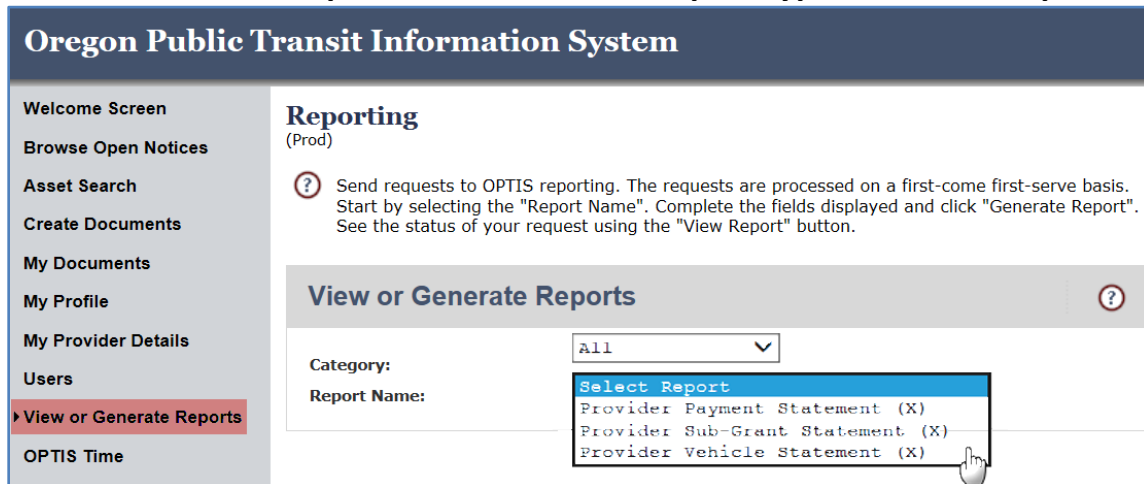# What reports can I run in OPTIS?

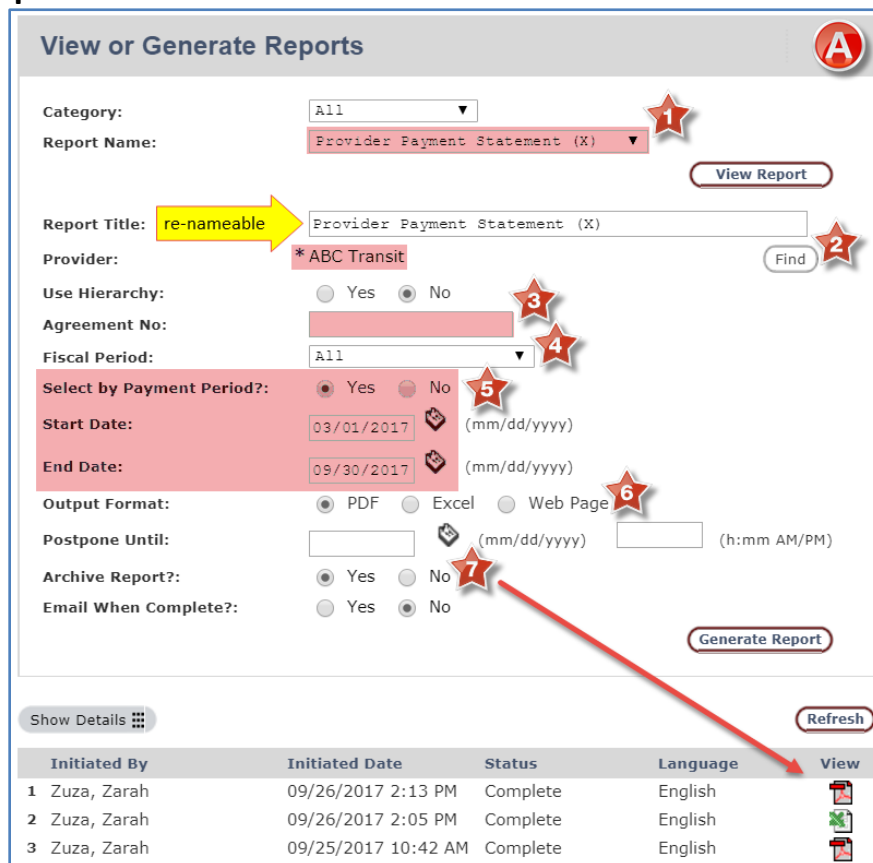**External OPTIS users can run the following (Excel or pdf) reports in the system:**

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

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

Provider Payment Statement (X)

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

Excel Report Result

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
███████	2015-2017	30█	Qtr 3	$54,726.00		04/07/2016	04/11/2016	███ FY16 Q3 5339 Capital (Van #4)	5339	20.526	1517
		30█	Qtr 1	$8,103.00		10/14/2015	11/23/2015	FY 16 Q1 OPS PM	5310	20.513	1517
			Qtr 2	$7,702.00		01/14/2016	02/03/2016	FY16 Q2 OP	5310	20.513	1517█
			Qtr 3	$7,185.00		04/15/2016	04/25/2016	FY16 Q3 E&D 5310 PM	5310	20.513	1517█
			Qtr 4	$7,302.00		08/04/2016	08/16/2016	FY16 Q4 OP E&D 5310	5310	20.513	1517
			Qtr 5	$6,605.00		11/04/2016	11/29/2016		5310	20.513	1517█
			Qtr 6	$258,422.00		01/30/2017	01/17/2017	███ FY17 Q2 Oct-Dec16 Capital VP	5310	20.513	1517█
			Qtr 6	$7,792.00		01/09/2017	01/17/2017	FY17 Q2 PM/ asset04410	5310	20.513	1517█
			Qtr 7	$8,264.00		04/17/2017	04/24/2017	FY17 Q3 Jan-Mar17 PM	5310	20.513	1517█
			Qtr 8	$7,045.00		07/21/2017	08/08/2017	FY17 Q4 Apr-Jun17 PM	5310	20.513	1517█
				$373,146.00	$0.00						
				Total $373,146.00	Total $0.00						

Sub-Grant Report Options

View or Generate Reports

B

Category: All

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

View Report

Report Title: re-nameable → Provider Sub-Grant Statement (X) **2**

Provider: * ABC Transit   Find

Use Hierarchy: ○ Yes ● No **3**

Agreement No:

Project Type: All ▼

Fiscal Period: 2015 - 2017 Biennium ▼ **4**

Doc Status: All ▼

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

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

Sheet1

Vehicle Report Options

Excel Report Result

Report Comparison