



akuiteo
BUSINESS SOFTWARE

Setup Guide
ADVANCED SETUP
Version 4.3

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1 Preface

1.1 REVISIONS

Revision 7	Published in April 2021 <ul style="list-style-type: none">Added a filter by the user's company in the Arkhineo batch (p. 9) chapter.
Revision 6	Published in January 2021 <ul style="list-style-type: none">Updated content on sealing (see Setting up the sealing of original PDFs (p. 50)).New batch for probative value archiving (see Arkhineo batch (p. 9)).
Revision 5	Published in November 2020 <ul style="list-style-type: none">Updated content for Managing original PDFs when billing expense reports (see Setting up original PDFs (p. 48)).New batch to update the CHORUS status for dematerialized invoices (see CheckFacturesClientChorus batch (p. 13)).Added chapter on setting up Custom data (p. 52).
Revision 4	Published in July 2020 <ul style="list-style-type: none">Added setup of external expense types for the Smartscan (see Setting up external expense types for the Smartscan (p. 63)).
Revision 3	Published in May 2020 <ul style="list-style-type: none">Added section for help desk setup with the following chapters:<ul style="list-style-type: none">Sprint templates (p. 87)Issue stages inside a sprint (p. 88)Added section for technical setup, for Setting up the Azure Active Directory authentication (p. 90).
Revision 2	Published in March 2020 <ul style="list-style-type: none">New batch to import business cards statements (see ImportReleveCarteEntreprise batch (p. 16)).New setup screen for Dunning options (p. 81).Added chapter to set up Dunning levels (p. 83).
Revision 1	Published in November 2019 <ul style="list-style-type: none">Added chapter to set up Expense types (p. 59).Added chapter to set up External expense types (p. 63).Expense reports added in standard and advanced approval rules (see Approvals (p. 66)).New setup screen to manage original PDFs according to document types (see Documents - Managing original PDFs by document type (p. 48)).

1.2 HELP DESK

Akuiteo S.A.S. highly values your satisfaction.

To share your feedback or contact the help desk, feel free to visit our website page:
<https://www.akuiteo.fr/akuiteo.clients/>

2 Setting up Akuiteo

Setting up Akuiteo is an essential step. It allows you to automate your processes so that you can save time when entering data.

This setup must be performed with the help of an Akuiteo Professional Services person.

To access the setup screen and the list of DMFs and management rules, go to **Tools > Setup**. You can enter text in the search field or open the folders that you want.

Setting up batches

This chapter describes how to set up and use the following batches:

- Arkhineo;
- CheckFacturesClientChorus;
- ImportReleveCarteEntreprise;
- PlanningExchange;
- RendezVousExchange.

The batch setup can be accessed from the **Tools** menu > **Setup** > **Batches**.

3 Arkhineo batch

Important

To be able to activate the Arkhineo batch and archive original PDFs, contact your Akuiteo project manager.

An original PDF archived in the Arkhineo digital safe can never be deleted from the safe.

The Arkhineo batch enables to set up probative value archiving for the original PDFs generated by Akuiteo. All the sealed original PDFs available in the document warehouse or in the folder specified in the sealing's setup are sent to an Arkhineo digital safe and are therefore archived.

The sealed and archived documents can still be accessed from the Application Desktop by the customer. However, the content of the safe can neither be accessed nor administered by the customer, since Akuiteo is the only one managing this safe.

Note

If you want to access your safe or retrieve its content, for example in case of a tax audit, send an issue to Akuiteo's helpdesk. All the conditions for accessing and retrieving are detailed in the contract.

Only sealed documents can be archived to ensure a probative value archiving.

Reference

For more information on setting up and activating the sealing, refer to [Setting up the sealing of original PDFs \(p. 50\)](#).

3.1 CREATING THE BATCH

Important

The batch parameters are different between production and test environments, particularly the Arkhineo ID information.

Two types of section are available at Arkhineo:


- a section for 6-year archiving, recommended for expense report receipts,
- a section for 10-year archiving, recommended for invoices.

If you use only one section: set up one Arkhineo batch by specifying the desired types of documents.

If you use the two sections for archiving your documents: set up 2 Arkhineo batches (one per section) by specifying the types of documents depending on the archiving section.

1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.

↳ A results screen opens to display the list of existing batches.

- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **Arkhineo** from the drop-down list of the **Batch template** field.
- 4 Specify the batch parameters. For details about these parameters, refer to [Setting up the batch](#) (p. 10).
- 5 Save the batch.

When the batch is started, Akuiteo scans the document warehouse or the folders specified in the sealing's setup. All the original PDFs of the corresponding types (expense reports, sales invoices/credit notes, purchase invoices/credit notes) that have a seal are retrieved and sent to the Arkhineo digital safe.

Note

If the user starting the batch is set up on *********, the documents linked to the management objects are scanned for all existing companies.

If the user is set up on a company, a filter is applied and the documents linked to the objects of that specific company are the only ones scanned.

Once a sealed PDF has been archived, it cannot be archived again. In the Application Desktop, the record sheet of the archived document now includes *Arkhineo document archived on...* in its **Description**.

3.2 SETTING UP THE BATCH

Code	Description	Type	Required	Default value
ALWAYS_SEND_MAIL	When the parameter is set to True, the batch's log is sent by email even if no error has occurred during the execution (completed status). The email is sent to the address specified in the <code>BATCH_MAIL</code> parameter.	Boolean	No	
ARKHINEO_WEB_SERVICE_LOGIN	Login used to connect to the Arkhineo web service, provided by Akuiteo.	String	Yes	
ARKHINEO_WEB_SERVICE_PASSWORD	Password linked to the login used to connect to the Arkhineo web service, provided by Akuiteo.	String	Yes	
ARKHINEO_WEB_SERVICE_URL	URL used to connect to the Arkhineo web service, provided by Akuiteo.	String	Yes	
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No	

Code	Description	Type	Required	Default value
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No	
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No	
BATCH_LOG_ID	Log file ID.	String	No	
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No	
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes	
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No	mail. postmaster
BATCH_MAIL_REPLY_TO	Email address to use when answering the email sent with the logs.	String Ex: support@akuiteo.com	No	
BATCH_PWD	Password of the user who starts the batch. This password must be linked to the BATCH_USER specified.	String	Yes	
BATCH_USER	Login of the user who starts the batch.	String	Yes	
CODE_CLIENT	Customer code, provided by Akuiteo. If the customer code is not specified, the C2181 code is used by default.	String	No	
DATE_CREATION	Defines a start date for the batch process. If a date is specified, the batch will only process the PDFs sealed from this date onwards.	Date	No	

Code	Description	Type	Required	Default value
	If no date is specified, all the sealed PDFs that have not been processed since the last batch execution will be processed. If it is the first execution, all sealed original PDFs of the corresponding types will be processed.			
IDENTIFIANT_COFFRE	ID of the Arkhineo safe containing the archived documents. This ID is provided by Akuiteo.	String	Yes	
IDENTIFIANT_COMPARTIMENT	ID of the customer compartment in the destination section containing the archived documents. This ID is provided by Akuiteo.	String	Yes	
IDENTIFIANT_SECTION	ID of the section in the Arkhineo safe containing the archived documents. This ID is provided by Akuiteo.	String	Yes	
TYPES_DOCUMENTS_PRIS_EN_COMPTE	<p>Specify the types of documents to be archived by the batch. Each document type must be separated by a semicolon. The following values are available:</p> <ul style="list-style-type: none"> • NDF for expense reports • FACCLI for sales invoices and credit notes • FACFOU for purchase invoices and credit notes <p>A document type can only be set up once and only for one batch.</p>	<p>String</p> <p>Ex: NDF;FACCLI;FACFOU</p>	Yes	

4 CheckFacturesClientChorus batch

Akuiteo can be used with the CHORUS PRO APIs in order to automatically transfer dematerialized invoices from the Application Desktop to the CHORUS PRO portal, without having to manually transfer these invoices or to use an external tool.


When a dematerialized invoice is transferred using the CHORUS PRO APIs, the CheckFacturesClientChorus batch enables to retrieve the CHORUS status in order to follow the progress of a dematerialized invoice from the Application Desktop. Ce statut est stocké sur la facture, dans le champ **Statut Chorus** de l'onglet **CHORUS**.

The status of a dematerialized invoice is no longer updated once the invoice has reached a status considered as final: A_RECYCLER, SUSPENDUE, REJETEE or MISE_EN_PAIEMENT.

Reference

For more information about transferring dematerialized invoices using the CHORUS PRO APIs, refer to the *Setup Guide about Chorus Dematerialization*.

4.1 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.
↳ A results screen opens to display the list of existing batches.
- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **CheckFacturesClientChorus** from the drop-down list of the **Batch template** field.
- 4 Specify the batch parameters. For details about these parameters, refer to [Setting up the batch \(p. 13\)](#).
- 5 Save the batch.

When the batch is started, the dematerialized invoices with an empty or a non-final status are analyzed and Akuiteo checks whether their status have been updated in the CHORUS PRO portal. If that is the case, the CHORUS statuses are updated in the Application Desktop, in the **Invoice status** custom data (Sequence 9, Alphanum07).

4.2 SETTING UP THE BATCH

Code	Description	Type	Required	Default value
ALERTER_RESPONSABLE_FACTURE	When the parameter is set to True, the invoice manager will be alerted by email when the invoice's CHORUS	Boolean	No	

Code	Description	Type	Required	Default value
	status is updated to one of the statuses specified in the <code>LISTE_ETATS_CHORUS_A_ALERTER</code> parameter.			
<code>BATCH_DEBUG_PARAMS</code>	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No	
<code>BATCH_LOG_CONSOLE</code>	When the parameter is set to True, logs are displayed in the console.	Boolean	No	
<code>BATCH_LOG_FILE</code>	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No	
<code>BATCH_LOG_ID</code>	Log file ID.	String	No	
<code>BATCH_LOG_LEVEL</code>	Log level.	String Ex: LOG;WARN	No	
<code>BATCH_MAIL</code>	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes	
<code>BATCH_MAIL_CC</code>	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No	
<code>BATCH_MAIL_CCI</code>	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No	
<code>BATCH_MAIL_FROM</code>	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No	mail. postmaster
<code>BATCH_MAIL_REPLY_TO</code>	Email address to use when answering the email sent with the logs.	String Ex: support@akuiteo.com	No	
<code>BATCH_PWD</code>	Password of the user who starts the batch. This password must be linked to the <code>BATCH_USER</code> specified.	String	Yes	
<code>BATCH_USER</code>	Login of the user who starts the batch.	String	Yes	
<code>LISTE_ETATS_CHORUS_A_ALERTER</code>	List of the CHORUS invoice statuses that will trigger an email alert to the invoice manager. Each status must be	String Ex: REJETEE;MISE_EN_	No	

Code	Description	Type	Required	Default value
	<p>separated by a semicolon.</p> <p>The following values are available: DEPOSEE, EN_COURS_ ACHEMINEMENT, MISE_A_ DISPOSITION, COMPLETEE, A_ RECYCLER, SUSPENDUE, REJETEE, MANDATEE, MISE_A_DISPOSITION_ COMPTABLE, COMPTABILISEE, MISE_ EN_PAIEMENT.</p>	PAIEMENT		

5 ImportReleveCarteEntreprise batch

Important

The ImportReleveCarteEntreprise batch takes into account the following formats of bank statements: BRED and BNP Paribas.

The ImportReleveCarteEntreprise batch uses files from the statements provided by your bank in order to automatically generate the corresponding expenses in Akuiteo.

When the batch is started, each line of the imported files is analyzed to create the expenses in Akuiteo:

- The employee is determined using the business card specified in the employee record sheet (see [Preparing employee record sheets \(p. 16\)](#)).
- The date and the amount of the expense are retrieved directly from the bank statements.
- For the allocation, Akuiteo checks the employee's timesheet or schedule at the date of the expense.
 - If there is only one project found at this date, this project is used for the expense.
 - If multiple projects are found at this date or if the project is excluded in the batch parameters, the allocation will be left empty.
- For the expense type, the setup for external expense types is used to link a Merchant Category Code (MCC) with an expense report in Akuiteo (see [Setting up external expense types \(p. 16\)](#)). If external expense types are not set up or if the expense type is excluded in the batch parameters, the expense type will be left empty.
- The **Business card** option is checked for the new expense.

5.1 PREPARING EMPLOYEE RECORD SHEETS

Business cards must be specified in employee record sheets. When the batch is started, the statement line is linked to the employee using the employee's business card number.

From the employee record sheet, click on **Edit > Additional parameters > Business cards** to access the employee's business cards.

Reference

For more information, refer to the *Setup Guide CRM Third-party*.

5.2 SETTING UP EXTERNAL EXPENSE TYPES

In a bank statement file, each line is associated with a MCC code. This code indicates the merchant's activity type for each transaction.

Before starting the ImportReleveCarteEntreprise batch, external expense types must be set up so the MCC codes can be linked with the relevant expense types. That way, when a bank statement line is imported, the MCC code of the line is searched for among the external expense types set up. If the external expense type is correctly set up and is associated with an expense type, this expense type is specified in the new expense.


If the MCC codes have not been set up in external expense types or if there is no associated expense types, the expense type will be left empty for the expenses created with the batch. The recipients of the batch's logs will be warned that the MCC codes could not be linked with external expense types.

External expense types are set up from the menu **General setup > Expense reports > External expenditure type**.

Reference

For more information, refer to [External expense types \(p. 63\)](#).

5.3 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.
↳ A results screen opens to display the list of existing batches.
- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **ImportReleveCarteEntreprise** from the drop-down list of the **Batch template** field.
- 4 Specify the batch parameters. For details about these parameters, refer to [Setting up the batch \(p. 18\)](#).
- 5 Save the batch.

When the batch is started, bank statement files are analyzed and expenses are created in Akuiteo according to the specified parameters. If an error occurs for a line, the process continues for the other lines.

The expenses created with the batch are added to the latest open expense report. If the employee does not have an open expense report, a new expense report is created automatically.

