Kofax AP Agility

On-Premise Multi-Tenant Installation Guide

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KOFAX

Table of Contents

Preface

This guide contains information about installing the on-premise features and configuring Kofax AP Agility to work on a TotalAgility On-Premise Multi-Tenancy environment or a Kofax hosted TotalAgility Azure environment.

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

Cloud solution considerations

When configuring Kofax AP Agility to work in a multi-tenant or Kofax hosted Azure environment for Kofax TotalAgility, it is important to note that there are several limitations when compared to 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.

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 https://docshield.kofax.com/Portal/Products/APAgility/2.7.0-79qrk2m1wh/APAgility.htm.

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
- 7.11.0

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 Kofax Education Portal on the Kofax website.

Getting help with Kofax products

The Kofax Knowledge Portal 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.

> 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 Support Portal Information page and click **Log in to the Customer Portal**.
- Access the Kofax Partner Portal (for eligible partners).

  Go to the Support Portal Information page and click **Log in to the Partner Portal**.
- Access Kofax support commitments, lifecycle policies, electronic fulfillment details, and self-service 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.

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

Software prerequisites

The software prerequisites required prior to the installation of the Kofax AP Agility on-premise features in a multi-tenant environment are listed as follows.

For the on-premise aspects of the Kofax AP Agility installation, the following must be available on the on-premise machine before an installation.

.NET 4.8 or higher
This is the minimum version required by the Kofax AP Agility assemblies and the Kofax TotalAgility integration.

Internet Information Services (IIS) 7.5 or higher
This is required to install the Agnostic ERP connector.

Important installation notes

The following notes are important when installing Kofax AP Agility.

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

Deploying Kofax AP Agility on Kofax TotalAgility On-Premise Multi-Tenancy

Installing Kofax AP Agility on Kofax TotalAgility On-Premise Multi-Tenancy requires the following on-premise installation steps.

Kofax AP Agility on-premise components

Your environment determines which installation zip files are needed. The table below lists what files are needed to install the on-premise components for Kofax AP Agility:

Environment type	Installation ZIP files
Kofax hosted TotalAgility Azure environment	• `KofaxAPAgility-2.8.0_Azure_OnPremiseComponents.ZIP` This file is a deliverable that is part of Kofax AP Agility 2.8.0. • `KofaxTotalAgility-<Version>_IS.ZIP` This file is a deliverable that is part of Kofax TotalAgility.
TotalAgility on-premise multi-tenant environment	• `KofaxAPAgility-OPMT.ZIP` This file is a deliverable that is part of Kofax AP Agility 2.8.0. • `KofaxTotalAgility-<Version>_IS.ZIP` This file is a deliverable that is part of Kofax TotalAgility.
TotalAgility on-premise multi-tenant environment with MarkView	• `KofaxAPAgility-OPMT_MarkView.ZIP` This file is a deliverable that is part of Kofax AP Agility 2.8.0. • `KofaxTotalAgility-<Version>_IS.ZIP` This file is a deliverable that is part of Kofax TotalAgility and is needed only if your customers plan to use file system or email ingestion.

Install SSL certificate

In order to use Kofax AP Agility in a multi-tenant or Kofax hosted Azure environment, you must install the on-premise components on a server where there is an SSL certificate.

Once the certificate is available, it is listed in the IIS Server Certification settings for the on-premise server.

You can install an SSL certificate as well as configure your IIS site binding settings by following these steps:.

1. Launch the Internet Information Services Manager (IIS) on your on-premise server.
2. Open the **Default Web Site**.

   If you plan to use another website when installing the Kofax AP Agility ERP Connector, select that web site instead.

   The central pane is updated with settings for the selected site.
3. In the **Actions** pane on the right, in the **Edit Site** group, select **Bindings**.

   The **Site Bindings** window is displayed.
4. Click **Add**.

   The **Add Site Binding** window is displayed.
5. From the **Type** list, select **https**.
6. Optionally, enter a **Port** that matches your solution.
7. From the **SSL certificate** list, select your certificate.
8. Click **OK**.

   The **Add Site Binding** window closes and your new site binding is listed in the **Site Bindings** window.
9. Click **Close**.

   The **Site Bindings** window closes.

