

# Kofax AP Agility Installation Guide

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# **Preface**

This guide contains information about installing Kofax AP Agility on Kofax TotalAgility. This guide is intended for solution integrators who need a description of the Kofax AP Agility installation and integration procedures to work on Kofax TotalAgility.

This guide is written with the assumption that you have a thorough understanding of Kofax TotalAgility.

If you want to deploy Kofax AP Agility on Kofax TotalAgility On-Premise Multi-Tenancy see the *Kofax AP Agility On-Premise Multi-Tenancy Installation Guide*.

# Related documentation

In addition to this guide, see the following documentation for additional installation and configuration information.

The product document set for Kofax AP Agility is available from <a href="https://docshield.kofax.com/Portal/Products/APAgility/2.7.0-79qrk2m1wh/APAgility.htm">https://docshield.kofax.com/Portal/Products/APAgility/2.7.0-79qrk2m1wh/APAgility.htm</a>.

The product document set for Kofax TotalAgility is available for the following supported versions:

- 7.7.0
- 7.8.0
- 7.9.0
- 7.10.0
- <u>7.11.0</u>

Select the documentation link for the Kofax TotalAgility version that you are currently using.

If you select the incorrect link, it is possible that some features documented are not in your installed version.

In addition to this guide, the AP Agility document set includes the following items:

Kofax AP Agility Release Notes

This guide contains late-breaking product information that may not be included in other Kofax AP Agility documentation. Release notes are also available for each of your installed Kofax applications.

Kofax AP Agility Configuration Help

This help provides detailed information on how to configure Kofax AP Agility for your environment.

Kofax AP Agility PIX Correction activity Help

This help provides detailed information about how to navigate through the PIX Correction activity. It also includes details about how to use the PIX Correction activity when processing documents with Kofax AP Agility Invoice Processing.

Kofax AP Agility Error Handling Help

This helps provides information on how to handle documents that end up in an error state during Invoice Processing.

Kofax AP Agility Scan activity Help

This help provides information on how to scan documents for Kofax AP Agility Invoice Processing.

Kofax AP Agility Line Pairing Correction activity

This help provides use cases and examples for correcting a document that fails line pairing during Invoice Processing.

Kofax AP Agility Validation activity Help

This help provides information about validating a document in Kofax AP Agility Invoice Processing. Additional documentation about validating documents is available in the *Kofax TotalAgility Validation activity Help*.

Kofax AP Agility AP Workflow Help

This help provides information about how to use the various activities that are part ofs the AP Agility AP Workflow. This includes general information that is relevant for all activities as well as specific information related to the Approval activity, the Coding activity, the Exception activity, the Line Pairing Exception activity, the Hold activity, and the Comment Request activity.

Analytics for AP Agility Installation Guide

This guide provides information about installing Analytics for AP Agility and integrating it with Kofax AP Agility.

Analytics for AP Agility Help

This help provides detailed information on how to generate and interpret the various reports that are available in Analytics for AP Agility .

# **Training**

Kofax offers both classroom and computer-based training to help you make the most of your Kofax TotalAgility solution. To learn more about training courses and schedules, visit the <u>Kofax Education</u> Portal on the Kofax website.

# Getting help with Kofax products

The <u>Kofax Knowledge Portal</u> repository contains articles that are updated on a regular basis to keep you informed about Kofax products. We encourage you to use the Knowledge Portal to obtain answers to your product questions.

To access the Kofax Knowledge Portal, go to https://knowledge.kofax.com.

i The Kofax Knowledge Portal is optimized for use with Google Chrome, Mozilla Firefox, or Microsoft Edge.

#### The Kofax Knowledge Portal provides:

- Powerful search capabilities to help you quickly locate the information you need.

  Type your search terms or phrase into the **Search** box, and then click the search icon.
- Product information, configuration details and documentation, including release news.

  To locate articles, go to the Knowledge Portal home page and select the applicable Solution Family for your product, or click the View All Products button.

#### From the Knowledge Portal home page, you can:

- Access the Kofax Community (for all customers).
   On the Resources menu, click the Community link.
- Access the Kofax Customer Portal (for eligible customers).
   Go to the <u>Support Portal Information</u> page and click **Log in to the Customer Portal**.
- Access the Kofax Partner Portal (for eligible partners).
   Go to the <u>Support Portal Information</u> page and click **Log in to the Partner Portal**.
- Access Kofax support commitments, lifecycle policies, electronic fulfillment details, and selfservice tools.
  - Go to the Support Details page and select the appropriate article.

#### Chapter 1

# System requirements

For information on supported operating systems and other system requirements, see the Kofax AP Agility Technical Specifications document on the Kofax AP Agility Documentation site.

This document is updated regularly, and we recommend that you review it carefully to ensure success with Kofax AP Agility.



i A customer portal login is required to access the Kofax Knowledge Base.

# Software prerequisites

The software prerequisites required prior to the installation of Kofax AP Agility are listed as follows.

#### **Kofax Total Agility**

Refer to the Kofax AP Agility Technical Specifications for the Kofax TotalAgility version that must be installed on the system before installing Kofax AP Agility 2.8.0.

#### .NET 4.7 or higher

This is the minimum version required by the Kofax AP Agility assemblies and the Kofax Total Agility integration.

#### **Internet Information Services (IIS) 7.5 or higher**

This is required to install the Agnostic ERP connector.

#### **SSL Certificate**

Ensure that a suitable SSL Certificate is applied to the Kofax AP Agility web site.

#### **Visual C++ Redistributable package for Visual Studio 2013**

This package includes runtime components that are required by Kofax AP Agility.

#### **SAP ECC Client Component**

If SAP ECC support is required, download the "SAP .Net Connector x64 3.0.13.1" or newer from SAP ECC. Also, install the assemblies to GAC. This is offered as an option during the installation.

#### **Oracle Client Component**

If Oracle database access is required, install the Oracle Data Provider that you can get from the Oracle website.

For more information on the supported Oracle versions, see the Kofax AP Agility Technical Specifications.

• The .NET 3.5 Framework is a prerequisite for the Oracle client component and must be installed before the client component.

# Important installation notes

The following notes are important when installing Kofax AP Agility.

#### Licensing

Kofax AP Agility requires an Invoice Processing license in order to configure and process invoices. Additionally, a license is required to process documents through the AP Agility Workflow. Add the necessary license in Kofax TotalAgility.

#### **Administrator Rights**

To install the product, the logged on user must have Administrator rights on the local computer.

#### **Database Editing**

Kofax AP Agility does not support direct database editing. You can make any changes needed for your solution using the Kofax AP Agility configuration tools.

# Localize Kofax AP Agility

The localization of Kofax AP Agility is available for the following languages.

- English
- French
- German
- Spanish
- Brazilian Portuguese

If the main language of your web browser is set to one of the above languages, the user interface and documentation for Kofax AP Agility appear in that language automatically. For any other language, and for the administrative documentation, the user interface and documentation defaults to English.

However, this localizes the Kofax AP Agility activities only. Because Kofax AP Agility is a part of Kofax TotalAgility, it is necessary to install the Kofax TotalAgility language packs to ensure a fully localized environment. For more information about localizing Kofax TotalAgility, refer to the *Kofax TotalAgility Installation Guide*.

# Chapter 2

# Overview

Kofax AP Agility is not a standalone product that you can install and use on its own. Instead, AP Agility is a solution-based product that is used within the Kofax TotalAgility platform.

Kofax TotalAgility is deployed in one of three ways, and the TotalAgility deployment directly affects how you implement and use AP Agility.

The following are the possible Kofax TotalAgility deployment environments:

- **1.** Kofax TotalAgility is deployed on-premise on your network.
- **2.** TotalAgility is deployed on a Kofax hosted Azure environment.
- 3. TotalAgility is deployed on your own on-premise multi-tenant environment.

If Kofax TotalAgility is deployed on-premise on your network, follow the instructions in this installation guide to install and configure AP Agility.

If however, Kofax TotalAgility is deployed on either a Kofax hosted Azure environment or your own on-premise multi-tenant environment, refer to the *Kofax AP Agility On-Premise Multi-Tenant Installation Guide* for instructions on how to use and configure AP Agility in a cloud environment.

# Kofax AP Agility in an OPMT or Azure environment

You can use Kofax AP Agility in either a Kofax hosted TotalAgility Azure environment or your own multi-tenant TotalAgility environment.

However, there are some limitations using these methods of deployment over a traditional installation.

- User exits are not supported.
- SAP ECC, Oracle, and MarkView integrations are not supported.
- PIX is not supported. Because of this you cannot process electronic XML invoices.
- ERP data such as purchase order or company data is provided by an ERP connector only.
- Exporting to Process Director is not supported.
- Windows Authentication is not supported.

if you deploy Kofax TotalAgility on one or more cloud-based virtual machines or in an Infrastructure as a Service (IaaS) solution, these limitations do not apply.

If you choose to use either of these deployment methods, a set of database scripts and a Kofax TotalAgility package is provided for installation into the cloud or the multi-tenant environment.

Since no assemblies can be installed on the Azure server or in an OPMT deployment, the package includes the following.

- The IPA.dll that contains all dependencies needed to run Kofax AP Agility in the cloud.
- The Transformation Designer project that contains everything needed to run Kofax AP Agility in the cloud.

Scan activity and Validation activity users are created and maintained within Kofax TotalAgility users and groups.

In these environments, export from Kofax AP Agility is different. Instead, a Kofax TotalAgility Integration server exports into the on-premise environment. For example, export into a file system directory.

For more information about using Kofax AP Agility in either a Kofax hosted TotalAgility Azure environment or your own multi-tenant TotalAgility environment, refer to the *Kofax AP Agility On-Premise Multi-Tenant Installation Guide*.

#### Chapter 3

# Kofax AP Agility installation

Kofax AP Agility processes invoices by extracting and validating data on those documents. It then takes those documents through the accounts payable process in partnership with a back-end ERP system.

You can install Kofax AP Agility on a system where Kofax TotalAgility is installed.

if you are using Oracle, ensure that you have installed its prerequisite client.

If you are using SAP ECC, ensure that you have installed its prerequisite client.

The following steps are the overall installation of Kofax AP Agility. Each step has its own set of instructions and the order is important. Skipping steps that are not optional, or performing steps out of sequence may result in a failed installation.

- 1. Extract the ZIP file
- **2.** Run the Kofax AP Agility installer in one of the following modes.
  - Full installation
  - · Custom installation
  - Command Line or Silent installation
- **3.** Configure your installation
- **4.** Optionally, Change your Kofax AP Agility installation
- 5. Optionally, Repair Kofax AP Agility
- 6. Optionally, Remove a feature
- 7. Optionally, Remove Kofax AP Agility

# Extract the ZIP file

All of the installation files necessary to install Kofax AP Agility are available in the KofaxAPAgility-2.8.0.zip file.

You can extract the contents of the ZIP file by following these steps:

- **1.** Right-click on the zip file and select **Extract**.
- **2.** When prompted, select a location for the extracted files. Make a note of this location for further installation steps.

# Install Kofax AP Agility

How you install Kofax AP Agility depends on your Kofax TotalAgility installations.

In some environments, Kofax TotalAgility is installed on a single server. In other environments, Kofax TotalAgility is distributed across multiple servers. Each environment requires a different approach when installing Kofax AP Agility.

To help with this, there are three different methods of installing Kofax AP Agility.

#### Full

Use the <u>Full installation</u> method when installing all of the Kofax AP Agility features on the same machine.

#### Custom

Use the <u>Custom installation</u> method to install one or more of the individual Kofax AP Agility features.

#### Command line/Silent installation

Use the command line <u>Silent installation</u> method to install one or more individual Kofax AP Agility features. Use this method to install various features on multiple machines at one time, or across a network.

#### **Full installation**

Use the full installer to install all available Kofax AP Agility components or features.

These components include the following.

· AP Agility Assemblies

These assemblies are installed on this server automatically whenever the Full installer is run. No configuration is required.

If the necessary <u>prerequisites</u> are installed, the following assemblies are also installed automatically.

- SAP ECC Assemblies
- Oracle Assemblies
  - MarkView Assemblies
     See the Kofax AP Agility Configuration Help for more information about integrating your system to work with MarkView.
- Kofax AP Agility Database
- · Kofax TotalAgility Integration
  - Kofax TotalAgility Package
- ERP Connector Web Service

If you do not require all of these features for your solution, use the Custom installation instead. The custom installation enables you to select the specific component(s) that you require.

You can install all of the components for Kofax AP Agility using the Setup Wizard by following these steps:

- **1.** Navigate to your <u>extracted</u> files and open the **Installer** folder. The contents of the **Installer** folder are displayed.
- **2.** Right-click on the **Kofax AP Agility** installer and select **Run as Administrator** to begin the Setup Wizard.
  - The installer is displayed and calculates if there is enough space on disk for the installation.
- **3.** Once the Install Wizard confirms that there is enough disk space, click **Next**. The **End-User License Agreement** Setup Wizard step is displayed.
- **4.** Select **I** accept the terms in the License Agreement and then click **Next**. The **Prerequisites** Setup Wizard step is displayed along with any information about missing prerequisites.
- **5.** The information displayed on the **Prerequisites** step is relevant if you are installing the listed components only.
  - For example, if you receive a message that the SAP ECC .NET connector is missing, but you are not using SAP ECC, ignore this message. However, if you are using one of the components listed, click **Cancel** and then **Finish** to exit the Setup Wizard, install the required prerequisite, and then restart the installer. Otherwise, click **Next**.
  - If you did not install the necessary prerequisites, the corresponding settings are not available for installation.
  - The **Choose Setup Type** Setup Wizard step is displayed.
- **6.** On the **Choose Setup type** window, select **Full**.
  - The AP Agility Database Connection Setup Wizard step is displayed.
- **7.** On the **AP Agility Database Connection** step, enter the following information to configure your database connection.
  - Ensure that the user specified to create this database connection has at least db\_owner permissions.
  - a. Enter a Database name.
    - A default database name is provided. If you modify the database name, note the name as it is needed later in the installation.
  - **b.** Enter your database **Server name**.
  - c. Select your database Authentication type.
    - If you select Windows Authentication, this means that Integrated Security is used to connect to the database. If you select SQL Server Authentication, Integrated Security is not used to connect to the database.
  - **d.** If you are using **SQL Server Authentication** enter a **User name** and the corresponding **User password**.
  - **e.** Click **Test connection** to ensure that your information is correct. If not, repeat the previous steps and try again.
  - f. Once your connection test is successful, click **Next**.

The **Kofax TotalAgility Connection** Setup Wizard step is displayed.

- **8.** On the **Kofax TotalAgility Connection** step, enter the following information.
  - **a.** If the default Kofax TotalAgility URL that is provided is not correct, update the **TotalAgility URL**.

For example, http://<Server name>/TotalAgility/.

- **b.** Select your **Authentication type** from one of the following settings.
  - Authentication by username and password.
  - · Provide Session ID.

This ID is found by navigating to the TotalAgility Designer. Select **System > System settings > Logon and authentication > User sessions**.

• Windows authentication.

If you are using **Authentication by username and password** enter a **User name** and **User password**.

If you are using **Provide Session ID**, enter the **Session ID**.

If you are using **Windows authentication**, no further action is required.

- **c.** Click **Test connection** to ensure that your information is correct. If not, repeat the previous steps and try again.
- d. Once your connection test is successful, click Next.

The **AP Agility ERP Connector Configuration** Setup Wizard step is displayed.

- **9.** On the **AP Agility ERP Connector Configuration** step, enter the following information.
  - a. Optionally, enter an alternate Web Site.
    - This web site must exist in IIS before it can be added here. All other items are created dynamically.
  - **b.** Optionally, enter a different **Virtual Directory**.
  - **c.** Optionally, enter a different **Application Pool**.
  - d. Optionally, select a **Pool Identity**.

If you select **Custom Account**, enter a **User name**, **User domain**, and the corresponding **User Password**.

 Select Update web service URL for the ERP Connector to update the ERP Connector Host value.

If cleared, **ERP Connector Host** is greyed out and cannot be edited. You can always edit this value in the **ApAgilityErpConnector** properties located in the TotalAgility Designer Home menu at **Integration** > **Web Service references** at another time.

**f.** If available, enter a valid **ERP Connector Host**. This setting is available only if the **Update web service URL for ERP Connector** is selected above.

This is the URL that points to the Web Sever for your ERP Connector, not the entire web service URL. By default this is set to  $http://\{ServerName\}$ . This value is then used to build the full web service URL for your ERP Connector web service. This value and the rest of the web service URL is visible after installation in the **ApAgilityErpConnector** properties located in the TotalAgility Designer Home menu at **Integration** > **Web Service references**.

#### g. Click Next.

The **Ready to install Kofax AP Agility 2.8.0** Setup Wizard step is displayed.

**10.** On the **Ready to install Kofax AP Agility 2.8.0** step click **Install** to proceed with your installation.

Otherwise, click **Back** to return to previous steps in the Setup Wizard.

A progress indicator shows the progress of the Kofax AP Agility installation.

#### 11. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

**12.** Now that you have run the installer, Kofax AP Agility is installed, but it does not work in your environment. You must now <u>configure</u> your installation so that it works for your environment.

#### Custom installation

If you do not want to install all of the components of Kofax AP Agility at the same time, or on the same machine, you can choose which components to install.

If you want to install all Kofax AP Agility components, use the full installation instead.

The components and when they are required is as follows.

#### The AP Agility Assemblies

These assemblies must be installed on every server where Kofax TotalAgility is installed. This includes any servers running Transformation Server.

If the necessary <u>prerequisites</u> are installed, the following assemblies are available for selection as part of the <u>Install AP Agility Assemblies</u>.

- SAP ECC Assemblies
- Oracle Assemblies
  - MarkView Assemblies

See the *Kofax AP Agility Configuration Help* for more information about integrating your system to work with MarkView.

#### The AP Agility Database

This database is installed once on a Kofax TotalAqility server or a dedicated database server.

#### **Kofax Total Agility Integration**

This updates the Kofax TotalAgility variables that are used by Kofax AP Agility.

#### **Kofax TotalAgility Package**

This installs the Kofax AP Agility package for Kofax TotalAgility. This is installed once and then used by all Kofax TotalAgility servers.

#### The ERP Connector Web Service

This installs and configures the ERP connector web service and its components.

Here are the most common scenarios for installing Kofax AP Agility with a list of components that are required in each scenario.

• On your Kofax TotalAgility development or production environments you can install all of the Kofax AP Agility components.

However, if you have a separate database server, you can point to your database server with this installer. This means the all necessary components for integrating with Kofax TotalAgility are installed, even if they are not on the same server where the installer is executed.

Also, if you have a separate web server, it is possible to install the ERP web service separately on that server. If you have both a development and a production server, a separate ERP web service installation is required.

- On Kofax TotalAgility additional servers, install the Kofax AP Agility assemblies only. This includes any additional assemblies for SAP ECC, Oracle, or MarkView.
- If you are using both a development server and a production server it is necessary that each server has its own separate Kofax AP Agility database and ERP installations.

You can use the **Custom Setup** by following these steps:

- **1.** Navigate to your <u>extracted</u> files and open the **Installer** folder. The contents of the **Installer** folder are displayed.
- **2.** Right-click on the **Kofax AP Agility** installer and select **Run as Administrator** to begin the Setup Wizard.
  - The installer is displayed and calculates if there is enough space on disk for the installation.
- **3.** Once the Install Wizard confirms that there is enough disk space, click **Next**. The **End-User License Agreement** Setup Wizard step is displayed.
- **4.** Select **I accept the terms in the License Agreement** and then click **Next**. The **Prerequisites** Setup Wizard step is displayed along with any information about missing prerequisites.
- **5.** The information displayed on the **Prerequisites** step is relevant if you are installing the listed components only.

For example, if you receive a message that the SAP ECC .NET connector is missing, but you are not using SAP ECC, ignore this message. However, if you are using one of the components listed, click **Cancel** and then **Finish** to exit the Setup Wizard, install the required prerequisite, and then restart the installer. Otherwise, click **Next**.

If you did not install the necessary prerequisites, the corresponding settings are not available for installation.

The **Choose Setup Type** Setup Wizard step is displayed.

- **6.** On the **Choose Setup type** window, select **Custom**. The **Custom Setup** step is displayed along with a list of available components.
- 7. On the **Custom Setup** step, a list of features is listed. By default, all of the listed features are configured for installation. If you do not want to install one or more features, select **Entire feature will be unavailable** for each of those features.

Once you select the necessary components, click **Next**.

Most of the selected components require further configuration. As a result, depending on what you select, additional Setup Wizard steps are available.

Use the links below to install each of the following features as appropriate for your installation.

- · AP Agility assemblies
- AP Agility database connection

- Kofax TotalAgility Integration/package
- ERP Connector Web Service
- **8.** Now that you have run the installer, Kofax AP Agility is installed, but it does not work in your environment. You must now <u>configure</u> your installation so that it works for your environment.

### **Install AP Agility Assemblies**

For the assemblies, no additional configuration is required.

If the necessary <u>prerequisites</u> for SAP ECC or Oracle are installed, their associated client assemblies are available for selection when you install the assemblies. These additional assemblies are not selected by default.

For example, if you have the Oracle prerequisites installed, this enables the selection of the MarkView assemblies. If you want to use the Oracle assemblies and not the MarkView assemblies, ensure that the Oracle assemblies are set to **Will be installed on local hard drive** and that the MarkView assemblies are set to **Entire feature will be unavailable**.

The following steps assume that you are installing the assemblies only. If you do select additional features, refer back to the <u>Custom</u> installation for their individual installation instructions.

You can install the AP Agility Assemblies and any valid client assemblies by following these steps:

- 1. On the **Custom Setup** step, ensure that the required **AP Agility Assemblies** are set to **Will be** installed on local hard drive.
- **2.** Optionally, if you want to use SAP ECC, Oracle, or MarkView and their assemblies are displayed, set them to **Will be installed on local hard drive**.
- 3. Click Next.
  - The **Ready to install Kofax AP Agility 2.8.0** Setup Wizard step is displayed.
- **4.** On the **Ready to install Kofax AP Agility 2.8.0** step click **Install** to proceed with your installation.
  - Otherwise, click **Back** to return to previous steps in the Setup Wizard.
  - A progress indicator shows the progress of the Kofax AP Agility installation.
- 5. Click Finish.
  - Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.
  - The installer closes and if selected, the log file is displayed.

# Install AP Agility Database Connection

Install the AP Agility database once on any Kofax TotalAgility server or a dedicated database server.

