



akuiteo
BUSINESS SOFTWARE

General Guide

AKUITEO MOBILE

Version 4.6

Revision number: 3

Published in: February 2022

Written by: Documentation team

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1 Preface

1.1 REVISIONS

Revision 3	Published in February 2022 <ul style="list-style-type: none">• Updated the Entering an expense (p. 20) sub-chapter.
Revision 2	Published in December 2021 <ul style="list-style-type: none">• Minor corrections.
Revision 1	Published in November 2021 <ul style="list-style-type: none">• First publication.

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 Introduction to Akuiteo Mobile

Akuiteo Mobile was designed for nomad users who want to be able to enter their schedules, timesheets, expense reports and leave requests at any time, from their smartphone.

The Akuiteo Mobile application is a Progressive Web App (PWA) and can therefore be accessed from a web browser, and not downloaded from app stores as it is the case with standard mobile applications.

Thanks to its simplified design, the Akuiteo Mobile application enables you to:

- Enter and manage your timesheets and schedules, and complete your timesheets weekly or monthly - No more excuses for delaying!
- Enter and manage your expense reports - No more missing receipts or last-minute expense reports!
- Manage your leave requests - No more waiting to go on holidays!

3 Setting up Akuiteo Mobile

Important

An Akuiteo consultant assists the customer with the technical installation, the setup and the testing environment before delivering the app to other users.

3.1 PREREQUISITES

- The Akuiteo Mobile application is compatible with Akuiteo servers from the 4.3 version.
- Since the Akuiteo Mobile application is a Progressive Web App, you must check whether the OS version of your smartphone is compatible with PWAs.
- The Akuiteo server must be accessible to the mobile application in a secured way (https) to enable the use from a smartphone. To do so, the network on which your smartphone is connected and the Akuiteo server must be able to communicate: direct access (Internet), via the company's network (internal only or via VPN).
- Users are familiar with Akuiteo's management rules, for example they have already entered timesheet entries and expenses in Akuiteo.

Note

If there is no network or if your smartphone is on airplane mode, the input forms and action buttons cannot be used.

3.2 SETTING UP ACCESS RIGHTS

The following DMFs are required to use features of the Akuiteo Mobile application:

Code	Domain	Module	Function
50****	MOBILE	*	*
5001**	MOBILE	EXPENSE REPORTS	*
500101	MOBILE	EXPENSE REPORTS	CANCEL COMPLETION
5002**	MOBILE	TIMESHEETS	*
500201	MOBILE	TIMESHEETS	CANCEL COMPLETION
5003**	MOBILE	SCHEDULES	*
500301	MOBILE	SCHEDULES	VIEW
500302	MOBILE	SCHEDULES	MODIFY
500303	MOBILE	SCHEDULES	MODIFY VALIDATED SCHEDULE

Code	Domain	Module	Function
5004**	MOBILE	LEAVE REQUESTS	*
5005**	MOBILE	SETUP	*
5006**	MOBILE	REMOTE WORK	*

4 Accessing Akuiteo Mobile

4.1 LOGGING INTO THE APPLICATION



- 1 In a web browser from your smartphone, enter the address in the following format:
https://domainname/servername/apps/mobile/ or open the Launcher to access the Akuiteo Mobile application.

Example

https://www.akuiteo.fr/akuiteo/apps/mobile/

Note

To access the Akuiteo Mobile application from the Launcher, the link to the application must have been initialized from the Administration console. For more information, refer to the *General Guide - Launcher*.

- 2 In the login window, fill in the **Login** and the **Password**. If needed, click on  to show the password.
- 3 Tap **Log in**.
 The application opens.

4.2 ADDING THE APPLICATION TO THE HOME SCREEN

The Akuiteo Mobile application can be added as a shortcut on the home screen of your smartphone. You will therefore be able to access Akuiteo Mobile as a standard mobile application.

On Android


The process to add the Akuiteo Mobile application varies depending on your web browser. When you access the application for the first time, a pop-up message lets you add the application to your home screen. You can also add this shortcut from the web browser options.

For more information, search for how to add a PWA on a home screen depending on your web browser.


On iOS


- 1 From the Safari application of your iPhone, access Akuiteo Mobile via its URL.
- 2 Tap the share button in Safari, then tap **Add to Home Screen**.
- 3 Modify the shortcut name if needed, then tap **Add**.

4.3 CHANGING THE LANGUAGE

To change the interface language, tap  at the top left of the application, then tap **Settings**. In the settings, open the **Language** menu, select the desired language then tap **OK**. The language of the interface is automatically updated.


