



**akuiteo**  
BUSINESS SOFTWARE

Setup Guide  
**ADVANCED SETUP**  
Version 4.3

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# 1 Preface

## 1.1 REVISIONS

<b>Revision 4</b>	Published in June 2020 <ul style="list-style-type: none"><li>Added setup of external expense types for the Smartscan (see <a href="#">Setting up external expense types for the Smartscan (p. 41)</a>).</li></ul>
<b>Revision 3</b>	Published in May 2020 <ul style="list-style-type: none"><li>Added section for help desk setup with the following chapters:<ul style="list-style-type: none"><li><a href="#">Sprint templates (p. 48)</a></li><li><a href="#">Issue stages inside a sprint (p. 49)</a></li></ul></li><li>Added section for technical setup, for <a href="#">Setting up the Azure Active Directory authentication (p. 51)</a>.</li></ul>
<b>Revision 2</b>	Published in March 2020 <ul style="list-style-type: none"><li>New batch to import business cards statements (see <a href="#">ImportReleveCarteEntreprise batch (p. 8)</a>).</li><li>New setup screen for <a href="#">Dunning options (p. 45)</a>.</li><li>Added chapter to set up <a href="#">Dunning levels (p. 43)</a>.</li></ul>
<b>Revision 1</b>	Published in November 2019 <ul style="list-style-type: none"><li>Added chapter to set up <a href="#">Expense types (p. 37)</a>.</li><li>Added chapter to set up <a href="#">External expense types (p. 41)</a>.</li><li>Expense reports added in standard and advanced approval rules (see <a href="#">Approvals (p. 26)</a>).</li><li>New setup screen to manage original PDFs according to document types (see <a href="#">Managing original PDFs by document type (p. 34)</a>).</li></ul>

## 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:

- ImportReleveCarteEntreprise;
- PlanningExchange;
- RendezVousExchange.

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

# 3 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 Akuteo.

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

- The employee is determined using the business card specified in the employee record sheet (see [Preparing employee record sheets \(p. 8\)](#)).
- The date and the amount of the expense are retrieved directly from the bank statements.
- For the allocation, Akuteo 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 Akuteo (see [Setting up external expense types \(p. 8\)](#)). 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.

## 3.1 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*.

## 3.2 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 \(p. 41\)](#).

## 3.3 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 [ImportReleveCarteEntreprise batch \(p. 8\)](#).
- 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.

## 3.4 SETTING UP THE BATCH

Code	Description	Type	Required	Default value
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameter 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	

Code	Description	Type	Required	Default value
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	
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"> <li>• BRED</li> <li>• BNP Paribas</li> </ul>	List of values	Yes	
FTP_CHEMIN	Path to access the FTP server's	String	Yes	

Code	Description	Type	Required	Default value
	directory where the bank statement files to be imported by the batch are located.	Ex: employee/statements		
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.  <b>Important</b>  Only the FTP or SFTP connection methods can be used.	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 server.	String	No	
SFTP_SSH_KEYSTORE	<b>Important</b>  This parameter is required if SFTP is specified for <code>FTP_MODE</code> .  Path to access the Keystore file that is protected by a password and that contains keys and certificates.	String	No	
SFTP_SSH_KEYSTORE_PASSWORD	<b>Important</b>  This parameter is required if SFTP is specified for <code>FTP_MODE</code> .  Password to access the Keystore file.	String	No	

## 3.5 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.

## 4 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.

### 4.1 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.

### 4.2 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 \(p. 14\)](#).
- 5 Save the batch.

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

## 4.3 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 parameter 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	

Code	Description	Type	Required	Default value
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	
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><b>Example</b></p> <p>INTERNAL:Red category;BILLABLE:Purple category;TELEWORK:Orange category</p> </div> <p>Right-click on an appointment in Outlook then click <b>Categorize</b> to see the different color categories. By default, these categories are named <b>Yellow category</b>, <b>Red category</b>, <b>Blue category</b>, and so on. However, they are completely customizable.</p>	String	No	

Code	Description	Type	Required	Default value
	<p><b>Notes</b></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) are excluded from the Exchange transfer.	Boolean	No	

Code	Description	Type	Required	Default value
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 <b>No reminders about time input</b> box is checked in the <b>Employee</b> tab &gt; <b>Choice of time and schedule input mode</b> 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><b>Reference</b></p> <p>For more information about batch keys, refer to <a href="#">Preparing employee record sheets</a> (p. 13).</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	
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	

