

Query	Check to ensure that the new technical name for the query doesn't already exist.	
	Copy Query using Save As in Query Designer to new technical name in Row XXX of query SRS spreadsheet on infoprovider specified in Row YYY	
	Open query in query designer and execute to validate copy	
	Turn on Technical Names in Query Designer – do all work with 'Technical Names' on.	
	Create a bookmark with the original query in the DEV and QA environment with all variables filled in and execute – download results.	
Query Properties	Suppress zeros – if required – suppress for rows only if possible – test performance of zero suppression.	
	Enable every query for OLAP under Query Properties – Extended Tab except for the ALDS Sensitive/Detail queries.	
Variables	Do not create any new or modify any existing variables without documented approval. Variables will be created by the Query Lead and documented and approved in the query SRS.	
	Make changes as specified on query specification. Ensure that the resulting query is consistent with the spec in terms of the type of variable (selection options, optional/required, etc.)	
	Ensure the order of the variables (Using Sequence of Entry Variables under Query Properties in Query Designer) is the same as the existing production query by compare to that found in BW2 and is consistent with the new functional specification.	
Default Layout	Follow functional specifications with regards to the 'Rows' specified for the default layout. Ensure that the appropriate technical name of the element is used – many elements have the same description – be diligent. Also for any changes ensure the appropriate key/text and result rows options are selected as specified on the specification.	
	Verify that the only changes made to the query are those specified in the specification by comparing to the production version of the query in BW2.	
Hierarchies	Ensure that the resulting query is consistent with the specifications with regards to hierarchies – for example if there is a restriction on a hierarchy, that doesn't necessarily mean that the query should display the results as a hierarchy. If there are questions ask.	

Key Figures	Any restricted or calculated key figures that do not already exist should be created by the query lead as global objects and documented/approved in the query SRS.	
	There should be no hidden key figures on queries that are not used for calculations required by the query specification.	
	When introducing virtual key figures (or characteristics) check query for performance after introduction of these elements.	
Restrictions	Incorporate any restrictions specified in the query that are not to be in the default layout, or drilldowns into the filter section. Specifically characteristics that are pulled in as compounded to another characteristic and can only have one value (ex. FM Area = NASA, Controlling Area = NASA, etc.) should be added to the filter section so that they don't clutter the navigation block.	

