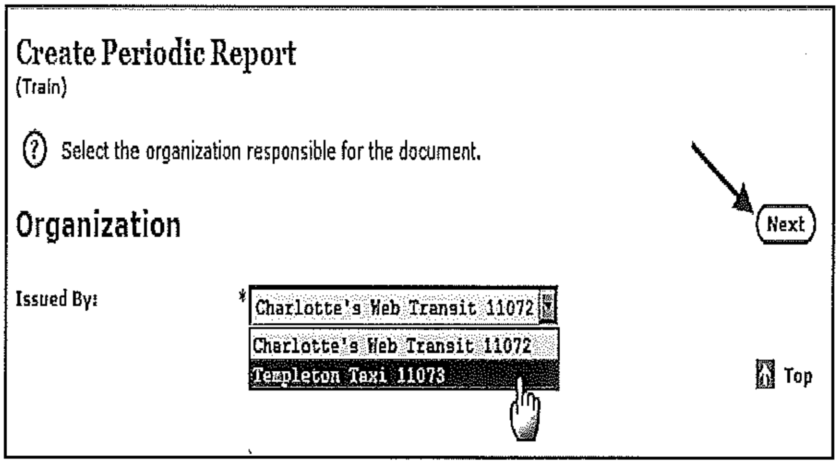
Start by clicking on "Create Documents" . . .



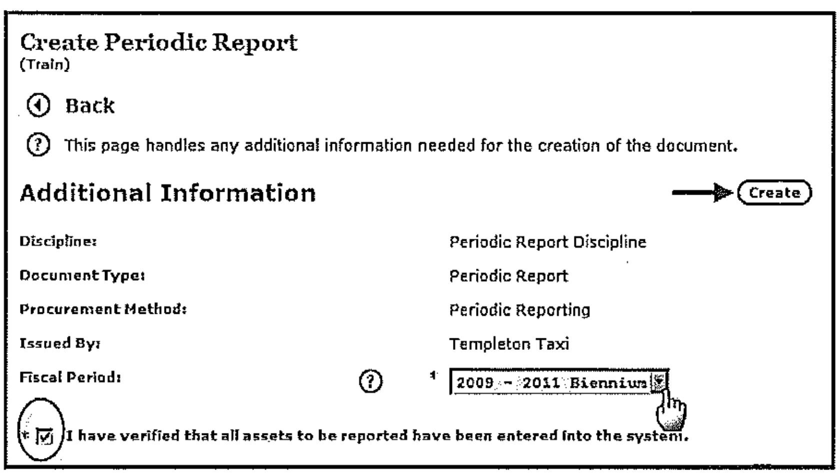
. . . and then Create Periodic Report

8

Select Organization



Choose Biennium & Verify Assets



Information Screen

Create Periodic Report
(Train)

Continue

Periodic Reported Created

Form Number: APR-09-0654
Control #: 9968393

The initial Periodic Report has been created. To continue setting up the Periodic Report click on 'Continue'. You can leave the set up at anytime. Use the My Documents searching functions to find the Periodic Report again by the form number listed above and continue with set up.

View To bypass the creation wizard and go directly to the review page click on the View button.

11

APR Wizard Begins

Steps

1. Number
2. Periodic Report Details
3. Authorized Representative
4. Address
5. Volunteer & Non-Cash Resources
6. Service Data
7. Financial Statement
8. Grant Information
9. Assets
10. Accident Reporting
11. Civil Rights
12. Optional Agency Narrative
13. Attachments

12

APR / QR Fields Compared

OPTIS Agency Periodic Report Fields

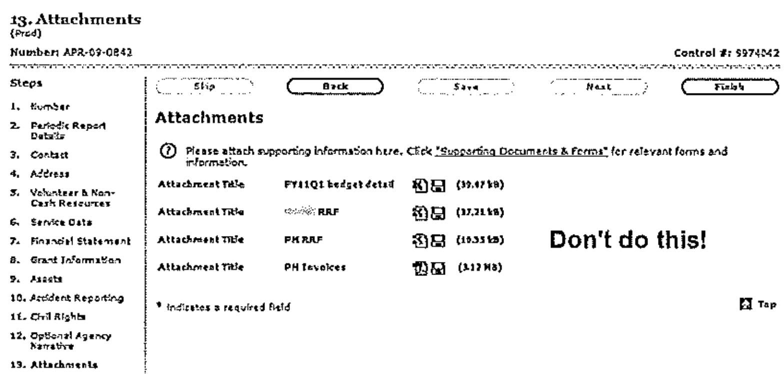
1. Number
2. Periodic Report Details
3. Authorized Representative
4. Address
5. Volunteer & Non-Cash Resources
6. Service Data
7. Financial Statement
8. Grant Information
9. Assets
10. Accident Reporting
11. Civil Rights
12. Optional Agency Narrative
13. Attachments

Manual Quarterly Report Fields

1. Fiscal Year and Quarter
2. Agency Information
3. Certification Check Box
4. Authorized Rep Name
5. Authorized Rep Signature
6. ODOT Agreement Numbers
7. Volunteer & Non-Cash Resources
8. Service Data
9. Revenue & Expense Information
10. Accidents
11. Asset Report
12. Civil Rights
13. Optional Agency Status Report Narrative
14. Progress Reports
15. Budget Detail Worksheet
16. Documented In-Kind Contribution Worksheet

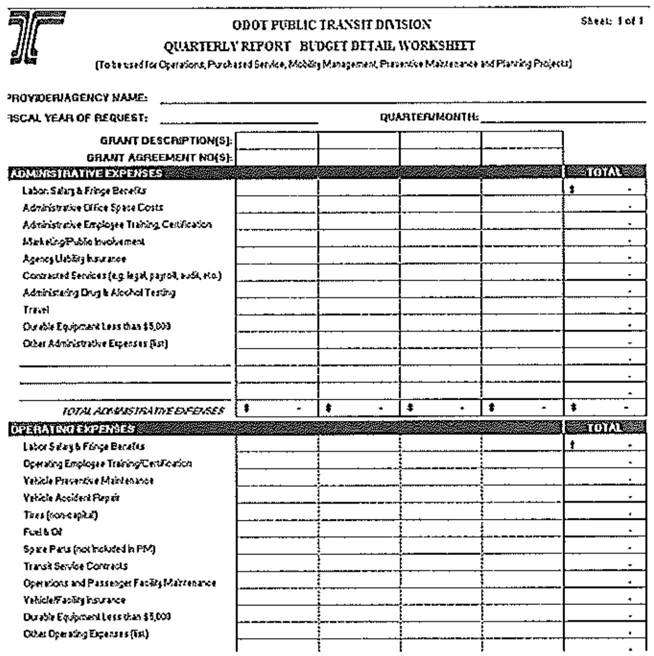
Attachments - Warning!

Documents related to payments (e.g., RRFs and invoices) should not be attached to the APR.



Attach Budget Detail Worksheet to APR.

You may also attach other *reporting* documents such as Intercity Service Reports or JARC / New Freedom Reports.



ODOT PUBLIC TRANSIT DIVISION

QUARTERLY REPORT BUDGET DETAIL WORKSHEET

(To be used for Operations, Purchased Service, Mobility Management, Preventive Maintenance and Planning Projects)

Sheet: 1 of 1

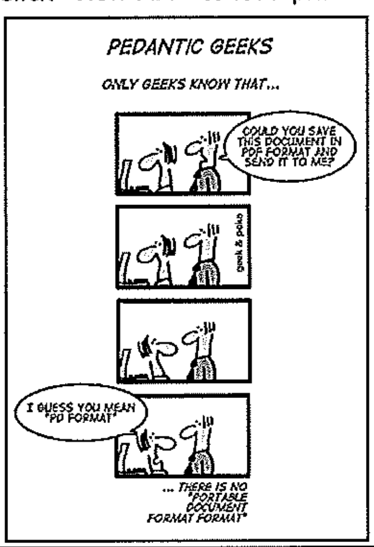
PROVIDER/AGENCY NAME: ____________________

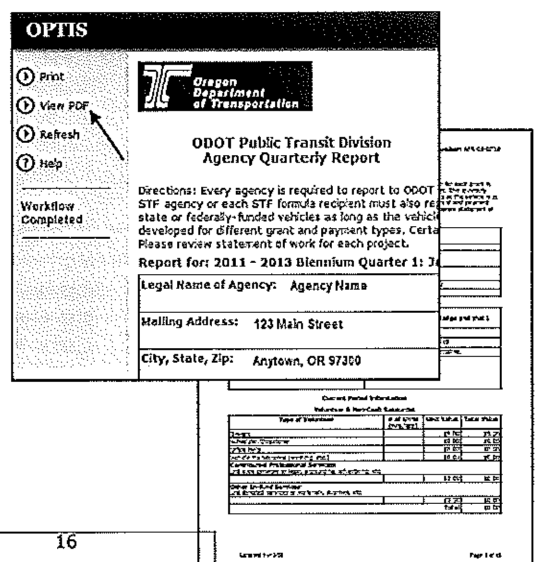
FISCAL YEAR OF REQUEST: __________ QUARTER/MONTH: __________

GRANT DESCRIPTION(S):					
GRANT AGREEMENT NO(S):					
ADMINISTRATIVE EXPENSES					**TOTAL**
Labor: Salary & Fringe Benefits					$ -
Administrative Office Space Costs					-
Administrative Employee Training, Certification					-
Marketing/Public Involvement					-
Agency Liability Insurance					-
Contracted Services (e.g. legal, payroll, audit, etc.)					-
Administering Drug & Alcohol Testing					-
Travel					-
Durable Equipment Less than $5,000					-
Other Administrative Expenses (list)					-
					-
					-
					-
TOTAL ADMINISTRATIVE EXPENSES	$ -	$ -	$ -	$ -	$ -
OPERATING EXPENSES					**TOTAL**
Labor Salary & Fringe Benefits					$ -
Operating Employee Training/Certification					-
Vehicle Preventive Maintenance					-
Vehicle Accident Repair					-
Tires (non-capital)					-
Fuel & Oil					-
Spare Parts (not included in PM)					-
Transit Service Contracts					-
Operations and Passenger Facility Maintenance					-
Vehicle/Facility Insurance					-
Durable Equipment Less than $5,000					-
Other Operating Expenses (list)					-
					-

Periodic Report PDF

Click "View PDF" to load printable APR.





pe·dan·tic –adjective
1. ostentatious in one's learning.
2. overly concerned with minute details or formalisms, especially in Teaching.

16

Finishing

View PDF
Refresh
Help

Complete Step (Issue)

Maintain
Actions
Work Flow History

Review/Approve
(Train)

Submit

Number:	APR-09-0655	06/10/2010 5:04 PM
Current Step:	Issue	
eResponse Keyword	* ••••••••••	

To send a request for a new eResponse Keyword to the Registrar, click on the Go button. Go

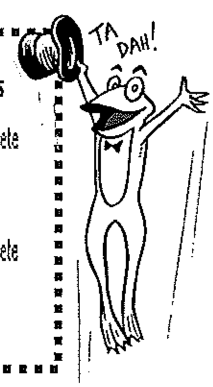
By checking this box I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative. * ☑

* Indicates a required field

17

Your report is now complete!

	Document No	Document Type	Organization Issued By	Status
1	APR-09-0654	Periodic Report	Black Pearl	Complete
		2009 - 2011 Biennium Quarter 1: July 1 to September 30		
2	APR-09-0655	Periodic Report	Black Pearl	Complete
		2009 - 2011 Biennium Quarter 2: October 1 to December 31		



18

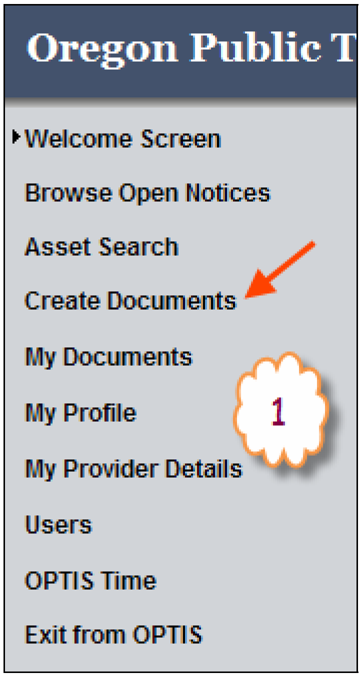
MANAGER APPROVAL STEPS

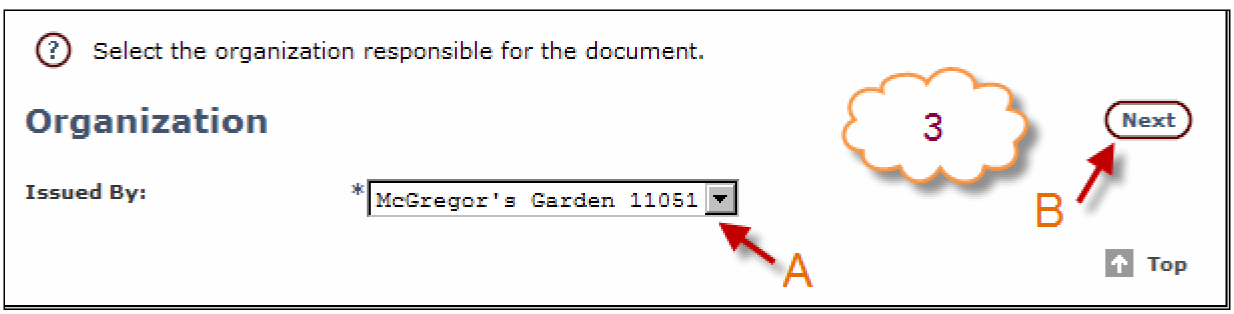
1. Obtain your OPTIS user name and password from PTD or a user trained for your agency.
2. Log in to OPTIS:
    a. https://keiko36.odot.state.or.us/ (If asked to install *Whale Communications' client components*, click "Install" and "Continue with Limited Functionality".)
    b. Select OPTIS from the list of available applications.
    c. If a Security Alert message appears, check "Trust this site", select "Always" and "Trust" (These steps may vary depending on your operating system.)
    d. 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. Choose one of the options below to find the document needing your review/approval.
    a. **If you know the doc 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 also search by yourself**:
        i. Leave the search criterion at the default (Find by Person). Your name displays.
        ii. At Document Type, select Periodic Report or Reimbursement Request from the drop down menu;
        iii. Click "Search" and select the document from the list which appears.
    c. **If you don't know the doc number nor if the document has been forwarded to you:**
        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 organization is displayed, at Document Type, select Periodic Report or Reimbursement Request from the drop down menu;
        iv. Leave all other search criteria blank;
        v. Click "Search" and then select the document from the list which appears.
6. Review the document. When satisfied that the document is accurate, click on "Complete Step." If the words "Complete Step" are grayed out, the document is not in your queue; you cannot take action on it. Contact the preparer and ask that he or she forward it to you. ("Actions" / "Forward" / Choose name from the "Forward To" drop down menu / Click "Submit/Return.") 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 in the box. (NOTE: If any required fields are incomplete, you will receive an "Integrity Check Failed" message. 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."

