AxosMoney / SuperDelegates

Upgrade Announcement
Change Management

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Axosnet Upgrade Announcement

As part of the process of renewal and continuous improvement of the Axosnet Solutions Suite, an important update of our Productive Environment is scheduled.

The update will take effect on Monday, April 15, 2024. This Release will not affect the availability of our applications, so no further action is necessary.

In this document, we present and explain the changes made, as well as their main characteristics.

Sincerely
Axosnet from Mexico

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How to get AxosMoney/SuperDelegates?

What is AxosMoney/SuperDelegates?

- It is the new AxosMoney update, which expands and strengthens the Delegates functionality.

- Now you can configure your Delegates from ACS, more easily and without limitations in SAP/Concur.

- Allowing more efficient and precise management for Application Administrators.

What is a Delegate?

In AxosMoney, Delegates are Users who can register expenses on behalf of another user. These Delegates are managed and configured in SAP Concur. This is a functionality that already exists in AxosMoney.

What is a SuperDelegate?

A SuperDelegate is also a Delegate in AxosMoney, with the difference that they are managed outside of SAP Concur. All configuration for AxosMoney is done on the ACS/Management platform.

SuperDelegates Benefits

- Less dependent on configurations in SAP/Concur.

- It is configured locally in ACS/Management.

- Easier Delegate Administration through the Organizational Structure in ACS.

- There are no limits in the management of Delegates and Users.

- It is transparent for the User and for the Delegate when managing expenses.

Prerequisite: Have AxosMoney (and SAP Concur) implemented and operating correctly, as well as contract the SuperDelegates AddOn.

1) Activate AddOn in subscription

2) Grant credentials to SuperDelegates

3) Set up the Organization

4) Assign SuperDelegates

5) Configure SAP/Concur External Login

SuperDelegates Implementation

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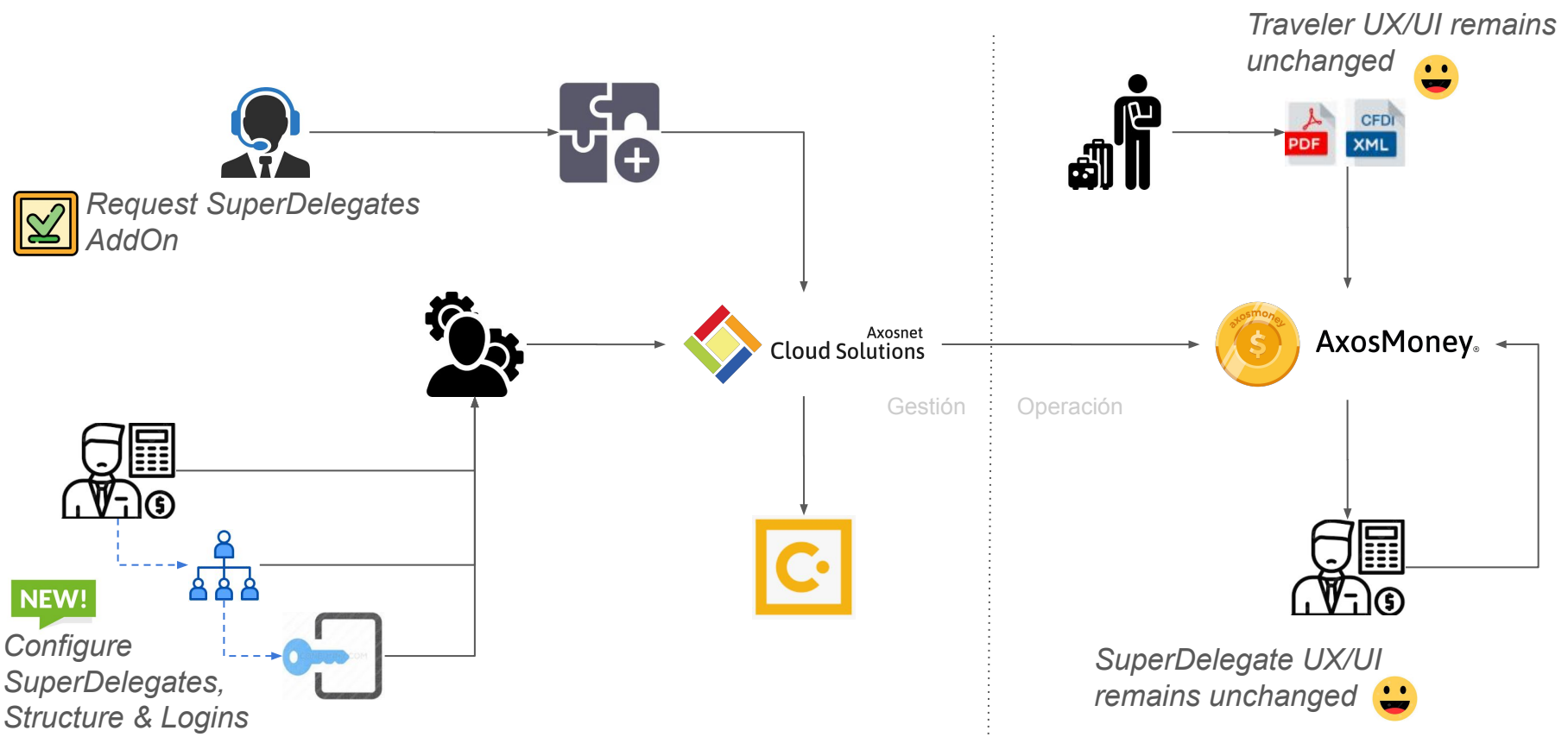| **AddOn** | The commercial area enables the SuperDelegates functionality as an AddOn within the current AxosMoney subscription. | ☑ **I enabled SuperDelegates** |
Credentials	In ACS Management, the Account Administrator generates and grants credentials for each SuperDelegate.	☑ **Identify my SuperDelegates**
Organization	The Account Manager configures the company's Organizational Structure, creating Departments and Teams as required.	☑ **Organize my Users**
SuperDelegates	Assign SuperDelegates to Companies, Departments and Teams as applicable in each case.	☑ **Assign SuperDelegates**
Login	Configure SAP/Concur login for Users that will be managed by SuperDelegates.	☑ **Configure Concur Interface**

