



# AxosMoney Web

## Update Notice Change Management



**AxosMoney**<sup>®</sup>

<b>Document Classification:</b>	Public
<b>Document Ref.</b>	BPM-2-3-4 Change Management
<b>Version:</b>	2.0
<b>Dated:</b>	21/Oct/2024
<b>Document Author:</b>	Alicia Torres
<b>Document Owner:</b>	Maria Morales

As part of the ongoing renewal and continuous improvement process of the Axosnet Solutions Suite, a significant update to our Production Environment is scheduled.

The update will take effect on October 21, 2024. This release will not affect the availability of our applications, so no additional action is required.

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

Sincerely,  
Axosnet from Mexico

What is AXM Web?

Changes and benefits of AXM Web

Example of AXM Web (screenshots)

How to obtain AXM Web?

AXM Web is an application that manages your travel expenses with SAP Concur, validates electronic invoices for tax purposes, and categorizes them to meet your financial objectives, all with a clear and simple layout.

This section will be updated soon, with adjustments to its UI and reorganization of elements.

This will enhance the control and management of this module.

- **Renewed Design/UI:** The redesign of the screens not only enhances aesthetics but also improves usability and the user experience by making it easier to manage Expenses and Reports.
- **Act as:** By acting as another user, navigation in the AXM Web sections allows you to continuously view the selected user, enhancing the experience and facilitating the management of specific tasks more effectively.
- **Delegate Permissions:** The permissions of the delegated user are now visible, which aids in identifying their operations and reinforces collaboration and efficiency in expense management.

# AXM Web > Expenses

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### Expenses

Provider, Tax ID, Amount, Invoice ID From date To date Document type All Clear Search

Valid 7 Invalid 38 We are processing 21 receipt(s) Delete Add Report -

Expense Type	Provider	Tax ID	E-Invoice ID	Amount	Date	Document type
Sin clasificar	TIENDAS SORIANA	TS0991022PB6	0F1E91B2-1C7F-48DD-A459-80C7B8E02D09	MXN \$584.44	01/31/2023	
Sin clasificar	ANTARISUITE CINTERMEX	ACI930614TL3	6B18ADF3-4F82-4C74-8A35-72B70C6AEED2	MXN \$18,346.95	12/16/2023	
Sin clasificar	CHEN QUESO RALL MEZCLA ME			MXN \$289.00	07/31/2024	
Sin clasificar	RESTAURANTES ADMX S DE RL DE CV	RAD161031RK1		MXN \$1.00	09/17/2024	
Personal Car Mileage*			null		07/11/2024	
Personal Car Mileage*			null		07/13/2024	
Sin clasificar	Phone : (201) 840-9428			USD 555.39	02/11/2019	

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UI/UX Before



UI/UX After

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### Expenses

Supplier, Tax ID, Amount, Invo Start Date End Date Document Type All CLEAR SEARCH

Valid 7 Invalid 38 We are processing 21 receipt(s) REMOVE ADD TO REPORT -

Expense Type	Provider	Tax ID	E-Invoice ID	Amount	Date	Document Type
Not classified	TIENDAS SORIANA	TS0991022PB6	0F1E91B2-1C7F-48DD-A459-80C7B8E0...	MXN \$584.44	31/01/2023	
Not classified	ANTARISUITE CINTERM...	ACI930614TL3	6B18ADF3-4F82-4C74-8A35-72B70C6A...	MXN \$18,346.95	16/12/2023	
Not classified	CHEN QUESO RALL MEZ...			MXN \$289.00	31/07/2024	
Not classified	RESTAURANTES ADMX S...	RAD161031RK1		MXN \$1.00	17/09/2024	
Personal Car Mileage*				USD \$0.00	11/07/2024	
Personal Car Mileage*				USD \$0.00	13/07/2024	

# AXM Web > Acting As

Select user to delegate

Search user

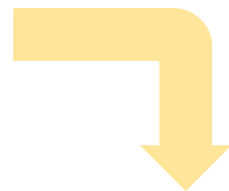
From date To date Document type All Clear Search

axmexp\_cbu\_qas@axosnet-connect.com

Expense Type	Provider	Tax ID	E-Invoice ID	Amount	Date	Document type
Sim clasificar	TIENDAS SORIANA	TS0991022PB6	0F1E91B2-1C7F-48DD-A459-80C7B8E02309	MXN \$584.44	01/31/2023	📄
Sim clasificar	ANTARISUTE CINTERMEX	ACI930614TL3	6B18ADF3-4F82-4C74-8A35-72B70C6AEE02	MXN \$18,346.95	12/16/2023	📄
Sim clasificar	CHEN QUESO RALL MEZCLA ME			MXN \$289.00	07/31/2024	📄
Sim clasificar	RESTAURANTES ADMX S DE R L DE CV	RAD161031RK1		MXN \$1.00	09/17/2024	📄
Personal Car Mileage*				null	07/11/2024	📄
Personal Car Mileage*				null	07/13/2024	📄
Sim clasificar	Phone: (201) 840-8428			USD \$55.39	02/11/2019	📄

