Release Notes

Axiom Capital Tracking

Version 2019.3.2

KaufmanHall

AXIOM

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Contents

Summary

Kaufman Hall is pleased to announce the 2019.3.2 release of Axiom Capital Tracking. Each product release provides new features, enhancements, and configuration options to meet your needs. Many of these features and enhancements are a direct result of your feedback and suggestions.

Summary of the upgrade process:

1. **Review product release notes** – Review this document to familiarize yourself with the new features and functionality.
2. **Schedule an installation date** – Contact support@kaufmanhall.com or your implementation consultant, and they will confirm an installation period with you.
3. **Complete manual updates** – After installing the upgrade, if needed, review any manual setup steps needed to enable features for this version.

Support

As always, we appreciate your support of Kaufman Hall and look forward to continuing to meet your financial management needs. If you have any questions about your upgrade, contact Kaufman Hall Software Support at 1-888-543-6833 or support@kaufmanhall.com.

Training

Kaufman Hall offers multiple training options for our customers. These courses are part of your maintenance agreement and are free of charge. We strongly urge you to take advantage of all training options, including:

- Self-help videos
- Recorded webinars
- Virtual training courses

For a complete listing of our courses, please visit www.kaufmanhall.com.

Product upgrade notes

IMPORTANT: You must apply the Axiom Software 2019.3 upgrade before applying any 2019.3 Axiom product upgrades. Axiom Software upgrades are backwards compatible so you can upgrade different products at different times, but you must upgrade to the Axiom Software 2019.3 *before* the first product upgrade. Refer to the **Axiom Software 2019.3 Release Notes** and **Axiom Healthcare Suite 2019.3 Release Notes** for considerations before upgrading.

When upgrading to the 2019.3.2 version of Axiom Capital Tracking, keep in mind the following:

- This product upgrade contains updated templates, calculation methods, driver files, and remediated defects.
- KHA delivered reports may be replaced. Any report that you saved under a different name or created new will remain untouched. Replaced reports are available in Document History, if needed.
- Any KHA delivered report that was moved to a new location will automatically move back to its original location.
- KHA product templates and calculation method libraries will be replaced.
- Product task panes will be replaced.
- Process definitions will not be replaced.
- Security roles and sub-systems will be reset to their configured settings. All user security exceptions you may have made will remain intact.
- Specific items configured as part your organization's implementation such as imports, exports, driver files, and process management files, will remain as is. Any required modifications to these areas are covered in the release notes, if required.

New features summary

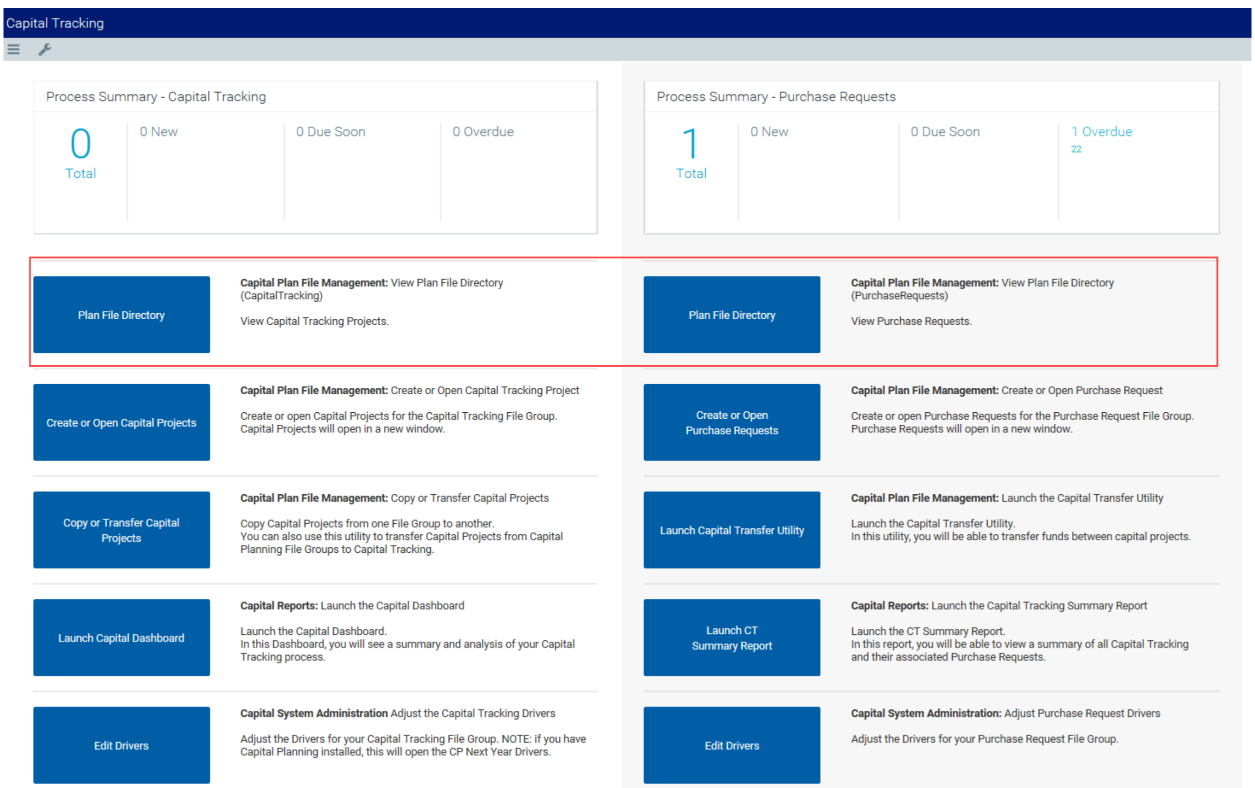
This section includes a description for each new feature included in this release of Axiom Capital Tracking.

