Year End Roll Forward Process

(Based upon Version 2019.4)

Moderator: Anastasia Rundus, Client Relationship Executive

Deb Miller, Client Services Account Executive

Wil Coiner, Client Analyst

May 20, 2020

AGENDA

- Introductions & Webinar instructions
- Year End Roll Forward Process
- Using the Client Log file for troubleshooting
- Diagnosing Connectivity Issues
- Questions and Answers

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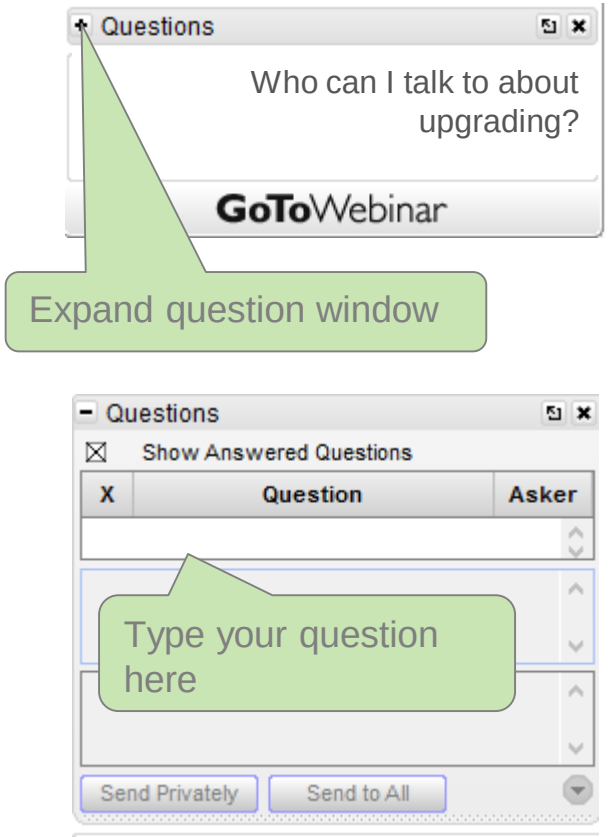
WEBINAR INFORMATION

Maximize your viewing window

Submit questions



ADDITIONAL RESOURCES

Axiom Academy:

- New!! Certification in System Administration
- **Axiom Academy Labs**
  - **Healthcare Budget Reports & Dashboards** on 5/27
  - **Axiom Fundamentals for All Industries** on 6/10
- Email AxiomAcademy@kaufmanhall.com

COVID-19:

- Kaufmanhall.com/coronavirus-update

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UPCOMING WEBINARS

KaufmanHall AXIOM

www.kaufmanhall.com/about-us/events-webinars-speaking

Healthcare:

- **Rolling Forecasting: Stay Agile in the Face of Disruption**
  May 21, 2020 | 2:00 PM ET

Higher Education:

- **Tuition Planning for COVID-19 and Beyond: Bring Your Financial Future into Focus**
  May 28, 2020 | 2:00 PM ET

Financial Institutions:

- **Part 3: A Best Practice Approach to Profitability Management**
  May 21, 2020 | 3:00 PM ET

- **Taking a Pulse with Financial Institutions: 2020 Profitability Strategies**
  June 23, 2020 | 2:00 pm ET
  (Webinar with FMS – please email tkvavle@kaufmanhall.com for free attendance)

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Year End Roll Forward Process

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AGENDA

1. What's an annual rollover?
2. Why is it important?
3. When is a rollover performed?
4. Who initiates a rollover?
5. How to search online help for this topic
6. Steps in Rolling Forward process
7. How is the system affected

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(1) WHAT'S AN ANNUAL ROLLOVER?

- Process which advances the system to the next fiscal year reporting period.

- The reporting periods are specific to each application and vary within types of data tables used.
  - Ie…financial table v. payroll table will have a different set of periods.

- Rolling to the next fiscal year is a specific set of functions that differs from just changing the period of the current year.

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(2) WHY IS IT IMPORTANT

- Prepares the application to accept data into the next available time period for various tables.

- Updates various period and calculated field values used by our applications such as Budgeting, Performance Reporting and Rolling Forecast.

- Used as a point of reference in many reporting and utility assets to know what data to process.

- Used to identify aliases within our application.
  - Ie…alias for ‘CYA’ may be associated with FY 2020

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(3) WHEN A ROLLOVER IS PERFORMED

- Reasons for changing the FYE can be back/forth include
  - Payroll needing to post in the new FYE (ie…2021)
  - Finance closing the books for the current year (ie…2020)
  - Budget is being finalized (ie…2021)
  - Audits of the recently closed FYE and related reports to run for stakeholders (ie…2020)

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(3) WHEN A ROLLOVER IS PERFORMED

- Commonly payroll values will need to be entered before financial values of the prior year are finalized.

- When to set the period to the next FY can be back/forth temporarily while the finance team closes the books.

DEPT	EMPID	JOBCODE	PAYTYPE	DLLRS1	DLLRS2	DLLRS3	DLLRS4
27200	21979	J00506	P0001	1989.96	1808.35	2036.33	1669.25

Pay Period	Pay Period End Date	Fiscal Month
1	7/13/2019	1
2	7/27/2019	1
3	8/10/2019	2
4	8/24/2019	2
5	9/7/2019	3
6	9/21/2019	3
7	10/5/2019	4
8	10/19/2019	4
9	11/2/2019	4
10	11/16/2019	5
11	11/30/2019	5
12	12/14/2019	6
13	12/28/2019	6
14	1/11/2020	7
15	1/25/2020	7
16	2/8/2020	8
17	2/22/2020	8
18	3/7/2020	9
19	3/21/2020	9
20	4/4/2020	10
21	4/18/2020	10
22	5/2/2020	11
23	5/16/2020	11
24	5/30/2020	11
25	6/13/2020	12
26	6/27/2020	12

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(4) WHO INITIATES A ROLLOVER

- Typically we want the Master System User (MSU) to perform the rollover.
- The MSU will typically be responsible for the timing, notification and coordination of when the task should be initiated.
- The task may be delegated to another as the MSU designates.

KaufmanHall AXIOM

ANNOUNCEMENTS

- EPM is set to Pd 07
- Provider payroll for period 7 is loaded (2/1/17)
- Employee Bi-weekly Payroll 16 has been loaded(2/9/17)
- Prod Workload Volumes for Payroll 16 are loaded(2/9/17)
- Pay27 to Pay12 (CDs and WDs) utilies ran (2/1/17)
- Monthly to GL utilities ran (2/1/17)
- Monthly stats period 6 are loaded as of 1/9/17
- P/S Staffing for Payroll 15 is loaded(1/26/17)

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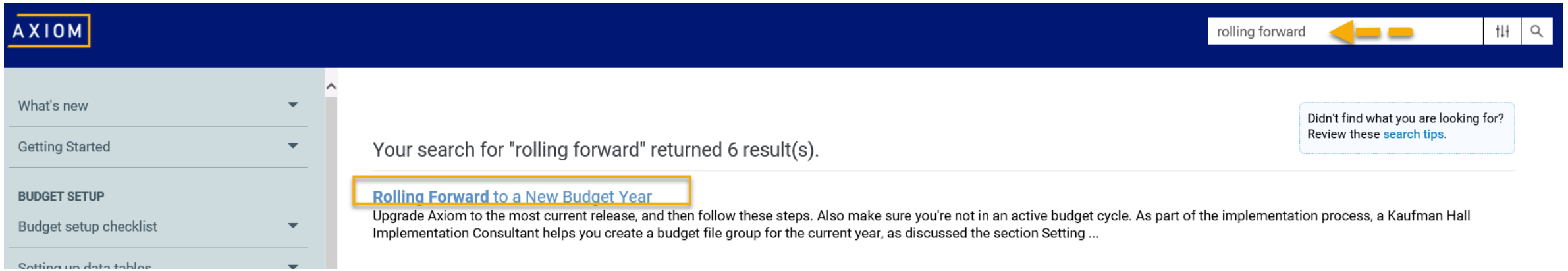
HOW TO SEARCH ONLINE HELP FOR THIS TOPIC

Search Help

Enter a key word search to browse a listing of suggested topics.



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PROCESS STEPS IN HELP

1. Archive the budget plan files (Optional)
2. Roll data over to next year's file group.
3. Update suite variables
4. Update process definitions
5. Prepare for the next fiscal year
6. Review other system areas

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1 – ARCHIVE THE BUDGET PLAN FILES

- The Archive Current Year Plan Files command allows you to convert the current plan files in a file group to static snapshots of the files, for viewing only.

