



Kofax APAgility ERP Connector

SAP S/4HANA Cloud EX

Getting Started Guide

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Preface

This guide contains the information about installing the SAP S/4HANA Cloud EX ERP Connector. This guide is intended for solution integrators who need a description of the installation and integration procedures.

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

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/2.5.0-kfohief482/APAgility.htm>.

Kofax AP Agility Installation Guide

This guide provides instructions for installing Kofax AP Agility and integrating it with Kofax TotalAgility.

For more information about installing Kofax TotalAgility refer to *Kofax TotalAgility Installation Guide*

Kofax AP Agility On-Premise Multi-Tenant Installation Guide

This guide provides information about installing the on-premise components you may need to get Kofax AP Agility to work in a multi-tenant TotalAgility environment or a Kofax hosted TotalAgility Azure environment.

Kofax AP Agility Configuration Help

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

Training

Kofax offers both classroom and computer-based training that will 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 Base](#) repository contains articles that are updated on a regular basis to keep you informed about Kofax products. We encourage you to use the Knowledge Base to obtain answers to your product questions.

To access the Kofax Knowledge Base:

1. Go to the [Kofax website](#) home page and select **Support**.
2. When the Support page appears, select **Customer Support > Knowledge Base**.

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

The Kofax Knowledge Base 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.
Scroll through the Kofax Knowledge Base home page to locate a product family. Then click a product family name to view a list of related articles. Please note that some product families require a valid Kofax Portal login to view related articles.

From the Knowledge Base home page, you can:

- Access the Kofax Community (for all customers).
Click the **Community** link at the top of the page.
- Access the Kofax Customer Portal (for eligible customers).
Click the **Support** link at the top of the page. When the Customer & Partner Portals Overview appears, click **Log in to the Customer Portal**.
- Access the Kofax Partner Portal (for eligible partners).
Click the **Support** link at the top of the page. When the Customer & Partner Portals Overview appears, click **Log in to the Partner Portal**.
- Access Kofax support commitments, lifecycle policies, electronic fulfillment details, and self-service tools.
Go to the **General Support** section, click **Support Details**, and then select the appropriate tab.

Chapter 1

Integrate 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 connector provides an ERP-neutral way of integration by transferring data to and from folders.

In addition to the Agnostic ERP connector Kofax provides a plugin for the SAP S/4HANA Cloud EX ERP system.

For more information on installing ERP connectors, see the *Kofax AP Agility Installation Guide* or the *Kofax AP Agility On-Premise Multi-Tenant Installation Guide*.

For more information on configuring ERP connectors in Kofax AP Agility, see the *Kofax AP Agility Configuration Help*.

Install SAP S/4HANA Cloud EX ERP plugin

The SAP S/4HANA Cloud EX ERP is installed within Kofax TotalAgility.

You can install the SAP S/4HANA Cloud EX ERP plugin by following these steps.

1. Download and extract the contents of the `KofaxAPAgilityERPConnector-1.0.0_For_SAPS4HANACloudEX.ZIP` file.
2. Launch the TotalAgility Designer.
3. On the menu, select **Import**.
The **Import** page is displayed.
4. Click **Browse**, navigate to your extract files, and then select `\KTA\ERP Connector SAP S4HANA Cloud EX.ZIP`.

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

5. Click **Import**.

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

When the ERP plugin is imported successfully a message is displayed. It is now possible to configure your Kofax AP Agility solution to use the SAP S/4HANA Cloud EX ERP system.

Activate standard OData services

Ensure that the following standard OData services are enabled for your SAP system:

- API_SUPPLIERINVOICE_PROCESS_SRV
- API_CV_ATTACHMENT_SRV
- API_COSTCENTER_SRV
- API_BUSINESS_PARTNER
- API_PURCHASEORDER_PROCESS_SRV
- API_MATERIAL_DOCUMENT_SRV
- API_SERVICE_ENTRY_SHEET_SRV

Chapter 2

Configure Kofax AP Agility

After installing the SAP S/4HANA Cloud EX ERP plugin, it is necessary to configure AP Agility to use this plugin. You can add an ERP connector manually or edit an on-demand ERP connector that was created when an organization was created.

⚠ Since the SAP S/4HANA Cloud EX ERP connector is fully hosted by Kofax TotalAgility no changes to the ERP connector server variables are required. Any changes could result in error.

Register your SAP S/4HANA Cloud EX plugin

Before you can work with the SAP S/4HANA Cloud EX plugin it is necessary to register and then configure that plugin in Kofax AP Agility

You can register your SAP S/4HANA Cloud EX plugin by following these steps.

1. Log on to Kofax AP Agility as a user with Administrator permissions.
2. On the menu, select **Settings > ERP Connections**.
The **ERP Connections** page is displayed.
3. Click **Register ERP Plugins**.
Any unregistered ERP plugins that are installed are registered with Kofax AP Agility. This may take a few minutes.

What next?

- [Add an SAP S/4HANA Cloud EX ERP connection](#)

Add an SAP S/4HANA Cloud EX ERP connection

An ERP connection is required for an organization that is created using an ERP-based template or another ERP-based organization. If you are planning on using the SAP S/4HANA Cloud EX ERP connection for multiple organizations, it is more efficient to create the SAP S/4HANA Cloud EX ERP connection before creating any organizations.

