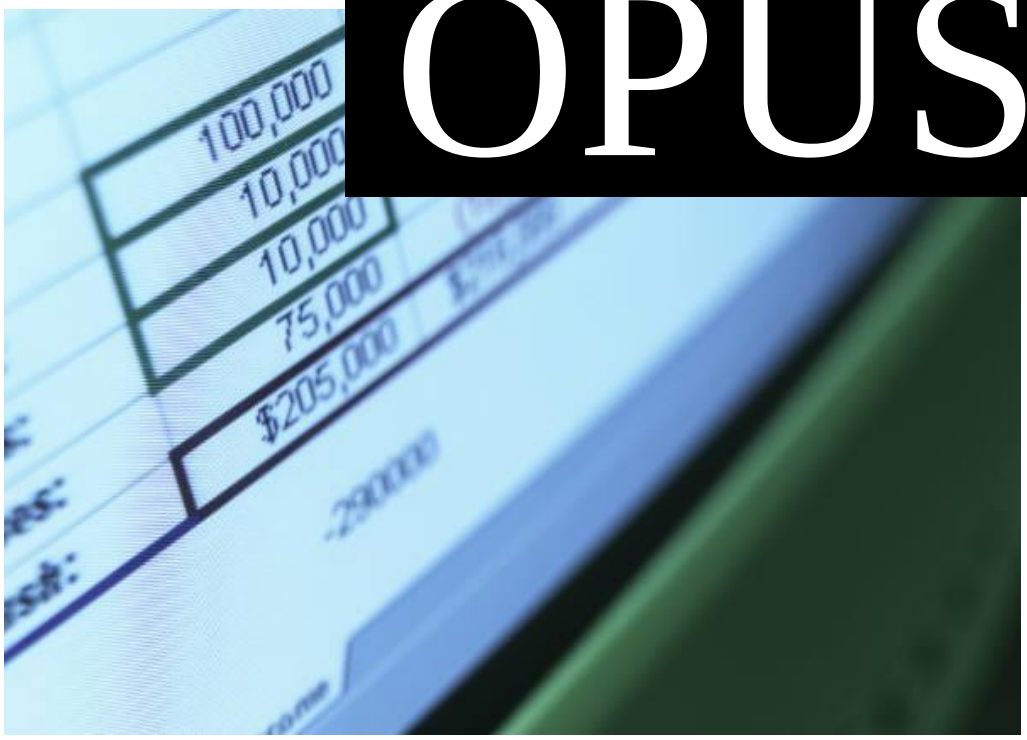
OPUS



Fiscal User Manual

Updated September 2, 2014

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OPUS Fiscal User Manual
For Windows

For OPUS System v3.1.0 and above

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Notices: OPUS Fiscal User Manual for Windows for OPUS System v3.1.0 and above.

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Help Us Improve This Manual
Your comments are important to us. Please contact us at:

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MANAGEMENT

Note: Section Five below covers Management 'Permission Only' areas of the OPUS system. Therefore, these screens are only available to assigned fiscal and management personnel to work within.

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OPUS Fiscal Module
Frequently Asked Questions

Preparing Agency Grant Requests (AGR)/Requests for Funds (RFF)

Q: What date is the Period Ending Date?

A: The Period Ending Date should be the date through which the funds being reimbursed are actually expended. OPUS does not allow a date later than today's date since expenditures which will happen in the future are considered advances.

Q: What amount should be entered in the Expended to Date field?

A: The Expended to Date amount represents the total expenditures for the grant from the first expenditure up through the period ending date, which would fall within the grant expenditure period indicated on the Notice of Allocation (NOA). Entering the total expenditures will automatically calculate the current request.

Q: What amount should be entered in the projected field?

A: If an advance is needed and allowed for the grant, enter just the amount of the additional funds needed. It will automatically be added to the current request. If the grant does not allow advances, the projected field will be disabled.

Q: Why does an error message sometimes appear when the Enter key is pressed?

A: The Enter key is the same as clicking on the Save button, so the system will not allow the AGR to be saved if no amounts have been entered. Also, if the Enter key is used before all of the categories have been entered, the AGR will save with partial information. The Tab key should be used, or use the mouse to click into each field.

Q: If the Enter key is used and an AGR is saved with only partial information, what should be done to correct it?

A: Select AGR New for the same grant and enter the missing information. The completed AGR category will appear, but not allow any changes. Once saved, all categories will be complete and ready to include on the same RFF, if desired.

Q: When entering a new Request for Funds (RFF), all of the AGRs in Prep status appear on the screen. How should they be grouped on the RFF?

A: It is the decision of each agency how the AGRs should be grouped. All AGRs may be included on one RFF, each AGR may be selected for individual RFFs or groups of AGRs may be combined on one RFF (Ex: DOE WX + DOE T&TA).

Q: Once an RFF is certified, is anything else required to submit a request?

A: When the RFF is certified, nothing more is required except when the grant requires program backup documentation. For specifics, contact the Program Analysts (see page iv of the Fiscal Procedures Manual).

Q: How are Budget Change Requests submitted to OHCS?

A: Budget Change Requests (Excel) should be e-mailed to MGAFiscal@oregon.gov.

Q: Is there a deadline for requesting funds on OPUS?

A: Yes, in a manner of speaking. Requests will be processed on Wednesdays at 1:00 PM. If RFFs are submitted after 1:00 PM, the RFF will wait until the next Wednesday processing date.

Q: What procedure should be followed if OPUS is not available because of technical problems?

A: If the technical problem lies with the agency submitting the RFF, the agency is encouraged to submit the request from an alternate site after receiving special permission from OHCS to do so.

If the technical problem lies with OPUS itself, the RFF cannot be processed and will have to wait to be entered into OPUS when the system is once again available. In the unlikely event OPUS is offline for an extended period of time, other arrangements would be made to process requests.

Preparing Agency Grant Status/Financial Status Reports

Q: Why doesn't the AGS allow a single period ending date entry as the AGR does?

A: Unlike the AGR, the AGS keeps track of all quarters within the grant expenditures period. The period ending date must be entered for each category as the programming will not recognize the entry otherwise. The date can be copy-and-pasted, however.

Q: If a grant has a grant expenditure period that begins before the allocation actually appears on the Notice of Allocation (NOA), will AGS/FSRs need to be submitted for the quarter(s) that predate the actual allocation date?

A: Yes. In order for the OPUS system to track the quarters within the grant expenditure period, all quarters must be entered, unless a final AGS is entered prior to the end of the grant expenditure period.

Q: The AGS contains spaces for entering amounts other than expenditures. Are these required amounts?

A: Most AGSs, with the exception of DOE WX Program, HSP and FDPIR, include spaces for 3rd Party Contributions, Other OHCS Awards and Rebates listed as Agency Share of Expenditures. It is not required to fill in these spaces, but they may be used to report any matching funds or rebates.

DOE WX Program includes spaces for the breakdown of Program category expenditures. These include Insurance Premiums, Health & Safety and Other. This breakdown is required. If there are matching funds or rebates for DOE WX Program, they may be listed in the space for comments.

HSP and FDPIR require that matching funds, both amount and source, are reported. There are spaces for Local, State and Federal funds used as match for these grants.

Section One

Basic Operations

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Internet Explorer Settings

Internet Explorer (IE) Settings

For use with Microsoft™ Internet Explorer version 8.0 and above. Do not utilize with any other browser as data corruption and unexpected errors may occur.

It is likely that internet browser software was installed with the default settings. The default settings need to be adjusted for web-based data entry operations. Making the following adjustments allows the application and database to communicate in 'real-time' as information is entered and saved to the database.

For Internet Explorer 8 Users go to Page 3

For Internet Explorer 9 Users go to Page 10

For Internet Explorer 10 Users go to Page 16

Internet Explorer 8 Setup Instructions

1. Open Internet Explorer (IE). Using the Main Tool Bar, Click Tools, point to Internet Options (*reference figure 1-1).*

2. In the Internet Options Panel (middle section of the window under 'Temporary Internet Files', click the Settings button *(reference figure 1-1A).*

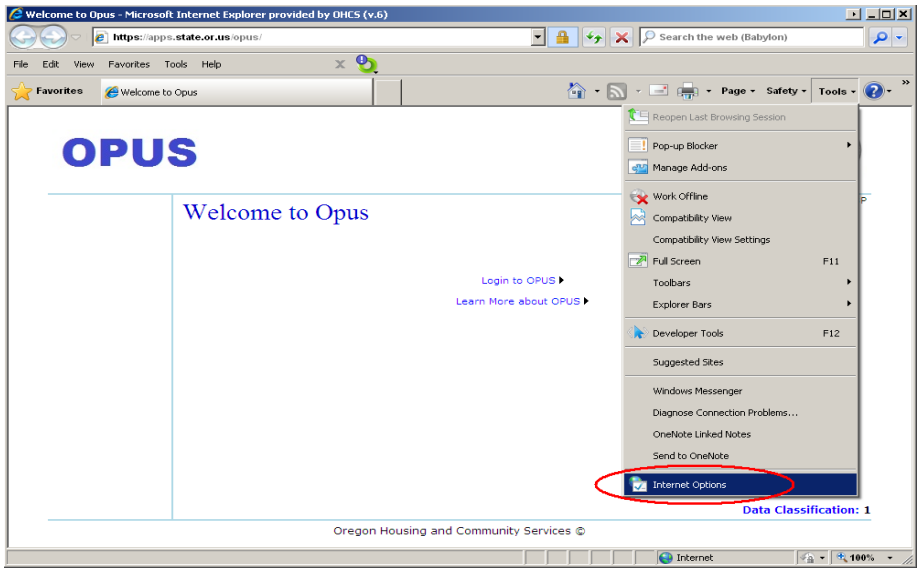


Figure 1-1: internet Options screen.

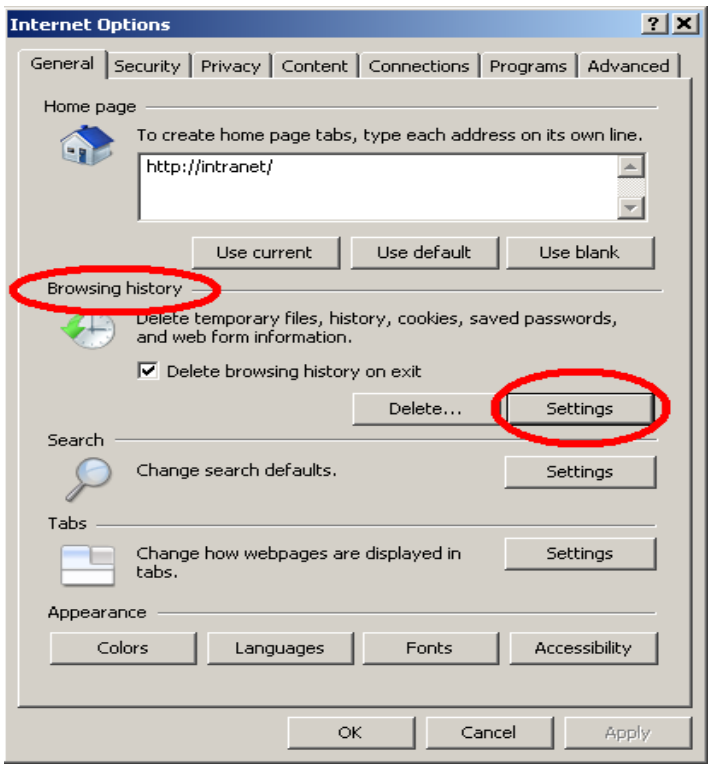
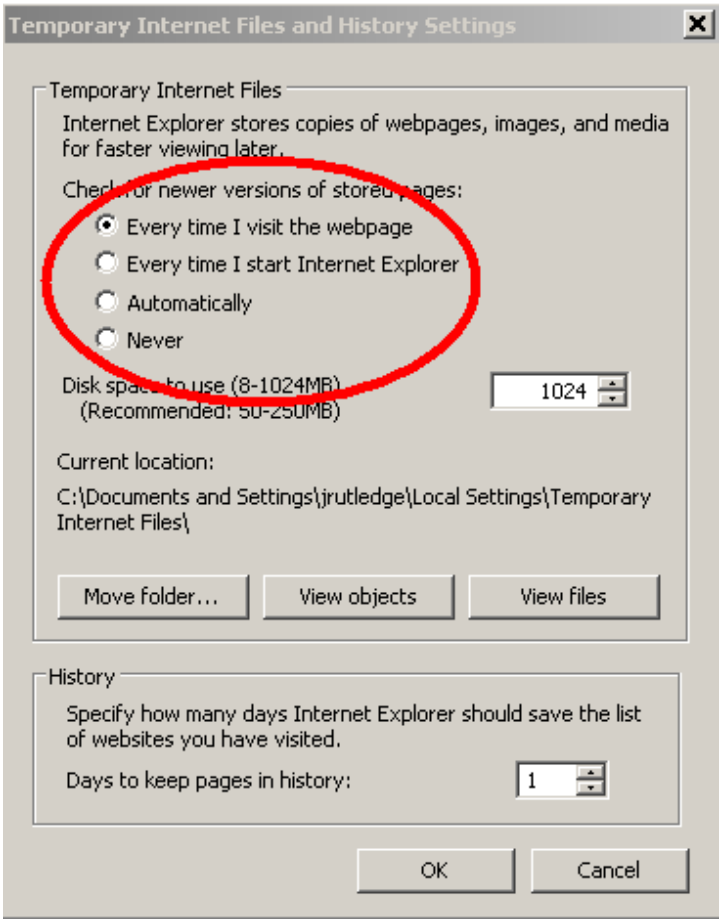


Figure 1-1A: Internet Options Advanced Settings

3. In 'Settings' screen, click the option "Every time I visit the webpage", then click "OK" button *(reference figure 1-2).*



Depending on the computer and IE version, the 'Temporary Internet Files and History Settings' view can vary in appearance and/or wording.

Regardless; the 'Check for newer versions of stored pages;'
Must be:

"Every time I visit the webpage"

Figure 1-2: Settings Panel

4. Go to the "Advanced" tab *(reference figure 1-3).* Look for "Java (Sun) *(reference figure 1-3).* If Java (Sun) isn't there, double check to see if Java (Sun) is checked. If so, this is where the printing problem is. The reports won't print properly with Java. Symptoms: pages print landscape and portrait, the print could be cut off or print would be scrambled.

   To determine if you have the latest Java plug-in go to the Java homepage for quick access: http://java.com and then following the instructions on the page.

   If possible, each agency's IS staff should be able to assist the user(s) in downloading on each computer unit (PC). When downloading there will be two security certificates. See example below. The first one is the standard agreement to using the software, check "always". The second security certificate is for the report plug-in, again check "always".

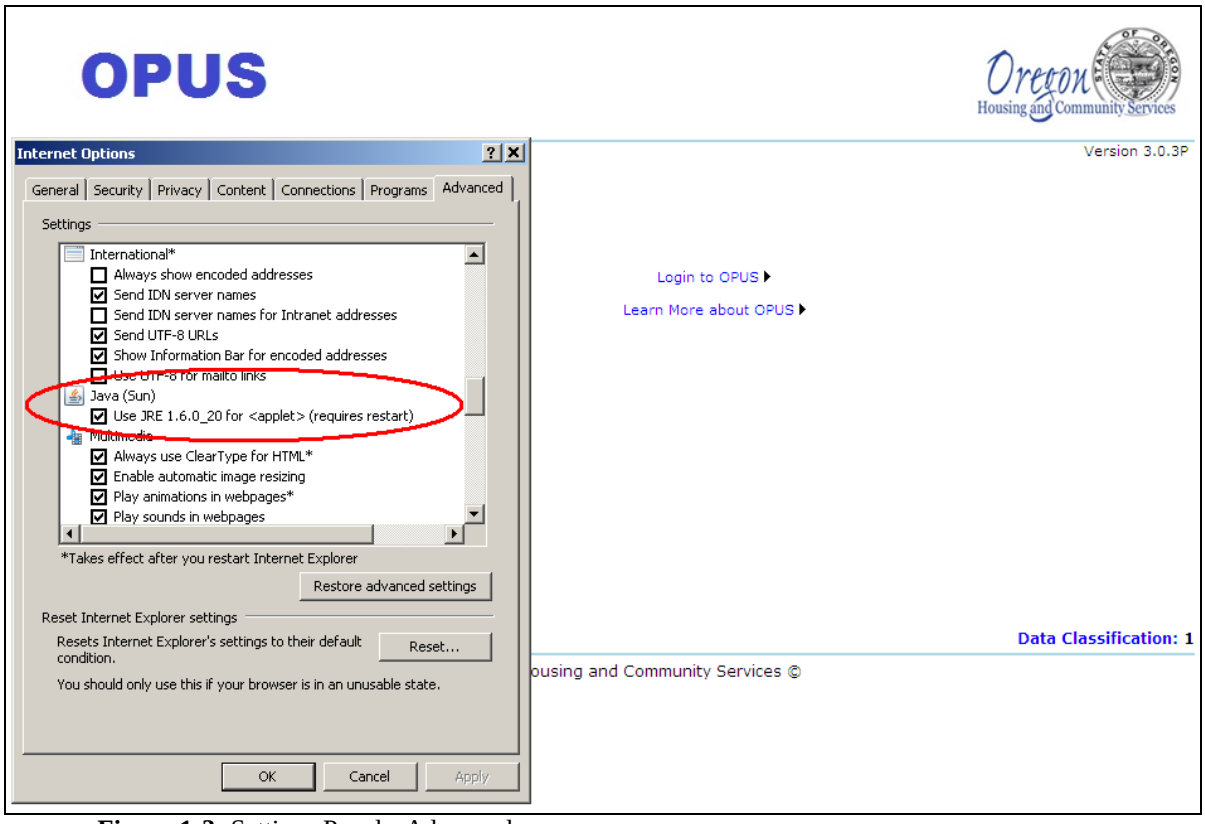


Figure 1-3: Settings Panel - Advanced

Java Security Update

Make sure all your browser windows are closed before proceeding.

1. Go to: Start button (usually located in the lower left corner of your monitor), go to 'setting', to 'control panel'.

2. If you are already in classic view skip this step. In the upper left corner of the screen click on 'Switch to Classic View'.

