



akuiteo
BUSINESS SOFTWARE

Setup Guide

ADVANCED SETUP

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1 Preface

1.1 REVISIONS

Revision 3	Published in February 2022 <ul style="list-style-type: none">• Modified description of the <code>BATCH_USER</code> parameter in all batches (see Setting up batches (p. 8)).• Added chapter Internationalization management (p. 70).
Revision 2	Published in January 2022 <ul style="list-style-type: none">• Minor corrections.
Revision 1	Published in November 2021 <ul style="list-style-type: none">• Updated chapter CheckFacturesClientChorus batch (p. 13) for the multi-company.• Added chapters for the setup of the compteurAbsences batch (p. 16) and the CreationReleveBridge batch (p. 19).• Added FacturationPrestationsDevis batch (p. 22) batch for billing services.• Added sub-chapter for the setup of Cash entry templates (p. 56).• Added third VAT rate (see Expense types (p. 77)).• Added chapter Special parameters - Chorus (p. 83).• Added chapter for the setup of leave types (see Resources and labor - Leave types (p. 93)).• Added sub-chapters for the setup of Opportunity pipelines (p. 107) and Opportunity stages templates (p. 109).

1.2 HELP DESK

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

To share your feedback or contact the help desk, feel free to visit our website page:

<https://www.akuiteo.fr/akuiteo.clients/>

2 Setting up Akuiteo

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

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

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

Setting up batches

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

- Arkhineo;
- CheckFacturesClientChorus;
- compteurAbsences;
- CreationReleveBridge;
- FacturationPrestationsDevis;
- ImportReleveCarteEntreprise;
- PlanningExchange;
- RendezVousExchange.

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

3 Arkhineo batch

Important

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

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

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

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

Note

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

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

Reference

For more information on setting up and activating the sealing, refer to [Setting up the sealing of original PDFs \(p. 62\)](#).

3.1 CREATING THE BATCH

Important

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

Two types of section are available at Arkhineo:

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

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

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

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

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

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

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

Note

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

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

Once a sealed PDF has been archived, it cannot be archived again. In the Application Desktop, the record sheet of an archived document includes:

- *Arkhineo document archived on...* in its **Description**,
- the date of transfer to Arkhineo in the **Transferred on** field of the **Publication** section.

3.2 SETTING UP THE BATCH

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

Code	Description	Type	Required
CONSOLE	in the console.		
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No
BATCH_LOG_ID	Log file ID.	String	No
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No
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 <code>BATCH_USER</code> specified.	String	Yes
BATCH_USER	Login of the user who starts the batch.	String	Yes
CODE_CLIENT	Customer code, provided by Akuiteo. If the customer code is not specified, the C2181 code is used by default.	String	No
DATE_CREATION	Defines a start date for the batch process. If a date is specified, the batch will only process the PDFs sealed from this date onwards. If no date is specified, all the sealed PDFs that have not been processed since the last batch execution will be processed.	Date	No
IDENTIFIANT_COFFRE	ID of the Arkhineo safe containing the archived	String	Yes

Code	Description	Type	Required
	documents. This ID is provided by Akuiteo.		
IDENTIFIANT_ COMPARTIMENT	ID of the customer compartment in the destination section containing the archived documents. This ID is provided by Akuiteo.	String	Yes
IDENTIFIANT_ SECTION	ID of the section in the Arkhineo safe containing the archived documents. This ID is provided by Akuiteo.	String	Yes
TYPES_ DOCUMENTS_ PRIS_EN_ COMPTE	<p>Specify the types of documents to be archived by the batch. Each document type must be separated by a semicolon. The following values are available:</p> <ul style="list-style-type: none"> • NDF for expense reports • FACCLI for sales invoices and credit notes • FACFOU for purchase invoices and credit notes <p>A document type can only be set up once and only for one batch.</p>	String Ex: NDF;FACCLI;FACFOU	Yes

4 CheckFacturesClientChorus batch

Akuiteo can be interfaced with CHORUS PRO to automatically transfer dematerialized invoices of the relevant companies from the Application Desktop to the CHORUS PRO portal, without having to manually transfer these invoices or to use an external tool.


When a dematerialized invoice is transferred automatically to CHORUS PRO, the CheckFacturesClientChorus batch enables to retrieve the CHORUS status in order to follow the progress of an invoice dematerialized from the Application Desktop. This status is stored on the invoice, in the **Chorus status** field of the **CHORUS** tab.

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

Reference

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

4.1 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.
↳ A results screen opens to display the list of existing batches.
- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **CheckFacturesClientChorus** from the drop-down list of the **Batch template** field.
- 4 Specify the batch parameters. For details about these parameters, refer to [Setting up the batch](#) (p. 14).
- 5 Save the batch.

When the batch is started, the dematerialized invoices with an empty or a non-final status are analyzed and Akuiteo checks whether their status have been updated in the CHORUS PRO portal. If that is the case, the CHORUS statuses are updated in the Application Desktop, in the **Chorus status** field of the invoice's **CHORUS** tab.

Note

If the CHORUS status retrieved by the batch is REJETEE, the corresponding invoice will be updated with the **3 - Transmission denied** status.

4.2 SETTING UP THE BATCH

Code	Description	Type	Required
ALERTER_RESPONSABLE_FACTURE	When the parameter is set to True, the invoice manager will be alerted by email when the invoice's CHORUS status is updated to one of the statuses specified in the <code>LISTE_ETATS_CHORUS_A_ALERTER</code> parameter.	Boolean	No
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No
BATCH_LOG_ID	Log file ID.	String	No
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No
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 <code>BATCH_USER</code> specified.	String	Yes
BATCH_USER	Login of the user who starts the batch.	String	Yes
LISTE_ETATS_	List of the CHORUS invoice statuses that will trigger	String	No

Code	Description	Type	Required
CHORUS_A_ ALERTER	<p>an email alert to the invoice manager. Each status must be separated by a semicolon.</p> <p>The following values are available: DEPOSEE, EN_COURS_ACHEMINEMENT, MISE_A_DISPOSITION, COMPLETEE, A_RECYCLER, SUSPENDUE, REJETEE, MANDATEE, MISE_A_DISPOSITION_COMPTABLE, COMPTABILISEE, MISE_EN_PAIEMENT.</p>	Ex: REJETEE;MISE_EN_PAIEMENT	
LISTE_ SOCIETES_A_ TRAITER	<p>List of codes of the companies concerned by the dematerialization of invoices. Each company code must be separated by a semicolon.</p> <p>Enter the ***** company code so the batch is executed on all the companies set up in Akuiteo.</p>	String	No


5 compteurAbsences batch

The compteurAbsences batch enables you to calculate acquired rights for leaves, so that employees can know their rights in real time. This batch calculates:

- the actual rights acquired incrementally,
- the maximum number of rights acquired at the end of the acquisition period.

This batch only calculates rights for the counters associated with leave types that are an Increment. For more information, refer to [Setting up the counters \(p. 94\)](#). For counters of this type, the start and end dates of acquisition are required because the compteurAbsences batch uses these dates as well as the monthly increment set up in the leave type to calculate the rights.

5.1 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.
↳ A results screen opens to display the list of existing batches.
- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **compteurAbsences** 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 \(p. 17\)](#).
- 5 Save the batch.

When the batch is started, Akuiteo calculates the acquired rights for all the counters associated with leave types that are an Increment. The batch uses the monthly increment set up in the leave type and calculates the rights acquired by the employee:

- from the start date of acquisition of each counter,
- until the M-1 date (last due month) when compared to the batch processing date.

The calculation ends one month after the end date of acquisition specified in each counter.

Example

For a counter of paid leaves with an acquisition period *from 06/01/2021 to 05/31/2022*, with a monthly increment set up at 2.08:

- If we calculate the rights on 08/01/2021 (2nd due month), the employee will have acquired *4.16 days*.
- If we calculate the rights on 04/01/2022 (10th due month), the employee will have acquired *20.8 days*.
- If we calculate the rights on 06/01/2022, the counter's end date of acquisition has been reached and the employee will have acquired the total number of rights, so *25 days*.

Specific cases

- For an employee with a departure date specified, the batch calculates all the rights until that departure date.
- The batch only calculates acquired rights for active employees. Employees with an arrival date that is after or a departure date that is before the batch's execution date are ignored.
- The batch only calculates rights for counters with a current acquisition period. Counters with a start date of acquisition that is after or an end date of acquisition (+ 1 month) that is before the batch's execution date are ignored.
- The adjustments history of each counter is also taken into account when calculating acquired rights. The rights added or removed during the acquisition period are taken into account.

Example

An employee has acquired *22.88 days*. However, this employee had a sick leave during that period, which causes a deduction of *1.4 day* in the counter's adjustments history.

The rights are at *21.48 days* after the deduction.

- For the arrival of an employee, a prorata is calculated for the month of the arrival date.

Example

For a counter of paid leaves with a monthly increment set up at 2.08: if the employee arrives on 05/17/2022 and the rights are calculated on 06/01/2022, the employee would have been present for 16 days and will have acquired *1.07 day*.

- At the end of the acquisition period or for the departure of an employee, the number of acquired rights is rounded up to the next whole number. A prorata is also calculated, unless the employee's departure date is the last day of the month (in this case, the monthly increment is used).