NOTE: The Excel system is sometimes referred to as Legacy system.

Web system only

Access Capital Tracking and purchase request plan files from the home page

You can now access a list of all the Capital Tracking and purchase request plan files directly from the home page.



When you click the Plan File Directory button on the Capital Tracking side of the home page, the Capital Tracking - Projects page displays, which lists all the current project files and their details. From this screen, you can also add a new capital project and search for existing projects. To open a project file, simply click any of the links in the CAPREQ, ProjectID, or Description columns.

Capital Tracking-Projects

+ Add a New Capital Project

CAPREQ ↑	ProjectID	Description	Entity	Description	Dept	Description	Original Budget	Total Requested	Start Year
2	CT_Pending_2	Other Central Sterile	1	KH Health System	10000	EHS Balance Sheet	$4,450,000.00	$4,756,600.00	2020
3	CT_Pending	Discretionary	2	KH Medical Center	99	Test Dept	$0.00	$0.00	2020
4	CT_Pending	Amalgamator,threshold - additional sheet test	1	KH Health System	10000	EHS Balance Sheet	$0.00	$0.00	2020
5	CP_Pending_438	Amalgamator,threshold - additional sheet test	1	KH Health System	10000	EHS Balance Sheet	$900,000.00	$0.00	2020
6	Pending	Hemodialysis Unit	1	KH Health System	15000	EHS Deductions from Revenue	$0.00	$0.00	2020
7	CT_Pending	Contingency	1	KH Health System	10000	EHS Balance Sheet	$0.00	$5,580.00	2020
8	Pending	Discretionary	0	Unassigned/Not Applicable	5		$0.00	$0.00	2020
9	Pending	Radiation Survey Meter	2	KH Medical Center	99	Test Dept	$0.00	$0.00	2020
10	CP_Pending_462	Ultrasound Surgery Unit,Replacement Equipment	1	KH Health System	18980	EHS Bldg-South	$0.00	$0.00	2020
11	CP_Pending_438	Amalgamator,threshold - additional sheet test	1	KH Health System	10000	EHS Balance Sheet	$900,000.00	$0.00	2020
12	CP_Pending_437	Amalgamator,threshold - no additional sheet	1	KH Health System	10000	EHS Balance Sheet	$900,000.00	$1,301,212.00	2020
13	CP_Pending_483	Ultrasonic Cleaning System,test	2	KH Medical Center	99	Test Dept	$600,000.00	$0.00	2020

The Capital Tracking - Purchase Requests page lists all the purchase requests and their details. You can also add a new purchase request and search for an existing request. To open a request, click any of the links in the POTRANS, PR ID, or Description columns.

Capital Tracking-Purchase Requests

+ Add New Purchase Request

POTRANS ↑	PR ID	Description	Request Notes	Creator	Status	Status Comments	PO	CAPREQ
2	PR.CP_Pending_438.001			JLandes	Pending	0		5
3	PR.CP_Pending_438.002			CCowgur	Pending	0		5
4	PR.CP_Pending_438.003			CCowgur	Pending	0		5
5	PR.CP_Pending_438.004			Eklein	Pending	0		5

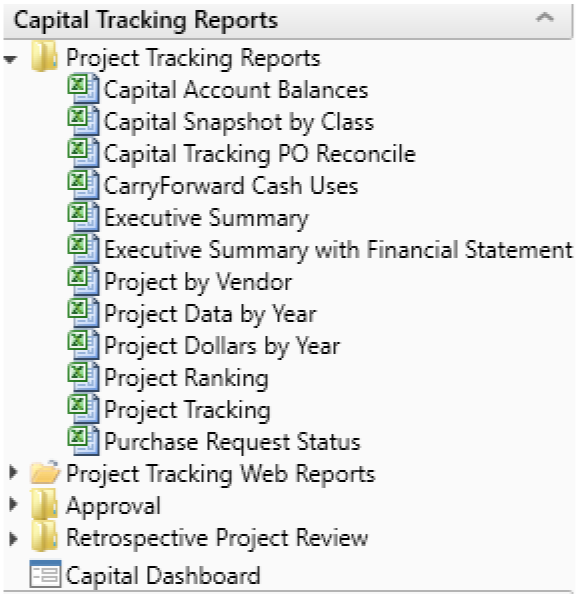
For more information, see "Viewing plan files" in the online help.