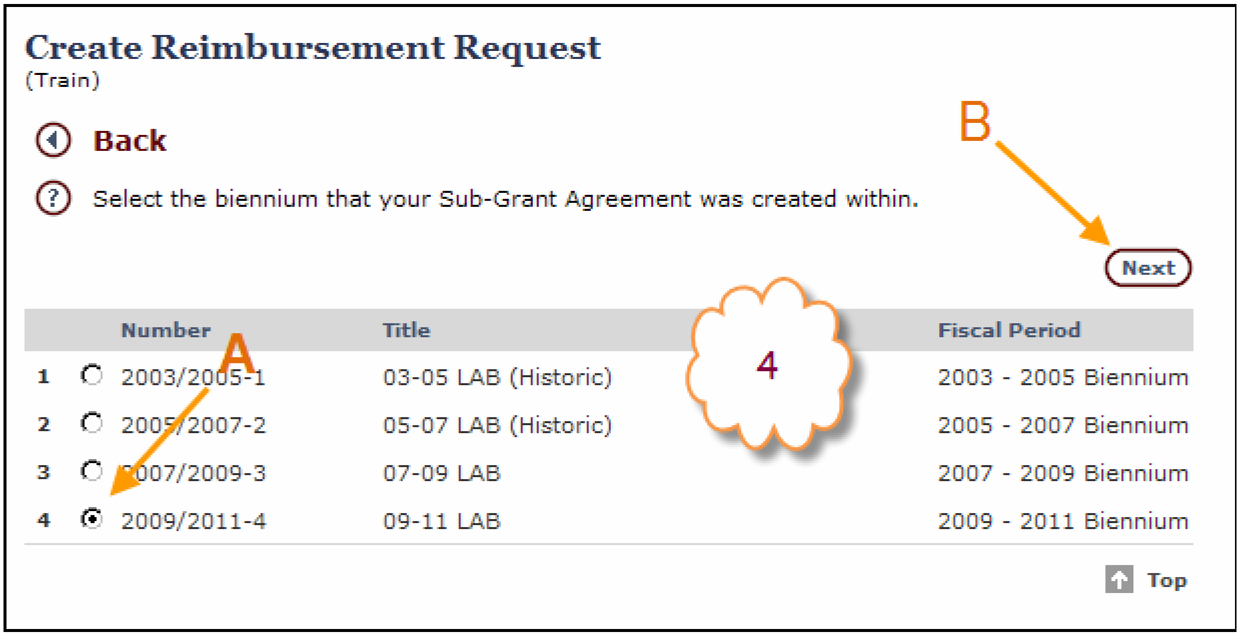
The document has now been approved and finalized within OPTIS; it will be processed as if you had signed it in ink and mailed, emailed, or faxed it to PTD. The electronic submittal of the document, using your eResponse Keyword, functions as a valid authorizing signature.

OPTIS Reimbursement Request Steps

Numbers indicate order of screens. Arrows indicate action for you to take.
Letters indicate the order of actions on screens with more than one action (i.e., do A before B).







Create Reimbursement Request
(Train)

Back

Select the biennium that your Sub-Grant Agreement was created within.

B

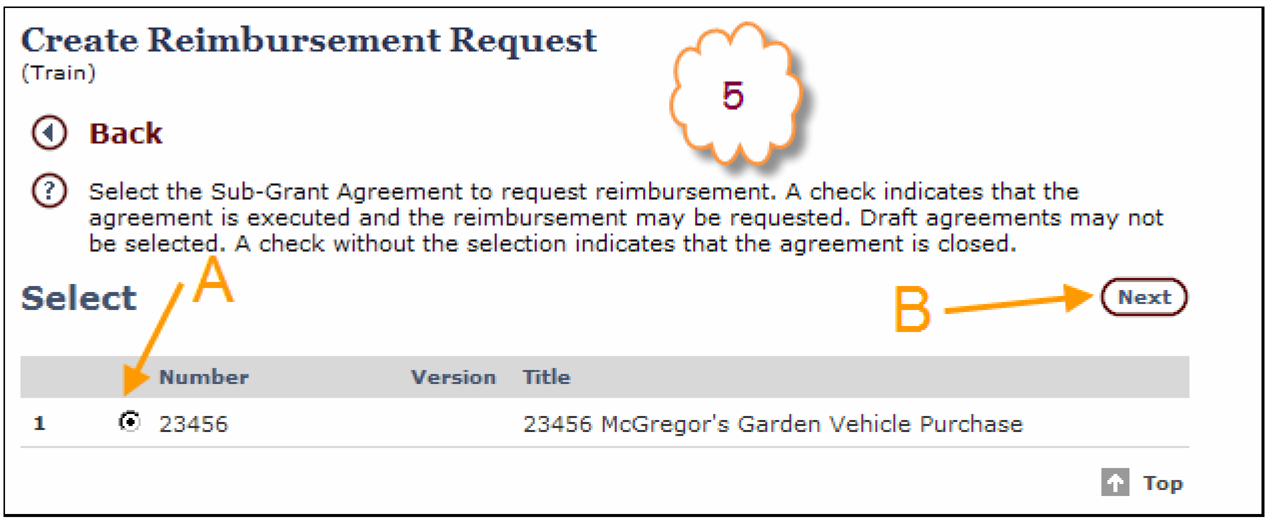
Next

4

A

	Number	Title	Fiscal Period
1	2003/2005-1	03-05 LAB (Historic)	2003 - 2005 Biennium
2	2005/2007-2	05-07 LAB (Historic)	2005 - 2007 Biennium
3	2007/2009-3	07-09 LAB	2007 - 2009 Biennium
4	2009/2011-4	09-11 LAB	2009 - 2011 Biennium

Top



Create Reimbursement Request
(Train)

5

Back

Select the Sub-Grant Agreement to request reimbursement. A check indicates that the agreement is executed and the reimbursement may be requested. Draft agreements may not be selected. A check without the selection indicates that the agreement is closed.

Select

A

B

Next

	Number	Version	Title
1	23456		23456 McGregor's Garden Vehicle Purchase

Top

Back

This page handles any additional information needed for the creation of the document.

Additional Information

Create

6 (info only)

Discipline:	Funding
Document Type:	Reimbursement Request
Procurement Method:	Reimbursement Request
Sub-Grant Agreement:	23456 23456 McGregor's Garden Vehicle Purchase
Issued By:	McGregor's Garden
Provider:	McGregor's Garden

* indicates a required field

Top

Create Document

(Train)

Continue

7 (info only)

Reimbursement Request Created

Form Number: 09112743

Control #: 9968478

The initial document has been created. To continue setting up the document click on 'Continue'. You can leave the set up at anytime. Use the My Documents searching functions to find the form again by the form number listed above and continue with set up and publication.

View To bypass the creation wizard and go directly to the review page click on the View button.

1. Number

(Train)

Number: 09112743

Control #: 9968478

Steps

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

Skip Back Save Next Finish

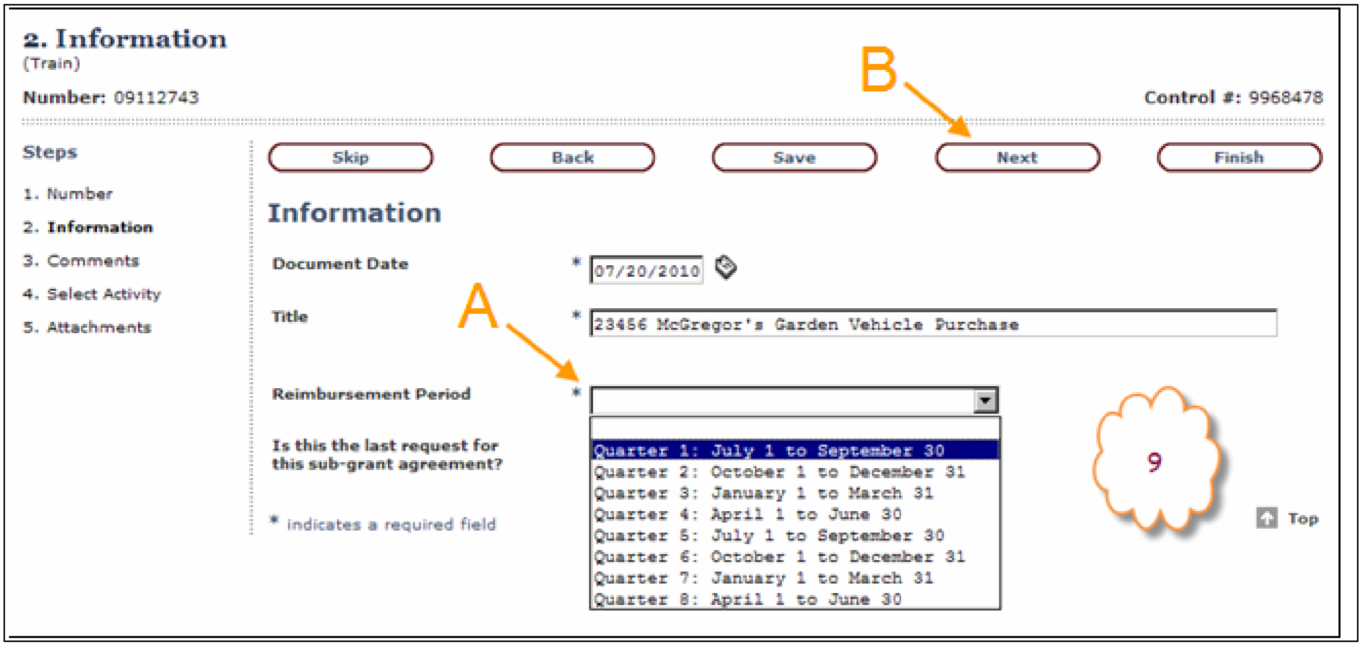
Number

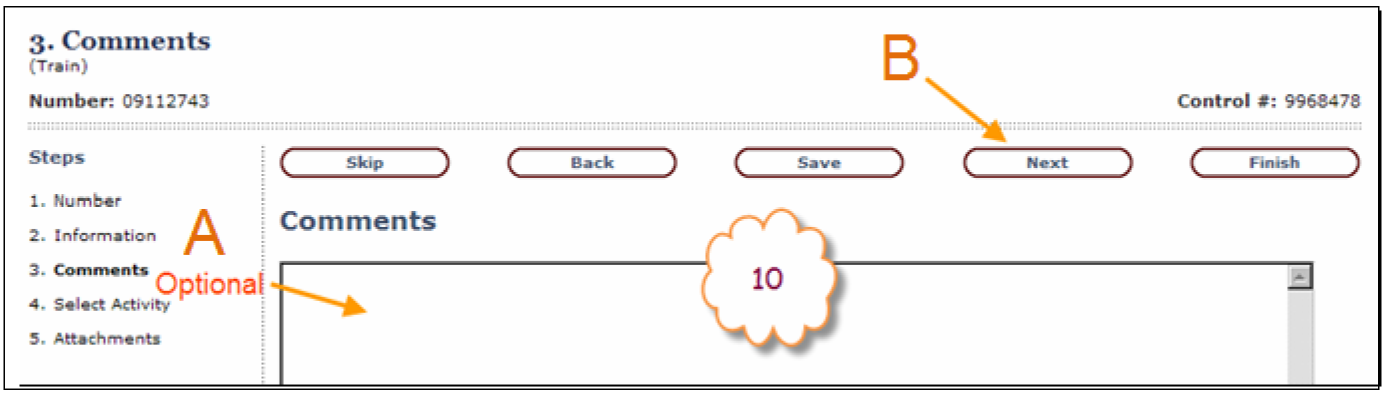
The document number is the reference number for the document/form.

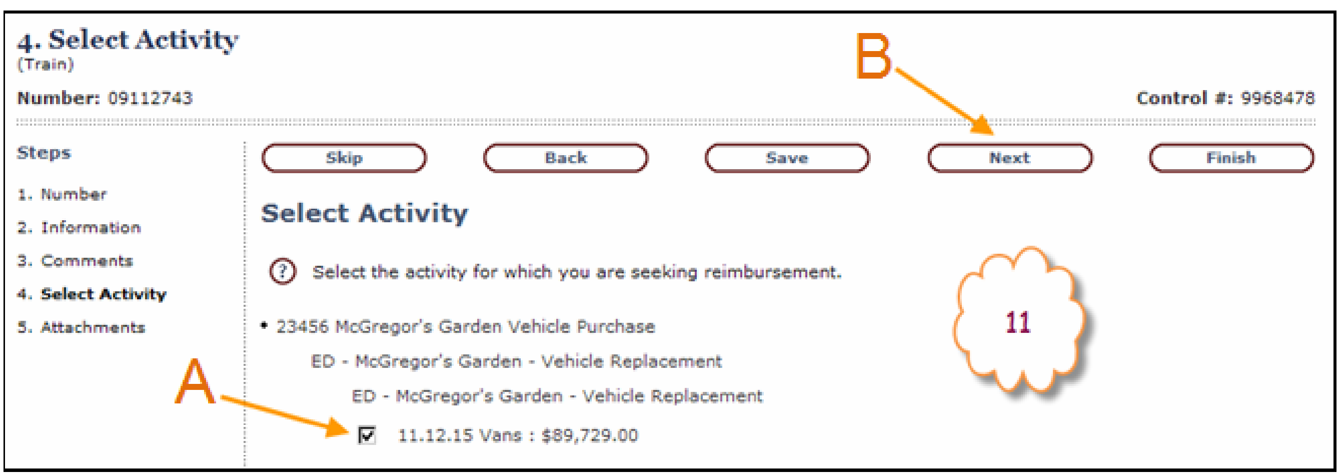
8 (Last info only screen)