The following steps assume that you are installing the AP Agility database only. If you do select additional features, refer back to the Custom installation for their individual installation instructions.

You can install the AP Agility database by following these steps:

1. On the **Custom Setup** step, ensure that the **AP Agility Database** is set to **Will be installed on the local hard drive** and then click **Next**.

The **AP Agility Database Connection** Setup Wizard step is displayed.

- **2.** On the **AP Agility Database Connection** step, enter the following information to configure your database connection.
  - **1** Ensure that the user specified to create this database connection has at least db\_owner permissions.
  - a. Enter a **Database name**.

A default database name is provided. If you modify the database name, note the name as it is needed later in the installation.

- **b.** Enter your database **Server name**.
- c. Select your database Authentication type.

If you select Windows Authentication, this means that Integrated Security is used to connect to the database. If you select SQL Server Authentication, Integrated Security is not used to connect to the database.

- **d.** If you are using **SQL Server Authentication** enter a **User name** and the corresponding **User password**.
- **e.** Click **Test connection** to ensure that your information is correct. If not, repeat the previous steps and try again.
- f. Once your connection test is successful, click Next.

The **Kofax TotalAgility Connection** Setup Wizard step is displayed.

**3.** On the **Ready to install Kofax AP Agility 2.8.0** step click **Install** to proceed with your installation.

Otherwise, click **Back** to return to previous steps in the Setup Wizard.

A progress indicator shows the progress of the Kofax AP Agility installation.

4. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

# Kofax TotalAgility integration and package

If you select Kofax TotalAgility Integration, the Kofax TotalAgility Package is selected automatically. You cannot install one without the other.

The following steps assume that you are installing the Kofax TotalAgility integration and package only. If you do select additional features, refer back to the <u>Custom</u> installation for their individual installation instructions.

If you are installing the Kofax TotalAgility integration and package only, the <u>Install AP Agility Database Connection</u> step is displayed by default. However, you can skip this step if you do not want to configure it at this time.

However, if you do skip the database step, it is necessary to manually enter this information at a later time.

You can install the Kofax TotalAgility integration and package by following these steps:

- 1. On the Custom Setup step, ensure that the Kofax TotalAgility Integration and the Kofax TotalAgility Package are set to Will be installed on local hard drive and then click Next. The AP Agility Database Connection Setup Wizard step is displayed.
  - If you do not have the necessary information to set up the AP Agility Database Connection, click **Skip** to skip the next step.
- **2.** On the **AP Agility Database Connection** step, enter the following information to configure your database connection.
  - **①** Ensure that the user specified to create this database connection has at least db\_owner permissions.
  - a. Enter a Database name.

A default database name is provided. If you modify the database name, note the name as it is needed later in the installation.

- **b.** Enter your database **Server name**.
- c. Select your database Authentication type.
  - If you select Windows Authentication, this means that Integrated Security is used to connect to the database. If you select SQL Server Authentication, Integrated Security is not used to connect to the database.
- **d.** If you are using **SQL Server Authentication** enter a **User name** and the corresponding **User password**.
- **e.** Click **Test connection** to ensure that your information is correct. If not, repeat the previous steps and try again.
- f. Once your connection test is successful, click Next.

The **Kofax TotalAgility Connection** Setup Wizard step is displayed.

- **3.** On the **Kofax TotalAgility Connection** step, enter the following information.
  - **a.** If the default Kofax TotalAgility URL that is provided is not correct, update the **TotalAgility** URL.

For example, http://<Server name>/TotalAgility/.

- **b.** Select your **Authentication type** from one of the following settings.
  - Authentication by username and password.
  - Provide Session ID.

This ID is found by navigating to the TotalAgility Designer. Select **System > System settings > Logon and authentication > User sessions**.

· Windows authentication.

If you are using **Authentication by username and password** enter a **User name** and **User password**.

If you are using **Provide Session ID**, enter the **Session ID**.

If you are using **Windows authentication**, no further action is required.

**c.** Click **Test connection** to ensure that your information is correct. If not, repeat the previous steps and try again.

**d.** Once your connection test is successful, click **Next**.

The **Ready to install Kofax AP Agility 2.8.0** Setup Wizard step is displayed.

**4.** On the **Ready to install Kofax AP Agility 2.8.0** step click **Install** to proceed with your installation.

Otherwise, click **Back** to return to previous steps in the Setup Wizard.

A progress indicator shows the progress of the Kofax AP Agility installation.

5. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

#### Install ERP Connector Web Service

Install the ERP Connector Web Service once for your Kofax TotalAgility environment. This can be on a Kofax TotalAgility server or a dedicated Web Server.

The following steps assume that you are installing the ERP Connector Web Service only. If you do select additional features, refer back to the <u>Custom</u> installation for their individual installation instructions.

You can install the ERP Connector Web Service by following these steps:

1. On the Custom Setup step, ensure that the ERP Connector Web Service is set to Will be installed on local hard drive and then click Next.

The **Kofax TotalAgility Connection** Setup Wizard step is displayed.

- 2. On the **Kofax TotalAgility Connection** step, enter the following information.
  - **a.** If the default Kofax TotalAgility URL that is provided is not correct, update the **TotalAgility URL**.

For example, http://<Server name>/TotalAgility/.

- **b.** Select your **Authentication type** from one of the following settings.
  - Authentication by username and password.
  - Provide Session ID.

This ID is found by navigating to the TotalAgility Designer. Select **System > System settings > Logon and authentication > User sessions**.

Windows authentication.

If you are using **Authentication by username and password** enter a **User name** and **User password**.

If you are using **Provide Session ID**, enter the **Session ID**.

If you are using **Windows authentication**, no further action is required.

- **c.** Click **Test connection** to ensure that your information is correct. If not, repeat the previous steps and try again.
- **d.** Once your connection test is successful, click **Next**.

The AP Agility ERP Connector Configuration Setup Wizard step is displayed.

- **3.** On the **AP Agility ERP Connector Configuration** step, enter the following information.
  - a. Optionally, enter an alternate Web Site.
    - This web site must exist in IIS before it can be added here. All other items are created dynamically.
  - **b.** Optionally, enter a different **Virtual Directory**.
  - c. Optionally, enter a different Application Pool.
  - d. Optionally, select a **Pool Identity**.
     If you select **Custom Account**, enter a **User name**, **User domain**, and the corresponding **User Password**.
  - e. Select **Update web service URL for the ERP Connector** to update the **ERP Connector Host** value.
    - If cleared, **ERP Connector Host** is greyed out and cannot be edited. You can always edit this value in the **ApAgilityErpConnector** properties located in the TotalAgility Designer Home menu at **Integration** > **Web Service references** at another time.
  - **f.** If available, enter a valid **ERP Connector Host**. This setting is available only if the **Update web service URL for ERP Connector** is selected above.
    - This is the URL that points to the Web Sever for your ERP Connector, not the entire web service URL. By default this is set to  $http://{ServerName}$ . This value is then used to build the full web service URL for your ERP Connector web service. This value and the rest of the web service URL is visible after installation in the **ApAgilityErpConnector** properties located in the TotalAgility Designer Home menu at **Integration** > **Web Service references**.
  - g. Click Next.

The **Ready to install Kofax AP Agility 2.8.0** Setup Wizard step is displayed.

**4.** On the **Ready to install Kofax AP Agility 2.8.0** step click **Install** to proceed with your installation.

Otherwise, click **Back** to return to previous steps in the Setup Wizard.

A progress indicator shows the progress of the Kofax AP Agility installation.

5. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

# Command Line installation and parameters

It is possible to use the Command Line to install Kofax AP Agility. This type of installation provides you with more control over configuration settings during installation so that you can remotely deploy the software across the network. You can also use the command line if you want to use a silent installation.

You can use the EXE installer if you want to install the software onto multiple machines over a network, and do not want to visit each machine individually.

If a parameter is not included in a command, its default value is used.

For example, the following commands are some of many examples for installing Kofax AP Agility.

This first example installs the basic assemblies and the SAP ECC assemblies only.

```
"Kofax AP Agility.exe" /s SAP_INSTALLATION_TYPE=1 DATABASE_INSTALLATION_TYPE=0

KTA_INT_INSTALLATION_TYPE=0 KTA_PKG_INSTALLATION_TYPE=0

ERP_CONNECTOR_INSTALLATION_TYPE=0
```

This second example installs the agnostic ERP connector only, along with detailed logging.

```
"Kofax AP Agility.exe" /s BASIC_INSTALLATION_TYPE=0 DATABASE_INSTALLATION_TYPE=0

KTA_INT_INSTALLATION_TYPE=0 KTA_PKG_INSTALLATION_TYPE=0

ERP_CONNECTOR_INSTALLATION_TYPE=1 KTA_URL="http://localhost/TotalAgility/"

KTA_LOGIN_TYPE="WINDOWS" APA_IIS_POOL_IDENTITY_TYPE=LOCALSYSTEM /1

APAgilitySetupLog.txt
```

The following parameters are available when installing Kofax AP Agility.

#### **Command Line Parameters**

Parameter	Description and Value Options
BASIC_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.
	The default value for this parameter is 1.
	When this parameter value is set to 1 the basic assemblies required by Kofax AP Agility are installed.
	When this parameter value is set to 0 the installation of the basic assemblies and all other assembly types are skipped.
	For assemblies, the hierarchy is as follows.
	Kofax AP Agility assemblies
	SAP ECC assemblies
	Oracle assemblies
	MarkView assemblies
	This hierarchy means that child assemblies can only be installed when their parent is installed.
SAP_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.
	The default value for this parameter is 0, but it cannot be installed if the BASIC_INSTALLATION_TYPE=0. This is because the basic assemblies are required for the SAP ECC assemblies.
	When this parameter value is set to 1 the SAP ECC assemblies required by Kofax AP Agility are installed. However, if the prerequisites for SAP ECC are not installed, this is skipped, even if its value is set to 1.
	When this parameter value is set to 0 the installation of the SAP ECC assemblies is skipped.

Parameter	Description and Value Options
ORACLE_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.
	The default value for this parameter is 0, but it cannot be installed if the BASIC_INSTALLATION_TYPE=0. This is because the basic assemblies are required for the Oracle assemblies.
	When this parameter value is set to 1 the Oracle assemblies required by Kofax AP Agility are installed. However, if the prerequisites for Oracle are not installed, this is skipped, even if its value is set to 1.
	When this parameter value is set to 0 the installation of the Oracle assemblies is skipped.
MARKVIEW_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.
	The default value for this parameter is 0, but it cannot be installed if the BASIC_INSTALLATION_TYPE=0. This is because the basic assemblies are required for the MarkView assemblies. Similarly, if the ORACLE_INSTALLATION_TYPE=0, you cannot install the MarkView assemblies.
	When this parameter value is set to 1 the MarkView assemblies required by Kofax AP Agility are installed. However, if the prerequisites for Oracle and MarkView are not installed, this is skipped, even if its value is set to 1.
	When this parameter value is set to 0 the installation of the MarkView assemblies is skipped.
DATABASE_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.
	The default value for this parameter is 1.
	When this parameter value is set to 1 the Kofax AP Agility database is installed based on several additional SQL parameters.
	When this parameter value is set to 0 the installation of the Kofax AP Agility database is skipped.
SQL_SERVER_NAME	This parameter is mandatory if you set DATABASE_INSTALLATION_TYPE=1.
	This is the name of the SQL Server where you want to create the Kofax AP Agility database.
SQL_DATABASE_NAME	This parameter is mandatory if you set DATABASE INSTALLATION TYPE=1.
	This is the name of the SQL database. By default, this is set to InvoiceProcessingAgility_Client. Edit the database name if necessary.
SQL_AUTHENTICATION_TYPE	This parameter is mandatory if you set DATABASE_INSTALLATION_TYPE=1.
	Set this parameter to WINDOWS for Windows Authentication. Alternatively, set it to SQL_SERVER to use SQL Server authentication.

Parameter	Description and Value Options
SQL_USER_NAME	This parameter is mandatory if you set SQL_AUTHENTICATION_TYPE=SQL_SERVER.  Set this parameter to the name of the SQL user.
SQL_USER_PASS	This parameter is mandatory if you set  SQL_AUTHENTICATION_TYPE=SQL_SERVER.  Set this parameter to the password of the SQL user.
SKIP_DATABASE_INT	This parameter is required in one specific scenario only. It is available only if KTA_INT_INSTALLATION_TYPE=1 and DATABASE_INSTALLATION_TYPE=0. In this case, it is possible to skip updating the database variable in Kofax TotalAgility if you do not have the database details to hand. The database configuration can be done at a later time.
KTA_INT_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.  The default value for this parameter is 1.  When this parameter is set to 1 the Kofax TotalAgility variables that are used by Kofax AP Agility are updated.  When set to 0, no variables are updated and the Kofax TotalAgility package is not installed.
KTA_PKG_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.  The default value for this parameter is 1.  When this parameter is set to 1 the Kofax AP Agility package for Kofax TotalAgility is installed.  When set to 0, the package is not installed.  This is a child of KTA_INT_INSTALLATION_TYPE. This means that you cannot install the child without installing the parent.
KTA_URL	This parameter is mandatory if you set  KTA_INT_INSTALLATION_TYPE=1.  Enter the name of the URL used by Kofax TotalAgility.
KTA_LOGIN_TYPE	This parameter is mandatory if you set  KTA_INT_INSTALLATION_TYPE=1.  This parameter can be set to the following authentication types.  • WINDOWS for Windows authentication  • USERNAMEANDPASSWORD for Kofax TotalAgility local authentication  • SESSIONID for session-specific authentication
KTA_USERNAME	This parameter is mandatory if you set  KTA_LOGIN_TYPE=USERNAMEANDPASSWORD.  Enter the Kofax TotalAgility user name.

Parameter	Description and Value Options
KTA_PASSWORD	This parameter is mandatory if you set  KTA_LOGIN_TYPE=USERNAMEANDPASSWORD.  Enter the Kofax TotalAgility user password.
KTA_SESSIONID	This parameter is mandatory if you set  KTA_LOGIN_TYPE=SESSIONID.  Enter the Kofax TotalAgility session id.
ERP_CONNECTOR_INSTALLATION_TYPE	This parameter is mandatory and must be included in the installation command. If this parameter is not included, its default value is applied.  The default value for this parameter is 1.  When this parameter is set to 1 the agnostic ERP connector is installed.  When set to 0, the package is not installed.
APA_IIS_WEBSITE_NAME	This parameter is mandatory if you set  ERP_CONNECTOR_INSTALLATION_TYPE=1.  This is the name of the IIS Web Site that you want to use. By default, this is set to the Default Web Site.
APA_IIS_VIRTUAL_DIRECTORY_NAME	This parameter is mandatory if you set ERP_CONNECTOR_INSTALLATION_TYPE=1.  This is the name of the IIS Virtual Directory that you want to use. This is set to ApAgilityErpConnector by default.
APA_IIS_APP_POOL	This parameter is mandatory if you set  ERP_CONNECTOR_INSTALLATION_TYPE=1.  This is the name of the IIS Pool name. This is set to  ErpConnectorServiceAppPool by default.
APA_IIS_POOL_IDENTITY_TYPE	This parameter is mandatory if you set FTR_ERPWS.  Choose from one of the following identity types for your application pool.  LOCALSERVICE  LOCALSYSTEM  NETWORKSERVICE  APPPOOLIDENTITY  CUSTOMACCOUNT
APA_IIS_APP_POOL_USERNAME	This parameter is mandatory if you set  APA_IIS_POOL_IDENTITY_TYPE=CUSTOMACCOUNT.  Enter the name of the user for the IIS Pool.
APA_IIS_APP_POOL_USERPASSWORD	This parameter is mandatory if you set  APA_IIS_POOL_IDENTITY_TYPE=CUSTOMACCOUNT.  Enter the password of the user for the IIS Pool.
APA_IIS_APP_POOL_USERDOMAIN	This parameter is mandatory if you set  APA_IIS_POOL_IDENTITY_TYPE=CUSTOMACCOUNT.  Enter the domain of the user for the IIS Pool.

Parameter	Description and Value Options
APA_UPDATE_WS_REFERENCE	The default value for this parameter is 1.  This means that the value entered into the
	APA_ERP_HOST_WEB_SERVICE is determined in one of 2 ways.
	1. A value for APA_ERP_HOST_WEB_SERVICE is specified.
	For example, APA_ERP_HOST_WEB_SERVICE=http://localhost.
	2. The value for APA_ERP_HOST_WEB_SERVICE is detected automatically from the host. If there is a problem with automatic detection, http://localhost is used.
	If the value is set to 0, the web service reference is not updated.
APA_ERP_HOST_WEB_SERVICE	Use this parameter to set the ERP Connector web service URL.
	The value for this parameter returns http://{ServerName} by default, so there is no need to add it to a silent install unless you want to use a URL different to the server where you are installing Kofax AP Agility.

△ Some of the above parameters work in a hierarchy. This means that if your command explicitly installs a child, but explicitly does not install the parent, neither are installed.

For example, your command includes the following installation type parameters.

```
BASIC_INSTALLATION_TYPE=0 SAP_INSTALLATION_TYPE=0 ORACLE_INSTALLATION_TYPE=0 MARKVIEW INSTALLATION TYPE=1
```

In this scenario, even though you want to install the MarkView assemblies, nothing is installed. This is because the MarkView assemblies are a child of the Oracle assemblies, which are also a child of the basic Kofax AP Agility assemblies.

If you want to install MarkView assemblies, you need to add the following parameters to your command.

BASIC\_INSTALLATION\_TYPE=1 SAP\_INSTALLATION\_TYPE=0 ORACLE\_INSTALLATION\_TYPE=1 MARKVIEW INSTALLATION TYPE=1

#### Silent installation

If you do not want to perform an interactive installation of Kofax AP Agility, you can use a silent installation. This automatic installation does not display configuration, progress, feature information or warning messages. It does however, display any error messages.

The following parameters can be added to the command line for a silent installation.

Parameter	Description and Value Options
-h or -help	Displays the help for the command.
-h <pre>-h <pre>cproperty&gt; <pre>cproperty&gt;</pre></pre></pre>	Displays descriptions of the parameters.
-s	Runs the installer with no user interaction.

Parameter	Description and Value Options
-1 or -log	Writes the installer log messages to the specified file.
<pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre>	Passes <u>additional parameters</u> to the installer.
-uninstall	Removes the product. You can use this parameter with the $-s$ parameter.

You can install Kofax AP Agility using the silent install by following these steps:

1. Locate the **Command Prompt** on your computer.

If you are an Administrator, double-click to open the application. If you are not an Administrator, right-click and select **Run as administrator**.

The **Command Prompt** is displayed.

- **2.** Navigate to where you extracted the ZIP file and the installer.
- 3. Enter the command to install the features that you need.

For example, use the following command to silently install the base assemblies, the database, Kofax TotalAgility integration, and the Kofax TotalAgility package, but not the agnostic ERP connector. In addition, a log records the installation steps.

```
"Kofax AP Agility.exe" /s /l APAgilitySetupLOG.txt BASIC_INSTALLATION_TYPE=1
DATABASE_INSTALLATION_TYPE=1 ERP_CONNECTOR_INSTALLATION_TYPE=0
SQL_SERVER_NAME=localhost SQL_DATABASE_NAME=ApAgility
SQL_AUTHENTICATION_TYPE=SQL_SERVER_SQL_USER_NAME=<username>
SQL_USER_PASS=<password> KTA_URL=http://localhost/TotalAgility
KTA_LOGIN_TYPE=WINDOWS
```

Since the default behavior for the agnostic ERP connector is to install this feature, the above example overrides this by explicitly saying not to install the agnostic ERP connector.

If however, you want to see the results of the silent installation, you can create a PowerShell or batch script that checks the installer results. The following three examples show the various options.

a. A batch file.

```
"Kofax AP Agility.exe" /s /l netfx.log
if "%errorlevel%" == "0" goto OK
if "%errorlevel%" == "1013" goto ERR
if "%errorlevel%" == "1603" goto ERR
if not "%errorlevel%" == "0" goto ERR

:OK
echo "Installation completed successfully"
GOTO END

:ERR
echo "Error: Execution failed with errorlevel = %errorlevel%"
exit /b %errorlevel%
:END
```

**b.** PowerShell script.

```
"/L `"$ENV:TEMP\$name.log`"" # Error output to this log file
)

$p = Start-Process -FilePath $installer -Verb runAs -ArgumentList $list -Wait
-PassThru

if($p.ExitCode -ne 0 -and $p.ExitCode -ne 3010 -and $p.ExitCode -ne 1641)
{
    Write-Output "Installation process returned error code: $($p.ExitCode)"
} else
{
    Write-Output "Installation process completed successfully with code:
    $($p.ExitCode)"
}
```

**c.** The /qn+ parameter.

"Kofax AP Agility.exe" /s

**4.** Now that you have run the installer, Kofax AP Agility is installed, but it does not work in your environment. You must now <u>configure</u> your installation so that it works in your environment.

# Chapter 4

# Configure your Kofax AP Agility installation

The following steps are necessary after installing Kofax AP Agility. Each step contains its own set of instructions and the order is important. Skipping steps that are not optional, or performing steps out of sequence can result in a failed installation.

The configuration of your Kofax AP Agility installation is broken down into three parts.

- **1.** Configuration steps that apply to the functionality of entire product
  - Optionally, if you are using Windows Authentication, <u>configure</u> the authentication type.
  - Optionally, if you installed the Agnostic ERP via the installer, several additional changes are required.
  - Alternatively, integrate another ERP system.
- **2.** Configuration steps that are specific to the Invoice Processing functionality.
  - Configure Invoice Processing administrative resource access.
  - CSV files for database lookups.
  - · Configure document ingestion.
  - · Optionally, configure Use Exit assemblies.
  - Optionally, install PIX.
  - Optionally, <u>modify</u> the recognition engines in the Transformation Designer.
     This step is necessary if you are processing documents in languages other than English only.
- **3.** Configuration steps that are specific to the AP Agility Workflow functionality.
  - Configure AP Agility Workflow administrative resource access.

# General Configuration for Kofax AP Agility

There are several steps required to configure Kofax AP Agility that are independent of how you plan to process invoices.

Before you can start to use Kofax AP Agility you can perform the following tasks as needed.