- This command is intended to be used in cases where planning is finished for the file group, but you still want the ability to view the finalized plan files.

- However, you do not want the plan files to be updated with new data or save data to the database.

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2 – ROLL DATA OVER TO NEXT YEAR'S FILE GROUP

BUDGET PROCESS RELATED

The Rollover File Group utility copies all data from the current file group to next year's file group. This includes the driver and security setting data.

NOTE:

This is normally done prior to the start of your next budget cycle.

We do NOT recommend doing this at the start of your new fiscal year.

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3 – UPDATE SUITE VARIABLES

BUDGET PROCESS RELATED

NOTE:

This is normally done prior to the start of your next budget cycle after creating your new file group.

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4 – UPDATE PROCESS DEFINITIONS

BUDGET PROCESS RELATED

NOTE:

This is normally done prior to the start of your next budget cycle after creating your new file group.

We do NOT recommend doing this at the start of your new fiscal year.

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5 – PREPARE FOR THE NEXT FISCAL YEAR

A. Update system periods
B. Update year and period tables
C. Update payroll dates tables
D. Update the current payroll schedule
E. Update the Budget Configuration driver (Budget process related)
F. Update the Budget Statistics driver (Budget process related)

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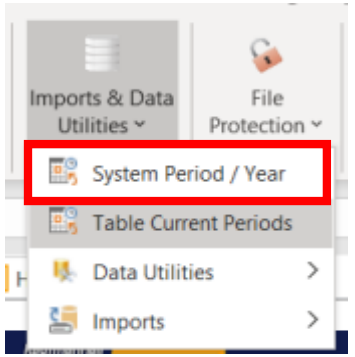
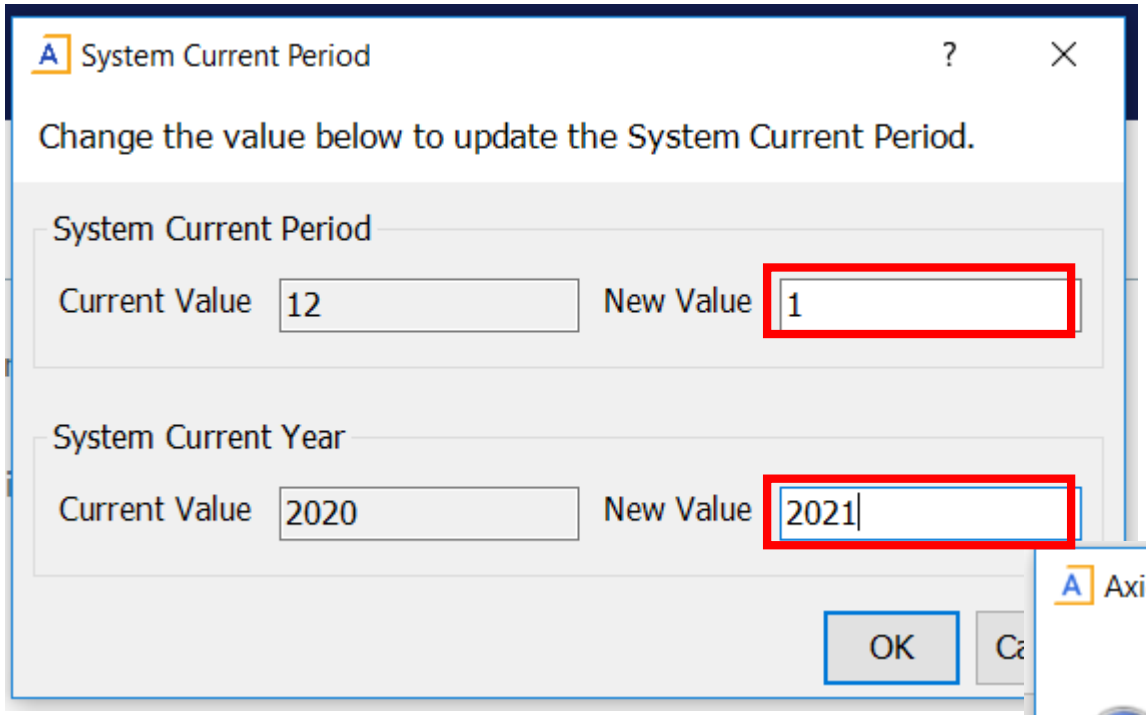
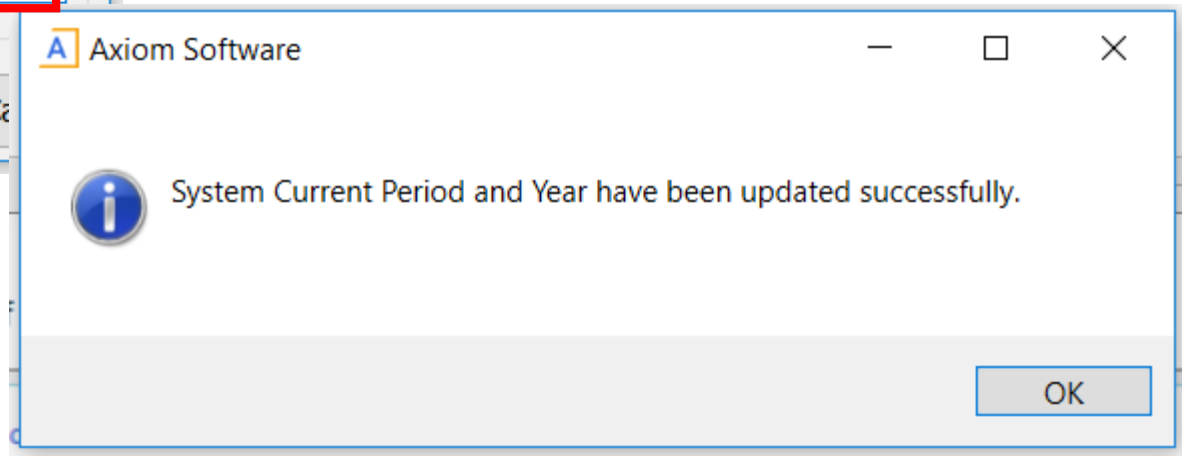
A - UPDATE SYSTEM PERIOD

ADMIN | Imports & Data Utilities | System Period & Year







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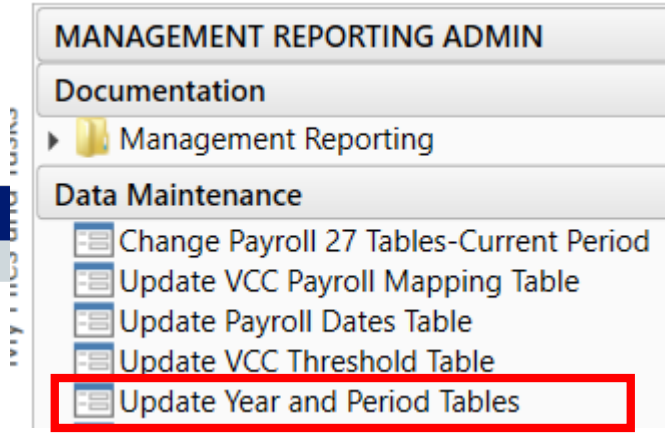
B – UPDATE YEAR AND PERIOD TABLES



KHA Suite

Primary Inputs

Save

Fiscal Year: 2021

Fiscal Start Month: July

FTE Hours: 2080

Update working days, as needed

Working Days Inputs

Serial	Month	Current Year Working Days 2021	Last Year Working Days 2020	Next Year Working Days 2022
7	July	23	23	23
8	August	23	23	23
9	September	22	22	22
10	October	23	23	23
11	November	22	22	22
12	December	23	23	23
1	January	23	23	23
2	February	20	20	20
3	March	23	23	23
4	April	22	22	22
5	May	23	23	23
6	June	22	22	22

Year Table

Year	Fiscal Year	Description
2021	FY21	Actual
2021	FY21	Budget
2021	FY21	Projected
2021	FY21	Flex Budget
2019	FY19	L2 Actual
2020	FY20	Last Year
2020	FY20	LY Budget
2022	FY22	NY Budget
2021	FY21	Forecast