Install the Integration Server

The Integration Server installer adds the necessary on-premise TotalAgility components so that Kofax AP Agility works in a multi-tenant or Kofax hosted Azure environment.

> Skip this procedure if:
>
> - you do not plan to use the AP Workflow for any of the organizations configured in Kofax AP Agility.
> - you are installing Kofax AP Agility in an OPMT environment with MarkView and are using the Scan activity only, rather than file or email ingestion.

You can install the Integration Server by following these steps:

1. Ensure that you can access the Kofax AP Agility tenant from this server.

   If you cannot access your tenant, add an entry that lists your IP address and host name to the hosts file.

   For example,

   `192.168.0.10 tenant.apagility.cloudapp.net`
2. Download and extract the `KofaxTotalAgility-`*`<Version>`*`_IS.ZIP` file.
3. Navigate to the `IntegrationServerInstall` folder and run the `Setup.exe` file.

   The Kofax TotalAgility Integration Server Setup wizard is displayed.
4. Click **Next**.

   The **Kofax Inc. Software License Agreement** step of the Setup wizard is displayed.
5. After reading the license agreement, click **Next**.

The **Type of Install** step of the Setup wizard is displayed.

6. The only type of install available is the **Web/Application Server** and it is already selected. Click **Next**.

   The **Destination** step of the Setup wizard is installed.

7. If you want to change the default **Destination Folder**, click **Browse** and select a new path.

   Otherwise, click **Next**.

   The **Credentials** step of the Setup wizard is displayed.

8. In the **Account** settings, provide Windows Administrator credentials for the server where you are installing the Integration Server.

9. Choose which root Website is used to host your installation and click **Next**.

   If you use the default setting, click **Next**.

   The **Software Checks** step of the Setup wizard is displayed and the checks are carried out automatically.

10. If the software checks are successful, click **Next**.

    If any of the steps fail, install the missing software and then click **Back** and then **Next** to run the checks again. Once successful, click **Next**.

    The **Tenant Information** step of the Setup wizard is displayed.

11. Enter the **Tenant URL** that points to the server where the TotalAgility Designer is located.

    For example, `https://<TenantName>.apagility.cloudapp.net`. Do not include `/Designer` in the path.

12. Enter the **System Session ID**.

    You can find this by going to the **TotalAgility Designer** > **System** > **System settings** > **Logon and authentication** > **User sessions**.

13. Click **Next**.

    The **Installation Review** step of the Setup wizard is displayed.

14. Review the installation parameters. If necessary, click **Back** to edit any steps.

    Otherwise, click **Next**.

    The **Installation Progress** step of the Setup wizard is displayed. A progress bar shows the installation progress.

    When the installation is complete, the **Kofax TotalAgility Integration Server Installation** page is displayed with a list of installed components.

15. Click **Finish**.

    The Setup wizard closes and your installation is complete.

Install the Kofax AP Agility on-premise components

It is necessary to install the Kofax AP Agility on-premise components on the same server where the Kofax TotalAgility Integration Server is installed.

You can install the ERP Connector by following these steps:

1. Download and extract the appropriate ZIP file for your environment.

   For more details on what files are needed for your environment, see Kofax AP Agility on-premise components.

2. Navigate to 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. Exclude all components by selecting **Entire feature will be unavailable**, except the **ERP Connector Web Service** and then click **Next**.

   The **Kofax TotalAgility Connection** Setup Wizard step is displayed.
9. 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**.

      This must be the on-premise version that is installed on a local server and not the Azure URL.

      For example, `https://<KTAIntegrationServerName>/TotalAgility/`.

   b. Select **Authentication by username and password**.

      enter the **User name** and **User password** for the Administrator used when installing the Kofax TotalAgility Integration Server.

   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.
10. 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. For **Pool Identity**, select **Custom Account**.

   The **User name** and **User Password** must match the credentials provided when installing the Integration Server.

e. Select **Update web service URL for the ERP Connector** to update the **ERP Connector Host** value, if needed.

   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 `https://{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 **Installing Kofax AP Agility 2.8** Setup Wizard step is displayed. A progress bar is displayed showing the status of the 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.

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**.