Example

For a counter of paid leaves with an acquisition period from 06/01/2021 to 05/31/2022, with a monthly increment set up at 2.08: at the end of the period, the employee will have acquired 12×2.08 so *24.96 days*. On 06/01/2022, the acquired rights are automatically rounded up to *25 days*.

If an employee leaves the company on 05/07/2022, he was present during 7 days for the month of May and acquired *0.48 day* for this month. For all the period, from 06/01/2021 to 05/07/2022, he acquired *23.36 days* that are rounded up to *24 days*.

5.2 SETTING UP THE BATCH

Code	Description	Type	Required
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No

Code	Description	Type	Required
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No
BATCH_LOG_ID	Log file ID.	String	No
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No
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

6 CreationReleveBridge batch


Akuiteo Connect enables you to connect with Bridge APIs in order to automatically and securely retrieve transactions from the bank accounts set up in your Bridge account. Therefore, Akuiteo Connect enables you to retrieve these bank transactions without having to manually import bank statement files.

The CreationReleveBridge batch is used to automatically create bank statements in Akuiteo from the transactions retrieved by Akuiteo Connect. Bank transactions are stored in an intermediate table until a statement is generated.

Reference

For more information about setting up and using Akuiteo Connect, refer to the *User Guide - Banking*.

6.1 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.
↳ A results screen opens to display the list of existing batches.
- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **CreationReleveBridge** 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 started, the transactions retrieved by Akuiteo Connect and that have not already been processed by the CreationReleveBridge batch are analyzed. Akuiteo creates as many statements as there are cash journals identified in the non-processed Bridge transactions.

For the dates of the bank statements created, Akuiteo relies on the following rules:

- For the statement's start date, Akuiteo uses the earliest date between:
 - the first date among the transaction lines,
 - the end date of the last statement for the cash journal in Akuiteo.

Example

Among the transactions identified by the CreationReleveBridge batch for the BQ cash journal, the earliest date for the transactions is the 08/02. For the last bank statement created in Akuiteo, the end date is the 07/31.

Therefore, the start date of the new statement created by the batch for the BQ journal will be the 07/31.

- For the statement's end date, Akuiteo uses the most recent date between:
 - the last date among the transaction lines,
 - the statement's start date.

Example

Among the transactions identified by the CreationReleveBridge batch for the BQ cash journal, the most recent date for the transactions is the 08/07. For the new statement created by the batch, the start date will be the 08/02.

Therefore, the end date of the new statement created by the batch for the BQ journal will be the 08/07.

Important

A bank statement created using Akuiteo Connect cannot be deleted because the statement's transactions would be considered as already processed by the batch and could not be added in a new statement.

6.2 SETTING UP THE BATCH

Code	Description	Type	Required
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No
BATCH_LOG_ID	Log file ID.	String	No
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No

Code	Description	Type	Required
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No
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
RAPPROCHEMENT_AUTO	<p>When the parameter is set to True, the statement lines created are automatically reconciled with non-reconciled Akuiteo entries during the batch's execution.</p> <p>When the parameter is set to False, the bank statements are created without reconciling the lines.</p>	Boolean	No

7 FacturationPrestationsDevis batch

The FacturationPrestationsDevis batch is used to automatically generate non-booked invoices from the services entered manually in the **Services** menu and then validated in the **Manager** module of the Web Portal.


This batch can also be used to manually start the automatic generation of invoices, from **Management > Sales > Services billing**. The parameters set up in the batch are used, except for some filters that can be specified directly in the start window by the user.

References

For more information about entering and validating services from the Web Portal, refer to the *User Guide - Web Portal*.

For more information about manually starting the generation of invoices, refer to the *User Guide - Sales*.

7.1 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.
↳ A results screen opens to display the list of existing batches.
- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **FacturationPrestationsDevis** 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 \(p. 23\)](#).
- 5 Save the batch.

When the batch is started, the non-booked invoices are created from validated services. If there are multiple validated services linked to the same quotation, the different services lines are grouped in a single invoice.

The batch only processes the services that, from the batch's last execution date or from the status date specified in the parameters:

- are linked to a validated service quotation,
- have a validation date reached or exceeded,
- have a period end date reached or exceeded.

At the end of the process, a summary is sent by email to the employees specified in the managers fields of the batch setup. An email is also sent to the relevant project managers to let them know invoices are

pending validation. If several draft invoices have been generated for the same project manager, the different invoices are grouped in a single email.

7.2 SETTING UP THE BATCH

Code	Description	Type	Required
AFFAIRES_A_INCLURE	<p>Codes of the projects to be included in the batch process. Each code must be separated by a semicolon.</p> <p>If no project code is specified, all projects are taken into account by the batch.</p> <div>Note This parameter is ignored when manually starting the batch from Management > Sales > Services billing so the user can define the desired filters.</div>	String Ex: PRO1;PRO2;PRO3	No
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No
BATCH_LOG_ID	Log file ID.	String	No
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No

Code	Description	Type	Required
BATCH_MAIL_REPLY_TO	Email address of the recipient if the email including logs in case of an error is answered.	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 Ex: TECH	Yes
BATCH_USER	Login of the user who starts the batch.	String Ex: TECH	Yes
CLIENTS_A_EXCLUDE	<p>Codes of the customers to be excluded in the batch process. Each code must be separated by a semicolon.</p> <p>If no customer code is specified, all customers are taken into account by the batch.</p> <div> <p>Note</p> <p>This parameter is ignored when manually starting the batch from Management > Sales > Services billing so the user can define the desired filters.</p> </div>	String Ex: CUS1;CUS2;CUS3	No
CLIENTS_A_INCLUDE	<p>Codes of the customers to be included in the batch process. Each code must be separated by a semicolon.</p> <p>If no customer code is specified, all customers are taken into account by the batch.</p> <div> <p>Note</p> <p>This parameter is ignored when manually starting the batch from Management > Sales > Services billing so the user can define the desired filters.</p> </div>	String Ex: CUS1;CUS2;CUS3	No
DATE_SITUATION	<p>Status date of the invoices generated during the batch process. By default, the batch's execution date is used.</p> <p>The batch only processes services with a date that is before or the same as the status date.</p>	Date Ex: 01/01/2022	No
DIVISIONS_A_INCLUDE	<p>Codes of the divisions to be included in the batch process. Each code must be separated by a semicolon.</p> <p>If no division code is specified, all divisions are taken into account by the batch.</p>	String Ex: DIV1;DIV2;DIV3	No

Code	Description	Type	Required
	<p>Note</p> <p>This parameter is ignored when manually starting the batch from Management > Sales > Services billing so the user can define the desired filters.</p>		
ETABLISSEMENTS_A_EXCLUDE	<p>Codes of the entities to be included in the batch process. Each code must be separated by a semicolon.</p> <p>If no entity code is specified, all entities are taken into account by the batch.</p> <p>Note</p> <p>This parameter is ignored when manually starting the batch from Management > Sales > Services billing so the user can define the desired filters.</p>	<p>String</p> <p>Ex: ENT1;ENT2;ENT3</p>	No
MAIL_RESPONSABLE	<p>At the end of the process, a summary is sent by email to the employees specified in the managers fields of this parameter.</p> <p>The following codes can be used, separated by a semicolon: RESP_COM_AFF ; RESP_PRO ; RESP_FIN ; RESP_AFF ; RESP_COM_CLI ; RESP_COMPTE_CLI.</p> <p>An excel file is attached to this email and lists all the draft invoices generated by the batch.</p>	<p>String</p> <p>Ex: RESP_COM_AFF;RESP_COMPTE_CLI</p>	No
SOCIETES_A_INCLURE	<p>Codes of the companies to be included in the batch process. Each code must be separated by a semicolon.</p> <p>If no company code is specified, all companies are taken into account by the batch.</p>	<p>String</p> <p>Ex: COM1;COM2;COM3</p>	No

8 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 \(p. 26\)](#)).
- 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 \(p. 26\)](#)). 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.

8.1 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*.

8.2 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 \(p. 81\)](#).

8.3 CREATING THE BATCH

- 1 Go to **Tools > Setup**, then open **Batches > Batch creation and modification**.
↳ A results screen opens to display the list of existing batches.
- 2 In the results screen, click on  in the action bar.
- 3 In the **New Batch** screen, fill in the batch's **Code** and **Label**, then select **ImportReleveCarteEntreprise** from the drop-down list of the **Batch template** field.
- 4 Specify the batch parameters. For details about these parameters, refer to [Setting up the batch \(p. 27\)](#).
- 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.

8.4 SETTING UP THE BATCH

Code	Description	Type	Required
BATCH_DEBUG_PARAMS	When the parameter is set to True, details about the batch parameters are displayed in the logs.	Boolean	No
BATCH_LOG_CONSOLE	When the parameter is set to True, logs are displayed in the console.	Boolean	No

Code	Description	Type	Required
BATCH_LOG_FILE	Name of the directory where the log file is saved.	String Ex: C:\AKUITEO\logs_batch	No
BATCH_LOG_ID	Log file ID.	String	No
BATCH_LOG_LEVEL	Log level.	String Ex: LOG;WARN	No
BATCH_MAIL	Email address of the logs' recipient in case of an error.	String Ex: support@akuiteo.com	Yes
BATCH_MAIL_CC	Email address of the logs' cc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_CCI	Email address of the logs' bcc recipient in case of an error.	String Ex: support@akuiteo.com	No
BATCH_MAIL_FROM	Email address of the logs' sender in case of an error.	String Ex: support@akuiteo.com	No
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"> • BRED • BNP Paribas 	List of values	Yes
FTP_CHEMIN	Path to access the FTP server's directory where the bank statement files to be	String	Yes

Code	Description	Type	Required
	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. Important Only the FTP or SFTP connection methods can be used.	String Ex:FTP or SFTP	No
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	Important 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	Important This parameter is required if SFTP is specified for <code>FTP_MODE</code> . Password to access the Keystore file.	String	No

8.5 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.