3. Double click on the Java Icon

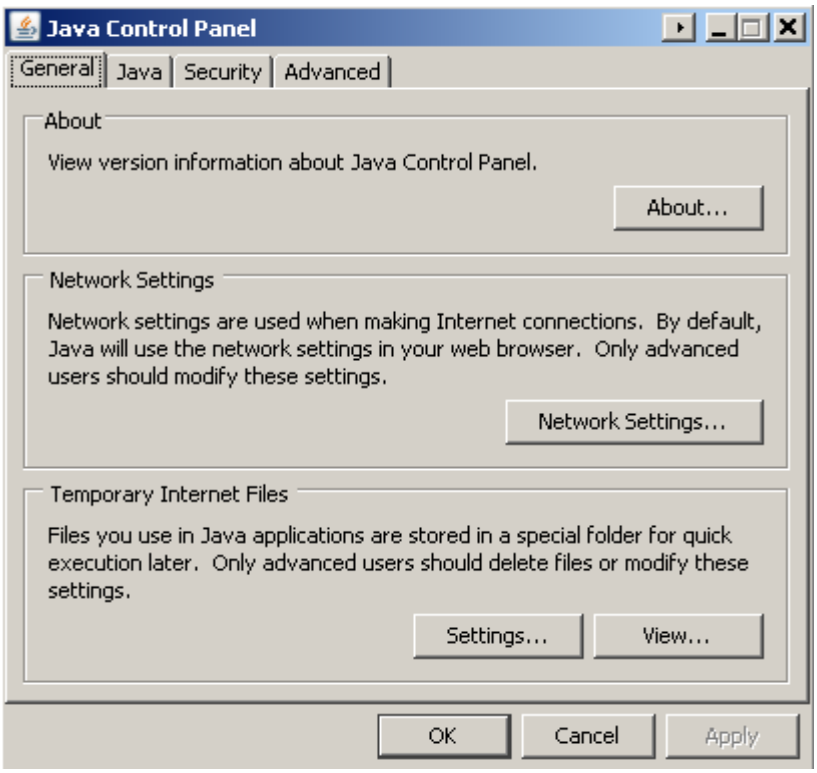


Figure 1-4A: Java Control Panel – General

4. Go to the "Advanced" tab *(reference figure 1-4B).* Click on the + sign in front of 'Security'.

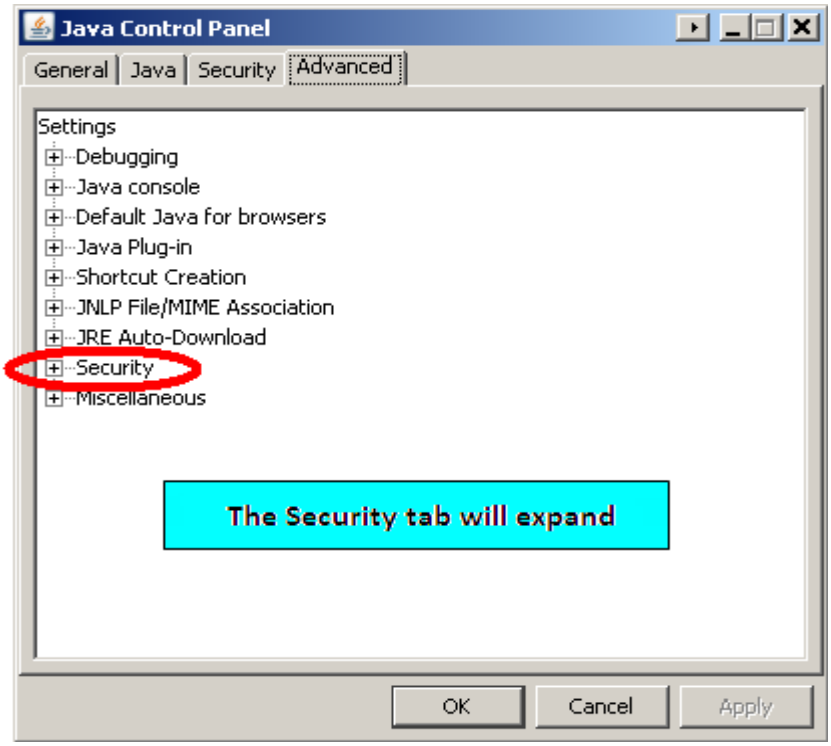


Figure 1-4B: Java Control Panel – Advanced

4. Click on the + sign in front of 'General' *(reference figure 1-4C)*

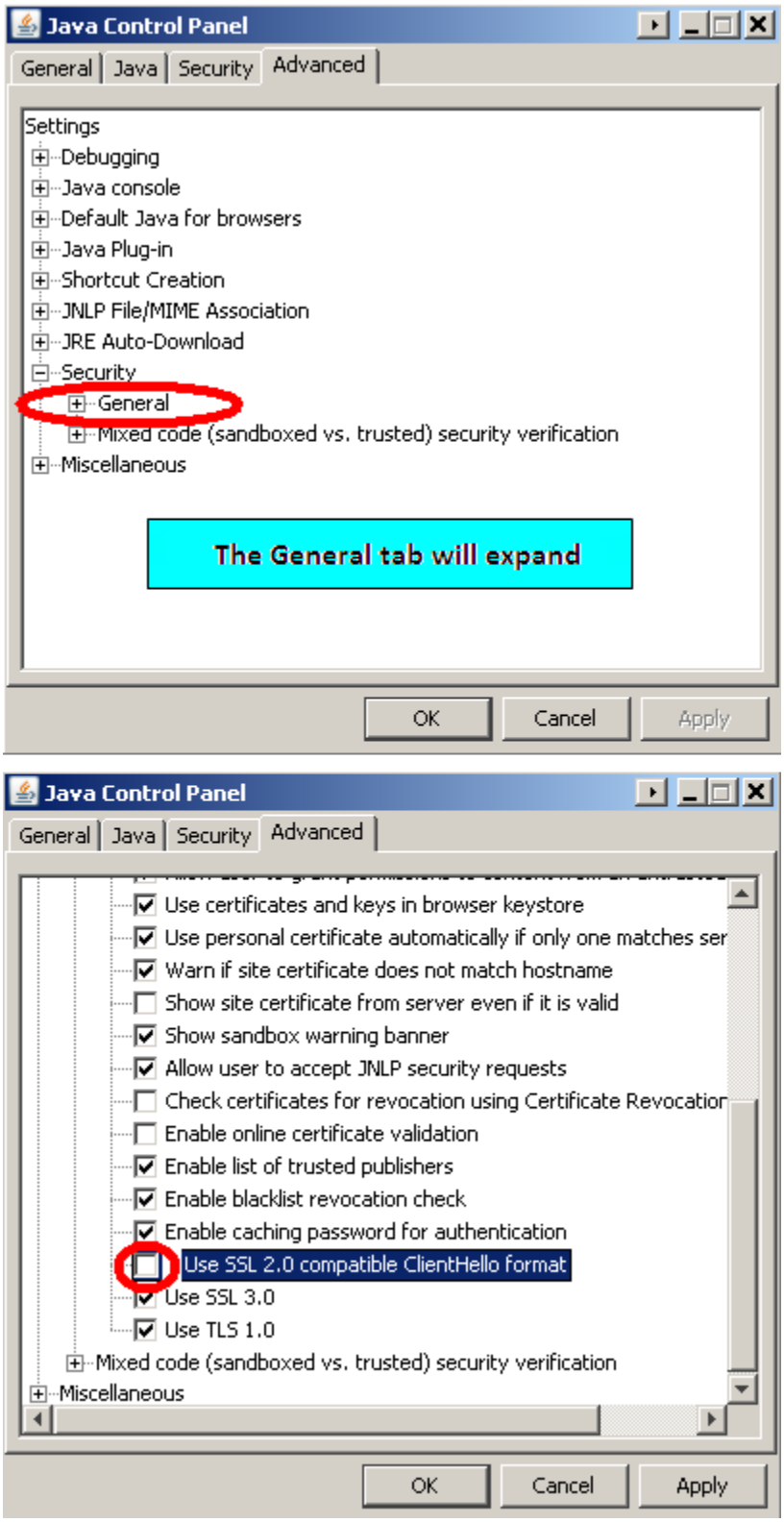


Figure 1-4C: Java Control Panel – Advanced – Security and General Tabs expanded

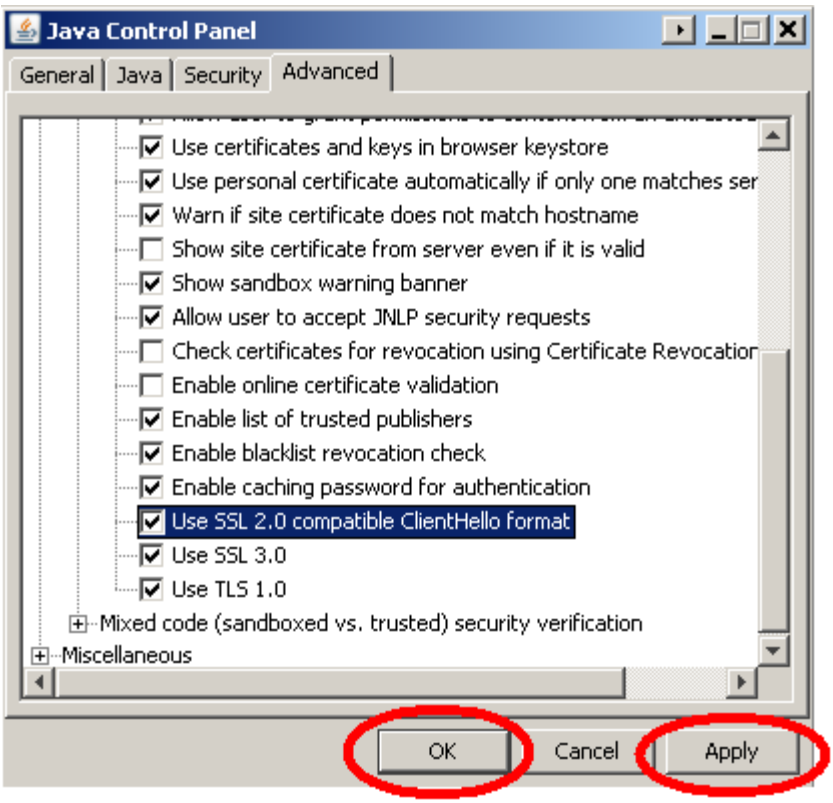


Figure 1-4D: Use SSL 2.0 compatible ClientHello format selection

5. Check the box highlighted above. Click on "Apply", then "OK" *(reference figure 1-4D)*

6. Log into OPUS normally and run one of your reports. You may receive this pop up.

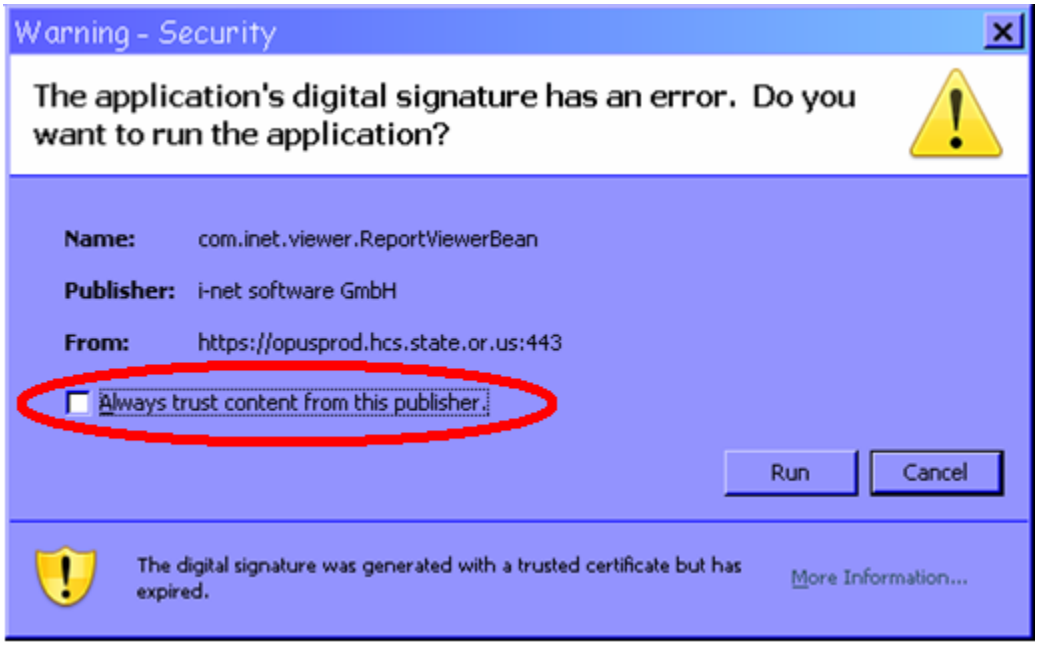


Figure 1-4E: Warning Security pop-up

7. Click on “Always trust content from this published.”

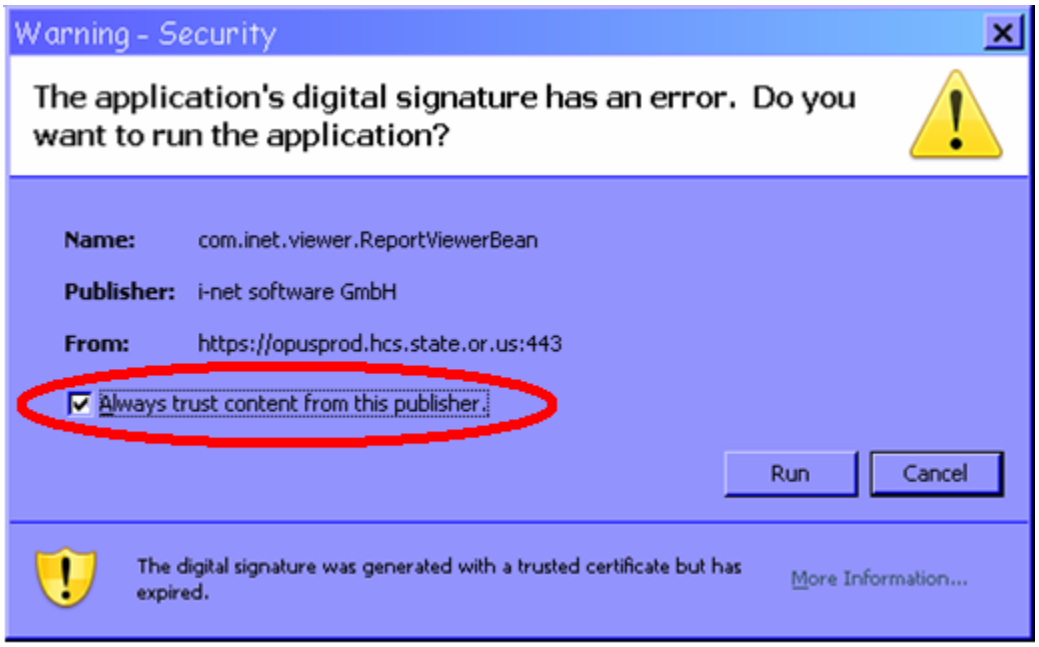


Figure 1-4F: Warning Security pop-up

8. Click on the “RUN” button and wait for the system to complete the process. Then you should be able to review your normal print window.

9. If you have any questions and if you have an IS person at your agency, ask for their assistance or contact

OPUS Helpdesk
opushelp@hcs.state.or.us
1-800-453-5511 Option #6

You are ready to login using OPUS.

Goto Page 23 “Logging into OPUS”

Internet Explorer 9 Setup Instructions

1. Open Internet Explorer (IE). Using the Main Tool Bar, Click Tools, point to Internet Options (*reference figure 1-5).*

2. In the Internet Options Panel (middle section of the window under 'Temporary Internet Files', click the Settings button *(reference figure 1-5A).*

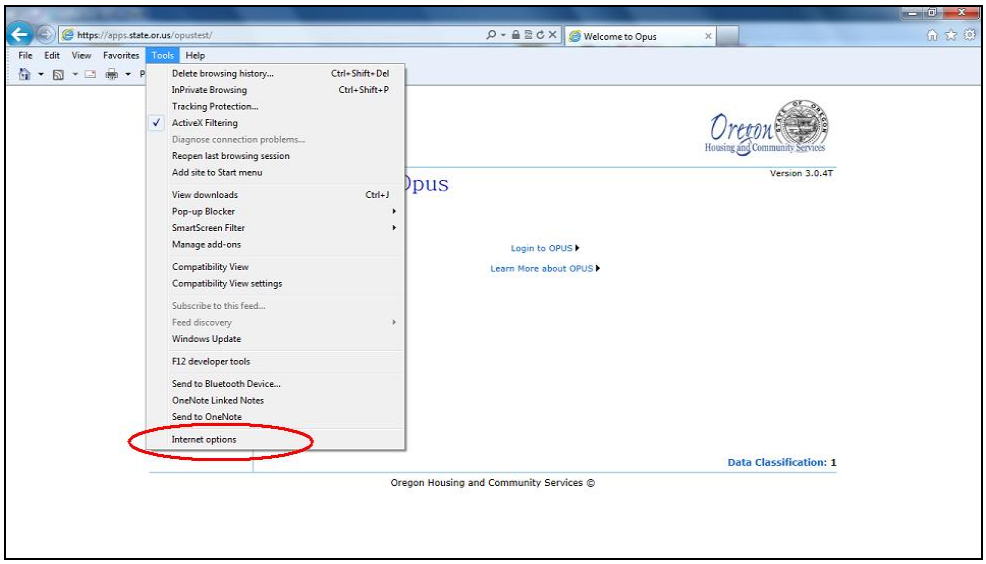


Figure 1-5: internet Options screen.

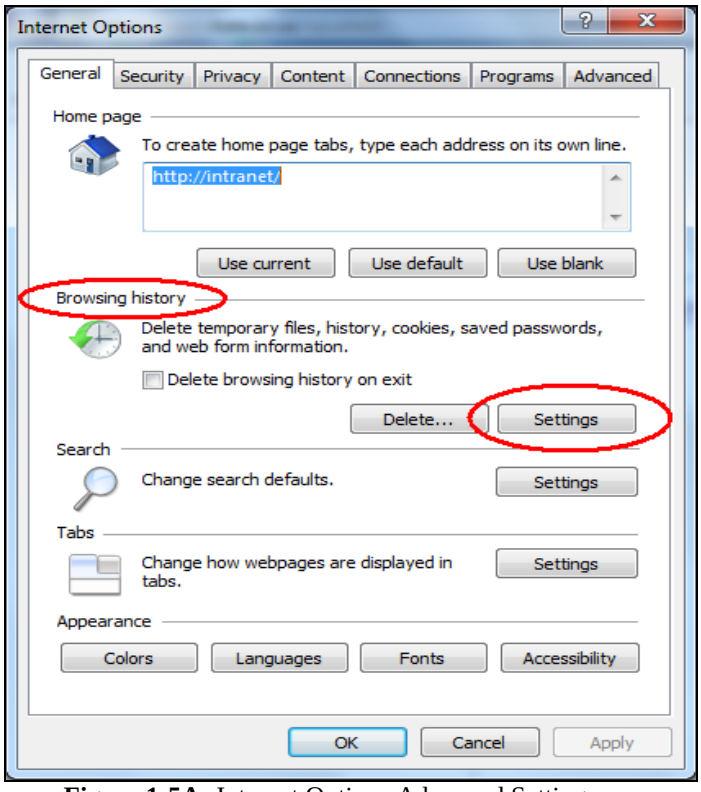
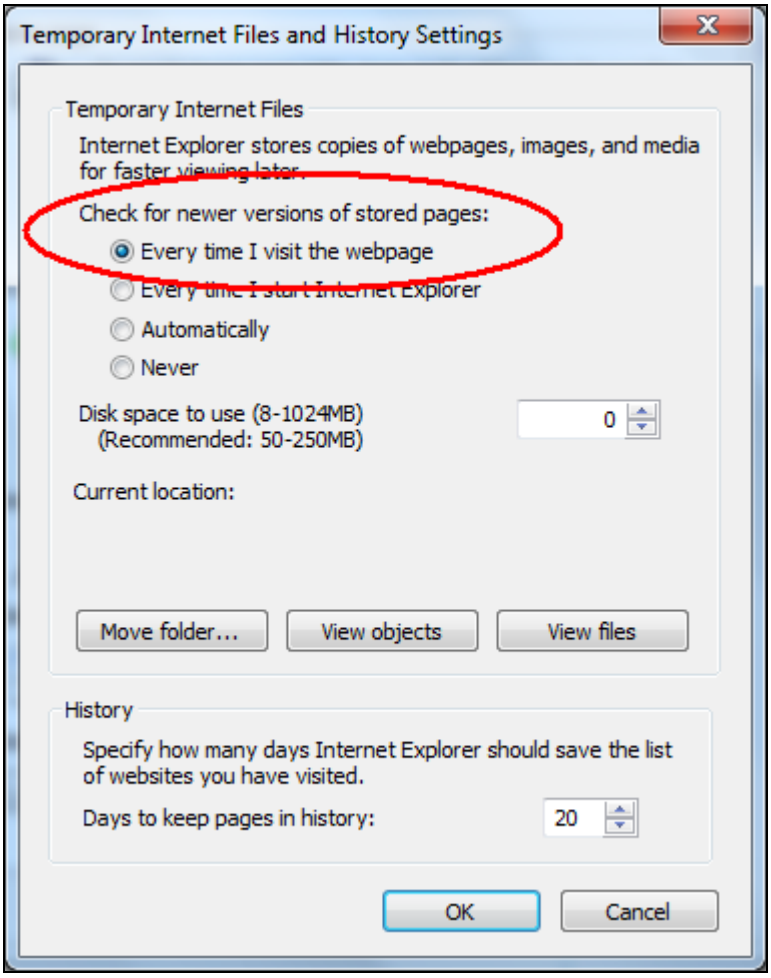


Figure 1-5A: Internet Options Advanced Settings

3. In 'Settings' screen, click the option "Every time I visit the webpage", then click "OK" button *(reference figure 1-6)*.



Depending on the computer and IE version, the 'Temporary Internet Files and History Settings' view can vary in appearance and/or wording.

Regardless; the 'Check for newer versions of stored pages;' Must be:

"Every time I visit the webpage"

Figure 1-6: Settings Panel

Java Security Update

Make sure all your browser windows are closed before proceeding.

1. Go to: Windows Icon (usually located in the lower left corner of your monitor), double click on the icon go to 'control panel'.