- Install Kofax AP Agility assemblies on other Kofax TotalAgility servers
- Configure Windows authentication behavior
- Use SSO/Federated Security
- Locale and time zone configuration
- Integration with Enterprise Resource Planning systems

# Install Kofax AP Agility assemblies on other Kofax TotalAgility servers

After installing Kofax AP Agility, it is still necessary to install the Kofax AP Agility assemblies on all other Kofax TotalAgility servers, such as the Transformation Server or the Integration Server. For more information on other types of Kofax TotalAgility servers, refer to the *Kofax TotalAgility Installation Guide*.

You can install the Kofax AP Agility assemblies on other Kofax TotalAgility servers by following these steps:

- 1. Copy the extracted files to the server where you are installing the Kofax AP Agility assemblies.
- **2.** Navigate to your <u>extracted</u> files and open the **Installer** folder. The contents of the **Installer** folder are displayed.
- **3.** Right-click on the **Kofax AP Agility** installer and select **Run as Administrator** to begin the Setup Wizard.
  - The installer is displayed and calculates if there is enough space on disk for the installation.
- **4.** Once the Install Wizard confirms that there is enough disk space, click **Next**. The **End-User License Agreement** Setup Wizard step is displayed.
- **5.** Select **I accept the terms in the License Agreement** and then click **Next**. The **Prerequisites** Setup Wizard step is displayed along with any information about missing prerequisites.
- **6.** The information displayed on the **Prerequisites** step is relevant if you are installing the listed components only.

For example, if you receive a message that the SAP ECC .NET connector is missing, but you are not using SAP ECC, ignore this message. However, if you are using one of the components listed, click **Cancel** and then **Finish** to exit the Setup Wizard, install the required prerequisite, and then restart the installer. Otherwise, click **Next**.

If you did not install the necessary prerequisites, the corresponding settings are not available for installation.

The **Choose Setup Type** Setup Wizard step is displayed.

- 7. On the Choose Setup type window, select Custom.
  - The **Custom Setup** step is displayed along with a list of available components.
- **8.** On the **Custom Setup** step, ensure that the required **Assemblies** are set to **Will be installed on local hard drive** and then click **Next**.
  - The **Ready to install Kofax AP Agility 2.8.0** Setup Wizard step is displayed.
- **9.** On the **Ready to install Kofax AP Agility 2.8.0** step click **Install** to proceed with your installation.
  - Otherwise, click **Back** to return to previous steps in the Setup Wizard.
  - A progress indicator shows the progress of the Kofax AP Agility installation.
- 10. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

# Configure Windows authentication behavior

By default, Kofax AP Agility is configured so that it does not use Windows authentication.

If you want to use Windows authentication you can modify how Kofax AP Agility works within Kofax TotalAgility so that is uses Window authentication.

i If you are using Kofax AP Agility in an Azure environment, you cannot use Windows authentication.

You can configure Kofax AP Agility to use Windows authentication by following these steps:

- 1. Launch the TotalAgility Designer.
- 2. On the menu, select **User interface** > **Sites**. The **Sites** page for the Default Category is displayed.
- **3.** From the **Category** list at the top of the page, select AP Agility. A list of available AP Agility sites is displayed.
- 4. Click APAgility.

The **Edit site** window is displayed.

- In the Desktop settings section, click on the Default form list.A window is displayed that enables you to select a category or filter the results.
- **6.** Click **Default Category** and then select **AP Agility** from the **Category** list. All AP Agility forms are displayed.
- **7.** Scroll down the list and select **APA\_Workspage\_Logon\_Windows\_Authentication**. The **Default form** is updated with your selection.
- 8. Click Save.

The **APAgility** form is saved and the list of APAgility forms is displayed once again.

- **9.** On the menu, select **User interface** > **Global variables**. The **Global variables** page for the Default Category is displayed.
- **10.** From the **Category** list, select **AP Agility**. A list of available variables is displayed.
- 11. Select the APA Use Windows Authentication variable.

The **Edit global variable** window is displayed.

- **12.** Set the variable **Value** to TRUE.
- 13. Click Save.

The **Edit global variable** window is closed and your changes are saved.

**14.** Optionally, close the TotalAgility Designer.

# **Use SSO/Federated Security**

You can configure Kofax AP Agility to use single sign-on (SSO) or Federated security.

If there is more than one Federated Security/SSO configuration in Kofax TotalAgility, it is necessary to get the unique identifier of the configuration that you are using for Kofax AP Agility.

Locator your unique configuration identifier by opening the Kofax TotalAgility database. View the  $\mathtt{AUTH\_PROVIDER}$  database table and then locate the database record that corresponds to the provider that is configured in TotalAgility. The provider ID is prefixed with 0x and must be provided as part of the URL when ther are multiple providers configured in TotalAgility.

The URL should be similar to: https://localhost/TotalAgility/FederatedLogin.aspx? Id=E4E533F29E43148D92D469E02B07DA24.

You can configure Kofax AP Agility to use Federated Security or single sign-on by following these steps:

- **1.** Log on to the Kofax AP Agility Workspace as an Administrator.
- 2. Navigate to Settings > Administration > Variables and select the APA Use Federated Security Authentication variable.

The **Edit Variable** window is displayed.

- 3. Set the Variable Value to True and click Save.
- **4.** Go to **Settings** > **Administration** > **Variables** and select the **Email Notification URL Hostname** variable.

The **Edit Variable** window is displayed.

- 5. Set the Variable Value to https://host/forms/apagility/ APA\_Workspace\_Logon\_FedSecurity.form where the host is the domain name of the Kofax TotalAgility host.
- 6. Click Save.
- **7.** Use the following URL to log on to the Kofax AP Agility Workspace:

```
https://host/TotalAgility/forms/apagility/APA_Workspace_Logon_FedSecurity.form
```

The service should work with Kofax TotalAgility using Windows Authentication. By default, The Kofax AP Agility ERP Connector web service is already configured to use Windows authentication for Kofax TotalAgility. This type of authentication should remain enabled.

- **8.** To ensure that Federated Security use used by default when Kofax AP Agility is opened, follow these steps:
  - **a.** Log on to the TotalAgility Designer as an Administrator.
  - **b.** Navigate to **User Interface** > **Sites** and set the category to **APAgility**. The settings for the AP Agility site are displayed.
  - **c.** From **Default form** setting in the **Desktop settings** group, set the category to AP Agility and then select the **APA\_Workspace\_Logon\_FedSecurity** value.
  - d. Optionally, repeat the previous step for **Tablet Settings** and **Phone settings** if needed.
  - e. Click Save.

# Locale and time zone configuration

After you install Kofax AP Agility, verify that the locale and the time zone for the server where Kofax AP Agility is installed and for the server from where you connect to Kofax AP Agility are the same.

### Set secure connection strings

The Kofax AP Agility processes and forms use connection strings for the Kofax AP Agility database that are specified within the Kofax TotalAgility server and global variables.

You can ensure that your connection strings for Kofax AP Agility are secure by following these steps:

- **1.** Launch the TotalAgility Designer.
- **2.** Configure the database server variable for the Kofax AP Agility Processes by following these steps:
  - a. On the menu, select System data > Server variables.A list of server variables for the Default Category is displayed.
  - **b.** From the **Category** list at the top of the page, select AP Agility. A list of available AP Agility server variables is displayed.
  - c. In the list of variables, locate and then click **DB Connection String**.The **Edit server variable** window is displayed with the variable settings.
  - **d.** To ensure that the entire variable is encrypted so that it is not visible anywhere in Kofax TotalAgility, select **Secure**.
  - e. Click Save.

⚠ If you change this setting, it is possible that the connection string in the **Value** field is deleted. You can copy the string from Kofax AP Agility at **Settings** > **Invoice Processing** > **Global Settings** > **Database Connection Settings**.

- **3.** Configure the database global variable for the Kofax AP Agility Forms.
  - a. On the menu, select User interface > Global variables.A list of global variables for the Default Category is displayed.
  - **b.** From the **Category** list at the top of the page, select AP Agility. A list of available AP Agility global variables is displayed.
  - c. In the list of variables, locate and then click APA\_Connection\_String.
     The Edit global variable window is displayed with the values for the selected variable.
  - d. Select Secure.

Ensure that the string listed matches the string defined in Kofax AP Agility at **Settings** > **Invoice Processing** > **Global Settings** > **Database Connection Settings**.

e. Click Save.

If you change the database global variables in the future, you must restart the web browser and clear the browser cache.

The **Edit global variable** window is closed and you are returned to the list of AP Agility global variables.

- **4.** Configure the database global variable for the Invoice Processing forms.
  - **a.** In the list of AP Agility variables, locate and then click **IPA\_Connection\_String**. The **Edit global variable** window is displayed with the values for the selected variable.

**b.** Select **Secure**.

Ensure that the string listed matches the string defined in Kofax AP Agility at **Settings** > **Invoice Processing** > **Global Settings** > **Database Connection Settings**.

c. Click Save.

If you change the database global variables in the future, you must restart the web browser and clear the browser cache.

The **Edit global variable** window is closed and you are returned to the list of AP Agility global variables.

- **5.** Configure the database global variable for the Invoice Processing configuration.
  - **a.** From the **Category** list, select **InvoiceProcessingAgility** > **Invoice Processing**. The list of variables is updated for the Invoice Processing category.
  - b. In the list of variables, locate and then click IPAConnectionString.The Edit global variable window is displayed with the values for the selected variable.
  - c. Select Secure.

Ensure that the string listed matches the string defined in Kofax AP Agility at **Settings** > **Invoice Processing** > **Global Settings** > **Database Connection Settings**.

d. Click Save.

If you change the database global variables in the future, you must restart the web browser and clear the browser cache.

The **Edit global variable** window is closed and you are returned to the list of **InvoiceProcessingAgility** > **Invoice Processing** global variables.

# Integration with Enterprise Resource Planning systems

Kofax AP Agility exports all validated and approved invoices to the Enterprise Resource Planning system (ERP) through a connector plugin. When you first install Kofax AP Agility, you installed the Agnostic ERP connector. The Agnostic ERP integration provides an ERP-neutral way of integration by transferring data to and from folders. The Kofax AP Agility Administrator specifies the output file system folder and the file name format for exported invoices. The administrator creates an invoice image in the original format and metadata (XML, CSV) files in the specified folder for all exported invoices. You can also use SAP ECC or MarkView for your ERP as long as the necessary SAP client or Oracle client components are available at the time of the Kofax AP Agility installation.

In addition to the Agnostic ERP connector, SAP ECC, and MarkView, Kofax AP Agility provides plugins for the following ERPs:

PeopleSoft

• After you are finished integrating an ERP connector, refer to the *Manage ERP integrations* chapter in the Configuration Help for more information about the steps needed to complete the ERP connector integration in Kofax AP Agility.

### Disable ERP Web Connector anonymous authentication

In order for the ERP Connector to work efficiently, it is necessary to disable anonymous authentication for that web site.

You can disable the anonymous authentication for your ERP Connector web site by following these steps:

- **1.** Open the Internet Information Services Manager (IIS) on the server where you installed the ERP web connector.
- 2. Open the **Default Web Site**.

If you have configured another web site for the on-premise components of Kofax AP Agility, select that web site instead.

The web site home page is displayed.

3. Select the virtual directory for the ERP Connector. By default, this is called ApAgilityErpConnector.

If you changed this name during installation, select your virtual directory.

The settings for the selected virtual directory are displayed.

- **4.** Under the **IIS** category, select **Authentication**.
  - A list of **Authentication** settings are displayed.
- 5. Right-click Anonymous Authentication and select Disable.
- 6. Restart the World Wide Web Publishing Service.

# Install PeopleSoft connector

If you are using the PeopleSoft ERP system, it is necessary to install the PeopleSoft ERP connector in addition to the Agnostic ERP connector. You cannot install this connector without the Agnostic ERP connector.

If you did not install the Agnostic ERP connector when you installed Kofax AP Agility, you must first <u>install</u> the Agnostic ERP connector using the <u>custom</u> installation before installing the PeopleSoft ERP connector.

If the Agnostic ERP connector is installed, you can install the PeopleSoft ERP connector by following these steps:

- **1.** Download the KofaxAPAgilityERPConnector-2.5.0\_For\_PeopleSoft.ZIP file from the Kofax Fulfillment Site and extract it on a local drive available to your users.
  - Note the extraction location as this is needed in subsequent steps after you install the connector.
- 2. Copy the contents in ERP Connector\bin from the extracted files to the bin folder in IIS where the ERP connector files are stored.
  - By default, this path is <Program Files (x86) >\Kofax\APAgility\Web\bin.
  - The PeopleSoft connector is installed and ready for integration with Kofax AP Agility.

### Import the PeopleSoft ERP plugin

Before using the PeopleSoft ERP in Kofax AP Agility it is necessary to import the ERP plugin into Kofax TotalAgility.

You can import the PeopleSoft ERP plugin by following these steps:

- 1. On the filesystem, navigate to where the extracted contents of the KofaxAPAgilityERPConnector-2.5.0\_For\_PeopleSoft.zip file are located. You extracted this file when the PeopleSoft connector was installed.
- 2. Launch the TotalAgility Designer.
- 3. On the menu, select Import.

The **Import** page is displayed.

**4.** Click **Browse** and then navigate to your extracted files and select ERP Plugin \ErpPluginPackage-PeopleSoft.zip.

A list of files and artifacts for import are displayed for that package.

- 5. For the Overwrite options select Overwrite all.
- **6.** For the **Non-versioned items** select **Overwrite**.
- 7. Click Import.

When prompted to confirm the import, click **OK**.

When the ERP plugin is imported successfully a message is displayed.

#### **What Next?**

Now that your PeopleSoft ERP plugin is imported, open Kofax AP Agility and perform the following steps:

- · Register your ERP plugin.
- Add your PeopleSoft ERP connection.
- Add or edit an organization to use the newly added PeopleSoft ERP connection.

For more information on configuring ERP connections and organizations, refer to the *Kofax AP Agility Configuration Help*.

## PeopleSoft integration

You can integrate PeopleSoft with Kofax AP Agility by following these steps:

- 1. On the filesystem, navigate to where the extracted contents of the KofaxAPAgilityERPConnector-2.5.0\_For\_PeopleSoft.zip file are located. You extracted this file when the PeopleSoft connector was installed.
- 2. Navigate to the ERP Integration\PeopleSoft folder.

This folder contains the KofaxConnector\_For\_PeopleSoft.zip file.

- **3.** Extract the KofaxConnector\_For\_PeopleSoft.zip file. The KOFAX\_CONNECTOR folder is extracted.
- **4.** Start the PeopleSoft Application Designer.
- 5. On the menu, select Tools > Copy Project > From File.

The Copy From File: Select Project window is displayed.

- **6.** Select the KOFAX\_CONNECTOR project and settings from the **Copy From File : Select Project** window and perform the following steps.
  - a. Navigate to and select the KOFAX\_CONNECTOR folder.
    Under Name, KOFAX\_CONNECTOR is displayed, and KOFAX\_CONNECTOR is displayed under Select Project from the List Below.
  - **b.** Click **Select** to the right of the **Select Project from the List Below** box. The **Copy From File** window is displayed.
  - c. Click **Select All** to select all definition types.
  - **d.** Click **Copy**.

The project and its definition types are installed.

- **7.** Open PeopleSoft in a compatible web browser and configure KOFAX\_APA\_SERVICE by performing the following steps.
  - a. Go to PeopleTools > Integration Broker > Integration Setup > Services.
  - **b.** Open KOFAX\_APA\_SERVICE. Information about KOFAX\_APA\_SERVICE and a list of service operations is displayed.
  - **c.** Open one of the KOFAX\_APA\_SERVICE service operations and click **Service Operation Security**.
  - d. Set the PTPT1000 permission to Full Access and click Save.
  - **e.** Repeat steps <u>7.c–7.d</u> until all of the KOFAX\_APA\_SERVICE service operations have been configured.

## PeopleSoft invoice export

Additional settings are needed to enable invoice export from PeopleSoft. The ChartFields settings are used for GL segments for invoices. If the buyer does not have access to the ChartFields settings, GL segment values from exported invoices are ignored and replaced by default values. You can enable buyers to access these settings by following these steps:

- 1. Start PeopleSoft.
- 2. In the PeopleSoft menu, select Navigator > eSettlements > Buyer Information > Review Buyer Details.
- **3.** Select the buyer who should have access.

The **Review Buyer Details** window for that buyer is displayed.

- 4. Click the **ChartField Configuration** tab.
- **5.** Change the **Supplier Access** settings for the buyer to make applicable GL segments editable.
- **6.** Save the settings.

# Install S/4HANA Cloud ES ERP plugin

S/4HANA Cloud ES differs from the other supported ERP systems because it is a cloud-based ERP system. Also, its connector is installed within Kofax TotalAgility, so no separate ERP connector is needed.

You can install the S/4HANA Cloud ES ERP plugin by following these steps:

1. Download and extract the contents of the

KofaxAPAgilityERPConnector-2.5.0 For SAPS4HANACloudES.ZIP file.

This file is a deliverable that is part of Kofax AP Agility 2.8.0.

Make note of this location as it is needed later in these steps.

- 2. Launch the TotalAgility Designer.
- 3. On the menu, select Import.

The **Import** page is displayed.

**4.** Click **Browse** and then navigate to your extracted files and select ErpPluginPackage-SAPS4HanaCloud.zip.

A list of files and artifacts for import are displayed for that package.

- 5. For the Overwrite options select Overwrite all.
- **6.** For the **Non-versioned items** select **Overwrite**.
- 7. Click Import.

When prompted to confirm the import, click **OK**.

When the ERP plugin is imported successfully a message is displayed.

#### **What Next?**

Now that your S/4HANA Cloud ES ERP plugin is imported, open Kofax AP Agility and perform the following steps:

- Register your ERP plugin.
- Add your S/4HANA Cloud ES ERP connection.
- Add or edit an organization to use the newly added S/4HANA Cloud ES ERP connection.

For more information on configuring ERP connections and organizations, refer to the *Kofax AP Agility Configuration Help*.

# Agnostic ERP configuration

If you used the <u>Full installation</u> or selected to install the Agnostic <u>Install ERP Connector Web</u> <u>Service</u> during the custom installation, configure the following in order to use this ERP system in production.

• Windows authentication for Agnostic ERP

For more information on configuring the Agnostic ERP and how it is used in Kofax AP Agility, refer to the *Kofax AP Agility Configuration Help*.

## Windows authentication for Agnostic ERP

If you are using Windows authentication, it is necessary to change the authentication type for your Agnostic ERP web service.

You can enable Windows authentication for your Agnostic ERP connection by following these steps:

- 1. Open IIS.
- **2.** Navigate to and click on your **ApAgilityErpConnector** web site.

A list of icons is displayed in the central panel.

3. Under the IIS group, double-click Authentication.

The Authentication page is displayed.

4. Click Windows Authentication

The Actions panel to the right is updated with settings for this setting.

**5.** In the **Actions** panel, click **Enable**.

The Windows Authentication status is updated in the central panel.

6. Close IIS.

Windows authentication is now configured for the Agnostic ERP connector.

### ERP master data import

The ERP master data in the Kofax AP Agility database must be updated regularly. For the Agnostic ERP, data is imported from CSV files. For other connections, data is usually imported from the ERP application. For S/4HANA Cloud ES, some of master data must be uploaded as CSV files. The files required by S/4HANA Cloud ES are Payment Terms, Payment Term Details, and Plants files.

For the Agnostic ERP, you need to edit the paths for the employee, UOM conversion, tax code, and miscellaneous charge in the **Settings** > **Global Import Files**. For more information on this form, refer to the *Kofax AP Agility Configuration Help*.

To import the ERP master data, use the AP Data Import job. The Kofax AP Agility Administrator sets up the <u>schedule</u> for the job or starts the job manually. One job imports data for all organizations.

Kofax AP Agility makes records about the status of the import jobs in these Kofax AP Agility database tables:

- ERP\_CONNECTOR\_SERVICE\_CALL\_STATUS: Contains the status of each ERP Connector call.
- ERP\_IMPORT\_JOB\_STATUS: Contains the status of loading data as it is prepared by the ERP Connector to the Kofax AP Agility database.

Use these records for troubleshooting purposes if the import fails or not all data was loaded.

The ERP master data includes the following types of data with the corresponding Kofax AP Agility database tables:

• ERP invoices: ERP\_INVOICE

Payment terms: PAYMENT\_TERM

Payment terms details: PAYMENT\_TERM\_DETAIL

Vendors: VENDOR\_MASTER\_DATA, BRWVendorMaster

PO headers: PO\_HEADER

PO lines: PO\_LINES

GL Segments: GL\_SEGMENTS

• Plants: PLANTS

• Receipt lines: RECEIPT\_LINES

• Tax Codes: TaxCode

• Miscellaneous Charge: MiscChargesAccount

• Unit of Measure Conversions: BRWUOMConversions

• Employee: BRWEmployeeMaster

Cost Center Segments: COST\_CENTER\_SEGMENTS

• Work Breakdown Structures: WBS\_SEGMENTS

The data for all ERP master data types is located in the corresponding CSV files. Data types and formats are as follows:

• Number: Standard number format

• Integer: Standard integer number format

• **Double**: Double number format with floating decimal

• String: Commas in the text must be in quotation marks

• Datetime: yyyy-mm-dd HH:MM:SS

• **Bit**: 0 or 1

## CSV exchange format

In CSV format, place the fields in the order specified in this section. This format must contain a header, and fields must be separated by a comma.

### **ERP invoices CSV format**

Table name: ERP INVOICE

File name (for Agnostic ERP): erp invoices.csv

Field Index	Column Name	Type(Max)	Mandatory	Description
1	ERP_INVOICE_ID	nvarchar(50)	Yes	The Invoice ID in the customer ERP system. This value is mandatory.
2	ERP_BUSINESS_UNIT_ID	nvarchar(100)	No*	The Business Unit ID in the customer ERP system. * This value is optional. However, when left empty there are no business units.
3	INVOICE_NUMBER	nvarchar(50)	No*	Invoice number.  * This value is mandatory when the Use the number of the invoice to identify duplicates setting is enabled in the Settings > Workflow > General Settings.
4	INVOICE_DATE	date	No*	Invoice date.  * This value is mandatory when the Use the date of the invoice to identify duplicates setting is enabled in the Settings > Workflow > General Settings.

