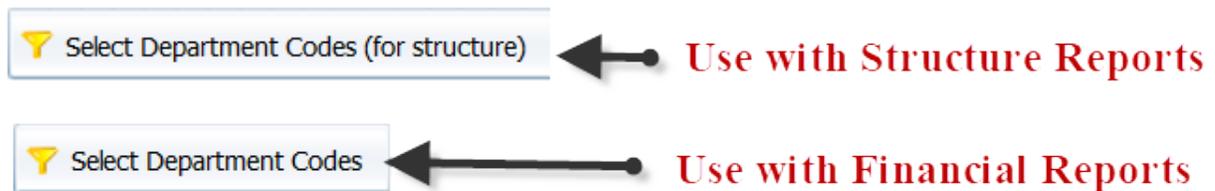


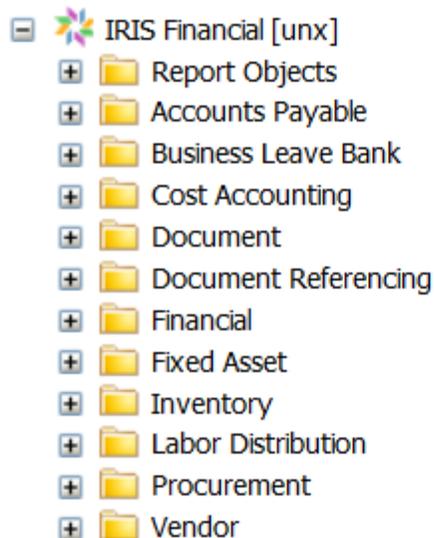
Top 10 ALDER Mistakes

An optimized ALDER financial report should return results in less than 5 minutes. In general, a report that runs longer than 5 minutes should be reviewed to improve its efficiency¹.

- 1. Report lacks a query filter for department:** The data warehouse has been “partitioned” based on department, this greatly improves the efficiency of reporting. If a report is built without this query filter, the system must review documents from all departments looking for specific posting line information.
- 2. Query filter for department is structure related:** The Select Department Codes (for Structure) filter in the /financial/department folder effectively retrieves all rows and removes those that are not for the selected department. Conversely, the Select Department Codes in the /financial folder retrieves only the rows for the selected department.



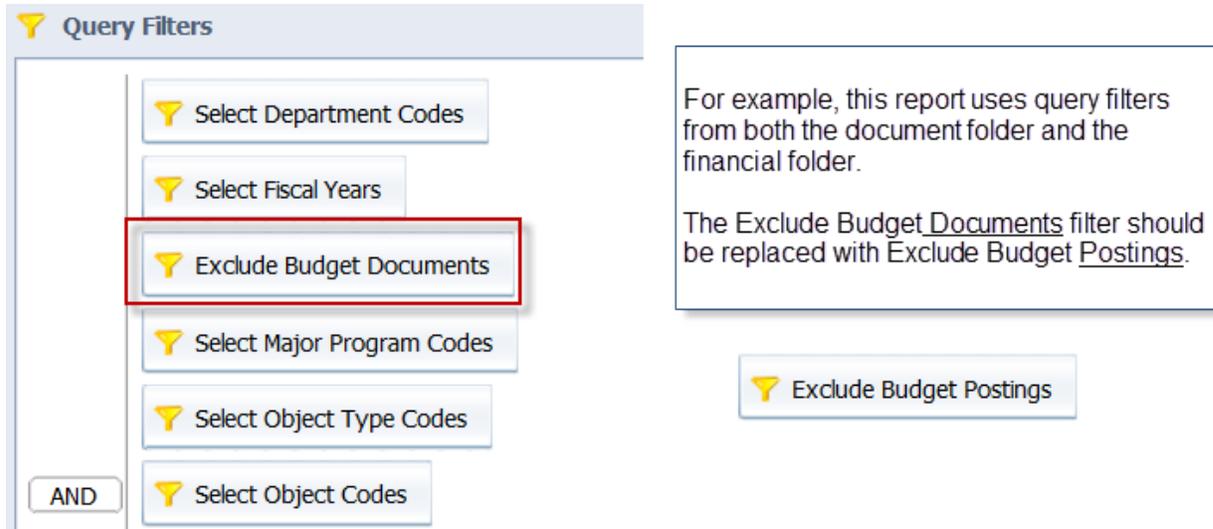
3. Query filters are a mixture of document filters and financial filters



Avoid using query filters from multiple root folders.