Excel (Legacy) system reports added to Web system

The following reports currently exist in Axiom Capital Tracking as web-enabled reports. In this release, we have now included the Excel versions of these reports:

- Capital Account Balances
- Capital Snapshot by Class
- Capital Tracking PO Reconcile
- CarryForward Cash Uses
- Executive Summary
- Project by Vendor
- Project Data by Year
- Project Dollars by Year
- Project Tracking
- Purchase Request Status

To access these reports, in the Capital Tracking Reports section of the Cap Track or Cap Track Admin task pane, click **Capital Tracking Reports**.

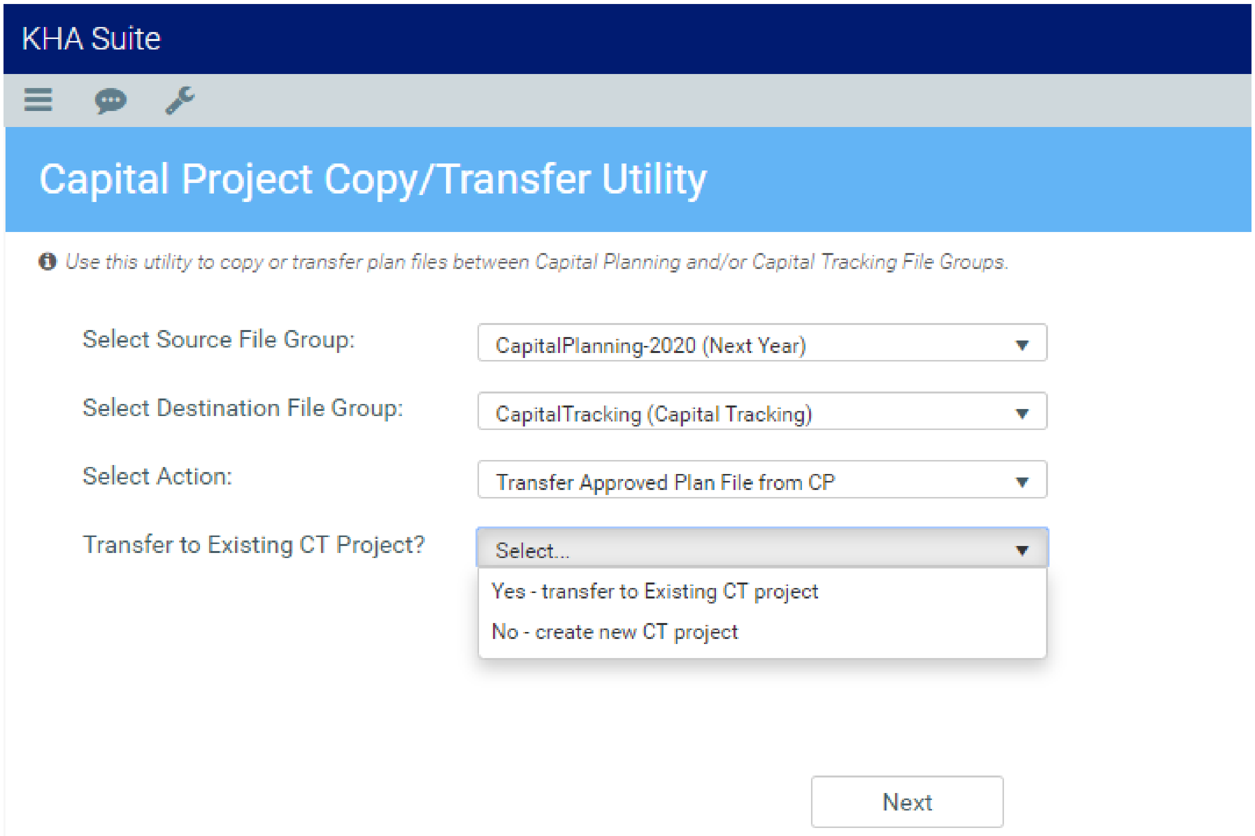


For more information, see "Reports included in Axiom Capital Tracking" in the online help.

Transfer data from multiple Capital Planning plan files to a single Capital Tracking project

In the Copy or Transfer Capital Projects utility, you can now transfer the data from multiple, approved Pro Forma (Threshold) Axiom Capital Planning projects to an existing Axiom Capital Tracking project.

