



akuiteo
BUSINESS SOFTWARE

Setup Guide

ADMINISTRATION CONSOLE

Version 4.6

Revision number: 3

Published in: February 2022

Written by: Documentation team

Copyright (c) 2006-2022 Akuiteo S.A.S. All Rights Reserved.

Any total or partial reproduction of this material, whether its form or content, without prior written permission from the author, is strictly prohibited. The French law only allows, on one hand, copies or reproductions strictly reserved for private usage of the copyist and not destined for collective usage and, on the other hand, analysis and short quotes for the purpose of illustration.

The Akuiteo designation and logos are registered trademarks of the Akuiteo S.A.S. company. Any use of the trademarks without the authorization of the Akuiteo S.A.S. company is prohibited.

Visit: <http://www.akuiteo.com> and <http://www.akuiteo.com/blog/>

Table of Contents

1 Preface	4
1.1 Revisions	4
1.2 Help desk	4
2 Accessing the Administration console	5
2.1 Logging in to the console	5
2.2 Changing the language	5
2.3 Changing the theme	5
2.4 Logging out of the console	5
3 Configuring Akuiteo from the Administration console	6
3.1 Configuring OCR	6
3.2 Configuring the SIRENE API	7
3.2.1 Adding the Certigna certificate to the Tomcat server	7
3.2.2 Setting up the Administration console	8
3.3 Configuring the connection to the Exchange server	8
3.4 Configuring the dematerialization of invoices	10
3.5 Configuring electronic signatures	11
3.6 Configuring Akuiteo Connect	12

1 Preface

1.1 REVISIONS

Revision 3	Published in February 2022 <ul style="list-style-type: none">• Sirene API taken into account when creating suppliers (see Configuring the SIRENE API (p. 7)).
Revision 2	Published in January 2022 <ul style="list-style-type: none">• Details about the Sirene and Métadonnées APIs for Configuring the SIRENE API (p. 7).
Revision 1	Published in November 2021 <ul style="list-style-type: none">• Added chapter Accessing the Administration console (p. 5).• Updated sub-chapter Configuring the dematerialization of invoices (p. 10) for the multi-company.• Added the Configuring Akuiteo Connect (p. 12) sub-chapter.

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 Accessing the Administration console

2.1 LOGGING IN TO THE CONSOLE

- 1 In a web browser, enter the address in the following format:
https://domainname/servername/apps/admin/ or open the Launcher to access the Administration console.

Example

https://www.akuiteo.com/akuiteo/apps/admin/

Note

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

- 2 In the login window, fill in the **Login** and the **Password**.
- 3 Click on **Log in**.
↳ The Administration console's home page opens.

2.2 CHANGING THE LANGUAGE

To change the interface's language, click on the connected user's picture in the header then click on the flag for the desired language. The interface is automatically changed in the selected language.

2.3 CHANGING THE THEME

To change the color theme of the interface, click on the connected user's picture in the header, then click on the Dark or Light theme. The interface automatically displays the selected theme.

2.4 LOGGING OUT OF THE CONSOLE

To log out from the console, click on the connected user's picture in the header, then click on **Logout**.

3 Configuring Akuiteo from the Administration console

3.1 CONFIGURING OCR

OCR (Optical Character Recognition) is a technology used to convert different types of documents, such as scanned paper documents, PDF files or numeric photos, into modifiable and searchable files. An OCR software is able to recognize letters included in images, and to build entire words or sentences with these letters.

Akuiteo integrates an OCR feature to simplify the process of adding expenses to an expense report from the Web Portal and the Akuiteo Mobile application. When a receipt is photographed, the characters are automatically recognized and are then added in the expense's relevant fields.

OCR is configured from the Administration console, from the **Configuration > OCR** menu.

- 1 In the **OCR configuration** screen, select **OCR_MINDEE** from the drop-down list of the **provider** field.
- 2 Fill in the following fields to configure OCR:

Field	Description
OCR Activated	Check this box to globally activate OCR.
Mindee Activated	Check this box to activate Mindee's OCR on the Web Portal and the Akuiteo Mobile application.
Mindee rest url	Specify the URL to connect to the web service, provided by Akuiteo.
Mindee Token	Fill in the token provided by Akuiteo to access the web service.
Akuiteo user	Fill in the Akuiteo login to connect to the web service. This user makes it possible to differentiate expenses generated with OCR from the ones added by employees. When an expense is generated with OCR, the Akuiteo user is specified in the expense's history.
Akuiteo password	Fill in the password associated with the Akuiteo login.

- 3 Click on **Save** for each field that is filled in or modified to take into account the value specified.
- 4 Click on the **Test** button to test the connection to Mindee's OCR interface using the values specified.