4.4 LOGGING OUT FROM THE APPLICATION

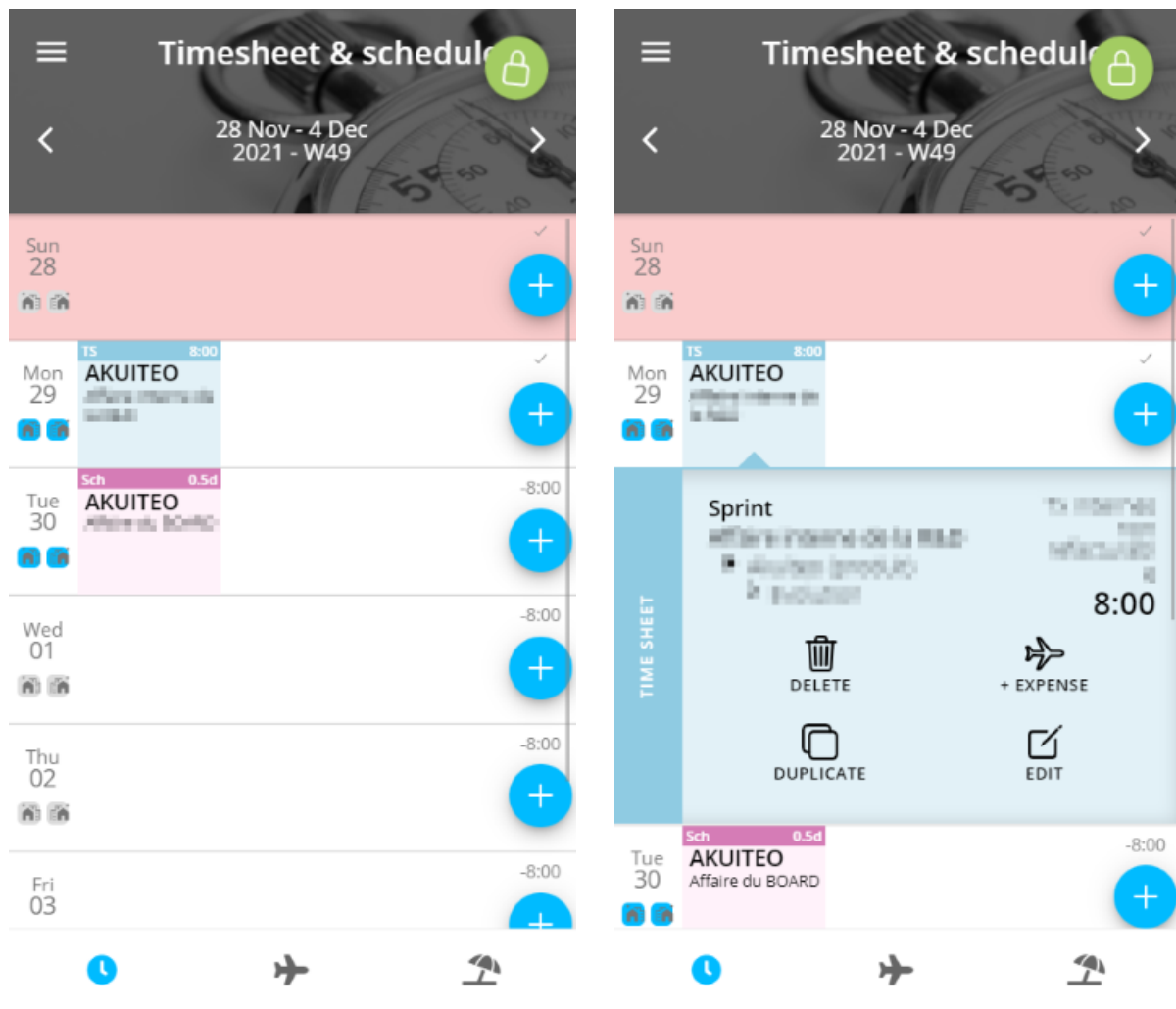
To log out from the application, tap  at the top left of the application, then tap **Log out**.

If needed, you can log out and delete all local data stored in your smartphone at the same time. To do so, tap  at the top left of the application, then tap **Settings**. In the settings, display the advanced settings, tap **Delete local data** then tap **DELETE** to confirm.

5 Managing timesheets and schedules

5.1 INTERFACE


From the Akuiteo Mobile application, tap  from the menu bar to access the **Timesheet & schedule** menu.



The application displays the current weekly view. Use the arrows in the application header to switch from week to week.


Timesheets and schedules are displayed in blocks in the application calendar:



- blue blocks correspond to timesheets;
- pink blocks correspond to schedules;
- gray blocks correspond to validated timesheets.


For each day, it is possible to add new timesheet or schedule blocks, by tapping  for the corresponding line. The remaining time to input for the day is indicated above each icon.

5.2 MANAGING TIMESHEETS

5.2.1 Entering a timesheet entry

- 1 Display the desired week in the application then tap  for the relevant day. You can also tap the first icon you see and modify the date in the input form.
- 2 Select **TIME SHEET** in the application header, then fill in the following fields:

Date	Enter the input date.
Duration	Enter the input duration.
Quick entry	Tap Quick entry then tap the desired quick entry to use previously-saved values. For more information, refer to Managing quick entries (p. 13) .
Customer	To add a customer to the input, tap the field and enter the first 3 letters of the customer's code or name in the  search field. The list of relevant customers is automatically displayed. You can therefore select the desired customer.
Analytical assignment	<div><p>To add an assignment to the input, tap the field and enter the first 3 letters of the project's / phase's / sub-phase's code or name in the  search field. The list of relevant projects is automatically displayed. You can therefore select the desired project.</p><div>Note If the Customer field is already filled in, you can only select a project linked to this customer. However, if the Customer field is empty, it is automatically filled in with the customer linked to the assignment.</div></div>
Action	Select the input action code.
Comment	Enter a comment about the input.
Place	Enter the input location, if necessary.

- 3 Tap **SAVE**.
 The time entry is created and displayed on the relevant day of the calendar as a blue block.

5.2.2 Modifying a timesheet entry

Note

Completed or validated timesheets can no longer be modified. From a validated timesheet entry, tap **DETAIL** to display the non-modifiable form of the timesheet entry.

- 1 Tap the desired blue block in the calendar to open the details of this timesheet entry.

- 2 Tap **EDIT**.
- 3 Modify the desired information then tap **SAVE** to save the modifications.