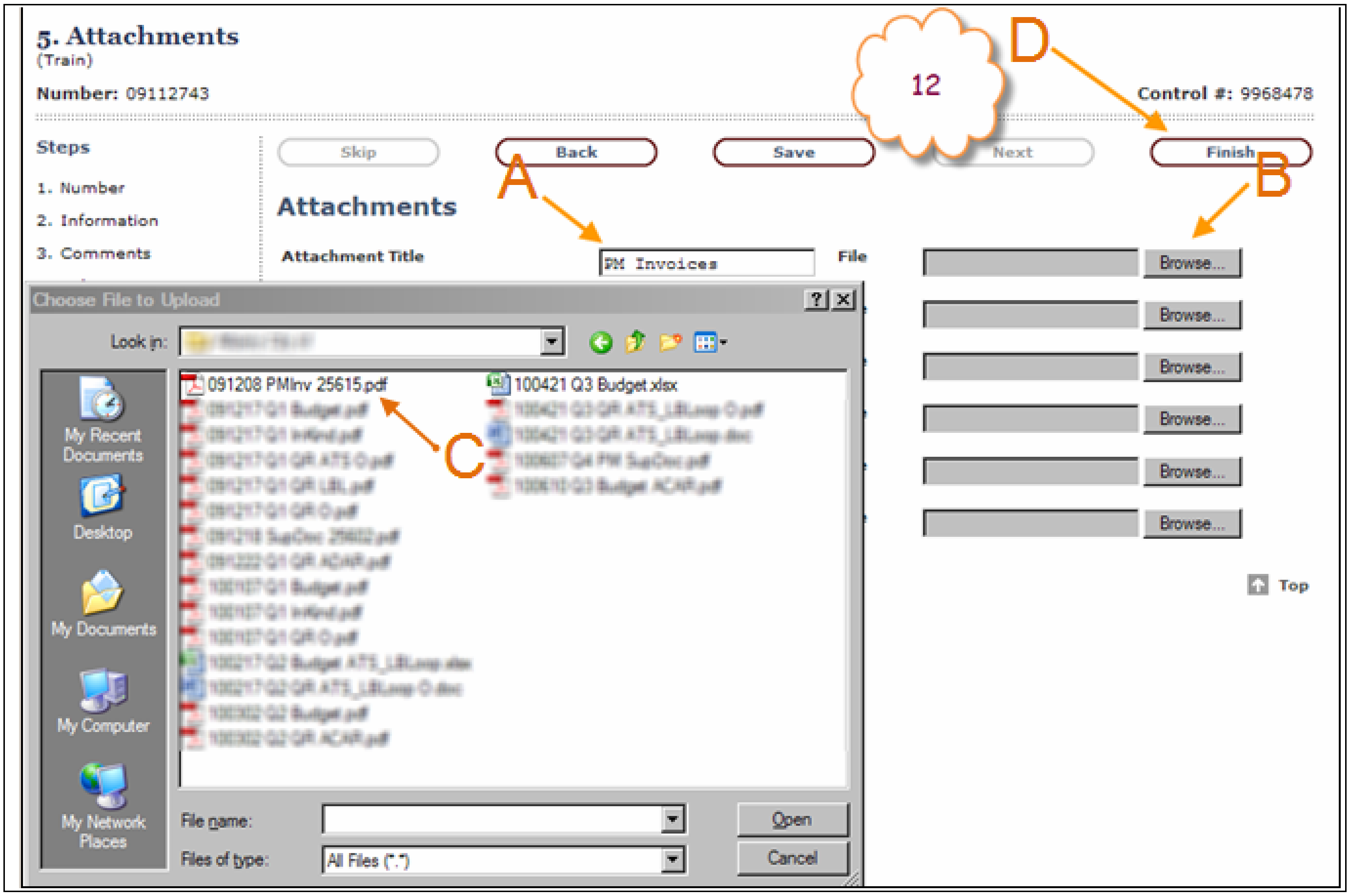
The number cannot be changed.

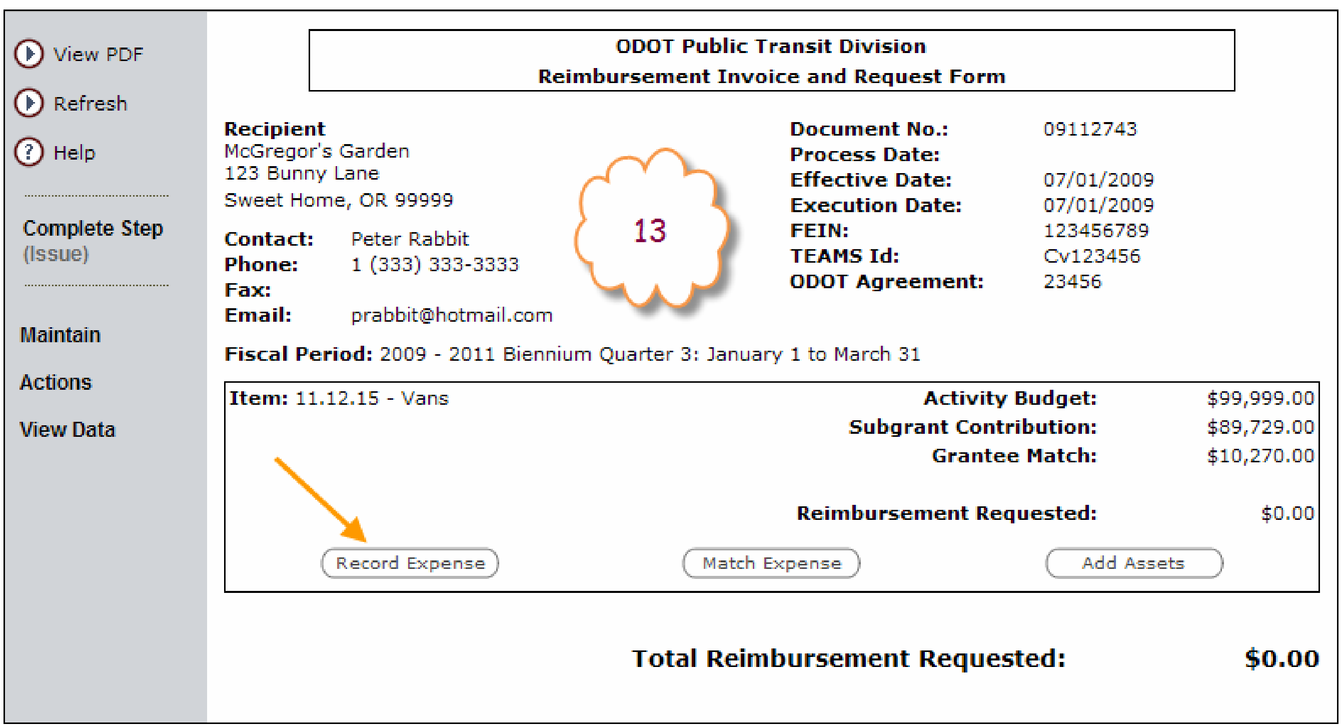
Number: *09112743

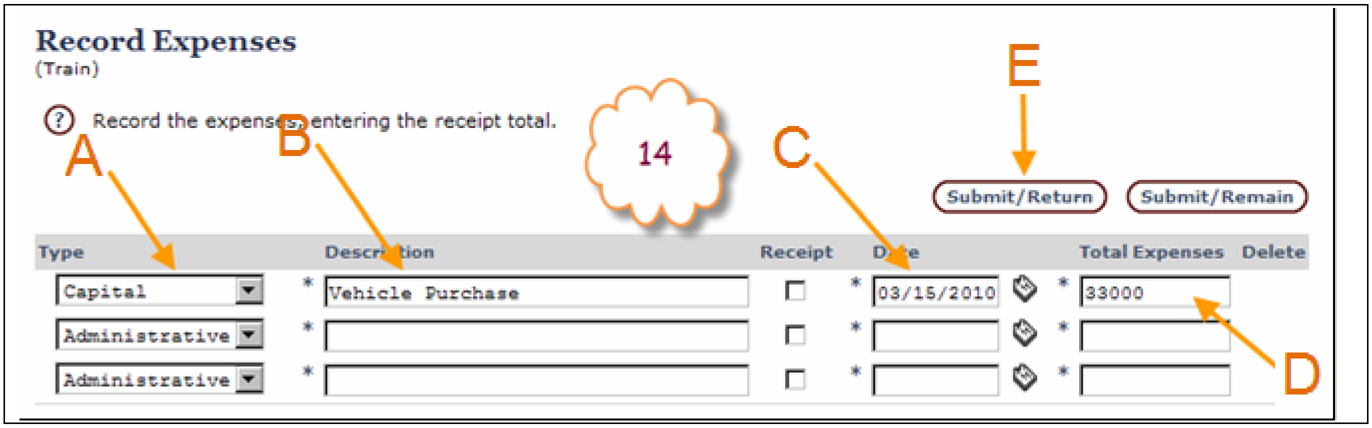

2. Information
(Train)
Number: 09112743
Control #: 9968478
B
Skip
Back
Save
Next
Finish
Steps
1. Number
2. Information
3. Comments
4. Select Activity
5. Attachments
Information
Document Date
* 07/20/2010
Title
A
* 23456 McGregor's Garden Vehicle Purchase
Reimbursement Period
*
Is this the last request 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
9
* indicates a required field
Top

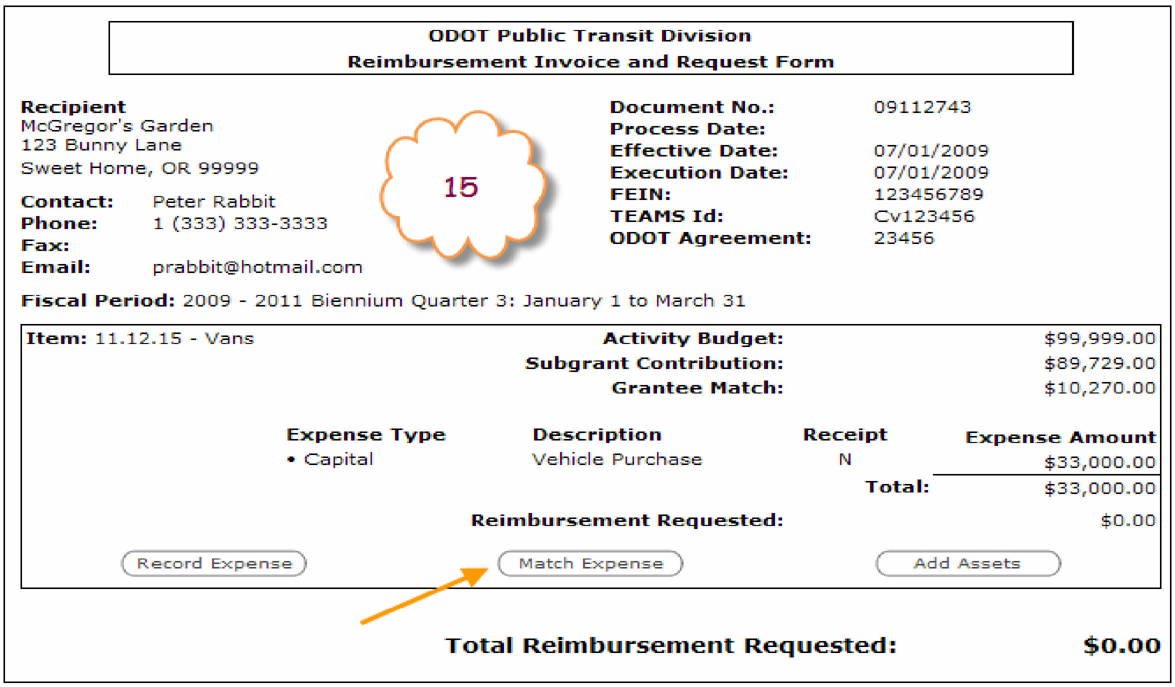

3. Comments
(Train)
Number: 09112743
Control #: 9968478
B
Skip
Back
Save
Next
Finish
Steps
1. Number
2. Information
A
3. Comments
Optional
4. Select Activity
5. Attachments
Comments
10

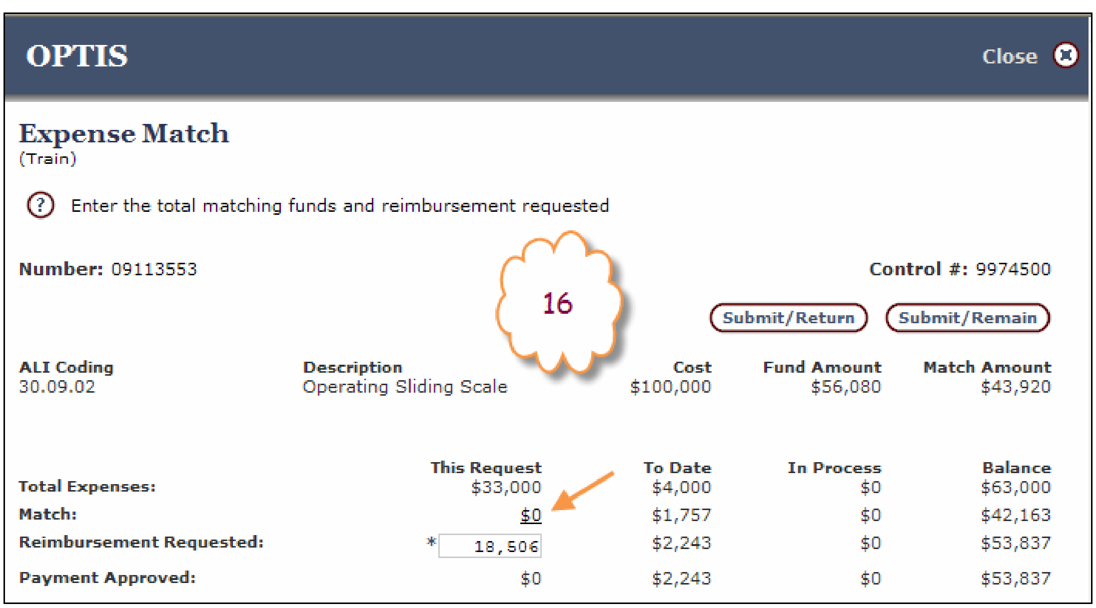

4. Select Activity
(Train)
Number: 09112743
Control #: 9968478
B
Skip
Back
Save
Next
Finish
Steps
1. Number
2. Information
3. Comments
4. Select Activity
5. Attachments
Select Activity
Select the activity for which you are seeking reimbursement.
• 23456 McGregor's Garden Vehicle Purchase
ED - McGregor's Garden - Vehicle Replacement
ED - McGregor's Garden - Vehicle Replacement
11
A
11.12.15 Vans : $89,729.00