3.2 CONFIGURING THE SIRENE API

The SIRENE API is used to automatically fill in the relevant fields when creating a prospect, a customer or a supplier thanks to the specified SIRET or SIREN number. If the SIRET or SIREN number specified is known by the SIRENE API, the relevant fields (such as the call name or the address) will be filled in automatically.

3.2.1 Adding the Certigna certificate to the Tomcat server

The Java Runtime Environment (JRE) has a configuration file (keystore) that includes root certificates from the different renowned certification authorities. When a connection is established to another system using https, this list of certificates is used to validate the secured connection.

Some certification authorities are not included in the file provided by default with the JRE, so they must be added manually. In the SIRENE API's context, you must add the Certigna certificate to certify connections.

Note

For SaaS customers, this certificate is added by Akuiteo.

Identifying the JRE's location

- 1 Connect to the server that hosts the Akuiteo environment.
- 2 Launch the Tomcat Manager for that environment.
- 3 From the **Java** tab, take note of the location of the JRE used by Tomcat.

Retrieving the Certigna's Racine certificate

- 1 Go to the Certigna's website: <https://www.certigna.com/autorite-crl>.
- 2 Download the Certigna ROOT CA's authority certificate: *certignarootca.der*.

Importing the certificate into the JRE's keystore

- 1 Launch the command prompt as an administrator.
- 2 Launch the following command:

```
[JRE_LOCATION]\bin\keytool.exe" -import -alias "certigna-root-ca" -keystore "[JRE_LOCATION]\lib\security\cacerts" -trustcacerts -file "[CERTIFICATE_LOCATION]\certignarootca.der" -storepass changeit
```

In this command, you must replace:

- **[JRE_LOCATION]** with the location of the JRE used by Tomcat
- **[CERTIFICATE_LOCATION]** with the location of the *certignarootca.der* certificate downloaded.

- 3 Restart the Tomcat server of the targeted Akuiteo environment to take into account the new certificate.

3.2.2 Setting up the Administration console

The connection to the SIRENE API is configured from the Administration Console, from the **Configuration > API Sirene** menu.

- 1 Fill in the following fields to configure the connection:

Field	Description
SIRENE API use	Check the box to use the SIRENE API.
Token for SIRENE API	Fill in the token generated from the api.insee.fr website. To retrieve that token: <ol style="list-style-type: none">1. As an administrator, create an account on the api.insee.fr website.2. Activate the Sirene and Métadonnées APIs for the application (Akuiteo).3. Generate a token for this application, no matter the number of APIs interrogated, and define the validity period for this token.

- 2 Click on **Save** for each field that is filled in or modified to take into account the value specified.

- 3 Click on the **Test** button to test the connection to the SIRENE API using the values specified.

3.3 CONFIGURING THE CONNECTION TO THE EXCHANGE SERVER

The connection parameters to the Exchange server are used to synchronize schedules or appointments from Akuiteo into a Microsoft Outlook calendar.

The connection to the Exchange server is configured from the Administration Console, from the **Configuration > Exchange** menu.

- 1 Fill in the following fields to configure the connection to the Exchange server:

Field	Description
Delegated user	Fill in the login of the Exchange user to connect to the server. If you are using Exchange 365, this user must have a delegation to have complete access over other user accounts.
Linked password	Specify the password associated with the login of the Exchange user.
EWS service URL	Fill in the URL to connect to the Exchange server.