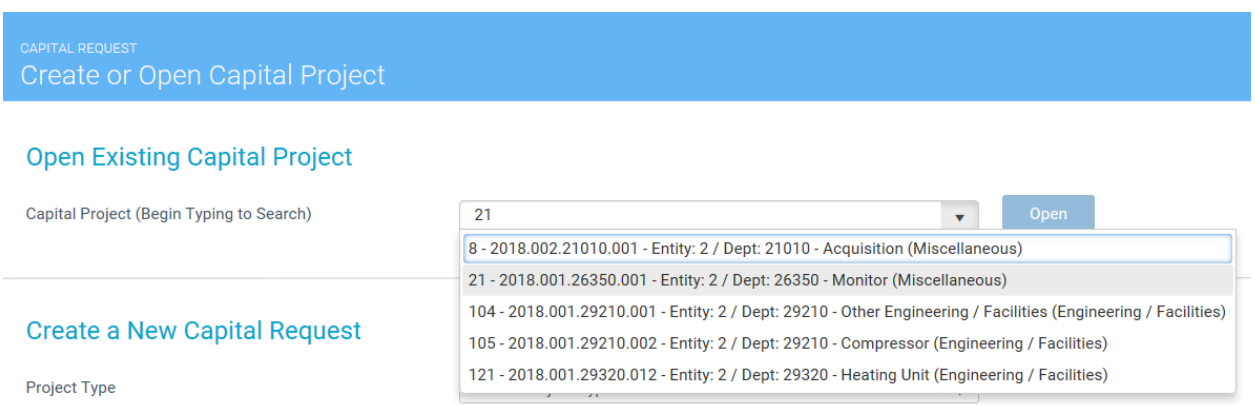
> **NOTE:** Axiom Capital Planning projects transferred to an existing Capital Tracking plan file are added as a sheet.



For instructions, see "Copying or transferring capital projects" in the online help.

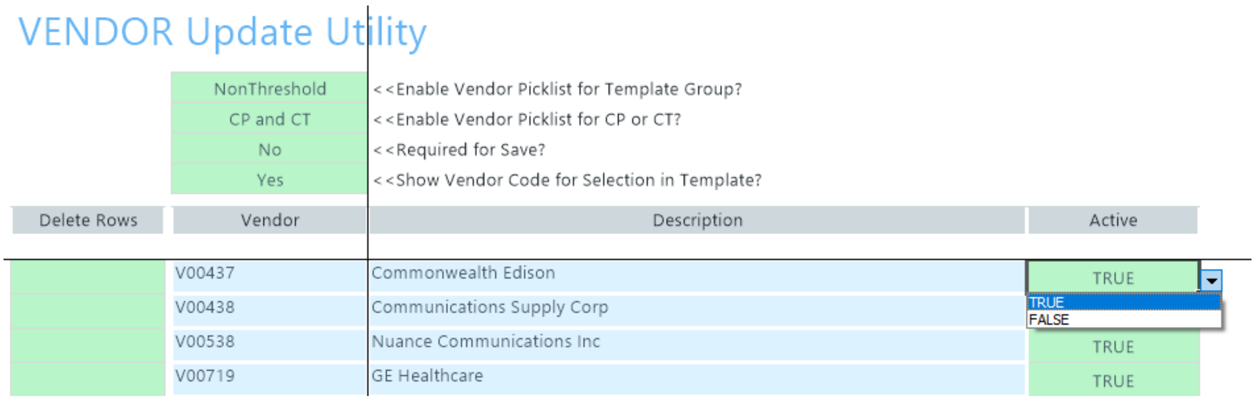
Search projects by ID

In the Create or Open Capital Project utility, you can now search projects by their ID.



Show or hide vendors from picklists

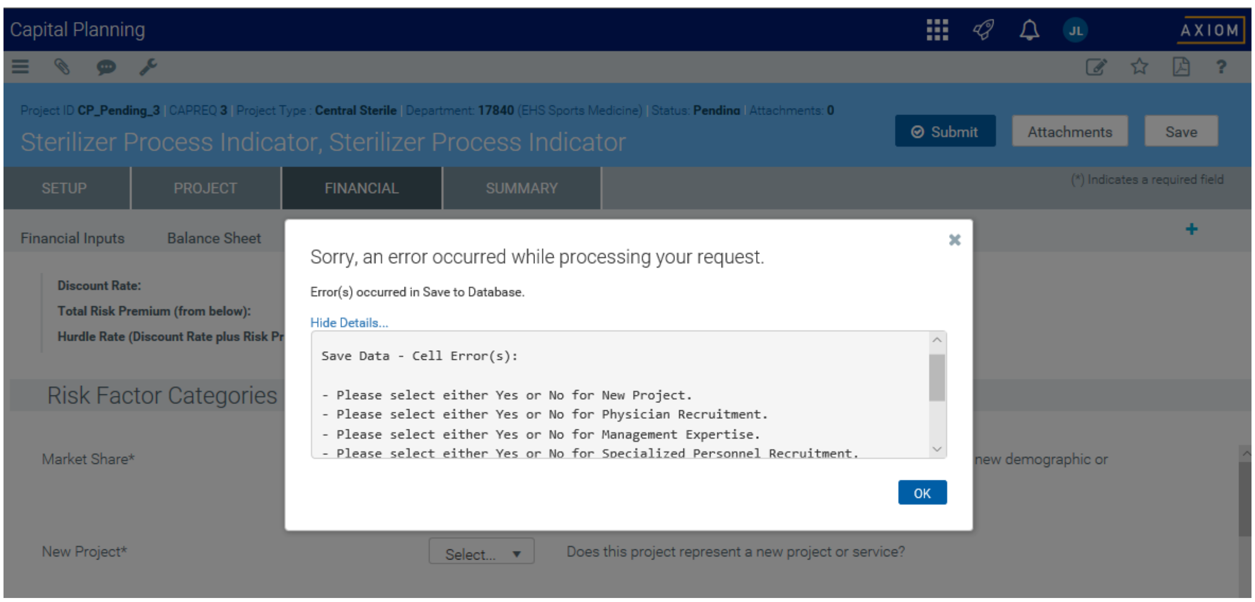
In the VENDOR dimension table, you can now activate or disable vendors so that they are included or excluded from the Proposed Vendor drop-down list in the Project > Details tab in the project template.