Code	Description	Type	Required	Default value
MODE_PURGE	When the parameter is set to True, appointments are cleared. This clearing deletes all schedules transferred with Akuteo 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 Akuteo companies. If multiple companies are entered, each company must be separated by a semicolon.	<p>String</p> <p>Ex: COMPANY1;COMPANY2</p>	Yes	

## 5 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.

### 5.1 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.

### 5.2 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 \(p. 20\)](#).
- 5 Save the batch.

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

## 5.3 SETTING UP THE BATCH

Code	Description	Type	Required	Default value
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameter 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	ID of the log file.	String	No	
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No	
BATCH_MAIL	Recipient's email address for logs in case of an error.	String Ex: support@akuiteo.com	Yes	
BATCH_MAIL_CC	Recipient's cc email address for logs in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_CCI	Recipient's bcc email address for logs in case of an error.	String Ex: support@akuiteo.com	No	
BATCH_MAIL_FROM	Sender's email address of the logs in case of an error.	String Ex: support@akuiteo.com	No	mail. postmaster

Code	Description	Type	Required	Default value
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 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 <b>Linked akuiteo objects</b> 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 <b>Linked third parties</b> 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, PRIORITE, DATE_DEBUT, DATE_FIN, DATE_	String  Ex: CATEGORIE;OBJET; DATE_DEBUT; DATE_FIN	Yes	

Code	Description	Type	Required	Default value
	<p>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><b>Notes</b></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	<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</p>	<p>String</p> <p>Ex: BATCH_SALES</p>	No	

Code	Description	Type	Required	Default value
	<p>empty, there is no filter applied and all the employees are taken into account.</p> <div> <b>Reference</b> <p>For more information about batch keys, refer to <a href="#">Preparing employee record sheets (p. 19)</a>.</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> <b>Notes</b> <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
SOCIETES	Company codes to filter the appointments transferred depending on Akuteo companies. If multiple companies are entered, each company must be separated by a semicolon.	<p>String</p> <p>Ex: COMPANY1;COMPANY2</p>	Yes	
UNIQUEMENT_EVT_CRM	When the parameter is set to True, the Akuteo appointments that are displayed on the CRM Portal are the only ones taken into account for the Exchange transfer.	Boolean	Yes	False

Code	Description	Type	Required	Default value
	To display an appointment on the CRM Portal, check the <b>Display on CRM Portal</b> box in the setup of the event category linked to the appointment.			

# General setup

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

# 6 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.

## 6.1 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
<b>All / Inactive / Active</b>	Check <b>All</b> to display active and inactive rules at the same time. Check <b>Inactive</b> to only display inactive rules. Check <b>Active</b> to only display active rules.
<b>Employee</b>	Select the employee from the help list. The list is updated to only display the approval rules defined for this employee.
<b>Object type</b>	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.
<b>Period</b>	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.