Field Index	Column Name	Type(Max)	Mandatory	Description
5	INVOICE_TYPE	nvarchar(50)	No	Invoice type: PO (for single PO invoices) Non-PO Credit Memo Invoice
6	INVOICE_AMOUNT	numeric	No*	Invoice amount.  * This value is mandatory when the Use the amount of the invoice to identify duplicates setting is enabled in the Settings > Workflow > General Settings.
7	PO_NUMBER	nvarchar(50)	No	PO Number (or Purchase Order Number).
8	PAYMENT_DATE	date	No	Payment date.
9	CANCELLED_DATE	date	No	Canceled date.
10	INVOICE_STATUS	nvarchar(50)	No	Invoice payment status (PAID or UNPAID).
11	VENDOR_NAME1	nvarchar(50)	No	Vendor Name. This value is mandatory for any duplicate search.
12	VENDOR_SITE_ID	nvarchar(50)	No	Vendor site ID.
13	VENDOR_SITE_CODE	nvarchar(50)	No	Vendor site code.
14	ERP_VENDOR_ID	nvarchar(50)	Yes	ERP vendor ID. This value is mandatory.

For example, the contents of the erp invoices.csv file may look as follows:

```
ERP_INVOICE_ID, ERP_BUSINESS_UNIT_ID, INVOICE_NUMBER, INVOICE_DATE, INVOICE_TYPE, INVOICE_AMOUNT, PO_NUMBER, PAYMENT_DATE, CANCELLED_DATE, INVOICE_STATUS, VENDOR_NAME1, VENDOR_SITE_ID, VENDOR_SITE_CODE, ERP_VENDOR_ID
214303,204,nd03np_KTM_05/31/2017,2017-05-31 00:00:00,Non-PO Invoice,1000,,,,UNPAID,GE Capital,BOSTON,289,93
214304,204,nd04np_KTM_05/31/2017,2017-05-31 00:00:00,Non-PO Invoice,1000,,,,UNPAID,GE Capital,BOSTON,289,94
214302,204,nd02np_KTM_05/31/2017,2017-05-31 00:00:00,Non-PO Invoice,1000,,,,UNPAID,GE Capital,BOSTON,289,95
```

## Payment terms CSV format

Table name: PAYMENT TERM

File name (for Agnostic ERP): payment\_terms.csv

This CSV file is required when using the S/4HANA Cloud ES ERP.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
1	ERP_TERM_ID	nvarchar(50)	Yes	The payment term ID in the customer ERP system. This value is mandatory.
2	ERP_BUSINESS_UNIT_ID	nvarchar(100)	No*	The Business Unit ID in the customer ERP system.  * This value is optional. However, when left empty there are no business units.
3	TERM_NAME	nvarchar(50)	Yes	The payment term name. This value is mandatory.
4	TERM_DESCRIPTION	nvarchar(1000)	No	The payment term description.

For example, the contents of the payment terms.csv file may look as follows:

```
ERP_TERM_ID,ERP_BUSINESS_UNIT_ID,TERM_NAME,TERM_DESCRIPTION
10001,204,Immediate,Scheduled for payment immediately.
10002,204,End next month,Paid on the last day of the following month
10003,204, "30 Days Net, 14 Days -2%","30 Days Net, 2% Discount if paid within 14 days"
```

### Payment terms details CSV format

Table name: PAYMENT TERM DETAIL

File name (for Agnostic ERP): payment\_term\_details.csv

This CSV file is required when using the S/4HANA Cloud ES ERP.

Field Index	Column Name	Type(Max)	Mandatory	Description
1	ERP_TERM_ID	nvarchar(50)	Yes	The payment term ID in the customer ERP system. This value is mandatory.
2	ERP_BUSINESS_UNIT_ID	nvarchar(100)	No*	The business unit ID in the customer ERP system.  * This value is optional. However, when left empty there are no business units.
3	SEQUENCE_NUM	int	Yes	The payment sequence number. This value is mandatory.
4	DUE_PERCENT	numeric	No	The percentage of the invoice amount that must be paid before the invoice due date.
5	DUE_AMOUNT	numeric	No	The amount that must be paid before the invoice due date.  One of the fields DUE_PERCENT or DUE_AMOUNT must be left blank.

Field Index	Column Name	Type(Max)	Mandatory	Description
6	DUE_DAYS	int	No	The number of days left before the invoice due date.
7	DUE_DAY_OF_MONTH	int	No	The day of the month in the invoice due date
8	DUE_MONTHS_FORWARD	int	No	The months left for the invoice to be paid
9	DISCOUNT_PERCENT_1	numeric	No	The percentage of the discount.
10	DISCOUNT_DAYS_1	int	No	The days left before the discount due date.
11	DISCOUNT_DAY_OF_MONTH_1	int	No	The day of the month before the discount due date.
12	DISCOUNT_MONTH_FORWARD_1	int	No	The number of months before the discount due date.

For example, the contents of the <code>payment\_term\_details.csv</code> file may look as follows:

```
ERP_TERM_ID, ERP_BUSINESS_UNIT_ID, SEQUENCE_NUM, DUE_PERCENT, DUE_AMOUNT, DUE_DAYS,
DUE_DAY_OF_MONTH, DUE_MONTHS_FORWARD, DISCOUNT_PERCENT_1, DISCOUNT_DAYS_1,
DISCOUNT_DAY_OF_MONTH_1, DISCOUNT_MONTH_FORWARD_1
10000,204,1,100,,0,,,,,,,
10001,204,1,100,,10,,,,,,,
10002,204,1,100,,60,,,4,10,,
```

## **Vendors CSV format**

Table name: VENDOR MASTER DATA

File name (for Agnostic ERP): vendors.csv

Field Index	Column Name	Туре(Мах)	Mandatory	Description
1	ERP_VENDOR_ID	nvarchar(50)	Yes	The unique vendor ID from the extracted data. Each row must have a unique reference. This is not the unique vendor ID from the customer ERP system if a site ID is also used.  This value is mandatory.
2	ERP_BUSINESS_UNIT_ID	nvarchar(100)	No*	The business unit ID in the customer ERP system (company code).  * This value is optional. However, when left empty there are no business units.

Field Index	Column Name	Type(Max)	Mandatory	Description
3	ERP_TERM_ID	nvarchar(50)	No	The default payment terms ID for the vendor in the customer ERP system. This column should match the payment terms in Payment Terms CSV.
4	DESCRIPTION	nvarchar(max)	No	The description.
5	VENDOR_NAME	nvarchar(360)	Yes	The vendor name. This value is mandatory.
6	VENDOR_SITE_ID	nvarchar(50)	No*	The vendor site ID. This value should be empty if the ERP does not support the vendor sites. * This value is mandatory if your ERP system supports vendor sites.
7	VENDOR_SITE_CODE	nvarchar(50)	No*	Vendor site code. This value should be empty if the ERP does not support the vendor sites. * This value is mandatory if your ERP system supports vendor sites.
8	VENDOR_STREET1	nvarchar(100)	No	The vendor street address line 1.
9	VENDOR_STREET2	nvarchar(100)	No	The vendor street address line 2.
10	VENDOR_CITY	nvarchar(50)	No	The vendor city.
11	VENDOR_ZIP	nvarchar(50)	No	The vendor zip code or postal code.
12	VENDOR_STATE	nvarchar(50)	No	The vendor state. For U.S. addresses, the state code is expected here, such as CA = California, VA = Virginia.
13	VENDOR_COUNTRY	nvarchar(50)	No	The vendor country. This is a two-character ISO code for the country. For example, US = United States of America, DE = Germany, and GB = United Kingdom.
14	VENDOR_VAT_CODE	nvarchar(50)	No	The vendor VAT code.

Field Index	Column Name	Type(Max)	Mandatory	Description
15	VENDOR_VAT_REGNO	nvarchar(100)	No	The vendor VAT registration number. If the vendor is registered for VAT in more than one country, then multiple VAT registration numbers are provided in a comma-separated list. The entire column value should be quoted to preserve CSV format.
16	TAX_NUMBER	nvarchar(50)	No	The tax number.
17	BANK_CODE	nvarchar(50)	No	The bank code. This is the U.S. equivalent of a routing number.
18	BANK_ACCOUNT_NUMBER	nvarchar(50)	No	The bank account number.
19	EMAIL	nvarchar(250)	No	The email.
20	URL	nvarchar(250)	No	The URL.
21	TELEPHONE	nvarchar(50)	No	The vendor telephone number.
22	FAX	nvarchar(50)	No	The fax number.
23	CONTACT_NAME	nvarchar(50)	No	The contact name.
24	ACTIVE	bit	Yes	The boolean value that indicates if an entry is valid or not. This value is mandatory.
25			N/A	Reserved for future use.
26	TERM_DATE_BASIS	nvarchar(50)	No	The term date basis:     Invoice     Goods received     Current     Invoice received
27	PO_BOX	nvarchar(50)	No	The vendor Post Office (PO) box number.
28	PO_BOX_ZIP	nvarchar(50)	No	The ZIP or postal code associated with the vendor Post Office (PO) box.
29	EU_MEMBER	nvarchar(50)	Yes	Indicates if the vendor is in an EU member country or not.
30	CURRENCY	nvarchar(50)	No	The vendor currency.
31	TAX_ID_1	nvarchar(50)	No	The vendor tax ID 1.
32	TAX_ID_2	nvarchar(50)	No	The vendor tax ID 2.
33	TAX_JUR_CODE	nvarchar(100)	No	The ID of the tax office where the vendor is based.

Field Index	Column Name	Type(Max)	Mandatory	Description
34	INVOICE_TYPE	nvarchar(50)	No	Vendor invoice type. This is set to a value that denotes either PO-supplying vendor or vendor who submits invoices that legitimately do not reference a purchase order.  The meaning of the values must be mapped against the PO Value and Non-PO Value settings in the Invoice Type Settings.  By default, the supported values are PO and NONPO.
35	PAYMENT_METHODS	nvarchar(50)	No	The comma-separated list of payment method codes appropriate for the vendor. If more than one code is specified then entire column value to be quoted to preserve CSV format.
36	WITHHOLDING_TAX_DETAILS	nvarchar(50)	No	This value is relevant for SAP ECC only.  This column is used to resolve the tax type and the tax code that is submitted to SAP ECC / S/4HANA Cloud ES.
37	COMPANY_CODE	nvarchar(50)	No	This field is no longer used and should be left empty.  Use the  ERP_BUSINESS_UNIT_ID instead.
38	UTILITY_FLAG	nvarchar(50)	No	Indicates whether the vendor is a utility vendor
39	POR_SUBSCRIBER_NO	nvarchar(50)	No	Vendor POR subscriber number used only for Switzerland.
40	EXTERNAL_SITE_ID	nvarchar(50)	No	External site ID.
41	VENDOR_ACCOUNT_GROUP	nvarchar(50)	No	ERP system vendor account group.
42	ALTERNATIVE_PAYEE	nvarchar(50)	No	The party that receives payment for an invoice.
43	PERMITTED_PAYEE	nvarchar(50)	No	A comma-separated list of alternate payees for the vendor.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
44	SIRET_ID	nvarchar(50)	No	The vendor SIRET ID. This ID code used in France that uniquely identifies a single vendor at a single address. It is often found on French invoices.
45	VENDOR_IDENTIFIER	nvarchar(50)	No	The unique vendor identifier code, such as a Chinese tax number.
46	INTERCOMPANY	bit	Yes	This indicates whether a vendor is an InterCompany vendor or not.
47	ERP_BANK_ACCOUNT_CODE	nvarchar(50)	No	The vendor bank account code as specified in ERP.
48	IS_ONE_TIME_VENDOR	bit	No	Indicates is a vendor is to be used once only.

#### For example, the contents of the vendors.csv file may look as follows:

### PO headers CSV format

Table name: PO HEADER

File name (for Agnostic ERP): po headers.csv

Field Index	Column Name	Type(Max)	Mandatory	Description
1	ERP_PO_HEADER_ID	nvarchar(50)	Yes	PO header ID in ERP. This value is mandatory.
2	ERP_BUSINESS_UNIT_ID	nvarchar(100)	Yes	Business unit ID in ERP. This value is mandatory.
3	PO_NUMBER	nvarchar(50)	Yes	PO numbe.r This value is mandatory.

Field Index	Column Name	Type(Max)	Mandatory	Description
4	PO_TYPE	nvarchar(50)	No	PO type:  • MATERIAL  • SERVICE
5	ERP_VENDOR_ID	nvarchar(50)	Yes	Vendor ID in ERP. This value is mandatory.
6	VENDOR_NAME1	nvarchar(100)	No	Vendor name.
7	VENDOR_SITE_ID	nvarchar(50)	No*	Vendor site ID. This value should be empty if the ERP does not support the vendor sites. * This value is mandatory if your ERP system supports vendor sites.
8	VENDOR_SITE_CODE	nvarchar(50)	No*	Vendor site code. This value should be empty if the ERP does not support the vendor sites. * This value is mandatory if your ERP system supports vendor sites.
9	PO_STATUS	nvarchar(50)	No	PO Status.
10	ACTIVE	bit	Yes	Is Active.
11	CURRENCY_CODE	nvarchar(3)	No	The 3-character currency code.

For example, the contents of the po\_headers.csv file may look as follows:

ERP\_PO\_HEADER\_ID, ERP\_BUSINESS\_UNIT\_ID, PO\_NUMBER, PO\_TYPE, ERP\_VENDOR\_ID, VENDOR\_NAME1, VENDOR\_SITE\_ID, VENDOR\_SITE\_CODE, PO\_STATUS, ACTIVE, CURRENCY\_CODE 4500043355,204,4500043355,MATERIAL,100403,Thumbs Up,VSID100403,VSC100403,NULL,1,GBP 4500043375,204,4500043375,MATERIAL,100403,Thumbs Up,VSID100403,VSC100403,NULL,1,GBP

## **PO lines CSV format**

Table name: PO LINES

File name (for Agnostic ERP): po lines.csv

Field Index	Column Name	Type(Max)	Mandatory	Description
1	ERP_PO_LINE_ID	nvarchar(50)	Yes	PO line ID in ERP. This value is mandatory.
2	ERP_BUSINESS_UNIT_ID	nvarchar(100)	Yes	Business unit ID in ERP. This value is mandatory.
3	ERP_PO_HEADER_ID	nvarchar(50)	Yes	PO header ID in ERP. This value is mandatory.

Field Index	Column Name	Type(Max)	Mandatory	Description
4	PO_NUMBER	nvarchar(50)	Yes	PO number. This value is mandatory.
5	LINE_NUMBER	nvarchar(50)	Yes	Line number.
6	MATERIAL_NO	nvarchar(50)	No	Material number.
7	MATERIAL_GROUP	nvarchar(50)	No	Material group.
8	DESCRIPTION	nvarchar(255)	No	Description.
9	PO_QUANTITY	numeric	No*	PO Quantity.  * This value is required for material lines only.
10	UNIT_PRICE	numeric	No*	Unit price. * This value is required for material lines only.
11	PO_TOTAL	numeric	Yes	PO total.
12	TAX_CODE	nvarchar(50)	No	Tax code.
13	TAX_JUR_CODE	nvarchar(50)	No	Tax jurisdiction code.
14	UOM	nvarchar(50)	No	Unit of measure.
15	PRICE_UNIT	numeric	No	Price unit.
16	PUOM	nvarchar(50)	No	PUOM (Order price unit of measure.)
17	TOTAL_QUANTITY_DELIVERED	numeric	No*	Total quantity delivered.  * This value is required for material lines only.
18	TOTAL_VALUE_DELIVERED	numeric	No*	Total value delivered. * This value is required for material lines only.
19	TOTAL_QUANTITY_INVOICED	numeric	No*	Total quantity invoiced.  * This value is required for material lines only.
20	TOTAL_VALUE_INVOICED	numeric	No*	Total value invoiced.  * This value is required for material lines only.
21	ITEM_CATEGORY	nvarchar(50)	No	Item category or line item type.
22	PLANT	nvarchar(50)	No	Plant (The location code for the ship-to address where the goods were delivered, or where a service was performed.)
23	CHARGE_CODE	nvarchar(50)	No	Charge code.
24	CHARGE_CODE_ID	nvarchar(50)	No	Charge code ID.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
25	ERP_PO_TYPE	nvarchar(50)	No	ERP PO type (for JD Edwards PO.)
26	ERS	nvarchar(50)	No	ERS flag.
27	RECEIPT_REQUIRED	bit	Yes	Receipt required.

For example, the contents of the po lines.csv file may look as follows:

ERP\_PO\_LINE\_ID, ERP\_BUSINESS\_UNIT\_ID, ERP\_PO\_HEADER\_ID, P)\_NUMBER, LINE\_NUMBER, MATERIAL\_NO, MATERIAL\_GROUP, DESCRIPTION, PO\_QUANTITY, UNIT\_PRICE, PO\_TOTAL, TAX\_CODE, TAX\_JUR\_CODE, UOM, PRICE\_UNIT, PUOM, TOTAL\_QUANTITY\_DELIVERED, TOTAL\_VALUE\_DELIVERED, TOTAL\_QUANTITY\_INVOICED, TOTAL\_VALUE\_INVOICED, ITEM\_CATEGORY, PLANT, CHARGE\_CODE, CHARGE\_CODE\_ID, ERP\_PO\_TYPE, ERS, RECEIPT\_REQUIRED

00010-4500043388, 204, 4500043388, 4500043388, 00010, NULL, ZT00, pencils, 1.00, 1.00, 1.00, 1.00, V0, NULL, EA, 1.00, EA, 1.00, 1.00, 0.00, 0.00, 0, 2000, NULL, NULL, NULL, 1 00020-4500043388, 204, 4500043388, 4500043388, 00020, NULL, ZT00, rulers, 1.00, 2.00, 2.00, V0, NULL, EA, 1.00, EA, 0.00, 0.00, 0.00, 0.00, 0, 2000, NULL, NULL, NULL, 1 00030-4500043388, 204, 4500043388, 4500043388, 00030, NULL, ZT00, pens, 1.00, 3.00, 3.00, V0, NULL, EA, 1.00, EA, 0.00, 0.00, 0.00, 0.00, 0, 2000, NULL, NULL, NULL, 1 00040-4500043388, 204, 4500043388, 4500043388, 00040, NULL, ZT00, crayons, 1.00, 4.00, 4.00, V0, NULL, EA, 1.00, EA, 1.00, 4.00, 0.00, 0.00, 0, 2000, NULL, NULL, NULL, 1

#### **GL** segments CSV format

Table name: GL SEGMENTS

File name (for Agnostic ERP): gl\_segments.csv

Field Index	Column Name	Туре	Mandatory	Description
1	ERP_SEGMENT_ID	nvarchar(50)	Yes	The Segment ID number in the customer ERP system.
				This value is mandatory.
2	ERP_BUSUNESS_UNIT_ID	nvarchar(100)	No*	The Business Unit ID in the customer ERP system.  * This value is optional. However, when left empty there are no business units.
3	GL_SEGMENT_NUMBER	int	Yes	The order number of the Segment. This value is mandatory.
4	GL_SEGMENT_VALUE	nvarchar(50)	Yes	The Segment value. This value is mandatory.
5	DESCRIPTION	nvarchar(255)	Yes	The description of the Segment. This value is mandatory.
6	GL_SEGMENT_NAME	nvarchar(50)	No	The name of the GL Segment.

Field Index	Column Name	Туре	Mandatory	Description
7	PARENT_ERP_SEGMENT_ID	nvarchar(200)	No	The ID of the parent segment. This is null for the first segment in a structure.
				Values for this column are required if you are using hierarchical GL codes. Refer to the <i>Kofax AP Agility Configuration Help</i> for more information on GL code hierarchies.

For example, the contents of the gl segments.csv file may look as follows:

```
ERP_SEGMENT_ID, ERP_BUSUNESS_UNIT_ID, GL_SEGMENT_NUMBER, GL_SEGMENT_VALUE, GL_SEGMENT_DESCRIPTION, GL_SEGMENT_NAME, PARENT_ERP_SEGMENT_ID

0101,204,1,001001,USA,COUNTRY1,
0102,204,1,001002,UK,COUNTRY2,
...

0201,204,2,002001,California,STATE1,0101
0202,204,2,002002,New York,STATE2,0101
0205,204,2,002005,Bristol,STATE5,0102
0206,204,2,002006,London,STATE6,0102
...
0301,204,3,003001,Los Angeles,CITY1,0201
0302,204,3,003001,Los Angeles,CITY2,0201
0303,204,3,003005,New York,CITY5,0202
0304,204,3,003006,Buffalo,CITY6,0202
03017,204,3,0030017,Bishopston,CITY17,0205
03018,204,3,0030018,London,CITY18,0206
...
```

## Plants CSV format

Table name: PLANTS

File name (for Agnostic ERP): plants.csv

This CSV file is required when using the S/4HANA Cloud ES ERP.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
1	PLANT_ID	nvarchar(50)	Yes	The plant ID. It must be unique in CSV file. It matches the Plant value specified for PO lines. It is exported as the invoice line Plant field.  This value is mandatory.
2	ERP_ORGANIZATION_ID	nvarchar(50)	No	The plant belongs to this organization ID. If an organization ID is not provided, the plant is created and linked to the organization defined in the ERP Connection.  This value is mandatory.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
3	COUNTRY_CODE	nvarchar(2)	Yes	The two-character ISO country code for the plant. This value is mandatory.
				i Entries with empty country codes are skipped in the import process.
4	STATE_CODE	nvarchar(60)	No	The state where the plant is located. For the United States, use the two-character state code such as CA for California.

For example, the contents of the plants.csv file may look as follows:

PLANT\_ID, ERP\_ORGANIZATION\_ID, COUNTRY\_CODE, STATE\_CODE USA001, Kofax, US, NY

## Receipt Lines data format

Table name: RECEIPT\_LINES

File name (for Agnostic ERP): receipt\_lines.csv

Field Index	Column Name	Туре(Мах)	Mandatory	Description
1	ERP_BUSINESS_UNIT_ID	nvarchar(100)	Yes	The business unit ID in customer ERP system (company code). This value is mandatory.
2	PO_NUMBER	nvarchar(50)	Yes	The PO number that is used during line pairing to match the receipt line.  See PO lines CSV format.
3	PO_LINE_NUMBER	nvarchar(50)	Yes	The PO line number in the customer ERP system. This is an ERP-specific line ID in the PO, such as the line number. It must be unique among lines in the PO. It is used during line pairing to match the receipt line to the number of PO line.  See PO lines CSV format.