5.4 SETTING UP THE BATCH

Code	Description	Type	Required	Default value
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No	
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No	
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No	
BATCH_LOG_ID	Log file ID.	String	No	
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No	
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes	
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No	mail. postmaster
BATCH_MAIL_REPLY_TO	Email address to use when answering the email sent with the logs.	String Ex: support@akuiteo.com	No	
BATCH_PWD	Password of the user who starts the batch. This password must be linked to the BATCH_USER specified.	String	Yes	
BATCH_USER	Login of the user who starts the batch.	String	Yes	
CODES_AFFAIRES_EXCLUS	Codes of the projects to be excluded when searching for the allocation. Each code must be separated by a semicolon.	String Ex: CODE1;CODE2;CODE3	No	

Code	Description	Type	Required	Default value
CODES_ NATURES_ EXCLUS	Codes of the expense types to be excluded when searching for the allocation. Each code must be separated by a semicolon.	String Ex: CODE1;CODE2;CODE3	No	
DEBUT_NOM_ DU_FICHER	Root of the name used to identify the bank statement files to be imported by the batch.	String Ex: bank-statements	No	
FORMAT	Format of the bank statement files to be imported by the batch. The following formats are available: <ul style="list-style-type: none"> • BRED • BNP Paribas 	List of values	Yes	
FTP_CHEMIN	Path to access the FTP server's directory where the bank statement files to be imported by the batch are located.	String Ex: employee/statements	Yes	
FTP_CHEMIN_ OK	Path to access the FTP server's directory where the files imported from the <code>FTP_CHEMIN</code> will be moved.	String Ex: employee/statements/processed	Yes	
FTP_MODE	Method to connect to the FTP server. <div> Important Only the FTP or SFTP connection methods can be used. </div>	String Ex:FTP or SFTP	No	FTP
FTP_PASSWORD	Password to connect to the FTP server. This password must be linked to the <code>FTP_USER</code> specified.	String	No	
FTP_PORT	FTP server's port.	Number	Yes	
FTP_SERVEUR	Address of the FTP server where the bank statement files to be imported by the batch are located.	String Ex:ftp.akuiteo.com	Yes	
FTP_USER	Login to connect to the FTP	String	No	

Code	Description	Type	Required	Default value
	server.			
SFTP_SSH_KEYSTORE	<div> Important This parameter is required if SFTP is specified for <code>FTP_MODE</code>. </div> Path to access the Keystore file that is protected by a password and that contains keys and certificates.	String	No	
SFTP_SSH_KEYSTORE_PASSWORD	<div> Important This parameter is required if SFTP is specified for <code>FTP_MODE</code>. </div> Password to access the Keystore file.	String	No	

5.5 MANAGING THE BILLING OF EXPENSES PAID WITH A BUSINESS CARD

The expenses created with the batch are marked as "paid with a business card" and are therefore considered as already refunded to the employee.

The **NDF_CARTE_SOCIETE** management rule must be active to differentiate the expenses to be paid from the ones that have already been paid.

This management rule enables to create two invoices for the supplier employee when the expense reports are billed:

1. An invoice for the expenses "paid with a business card", that is already paid.
2. An invoice for the other expenses to be paid.

6 PlanningExchange batch

The PlanningExchange batch is used to transfer the schedules saved in Akuiteo to a Microsoft Exchange calendar. This way, without any direct action, employees can easily look at their schedules in their Exchange calendar from a smartphone or a tablet. The electronic calendars of employees are updated automatically while managing schedules directly in Akuiteo.

This batch can be set up by employee in order to only allow some types of schedules to specific employees. To identify specific employees, a key can be added to each employee record sheet.

Important

The PlanningExchange batch cannot be used to transfer any changes made from an Exchange calendar to Akuiteo. If an employee modifies an appointment in his/her Exchange calendar, this modification will not be synchronized with the Akuiteo schedule and will be overwritten the next time the batch is executed. The Akuiteo schedule remains the point of reference.

6.1 PREPARING EMPLOYEE RECORD SHEETS

DMF	160840 SHOW CHOICE OF TIME AND SCHEDULE INPUT MODE
	160841 MODIFY CHOICE OF TIME AND SCHEDULE INPUT MODE

The **Key to identify employee in batches** field enables you to add a specific value that can be used in the PlanningExchange batch. This field is available in the employee record sheet > **Employee** tab > **Choice of time and schedule input mode** section.

This key can be assigned to one or multiple employees depending on needs, and allows to identify these employees when the batch is executed.

Example

You want to add the Akuiteo schedules in the calendars of your company's consultants. However, these schedules are useless for the other employees in the company.

You add the **BATCH_CONSULT** key in the employee record sheet of each consultant. You use this key in the batch setup. When the batch is executed, employees with the **BATCH_CONSULT** are found and their calendars are the only ones updated with the Akuiteo schedules.

6.2 CREATING THE BATCH

1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.

↳ A results screen opens to display the list of existing batches.

2 In the results screen, click on  in the action bar.

- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **PlanningExchange** from the drop-down list of the **Batch template** field.
- 4 Specify the batch parameters. For details about these parameters, refer to [Setting up the batch \(p. 22\)](#).
- 5 Save the batch.

When the batch is executed, schedules are transferred to Exchange according to the parameters specified.

6.3 SETTING UP THE BATCH

Code	Description	Type	Required	Default value
AFFECTATIONS_VALIDATEES	When the parameter is set to True, the validated allocations are the only ones to be transferred and stored from Akuiteo to Exchange.	Boolean	No	False
AJOUTER_VALIDATION	When the parameter is set to True, information about the validation is added to the title and comment in the Exchange appointment.	Boolean	No	False
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No	
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No	
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No	
BATCH_LOG_ID	Log file ID.	String	No	
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No	
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes	
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String	No	mail.postmaster

Code	Description	Type	Required	Default value
		Ex: support@akuiteo.com		
BATCH_PWD	Password of the user who starts the batch. This password must be linked to the BATCH_USER specified.	String Ex: TECH	Yes	
BATCH_USER	Login of the user who starts the batch.	String Ex: TECH	Yes	
CALENDRIER_DEFINI	Name of the Microsoft Exchange calendar used to transfer the Akuiteo schedules. If empty, the default calendar of the Exchange user is used. This parameter enables users to have a specific sub-calendar updated by Akuiteo in their Exchange calendar.	String Ex: CalendarCRM	No	
CATEGORIES	<p>This parameter is used to associate an Akuiteo action code with an Outlook color category. When Akuiteo schedules are transferred to Exchange, appointments are created using the color categories that match the action codes.</p> <p>Enter pairs of ACTION CODE/Category separated by semicolons.</p> <div> <p>Example</p> <p>INTERNAL:Red category;BILLABLE:Purple category;TELEWORK:Orange category</p> </div> <p>Right-click on an appointment in Outlook then click Categorize to see the different color categories. By default, these categories are named Yellow category, Red category, Blue category, and so on. However, they are completely customizable.</p>	String	No	

Code	Description	Type	Required	Default value
	<p>Notes</p> <p>The name of a category must be written explicitly and is case-sensitive. If the name specified in the batch setup is not identical to the Outlook category, the batch will not work.</p> <p>A category is only assigned automatically once, when the appointment is created. If the action code is changed, the category will have to be manually updated in Outlook.</p>			
CODE_COLLAB_EXCLU	Employee codes that must be excluded from the Exchange transfer when the batch is executed. Each code must be separated by a semicolon.	String Ex: AAA;BBB;CCC	No	
COMMENTAIRE_EXCHANGE	<p>Codes of the fields to be included in the Exchange comment. Each code must be separated by a semicolon.</p> <p>The following values are available: CodeAffaire, NomAffaire, CodeClient, NomClient, CodeLot, LibelleLot, CodeSousLot, LibelleSousLot, Tache, CodeAction, LibelleAction, Lieu, Commentaire</p> <p>In the Exchange comment, fields are displayed in the following way:</p> <p>Label of 1st field: value</p> <p>Label of 2nd field: value</p> <p>And so on.</p>	String Ex: CodeAffaire;NomClient; CodeAction; Comment	Yes	
EXCLURE_AFFAIRE_ABSENCE	When the parameter is set to True, leave projects are excluded from the Exchange transfer.	Boolean	No	
EXCLURE_AFFAIRE_EXTERNE	When the parameter is set to True, external projects are excluded from the Exchange transfer.	Boolean	No	
EXCLURE_AFFAIRE_INTERNE	When the parameter is set to True, internal projects (except for leaves)	Boolean	No	

Code	Description	Type	Required	Default value
	are excluded from the Exchange transfer.			
EXCLURE_ COLLAB_EXTERNE	When the parameter is set to True, external employees are excluded from the Exchange transfer.	Boolean	No	True
EXCLURE_ COLLAB_NE_PAS_ RELANCER	<p>When the parameter is set to True, employees that cannot be sent reminders about their time input are excluded from the Exchange transfer.</p> <p>For these employees, the No reminders about time input box is checked in the Employee tab > Choice of time and schedule input mode section.</p>	Boolean	No	True
EXCLURE_PLA_ DEVIS	When the parameter is set to True, schedules created from quotations are excluded from the Exchange transfer.	Boolean	No	
FILTRE_CLE_ COLLAB	<p>Batch key used to filter the employees taken into account for the Exchange transfer. If multiple keys are entered, each key must be separated by a semicolon.</p> <p>If a key is entered, employees must have this key specified on their record sheet to be taken into account. If the parameter is empty, there is no filter applied and all the employees are taken into account.</p> <div> <p>Reference</p> <p>For more information about batch keys, refer to Preparing employee record sheets (p. 21).</p> </div>	<p>String</p> <p>Ex: BATCH_SALES</p>	No	
FILTRE_CODE_ COLLAB	<p>Employee codes used to filter the employees taken into account for the Exchange transfer. If multiple codes are entered, each code must be separated by a semicolon.</p> <p>If the parameter is empty, there is no filter applied and all the employees are taken into account.</p>	<p>String</p> <p>Ex: AAA;BBB;CCC</p>	No	

Code	Description	Type	Required	Default value
FILTRE_COLLAB_OPERATIONNEL	When the parameter is set to True, active employees are the only ones taken into account for the Exchange transfer.	Boolean	No	True
MESSAGE_VALIDATION_COMMENTAIRE	Message added in the comment of the Exchange appointment if the schedule validation is active.	String	No	
MODE_PURGE	When the parameter is set to True, appointments are cleared. This clearing deletes all schedules transferred with Akuiteo from the working range in the Exchange calendar, before actually transferring schedules.	Boolean	No	False
OBJET_EXCHANGE	<p>Codes of the fields to be included in the Exchange subject. Each code must be separated by a semicolon.</p> <p>The following values are available: CodeAffaire, NomAffaire, CodeClient, NomClient, CodeLot, LibelleLot, CodeSousLot, LibelleSousLot, Tache, CodeAction, LibelleAction, Lieu, Commentaire</p> <p>In the Exchange subject, fields are displayed one after the other, separated by a space.</p>	<p>String</p> <p>Ex: CodeAffaire;NomClient; CodeAction; Comment</p>	Yes	
PERIODE_NB_JOURS_APRES	Number of days taken into account after the current date. It reduces the number of schedules to be transferred.	<p>Number</p> <p>Ex: 30</p>	Yes	14.0
PERIODE_NB_JOURS_AVANT	Number of days taken into account before the current date. It reduces the number of schedules to be transferred.	<p>Number</p> <p>Ex: 10</p>	Yes	0.0
PREFIXE_VALIDATION	Prefix added in the title of the Exchange appointment if the schedule validation is active.	<p>String</p> <p>Ex: SCHED</p>	No	
SOCIETES	Company codes to filter the appointments transferred depending on Akuiteo companies. If multiple companies are entered, each company must be separated by a semicolon.	<p>String</p> <p>Ex: COMPANY1;COMPANY2</p>	Yes	

7 RendezVousExchange batch

The RendezVousExchange is used to transfer events saved in Akuiteo as "Appointment" to a Microsoft Exchange calendar. This way, without any direct action, sales people and employees that are traveling can easily look at their appointments in their Exchange calendar from a smartphone or a tablet. The electronic calendars of employees are updated automatically while managing appointments directly in Akuiteo.

This batch can be set up by employee in order to only allow some types of appointments to specific employees. To identify specific employees, a key can be added to each employee record sheet.

When the batch is executed, the following information is not transferred with the appointments:

- attachments linked to the Akuiteo appointments;
- any authorizations set up for the appointments, using access rights or accreditation levels.

Important

The RendezVousExchange batch cannot be used to transfer any changes made from an Exchange calendar to Akuiteo. If an employee modifies an appointment in his/her Exchange calendar, this modification will not be synchronized with the Akuiteo appointment and will be overwritten the next time the batch is executed. The Akuiteo appointment remains the point of reference.

7.1 PREPARING EMPLOYEE RECORD SHEETS

DMF	160840 SHOW CHOICE OF TIME AND SCHEDULE INPUT MODE
	160841 MODIFY CHOICE OF TIME AND SCHEDULE INPUT MODE

The **Key to identify employee in batches** field enables you to add a specific value that can be used in the RendezVousExchange batch. This field is available in the employee record sheet > **Employee** tab > **Choice of time and schedule input mode** section.

This key can be assigned to one or multiple employees depending on needs, and allows to identify these employees when the batch is executed.

Example


You want to add the Akuiteo appointments in the calendars of your company's sales people. However, these appointments are useless for the other employees in the company.

You add the **BATCH_COM** key in the employee record sheet of each sales person. You use this key in the batch setup. When the batch is executed, employees with the **BATCH_COM** are found and their calendars are the only ones updated with the Akuiteo appointments.

7.2 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.

↳ A results screen opens to display the list of existing batches.

- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **RendezVousExchange** from the drop-down list of the **Batch template** field.
- 4 Specify the batch parameters. For details about these parameters, refer to [Setting up the batch](#) (p. 28).
- 5 Save the batch.

When the batch is executed, appointments are transferred to Exchange according to the parameters specified.

