

Oregon Housing & Community Services OPUS Reports

General Instructions

1. <https://opusprod.hcs.state.or.us>
2. Login to OPUS.
3. Enter user name and password and click on Login.

First time users will be prompted to change password.

- Minimum of 8 characters
 - Must contain at least one upper case letter
 - Must contain at least one lower case letter
 - Must contain at least one number or symbol(e.g. @\$%^&)
 - One number or symbol must not be at the beginning or end of the password
 - Don't use passwords that could be guessed like Program, Grant or Agency names such as "Lieap2008".
4. Select OPUS Module FISCAL and click on Submit.
 5. Select Reports.
 6. Select Fiscal from drop-down menu.

Notice of Allocations (NOA)

1. Select NOA.
2. Select biennium & date range (defaults to 1st of previous month to present day-providing 30 day current entries) and click on Load. For complete NOA, leave date range blank.
3. Select any combination of grants or categories (for complete NOA, select All) and click on Submit.

MGA Payment Summary Report

1. Select MGA Payment Summary.
2. Select biennium and click on Load.
3. Select any combination of grants or categories (for complete MGA Payment Summary, select All) and click on Submit.

MGA Payment Detail

1. Select MGA Payment Detail.
2. Select biennium and click on Load.
3. Select any combination of grants or categories (for complete MGA Payment Detail, select All) and click on Submit.

FSR Summary

1. Select FSR Summary.
2. Select biennium and click on Load.
3. Select any combination of grants or categories (for complete FSR Summary, select All) and click on Submit.

Exporting Reports into Excel

1. Follow the above steps to view reports.
2. Once report appears in OPUS Report Viewer, run the cursor over the Export Report button (located between the Print button and the Refresh Button).
3. Click on Export Report.

4. In the drop-down menu, select format .xls.
5. Click on Browse to determine where to save the report.
6. Choose a destination and replace * in the file name with your own file name choice (Ex: NOA.xls).
7. Click on Save.
8. Click on OK and wait for “Export Completed”.
9. Click on OK.
10. Close out of OPUS and view report at the file location you selected on your computer.