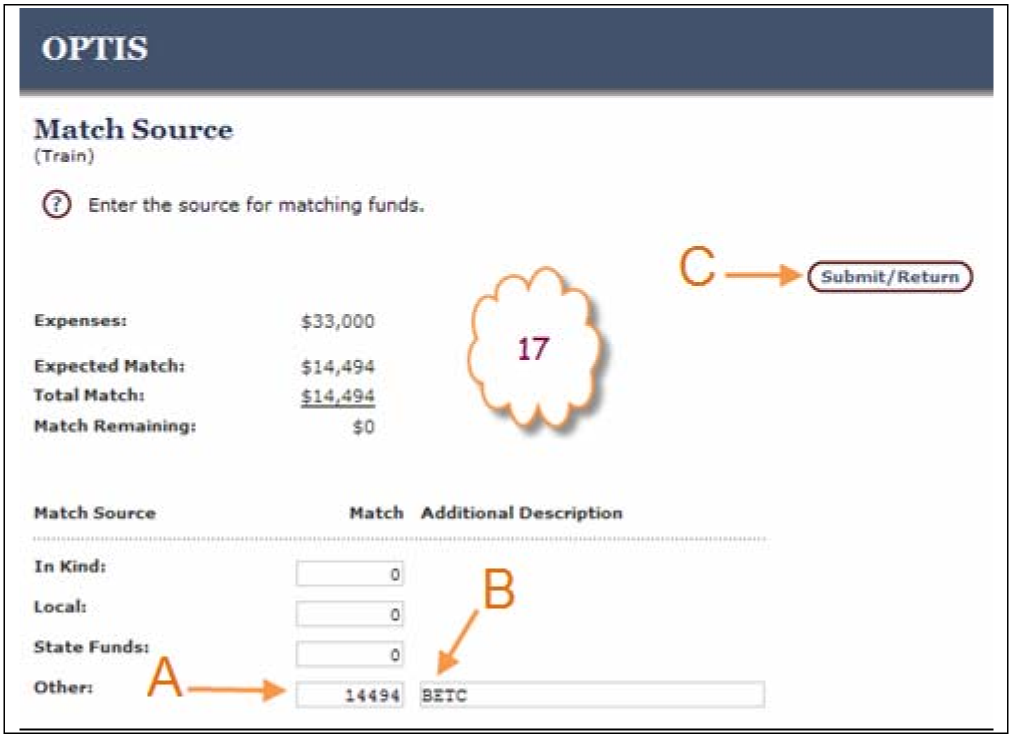

5. Attachments
(Train)
Number: 09112743
Control #: 9968478
12
D
Steps
1. Number
2. Information
3. Comments
Skip
Back
Save
Next
Finish
A
B
Attachments
Attachment Title
PM Invoices
File
Browse...
Browse...
Browse...
Browse...
Browse...
Browse...
Top
Choose File to Upload
Look in:
091208 PMInv 25615.pdf
100421 Q3 Budget.xlsx
C
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
File name:
Files of type:
All Files (*.*)
Open
Cancel

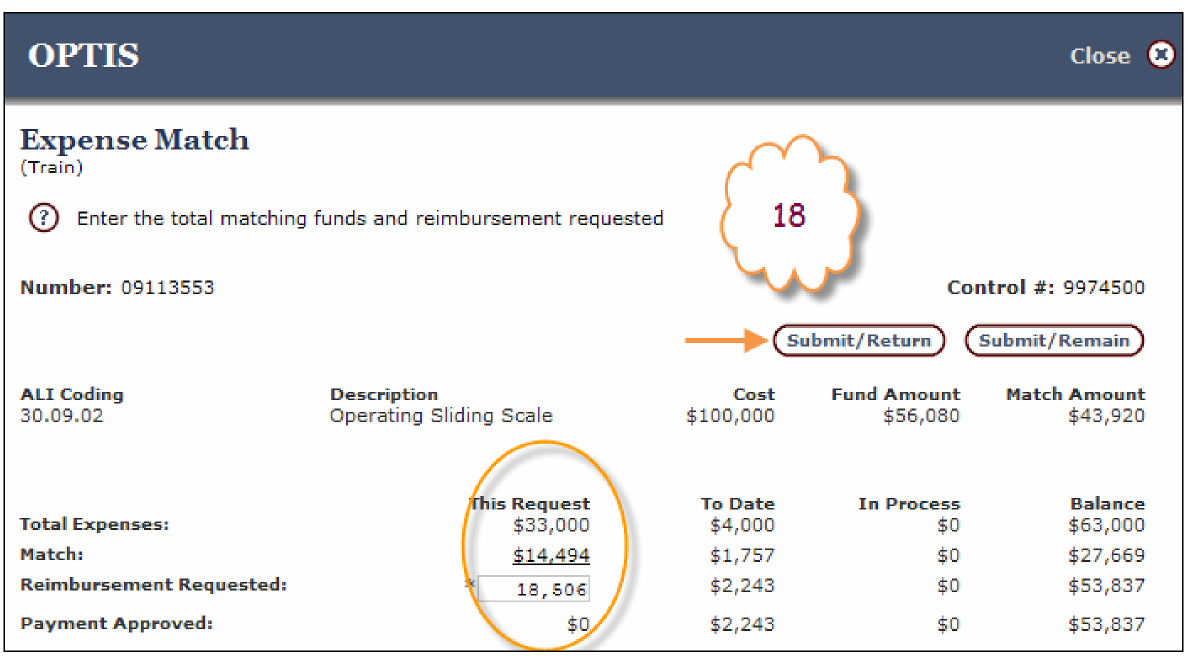

View PDF
Refresh
Help
Complete Step
(Issue)
Maintain
Actions
View Data
ODOT Public Transit Division
Reimbursement Invoice and Request Form
Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999
Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com
13
Document No.: 09112743
Process Date:
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN: 123456789
TEAMS Id: Cv123456
ODOT Agreement: 23456
Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31
Item: 11.12.15 - Vans
Activity Budget: $99,999.00
Subgrant Contribution: $89,729.00
Grantee Match: $10,270.00
Reimbursement Requested: $0.00
Record Expense
Match Expense
Add Assets
Total Reimbursement Requested: $0.00


Record Expenses
(Train)
Record the expenses, entering the receipt total.
A
B
14
C
E
Submit/Return
Submit/Remain
Type
Description
Receipt
Date
Total Expenses
Delete
Capital
Vehicle Purchase
03/15/2010
33000
Administrative
Administrative
D

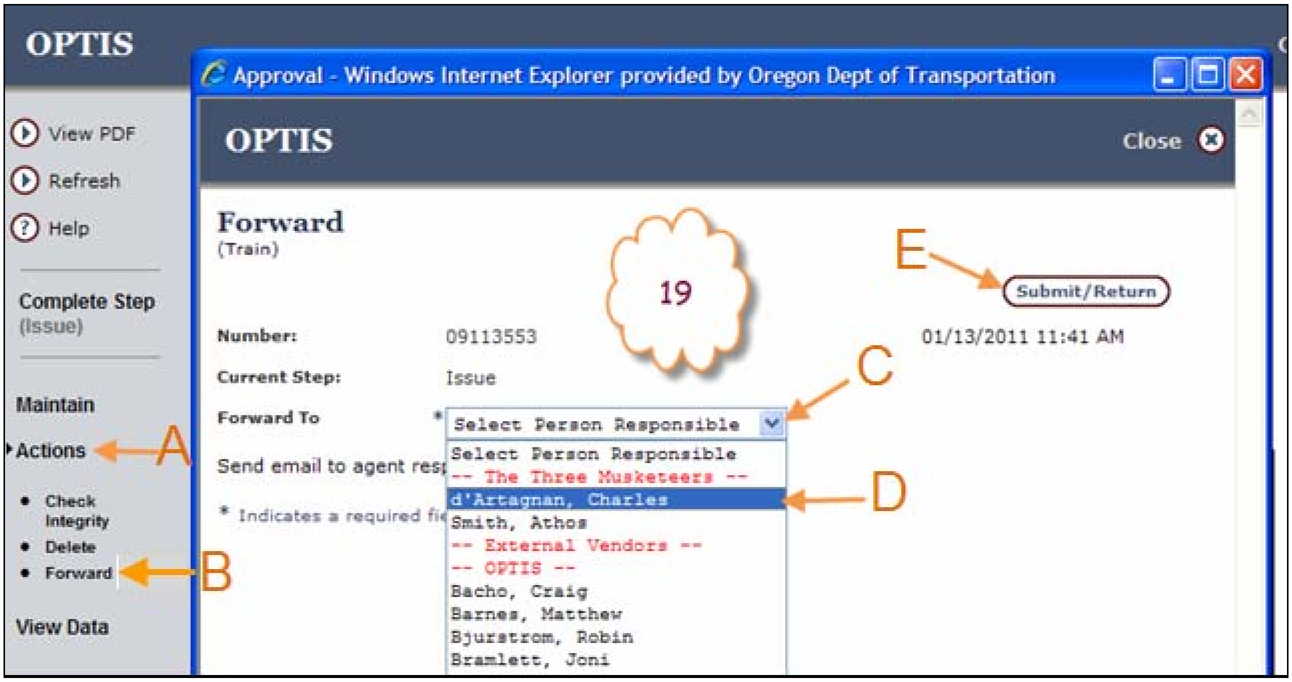

ODOT Public Transit Division
Reimbursement Invoice and Request Form
Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999
Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com
15
Document No.: 09112743
Process Date:
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN: 123456789
TEAMS Id: Cv123456
ODOT Agreement: 23456
Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31
Item: 11.12.15 - Vans
Activity Budget: $99,999.00
Subgrant Contribution: $89,729.00
Grantee Match: $10,270.00
Expense Type
Description
Receipt
Expense Amount
• Capital
Vehicle Purchase
N
$33,000.00
Total: $33,000.00
Reimbursement Requested: $0.00
Record Expense
Match Expense
Add Assets
Total Reimbursement Requested: $0.00


OPTIS
Close
Expense Match
(Train)
Enter the total matching funds and reimbursement requested
Number: 09113553
16
Control #: 9974500
Submit/Return
Submit/Remain
ALI Coding
30.09.02
Description
Operating Sliding Scale
Cost
$100,000
Fund Amount
$56,080
Match Amount
$43,920
This Request
To Date
In Process
Balance
Total Expenses: $33,000 $4,000 $0 $63,000
Match: $0 $1,757 $0 $42,163
Reimbursement Requested: * 18,506 $2,243 $0 $53,837
Payment Approved: $0 $2,243 $0 $53,837


OPTIS
Match Source
(Train)
Enter the source for matching funds.
C
Submit/Return
17
Expenses: $33,000
Expected Match: $14,494
Total Match: $14,494
Match Remaining: $0
Match Source
Match
Additional Description
In Kind: 0
Local: 0
State Funds: 0
Other: 14494 BETC
A
B


OPTIS
Close
Expense Match
(Train)
Enter the total matching funds and reimbursement requested
18
Number: 09113553
Control #: 9974500
Submit/Return
Submit/Remain
ALI Coding 30.09.02
Description Operating Sliding Scale
Cost $100,000
Fund Amount $56,080
Match Amount $43,920
This Request
To Date
In Process
Balance
Total Expenses: $33,000 $4,000 $0 $63,000
Match: $14,494 $1,757 $0 $27,669
Reimbursement Requested: 18,506 $2,243 $0 $53,837
Payment Approved: $0 $2,243 $0 $53,837

OPTIONAL STEP - Forward to Approver (If preparer is not also approver)**:**



AUTHORIZED REPRESENTATIVE (Approver) STEPS:

OPTIS

View PDF
Refresh
Help

Complete Step
(Issue)

Maintain
Actions
View Data

View Data

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999

Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com

20

Document No.:	09112743
Process Date:	
Effective Date:	07/01/2009
Execution Date:	07/01/2009
FEIN:	123456789
TEAMS Id:	Cv123456
ODOT Agreement:	23456

Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31

Item: 11.12.15 - Vans

Activity Budget:	$99,999.00
Subgrant Contribution:	$89,729.00
Grantee Match:	$10,270.00

Expense Type	Description	Receipt	Expense Amount
• Capital	Vehicle Purchase	N	$33,000.00
		Total:	$33,000.00

Match Source	Match Amount
Local	$3,389.00
State Funds	$0.00
Other	$0.00
Total:	$3,389.00

Reimbursement Requested: $29,611.00

Record Expense | Match Expense | Add Assets

Total Reimbursement Requested: $29,611.00

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:	$33,000.00	$0.00	$0.00	$66,999.00
Match:	$3,389.00	$0.00	$0.00	$6,881.00
Reimbursement Requested:	$29,611.00	$0.00	$0.00	$60,118.00
Payment:	$0.00	$0.00	$0.00	$89,729.00

Control # 9968478

Review/Approve

(Train)

21

C

Submit

Integrity Check Warning

- Missing provider's periodic report: 2009 - 2011 Biennium Quarter 2: October 1 to December 31
- Missing provider's periodic report: 2009 - 2011 Biennium Quarter 3: January 1 to March 31
- Missing provider's periodic report: 2009 - 2011 Biennium Quarter 4: April 1 to June 30

B

Number: 09112743 07/20/2010 4:57 PM

Current Step: Issue

eResponse Keyword ? * ••••••••••

A

? To send a request for a new eResponse Keyword to the Registrar, click on the Go button. Go

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. * ☑

* Indicates a required field

CLICK View PDF **TO SEE FINAL PRODUCT:**

ODOT Public Transit Division
Reimbursement Invoice and Request Form

22

Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999
Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com

Document No.:	09112743
Process Date:	07/20/2010
Effective Date:	07/01/2009
Execution Date:	07/01/2009
FEIN:	123456789
TEAMS Id:	Cv123456
ODOT Agreement:	23456

Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31

Item: 11.12.15 - Vans

Activity Budget:	$99,999.00
Subgrant Contribution:	$89,729.00
Grantee Match:	$10,270.00

Expense Type	Description	Receipt	Expense Amount
• Capital	Vehicle Purchase	N	$33,000.00
		Total:	$33,000.00

Match Source	Match Amount
Local	$3,389.00
State Funds	$0.00
Other	$0.00
Total:	$3,389.00

Reimbursement Requested: $29,611.00

Total Reimbursement Requested: $29,611.00

Name of Authorized Representative:	Date:
Peter Rabbit	07/20/2010
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

To date summary for this Subgrant:

	This Request	To Date	In Process	Balance
Total Expenses:	$33,000.00	$0.00	$0.00	$66,999.00
Match:	$3,389.00	$0.00	$0.00	$6,881.00
Reimbursement Requested:	$29,611.00	$0.00	$0.00	$60,118.00
Payment:	$0.00	$0.00	$0.00	$89,729.00

PRACTICE LESSON 1

Registration, Modifying Information & Searching
Training Site Only

A. New User Registration Method 1 - *Self-Registration*

Steps done by new user:

1. Pretend you are a famous athlete who has just been hired by your agency. Your supervisor has asked you to self-register in OPTIS.
2. Make sure you are *not logged into OPTIS*. Go to the OPTIS Home Page.

   Using any famous athlete name you want (e.g., Olga Korbut, Arnold Palmer...), *self-register and seek affiliation* with the agency you have been using in this training. <u>Write the newly-created athlete username and password here:</u>

   Username:_______________ Password: _______________

Steps done by primary user:

3. Exit from OPTIS. Log in as the primary contact for the agency. Read the "Hello" screen details. (You should see that an affiliation is pending.)
4. At *My Provider Details*, check the organization's hierarchy and note the symbol next to the new user. (Click the legend +sign to see what it means.)
5. At *Users*, select *Affiliation Maintenance* and approve the new user's affiliation request.

B. New User Registration Method 2 - *As Primary Contact*

1. *Logged in as the primary contact*, add another new user to your agency. **Add yourself if you are not already registered <u>OR</u> add another fictitious user if you are already registered.**
2. Check the Authorized Personnel screen (under *Users*) to verify that you or the fictitious new person has been added.