7.3 SETTING UP THE BATCH

Code	Description	Type	Required	Default value
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No	
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No	
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No	
BATCH_LOG_ID	Log file ID.	String	No	
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No	
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes	
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No	mail. postmaster
BATCH_PWD	Password of the user who starts the batch. This password must be linked to the BATCH_USER specified.	String Ex: TECH	Yes	

Code	Description	Type	Required	Default value
BATCH_USER	Login of the user who starts the batch.	String Ex: TECH	Yes	
CALENDRIER_DEFINI	Name of the Microsoft Exchange calendar used to transfer the Akuiteo appointments. If empty, the default calendar of the Exchange user is used.	String Ex: CalendarCRM	No	
CATEGORIE_EXCHANGE	When the parameter is set to True, the Akuiteo appointment category is added to the Exchange appointment category.	Boolean	Yes	True
CATEGORIES_A_EXCLUDE	Name of the Akuiteo appointment categories that must be excluded from the Exchange transfer when the batch is executed.	String Ex : PROSPECT	No	
CATEGORIES_RDV	Name of the Akuiteo appointment categories that must be transferred to Exchange when the batch is executed. If empty, all the appointment categories set up in Akuiteo are transferred, except for the ones specified in CATEGORIES_A_EXCLUDE.	String Ex : APPT;DEMO;MEET	No	
COL_LIES_EXCHANGE	When the parameter is set to True, appointments will be created in the Exchange calendar of the employees linked to the Akuiteo appointments (list of linked third-parties).	Boolean	Yes	True
COMMENTAIRE_EXCH_PIECES	When the parameter is set to True, the list of Linked akuiteo objects of the Akuiteo appointment is added in the Exchange comment.	Boolean	Yes	False
COMMENTAIRE_EXCH_TIERS	When the parameter is set to True, the list of Linked third parties of the Akuiteo appointment is added in the Exchange comment.	Boolean	Yes	False
COMMENTAIRE_EXCHANGE	Codes of the fields to be included in the Exchange comment. Each code must be separated by a semicolon. The following values are available: CATEGORIE, PROPRIETAIRE, OBJET,	String Ex: CATEGORIE;OBJET; DATE_DEBUT; DATE_FIN	Yes	

Code	Description	Type	Required	Default value
	<p>PRIORITE, DATE_DEBUT, DATE_FIN, DATE_RAPPEL, NOTE, CODE_AFFAIRE, NOM_AFFAIRE, NOM_CLIENT</p> <p>In the Exchange comment, fields are displayed in the following way:</p> <p>Label of 1st field: value</p> <p>Label of 2nd field: value</p> <p>And so on.</p> <div> <p>Notes</p> <p>For the PROPRIETAIRE code, the owner's first and last names are displayed.</p> <p>For the customer and the project, the first customer or the first project is displayed, followed by a "+" sign if there are multiple customers or projects.</p> </div>			
EXCLURE_COLLAB_EXTERNE	When the parameter is set to True, external employees are excluded from the Exchange transfer.	Boolean	No	False
EXCLURE_COLLAB_NON_OPERATIONNEL	When the parameter is set to True, employees that are not active are excluded from the Exchange transfer.	Boolean	No	False
EXCLURE_EVT_ARCHIVES	When the parameter is set to True, archived appointments are excluded from the Exchange transfer.	Boolean	No	False
EXCLURE_EVT_AUTO	When the parameter is set to True, appointments that were created automatically are excluded from the Exchange transfer.	Boolean	No	False
EXCLURE_EVT_SUPPORT	When the parameter is set to True, appointments coming from the Help Desk module are excluded from the Exchange transfer.	Boolean	No	False
FILTRE_CLE_COLLAB	Batch key used to filter the employees taken into account for the Exchange transfer. If multiple	String Ex: BATCH_SALES	No	

Code	Description	Type	Required	Default value
	<p>keys are entered, each key must be separated by a semicolon.</p> <p>If a key is entered, employees must have this key specified on their record sheet to be taken into account. If the parameter is empty, there is no filter applied and all the employees are taken into account.</p> <div> Reference <p>For more information about batch keys, refer to Preparing employee record sheets (p. 27).</p> </div>			
OBJET_EXCHANGE	<p>Codes of the fields to be included in the Exchange subject. Each code must be separated by a semicolon.</p> <p>The following values are available: CATEGORIE, PROPRIETAIRE, OBJET, PRIORITE, DATE_DEBUT, DATE_FIN, DATE_RAPPEL, NOTE, CODE_AFFAIRE, NOM_AFFAIRE, NOM_CLIENT</p> <p>In the Exchange subject, fields are displayed one after the other, separated by a space.</p> <div> Notes <p>For the PROPRIETAIRE code, the owner's first and last names are displayed.</p> <p>For the customer and the project, the first customer or the first project is displayed, followed by a "+" sign if there are multiple customers or projects.</p> </div>	<p>String</p> <p>Ex: CATEGORIE;OBJET</p>	Yes	
PERIODE_NB_JOURS_APRES	Number of days taken into account after the current date.	<p>Number</p> <p>Ex: 30</p>	Yes	60.0
PERIODE_NB_JOURS_AVANT	Number of days taken into account before the current date.	<p>Number</p> <p>Ex: 10</p>	Yes	5.0

Code	Description	Type	Required	Default value
SOCIETES	Company codes to filter the appointments transferred depending on Akuiteo companies. If multiple companies are entered, each company must be separated by a semicolon.	String Ex: COMPANY1;COMPANY2	Yes	
UNIQUEMENT_ EVT_CRM	<p>When the parameter is set to True, the Akuiteo appointments that are displayed on the CRM Portal are the only ones taken into account for the Exchange transfer.</p> <p>To display an appointment on the CRM Portal, check the Display on CRM Portal box in the setup of the event category linked to the appointment.</p>	Boolean	Yes	False

General setup

The general setup can be accessed from the **Tools** menu > **Setup** > **General setup**.

8 Purchase

Saving of purchase invoices

Follow the instructions and answers to the questions relevant to your use of Akuiteo. The screen is automatically displayed in Edition mode.

- Entry wording: title of the invoice accounting entries
- Grouping of entry lines: enables you to group invoice line accounting entries and to display the period before or after the entry line.
- Activate purchasing for the account receivable: allows you to manage purchases for the customer. When you enable this option, a new check-box entitled **For the account receivable** is available on quotes, orders and supplier invoices.

Purchased item families

This setup is used in the **Purchased item** sheet.

To use the sales and purchases modules in Akuiteo, you must define sold and purchased item families and sub-families.

This classification allows you to analyze the turnover according to relevant criteria based on the company activity. Example: display the turnover per family (ERP, maintenance, services, specific developments...) and per sub-family (management, commission, company...).

According to the type of activities, it enables margin calculation based on item line (family) and item (sub-family). There must be a balance between purchased items and sold items classification.

- Code: family code
- Rank no.: display sorting order when opening a list
- Label: family label Grouping: grouping name
- Valid until: date from when the family is no longer available
- Subcontracting product: yes/no.

Purchased item sub-families

This setup is used in the **Purchased item** sheet.

Item families and sub-families are defined in a hierarchical way: a sub-family is linked to only one item family.

- Family: family code
- Code: sub-family code
- Rank no.: display sorting order when opening a list
- Label: sub-family label
- Grouping: grouping name
- Account: VAT account number (for information)
- Tax code: VAT code (for information)
- Valid until: date from when the sub-family is no longer available

- Type: item nature
- Type: item type

9 Project

Project status code

This setup is used in the project record sheet.

The project status code allows the identification of the project status (pre-sales, pending signature, in production, in test phase, ended...). These statuses are defined in the status code table. It is possible to configure different management rules for each status.

- Status code: project status code
- Default status: code proposed when creating a project
- Wording: status code description
- Authorization level
- Previous status code: lists of status codes prior to the current code (separated by "/").
- Configurable procedure: configurable procedure name
- Control formula: formula to check whether the project is 'valid'.
- Message if the control has not been confirmed: displays if the control formula is not valid

PCE After

- Commercial/production phases: project-related period
- Lost project: status code of a lost project not in production
- Finished / Closed: status code of non-available / changeable projects
- Finished / Not closed: status code to indicate that a project is no more available
- Sales: select the business objects that you can create with this status code
- Purchases: select the business objects that you can create with this status code
- Accounts/treasury: indicate whether you can perform accounts / treasury actions or not.
- Schedule / Times / Missions: select the time objects that you can create with this status code
- Other Akuiteo objects: select the other business objects you can create with this status code

Phases status code

This setup is used in the project record sheet.

- Status code: phase status code
- Default status: code proposed when creating a phase
- Wording: status code description
- Authorization level
- Previous status code: lists of status codes prior to the current code (separated by "/").
- Configurable procedure: configurable procedure name
- Control formula: formula to check whether the phase is 'valid'.
- Message if the control has not been confirmed: displays if the control formula is not valid
- PCE After:
- Commercial/production phases: phase-related period
- Lost project: status code of a lost project not in production
- Finished / Closed: status code of non-available / changeable phases

- Finished / Not closed: status code to indicate that a phase is no more available
- Sales: select the business objects that you can create with this status code
- Purchases: select the business objects that you can create with this status code
- Accounts/treasury: indicate whether you can perform accounts / treasury actions or not.
- Schedule / Times / Missions: select the time objects that you can create with this status code
- Other Akuiteo objects: select the other business objects you can create with this status code

Sub-phases status code

This setup is used in the project record sheet.

- Status code: sub-phase status code
- Default status: code proposed when creating a sub-phase
- Wording: status code description
- Authorization level
- Previous status code: lists of status codes prior to the current code (separated by "/").
- Configurable procedure: configurable procedure name
- Control formula: formula to check whether the sub-phase is 'valid'.
- Message if the control has not been confirmed: displays if the control formula is not valid
- PCE After:
- Commercial/production phases: sub-phase-related period
- Lost project: status code of a lost project not in production
- Finished / Closed: status code of non-available / changeable sub-phases
- Finished / Not closed: status code to indicate that a sub-phase is no more available
- Sales: select the business objects that you can create with this status code
- Purchases: select the business objects that you can create with this status code
- Accounts/treasury: indicate whether you can perform accounts / treasury actions or not.
- Schedule / Times / Missions: select the time objects that you can create with this status code
- Other Akuiteo objects: select the other business objects you can create with this status code

Custom project/phases/sub-phases data

You can add additional fields in the project record sheet as well as in the phases and sub-phases tabs of the project record sheet.

By default, the page title is 'Additional data'. You can modify this title in the Wording field.

- Wording: page title (also displayed on the tab)
- Rank number: page sorting order.
- Number of columns: number of columns within the page
- Application condition: page display condition

By double clicking on the line, you can add/modify/delete sections within the page.

- Wording: section title
- Rank number: section display sorting order.
- Number of columns: number of columns within the section
- Type: Section or composite (raw display out of a section)
- Application condition: section display condition

By double clicking on the line, you can add/modify/delete sub-sections within the section.

- Wording: field name
- Section code: sub-section related code (date, Boolean or alphanumeric)
- Sequence
- Rank number: section display sorting order.
- Max. size: allowed maximum numbers of characters
- Viewable size: cell size
- Multi-line: enables writing on several lines
- Pattern Formatting: select the relevant pattern (upper-case, lower-case, numbers...)

Project families

This setup is used in the project record sheet.

- Code: family code
- Rank number: display sorting order.
- Wording: family description
- Grouping: family grouping
- End of validity: date from when the family is no more available when creating a project record sheet

Control templates

This setup is used in the Interactive Dashboard module.

To select the relevant controls, you must check the lines matching the required setup and enter the control template name.

- Control by project: title of the sales person in charge of the project displayed in the Project record sheet.
- Cross-cutting control: cross-cutting controls independent from the project.
- Wording: description

Batch templates

This setup is used in the project record sheet.

- template name: batch template name
- Wording: batch template description
- Code
- Wording: description

Project task templates

This setup is used in the project record sheet.

- Code: task template code
- Wording: task template description
- End date between: task template validation deadline
- task details section
- Normal task: task with a deadline
- Task type

- Associated employee: code of the employee in charge of the task
- Average daily rate
- Excess
- Standard no. of days per month
- Grouping: grouping of the related sold product
- Reference: related sold product reference.
- General Information section
- Wording: task/milestone name
- Rank number: sub-phase sorting order.
- Location: location where the task takes place.
- Comments : additional comments about the task.
- Cost: budget amount
- Risk level: progress risk level estimation.

Related skills section

- Skills required to perform the task.

Project options

Type

- Entering the project in an estimate is not required: the Project field is not mandatory
- Hierarchical classification BATCH > SUB-BATCH: you can make batches or sub-batches hierarchical.
- Labor dashboard entered in hours: input of time spent in hour (contrary to day input)
- Task control disabled: no control possible on task input
- Activation of task use control by project: activation of task use control per project
- Enable per-project employee time and schedule input checking: enables the schedule input checking control
- Billing tables: mark lines as "To bill": title of the sales person in charge of the project displayed in the Project record sheet.
- Use of the interactive personnel dashboard: enables the IDB
- Mission and secondment management: control title
- Milestone management
- Management of text tables by project
- Phase entry rule for financial accounting: enables the IDB
- Type of outstanding value definition : control title
- Project analytical flows
- Time valuing method

This parameter can only be used when flow management is enabled. This parameters allows you to indicate the time valuing method for the projected and real workload (task's daily and hourly costs, employee's direct and standard costs).

- Time spent input method
- Select the type of time spent input
- Report weekly
- Select the type of input (hours/days)

- Days-to-hours conversion rule: number of real working hours per day
- Time input calendar limits
- Relative to the current date: number of days before and after the current date during which you can enter time spent.

Project sub-families

This setup is used in the Project module.

- Family: family code
- Code: sub-family code
- Rank number: display sorting order.
- Code: sub-family code
- Grouping: family grouping
- End of validity: date from when the sub-family is no more available when creating a project record sheet

Types of tasks

This setup is used in the project record sheet.

- Code: task code
- Rank number: display sorting order.
- Wording: task description
- Type: rate or monthly rate
- BY default: type of default tasks

Locking of project/phases and sub-phases

This setup is used in the Interactive Dashboard module.

To select the relevant controls, you must check the lines matching the required setup and enter the control template name.

- Locking type
- Operational end date: title of the sales person in charge of the project displayed in the Project record sheet.
- Administrative closing: cross-cutting controls independent from the project.
- Operational start date
- Control title.