5.2.3 Duplicating a timesheet entry

- 1 Tap the desired blue or gray block in the calendar to open the details of this timesheet entry.
- 2 Tap **DUPLICATE**.
 - ↳ A timesheet input form opens, with the information from the source timesheet entry automatically retrieved.
- 3 Modify the **Date** and the desired information, then tap **SAVE**.
 - ↳ The new timesheet entry is created on the specified date from the source entry.

5.2.4 Adding an expense

- 1 Tap the desired blue or gray block in the calendar to open the details of this timesheet entry.
- 2 Tap **+ EXPENSE**.
 - ↳ An expense report input form opens, with the date, the customer and the assignment automatically retrieved from the source timesheet entry.
- 3 Fill in the fields related to the expense, then tap **SAVE**.
 - ↳ The expense is created and added to the expense report in progress.

Reference

For more information about expense input and expense reports in Akuiteo Mobile, refer to [Managing expense reports \(p. 19\)](#).

5.2.5 Managing quick entries

A quick entry enables you to reuse the same values for a recurring task, to avoid having to constantly enter the same information.

Defining a quick entry

Note

A quick entry is defined from a timesheet entry that has not yet been completed or validated.

- 1 Tap the desired blue block in the calendar to open the details of this timesheet entry.
- 2 Tap **EDIT**.
- 3 Modify the necessary information then tap **DEFINE AS QUICK ENTRY** at the bottom of the form.

- 4 Enter a label in the **Quick entry description**. This label cannot be modified once the quick entry is created. To modify the label of an existing quick entry, you must delete it then recreate it with the correct label.
- 5 Tap **VALIDATE**.
 - ↳ The quick entry is defined using the information from the source timesheet entry. It can be used to enter new timesheet entries. For more information, refer to [Entering a timesheet entry](#) (p. 12).

Deleting a quick entry

From the **My quick entries** list - when creating a new timesheet entry for example - tap the desired quick entry, then slide to the left and tap **DELETE**.

5.2.6 Deleting a timesheet entry

Important

Deleting a timesheet entry cannot be reversed.

Note

Completed or validated timesheets cannot be deleted.

To delete a timesheet entry, tap the desired blue block in the calendar to open the details of this timesheet entry. You can then:

- tap **DELETE** then confirm the deletion;
- tap **EDIT** to access the input form, then tap **DELETE** at the bottom of the form and confirm the deletion.


5.2.7 Completing timesheets

Timesheets can be completed from Akuiteo Mobile to transfer them to the manager for validation. Timesheets can be completed weekly or monthly, depending on each company's needs.

The completion button is only displayed if:

- you have already enter time spent for the selected week or month;
- the timesheet of the selected week or month is not completed yet;
- the last week of the month is displayed (in case timesheets are completed monthly).

To complete timesheets:


- 1 Tap  at the top right of the screen.
- 2 Tap **Mark [month or week] time sheet as completed** for the selected period, then tap **MARK YOUR TIME SHEET AS COMPLETED** to confirm the completion.

↳ The timesheet is completed for the selected month or week. The entries are now displayed in gray in the calendar and can no longer be modified.

Note

If the **SEMAINE_MOIS** value is specified in the **TPS_TERMINAISON** management rule, for the last week of the month, the employee can complete timesheets both weekly and monthly.


To cancel the completion, the user must have the DMF 500201 MOBILE TIMESHEETS CANCEL COMPLETION and the timesheets must not be validated:



- 1 Tap  at the top right of the screen.
- 2 Tap **Cancel termination** for the selected period, then tap **CANCEL TERMINATION** to confirm the cancellation.

↳ The entries are no longer completed for the month or the week and can be modified.

5.3 MANAGING SCHEDULES

5.3.1 Entering a schedule

- 1 Display the desired week in the application then tap  for the relevant day. You can also tap the first icon you see and modify the date in the input form.
- 2 Select **SCHEDULE** in the application header, then fill in the following fields:

Start date	<p>Enter the schedule's start date.</p> <div>Note<p>The PLG_HORODATE management rule enables you to enter timestamped schedules. If this rule is active, you will have to fill in the start and end date and time for each scheduled item.</p></div>
Duration	<p>Enter the schedule duration.</p> <div>Note<p>This field is hidden if the PLG_HORODATE management rule is active.</p></div>
Customer	<p>To add a customer to the schedule, tap the field and enter the first 3 letters of the customer's code or name in the  search field. The list of relevant customers is automatically displayed. You can therefore select the desired customer.</p>
Analytical assignment	<p>To add an assignment to the schedule, tap the field and enter the first 3 letters of the project's / phase's / sub-phase's code or name in the  search field. The list of relevant projects is automatically displayed. You can therefore select the desired project.</p>

	<p>Note</p> <p>If the Customer field is already filled in, you can only select a project linked to this customer. However, if the Customer field is empty, it is automatically filled in with the customer linked to the assignment.</p>
Actions	Select the schedule's action code.
Comment	Enter a comment about the schedule.
Description	Enter an additional description of the schedule.
Place	Enter the location linked to the schedule, if needed.
Quarter of day	<p>Tap the relevant Quarter of day to indicate the moment of the day associated with the schedule. For example, if you select 1st, the schedule block will be placed at the beginning of the day.</p> <p>Note</p> <p>This field is hidden if the PLG_HORODATE management rule is active.</p> <p>If the PLG_8EME_JRNEE management rule is active, then eighths of days are displayed instead of quarters of days.</p>
Validated	Activate this field if you want to validate the schedule.
Online meeting	<p>Activate this field if the scheduled item is supposed to happen remotely, using a videoconferencing tool.</p> <p>This option enables you to transfer an online meeting to an Outlook calendar using the PlanningExchange batch.</p> <p>Reference</p> <p>For more information about the PlanningExchange batch, refer to the <i>Setup Guide - Advanced Setup</i>.</p>

3 Tap **SAVE**.

➡ The schedule is created and displayed on the relevant day of the calendar as a pink block.