Field Index	Column Name	Type(Max)	Mandatory	Description
4	ERP_RECEPT_ID	nvarchar(50)	Yes	The receipt ID in the customer ERP system. This value is used by Kofax AP Agility Invoice Processing as the receipt number (DOC_NO field) during line pairing. For the line-paired invoice lines this column is exported as the GRDOCNO tag.
5	RECEIPT_LINE_NUMBER	nvarchar(50)	Yes	The receipt item number in the customer ERP system. This value is used by Kofax AP Agility Invoice Processing as the receipt item (DOC_ITEM field) during line pairing. For paired invoice lines, it is exported as the GRDocItem tag.
6	DELIVERY_DOCUMENT_NUMBER	nvarchar(50)	No	The delivery document number.
7	QUANTITY	numeric	Yes	The quantity on a document.
8	UNITPRICE	numeric	Yes	The unit price on a document.
9	TOTAL	numeric	Yes	The total amount on a document.
10	QUANTITY_INVOICED	numeric	Yes	The quantity invoiced on a document.
11	TOTAL_INVOICED	numeric	Yes	The total invoiced on a document.
12	DOC_YEAR	nvarchar(50)	No	The receipt year on a document.

For example, the contents of the receipt lines.csv file may look as follows:

```
BUSINESS_UNIT, PO_NUMBER, PO_LINE_NUMBER, ERP_RECEPT_ID, RECEIPT_LINE_NUMBER, DELIVERY_DOCUMENT_NUMBER, QUANTITY, UNIT_PRICE, TOTAL, QUANTITY_INVOICED, TOTAL_INVOICED, DOC_YEAR

204,4500043375,00010,5000000940,0001,NULL,4.00,5.00,20.00,0.00,0.00,2019

204,4500043375,00010,5000000941,0001,NULL,6.00,5.00,30.00,0.00,0.00,2019

204,4500043375,00020,5000000941,0002,NULL,7.00,8.00,56.00,0.00,0.00,2019

204,4500043375,00020,5000000940,0002,NULL,3.00,8.00,24.00,0.00,0.00,2019
```

#### **Employee format**

Table name: BRWEmployeeMaster

File name (for Agnostic ERP): employee.csv

Field Index	Column Name	Туре(Мах)	Mandatory	Description
1	INDEX_ID	nvarchar(100)	Yes	The index ID of the employee record. This value is mandatory.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
2	PARTITION_ID	int	Yes	The ID of the partition for the employee. This value is mandatory.
3	ID	nvarchar(50)	Yes	The ID of the employee. This value is mandatory.
4	NAME	nvarchar(100)	No	The employee name.
5	ADDRESS1	nvarchar(200)	No	The first line of the employee's address.
6	ADDRESS2	nvarchar(200)	No	The second line of the employee's address.
7	CITY	nvarchar(50)	No	The employee city.
8	ZIP	nvarchar(15)	No	The employee ZIP code.
9	STATE	nvarchar(50)	No	The employee state.
10	COUNTRY	nvarchar(10)	No	The employee country code.
11	TEL_NO	nvarchar(50)	No	The employee telephone number.
12	TAX_ID1	nvarchar(50)	No	The employee tax ID 1.
13	TAX_ID2	nvarchar(50)	No	The employee tax ID 2.

For example, the contents of the employee.csv file may look as follows:

INDEX\_ID, PARTITION\_ID, ID, NAME, ADDRESS1, ADDRESS2, CITY, ZIP, STATE, COUNTRY, TEL\_NO, TAXID1, TAXID2
0-1,0,1,John Doe,330 Tijeras NW,,Albuquerque,87102,New Mexico,USA,1 505 842 1234,,

## Miscellaneous Charge format

Table name: MiscChargesAccount

File name (for Agnostic ERP): misc charge.csv

Field Index	Column Name	Type(Max)	Mandatory	Description
1	POPARTITION	int	Yes	The PO partition. This value is mandatory.
2	COMPANYCODE	varchar(50)	Yes	The company code. This value is mandatory.
3	CATEGORY	varchar(50)	Yes	The category of the charge. This value is mandatory.
4	PLANT	varchar(50)	No	The plant.
5	LINETYPE	varchar(10)	No	The line type.
6	GLACCOUNT	varchar(50)	No	The GL account number.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
7	COSTCENTER	varchar(50)	No	The cost center.
8	PROFITCENTER	varchar(50)	No	The profit center.
9	TAXCODE	varchar(50)	No	The tax code.

For example, the contents of the misc charge.csv file may look as follows:

POPARTITION, COMPANYCODE, CATEGORY, PLANT, LINETYPE, GLACCOUNT, COSTCENTER, PROFITCENTER, TAXCODE 0,123,Good,Plant-SF,POLine,188-662,Irvine,Irvine,1

### Tax code format

Table name: TaxCode

File name (for Agnostic ERP): taxcode.csv

Field Index	Column Name	Type(Max)	Mandatory	Description
1	PARTITION_ID	int	Yes	Partition ID. This value is mandatory.
2	VENDOR_ID	varchar(50)	No	Vendor ID.
3	COUNTRY	varchar(2)	No	Two-character country code. This value is mandatory.
4	SHIP_TO	varchar(2)	No	Two-character code of the country where the item was shipped to.
				This value is mandatory.
5	SHIP_FROM	varchar(2)	No	Two-character code of the country where the item was shipped from.
				This value is mandatory.
6	SERVICE	varchar(1)	No	If this is a service. Enter either Y or N.
7	MATERIAL_NO	varchar(50)	No	Material number.
8	MATERIAL_GROUP	varchar(50)	No	Material group.
9	PERCENTAGE	decimal	Yes	Tax percentage. This value is mandatory.
10	TAX_CODE	varchar(50)	No	Tax code.

For example, the contents of the taxcode.csv file may look as follows:

PARTITION\_ID, VENDOR\_ID, COUNTRY, SHIP\_TO, SHIP\_FROM, SERVICE, MATERIAL\_NO, MATERIAL\_GROUP, PERCENTAGE, TAX\_CODE
1,1,US,US,US,Y,12345,1,10,2

## **Unit of Measure Conversion format**

Table name: BRWUOMConversions

File name (for Agnostic ERP): uom\_conversion.csv

Field Index	Column Name	Type(Max)	Mandatory	Description
1	PO_PARTITION	int	Yes	PO partition. This value is mandatory.
2	MATERIAL_NO	varchar(50)	Yes	Material number. This value is mandatory.
3	BASE_UOM	varchar(50)	Yes	Base unit of measure. This value is mandatory.
4	NUMERATOR	varchar(50)	Yes	Numerator for the unit of measure. This value is mandatory.
5	DENOMINATOR	varchar(50)	Yes	Denominator for the unit of measure. This value is mandatory.
6	EXTERNAL_UOM	varchar(50)	Yes	External unit of measure. This value is mandatory.

For example, the contents of the <code>uom\_conversion.csv</code> file may look as follows:

PO\_PARTITION, MATERIAL\_NO, BASE\_UOM, NUMERATOR, DENOMINATOR, EXTERNAL\_UOM 0,1,100,5,2,1001

## Cost center segments CSV format

Table name: COST\_CENTER\_SEGMENTS

File name (for Agnostic ERP): cc\_segments.csv

Field Index	Column Name	Туре(Мах)	Mandatory	Description
1	ERP_SEGMENT_ID	nvarchar(50)	Yes	The segment ID number in the customer ERP system. This value is mandatory.
2	ERP_BUSUNESS_UNIT_ID	nvarchar(100)	No*	The Business Unit ID number in the customer ERP system.  * This value is optional. However, when left empty there are no business units.
3	CC_SEGMENT_NUMBER	int	Yes	The order number of the segment. This value is mandatory.

Field Index	Column Name	Туре(Мах)	Mandatory	Description
4	CC_SEGMENT_VALUE	nvarchar(50)	Yes	The segment code. This value is mandatory.
5	CC_SEGMENT_DESCRIPTION	nvarchar(255)	Yes	The segment description. This value is mandatory.
6	CC_SEGMENT_NAME	nvarchar(50)	No	The Name of the cost center segment.
7	PARENT_ERP_SEGMENT_ID	nvarchar(50)	No	A column used for storing information about the parent segment. This is null for the first segment in a structure.

For example, the contents of the COST CENTER SEGMENTS.csv file may look as follows:

```
ERP_SEGMENT_ID, ERP_BUSUNESS_UNIT_ID, CC_SEGMENT_NUMBER, CC_SEGMENT_VALUE,
CC_SEGMENT_DESCRIPTION, CC_SEGMENT_NAME, PARENT_ERP_SEGMENT_ID

1001,204,1,000, Organization Desc, Organization

1002,204,2,001, Logstics Desc, Logstics,1001

1003,204,3,002, Energy Desc, Energy,1002

1004,204,3,003, Warehouse Desc, Warehouse,1002

1005,204,2,004, Administration Desc, Administration,1001

1006,204,3,005, Purchase Desc, Purchase,1005

1007,204,3,006, Accounting Desc, Accounting,1005

1008,204,2,007, Production Desc, Production,1001

1009,204,3,008, Production Department Desc, Production Department,1008

1010,204,3,009, Line Department Desc, Line Department,1008
```

### Work breakdown structure segments CSV format

Table name: WBS SEGMENTS

File name (for Agnostic ERP): WBS SEGMENTS.csv

Field Index	Column Name	Туре	Mandatory	Description
1	ERP_SEGMENT_ID	nvarchar(50)	Yes	The segment ID number in the customer ERP system. This value is mandatory.
2	ERP_BUSUNESS_UNIT_ID	nvarchar(100)	No*	The Business Unit ID number in the customer ERP system.
				* This value is optional. However, when left empty there are no business units.
3	WBS_SEGMENT_NUMBER	int	Yes	The order number of the segment. This value is mandatory.
4	WBS_SEGMENT_VALUE	nvarchar(50)	Yes	The value of the work breakdown structure. This value is mandatory.

Field Index	Column Name	Туре	Mandatory	Description
5	WBS_SEGMENT_DESCRIPTION	nvarchar(255)	Yes	The segment description. This value is mandatory.
6	WBS_SEGMENT_NAME	nvarchar(50)	No	The Name of the work breakdown structure segment.
7	PARENT_ERP_SEGMENT_ID	nvarchar(50)	No	A column used for storing information about the parent segment. This is null for the first segment in a structure.

For example, the contents of the WBS SEGMENTS.csv file may look as follows:

ERP\_SEGMENT\_ID, ERP\_BUSUNESS\_UNIT\_ID, WBS\_SEGMENT\_NUMBER, WBS\_SEGMENT\_VALUE, WBS\_SEGMENT\_DESCRIPTION, WBS\_SEGMENT\_NAME, PARENT\_ERP\_SEGMENT\_ID 2001, 204, 1, 000, Development Desc, Development 2002, 204, 2, 001, Project Management, Project Management, 2001

### Configure ERP import job schedule

Since your ERP master data may change regularly it is necessary to set up a regular schedule to update to the Kofax AP Agility database. The following tables store the master data in Kofax AP Agility.

ERP invoices: ERP\_INVOICE

Payment terms: PAYMENT\_TERM

• Payment terms details: PAYMENT\_TERM\_DETAIL

Vendors: VENDOR\_MASTER\_DATA, BRWVendorMaster

• PO headers: PO\_HEADER

PO lines: PO\_LINES

GL Segments: GL\_SEGMENTS

• Plants: PLANTS

Receipt lines: RECEIPT\_LINES

Tax Codes: TaxCode

Miscellaneous Charge: MiscChargesAccount

• Unit of Measure Conversions: BRWUOMConversions

• **Employee**: BRWEmployeeMaster

Cost Center Segments: COST\_CENTER\_SEGMENTS

Work Breakdown Structures: WBS\_SEGMENTS

To configure the optimal schedule, consider the amount of the ERP master data. If you have a large amount of the ERP master data and you set the import job schedule to run too often, performance issues may occur.

Configure the job schedule that imports the ERP master data to the Kofax AP Agility database by following these steps:

1. Launch the TotalAgility Designer.

2. On the menu, select **System** > **Job Schedules**.

The **Job schedules** page is displayed for the Default Category.

**3.** From the **Category** list, select **AP Agility**.

A list of AP Agility job schedules is displayed.

**4.** Select the **AP Data Import** job schedule.

The **AP Data Import** job schedule is displayed.

**5.** Edit the job schedule as needed.

It is recommended that you configure the import job schedule to run once per day. In case of performance issues, ensure that the import occurs when Kofax AP Agility if not heavily used. For example, at night.

**6.** Click **New** to add a new schedule.

The **New job schedule** window is displayed.

- 7. Fill in the new job schedule form to set up the address dump as follows.
  - a. Enter a Name such as Dump Address Files.
  - **b.** Click on the **Process** list, select the **InvoiceProcessingAgility** category, and then select the **DumpAddressFiles** job.
  - **c.** Specify the other settings as required.
    - It is recommended that you set up the dump job schedule to run once per day, but after the data import process has finished. This is because the results of the data import process are required by the dump address process. In case of performance issues, ensure that the dump occurs when Kofax AP Agility if not heavily used. For example, at night.
- **8.** Click **Save** to save the import job schedule.

### ERP import job status history

Kofax AP Agility records information about the executed import jobs in the Kofax AP Agility database. You can view this information in the **Settings** > **Administration** > **Master Data Import Log**. For more information on this log see the *Kofax AP Agility Configuration Help*.

#### Localization

Kofax AP Agility supports localized end-user activities in English, French, German, Spanish, and Brazilian Portuguese.

However, the translations for the Kofax TotalAgility Global Variables are not installed automatically when Kofax AP Agility is installed. Instead, it is necessary to manually install the translations for these variables.

## Install translations for global variables

Because translations for the Kofax TotalAgility Global Variables are not installed automatically when Kofax AP Agility installed, it is necessary to do this manually.

You can manually install the translations for the Kofax TotalAgility Global Variables needed by Kofax AP Agility by following these steps:

- 1. Launch the TotalAgility Designer.
- 2. On the menu, select Import.

The **Import** page is displayed.

3. Click Browse, navigate to your  $\underline{\text{extracted files}}$ , and then select  $/ \underline{\text{Languages}} / \underline{\text{Languages}}$ 

KofaxAPAgility-2.8.0 Lang.zip.

The zip file is loaded automatically. **4.** Click **Import** to start the import.

When the languages are imported successfully, a message is displayed.

5. On the menu, select **Translation**.

The **Translation** page is displayed.

**6.** From the **Translate** list, select **Global Variables** and then click **Translate**.

The **Translation: Global variables** window is displayed with a list of variable values in English and the other supported languages.

7. Click Save.

This applies the imported translations to any forms that use one or more of the global variables.

**8.** Optionally, close the TotalAgility Designer.

# **Configure Invoice Processing**

In order to use the Invoice Processing functionality of Kofax AP Agility, the following additional configuration steps are required. Each step contains its own set of instructions and the order is important. Skipping steps that are not optional, or performing steps out sequence can result in a failed installation.

- **1.** Optionally, if you are using Windows authentication, <u>configure</u> the authentication type and timeout session behavior.
- 2. Create CSV files for database lookups.
- **3.** Optionally, <u>modify</u> the recognition engines in Transformation Designer.

  This step is necessary only if you are processing documents in languages other than English.
- **4.** Prepare ingestion configuration.
  - Configure scan ingestion.
  - · Optionally, configure scan ingestion for MarkView
  - Configure filesystem ingestion.
  - Configure email ingestion.
- **5.** Configure page <u>Image rendition</u>.
- 6. Optionally, install PIX.
- 7. Restart the services.

## Configure Invoice Processing Administrator access

Before you can start configuring the Invoice Processing functionality for Kofax AP Agility, it is necessary to configure the Invoice Processing Administrator access in the TotalAgility Designer.

You can configure the Invoice Processing Administrator resource access by following these steps:

- 1. Launch the TotalAgility Designer.
- **2.** On the menu, select **Resources** > **Groups**.

The **Resources and groups** page is displayed for the Default Category.

- **3.** From the **Category** list, select the **InvoiceProcessingAgility** category from the menu. A list of groups related to Invoice Processing is displayed.
- 4. Click IPA Administrators.

The **Edit resource group** window is displayed for the selected resource group.

- **5.** To add group members click **Add** next to the **Group members** field.
  - The **Add group members** window is displayed.
- **6.** In the list of users in the **Individual** tab, click **Administrator** to add this to your group. The selected user is added to the list below.
- 7. Click Done.

The **Add group members** window is closed and the **Administrator** user is added to the **IPA\_Administrators** resource group.

- 8. In the Edit group resource window, click Save.
  - The **Edit group resource** is closed and your changes are saved.
- **9.** Optionally, if you are also using the AP Agility Workflow functionality, <u>Configure AP Agility</u> Workflow Administrator access.

#### Access Master Data

Before you start processing documents your vendor master data must be available to AP Agility. Depending on your installation, different configurations are needed.

If you are using an ERP connector then vendor data values are pulled in via the AP Data Import scheduled job. You do not need to do anything to else access the data.

If however, you are using the Invoice Processing functionality only and are not using an ERP connector then you are responsible for populating the following databases:

- BRWVendorMaster for vendor detection.
- BRWCompanyAddressMaster for company code detection.
- BRWEmployeeMaster for employee detection. This is optional and needed only if the EmployeeID field is enabled.

#### Vendor master data

Use the following table to prepare your Vendor Master data for export into the BRWVendorMaster database table.

If the default size for varchar or nvarchar columns is too small, you can increase the size of the columns as needed. Doing so does not affect Kofax AP Agility functionality, nor does it cause problems with future upgrades.

This table is mandatory. Populate it with your own data to ensure that the database locator is able to reconcile your vendors during the Invoice Processing Validation activity.

Column	Туре	Description	Example
IndexID	varchar	A unique key for vendor addresses across all partitions. This IndexID is a compound string that is made up from the PartitionID, the ID (Vendor), and if available, the SiteID.  The PartitionID and the ID are separated by a hyphen (-). By default, the ID and SiteID are separated by a tilde (~).  This separator between the ID and the SiteID is configurable using the Alpha Num Site Separator setting in the Settings > Invoice Processing > Capture Profiles > Vendor Settings.	0-12345~5 In the above example, the PartitionID is 0, the ID (Vendor) is 12345, and the SiteID is 5.
PartitionID	int	The Vendor partition. This is used to distinguish Vendors from different sources.	0
ID	varchar	The Vendor ID that is used in the ERP.	12345
SiteID	varchar	The SiteID for the associated Vendor. This may not be used for some Vendors.  If this is used, it is part of the IndexID.  The SiteID is commonly used by Oracle or PeopleSoft.	5
Name	varchar	Vendor name.	Thumps Up
Address1	varchar	First line of Vendor address.	Drummers Lane
Address2	varchar	Second line of Vendor address, if applicable.	
City	varchar	City of the Vendor address.	Houston
Zip	varchar	Post code or Zip code of the Vendor address.	77032
State	varchar	State or region of the Vendor address.	TX
Country	varchar	Country of the Vendor address. This must be given as an ISO 3166 Alpha-2 character code.	US
POBox	varchar	PO Box of the Vendor Address, if applicable.	12345678
POBoxZip	varchar	PO Box Zip code of the Vendor Address, if applicable.	77032

Column	Туре	Description	Example
EUMember	varchar	Indicates whether or not the Vendor is from a country that is a member of the European Union.	Х
		Use an "X" to indicate that a Vendor is from an EU country.	
		When a Vendor is from an EU country, this column indicates when it is necessary to resolve tax codes and provide VAT compliancy checks.	
Currency	varchar	Currency of the Vendor Country.	GBP
		The currency code must comply with the ISO 4437 code standard.	
TAXID1	varchar	The Primary Tax ID for a Vendor.	
		Kofax AP Agility does not require this for any business logic. However, you can populate and use this as a searchable field if needed.	
TAXID2	varchar	The Secondary Tax ID for a Vendor.	
		Kofax AP Agility does not require this for any business logic. However, you can populate and use this as a searchable field if needed.	
VATRegNo	varchar	The Vendor VAT registration number(s).	DE118827839
		Multiple VAT registration numbers must be presented as a comma-separated list, if the Vendor is VAT registered in more than one country.	
		VAT registration numbers should contain the two-character country prefix, but this is not mandatory.	
		This is used to populate the <code>VendorVATRegNo</code> field if a VAT compliancy check is required.	
TaxJurCode	varchar	The tax jurisdiction code.	
		Kofax AP Agility does not require this for any business logic. However, you can populate this field and access it in custom user exits.	
TelNo	varchar	The Vendor telephone number.	
		Kofax AP Agility does not require this for any business logic. However, you can populate and use this as a searchable field if needed.	
InvoiceType	varchar	The Vendor invoice type.	PO
		This must correspond to the configured PO or NPO value specified in the Settings > Invoice Processing > Capture Profiles > Invoice Type Settings.	
		This is relevant if the <b>Set By Vendor</b> value is set only.	

Column	Туре	Description	Example
PaymentMethods	varchar	A comma-separated list of Bank methods for the Vendor.  This must match one of the methods configured in the Settings > Invoice Processing > Capture Profiles > Payment Method Settings in order to enable bank account extraction.	В,Т
BankDetails	varchar	The bank account details for the Vendor. This is a colon-separated list that uses the following format.  BankAccount, SortCode, ERPBankAccountCode: A sort code is the US equivalent of a routing number.	357357, , CAD1: 789789, , EUR1 In the above example, the Vendor has two different sets of bank details. One for Canadian dollars, and another for Euros. In both cases, the Vendor does not have a sort code.
WithholdingTax Details	varchar	A colon-separated list in the following format.  CompanyCode, WithholdingTaxType, WithholdingTaxCode:  If there is withholding tax on the invoice at the time of posting, Kofax AP Agility posts the full withholding tax amount to the entry with the relevant company code.  This value is relevant for SAP ECC only.	CompanyCode1, TaxType1, TaxCode1: CompanyCode2, TaxType2, TaxCode2: CompanyCoden, TaxTypen, TaxCode This example shows how to resolve tax type and tax code used for withholding tax data that is submitted to SAP ECC /S/4HANA Cloud ES.
CompanyCodes	varchar	A comma-separated list of company codes that are valid for the Vendor.  Optionally limits what company codes are valid for a vendor. If this database entry contains one or more values, the corresponding vendor is accepted only when the company code extracted for the invoice, is contained in this list.	
UtilityFlag	varchar	Indicates if a Vendor is a utility vendor.  If used, this value for this must correspond to one of the utility aliases configured in the Settings > Invoice Processing > Capture Profiles > Invoice Number Settings.	
PORSubscruberNo	varchar	The Swiss purchase order subscriber number for the Vendor. If this value is populated, it overrides the extracted value during export.	