Before you can create an ERP connection the SAP S/4HANA Cloud EX must first be [registered](#).

You can create an ERP connection by following these steps.

1. Log on to Kofax AP Agility as a user with Administrator permissions.
2. On the menu, select **Settings > ERP Connections**.
The **ERP Connections** page is displayed.

3. Click **New**.

The **Create new ERP Connection** page is displayed.

4. From the **Connection Type** list select the SAP S/4HANA Cloud EX ERP connection.

The description is updated with read-only information.

5. Click **Next**.

The **ERP Connection: New, Type 'SAP S/4HANA Cloud EX'** page is displayed where you can specify details for your ERP connection.

6. Create an ERP connection as follows:

a. Enter a descriptive name for the **ERP Connection Name**.

b. Enter a **Description** that explains your ERP connection.

This step is not mandatory, but recommended.

c. Enter the **Url** to connect to your SAP S/4HANA Cloud EX ERP system.

d. Enter the **User** and **Password** that is used to connect to your SAP S/4HANA Cloud EX ERP system.

e. Optionally, edit the **VAT Tax Types** if needed.

The tax types that identify a tax number within the supplier master data as a VAT registration number. Only tax numbers from this list that are associated with a supplier master data record are added as VAT registration numbers to the vendor master data record in AP Agility.

The value for this setting is set to AE0, AT0, BE0, BG0, BH0, BW1, CH2, CY0, CZ0, DE0, DK0, EC3, EE0, ES0, FIO, FJ3, FR0, GB0, GR0, HR0, HU0, IE0, ILO, IMO, IT0, JP4, KE1, KR2, KW0, LTO, LU0, LVO, MC0, MT0, MX2, NA1, NG4, NL0, NO1, OM0, PLO, PTO, QAO, RO0, SA0, SE0, SIO, SK0, SM0, TZ1, UA3, UG3, ZA1, ZW1 by default.

f. Optionally, edit the list of **EU Countries** if needed.

The list of countries that are members of the EU or that use the same rules for taxes as EU countries.

The value for this setting is set to AT, BE, BG, CY, CZ, DE, DK, ES, EE, FI, FR, GB, GR, HR, HU, IE, IT, LT, LU, LV, MT, NL, PL, PT, RO, SK, SI, SE by default.

g. Enter the **Language**.

The language is used when loading names and descriptions of GL accounts or cost centers. Enter a single language using the 2-character ISO code (ISO 639-1).

The value for this setting is set to EN by default.

h. Optionally, select **Always Park MM Invoices** if you always want to park MM invoices in SAP S/4HANA Cloud EX

i. Optionally, select **Always Park FI Invoices** if you always want to park FI invoices in SAP S/4HANA Cloud EX

j. Enter a **Page Size**. The value for this setting is set to 1000 by default.

k. Select a date from the **Start Data Load From** setting.

Each time the AP Data Import process runs, the **Start Data Load From** date and time stamp is updated with the current date and time. This ensures that the entire ERP is not loaded each time, only the changes since the last import.

- l. Select a date from the **Start Data Load To** setting.
 - m. Optionally, clear the **Use Default Null Values for Data Import** setting.
When selected, this setting converts any values that are equal to "NULL," "Null," or "null" into actual null values when the data is imported.
 - n. Upload one or more of the following CSV files. The Plants CSV file is required for Invoice Processing but the rest of the CSV files are required only when using the AP Workflow. This is because none of this information is accessible via the SAP S/4HANA Cloud EX ERP:
 - **GL Accounts**
 - **WBS Segments**
 - **Plants**
 - **Payment Terms**
 - **Payment Term Details**If you do not require any of the above tables, disable their import by setting the corresponding variable value to False in **Settings > Administration > Variables**.
- 7. Click **Save**.
Your changes are saved.
 - 8. Click **Test** to ensure that the values you entered are correct.
If your test fails, edit your settings and then try the test again.
If the test is successful, click **Close**.

What next:

Add a new organization or update an existing organization to use your new ERP connection.

See the *Kofax AP Agility Configuration Help* for more information about configuring Kofax AP Agility.

Enable live access

It is necessary to configure Kofax AP Agility to access your SAP S/4HANA Cloud EX ERP system database live. This is the only way to retrieve PO data from the ERP system.

For more information on configuring Kofax AP Agility see the *Kofax AP Agility Configuration Help*.

You can enable live access to load PO data on-demand by following these steps.

- 1. Log on to Kofax AP Agility as a user with Administrator permissions.
- 2. On the menu select **Settings > Invoice Processing > Capture Profiles** and then select your profile from the list.
A list of capture profiles is selected for your profile.
- 3. On the menu, select **Line Pairing Settings**.
- 4. From the **Get PO Lines From** setting, select the **ERP Connector Live Access** value.
- 5. Click **Save**.
The **Line Pairing Settings** are saved and your ERP connector now has live access.
- 6. On the menu, select **PO Number Settings** and then select the **PO Number Validation** tab.

7. From the **Validate From** setting, select the **ERP Connector Live Access** value.
8. Click **Save**.
The **PO Number Validation** settings are saved and validation is now performed live via your ERP connector.