## 6.2 MANAGING APPROVAL RULES

### 6.2.1 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
<b>Object type</b>	<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"> <li>For the <b>Custom request</b> type, the <b>Specific data selection (Custom request)</b> section can be filled in.</li> <li>For the <b>Expense report</b> type, the <b>Specific data selection (expense reports)</b> section can be filled in.</li> <li>For the other types, the <b>Specific data selection (Sales and purchase)</b> section can be filled in.</li> </ul> <p>The rule will be applied on the selected type of management objects.</p>
<b>Period</b>	<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>
<b>Min. amount / Max. amount</b>	<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 (<b>Min. amount</b>) or with an amount inferior to the number entered (<b>Max. amount</b>).</p>
<b>Amount type</b>	<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"> <li>Select <b>Object amount</b> if you want the <b>Min. amount</b> or <b>Max. amount</b> to be applied on the total amount of the object (sum of all lines).</li> </ul> <div> <p><b>Example</b></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 <b>Object amount</b> and enter 200 in the <b>Min. amount</b> field.</p> </div> <ul style="list-style-type: none"> <li>Select <b>Line amount</b> if you want the <b>Min. amount</b> or <b>Max. amount</b> to be applied on the amount of each line.</li> </ul> <div> <p><b>Example</b></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 <b>Line amount</b> and enter 1000 in the <b>Min. amount</b> field. You also define the product family to be searched for in the lines of each quotation.</p> </div>
<b>Project type</b>	<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"> <li>Select <b>All</b> to include both external and internal projects.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Select <b>External</b> to only include external projects.</li> <li>Select <b>Internal</b> to only include internal projects.</li> </ul>
<b>Entity</b>	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.
<b>Project</b>	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.
<b>Invoice type</b> (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
<b>Category</b>	Select the category of the custom request. The rule will be applied on custom requests that belong to the selected category.
<b>Employee manager</b>	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.
<b>Employee entity</b>	Select the entity from the help list. The rule will be applied on custom requests that are created by employees from the selected entity.
<b>Employee service</b>	Select the service from the help list. The rule will be applied on custom requests that are created by employees from the selected service.
<b>Employee division</b>	Select the division from the help list. The rule will be applied on custom requests that are created by employees from the selected division.
<b>Employee division grouping</b>	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
<b>Type of expense reports</b>	Select the expense type from the help list. The rule will be applied on expense reports that include expenses with the selected type.
<b>Employee manager</b>	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
<b>Employee entity</b>	Select the entity from the help list. The rule will be applied on expense reports generated by employees from the selected entity.
<b>Employee service</b>	Select the service from the help list. The rule will be applied on expense reports generated by employees from the selected service.
<b>Employee division</b>	Select the division from the help list. The rule will be applied on expense reports generated by employees from the selected division.
<b>Employee division grouping</b>	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
<b>Product category</b>	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.
<b>Product sub-category</b>	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
<b>Rank</b>	<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><b>Example</b></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 <a href="#">Approvers of same rank (p. 31)</a>.</p>
<b>Specific employee</b>	<p>Define the approver:</p> <ul style="list-style-type: none"> <li>• either by selecting an employee from the help list;</li> <li>• or by checking one of the boxes below to choose a type of manager.</li> </ul>

Field	Description
	<div> <div>Note</div> <p>The boxes can only be checked if the <b>Specific employee</b> field is left empty.</p> <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> <div> <div>Example</div> <p>You create an approval rule where the type of approver defined is the <b>Project's entity manager</b>. 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.

## 6.2.2 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.

## 6.2.3 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.

# 6.3 MANAGING ADVANCED APPROVAL RULES

## 6.3.1 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
<b>Object type</b>	<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 combined with all the standard approval rules set up for this type.</p>

Field	Description
<b>Approvers of same rank</b>	<p>This field is linked to the <a href="#">Rank (p. 29)</a> defined in the approval rules, when multiple approvers share the same rank for the same rule.</p> <ul style="list-style-type: none"> <li>If you check the <b>One must approve</b> box, the management object only needs to be approved by one of the approvers of same rank.</li> </ul> <div> <p><b>Example</b></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"> <li>If you check the <b>All must approve</b> box, the management object must be approved by each of the approvers of same rank.</li> </ul> <div> <p><b>Example</b></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>
<b>Validate approved object</b>	<p>If the field is set to <b>Yes</b>, the management object is validated automatically once all the necessary approvals have been made.</p> <p>If the field is set to <b>No</b>, the management object must be validated manually.</p> <p>This field can be used for quotations, sales orders, quotes and purchase orders.</p>
<b>Notify approvers by email</b>	<p>If the field is set to <b>Yes</b>, 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><b>Subject:</b> Approval request: [ObjectType] n°[ObjectNumber] - [ObjectDate] by [RequesterName]</p> <p><b>Email body (HTML):</b></p> <p>Hello,</p> </div>

Field	Description
	<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><b>Note</b></p> <p>To customize the email content, do not hesitate to contact your Akuiteo representative.</p> </div>
<b>Notify requester by email when object is approved/denied</b>	<p>If the field is set to <b>Yes</b>, 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><b>Subject:</b> [Approved/Denied] request : [ObjectType] n°[ObjectNumber] - [ObjectDate]</p> <p><b>Email body (HTML):</b></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"> <li>[Approved/Denied] : [ApproverName] on [ApprovalDate] : [CommentIfSpecified]</li> <li>[Approved/Denied] : [ApproverName] on [ApprovalDate] : [CommentIfSpecified]</li> </ul> </div>

Field	Description
	<div> <p>Denied expenses : (for expense reports)</p> <ul style="list-style-type: none"> <li>• [Type] on [ExpenseDate] : [TotalAmountInCurrency] [LineCurrency] - [CustomerName] - [DenialReason]</li> <li>• [Type] on [ExpenseDate] : [TotalAmountInCurrency] [LineCurrency] - [CustomerName] - [DenialReason]</li> </ul> </div> <p>For custom requests, the [ObjectDate] is the expected start date.</p> <div> <p><b>Note</b></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.