Projects options

You can analyze the workforce Man/Month in the follow-up and budget screens thanks to some functions. It has an impact on:

- Budget control
- Analytical progress report
- Trading Account
- Labor Dashboards: Schedules search, Tasks Search, Time and schedule dashboard and Timesheets Analysis

- Entering task load
- Project/Project group/Customer sales dashboard

To do so:

1. Check the **Workload Man/Month** to enable the global analysis of the workload.
2. Under the **Time valuing method** section, enter the conversion rule. e.g. 21

These parameters must be taken into account:

- on a project's task load under the **Dates, Load** section.
- in the graphical schedule
- in the GANTT schedule
- to generate the schedule
- to view the sales dashboard

It will have consequences in the reporting tools:

- Analytical progress report
- Budget plan (items)
- Budget plan (columns)
- Trading Account

It will have consequences in the workforce managers on:

- schedule search,
- task search
- dashboard and schedule
- Time Spent analysis

10 Accounting

Accounting periods

Entry counters

- Code: accounting periods code
- Wording: accounting period description
- Start date: accounting period opening date
- End date: accounting period closing date
- Voucher numbering
- Prefix: letters
- Number: accounting period number
- Length: numbering maximum length

Subscription journals

Subscription entries are associated with subscription journals.

Entry counters

- Code: (2 characters mandatory): allows the identification of subscription journal associated with subscription entries.
- Voucher type: journal type. 'AB' for subscription journals
- Wording: description
- Final journal : final purchases journal code
- Closing date: journal closing date
- Start date: journal opening date
- End date: journal closing date
- Reversing account number: number of the reversing account number

Purchasing journals

All purchasing journals are associated with one or several purchasing journals in which accounting entries are passed when project management is enabled. Even when project management is disabled, you must define one or several purchasing journals per company.

Entry counters

- Code: (2 characters mandatory): allows the identification of purchasing journal associated with purchasing operations. When there is only one purchasing journal, select 'AC' for the purchasing journal.
- Voucher type: journal type. 'AC' for purchasing journals
- Wording: description
- Final journal : final purchases journal code
- Receivables: check if the journal contains invoices to be received
- Journal closing date
- Start date: journal opening date

- End date: journal closing date
- Reversing account number
- Entity code
- Voucher numbering

To automatically number orders, deliveries, supplier invoices, enter the numbering sequence for each business object. These sequences are defined per journal.

Analytical journals

Analytical journals are aimed at receiving analytical operations and only enable reference to analytical accounts, i.e. class 9 account.

Entry counters

- Code: (2 characters mandatory): allows the identification of analytical journal associated with analytical operations.
- Wording: description
- Start date: journal opening date
- End date: journal closing date

Transaction journals

All diverse transaction operations are associated with one or several transaction journals in which accounting entries are passed when project management is enabled. Even when project management is disabled, you must define one or several transaction journals per company.

- Entry counters
- Code: (2 characters mandatory): allows the identification of transaction journal associated with transaction operations. Transaction journals are usually called OD, AN...
- Voucher type: journal type. 'OD' for miscellaneous transaction journals
- Wording: description
- Final journal : final purchases journal code
- Start date: journal opening date
- End date: journal closing date
- Journal type
- Select the relevant journal type

Simulation journals

Simulation entries (budgets) are associated with a budget journal.

Entry counters

- Code: (2 characters mandatory): allows the identification of simulation journal associated with budget entries.
- Voucher type: journal type. 'BU' for budget journals.
- Wording: description
- Start date: journal opening date
- End date: journal closing date

Cash journals

All the payment and disbursement operations are associated with a cash journal in which are passed the relevant accounting entries when project management is enabled. Even when project management is disabled, you must define one or several cash journals per company.

Entry counters

- Code: journal code (2 characters mandatory): it allows you to identify the cash journal associated with payment and reimbursement operations. Bank journals are usually called 'B1', 'B2'... Cash journal is usually called 'C1' or 'CA'.
- Voucher type: journal type. 'BQ' for cash journals
- Wording: description
- Currency code
- Closing date: journal closing date
- Start date: journal opening date
- End date: journal closing date
- Financial accounting account no.: general account matching bank account 512XXX
- Journal type
- Choice of the journal utility

The following information allows the edition of bank remittance.

- Bank details
- Bank name
- Address
- Zip code and city
- BIC code: Bank Identifier Code
- Financial accounting account no.: bank account number
- Remittance number: the bank remittance number sequence is defined per cash journal. A remittance number is the association of the journal code and a sequential number (B11 for B1 bank's number 1 remittance).
- Remittance pending account number: pending account number for bank remittances.
- Number of transfer pending account: number of pending account for transfers.
- Associated bank account number: mandatory if project management is enabled
- Number of next check letter: mandatory if the project management is enabled
- Account you want to pay from.
- Spending account number

Sales journals

All sales operations are associated with one or several sales journals in which accounting entries are passed when project management is enabled. Even when project management is disabled, you must define one or several sales journals per company.

Entry counters

- Code: (2 characters mandatory): allows the identification of sales journal associated with s sales operations. When there is only one sales journal, it is recommended to choose 'VE'.
- Voucher type: journal type. 'BQ' for sales journals

- Wording: description
- Final journal : final sales journal code
- Invoice to be produced: check if the journal contains invoices to be produced
- Closing date: journal closing date
- Start date: journal opening date
- End date: journal closing date
- Reversing account number: number of the reversing account number
- Entity code
- Voucher numbering

To automatically number orders, deliveries, customer invoice, enter the numbering sequence for each sales object. These numbering sequences are defined per journal.

11 Currencies

Currency coding

Enables you to create currencies by filling in the following information:

- Currency code: 3-character code
- Label: currency description
- Quotation template: N/A
- Fixed rate for the currency: for information purposes only
- Euro Zone ("IN"): N/A
- Country: for information purposes only

Note

It is possible to create a currency for any company from the ***** company.

You can also update the currencies' rate.

To update the exchange rates:

1. From the currency coding screen, go to Edit > Exchange rates.
2. Set up a rate between the selected currency and the company's currency. It is possible to set up these rates on *****. The reference currency is EUR.

For any other currency than EUR, the update of exchange rates is done company by company. Each line of the table enables you to set up a different rate according to a period (start/end dates). Each period must follow another.

Update currencies' end date quickly:

You can update the end date of the last period for the currencies from this table (to avoid having to do that for each currency).

Update exchange rates quickly

You can quickly create a new period for multiple currencies from the table by specifying a new start date and a new rate. You can specify a new end date for each period (to avoid having to do that for each currency).

Type of currency hedging

Enables you to create hedging types for exchange rates. This setup is used to keep a fixed rate in the context of a specific project.

- Specify the code and label then save.

Associate a specific rate to the hedging over a period from the currency coding setup screen.

To do so:

1. Go to **Edit > Currency hedging management for this currency**.
2. Specify a second rate or a difference from the usual rate for the period.

To use this hedging from an invoice:

1. Go to **Edit > Administration > Invoice in local currency: add a currency hedging**.
2. Select the hedging or rate then validate.
3. Confirm the selection.

To use this hedging from a project (if the project's currency is not in EUR):

1. Go to **Project > Edit > Project administration > Manage currency hedging**.
2. Check the **Covered rate** box in the window then validate.

The **Currency hedging** tab is displayed and enables you to define that rate.

Importing currency rates

This feature can be used if you need to regularly update the currency rates.

1. Go to **Management > Imports**.
2. Select **Accounting and Currency rates** in the import types table, then click on **Import**.

Updating management objects in currency

You can update the currency rates for the **Sales** and **Purchase** management objects. To do so, there are 2 methods:

1. Go to **Management > Sales > Update management objects in currency or Managements > Purchases > Update purchases in currency**.
2. Select **Update of expected management object**.
3. From a sales or purchase invoice:
 - Activate the FC_SAISIE_TXDEV control
 - Activate the DMF 020544 for Sales and the DMF 040642 for Purchase.

In the **Header** tab, the **Currency rate** field is now available and can be modified. When the invoice is saved, a new period is created with the invoice's date.

From a receipt or a disbursement:

- Activate the TRS_MODIF_TXDEV management rule.

From the creation screen of a sales receipt, main tab, the rate is displayed (Currency field). If the management rule has the first option set to OUI, then the currency's exchange rate is updated.

12 Documents - Managing original PDFs by document type

DMF	090171 ADMINISTRATOR SETUP SET UP ORIGINAL PDF MANAGEMENT
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The setup of original PDFs by document type is used to define if an original PDF must be created or if it is required for the following management objects: expense reports, sales and purchase invoices and credit notes.

For the relevant management objects:

- the original PDF can be required to be able to bill an expense report or book a purchase invoice or credit note;
- the original PDF can be automatically created when billing an expense report or booking a sales invoice or credit note;
- the original PDF can be automatically sealed using a RGS*-type certificate.

The setup of original PDFs by document type can be accessed from **General setup > Documents > Manage original PDF by document type**.

The setup screen displays the setup for the company of the connected user. Original PDFs can also be set up for the ***** company so the setup is available for all companies.

12.1 SETTING UP ORIGINAL PDFS

Expense reports

The **When billing the expense report:** section is used to manage original PDFs and the sealing for expense reports:

Field	Description
None	Select this option if there is no need to create an original PDF or to check if one exists.
Generating original PDF	Select this option to automatically generate the original PDF when an expense report is billed. When this option is selected: <ul style="list-style-type: none">• the expense report can only have one original document;• the original document is generated when the expense report is billed and/or is printed (and only at this moment);• the Merge receipts box (only available for the Generating original PDF option) is checked by default when billing one or multiple invoices.
Check existence of original PDF	Select this option to check if there is an original PDF when an expense report is billed.

Field	Description
	<p>When this option is selected:</p> <ul style="list-style-type: none"> the check is made when the expense report is billed; if there is no original PDF, the expense report cannot be billed; the expense report can have multiple original documents; when a PDF document is linked to the expense report, a pop-up offers to add the document as an original PDF.
Sealing	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <div> <p>Reference</p> <p>For more information about the sealing of the original PDFs, refer to Setting up the sealing of original PDFs (p. 50).</p> </div>
Lock other linked documents	<p>This box is only displayed if the Generating original PDF option is selected.</p> <p>If this box is checked, the other documents linked to the expense report will be automatically locked so they can no longer be modified or deleted.</p>

Sales invoices and credit notes

The **When booking the sales invoice / credit note:** section is used to manage original PDFs and the sealing for sales invoices and credit notes:

Field	Description
Generating original PDF	<p>Select this option to automatically generate the original PDF when a sales invoice or credit note is booked.</p> <p>When this option is selected:</p> <ul style="list-style-type: none"> the invoice or credit note can only have one original document; the original document is generated when the invoice or credit note is booked and/or is printed (and only at this moment).
Sealing	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <div> <p>Reference</p> <p>For more information about the sealing of the original PDFs, refer to Setting up the sealing of original PDFs (p. 50).</p> </div>
Lock other linked documents	<p>This box is only displayed if the Generating original PDF option is selected.</p> <p>If this box is checked, the other documents linked to the invoice or credit note will be automatically locked so they can no longer be modified or deleted.</p>

Purchase invoices and credit notes

The **When booking the purchase invoice / credit note:** section is used to manage original PDFs and the sealing for purchase invoices and credit notes:

Field	Description
Check existence of original PDF	<p>Select this option to check if there is an original PDF when a purchase invoice or credit note is booked.</p> <p>When this option is selected:</p> <ul style="list-style-type: none"> the check is made when the invoice or credit note is booked; if there is no original PDF, the invoice or credit note cannot be booked; the invoice or credit note can have multiple original documents; when a PDF document is linked to the invoice or credit note, a pop-up offers to add the document as an original PDF.
Sealing	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <div> <p>Reference</p> <p>For more information about the sealing of the original PDFs, refer to Setting up the sealing of original PDFs (p. 50).</p> </div>

12.2 SETTING UP THE SEALING OF ORIGINAL PDFS

Akuiteo enables you to seal original PDFs electronically using certificates of the RGS* type. Sealing a document ensures the document has not been modified or altered since its creation and since its sealing.

12.2.1 Activating the sealing

Activate the **DOC_ORIG_CACHETAGE** application control to activate the sealing and display the **Sealing** and **Directory** fields in the **Manage original PDF by document type** setup screen.

Akuiteo has its own RGS* certificate that is provided directly with the Akuiteo source files. In this case, Akuiteo certifies that the documents are original.

If you want to use your own RGS* certificate and certify the original documents yourself, add the following environment variables in the properties of the Tomcat server > **Java** tab > **Java Options**:

- `pdf.sign.pfxfile` - path to the pfx file containing the certificate to sign PDFs
- `pdf.sign.pfxpassword` - password of the pfx file

12.2.2 Setting up the sealing depending on the document type

In the **Manage original PDF by document type** setup screen, the sealing can be set up for the following document types: expense reports, sales invoices and credit notes, purchase invoices and credit notes.

Fill in the following fields:

Sealing	Check the corresponding box for each document type in order to sign the original PDF using a security certificate set up on the server.
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	<p>The sealing of the document happens when the PDF is marked as an original:</p> <ul style="list-style-type: none"> • For expense reports, it is the report of the expense reports receipt associated with the purchase invoice and marked as an original that is sealed. To automate this process, check the Generating original PDF box for expense reports in the original PDFs setup. • For sales invoices and credit notes, the document is sealed when it is marked as an original. • For purchase invoices and credit notes, the document is sealed when it is marked as an original. This is done manually for purchase invoices and credit notes and only the originals received by suppliers and added to linked documents can be sealed. <div data-bbox="331 465 1431 710"> <p>Note</p> <p>Once the sealing is activated, all objects marked as originals are automatically sealed. However, objects marked as originals before the sealing is activated cannot be sealed automatically: you will have to manually mark them as not original then as original again. For more information, contact your Akuiteo project manager.</p> </div> <p>Sealed documents can then be archived.</p> <div data-bbox="331 795 1431 1039"> <p>Note</p> <p>For expense reports, if you want to archive the expense report receipts, you must mark as an original the report of the expense receipts associated with the purchase invoice that includes all the expense report receipts and check that the report includes rebillable and non-rebillable expenses.</p> </div> <div data-bbox="331 1064 1431 1209"> <p>Reference</p> <p>For more information about archiving sealed documents, refer to the Arkhineo batch (p. 9).</p> </div>
<p>Directory</p>	<p>This field is only displayed if the Sealing option is checked. This field is optional and defines the location where sealed original PDFs are stored for each document type. If no directory is specified, sealed PDFs are stored in the document warehouse.</p> <p>All documents generated by or created in Akuiteo are stored in a global warehouse of documents. If the sealing is active and a Directory is specified, the documents are now stored and searched in the specified directory.</p> <div data-bbox="331 1496 1431 1702"> <p>Important</p> <p>When a Directory is specified, the documents stored in the warehouse must be moved to the relevant directory for the document type. To do this, create an assistance issue for Akuiteo or contact your project manager before specifying this directory.</p> </div>

13 Custom data

Custom data are used to add additional fields to suit the specific needs of each customer. These custom data are displayed in the record sheet of the relevant management object, as well as in search criteria for the same object.