C. Password Practice (Optional):

1. Change your password to something new and *write it down here so you don't forget it.*

   New Password: ____________________

2. Log out and then log back in using the new password.

D. Modifying Information:

1. Logged in as the primary contact, make the athlete user created earlier the prime contact for your agency. (Hint: start at *My Provider Details*.)

2. Log out. Log back in as the athlete prime contact (see A.2. for password if needed) and make yourself the prime contact again.

3. Find and view your office phone numbers. Add a new number (cell, fax, etc.) if you know one, if not, make a note of where you would change them if needed. Add a website address if you have one.

E. Searching for Information:

1. View your organization's hierarchy. (Remember to expand it using V*iew All*).

2. Search for all agreements for your organization (Hint: Do not use "Find by Person.) Notice if any are closed by looking for the closed book icon. Notice if any have been revised by looking below the number for a version number.

3. Open an older agreement and view the agreement pdf. View the Available Balance. View the Payment History.

4. View a list of reimbursement requests and note payments. Open a payment request if available and review.

5. Search for reimbursement requests for the 07-09 biennium only. (Hint: Use date range of July 1, 2007 to June 30, 2009.)

6. Search for all periodic reports for your organization . . .
   a. . . . using *Find by Document Number* and entering the first three digits of any periodic report.
   b. . . . using *Find by Organization / Document Type*.

REGISTERING A NEW USER – TWO METHODS

METHOD 1: SELF REGISTRATION
(New user registers him/herself and seeks affiliation with an agency.)

1. Access OPTIS log in page; DO NOT LOG IN.
2. Select *Provider Registration*
3. Click Email Notification and Electronic Response boxes; click *Next*
4. Click "I Agree" box
5. Enter all registration information including creating a password
6. Click *Next* twice.
7. Enter organization name; click *Submit*
8. Choose organization from list; click *Next* three times
9. Click *Finish*
10. Organization's primary user must then accept self-registered user.

METHOD 2: REGISTRATION BY THE PRIMARY USER
(Primary user for the agency registers the new user.)

1. Log in as primary user
2. Select *Users* and then *Users* again
3. Click *Add a New User*
4. Enter new user's information
   a. Title / Name
   b. Logon Id (jsparrow)
   c. Password (case-sensitive, at least six characters, two or more pattern characters – upper case, lower case, numeral, or symbol)
   d. Confirm Password
   e. Phone, fax, email
   f. Status – Registered (View Privileges) or Validated for eResponse (Create Privileges)
   g. Services - eNotify - Yes (Email notification of application notices) eResponse – Yes (Allows you to respond to application postings)
5. Click Organization *Find* button
6. Choose agency
7. Back at *Add User* screen, either Submit/Return to save and see Authorized Personnel screen, or Submit/Next to save and add another user.

* *

8. New user logs in
9. At Agreement page, new user agrees or disagrees with statement (user will not be able to proceed if he or she disagrees).
10. Message appears – "You have successfully registered."

Note: If this user needs to be able to create and/or submit documents for the agency, the primary user should select the Validated for eResponse status. If this user is the authorized representative, he or she must have PTD issue an eResponse keyword. To do this:

- Contact Maile (or Ivan) for an eResponse keyword to be emailed to you (current), or
- Send email request for eResponse keyword directly from OPTIS (future).

PRACTICE LESSON 2

Reimbursement Requests
Training Site Only

1. Using PTD's "Grant Reimbursement Request" form and your imagination as your data sources, create a reimbursement request for your agency. (Practice adding comments and attachments too.)

2. Write down the 8 digit OPTIS document number for the reimbursement request and the central file number (agreement number) it pertains to.

   Document Number ____________ Agreement Number ______________

3. Submit the request to PTD. (If the agency you're using for practice is missing APRs for the quarter you choose, you will not be able to complete the final step. When this happens in **Production**, save your request and complete your outstanding APRs and/or contact PTD to resolve. For today's practice, just save and close.) Close the reimbursement request if it's still open and return to the home page.

4. Using "Document Search by Number", find and open the reimbursement request you just created using the document number from 2. above.

5. From the reimbursement request, find the overview screen for your entire agency. Notice that the reimbursement request just submitted is complete, and the corresponding payment request has been created.

6. From the overview screen, open the sub-grant agreement for the reimbursement request (select the agreement no. you recorded in step 2.)

7. By checking the "Payments Pending" field on the sub-grant agreement you can see the new reimbursement request amount pending.

8. Check the available balance for this agreement. (Notice it does not include pending payments.)

9. Find the reimbursement request again and forward it to someone else. Refresh the screen and open the Work Flow History to see who has the document now.

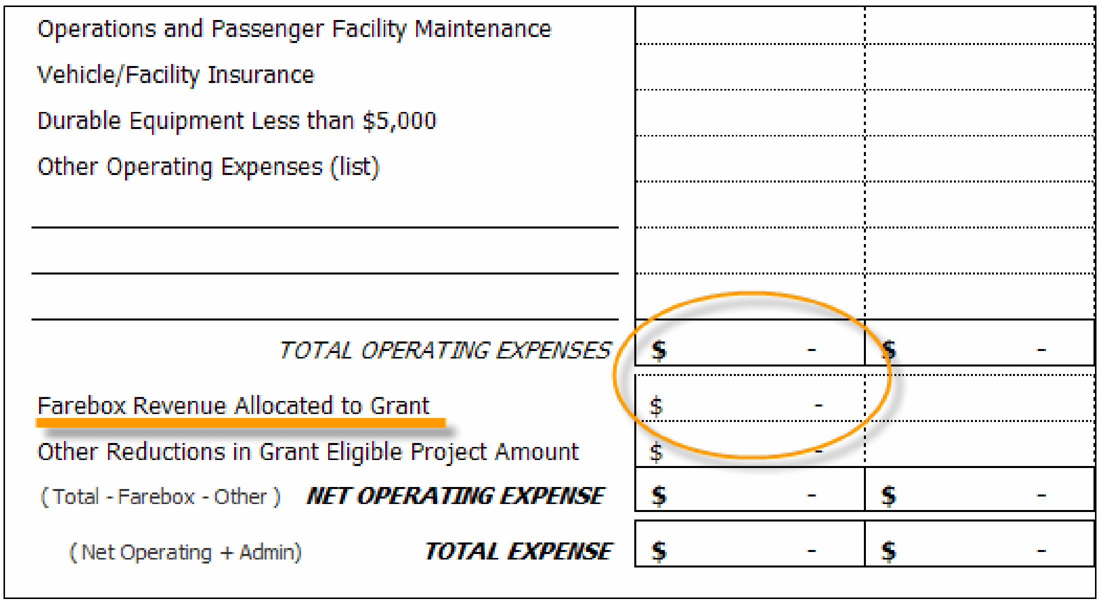
OPTIS Frequently Asked Questions

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.

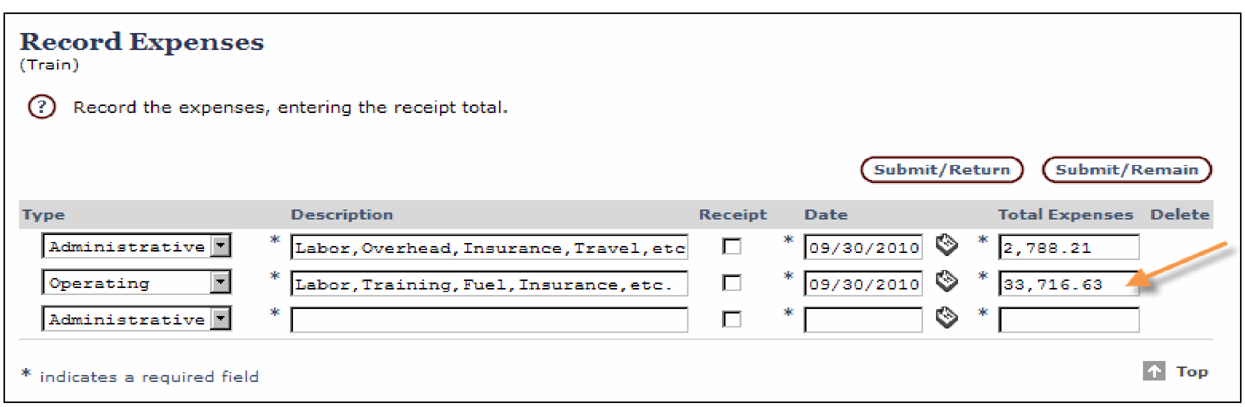
If a grant is service-specific and only one grant funds that service, the farebox associated with that service should be deducted from that grant. Example: if you have an intercity service that is funded by only one grant, all of the farebox revenue from that service should be deducted from the grant 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]

Contact: [redacted]
Phone:
Fax:
Email:

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

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 *

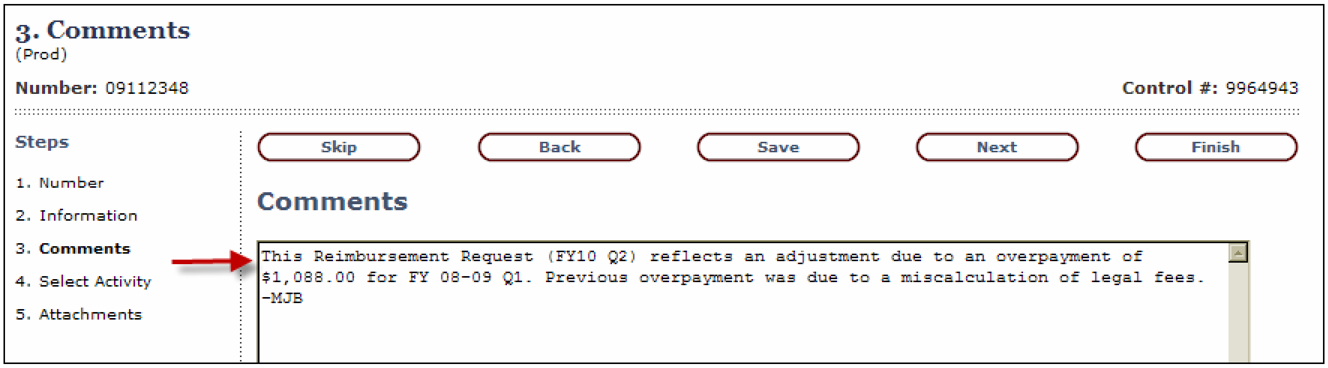
Quarter 1: July 1 to September 30
Quarter 2: October 1 to December 31
Quarter 3: January 1 to March 31
Quarter 4: April 1 to June 30
Quarter 5: July 1 to September 30
Quarter 6: October 1 to December 31
Quarter 7: January 1 to March 31
Quarter 8: April 1 to June 30

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

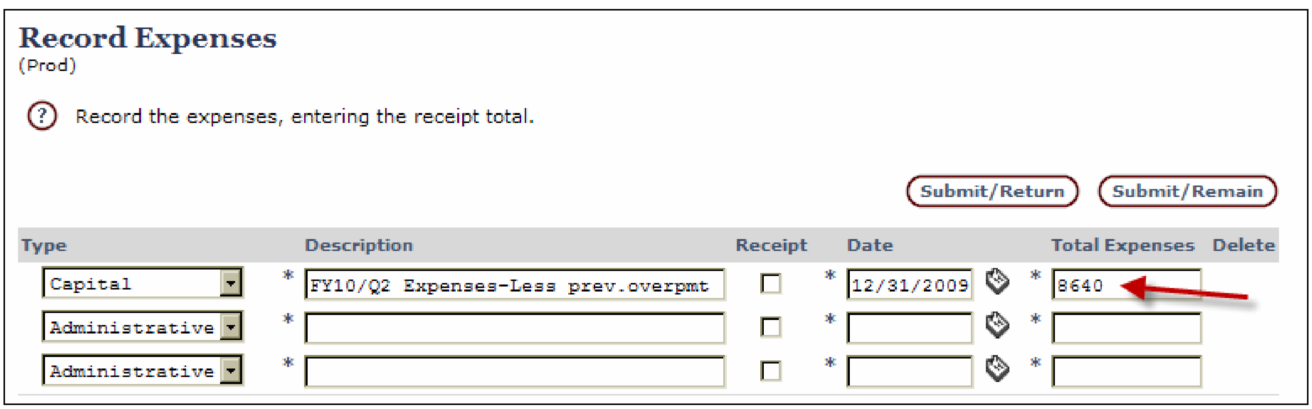
* indicates a required field

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



    - o 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

Top

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

Print
View PDF
Refresh
Help

Workflow Completed

Maintain
Actions
View Data

- Overview
- Overview (Provider)
- Overview (Central File)
- Work Flow History
- Payment History

Sub-Grant (Federal)
(Prod)

Hood River County Transportation District 24411 Facility

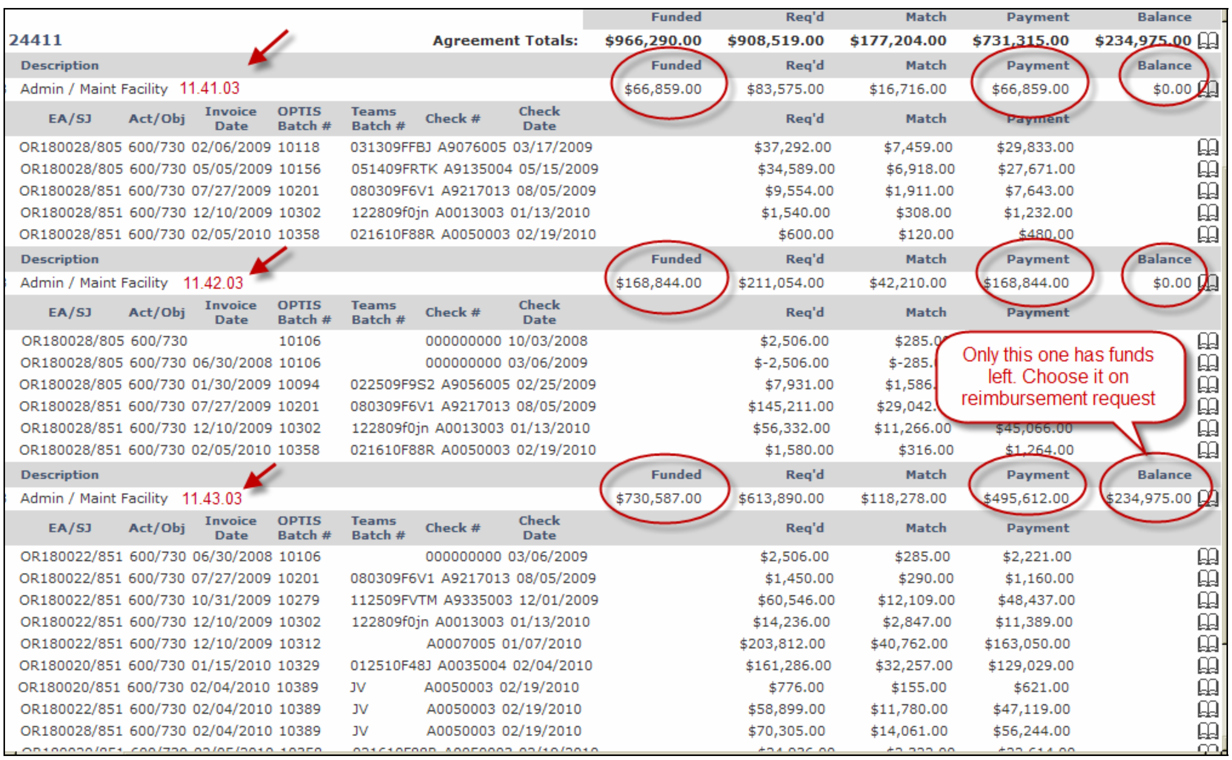
Recipient
Hood River County Transportation District
PO Box 1147
Hood River, OR 97031
Contact: Dan Schwanz
Phone: 1 (541) 386-4202
Fax: 1 (541) 386-1228
Email: cat1@gorge.net