¹ There are exceptions.

Top 10 ALDER Mistakes



Query Filters

- Select Department Codes
- Select Fiscal Years
- Exclude Budget Documents**
- Select Major Program Codes
- Select Object Type Codes
- Select Object Codes

AND

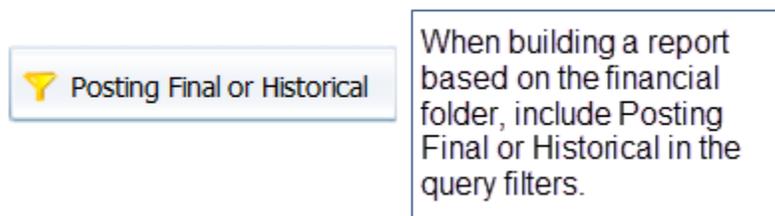
Exclude Budget Postings

For example, this report uses query filters from both the document folder and the financial folder.

The Exclude Budget Documents filter should be replaced with Exclude Budget Postings.

4. Posting line reports do not include the query filter **Posting Final or Historical**

In IRIS, when a subsequent version of a document is created, IRIS does not create a full set of new posting lines for the new document. Instead, IRIS creates delta posting lines for the change. In other words, the difference between the prior version and the new version is the amount on the posting line. In order to capture the correct posting total of all versions of a document, Posting Final or Historical is required.



Posting Final or Historical

When building a report based on the financial folder, include Posting Final or Historical in the query filters.

5. Document reports do not include the query filter **Document Most Recent Final Phase**

Documents Most Recent Final Phase functions exactly like Posting Final or Historical, the difference between the two is when they should be used and how the information is retrieved.

Top 10 ALDER Mistakes

🔍 Documents Most Recent Final Phase

When building a report based on the document folder, include Documents Most Recent Final Phase in the query filters.

AND

🔍 Posting Final or Historical

🔍 Documents Most Recent Final Phase

If the report contains **result objects** (AKA, dimensions) from both the document folder and the financial folder, add both Posting Final or Historical and Documents Most Recent Final Phase to the query filters, using an AND operator.

6. Structure query filters are being used on a financial report

Query filters that indicate “with FY” are intended for structure reports.



7. Dimensions are used from the document/vendor folder and the financial

folder: When dimensions are used from multiple folders, the system must return information from both folders, essentially doubling the report run time.

Whenever possible, stay in one root folder for result objects. In the financial folder, choose dimensions from the /posting folder whenever possible.

Top 10 ALDER Mistakes

For example, this report has result objects (dimensions) from the vendor folder, the document folder, and the financial folder.

All of the vendor folder and document folder elements used have an equivalent in the financial folder, specifically in the financial/posting folder.

8. Report does not include any account type query filters

While this reports result objects includes only expenditure and revenue measures, the report does not include an account type query filters.

These query filters should be added, using an OR operator.