Custom data can be created for each type of management object from the **General setup** menu: for each module (Purchase, Project, Sales, etc.), different **Custom data...** setup menus are available for each type.

Example

From the **General setup** > **Sales** menu, different menus are available to create custom data in the Sales module. For example, open the **Custom customer data** menu to add fields in the customer record sheet, or the **Custom data for sales** menu to add fields on quotations, orders, delivery notes, billing tables and invoices.

13.1 CREATING CUSTOM DATA

Custom data are created in additional tables for each type of management object. In each table, it is possible to add as many sequences as needed. Each sequence has the same number of columns: 20 Alphanum, 10 Boolean, 10 Date and 10 Numeric (50 custom data in total). New sequences must be added to be able to add the desired number of custom data for each type.



Example

You need to create 25 custom data of the Alphanum type. You create the first 20 custom data in the sequence 1, then you create a sequence 2 to be able to create the 5 remaining data.

To create a custom data, you must:


1. create a page, that corresponds to a specific tab in which the custom data will be added;
2. add the number of sequences needed;
3. create a section in which the custom data will be categorized;
4. create a custom data.

Creating a page

- 1 Open the relevant **Custom data...** setup screen and click on  to modify the screen.
- 2 In the **Pages** section, modify if needed the fields of an existing page or click on  to add a new page and fill in the following fields:

Field	Description
Label	Title of the tab and page.
Rank #	Display order for the custom data tabs.

Field	Description
	<p>Example</p> <p>You create a <i>Custom data A</i> page with a rank number of 1 and another <i>Custom data B</i> page with a rank number of 2. In the management object, the <i>Custom data A</i> tab will be displayed to the left of the <i>Custom data B</i> tab.</p>
Number of columns	Number of columns for the sections in the page.
Application condition	<p>Condition to display the page, to be selected from the help list.</p> <p>This help list includes the display conditions set up from the menu General setup > Special parameters > Configurable controls application condition.</p> <p>Note</p> <p>The selected application condition must be consistent with the custom data page. If you select a condition that applies to projects for a custom data page on help desk issues, this display condition is not consistent.</p>


- 3** In the **Sequences** section, modify if needed the fields of an existing sequence or click on  to add a new sequence and fill in the following fields:


Field	Description
Rank #	<p>Rank number of the sequence.</p> <p>It is possible to add as many sequences as needed. However, if you need to create custom data in a specific sequence, all the previous sequences must be created first.</p> <p>Example</p> <p>To create custom data in the sequence 9, you must create 9 sequences, from the sequence 1 to 9.</p>
DMF	<p>Condition to access the sequence with a DMF.</p> <p>If you fill in a DMF for a sequence, only the users with this DMF will be able to access and modify this sequence's custom data.</p>

- 4** Save your modifications.

Creating a section

- Double-click on the line of the desired page.



↳ The **Section** screen opens and displays the list of sections included in the page.
- Click on  to modify the screen.

- 3** In the **Sections** section, modify if needed the fields of an existing section or click on  to add a new section and fill in the following fields:

Field	Description
Label	Title of the section.
Rank #	Display order for the sections in the custom data page. Example You create a <i>Section 1</i> with a rank number of 1 and another <i>Section 2</i> with a rank number of 2. In the custom data tab of the management object, the <i>Section 2</i> will be below the <i>Section 1</i> .
Number of columns	Number of columns for the custom data in the section.
Type	Selection from the drop-down list: <ul style="list-style-type: none">• Section to add the custom data into a section;• Composite to add the custom data one after the other, without grouping them under a section.
Application condition	Select the application condition from the help list. This help list includes the display conditions set up from the menu General setup > Special parameters > Configurable controls application condition . Note The selected application condition must be consistent with the custom data section. If you select a condition that applies to projects for a custom data section on help desk issues, this display condition is not consistent.

- 4** Save your modifications.

Creating a custom data

- 1** Double-click on the line of the desired section.
- ↳ The **Rubriques** screen opens and displays the list of custom data included in the section.
- 2** Click on  to modify the screen.
- 3** In the **Sections** section, click on  to add a new custom data and fill in the following fields:

Field	Description
Label	Title of the custom data, that corresponds to the name of the field displayed in the custom data tab.
Section code	Code associated with the custom data (alphanumeric, boolean, data or numeric), to be selected

Field	Description
	from the drop-down list.
Sequence	Number of the sequence associated with the custom data.
Rank #	<p>Display order of the custom data in the custom data section.</p> <div> <p>Example</p> <p>You create a <i>Custom data 1</i> with a rank number of 1 and another <i>Custom data 2</i> with a rank number of 2. In the custom data section of the management object, the <i>Custom data 1</i> will be before the <i>Custom data 2</i>.</p> </div>
Max. size	Maximum number of characters authorized (3,999 characters at most).
Viewable size	<p>Number of characters displayed for the cell.</p> <p>This number of characters must be below or equal to the number of characters in the Max. size field.</p>
Multi-line	If the option is checked, the custom data value can be specified on multiple lines. If the option is not checked, the value is displayed on a single line.
No. of rows	Number of lines for displaying the custom data, if the Multi-line option is checked.
Pattern Formatage	Select a pattern for the format of the custom data value from the drop-down list, for example a phone number or a percentage.
Keyword	Select a keyword from the help list if you want to associate a help list with the custom data value. This way, a help list will be available to fill in the custom data.

4 Save your modifications.



↳ The custom data is created. This field is now displayed in the corresponding tab on the relevant managements objects, from the search screen and the record sheet of each object.

13.2 DELETING CUSTOM DATA

Important

Deleting a custom data cannot be reversed.

Deleting a page also deletes all sections and custom data included in it. Likewise, deleting a section also deletes all custom data included in it.

Click on  from the desired **Rubriques** screen, select the custom data then click on  to delete this data.

Repeat this process from the **Section** and **Custom data** screens to delete a section or a page.

14 VAT management

The VAT declaration assistant tool is only for companies subject to the "Real Normal expenses" monthly tax declaration regime, a "CA3" VAT declaration.

This tool offers the following services:

- Collected VAT monthly calculation (credit or debit),
- Deductible VAT monthly calculation
- Example of CA3 declaration
- Automatic generation of centralization entry
- Automatic generation of entries matching VAT payments

VAT declaration assistant

- VAT system
- Roots of revenue accounts: enter the roots of revenue account per category.
- Accounts for booking tax rounding amounts greater or lower than 0 (> 0 and < 0)
- Account corresponding to the VAT to disburse
- Account for a VAT credit (deductible > collected)

VAT code and rate

- Code: VAT code
- Wording: code title
- Rate: VAT rate
- Valid from/to: time period during which the rate is available in Akuiteo.
- Sales FA: sales general account
- Purchasing financial accounting: purchases general account

Rate 2

Enables you to set up a second rate for VAT.

- Code: VAT code
- Wording: code title
- Rate: VAT rate
- Valid from/to: time period during which the rate is available in Akuiteo.
- Sales FA: sales general account
- Purchasing financial accounting: purchases general account

VAT domains

VAT setup

- Code: domain code
- Wording: domain title

Dates

- Of/the: time period during which VAT changes are applied
- Initial VAT: VAT standard code
- Final VAT: VAT temporary code

Label

This setup is done per company and enables you to automatically translate the following labels in Akuiteo:

- VAT
- Rate 2

Fill in the translated term in the New label column. If no value is filled in this column, the source labels are used in the application.

15 Expense reports

Distance between cities



- Start city: name of the start city.
- Destination city: name of the destination city.
- ZIP code: ZIP code.
- Distance: distance between the start city and the destination city.
- Unit: distance unit (by default in km).

Toll charge between cities

- Start city: name of the start city.
- Destination city: name of the destination city.
- ZIP code: ZIP code.
- Amount: toll amount between the start city and the destination city.
- Valid from / to: validity period.

Expense reports profiles

This setup menu enables you to define expense reports profiles. A profile contains one or several authorized expenditure types. This way, when an expense report profile is assigned to an employee, this employee will only be able to enter expenses for the expenditure types included in the profile.

- Code: unique code to identify the expense report profile.
- Description: profile description.
- Valid until: end of validity date of the profile.
- Accessible expense types: list of the authorized expense types of the profile. In modification mode, click on  to add a new expense type or on  to delete one.
- Ignore thresholds: when this box is checked for an expense type, it means the thresholds set up for the relevant expense type will not be applied to the employees with this expense report profile. However, if a user with no threshold enters or modifies the expenses of another employee, it is the profile of the expense report's employee that is used for checking thresholds.

Tax class

- Power: fiscal power of the vehicle.
- Refund rate: reimbursement of one kilometer based on horse-power (in reference currency).
- Valid from / to: start date and end date of validity for the refund rate.
- Type: expense type associated with the fiscal power. Only the expense types of the **Mileage allowances** type are available.
- Enable reimbursement by threshold: when this box is checked, it is possible to define different reimbursement thresholds depending on the number of kilometers traveled.

15.1 EXPENSE TYPES


Expense types are used to describe and categorize the expenses added to an expense report. For example, the type of an expense can be a "Meal at restaurant", "Train tickets" or a "Toll charge".

Each expense type can be set up differently so the fields to create an expense will be different depending on the type selected.

Example


For the "Meal at restaurant" expense type, it can be required to add guests or to apply a double tax. For the "Train tickets" expense type, these two parameters do not apply.

The setup of expense types can be accessed from **General setup > Expense reports > Expenditure type**. A search results screen displays the list of all the expense types set up for the company of the connected user.

Click on  in the action bar to create a new type or double-click on a type to open its record sheet.

15.1.1 Setting up the type

In the **Type** section, set up the following fields:

Field	Description
Code	Give a unique code to the expense type.
End date	If needed, fill in the end date for the expense type. After this date has passed, the type can no longer be used.
Label	Give a name to the expense type.
Icon	Associate an icon to the expense type. This icon will be used in the Application Desktop and in the Web Portal. To add an icon: <ol style="list-style-type: none">1. Click on  to open the list of icons available.2. Select the desired icon then click on Ok. Click on RAZ to remove the selected icon.
Type	Select the type of the expense: <ul style="list-style-type: none">• Check Normal if it is a regular expense.• Check Mileage allowances so the expense amount will be measured in kilometers and according to the fiscal power.• Check Toll to use the toll charges set up to determine the unit price.• Check Restaurant / Double tax to add a second tax rate for restaurant meals.
Meal ticket share	Fill in the amount to be deducted if you need to take meal tickets into account. This field is only displayed if the Restaurant / Double tax type is checked.

Field	Description
By default, rebill to customer	<p>Select the behavior when re-billing to a customer:</p> <ul style="list-style-type: none"> • Check the refunded amount to only re-bill the amount refunded to the employee. If a portion of the expense's amount cannot be refunded, this portion will not re-billed to the customer. • Check the amount entered to re-bill the full amount entered by the employee, including the non-refundable amounts. • Check nothing if no amount should be re-billed to the customer.
Do not dun (Interactive To-do list)	<p>When the box is checked, the reminders list will display the expense reports with this expense type that are completed but not validated yet and that belong to the connected user.</p> <p>When the box is not checked, these expense reports are not displayed.</p>
Guests required	<p>When the box is checked, it will be required to add one or several guests when creating an expense with this type.</p> <p>When the box is not checked, adding guests will be optional.</p>
Receipt required	<p>When the box is checked, it will be required to add at least one receipt when creating an expense with this type. Without a receipt, the expense report cannot be completed or validated.</p> <p>When the box is not checked, adding a receipt is optional.</p>

15.1.2 Setting up accounting elements

In the **Accounting elements** section, set up the following fields:

Field	Description
Purchased item	Select the purchased item from the help list to associate it with the expense type. Akuiteo uses this association to create one or multiple purchase invoices from an expense report.
VAT 1	Select the VAT code for the first VAT rate. This rate will be used by default when creating expenses with this type.
VAT 2	Select the VAT code for the second VAT rate. This field is only displayed if the Restaurant / Double tax type is checked.
VAT non-modifiable and not displayed	<p>When this box is checked, employees will not be able to modify the VAT and the field will not be displayed, except for users with the DMF 041543 PURCHASES EXPENSE REPORTS MODIFY VAT.</p> <p>When the box is not checked, the VAT is displayed and can be modified when creating expenses with this type.</p>

15.1.3 Setting up the expense amount

In the **Expense amount** section, set up the following fields:

Field	Description
Default amount	Specify the default amount that will be automatically specified when creating an expense with this type.
Non-modifiable amount	<p>When this box is checked, employees will not be able to modify the Default amount when creating an expense with this type.</p> <p>When this box is not checked, employees can modify the Default amount when creating an expense with this type.</p>
Non-refundable	When the box is checked, the expenses created with this type will be marked by default as non-refundable.