2. Double click on the Java Icon.

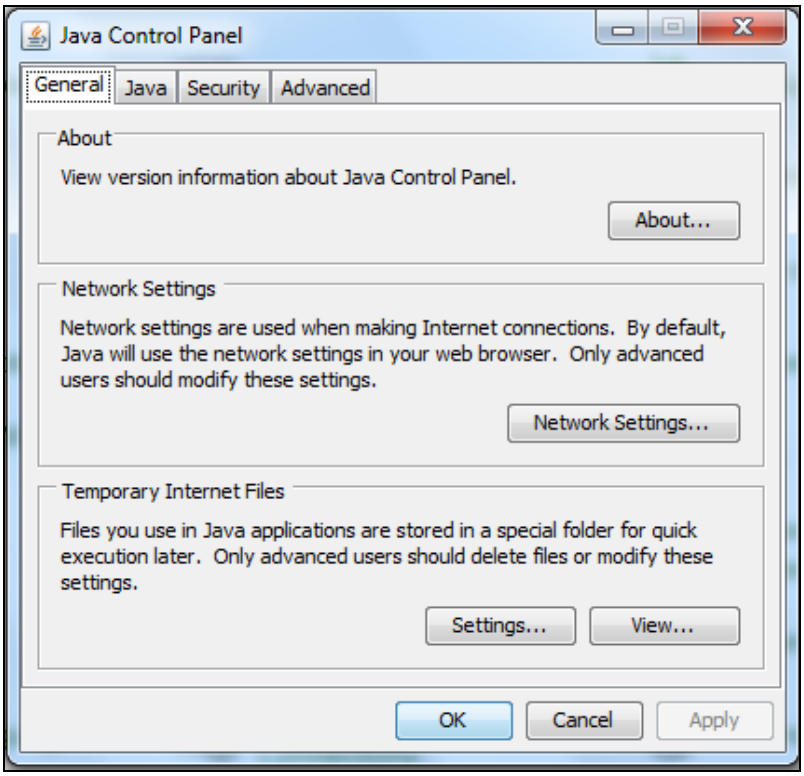


Figure 1-7A: Java Control Panel – General

4. Go to the "Advanced" tab *(reference figure 1-7B).* Click on the + sign in front of 'Security'.

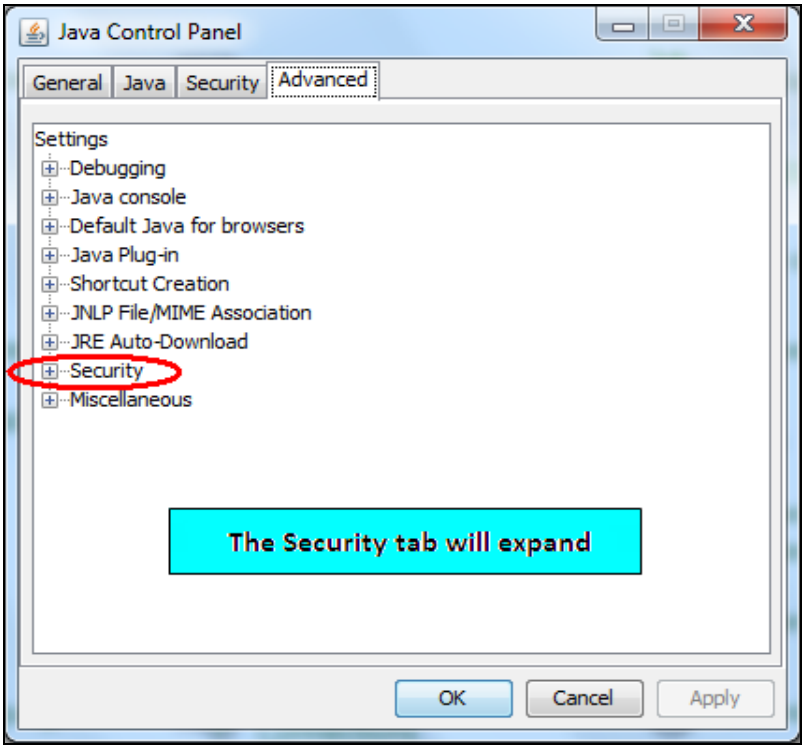


Figure 1-7B: Java Control Panel – Advanced

4. Click on the + sign in front of 'General' *(reference figure 1-7C)*

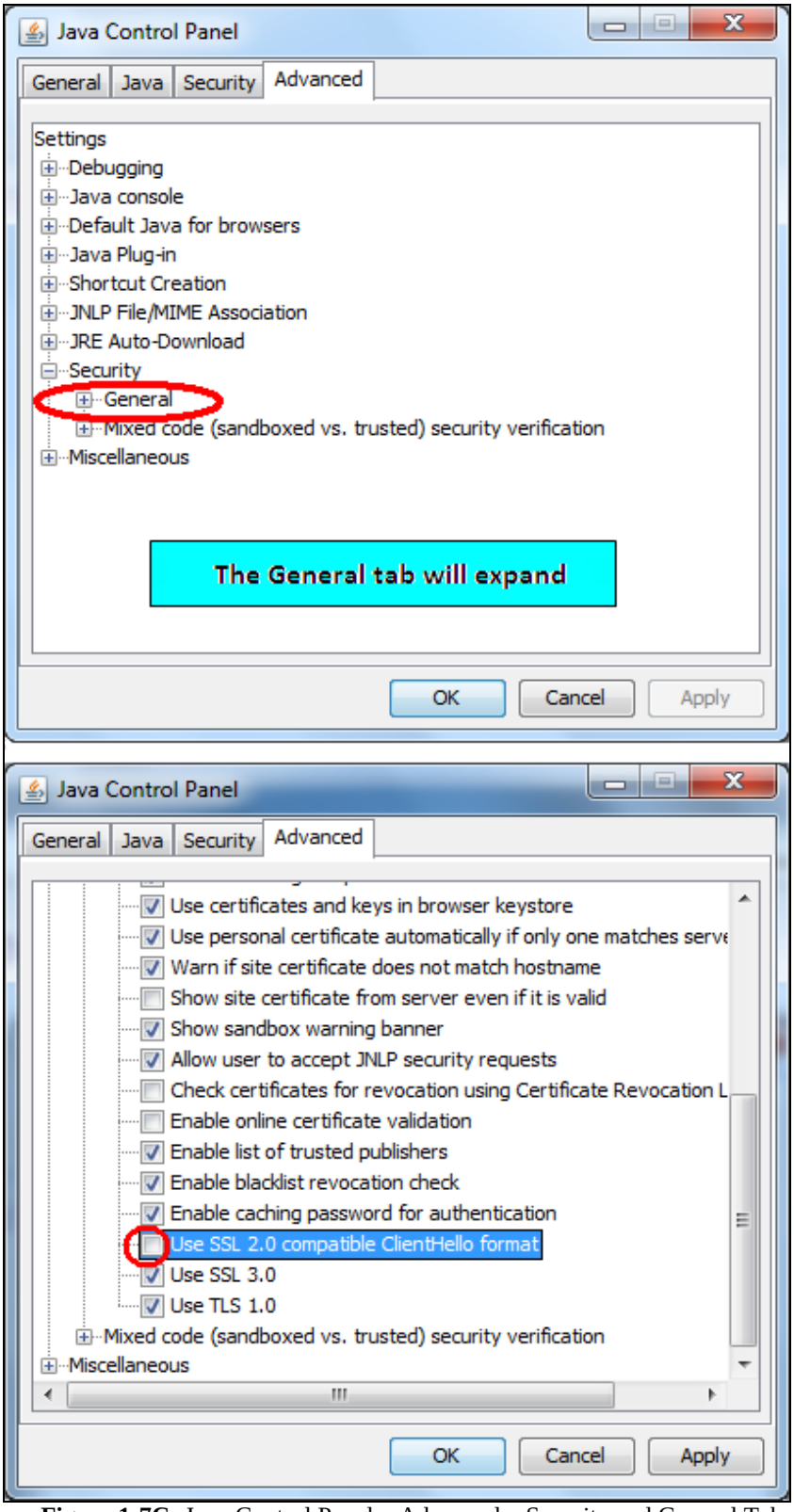


Figure 1-7C: Java Control Panel – Advanced – Security and General Tabs expanded

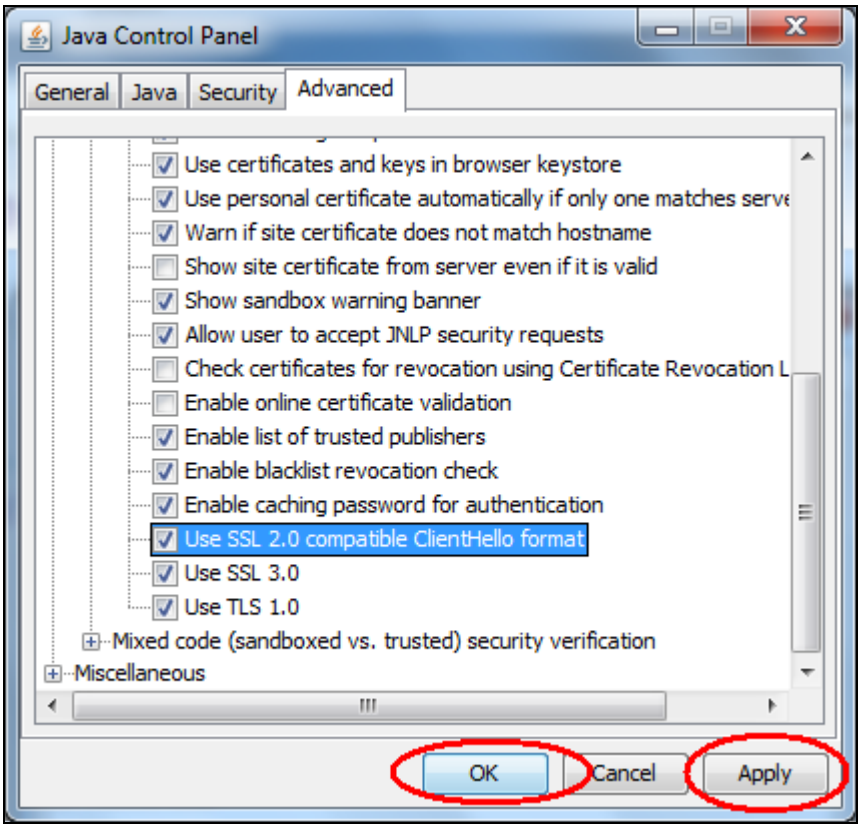


Figure 1-7D: Use SSL 2.0 compatible ClientHello format selection

5. Check the box highlighted above. Click on "Apply", then "OK" *(reference figure 1-7D)*

6. Log into OPUS normally and run one of your reports. You should may this pop up.

Figure 1-7E: Warning Security pop-up

7. Click on "Always trust content from this published."

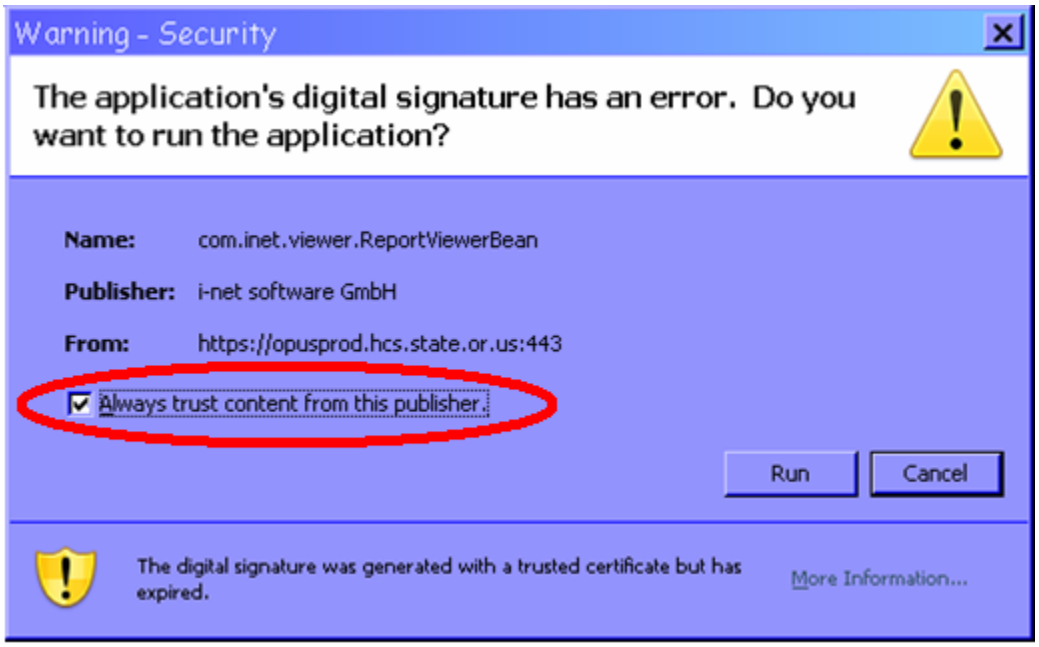


Figure 1-7F: Warning Security pop-up

8. Click on the "RUN" button and wait for the system to complete the process. Then you should be able to review your normal print window.

9. If you have any questions and if you have an IS person at your agency, ask for their assistance or contact

OPUS Helpdesk
opushelp@hcs.state.or.us
1-800-453-5511 Option #6

You are ready to login using OPUS.

Goto Page 23 "Logging into OPUS"

Internet Explorer 10 Setup Instructions

1. Open Internet Explorer (IE). Using the Main Tool Bar, Click Tools, point to Internet Options (*reference figure 1-8).*

2. In the Internet Options Panel (middle section of the window under 'Temporary Internet Files', click the Settings button *(reference figure 1-8A).*

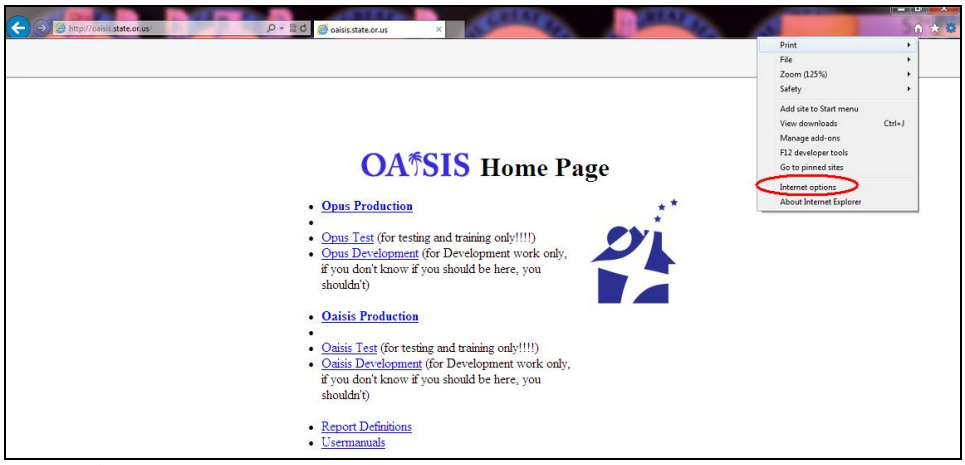


Figure 1-8: internet Options screen.

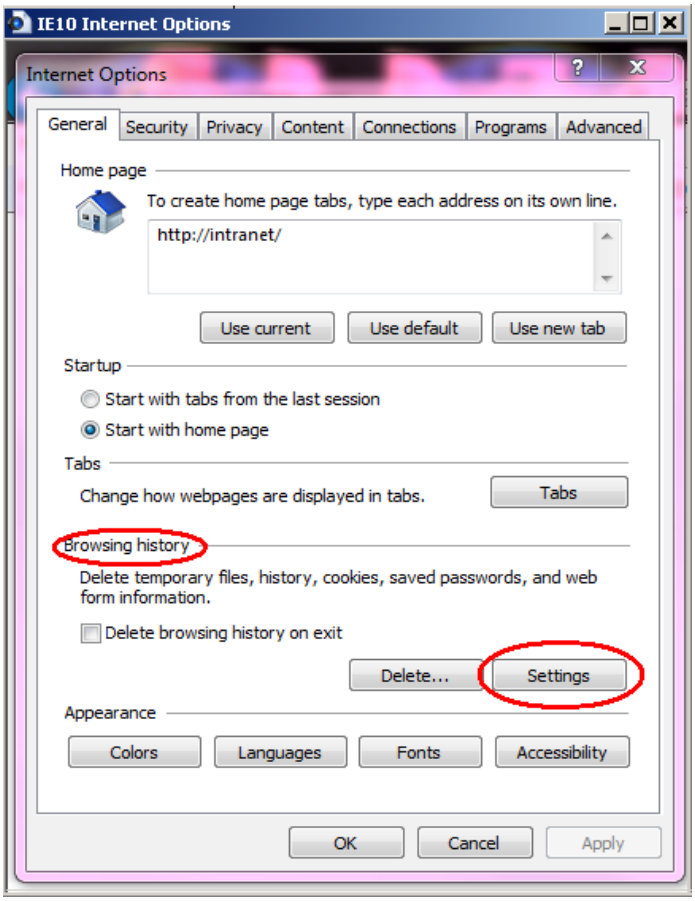
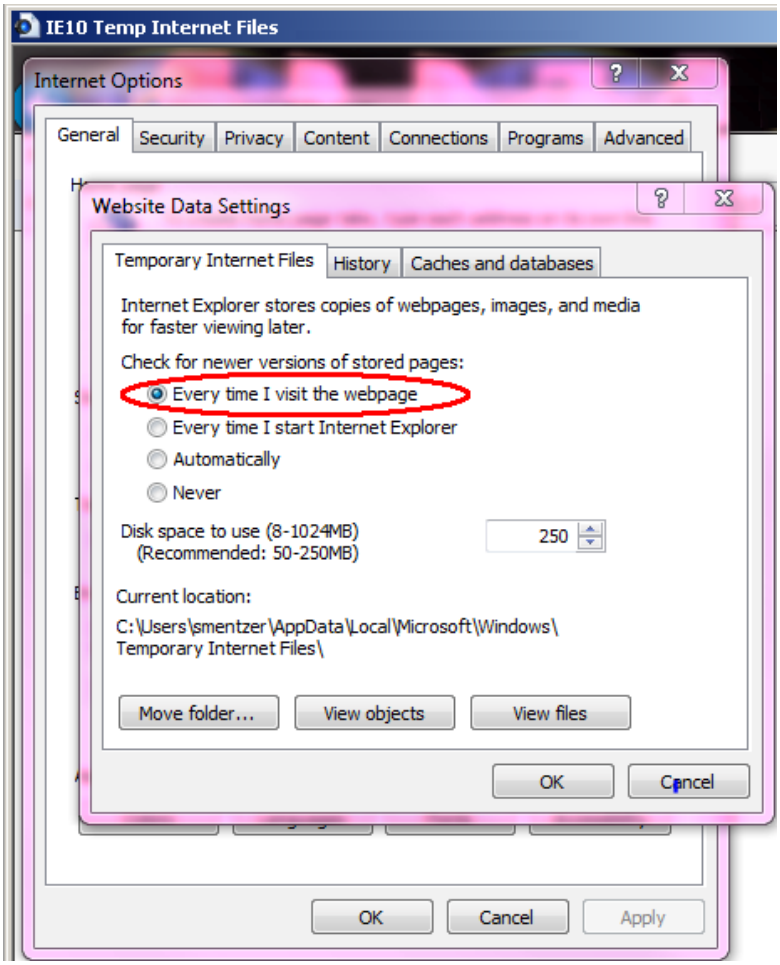


Figure 1-8A: Internet Options Advanced Settings

3. In 'Settings' screen, click the option "Every Visit to the Page", then click "OK" button *(reference figure 1-9).*



Depending on the computer and IE version, the 'Temporary Internet Files and History Settings' view can vary in appearance and/or wording.

Regardless; the 'Check for newer versions of stored pages;' Must be:

"Every time I visit the webpage"

Figure 1-9: Settings Panel

Java Security Update

Make sure all your browser windows are closed before proceeding.

1. Located the Windows Icon (usually located in the lower left corner of your monitor), double click on the icon.

2. The Start Menu will appear. On the right hand column double click the "Control Panel" button *(reference figure 1-10).*