Configure Web service references

After configuring the ERP web.config, it is necessary to update the ERP web service for on-premise TotalAgility Designer.

You can configure the web service references by following these steps:

1. Launce the on-premise TotalAgility Designer.

   The menu is limited to on-premise settings.
2. On the menu, select **Integration** > **Web service references**.

   The **Web service references** are displayed for the default category.
3. From the **Category** list, select **AP Agility**.

   A list of web service references for the AP Agility is displayed.
4. Click **ApAgilityErpConnector**.

   The **Edit web service references** window is displayed.
5. Edit the URL so that it uses `http`**s** and edit "localhost" to point to the location where the Integration Server and the Kofax AP Agility on-premise components are installed.
6. Click **Save**.

   When prompted to regenerate the proxy DLLs, click **OK**.

   Your changes are saved.

   If there are any issues with the connection, an error is displayed with information on the issue. If there is an authentication issue, refer to Disable ERP Web Connector anonymous authentication.

Encrypt database connection string for OPMT

This is an optional procedure that is necessary only if your organization has a separate Administrator that maintains tenants. In this case you may wish to encrypt the database connection string so that other users cannot access to the Kofax AP Agility database.

You can use the encryption tool to encrypt the database connection string by following these steps:

1. View the extracted files from the ZIP file for your environment.

   For more details on what files are needed for your environment, see Kofax AP Agility on-premise components.
2. Navigate to `<installation files>\EncryptionUtility`.
3. Run the **ConnectionStringEncrypter.exe** application.

   The **Connection String Encrypter** application is displayed.
4. In the **Database Connection String** setting, enter the database connection string to access the Kofax AP Agility database.

   The SQL log on credentials that are part of the connection string must use the APA schema as default. For example,

```
Server=tcp:ktaservername.database.windows.net,1433;Initial
 Catalog=TotalAgility_tenantId;Persist Security
      Info=False;User ID=apa_live_user;Password=the-user-strong-password;
```

```
    MultipleActiveResultSets=False;TrustServerCertificate=False;Connection
Timeout=30;
```

5. Click **Encrypt**.
   The connection string is encrypted.
6. Select **Copy to Clipboard** and paste the string alongside the other connection information that you provide to your users.

MarkView and the Scan form

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 update the Scan form to use the MarkView-specific process by following these steps:

1. Launch the TotalAgility Designer.
2. 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 Navigations is displayed for the AP Agility category.
4. Select **AP Agility Menu**.
   The **Edit navigation menu** window is displayed for the AP Agility menu.
5. From the menu on the left pane, select **Scan**.
   The right pane is updated with the Scan navigation menu settings.
6. From the **Target** setting, select the **InvoiceProcessingAgility** category, and then select the **Capture_Scan_MV**
   The Scan activity and its list of invoice types is updated for MarkView.

Configure MarkView file ingestion

If you plan to use the Scan activity to get documents into Kofax AP Agility, it is not necessary to perform these steps.

If you are using MarkView and also want to use file system or email ingestion, it is necessary to create a MarkView-specific ingestion type so that it uses the correct process.

You can create a file ingestion for MarkView 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 created 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.
        - 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.

Increase upload buffer size

If you plan on processing large documents, it is necessary to edit the `uploadReadAheadSize` value for your web server. This is the number of bytes that the Web server reads into a buffer and passes on to AP Agility. If your document size is greater than 48Mb, it is necessary to increase the value of this setting in order for them to be processed by AP Agility in a timely manner.

You can increase the upload buffer size by following these steps:

1. Launch the Internet Information Services Manager (IIS) on your on-premise server.
2. Select the **Default Web Site** or the site where you installed the AP Agility ERP Connector.
   The central pane is updated with settings for the selected site.
3. In the **Management** group, double-click on **Configuration Editor**.
   The **Configuration Editor** page is displayed.

4. From the **Section** list, select **system.webServer** > **serverRuntime**.
   A list of settings related to server runtime are displayed.
5. For the `uploadReadAheadSize` setting, increase the value from 49152 to "49152000".
   This increases the default upload buffer size from 48kb to 48000kb.
6. Optionally, close IIS.

Install Analytics for Kofax AP Agility components

Use the following steps to install the Analytics for Kofax AP Agility components.