Steps & Players in Axosmoney/SuperDelegates

Request SuperDelegates AddOn

NEW! *Configure SuperDelegates, Structure & Logins*

Axosnet Cloud Solutions

Gestión   Operación

Traveler UX/UI remains unchanged 😃

AxosMoney®

SuperDelegate UX/UI remains unchanged 😃

Assign SuperDelegates

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Aplicaciones ▾   axosnet   ACS Management

🔔 María Morales ▾

Administrador de usuarios ‹ Administrar unidades organizacionales

🔍 Buscar unidad organizacional

Administrar unidades organizacionales | Mostrando 4 unidades organiza...

Crear unidad organizacional Crear equipo

Nombre	Des...		Estatus	Acción

Actualizar unidad organizacional ✕

Nombre de la unidad organizacional *

Research & Development

Descripción

R&D

Compañía

AXOSNET DE MEXICO

Super Delegados

Asignar SuperDelegados ➡

Issac Hernandez ✕   Luís Cortés Hernández ✕   Obed Ureiro ✕   ▾

CANCELAR   GUARDAR

- Axxxxx Colombia
- Axxxxx Costa Rica
- › Axxxxx Estados Unidos
- › Axxxxx México
- ⌃ AXOSNET DE MEXICO
  - Consulting & Delivery   C&D   Activo ▾
    - ⌃ Customer Service   C&D   Activo ▾
      - Nivel 1   Activo ▾
  - ⌃ Recursos Humanos   RH   Activo ▾
    - Desarrollo Organizacional   DO   Activo ▾
    - Selección y Contratación   SyC   Activo ▾
  - ⌃ Research & Development   R&D   Activo ▾
    - ACS+AXM   5001   SuperAdmin QAS   Activo ▾

External Login Management

- The SuperDelegates functionality is not a standard feature.

- Contact our Commercial Team to receive a business proposal.

AxosMoney ®

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https://axosnet.info/docs/release-notes/

On Line Help
https://axosnet.info/

Service Desk
https://axosnet.atlassian.net/servicedesk/customer/portal/1

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History

Version	Date	Revision Author	Summary of Changes
1.0	8/Apr/2024	Hector Gonzalez	First Draft
1.1	9/Apr/2024	Maria Morales	Document development
1.2	10/Apr/2024	HGF + MMM	Internal Review
1.3	11/Apr/2024	HGF + MMM	Final Review c/SP
2.0	11/Apr/2024	HGF + MMM	Public Version

Distribution

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All Axosnet Staff	Public Document on Axosnet.INFO

Approval

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Héctor González de la Fuente	R&D Manager	HAGF	11/Apr/2024