Field	Description						
	<p>Example</p> <p>https://outlook.office365.com/EWS/exchange.asmx</p>						
Exchange server version	Select the Exchange server version from the drop-down list.						
Maximum number of threads for synchronizing	Specify a maximum number for simultaneous synchronizations.						
Use optimized library for Office 365	If you are using Exchange 365, check this box to use the library optimized for Office 365.						
Use impersonation	<p>If you are using Exchange 365, check this box. Office 365 enforces a limit on the number of web service calls a given user can make. Impersonation is used to assign a role to an Exchange user and bypass this limit.</p> <p>To be able to use impersonation, you must:</p> <p>Delete all account delegations for the Exchange technical user</p> <ol style="list-style-type: none"> 1. Download and install PowerShell. 2. From PowerShell, run the following command lines: <table border="1"> <tr> <td> <pre>\$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential \$UserCredential -Authentication Basic -AllowRedirection</pre> </td><td>This command establishes a connection to the Exchange server. The administrator's login and password are required.</td></tr> <tr> <td> <pre>Import-PSSession \$Session</pre> </td><td>This command gathers the commands needed to delete delegations.</td></tr> <tr> <td> <pre>foreach (\$mailbox in Get-Mailbox) { Remove-MailboxPermission \$mailbox.PrimarySmtpAddress -user user@domain -Accessright FullAccess -Confirm: \$false }</pre> </td><td> <p>Replace user@domain with the login of the current Akuiteo technical user who owns the delegation right.</p> <p>This command deletes the delegation role for all users.</p> </td></tr> </table> <p>Give the impersonation right to the Exchange technical user</p> <ol style="list-style-type: none"> 1. Connect to the Exchange Admin Center from the Office 365 portal. 2. Go to the Permissions > Admin Roles menu. 3. Create a new role by filling the following information: 	<pre>\$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential \$UserCredential -Authentication Basic -AllowRedirection</pre>	This command establishes a connection to the Exchange server. The administrator's login and password are required.	<pre>Import-PSSession \$Session</pre>	This command gathers the commands needed to delete delegations.	<pre>foreach (\$mailbox in Get-Mailbox) { Remove-MailboxPermission \$mailbox.PrimarySmtpAddress -user user@domain -Accessright FullAccess -Confirm: \$false }</pre>	<p>Replace user@domain with the login of the current Akuiteo technical user who owns the delegation right.</p> <p>This command deletes the delegation role for all users.</p>
<pre>\$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential \$UserCredential -Authentication Basic -AllowRedirection</pre>	This command establishes a connection to the Exchange server. The administrator's login and password are required.						
<pre>Import-PSSession \$Session</pre>	This command gathers the commands needed to delete delegations.						
<pre>foreach (\$mailbox in Get-Mailbox) { Remove-MailboxPermission \$mailbox.PrimarySmtpAddress -user user@domain -Accessright FullAccess -Confirm: \$false }</pre>	<p>Replace user@domain with the login of the current Akuiteo technical user who owns the delegation right.</p> <p>This command deletes the delegation role for all users.</p>						

Field	Description
	<ul style="list-style-type: none"> • Name: Application Impersonation • Assigned roles: Add the ApplicationImpersonation, Legal Hold and Mailbox Search roles • Members: Add the current Akuiteo technical user
Test user	Specify an existing email address to make sure that Akuiteo can access the corresponding account using the impersonation.

- 2 Click on **Save** for each field that is filled in or modified to take into account the value specified.
- 3 Click on the **Test** button to test the connection to the Exchange interface using the values specified.

3.4 CONFIGURING THE DEMATERIALIZATION OF INVOICES

The configuration parameters for CHORUS PRO are used to automatically transfer the dematerialized invoices generated by Akuiteo to the CHORUS PRO portal. It makes it possible to generate and then automatically transfer dematerialized invoices from the Application Desktop, without having to use an external tool or to transfer the invoices manually.

The automatic transfer of dematerialized invoices is set up from the Administration Console, from the menu **Configuration > Dematerialization**.

Notes

For SaaS customers, the setup of the Administration console is done by Akuiteo.

Reference

The login information to CHORUS PRO must be specified from the setup of the Application Desktop to enable you to use different CHORUS PRO accounts depending on each company. For more information, refer to the *Setup Guide - Chorus Dematerialization*.

- 1 Fill in the following fields to configure the connection to CHORUS PRO:

Field	Description
Chorus Active	Check this box to activate the connection to CHORUS PRO.
Chorus Authentication URL	Specify the URL to authenticate to CHORUS PRO: <ul style="list-style-type: none"> • https://sandbox-oauth.aife.economie.gouv.fr/api/oauth/token for test environments, • https://oauth.aife.economie.gouv.fr/api/oauth/token for production environments.
Url	Specify the URL to connect to CHORUS PRO:

Field	Description
	<ul style="list-style-type: none"> • https://sandbox-api.aife.economie.gouv.fr/ for test environments, • https://api.aife.economie.gouv.fr/ for production environments.

2 Fill in the following fields to configure the interface between Akuiteo and CHORUS PRO:

Field	Description
Akuiteo user	Specify the login of the Akuiteo's technical user.
Akuiteo user's password	Specify the password associated with the Akuiteo login.
Akuiteo user's company code	Specify the code of the company used for connection.
Number of successive test runs in case of an error	<p>The number of successive test runs enables to specify, in case of an error when transferring dematerialized invoices, the number of times that Akuiteo will re-run the transfer.</p> <p>By default, Akuiteo performs 3 successive test runs in case of an error.</p>
Time period in seconds between two successive test runs	<p>The time period between two successive test runs enables to specify, in seconds, the waiting period before another transfer is attempted in case of an error.</p> <p>By default, Akuiteo waits 10 seconds between two successive test runs</p>
Maximum number of calls to Chorus per second	<p>Specify a maximum number of simultaneous calls to CHORUS PRO per second.</p> <p>By default, there is a maximum of 20 calls per second. For a test environment, the number must be set on maximum 1 call per second.</p>

Note

The CHORUS PRO portal has quotas for transferring dematerialized invoices:

- On the test environment: 5 queries per second with a maximum of 50,000 queries per day
- On the production environment: 20 queries per second with a maximum of 1 million queries per day

When these quotas are reached, the invoices can no longer be transferred. You should adapt the values in the **Number of successive test runs in case of an error** and **Time period in seconds between two successive test runs** fields if you regularly have errors when transferring invoices.