Period Table

Serial	Month	Quarter	Current Year	Last Year	Next Year	Current Year Month	Last Year Month	Next Year Month	Current Calendar Days	Last Year Calendar Days
7	July	1	2020	2019	2021	Jul-2020	Jul-2019	Jul-2021	31	31
8	August	1	2020	2019	2021	Aug-2020	Aug-2019	Aug-2021	31	31
9	September	1	2020	2019	2021	Sep-2020	Sep-2019	Sep-2021	30	30
10	October	2	2020	2019	2021	Oct-2020	Oct-2019	Oct-2021	31	31
11	November	2	2020	2019	2021	Nov-2020	Nov-2019	Nov-2021	30	30
12	December	2	2020	2019	2021	Dec-2020	Dec-2019	Dec-2021	31	31
1	January	3	2021	2020	2022	Jan-2021	Jan-2020	Jan-2022	31	31
2	February	3	2021	2020	2022	Feb-2021	Feb-2020	Feb-2022	28	29
3	March	3	2021	2020	2022	Mar-2021	Mar-2020	Mar-2022	31	31
4	April	4	2021	2020	2022	Apr-2021	Apr-2020	Apr-2022	30	30

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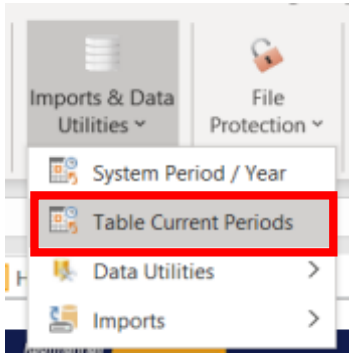
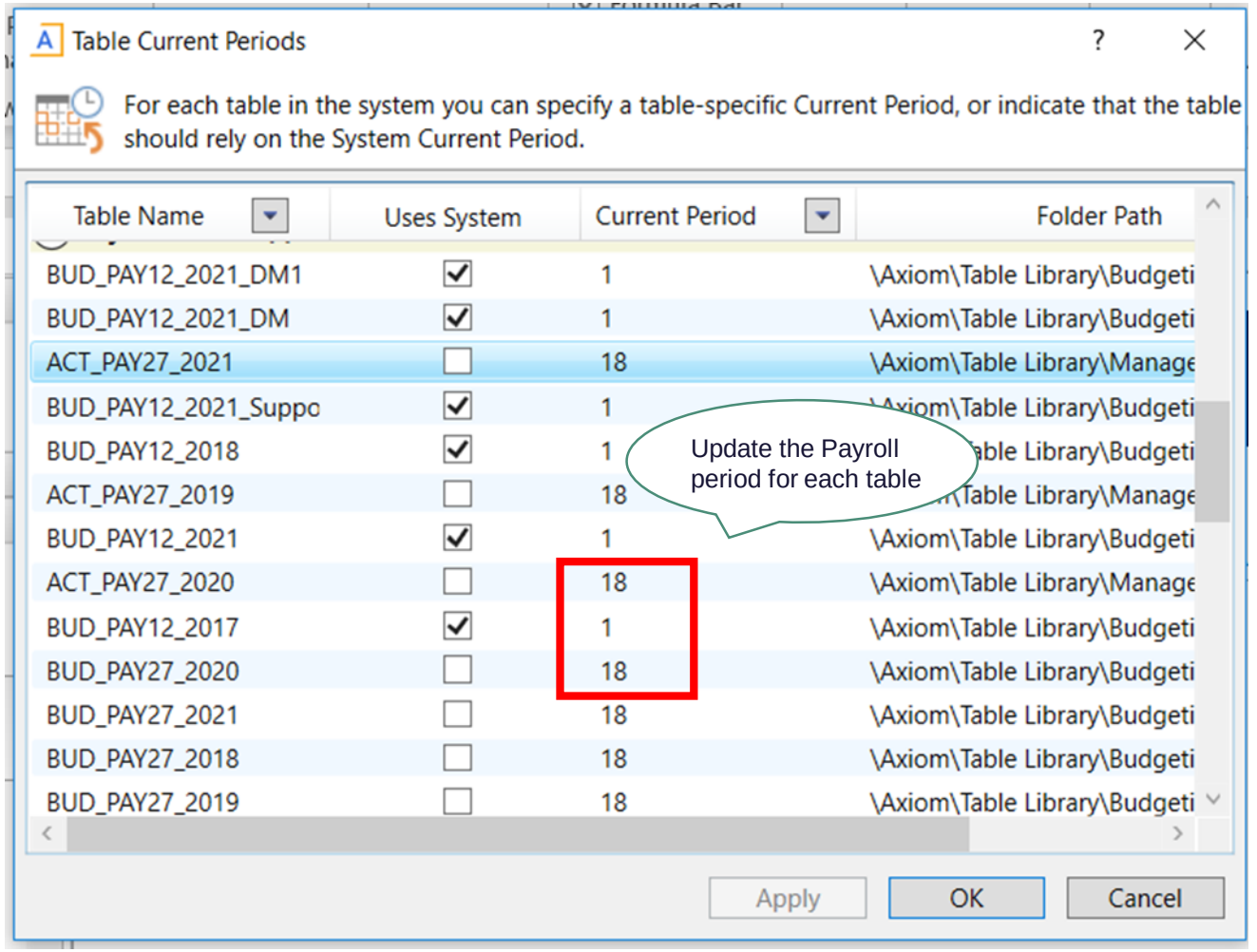
C – UPDATE PAYROLL DATES TABLE

ADMIN | Imports & Data Utilities | Table Current Periods





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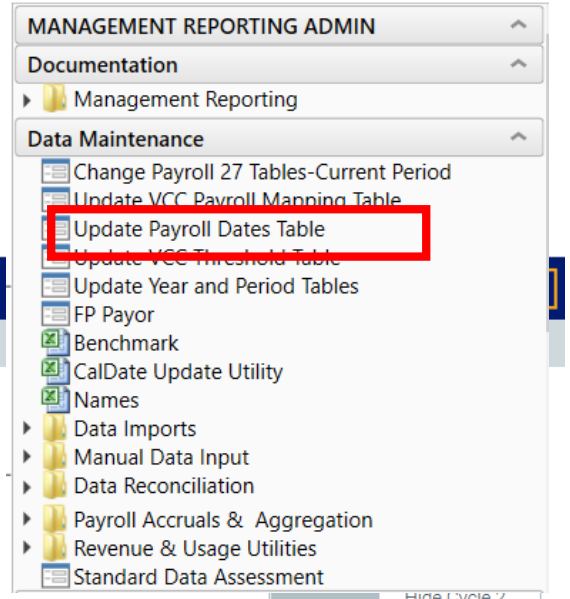
D – UPDATE THE CURRENT PAYROLL SCHEDULE



KHA Suite

Payroll Dates

Cycle 1

7/4/2020 <<< Select first Pay Period End Date of the year

6 <<< Select the number of days the Pay Date is after the Pay Period End Date

Pay Period End Date <<< Select the fiscal month driver before save (default is Pay Period End Date)

Cycle 2

Hide Cycle 2

7/11/2020 <<< Select first Pay Period End Date of the year

6 <<< Select the number of days the Pay Date is after the Pay Perio

Pay Period End Date <<< Select the fiscal month driver before save (default is Pay Per

Pay Period	Current Year Pay Period End Date	Current Year Pay Date	Fiscal Month	Last Year Pay Period End Date	Last Year Pay Date	Next Year Pay Period End Date	Next Year Pay Date	Current Year Pay Period End Date 2	Current Year Pay Date 2	Fiscal Month 2	Last Year Pay Period End Date 2	Last Year Pay Date 2
1	7/4/2020	7/10/2020	1	7/6/2019	7/12/2019	7/3/2021	7/9/2021	7/11/2020	7/17/2020	1	7/13/2019	7/19/2019
2	7/18/2020	7/24/2020	1	7/20/2019	7/26/2019	7/17/2021	7/23/2021	7/25/2020	7/31/2020	1	7/27/2019	8/2/2019
3	8/1/2020	8/7/2020	2	8/3/2019	8/9/2019	7/31/2021	8/6/2021	8/8/2020	8/14/2020	2	8/10/2019	8/16/2019
4	8/15/2020	8/21/2020	2	8/17/2019	8/23/2019	8/14/2021	8/20/2021	8/22/2020	8/28/2020	2	8/24/2019	8/30/2019
5	8/29/2020	9/4/2020	2	8/31/2019	9/6/2019	8/28/2021	9/3/2021	9/5/2020	9/11/2020	3	9/7/2019	9/13/2019
6	9/12/2020	9/18/2020	3	9/14/2019	9/20/2019	9/11/2021	9/17/2021	9/19/2020	9/25/2020	3	9/21/2019	9/27/2019

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E – UPDATE THE BUDGET CONFIGURATION DRIVER

F – UPDATE THE BUDGET STATISTICS DRIVER

NOTE:

These are normally done prior to the start of your next budget cycle after creating your new file group.

We do NOT recommend doing this at the start of your new fiscal year.

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6 – REVIEW OTHER SYSTEM AREAS

Refer to the budget checklist and all of the topics related to it. Although the budget file group is now active, there remains a few system areas to review and possibly update.