15.1.4 Setting up the display for the Web Portal and the mobile app

In the **Web portal and Phone display** section, set up the following fields:

Field	Description
Required comment	When the box is checked, it will be required to add a comment when creating an expense with this type from the Web Portal or the mobile app.
Non-refundable / Non-modifiable	<p>When the box is checked, the Non-refundable box cannot be modified when creating an expense with this type from the Web Portal or the mobile app.</p> <p>If the Non refundable setup is checked for the expense type, employees will not be able to uncheck the box in the input form.</p>
Rebillable / Non-modifiable	<p>When the box is checked, the Rebillable box cannot be modified when creating an expense with this type from the Web Portal or the mobile app.</p> <p>If nothing is selected for the By default, rebill to customer setup, employees will not be able to check the Rebillable box in the input form.</p>
Display quantity	<p>When the box is checked, the Quantity field is displayed when creating an expense with this type from the Web Portal or the mobile app.</p> <p>When the box is not checked, the quantity is automatically set to 1 and the Quantity field is hidden.</p>
Display receipt number	<p>When the box is checked, the Receipt no. field is displayed when creating an expense with this type from the Web Portal or the mobile app.</p> <p>When the box is not checked, this field is hidden.</p>
Display additional comment	<p>When the box is checked, the Additional comment field is displayed when creating an expense with this type from the Web Portal or the mobile app.</p> <p>When the box is not checked, this field is hidden.</p>

15.1.5 Setting up refund thresholds

In the **Thresholds** section, set up the following fields:

Field	Description
Threshold by expense	Fill in the threshold amount for each expense created with this type. The refunded amount for each expense cannot exceed this threshold.
Daily threshold for expenses	<p>Fill in the daily threshold amount for each expense created with this type. The daily refunded amount cannot exceed this threshold, no matter the number of expenses created with this type.</p> <p>When an employee creates multiple expenses for the same day:</p> <ul style="list-style-type: none"> • If the total amount does not exceed the daily threshold, all expenses will be refunded. • If the total amount exceeds the daily threshold, the expenses will be refunded up to the threshold amount and any additional amount for the day will not be refunded.
No VAT if exceeded threshold	When the box is checked, the VAT will be set to 0 and cannot be modified if the expense amount exceeds the threshold. If the expense is modified so the amount is less than the threshold's, the VAT can be modified again.


15.2 EXTERNAL EXPENSE TYPES

External expense types are used for the Smartscan (optical character recognition) as well as to import bank or travel agencies statements so the data can be added in expense reports. These external expense types make it possible to associate the external code of an expense with one of the expense types set up in Akuiteo.

Important

These types of imports are not standard because each format transmitted by the issuing entities can be different.

The setup of external expense types can be accessed from **General setup > Expense reports > External expenditure type**. A search results screen displays the list of all the external expense types set up for the company of the connected user.

Click on  in the action bar to create a new type or double-click on a type to open its record sheet.

To set up a new external expense type, fill in the following fields:

Field	Description
Code	Specify the unique code of the external expense type. This code comes from the external statement.
Label	Give a name to the external expense type.
By default	If the import relates to expense reports, the external expense type by default will be used if no expense type could be identified.
Expense type	Select the expense type from the help list to link it with the external expense type.
Source	Select the source from the help list. This is the source of the external expense type, for example the OCR or a bank statement.

15.2.1 Setting up external expense types for the Smartscan

Regarding the Smartscan and the optical character recognition (OCR), external expense types must be set up to be able to link the "primary" types sent by the OCR provider with the expense types set up in Akuiteo.

The following typologies can be used with the OCR provider:

- **toll**
- **food**
- **parking**
- **transport**
- **accommodation**
- **gasoline**
- **miscellaneous**

To set up an external expense type for the Smartscan:

- 1 Specify one of the typologies in the **Code** field. As this code must be unique, you can only define one external expense type by typology.
- 2 In the **Expense type** field, select the expense type to be associated with the selected typology.

Example

For a food expense, you want the Smartscan to create an expense using the "Meal at restaurant" expense type set up in Akuiteo. When you create the external expense type, you must specify **food** in the **Code** field, then select **Meal at restaurant** in the **Expense type** field.

- 3 Select **OCR** in the **Source** field.
- 4 Enter a **Label** then save the new external expense type.

16 Resources and labor

Leave types

This setup is used in the modules:

- Requests for leave of absence.
- Leave of absence follow-up

It allows you to define the types of absence (Working time reduction, time savings account, sickness leave, etc) used in your company.

- Code: reason for leave code
- Wording: reason for leave description
- Entity: allows the association of the reason for leave to an entity.
- Project: allows the association of the reason for leave to the created 'leave' internal project.
- Batch: allows the association of the reason for leave to a batch.
- Sub-batch: allows the association of the reason for leave to a sub-batch.
- Action: allows the association of the reason for leave to an action.

Transfer

- Emitter: allows you to indicate the type of leave that can be transferred to another type (e.g. transferring a day off not taken during 2014 to 2015).
- Receiver: allows you to indicate the type of leave to which you want to transfer a day off not taken for example.

Tolerance threshold

- Tolerance (in days): indicates the tolerated number of days that can be used as additional leaves.

16.1 APPROVALS

The approvals setup is used to define the different approval levels for the following management objects: quotation, sales order, quote, purchase order, purchase invoice, expense report and custom request.

The approvals setup can be accessed from **General setup > Resources and Labor > Approvals**.

The setup screen displays the approval rules set up for the company of the connected user. Approval rules can also be set up for the ***** company so they are available for all companies.

The setup screen contains two tabs:

- The **Approvals** tab to define approval rules;
- The **Advanced approval rules** tab to define advanced rules for each type of object, particularly for approvers who share the same rank.

16.1.1 Filtering approvals


In the approvals setup screen, the filter criteria displayed above the **Management of approvals** section can be used to display specific approval rules depending on the filters defined. If a filter is used, the list of rules is directly updated.

Field	Description
All / Inactive / Active	Check All to display active and inactive rules at the same time. Check Inactive to only display inactive rules. Check Active to only display active rules.
Employee	Select the employee from the help list. The list is updated to only display the approval rules defined for this employee.
Object type	Select the management object's type from the drop-down list. The list is updated to only display the approval rules defined for this object type.
Period	Fill in a period to only display the approval rules defined for this period.

These filter criteria are not available for the advanced rules displayed in the **Advanced approval rules** tab.

16.1.2 Managing approval rules

Creating approval rules

- 1 Modify the **Approvals** setup screen.
- 2 In the **Approvals** tab, click on  to create a new approval rule.

- 3** Fill in the fields in the **Data selection** section. This section enables you to define the type of data that will be targeted by the approval rule.

Field	Description
Object type	<p>Select the management object's type from the drop-down list. Depending on the type selected, the next section displays different criteria:</p> <ul style="list-style-type: none"> For the Custom request type, the Specific data selection (Custom request) section can be filled in. For the Expense report type, the Specific data selection (expense reports) section can be filled in. For the other types, the Specific data selection (Sales and purchase) section can be filled in. <p>The rule will be applied on the selected type of management objects.</p>
Period	<p>Fill in a period for the management object. The rule will be applied to the management objects that are dated within the specified period.</p> <p>If you do not want to specify an end date for the period, fill in the first date field and leave the second one empty.</p>
Min. amount / Max. amount	<p>Enter a minimum amount and/or a maximum amount.</p> <p>The rule will be applied on management objects with an amount exceeding the number entered (Min. amount) or with an amount inferior to the number entered (Max. amount).</p>
Amount type	<p>This field defines whether the total amount of the management object (sum of all lines) is taken into account, or whether it is the amount of each line. The amount type is combined with the min. and max. amounts:</p> <ul style="list-style-type: none"> Select Object amount if you want the Min. amount or Max. amount to be applied on the total amount of the object (sum of all lines). <div> <p>Example</p> <p>You want your company's Accounting Manager to approve the purchase orders that exceed 200 dollars. When you create the approval rule, you select Object amount and enter 200 in the Min. amount field.</p> </div> <ul style="list-style-type: none"> Select Line amount if you want the Min. amount or Max. amount to be applied on the amount of each line. <div> <p>Example</p> <p>You want your company's Consulting Manager to approve quotations including consulting services that exceed 1,000 dollars. When you create the approval rule, you select Line amount and enter 1000 in the Min. amount field. You also define the product family to be searched for in the lines of each quotation.</p> </div>
Project type	<p>This field defines the project type. The rule will only be applied to management objects that are associated with a project matching the selected project type.</p> <ul style="list-style-type: none"> Select All to include both external and internal projects.

Field	Description
	<ul style="list-style-type: none"> Select External to only include external projects. Select Internal to only include internal projects.
Entity	Select the entity from the help list. The rule will be applied on the management object's lines that are associated with the selected entity. This means the entity is determined by the project specified on each line.
Project	Select the project from the help list. The rule will be applied on the management object's lines that are associated with the selected project. This means the project is the one specified on each line.
Invoice type (specific to purchase invoices)	Select the invoice type from the drop-down list. The rule will be applied on the selected type of purchase invoices.

- 4** If you have selected the **Custom request** object type, fill in the fields of the **Specific data selection (Custom request)** section. This section is used to define additional fields that are specific to custom requests.

Field	Description
Category	Select the category of the custom request. The rule will be applied on custom requests that belong to the selected category.
Employee manager	Select the manager from the help list. The rule will be applied on custom requests that are created by employees managed by the selected manager.
Employee entity	Select the entity from the help list. The rule will be applied on custom requests that are created by employees from the selected entity.
Employee service	Select the service from the help list. The rule will be applied on custom requests that are created by employees from the selected service.
Employee division	Select the division from the help list. The rule will be applied on custom requests that are created by employees from the selected division.
Employee division grouping	Select the division grouping from the help list. The rule will be applied on custom requests that are created by employees from the selected division grouping.

- 5** If you have selected the **Expense report** object type, fill in the fields of the **Specific data selection (expense reports)** section. This section is used to define additional fields that are specific to expense reports.

Field	Description
Type of expense reports	Select the expense type from the help list. The rule will be applied on expense reports that include expenses with the selected type.
Employee manager	Select the manager from the help list. The rule will be applied on expense reports generated by employees managed by the selected manager.

Field	Description
Employee entity	Select the entity from the help list. The rule will be applied on expense reports generated by employees from the selected entity.
Employee service	Select the service from the help list. The rule will be applied on expense reports generated by employees from the selected service.
Employee division	Select the division from the help list. The rule will be applied on expense reports generated by employees from the selected division.
Employee division grouping	Select the division grouping from the help list. The rule will be applied on expense reports generated by employees from the selected division grouping.

- 6** If you have selected another object type than the custom request one, fill in the fields of the **Specific data selection (Sales and purchase)** section. This section is used to define additional fields that are specific to sales and purchase management objects.

Field	Description
Product category	Select the product category from the help list. The rule will be applied on the management object's lines that are associated with the selected product category.
Product sub-category	Select the product sub-category from the help list. The rule will be applied on the management object's lines that are associated with the selected product sub-category.

- 7** Fill in the fields in the **Approvers** section. This section enables you to define the person in charge of approving the management objects targeted by the approval rule.

Field	Description
Rank	<p>Enter a number to define the approver's rank for the rule. It is possible to define multiple approvers for different ranks and for the same rank.</p> <p>If multiple approvers are defined for the same management object (by defining one rule for each approver, with an identical data selection), this rank is used to define different approver levels.</p> <div style="background-color: #e6f2e6; padding: 10px; margin: 10px 0;"> <p>Example</p> <p>You want your company's quotes to be approved by two different approvers. When you create the approval rule, you define the two following approvers: the AAA approver with the rank 1 and the BBB approver with the rank 2.</p> <p>The quotes targeted by this rule will have to be approved by AAA and by BBB.</p> </div> <p>If multiple approvers have the same rank for the same management object, the behavior depends on the advanced rule set up. For more information, refer to Approvers of same rank (p. 71).</p>
Specific employee	<p>Define the approver:</p> <ul style="list-style-type: none"> either by selecting an employee from the help list;

Field	Description
	<ul style="list-style-type: none"> or by checking one of the boxes below to choose a type of manager. <div style="background-color: #e6f2ff; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>The boxes can only be checked if the Specific employee field is left empty.</p> </div> <p>If you add a specific employee, this employee is defined as the approver for all management objects targeted by the rule.</p> <p>If you check a box, a manager is defined as the approver. This manager will be different depending on the context of each management object.</p> <div style="background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p>Example</p> <p>You create an approval rule where the type of approver defined is the Project's entity manager. For each management object targeted by this rule, the approver will be the person that manages the project's entity.</p> </div>


8 Click on  to save the approval rule, then save the setup screen.

↳ The new approval rule is displayed in the table of the **Approvals** tab.

Modifying approval rules


When the setup screen is in modification, click on the desired rule in the table of the **Approvals** tab. Modify the desired information then save the setup screen to update the rule.

Deleting approval rules

When the setup screen is in modification, click on the desired rule in the table of the **Approvals** tab, then click on  to delete the rule.

