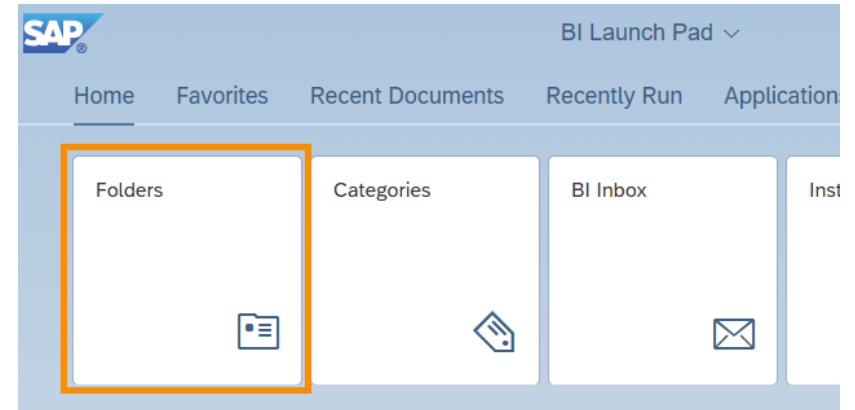# Run a Program Performance Report (PPR) in SAP BO

Where to find the report

- Click "Folders" at the top-left of the SAP BO home page. On the next page, click through the following folder path:
1. *Public Folders*
2. *pdxmetroarea_hmis_live_folder*
3. *Multnomah County*
4. *Homeless Services Department*

See 1-4 in the screenshot to the right for a visual of the folder path.

Cont'd

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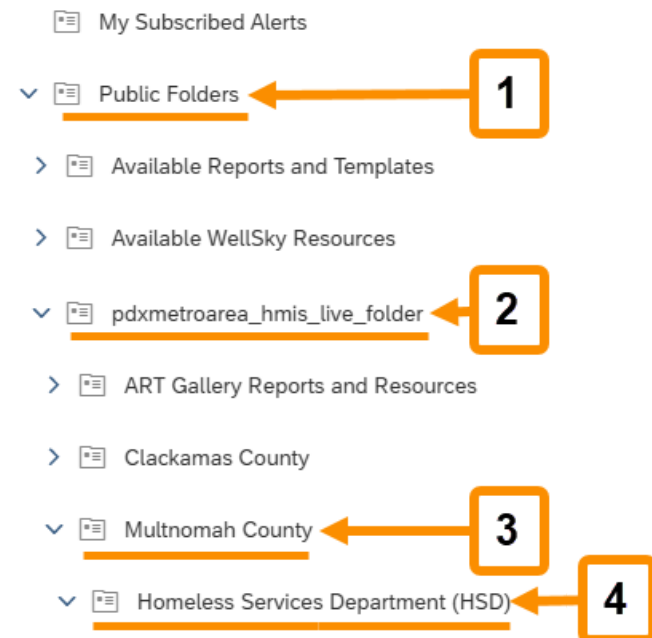
Pro tips:

- If you ran the PPR recently, you may be able to access it directly on your home page under the "Recent Documents" header.
- If you right-click on the report, you can click "Mark As Favorite". This will cause the report to appear permanently under the "Favorites" header on the home screen.

- As of this writing, version 2.5 is available. The version number may change over time. Be sure to use the version of the report called "Program Performance v#.#". Do not use the version of the report with "City SRV" in the name.

Cont'd

How to run the report

- Click the name of the report and wait for the report prompt screen to load.

The selected prompt is highlighted blue. In the screenshot below, the "HMIS Provider(s) (Optional)" prompt is selected.

- Use the Search bar (#10 in the graphic to the right) to search for values to add to the prompt. Use the checkbox in the top-left (#9) to see selected values. Values can be removed if necessary.

The prompts are as follows:

1. *HMIS Provider(s) (Optional)* - Use this prompt to select one or more individual HMIS providers. Leave this prompt empty if using only Reporting Group(s).

2. *Reporting Group(s) (Optional)* - Use this prompt to select one or more reporting groups. Leave this prompt empty if using only HMIS provider(s).

3. *EDA Provider* - Skip this prompt if running a report for programs in your own agency.

   a. If running a report for another agency to which you have access and want to see the data as they see it, select the parent provider for that agency in this prompt.

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4. *Enter effective date* - Select the same date as the 'End Date (Plus One Day)' prompt. This prompt is an "as of" date for assessment data. For example, if you select 07/01/25, you are telling the report to return the assessment data available on that day.

5. *Fiscal Year Start Date* - Select the first day of the fiscal year.
    a. For non-HSD reporting, you can select any date you want in this prompt.

6. *Quarter Start Date* - Select the first day of the *most recently completed* quarter.
    a. For non-HSD reporting, you can select any date you want in this prompt, as long as it's on or after the Fiscal Year Start Date.

7. *End Date (PLUS ONE DAY)* - Select the day *after* the last day of the most recently completed quarter. For example, if the last day of the most recently completed quarter is 06/30/26, select 07/01/26 in this prompt.
    a. For non-HSD reporting, you can select any date you want in this prompt, as long as it's on or after the Quarter Start Date.

● Once all prompts are completed, click the "Run" button in the bottom-right corner (#11 in the graphic above). It may take a few minutes to refresh. Don't leave this page while the report is loading.

Report Contents

Once the report loads, results will appear on your screen. Presented in the graphic below, some commonly used buttons are:

1. *Export* - Click this to download all or some of the tabs of the report (#s 3-7 in this graphic).
    The HSD data team always recommends downloading the Additional Info tab.

2. *Refresh Query* - Click this to update one or more prompts and refresh the report.

3. *All Programs* - This tab provides summary information about clients served, exit destinations, and demographics. Includes all prompted providers.

4. *Permanent Housing Only* - This tab contains placement information. Only permanent housing providers appear in this tab. This includes the following project types: Permanent supportive housing, Rapid rehousing, Housing with services, Housing only. The following project types are excluded from this tab: Emergency shelter, Transitional housing, Homelessness prevention, Street outreach, Safe haven, Services Only, Other

5. *Shelter Only* - This tab contains various metrics related to emergency shelter. All other project types are excluded.

6. *Detail* - This tab contains record-level detail on all people included in the report. **This tab must be removed prior to sending this report to any external entity, including HSD contract managers for contractual reporting.**

7. *Additional Information* - This tab contains a summary of the report prompts, report run details such as when it was run and by whom, as well as a revision history of the report structure, function and content.

- End -