5.3.2 Modifying a schedule

Note

To modify a validated schedule, you must have the DMF 500303 MOBILE SCHEDULES MODIFY VALIDATED SCHEDULES.

1 Tap the desired pink block in the calendar to open the details of this schedule.

2 Tap **EDIT**.

3 Modify the desired information then tap **SAVE** to save the modifications.

5.3.3 Duplicating a schedule

- 1 Tap the desired pink block in the calendar to open the details of this schedule.
- 2 Tap **DUPLICATE**.
 - ↳ The schedule's input form opens, with the information from the source schedule automatically retrieved.
- 3 Modify the **Start date** and the desired information then tap **SAVE**.
 - ↳ The new schedule is created on the specified date from the source schedule.

5.3.4 Adding an expense

- 1 Tap the desired pink block in the calendar to open the details of this schedule.
- 2 Tap **+ EXPENSE**.
 - ↳ An expense report input form opens, with the date, the customer and the assignment automatically retrieved from the source schedule.
- 3 Fill in the fields related to the expense, then tap **SAVE**.
 - ↳ The expense is created and added to the expense report in progress.

Reference

For more information about expense input and expense reports in Akuiteo Mobile, refer to [Managing expense reports \(p. 19\)](#).

5.3.5 Transferring a schedule into timesheets

Note

The action to transfer a schedule into a timesheet cannot be reversed. Once a schedule is transferred into a timesheet, that timesheet entry cannot be transferred back into a schedule.

- 1 Tap the desired pink block in the calendar to open the details of this schedule.
- 2 Touch **>>TIME SPENT**.
 - ↳ The schedule is transferred into the timesheets and is now displayed on the relevant day of the calendar as a blue block.

5.3.6 Deleting a schedule

Important







Deleting a schedule cannot be reversed.



To delete a schedule, tap the desired pink block in the calendar to open the details of this schedule. You can then:

- tap **DELETE** then confirm the deletion;
- tap **EDIT** to access the input form, then tap **DELETE** at the bottom of the form and confirm the deletion.

5.4 DECLARING REMOTE WORK DAYS


Each day or half-day spent working remotely can be declared from the **Timesheet & schedule** menu in order to give this information to the employee's company.

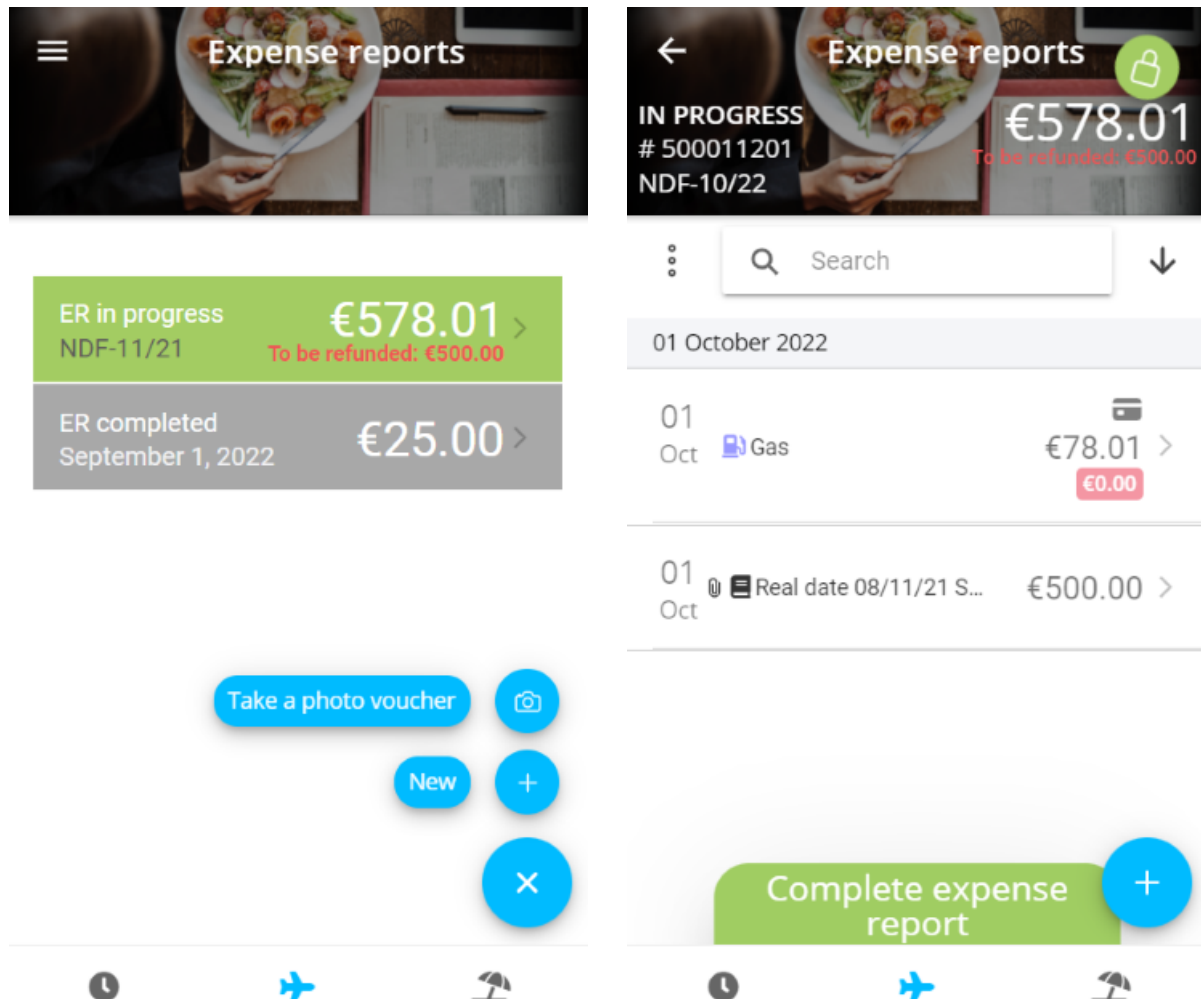
- 1 Display the desired week in the application, then tap the  remote work icons below the desired day.
- 2 From the remote work screen, tap:
 -  to declare the morning as remote work;
 -  to declare the afternoon as remote work;
 - both icons to declare the full day as remote work.
- 3 Tap **SAVE**.
 The remote work is declared for the desired half-day or full day. In the calendar, the half-days declared as remote work are identified by the  and  icons.