- **Bring data current – Bring the GL and Statistic data current.**
- Verify Budget Control columns in the DEPT dimension table – Validate that the DEPT dimension key Budget columns have been reviewed and updated.
- Verify the Budget Control columns in the ACCT, JOBCODE, and PAYTYPE dimension tables
- Load updated employee master data.
- Build 1-5 sample budgets for verification.
- Adjust dimension budget settings and driver information accordingly.

NOTE:

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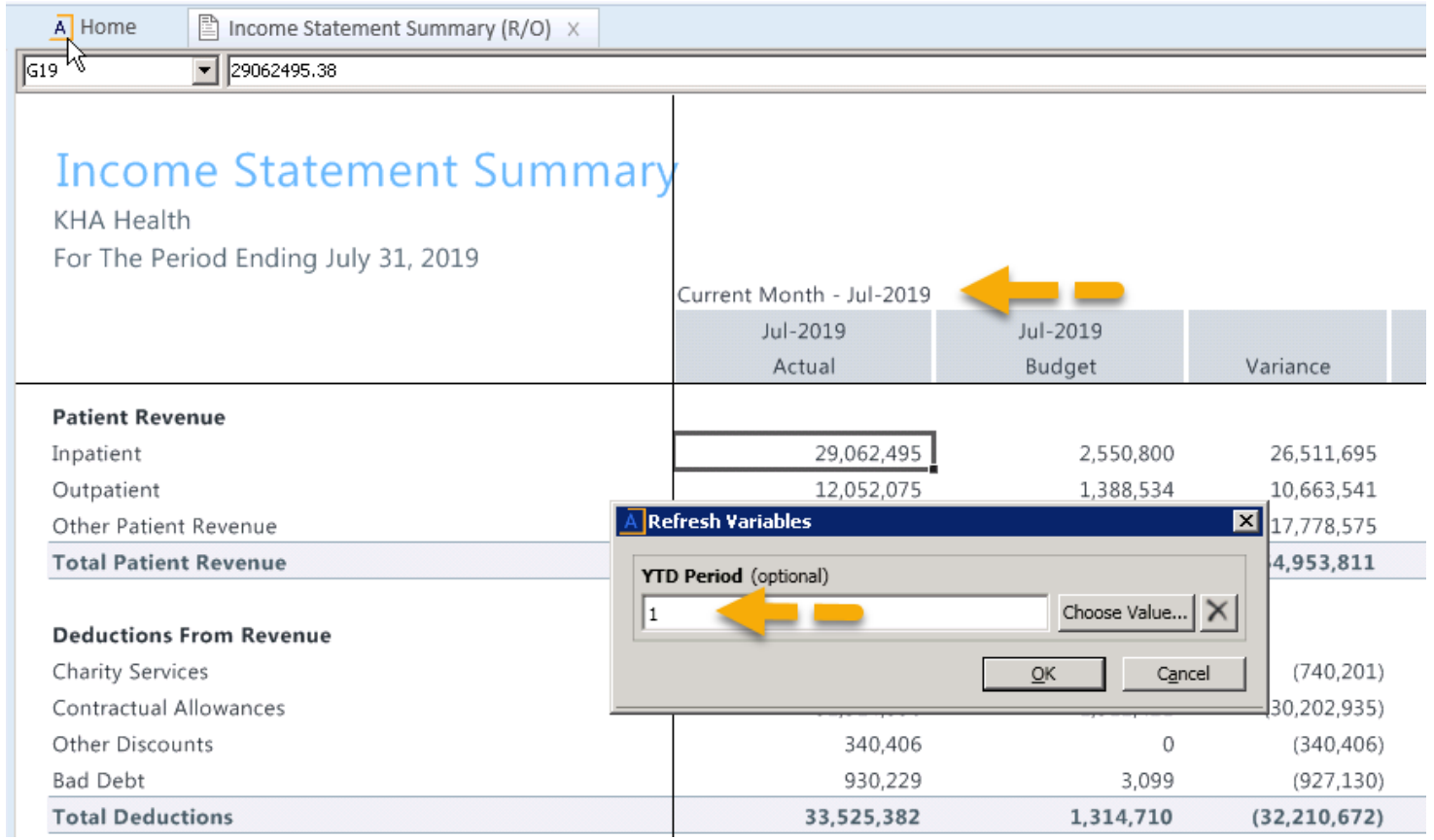
HOW THE SYSTEM IS AFFECTED

Reporting

- Affected by the change in the FYE and selectors such as YTD Period in a refresh variable would now apply to the current FYE.



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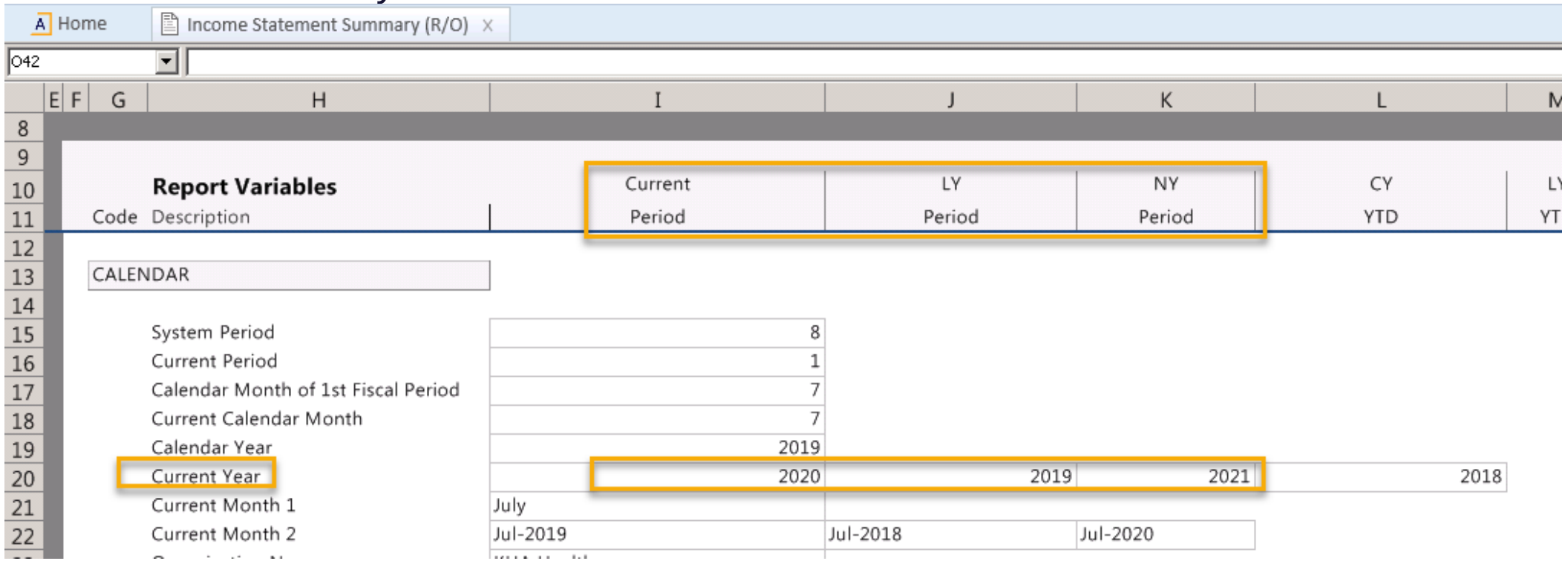
HOW THE SYSTEM IS AFFECTED

Reporting

- Reports will typically have a ‘variables’ tab containing report attributes related to fiscal years.



