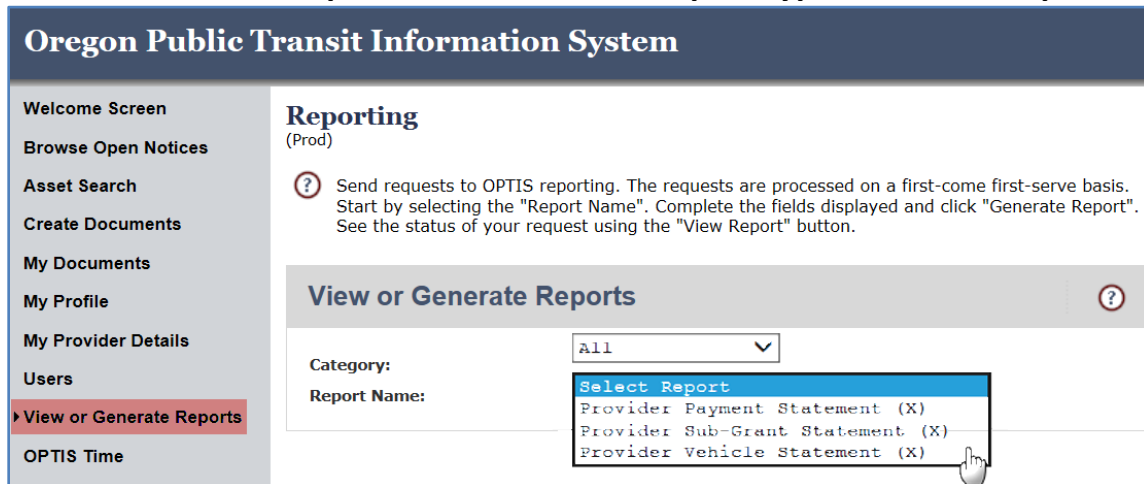


## What reports can I run in OPTIS?

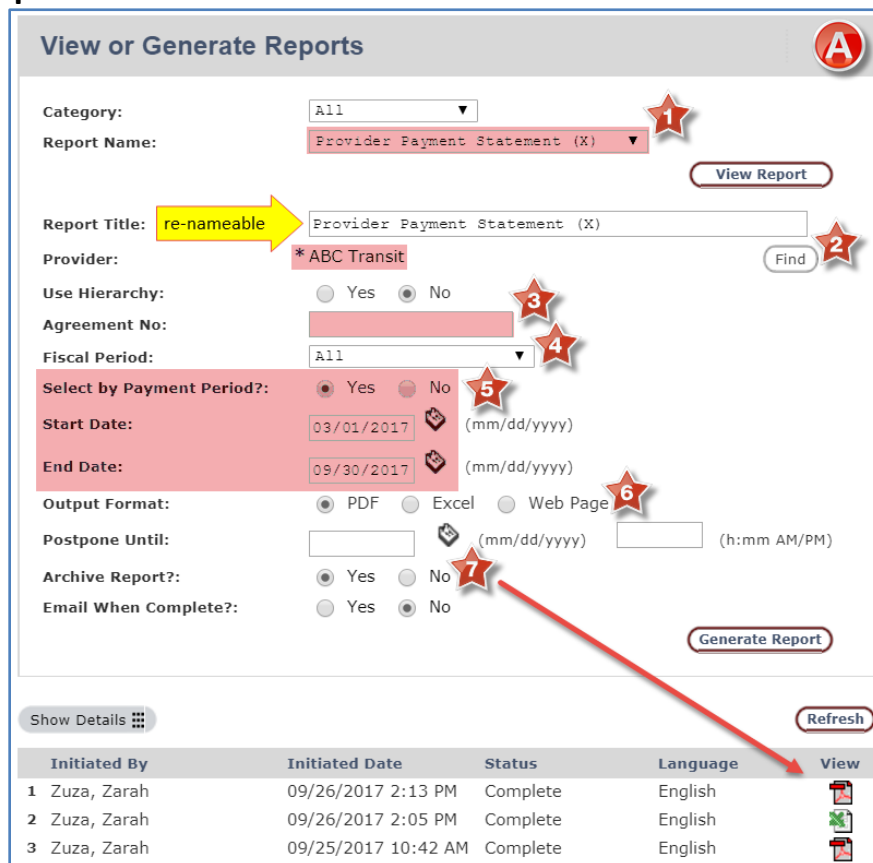
External OPTIS users can run the following (Excel or pdf) reports in the system:

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

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



## Payment Report Options



## PDF Report Result

Page 1 of 2

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

Page 2 of 2  
Run: 10/10/2017

### Provider Payment Statement (X)

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

## Excel Report Result



Page 2 of 2  
Run: 09/26/2017

### Provider Payment Statement (X)

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

## Sub-Grant Report Options

**View or Generate Reports** B

**Category:**

**Report Name:** Provider Sub-Grant Statement (X) ★ 1
View Report

**Report Title:** re-nameable  ★ 2

**Provider:** \*ABC Transit Find

**Use Hierarchy:**  Yes  No ★ 3

**Agreement No:**

**Project Type:** All ★ 4

**Fiscal Period:** 2015 - 2017 Biennium

**Doc Status:**

**Output Format:**  PDF  Excel  Web Page ★ 6

**Postpone Until:**  (mm/dd/yyyy)  (h:mm AM/PM)

**Archive Report?:**  Yes  No ★ 7

**Email When Complete?:**  Yes  No

Generate Report

---

The request to generate your report has been initiated.