## 6.3.2 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.

## 6.3.3 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.

# 7 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.

## 7.1 SETTING UP ORIGINAL PDFS

### Expense reports

The **When billing the expense report** section enables you to manage original PDFs for expense reports:

Field	Description
<b>None</b>	Select this option if there is no need to create an original PDF or to check if one exists.
<b>Generating original PDF</b>	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"><li>• the expense report can only have one original document;</li><li>• the original document is generated when the expense report is billed and/or is printed (and only at this moment).</li></ul>
<b>Check existence of original PDF</b>	Select this option to check if there is an original PDF when an expense report is billed.  When this option is selected: <ul style="list-style-type: none"><li>• the check is made when the expense report is billed;</li><li>• if there is no original PDF, the expense report cannot be billed;</li></ul>

Field	Description
	<ul style="list-style-type: none"> <li>the expense report can have multiple original documents;</li> <li>when a PDF document is linked to the expense report, a pop-up offers to add the document as an original PDF.</li> </ul>
<b>Sealing</b>	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <p>If this box is checked, the <b>Directory</b> field is displayed to specify the location where the PDF will be moved once marked as Original.</p> <div> <p><b>Reference</b></p> <p>For more information about the sealing of the original PDFs, refer to <a href="#">Setting up the sealing of original PDFs (p. 36)</a>.</p> </div>
<b>Lock other linked documents</b>	<p>This box is only displayed if the <b>Generating original PDF</b> 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 enables you to manage original PDFs for sales invoices and credit notes:

Field	Description
<b>Generating original PDF</b>	<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"> <li>the invoice or credit note can only have one original document;</li> <li>the original document is generated when the invoice or credit note is booked and/or is printed (and only at this moment).</li> </ul>
<b>Sealing</b>	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <p>If this box is checked, the <b>Directory</b> field is displayed to specify the location where the PDF will be moved once marked as Original.</p> <div> <p><b>Reference</b></p> <p>For more information about the sealing of the original PDFs, refer to <a href="#">Setting up the sealing of original PDFs (p. 36)</a>.</p> </div>
<b>Lock other linked documents</b>	<p>This box is only displayed if the <b>Generating original PDF</b> 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 enables you to manage original PDFs for purchase invoices and credit notes:

Field	Description
<b>Check existence of original PDF</b>	<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"><li>• the check is made when the invoice or credit note is booked;</li><li>• if there is no original PDF, the invoice or credit note cannot be booked;</li><li>• the invoice or credit note can have multiple original documents;</li><li>• when a PDF document is linked to the invoice or credit note, a pop-up offers to add the document as an original PDF.</li></ul>
<b>Sealing</b>	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <p>If this box is checked, the <b>Directory</b> field is displayed to specify the location where the PDF will be moved once marked as Original.</p> <div><b>Reference</b>  For more information about the sealing of the original PDFs, refer to <a href="#">Setting up the sealing of original PDFs (p. 36)</a>.</div>

## 7.2 SETTING UP THE SEALING OF ORIGINAL PDFS

Akuiteo makes it possible to use RGS\*-type certificates to electronically seal original PDFs.

To set up the sealing of original PDFs:

- Add the following environment variables in the Tomcat server's setup:
  - `pdf.sign.pfxfile` - chemin d'accès vers le fichier pfx contenant le certificat de signature des PDF
  - `pdf.sign.pfxpassword` - password for the pfx file
- Activate the **DOC\_ORIG\_CACHETAGE** application control. If this control is not active, the **Sealing** field will not be displayed in the **Management of original PDFs by document type** setup screen.