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HOW THE SYSTEM IS AFFECTED

Reporting

- Data tables have ‘Summary fields’ that contain data based on the setting of the FYE and the period selected.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
4		***Data Type***		*Integer*	*Integer*	*Integer*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*	*Numeric*
5		***String Length***																						
6		**Description**																						
8		Delete Row		ACC	DEP	INITIATIVEID	P1	P2	P3	CUR	Q1	Q2	Q3	Q4	TOT	YTD	YTD1	YTD10	YTD11	YTD12	YTD2	YTD3	YTD4	YTD5
9				0	27200	1	702.00	809.00	669.00	739.00	2180.00	1978.00	1476.00	0.00	5634.00	5634.00	702.00	5634.00	5634.00	5634.00	1511.00	2180.00	2810.00	3498.00
10				110	27200	1	295.00	364.00	270.00	310.00	929.00	797.00	560.00	0.00	2286.00	2286.00	295.00	2286.00	2286.00	2286.00	659.00	929.00	1145.00	1454.00
11				120	27200	1	454.00	560.00	415.00	477.00	1429.00	1225.00	861.00	0.00	3515.00	3515.00	454.00	3515.00	3515.00	3515.00	1014.00	1429.00	1761.00	2236.00
12				210	27200	1	491.00	568.00	491.00	541.00	1550.00	1411.00	1119.00	0.00	4080.00	4080.00	491.00	4080.00	4080.00	4080.00	1059.00	1550.00	2020.00	2488.00
13				220	27200	1	755.00	874.00	755.00	832.00	2384.00	2170.00	1721.00	0.00	6275.00	6275.00	755.00	6275.00	6275.00	6275.00	1629.00	2384.00	3107.00	3827.00

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Using The Client Audit Log

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CLIENT AUDIT LOG

- How to Locate it
- Log Analyzer
- What log files capture
- Searching for relevant activity
- Log file use case
- Sending log files

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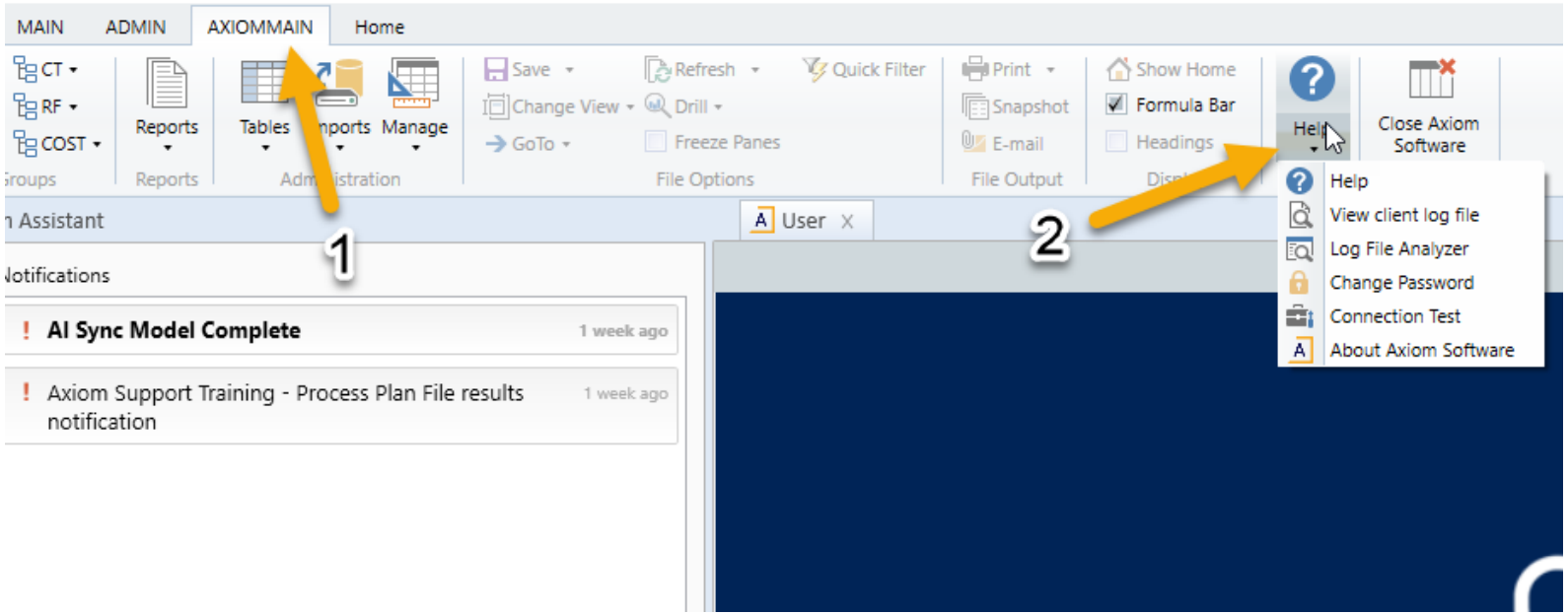
HOW TO LOCATE IT

1. Navigate to the AXIOMMAIN or ADMIN ribbon
2. Click on the Help dropdown
3. Select View client log file



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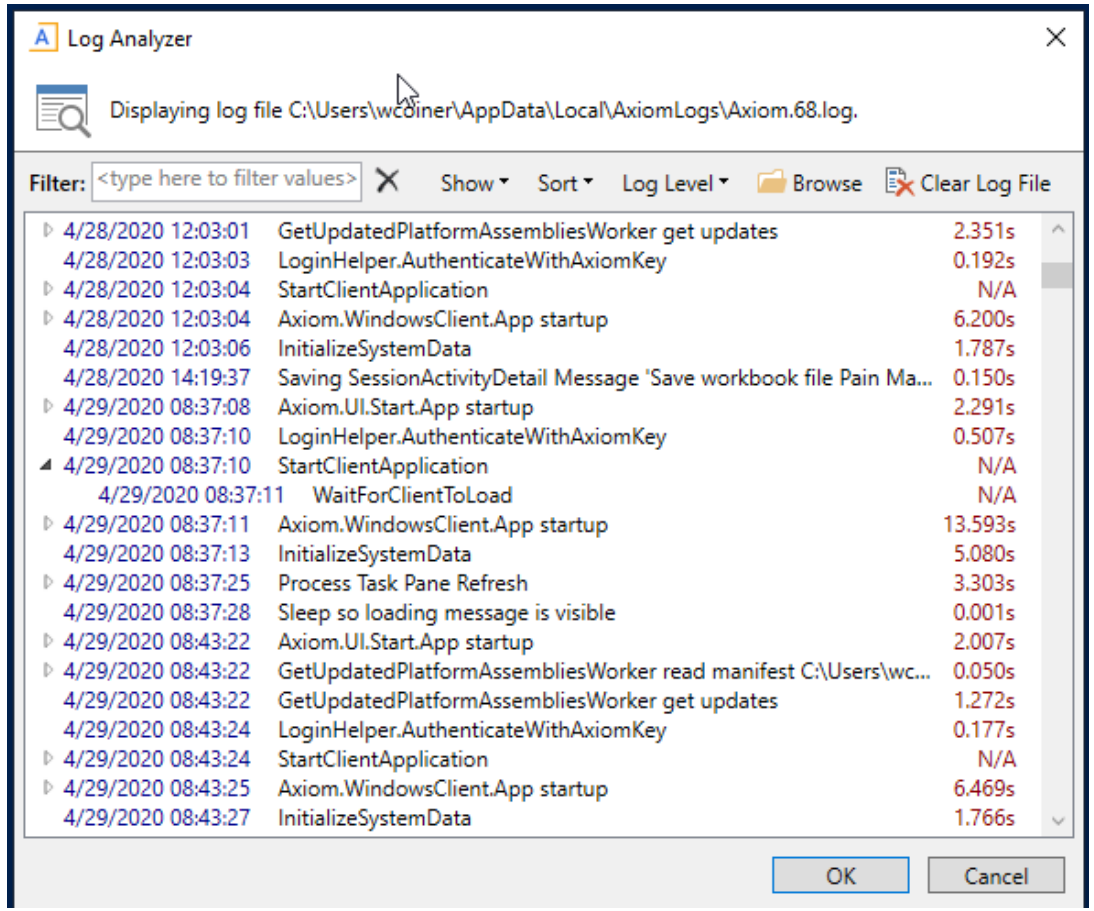
LOG ANALYZER

- Displaying log file – provides file location on workstation of log file being displayed
- Filter text box
  - Can filter by keyword. Ex. “error”, “save”, “import”
  - Will search all child nodes within activity
- Show – filters by activity data from today, yesterday, or all
- Log level – once change impacts all future logs to log file
  - Info – default; includes error details and high level activity
  - Verbose – includes detailed query activity including SQL
- Browse – Navigate local file browser
- Clear Log File – Clears latest log file from AxiomLogs folder



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WHAT LOG FILES CAPTURE

- Log files capture local workstation activity in Axiom
  - What files were opened and activity inside those files, including queries ran
  - Logs error messages and other warnings
  - If set to verbose, can capture activity details, such as query details
  - Includes the dates and times of each action
- This information can help Support narrow down the specific actions or behaviors that may be causing a particular issue