Column	Туре	Description	Example
ExternalVendorID	varchar	The external VendorID.	
		If a Vendor has a value for this field, it is used as the ID (Vendor).	
		This is used by some ERP systems like Oracle EBS.	
ExternalSiteID	varchar	The external SiteID.	
		Kofax AP Agility does not require this for any business logic. However, you can populate this field and access it in custom user exits.	
VendorAccountGroup	varchar	The Vendor account group. This is available for export.	
AlternatePayee	varchar	The Vendor alternate payee.	
		This is used for the ALTERNATIVEPAYYEE export key if the AlternativePayee field is not populated.	
PermittedPayee	varchar	A comma-separated list of permitted alternative payees for this Vendor. This list contains the ID (Vendor) (without the PartitionID and SiteID).	12345
		This is supported by SAP ECC only.	
SiretID	varchar	The French SiretID for this Vendor, if applicable.	RC NANTES 234 987 456
VendorIdentifier	varchar	A unique Vendor identifier, such as a Chinese tax registration number.	
		This is used for vendor scoring if found on the document.	
InterCompany	bit	Indicates if a Vendor is an intercompany vendor.	
		Intercompany vendors are used only for vendor extraction if the invoice is classified into the Intercompany class.	
OneTimeVendor	bit	Indicates a one-time vendor.	
		If you are using the Kofax Search and Matching Server you must use the VendorMaster view rather than the table itself. The view hides the one-time vendor records and the OneTimeVendor column as these are irrelevant for searches.	

# Employee master data

Use the following table to prepare your Employee Master data for export into the  ${\tt BRWEmployeeMaster}$  database table.

if you are using the Employee field, populate this table with your own data

Column	Туре	Description	Example
IndexID	varchar	A unique key for employee addresses across all partitions. This IndexID is a compound string that is made up from the PartitionID and the ID (Employee).  The PartitionID and the ID are separated by a hyphen (-).	0-12345
PartitionID	int	The Employee partition. This is used to distinguish Employees from different sources.	0
ID	varchar	The Employee ID that is used in the ERP.	12345
Name	varchar	The Employee name.	Michael Miller
Address1	varchar	The first line of the Employee address.	Drummers Lane
Address2	varchar	The second line of the Employee address.	
City	varchar	The Employee city.	Houston
Zip	varchar	The Employee post code or zip code.	77032
State	varchar	The Employee state or region.	TX
Country	varchar	The Employee country. This must be given as an ISO 3166 Alpha-2 character code.	US
TelNo	varchar	The Employee telephone number.	
TaxID1	varchar	The Employee primary tax code.	
TaxID2	varchar	The Employee secondary tax code.	

# Company Code data

Use the following table tp prepare your Company Code data for export into the  ${\tt BRWCompanyAddressMaster}$  database table.

i If you are getting the company code from this database table, populate it with your own data to ensure that the database locator is able to reconcile company codes during the Invoice Processing Validation activity.

Column	Туре	Description
CompanyCode	varchar	A unique identifier for a company.
CompanyName	varchar	The name of a company.

Column	Туре	Description
CompanyAddress		The Company address. This address should be similar to what is printed on the invoice.

## Database lookups during Invoice Processing

By default, ASE and KSMS databases are created automatically in the Invoice Processing Transformation Designer project. The databases correlate to various master data in the AP Agility database.

For more information on the Transformation Designer and how to use this application, please refer to the *Transformation Designer Help*.

#### **ASE** databases

When you use one of the ASE databases (VendorASE, EmployeeASE, CompanyCodeASE) it is necessary to perform the following:

- Dump master data to CSV files needed by the ASE databases.
- Optionally, configure the CSV files to update regularly.

### Dump data to CSV databases

If you are using an ASE database it is necessary to create CSV files. There is a process in Kofax TotalAgility that enables you to automatically create CSV files from the BRWVendorMaster, BRWEmployeeMaster, and the BRWCompanyAddressMaster tables in the AP Agility database. These files are then stored in Kofax TotalAgility.

You can create the CSV database needed for the database lookups in Transformation Designer by following these steps:

- 1. Ensure that data is available in the AP Agility database for the BRWVendorMaster, BRWEmployeeMaster, and the BRWCompanyAddressMaster tables.
  - If you have no data for these tables at this time, or you do not plan to use all three database lookups, you can leave those tables blank. The CSV tables are created using mod data that you can update at a later time when it is available.
- 2. Open the AP Agility Workspace.
- **3.** On the menu, select **Jobs** > **Create**.
  - The **Create Jobs** page is displayed.
- 4. From the Category list, select InvoiceProcessingAgility.
  - The **Process** list is populated with processes.
- 5. From the **Process** list, select **DumpAddressFiles**
- 6. Click Create.

A message is displayed when the job is created successfully and the Vendor.csv, Employee.csv, and CompanyCode.csv files are created automatically. These files are stored in Kofax TotalAgility and picked up automatically by the corresponding database locators in the Transformation Designer.

However, it is still necessary to <u>Release</u> your project in Transformation Designer after you create the CSV databases.

7. Optionally, configure the CSV databases to update automatically.

### Configure CSV databases to update automatically

When you converted the BRWVendorMaster, BRWEmployeeMaster, and the BRWCompanyAddressMaster database tables into CSV databases, that was a single point-in-time representation of that data. Since it is likely that some of those tables are modified regularly with additional data over the lifetime of your project, it is necessary to update the CSV files at regular intervals.

You can update the CSV databases at regular intervals by following these steps:

- 1. Launch the TotalAgility Designer.
- On the menu, select System > Job schedules.
   The Job schedules page is displayed for the Default Category.
- **3.** From the **Categories** list, select **InvoiceProcessingAgilty**. A filtered list of scheduled jobs is displayed.
- 4. Click the AddressData2CSV scheduled job.
- **5.** When prompted, click **Yes** to lock the scheduled job for modification. The properties for the job are displayed.
- **6.** Select **Active**.
- **7.** Edit the **Schedule** settings so that this job is executed as needed. For more information on these settings, see the *TotalAgility Designer Help*.
- **8.** Click **Save**.

Your changes are saved.

**9.** Optionally, **Close** the TotalAgility Designer.

## Kofax Search and Matching Server databases

In addition to the ASE database lookups, Kofax AP Agility Invoice Processing also supports lookups using Kofax Search and Matching Server (KSMS) databases. When Kofax AP Agility is first installed, three KSMS databases are created automatically. By default, these point to the localhost, so their paths need updated to point to the correct KSMS server.

A KSMS database is physically located on a remote Kofax Search and Matching Server server, and no copies or regular updates are needed on the Kofax TotalAgility sever.

Since the database lookups are configured to use the ASE databases by default, it is necessary to do the following:

- 1. Load the necessary data into the BRWVendorMaster and BRWEmployeeMaster tables, and if necessary, the BRWCompanyAddressMaster table, in the AP Agility database.
- **2.** Open the Transformation Designer and then select the Project Settings > Databases tab.
- **3.** Open the AP\_Vendor database, update the Connection String so that it points to your KSMS server, and configure the KSMS AP\_Vendor settings.

- **4.** Open the AP\_Employee database, update the Connection String so that it points to your KSMS server, and configure the KSMS AP\_Employee settings.
- **5.** If needed, open the AP\_Company database, update the Connection String so that it points to your KSMS server, and configure the <u>KSMS AP\_Company settings</u>.
- **6.** Update the Settings > Invoice Processing > Global Settings > ASE Database Settings to use the KSMS databases instead of the default ASE databases.
- 7. Release your project.

### KSMS AP\_Vendor settings

When adding the AP\_Vendor database to KSMS, ensure that the following settings are applied. Without this configuration, the database lookup does not work as expected.

Setting	Value	
Connection Type	Microsoft SQL Server	
Connection String	Connection string for the APAgility database	
Relational database object	VendorMaster	
Columns to Use	Ensure that the following columns and only these columns are selected for Search.	
	• ID	
	• SiteID	
	• Name	
	• Address1	
	• Address2	
	• City	
	• Zip	
	• State	
	• Country	
	• POBox	
	• POBoxZip	
	Ensure that the following columns and only these columns are selected for Filtering.	
	• PartitionID	
	InterCompany	
Ignore case	Selected	
Database active after import	Selected	
Word separation characters	, – ; and <b>Space</b> is selected	
String Substitution Search Text	To include a pre-defined list of string substitutions, import the SubstitutionStrings_AP_Vendor.xml file from the KSMS directory in the Kofax AP Agility installation files.  Refer to the Kofax AP Agility Installation Guide for more information on the installation files.	

## KSMS AP\_Employee settings

When adding the  $AP\_Employee$  database to KSMS, ensure that the following settings are applied. Without this configuration, the database lookup does not work as expected.

Setting	Value
Connection Type	Microsoft SQL Server
Connection String	Connection string for the APAgility database
Relational database object	BRWEmployeeMaster
Columns to Use	Ensure that the following columns and only these columns are selected for Search.
	• ID
	• Name
	• Address1
	• Address2
	• City
	• Zip
	• State
	• Country
	Ensure that the following column and only this column is selected for Filtering.
	• PartitionID
Ignore case	Selected
Database active after import	Selected
Word separation characters	, – ; and <b>Space</b> is selected

# KSMS AP\_Company settings

When adding the  $AP\_Company$  view to KSMS, ensure that the following settings are applied. Without this configuration, the database lookup does not work as expected.

Setting	Value
Connection Type	Microsoft SQL Server
Connection String	Connection string for the APAgility database
Relational database object	CompanyAddressMaster
Columns to Use	Ensure that the following columns and only these columns are selected for Search.
	CompanyName
	CompanyAddress
	Ensure that the following column and only this column is selected for Filtering.
	• PartitionID

Setting	Value
Ignore case	Selected
Database active after import	Selected
Word separation characters	, – ; and <b>Space</b> is selected

### Release project with new database references

When Kofax AP Agility is first installed, three database lookups are created in Transformation Designer automatically. Now that you have dumped your address data to CSV files that are stored in Kofax TotalAgility, it is necessary to open and then release your project in Transformation Designer so that the newly created databases are use.

You can update the project and its databases by following these steps:

- **1.** If not already done, <u>dump</u> your address data.
- 2. Open the Transformation Designer.
- **3.** From the **Project** tab, click **Open Project**.

The **Open Project** window is displayed.

**4.** From the **Select category** group, select the **InoviceProcessingAgility** category.

The **Select project** area is updated.

**5.** In the **Select project** area, expand **Shared**, and then double-click on the **InvoiceProcessingAgility** project.

The project is displayed.

6. On the **Project** tab, click **Project Settings**.

The **Project Settings** window is displayed.

7. In the **Project Settings** window, click on the **Databases** tab.

The **Databases** tab is displayed.

8. Select the **VendorASE** database and click **Import**.

When prompted to import the database click Yes.

The corresponding CSV file is imported.

9. If you are using the Employee field, select the EmployeeASE database and click Import.

When prompted to import the database click Yes.

The corresponding CSV file is imported.

**10.** If you are using the Company Code field, select the **CompanyCodeASE** database and click **Import**.

When prompted to import the database click **Yes**.

The corresponding CSV file is imported.

11. On the Project Settings window, click OK.

Your changes are saved and the window closes.

**12.** On the **Project** tab, click **Release**.

The project is released with the updated databases.

**13.** Close the Transformation Designer.

# Modify the Transformation Designer recognition engines

If you are processing documents in languages other than English, it is recommended that you update the recognition engines in the Transformation Designer. This ensures that the recognition engines are more efficient for your needs than they are by default.

You can modify the recognition engines by following these steps:

- **1.** Open the Transformation Designer.
- 2. On the Project tab, click Open Project.

The **Open Project** window is displayed.

 $\textbf{3.} \ \ \text{From the } \textbf{Select category} \ \text{group, select the } \textbf{InoviceProcessingAgility} \ \text{category}.$ 

The **Select project** area is updated.

**4.** In the **Select project** area, expand **Shared**, and then double-click on the **InvoiceProcessingAgility** project.

The project is displayed.

**5.** On the **Project** tab, click **Project Settings**.

The **Project Settings** window is displayed.

**6.** On the **Project Settings** window, click the **Recognition** tab.

A list or recognition engines is displayed.

7. Double-click on the default **FineReader** recognition engine.

This is the third entry in the list.

The **FineReader Profile Settings** window is displayed.

- **8.** In the **Languages** list, select each language that your process.
  - For the best results, ensure that **Digits** and **English** are selected in addition to any other languages selected.
- **9.** Click **OK** to save your changes.

The FineReader Profile Settings window closes.

**10.** Click **OK** to save changes to the project settings.

The **Project Settings** window closes.

11. On the **Project** tab, click **Release**.

The project is released with the updated databases.

**12.** Close the Transformation Designer.

# Prepare ingestion configuration

Before you can configure individual types of ingestion, you first need to create a general import connection for Kofax AP Agility Invoice Processing. Once the import connection is available, you can add <u>filesystem</u> and <u>email</u> ingestion.

i If you are using Kofax AP Agility in a multi-tenant environment, use the Kofax TotalAgility Integration Server to configure ingestion.

You can add an import connection by following these steps:

- 1. Launch the TotalAgility Designer.
- 2. On the menu, select Integration > Import settings.

The **Import Settings** page is displayed.

3. Click New.

The **New import connection** page is displayed.

- **4.** For the **New import connection** setting, enter a **Name** such as "InvoiceProcessing."
- **5.** Enter a **Description** for your new connection.
- **6.** Configure the Message Connector URL settings. This is set to http://localhost:25086/ by default. This is the most common configuration. by following these steps:

You can confirm the URL on your server

a. On the Windows Start menu, select **Start** > **Kofax** > **Message Connector** > **Message Connector** > **Message** 

The Message Connector Web Portal website is displayed.

- **b.** Copy the **hostname** and **port** for the Message Connector Web Portal and then paste them into the **Message Connector URL** field back on the **Import Connection** page.
- **7.** Edit the other settings based on your requirements.

For more information on these settings, see the *TotalAgility Designer Help*.

8. Click Save.

Your changes are saved and you are returned to the **Import settings** page where your new import connector is listed.

# Configure scan ingestion

You can configure scan ingestion by following these steps:

- 1. Open the AP Agility Workspace.
- **2.** On the menu, select **Scan**.

The **Kofax Web Capture Service Required** window is displayed.

- **3.** Install the **Kofax Web Capture Service** by clicking the **click here** link in the window. A progress bar is displayed while the installation occurs.
- **4.** Click **OK** to close the **Kofax Web Capture Service Required** window after the installation is complete.
- **5.** Optionally, configure the settings to scan documents in languages other than English.
- **6.** Refresh the **Scan activity** page.

This ensures that the newly installed Web Capture Service is accessible to Scan activity.

# Configure language settings

If your invoices are in a language other than English, you can improve the extraction results by selecting the relevant language before scanning your documents. To aid in document recognition, these languages are available for selection at the point of scan.

- 1. AR Arabic
- 2. CN Chinese

- 3. GR Greek
- 4. JP Japanese
- 5. KR Korean
- 6. RU Russian
- **7. TH** Thai

Depending on which of the above language is selected, a dedicated recognition profile is available in Transformation Designer. Each of these languages has its own profile that is configured to extract documents in the relevant language. Using one of these dedicated recognition profiles ensures better extraction results than the default recognition profile. For more information on recognition profiles, refer to the *Transformation Designer Help*.

You can configure scan language settings by following these steps:

- **1.** Open the AP Agility Workspace.
- 2. On the menu, select Scan
- 3. On the Scan activity form, select the language from the Language ID list.
- **4.** Refer to the <u>Configure scan ingestion</u> to complete the remaining steps of the ingestion process.

## Configure scan ingestion for MarkView

If you are using MarkView then it is necessary to perform the following steps in order to update the Scan activity navigation to use the correct capture process that is specific to MarkView. This is a global change that affects the Scan activity for all organizations. However, the extra Scan activity fields are not displayed if an organization uses another ERP system or other databases.

You can configure the Scan activity navigation to include the necessary content for Scan activity by following these steps:

- 1. Launch the TotalAgility Designer.
- On the menu, select User interface > Navigations.A list of Navigations is displayed for the default category.
- **3.** From the **Category** list, select **AP Agility**. A list of MarkView is displayed for AP Agility category.
- 4. Select the AP Agility Menu.

The **Edit navigation menu** window is displayed for the AP Agility menu.

- 5. Select the Scan menu item.
  - The right pane is updated to show the Scan menu settings.
- **6.** From the **Target** list, select the **InvoiceProcessingAgility** category, and select **CaptureDocument\_Scan\_MV** process.
- 7. Restart the Kofax Core Worker Service.

The Scan activity and its list of invoice types is updated for MarkView.

# Configure file system ingestion

You can configure file system ingestion by following these steps:

- 1. Launch the TotalAgility Designer.
- 2. On the menu, select **Integration** > **Import settings**. The **Import Settings** page is displayed.
- **3.** Under **Import Connections**, click the name that you provided when you <u>created</u> the ingestion connection.

The import connection you created earlier is visible but it has no **Import sources**.

**4.** Under the **Import sources** section, click +.

The **New import source** window is displayed.

- **5.** On the **New import source** window, edit the following settings to configure your input source.
  - **a.** In the **Type** list, select the import source type as **FILE**.

    The available settings are updated so that they match the selected source type.
  - b. Enter a **Display name**, such as "IPFileSystemImport."
  - c. Select Normalize images and create pages.
  - d. Optionally, after configuring file import, click **Test file import**.
  - **e.** In the **Associated action(s)** group, ensure that the **Job type** setting is set to **Create new job**.
  - **f.** From the **Process** setting, click on the list, select the **InvoiceProcessingAgility** category, and then select one of the following, depending on your ERP system:
    - If you have one or more organization integrated with MarkView, select the **CaptureDocumentMV** process.
      - A MarkView cover page must be included for the AP Invoice Follow-Up, Previously Entered Invoice, and the Supplier Follow-Up invoice types. Without the cover page these documents cannot be exported to MarkView.
    - If you are using another ERP system, select the **CaptureDocument** process.

The **Initialization variables** table is populated with fields related to the selected process.

g. Two fields require mapping only. Select the corresponding values as follows.

Name	Mapping	
InputSource	Input Source Type	
FileName	File Name	

• You can map additional fields, but if you do, this mapping overrides the mapping configured in the Settings > Invoice Processing > Global Settings > Import Settings.

h. Edit the other settings as needed.

For more information on these settings, see the *Kofax TotalAgility Help*.

i. Click Save.

Your changes are saved, the **New import source** window is closed, and your new import source is displayed on the **Update import connection** window.

6. Click Save.

Your changes are saved and the **Update import connection** window is closed.

7. Optionally, close the TotalAgility Designer.

## Configure email ingestion

If you plan to process invoices received by one or more email addresses, email ingestion is necessary. An email import process is required for each email address that you monitor. This is configured in the same location as <u>filesystem</u> ingestion. For more information on ingestion and its various settings, refer to the *Kofax TotalAgility Help*.

You can configure email ingestion by following these steps:

- **1.** Launch the TotalAgility Designer.
- **2.** On the menu, select **Integration** > **Import settings**.

The **Import Settings** page is displayed.

**3.** Under **Import Connections**, click the name that you provided when you <u>created</u> the ingestion connection.

The import connection you created earlier is visible but it has no **Import sources**.

4. In the **Input sources** window, click +.

The **New import source** window is displayed.

- **5.** On the **New import source** window, edit the following settings to configure your input source.
  - a. In the **Type** list, select the import source type as **POP3** or **IMAP**.The available settings are updated so that they match the selected source type.
  - b. Enter a Display Name, such as "IPEmailImport."
  - c. Select Normalize images and create pages.
  - d. Enter your email service provider into the **Host** field.
  - e. Enter a Port.
  - f. Enter a Username and Password.
  - **g.** Test your settings by clicking **Test Mailbox**.
  - **h.** In the **Associated action(s)** group, ensure that the **Job type** setting is set to **Create new job**.
  - i. Create a job in one of the following two ways:
    - To create a single job from one email, regardless of how many attachments, from the **Process** setting, click on the list, select the **InvoiceProcessingAgility** category, and then select the **CaptureDocument** process.
    - To create a separate job for each email attachment, a custom process with the
       InputSource and ClientID input variables is required. A folder input variable is also required.

The folder inside the custom process is where documents for each attachment are located. Loop over the folder and move each document to a temporary folder. Then use the **CreateJob** method of the **TotalAgility.Sdk.JobService** class to initialize a **CaptureDocument** job with the two input variables (**InputSource** and **ClientID**) and the temp folder. After the method is complete remove the document from the temporary folder and continue the loop.

Map the **Process** setting on the **New import source** window to use the custom process.

The **Initialization variables** table is populated with fields related to the selected process.

j. Two fields require mapping only. Select the corresponding values as follows.

Name	Mapping	
InputSource	Input Source Type	
ClientID	You can either hard code a Client ID or you can select one of the metadata variables. If you do map a variable, you need to modify the CaptureDocument process so that it can use the Metadata value and process it accordingly.	

You can map additional fields, but if you do, this mapping overrides the mapping configured in the **Settings** > **Invoice Processing** > **Global Settings** > **Import Settings**.

**k.** Edit the other settings as needed.

For more information on these settings, see the Kofax TotalAgility Help.

I. Click Save.

Your changes are saved, the **New import source** window is closed, and your new import source is displayed on the **Update import connection** window.

6. Click Save.

Your changes are saved and the **Update import connection** window is closed.

- **7.** Optionally, close the TotalAgility Designer.
- **8.** On your mail server, do the following.
  - **a.** In the email account specified above, enable POP or IMAP downloads in the account settings.
  - b. Configure the settings to allow Kofax AP Agility to access your email account.

Your settings are now configured to use email ingestion.

# Image rendition

Rendition is used in Invoice Processing stage of Kofax AP Agility to keep a copy of the originally ingested document when <code>ImageProcessing</code> activities are performed. For example, copies are kept for a PDF, a 200 DPI image, or a color TIFF image.

The ImageProcessing activities in the main process convert all documents to 300 DPI black and white TIFF images.

The original document is stored in rendition.

# Add image rendition

You need to add image rendition to Kofax AP Agility and provide "Original" as its name.

You can add image rendition by following these steps:

- 1. Launch the TotalAgility Designer.
- **2.** On the menu, select **System** > **System settings**. A list of system settings is displayed.
- **3.** In the **Capture** group, click **Page renditions**. The **Page renditions** window is displayed.
- **4.** If no rendition is available, define one and click **Save**. The **Page renditions** window is closed and you are returned of the list of System settings.