To cancel the remote work, click on  and  from the remote work screen to go back to gray icons.


6 Managing expense reports

6.1 INTERFACE

From the Akuiteo Mobile application, tap  from the menu bar to access the **Expense reports** menu.



The application displays the list of the employee's expense reports. The expense reports in progress are displayed in green and completed expense reports are in gray.

It is possible to create a new expense by tapping  at the bottom right of the screen. There are two options available to create an expense:





- directly take a picture of the receipt from the application, or take an existing picture from the phone's gallery,
- manually enter the expense.

Tap the desired expense report to access its details as well as the list of linked expenses.

Note


If the amount to be refunded is different from the amount entered by the employee, the **To be refunded: xxx** indication is displayed.

In the expenses list:




- The  icon indicates that some required fields are not filled in for the expense.
- The  icon indicates that a required receipt is missing for the expense.
- The  icon indicates that the expense has at least one receipt.
- The  icon indicates that the expense was paid using a business card.
- If the expense type has a threshold, the maximum amount is displayed in red below the amount entered for the expense.
- If an expense has been denied, the reason and the date of this denial are displayed in red below the amount entered for the expense.

6.2 SEARCHING FOR AND SORTING EXPENSES IN AN EXPENSE REPORT

Tap an expense report to access its expense details.

From the  search field, enter the first letters of the desired keyword(s). Expenses meeting the search criteria are updated in real time to quickly display searched expenses.

The expenses list can be sorted:

- Tap  then choose the type of sorting to apply.
- Tap  or  to set the sorting order (ascending or descending).

6.3 ENTERING AN EXPENSE

An expense report is made up of one or multiple expense lines. By default, if there is no current expense report when the employee adds an expense line, then a new expense report is automatically created. If an expense report is already in progress, the expense line is added to the current expense report's lines.

It is possible to determine how new expenses are added: depending on the expense date, the expense will be added to the expense report of the relevant month or week, according to the setup of the **NDF_PAR_PERIODE** management rule.

Reference

For more information about setting up the **NDF_PAR_PERIODE** management rule, refer to the *User Guide - Favorites*.

Tip


To avoid having to authorize the application every time you use the camera, you can manage your smartphone's authorizations from the website's parameters. To do this, open the application in a web browser from your smartphone, access the website's parameters or settings and authorize the use of the camera.


For more information, search for authorizations to use the camera depending on your OS and web browser.




6.3.1 Manually

1 Tap  at the bottom right of the screen then select **New**.

2 In the expense input form, fill in the following fields:

Receipt	<p>If you want to add a receipt to the expense, tap the camera at the top of the form, then select:</p> <ul style="list-style-type: none">• Take a photo voucher to directly take a picture of the receipt• Select an existing one to open your phone gallery and select an existing picture <p>You can add as many receipts as necessary. Slide to the left or to the right to see added receipts.</p> <div>Note If adding a receipt has been set up as required for the corresponding expense type, a check is made when saving the expense. You will not be able to complete the expense report if required receipts are missing. The expenses missing a required receipt are identified with the  icon.</div>
Type	Select the expense type.
Amount (inc. VAT)	<p>Enter the after-tax amount of the expense.</p> <p>Depending on the setup of the relevant expense type:</p> <ul style="list-style-type: none">• a default amount can be filled in;• this default amount cannot be modified.
Currency	Select the currency associated with the expense's after-tax amount from the drop-down list. By default, the company's currency is selected.
KM / Fiscal horsepower / Total	<p>If the expense type is set up as Mileage allowances, enter the number of kilometers associated with the expense and select the vehicle's fiscal horsepower.</p> <p>Depending on both values, the expense amount is automatically calculated in the Total field.</p>
Date	Enter the expense date. The current date is filled in by default.
Comment	Add a comment about the expense.
Guests	If the expense type requires to add guests, add the employees or external guests associated with the expense.