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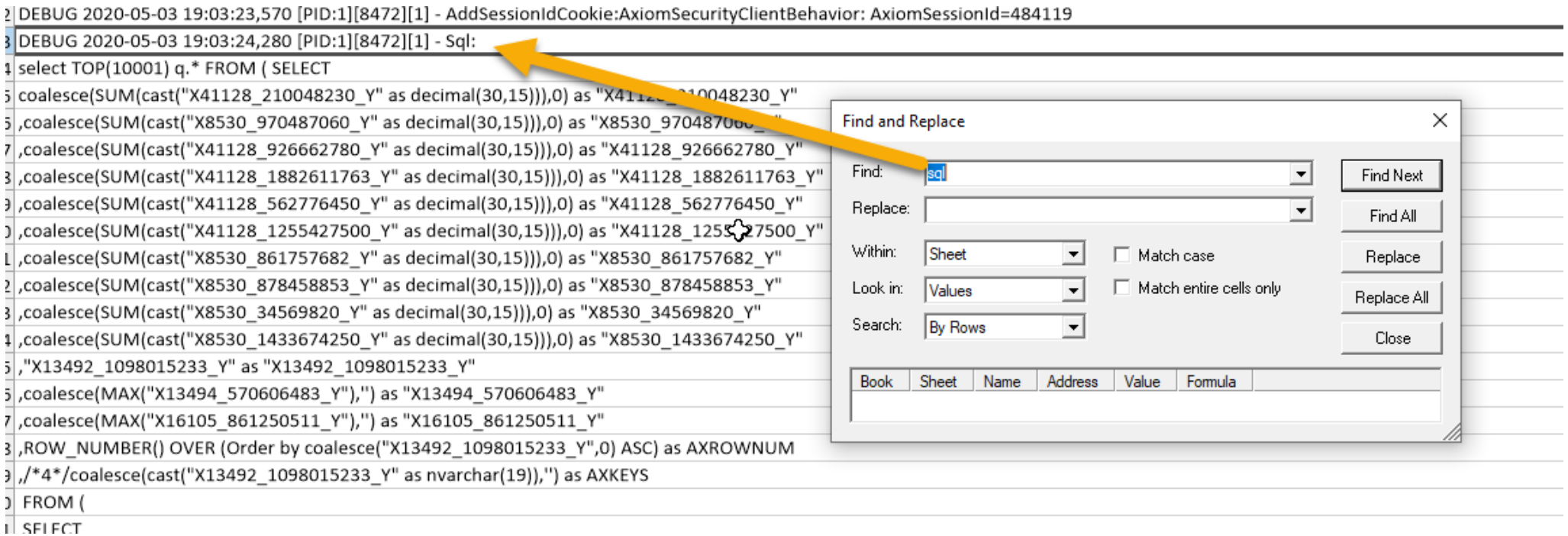
SEARCHING FOR RELEVANT ACTIVITY

- Open the log file via View Client log file or by navigating to the log file on your computer and opening in Excel or your favorite text editor
- Search using CTRL + F to find errors or other important information quickly
- Can also search by date and time using the format yyyy-mm-dd hh:mm:ss



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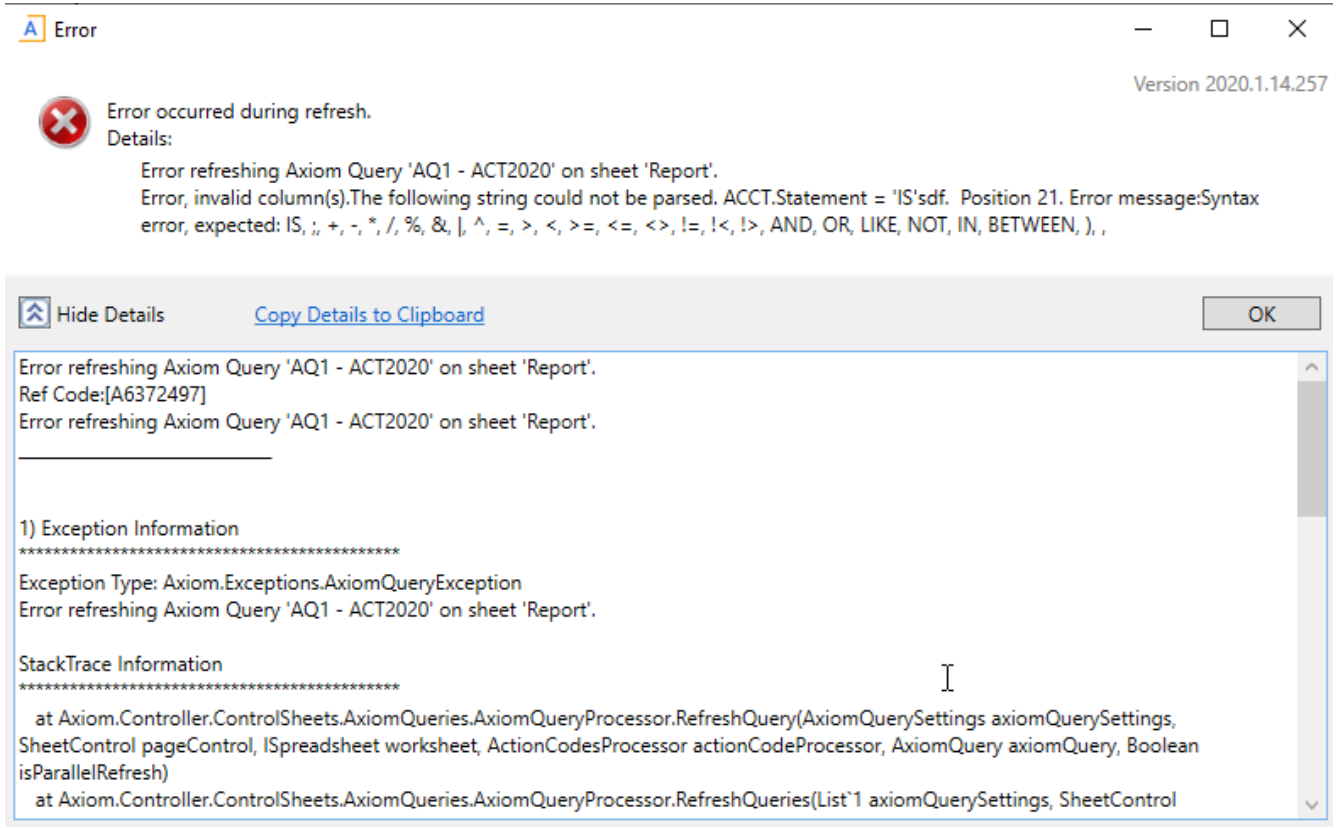
LOG FILES USE CASE

- Most often the information you glean from the client log files you have available when you stumble upon an error message in Axiom
- When you receive an error message you can click the ‘More Details’ button to view the error message detail
- These details are what you’d find in the log files
- What the log files allow you to do is easily share that information once you’ve closed the error dialog box
- This provides the MSU, Support, or anyone else tasked with sourcing and resolving the issue a record of the error message and when it occurred
- This can be used to correlate the time and behavior with other activity in the system



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SENDING LOG FILES

- Axiom Support or internal IT may request log files to track and isolate issues
- They are by default located here: C:\Users\{Username}\AppData\Local\AxiomLogs\
- The location can also be found in the Log Analyzer
- You can send the latest log file as you would other files via email attachment.

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ADDITIONAL HELP FILE RESOURCES

- AX2460: Viewing the client log file
- KB1014: Sending log files for the Axiom Desktop Client to Support

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Connectivity Issues

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CONNECTIVITY ISSUES

1. Reach out to Master System User (MSU) that internally manages your system to investigate

   a)Run Connection test and provide results to MSU

2. MSU should collect and analyze:
   a) Error messages
   b) Most recent log files from user
   c) Identify asset(s) user is experiencing slow performance
   d) User provide steps taken that resulted in poor performance
   e) Reproduce to confirm issue is not unique to user workstation
   f) Run Connection Test
   g) Analyze system usage (scheduler, user activity)
   h) Run report Diagnostics to analyze asset performance
   i) Use Audit Manager to track user activity and confirm performance