9 PlanningExchange batch

The PlanningExchange batch is used to transfer the schedules saved in Akuiteo to a Microsoft Outlook calendar. This way, without any direct action, employees can easily look at their schedules in their Outlook 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.

9.1 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.

9.2 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 \(p. 32\)](#).
- 5 Save the batch.

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

9.3 SETTING UP THE BATCH

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

Code	Description	Type	Required
	password must be linked to the BATCH_USER specified.	Ex: TECH	
BATCH_USER	Login of the user who starts the batch.	String Ex: TECH	Yes
CALENDRIER_DEFINI	Name of the Microsoft Exchange calendar used to transfer the Akuiteo schedules. If empty, the default calendar of the Exchange user is used. This parameter enables users to have a specific sub-calendar updated by Akuiteo in their Exchange calendar.	String Ex: CalendarCRM	No
CATEGORIES	<p>This parameter is used to associate an Akuiteo action code with an Outlook color category. When Akuiteo schedules are transferred to Exchange, appointments are created using the color categories that match the action codes.</p> <p>Enter pairs of ACTION CODE/Category separated by semicolons.</p> <div> <p>Example</p> <p>INTERNAL:Red category;BILLABLE:Purple category;TELEWORK:Orange category</p> </div> <p>Right-click on an appointment in Outlook then click Categorize to see the different color categories. By default, these categories are named Yellow category, Red category, Blue category, and so on. However, they are completely customizable.</p> <div> <p>Notes</p> <p>The name of a category must be written explicitly and is case-sensitive. If the name specified in the batch setup is not identical to the Outlook category, the batch will not work.</p> <p>A category is only assigned automatically once, when the appointment is created. If the action code is changed, the category will have to be manually updated in Outlook.</p> </div>	String	No
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	Codes of the fields to be included in the Exchange	String	Yes

Code	Description	Type	Required
	<p>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>	<p>Ex:</p> <p>CodeAffaire;NomClient; CodeAction; Comment</p>	
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
EXCLURE_ COLLAB_EXTERNE	When the parameter is set to True, external employees are excluded from the Exchange transfer.	Boolean	No
EXCLURE_ COLLAB_NE_PAS_ RELANCER	<p>When the parameter is set to True, employees that cannot be sent reminders about their time input are excluded from the Exchange transfer.</p> <p>For these employees, the No reminders about time input box is checked in the Employee tab > Choice of time and schedule input mode section.</p>	Boolean	No
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>	<p>String</p> <p>Ex: BATCH_SALES</p>	No

Code	Description	Type	Required
	<p>Reference</p> <p>For more information about batch keys, refer to Preparing employee record sheets (p. 31).</p>		
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
MESSAGE_VALIDATION_COMMENTAIRE	Message added in the comment of the Exchange appointment if the schedule validation is active.	String	No
MODE_PURGE	When the parameter is set to True, appointments are cleared. This clearing deletes all schedules transferred with Akuiteo from the working range in the Exchange calendar, before actually transferring schedules.	Boolean	No
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
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
PREFIXE_VALIDATION	Prefix added in the title of the Exchange appointment if the schedule validation is active.	<p>String</p> <p>Ex: SCHED</p>	No
SOCIETES	Company codes to filter the appointments transferred depending on Akuiteo companies. If multiple companies are entered, each company must be separated by a semicolon.	<p>String</p> <p>Ex: COMPANY1;COMPANY2</p>	Yes

9.4 SETTING UP EXCHANGE 365 FOR ONLINE MEETINGS

The interface with Exchange 365 must be set up if you want the schedules identified as **Online meetings** in Akuiteo to be declared as Teams meeting in an Outlook calendar when the PlanningExchange batch is executed.

Note


The attendees must be manually added in Outlook for each meeting created by the batch. If a scheduled item is modified in Akuiteo, the original meeting is deleted in Outlook and a new one is created, with a new generated Teams link.

9.4.1 Setting up Azure Active Directory

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, then click on **New registration**.
- 2 Give a **Name** to this new registration (*Akuiteo Exchange 365* for example) and leave the **Accounts in this organizational directory only (XXX only - Single tenant)** option checked. Click on **Register**.
 The app page is displayed.
- 3 Hover over the **Directory (tenant) ID** field then click on the icon to copy the information to the clipboard. Keep this information in a separate document.

Note

The **Directory (tenant) ID** field corresponds to the *authority*.

Creating a "client secret" to identify the Akuiteo server

- 1 Click on **Certificates & secrets** from the left menu, then click on **New client secret**.
- 2 Enter a **Description** (*Client Secret Batch Exchange Akuiteo* for example) then select an **Expiration date** for the key depending on your security policy. Click on **Add**.

Important

When the expiration date is reached, you must create a new "client secret".

- 3 Hover over the **Value** and **ID** fields then click on the button to copy the information to the clipboard. Keep this information in a separate document.

Note

The **Value** field corresponds to the *client secret* and the **ID** field corresponds to the *client id*.

Requesting API permissions

- 1 From the **API permissions** menu, click on **Microsoft Graph** then on **Application permissions**.
- 2 Expand the **Calendars** category, check the **Calendars.ReadWrite** value then click on **Add permissions**.
- 3 Repeat the same process for:
 - **OnlineMeetings > OnlineMeetings.ReadWrite.All**
 - **User > User.ReadWrite.All**
- 4 From the **Configured permissions** page, click on the **Grant admin consent for XXX** button, then click on **Yes** to confirm.

9.4.2 Setting up Akuiteo

Creating the connection file

This file contains all the information to connect to the Exchange 365 server.

- 1 Create a text file in the desired directory on the server hosting the Akuiteo server.
- 2 Fill in 4 lines in that text file:

Line 1	<code>vault.msgraph.authority=https://login.microsoftonline.com/XXX/</code> Replace xxx by the <i>authority</i> value retrieved from Azure AD.
Line 2	<code>vault.msgraph.client_id=XXX</code> Replace xxx by the <i>client id</i> value retrieved from Azure AD.
Line 3	<code>vault.msgraph.client_secret=XXX</code> Replace xxx by the <i>client secret</i> value retrieved from Azure AD.
Line 4	<code>vault.msgraph.scope=https://graph.microsoft.com/.default</code>

Example

In this example, the file is named `akuiteo.vault` and is stored in the `c:\akuiteo` directory.

The `akuiteo.vault` file contains:

```
vault.msgraph.authority=https://login.microsoftonline.com/fa82f36d-2016-45e5-af01-5c283df43f73/

vault.msgraph.client_id=4d45786d-87a6-4e2f-af67-07203526c50c

vault.msgraph.client_secret=rs~Ge4-OnPFM3H_1Us2IDrJlv5RXk_.5JJ

vault.msgraph.scope=https://graph.microsoft.com/.default
```

- 3 Save the text file.

Setting up the Tomcat server

Windows server

- 1 From the administration console of the Tomcat server, open the **Java** tab > **Java Options**.
- 2 Add the `-Dvault.path=XXX` parameter and replace XXX by the path and name of the text file created.

Example

In this example, the parameter will be: `-Dvault.path=c:\akuiteo\akuiteo.vault`.

- 3 Click on **OK** then restart the server.

Unix server

- 1 In the setup file of the Tomcat server, add the `-Dvault.path=XXX` parameter and replace XXX by the path and name of the text file created.

Example

In this example, the parameter will be: `-Dvault.path=/akuiteo/akuiteo.vault`.

- 2 Save the file then restart the server.

10 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.

10.1 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.

10.2 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. 40).
- 5 Save the batch.