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UI/UX Before



UI/UX After

Select the user to delegate

Search user

axmexp\_cbu\_qas@axosnet-connect.com

Expense Type	Provider	Tax ID	E-Invoice ID	Amount	Date	Document Type
Not classified	TIENDAS SORIANA	TS0991022PB6	0F1E91B2-1C7F-48DD-A459-80C7B8E0...	MXN \$584.44	31/01/2023	📄
Not classified	ANTARISUTE CINTERM...	ACI930614TL3	6B18ADF3-4F82-4C74-8A35-72B70C6A...	MXN \$18,346.95	16/12/2023	📄
Not classified	CHEN QUESO RALL MEZ...			MXN \$289.00	31/07/2024	📄
Not classified	RESTAURANTES ADMX S...	RAD161031RK1		MXN \$1.00	17/09/2024	📄
Personal Car Mileage*				USD \$0.00	11/07/2024	📄
Personal Car Mileage*				USD \$0.00	13/07/2024	📄

# AXM Web > Acting As



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Done Acting As

Acting As:

Expenses

Reports

Settings

Help

Expenses

Valid 17 Invalid 63

We are processing 21 receipt(s)

Delete Add Report -

Expense Type	Provider	Tax ID	E-Invoice ID	Amount	Date	Document type
Hotel				null	02/26/2024	
Personal Car Mileage*				null	02/23/2024	
Personal Car Mileage*				null	02/23/2024	
Personal Car Mileage*				null	02/14/2024	
Personal Car Mileage*				null	02/15/2024	
Personal Car Mileage*				null	02/15/2024	
Gifts - Clients				null	01/30/2024	
Hotel Tax				null	01/22/2024	
Personal Car Mileage				null	01/11/2024	
Personal Car Mileage				null	01/10/2024	

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UI/UX Before



UI/UX After

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Acting as axmexp\_cbu\_qas@axosnet-connect.com

Expenses

Supplier, Tax ID, Amount, Invoice ID Start Date End Date Document Type All CLEAR SEARCH

Valid 17 Invalid 63

We are processing 21 receipt(s) REMOVE ADD TO REPORT

Expense Type	Provider	Tax ID	E-Invoice ID	Amount	Date	Document Type
Hotel				USD \$0.00	26/02/2024	
Personal Car Mileage*				USD \$0.00	23/02/2024	
Personal Car Mileage*				USD \$0.00	23/02/2024	
Personal Car Mileage*				USD \$0.00	14/02/2024	
Personal Car Mileage*				USD \$0.00	15/02/2024	
Personal Car Mileage*				USD \$0.00	15/02/2024	
Gifts - Clients				USD \$0.00	30/01/2024	

Permission to approve: Yes  
Permission to prepare: Yes

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Acting As...  
Expenses  
**Reports**  
Settings  
Help

## Reports

Not Submitted Not Submitted Pending Approval To Approve + Add Report

Dates	Report	Amount
October - 2024		
21/10/2024	Reporte de asistente 21-10-2024	\$0.00
21/10/2024	Reporte de asistente 21-10-2024	\$0.00
18/10/2024	Reporte de asistente 18-10-2024	\$0.00
17/10/2024	Reporte de asistente 17-10-2024	\$0.00
16/10/2024	Reporte de asistente 16-10-2024	\$0.00
15/10/2024	Reporte de asistente 15-10-2024	\$0.00
14/10/2024	Reporte de asistente 14-10-2024	\$0.00
14/10/2024	Reporte de asistente 14-10-2024	\$0.00
11/10/2024	Reporte de asistente 11-10-2024	\$11.50
10/10/2024	reporte 10-10-24 Torres	\$11.50
10/10/2024	prueba Alicia 10/10/24	\$0.00
10/10/2024	Reporte de asistente 10-10-2024	\$0.00