Configure Kofax AP Agility navigation menu

It is necessary to configure the navigation menu so that users can access Analytics for Kofax AP Agility from Kofax AP Agility.

For more information on configuring the Kofax AP Agility navigation menu, see the Analytics for Kofax AP Agility Installation Guide.

Configure the data load schedule

It is necessary to configure the data load schedule and its frequency so that data is regularly sent from Kofax AP Agility to Analytics for Kofax AP Agility.

For more information on configuring the data load schedule, see the Analytics for Kofax AP Agility Installation Guide.

Configure Kofax AP Agility resources

In order to ensure that the right users are able to access Analytics for Kofax AP Agility from the Kofax AP Agility menu, it is necessary to provide the necessary permissions.

For more information on configuring Kofax AP Agility resources, see the Analytics for Kofax AP Agility Installation Guide.

Test the Analytics for Kofax AP Agility installation

Test if you have a successful installation by following these steps:

1. Close or log out from all instances of Kofax AP Agility, Kofax TotalAgility, or Analytics for Kofax AP Agility because you cannot log on to multiple sessions in the same Browser.
2. Open the Kofax AP Agility tenant URL.
   For example, `https://`*`tenant-id.server-name`*`.net/forms/apagility/` using valid user credentials.
3. Ensure that the menu navigation that you created earlier is visible.
4. Click on the new menu item to open Analytics for Kofax AP Agility.
   Enter valid user credentials when prompted.

You are logged on successfully to Analytics for Kofax AP Agility.

If there is an error, review the user credentials or the installation steps.

Chapter 3

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
   - if you do not want to use the Agnostic ERP, integrate another ERP system.
2. Configuration steps that are specific to the Invoice Processing functionality.
   - CSV files for database lookups.
   - Configure document ingestion.
   - Optionally, modify 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 considerations for Kofax AP Agility in a cloud solution

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

If you are using an Enterprise Resource Planning system it is necessary to integrate that system with Kofax AP Agility in a multi-tenant or Kofax hosted Azure environment.

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
- S/4HANA Cloud ES

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.

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 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 7.c–7.d 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*.

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 schedule 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**.
5	`INVOICE_TYPE`	nvarchar(50)	No	Invoice type: • PO (for single PO invoices) • Non-PO • Credit Memo Invoice

Field Index	Column Name	Type(Max)	Mandatory	Description
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	Type(Max)	Mandatory	Description
1	`ERP_TERM_ID`	nvarchar(50)	Yes	The payment term ID in the customer ERP system. This value is mandatory.

Field Index	Column Name	Type(Max)	Mandatory	Description
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.
6	`DUE_DAYS`	int	No	The number of days left before the invoice due date.

Field Index	Column Name	Type(Max)	Mandatory	Description
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 `payment_term_details.csv` 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	Type(Max)	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.
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.

Field Index	Column Name	Type(Max)	Mandatory	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.
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.

Field Index	Column Name	Type(Max)	Mandatory	Description
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.
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.

Field Index	Column Name	Type(Max)	Mandatory	Description
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.
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.