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

10.3 SETTING UP THE BATCH

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

Code	Description	Type	Required
		Ex: TECH	
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
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
COMMENTAIRE_ EXCH_PIECES	When the parameter is set to True, the list of Linked akuiteo objects of the Akuiteo appointment is added in the Exchange comment.	Boolean	Yes
COMMENTAIRE_ EXCH_TIERS	When the parameter is set to True, the list of Linked third parties of the Akuiteo appointment is added in the Exchange comment.	Boolean	Yes
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_RAPPEL, NOTE, CODE_AFFAIRE, NOM_AFFAIRE, NOM_CLIENT In the Exchange comment, fields are displayed in the following way: Label of 1st field: value Label of 2nd field: value And so on.	String Ex: CATEGORIE;OBJET; DATE_DEBUT; DATE_FIN	Yes

Code	Description	Type	Required
	<p>Notes</p> <p>For the PROPRIETAIRE code, the owner's first and last names are displayed.</p> <p>For the customer and the project, the first customer or the first project is displayed, followed by a "+" sign if there are multiple customers or projects.</p>		
EXCLURE_ COLLAB_ EXTERNE	When the parameter is set to True, external employees are excluded from the Exchange transfer.	Boolean	No
EXCLURE_ COLLAB_NON_ OPERATIONNEL	When the parameter is set to True, employees that are not active are excluded from the Exchange transfer.	Boolean	No
EXCLURE_EVT_ ARCHIVES	When the parameter is set to True, archived appointments are excluded from the Exchange transfer.	Boolean	No
EXCLURE_EVT_ AUTO	When the parameter is set to True, appointments that were created automatically are excluded from the Exchange transfer.	Boolean	No
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
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> <p>Reference</p> <p>For more information about batch keys, refer to Preparing employee record sheets (p. 39).</p>	<p>String</p> <p>Ex: BATCH_SALES</p>	No
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,</p>	<p>String</p> <p>Ex: CATEGORIE;OBJET</p>	Yes

Code	Description	Type	Required
	<p>NOM_AFFAIRE, NOM_CLIENT</p> <p>In the Exchange subject, fields are displayed one after the other, separated by a space.</p> <div> <p>Notes</p> <p>For the PROPRIETAIRE code, the owner's first and last names are displayed.</p> <p>For the customer and the project, the first customer or the first project is displayed, followed by a "+" sign if there are multiple customers or projects.</p> </div>		
PERIODE_NB_JOURS_APRES	Number of days taken into account after the current date.	<p>Number</p> <p>Ex: 30</p>	Yes
PERIODE_NB_JOURS_AVANT	Number of days taken into account before the current date.	<p>Number</p> <p>Ex: 10</p>	Yes
SOCIETES	Company codes to filter the appointments transferred depending on Akuiteo companies. If multiple companies are entered, each company must be separated by a semicolon.	<p>String</p> <p>Ex: COMPANY1;COMPANY2</p>	Yes
UNIQUEMENT_EVT_CRM	<p>When the parameter is set to True, the Akuiteo appointments that are displayed on the CRM Portal are the only ones taken into account for the Exchange transfer.</p> <p>To display an appointment on the CRM Portal, check the Display on CRM Portal box in the setup of the event category linked to the appointment.</p>	Boolean	Yes

General setup

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

11 Purchase

Saving of purchase invoices

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

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

Purchased item families

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

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

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

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

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

Purchased item sub-families

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

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

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

- Type: item nature
- Type: item type

12 Project

Project status code

This setup is used in the project record sheet.

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

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

PCE After

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

Phases status code

This setup is used in the project record sheet.

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

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

Sub-phases status code

This setup is used in the project record sheet.

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

Project families

This setup is used in the project record sheet.

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

Control templates

This setup is used in the Interactive Dashboard module.

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

- Control by project: title of the sales person in charge of the project displayed in the Project record sheet.

- Cross-cutting control: cross-cutting controls independent from the project.
- Wording: description

Batch templates

This setup is used in the project record sheet.

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

Project task templates

This setup is used in the project record sheet.

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

Related skills section

- Skills required to perform the task.

Projects options

Type

- Entering the project in an estimate is not required: the Project field is not mandatory
- Hierarchical classification BATCH > SUB-BATCH: you can make batches or sub-batches hierarchical.
- Labor dashboard entered in hours: input of time spent in hour (contrary to day input)
- Task control disabled: no control possible on task input
- Activation of task use control by project: activation of task use control per project

- Enable per-project employee time and schedule input checking: enables the schedule input checking control
- Billing tables: mark lines as "To bill": title of the sales person in charge of the project displayed in the Project record sheet.
- Use of the interactive personnel dashboard: enables the IDB
- Mission and secondment management: control title
- Milestone management
- Management of text tables by project
- Phase entry rule for financial accounting: enables the IDB
- Type of outstanding value definition : control title
- Project analytical flows
- Time valuing method

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

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

Project sub-families

This setup is used in the Project module.

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

Types of tasks

This setup is used in the project record sheet.

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

Locking of project/phases and sub-phases

This setup is used in the Interactive Dashboard module.

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

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

Projects options

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

- Budget control
- Analytical progress report
- Trading Account
- Labor Dashboards: Schedules search, Tasks Search, Time and schedule dashboard and Timesheets Analysis
- Entering task load
- Project/Project group/Customer sales dashboard

To do so:

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

These parameters must be taken into account:

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

It will have consequences in the reporting tools:

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

It will have consequences in the workforce managers on:

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

13 Accounting

Accounting periods

Entry counters

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

Subscription journals

Subscription entries are associated with subscription journals.

Entry counters

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

Purchasing journals

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

Entry counters

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

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

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

Analytical journals

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

Entry counters

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

Transaction journals

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

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

Simulation journals

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

Entry counters

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

Cash journals

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

Entry counters

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

The following information allows the edition of bank remittance.

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

Sales journals

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

Entry counters

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

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

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

13.1 CASH ENTRY TEMPLATES

DMF	070722 ACCOUNTING SETUP CASH ENTRY TEMPLATE
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During the bank reconciliation, statements can include transactions that regularly come back and that will never generate a cash movement because it does not settle an invoice, for example account fees or loan payments.

In this case, it is possible to associate a cash entry template with a non-reconciled line in a statement. Each entry template is set up with one or several accounts so that entries can be directly generated in the accounting. Each template can be associated with a bank statement reference to help Akuiteo automatically link a non-reconciled statement line to an entry template.


The setup of cash entry templates can be accessed from **General setup > Accounting > Cash entry templates**.

The setup screen displays the setup for the company of the connected user. Cash entry templates can also be set up for the ***** company so they are available for all companies.

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

To set up a new cash entry template, fill in the following fields:

Field	Description
Code	Give a unique code to the cash entry template.
Title	Fill in the label of the cash entry template.
End date	If needed, enter a validity end date. After this validity date has passed, the template can no longer be used.
Bank statement reference	Fill in a reference to automatically associate the cash entry template with statement lines. During the import of a bank statement, a match is searched between the Bank statement reference of the template and the Label, wording (cont.), Comment, Discount reference and Sold-to-party account columns of the non-reconciled lines. If a match is found, the template will be entered in the Entry template column.

To add accounts to a template, click on  at the top right of the **Details** section when the template is being modified, then fill in the following fields:

Field	Description
Account and Label	Select the account from the help list. The Label associated with the account is directly filled in.
Project, Phase and Sub-phase	Enter the project, phase and sub-phase from the help list.
Document	Specify the document associated with the account.

Important

If you add several accounts to a cash entry template, it cannot be used to generate multiple entries at once. It will only be possible to generate single entries since you must break down the amount of the cash movement over the different accounts.

Note

The information of each account line is automatically specified in the entries generated from the template.

14 Currencies

Currency coding

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

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

Note

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

You can also update the currencies' rate.

To update the exchange rates:

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

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

Update currencies' end date quickly:

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

Update exchange rates quickly

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

Type of currency hedging

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

- Specify the code and label then save.

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

To do so:

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

To use this hedging from an invoice:

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

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

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

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

Importing currency rates

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

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

Updating management objects in currency

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

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

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

From a receipt or a disbursement:

- Activate the TRS_MODIF_TXDEV management rule.

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

15 Documents - Managing original PDFs by document type

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

For the relevant management objects:

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

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

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

15.1 SETTING UP ORIGINAL PDFS

Expense reports

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

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

Field	Description
	<p>When this option is selected:</p> <ul style="list-style-type: none"> the check is made when the expense report is billed; if there is no original PDF, the expense report cannot be billed; the expense report can have multiple original documents; when a PDF document is linked to the expense report, a pop-up offers to add the document as an original PDF.
Sealing	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <div> <p>Reference</p> <p>For more information about the sealing of the original PDFs, refer to Setting up the sealing of original PDFs (p. 62).</p> </div>
Lock other linked documents	<p>This box is only displayed if the Generating original PDF option is selected.</p> <p>If this box is checked, the other documents linked to the expense report will be automatically locked so they can no longer be modified or deleted.</p>

Sales invoices and credit notes

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

Field	Description
Generating original PDF	<p>Select this option to automatically generate the original PDF when a sales invoice or credit note is booked.</p> <p>When this option is selected:</p> <ul style="list-style-type: none"> the invoice or credit note can only have one original document; the original document is generated when the invoice or credit note is booked and/or is printed (and only at this moment).
Sealing	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <div> <p>Reference</p> <p>For more information about the sealing of the original PDFs, refer to Setting up the sealing of original PDFs (p. 62).</p> </div>
Lock other linked documents	<p>This box is only displayed if the Generating original PDF option is selected.</p> <p>If this box is checked, the other documents linked to the invoice or credit note will be automatically locked so they can no longer be modified or deleted.</p>

Purchase invoices and credit notes

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

Field	Description
Check existence of original PDF	<p>Select this option to check if there is an original PDF when a purchase invoice or credit note is booked.</p> <p>When this option is selected:</p> <ul style="list-style-type: none"> the check is made when the invoice or credit note is booked; if there is no original PDF, the invoice or credit note cannot be booked; the invoice or credit note can have multiple original documents; when a PDF document is linked to the invoice or credit note, a pop-up offers to add the document as an original PDF.
Sealing	<p>Check this box to sign the original PDF using a security certificate set up on the server.</p> <div> <p>Reference</p> <p>For more information about the sealing of the original PDFs, refer to Setting up the sealing of original PDFs (p. 62).</p> </div>

15.2 SETTING UP THE SEALING OF ORIGINAL PDFS

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

15.2.1 Activating the sealing

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

Akuiteo has its own RGS* certificate that is provided directly with the Akuiteo source files.