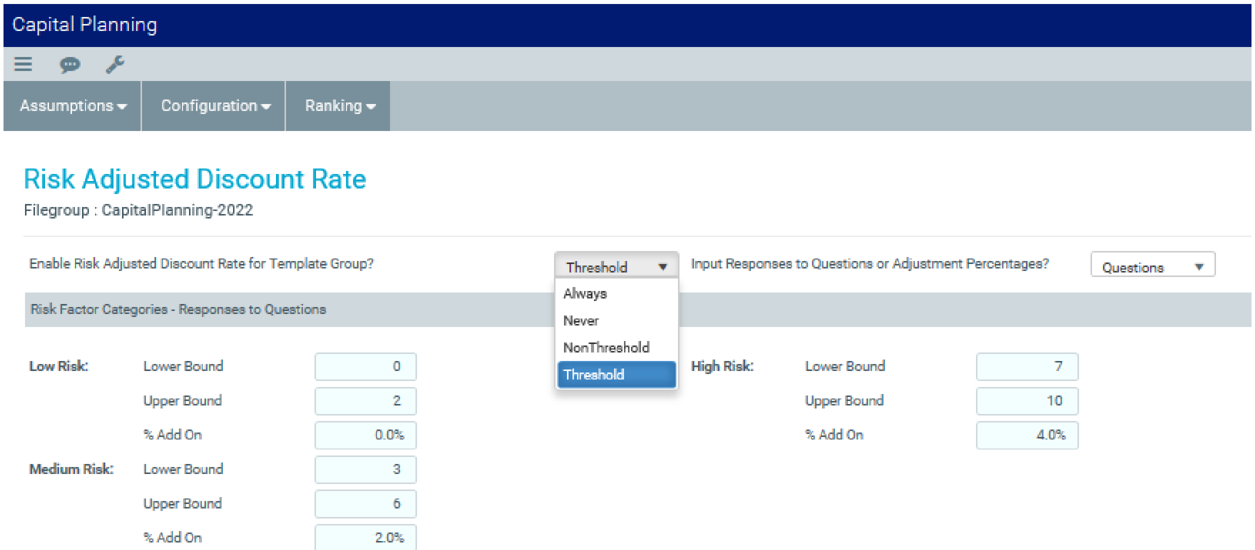
To manage the vendor list, see "Updating the VENDOR dimension" in the online help.

Require risk questions for save and enable risk questions by template group

If you configure the questions in the Risk Adjusted Discount driver to be required, the system will not allow a user to save the capital plan file, and the system now displays an error message.



Also, you can now configure when to apply the Risk Adjusted Discount Rate by template group.

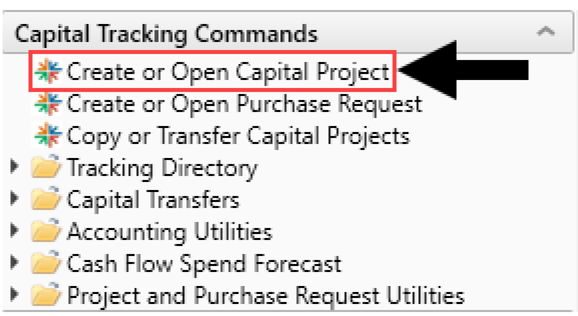


For instructions, see “Configuring the Risk Adjusted Discount Rate” in the online help.

Excel system only

Renamed create or open Capital Project utility

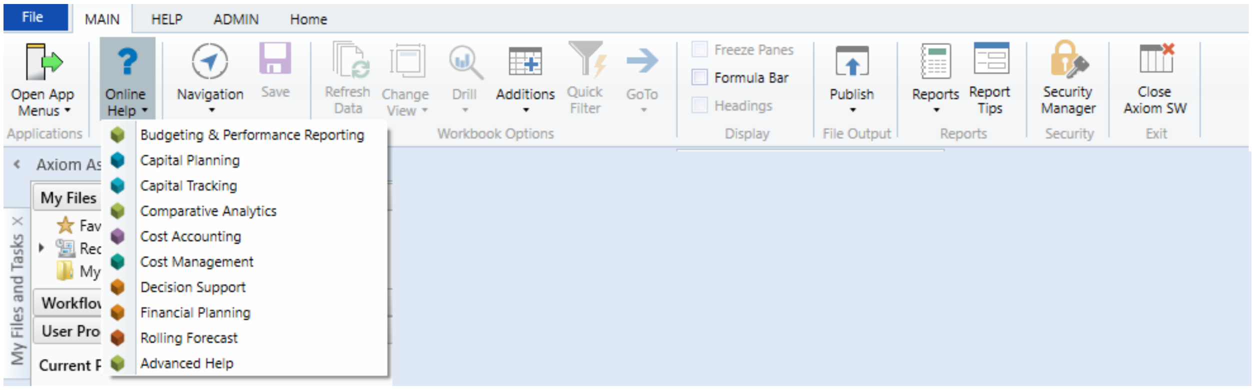
In the Axiom Capital Planning task panes, the open capital project utility has been renamed from **Create or Open CY Non-Budgeted Project** to **Create or Open Capital Project**.