OR

- Revenue Postings
- Expenditure Postings

9. The business context used is incorrect

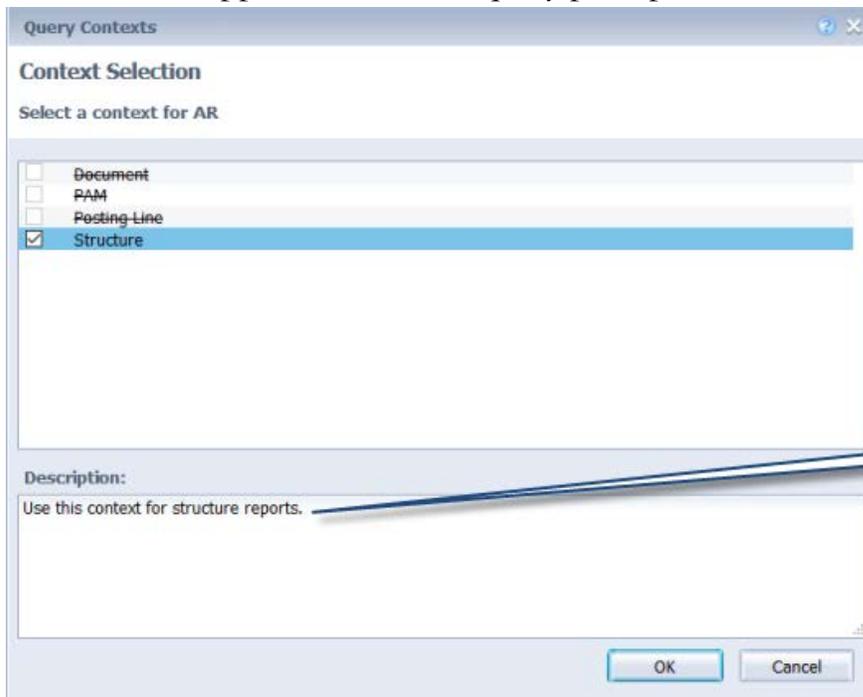
Top 10 ALDER Mistakes

In ALDER 2.0, the elements used for structure reports and financial reports are the same. The difference is that when the report is built specifically for structure it should run much faster AND the system will confirm the context selection.

Context can be thought of as a unique path between two points. In the majority of the ALDER reports these two points are the document header and the posting line catalog. Contexts determine the route that will be taken between two points and enforces the object compatibility, which ensures that measures will return the correct amounts or counts when used on the reports.

Any report that uses a measure will automatically determine the appropriate context to be used and does not need to prompt the user to select a context.

When a report does not have a measure and there exists more than one way to retrieve the data for the report, ALDER prompts the user to select a context. When building a structure report, **if the context selection box does not appear, the report is not built properly to be a structure only report.** The context selection box appears before the query prompts box.

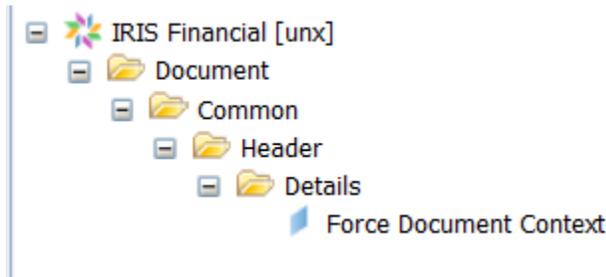


A description is available for every context selection.

Top 10 ALDER Mistakes

The same is true for scheduled reports which will prompt for the context when the report is scheduled, and the query parameters are selected. When new capabilities are added to ALDER that include new contexts, it will prompt the user to select the context again.

When a scheduled report is run, there is no user to respond to the context selection and the report fails. To avoid the need for ALDER to prompt for the context, use the dimension Force Document Context.



When the **Force Document Context** dimension is in the query results, the report will automatically select the document context and will not prompt for the context. This avoids the need not only to select the context but avoids scheduled reports needing to be updated when a next context is added to ALDER.

Top 10 ALDER Mistakes

10. Scheduled report does not include the IRIS Financial Update Complete event

It is critical that reports scheduled to run on a regular basis (daily, weekly, monthly, ect.) include the event “IRIS Financial Update Complete.” Without this event there is a risk of inaccurate results, slowing the entire system response time or interfering with the nightly transfer of data between IRIS and ALDER.

When scheduling an ALDER report,
1. Select the "Events" folder
2. Search for "IRIS" in the Find Title field
3. Move the "IRIS Financial Update Complete" field from available events to events to wait for.

For reports scheduled to run **the same day** the event type is not necessary. These are reports scheduled for a specific time or an occurrence of “now”.