If you want to use your own RGS* certificate, add the following environment variables in the Tomcat server's setup:

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

15.2.2 Setting up the sealing depending on the document type

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

Fill in the following fields:

Sealing	<p>Check the corresponding box for each document type in order to sign the original PDF using a security certificate set up on the server.</p> <p>The sealing of the document happens when the PDF is marked as an original:</p>
----------------	--

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

16 Custom data

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

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

Example

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

16.1 CREATING CUSTOM DATA

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



Example

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

To create a custom data, you must:


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

Creating a page

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

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

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


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


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

- 4** Save your modifications.

Creating a section

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



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

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

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

- 4** Save your modifications.

Creating a custom data

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

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

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

4 Save your modifications.



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

16.2 DELETING CUSTOM DATA

Important

Deleting a custom data cannot be reversed.

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

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

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

17 VAT management

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

This tool offers the following services:

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

VAT declaration assistant

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

VAT code and rate

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

Rate 2

Enables you to set up a second rate for VAT.

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

VAT domains

VAT setup

- Code: domain code
- Wording: domain title

Dates

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

Label

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

- VAT
- Rate 2

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

18 Internationalization management

In computing, internationalization represents being able to manage multiple languages and regional variations (for example American or British English) in a software. In Akuiteo's context, internationalization means translating labels and other contents from the Application Desktop or the web portals into the desired languages and regional variations.

The process to translate labels is as follows:

1. You must first create the language code for the language and regional variation you want to translate the interface into.
2. You must then export the labels to be translated. Akuiteo enables you to translate two types of content: the labels available as a standard and the data entered in the setup. The export method will be different depending on the type.
3. Labels are exported in .xls or .txt files (depending on the export) that you must translate or have translated from the reference language into the target one.
4. Once the files are translated, they must be imported to apply these translations.

How is the reference language determined?

When a new language is added or when translations are deleted, the source labels used for that language are the ones from the reference language. What is the reference language used?

- If the language code is a regional variation of a language that is already translated in Akuiteo, this translated language will be the reference language. For example, if you add the language code for Canadian English (*en_CA*), the reference language will be English (*en*) and the source labels will be in English.
- If the language code is a language that has never been translated in Akuiteo, the reference language will necessarily be French. For example, if you add the language code for Portuguese (*pt*), the reference language will be French (*fr*) and the source labels will be in French.
- If you specify a language code that is neither a language nor a regional variation (for example *akuiteo_language*), the reference language will necessarily be French.

18.1 MANAGING LANGUAGE CODES

Language codes define the languages available for the interface of the Application Desktop and the different web portals. The language codes set up enable you to choose the connection language. If you want to translate the interface of Akuiteo products into a new language, you must first create the language code for it.


Example

When you log into one of Akuiteo's web portals, you can choose a language (French or English for example) during the login or from the portal's header.

When you are logged into the Application Desktop, you can change the connection language from the preferences.

Language codes are set up from the **Setup** screen, in **General setup > Internationalization > Language codes**. The **Result language codes** screen displays the list of language codes that are already created.

To create a new language code:

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


↳ The **Language code** screen opens.

- 2 Fill in the following fields:

Field	Description
Code	Enter a code to identify the language. This code must be unique. Note You can enter any chain of characters for this code. However, if you enter a language code such <i>fr</i> or <i>fr_CA</i> , the language and regional variation are automatically identified if they are one of the locales supported by Java.
Order	Enter a rank number if needed. This rank number is used to sort the languages set up according to their rank.
Label	Enter the call name of the language code.
By default	When the option is checked, the language will be used by default when logging into the Application Desktop and the different web portals. Note There can only be one default language code.

- 3 Save the language code.

↳ The language code is created and can be used for the internationalization as well as to log into Akuiteo products. Update the results screen to display the new language code in the list. The source labels of this new language code depend on the reference language.

To modify a language code, open the record sheet of the desired language code and click on  in the action bar.

To delete a language code, open the record sheet of the desired language code, click on  in the action bar then confirm the deletion.

18.2 TRANSLATING THE STANDARD LABELS

The labels available as a standard are the fields from the interface of the Application Desktop and the following web portals: Web Portal, Administration console, Agile Factory, Akuiteo Project and Akuiteo Mobile.

When you create a new customer from the Desktop, you must fill in a **Call name**, an **Address**, an **Account number** under the **Finances** tab, and so on. All these chains of text that are available as a standard can be translated into any desired language to get an interface completely localized in that language.

For each language, there are 3 types of labels:

- the *com.xxx.rcp* labels that are the labels displayed in the screens of the Application Desktop,
- the *server* labels that are error or server messages,
- the *web.xxx* labels that are the labels from the different Akuiteo web portals.



Each type of labels is grouped in its own translation file: one file for the Application Desktop labels, another for the server and a third one for the web portals. The different modules (help desk or banking for example) are represented as tabs in each Excel file (.xls).

18.2.1 Exporting the labels to be translated

1 Go to **General setup > Internationalization > Internationalization management**.

↳ The **Internationalization** screen opens and displays a table with all the languages set up from the **Language codes** menu.

2 There are several ways to export labels:

- To export all types of labels in a language, right-click on the line of the desired language in the table and click on **Export of translations**. You can also select the desired language, click on the arrow on the right of the icon  then click on **Export of translations**. Three Excel files (Desktop, server and web) are generated and opened automatically with all existing labels in the relevant language, translated or not.
- To only export the labels to be translated for all types in a language, right-click on the line of the desired language in the table and click on **Differential export of translations**. You can also select the desired language, click on the arrow on the right of the icon  then click on **Differential export of translations**. Three Excel files (Desktop, server and web) are generated and opened automatically. These files only include the non-translated labels in the relevant language.
- To only export the labels from specific modules, open the node of the desired language in the table, select one or several lines for the desired modules, right-click on it then click on **Export of translations** or **Differential export of translations**. Depending on the selected modules, one or several Excel files are generated and opened automatically.

18.2.2 Translating the labels

The labels must be translated in the Excel files generated from the Application Desktop. Each Excel file is built the same way:

- one or several tabs depending on the exported modules (except for server labels),
- in each tab, there are three columns:


Code	Contains the label key, that is to say the unique ID used to associate a field with its label.
Source label	<p><i>For the Desktop and server labels:</i> This column contains the labels in the default language.</p> <p><i>For the web applications labels:</i> The source labels are displayed in the translation language. If a label has not already been translated, the cell is empty. In this case, export the same module in the reference language. Translate the source labels by adding the translated labels in this column.</p>
Translation	<p><i>For the Desktop and server labels:</i> Translate the source labels by adding the translated labels in this column.</p> <p><i>For the web applications labels:</i> This column is not needed since translated labels can be directly added to the Source label column. However, if you want to replace a translated label by another term in the same language while keeping a history, you can fill in the new label in this column. It will take priority over the label in the Source label column.</p>

Once labels are translated, save the Excel file.

Note

You must not change the Excel file's structure for the import to be successful. However, you can rename the file if needed.


18.2.3 Importing the translated labels

- 1 Go to **General setup > Internationalization > Internationalization management**.
- 2 From the action bar of the **Internationalization** screen, click on the arrow on the right of the icon  and select one of the following options:
 - **Import server translations** for the *server* labels
 - **Import Desktop translations** for the *com.xxx.rcp* labels
 - **Import web applications translations** for the *web.xxx* labels
- 3 In the file explorer, go to the translated Excel file, select it then validate.

↳ The file is imported and the labels are updated in the relevant language.

18.2.4 Deleting the translations

The translations can be deleted for one or multiple modules at once, or for all the modules of a language. Deleting translations resets all the translations to go back to the labels in the reference language.

- To delete all the translations in a language, right-click on the line of the desired language in the table and click on **Delete translations**. You can also select the desired language, click on the arrow on the right of the icon  then click on **Delete translations**.

- To only delete the labels from specific modules, open the node of the desired language in the table, select one or several lines for the desired modules, right-click on it then click on **Delete translations**.

18.3 TRANSLATING THE DATA ENTERED IN THE SETUP

The data entered from the setup menus (for example custom request categories, currencies, approvals, custom data, and so on) can also be translated into the desired language. There is an exception with purchased and sold products, that are not created from the setup but whose data can be translated this way because the values are not regularly modified.

The data entered in the setup can be translated one by one by manually modifying the label in the interface, or all at once by exporting the label file for the relevant table.

18.3.1 Translating the data one by one

When you create an item in a language from the Application Desktop's setup:

- this language becomes the creation language of the item,
- the item is created in its creation language for all the languages set up.

Once the item is created, any modification on this item will only be made in the interface's connection language. You can therefore translate the data from the setup items by logging into the interface in each language and by manually modifying the data.

Example

From the Application Desktop in French, you create a new category of sold products called *Dentifrice*. If you then log into the interface in English, the name of the new category is displayed in French: *Dentifrice*. You modify the category to translate it with *Toothpaste*. Once saved, the category will be *Toothpaste* in the English interface and still *Dentifrice* in the French interface.

18.3.2 Translating the data all at once

Exporting the data to be translated

- 1 Go to **General setup > Internationalization** then double-click on the **Export of setup labels** menu.
- 2 In the export window, select the **Table to extract** from the drop-down list. Select also the translation **Language** from the drop-down list, that is to say the target language into which the data will be translated.
- 3 Click on **Validate**.
- 4 In the file explorer, go to the folder in which you want to save the export file (.txt) then validate to save it. The file's location has no impact.