3. Provide findings to KH Support if unable to isolate and resolve

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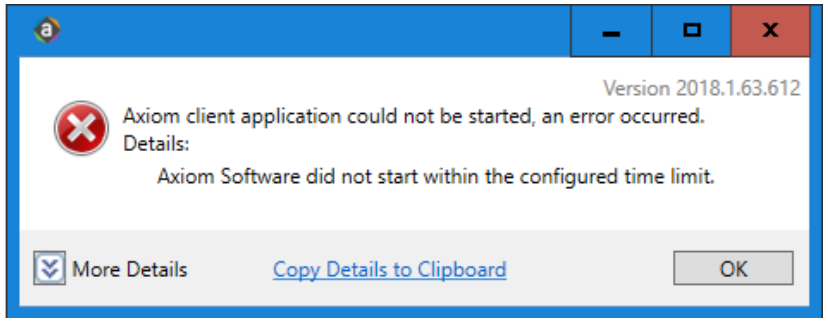
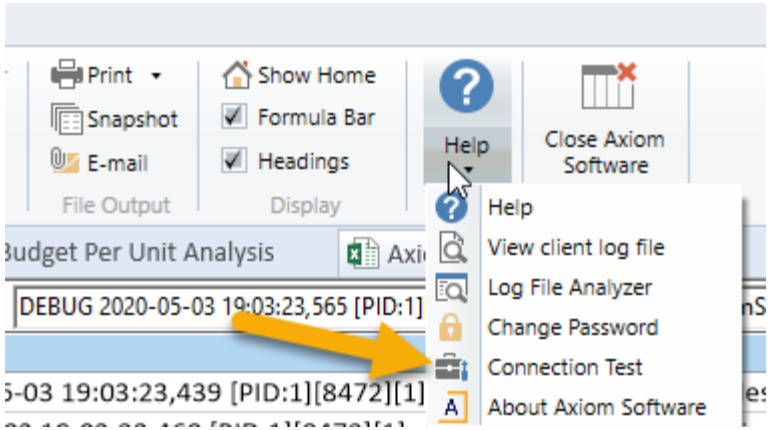
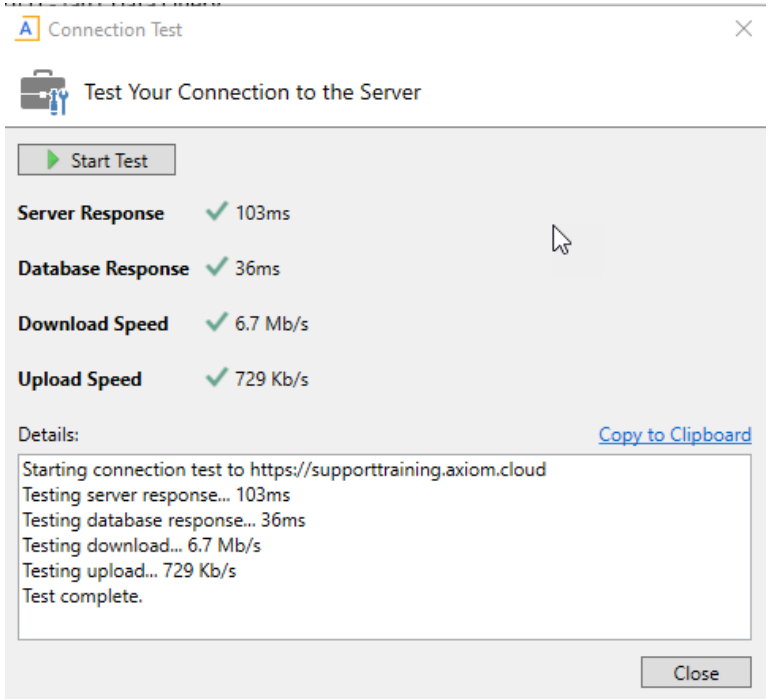
COLLECT AND ANALYZE

1. Error messages – have user provide screenshots of any error messages



2. Have user provide most recent log files
3. Identify file (report, import, etc.) that is performing slowly
4. User provide steps taken that result in poor performance
5. Reproduce using steps user provided
   - If unable to reproduce issue may be unique to user workstation or network connection
6. Run Axiom Connection Test and save results to your clipboard
   - Recommend at least 700 kB/s down and 700 kB/s up





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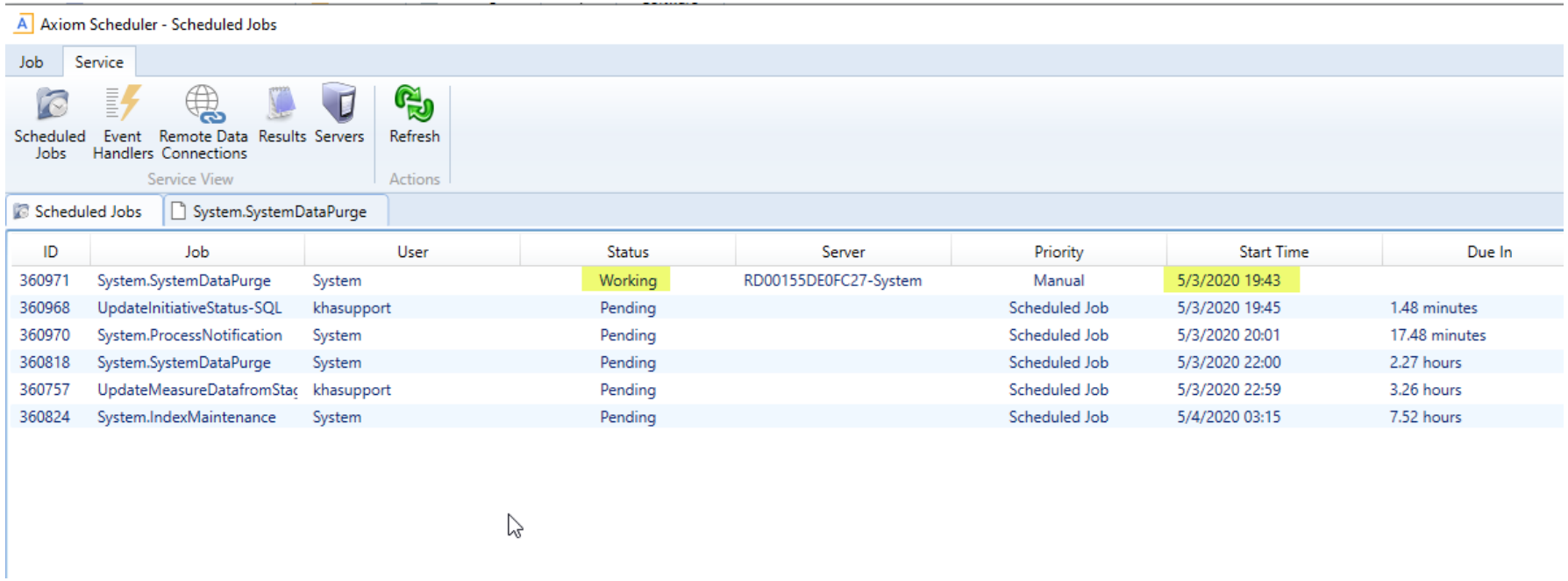
COLLECT AND ANALYZE

7. Analyze system usage
    - Check Scheduled Jobs for any long running scheduled jobs that may be impacting performance
    - Reschedule long running jobs for overnight



ID	Job	User	Status	Server	Priority	Start Time	Due In
360971	System.SystemDataPurge	System	Working	RD00155DE0FC27-System	Manual	5/3/2020 19:43	
360968	UpdateInitiativeStatus-SQL	khasupport	Pending		Scheduled Job	5/3/2020 19:45	1.48 minutes
360970	System.ProcessNotification	System	Pending		Scheduled Job	5/3/2020 20:01	17.48 minutes
360818	System.SystemDataPurge	System	Pending		Scheduled Job	5/3/2020 22:00	2.27 hours
360757	UpdateMeasureDatafromStac	khasupport	Pending		Scheduled Job	5/3/2020 22:59	3.26 hours
360824	System.IndexMaintenance	System	Pending		Scheduled Job	5/4/2020 03:15	7.52 hours

