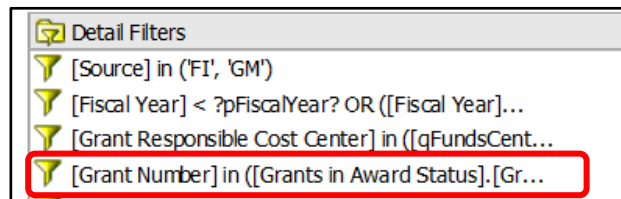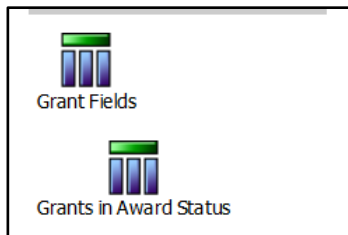Below are some of the best practices to use when authoring reports in Cognos. Following these practices can aid in keeping the reports easy to use and running efficiently. Please check with the BICC on specific data best practices.

1. ***Only add the fields actually needed on the report when adding data items to the queries.*** This is especially true if including extra fields from another dimension for subject area. If an item is needed as a filter, it can be brought into the filter area, via the Source, without adding it to the data items pane.

2. ***Save early, save often!*** During query and report builds, save after every test run that completes as expected. This will help in determining where an error may have occurred and makes troubleshooting less time consuming.

3. ***Utilize a single list view or crosstab for each report page.*** Adding additional objects, like another list or crosstab, will execute the query again, even if it's using the same query. This can cause major performance problems with large sets of data.

4. ***Keep the calculations in queries as simple and efficient as possible.***

5. ***Review aggregations and rollup settings on data items in each query.*** Make sure the settings are correct for the data item. If the data item should not be aggregated, like age, set both options to None. Aggregations need reviewed for each item in the initial query where they are introduced. This insures the item maintains the setting through multi-query use. Be sure to verify the output is correct after each join.

6. ***Avoid referencing query results as a filter in another query.*** The filter highlighted below is being used to reference, or join, the queries **Grants in Award Status** and **Grant Fields** on the **Grant Number** data item. This is another way to join, but can cause serious response problems when running the report. Cognos is designed to handle the join features efficiently and will provide faster results.

Instead, create an equal join between the two queries on Grant Number.