Improved navigation to online help in ribbon tabs

The Main, Admin, and Help ribbon tabs now include a single listing of the online help sites for each product, including access to Axiom platform help from the Advanced Help link.

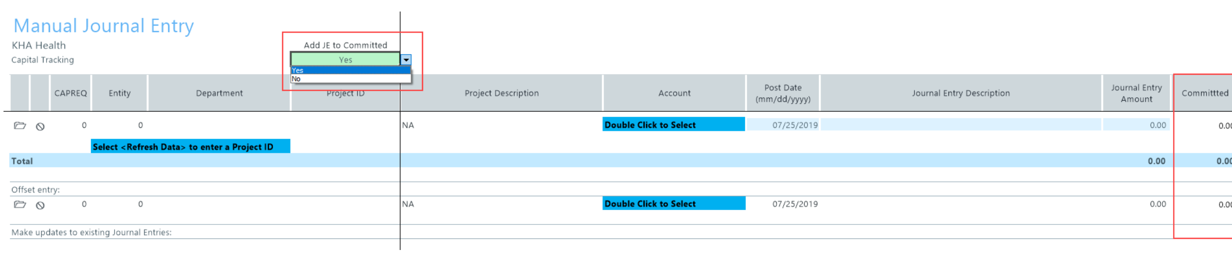
> **NOTE:** To access the online help, you must have a license for the product.



Excel and Web systems

View and commit manual journal entry amounts

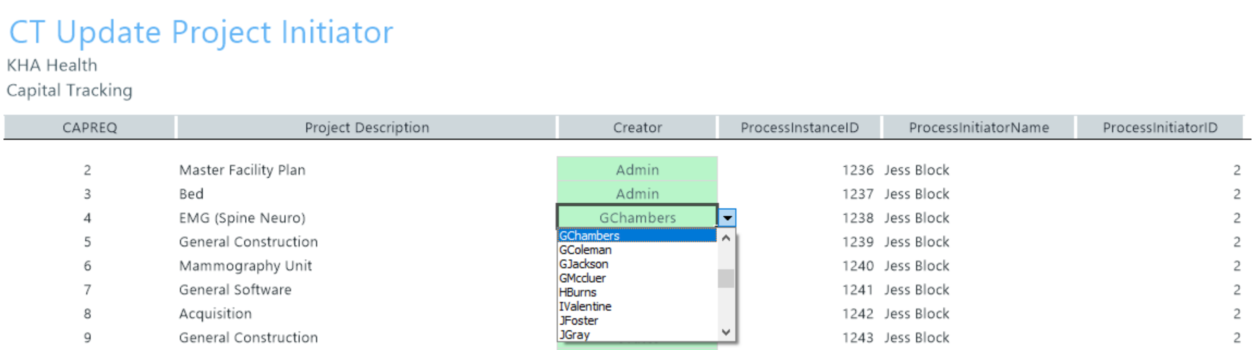
In the Manual Journal Entries utility, the system now displays the amount to be committed. The utility also gives you the option to commit or not commit the changes upon save.



For more information, see "Running the Manual Journal Entries utility" in the online help.

Update the project or purchase request creator

In the CT Update Project Initiator report, you can now change the user who created a project. You can also do the same for purchase requests in the PR Update Project Initiator report. Both these reports are in the Cap Track Admin task pane > Administration > Administrative Utilities > Security Setup folder.



For more information, see "Updating the projector creator" in the online help.

For more information, see "Updating the projector or purchase request creator" in the online help.

Issues resolved for 2019.3

The following tables list the resolutions for issues addressed in 2019.3, released on September 16th, 2019:

Excel and Web systems

Issue	Description
PFB-07680 - Default column widths do not accommodate size of field values [TFS 36841]	**Symptom:** Default column widths do not accommodate the size of some field values in the case of both templates and reports. Larger clients have extended Entity and Department numbers, which causes these fields to display ##### or truncating the number displayed in many different spots, especially on the Tracking tab of a Capital Tracking project. This is also a problem in many vital reports such as the Capital Directory reports in both Capital Planning and Capital Tracking as well as the CT Summary report. **Resolution:** Corrected by widening the columns in the report.
PFB-07823 - CreateOpenPurchaseRequest Form - Security Error [TFS 37679]	**Symptom:** The Security filter for the New vs Existing tabs needs to be different. The New must be without "CapReq.", but the Existing must include the "POTRANS.CapReq." prefix to all DEPT table references. This is only a problem for filters with complex references (DEPT.xxx). DEPT > 0 works fine **Resolution:** Corrected by updating the Create_Open_ purchaseRequest utility with filter formula changes.
PFB-07903 - CT PR Template & Purchasing Role Access [TFS 38082]	**Symptom:** When a user is assigned the CT Purchase role, the role does not provide them access to assign purchase request numbers. **Resolution:** Corrected the formula that determines whether or not an input text-area is read-only by adding the missing critical cell-reference.