Field Index	Column Name	Type(Max)	Mandatory	Description
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:

```
ERP_VENDOR_ID, ERP_BUSINESS_UNIT_ID, ERP_TERM_ID, DESCRIPTION, VENDOR_NAME,
 VENDOR_SITE_ID, VENDOR_SITE_CODE, VENDOR_STREET1, VENDOR_STREET2, VENDOR_CITY,
 VENDOR_ZIP, VENDOR_STATE, VENDOR_COUNTRY, VENDOR_VAT_CODE, VEBDOR_VAT_REGNO,
 TAX_NUMBER, BANK_CODE, BANK_ACCOUNT_NUMBER, EMAIL, URL, TELEPHONE, FAX, CONTACT_NAME,
 ACTIVE, , TERM_DATE_BASIS, PO_BOX, PO_BOX_ZIP, EU_MEMBER, CURRENCY, TAX_ID1,
 TAX_ID2, TAX_JUR_CODE, INVOICE_TYPE, PAYMENT_METHODS, WITHHOLDING_TAX_DETAILS,
 COMPANY_CODE, UTILITY_FLAG, POR_SUBSCRIBER_NO, EXTERNAL_SITE_ID, VENDOR_ACCOUNT_GROUP,
 ALTERNATIVE_PAYEE, PERMITTED_PAYEE, SIRET_ID, VENDOR_IDENTIFIER, INTERCOMPANY,
 ERP_BANK_ACCOUNT_CODE, IS_ONE_TIME_VENDOR
100403, 204, 77745, test vendor a, Thumbs Up, VSID100403, VSID100403, Dummers Lane, ,
 Bury, BL9 9UT, GB, GB, GB339072747, GB339072747, , , , , , , , , 1, 1, , , , X,
 GBP, , , , , , , , , , , VSID100403, , , , , , 0, 0
100406, 204, 10043, GE Capital Kofax, GE Capital Kofax, 100500, SiteCode388, Abbey
 Road 69, NoName Street, New York, Zip1, NY, US, Vat1, VatRegNo1, 1, BankCode1,
 BankAccountNum1, mail@gecapitalkofax.com, www.gecapitalkofax.com, +12345671, (070) 412
 34 561, Ivan Scott, True, True, Invoice, PoBox1, PoBoxZip1, 0, USD, TaxId1, TaxId2,
 TaxJurCode1, NON-PO, , , , , , GEC0001, , , , , , , , BAC1, 0
```

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.
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.

Field Index	Column Name	Type(Max)	Mandatory	Description
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.
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.

Field Index	Column Name	Type(Max)	Mandatory	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.
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, 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	Type	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.
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 *Kofax AP Agility Configuration Help* 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
0302,204,3,003002,San Francisco,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	Type(Max)	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.
3	`COUNTRY_CODE`	nvarchar(2)	Yes	The two-character ISO country code for the plant. This value is mandatory. 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	Type(Max)	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.
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.

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

Field Index	Column Name	Type(Max)	Mandatory	Description
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 `uom_conversion.csv` 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	Type(Max)	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.
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	Type	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.
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.

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 extracted files, and then select `/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. Create CSV files for database lookups.
2. Optionally, modify the recognition engines in Transformation Designer.

   This step is necessary only if you are processing documents in languages other than English.
3. Prepare ingestion configuration.
   - Configure scan ingestion.
   - Optionally, configure scan ingestion for MarkView
   - Configure filesystem ingestion.
   - Configure email ingestion.
4. Configure page Image rendition.
5. Restart the services.

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 Release your project in Transformation Designer after you create the CSV databases.
7. Optionally, configure the CSV databases to update automatically.

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, dump 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.

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.
2. 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.

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.
3. From the **Select category** group, select the **InoviceProcessingAgility** 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 filesystem and email ingestion.

> 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 Monitor**.
      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 Configure scan ingestion 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.
2. 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 created 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 filesystem 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 created 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*.

l. 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 `ImageProcessing` 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 ot the list of System settings.

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 `AP_Approvers` 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

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 4

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.

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 upgrade unprocessed invoices that are already in-progress.

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 in a multi-tenant environment

There are four parts to upgrading Kofax AP Agility in a multi-tenant environment.

1. Review the version of the Kofax TotalAgility Integration Server to see if it compatible with the new version of Kofax AP Agility.

   If that version is not compatible, it is necessary to upgrade the Integration Server before you upgrade Kofax AP Agility.
2. Upgrade the Kofax AP Agility on-premise components.
3. Import upgraded Kofax TotalAgility packages.
4. Run Kofax AP Agility database upgrade job.

Upgrade Kofax AP Agility on-premise components

If you want to upgrade Kofax AP Agility that is used in either a Kofax hosted TotalAgility Azure environment or your own multi-tenant TotalAgility environment, it is necessary to run the installer. The installer is included in the installation zip file.

You can upgrade the Kofax AP Agility on-premise components by following these steps:

1. Download and extract the appropriate ZIP file for your environment.

   For more details on what files are needed for your environment, see Kofax AP Agility on-premise components.
2. Navigate to 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. Exclude all components by selecting **Entire feature will be unavailable**, except the **ERP Connector Web Service** and then click **Next**.

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

9. 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**.

      This must be the on-premise version that is installed on a local server and not the Azure URL.