## 8 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.

### 8.1 SETTING UP THE TYPE

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

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

Field	Description
<b>share</b>	only displayed if the <b>Restaurant / Double tax</b> type is checked.
<b>By default, rebill to customer</b>	<p>Select the behavior when re-billing to a customer:</p> <ul style="list-style-type: none"> <li>• Check <b>the refunded amount</b> 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.</li> <li>• Check <b>the amount entered</b> to re-bill the full amount entered by the employee, including the non-refundable amounts.</li> <li>• Check <b>nothing</b> if no amount should be re-billed to the customer.</li> </ul>
<b>Do not dun (Interactive To-do list)</b>	<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>
<b>Guests required</b>	<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>
<b>Receipt required</b>	<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>

## 8.2 SETTING UP ACCOUNTING ELEMENTS

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

Field	Description
<b>Purchased item</b>	Select the purchased item from the help list to associate it with the expense type. Akuteo uses this association to create one or multiple purchase invoices from an expense report.
<b>VAT 1</b>	Select the VAT code for the first VAT rate. This rate will be used by default when creating expenses with this type.
<b>VAT 2</b>	Select the VAT code for the second VAT rate. This field is only displayed if the <b>Restaurant / Double tax</b> type is checked.
<b>VAT non-modifiable and not displayed</b>	<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>

## 8.3 SETTING UP THE EXPENSE AMOUNT

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

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

## 8.4 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
<b>Required comment</b>	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.
<b>Non-refundable / Non-modifiable</b>	<p>When the box is checked, the <b>Non-refundable</b> box cannot be modified when creating an expense with this type from the Web Portal or the mobile app.</p> <p>If the <b>Non refundable</b> setup is checked for the expense type, employees will not be able to uncheck the box in the input form.</p>
<b>Rebillable / Non-modifiable</b>	<p>When the box is checked, the <b>Rebillable</b> box cannot be modified when creating an expense with this type from the Web Portal or the mobile app.</p> <p>If <b>nothing</b> is selected for the <b>By default, rebill to customer</b> setup, employees will not be able to check the <b>Rebillable</b> box in the input form.</p>
<b>Display quantity</b>	<p>When the box is checked, the <b>Quantity</b> 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 <b>Quantity</b> field is hidden.</p>
<b>Display receipt number</b>	<p>When the box is checked, the <b>Receipt no.</b> 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>
<b>Display additional comment</b>	<p>When the box is checked, the <b>Additional comment</b> 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>

## 8.5 SETTING UP REFUND THRESHOLDS

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

Field	Description
<b>Threshold by expense</b>	Fill in the threshold amount for each expense created with this type. The refunded amount for each expense cannot exceed this threshold.
<b>Daily threshold for expenses</b>	<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"> <li>• If the total amount does not exceed the daily threshold, all expenses will be refunded.</li> <li>• 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.</li> </ul>
<b>No VAT if exceeded threshold</b>	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.


## 9 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
<b>Code</b>	Specify the unique code of the external expense type. This code comes from the external statement.
<b>Label</b>	Give a name to the external expense type.
<b>By default</b>	If the import relates to expense reports, the external expense type by default will be used if no expense type could be identified.
<b>Expense type</b>	Select the expense type from the help list to link it with the external expense type.
<b>Source</b>	Select the source from the help list. This is the source of the external expense type, for example the OCR or a bank statement.

### 9.1 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.

# 10 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
<b>Level</b>	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.
<b>Object</b>	Fill in the subject to use in all dunning emails of the relevant <b>Level</b> , for example <i>First reminder after payment due date</i> .  If this field is filled in, the <b>Keyword for email subject</b> parameter cannot be used.
<b>Keyword for email subject</b>	Select the keyword from the help list. This keyword will be used for the subject in all dunning emails of the relevant <b>Level</b> . Using a keyword makes it possible to add the customer name or the invoice number, for example.  If this field is filled in, the <b>Object</b> parameter cannot be used.
<b>Lower bound and Upper Bound</b>	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><b>Example</b>  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 <b>RELCLI_BORNEREL</b> management rule is active, the lower and upper limits are not used the same way: <ul style="list-style-type: none"><li>• 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.</li><li>• It is not possible to skip a dunning level. Each dunning level set up must be used one after</li></ul>

Field	Description												
	<p>the other.</p> <div><p><b>Example</b></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"><li>• If the first dunning is made on July 10, the first level of dunning will be used.</li><li>• If the first dunning is made on July 20, the first level of dunning will be used.</li><li>• 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.</li><li>• 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.</li></ul></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.												