Issue	Description
PFB-07909 - Default ACCT# pointed to the wrong line in Purch Req template variables [TFS 38083]	**Symptom:** On the variables tab, the [filtercriteria] formula for Default Account (Cell H139) points to the Project ID field in cell D120. Since the ProjectID of 200510 is not in the CAPACCT table, it produces an error on the ACCT, which produces errors when processing plan files when rebuilding purchase requests. **Resolution:** Corrected by updating CT_Setup to save he default account appropriately. Adjusted the grid settings to auto submit so that the value is written back to the file (and thus, the database).

Web system only

PFB-07815 - Process Flow Step Ownership AQ Error [TFS 38057]	**Symptom:** The PR Process Flow Step Ownership utility displays a column ambiguity error when refreshed. **Resolution:** Corrected by updating CapApproval!BE4 and BF4 so that "CTREQ." was before the column to make these fully qualified for ALL files.
PFB-07944 - CP/CT Web - Taxes Double Counted in CT PR Form [TFS 38222]	**Symptom:** The total cost of a Purchase Requisition is over stated where Total Cost shows at the top of the Line Item tab due to the taxes for any Operating Line Items being double counted in the total. **Resolution:** Corrected the Sales tax so that it is not doubled.

Excel system only

Issue	Description
PFB-07282 - Legacy Rebuild Scheduler job needs AQ1 and AQ2 activated for the Capital20 tab [TFS 33260]	**Symptom:** The CT Rebuild Job has only six AQs selected in the Process Plan Files task of the job. To pull in the default GLACCTs, AQ1 and AQ2 both need to be activated for the CapitalXX tab for all rebuild templates. These only impacts clients that use default GLACCTs. **Resolution:** Corrected by turning on AQ1 and AQ2 for the rebuild templates.

Issues resolved for 2019.3.1

The following tables list the resolutions for issues addressed in 2019.3.1, released on October 14th, 2019:

Excel and Web systems

No issues were addressed in this release.

Web system only

Conversion from Legacy to Web system failing on second sheet [TFS 39149]	**Symptom:** The system does not correctly pull in data on the second sheet after the conversion. Specifically, capital additions that were previously added are not pulled into the new plan file. **Resolution:** Corrected by updating step 2 of the conversion so that the balance sheet and financial statement worksheets update correctly.
Manual JE calc method error and offset value should = 0 in Committed when committed = No [TFS 36921]	**Symptom:** The following issues occurred: • The calc method appears to have not been packaged up correctly, which creates issues when adding additional JEs. • The offset value should = 0 in the Committed column when committed = No. **Resolution:** Corrected the utility by including the CTDETAIL.Committed column in the AQ. Because this was not included, the system always set the Committed value in the previously saved items to the JE amount by default.

Excel system only

No issues were addressed in this release.

Issues resolved for 2019.3.2

The following tables list the resolutions for issues addressed in 2019.3.2, released on November 11th, 2019:

Excel and Web systems

<table>
<tr><th></th><th></th></tr>
<tr><td>CT Transfer utilities missing CTDetail.DEPT save field [TFS 40283]</td><td> Symptom: The following issues were discovered in the Axiom Capital Tracking Transfer utility:

Default data added DEPT to POTRANS and CTDetail tables in Legacy systems. DEPT should only be added to the Web system.
Transfer utilities fail when the user creates a filter based on DEPT.

Resolution: Corrected by doing the following:
Default Data - Structural tab:

Adjusted the save tag so that it will only save DEPT to the CTDETAIL and POTRANS tables if the Capital Tracking file group is web.
Changed the formula in C24 and C25.

Capital Transfer Utility (Web system):

Added a save to the DEPT column if that column exists (column CH).
Pointed each save row to the DEPT column for the selected CAPREQ DEPT in column AY.

Capital Transfer Utility (Excel system):

Added a check to the DEPT column for the CTDETAIL save row 4. This will only save if the DEPT column exists in the CTDETAIL table.

Multiple Capital Transfer Utility

Added DEPT FROM and DEPT TO in columns AI and AJ to pull in the DEPT value for each CAPREQ selected.
Added a check to the DEPT column for the CTDETAIL save rows 3 and 4.
</td></tr>
</table>

Web system only

No issues were addressed in this release.

Excel system only

No issues were addressed in this release.

Manual setup instructions

There are no manual setup or configuration instructions required for this release.