UI/UX Before



UI/UX After

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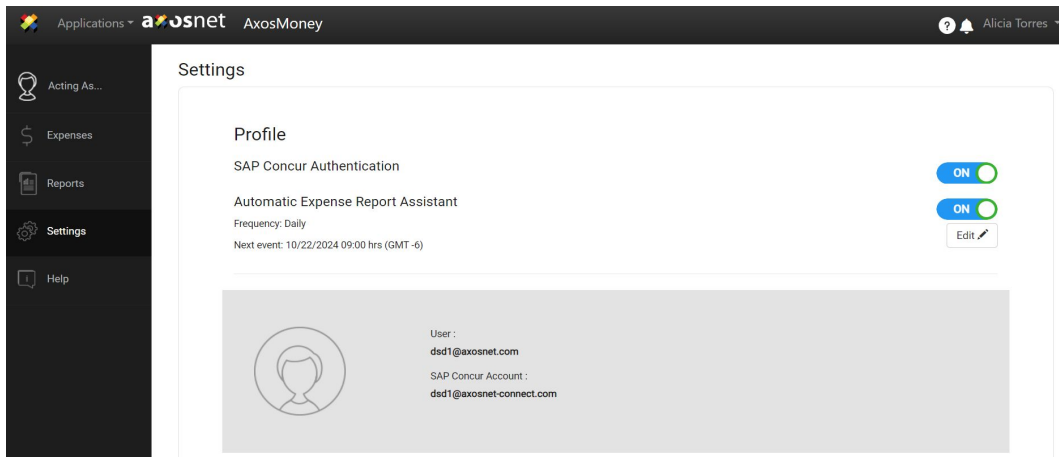
Acting as  
Expenses  
**Reports**  
Settings  
Help

## Reports

UNSENT PENDING APPROVAL TO BE APPROVED ADD REPORT

Unsent

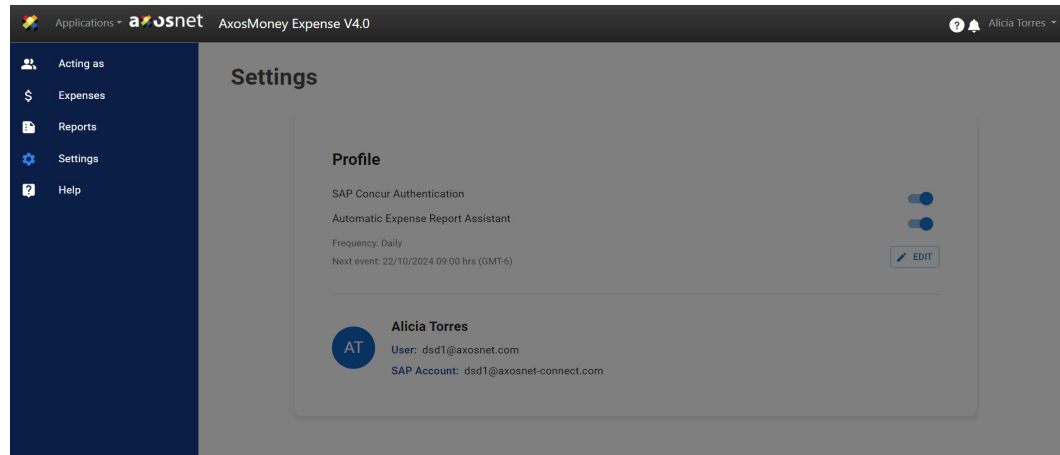
Dates	Reports	Amounts
October 2024		
10/21/2024	Reporte de asistente 21-10-2024	MXN \$0.00
10/21/2024	Reporte de asistente 21-10-2024	MXN \$0.00
10/18/2024	Reporte de asistente 18-10-2024	MXN \$0.00
10/17/2024	Reporte de asistente 17-10-2024	MXN \$0.00
10/16/2024	Reporte de asistente 16-10-2024	MXN \$0.00
10/15/2024	Reporte de asistente 15-10-2024	MXN \$0.00



UI/UX Before



UI/UX After



- There is no need to do anything.
- The update will be visible in all implementations of AXM Web



**AxosMoney®**



## **Our Website**

<https://www.axosnet.com/>

## **Releases**

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

## **Online Help**

<https://axosnet.info/>

## **Service Desk**

<https://axosnet.atlassian.net/servicedesk/customer/portal/1>



## History

Version	Date	Revision Author	Summary of Changes
1.0	14/Oct/2024	Alicia Torres	First Draft
1.1	15/Oct/2024	Alicia Torres	Document development
1.2	15/Oct/2024	AT + MMM	Internal Review
1.3	17/Oct/2024	AT + MMM	Internal Review
1.4	21/Oct/2024	HGF + MMM	Final Review
2.0	21/Oct/2024	HGF + MMM	Public Version

## Distribution

Name	Title
All Customers	Public Document on Axosnet.INFO
All Axosnet Staff	Public Document on Axosnet.INFO

## Approval

Name	Position	Signature	Date
Héctor González de la Fuente	R&D Manager	HAGF	21/Oct/2024