#### User Exit assemblies

Before you can use the various User Exits available for Invoice Processing in Kofax AP Agility, you must first implement their assemblies and then install them.

For more information on the User Exits and how to use them for Invoice Processing, see the *Kofax AP Agility Configuration Help* 

## Implement User Exit assemblies

In order to make use of the available user exits, you must first implement the user exit assemblies by following these steps:

- **1.** Create a new project for a .NET class library.
- 2. Include references to the following assemblies.
  - ICAL.ComponentAccess
  - ICAL.Framework
  - ICAL.Invoices
  - These assemblies are located in the Assemblies directory of your Kofax AP Agility installation files.
- **3.** If you are using SAP ECC, add references to the following assemblies.
  - ICAL.Framework.SAP
  - ICAL.Invoices.SAP
- **4.** If you are using an Oracle database, add references to the following assemblies.
  - ICAL.Framework.Oracle
- **5.** Sign your new assembly.

This is necessary for installation to the global assembly cache.

- 6. Create a class that implements ICAL.Invoices.Custom.ICustomInitializer.
- 7. Implement the Initialize (ProjectContext) method.

- **8.** Within the Initialize (ProjectContext) method, register your user exits in the UserExitsRegistry that is available as the ProjectContext property.
  - You can implement and register as many user exits as are required.
- **9.** Compile your assembly and give it a meaningful name such as <code>UserExitAssembly.dll</code>. A DLL file is generated with the provided name.
- **10.** Install it to the global assembly cache.

#### **Example: Modify Vendor Addresses**

You want to modify vendor addresses after that are loaded from the vendor pool or database. To do this, implement and register the ReadVendorAddress delegate and then:

# Install the User Exit assembly to GAC

After compiling your assembly, it needs installed to the global assembly cache (GAC) before it is usable. Even though you can use a tool like gacutil to install the DLL file, it is recommended that you use the provided Install2GAC.exe tool to install your assembly to the GAC.

You can install your assembly DLL to the GAC by following these steps:

- **1.** Copy the **UserExit** folder that is included with your installation files to the machine where you are installing the assemblies.
  - This folder contains the Install2GAC.exe tool.
- **2.** Copy your recently <u>implemented</u> User Exit Assembly dll file to the **UserExit** folder that you copied in the previous step.
- 3. Open a command line with administrative privileges and enter the following.

```
Install2GAC.exe <YourUserExitAssembly>.dll
```

Press **Enter**.

Your user exit assembly is installed to the GAC.

- **4.** Optionally, if your assembly has any dependencies to additional third-party assemblies, install those assemblies to the GAC as well.
- 5. Edit the server variables in TotalAgility Designer

Depending on whether you register an assembly for the 32-bit extraction phase, or the 64-bit validation, line pairing, and export phase, you need to set **one** of the following combinations in the InvoiceProcessingAgility category.

- IPAUserExitExtractionAssembly and IPAUserExitExtractionClass
- IPAUserExitValidationAssembly and IPAUserExitValidationClass

The IPAUserExitExtractionAssembly and IPAUserExitValidationAssembly must contain the strong name of your assembly. For example, IPAUserExitDemo, Version=1.0.0.0, Culture=neutral, PublicKeyToken=6a3a0087b9ef9c25, processorArchitecture=MSIL.

The IPAUserExitExtractionClass and IPAUserExitValidationClass must contain the name of the class that implements the ICustomeInitializer interface.

## Chinese Golden Tax System integration

Many Chinese invoices are pre-registered with the Golden Tax System (GTS) by the vendor. This means that a connection to the GTS can improve extraction and validation results because all invoice information is available without relying on extraction results.

The connection to the GTS requires some configuration in order to access its information for your invoices.

As a result, there are two items in Kofax TotalAgility that require customization in order for your Kofax AP Agility solution to work with the GTS.

- Configure BR Chinese GTS Read business rule
- Set up a GTS retry schedule

# Configure BR Chinese GTS Read business rule

Kofax AP Agility provides a business rule that you can use to connect your solution to the Chinese Golden Tax System.

You can configure your BR Chinese GTS Read business rule by following these steps:

- 1. Launch the TotalAgility Designer.
- **2.** On the menu, select **Workflow** > **Business rules**. Business rules for the Default Category are displayed.
- **3.** From the **Category** list, select **InvoiceProcessingAgility**. A list of Invoice Processing business rues are displayed.
- 4. From the list click on BR Chinese GTS Read.

The business rule is displayed for editing.

- **5.** Configure the business rule to connect your solution to the Chinese GTS.
- **6. Save** your changes

Your business rule is updated so that your solution can connect to the Chinese GTS.

Once the **BR Chinese GTS Read** business rule is configured, it sends standardized data to the **BR Chinese GTS Parse** business rule during production. Because of this, there is no need to edit the **BR Chinese GTS Read** business rule.

# Set up a GTS retry schedule

It is possible that an invoice is processed by Kofax AP Agility before it is available in the Chinese Golden Tax System (GTS). If this happens, that job enters a wait state until a retry is made to contact the GTS.

To account for this, it is necessary to set up the Chinese GTS Access - Trigger Retry scheduled job to enable any waiting Kofax AP Agility jobs to proceed if a retry attempt is due. If the number of hours since the last read attempt has reached the Wait Before Retry value, a new read attempt is made to the GTS.

For more information on the Wait Before Retry setting and configuring Chinese VAT invoice settings, see the *Kofax AP Agility Configuration Help* 

You can set up a schedule to retry the GTS connection for all parked jobs by following these steps:

- 1. Launch the TotalAgility Designer.
- 2. On the menu, select **System** > **Job schedules**.
- 3. From the Category list, select InvoiceProcessingAgility.
- 4. Click on the Chinese GTS Access Trigger Retry process.
- **5.** When prompted, Click **Yes** to lock the scheduled job for modification. The properties of the job are displayed in the **Edit job schedule** window.
- 6. Select Active.
- **7.** Edit the other settings so that the job is executed as needed. For more information on these settings see the *TotalAqility Designer Help*.
- 8. Click Save.

Your changes are saved and the **Chinese GTS Access - Trigger Retry** scheduled job is configured.

#### PIX installation

PIX is a Windows application that processes structured XML invoice formats and then converts them to PDF format. This generated PDF is a rendition of the electronic content for visualization purposes. This electronic data is automatically copied to the respective invoice fields for Invoice Processing.

PIX generates the field content and a PDF based on out-of-the-box mappings for the following electronic standards.

- · OIOUBL Invoice
- OIOUBL Credit Note
- OIOXML
- General XML
- E2B
- ZUGFeRD
- ebInterface
- Facturae
- ESXML

- Finvoice
- Svefaktura

• You should install and configure PIX if you need to process the above types of XML documents only.

PIX supports Western character sets only. This means that it does not support CJKT characters or extended characters required for languages such as Russian or Greek.

PIX also comes with a thin-client mapping correction utility that allows users to improve and advance the default XML-to-Field mappings. For more information, see the *PIX Correction activity Help*.

PIX is comprised of two components, a server and a client. It is common for the PIX server and the PIX client to be <u>installed together</u> on the same server. For the best results, install these together, but on a separate machine from Kofax AP Agility and Kofax TotalAgility.

If necessary, the <u>PIX server</u> and the <u>PIX client</u> can be installed on separate servers.

#### PIX prerequisites

Before you can install PIX, the following prerequisites are required.

- · Microsoft SQL Server
- Internet Information Service (IIS) with ASP.NET 3.5, ASP.NET 4.5, and WebSockets

#### Install PIX client and server on the same server

In most situations, it is recommended that you install the PIX server and the PIX client on the same server, but a different server to Kofax TotalAgility. If you anticipate processing documents through PIX on a regular basis, consider installing PIX on a separate server. This ensures that PIX does not compete with Kofax TotalAgility or Kofax AP Agility for resources. Also, Kofax TotalAgility and Kofax AP Agility both must be installed before you can install PIX.

You can install the PIX client and server on the same server by following these steps:

- **1.** Navigate to your <u>extracted</u> files and open the **PIX\_Installer** folder. The contents of the **PIX\_Installer** folder are displayed.
- 2. Double-click on the **PixSetup.exe** file.
  - The Kofax PIX installation window is displayed.
- **3.** On the Kofax PIX Installer, select **I agree to the license terms and conditions**. Leave both **Install PIX Server** and **Install PIX Client** selected.
- 4. Click Install.
  - The PIX installation starts and the **PIX Server Setup Wizard** is displayed.
- **5.** Click **Next** twice, and stop when you get to the **Database settings** step.
- **6.** If your user account does not have the necessary permission to create a database, clear the **Create database** setting.

A database administrator can <u>create the PIX server database manually</u> after the PIX server installation finishes.

If you do have permission to create a database, select **Create database** and then provide the **Database server name** and the **Instance** name if needed.

7. Click Next.

The Web site step is displayed.

**8.** For the best results, modify only the **Log Folder**, if necessary. Leave the other settings as default.

Make a note of the **Port** number. This is needed when configuring Kofax AP Agility later.

**9.** If you do not have access to a user account that has permission to create a website, clear the **Create website** setting.

An administrator can manually <u>create the PIX server website manually</u> after the PIX server installation finishes.

If you do have access to a user account that has permission to create a website, select **Create website**.

10. Click Next.

The **Kofax TotalAgility Connection** page is displayed.

11. On the Kofax TotalAgility Connection page, enter the TotalAgility URI.

For example, http://<servername>/TotalAgility/

12. Click Next.

If you are creating a website, the **User credentials** page is displayed. If you chose not to create a website, click **Next** and then skip to step 15.

- If you are creating a website, modify the **Domain name**, **User name**, and associated **Password**.
- 14. Click Next.

This user must have permissions to create a database and a web site in IIS.

The **Install** page is displayed.

15. Click Install.

PIX server is installed.

16. Click Finish.

The **PIX Client Setup Wizard** is displayed.

17. Click Next.

The **Destination Folder** page is displayed.

- **18.** Optionally, click **Change** to modify where the PIX client is installed.
- 19. Click Next.

The **PIX Client settings** page is displayed.

- **20.** Take note of the **PIX server URI** as this is needed later and ensure that the **Create website** setting is selected.
- 21. Click Next and then Install.

The PIX Client is installed.

**22.** When the installation completes, click **Finish**. A message that confirms a successful installation is displayed.

23. Click Close.

24. Configure the PIX web.config file.

## Install PIX server only

It is common to install both the PIX server and the PIX client on the same server. However, in certain situation, you may not want the PIX client and PIX server installed on the same server. Even though the PIX server and the PIX client use the same installer, it is possible to install them on separate machines.

You can install the PIX server only by following these steps:

1. Decide where to install PIX server.

i If you are installing PIX on a separate server than Kofax AP Agility, copy over the PIX Install/PixSetup.exe file from your extracted files.

2. Double-click on the PixSetup.exe.

The Kofax PIX installation window is displayed.

- 3. On the Kofax PIX Installer, select I agree to the license terms and conditions.
- 4. Clear Install PIX Client.

This installs the PIX server only.

5. Click Install.

The PIX installation starts and the **PIX Server Setup Wizard** is displayed.

- **6.** Click **Next** twice, and stop when you get to the **Database settings** step.
- **7.** If your user account does not have the necessary permission to create a database, clear the **Create database** setting.

A database administrator can <u>create the PIX server database manually</u> after the PIX server installation finishes.

If you do have permission to create a database, select **Create database** and then provide the **Database server name** and the **Instance** name if needed.

8. Click Next.

The **Web site** step is displayed.

**9.** For the best results, modify only the **Log Folder**, if necessary. Leave the other settings as default.

Make a note of the **Port** number. This is needed when configuring Kofax AP Agility later.

**10.** If you do not have access to a user account that has permission to create a website, clear the **Create website** setting.

An administrator can manually <u>create the PIX server website manually</u> after the PIX server installation finishes.

If you do have access to a user account that has permission to create a website, select **Create** website.

11. Click Next.

The **Kofax TotalAgility Connection** page is displayed.

12. On the Kofax TotalAgility Connection page, enter the TotalAgility URI.

For example, http://<servername>/TotalAgility/

13. Click Next.

If you are creating a website, the **User credentials** page is displayed. If you chose not to create a website, click **Next** and then skip to step 16.

- **14.** If you are creating a website, modify the **Domain name**, **User name**, and associated **Password**.
- 15. Click Next.

This user must have permissions to create a database and a web site in IIS.

The **Install** page is displayed.

16. Click Install.

PIX server is installed.

**17.** When the installation completes, click **Finish**.

A message that confirms a successful installation is displayed.

18. Click Close.

#### Install PIX client only

Although it is not common, it is possible to install the PIX client on a different server than the PIX server.

You can install the PIX client on a separate server by following these steps:

1. Decide where to install the PIX client.

If you are installing PIX on a separate server than Kofax AP Agility, copy over the PIX Install/PixSetup.exe file from your extracted files.

**2.** Double-click on the **PixSetup.exe**.

The Kofax PIX installation window is displayed.

- 3. On the Kofax PIX Installer, select I agree to the license terms and conditions.
- 4. Clear Install PIX Server.

This installs the PIX client only.

5. Click Next.

The **Destination Folder** step is displayed.

- **6.** Optionally, click **Change** to modify the installation path
- 7. Click Next.
- **8.** Enter a value in the **PIX server URI** field.

This refers to the server name and port number recorded during the PIX server installation. For example, http://<servername>:<port>.

**9.** If you do not have access to a user account that has permission to create a website, clear the **Create website** setting.

An Administrator can <u>manually create the PIX Client website</u> manually after the PIX Client installation finishes.

If you do have access to a user account that has permission to create a website, select **Create** website.

- 10. Click Next.
- 11. Click Install.

The PIX client is installed.

**12.** When the installation completes, click **Finish**.

A message that confirms a successful installation is displayed.

#### 13. Click Close.

# Configure PIX web.config

Regardless of where the PIX server is installed, it is necessary to configure the PIX server web.config file after installation. This is true if you installed both PIX server and PIX client on the same server, or if you installed PIX server on a different server to the PIX client.

If you do not update the configuration file, it is likely that documents will fail PIX processing and that users cannot access PIX Correction activity.

You can update the PIX web.config file by following these steps:

- 1. Navigate to <Program Files>\Kofax\PIX\PIXServer or wherever you installed PIX.
- 2. Edit the web.config file.
- **3.** Search for the <add key "hostname" value and edit it so that the hostname uses the fully-qualified domain server name of where PIX is installed.
- 4. Save the web.config file.
- 5. Restart the World Wide Web Publishing Service for your change to take effect.

# Create PIX server database manually

When PIX server is installed, that user may not have the necessary permissions to create the PIX server database. It is common for a company to restrict database creation to dedicated database administrators, so they must create the database by following these steps:

- 1. Open Microsoft SQL Server Management Studio.
- 2. Create a new database.

Name the database "SmartXML."

It is recommended that you use this name, but if you want to use another, the connection string in the web.config file needs updated to use this new name.

- 3. In Windows Explorer, navigate to where you installed PIX server.
  - By default, this path is <Program Files>\Kofax\PIX\PIXServer.
- **4.** In Microsoft SQL Server Management Server, execute the **CreateTables.sql** script located in the **DbScripts** folder.

The script is executed and the necessary database tables are created.

# Create PIX server website manually

If the user that installed PIX server does not have the necessary permissions to install the PIX server Website, an administrator can do so by following these steps:

- 1. Launch IIS.
- 2. In the Connections pane, expand http://localhost represented by your computer name. A list of Application Pools and Sites is displayed.
- **3.** Select and then right-click on **Application Pools**. Select **Add Application Pool**. The **Add Application Pool** window is displayed.

- **4.** In the **Add Application Pool** window, enter a name for your application pool such as "PIXAppPool."
  - a. From the .NET Framework version list, select .NET Framework v4.0.XXXXX.
  - **b.** From the **Managed pipeline mode** list, select **Integrated**.
  - c. Select the Start application pool immediately.
  - d. Click OK.

The new application pool is created is added to the list.

- 5. Right-click on Sites and select Add Web Site.
  - The Add Web Site window is displayed.
- 6. In the Site name field, enter "PixServer".
- **7.** Select the newly added **PIXAppPool** from the **Application Pool**.
- 8. Browse to find the physical path of the Physical path.
  - By default, this is <Program Files>\Kofax\Pix\PixServer.
- 9. In the **Binding** group, set the **Port** to "53060."
  - This is the port number specified during installation.
- **10.** Configure all other settings as appropriate for your needs and then click **OK**. The new site is added to the list of sites.

### Create PIX client website manually

If the user that installed PIX Client does not have the necessary permissions to install the PIX Client Website, an Administrator can do so by following these steps:

- **1.** Launch IIS.
- 2. In the Connections pane, expand http://localhost represented by your computer name. A list of Application Pools and Sites is displayed.
- 3. Expand Site.
  - A list of applications is displayed.
- 4. Right click on the **Default Web Site** and select **Add Application**.
  - The Add Application window is displayed.
- 5. In the Alias field, enter "Pix."
- **6.** Select the "PixAppPool" from the **Application Pool**.
- 7. Browse and select <Program Files>\Kofax\Pix\PixClient\src for the Physical path.
- **8.** Configure all other settings as appropriate for your needs and then click **OK**. The new application is added to the Default Web Site list.

# Configure Kofax AP Agility to use PIX

Now that you have installed PIX you need to tell Kofax AP Agility where it is installed and how to access it.

You can configure Kofax AP Agility to use PIX by following these steps:

- **1.** Log on to the Kofax AP Agility Workspace. The Kofax TotalAgility Workspace for Kofax AP Agility is loaded.
- 2. Click Settings > Administration.

The **Administration** page is loaded.

3. In the PIX section, enter the Web client URI.

For example, http://localhost/PIX.

4. Enter the Web server URI.

This is the path recorded when you installed the **PIX Client**.

For example, http://localhost:53060.

5. Click Save PIX Settings.

The PIX settings are saved and you can now use PIX during Invoice Processing.

## Configure XML handling to use PIX

When you first install Kofax AP Agility and then PIX, XML handling is done by Kofax TotalAgility. If you want to use PIX to process and correct documents, a change to the existing configuration is necessary. XML handling is configured in the Kofax Message Connector.

You can configure XML handling to use PIX by following these steps:

- 1. Click Start > Kofax > Message Connector > Message Connector Configuration.
  The Message Connector Configuration window is displayed.
- **2.** Expand the **Structured (XML) Input Handling** section. A list of XML settings is displayed.
- 3. In the **Types** field, replace the existing content with .none.
- **4.** Scroll to the top and click **Save**. A message confirming that your changes have saved is displayed.
- **5.** Click **Exit and restart service**. The service is restarted and the Message Connector window is closed.

#### Restart the services

You need to restart the following services to complete the Kofax AP Agility installation.

- Kofax TotalAgility Core Worker
- · Kofax Transformation Server
- World Wide Web Publishing Service

# Configure the AP Agility Workflow

After installing Kofax AP Agility, it is necessary to configure the AP Agility Workflow administrative resource. Otherwise, it is not possible to administer the AP Agility Workflow aspects of Kofax AP Agility.

# Configure AP Agility Workflow Administrator access

Before you can start configuring the AP Agility Workflow functionality for Kofax AP Agility it is necessary to configure AP Agility Workflow Administrator access in the TotalAgility Designer.

You can configure the AP Agility Workflow Administrator resource access by following these steps:

- 1. Launch the TotalAgility Designer.
- 2. On the menu, select **Resources** > **Groups**.

The **Resources and groups** page is displayed for the Default Category.

**3.** From the **Category** list, select the **AP Agility** category from the menu. A list of groups related to AP Agility is displayed.

4. Click APA Administrators.

The **Edit resource group** window is displayed for the selected resource group.

**5.** To add group members click **Add** next to the **Group members** field.

The **Add group members** window is displayed.

**6.** In the list of users in the **Individual** tab, click **Administrator** to add this to your group. The selected user is added to the list below.

7. Click Done.

The **Add group members** window is closed and the **Administrator** user is added to the **APA Administrators** resource group.

8. In the Edit group resource window, click Save.

The **Edit group resource** is closed and your changes are saved.

## Configure AP\_Approvers Permissions

In order for a Approval activity user to have access to the User Settings menu where they configure approval email notifications, they must be a member of the <code>AP\_Approvers</code> resource group or one of its subgroups in Kofax TotalAgility.

You can add a user to

- **1.** Launch the TotalAgility Designer.
- **2.** On the menu, select **Resources** > **Groups**.

The **Resources and groups** page is displayed for the Default Category.

**3.** From the **Category** list, select the **AP Agility** category from the menu.

A list of groups related to AP Agility is displayed.

**4.** Click **AP\_Approvers** or one of its subgroups, depending on need.

The **Edit resource group** window is displayed for the selected resource group.

**5.** To add group members click **Add** next to the **Group members** field.

The **Add group members** window is displayed.

**6.** In the list of users on the **Individual** tab, click a user to add it to the selected resource group. Alternatively, select the **Group** tab and click a group to add it to the selected resource group. The selected user or group is added to the list below.

7. Click Done.

The **Add group members** window is closed and the **Administrator** user is added to the **APA Administrators** resource group.

**8.** In the **Edit group resource** window, click **Save**.

The **Edit group resource** is closed and your changes are saved.

**9.** Optionally, repeat the above steps for other subgroups.

**10.** Optionally, close the TotalAgility Designer.

## AP Agility workspace

After successfully installing Kofax AP Agility, the Kofax AP Agility workspace is available to the AP Agility user. The Kofax AP Agility workspace includes the Kofax AP Agility site and work queue.

## Kofax AP Agility site

The SPA package creates the Kofax TotalAgility site called AP Agility with the following settings.

Site Parameter	Parameter Value	Comment
Category	Kofax AP Agility	Installed with the Kofax AP Agility package
Name	Kofax AP Agility	The site name in Kofax AP Agility URL
Header Form	Workspace_Header_2	Installed with the Kofax AP Agility package
Horizontal Navigation	Kofax AP Agility Menu	Installed with the Kofax AP Agility package
Vertical Navigation	N/A	N/A
Default Form	TotalAgility Work Queue	Standard Kofax TotalAgility form
Theme	TotalAgility Workspace	Standard Kofax TotalAgility theme

For an on-premise installation, Kofax TotalAgility is set up to use Integrated Windows Authentication to authenticate users. You can also configure Kofax AP Agility to use <u>Windows Authentication</u>.