Translating the data

- 1 Open the folder with the exported file then open it in a text editor.
- 2 To translate the data, replace the source label in the **TLLG_LIBELLE** column.

Note

You must not change the structure of the .txt file for the import to be successful. However, you can rename the file if needed.

- 3 Save the translated file.

Importing the translated data

- 1 Go to **General setup > Internationalization** then double-click on the **Import of setup labels** menu.
- 2 In the import window, click on the **Browse** button of the **Location** field to open the file explorer and select the translated .txt file.
- 3 Click on **OK**.
↳ The file is imported and the data is updated in the relevant language.

19 Expense reports

Distance between cities



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

Toll charge between cities

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

Expense reports profiles

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

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

Tax class

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

19.1 EXPENSE TYPES


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

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

Example


For the "Meal at restaurant" expense type, it can be required to add guests or to apply a triple 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. To modify multiple expense types at once, right-click on a selection of types and select **Modify selected types at once**.

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

19.1.1 Setting up the type

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

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

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

19.1.2 Setting up accounting elements

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

Field	Description
Purchased item	Select the purchased item from the help list to associate it with the expense type. Akuiteo uses this association to create one or multiple purchase invoices from an expense report.
VAT 1	Select the VAT code for the first VAT rate. This rate will be used by default when creating expenses with this type.
VAT 2	Select the VAT code for the second VAT rate. This field is only displayed if the Restaurant / Triple VAT type is checked.
VAT 3	Select the VAT code for the third VAT rate. This field is only displayed if the Restaurant / Triple VAT type is checked.
VAT non-modifiable and not displayed	<p>When this box is checked, employees will not be able to modify the VAT and the field will not be displayed, except for users with the DMF 041543 PURCHASES EXPENSE REPORTS MODIFY VAT.</p> <p>When the box is not checked, the VAT is displayed and can be modified when creating expenses with this type.</p> <p>This field is grayed out if the Restaurant / Triple VAT type is checked.</p>

19.1.3 Setting up the expense amount

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

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

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

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

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

19.1.5 Setting up refund thresholds

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

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


19.2 EXTERNAL EXPENSE TYPES

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

Important

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

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

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

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

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

19.2.1 Setting up external expense types for the Smartscan

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

The following typologies can be used with the OCR provider:

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

To set up an external expense type for the Smartscan:

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

Example

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

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

20 Special parameters - Chorus

DMF	090175 ADMINISTRATOR SETUP CHORUS
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The specific Chorus parameters enable you to specify the login information to CHORUS PRO, and therefore to automatically transfer the dematerialized invoices generated by Akuiteo to the CHORUS PRO portal.

Reference

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

The specific Chorus parameters are set up from **Special parameters > Chorus**.

This setup screen has several tabs: one tab for the ***** company and other tabs for each of the companies set up in Akuiteo. These different tabs enable you to use different Piste accounts depending on each user's company. Click on ✓ at the top right of the screen to enable the specific setup for a given company.

Important

The setup on the ***** company must not be used since each company must have a different CHORUS PRO account set up.

When dematerialized invoices are transferred to CHORUS PRO, Akuiteo checks the setup depending on each invoice's company:

- If a specific setup is enabled for the company, dematerialized invoices are automatically transferred to the CHORUS PRO portal using the specified connection parameters.
- If there is no specific setup for this company, Akuiteo uses the setup for *****.
- If the setup is not enabled, invoices are not transferred.

Click on ✗ at the top right of a company's tab to disable a specific setup.

Tip

To transfer the information specified on a company to another company, click on → at the top right of the screen then select the **Destination company** from the help list and click on **Validate**. The information is emptied in the source company and is added to the destination company.

To set up the login information to CHORUS PRO, fill in the following fields from the tab of the relevant company:

Field	Description
Piste Client	Specify the customer ID allowing the authentication to CHORUS PRO. This ID is retrieved from the

Field	Description
ID	PISTE account.
Piste Secret	Specify the client secret allowing the authentication to CHORUS PRO. This client secret is linked to the ID retrieved from the PISTE account.
Chorus Login	Specify the login from the CHORUS PRO technical account.
Chorus Password	Specify the password associated with the login from the CHORUS PRO technical account.
ID	Specify an ID to identify the invoices transferred to CHORUS using the APIs, in order to differentiate them from the invoices transferred manually. This ID is free and is optional.

After saving the setup screen, click on the **Test** button from the relevant tab to test the connection to CHORUS PRO using the saved values.

Important

The **Piste Client ID** and **Piste Secret** fields must be different between a production and a test environment.

21 Resources and labor - 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.

21.1 FILTERING APPROVALS


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

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

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

21.2 MANAGING APPROVAL RULES

21.2.1 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
Object type	<p>Select the management object's type from the drop-down list. Depending on the type selected, the next section displays different criteria:</p> <ul style="list-style-type: none"> For the Custom request type, the Specific data selection (Custom request) section can be filled in. For the Expense report type, the Specific data selection (expense reports) section can be filled in. For the other types, the Specific data selection (Sales and purchase) section can be filled in. <p>The rule will be applied on the selected type of management objects.</p>
Period	<p>Fill in a period for the management object. The rule will be applied to the management objects that are dated within the specified period.</p> <p>If you do not want to specify an end date for the period, fill in the first date field and leave the second one empty.</p>
Minimum pre-tax amount / Maximum pre-tax amount	<p>Enter a minimum amount and/or a maximum amount.</p> <p>The rule will be applied on management objects with an amount exceeding the number entered (Minimum pre-tax amount) or with an amount inferior to the number entered (Maximum pre-tax amount).</p>
Amount type	<p>This field defines whether the total amount of the management object (sum of all lines) is taken into account, or whether it is the amount of each line. The amount type is combined with the min. and max. amounts:</p> <ul style="list-style-type: none"> Select Object amount if you want the Minimum pre-tax amount or Maximum pre-tax amount to be applied on the total amount of the object (sum of all lines). <div> <p>Example</p> <p>You want your company's Accounting Manager to approve the purchase orders that exceed 200 dollars. When you create the approval rule, you select Object amount and enter 200 in the Minimum pre-tax amount field.</p> </div> <ul style="list-style-type: none"> Select Line amount if you want the Minimum pre-tax amount or Maximum pre-tax amount to be applied on the amount of each line. <div> <p>Example</p> <p>You want your company's Consulting Manager to approve quotations including consulting services that exceed 1,000 dollars. When you create the approval rule, you select Line amount and enter 1000 in the Minimum pre-tax amount field. You also define the product family to be searched for in the lines of each quotation.</p> </div>
Project type	<p>This field defines the project type. The rule will only be applied to management objects that are associated with a project matching the selected project type.</p>

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

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

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

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

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

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

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

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

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

Field	Description
Rank	<p>Enter a number to define the approver's rank for the rule. It is possible to define multiple approvers for different ranks and for the same rank.</p> <p>If multiple approvers are defined for the same management object (by defining one rule for each approver, with an identical data selection), this rank is used to define different approver levels.</p> <div style="background-color: #e6f2e6; padding: 10px; margin: 10px 0;"> <p>Example</p> <p>You want your company's quotes to be approved by two different approvers. When you create the approval rule, you define the two following approvers: the AAA approver with the rank 1 and the BBB approver with the rank 2.</p> <p>The quotes targeted by this rule will have to be approved by AAA and by BBB.</p> </div> <p>If multiple approvers have the same rank for the same management object, the behavior depends on the advanced rule set up. For more information, refer to Approvers of same rank (p. 90).</p>
Specific	Define the approver:

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


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

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

21.2.2 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.

21.2.3 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.

21.3 MANAGING ADVANCED APPROVAL RULES

21.3.1 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
Object type	Select the management object's type from the drop-down list.

Field	Description
	<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>
Approvers of same rank	<p>This field is linked to the Rank (p. 88) defined in the approval rules, when multiple approvers share the same rank for the same rule.</p> <ul style="list-style-type: none"> If you check the One must approve box, the management object only needs to be approved by one of the approvers of same rank. <div> <p>Example</p> <p>You want your company's quotes to be approved by two different ranks of approvers. For the first rank, you only need to define one approver. For the second rank, you want to define two different approvers knowing that, if one approves, it is unnecessary to have the approval of the other one.</p> <p>When you create the approval rule, you define the three following approvers: the AAA approver with the rank 1 and the BBB and CCC approvers with the rank 2.</p> <p>The quotes targeted by this rule will have to be approved by AAA. They will also have to be approved either by BBB or by CCC.</p> </div> <ul style="list-style-type: none"> If you check the All must approve box, the management object must be approved by each of the approvers of same rank. <div> <p>Example</p> <p>You want your company's quotes to be approved by two different ranks of approvers. For the first rank, you only need to define one approver. For the second rank, you want to define two different approvers that must both approve the management objects.</p> <p>When you create the approval rule, you define the three following approvers: the AAA approver with the rank 1 and the BBB and CCC approvers with the rank 2.</p> <p>The quotes targeted by this rule will have to be approved by AAA, by BBB and by CCC.</p> </div>
Validate approved object	<p>If the field is set to Yes, the management object is validated automatically once all the necessary approvals have been made.</p> <p>If the field is set to No, the management object must be validated manually.</p> <p>This field can be used for quotations, sales orders, quotes and purchase orders.</p>
Notify approvers by email	<p>If the field is set to Yes, an email is automatically sent to notify the approvers. The email's sender is either the user who made the action to send the email, or the postmaster.</p> <p>By default, the email sent is in the following format:</p> <div> <p>Subject: Approval request: [ObjectType] n°[ObjectNumber] - [ObjectDate] by</p> </div>