	<p>Tap  on the right of the field, then enter the first 3 letters of the guest employee. The list of relevant employees is automatically displayed. You can therefore select the desired employee.</p> <p>To add an external guest, directly enter the guest name as follows: First name Last name (Company) or Last name (Company), then tap ADD.</p>
VAT 1	<p>Select the VAT code associated with the expense type from the drop-down list.</p> <p>If a single VAT rate is used, the VAT amount is automatically calculated based on the entered amount and is displayed in the Amount % field. Depending on the setup of the relevant expense type, the VAT rate can be entered by default but can still be modified. However, the VAT will not be displayed in the form if the VAT non-modifiable and not displayed option is checked in the setup of the relevant expense type.</p> <p>If multiple VAT rates are used, the amount of the first VAT rate must be manually entered in the Amount % field.</p>
VAT 2	<p>This field is only displayed if the expense type is set up as Restaurant / Triple VAT.</p> <p>Select the code of the second VAT rate from the drop-down list. When multiple VAT rates are used, you must manually enter the amount associated with each VAT rate in the Amount % field. Depending on the setup of the relevant expense type, the VAT rate can be entered by default but can still be modified. You can also enter a 0% rate or delete the code if it is not relevant.</p> <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p>Example</p> <p>An employee enters an expense of 20 euros for a meal at a restaurant:</p> <ul style="list-style-type: none"> • 15 euros for the meal; • 5 euros for an alcoholic drink. <p>He selects a first VAT code at 10% and enters "1.36" in the associated Amount % field. He then selects the second VAT code at 20% and enters "0.83" in the associated Amount % field.</p> </div>
VAT 3	<p>This field is only displayed if the expense type is set up as Restaurant / Triple VAT.</p> <p>Select the code of the third VAT rate from the drop-down list. When multiple VAT rates are used, you must manually enter the amount associated with each VAT rate in the Amount % field. Depending on the setup of the relevant expense type, the VAT rate can be entered by default but can still be modified. You can also enter a 0% rate or delete the code if it is not relevant.</p>

	<p>Example</p> <p>An employee enters an expense of 35 euros for a meal at a restaurant:</p> <ul style="list-style-type: none"> • 14.30 euros for a takeaway meal; • 9.90 euros for an alcoholic drink; • 10.80 euros for snacks. <p>He selects a first VAT code at 10% and enters "1.30" in the associated Amount % field. He then selects a second VAT code at 20% and enters "1.65" in the associated Amount % field. Finally, he selects a third VAT code at 5.5% and enters "0.56" in the associated Amount % field.</p>
Customer	To add a customer to the expense, tap the field and enter the first 3 letters of the customer's code or name in the  search field. The list of relevant customers is automatically displayed. You can therefore select the desired customer.
Analytical assignment	<p>To add an assignment to the expense, tap the field and enter the first 3 letters of the project's / phase's /sub-phase's code or name in the  search field. The list of relevant projects is automatically displayed. This list only includes projects with a state code that allows for expenses input. You can therefore select the desired project.</p> <p>Note</p> <p>If the Customer field is already filled in, you can only select a project linked to this customer. However, if the Customer field is empty, it is automatically filled in with the customer linked to the assignment.</p>
Business card	Activate this field to mark the expense as "paid with a business card". The expense line will be identified by the  icon.
Rebillable	Activate this field if you want to be able to rebill the expense to the selected customer.
Non-refundable	Activate this field if the expense must not be refunded.
Voucher No.	Fill in the number of the receipt added to the expense.

3 Tap **SAVE**.

↳ The expense is created and added to the relevant expense report.

6.3.2 From a receipt picture

1 Tap at the bottom right of the screen then select **Take a photo voucher**.

2 Take a picture of the receipt. You can also open the photo gallery of your phone to use an existing picture.

3 Once the receipt is selected or photographed, tap the **Fill in myself** option, then fill in the required fields and save.



↳ The expense is created and added to the relevant expense report.

6.3.3 By using the Smartscan

Important

The OCR must be enabled and configured from the Administration console.

Akuiteo provides an Optical Character Recognition (OCR) system to simplify the process of adding expenses to an expense report. When a receipt is photographed, the characters are automatically recognized and are then added in the expense's relevant fields.



- 1 Tap  at the bottom right of the screen then select **Take a photo voucher**.
- 2 Once the receipt is selected or photographed, tap the **Smartscan** option.
 The Smartscan is launched. The process to recognize characters in the selected receipt can take a while. The associated expense is automatically created in the relevant expense report.

Important

You must check the information in the created expense as well as the values detected by the Smartscan. Some values can be incorrect and others can be missing if the Smartscan was not able to successfully recognize the characters.

6.4 DUPLICATING AN EXPENSE

An existing expense can be duplicated from an expense report in progress to quickly create a new expense.

- 1 To duplicate an expense:
 - From the details of an expense report in progress, tap the desired expense then slide to the left. Tap **DUPLICATE**, then tap **DUPLICATE** to confirm the duplication.
 - From the expense form, tap **DUPLICATE** at the bottom of the screen, then tap **DUPLICATE** to confirm the duplication. A form opens for the new expense. All the fields from the source expense are retrieved.
- 2 Modify the desired information in the form.
- 3 Tap **SAVE**.
 The new expense is created and added to the relevant expense report.

6.5 MOVING AN EXPENSE

An expense can be moved from an expense report to another one, if they are both in progress. For example, this feature can be used if there was a mistake on an expense date and the expense should be in another expense report.

- 1 To move an expense:

- From the details of an expense report in progress, tap the desired expense, then slide to the left and tap **MOVE**.
- From the expense form, tap **MOVE** at the bottom of the screen.

2 Modify the expense date in the **New date** field to match it with the target expense report.

3 Select the expense report in progress to which the expense must be moved or tap **NEW EXPENSE REPORT** to quickly create a new expense report.

↳ The expense is moved to the selected expense report.