16.1.3 Managing advanced approval rules

Creating advanced approval rules

- 1 Modify the **Approvals** setup screen.
- 2 In the **Advanced approval rules** tab, click on  to create a new approval rule.
- 3 Fill in the following fields:

Field	Description
Object type	<p>Select the management object's type from the drop-down list.</p> <p>Unlike "standard" approval rules, you can only define one advanced rule per object type. This advanced rule will be applied to all management objects of this type and will be</p>

Field	Description
	combined with all the standard approval rules set up for this type.
Approvers of same rank	<p>This field is linked to the Rank (p. 69) defined in the approval rules, when multiple approvers share the same rank for the same rule.</p> <ul style="list-style-type: none"> If you check the One must approve box, the management object only needs to be approved by one of the approvers of same rank. <div> <p>Example</p> <p>You want your company's quotes to be approved by two different ranks of approvers. For the first rank, you only need to define one approver. For the second rank, you want to define two different approvers knowing that, if one approves, it is unnecessary to have the approval of the other one.</p> <p>When you create the approval rule, you define the three following approvers: the AAA approver with the rank 1 and the BBB and CCC approvers with the rank 2.</p> <p>The quotes targeted by this rule will have to be approved by AAA. They will also have to be approved either by BBB or by CCC.</p> </div> <ul style="list-style-type: none"> If you check the All must approve box, the management object must be approved by each of the approvers of same rank. <div> <p>Example</p> <p>You want your company's quotes to be approved by two different ranks of approvers. For the first rank, you only need to define one approver. For the second rank, you want to define two different approvers that must both approve the management objects.</p> <p>When you create the approval rule, you define the three following approvers: the AAA approver with the rank 1 and the BBB and CCC approvers with the rank 2.</p> <p>The quotes targeted by this rule will have to be approved by AAA, by BBB and by CCC.</p> </div>
Validate approved object	<p>If the field is set to Yes, the management object is validated automatically once all the necessary approvals have been made.</p> <p>If the field is set to No, the management object must be validated manually.</p> <p>This field can be used for quotations, sales orders, quotes and purchase orders.</p>
Notify approvers by email	<p>If the field is set to Yes, an email is automatically sent to notify the approvers. The email's sender is either the user who made the action to send the email, or the postmaster.</p> <p>By default, the email sent is in the following format:</p> <div> <p>Subject: Approval request: [ObjectType] n°[ObjectNumber] - [ObjectDate] by [RequesterName]</p> <p>Email body (HTML):</p> </div>

Field	Description
	<p>Hello,</p> <p>You will find the approval request attached : [ObjectType] n°[ObjectNumber] - [ObjectDate]</p> <p>Third-party: [CustomerOrSupplierName] -- for custom request: [RequesterName]</p> <p>Project: [ProjectCode] - [ProjectName] -- or multi if multiple projects</p> <p>Label: [ObjectLabel] -- for custom request: [CustomRequestName]</p> <p>Amount: [TotalAmount] [ObjectCurrency]</p> <p>Requested by: [RequesterName]</p> <p>For custom requests, the [ObjectDate] is the expected start date.</p> <div> <p>Note</p> <p>To customize the email content, do not hesitate to contact your Akuiteo representative.</p> </div>
Notify requester by email when object is approved/denied	<p>If the field is set to Yes, an email is automatically sent to notify the employee who requested an approval when the management object has been approved or denied by all approvers. The email's sender is either the user who made the action to send the email, or the postmaster.</p> <p>By default, the email sent is in the following format:</p> <div> <p>Subject: [Approved/Denied] request : [ObjectType] n°[ObjectNumber] - [ObjectDate]</p> <p>Email body (HTML):</p> <p>Hello,</p> <p>The following request has been [approved/denied] : [ObjectType] n°[ObjectNumber] - [ObjectDate]</p> <p>Third-party: [CustomerOrSupplierName] -- for custom request: [RequesterName]</p> <p>Project: [ProjectCode] - [ProjectName] -- or multi if multiple projects</p> <p>Label: [ObjectLabel] -- for custom request: [CustomRequestName]</p> <p>Amount: [TotalAmount] [ObjectCurrency]</p> <p>Approvals :</p> <ul style="list-style-type: none"> [Approved/Denied] : [ApproverName] on [ApprovalDate] : [CommentIfSpecified] </div>

Field	Description
	<ul style="list-style-type: none"> [Approved/Denied] : [ApproverName] on [ApprovalDate] : [CommentIfSpecified] <p>Denied expenses : (for expense reports)</p> <ul style="list-style-type: none"> [Type] on [ExpenseDate] : [TotalAmountInCurrency] [LineCurrency] - [CustomerName] - [DenialReason] [Type] on [ExpenseDate] : [TotalAmountInCurrency] [LineCurrency] - [CustomerName] - [DenialReason] <p>For custom requests, the [ObjectDate] is the expected start date.</p> <div> <p>Note</p> <p>To customize the email content, do not hesitate to contact your Akuiteo representative.</p> </div>


4 Click on  to save the advanced rule, then save the setup screen.

➡ The new advanced rule is displayed in the table of the **Advanced approval rules** tab.

Modifying advanced approval rules

When the setup screen is in modification, click on the desired rule in the table of the **Advanced approval rules** tab. Modify the desired information then save the setup screen to update the rule.

Deleting advanced approval rules

When the setup screen is in modification, click on the desired rule in the table of the **Advanced approval rules** tab, then click on  to delete the rule.

17 Security

The DMFs match the structure in Akuiteo. For example Domain = Third-parties; Module = Customers/Prospects; Function = Create, modify.

Depending on the DMFs applied, the user can or cannot access features in Akuiteo.

User Management

Refer to the User Guide about third-parties and CRM for more information about creating users.

Administrating Profiles with DMFs

1. Start a DMF or user research > select the desired lines > right-click on the selection > click on **Administration of profiles**.
2. In the **Choice of profiles to administrate** screen, select the profiles and validate.
3. In the table that opens, double click on the relevant column to display the green cross. It means that the DMF is active on this profile.
4. Double click again to make it disappear and disable the DMF if necessary.

18 Company

Entity

It is possible to allocate all account maintenance documents to entities for analytical purpose (site, decision-making or profit center...). It is a subdivision of a company.

The following information enables the display of specific statuses:

- Code: 5 characters mandatory. The entity code enables the identification of business objects belonging to an entity.
- Validity end date: end of validity date of the entity
- Short name: entity's short name
- Full name: entity's full name
- Name (cont): additional information about the entity's name
- Address: entity's physical address
- Locale: additional information about the entity's location
- Zip code/city: city where the entity is located
- Cedex: cedex of the entity's address
- Region: region where the entity is located
- Country: country of the entity
- Telephone: entity phone number
- Fax: entity fax number
- Website: entity website
- Email: entity official email address
- SIREN no: entity's SIREN number
- SIRET no: entity's SIRET number
- Type: undetermined / Cost center / profit center

Analytical grouping

- Division: attached division code
- Grouping: grouping code
- "Arrival project": arrival project code
- Associated project families: select project families
- Outstanding calculation parameters
- Calculation method: calculation method for the business objects in progress
- Time display unit: hours/days

Analytical result at standard cost

- Direct staff cost load factor
- Loading factor for other direct costs
- Selected indirect expense value

Company

As Akuiteo handles several companies, each business object is allocated to one company.

- Code: 5 characters mandatory. The company's code allows you to identify the company to which each business object belongs.
- Call name: company's short name
- Full name: company's full name
- Address: company's physical address
- Locale: additional information about the company's location
- Zip code/city: city where the company is located
- Cedex: cedex of the company's address
- Region: region where the company is located
- State/Province: help list displaying the states and provinces set up from **General setup > Regional parameters > Province**.
- Country: company's country, required
- Telephone: company phone number
- Fax: company fax number
- Website: company website
- Email: company official email address
- Currency: code of the default currency used with this company
- SIREN no: company's SIREN number
- SIRET no: company's SIRET number
- Legal form: company's legal form
- Company capital: company's resources
- Trade register text : company's register
- VAT ID no: company's VAT identification number
- Business activity code

Parameters

- Integrated management (yes/no): this parameter allows you to indicate the automatic generation of performed accounting entries matching management operations (invoicing, cash flow).

Outstanding calculation parameters

- Calculation method: calculation method for the business objects in progress

Project status code

- Selection: allows you to select all the codes of the project statuses available for the company

Payment condition and accounting parameters

- Customer/days/on: general conditions of customer payment
- Supplier/days/on: general conditions of supplier payment
- Factor reference: factor company reference
- Double tax: enables to use two tax rates when entering management objects, in this case you must set up a second VAT rate (Rate 2)
- Accounting for debits: accounting type

Holdback

- No. Days: This number of days enables to compute the due date for the holdbacks associated with the company.

19 Cross-cutting

Marriage status

This setup is used in the contact and employee record sheets.

- Code: titles (Mr, Mrs, Miss are managed by default)
- Rank no.: display sorting order when opening a list
- Wording: description

20 Banking

Notes payable setup

This setup is used to add **notes receivables**, that is to say a payment that is not made immediately to your customer, but only once for the given period. A receivable journal must be created per bank.

You can also enter **Payables**, i.e. amounts that the company must pay at a given date.

Creating a payable journal per bank is not mandatory.

These screens are available from the menus **Banking > Payables** or **Banking > Receivables**:

- Journal code
- Report name

21 Sales

Professional categories

This setup is used in the customer record sheet.

Code: professional category code

Rank no.: display sorting order when opening a list

Label: professional category description

Saving of sales invoices

Follow the instructions and answers to the questions relevant to your use of Akuiteo. The screen is automatically displayed in Edition mode.

- Entry wording: title of the invoice accounting entries
- Grouping of entry lines: enables you to group invoice line accounting entries and to display the period before or after the entry line.

Customer families

This setup is used in the customer record sheet.

- Code: family code
- Rank no.: display sorting order when opening a list
- Wording: family description
- End of validity: end of validity date

Professions

This setup is used in the customer record sheet.

- Code: profession code
- Rank no.: display sorting order when opening a list
- Wording: profession description

Sectors

This setup is used in the customer record sheet.

- Code: sector code
- Rank no.: display sorting order when opening a list
- Wording: sector description
- End of validity: end of validity date

Customer sub-families

This setup is used in the customer record sheet.

- Family: family code
- Code: sub-family code
- Rank no.: display sorting order when opening a list
- Code: sub-family code
- End of validity: end of validity date

21.1 DUNNING OPTIONS

Dunning options are used to define how the automatic and manual dunning is carried out, whether it is by email, by letter or by batch.

The setup of dunning options can be accessed from **General setup > Sales > Dunning options**.

This setup screen has several tabs: one tab for the ***** company and other tabs for each of the companies set up in Akuiteo. By default, the setup is done for the ***** company. To have a specific setup for a company, click on the company's tab then on ✓ in the top-right of the screen. Click on ✗ to disable this specific setup.

To set up dunning options, fill in the following fields:

Field	Description
Sender's email address	Fill in the sender's email address for the dunning email.
Postpone expected payment date for dunned due date	Fill in the number of days to postpone the expected payment date. The expected payment date is determined by adding up the dunning date and the number of days set up in this field.
Only use original documents	When this box is checked, the PDF marked as original is added as an attachment if an invoice is dunned. If there is no original PDF, no attachment is added.
Report for invoice's duplicate	<div>Important Report templates with additional parameters cannot be used.</div> Select the report template from the help list. This template will be used to generate a duplicate of the dunned invoices. If the field is left empty or if the Only use original documents option is checked, no duplicates will be added to the dunning.
Dun creditor-type customers	When this box is checked, all invoices can be dunned even if the customer is a creditor. When this box is not checked, an invoice can only be dunned if the customer is a debtor.
Minimum amount to dun an invoice	Fill in the minimum amount to be able to dun an invoice. <div>Example If you fill in 10,00, invoices that amount to 10 dollars or less cannot be dunned.</div>
Group dunning letters	Select a method to group dunning letters: <ul style="list-style-type: none">• Billed customer• Billing site

Field	Description
Keep dunning last level	When this box is checked, an invoice will be dunned using the last dunning level set up in Akuiteo as long as the invoice is not paid or is not excluded from the dunning.


21.2 DUNNING LEVELS

Dunning levels are used to manage different levels of severity for dunning customers in case of late payment: from level 1 with the first payment reminder to level 5 that could be a formal notice, a legal dispute, and so on.

Important

You can define up to 5 dunning levels but there can only be one setup per level.

The setup of dunning levels can be accessed from **General setup > Sales > Dunning**. A search results screen displays the list of all the dunning levels set up for the company of the connected user.

Click on  in the action bar to create a new dunning level or double-click on a level to open its record sheet.

To set up a new dunning level, fill in the following fields:

Field	Description
Level	Select the dunning level from the drop-down list, from level N1 to N5. The NA level can be set up to exclude some due dates from the dunning.
Object	Fill in the subject to use in all dunning emails of the relevant Level , for example <i>First reminder after payment due date</i> . If this field is filled in, the Keyword for email subject parameter cannot be used.
Keyword for email subject	Select the keyword from the help list. This keyword will be used for the subject in all dunning emails of the relevant Level . Using a keyword makes it possible to add the customer name or the invoice number, for example. If this field is filled in, the Object parameter cannot be used.
Lower bound and Upper Bound	Fill in the minimum and the maximum number of overdue days to start the dunning. The value specified can be negative in order to send a reminder before the due date. <div>Example For the first level of dunning, the lower limit is set up to -5 and the upper limit is set up to 10. For an invoice with a due date on July 7, the first level of dunning can be used from July 2. From the eleventh day after the due date, the second level of dunning will be used, even if the first level has not been used.</div> If the RELCLI_BORNEREL management rule is active, the lower and upper limits are not used the same way: <ul style="list-style-type: none">• For the first level of dunning, limits are used depending on the due date. However, the following levels are determined depending on the date of the latest dunning.• It is not possible to skip a dunning level. Each dunning level set up must be used one after

Field	Description												
	<p>the other.</p> <div><p>Example</p><p>The following levels are set up:</p><table><tr><th>Level</th><th>Lower limit</th><th>Upper limit</th></tr><tr><td>Level 1</td><td>0</td><td>5</td></tr><tr><td>Level 2</td><td>6</td><td>10</td></tr><tr><td>Level 3</td><td>6</td><td>99</td></tr></table><p>For an invoice with a due date on July 7:</p><ul style="list-style-type: none">• If the first dunning is made on July 10, the first level of dunning will be used.• If the first dunning is made on July 20, the first level of dunning will be used.• After the first level of dunning on July 10, a second dunning is made on July 16, six days after the first level of dunning. The second level of dunning will be used.• After the second level of dunning on July 16, a third dunning is made on July 26, ten days after the second level of dunning. The third level of dunning will be used.</div>	Level	Lower limit	Upper limit	Level 1	0	5	Level 2	6	10	Level 3	6	99
Level	Lower limit	Upper limit											
Level 1	0	5											
Level 2	6	10											
Level 3	6	99											
Birt template name	Fill in the Birt template's name to use it for the dunning email's body.												

Setting up report templates

The setup for report templates can be accessed from the menu **Tools > Setup > Reports setup**.

Akuiteo offers multiple report templates by default, which can be customized to your needs.

Monitoring reports

You can monitor the use of a report template by user in order to know the date and time, the template code and the user when a template is used.

The monitored reports are tracked no matter from where the reports are used, whether they were used from:

- the Akuiteo's Edit menu
- the Edit menu > Validate and publish
- the search results when publishing multiple reports
- the Tools menu > Summary reports
- a batch
- the web portals

When the **Monitored reports** box is checked for a report template, a tab is displayed in the report's setup screen, via **Tools > Setup > Reports setup**.

This list displays the history of the report (over the past month by default and with the possibility to filter by user).

You can also display the history over a longer period.

Displaying reports as widgets

All report templates can be displayed as widgets.

However, if a report template has specific state parameters, this display is not available by default.