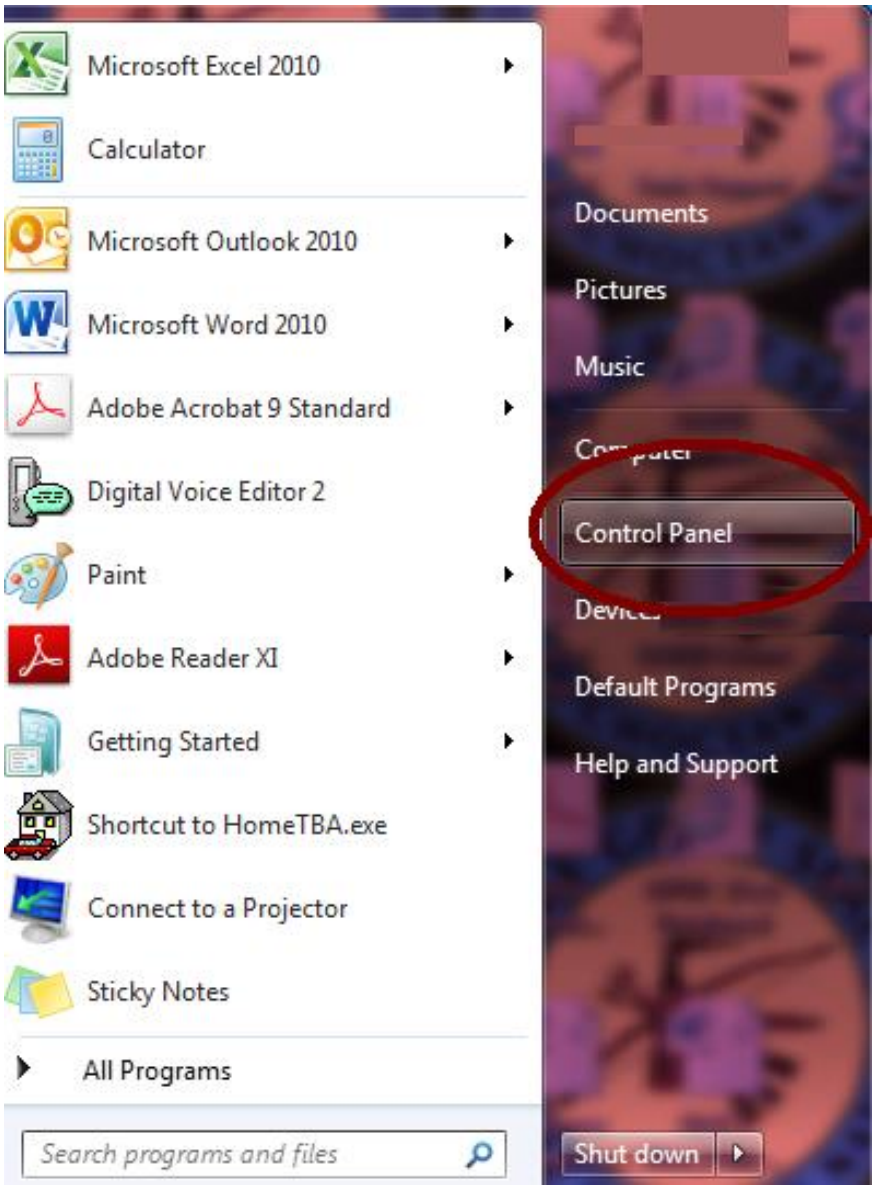


Figure 1-10: Start Menu – Control Panel

3. Double click on the Java Icon. Java
The Java Control Panel will appear *(reference figure 1-11A).*

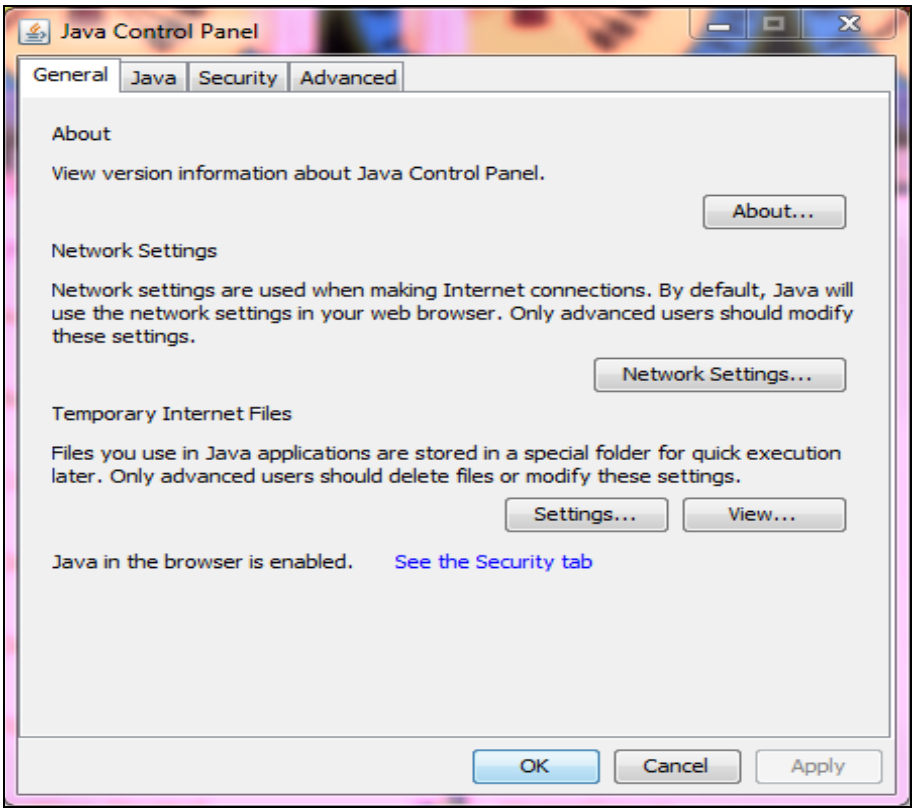


Figure 1-11A: Java Control Panel – General

4. Go to the "Advanced" tab *(reference figure 1-11B).* Click on the + sign in front of 'Security'.

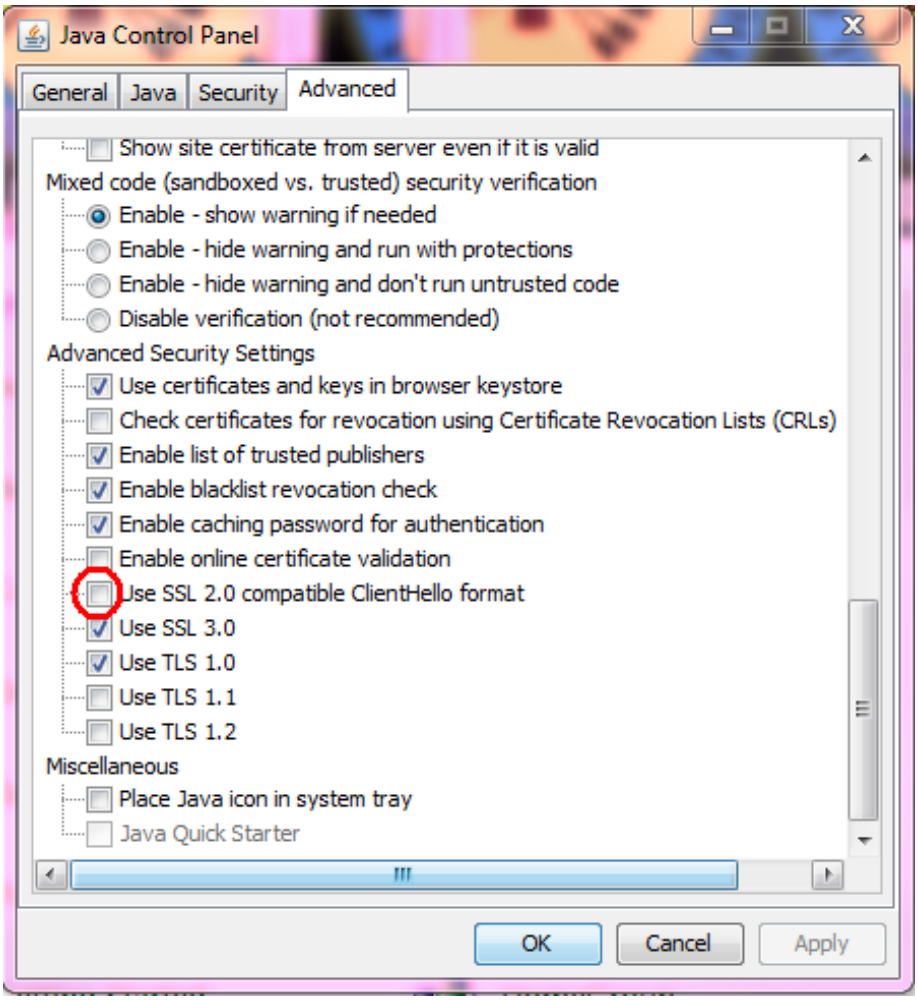


Figure 1-11B: Java Control Panel – Advanced

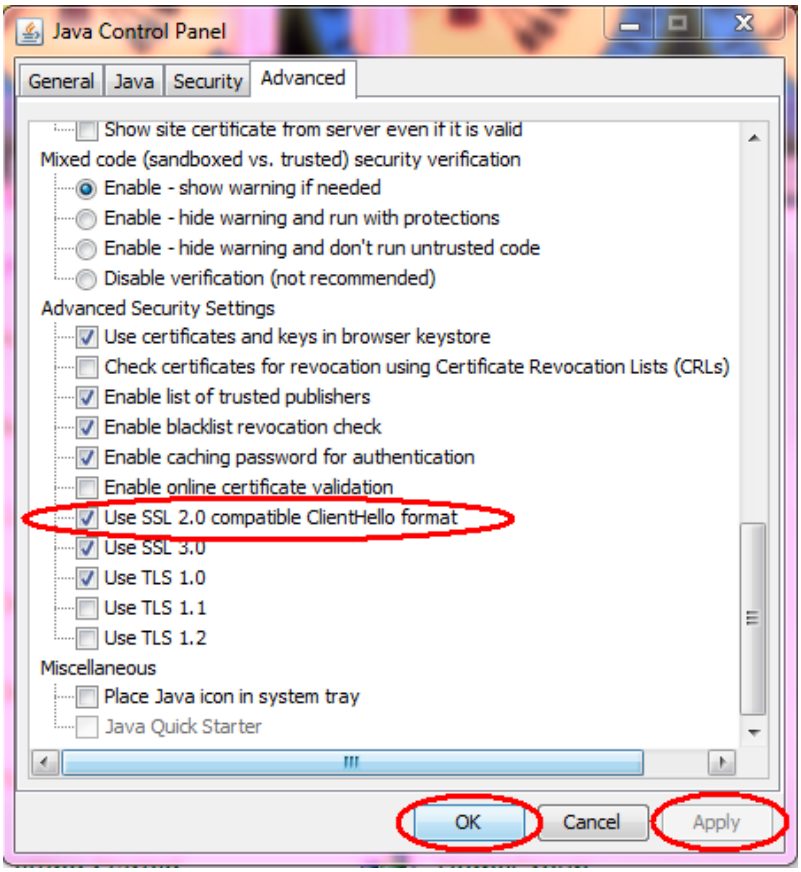


Figure 1-11C: Use SSL 2.0 compatible ClientHello format selection

5. Check the box highlighted above. Click on "Apply", then "OK" *(reference figure 1-11C)*

6. Log into OPUS normally and run one of your reports. You may receive this pop up.

Figure 1-12A: Warning Security pop-up

7. Click on “Always trust content from this published.”

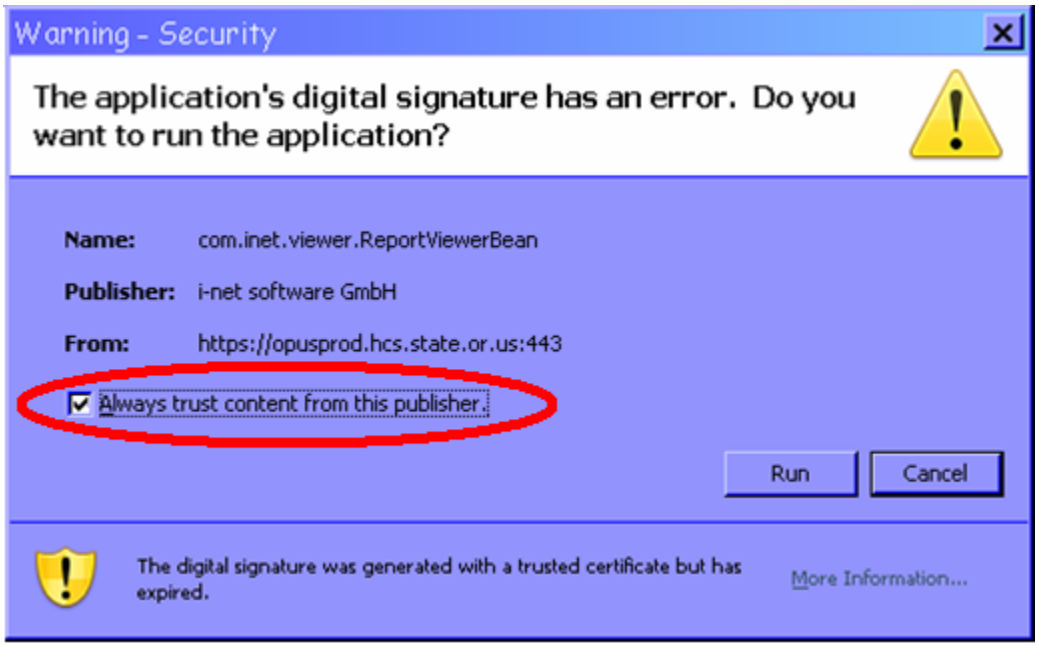


Figure 1-12B: Warning Security pop-up

8. Click on the “RUN” button and wait for the system to complete the process. Then you should be able to review your normal print window.

9. If you have any questions and if you have an IS person at your agency, ask for their assistance or contact

OPUS Helpdesk
opushelp@hcs.state.or.us
1-800-453-5511 Option #6

You are ready to login using OPUS.

Logging into OPUS

Setup:

1. Start Internet Explorer (IE).
2. Type the address: https://apps.state.or.us/opus/
3. A popup window will ask you to accept a security certificate. Click the 'OK' button. This is the security certificate to protect the database.
   Note: Check the box next to the phrase, "In the future, do not show this warning", so that you will not repeatedly see the message popup on each visit to OPUS.
4. On the OPUS screen, click the 'Login to OPUS' link *(reference figure 1-4).*

Figure 1-4: Login to OPUS

5. On the 'Login' screen, type the 'User Name' and the password *(reference figure 1-5).* For new users, a temporary password will be e-mailed by the system when OPUS Helpdesk has set up the user. The user will be prompted to change it on the next screen. The 'User Name' is not case sensitive, but the 'Password' is case sensitive.

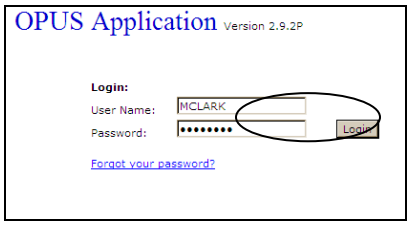


Figure 1-5: Login Screen

6. Click the 'Login' Button.
7. The 'Change Password' screen will appear. For the 'Old Password', type the temporary (default) password.
8. Type a new password (this will be the permanent one to use on a regular basis unless there is a password reset). Permanent passwords need to be at least eight (8) characters, which include at least one upper-case letter, at least one lower-case letter and at least one number and one special character (located in the middle somewhere). Special characters include #, *, -, @, $, etc. A password cannot begin with a number.

9. In the next box, retype your new password to confirm. Click the ‘Change’ button.
10. The ‘Agency & Module Select’ screen will appear if the user has access to more than one OPUS module (if the user only has access to OPUS Fiscal, the system will skip this screen).
11. If a user has access to multiple modules, select ‘Fiscal’ from the drop-down menu and click on ‘Submit’ (*reference figure 1-6).*

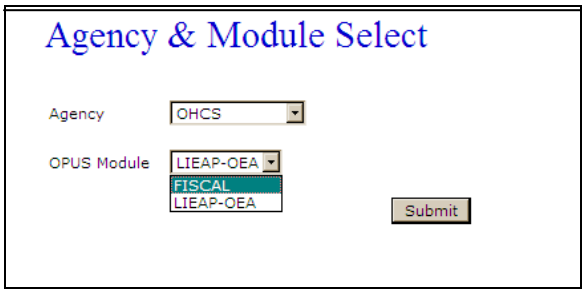


Figure 1-6: Agency & Module Select screen

After clicking on the ‘Submit’ button, the ‘Message of the Day’ screen will appear.

Message of the Day

The ‘Message of the Day’ screen is known as the OPUS Home Page. Users will be alerted to notices of upcoming system upgrades, program updates and OPUS Helpdesk procedures.

HOME (Message of the Day) and the Log Out Screen

The ‘Log Out’ link is located on the Main Menu *(reference figure 1-7).*
The OPUS Fiscal link goes to the ‘Message of the Day’ screen.
The OHCS Logo link goes to the OHCS Website.

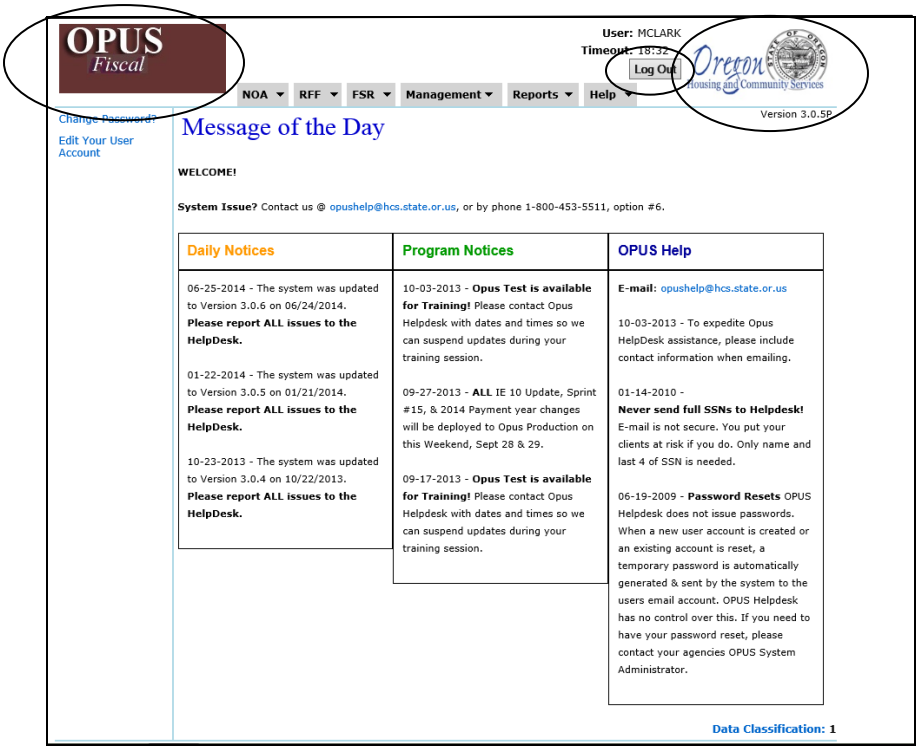


Figure 1-7: Main Menu- Links for HOME, OHCS Website and Log Out screen*.

To end a session, click on the 'Log Out' link. The "log off" screen will appear. To continue logging off, click the 'Yes' button. To cancel logging off and return to the last screen visited, click the 'No, Go Back' button *(reference figure 1-8).*
The 'Log Off' screen has a five minute timer before logging the user totally out. All other OPUS screens have a 20 minute timer. If there isn't activity in a screen, the system will go to 'log out'.

Figure 1-8: Log Off Screen

*This screen represents the current style for OPUS modules. The screenshots for the remainder of this manual are from the older version. The look is different, but the content is the same. The older graphics in this manual still convey the current instructions.

Screen Types and Buttons
There are four types of screens: 'Search', 'View', 'Edit' and 'New'.

Search Screen
The 'Search' screen is used to search for existing database records.

View Screen
The 'View' screen provides a view and/or review of information entered. This screen usually appears after saving data from a 'New' or 'Edit' screen.

Edit Screen
An 'Edit' screen displays existing database records so a user can edit regions/fields requiring updating.

New Screen
A 'New' screen creates new Agency Grant Requests (AGRs), Requests for Funds (RFFs), Agency Grant Status (AGS) or Financial Status Reports (FSRs).

Save Button
On 'New' screens, the 'Save' button is used to save information to the database. On 'Edit' screens, the 'Save Changes' is available.

Screen Timer
Each OPUS screen is programmed with a 20 minute timer *(reference figure 1-9).* If a screen is inactive for more than 20 minutes, the 'Log Off' screen will appear. The 'Log Off' screen has a five minute timer. You will need to click either "No" or "Yes" within 5 minutes. If a response is not completed with five minutes, the session will end and the user will be logged off. To continue using OPUS, the user must log back into OPUS. This process is a security measure programmed into the system to protect agency information.

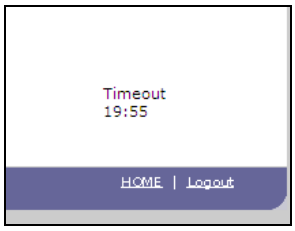


Figure 1-9: Screen Timer

Note: Log out of the system if leaving your desk for any amount of time. If you have saved each screen you have completed beforehand, you can login and go back to where you left off.

Screen Navigation

Main Menu, Left Navigation Bar (Left Nav Bar) and Drop-Down Menus
OPUS screens have two navigational sections: Main Menu and Left Navigation Bar.

Main Menu

The 'Main Menu' is the horizontal section located on the top area of the screen *(reference figure 1-10).* Your agency name is displayed in the 'Main Menu'. The main menu provides top level drop-down menus. Drop-down menus may appear under NOA (OHCS only), RFF, FSR, Management, Reports and Help.

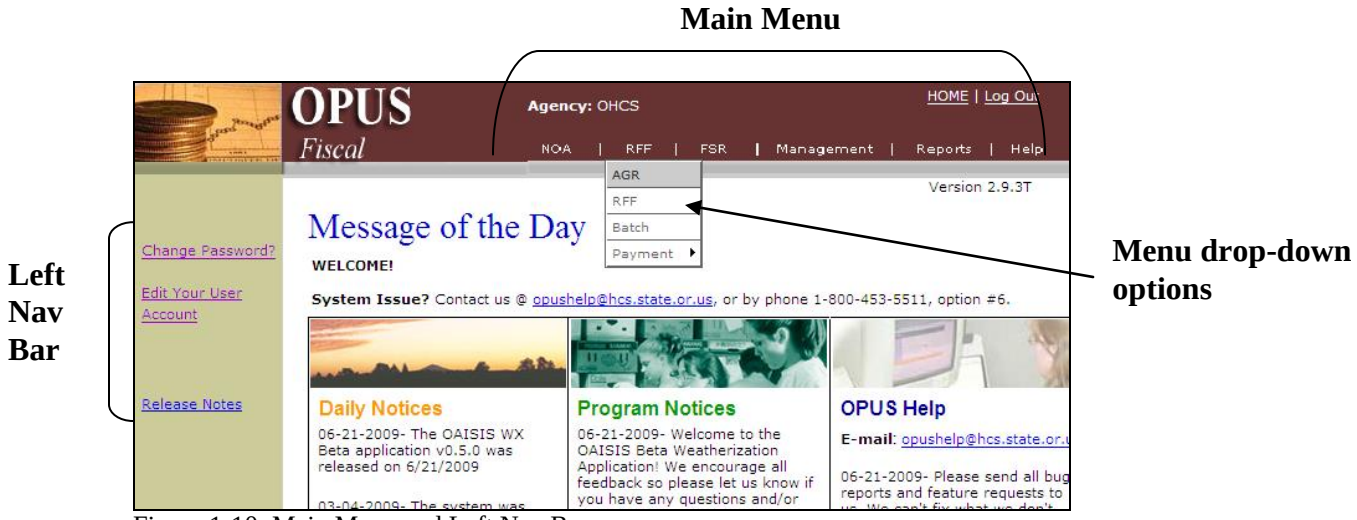


Figure 1-10: Main Menu and Left Nav Bar.