Field	Description
	<div> <div>[RequesterName]</div> <div>Email body (HTML):</div> <div>Hello,</div> <div>You will find the approval request attached : [ObjectType] n°[ObjectNumber] - [ObjectDate]</div> <div>Third-party: [CustomerOrSupplierName] -- for custom request: [RequesterName]</div> <div>Project: [ProjectCode] - [ProjectName] -- or multi if multiple projects</div> <div>Label: [ObjectLabel] -- for custom request: [CustomRequestName]</div> <div>Amount: [TotalAmount] [ObjectCurrency]</div> <div>Requested by: [RequesterName]</div> </div> <div>For custom requests, the [ObjectDate] is the expected start date.</div> <div> <div>Note</div> <div>To customize the email content, do not hesitate to contact your Akuteo representative.</div> </div>
Notify requester by email when object is approved/denied	<p>If the field is set to Yes, an email is automatically sent to notify the employee who requested an approval when the management object has been approved or denied by all approvers. The email's sender is either the user who made the action to send the email, or the postmaster.</p> <p>By default, the email sent is in the following format:</p> <div> <div>Subject: [Approved/Denied] request : [ObjectType] n°[ObjectNumber] - [ObjectDate]</div> <div>Email body (HTML):</div> <div>Hello,</div> <div>The following request has been [approved/denied] : [ObjectType] n°[ObjectNumber] - [ObjectDate]</div> <div>Third-party: [CustomerOrSupplierName] -- for custom request: [RequesterName]</div> <div>Project: [ProjectCode] - [ProjectName] -- or multi if multiple projects</div> <div>Label: [ObjectLabel] -- for custom request: [CustomRequestName]</div> <div>Amount: [TotalAmount] [ObjectCurrency]</div> </div>

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


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.

21.3.2 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.

21.3.3 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.

22 Resources and labor - Leave types


Leave types define and categorize the different types of leaves used in your company and entered in Akuiteo: paid leaves, additional rest days, sick or paternity leaves, and so on.

Each leave type can be set up differently to point to specific leave projects or define counters with fixed or incremental rights.

Example

For additional rest days, you set up an "ADD. REST DAYS" leave type on the LEAVES project and the ADD. REST DAYS phase, with a fixed counter of 8 days for the validity period. For paid leaves, you set up a "PAID LEAVES" leave type also on the LEAVES project but this time on the PAID LEAVES phase, with an incremental counter of 2.08 days for each month.

The leave types setup can be accessed from **General setup > Resources and Labor > Leave types**. A search results screen displays the list of all the leave 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.

22.1 SETTING UP THE TYPE

In the main section, set up the following fields:

Field	Description
Code	Give a unique code to the leave type.
Label	Give a name to the leave type.
End date	If needed, fill in the end date for the leave type. After this date has passed, the type is no longer displayed in the help lists of leave types.
Entity	Select the entity associated with the leave type from the help list. If an entity is specified, the leave types will only be available for employees of this entity.
Project	Select the leave project associated with the leave type from the help list. This list only displays the current internal leave projects.
Phase	Select the phase associated with the leave type from the help list. This list only displays the phases of the selected project.
Sub-phase	Select the sub-phase associated with the leave type from the help list. This list only displays the sub-phases of the selected project and phase.
Action	Select the action associated with the leave type from the help list. This list displays all current actions.

Field	Description
Rank	Enter a number to define the display order of the leave type, for example in the help list of leave types when creating a rights counter.
Restricted access	When this box is checked, only users with the DMF 160222 TOOLS LEAVE REQUESTS MANAGEMENT MANAGE "RESTRICTED ACCESS" LEAVE TYPES can make leave requests with this type.

22.2 SETTING UP THE RIGHTS TRANSFER

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

Field	Description
Sender type	<p>For rights transfer, check this box to be able to transfer rights from this leave type to another.</p> <div> <p>Example</p> <p>For the "Paid leaves" leave type, you check Sender type. The days not taken during the year for this leave type can be transferred to another counter.</p> </div> <p>When this box is not checked, the rights transfer feature is not available for this leave type.</p>
Receiver type	<p>For rights transfer, check this box to be able to transfer rights from another type to this leave type.</p> <div> <p>Example</p> <p>For the "Paid leaves" leave type, you check Receiver type. The days not taken during the year for another counter can be transferred to this leave type.</p> </div> <p>When this box is not checked, this leave type is not displayed in the help list to select the target leave type for the rights transfer.</p>

22.3 SETTING UP THE COUNTERS

Important

Fields in this section cannot be modified if there are valid counters linked to this leave type.

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

Field	Description
Unit	<p>Select the unit from the drop-down list to count the leave days entered:</p> <ul style="list-style-type: none"> Working days - Days are counted from Monday to Friday and national holidays are not included. Calendar days - Days are counted from Monday to Sunday and national holidays are included. When an employee makes a leave request, the schedules are only generated on

Field	Description
	the worked days but it is the calendar days that are counted for the leave period.
Ignore the days not worked of the standard week	<p>This field is only displayed if the Working days unit is selected.</p> <p>When this box is checked, the days not worked of the employee's standard week are ignored and all working days are counted.</p> <p>When this box is not checked, the days not worked of the employee's standard week are also taken into account for the count.</p> <div> <p>Example</p> <p>For a part-time contract with the Wednesday that is not worked:</p> <ul style="list-style-type: none"> • If a prorata is applied from the start for the paid leaves rights (so 20 paid leaves per year), we leave the Ignore the days not worked of the standard week box unchecked. When the employee makes a leave request from Monday to Friday, the day not worked from the standard week is taken into account and 4 days are taken from the "Paid Leaves" counter. • If the paid leaves rights are acquired at 100% (so 25 paid leaves per year), we check the Ignore the days not worked of the standard week box. When the employee makes a leave request from Monday to Friday, the day not worked from the standard week is ignored and 5 days are taken from the "Paid Leaves" counter. </div>
Type and Type counter	<p>Select the type of rights acquisition from the drop-down list and fill in the associated numeric value:</p> <ul style="list-style-type: none"> • Static - The leave type gives access to fixed rights, with the number of days acquired for the counter period to specify in the Default value field. This Default value is automatically filled in when creating a counter from this leave type, but this value can be modified. <div> <p>Example</p> <p>For leaves that are family events such as a wedding or a paternity leave, the leave type is set up as static with the number of days allowed specified in the Default value field.</p> </div> <ul style="list-style-type: none"> • Increment - The leave type accumulates, each month, a specific number of days and increments the leave counter progressively. The increment value must be specified in the Monthly increment field. <div> <p>Example</p> <p>An employee acquires 2.08 paid leave days per month. The "Paid Leaves" leave type is set up as an increment, with a monthly increment of 2.08 days.</p> </div> <div> <p>Important</p> <p>For incremental leave types, you must set up the compteurAbsences batch to be able to calculate and update the rights acquired in real time, depending on the Monthly increment and the acquisition period. Without this batch, incremental leave types cannot be used.</p> </div>

Field	Description
Input terms	<p>Select the input terms for leave requests from the drop-down list:</p> <ul style="list-style-type: none"> • Day - Leave requests are only entered in full days. • Half-day - Leave requests are entered in half-days. • Free entry - Leave requests are entered freely, with 4 decimals.
Tolerance (in days)	<p>Fill in the number of additional leave days tolerated when requesting leaves.</p> <div> <p>Example</p> <p>For the "Paid Leaves" leave type, you set up a tolerance of 2 days. In addition to the 25 acquired paid leaves, the employee will be able to request 2 additional days in advance.</p> </div>

23 Security

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

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

User Management

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

Administrating Profiles with DMFs

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

24 Company

Entity

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

The following information enables the display of specific statuses:

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

Analytical grouping

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

Analytical result at standard cost

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

Third-party and reconciliation account numbering

Enables you to set up the automatic numbering of the third-parties and reconciliation accounts for the connection company.

The **Activate the setup of a reconciliation account by company for the third-parties set up on ******* option enables, for each company managed in Akuiteo, to associate different reconciliation accounts with a multi-company customer or supplier record sheet.

Note

If third-parties already exist in the database, the CreerClientFournisseurSociete batch must be launched to update reconciliation accounts on all companies.

Company

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

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

Parameters

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

Outstanding calculation parameters

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

Project status code

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

Payment condition and accounting parameters

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

Holdback

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

25 Cross-cutting

Marriage status

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

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

25.1 ELECTRONIC SIGNATURE

Setting up the electronic signature enables you to define the management objects concerned by the electronic signature. Depending on the type of management object, this setup also enables you to define the signature profile and whether the object should be turned into another once signed electronically.

Note

If you disable the electronic signature for an object type, all ongoing signature requests for this type will be automatically canceled.

The setup of the electronic signature depending on the type of management object can be accessed from **General setup > Cross-cutting > Electronic signature**. Click on the ********* tab to set up the electronic signature for all your companies, or click on the company tab to set it up for this company specifically.