In this case, the **Force printing in a widget** box must be checked to display as widgets even the reports with specific state parameters.

To avoid having too many reports at the same time and slowing Akuiteo down, you can check the **Exclude widgets** box. Only the reports with this box checked will be displayed as widgets.

Help desk setup

The help desk setup can be accessed from the **Tools** menu > **Setup** > **Help Desk setup**.

22 Sprint templates

A sprint template contains stages and is used to define a specific order for these stages. When a sprint is created, a sprint template must be assigned to it. Then, when an issue is added to a sprint, the issue will be in the first stage set up in the sprint template. Issues added to the sprint will have to go through all the stages set up in the template, until they reach the last stage, meaning the issues are completed inside the sprint.

Example

To create its sprints, a company chooses to set up 2 sprint templates:

- the first template will be used by the development team and contains the following stages:
1 - *to do* / 2 - *DEV ongoing* / 3 - *done*;
- the second template will be used by the quality control team and contains the following stages: 1 - *to do* / 2 - *QUAL ongoing* / 3 - *done*.




Sprint templates are set up from the **Tools** screen, in **Help Desk setup > Sprint > Sprint templates**. The **Result** screen displays the list of all existing templates.

To create a sprint template:

1 In the results screen, click on  in the action bar.

↳ The **Sprint template** screen opens.

2 Fill in the following fields:

Field	Description
Code	Enter a code to identify the template. This code must be unique.
Valid until	If needed, enter a validity end date. After this validity date has passed, the template can no longer be used.
Label	Give a name to the template.
Stage	Select a stage from the help list. Repeat the process to add all the desired stages. Stages are listed one after the other in the table. To change the order, select a stage in the table and use the  and  arrows. To remove a stage from the table, select it then click on  .

3 Save the template.

↳ The template is created and can be used to create new sprints. Update the results screen to display the new template in the list.

To edit a template, open the desired template then click on  in the action bar.

To delete a template, open the desired template, click on  in the action bar then confirm the deletion.

23 Issue stages inside a sprint

An issue can go through multiple stages inside a sprint. The different issue stages can be set up to meet the specific needs for managing software development.

Example

To manage its issues, a company chooses to set up 4 issue stages:

- *to do* for issues that have just been added to a sprint;
- *DEV ongoing* for issues that are being processed by the development team;
- *QUAL ongoing* for issues that are being processed by the quality control team;
- *done* for issues that have been processed.

Stages are set up from the **Tools** screen, in **Help Desk setup > Sprint > Issue stages - sprint**. The **Result** screen displays the list of all existing stages.

To create a stage:

- 1 In the results screen, click on  in the action bar.

↳ The **Issue stage - sprint** screen opens.

- 2 Fill in the following fields:

Field	Description
Code	Enter a code to identify the stage. This code must be unique.
Valid until	If needed, enter a validity end date. After this validity date has passed, the stage can no longer be used.
Label	Give a name to the stage.

- 3 Save the stage.

↳ The stage is created and can be used in a sprint template. Update the results screen to display the new stage in the list.

To edit a stage, open the desired stage then click on  in the action bar.

To delete a stage, open the desired stage, click on  in the action bar then confirm the deletion.

Technical setup

The technical setup can be accessed from the **Tools** menu > **Setup** > **Technical setup**.

24 Setting up the Azure Active Directory authentication

Important

Akuiteo does not support the multi-factor authentication (MFA), whether on the Azure or the Office 365 side.

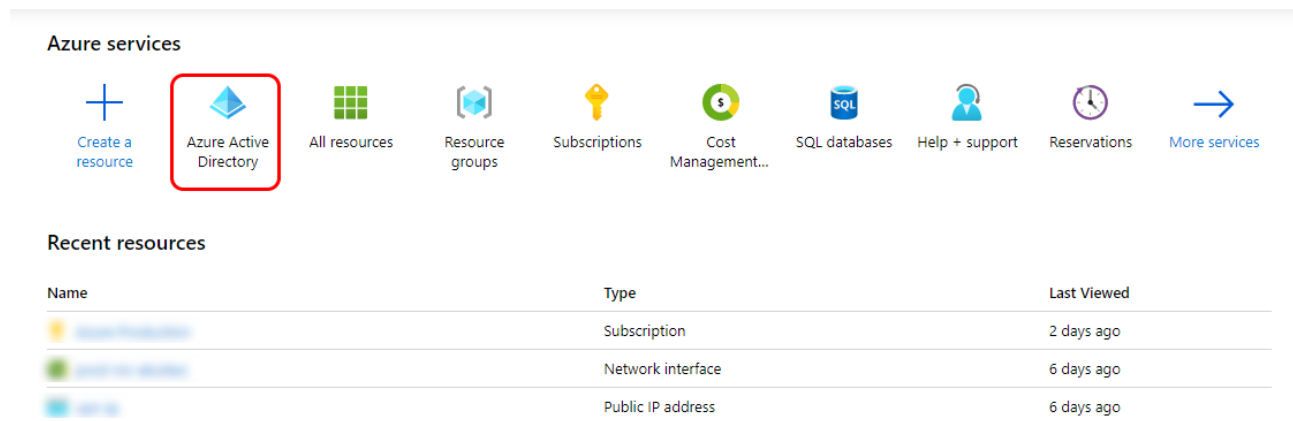
Note

The authentication between Akuiteo and Azure AD uses an email address as the login. This address must be set up correctly in Akuiteo so that the user can log in successfully.

24.1 SETTING UP AZURE AD

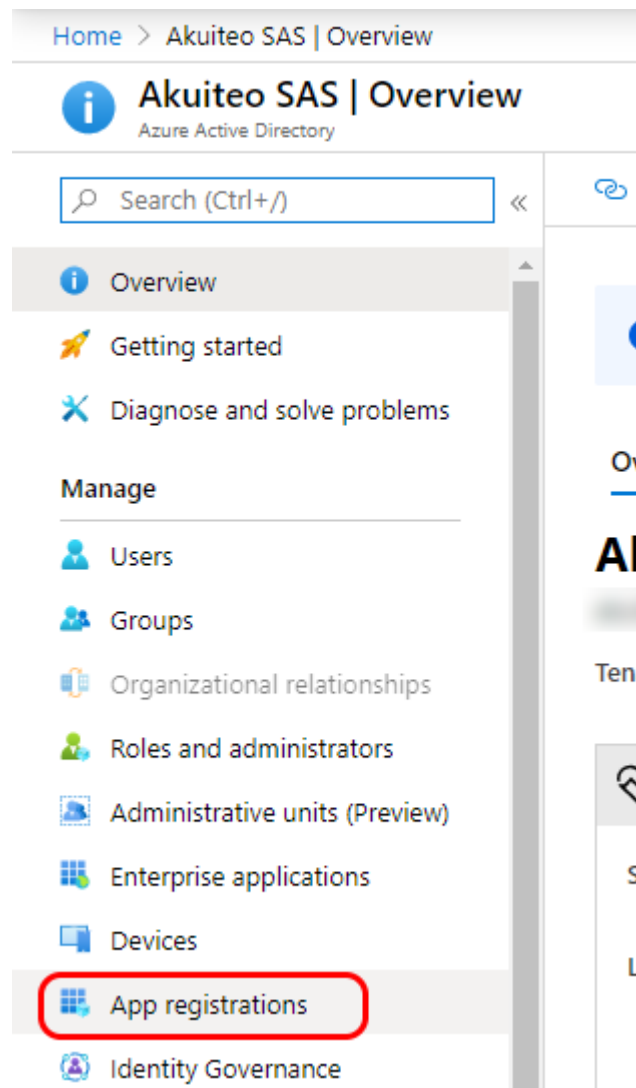
Accessing the Azure portal

- 1 In a web browser, enter the following address <https://portal.azure.com/> and log in as an administrator.
- 2 In the home page, click on **Azure Active Directory**.

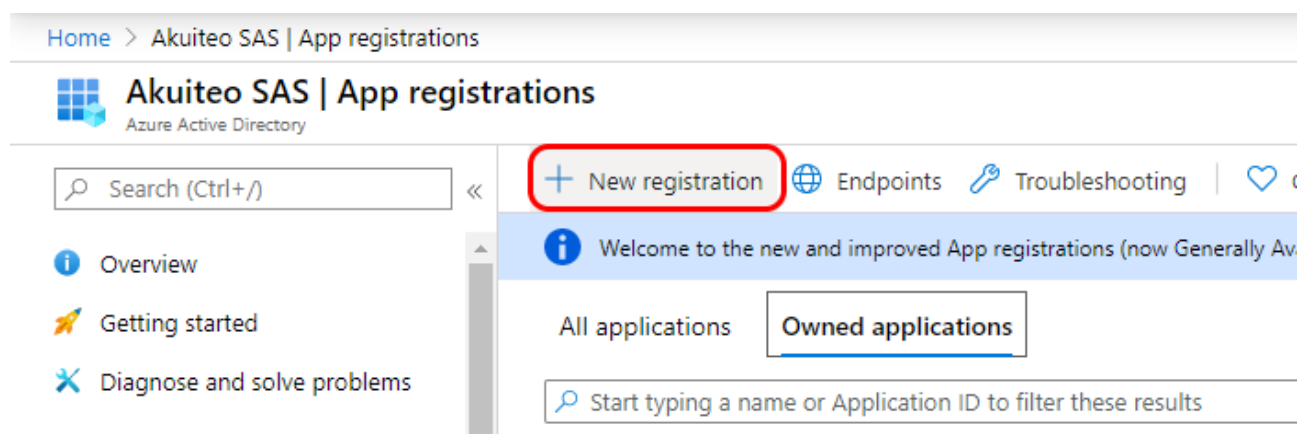


Registering Akuiteo in the Azure AD's directory

- 1 Click on **App registrations** from the left menu.



2 Click on **New registration**.



3 Give a **Name** to this new registration and leave the **Accounts in this organizational directory only (Akuiteo SAS only - Single tenant)** option checked.

Register an application

* Name

The user-facing display name for this application (this can be changed later).

Akuiteo



Supported account types

Who can use this application or access this API?

- ☒ Accounts in this organizational directory only (Akuiteo SAS only - Single tenant)
- ☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)
- ☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web



e.g. https://myapp.com/auth

By proceeding, you agree to the [Microsoft Platform Policies](#)

Register

4 Click on **Register**.

↳ The application page is displayed with the following information:

- **Application (client) ID:** corresponds to the Client ID in Akuiteo
- **Directory (tenant) ID:** corresponds to the Tenant ID in Akuiteo
- **Object ID:** corresponds to the Application ID in Akuiteo

5 Hover over each field then click on the icon that enables you to copy the information to the clipboard. Keep this information in a separate document.

Home > Akuiteo SAS | App registrations > Akuiteo

Akuiteo

Search (Ctrl+/) «

Overview

Quickstart

Manage

Branding

Authentication

Certificates & secrets

Token configuration

Delete Endpoints

Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for developer). →

Display name : Akuiteo

Application (client) ID : [REDACTED]

Directory (tenant) ID : [REDACTED]

Object ID : [REDACTED]

Copy to clipboard

account types :

Redirect URIs :

Application ID URI :

Managed application in ... :

Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

Creating a key

- 1 Click on **Certificates & secrets** from the left menu.

Akuiteo

Search (Ctrl+/) «

Overview

Quickstart

Manage

Branding

Authentication

Certificates & secrets

Token configuration

API permissions

- 2 Click on **New client secret**.

Home > Akuiteo SAS | App registrations > Akuiteo | Certificates & secrets

Akuiteo | Certificates & secrets

Search (Ctrl+/) «

Overview

Quickstart

Manage

Branding

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Certificates & secrets

Token configuration

API permissions

Expose an API

Owners

Roles and administrators (Previ...

Manifest

Support + Troubleshooting

Credentials enable applications to identify themselves to the authentication service when receiving tokens at a web addressable location (using an HTTPS scheme). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credential.

Certificates

Certificates can be used as secrets to prove the application's identity when requesting a token. Also can be referred to as public keys.

Upload certificate

Thumbprint	Start date	Expires
No certificates have been added for this application.		

Client secrets

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

New client secret

Description	Expires	Value
No client secrets have been created for this application.		

3 Give a **Description** and select when the key **Expires** according to your security policy.


4 Click on **Add**.

↳ The new client secret is created.

5 Hover over the line of this client secret then click on the button that enables you to copy the information to the clipboard. Keep this information in a separate document.

Client secrets

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

+ New client secret		
Description	Expires	Value
Secret Akuiteo	5/6/2021	

Copy to clipboard

Allowing the Akuiteo application

From the **API permissions** menu, make sure that the Akuiteo application has a **Granted for...** status for the **Microsoft Graph** API. If not, click on **Grant admin consent for Akuiteo SAS**.

Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

[+ Add a permission](#) [Grant admin consent for Akuiteo SAS](#)

API / Permissions name	Type	Description	Admin consent req...	Status
▼ Microsoft Graph (1)				
User.Read	Delegated	Sign in and read user profile	-	Granted for Akuiteo SAS


Note

If this permission is not given, each user will have to grant consent from the Azure portal to be able to connect to Akuiteo.


24.2 SETTING UP AKUITEO

Azure AD directories are set up from the **Tools** screen, in **Technical setup > Directories > Azure AD directories**. The **Result Azure AD directories** screen displays the list of all existing directories.

To create a directory:

- 1 In the results screen, click on  in the action bar.
- 2 Fill in the following fields:

Field	Description
Code	Enter a code to identify the directory. This code must be unique.
Tenant ID	Enter the value specified in the Directory (tenant) ID field (in the Azure portal).
Client ID	Enter the value specified in the Application (client) ID field (in the Azure portal).
Client Secret	Enter the value of the client secret (in the Azure portal).
Application ID	Enter the value specified in the Object ID field (in the Azure portal).
Authentication?	Check this box to activate the Azure AD authentication. If the box is not checked, the authentication will be based on LDAP directories (if active) or on the database.

- 3 Save the directory.
 The directory is created.

4 Close the Application Desktop then restart the server to take the Azure AD directory into account.

To modify a directory, open the desired directory's record sheet then click on  in the action bar.

To delete a directory, open the desired directory's record sheet, click on  in the action bar then confirm the deletion.