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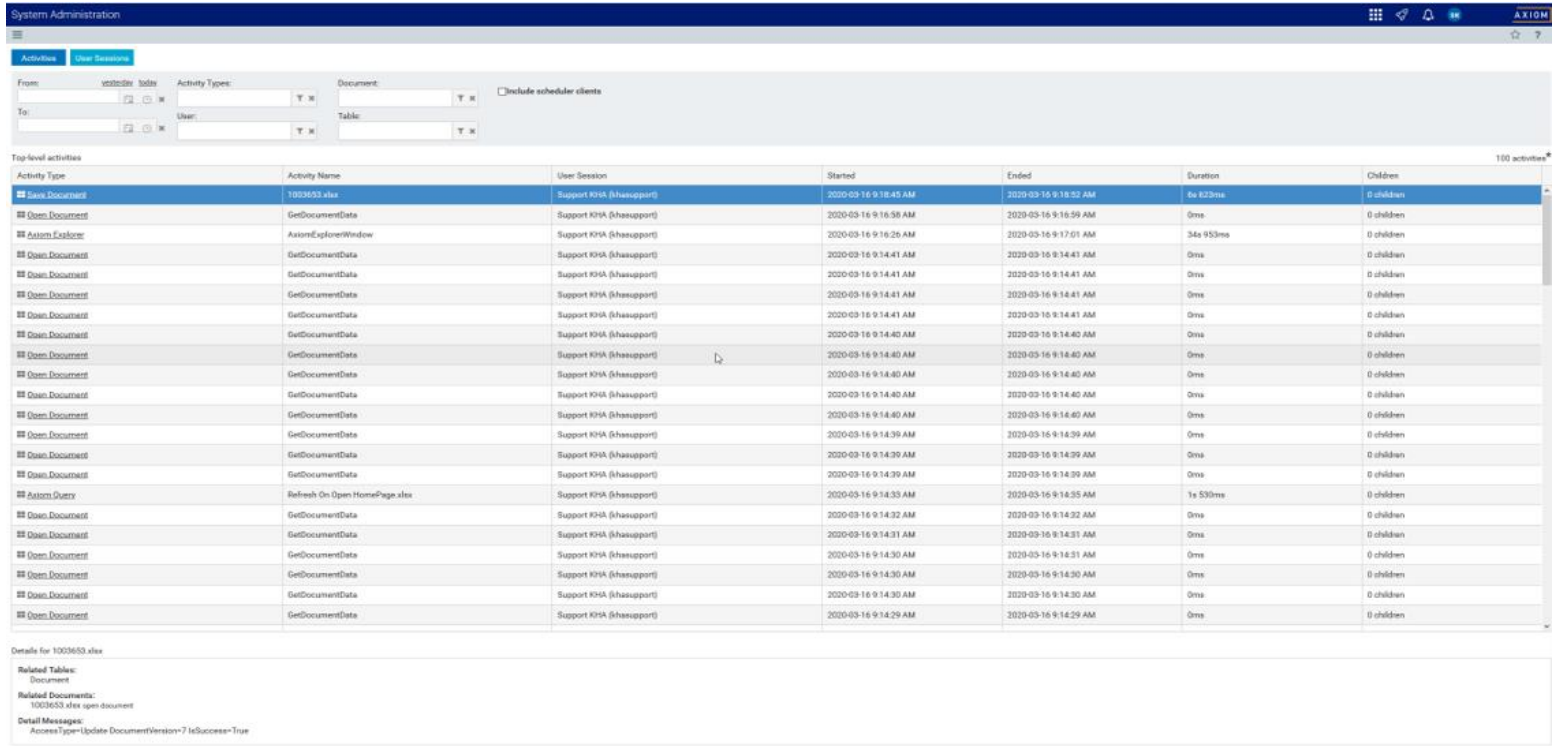
COLLECT AND ANALYZE

7. Analyze system usage
    - Open Audit Manager and sort by date and/or activity duration
    - Look for activity that correlates with the timeframe of the performance issue



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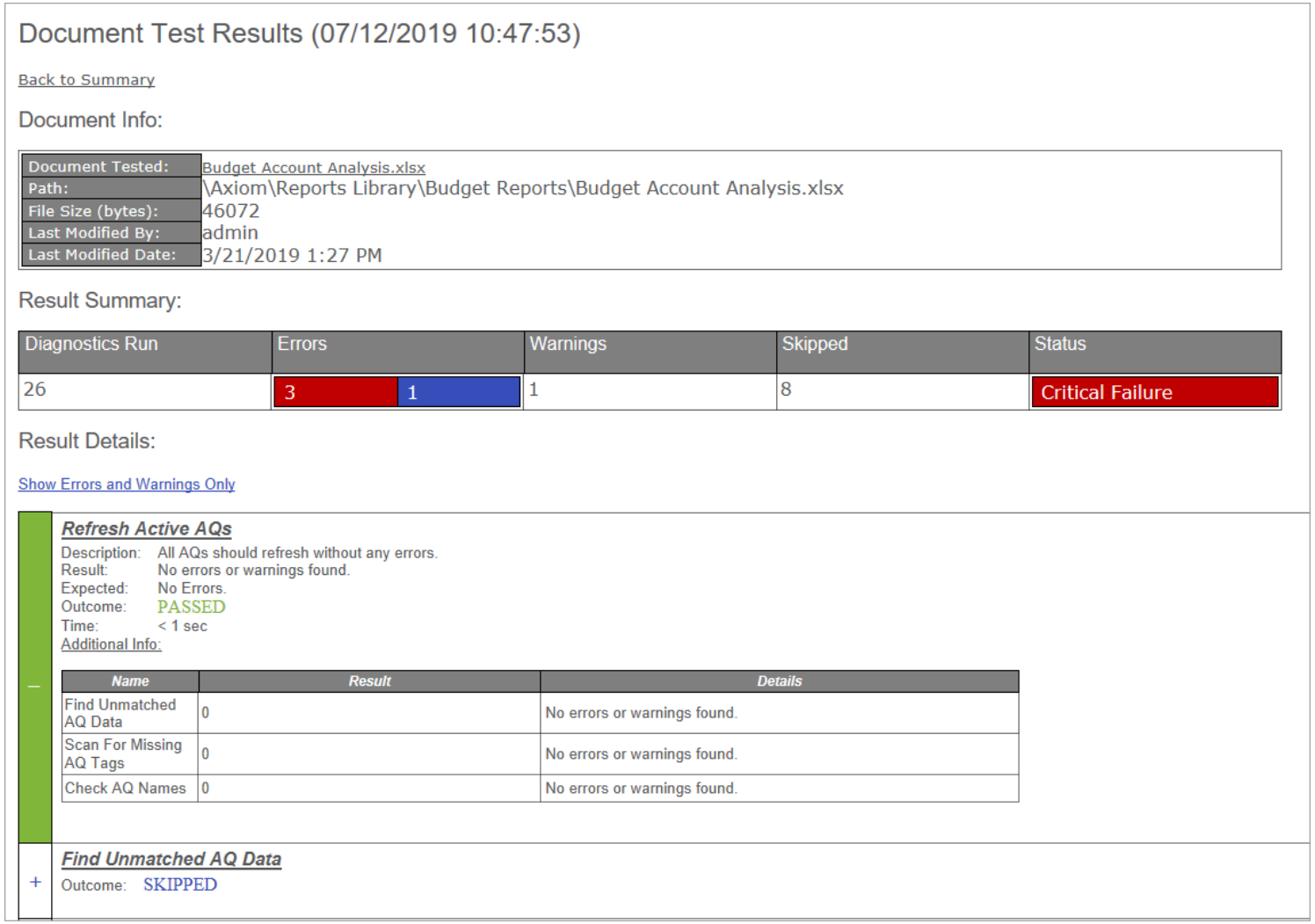
COLLECT ANALYZE

8. Run QA Diagnostics to analyze asset performance
   - Will likely need to add this command to your task pane or ribbon menu
   - The steps to add the command and run diagnostics can be found in the Help files under AX2270 and AX1160
   - Analyze the results, paying close attention to any warnings



Document Test Results (07/12/2019 10:47:53)

Back to Summary

Document Info:

Document Tested:	Budget Account Analysis.xlsx
Path:	\Axiom\Reports Library\Budget Reports\Budget Account Analysis.xlsx
File Size (bytes):	46072
Last Modified By:	admin
Last Modified Date:	3/21/2019 1:27 PM

Result Summary:

Diagnostics Run	Errors		Warnings	Skipped	Status
26	3	1	1	8	Critical Failure

Result Details:

Show Errors and Warnings Only

Refresh Active AQs

Description: All AQs should refresh without any errors.
Result: No errors or warnings found.
Expected: No Errors.
Outcome: PASSED
Time: < 1 sec
Additional Info:

Name	Result	Details
Find Unmatched AQ Data	0	No errors or warnings found.
Scan For Missing AQ Tags	0	No errors or warnings found.
Check AQ Names	0	No errors or warnings found.

Find Unmatched AQ Data

Outcome: SKIPPED

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PROVIDE FINDINGS TO KAUFMAN HALL SUPPORT

- If you are unable to isolate and resolve the issue, please contact Axiom Support.
  - Email support@kaufmanhall.com to open a case
  - Provide your analysis
  - Providing as much information as possible can help expedite time to resolution

- Remember:
  - You will almost always know your system better than the analyst assigned to your case.
  - The more information you can provide the more context the analyst will have to help resolve the issue

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ADDITIONAL HELP FILE RESOURCES

- AX1490: Viewing the audit log
- AX2270: Using file diagnostics for troubleshooting and optimization
- AX2549: Scheduler administration
- AX1388: Testing connection speed
- March Webinar on using the Audit Manager
  - Found in the Help files

    More Information | Troubleshooting | Axiom Insights–Webinar Archive

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Questions and Answers

Please send suggestions for future webinars to

ClientRelations@kaufmanhall.com

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