3 Click on **Save** for each field that is filled in or modified to take into account the value specified.

3.5 CONFIGURING ELECTRONIC SIGNATURES

The configuration parameters of the Universign APIs are used for signing quotations and sales delivery notes electronically. Using these APIs makes it possible to send quotations and delivery notes out for electronic signature directly from the Application Desktop, without having to use an additional interface.

The electronic signature is configured from the Administration Console, from the **Configuration > Electronic signature** menu.

1 Fill in the following fields to configure the electronic signature:

Field	Description
Activate electronic signature	Check this box to activate the electronic signature.
Universign URL	Specify the URL provided by Akuiteo to connect to the Universign APIs.
Universign user	Fill in the login of the Universign user, provided by Akuiteo.
Universign password	Specify the password associated with the login of the Universign user, provided by Akuiteo.
Akuiteo user	Fill in the login of the Akuiteo technical user, used to connect to the APIs.
Akuiteo password	Specify the password associated with the login of the Akuiteo technical user.
Time range for retrieving signatures	<p>A scheduled task is executed as a background task to search for signature statuses (whether the recipients for electronic signing have signed or not) and, once all signatures have been made, to retrieve the signed documents.</p> <p>The time range for retrieving signatures is used to define, in seconds, the time range for executing this scheduled task.</p> <p>By default, the task is executed every 21600 seconds, that is to say every 6 hours.</p> <div>Note It is not recommended to specify a small time range so as to not overload the calls.</div>
Start period	<p>The start period is used to define, in seconds, the time before executing the first scheduled task after the Akuiteo server has been launched.</p> <p>By default, the task is executed for the first time 20 seconds after the server is launched.</p>

2 Click on **Save** for each field that is filled in or modified to take into account the value specified.

3 Click on the **Test** button to test the connection to the Universign APIs using the values specified.

3.6 CONFIGURING AKUITEO CONNECT

Configuration parameters for Akuiteo Connect are used to connect to the Bridge connector in order to automatically and securely retrieve bank transactions in Akuiteo. The Bridge connection makes it possible to retrieve bank transactions directly from your bank, without having to manually import bank statement files.

The connection to Akuiteo Connect is configured from the Administration Console, from the **Configuration** > Akuiteo **Connect** menu.

Important

First, Akuiteo must set up the login information of your Bridge account in order for you to activate and configure Akuiteo Connect.

Configuring the connection to Akuiteo Connect

- 1 In the **Akuiteo Connect** section, fill in the following fields to configure the connection:

Field	Description
Activate Akuiteo Connect	Check this box to activate the connection to Akuiteo Connect.
Akuiteo user	Specify the login of the Akuiteo's technical user. This user will be used to create new statements from retrieved bank transactions.
Akuiteo password	Specify the password associated with the Akuiteo login.
Email	Enter the email address to which execution logs of the scheduled task will be sent.
Time range for retrieving statements	<p>A scheduled task is executed as a batch process to retrieve transactions from the connected bank accounts. The transactions are stored in an intermediate table until a statement is generated.</p> <p>The time range for retrieving statements is used to define, in seconds, the time range for executing this scheduled task.</p> <p>By default, the task is executed every 21,600 seconds.</p> <div>Note It is not recommended to specify a small time range so as to not overload the calls.</div>
Start period (20s by default)	<p>The start period is used to define, in seconds, the time before executing the first scheduled task after the Akuiteo server has been launched.</p> <p>By default, the task is executed for the first time 20 seconds after the server is launched.</p>

- 2 Click on **Save** for each field that is filled in or modified to take into account the value specified.
- 3 Click on the **Test** button to test the connection to Akuiteo Connect using the values specified.

Adding a Bridge user

Note


You can only add one Bridge user. Indeed, an Akuiteo customer is associated with only one Bridge account/user.

The user of the account created from Bridge must be added to the Administration console to link the bank accounts associated with that Bridge user in Akuiteo. This Bridge user is namely linked to the bank accounts of all the companies; however, access to these bank accounts remains subject to the authentication of each account's owner.

- 1** In the **Bridge user** section, click on **New Bridge user**.
- 2** In the window, fill in the **Name**, **Email** and **Password** used to create the Bridge account.
- 3** Click on **Create**.

↳ The Bridge user is added to the Administration console.

To modify the user information, click on , modify the desired information then click on **Update**.

To delete the user, delete all the associated banks then click on  and confirm the deletion.