# 11 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
<b>Sender's email address</b>	Fill in the sender's email address for the dunning email.
<b>Postpone expected payment date for dunned due date</b>	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.
<b>Only use original documents</b>	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.
<b>Report for invoice's duplicate</b>	<div><b>Important</b> 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 <b>Only use original documents</b> option is checked, no duplicates will be added to the dunning.
<b>Dun creditor-type customers</b>	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.
<b>Minimum amount to dun an invoice</b>	Fill in the minimum amount to be able to dun an invoice. <div><b>Example</b> If you fill in 10,00, invoices that amount to 10 dollars or less cannot be dunned.</div>
<b>Group dunning letters</b>	Select a method to group dunning letters: <ul style="list-style-type: none"><li>• <b>Billed customer</b></li></ul>

Field	Description
	<ul style="list-style-type: none"> <li>• <b>Billing site</b></li> </ul>
<b>Keep dunning last level</b>	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.

# Help desk setup

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

# 12 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
<b>Code</b>	Enter a code to identify the template. This code must be unique.
<b>Valid until</b>	If needed, enter a validity end date. After this validity date has passed, the template can no longer be used.
<b>Label</b>	Give a name to the template.
<b>Stage</b>	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.

# 13 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
<b>Code</b>	Enter a code to identify the stage. This code must be unique.
<b>Valid until</b>	If needed, enter a validity end date. After this validity date has passed, the stage can no longer be used.
<b>Label</b>	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**.

# 14 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.

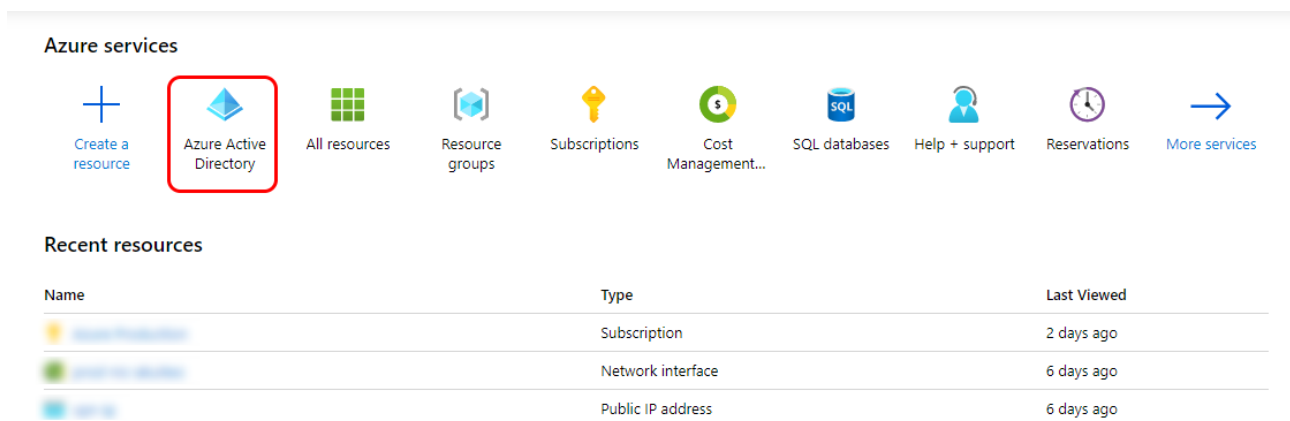
## Note

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.