In the **Sales objects** section, set up the electronic signature for all management objects of the sales module:

Field	Description
Sales quotations	Select this option to activate the electronic signature on sales quotations. When this option is selected: <ul style="list-style-type: none">• Fill in the Signature profile to use for signing sales quotations. If no profile is specified, the default Universign profile is used.• Check Automatically turn signed quotation into order so that, when all signers have signed (COMPLETED transaction status), the sales quotation is turned into an order. The actual signature date of the quotation is updated automatically with the signature date of the last signer.
Delivery notes	Select this option to activate the electronic signature on sales delivery notes. When this option is selected: <ul style="list-style-type: none">• Fill in the Signature profile to use for signing delivery notes.• Check Automatically turn signed delivery note into invoice so that, when all signers have signed (COMPLETED transaction status), the delivery note is turned into an invoice. The signature date of the delivery note is updated automatically with the signature date of the last signer.


Note

A Universign signature profile can be set up for each type of management object. This profile is used to customize, among other things, the logo displayed, the validity period for transactions or the emails and text messages sent. Contact your Akuteo management project to set up the different signature profiles.



25.2 TAGS


Tags can be added to help desk issues, opportunities or scheduled items in the Application Desktop as well as in the following Akuiteo portals: Web Portal, Agile Factory and Project. These tags are used to search for and filter issues, opportunities and schedules according to multiple criteria that you customize to meet your needs.

Tags can be created directly from a help desk issue, an opportunity or a scheduled item in the different Akuiteo portals. However, the main setup for tags can be accessed from **General setup > Cross-cutting > Tags**. A search results screen displays the list of all the tags set up for the company of the connected user.

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

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

Field	Description
Type	Select the tag type from the drop-down list: <ul style="list-style-type: none">• Helpdesk issue to use this tag in the Help Desk module,• Schedule to use this tag in the Project,• Opportunity to use this tag in the CRM module.
Code	Give a unique code to the tag.
Label	Give a name to the tag.
Valid until	If needed, enter a validity end date for the tag. After this validity date has passed, the tag can no longer be used.
Color	Click on the colored sticker to associate a color with the tag. This color is used in the Desktop and the different portals to quickly identify the tag. Click on  to remove the selected color.
Icon	Click on the sticker to associate an icon with the tag. This icon is used in the Desktop and the different portals. Click on  to remove the selected icon.
Comment	Add a comment.

To delete a tag, open the desired tag record sheet, click on  from the menu bar then confirm the deletion.

Note

A tag cannot be deleted if it is already linked to a help desk issue, an opportunity or a scheduled item.

26 Banking

Notes payable setup

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

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

Creating a payable journal per bank is not mandatory.

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

- Journal code
- Report name

27 Sales

Professional categories

This setup is used in the customer record sheet.

Code: professional category code

Rank no.: display sorting order when opening a list

Label: professional category description

Weighting coefficients

This setup is used for sales quotations.

This setup screen displays the 6 levels of probability (0, 1, 2, 3, 4 and 9) with the associated coefficients.

Check the **Non-modifiable coefficients** so that coefficients cannot be entered manually.

When you enter or modify the **Probability** in the commercial parameters of a quotation:

- If you select the probability level from the drop-down list, the coefficient associated in the setup is used.
- If the **Non-modifiable coefficients** box is not checked, you can manually enter a coefficient to force the value, even if it does not match one the setup coefficients. In this case, the value specified will not be modified if you change the probability level.
- If the **Non-modifiable coefficients** box is checked, you cannot manually enter a coefficient.

Saving of sales invoices

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

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

Customer families

This setup is used in the customer record sheet.

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

Professions

This setup is used in the customer record sheet.

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

Sectors

This setup is used in the customer record sheet.

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

Customer sub-families

This setup is used in the customer record sheet.

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

27.1 OPPORTUNITY PIPELINES

DMF	090161 ADMINISTRATOR SETUP PIPELINE
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Opportunity pipelines are set up to define the different stages and the specific order for these stages.

An opportunity pipeline gathers opportunities that belong to the same type of business. Each pipeline contains different sales stages, set up according to the specific needs and business processes of each company.

These sales stages are used to make the opportunity progress: when an opportunity is created, it is added to the first sales stage that is set up. Once the first stage of the sales process is completed, the sales person can move the opportunity to the next stage, and so on until all stages have been completed or the opportunity has been won. At any time, if an opportunity does not meet the required criteria, the sales person can mark this opportunity as lost.

Example

A software editor launches a new range of softwares. The company creates a pipeline named *NEWPRODUCT* and defines the following stages:

1. Classification
2. Demonstration
3. Quotation
4. Negotiations
5. Pending signature

Pipelines are set up from the **Setup** screen, in **General setup > Sales > Pipeline**. The **Result pipeline** screen displays the list of all existing pipelines.




To create a pipeline:

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

↳ The **Pipeline** screen opens.

- 2 Fill in the following fields:


Field	Description
Code	Enter a code to identify the pipeline. This code must be unique.
Label	Give a name to the pipeline.
End date	If needed, enter a validity end date. After this date has passed, the pipeline can no longer be used.
DMF	Condition to access the pipeline with a DMF. If you fill in a DMF for a pipeline, only the users with this DMF will be able to access and modify this pipeline.

Field	Description
By default	<p>When this option is checked, the pipeline will be used by default.</p> <p>The default pipeline will be automatically used when creating an opportunity or a quotation, and will also be displayed by default in the CRM module of the Web Portal.</p> <div> <p>Note</p> <p>There can only be one default pipeline.</p> </div>
Stages template	<p>If you want to define the opportunity stages from a stages template, select the desired template from the help list. The stages set up in the template are automatically added to the pipeline. The stages cannot be modified manually from the pipeline since they must be modified from the stages template record sheet.</p> <div> <p>Note</p> <p>If a pipeline has opportunities, the stages template can no longer be modified nor deleted.</p> </div> <div> <p>Reference</p> <p>For more information about stages templates, refer to Opportunity stages templates (p. 109).</p> </div>
Stage	<p>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.</p> <p>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 .</p>

3 Save the pipeline.

➡ The pipeline is created and can be used to create opportunities. Update the results screen to display the new pipeline in the list.

To modify a pipeline, open the record sheet of the desired pipeline and click on  in the action bar.

To delete a pipeline, open the record sheet of the desired pipeline, click on  in the action bar then confirm the deletion.

27.2 OPPORTUNITY STAGES TEMPLATES

DMF	ADMINISTRATOR SETUP OPPORTUNITY STAGES
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An opportunity stages templates contains different stages and is used to define a specific order for these stages. This template is then used to create opportunity pipelines (set up from **General setup > Sales > Pipeline**). Therefore, all the opportunity pipelines associated with the same stage template include the same stages and are structured identically: they form a grouping of pipelines and can be used as such from the CRM module in the Web Portal.

When an opportunity is created in a pipeline, it is added to the first stage set up:

- in its pipeline,
- in the stages template associated with its pipeline.

Once the first stage of the sales process is completed, the sales person can move the opportunity to the next stage, and so on until all stages have been completed or the opportunity has been won. At any time, if an opportunity does not meet the required criteria, the sales person can mark this opportunity as lost.

Example


A software editor launches a new range of software products aimed at different industrial sectors. The company creates an opportunity stages template named *NEWPRODUCT* and defines the following stages:




1. Classification
2. Demonstration
3. Quotation
4. Negotiations
5. Pending signature

The company then creates several pipelines: *SECTOR1*, *SECTOR2*, and so on. The stages template is applied on each pipeline to structure them identically. The pipelines created are in the *NEWPRODUCT* pipeline grouping.

Stages templates are set up from the **Setup** screen, in **General setup > Sales > Opportunity stages templates**. The **Result opportunity stages templates** screen displays the list of templates already created.

To create a stage template:

- 1 In the results screen, click on  in the action bar.
↳ The **Opportunity stages template** screen opens.
- 2 Fill in the following fields:

Field	Description
Code	Enter a code to identify the template. This code must be unique.
Valid until	If needed, enter a validity end date. After this validity date has passed, the template can no longer be used.
Label	Give a name to the template. The template label is the name of the pipeline grouping available from the CRM module in the Web Portal.
Stage	<p>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.</p> <p>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 .</p>

3 Save the template.

↳ The template is created and can be associated with opportunity pipelines. Update the results screen to display the new template in the list.

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

Important

Any modification of a stages template will be carried forward on all the pipelines associated with this template.

A stage cannot be deleted from a template if there is at least one opportunity in that stage.

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

Tip

To quickly identify the pipelines associated with a stages template, open the record sheet of the desired template then click on **Edit > Pipelines on this opportunity stages template**. A search is started and a results window displays the list of associated pipelines.


27.3 DUNNING LEVELS

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

Important

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

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

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

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

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

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

27.4 DUNNING OPTIONS

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

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

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

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

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

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

Setting up report templates

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

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

Monitoring reports

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

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

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

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

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

You can also display the history over a longer period.

Displaying reports as widgets

All report templates can be displayed as widgets.

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

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

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

Help desk setup

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

28 Sprint templates

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

Example

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

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




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

To create a sprint template:

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

↳ The **Sprint template** screen opens.

2 Fill in the following fields:

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

3 Save the template.

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

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

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

29 Issue stages inside a sprint

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

Example

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

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

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

To create a stage:

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

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

- 2 Fill in the following fields:

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

- 3 Save the stage.

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

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

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