      For example, `https://<KTAIntegrationServerName>/TotalAgility/`.

   b. Select **Authentication by username and password**.

      enter the **User name** and **User password** for the Administrator used when installing the Kofax TotalAgility Integration Server.

   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.

10. 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. For **Pool Identity**, select **Custom Account**.

       The **User name** and **User Password** must match the credentials provided when installing the Integration Server.

    e. Select **Update web service URL for the ERP Connector** to update the **ERP Connector Host** value, if needed.

       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 `https://{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 **Installing Kofax AP Agility 2.8** Setup Wizard step is displayed. A progress bar is displayed showing the status of the 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.

Upgrade Kofax TotalAgility packages

To continue to upgrade Kofax AP Agility it is necessary to upgrade the Kofax TotalAgility packages.

You can upgrade the Kofax TotalAgility packages by following these steps:

1. Launch the TotalAgility Designer.
2. On the menu, select **Import**.
3. Click **Browse** and select the `KofaxAPAgility-2.6.0_OPMT\TotalAgility\Packages\Invoice Capture.zip` file.

   A list of package artifacts is displayed.
4. For **Non-versioned items** select **Overwrite**.
5. Click **Import**.

   When prompted, click **Yes** to start the import.

   A progress bar is displayed and closes when the import is complete. Any errors or warning are displayed.
6. Click **OK** to return to the **Import page**
7. Browse to the `KofaxAPAgility-2.6.0_OPMT\TotalAgility\Packages\AP Workflow.zip` file.

   A list of package artifacts is displayed.
8. For **Non-versioned items** select **Overwrite**.
9. Click **Import**.

   When prompted, click **Yes** to start the import.

   A progress bar is displayed and closes when the import is complete. Any errors or warning are displayed.
10. Click **OK**.

Upgrade Kofax AP Agility database

To finalize the upgrade of Kofax AP Agility, upgrade the Kofax AP Agility database by following these steps:

1. Log on to Kofax AP Agility.
2. On the menu, select **Jobs** > **Create**.
3. From the category list select AP Agility.

   The list of processes is updated for the AP Agility category.
4. From the **Processes** list, select **AP Database Upgrade**.

   In the text field provide a database schema name for upgrade. This should be `[apa_live]` `[apa_dev]`.

Click **Create** to start the job.

The Kofax AP Agility database is updated.

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.
3. 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.

MarkView upgrade requirements

If you are using MarkView, then specific requirements were overwritten during the upgrade. As a result, it is necessary to perform these tasks after the upgrade.

In order to use MarkView document types, it is necessary to update the Scan form. See MarkView and the Scan form for information on how to configure the Scan form for MarkView.

If you have the Kofax TotalAgility Integration Server installed and use file system ingestion for MarkView, it is necessary to update the ingestion settings. See Configure MarkView file ingestion for information on how to configure file system ingestion for MarkView. Otherwise, skip the integration update.

If you are upgrading and have one or more organizations using the MarkView template then there is a change related to company partition support that you need to know.

- If an organization created in Kofax AP Agility 2.6.0 uses the MarkView template then Kofax AP Agility automatically uses the `MV_COMPANYDATA` database table, meaning that partitions are supported.
- If an organization created in an earlier version of Kofax AP Agility uses the MarkView template, Kofax AP Agilitycontinues to use the old `MV_COMPANY` database table that does not have partition support.

  If you require partition support, update the database mappings for the MarkView organizations manually and then run the `AP Data Import` process.

Chapter 5

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 component is removed.

- Agnostic ERP Web Service

⚠ 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 6

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/2.7.0-79qrk2m1wh/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 Localized offline help

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

1. Extract the contents of the compressed documentation file, KofaxAPAgilityDocumentation-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

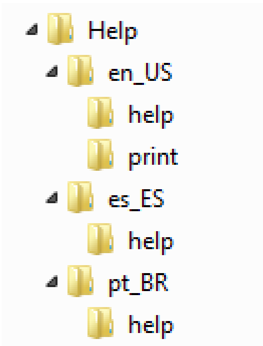
Localized help is available in German, Spanish, Brazilian Portuguese, and French for the following activities. The language is indicated in the documentation zip file.

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`