Known issues

Excel and Web systems

Issue	Description
Legacy and Web Mixed system-Process Management [TFS 34280]	**Issue:** When you click Show Inactive Process to start process management for Capital Tracking or Purchase Request in a mixed system environment, the system provides two options for each one. It is unclear which one you need to pick to start. This is still an issue after updating file groups from legacy to web. **Status:** This issue is under consideration for a future release.
PFB-05600 - Entity and Dept get set to 0 in Capital Planning / Capital Tracking [TFS 13709]	**Issue:** Clients have reported that the system has mysteriously set the entity and department in Capital Planning / Capital Tracking plan files to 0. The issue occurs when the plan file is advanced to the next stage. When a user attempts to save/advance the plan file, they cannot perform this action because their security settings do not include entity and department 0, which is incorrect anyway. **Status:** This issue is under consideration for a future release.
PFB-06458 - ProjectType/ ProjectTypeDetail driver problem in the Capital Project Import Utility [TFS 23269]	**Issue:** The way the validity check is set up in the CT Capital Project Import Utility, any PT/PTD pairs added to the end of the table are excluded as they are not brought into the utility in the order of Project Type but in order of Code **Status:** This issue is under consideration for a future release.
PFB-07790 - Cap Tracking Security Update report [TFS 37458]	**Issue:** The Capital Tracking Security Update utility overwrites security that impacts Capital Planning. **Status:** This issue is under consideration for a future release.

Issue	Description
PFB-07820 - Capital Tracking Summary report doubling the totals [TFS 37460]	**Issue:** The subtotal and total rows are set up to include both the detail transaction rows (invoices and transfers) and the project row (which includes totals for the detail transaction rows), thereby doubling the amount incorrectly. **Status:** This issue is under consideration for a future release.
PFB-07982 - PurchReq tax not rounded [TFS 38396]	**Issue:** The system does not round the tax amount to the nearest penny, leading to inaccuracies in total PurchReq amounts, which then leads to inaccurate validation errors related to Available Adjusted Budget amounts. **Status:** This issue is under consideration for a future release.

Web system only

Issue	Description
Clear all on the CT side should not have Capital Planning Variables be required [TFS 33798]	**Issue:** There are three Refresh Variables that should only be needed on the Capital Planning side of the dashboard. These are: 1) Capital Planning Year 2) Capital Requests CP Chart 1 3) Capital Requests CP Chart 2. If a user clicks the X by any of these in the Capital Tracking side of the dashboard OR clicks the Clear All button, these three variables are required to be completed before the user can click Apply. However, these are not applicable at all to the CT side of the dashboard. **Status:** Under consideration for a future release.
PFB-06838 - Web form Step Ownership spreadsheet Show Everything command [TFS 27880]	**Issue:** The Show Everything command does not unlock the Freeze Panes check box for selection. **Status:** Under consideration for a future release. **Workaround:** Protect and then unprotect the worksheet.
PFB-07215 - CT Import - Web [TFS 31616]	**Issue:** When loading data to CapReq 1 and there are no projects are in the system, no records should load. The system should display an error message. **Status:** Under consideration for a future release.

Issue	Description
PFB-07374 - CTReq Table Update Utility - Web Version [TFS 34020]	**Issue:** In the CTReq Table Update utility, the refresh variables look to CPReq (current year) for VP, Director and Manager. The utility should look to CTReq. **Status:** Under consideration for a future release.
PFB-07863 - Capital windows don't retain resized dimensions [TFS 38627]	**Issue:** When a capital form is opened, the user can resize it by holding down the ctrl key and scrolling their mouse in the desired direction. The newly resized dimensions will be retained but only if the user is in the same Axiom user session. Once the user closes out of their session and logs back in, the window dimensions revert to the original dimensions. **Status:** This issue is under consideration for a future release.
POTRANS table Dept column populating with 0 [TFS 40348]	**Issue:** When a user creates a new purchase request, the system passes the values from Create_Open_PurchaseRequest.xlsx to the POTRANS table. However, the value in POTRANS.Dept is not included in Create_Open_PurchaseRequest.xlsx. Because the value's default is zero, the system initially saves the zero to the table when a new record is created. As a result, an error message will display if the user who created the record does not have security access to Dept=0. **NOTE:** This issue only occurs if your organization uses Axiom Capital Tracking 2019.2 or earlier and upgrades to 2019.3 or later. **Workaround:** Contact Support to replace the Create_Open_PurchaseRequest.xlsx file in your system.

Excel system only

Issue	Description
PFB-07030 - Purchase Request excludes Total Purchase Request row when printing [TFS 29923]	**Issue:** The Operating Purch Req Total and Total Purchase Request rows on the line item sheet do not print. **Status:** Under consideration for a future release.

Issue	Description
PFB-07960 - Item not cascading down for multi-line purchase requests [TFS 38629]	**Issue:** The depreciation cost centers (generalized as 'Item #' by default) need to be manually selected for each purchase request line item. Previously, the value would cascade through each line item if the first line had a value selected. **Status:** Under consideration for a future release.
PFB-07977 - CT projects are blank when created using Excel 365	**Issue:** When creating new Capital Tracking projects using Excel 365, the resulting plan file displays as blank once processing has completed. It also displays as blank when opened using Excel 365. It displays successfully when using the Windows client. **Status:** Under consideration for a future release.

IMPORTANT: Refer to the **Axiom for Healthcare Suite 2019.3 Release Notes** and the **Axiom Software 2019.3 Release Notes** for additional known issues that have a suite-wide impact.