A drop-down menu may include sub-menus when the mouse scrolls over a topic. For each menu item, you may see a black arrow pointing towards the right. When the mouse is scrolled over a menu, the arrow will display additional sub-menu items.

Left Navigation (Nav) Bar

The Left Nav Bar is on the area on the left side of each screen and has text links *(reference figure 1-10).* The text links change from screen to screen, depending on what screens have been accessed.

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Section Two

OPUS Fiscal reports

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MGA Payment Summary Report	33
MGA Payment Detail report	35
FSR Summary Report	37
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Section 2 of the OPUS Fiscal User Manual provides instructions for obtaining reports from the OPUS Fiscal Module. Additional Information regarding these reports is available in the Master Grant Agreement Fiscal Procedures Manual.

Reports

There are four reports available on the OPUS Fiscal module. All reports may be accessed by scrolling the cursor over Reports on the main menu and clicking on Fiscal *(reference figure2-1).*

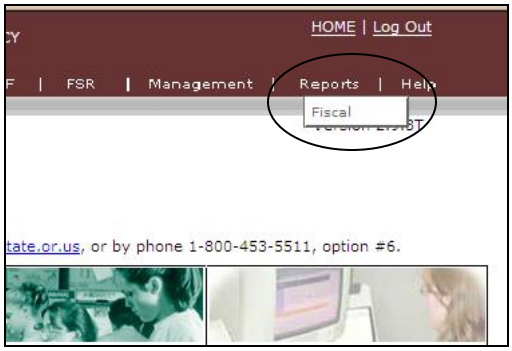

Figure 2-1: Reports Menu

Figure 2-2: Fiscal Reports

Select the desired report by clicking on the link for NOA, MGA Payment Summary, MGA Payment Detail or FSR Summary *(reference figure 2-2).* Other reports may appear, but are only available for OHCS users.

Notice of Allocation

The Notice of Allocation is the OHCS Master Grant Agreement (MGA) document that notifies the subgrantee agency and OHCS staff that an award has been made. It is contingent upon compliance with all terms and conditions of the MGA, and documents the obligations of funds.

1. Click on the NOA link.
2. Select the desired biennium from the drop-down menu *(reference figure 2-3).*
3. Clicking into the date range will enter a default range from the 1st of the previous month to the present day. The default may be overridden by entering the desired date range (for a complete NOA, leave the date range blank).
4. Once a date range has been selected or left blank, click on Load.
5. For a complete report, click on Submit *(reference figure 2-4).*
6. For partial reports, select desired grant or any combination of grants by clicking and highlighting a single grant or clicking on one grant, pressing the Control (Ctrl) button and clicking on additional grants while holding the Ctrl button. Also for partial reports, the categories may also be selected separately. Press Submit.

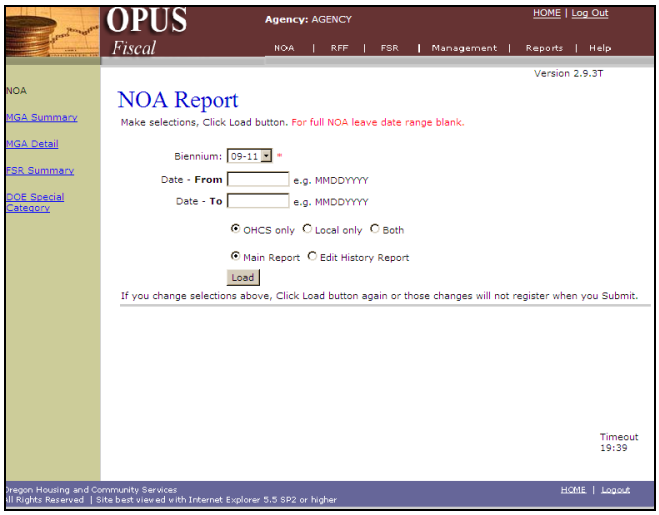

Figure 2-3: NOA Report

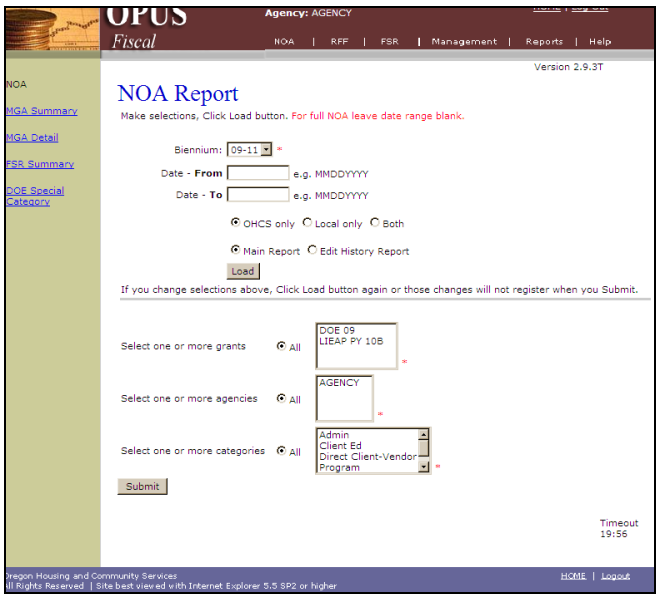

Figure 2-4: NOA Report Drop-Down Menus

The NOA provides the following information:

Biennium

The state operates in dual fiscal years beginning with July 1 in odd numbered years and ending with June 30 two years later *(example: 7/1/11-6/30/13 or 11-13)*

Grant Code

This is a shortened version or name of each grant *(example: Department of Energy Weatherization Grant for Program Year 11 becomes DOE 11).*

Award # and FAIN (Federal Award ID #)

The identifying numbers assigned by the grantor.

Award Period

This is the period of time that OHCS must expend the award.

Agency Name

Total amount of Grant

This figure is the total allocated amount to the agency named on the report and includes total from all categories within each grant.

Category amounts

These amounts include all entries as submitted by OHCS Program Analysts for each category within each grant.

Date of entries

This is the date a NOA entry is submitted by OHCS Program Analysts.

Requestor

The requestor is the name of the OHCS Program Analyst who has submitted the NOA entry.

CFDA #

This is the Catalogue of Federal Domestic Assistance number for federal grants. Non-Federal grants will appear as 99.999.

Grant Phase

The Grant/Phase number is coding for OHCS internal use.

Purpose of Allocation

This will be a description of the allocation and is chosen by the OHCS Program Analyst. It will usually be simply an indication of an allocation or deallocation, but will often indicate whether it is a quarterly allocation, a rollover or a specific purpose such as travel expenses, among others.

Grant Expenditure Period

This is the period of time in which the subgrantee agency, as named on the NOA Report, has to expend the funds.

Master Grant Agreement (MGA) Payment Summary Report

The MGA Payment Summary Report provides an up-to-date summary of all funds requested by a subgrantee agency. The report updates to current amounts as soon as a request has reached the 'processed' (by OHCS) status on OPUS.

1. Click on the MGA Payment Summary link.
2. Select the desired biennium from the drop-down menu *(reference figure 2-5).*
3. Click on Load.
4. For a complete report, click on Submit *(reference figure 2-6).*
5. For partial reports, select desired grant or any combination of grants by clicking and highlighting a single grant or clicking on one grant, pressing the Control (Ctrl) button and clicking on additional grants while holding the Ctrl button. Also for partial reports, the categories may also be selected separately. Press Submit.

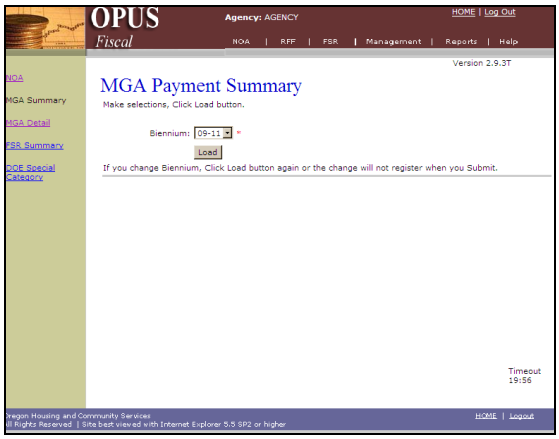

Figure 2-5: MGA Payment Summary Report

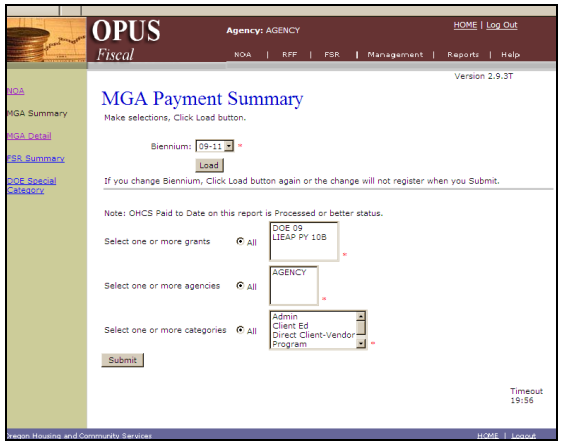

Figure 2-7: MGA Payment Summary Drop-Downs

The MGA Payment Summary Report provides the following information:

Biennium

The state operates in dual fiscal years beginning with July 1 in odd numbered years and ending with June 30 two years later *(example: 7/1/11-6/30/13 or 11-13)*

Grant Code

This is a shortened version or name of each grant *(example: Department of Energy Weatherization Grant for Program Year 11 becomes DOE 11).*

Agency Name

Grant Expenditure Period

This is the period of time in which the subgrantee agency, as named on the NOA Report, has to expend the funds.

Total NOA

These amounts are pulled directly from the NOA for each category and are updated automatically when entries are made to the NOA.

OHCS Paid to Date

These amounts are pulled from the Agency Grant Requests and are updated when the requests reach the 'Sent' status in OPUS.

Remaining

These amounts indicate any remaining balance of the subgrantee's allocation that has not been reimbursed. They are calculated by subtracting the OHCS Paid to Date amount from the Total NOA amount and are updated when OHCS Paid to Date is updated.

Expended to Date

These amounts are pulled from the Agency Grant Requests and are updated when the requests reach the 'processed' status.

Cash Balance

These amounts are calculated by subtracting the Expended to Date amounts from the OHCS Paid to Date amounts. If an amount is a negative amount, it is because the request has been submitted but has not yet reached the 'sent' status. If it is a positive amount, it indicates that an advance was requested and the agency has received more funds than they have expended.

% Expended

A percentage is calculated by dividing the Expended to date amounts by the Total NOA amounts.

Master Grant Agreement (MGA) Payment Detail Report

The MGA Payment Detail Report provides lists of all Agency Grant Requests as they originally appeared when submitted. The totals for each AGR are not updated and should be considered 'snapshots' of the original requests.

1. Click on the MGA Payment Detail link.
2. Select the desired biennium from the drop-down menu *(reference figure 2-7).*
3. Click on Load.
4. For a complete report, click on Submit *(reference figure 2-8).*
5. For partial reports, select desired grant or any combination of grants by clicking and highlighting a single grant or clicking on one grant, pressing the Control (Ctrl) button and clicking on additional grants while holding the Ctrl button. Also for partial reports, the categories may also be selected separately. Press Submit.

Figure 2-7: MGA Detail Report

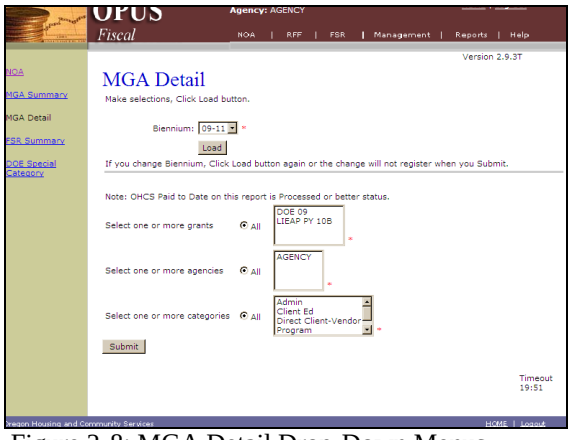

Figure 2-8: MGA Detail Drop-Down Menus

The MGA Payment Detail Report provides the following information:

Grant Code

This is a shortened version or name of each grant *(example: Department of Energy Weatherization Grant for Program Year 11 becomes DOE 11).*

Agency Name

Grant Expenditure Period

This is the period of time in which the subgrantee agency, as named on the NOA Report, has to expend the funds.

Last Edit

This is the last date that indicates when the AGR reached the status shown on the report. This field is updated whenever the status is changed.

Status

This is the current status of the AGR and will update automatically as the status changes from Prepared status (Prep) though Sent status (the day the payment is sent electronically to the subgrantee). The status column will also include all voided AGRs.

NOA Amount

These amounts are pulled directly from the Agency Grant Requests for each category and are not updated when entries are made to the NOA. They will appear exactly as they did when the AGR was submitted.

OHCS Paid to Date

These amounts are pulled from the Agency Grant Requests and are not updated, but will appear exactly as they did when the AGR was submitted.

Prior Requests

This column will identify any prior amounts requested, but not paid, to the subgrantee *at the time the AGR was submitted.*

Expended to Date

These amounts are pulled from the Agency Grant Requests and are not updated, but will appear exactly as they did when the AGR was submitted.

Projected

These amounts appear whenever the subgrantee requests advances over an above what has been expended. These amounts will not be updated, but will appear exactly as they did when the AGR was submitted.

Cash Balance

These amounts are calculated by subtracting the Expended to Date amounts from the OHCS Paid to Date amounts. These will not be updated, but will appear exactly as they did when the AGR was submitted.

Current Request

These amounts are pulled from the Agency Grant Request as they appeared when originally submitted.

% Spent

A percentage is calculated by dividing the Expended to date amounts by the Total NOA amounts. These percentages will not be updated, but will appear exactly as they did when the AGR was submitted.

Financial Status Report (FSR) Summary Report

The FSR Summary Report provides a listing of all Financial Status Reports for each quarter within the Grant Expenditure Period for each grant. The report is useful for determining which FSRs have been submitted and which have not. The report will contain dashed lines for the Agency Grant Status (AGSs) which have not been submitted for the quarter identified on the report. The dashed lines will also appear when a Final FSR has been submitted in a previous quarter.

1. Click on the FSR Summary link.
2. Select the desired biennium from the drop-down menu *(reference figure 2-9).*
3. Click on Load.
4. For a complete report, click on Submit *(reference figure 2-10).*
5. For partial reports, select desired quarter or any combination of quarters; desired grant or any combination of grants by either clicking and highlighting a single grant or clicking on one grant, pressing the Control (Ctrl) button and

clicking on additional grants while holding the Ctrl button. Also for partial reports, the categories may also be selected separately. Press Submit.

Figure 2-9: FSR Summary Report

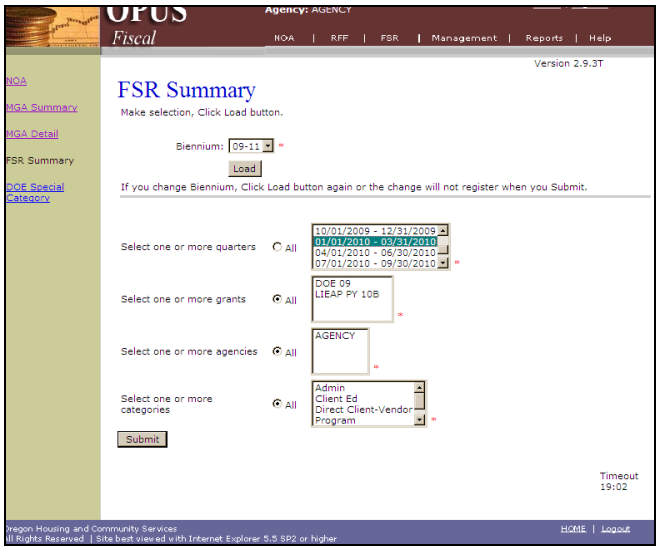

Figure 2-10: FSR Summary Drop-Down Menus

The FSR Summary Report provides the following information:

Biennium

The state operates in dual fiscal years beginning with July 1 in odd numbered years and ending with June 30 two years later *(example: 7/1/11-6/30/13 or 11-13)*

Quarter

The report will display each calendar quarter selected to appear on the report.

Grant Code

This is a shortened version or name of each grant *(example: Department of Energy Weatherization Grant for Program Year 11 becomes DOE 11).*

Agency Name

Certified Date

This will be the date when the subgrantee has certified the FSR. The date will indicate whether or not the FSR was submitted by the deadline required by OHCS.

Reimbursable to Date

This will display the Expended to Date amount for each category which is reimbursable by OHCS as it was reported on the AGS.

Quarter Type

This will display the letter Q for Quarterly FSRs and the letter F for Final. If both a Quarterly and a Final have been submitted for the same quarter, both AGSs will be listed. Also, if an AGS was voided and resubmitted, the voided AGS will also be listed.

Status

The status will appear as Prepared (Prep), Certified (Cert), Processed (Proc) or Void. This column will be updated every time the status changes in the system.

Exporting Reports

All reports may be exported as a .pdf document and also into Excel or other format. If exported into Excel, the reports will be hard entered data and not contain formulas, but once exported into Excel, formulas can be added as with any Excel worksheet.

1. Follow steps to obtain the above mentioned reports.
2. Once the report has been submitted and appears in .pdf format, run the cursor over the Export Report button (located in the upper left corner of the OPUS Report Viewer.
3. Click on Export Report.
4. In the drop-down menu, select desired format *(reference figure 2-11)*.
5. A default file location appears in the Result Save As: window. If this is where you wish to save the report, click OK.
6. Click on the "..." button to select another file location, and then click OK.
7. Once the export is complete the words "Export Finished" will appear on the lower left of the screen.

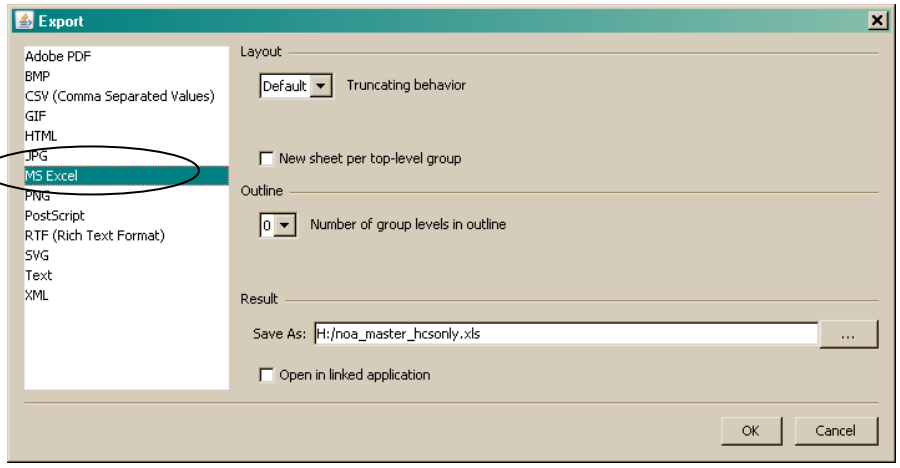

Figure 2-11: Export Screen

Section Three

AGRs and RFFs

Agency Grant Requests (AGRs)	42
Requests for Funds (RFFs)	45
Adjusting Entries	48

Section 3 of the OPUS Fiscal User Manual provides instructions for requesting funds on the OPUS Fiscal Module. Additional Information regarding these requests is available in the Master Grant Agreement Fiscal Procedures Manual.

Agency Grant Requests (AGRs)

The Agency Grant Request is the first stage in the process of requesting funds from OHCS, which have been allocated on the Notice of Allocation (NOA). The AGR is entered into OPUS by the subgrantee AGR Preparer, who is usually the person who gathers the information required for the AGR and the one to whom questions about the content of the AGR would be addressed.

1. Move the cursor over **RFF** on the main menu, and click on **AGR** *(reference figure 3-1).* The Agency Grant Request Search screen appears. This screen may also be accessed from other screens by clicking on **AGR** under the heading **Search** on the Left Navigation Bar.

Figure 3-1: RFF Drop-Down Menu

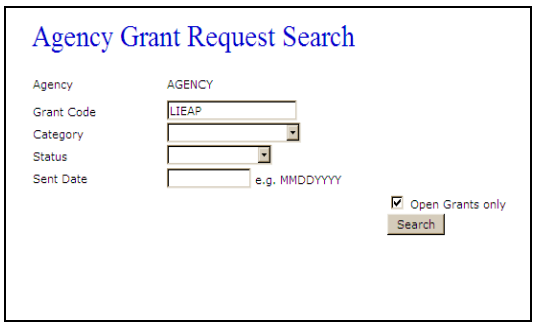

Figure 3-2: Agency Grant Request Search Screen

Search for Existing AGRs

2. To open an existing AGR, type a grant code or choose a selection from either of the two drop-down menus to narrow the search, and click on the **Search** button *(reference figure 3-2).* If searching for an AGR from a closed grant, click on Open Grants Only to remove the checkmark.
3. Select an existing AGR highlighted category to view, edit or delete (editing or deleting are only allowed on an AGR which is in Prep status) *(reference figure 3-3, 3-4).* The **Edit** and **Delete** buttons are located at the bottom left of the AGR. **These buttons will only appear in Prep status**. The AGR View screen includes the status history of each AGR, including the user names, dates and time of each status change.