## 14.1 SETTING UP AZURE AD

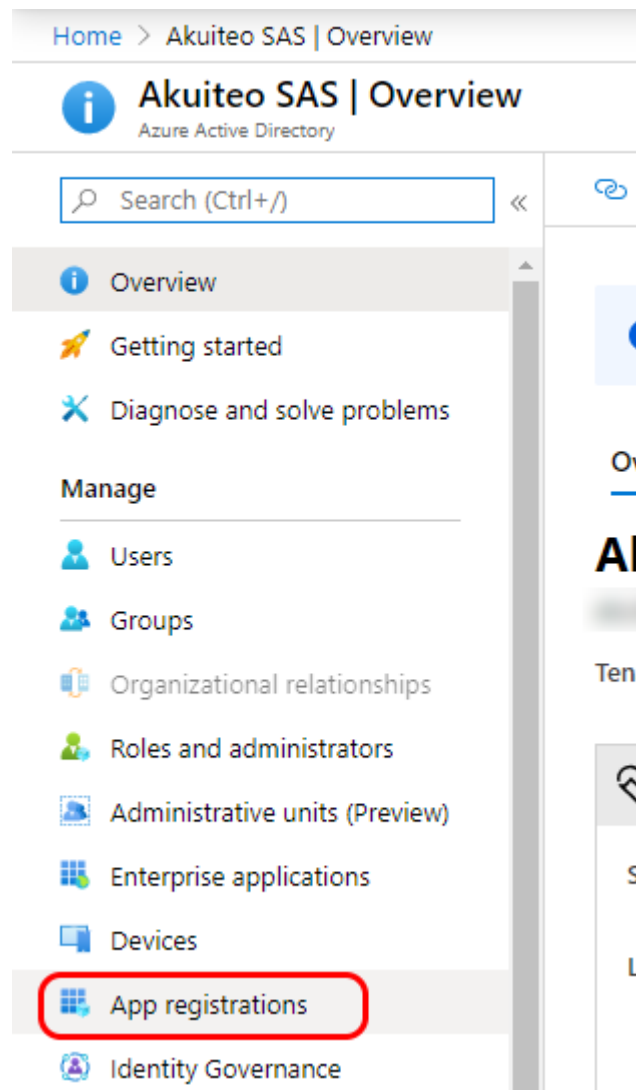
### Accessing the Azure portal

- 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**.

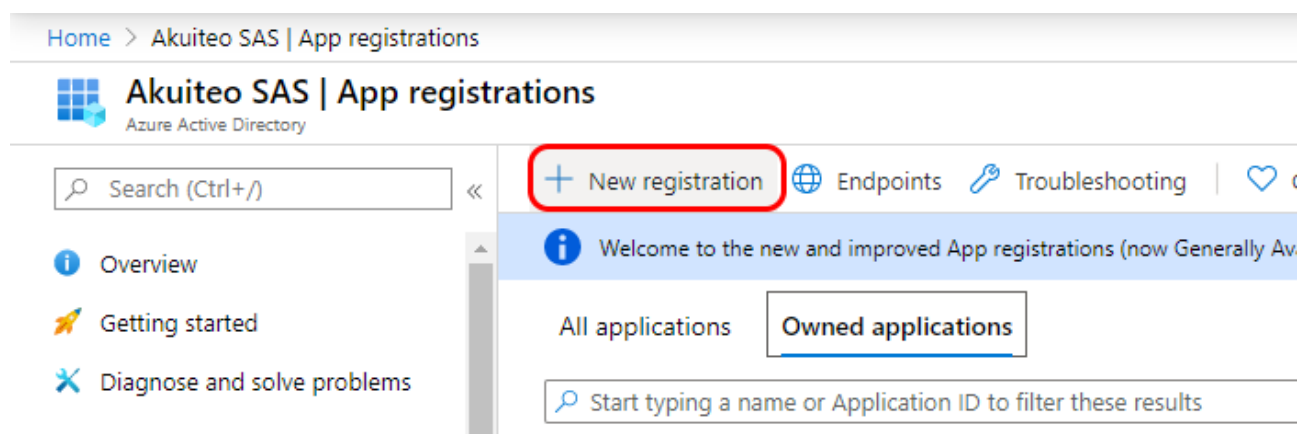


### Registering Akuiteo in the Azure AD's directory

- 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 > Akiuteo SAS | App registrations > Akiuteo

**Akiuteo**

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 : Akiuteo

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.

**Akiuteo**

Search (Ctrl+/)

Overview

Quickstart

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Branding

Authentication

**Certificates & secrets**

Token configuration

API permissions

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

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

**Akiuteo | Certificates & secrets**

Search (Ctrl+/)

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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.

Home > Akuiteo | Certificates & secrets

**Akuiteo | Certificates & secrets**

Search (Ctrl+/)

Overview

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Roles and administrators (Previ...

Manifest

Support + Troubleshooting

Troubleshooting

New support request

Add a client secret

Description

Secret Akuiteo

Expires

☒ In 1 year

☐ In 2 years

☐ Never

Add Cancel

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.		


### 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

## 14.2 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
<b>Code</b>	Enter a code to identify the directory. This code must be unique.
<b>Tenant ID</b>	Enter the value specified in the <b>Application (client) ID</b> field (in the Azure portal).
<b>Client ID</b>	Enter the value specified in the <b>Directory (tenant) ID</b> field (in the Azure portal).


Field	Description
<b>Client Secret</b>	Enter the value of the client secret (in the Azure portal).
<b>Application ID</b>	Enter the value specified in the <b>Object ID</b> field (in the Azure portal).
<b>Authentication?</b>	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.