Central File Number: 24411
Version: 4
Provider Number: 10923
Effective Date: 07/01/2007
Expiration Date: 06/30/2010
Execution Date: 07/01/2009
Closure Requested:
Planned Closure Date:
Closure Date:

Agreement Administrator
Public Transit Division
555 13th St. NE, Ste. 3
Salem, OR 97301-4179
Contact: Joni Bramlett
Phone: 1 (503) 986-3416
Fax: 1 (503) 986-4189
Email: Joni.D.BRAMLETT@odot.state.or.us

Fund Amount: $966,290.00
Payments Pending: $0.00
Payments Approved: $731,315.00
Available: $234,975.00

- Then, expand each row to see the detail:

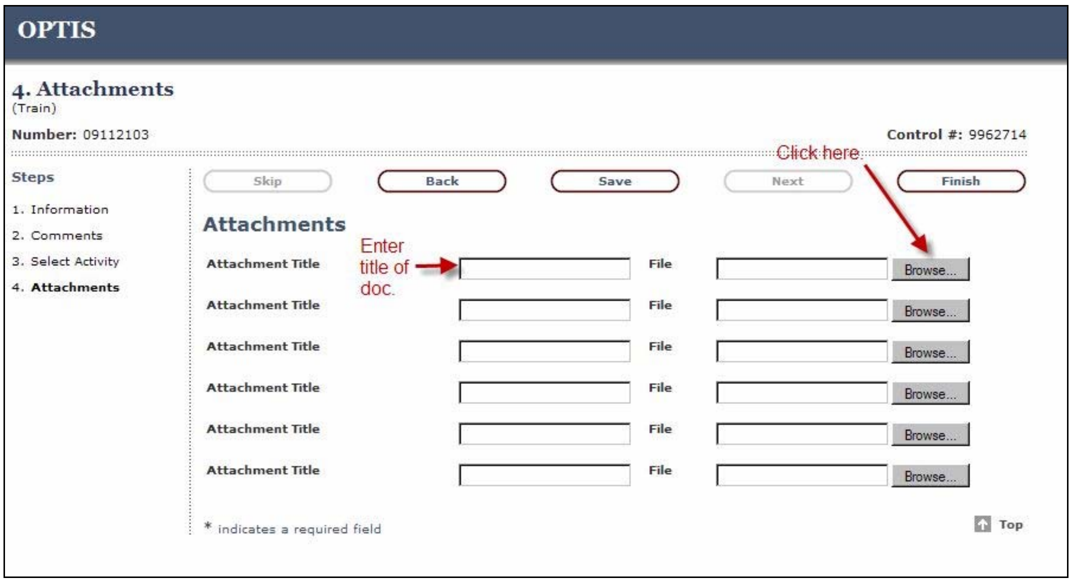


EA/SJ	Act/Obj	Invoice Date	OPTIS Batch #	Teams Batch #	Check #	Check Date	Funded	Req'd	Match	Payment	Balance
24411						**Agreement Totals:**	**$966,290.00**	**$908,519.00**	**$177,204.00**	**$731,315.00**	**$234,975.00**
Description: Admin / Maint Facility 11.41.03							$66,859.00	$83,575.00	$16,716.00	$66,859.00	$0.00
OR180028/805	600/730	02/06/2009	10118	031309FFBJ	A9076005	03/17/2009		$37,292.00	$7,459.00	$29,833.00	
OR180028/805	600/730	05/05/2009	10156	051409FRTK	A9135004	05/15/2009		$34,589.00	$6,918.00	$27,671.00	
OR180028/851	600/730	07/27/2009	10201	080309F6V1	A9217013	08/05/2009		$9,554.00	$1,911.00	$7,643.00	
OR180028/851	600/730	12/10/2009	10302	122809f0jn	A0013003	01/13/2010		$1,540.00	$308.00	$1,232.00	
OR180028/851	600/730	02/05/2010	10358	021610F88R	A0050003	02/19/2010		$600.00	$120.00	$480.00	
Description: Admin / Maint Facility 11.42.03							$168,844.00	$211,054.00	$42,210.00	$168,844.00	$0.00
OR180028/805	600/730		10106		000000000	10/03/2008		$2,506.00	$285.0[illegible]	[illegible]	
OR180028/805	600/730	06/30/2008	10106		000000000	03/06/2009		$-2,506.00	$-285.[illegible]	[illegible]	
OR180028/805	600/730	01/30/2009	10094	022509F9S2	A9056005	02/25/2009		$7,931.00	$1,586.[illegible]	[illegible]	
OR180028/851	600/730	07/27/2009	10201	080309F6V1	A9217013	08/05/2009		$145,211.00	$29,042.[illegible]	[illegible]	
OR180028/851	600/730	12/10/2009	10302	122809f0jn	A0013003	01/13/2010		$56,332.00	$11,266.00	$45,066.00	
OR180028/851	600/730	02/05/2010	10358	021610F88R	A0050003	02/19/2010		$1,580.00	$316.00	$1,264.00	
Description: Admin / Maint Facility 11.43.03							$730,587.00	$613,890.00	$118,278.00	$495,612.00	$234,975.00
OR180022/851	600/730	06/30/2008	10106		000000000	03/06/2009		$2,506.00	$285.00	$2,221.00	
OR180022/851	600/730	07/27/2009	10201	080309F6V1	A9217013	08/05/2009		$1,450.00	$290.00	$1,160.00	
OR180022/851	600/730	10/31/2009	10279	112509FVTM	A9335003	12/01/2009		$60,546.00	$12,109.00	$48,437.00	
OR180022/851	600/730	12/10/2009	10302	122809f0jn	A0013003	01/13/2010		$14,236.00	$2,847.00	$11,389.00	
OR180022/851	600/730	12/10/2009	10312		A0007005	01/07/2010		$203,812.00	$40,762.00	$163,050.00	
OR180020/851	600/730	01/15/2010	10329	012510F48J	A0035004	02/04/2010		$161,286.00	$32,257.00	$129,029.00	
OR180020/851	600/730	02/04/2010	10389	JV	A0050003	02/19/2010		$776.00	$155.00	$621.00	
OR180022/851	600/730	02/04/2010	10389	JV	A0050003	02/19/2010		$58,899.00	$11,780.00	$47,119.00	
OR180028/851	600/730	02/04/2010	10389	JV	A0050003	02/19/2010		$70,305.00	$14,061.00	$56,244.00	

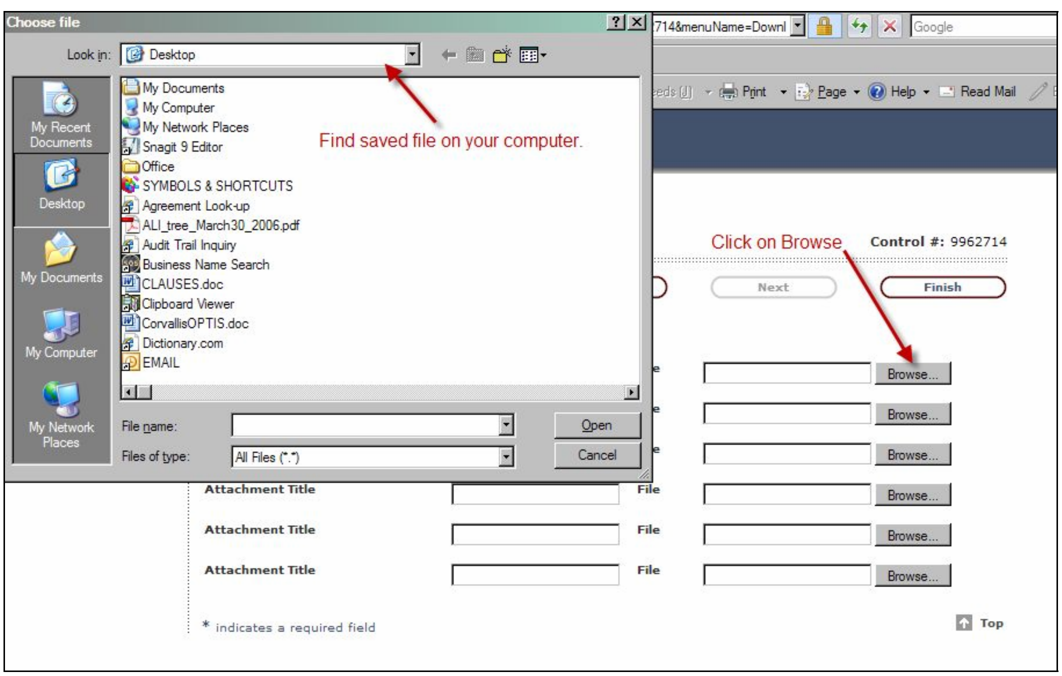
- Write down what you've learned from this screen about which ALI(s) you will be using. If there is funding left in more than one, and you need to use them for one payment, select both of them at the Select Activity screen of the reimbursement request.

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.

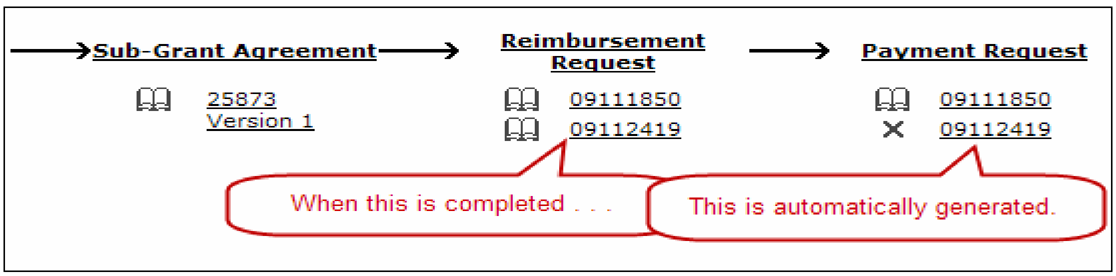
6. What do I do if I've made a mistake on an OPTIS APR & already submitted it?

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?

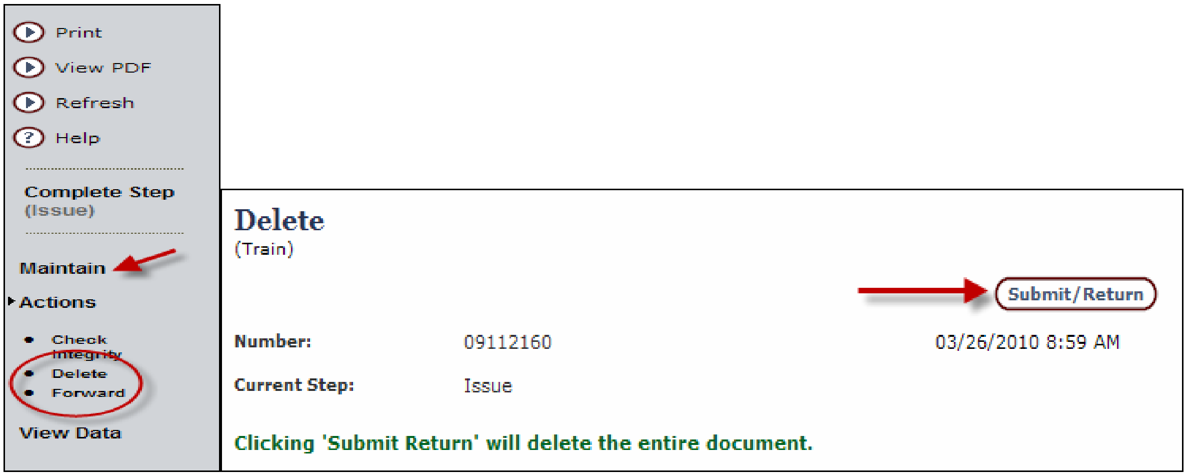
When you create and submit an OPTIS reimbursement request, the corresponding payment request is auto-generated by the system. Since the two documents are a “pair,” and the payment request is further along in the progression of documents (indicated by the arrows on the overview screen,) the reimbursement 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:
  - o 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.)
  - o Locate and open the request. The words “Complete Step” should be black, not gray, indicating the document is in your control.
  - o To modify the request: select “Maintain,” and then select the area where the change is needed.

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

- o 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.

