◎*OPTIS*

Agency Periodic Report - Odometer Issues

ERROR MESSAGES

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

1

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

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

2

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

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

HOW TO RESOLVE ERROR MESSAGES

First, check your records for the accurate mileage.

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

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

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

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