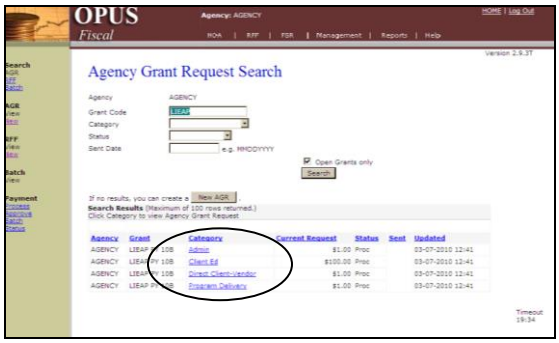

Figure 3-3: Agency Grant Search Screen

Figure 3-4: Agency Grant Request View

Create New AGRs

4. To create a new fund request, click on AGR **New** on the Left Navigation Bar and click on a grant code from the drop-down menu *(reference figure 3-5)*.

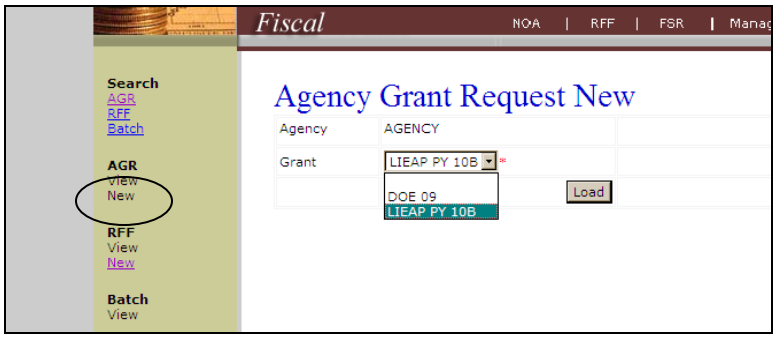

Figure 3-5: Agency Grant Request New

5. Clink on the **Load** button.
6. Once the Agency Request New screen has loaded, enter the period ending date of the request in the space identified as **Add Single Period End Date to All** to populate the entire AGR, or in each individual category. The date can be no later than today's date *(reference figure 3-6)*. Any expenditure beyond today's date is considered an advance.

   Note: Field (A), NOA Amount, will pull the amount directly from the Notice of Allocation. Field (B), OHCS Paid to Date, and Field (C), Prior Requests, will pull information from the prior AGRs depending on status.

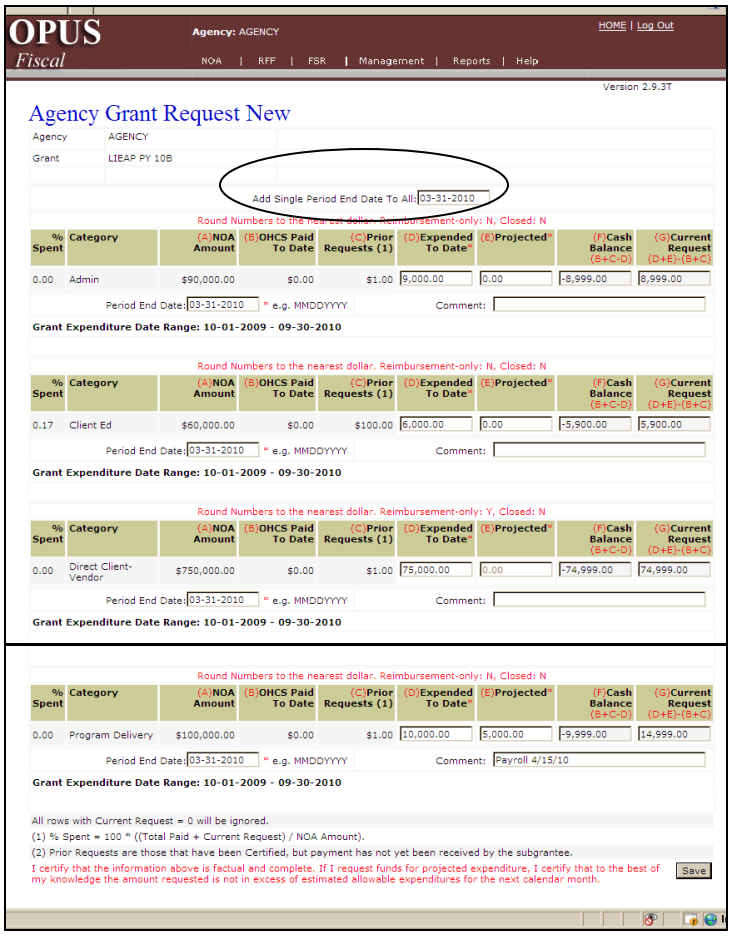

Figure 3-6: Agency Grant Request New

7. For each category, enter the amount expended up through the period ending date entered in step 6 into Field (D), Expended to Date *(reference figure3-6)*.
8. If an advance of funds is needed and the grant allows it, enter a projected amount for each category into Field (E), Projected. If the grant is designated as Reimbursement Only, the screen will not allow anything to be entered in the Projected field *(reference figure 3-6)*.

   Note: Field (F), Cash Balance, will automatically calculate the amount needed for reimbursement based on the total expenditures entered in step 7. Field (G), Current Request, will automatically calculate the amount needed for reimbursement of expenditures plus any amount entered into the Projected field.
9. Enter a comment, if desired, especially if a projected amount is requested. This field contains space for up to 80 characters and can be used as a means to enter the subgrantees accounting codes or message to OHCS, such as "Advance needed for Payroll next week". If the AGR is for Direct Client Vendor reimbursements, please enter the Batch #s (from the OPUS Energy Module) being requested.
10. Once all categories are entered, click on the Save button.

    The AGR(s) are now in Prepared (Prep) status.

Requests for Funds (RFFs)

The Request for Funds (RFF) is the second and final stage for the subgrantee in the process of requesting funds from OHCS and is completed by the RFF Certifier. The Certifier may be the same person as the Preparer, depending on the subgrantee's policy. If the same person prepares the AGR and certifies the RFF, the printed hard copy of the RFF must be signed by a certifying official designated by the requesting agency (not the preparer/certifier). If a different person certifies the RFF than prepared the AGR, that person or another certifying official must sign the hard copy RFF. All hard copies must be kept on file by the requesting agency. Any number of AGRs may be grouped together on one Request for Funds, depending on the subgrantee's needs. Each AGR is handled separately by the system no matter how they are grouped. For example, a program request for one grant may be approved, but not the admin. They will still appear on the same RFF, but have a different status.

1. Click on **RFF** on the Left Navigation Bar *(reference figure 3-7).* The Request for Funds Search screen appears.

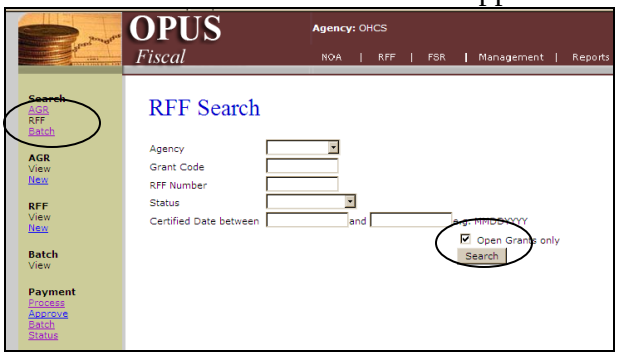

Figure 3-7: RFF New

Search for existing RFFs

2. To open an existing RFF, type a grant code, enter the RFF number *(example: RFF13-00561),* choose a selection from either of the two drop-down status menu or enter a certified date range to narrow the search, and click on the **Search** button *(reference figure 3-7).* If searching for an RFF from a closed grant, click on Open Grants Only to remove the checkmark.

3. Select an existing RFF highlighted number to view.

4. All AGRs contained within the RFF will display on the RFF View screen *(reference figure 3-8).* To view individual AGRs, click on the highlighted category to view the Agency Grant Request View.

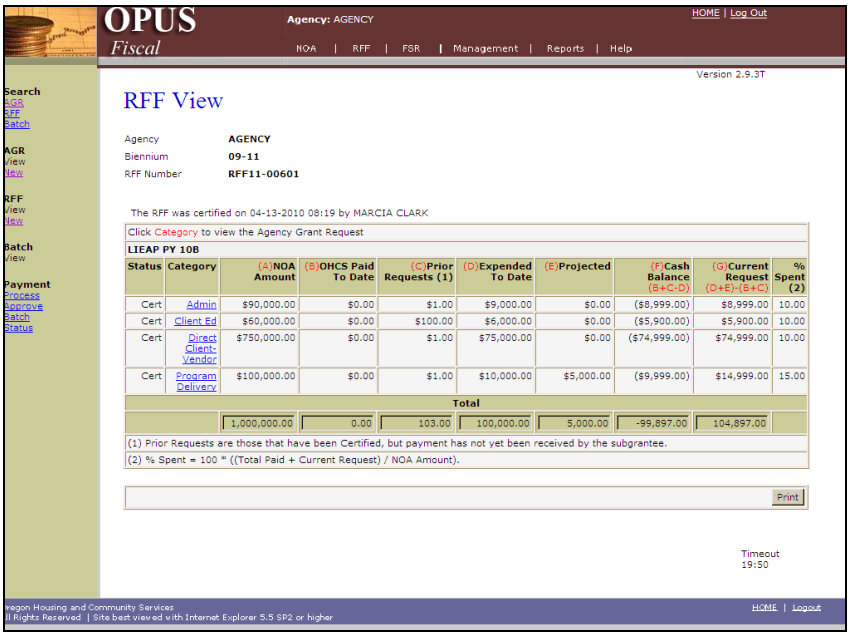

Figure 3-8: RFF View

Create New RFFs

5. To create a new RFF, click on the RFF **New** on the Left Navigation Bar and click on a biennium from the drop-down menu *(reference figure 3-9)*.

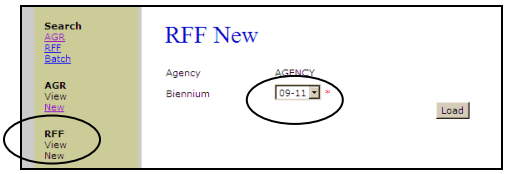

Figure 3-9: RFF New

6. All AGRs in Prep status will appear on the RFF New screen *(reference figure 3-10)*. Click on each AGR in the box provided to select which AGRs will be included on the RFF being created. If all AGRs will be included on the RFF, click on the **Check All** button in the lower left corner.

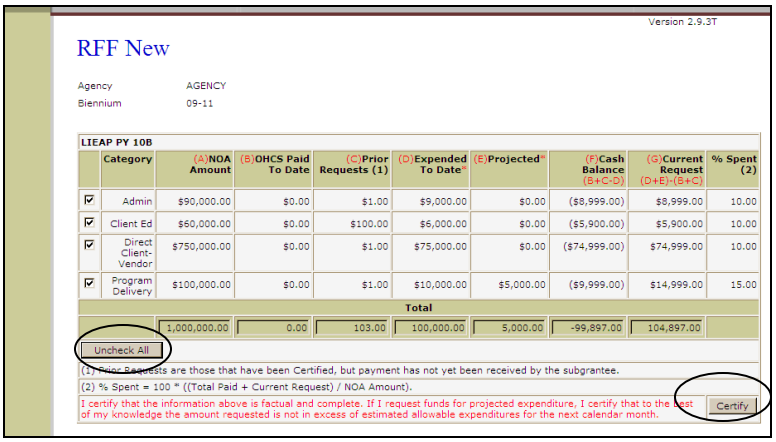

Figure 3-10: RFF New

7. Once the AGRs are selected, the **Certify** button will appear in the lower right corner. Click on the **Certify** button *(reference figure 3-10).*
8. The RFF View screen will appear *(reference figure 3-11)*. Click on the **Print** button located in the lower right corner to open a printable copy of the RFF *(reference figure 3-12).*

   Note: The RFF has now been submitted to Oregon Housing & Community Services for reimbursement. No changes can be made to the AGRs included in the RFF once it has been certified. If an error is discovered after certifying the RFF, contact OPUS Helpdesk at opushelp@hcs.state.or.us to void the AGR(s). AGRs may be voided by OHCS staff only for AGRs in Certified (Cert), Processed (Proc), and Approved (Appr) status. Once an AGR reaches Batched (Batch) status, the AGR(s) may not be voided. If an error is discovered after the AGR reaches Batch status, an adjusting entry is required.

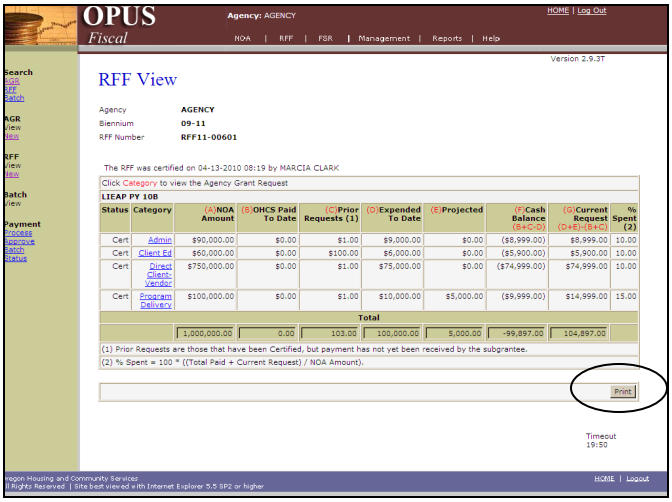

Figure 3-11: RFF View

9. Click on the Report Print Button *(reference figure 3-12).*

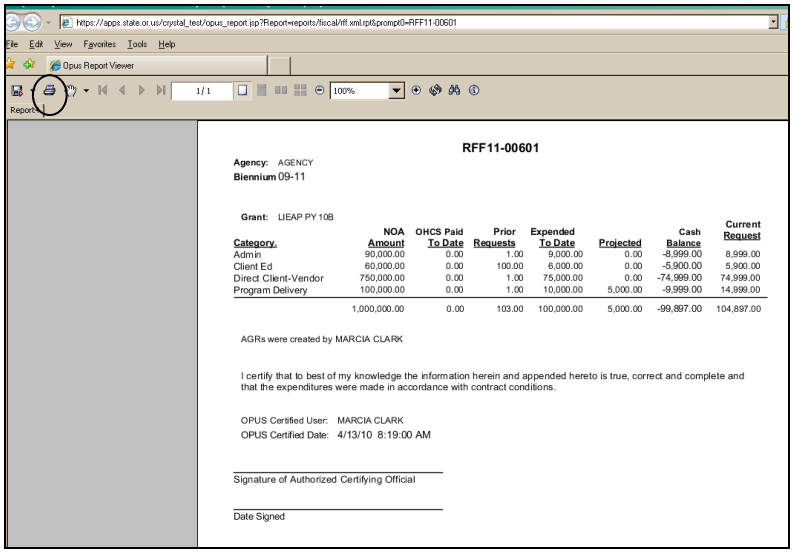

Figure 3-12: RFF Printout

10. Obtain official Certifier's signature and date and keep hard copy on file.

Adjusting Entries

An adjusting entry is required if an error is discovered on an AGR/RFF after the AGR has reached the Batch status or beyond in the OPUS Fiscal Module. The most common reason for needing an adjusting entry is incorrectly reporting expended to date amounts in any category on a previous AGR.

1. Follow instructions for creating a new AGR and reduce the expenditures on the incorrect grant category, which will result in a negative current request.
2. Create another new AGR in another category, increasing the expenditures by the same amount as the other category was reduced.
3. Follow instructions for certifying a new RFF.

   Note: As long as the resulting combination of adjusting AGRs equals zero or greater, they may be processed as would any other Request for Funds. The AGRs will either cancel each other out or the subgrantee will receive the difference between the two amounts. In the case of moving expenditures between two grants, such as when an amount was erroneously requested previously from one grant, when it should have been another, the AGRs are entered the same way, but the negative amount must have other AGRs for the same grant submitted at the same time so that the resulting total is zero or greater *(example: The amount of 1,000.00 was requested form OEA Direct Client Vendor, but it should have been LIHEAP Direct Client Vendor. The 1,000.00 reduced from OEA Direct Client vendor would have to be submitted at the same time as other positive OEA requests, such as admin, program delivery or an additional Direct Client Vendor request. The 1,000.00 positive LIHEAP AGR would be processed as usual.*

If expenditures are overstated in an amount when there are insufficient expenditures in another category to offset the negative request, the overage should be returned to OHCS.

1. Follow instructions for creating a new AGR and reduce the expenditures in the previously overdrawn category or categories. This will result in a negative current request. Include a comment indicating a check is being returned.

2. Follow instructions for certifying a new RFF with only the above mentioned AGR(s).

3. Send a check to the attention of "Cashier" at the following address:

   Oregon Housing & Community Services
   725 Summer Street NE, Suite B
   Salem, OR 97301-1266

4. Once the check is received, OHCS will change the status of the RFF to "sent".

Section Four

AGSs and FSRs

Agency Grant Status (AGS) 50

Financial Status Reports (FSRs) 54

Section 4 of the OPUS Fiscal User Manual provides instructions for reporting quarterly expenditures on the OPUS Fiscal Module. Additional Information regarding these reports is available in the Master Grant Agreement Fiscal Procedures Manual.

Agency Grant Status (AGS)

The Agency Grant Status is the first stage in the process of reporting expenditures to OHCS, for grants which have been allocated on the Notice of Allocation (NOA). The AGS is entered into OPUS by the subgrantee AGS Preparer, who is usually the person who gathers the information required for the AGS and the one to whom questions about the content of the AGS would be addressed.

1. Move the cursor over **FSR** on the main menu, and click on **AGS** *(reference figure 4-1).* The Agency Grant Status Search screen appears. This screen may also be accessed from other screens by clicking on **AGS** under the heading **Search** on the Left Navigation Bar

Figure 4-1: RFF Drop-down Menu

Search for Existing AGSs

2. To open an existing AGS, type a grant code or choose a selection from either of the two drop-down menus to narrow the search, and click on the **Search** button *(reference figure 4-2).* If searching for an AGS from a closed grant, click on Open Grants Only to remove the checkmark.

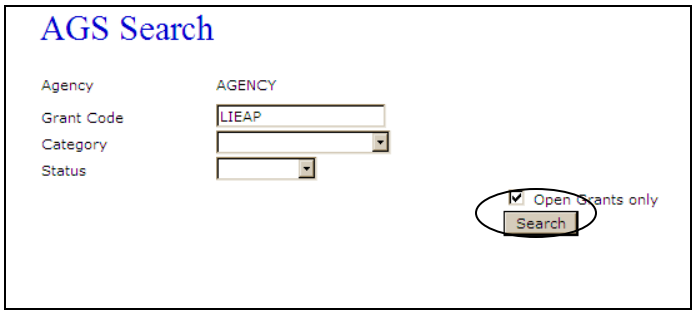

Figure 4-2: AGS Search

3. Select an existing AGS highlighted category to view, edit or delete (editing or deleting are only allowed on an AGS which is in Prep status) *(reference figure 4-3, 4-4)*. The **Edit** and **Delete** buttons are located at the bottom left of the AGS. These buttons will only appear in Prep status. The AGS View screen includes the status history of each AGS, including the user names, dates and time of each status change. Unlike the AGR, the AGS only has four possible statuses; Prepared (Prep), Certified (Cert), Processed (Proc) and Void.

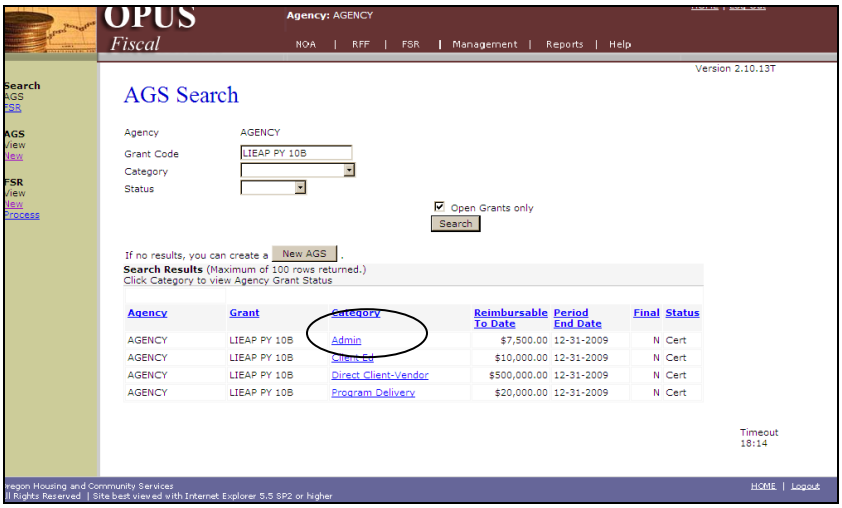

Figure 4-3: AGS Search Results

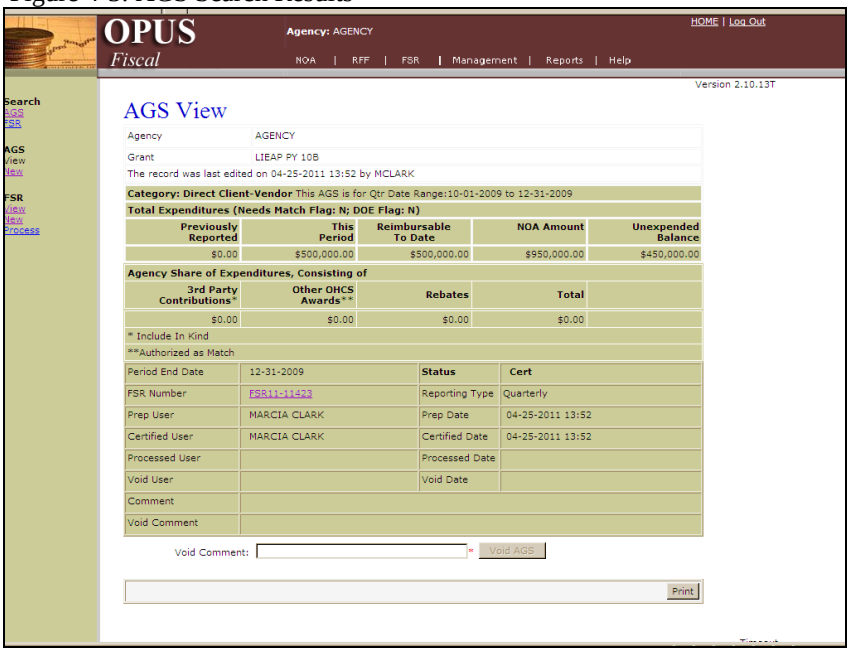

Figure 4-4: Agency Grant Status

Create New AGSs

When creating a new AGS, the screen will open with the earliest quarter, within each grant expenditure period for each grant, for which there has not been an AGS previously submitted.