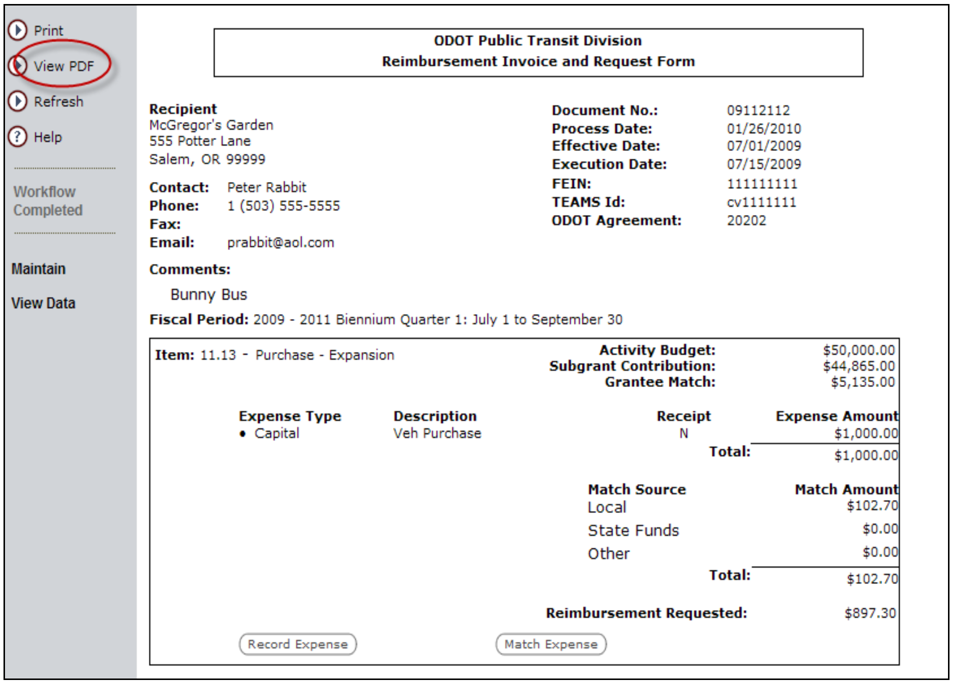
We have to do this to avoid the following situation:

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

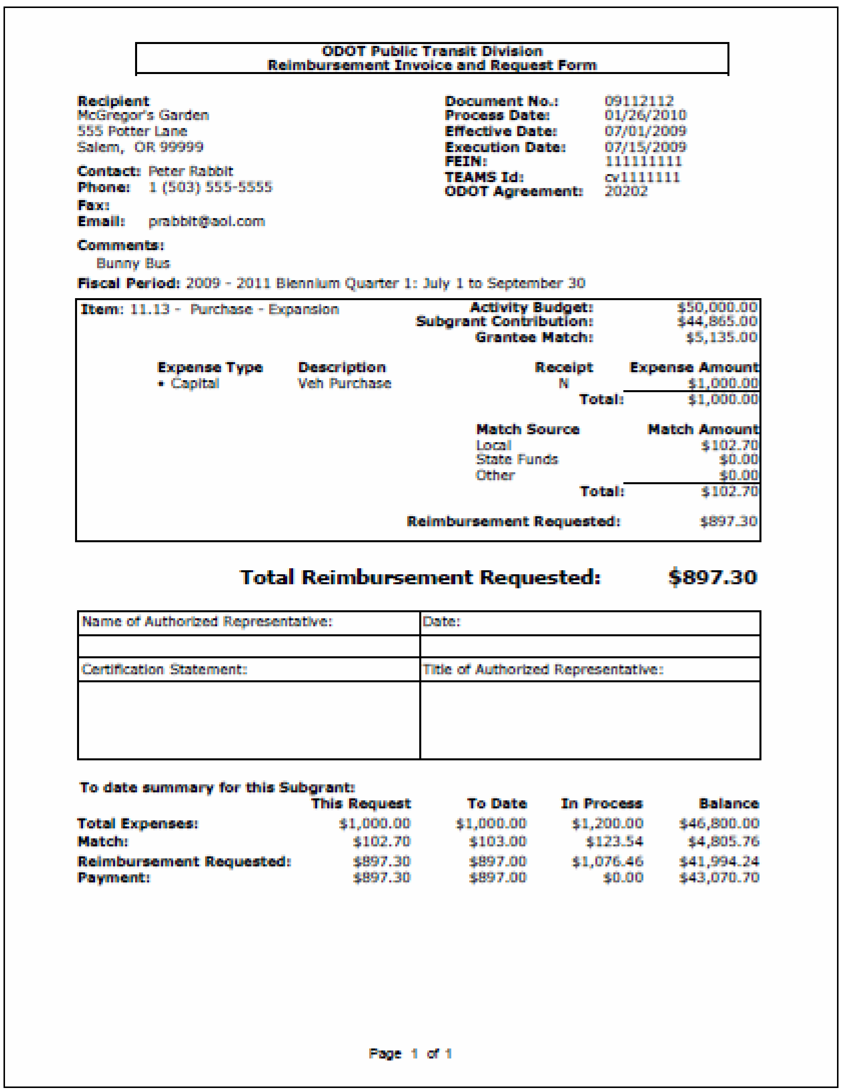
Expense Type	Description	Receipt	Expense Amount
• Capital	Veh Purchase	N	$1,000.00
		Total:	$1,000.00

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

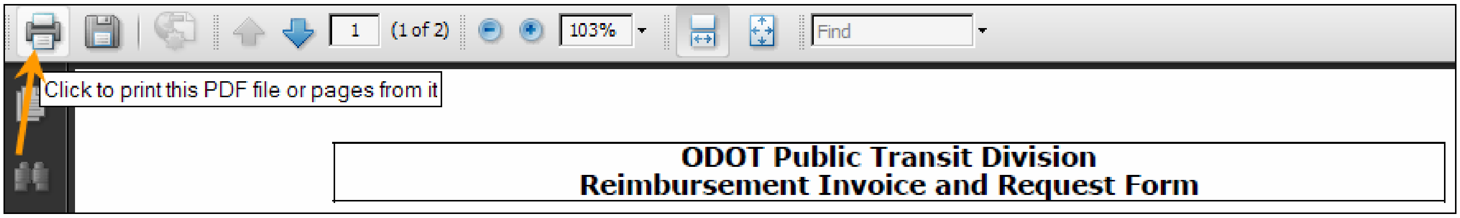
Name of Authorized Representative:	Date:
Certification Statement:	Title of Authorized Representative:

To date summary for this Subgrant:

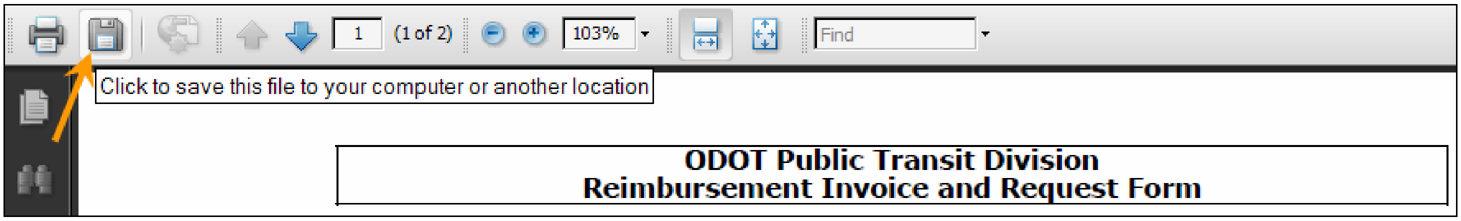
	This Request	To Date	In Process	Balance
Total Expenses:	$1,000.00	$1,000.00	$1,200.00	$46,800.00
Match:	$102.70	$103.00	$123.54	$4,805.76
Reimbursement Requested:	$897.30	$897.00	$1,076.46	$41,994.24
Payment:	$897.30	$897.00	$0.00	$43,070.70

Page 1 of 1

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

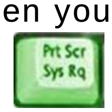


Click the save button to save the document to your computer.

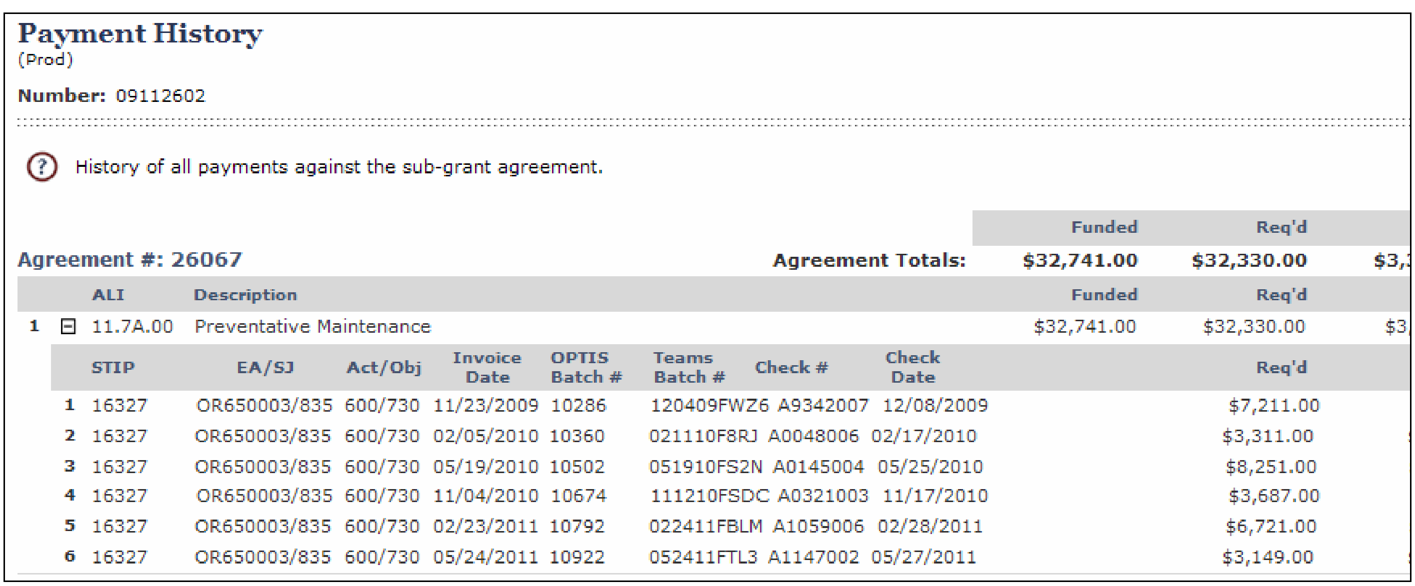


10. How do I print something that does not have the "View PDF" option?

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

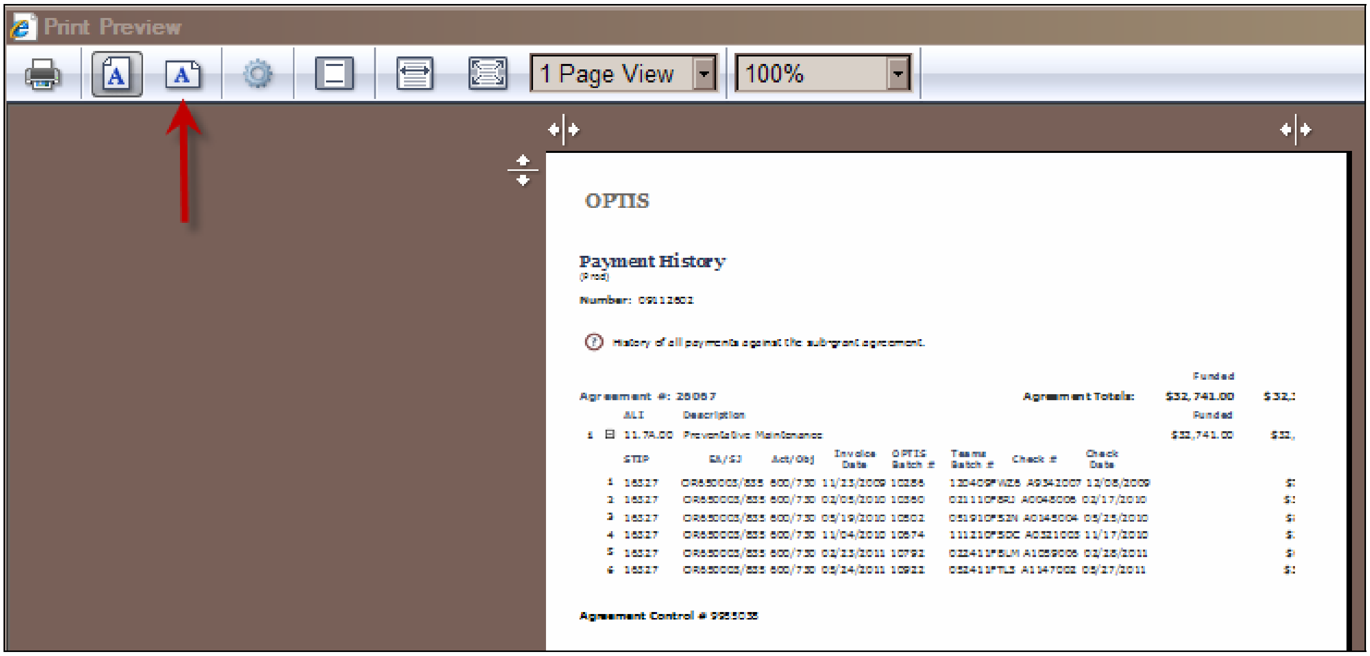
History of all payments against the sub-grant agreement.

Agreement #: 26067 | **Agreement Totals:** Funded **$32,741.00** | Req'd **$32,330.00** | **$3,**

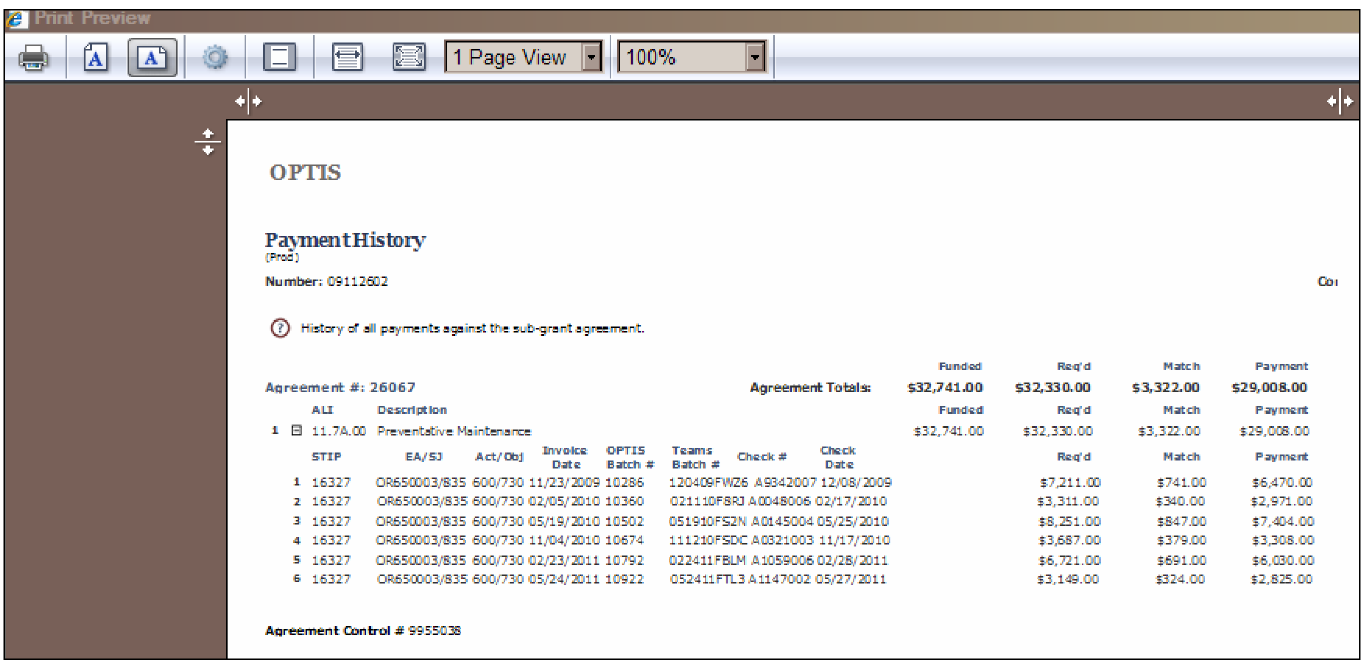
	ALI	Description	Funded	Req'd	
1	11.7A.00	Preventative Maintenance	$32,741.00	$32,330.00	$3,