6.6 DELETING AN EXPENSE

Important

Deleting an expense cannot be reversed.

Expenses can be deleted at any time as long as they are in an expense report in progress. Once the expense report is completed, expenses can no longer be deleted.

To delete an expense:

- From the details of an expense report in progress, tap the desired expense then slide to the left. Tap  then **DELETE** to confirm the deletion.
- From the expense form, tap **DELETE** at the bottom of the screen.

6.7 COMPLETING AN EXPENSE REPORT

To complete an expense report, the connected user must have the DMF 041517 PURCHASES EXPENSE REPORTS COMPLETE.

1 From the details of an expense report in progress, tap **Complete expense report** at the bottom of the screen.

2 Tap **MARK YOUR TIME SHEET AS COMPLETED** to confirm the completion.

↳ The expense report is completed and is grayed out in the list of expense reports. Expenses associated with that expense report can no longer be modified, duplicated, moved or deleted.

To cancel the completion, the connected user must have the DMF 500101 MOBILE EXPENSE REPORTS CANCEL COMPLETION and the expense report must not be validated.


1 From the details of a completed expense report, tap **Cancel termination** at the bottom of the screen.

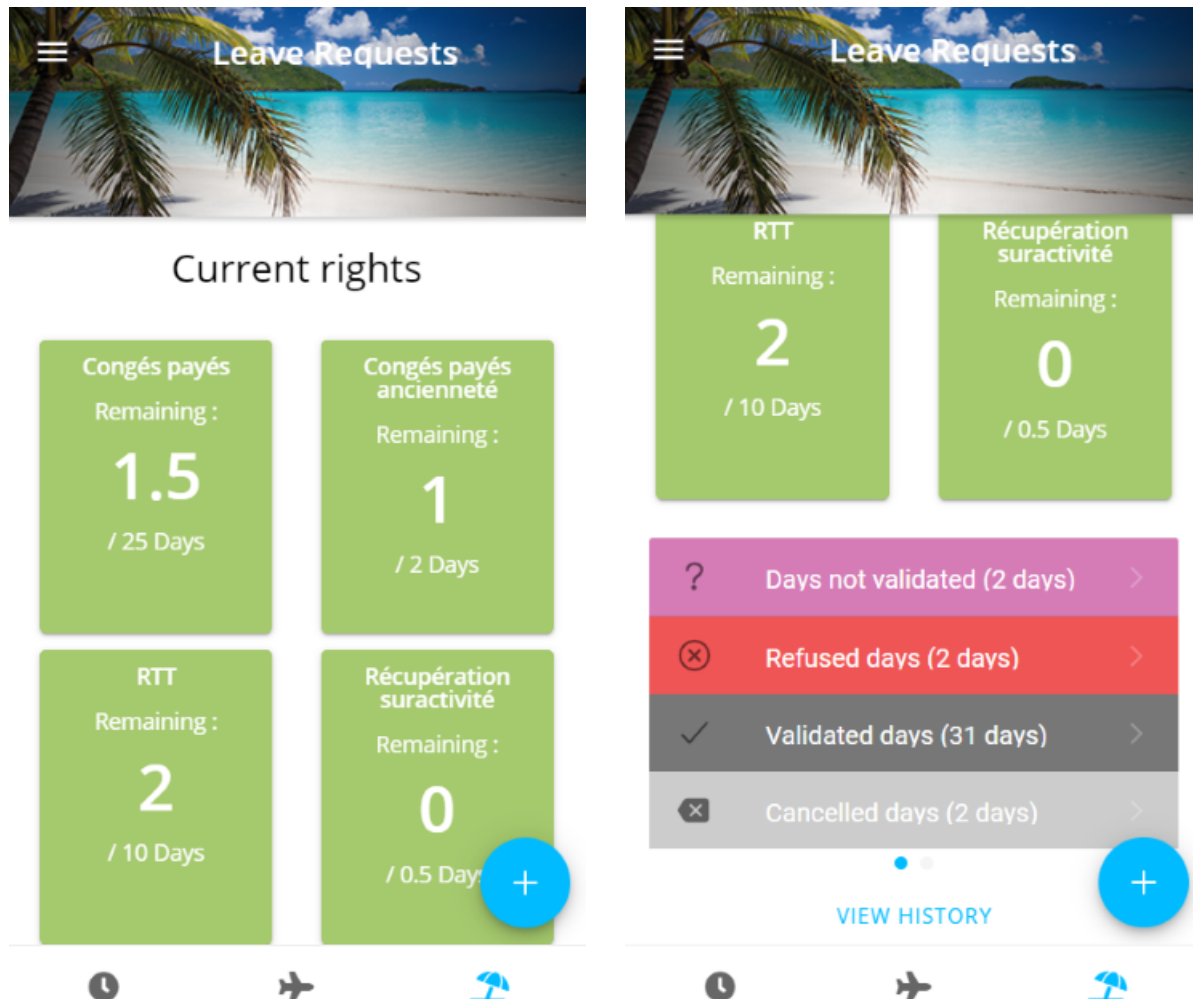
2 Touch **OK** to confirm the cancellation.

↳ The expense report is now in progress.

7 Managing leave requests

7.1 INTERFACE

From the Akuiteo Mobile application, tap  from the menu bar to access the **Leave requests** menu.



The application displays the employee's acquired rights for the current period. To display rights from another period, tap the rights overview and slide your finger to the right or to the left.

Each green block is a counter per leave type: paid leaves, additional rest days, sick leaves, and so on. Click on a block to show the details of the leave type.