4. To create a new AGS, click on AGS **New** on the Left Navigation Bar and click on a grant code from the drop-down menu *(reference figure 4-5).*
5. Clink on the **Load** button.

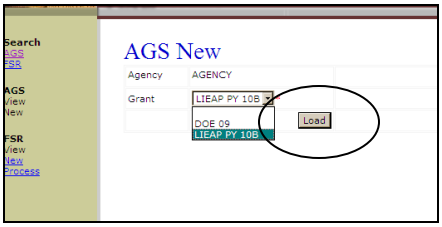

Figure 4-5: AGS New

6. Once the AGS New screen has loaded, enter the period ending date of the report in the spaces identified as **Period End Date** for each category. Unlike the AGR, the Period End Date must be entered for each category. Once entered, the date may be copied and pasted into the other categories. The date can be no later than the quarter end date being reported.

   Note: The NOA Amount will pull the amount directly from the Notice of Allocation and the Previously Reported amount will pull directly from the previous AGS.

7. For each category, enter the total amount expended up through the period ending date entered in step 6 into Reimbursable to Date* *(reference figure 4-6).*

   Note: This Period amount will automatically be calculated by subtracting the Previously Reported amount from the Reimbursable to Date amount.

   *Historically, the Excel Financial Status Reports used the label "Expended to Date Reimbursable by OHCS", which didn't fit into the available space in OPUS Fiscal. It was shortened to "Reimbursable to Date".

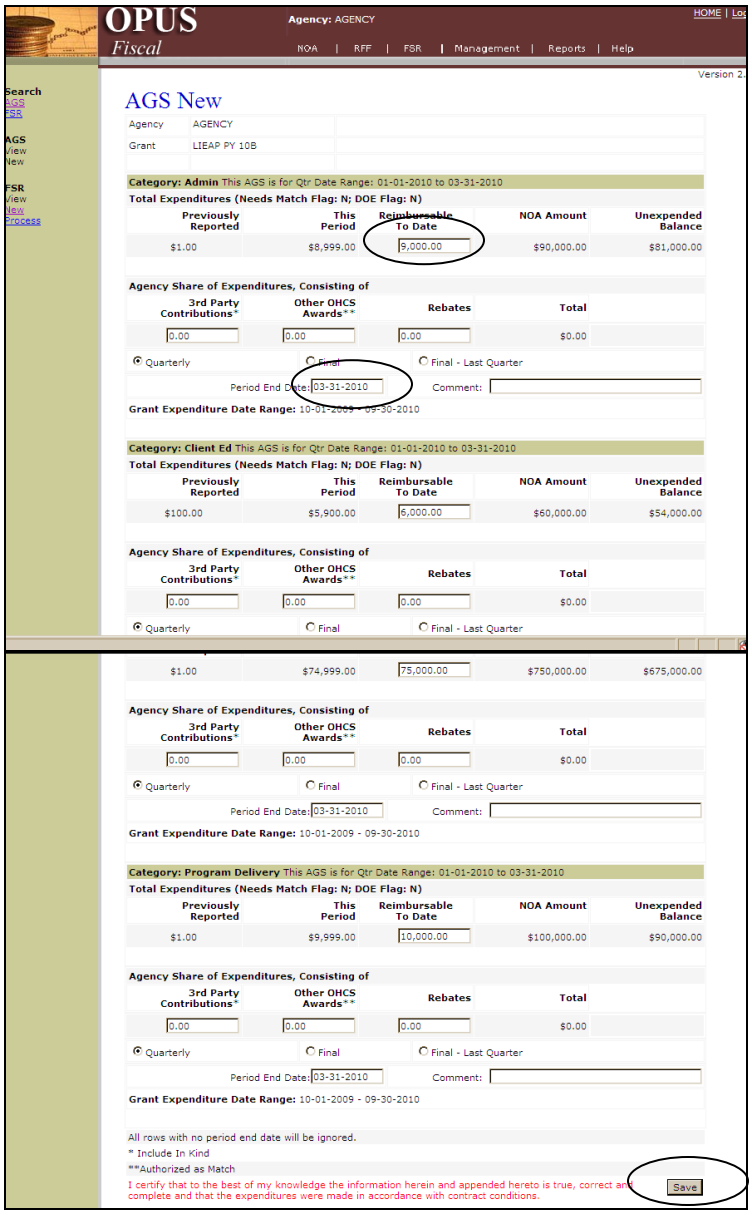

Figure 4-6: AGS New Results

8. For grants which *do not* require matching funds, each AGS category will include spaces for voluntary matching funds and rebates.

   For grants which *do* require matching funds, each AGS category will include spaces for the match amounts and sources for Federal, State and Local sources.

   A DOE WX AGS requires reporting a breakdown of Program expenditures into the categories of Liability Insurance, Health & Safety and Other. Since there is no Rebate field for DOE, rebates may be entered in the comment field.

9. Select an AGS type; Quarterly or Final *(Final-Last Quarter will be selected automatically if a quarterly AGS/FSR has already been submitted for the same quarter).*

10. Enter a comment, if desired. This field contains space for up to 40 characters and can be used as a means to enter the subgrantees accounting codes or message to OHCS, such as "Roll remaining balance to next grant year".
11. Once all categories are entered, click on the Save button.

    The AGSs are now in Prepared (Prep) status and will return to the AGS Search screen.

Financial Status Reports (FSRs)

The Financial Status Report (FSR) is the second stage in the process of reporting expenditures to OHCS and is completed by the FSR Certifier. The Certifier may be the same person as the Preparer, depending on the subgrantee's policy. If the same person prepares the AGS and certifies the FSR, the printed hard copy of the FSR must be signed by a certifying official designated by the requesting agency (not the preparer/certifier). If a different person certifies the FSR than prepared the AGS, that person or another certifying official must sign the hard copy FSR. All hard copies must be kept on file by the reporting agency. Any number of AGSs may be grouped together on one Financial Status Report, depending on the subgrantee's needs.

1. Move the cursor over **FSR** on the main menu, and click on **FSR** *(reference figure 4-7).* The Financial Status Report Search screen appears. This screen may also be accessed from other screens by clicking on **FSR** under the heading **Search** on the Left Navigation Bar.

Figure 4-7: FSR Screens

Search for existing FSRs

2. To open an existing FSR, type a grant code, enter the FSR number *(example: FSR13-00721)*, choose a selection from either the two drop-down status menu or enter a certified date range to narrow the search, and click on the **Search** button *(reference figure 4-8).* If searching for an FSR from a closed grant, click on Open Grants Only to remove the checkmark.

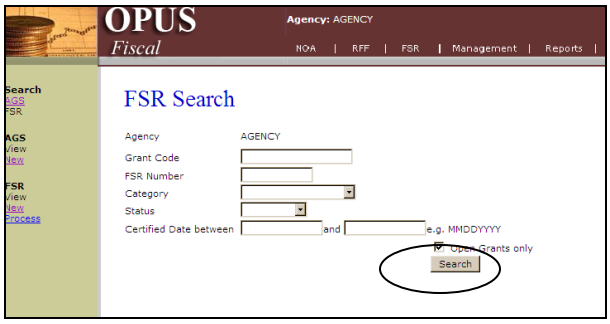

Figure 4-8: FSR Search

3. Select an existing FSR highlighted number to view *(reference figure 4-9)*.

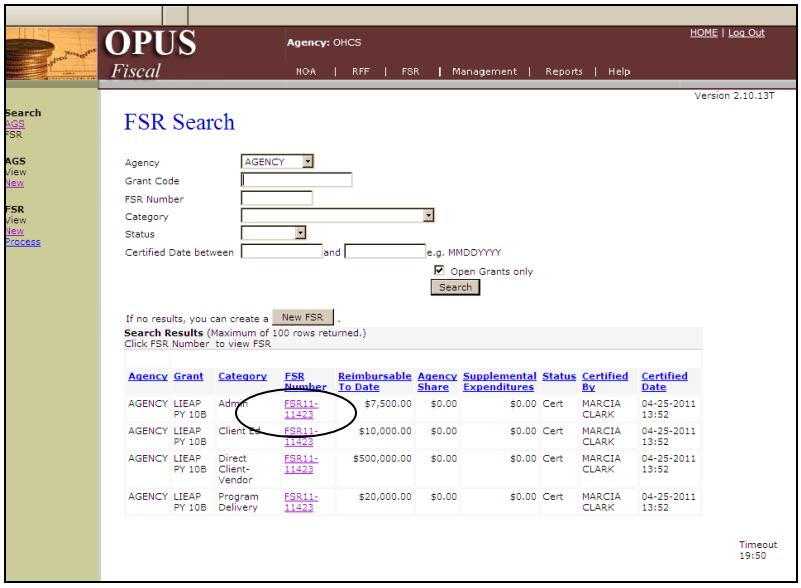

Figure 4-9: FSR Search Results

4. All AGSs contained within the FSR will display on the FSR View screen . To view individual AGSs, click on the highlighted category to view the Agency Grant Status View.

Create New FSRs

5. To create a new FSR, click on the FSR **New** on the Left Navigation Bar and click on a biennium from the drop-down menu *(reference figure 4-10)*.

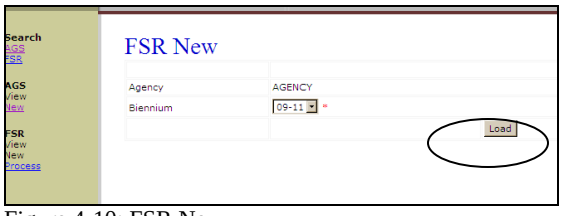

Figure 4-10: FSR New

6. All AGSs in Prep status will appear on the FSR New screen *(reference figure 4-11)*. Click on each AGS in the box provided to select which AGSs will be

included on the FSR being created. If all AGSs will be included on the FSR, click on the **Check All** button in the lower left corner.

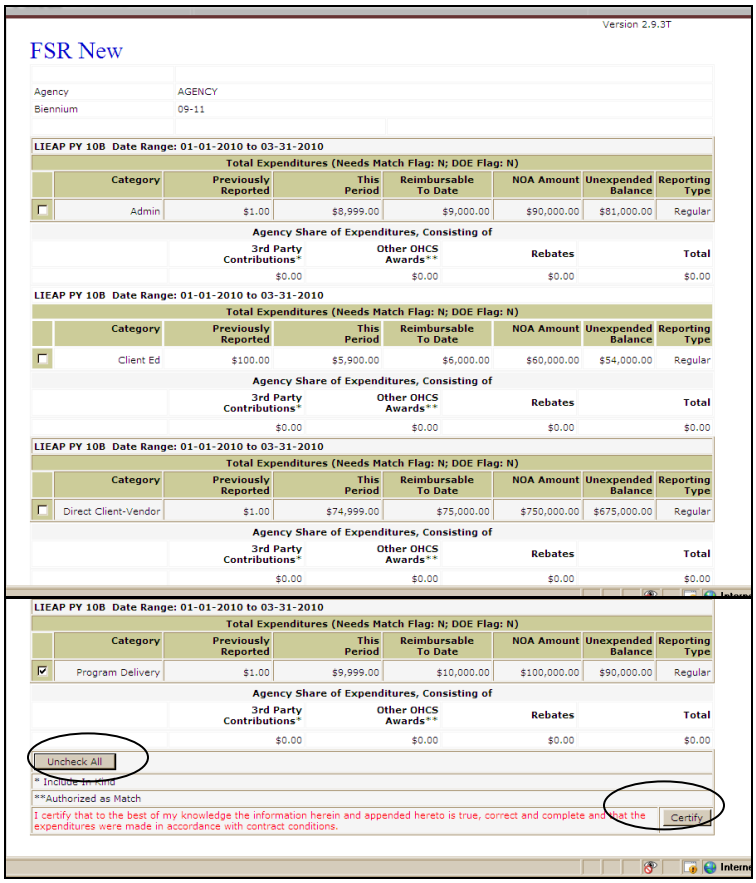

Figure 4-11: FSR New Results

7. Once the AGSs are selected, the **Certify** button will appear in the lower right corner. Click on the **Certify** button.
8. The FSR View screen will appear *(reference figure 4-12)*. Click on the **Print** button located in the lower right corner to open a printable copy of the FSR *(reference figure 4-13)*.

   Note: The FSR has now been submitted to Oregon Housing & Community Services. No changes can be made to the AGSs included in the FSR once it has been certified. If an error is discovered after certifying the FSR, contact OPUS Helpdesk at opushelp@hcs.state.or.us to void the AGS(s).

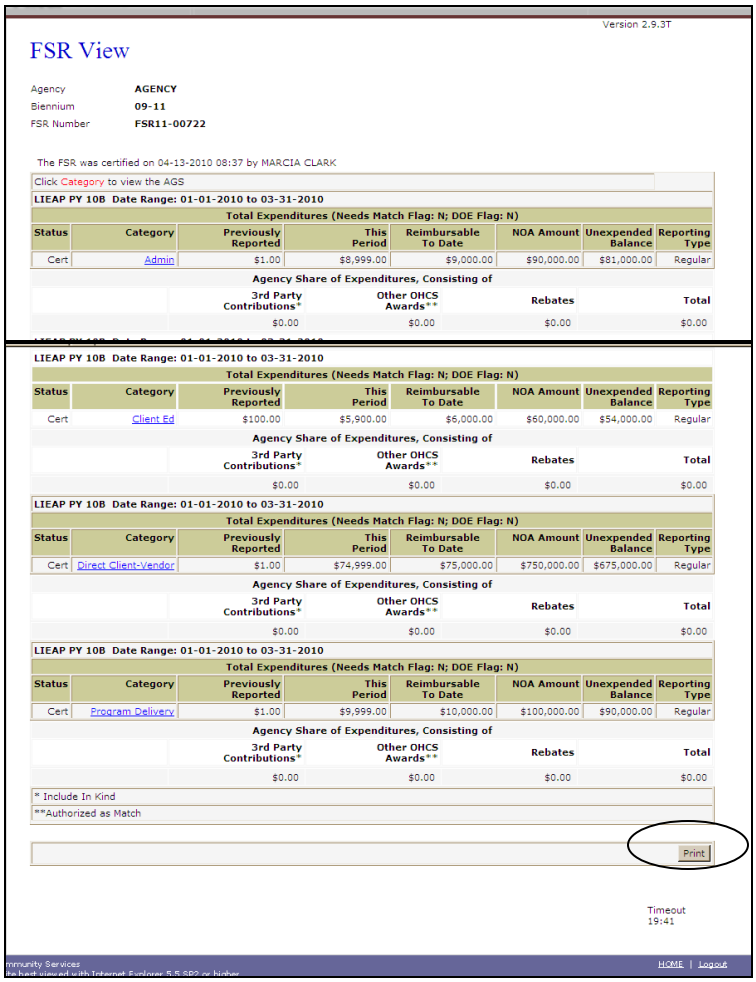

Figure 4-12: FSR View

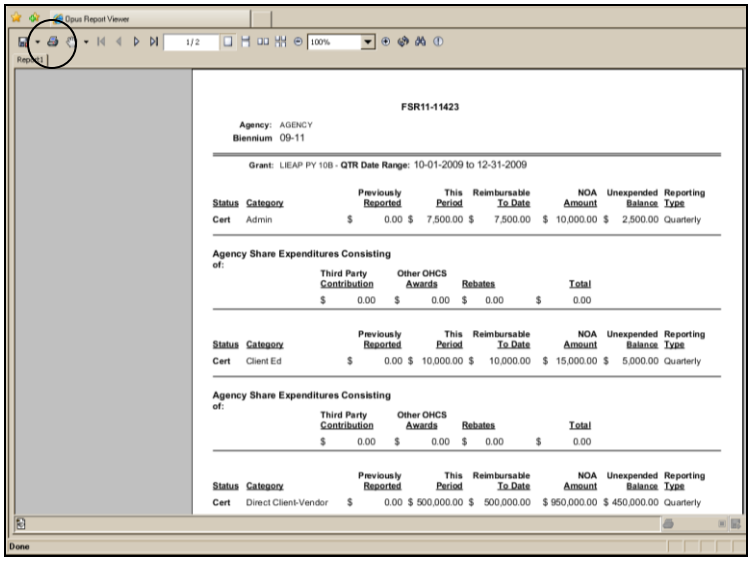

Figure 4-13: FSR Printout

9. Click on Print.
10. Obtain signature and date of official Certifier and keep hardcopy on file.

Section Five

Agency Management Functions

Agency 60

User 62

Go To 69

These screens will only be available to edit by OPUS users with Fiscal Management Roles and Actions.

Agency Screens

The 'Agency' screens allow information to be updated or to add new information for an agency such as address, phone, etc.

Agency Search

In the OPUS Fiscal module, there will only be one agency choice if the 'Search' button is clicked and the 'OHCS subgrantees only' box has a checkmark. If the subgrantee has subrecipients entered into the system in other OPUS modules, they will appear if the 'OHCS subgrantees only' box is unchecked.

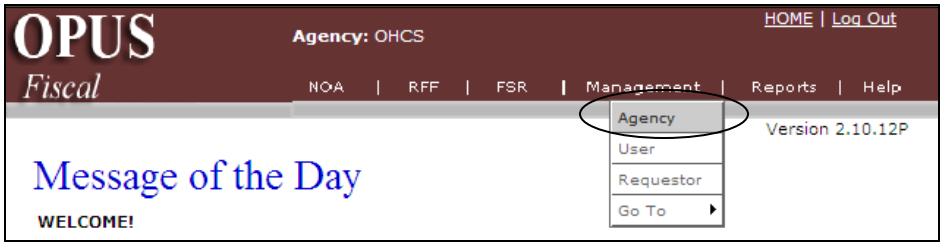

Figure 5-1: Agency Screen

1. On the 'Main Menu', scroll the mouse over 'Management'. The drop-down menu will appear. Click on 'Agency' *(reference figure 5-1). The 'Agency Search' screen will appear.*

Figure 5-2: Agency Search

2. Enter the required agency abbreviation (acronym). Click on the 'Search' button *(reference figure 5-2).*
3. When the desired agency is displayed, click on the highlighted agency name to open the 'Agency View' screen (*reference figure 5-2).*

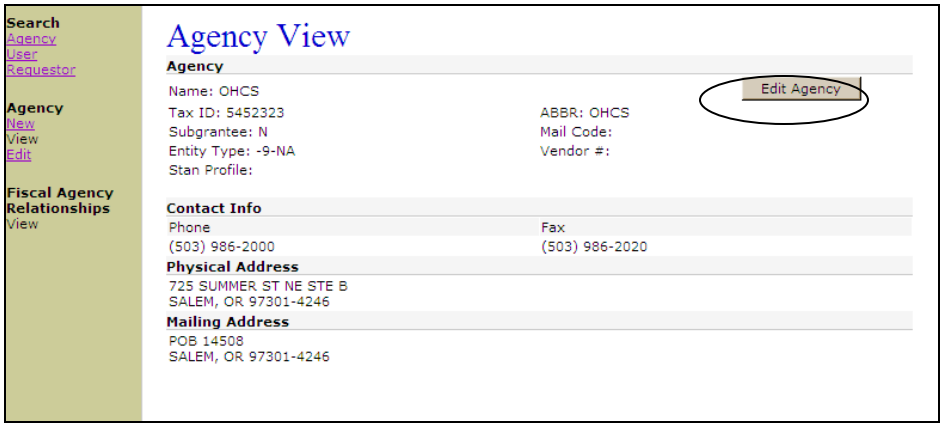

Figure 5-3: Agency View

Agency View

The 'Agency View' screen provides a view only screen with the agency information. To edit the information, click the 'Edit Agency' button on the right side of the screen or on the 'Left Nav Bar' *(reference figure 5-3).*

Agency Edit

The 'Agency Edit' screen provides editing capability to enter or update information *(reference figure 5-4).*

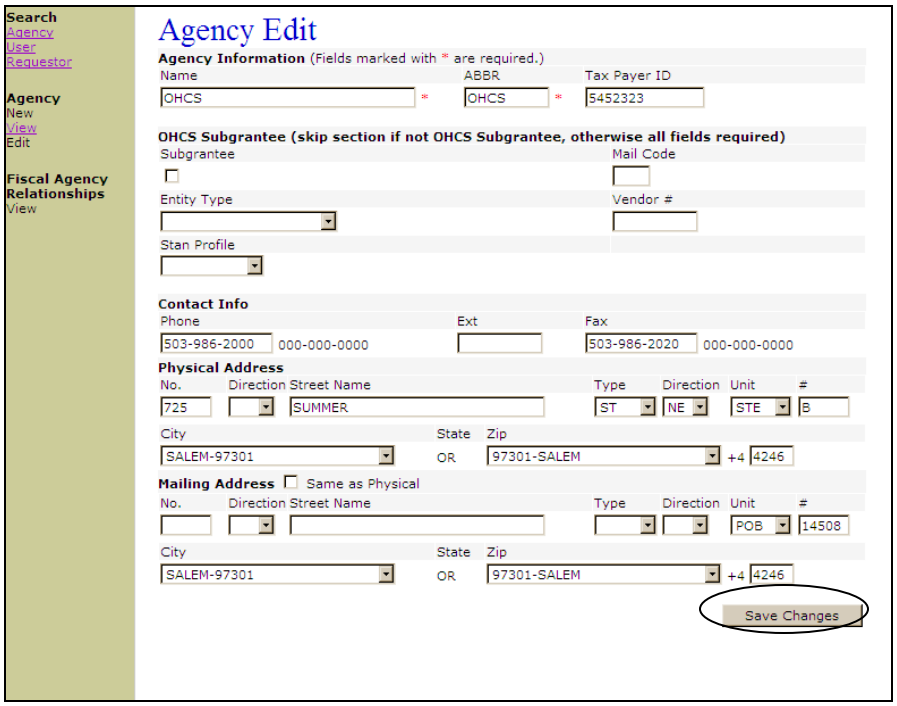

Figure 5-4: Agency Edit

1. Enter or change information in any of the following fields:

   Agency name
   Agency abbreviation
   Agency taxpayer ID
   Contact phone & fax numbers
   Physical address
   Mailing address
   Note: All fields marked with * are required fields.
2. Click on ‘Save Changes’ button.