It may take several minutes for OPTIS reporting to execute and complete your report. You may click the 'Refresh' button to see if the status of your report has changed.

Show Details 
Refresh

	Initiated By	Initiated Date	Status	Language	View
1	Zuza, Zarah	09/27/2017 1:27 PM	Complete	English	New

## Excel Report Result

	B	C	D	E	F	G	H	I	J
	Provider Name	Sub-Grant# Project Type	Sub-Grant Amt	Approved Payments	Amt Available	Last Payment Date	Effective Date	Expiration Date	Funds
1	ABC Transit	XXXXX Operating	\$284,192.00	\$284,189.00	0	02/01/2017	07/01/2015	2017-06-30T00:00:00.00	5311
2	ABC Transit	XXXXX Capital, Planning	\$191,124.00	\$165,282.00	\$25,842.00	08/16/2017	07/01/2015	2017-06-30T00:00:00.00	5310
3									
4									
5									

## Vehicle Report Options

### View or Generate Reports C

**Category:** All ★ 1

**Report Name:** Provider Vehicle Statement (X) ★
View Report

**Report Title:** ABC Transit Vehicle List

**Assets to select:** All ★ 2

**Provider:** ABC Transit Find

**Use Hierarchy:**  Yes  No ★ 8

**Asset Status:** All

**Report Format:**  Detailed  Summary

**Output Format:**  PDF  Excel  Web Page ★ 6

**Postpone Until:** (mm/dd/yyyy) (h:mm AM/PM)

**Archive Report?:**  Yes  No ★ 7

**Email When Complete?:**  Yes  No

Generate Report

---

The request to generate your report has been initiated.

It may take several minutes for OPTIS reporting to execute and complete your report. You may click the 'Refresh' button to see if the status of your report has changed.

Show Details ☰
Refresh

Initiated By	Initiated Date	Status	Language	View
1 Zuza, Zarah	09/27/2017 2:32 PM	Complete	English	<b>New</b>

## Excel Report Result

Owner Name	Operator Name	Agency Asset#	OPTIS Asset#	VIN	Plate#	Year	Asset Make	Last Condition	Asset Last Odometer	Status	Asset Type
ABC Transit	Blue Bus Lines	BBL#1	V0XXXXX	XXXXXXXXXXXXXXXXXXXX	EXXXXXX	2002	Ford	Poor	221255	Pending Disposal	Vehicle
ABC Transit	ABC Transit	ABC#1	V0XXXXX	XXXXXXXXXXXXXXXXXXXX	EXXXXXX	2000	Gillig	Good	527664	Disposed	Vehicle
ABC Transit	Blue Bus Lines	BBL#2	V0XXXXX	XXXXXXXXXXXXXXXXXXXX	EXXXXXX	2016	Ford	Excellent	3033	Disposed	Vehicle
ABC Transit	ABC Transit	ABC#2	V0XXXXX	XXXXXXXXXXXXXXXXXXXX	EXXXXXX	2000	Gillig	Good	536889	Active	Vehicle
ABC Transit	ABC Transit	ABC#3	V0XXXXX	XXXXXXXXXXXXXXXXXXXX	EXXXXXX	2001	Gillig	Good	563699	Active	Vehicle

## Report Comparison

View or Generate Reports A

Category: All

Report Name: Provider Payment Statement (X) View Report

Report Title: Provider Payment Statement (X)

Provider: \*ABC Transit Find

Use Hierarchy:  Yes  No

Agreement No:

Fiscal Period: All

Select by Payment Period?:  Yes  No

Start Date:  (mm/dd/yyyy)

End Date:  (mm/dd/yyyy)

Output Format:  PDF  Excel  Web Page

Postpone Until:  (mm/dd/yyyy)  (h:mm AM/PM)

Archive Report?:  Yes  No

Email When Complete?:  Yes  No

Generate Report

View or Generate Reports B

Category: All

Report Name: Provider Sub-Grant Statement (X) View Report

Report Title: Provider Sub-Grant Statement (X)

Provider: \*ABC Transit Find

Use Hierarchy:  Yes  No

Agreement No:

Project Type: All

Fiscal Period: All

Doc Status: All

Output Format:  PDF  Excel  Web Page

Postpone Until:  (mm/dd/yyyy)  (h:mm AM/PM)

Archive Report?:  Yes  No

Email When Complete?:  Yes  No

Generate Report

View or Generate Reports C

Report Name: Provider Vehicle Statement (X) View Report

Report Title: Provider Vehicle Statement (X)

Assets to select: All

Provider: ABC Transit Find

Use Hierarchy:  Yes  No

Asset Status: All

Report Format:  Detailed  Summary

Output Format:  PDF  Excel  Web Page

Postpone Until:  (mm/dd/yyyy)  (h:mm AM/PM)

Archive Report?:  Yes  No

Email When Complete?:  Yes  No