The employee's leave requests are categorized below the rights blocks. Click on each category to show its details:

- **Days not validated** displays the list of requests that have not yet been validated (or refused) by the manager. Pending requests can be modified or canceled.
- **Refused days** displays the list of requests that have been refused by the manager.

- **Validated days** displays the list of requests that have been validated by the manager. For requests with a period that has not been reached yet, it is possible to ask for the validation to be canceled.
- **Canceled days** displays the list of requests canceled by the employee.


It is possible to create leave requests by tapping  at the bottom right of the screen.



Tap **VIEW HISTORY** at the bottom of the screen to show the history of all leaves.

Note

A notification is sent few days before the end of your rights validity to remind you about your leave requests.

7.2 ENTERING A LEAVE REQUEST

- 1 Tap  at the bottom right of the screen.
- 2 In the request input form, fill in the following fields:

Type of leave request	Select the leave type. If the leave type is an Increment, the days acquired at the current date are displayed in the input screen.
From... To...	<p>Tap From... to choose the leave start date. Then, choose the end date. The selected period is highlighted in blue. Tap VALIDATE to validate the leave period.</p> <p>If the counter's leave type is an Increment, the number of leave days estimated at the beginning of the requested leave period is displayed below the period.</p> <div> <p>Note</p> <p>The application smartly selects the days, excluding weekends and national holidays when calculating the leave days. In addition, items scheduled on the requested period are listed below the Duration field.</p> </div>
Start	Tap AM or PM to indicate when the leave starts.
Duration	<p>The number of leave days is automatically calculated taking into account the specified period and other setup elements: national holidays, part-time work, days not worked in the standard week (included or not), and so on.</p> <p>Tap  or  to add or remove days from this duration, if needed.</p>
Comment	Enter a comment to give more details about the leave request.

- 3 Tap **SAVE**.

➡ The leave request is created and displayed under the **Days not validated** category. The requested days are deducted from the related leave counter.

7.3 MODIFYING A NON-VALIDATED REQUEST

- 1 Access the details of non-validated requests:
 - either by tapping the **Days not validated** category from the **Leave Requests** screen;
 - by tapping a leave block from the screen and opening the **Days not validated** category;
 - or by tapping **VIEW HISTORY** at the bottom of the screen and opening the **Days not validated** category.
- 2 Tap the line that corresponds to the requested leave dates.
- 3 Modify the desired information then tap **SAVE** to save the modifications.

7.4 CANCELING A NON-VALIDATED REQUEST

- 1 Access the details of non-validated requests:
 - either by tapping the **Days not validated** category from the **Leave Requests** screen;
 - by tapping a leave block from the screen and opening the **Days not validated** category;
 - or by tapping **VIEW HISTORY** at the bottom of the screen and opening the **Days not validated** category.
- 2 Tap the line that corresponds to the requested leave dates.
- 3 Tap **CANCEL REQUEST** at the bottom of the form, then confirm the cancellation.

7.5 REQUESTING FOR THE VALIDATION TO BE CANCELED

The employee can no longer modify a leave request once the manager validates it. For validated requests with a period that has not yet been reached, it is possible to send a request to the manager for the validation to be canceled.

- 1 Access the details of validated requests:
 - either by tapping the **Validated days** category from the **Leave Requests** screen;
 - by tapping a leave block from the screen and opening the **Validated days** category;
 - or by tapping **VIEW HISTORY** at the bottom of the screen and opening the **Validated days** category.
- 2 Tap the line that corresponds to the requested leave dates, then tap **CANCELLATION REQUEST** at the bottom of the form.
- 3 Enter a **Comment** if needed.
- 4 Tap **SEND**.

↳ The cancellation request is sent by email to the manager.

7.6 DISPLAYING THE DETAILS AND HISTORY OF LEAVE REQUESTS

Details of requests linked to a leave type


Tap a leave block to access the details of the linked requests:

- A graph represents the remaining, non-validated and validated days, as well as the days to be acquired if the leave type is incremental.
- Requests categories (**Days not validated**, **Validated days**, etc.) are displayed. Tap a banner to show or hide the requests details for each category. You can also tap a leave request to open its form.

Global history










Tap **VIEW HISTORY** at the bottom of the screen to display the list of all the leave requests (**Days not validated**, **Validated days**, etc.) available on the selected period. Tap a banner to show or hide the requests details for each category. You can also tap a leave request to open its form.

You can use the search field to filter displayed requests accordingly. The search can include all the data displayed on the screen: the duration, the date, the category.

You can also tap  at the right of a filter to remove it. Displayed requests are automatically updated.

8 Managing favorites

To quickly enter information, you can add some items as favorites. These items are the first to be displayed in the help lists.

Currency	
Bookmarks	
EUR	
Currency	
TRY	
BRL	
CAD	
CHF	
EUR	
GBP	
MGA	
UAH	
CANCEL	DELETE

From the **Timesheet & schedule** menu, it is possible to add as favorites in a timesheet or schedule form:

- customers,
- assignments,
- action codes.

From the **Expense reports** menu, it is possible to add as favorites in an expense form:

- expense types,
- currencies,
- fiscal horsepowers, if the selected expense type is set up as **Mileage allowances**,
- customers,
- assignments.

From the **Leave Requests** menu, it is possible to add leave types as favorites in a leave request form.

To enter an item as a favorite, open the item's help list then tap the gray star. It turns yellow to indicate the item is now a favorite and is displayed at the top, under the **Bookmarks** category.

To remove an item from the favorites, tap the yellow star, either from the **Bookmarks** category or from the item.