Oregon Housing & Community Services
OPUS Agency Grant Requests

Preparers

1. https://opusprod.hcs.state.or.us
2. Login to OPUS.
3. Enter user name and password and click on Login.
4. Select OPUS Module FISCAL and click on Submit. (skip this step if Fiscal is the only module available).
5. Run cursor over RFF.
6. Select AGR (Agency Grant Request) from drop-down menu.
7. Type grant code or select Prep, then Click on Search.
8. Click on New AGR to create a new request (select existing AGR to view or edit-editing is only allowed in PREP status).
9. Select grant from drop-down menu and click on Load.
10. Enter period ending date of request (either in top space to populate the entire AGR, or in each individual category).
11. Enter Expended to Date amount for each category (D).
12. Enter Projected Amount (advance), if needed (and allowed) for each category (E).
13. Click on Save.

Oregon Housing & Community Services
OPUS Requests for Funds

Certifying Official

1. https://opusprod.hcs.state.or.us
2. Login to OPUS.
3. Enter user name and password and click on <u>Login</u>.
4. Select OPUS Module <u>FISCAL</u> and click on <u>Submit</u>. (skip this step if Fiscal is the only module available).
5. Run cursor over <u>RFF</u>.
6. Select RFF (Request for Funds) from drop-down menu.
7. Click on <u>Search</u>.
8. Click on <u>New RFF</u> to create a new request (select existing RFF to view).
9. Select biennium from drop-down menu and click on <u>Load</u>.
10. Select individual AGRs to include in RFF, or click on <u>Check All</u>.
11. Click on <u>Certify</u>.

Oregon Housing & Community Services
OPUS Requests for Funds Search

All Fiscal Staff

1. https://opusprod.hcs.state.or.us
2. Login to OPUS.
3. Enter user name and password and click on Login.
4. Select OPUS Module FISCAL and click on Submit. (skip this step if Fiscal is the only module available).
5. Run cursor over RFF.
6. Select RFF (Request for Funds) from drop-down menu.
7. Enter grant code as it appears in NOA (or part of grant code ex: CSBG).
8. To narrow the search, enter the following:
   a. RFF #, if known
   b. Status from drop-down menu, if known
   c. Certified date range
9. Click on Search.
10. Click on RFF # to view entire RFF.
11. Click on category to view status of individual AGR lines.