Agency New-OHCS Use only

There will be no need to enter new agencies in the OPUS Fiscal module. Only OHCS staff will be able to enter a new agency.

User Screens

A fiscal manager sets up user accounts and roles (permissions) in the OPUS Fiscal Module for the agency staff. Staff roles and actions depend on what job functions are to be performed by the individual working in OPUS Fiscal. Some users will have minimum view only access. Some users will need additional roles to prepare Agency Grant Requests and Agency Grant Status reports or certify Requests for Funds and Financial Status Reports.

User Search

The ‘User Search’ screen allows a manager and/or another user to search for a person who is registered in OPUS *(reference figure 5-5).*

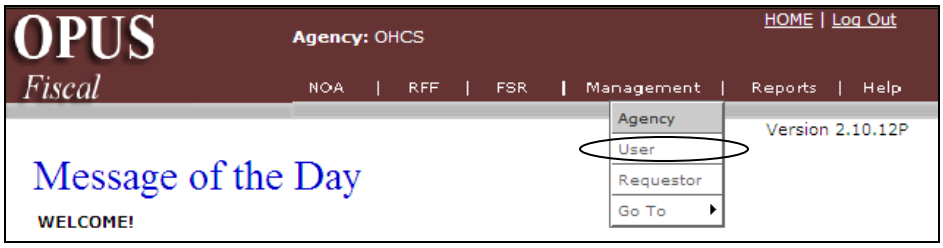

Figure 5-5: User Screen

1. Click on ‘User’ in the drop-down menu under ‘Management’.
2. Enter a users name or search by ‘Agency’. To search by ‘Agency’, open the drop-down menu and click on desired agency *(reference figure 5-6)*, then click the ‘Search’ button.

Figure 5-6: User Search

3. To display your agency, just click the 'Search' button. A list of staff members will appear in the 'Search Results'. In the 'Search Results', user names can be placed in alphabetical order by first name, last name or login name by clicking on the links *(reference figure 5-7).*

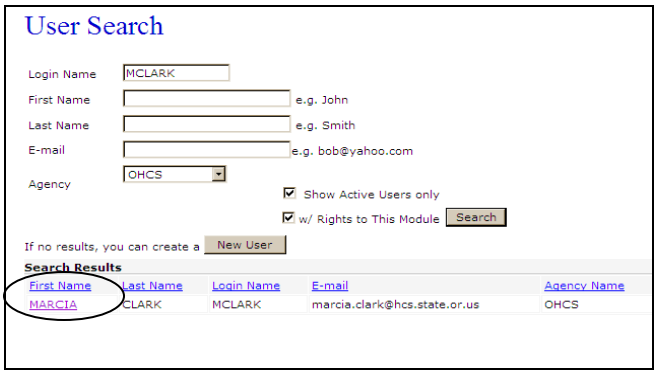

Figure 5-7: User Search Results

4. Click on a name to see 'User View' screen. The 'User View' screen allows a manager to view an individual user's roles *(reference figure 5-8).*

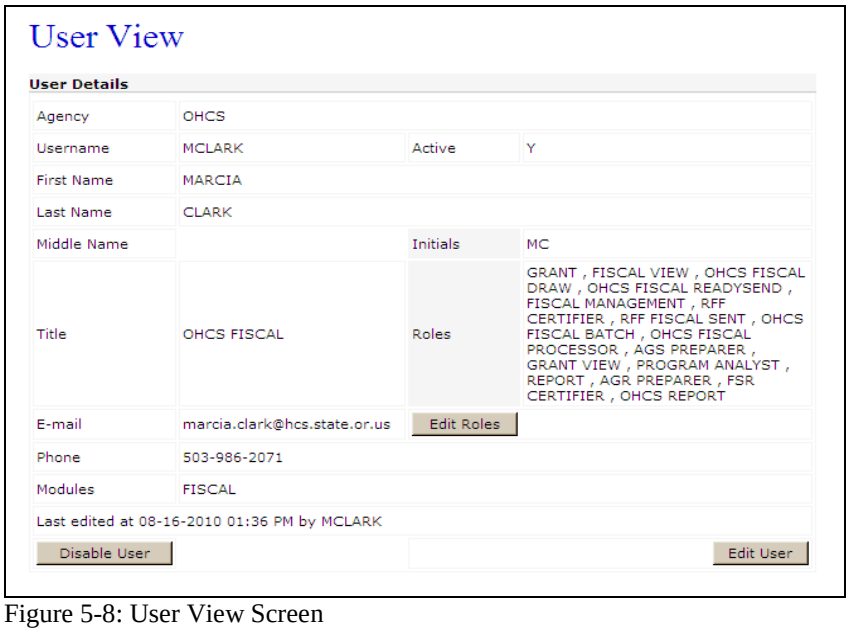

Figure 5-8: User View Screen

Possible Disabled User

If search results indicate no match, it is possible that the user might have been enrolled before, but has been disabled. If a user does not login to OPUS for a period of 90 days, the system will automatically disable the user.

1. If a specific user's name does not appear after a search, click the boxes "Show Active Users Only" and "w/Rights to This Module", removing the checkmark.
2. Click on 'Search' *(reference figure 5-9).*

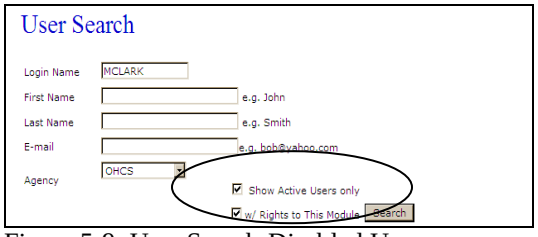

Figure 5-9: User Search-Disabled Users

3. If there are no matches found in the database, a manager can create a new user.

User New

The User-New Screen allows a manager to create a new user in the OPUS system.

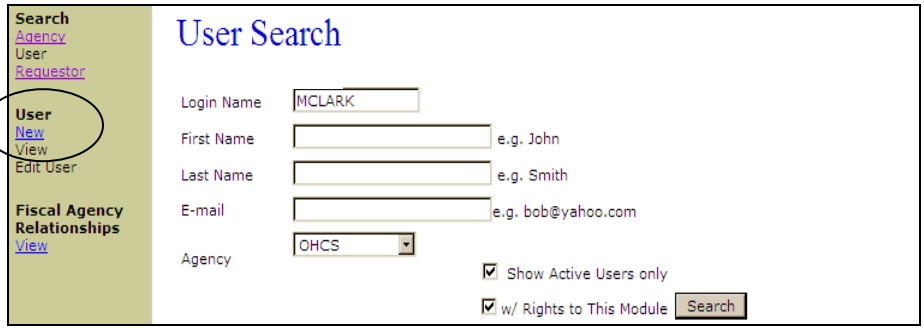

Figure 5-10: User Search Screen-User New

1. Enter the following information *(all fields marked * are required).*

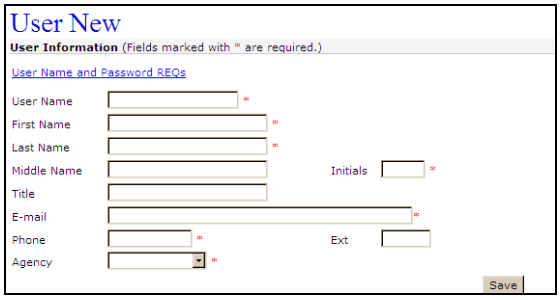

Figure 5-11: User New

Reference Figure 5-11

- User Name **Note:** Refer to the User Name and Password requirements link.
- First Name
- Last Name
- Middle Name or Initial (optional)
- Initials
- Title
- E-mail (optional-but OHCS communicates regularly via e-mail. OPUS Broadcasts are via e-mail along with announcements. Make sure the e-mail address is correct).
- Phone and Extension if applicable
- Agency

2. Click the 'Save' button. The 'User View' screen will appear.

User View

The 'User View' screen allows a manager to view or edit information on an individual user and to view 'Roles' (permission) level a user has been assigned *(reference figure 5-12).*

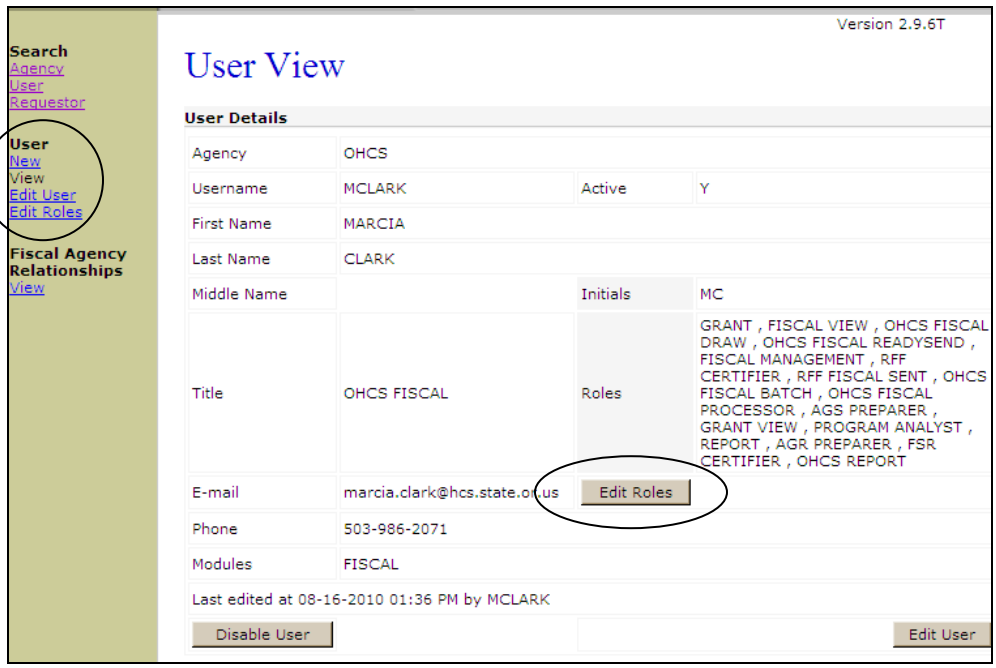

Figure 5-12: User View

User Role Edit

The 'User Role Edit' screen allows a manager to grant or adjust the roles and actions a user needs.

Note: There are two steps when issuing roles. The first step is establishing permissions for a user. For each role there is a default set of actions, which initially allows *all* the actions associated within the specific role.

1. On the 'User View' screen, click the 'Edit Roles' button or click on the 'Edit Roles' link in the Left Nav Bar *(reference figure 5-12).*
2. On the 'User Role Edit' screen, select the roles the user will have access to by clicking into the checkbox next to the desired role *(reference figure 5-13),* then click the 'Update' button to apply the roles. The 'User View' screen will reappear. The 'Roles' will now be listed in the 'User View' screen. This completes Step One.

   If the user needs all the default permissions associated with a given role, there is no need to do any further steps. There may be times when a user needs all default actions within a specific role. There may also be times when a user does not need access to some actions within a role and a manager may deny these.

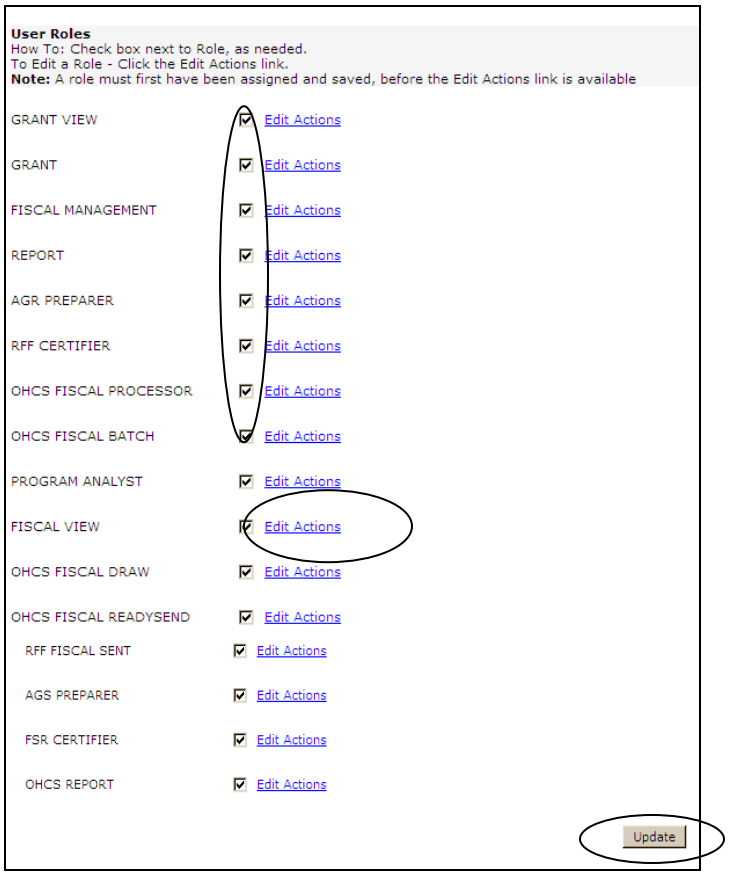

Figure 5-13: User Role Edit Screen

User Action Edit

1. Click on 'Edit Actions' *(reference figure 5-13).*
2. On the 'User Role Action Edit' screen, a manager can 'Allow' or 'Deny' permissions within any specific role. The permissions are decided by the OPUS Administrator and Manager(s) of the agencies. Once permissions have been assigned, click the 'Save' button *(reference Figure 5-14).*

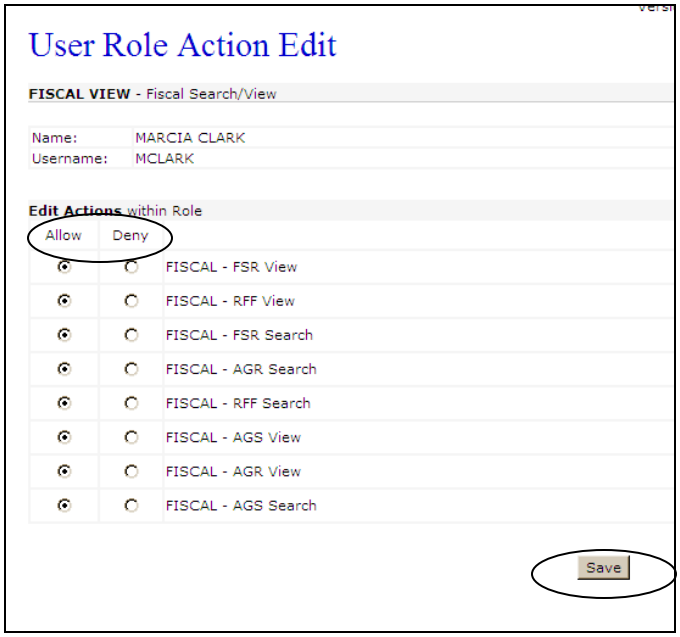

Figure 5-14: User Role Action Edit Screen

Delete User

When users are deleted, the user's name is basically cancelled. The user's name stays in the database in an inactive list and is never really deleted, but remains a part of the history.

To cancel a user account, a manager will click the 'Disable User' *(reference figure 5-15).*

Figure 5-15: Delete User Screen

Reset User Password

1. On the 'User View' screen, click the "Edit User' button or the 'Edit User' link in the Left Nav Bar *(reference figure 5-16).*

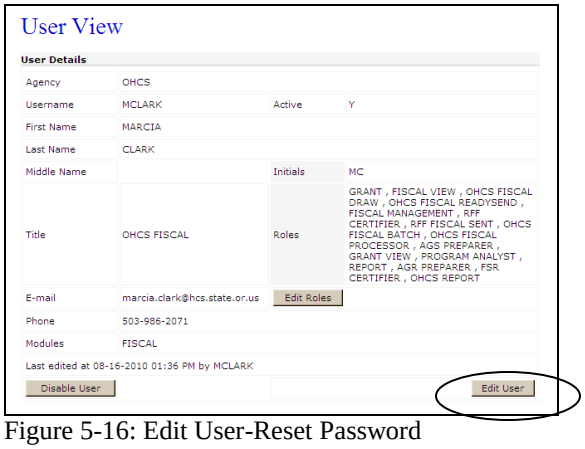

Figure 5-16: Edit User-Reset Password

2. On the 'User Edit' screen, check box "Reset Password". A manager would use this feature if a current user forgot the password or if an agency has a policy to reset passwords for routine reasons *(reference figure 5-17).*

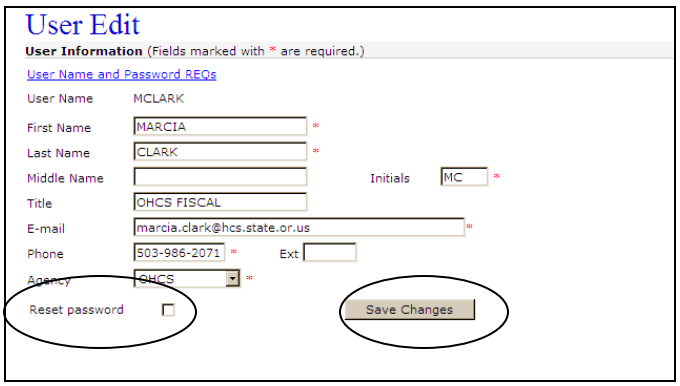

Figure 5-17: Reset Password

3. Click the 'Save Changes' button. After the password is reset, the user will receive an automatic e-mail from the system with a temporary password. The next time the user logs in, the temporary password should be used and the user will be prompted to change the password *(reference Section One-Basic Operations).*

Requestor

The 'Requestor' function is for OHCS only and is not available to agencies unless the agency has been given access to creating their own Notice of Allocation (NOA) when allocating funds to their subrecipients.

Go To

Once in the OPUS Fiscal Module, the user may go to any other module that the user has access to.

1. Scroll the mouse over 'Management' and highlight 'Go To' on the drop-down menu. A side menu will appear with the other available modules and 'Agency' *(reference figure 5-18)...*

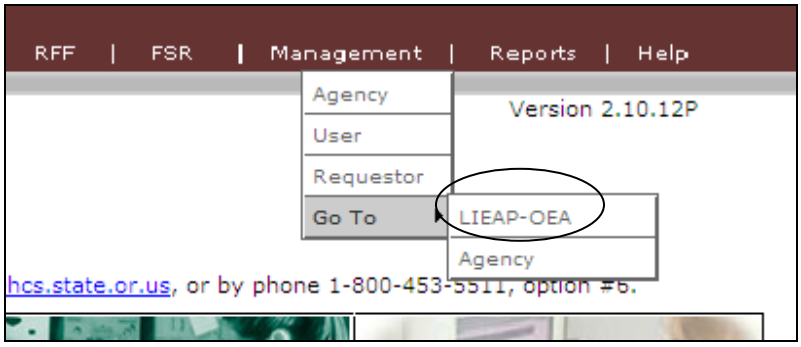

Figure 5-18: Go To Screen

2. Click on the highlighted module or agency (only if agency has sub-agencies), which will take the user to the desires module.