The Kofax AP Agility site URL address must be in the following format, depending on the installation:

- On-premise: http(s)://<kta server>/TotalAgility/forms/APAgility
- Multi-tenant/Azure: https://<kta\_server>/forms/APAgility

In both cases, <kta server> is the Kofax TotalAgility server host name.

# Work Queue form

Kofax AP Agility uses the standard Work Queue form to access invoices.

#### Chapter 5

# Change your Kofax AP Agility installation

It is possible to remove or change the features that are installed on your server. This is possible using the same installer that you used to install Kofax AP Agility in the first place. In fact, if you run the installer on a server where any component of Kofax AP Agility is installed already, the installer only lets you Change, Repair, or Remove Kofax AP Agility.

You can also use the Change option to update any configuration settings as necessary. For example, the Web Server where the ERP Connector Web Service is installed is replaced with a newer server. As a result, it is necessary to install and configure the ERP Connector Web Service again.

You can change your Kofax AP Agility installation by following these steps:

- **1.** Open the Windows Programs and Features application. A list of installed programs is displayed.
- 2. Select Kofax AP Agility 2.8.0 from the list.
  - The list of available buttons is listed at the top of the program list for the selected program.
- **3.** Click **Change** on the Programs and Features page. The installer welcome page is displayed.
- 4. Click Next.
  - The **Change or Repair Installation** window is displayed.
- 5. Click Change.
  - The **Prerequisites** Setup Wizard step is displayed along with any information about missing prerequisites.
- **6.** The information displayed on the **Prerequisites** step is relevant if you are installing the listed components only.
  - For example, if you receive a message that the SAP ECC .NET connector is missing, but you are not using SAP ECC, ignore this message. However, if you are using one of the components listed, click **Cancel** and then **Finish** to exit the Setup Wizard, install the required prerequisite, and then restart the installer. Otherwise, click **Next**.
  - If you did not install the necessary prerequisites, the corresponding settings are not available for installation.
  - The **Custom Setup** step is displayed indicating the features that are already installed.
- 7. To remove an already installed feature, chance it so that the **Entire feature will be unavailable**. To install a feature that was previously not included, or to make changes to an already installed feature, select **Will be installed on local drive**.
  - Once you select the necessary components, click **Next**.
  - Use the links below to change or install each of the following features as appropriate for your installation.
  - AP Agility assemblies

- AP Agility database connection
- Kofax TotalAgility Integration/package
- ERP Connector Web Service

Once you have made the necessary changes, click **Change**.

A progress indicator shows the progress of the Kofax AP Agility installation.

8. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

#### Remove a feature

If you no longer need a Kofax AP Agility feature, you can remove that individual feature rather than the entire product.

For example, you have the ERP Connector Web Service installed on your computer but you have a new dedicated Web Server. You can use the installer to remove the ERP Connector Web Service so that you do not have to do this manually. You can then run the installer another time, in custom mode to install the ERP Connector Web Service on the new server.

You can remove a Kofax AP Agility feature by following these steps:

- **1.** Navigate to your <u>extracted</u> files and open the **Installer** folder. The contents of the **Installer** folder are displayed.
- **2.** Right-click on the **Kofax AP Agility** installer and select **Run as Administrator** to begin the Setup Wizard.

The installer is displayed and calculates if there is enough space on disk for the installation.

3. Click Next.

The **Change or Repair Installation** window is displayed.

4. Click Change.

The **Prerequisites** Setup Wizard step is displayed along with any information about missing prerequisites.

**5.** The information displayed on the **Prerequisites** step is relevant if you are installing the listed components only.

For example, if you receive a message that the SAP ECC .NET connector is missing, but you are not using SAP ECC, ignore this message. However, if you are using one of the components listed, click **Cancel** and then **Finish** to exit the Setup Wizard, install the required prerequisite, and then restart the installer. Otherwise, click **Next**.

If you did not install the necessary prerequisites, the corresponding settings are not available for installation.

The **Custom Setup** step is displayed indicating the features that are already installed.

**6.** For the feature or features that you are removing, select **Entire feature will be unavailable** and then click **Next**.

The **Ready to Change Kofax AP Agility 2.8.0** Setup Wizard step is displayed.

7. Click Change.

A progress indicator shows the progress of the Kofax AP Agility installation.

8. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

## Add a feature

Because environments change regularly, it is possible to add a Kofax AP Agility feature at a later time, if necessary.

For example, if you use SAP ECC and the prerequisites were not installed when you first installed Kofax AP Agility, you can go back at a later time and install this feature once the necessary prerequisites are installed.

You can add a feature to Kofax AP Agility by following these steps:

- **1.** Navigate to your <u>extracted</u> files and open the **Installer** folder. The contents of the **Installer** folder are displayed.
- 2. Right-click on the **Kofax AP Agility** installer and select **Run as Administrator** to begin the Setup Wizard.

The installer is displayed and calculates if there is enough space on disk for the installation.

3. Click Next.

The **Change or Repair Installation** window is displayed.

4. Click Change.

The **Prerequisites** Setup Wizard step is displayed along with any information about missing prerequisites.

**5.** The information displayed on the **Prerequisites** step is relevant if you are installing the listed components only.

For example, if you receive a message that the SAP ECC .NET connector is missing, but you are not using SAP ECC, ignore this message. However, if you are using one of the components listed, click **Cancel** and then **Finish** to exit the Setup Wizard, install the required prerequisite, and then restart the installer. Otherwise, click **Next**.

If you did not install the necessary prerequisites, the corresponding settings are not available for installation.

The **Custom Setup** step is displayed indicating the features that are already installed.

**6.** For any feature that you want to install that is not already installed, select **Will be installed on local hard drive** and then click **Next**.

The **Ready to Change Kofax AP Agility 2.8.0** Setup Wizard step is displayed.

7. Click Change.

A progress indicator shows the progress of the Kofax AP Agility installation.

8. Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

#### Chapter 6

# Repair Kofax AP Agility

If your Kofax AP Agility installation fails because some files are corrupted or missing, you can run the repair option from the installer.

This repair option reinstalls some of the features that you originally installed, such as assembles and the ERP Connector Web Service.

The repair however, does not recreate the Kofax AP Agility database or the Kofax TotalAgility package. This ensures that you do not lose any of your configurations made up to this point.

In most cases the repair occurs automatically. All features are updated and repaired without user interaction.

However, if you have the ERP Connector Web Service installed, and depending on how you installed this in the first place, some manual user interaction may be required. If you selected Custom Account for the Pool Identity when setting up the ERP Connector Web Service, you are asked to provide these user credentials for the specified user account before you can repair your Kofax AP Agility installation.

You can repair your Kofax AP Agility installation by following these steps:

- 1. Open the Windows Programs and Features application.
  - A list of installed programs is displayed.
- **2.** Select Kofax AP Agility 2.8.0 from the list.

The list of available buttons is listed at the top of the program list for the selected program.

- **3.** Click **Repair** on the Programs and Features page.
  - The installer welcome page is displayed.
- 4. Click Next.

The **Change or Repair Installation** window is displayed.

5. Click Repair.

Depending on how the ERP Connector Web Service is configured, an additional step may be displayed before you can finalize the repair of your installation.

**a.** Optionally, if the ERP Connector Web Service users a **Custom Account** for the Pool Identity, enter the Custom Account details and then click **Next**.

The **Ready to Repair Kofax AP Agility 2.8.0** Setup Wizard step is displayed.

6. Click Repair.

A progress indicator shows the progress of the Kofax AP Agility installation.

Click Finish.

Optionally, select the **View Installation Log** setting. The log file is displayed after the installer is closed.

The installer closes and if selected, the log file is displayed.

#### Chapter 7

# Upgrade considerations

You can upgrade from an older version of Kofax AP Agility and Kofax Invoice Processing Agility to the next released version of Kofax AP Agility, while maintaining the any customizations made. The Kofax AP Agility and Kofax Invoice Processing Agility are implemented as sub-processes. These are automatically upgraded to the new Kofax AP Agility package that is installed.

**i** Kofax recommends that you process all outstanding jobs for both the Invoice Processing and the AP Agility Workflow functionality of Kofax AP Agility.

If this is not possible for any reason, you can <u>upgrade unprocessed invoices</u> that are already inprogress.

You must not modify any processes, business rules, or forms, with the exception of the following artifacts.

#### Classification Group

• InvoiceProcessingAgility

#### Document Group

• InvoiceProcessingAgility

#### Forms

- CaptureDocument Scan
- GeneralWorkQueue
- Invoices Validation
- RescanRejectedDocs Re Scan Scan
- XMLDisplay
- IPA SessionTimeout

#### Processes

- CaptureDocument
- ParkNAIDocuments
- PostLinePairing

# Transformation Designer project customizations

In most cases, changes to the project in Transformation Designer are required. This is because your organization may have specific requirements that are not available in the out-of-the-box solution.

The following guidelines should be met when customizing your project. These guidelines ensure that any customizations are still available in future versions of Kofax AP Agility.

• Keep notes about all changes made to a project. This is so that you can manually redo them if necessary, or to confirm if a future upgrade and merge are successful. Also, before an upgrade is performed, ensure that you have no unsaved customizations in the Transformation Designer project and release the project if necessary.

Save a backup copy of any scripts to a location outside of the Transformation Designer. These are needed after an upgrade.

It is important that you do not delete, move, or rename the following.

- · Classes.
- · Field Groups.
- · Fields.
- · Locators.

If you delete one of these items and then add it back, the internal ID is no longer the same, so the item does not behave as it should.

- All new Classes, Field Groups, Fields, or Locators should have a name that will not conflict with future releases of the solution. For example, add the "Custom\_" prefix to all new items.
- Do not remove any Databases, Dictionaries, Recognition Profiles, Table Models, or other dependent settings.
- You can modify Recognition Profiles by adding an additional language.
- Add script below the marking line that says 'Modify script only below this line. Any modifications above this line can cause problems with the package and are not included in a future merge.
- In script, refer to lookup fields and other items by their name and not by their index IDs. This is because the indexes can change and the names are not likely to change.

Document sets and training sets are included in the merge process. This means that if you have documents in either the classification training set or the extraction straining set, make a copy of them outside of the training folder to ensure that they are not lost during the merge. You can copy them back after the merge.

After the upgrade, merge your old project to the new version.

# Customized Workflow processes

Any customized processes are not overwritten during an upgrade. However, variable values are overwritten with the default value of False. This means that if you are using any customized Workflow processes, it is necessary to go to **Kofax AP Agility** > **Settings** > **Administration** > **Variables** and update the values of the processes that you are using back to True, after an upgrade.

# Upgrade Kofax AP Agility

If you have an older version of Kofax AP Agility and Kofax Invoice Processing Agility installed already, it is possible to upgrade these to the next released version of Kofax AP Agility by running the Kofax AP Agility 2.8.0 installer.

• Ensure that Kofax TotalAgility is upgraded to the minimum version referenced in the Kofax AP Agility Technical Specifications.

You can upgrade Kofax AP Agility by following these steps:

- 1. Make a backup copy of your database before performing the upgrade.
- **2.** Ensure that the **Kofax Core Worker Service** is running. This is needed for the upgrade script.
- **3.** Navigate to your <u>extracted</u> files and open the **Installer** folder. The contents of the **Installer** folder are displayed.
- **4.** Right-click on the **Kofax AP Agility** installer and select **Run as Administrator** to begin the Setup Wizard.
  - The installer detects that there is an earlier version of Kofax AP Agility installed.
- **5.** Right-click on the **Kofax AP Agility** installer and select **Run as Administrator** to begin the Setup Wizard.
  - The installer is displayed and calculates if there is enough space on disk for the installation.
- **6.** Click **Next** to upgrade Kofax AP Agility.
  - The installer is displayed and enables you to repair or change your Kofax AP Agility installation.
- 7. Select I accept the terms in the License Agreement and then click Next.
  The Prerequisites Setup Wizard step is displayed along with any information about missing prerequisites.
- **8.** The information displayed on the **Prerequisites** step is relevant if you are installing the listed components only.
  - For example, if you receive a message that the SAP ECC .NET connector is missing, but you are not using SAP ECC, ignore this message. However, if you are using one of the components listed, click **Cancel** and then **Finish** to exit the Setup Wizard, install the required prerequisite, and then restart the installer. Otherwise, click **Next**.
  - If you did not install the necessary prerequisites, the corresponding settings are not available for installation.
  - The **Choose Setup Type** Setup Wizard step is displayed.
- **9.** Select one of the following installation methods.
  - Click **Full** to upgrade all Kofax AP Agility features and install any features that are not already installed.
    - Follow the Full installation steps to upgrade Kofax AP Agility using the Full method.
  - Click **Custom** to upgrade selected Kofax AP Agility features. All previously installed features are selected by default. You can choose additional features to install as necessary.
    - Follow the Custom installation steps to upgrade Kofax AP Agility using the **Custom** method.

**10.** To ensure that new jobs in the upgraded version of Kofax AP Agility work as expected, manually <u>refresh</u> your address files before processing any invoices.

A If you do not refresh you address files, all jobs are suspended and cannot be processed. Refresh your address files and then restart any suspended jobs. These jobs are then processed as normal.

# ERP Connectors after upgrade

After an upgrade, if an ERP connection is listed from a previous version and the corresponding ERP plugin is not installed in the upgraded system, any attempts to edit that ERP connection result in an error.

In addition, the AP Data Import process also logs an error if an ERP plugin is missing. To ensure that the ERP Connections page is up-to-date and that there are no errors during the data import process, install the required plugin or remove the unused ERP connection.

# Merge Transformation Designer project customizations

If you have made changes your Transformation Designer project it is necessary to merge those changes after an upgrade.

You can merge your project by by following these steps:

- 1. Open the Transformation Designer.
- 2. On the menu, select File > Merge Local Changes from Previous Version.

  The Choose Project Version with Desired Local Changes window is displayed.
- **3.** Each time a project is released, a new version number is assigned. From the list of versions, select the most recent version and then click **OK**.
  - A **Data Transfer** progress window and then the **Comparing Project Version** progress window indicate the merge process. when they are complete, the **Select Items to Merge** window is displayed.
- **4.** In this window, any differences between the old version and the new version are selected automatically.
  - Review the selections to ensure that only the changes you have made are selected. Do not revert any locators, table models, or table header pack. When you are done, click **OK**. When the merge is complete, click **OK**.
- **5.** Optionally, restore any custom scripts.
- **6.** If you have made any of the following changes to your project, these were lost with the merge. Redo these changes as appropriate.
  - KSMS database configurations
  - Searchable columns in ASE databases
  - If you have added any custom fields, regenerate and then edit the validation form to include the additional custom fields.

**7. Release** the project.

The merges from the older project are saved and available in the newly released project.

**8.** Test the released project to ensure that it works as expected.

# Upgrade document variants

After an upgrade is performed it is necessary to update the document variants used in your solution. This is done by releasing the InvoiceProcessingAgility extraction group.

You can update the document variants by following these steps:.

- 1. Launch the TotalAgility Designer.
- **2.** On the menu, select **Capture** > **Extraction groups**.

The **Extraction groups** page is displayed.

- From the Category list, select InvoiceProcessingAgility.
   A list of extraction groups is displayed for the InvoiceProcessingAgility category.
- 4. Select the **InvoiceProcessingAgility** extraction group.

The designer is opened so that you can make changes to the **InvoiceProcessingAgility** extraction group.

5. Click Release.

When prompted to confirm that you want to re-release this extraction group, click **Yes**. The extraction group is released and the document variants are updated successfully.

6. Optionally, close TotalAgility Designer

# Update field configurations

After an upgrade it is necessary to update the field configurations for all organizations that use work breakdown structures and cost centers when processed by the AP Agility Workflow.

You can update organization field configurations by following these steps:

- 1. Log on to Kofax AP Agility.
- **2.** On the menu select **Settings** > **Organizations**.

A list of organizations is displayed.

- **3.** For each organization in the list that uses work breakdown structures or cost centers in the AP Workflow, perform the following:
  - **a.** Click on the organization name link.

    The organization and its configuration details are displayed.
  - **b.** Click on the **Field Configuration** tab.
  - c. Click **Update** at the bottom of the form.The field configurations for that organization are updated.
  - **d.** Repeat for all other organizations that use work breakdown structures and cost centers when processed by the AP Agility Workflow.

All organizations are now able to successfully apply both work breakdown structures and cost centers during the AP Agility Workflow.

# How to deal with unprocessed invoices

If you have unprocessed invoices in one of the AP Workflow activities, it is ideal to finish processing those invoices before upgrading Kofax AP Agility. However, this is not always possible. As a result, after you upgrade to the new Kofax AP Agility version, you can update any active jobs by following these steps:

- **1.** Log on to Kofax TotalAgility as an Administrator and then navigate to the **General Work Queue**.
- 2. On the menu, select Administration > Job Upgrader
- The **Job Upgrader** page is displayed. **3.** From the **Category** list, select **AP Agility.** 
  - The process list is updated for processes specific to Kofax AP Agility.
- 4. From the Process list, select Main AP Workflow.
- 5. Click Start.
  - The upgrade job is scheduled.
- **6.** On the menu, select **Jobs** > **Find**.
  - A list of jobs on Kofax AP Agility is displayed.
- 7. Ensure that the version listed for the activities is the maximum version for Kofax AP Agility.
- **8.** On the menu, select **Jobs** > **Create**.
  - The Create Jobs page is displayed.
- 9. From the Category list, select AP Agility.
  - The process list is updated for processes specific to Kofax AP Agility.
- **10.** From the **Process** list, select **AP Restart Job** and then click **Create**.
  - The **AP Restart Job** process is run and all processes are upgraded to the new Kofax AP Agility version.

## Chapter 8

# Remove Kofax AP Agility

If you no longer want Kofax AP Agility on your server, you can remove several components from your server using the installer via Windows Programs and Features.

Specifically, the following components are removed.

- · The Kofax AP Agility assemblies
- Agnostic ERP Web Service

There are some Kofax AP Agility components that are not removed using the installer. These include.

- The Kofax AP Agility database
- The Kofax TotalAgility package

You can remove the database manually by using the SQL Server Management Studio. However, Kofax recommends that you do not remove the Kofax TotalAgility package. Leaving the package installed does not affect Kofax TotalAgility performance.

Although it is also possible to remove Kofax AP Agility using Windows Programs and Features, Kofax recommends that you use the Kofax AP Agility installer instead.

You can remove several Kofax AP Agility components by following these steps:

- **1.** Open Windows Programs and Features. A list of installed programs is displayed.
- **2.** Select Kofax AP Agility 2.8.0 from the list.

  The list of available buttons changes at the top of the program list.
- 3. Click Uninstall.

A message is displayed for you to confirm the removal of Kofax AP Agility 2.8.0.

4. Click Yes.

Kofax AP Agility 2.8.0 is uninstalled and removed from the list of installed programs.

## Chapter 9

# Access Kofax AP Agility documentation

By default, the Kofax AP Agility documentation is available online. However, if necessary, you can also configure Kofax AP Agility to use help offline.

### Default online documentation

The product documentation for Kofax AP Agility 2.8.0 is available at the following location.

https://docshield.kofax.com/Portal/Products/APAgility/2.7.0-79grk2m1wh/APAgility.htm

To launch the online help for the Kofax AP Agility site, select the required help from the **Help** menu or click on the **Help** button within the AP Agility Workflow.

# Configure offline documentation

To access the documentation offline, download KofaxAPAgilityDocumentation-2.5.0\_EN.zip from the Kofax Fulfillment Site and extract it on a local drive available to your users.

This compressed file includes both help and print folders. The print folder contains all guides, such as the *Kofax AP Agility Installation Guide* and the *Analytics for Kofax AP Agility Administrator's Guide*.

The compressed file for all other languages contains the help folder only. For more information on other languages, refer to the <u>Localized offline help</u>

You can configure Kofax AP Agility to use offline help by following these steps:

- **1.** Extract the contents of the compressed documentation file, KofaxAPAqilityDocumentation-2.5.0\_EN.zip.
- 2. Navigate to where Kofax TotalAgility is installed.
  By default, this is <Program Files>\Kofax\TotalAgility.
- **3.** In the Agility.Server.Web\Help\ folder, create a folder called **en\_US**. If you are using other languages, refer to the
- **4.** Copy the help from the extracted EN zip file into the en US folder.

This location is suggested because it is available and already used for Kofax TotalAgility offline documentation. However, for Kofax AP Agility, it is possible to use any path for the help, as long as it is on a web server available through http. Modify the paths below accordingly.

- 5. To configure the user help, open Kofax AP Agility with Administrative permissions.
- **6.** On the menu, select **Settings** > **Administration**.
  - The **Administration** page is displayed.
- **7.** Locate the **Help Base URL** and make a note of its contents so that you can revert back to the online help at any point in the future.
- 8. In the Help Base URL field, enter the following URL.

```
http://<Server>/TotalAgility/Help/.
```

Where <Server> is host name or IP address of the Kofax TotalAgility server.

9. Click Save Help Settings.

A message is displayed to indicate that your changes are saved successfully.

**10.** To test your changes, select any of **Help** menu settings.

The help is displayed from the file-based location. If you selected to open the Configuration help, the path should be similar to the following path.

```
http://<localhost>/TotalAgility/Help/en_US/CFG/APAgility_Configuration_help/c_welcome.html.
```

If the help is not displayed, review your changes and try again.

# Localized offline help

Localized help is available in German, Spanish, Brazilian Portuguese, and French for the following activities. The language is indicated in the documentation zip file.

The following four activities are included in the localized help.

- 1. The Invoice Processing Scan activity
- 2. The Invoice Processing Validation activity
- 3. The Invoice Processing Line Pairing Correction activity
- **4.** The AP Agility help, that consists of the following activities in a single help system.
  - The AP Agility Workflow Coding activity.
  - The AP Agility Workflow Approval activity.
  - The AP Agility Workflow Hold activity.
  - The AP Agility Workflow Comment Request activity.
  - The AP Agility Workflow Exception activity.
  - The AP Agility Workflow Line Pairing Exception activity.

For languages other than English, the zip file contains the help folder only. the print folder is available for English only. Also, not all help is localized. Administrative help such as the Kofax AP Agility Configuration Help and the Kofax AP Agility PIX Correction activity Help are available in English only.

An example of the folder hierarchy needed to support multiple languages is as follows.



Copy the required hierarchy using the above hierarchy as a reference. The country codes needed for the supported languages are as follows.

- German de\_DE
- Spanish es\_ES
- French fr\_FR
- Portuguese (Brazilian) pt BR