	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

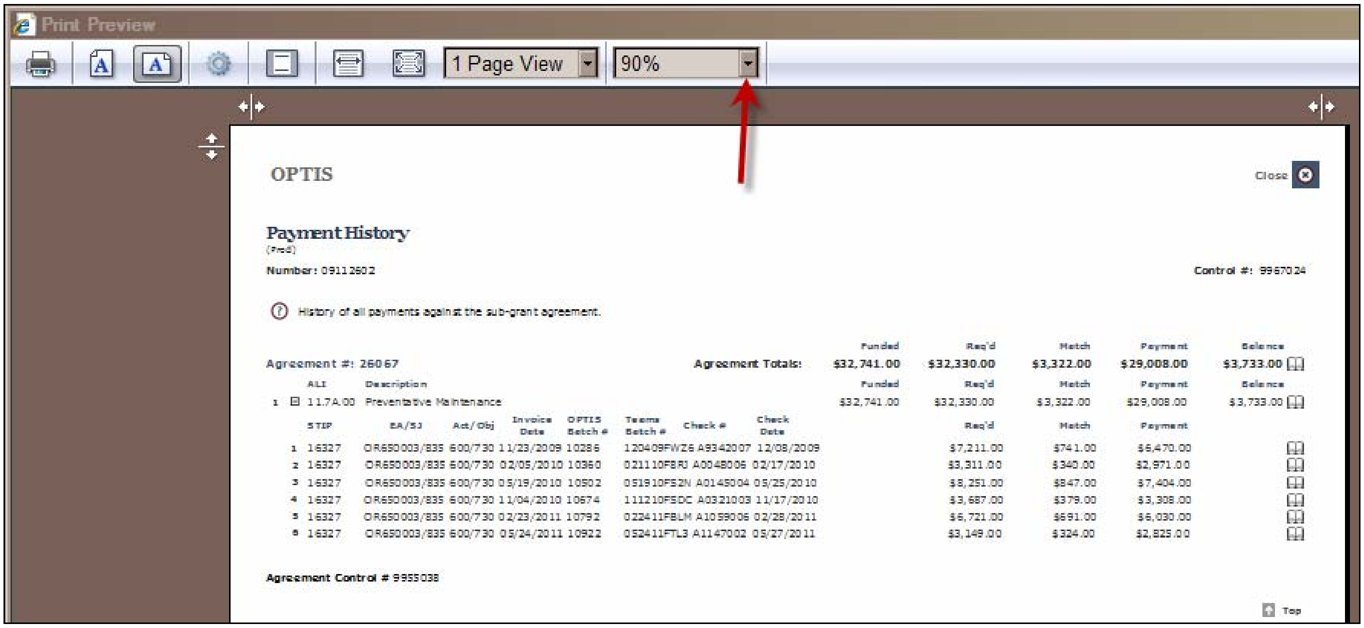
- Right click on the screen and select "Print Preview" to see something like this:



- 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

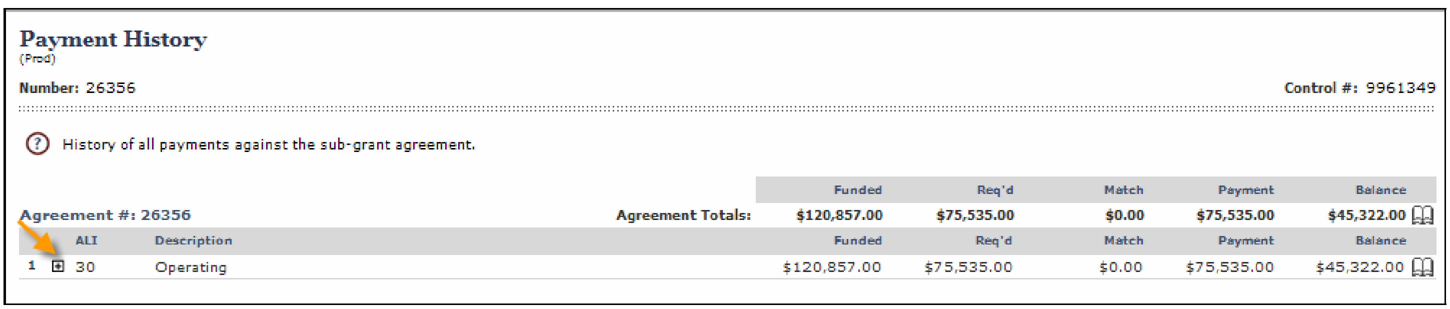
15. How do I research my payments in progress?

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;



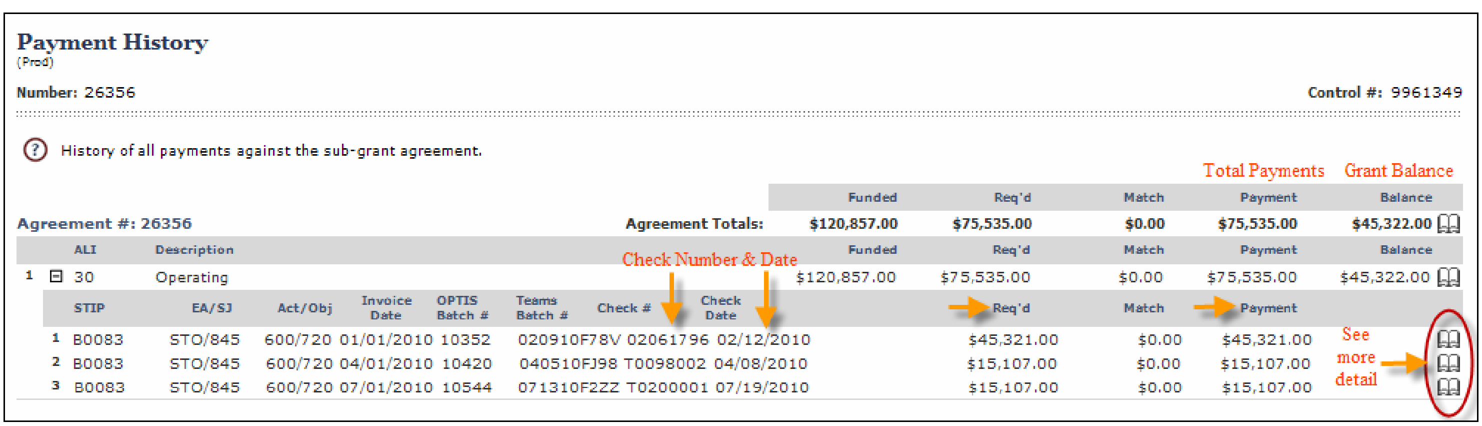
Payment History
(Prod)

Number: 26356 **Control #:** 9961349

History of all payments against the sub-grant agreement.

				Funded	Req'd	Match	Payment	Balance
Agreement #: 26356			**Agreement Totals:**	**$120,857.00**	**$75,535.00**	**$0.00**	**$75,535.00**	**$45,322.00**
	ALI	Description		Funded	Req'd	Match	Payment	Balance
1 ⊞	30	Operating		$120,857.00	$75,535.00	$0.00	$75,535.00	$45,322.00

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



Payment History
(Prod)

Number: 26356 **Control #:** 9961349

History of all payments against the sub-grant agreement.

				Funded	Req'd	Match	Payment	Balance
Agreement #: 26356			**Agreement Totals:**	**$120,857.00**	**$75,535.00**	**$0.00**	**$75,535.00**	**$45,322.00**
	ALI	Description		Funded	Req'd	Match	Payment	Balance
1 ⊟	30	Operating		$120,857.00	$75,535.00	$0.00	$75,535.00	$45,322.00

	STIP	EA/SJ	Act/Obj	Invoice Date	OPTIS Batch #	Teams Batch #	Check #	Check Date	Req'd	Match	Payment
1	B0083	STO/845	600/720	01/01/2010	10352	020910F78V	02061796	02/12/2010	$45,321.00	$0.00	$45,321.00
2	B0083	STO/845	600/720	04/01/2010	10420	040510FJ98	T0098002	04/08/2010	$15,107.00	$0.00	$15,107.00
3	B0083	STO/845	600/720	07/01/2010	10544	071310F2ZZ	T0200001	07/19/2010	$15,107.00	$0.00	$15,107.00

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

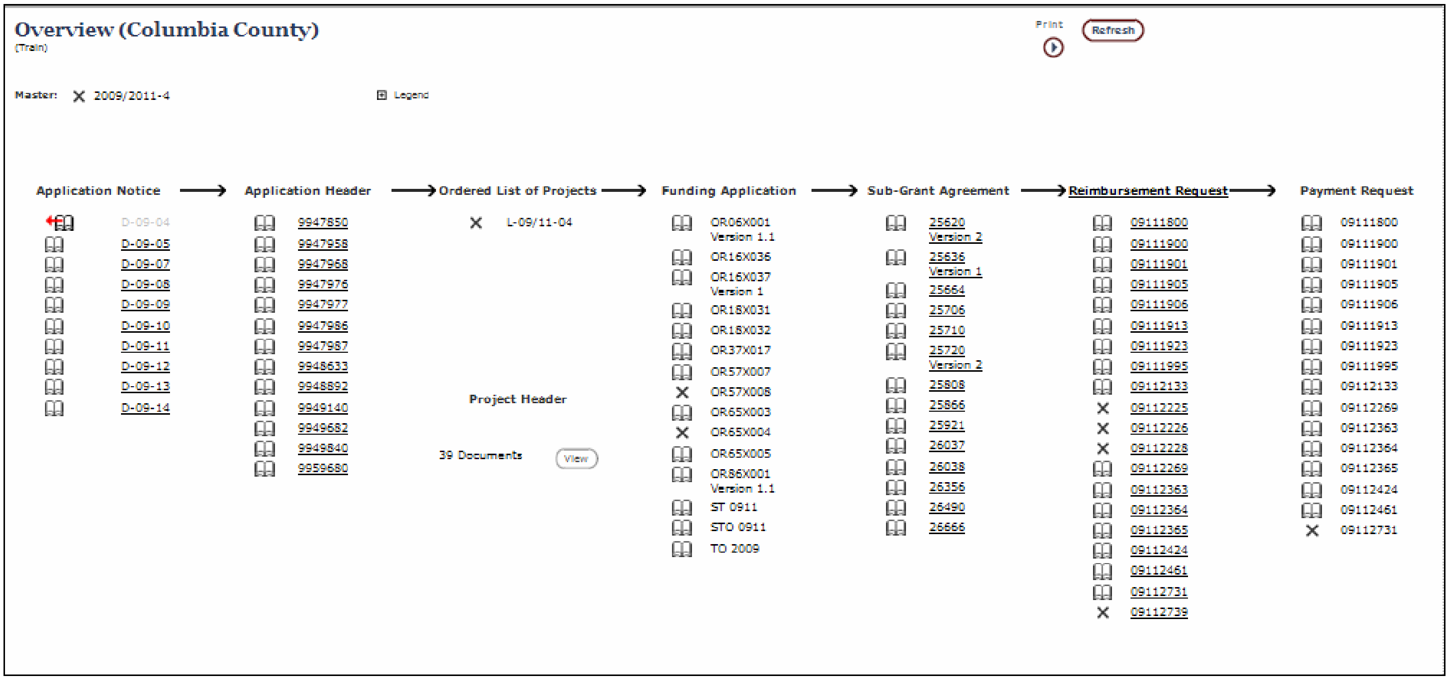
Total Payment Approved: $15,107.00

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:

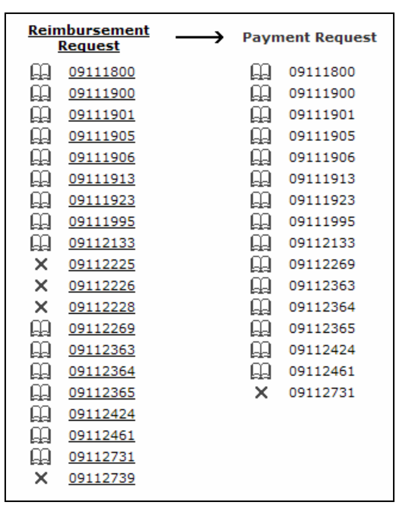
The Master Overview screen looks like this:



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!

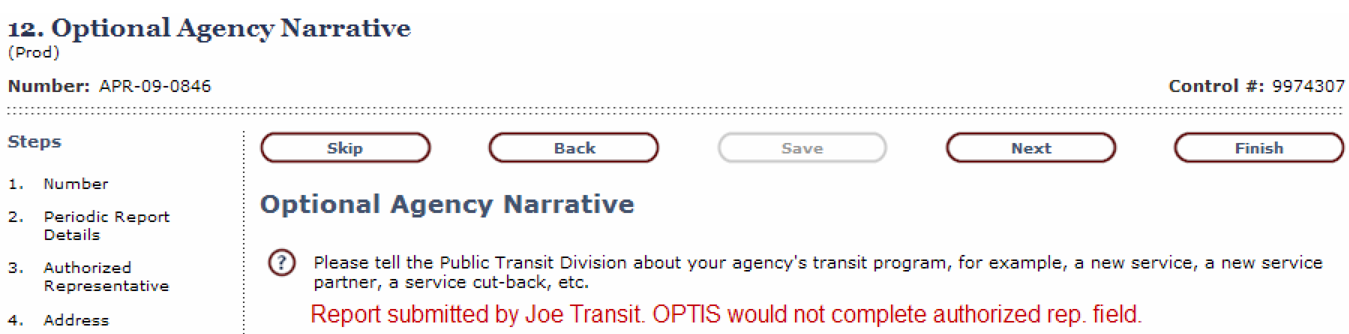
g. Authorization Workflow will be improved by adding the following to the periodic report: a "prepared by" field to be populated by the person who completes that step, an "authorized by" field to be populated by the person who completes that step, and a "submitted by" field to be populated by the person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

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

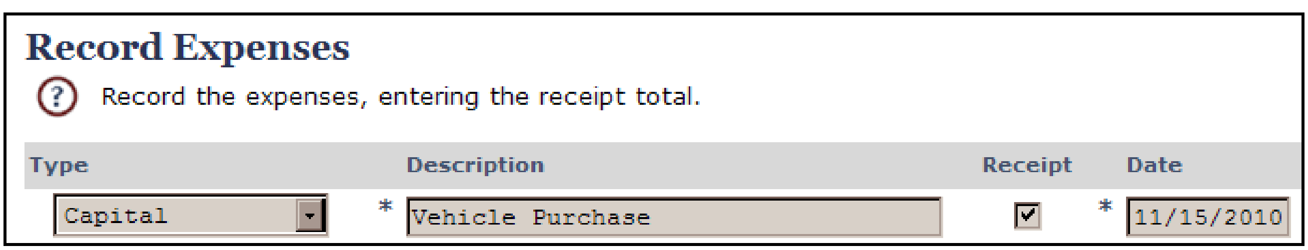
d. Which Expense Type is missing from this list?

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: