Kofax Accounts Payable Agility

Administrator's Guide

Version: 2.0.0

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Table of Contents

Preface

This guide contains the information about installing and configuring Kofax Accounts Payable Agility (Kofax AP Agility). This guide is intended for solution integrators who need a description of the installation and configuration procedures.

This guide is written with the assumption that you have a thorough understanding of these Kofax products:

- Kofax TotalAgility
- Kofax Invoice Processing Agility

Related Documentation

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

Kofax Analytics for AP Agility Administrator's Guide
This guide describes how to configure and use Kofax Analytics for AP Agility.

Kofax Invoice Processing Agility Installation Guide

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

Kofax TotalAgility Installation Guide

This guide describes how to install and configure Kofax TotalAgility.

Release Notes

Late-breaking product information is available from the release notes. The release notes contain information that may not be included in the *Kofax Accounts Payable Agility Administrator's Guide*. Release notes are also available for each of your installed Kofax applications. Locate release notes on the Kofax Support site at www.kofax.com/support.

Training

Kofax offers both classroom and computer-based training that will help you make the most of your Kofax TotalAgility solution. Visit the Kofax website at www.kofax.com for complete details about the available training options and schedules.

Getting Help for Kofax Products

Kofax regularly updates the Kofax Support site with the latest information about Kofax products.

To access some resources, you must have a valid Support Agreement with an authorized Kofax Reseller/Partner or with Kofax directly.

Use the tools that Kofax provides for researching and identifying issues. For example, use the Kofax Support site to search for answers about messages, keywords, and product issues. To access the Kofax Support page, go to www.kofax.com/support.

The Kofax Support page provides:

- Product information and release news

  Click a product family, select a product, and select a version number.
- Downloadable product documentation

  Click a product family, select a product, and click **Documentation**.
- Access to product knowledge bases

  Click **Knowledge Base**.
- Access to the Kofax Customer Portal (for eligible customers)

  Click **Account Management** and log in.

  To optimize your use of the portal, go to the Kofax Customer Portal login page and click the link to open the *Guide to the Kofax Support Portal*. This guide describes how to access the support site, what to do before contacting the support team, how to open a new case or view an open case, and what information to collect before opening a case.
- Access to support tools

  Click **Tools** and select the tool to use.
- Information about the support commitment for Kofax products

  Click **Support Details** and select **Kofax Support Commitment**.

Use these tools to find answers to questions that you have, to learn about new functionality, and to research possible solutions to current issues.

Chapter 1

Overview

Use Kofax AP Agility to automate accounts payable processes for efficient and accurate invoice processing. Built on Kofax TotalAgility, Kofax AP Agility uses Kofax Invoice Processing Agility as a source of documents and its metadata. Use the Kofax AP Agility solution to assess the effectiveness of your accounts payable processes and measure staff productivity levels.

This application extends the capabilities of Kofax TotalAgility, Kofax Invoice Processing Agility, and your Enterprise Resource Planning (ERP) system to optimize accounts payable processes and deliver data when you need it.

Use Kofax AP Agility to:

- Streamline accounts payable workflows
- Integrate with your ERP system
- Strengthen internal controls
- Improve process and status visibility
- Optimize cash management
- Reduce entry and processing errors
- Increase operational flexibility
- Assess supplier activity, invoice volumes and expenditures
- Identify duplicate invoices and approval violations

GL Account Coding

- Enter GL Account Code manually or select segment values from a list originating from the ERP system.
- Use the recently used values option to search for GL Account Code.

Approval

- Ensure that the correct resources approve invoices at the necessary points in the invoice process.
- Ensure that additional approvals and reviews are enforced based on invoice value and business unit configuration.

Exception

- Process items that were routed to an exception workflow from any other workflow.
- Investigate and resolve all exceptions, such as potential duplicates, invalid reason code, or invoice due date calculation error.
- Cancel invoice processing.

Comment Request

- Request comments to acquire additional information within the workflow.
- Respond to the requested comment.

Invoice Hold

- Put invoices on hold to suspend further processing.
- Release the hold to resume invoice processing.

System Requirements

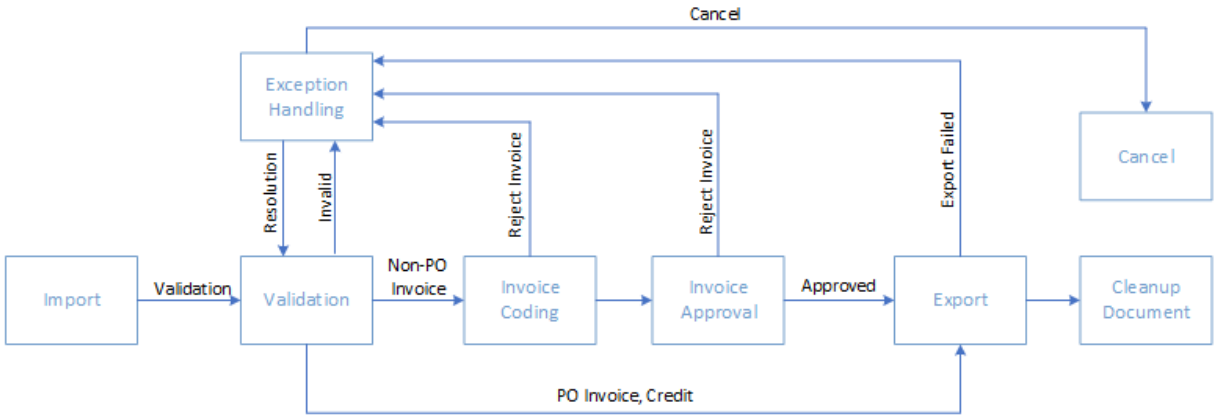
Refer to the *Kofax AP Agility Technical Specifications* document on the Kofax website at www.kofax.com for third-party software platform components for this product. This document lists the versions of third-party software platform components that are supported for use with Kofax products. Kofax is committed to ensuring that our products work with these component versions and addressing issues that arise when our products are used in conjunction with them. Unless otherwise specified, we do not support the use of our product in conjunction with versions of software other than those listed in the *Kofax AP Agility Technical Specifications* document.

Document Workflow

Kofax AP Agility takes data from Kofax Invoice Processing Agility and provides the possibility to assign invoice lines to the GL Account, approve invoices, and resolve issues or errors in the Exception workflow.

In this basic workflow, any documents that successfully pass GL Account Coding and Approval queues are exported immediately. Those documents that fail Invoice Coding or Approval are sent to the Exception queue. The corrected documents are sent to Validation.

Documents are processed by Kofax AP Agility in the following order.



Supported Document Types

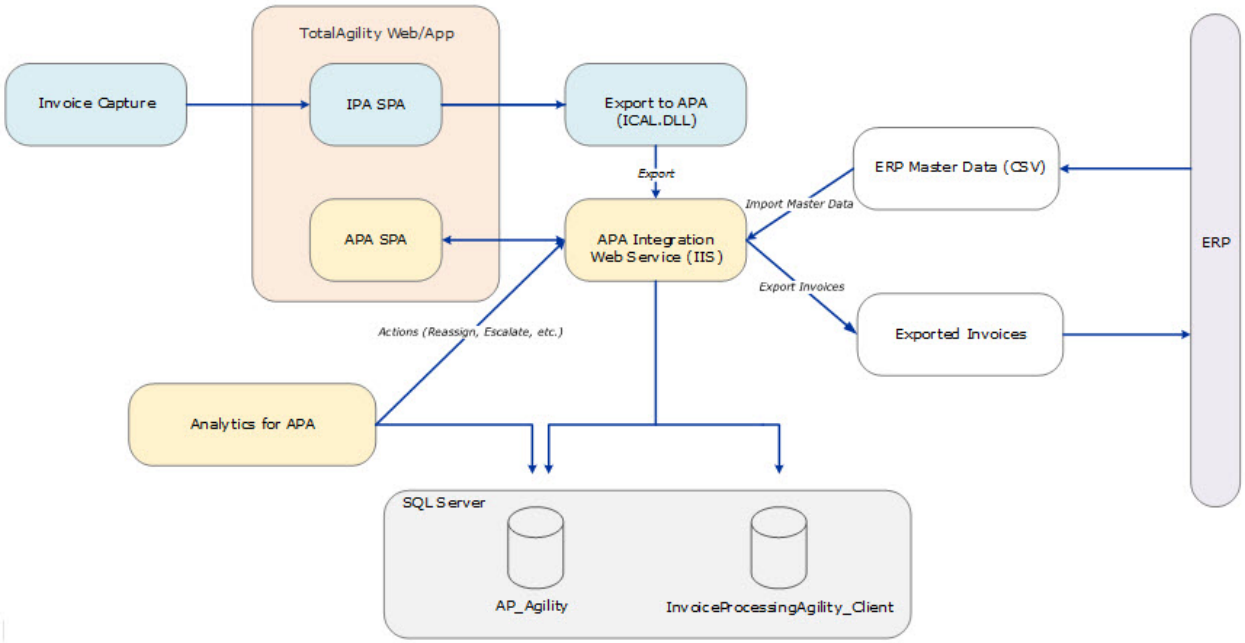
Kofax AP Agility supports the following document types:

- Non-PO Invoices: Handles the GL Account Coding and Approval workflow processes required for Non-PO invoices.
- Single PO Invoices: Includes Material and Services PO. Blanket PO is not supported.
- Credit Memos: Processes credit memos and exports them.

Note Documents of undefined type proceed to the Exception workflow after Validation. An Exception handler manually specifies the document type or cancels the document.

Architecture Diagram

The following architecture diagram shows the Kofax AP Agility solution components and interaction between them.



Chapter 2

Install Kofax AP Agility

The Kofax AP Agility installation package contains the following folders with files:

1. Installer for Database Objects: Contains the Database folder with the required SQL scripts and the Kofax AP Agility.msi file.
2. TotalAgility: Contains the Smart Process Application package (SPA) with all Kofax TotalAgility forms, processes, navigations, and sites used in Kofax AP Agility.

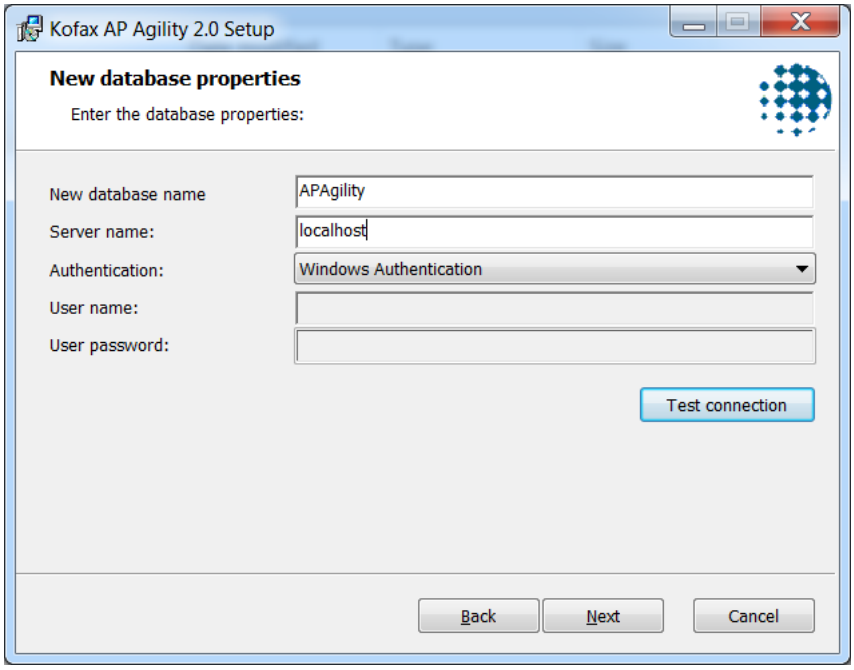
   The SPA package imports the following data to Kofax TotalAgility:

   - Kofax AP Agility Site
   - Work Queue
   - Navigation
   - Kofax AP Agility Administrator Group
3. Web Services: Contains the Web Service files for Kofax AP Agility and Kofax Analytics for AP Agility.
4. The versions.txt file: Contains the build number.

Install the Kofax AP Agility Database

1. Extract the files from the Kofax AP Agility installation package.
2. Open the Installer for Database Objects folder in the Kofax AP Agility installation package and run the Kofax AP Agility.msi file.
3. Follow the prompts in the Kofax AP Agility Setup Wizard.

   1. In the **New database properties** window, specify a new database name for Kofax AP Agility and credentials to Microsoft SQL Server with Kofax TotalAgility, where the database will be created.



2. Click **Test Connection** to verify that the database credentials are valid, click **OK**, and **Next**.
3. Click **Install** to install the database.
4. Click **Finish** to complete the database installation and exit the Setup Wizard.

Install Kofax AP Agility Web Services

Kofax AP Agility includes the Integration Web Service used for the invoice validation, Kofax Invoice Processing Agility integration, ERP import and invoice export and the Analytics service.

Configure IIS to run the services:

1. Copy the content of the `<AP_Agility_build_package>/Web Services` folder to any location on your computer that is accessible by IIS, such as `C:\APAgilityServices`.
2. Create an application pool:
   1. Open IIS and in the **Connections** settings, expand the current server item.
   2. Right-click **Application Pools** and select **Add Application Pool**.
   3. Specify the application pool basic settings and click **OK**:
      - Name: For example, ApAgilityAppPool
      - .NET CLR version: .NET CLR Version v4.0.30319
      - Managed pipeline mode: Integrated
      - Select **Start application pool immediately**
   4. Select the application pool created for Kofax AP Agility and open its **Advanced Settings**.

5. In the **Advanced Settings** window, specify **Identity** that runs the Kofax AP Agility application pool.

   The requirements for **Identity** are as follows:

   - **Identity** must be allowed to call Kofax TotalAgility SDK services.
   - If Windows Authentication is used for the Kofax AP Agility database, the **Identity** must have read/write access to the Kofax AP Agility database.
   - If Windows Authentication is used for the InvoiceProcessingAgility_Client database, the **Identity** must have read access to the InvoiceProcessingAgility_Client database.

3. For the Integration Web Service, add an application to the Default Web Site:

   1. Right-click **Default Web Site** and select **Add Application**:
      - Application Alias: ApAgilityServices
      - Physical path: `C:\<AP Agility WebService Physical Path>` (the path where you copied the content of the `<AP_Agility_build_package>/Web Services` folder)
      - Application Pool: The name of the application pool that you created for Kofax AP Agility, such as ApAgilityAppPool
      - Connect as: The application pool identity
   2. Click **Test Settings** to verify that the application pool identity (Authentication) and the specified user credentials (Authorization) are valid.
   3. Click **OK**.

4. If you use Windows Authentication, enable the Windows Authentication option for ApAgilityServices in IIS (`ApAgilityServices Home/Authentication`).

5. Set the Kofax Invoice Processing Agility and Kofax AP Agility database connection strings for ApAgilityServices:

   1. Navigate to `C:\<AP Agility WebService Physical Path>` that is referenced in IIS.
   2. Locate and open for editing the Web.config file.
   3. Locate the `<connectionStrings>` section.

      Update the value for the record with the attribute name `APA Database` so that it points to the Kofax AP Agility database that you created earlier.

      Update the record with the attribute name `IPA Database` to refer to the Kofax Invoice Processing Agility database.

      - For Windows Authentication, use the following format:

        ```
        Data Source=<servername>;Initial Catalog=<Database name>;Integrated
         Security=True;Connect Timeout=30
        ```

      - For Server Authentication, use the following format:

        ```
        Data Source=<servername>;Initial Catalog=<Database name>;Integrated
         Security=No;User Id=<UserID>;Password=<Password>
        ```

6. If you configured Kofax TotalAgility using https, modify the Web.config file in `C:\<AP Agility WebService Physical Path>` as follows.
   1. Locate and change the following string:

      ```
      <add key="SdkServicesLocation" value="http://localhost/TotalAgility/Services/SDK" />
      ```

      to:

      ```
      <add key="SdkServicesLocation" value="https://<Server_Name>/TotalAgility/Services/
      SDK" />
      ```

   2. Locate all `<bindings>` section occurrences in the Web.config file and change the security mode from `TransportCredentialOnly` to `Transport`.
7. If you configured manual logon in Kofax TotalAgility, modify the Web.config file in `C:\<AP Agility WebService Physical Path>` as follows.
   1. Locate all `<bindings>` section occurrences in the Web.config file.
   2. Change `clientCredentialType` from `Windows` to `None`.

Install the Kofax AP Agility SPA Package

To install Kofax AP Agility, it is necessary to import the Kofax AP Agility package into Kofax TotalAgility. For more information about importing packages in Kofax TotalAgility, refer to the *Kofax TotalAgility Help*.

1. On the Kofax TotalAgility Designer Home page, click **Packages**.
2. On the **Packages** page, under Import/Export, click **Import Package**.
3. On the **Import Package** page, next to **Package**, click **Browse**.
4. Select **AP Agility 2.0.zip** from the Kofax AP Agility build package location, such as `<APA_build_package>/TotalAgility/Package/AP Agility 2.0.zip` and click **Import Package** and then click **OK**.

   You can use the default Kofax TotalAgility import options.

   Note Errors and warnings may be displayed during import. A successful import should occur without errors, but warnings may be present.

5. On the Kofax TotalAgility Designer Home page, click **Integration**.
6. On the **Integration** page, click **Web Service References**.
7. From the drop-down list of categories, select the **AP Agility** category.

   Note If the **AP Agility** category is not on the list, click the refresh icon on the right side.

8. In the list of Web Services, click the **APAgilityServices** item.
9. On the **Web Service Reference** page, verify that the value of URL matches the following format:
   `http(s)://<server name>/<AP Agility Application Alias in IIS>/IntegrationService.svc?wsdl`
10. Click **OK**.

Set Connection Strings

The Kofax AP Agility Processes and Forms use connection strings for the Kofax AP Agility and Kofax Invoice Processing Agility databases that are specified within the Kofax TotalAgility server and global variables.

1. Configure the DB Connection String server variable for Kofax AP Agility Processes:
   1. On the Kofax TotalAgility Designer Home page, click **Data**.
   2. On the **Data** page, click **Server Variables** and select the **AP Agility** category in **Category Filter**.
   3. Locate the **DB Connection String** variable, set **Secure** to **Yes** and update the value so that it points to the Kofax AP Agility database.

      For example, for Windows Authentication:

      ```
      Data Source= <server name>;Initial Catalog=APAgility;Integrated Security=True;Connect
       Timeout=30
      ```

      Note Changing the Secure property clears the variable value.

   4. Save the updated variable.
2. Configure the DB Connection String global variable for the Kofax AP Agility Forms:
   1. On the Kofax TotalAgility Designer Home page, click **Forms Designer**.
   2. On the **Forms Designer** page, click **Global Variables** in the **Manage** group and select the **AP Agility** category in **Category Filter**.
   3. Locate the **APA_Connection_String** variable, set **Secure** to **Yes** and update the value so that it points to the Kofax AP Agility database.

      For example, for Windows Authentication:

      ```
      Data Source= <server name>;Initial Catalog=APAgility;Integrated Security=True;Connect
       Timeout=30
      ```

   4. Save the updated variable.
3. Configure the DB Connection String global variable for Kofax Invoice Processing Agility:
   1. On the Kofax TotalAgility Designer Home page, click **Forms Designer**.
   2. On the **Forms Designer** page, click **Global Variables** in the **Manage** group and select the **AP Agility** category in **Category Filter**.
   3. Locate the **IPA_Connection_string** variable, set **Secure** to **Yes** and update the value so that it points to the Kofax Invoice Processing Agility database.

      For example, for Windows Authentication:

      ```
      Data Source= <server name>;Initial Catalog=InvoiceProcessingAgility_Client;Integrated
       Security=SSPI;
      ```

   4. Save the updated variable.

Note If you change the DB Connection String global variables in the future, you must restart the web browser and clear the browser cache:

- For Internet Explorer: Click **Tools**, navigate to **Safety** > **Delete browsing history**, and select all check boxes except **Preserve Favorites web site data**.
- For Google Chrome: Click **Customize and control Google Chrome** and navigate to **History** > **History**. Click **Clear browsing data** and select **Cached images and files** and **Cookies and other site data**.
- For Mozilla Firefox: Click **Options** and navigate to **Privacy & Security** > **Clear your Recent History**. Expand **Details** and select all check boxes.

Chapter 3

After You Install Kofax AP Agility

Configure the Kofax AP Agility Administrative Resource

Configure Kofax AP Agility Users

To access the Kofax AP Agility administrative configuration, the Kofax TotalAgility resource needs to be assigned to the APA Administrators group. If you already have such a resource, skip the following steps and continue to Assign the Administrative Resource to the Kofax AP Agility Administrative Group.

To create the Kofax AP Agility administrative resource:

1. On the Kofax TotalAgility Designer Home page, click **Resources**.
2. Under the **New** group, click **Resource**.
3. On the **Resource** tab, select the **AP Agility** category in **Category** field and specify the user credentials.
4. Click **Save** and close the **Resource** page.

Assign the Administrative Resource to the Kofax AP Agility Administrative Group

1. On the Kofax TotalAgility **Explorer** pane, click **Resources**.
2. On the **Explorer** pane, select the **AP Agility** category, click the **APA Administrators** group icon and click **Open** in the drop-down list.
3. Add resources to the list of **Members** of the **APA Administrators** group.

Kofax AP Agility Workspace

After you successfully installed Kofax AP Agility, the Kofax AP Agility workspace is available to the Kofax AP Agility user. Kofax AP Agility workspace includes the Kofax AP Agility site and work queue form.

Kofax AP Agility Site

The Kofax TotalAgility site is called AP Agility and has the following settings.

Site Parameter	Parameter Value	Comment
Category	AP Agility	Installed with the Kofax AP Agility package

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

Kofax TotalAgility is set up to use Integrated Windows Authentication to authenticate users.

To use Windows authentication to log in to Kofax AP Agility, set the APA_Workspace_Logon_Windows_Authentication form as the Default Form for the Kofax AP Agility site. For more information about configuring the authentication modes for Kofax TotalAgility, see the *Kofax TotalAgility Installation Guide*.

The Kofax AP Agility site URL address must be in the following format: `http(s)://<kta_server>/TotalAgility/forms/APAgility`, where `<kta_server>` is the Kofax TotalAgility server host name.

Work Queue Form

The Kofax AP Agility installation package includes the Kofax TotalAgility work queue form called Kofax AP Agility Work Queue Form. AP Invoice Work Queue Form is the default work queue form for Kofax AP Agility process activities and the default form of the Kofax AP Agility site. Kofax AP Agility Work Queue Form displays the work types of the Kofax AP Agility Work Queue type.

Kofax AP Agility Work Queue Form includes the following columns:

- Activity Name: The name of manual activity required for an invoice
- Invoice Number
- Vendor Name
- Business Unit: The name of Business Unit
- Invoice Type
- Invoice Amount
- Invoice Currency
- PO Number
- PO Type
- Invoice Date: Invoice creation date
- Invoice Due Date
- Discount Amount
- Discount Due Date
- Assigned to
- Invoice Priority

Locale and Time Zone Configuration

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

Chapter 4

Configure Organization Structure

Kofax AP Agility supports two levels of organizational hierarchy: organizations and business units.

This chapter describes how to modify and configure your organizations and business units using optional setup features.

An organization is the largest hierarchical unit to represent your enterprise. An organization may correspond to a company, corporation, or legal entity, depending on the ERP system hierarchies.

Kofax AP Agility organizations correspond to the Client ID in Kofax Invoice Processing Agility. Kofax AP Agility associates Kofax Invoice Processing Agility Client ID with the Kofax AP Agility organization to determine the organization that receives an invoice after the import.

Organizations may be in active or inactive state in Kofax AP Agility. You can import invoices only from active organizations to Kofax AP Agility. To set the organization state to active or inactive, use the organization configuration form.

Organizations comprise one or multiple business units. A business unit may correspond to an organizational unit, department, or business unit, depending on the ERP system hierarchies.

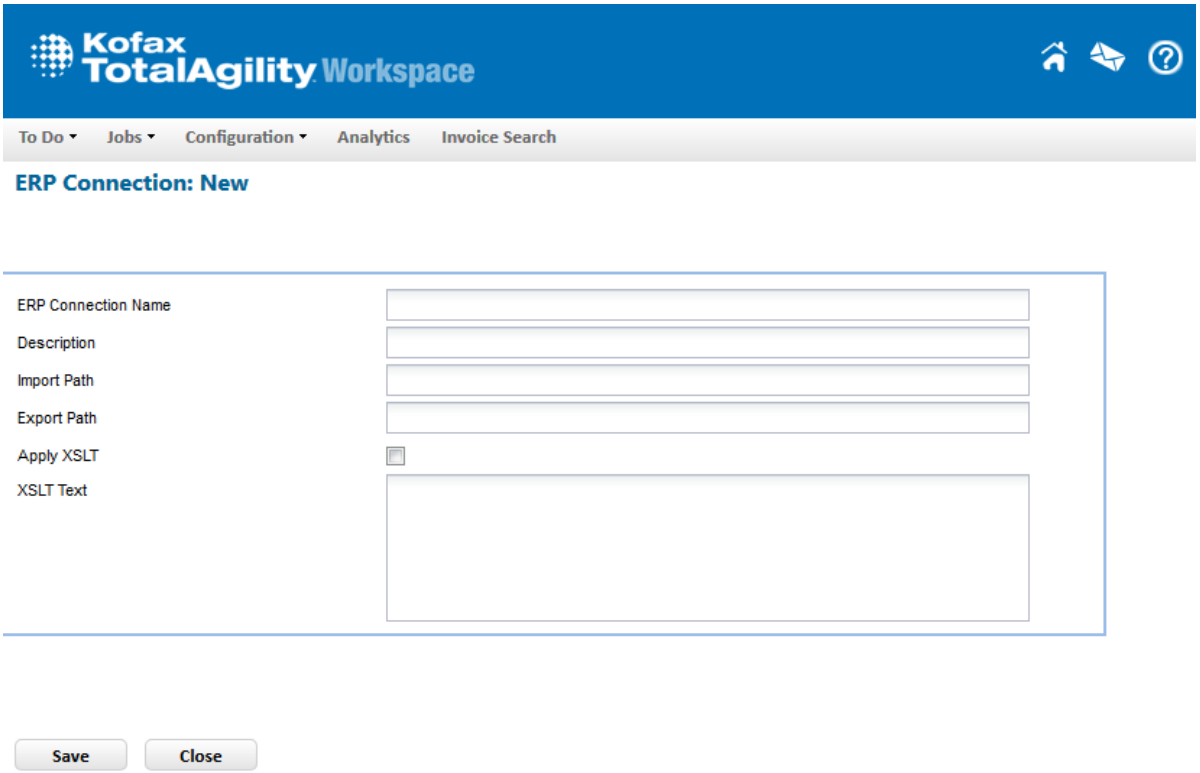
Kofax AP Agility Business Units correspond to Company Codes in Kofax Invoice Processing Agility. Kofax AP Agility uses the invoice Company Code field to determine the Business Unit that receives an invoice after the import.

Business units may be in active or inactive state in Kofax AP Agility. Kofax AP Agility treats inactive business units as business units that do not exist. To set the business unit state to active or inactive, use the organization configuration form.

The information about organizations and business units is stored in the Kofax AP Agility database. Each organization and business unit is assigned to a unique ID for identification in Kofax AP Agility.

Create ERP Connection

1. On the Kofax AP Agility site, click **Configuration** and select **ERP Connections**.
2. On the **ERP Connection** form, click **New**.
3. To successfully configure the ERP connection on the **ERP Connection** form, verify the following:
   - The connection name, import path, and export path fields are filled in correctly.
   - The connection name is unique for each ERP connection.
   - The import and export paths are valid.



4. Click **Save**.

GL Account Segment Structure Configuration

Before configuring Organizations and Business Units, you need to set up the GL Account Segment Structure.

With Kofax AP Agility, you can set up the GL account segment structure and the validation rules for the segment combinations that may be bound to organizations and business units.

Create the GL Account Segment Structure

Kofax AP Agility lets the users create multiple GL Account segment structures.

1. On the AP Agility site, such as `http(s)://<kta_server>/TotalAgility/Forms/APAgility` where <kta_server> is the Kofax TotalAgility server host name, click the **Configuration** menu item and select **GL Account Segment Structures**.
2. On the **GL Account Segment Structures** form, click New.
3. Specify the structure name, description, and segment separator.
4. Click **Save**.
5. From the drop-down list, select one of the available segments and specify a **Visible Name**.

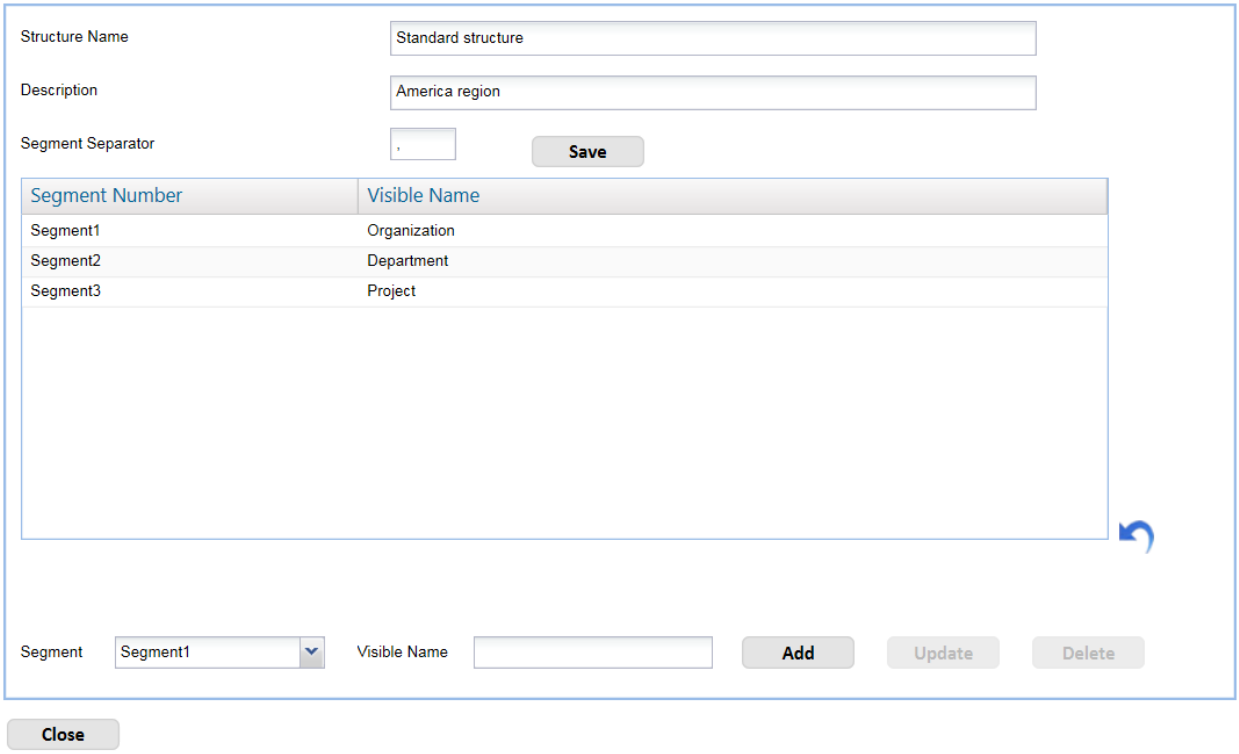
Configure the GL Account Segment Structure

A segment structure is configured independently from the organizations. For each Kofax AP Agility organization, the segment structure is selected in the organization configuration (from the global list of the segment structures). This segment structure is used to code invoices of all business units for this organization.

Different organizations may use different GL Account segment structures.

1. On the Kofax AP Agility site, navigate to **Configuration** > **GL Acount Segment Structures**.
2. Select a GL Structure to edit.
3. From the **Segment** drop-down list, select a Segment.
4. Specify **Segment Visible Name**.
5. Click **Add**.

Edit GL Segment Structure: Standard structure



The GL Account segment structure includes the following parameters.

Parameter	Description
Structure Name	The name of the structure. The parameter is required. The name must be unique for all segment structures.
Description	Optional information about the structure.
Segment Separator	A character that is used in the GL Account string to separate segments. The parameter is required.
List of Segments	The list of GL Account segments in the structure. The maximum number of segments supported in Kofax AP Agility is 15. The parameter is required. To add a record to the list, select **Segment** from the drop-down list, specify its **Visible Name** and click **Add**.

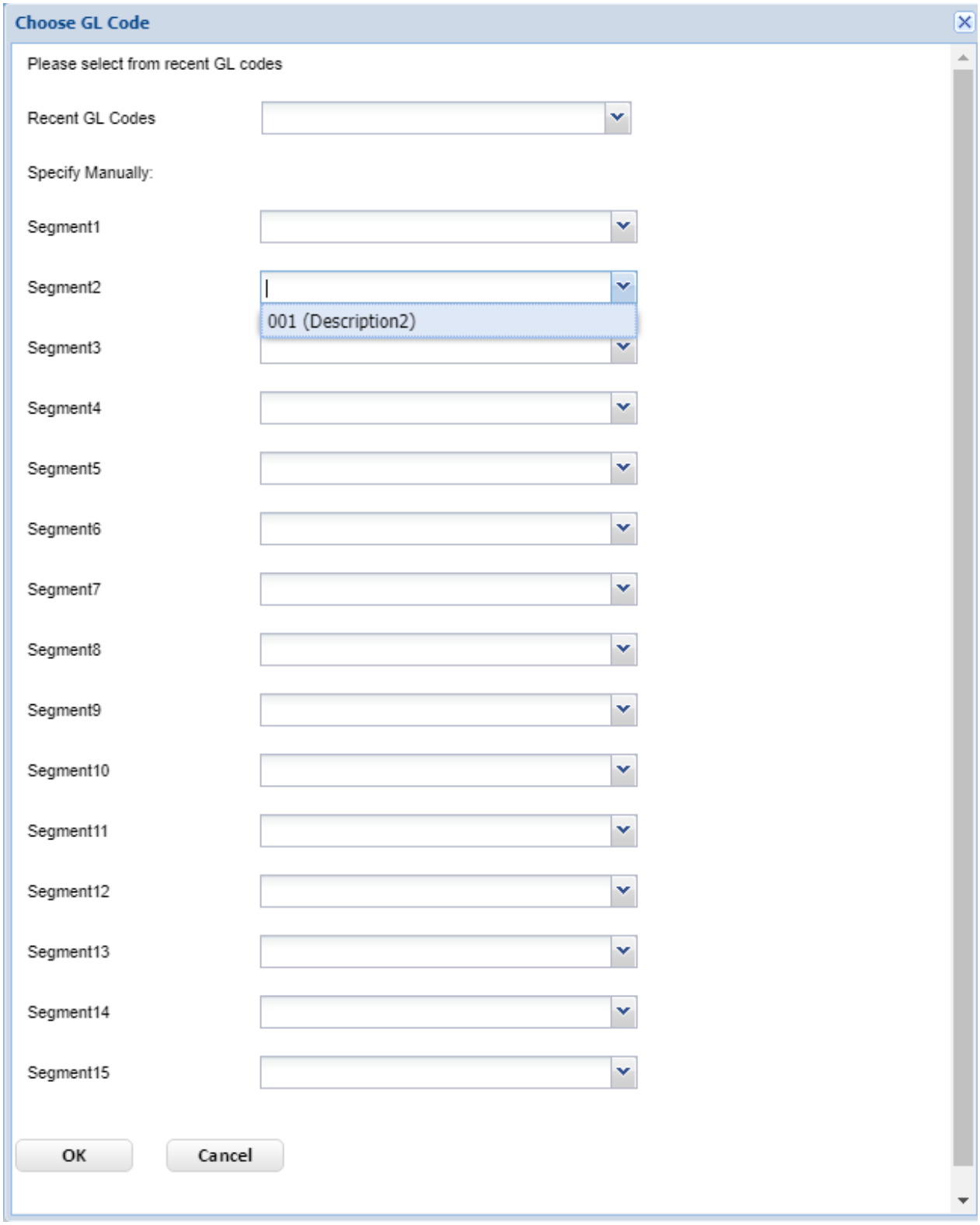
Specify segment names and order in the GL Account for each segment. These segment names are displayed on the GL Account coding interface.

With the list of segments, the Kofax AP Agility Administrator can create new structures, update and delete segments. Segment structure cannot be deleted if Organization refers to the same segment structure.

Segment Values

The Kofax AP Agility AP ERP Import job loads CSV files with the segment values and descriptions from the ERP system. For information about configuring jobs, see Configure ERP Import Job Schedule.

The segment values are displayed in auto-populated lists on the **Choose GL Code** form. The segment value descriptions are displayed in the account description strings.

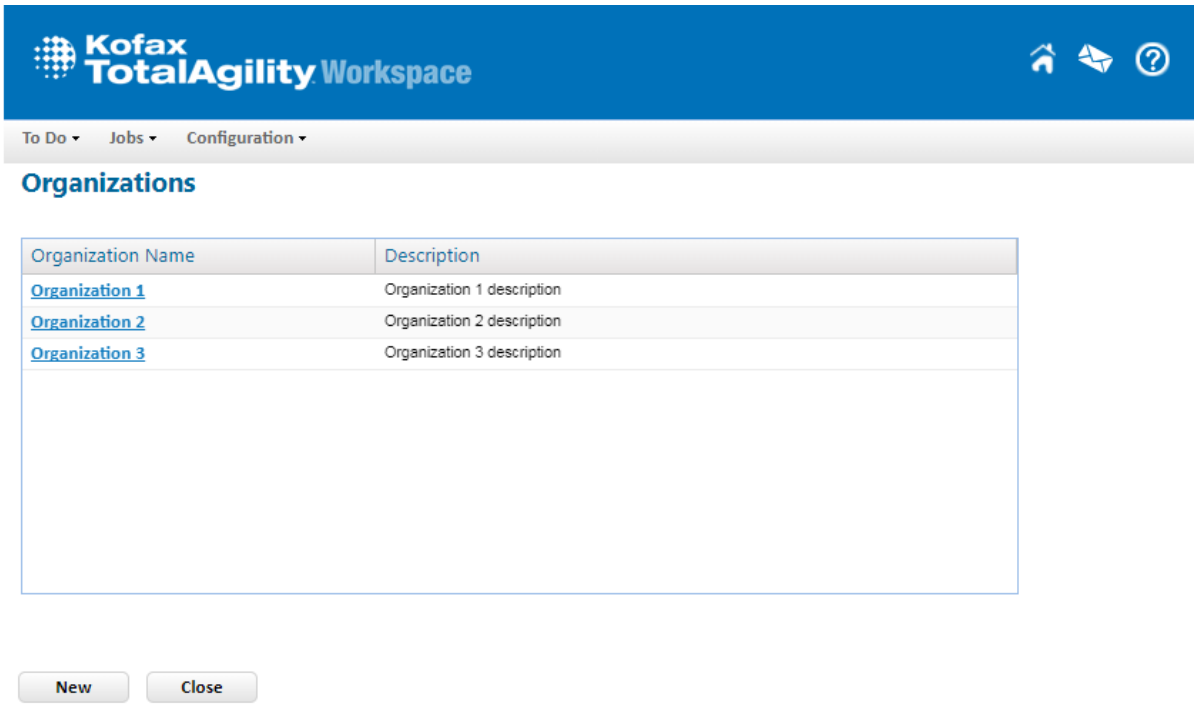

Choose GL Code
Please select from recent GL codes
Recent GL Codes
Specify Manually:
Segment1
Segment2
001 (Description2)
Segment3
Segment4
Segment5
Segment6
Segment7
Segment8
Segment9
Segment10
Segment11
Segment12
Segment13
Segment14
Segment15
OK
Cancel

Organizations Configuration Form

Kofax AP Agility users with APA Administrator rights are authorized to create and configure organizations.

1. On the AP Agility site, click **Configuration** and select **Organization**.

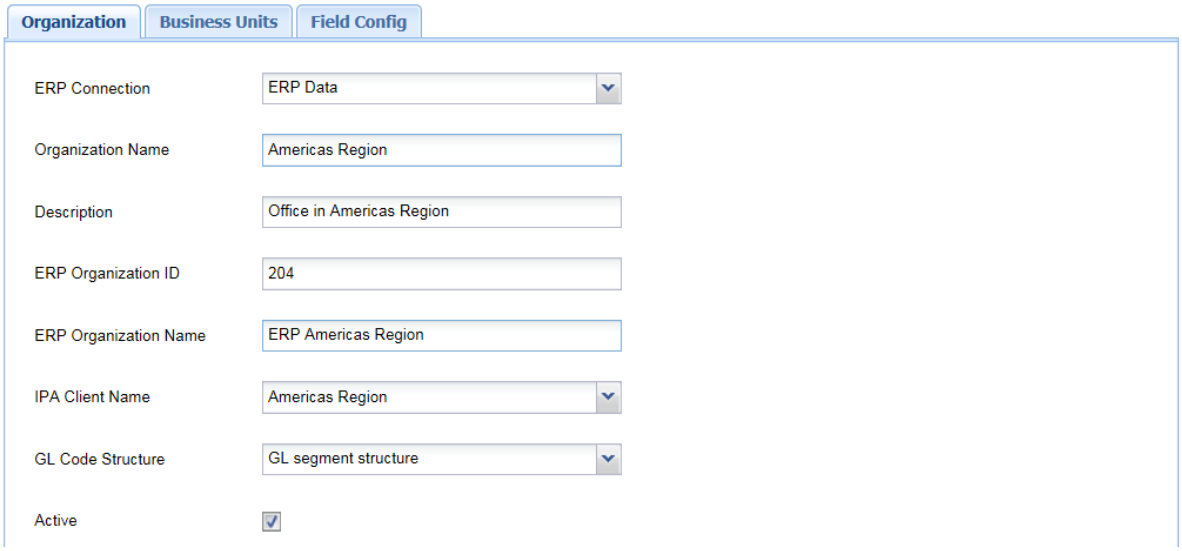
   The **Organization** menu item is available only for the APA Administrators Kofax TotalAgility group members.
2. On the **Organizations** Kofax TotalAgility form, you can:
   - Create and configure new organizations.
   - Reconfigure existing organizations.
   - Make organizations active or inactive.



Create an Organization

Before creating organizations, you need to configure the ERP connection and GL Account Segment Structure.

1. On the **Organizations** form, click **New**.
2. On the **Organization** tab, specify configuration settings for a new organization.



3. Click **Add** to create an organization.

In order for invoices to be processed correctly through the workflow, do the following after you create an organization:

- On the **Business Units** tab, create and configure business units for an organization. See Create a Business Unit and Business Unit Settings.
- On the **Field Config** tab, verify that the organization fields are correctly set up and click **Update**. See Configure Fields for an Organization.

Organization Settings

With Kofax AP Agility you can specify the following organization settings on the **Organizations** form.

Organization Settings	Description
ERP Connection	The ERP connection configured in Kofax AP Agility. Select the connection from the list of configured connections. The parameter is required.
Organization Name	The name of the organization in Kofax AP Agility. The name may differ from the organization name in the ERP system or Kofax Invoice Processing Agility. The parameter is required. The organization name must be unique. If the organization name is taken, an error message appears.
Description	Optional information about the organization.
ERP Organization ID	An ID that ERP uses to identify the organization. This setting is used to associate the Kofax AP Agility organization with the corresponding entity in ERP. The parameter is required. ERP Organization ID must be unique for all organizations within the same ERP connection. If the ERP Organization ID is taken, an error message appears.

Organization Settings	Description
ERP Organization Name	The organization name used in the ERP system. The parameter is optional.
IPA Client Name	The name of the IPA Client associated with this organization. This name will be used to associate the IPA client with the Kofax AP Agility organization during the invoice import from Kofax Invoice Processing Agility to Kofax AP Agility. A user must specify the name of an existing Kofax Invoice Processing Agility client. Select the name from the list of existing Kofax Invoice Processing Agility clients. The parameter is required. The IPA Client Name must be unique for all organizations. If the IPA client name is taken, an error message appears. The organization configuration stores the IPA Client ID for the selected client along with the name in the database.
GL Account Segment Structure	The name of the GL Account Segment Structure used for this organization. Select the name of the segment structure from the list of structures configured in Kofax AP Agility. The parameter is required. For more information, see GL Account Segment Structure Configuration.
Active	A flag enables users to make an organization active.

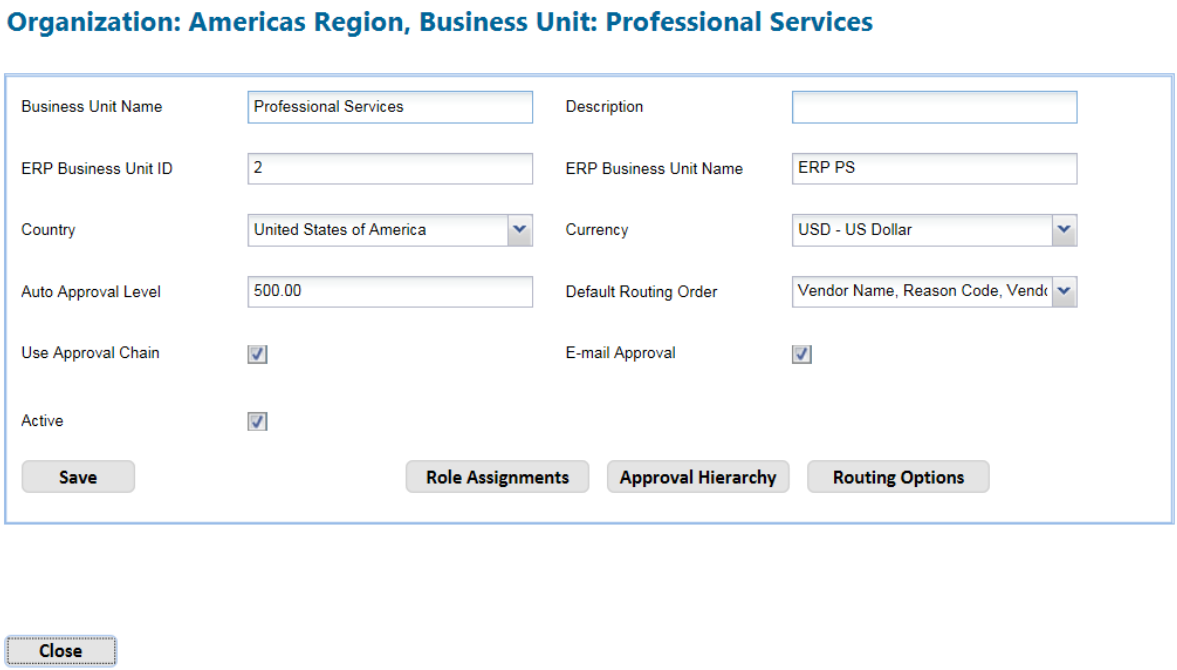
The following tabs are available after you create an organization:

- **List of Business Units in Organization**: Use to create or edit the configuration of business units created in this organization.
- **Field Configuration**: Specifies which Kofax AP Agility fields are active for this organization.

Create a Business Unit

Configure business units per each organization. The **Organizations Configuration** form displays the list of organization business units on the **Business Units** tab.

1. Select the **Business Units** tab and click **New**.
2. In the Business Unit Configuration form, specify configuration settings for a new business unit.



3. Click **Add** to create a business unit or **Save** if you are editing the business unit and close the form.

Business Unit Settings

With Kofax AP Agility you can specify the following business unit settings in the **Business Unit Configuration** form.

Business Unit Settings	Description
Business Unit Name	The name of the business unit in Kofax AP Agility. The name may differ from the business unit name in the ERP system. The parameter is required. The business unit name must be unique. If the business unit name is taken, an error message appears.
Description	Optional information about the business unit.
ERP Business Unit ID	An ID that ERP uses to identify the business unit. This setting is used to associate the Kofax AP Agility business unit with the corresponding entity in ERP. ERP Business Unit ID is associated with IPA Company Code for an invoice to determine which business unit it must be routed to. The parameter is required. ERP Business Unit ID must be unique for all business units within the same ERP connection. If the ERP Business Unit ID is taken, an error message appears.

Business Unit Settings	Description
ERP Business Unit Name	The business unit name used in the ERP system. This name may be used to match IPA Company Code if it cannot be associated with the ERP Business Unit ID. Specify ERP Business Unit Name if IPA Company Code matches the business unit by the name (not by ID). The parameter is optional.
Country	Business unit country. Select the country from the list of countries defined in Kofax AP Agility. The parameter is required.
Currency	Business unit base currency. Select the currency from the list of currencies defined in Kofax AP Agility. The parameter is required.
Auto Approval Level	Specifies the largest invoice total amount that may be automatically approved by Kofax AP Agility.
Use Approval Chain	Follow a full approval chain for the configured Approval Hierarchy. If the check box is not selected, the invoice is assigned to the first approver from the approval hierarchy with the limit greater than or equal to the invoice total amount.
Active	A flag enables users to make a business unit active.
Email Approval	A flag enables users to receive email notifications for invoices that need approval.
Default Routing Order	Select the order of applying Routing Options. The list includes the following values: • Vendor Groups • Reason Code • Vendor Naming Groups
Vendor Groups	Arrange vendors into groups and assign the exception processor and GL coding resources.
Vendor Naming Groups	Group vendors by name and assign the exception processor and GL coding resources.
Invalid Reasons	Assign the exception processor resources according to the invalid reason for an invoice from Kofax Invoice Processing Agility.

Configure Fields for an Organization

With Kofax AP Agility, you can make fields visible to a user or hide unnecessary fields. Activate fields to use them for an Organization. Deactivate fields to maximize system performance for an Organization where certain field processing is not required.

The list of active (visible in Kofax AP Agility) and inactive (not visible) fields in Kofax AP Agility may differ from the Kofax Invoice Processing Agility fields list.

Note The following fields are visible by default and used by the Exception form for the validation. Changing the visibility settings for these fields requires the use of custom forms.

- Vendor ID
- Invoice Date
- Invoice Number
- Invoice Total
- Invalid Reason Code
- PO Number
- Lines Total

All fields listed on this tab can be shown on the invoice form. All active fields that are not included in the form are imported from Kofax Invoice Processing Agility and exported to the ERP system without changes.

The invoice validation step is skipped for inactive fields.

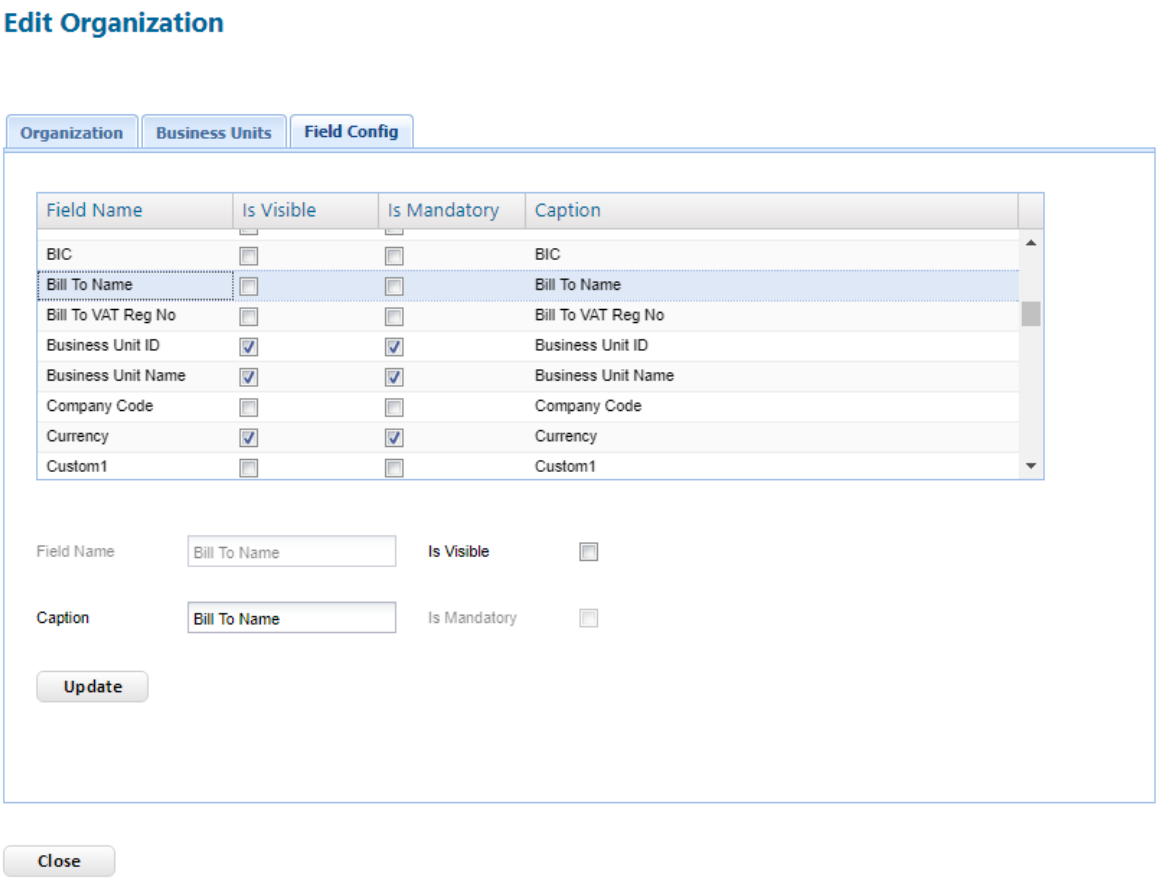
You can change the field configuration per each organization.

If you make changes to the field settings, the change is applied immediately to all invoices, including invoices in progress. Before changing the field settings, verify that all invoices are processed till the end of the workflow.

Note After you created an Organization, all fields will be shown on the invoice form, unless you open the **Field Config** tab and click **Update** so that the selected values take effect.

Configure the Visible and Mandatory fields:

1. Select the **Field Config** tab.
2. From the list, select a field to configure:
   - Select and clear check boxes in the **Is Visible** and **Is Mandatory** columns.
   - Specify **Caption** (visible name on the Invoice form)



3. Click **Update** to apply changes.

Remove Organizations and Business Units

You cannot delete organizations. You can set organizations to an inactive state on the **Organizations** form. Kofax AP Agility does not import invoices for inactive organizations.

For inactive organizations, disable the **Send to AP Agility** option in the Kofax Invoice Processing Agility Solution Configuration Manager to avoid the export errors.

You cannot delete business units. You can set business units to an inactive state. Kofax AP Agility does not route invoices to inactive business units. Also, Kofax AP Agility does not delete business unit data, such as invoices, or configuration details for business units in inactive state. Invoices for inactive Business Units move to the Administrator work queue in the exception state.

Chapter 5

Manage User Roles

Note All Kofax AP Agility users need to be configured as Kofax TotalAgility resources.

Kofax AP Agility uses Kofax TotalAgility user management features. To create resources, groups and control group membership, the Kofax AP Agility administrator uses the standard Kofax TotalAgility user management forms.

The Kofax AP Agility package includes the APA Administrators Kofax TotalAgility group in the AP Agility category.

Kofax AP Agility uses roles to permit members (resources) to access and perform privileged operations in business units. The default Kofax AP Agility roles are:

- AP Managers: AP application group members that have administrative control.
- AP Processor: AP application group members that have responsibilities for specific vendors or vendor groups.
- Approver: Members of a business level group responsible for approving invoices.
- Coder: Group members that are responsible for allocating non-PO invoice lines to the appropriate financial accounting structure.
- Exception Processor: Group members perform processing of items flagged as requiring special activities.
- AP Contacts: Group members are authorized to perform the Comment Request action.

Note You cannot create new roles or delete the existing ones.

One resource or one group may have multiple roles.

All Kofax AP Agility role owners may perform all privileged operations available to the roles they own.

Create a Kofax TotalAgility Group

Kofax AP Agility associates a Kofax TotalAgility group with each role. The Kofax TotalAgility administrator can control resources assigned to the role by changing the membership of the group associated with the role.

We recommend that when you create a new Kofax TotalAgility group for each role in a business unit, and specify the group name as follows:

- AP Managers - <Business Unit>
- AP Processor - <Business Unit>

- Approver - <Business Unit>
- Coder - <Business Unit>
- Exception Processor - <Business Unit>
- AP Contacts - <Business Unit>

For the information about creating a Kofax TotalAgility group, see the *Kofax TotalAgility Workspace Online Help*.

Privileged Operations

With Kofax AP Agility, you can perform privileged operations for the selected invoices if you have the appropriate authorization set up in the Kofax AP Agility role.

Privileged Operation	Description
Escalate (Available from Kofax Analytics for AP Agility)	Lets you move an invoice requiring attention from the employee who retrieved it to the next person in the approval hierarchy that is set up in Kofax AP Agility.
Increase priority	Lets you increase the priority of any invoice that has an associated Kofax AP Agility document.
Reassign	Lets you assign an invoice assigned to oneself to a different employee who has the correct authorization set up in Kofax AP Agility.
Reassign all	Lets you assign an invoice to a different employee who has the correct authorization set up in Kofax AP Agility.

If a group has role permissions to perform the privileged operation, all members of this group can perform this privileged operation. Enable a privileged operation for one or multiple roles. Manage a role to control which privileged operations are available to the resources (users).

If a resource is assigned to multiple roles, the resource can perform a privileged operation if this operation is enabled for at least one of these roles.

Configure Role Assignment

Before you proceed, verify that you configured organizations and business units.

Use the **Business Units** form to assign roles to the Kofax AP Agility resources and groups for the business unit and enable privileged operations to roles.

1. As a member of the APA Administrators group, navigate to **Configuration** > **Organizations** and select an organization.
2. On the **Business Units** tab, select a business unit from the list.
3. On the **Business Unit** form, click **Role Assignments**.

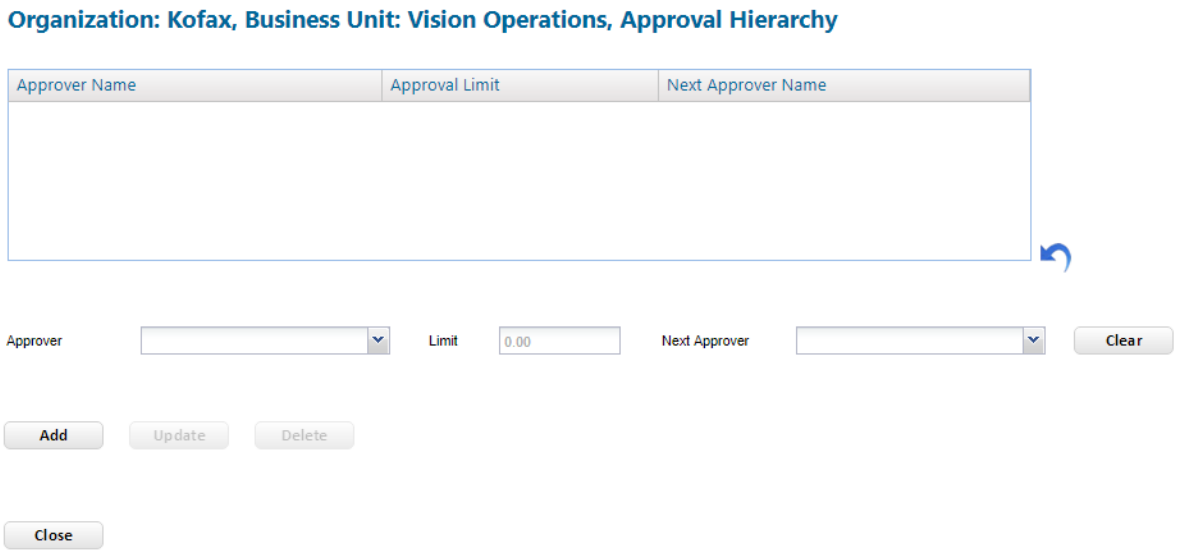
4. Associate the Kofax TotalAgility user groups with the corresponding Kofax AP Agility roles and privileges.
5. Click **Save** and close the form.

Set Up Approval Hierarchy

Configure Approval Hierarchy as a part of the Business Unit Settings.

You can specify a single-chain or a multi-chain approval hierarchy within a Business Unit.

1. As a member of the APA Administrators Group, on the Kofax AP Agility site, navigate to **Configuration** > **Organizations** and select an organization.
2. On the **Business Units** tab, select a business unit from the list of business units.
3. On the **Business Unit** form, click **Approval Hierarchy**.
4. On the **Approval Hierarchy** form, add an approver within the approval hierarchy chain:
    1. In the **Approver** field, select the Kofax TotalAgility resources.
    2. In the **Limit** field, set the approval limit value.
    3. In the **Next Approver** field, select the Kofax TotalAgility resource.
    4. Click **Add**.



5. To add the final approver for the approval hierarchy chain:
   1. In the **Approver** field, select Kofax TotalAgility Resource.
   2. In the **Limit** field, set the value to: 0.00
   3. Leave the **Next Approver** field blank.
   4. Click **Add**.

Chapter 6

Special Activity Assignment Rules

Use the information in this chapter to configure special rules that authorize resources to perform tasks.

- Vendor Groups rules
- Vendor Naming group rules
- Reason Codes rules

Vendor Groups

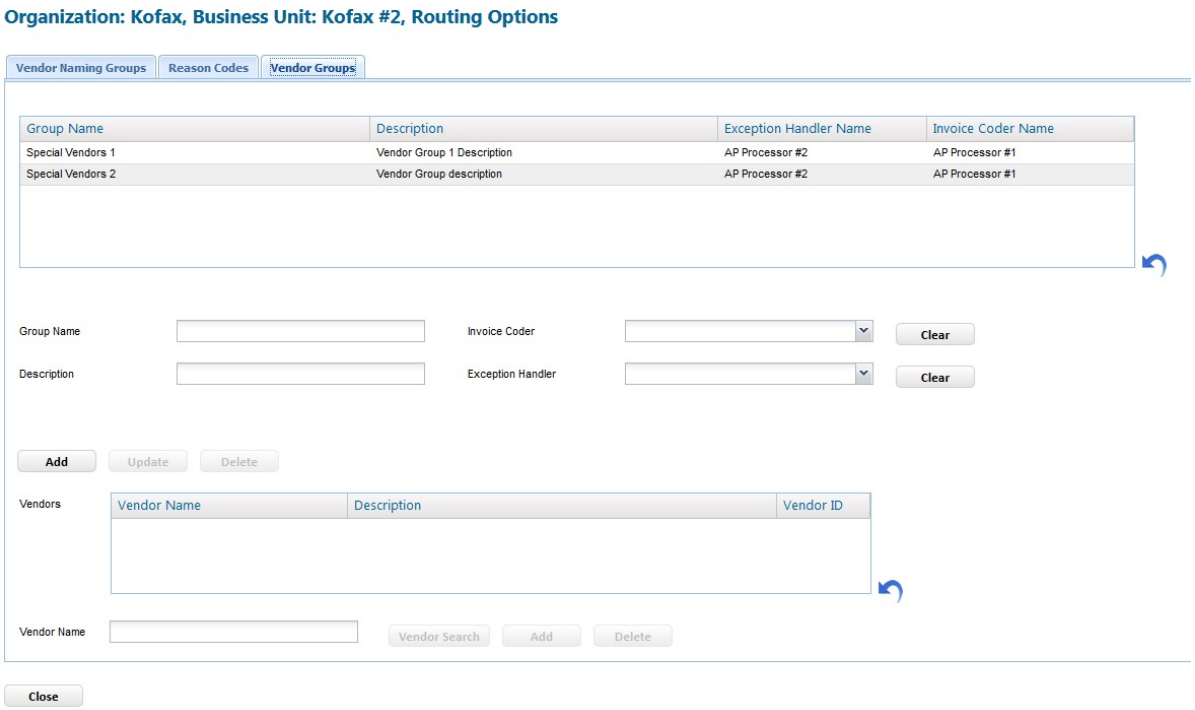
Kofax AP Agility APA Administrators can configure vendor groups for business units.

Some ERP systems use a Vendor Group ID to arrange Vendors and assign AP processors to groups. Vendor Group ID is used to make sure that the AP processor assigned to this group receives invoices for processing, such as GL Coding or exception processing.

Kofax AP Agility lets you create and delete vendor groups, or add and remove vendors from the groups. However, you cannot add one vendor to multiple groups.

Specify the resources that perform GL Coding and exception processing tasks for any group. You can select users with the AP Processor role in the business unit to perform GL Coding and Exception processing tasks for vendor groups.

1. Navigate to **Configuration** > **Organizations** and select an organization.
2. On the **Business Units** tab, select a business unit.
3. On the **Business Units** form, click **Routing Options**.
4. On the **Vendor Groups** tab, configure a vendor group for the selected business unit according to your requirements.



Vendor Naming Groups

Kofax AP Agility APA Administrators can configure vendor naming groups for business units.

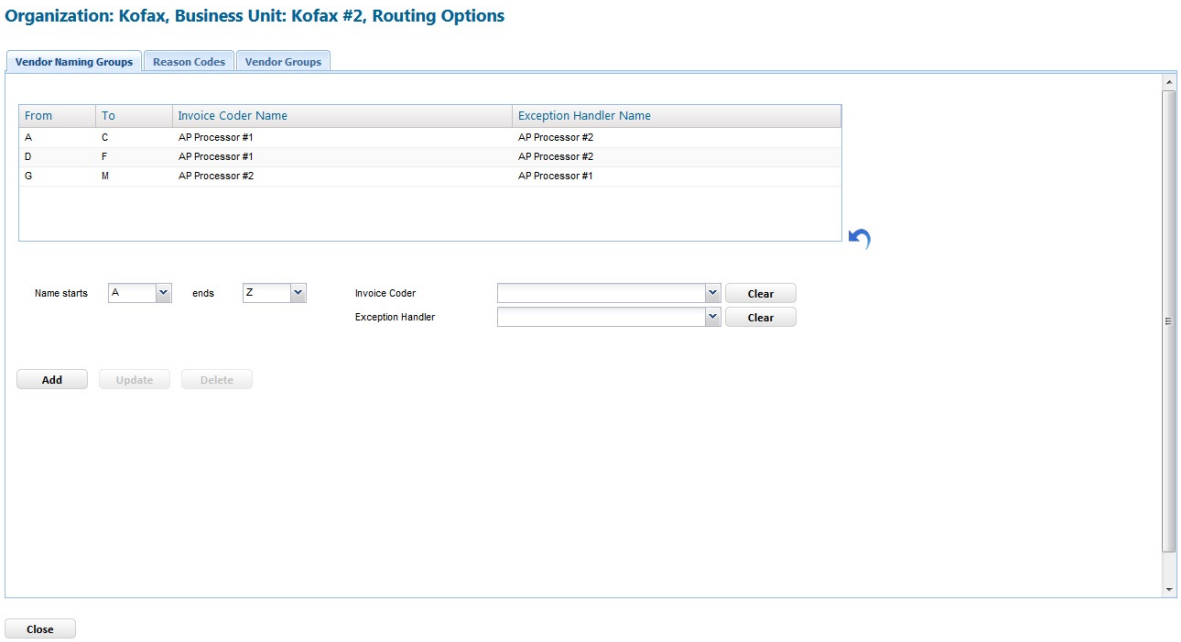
You can group vendor names that begin with a specific character. The membership of each group must be different. Otherwise, Kofax AP Agility processes invoices according to the rules of randomly selected naming groups. Also, Kofax AP Agility does not verify if all vendor names are part of the naming groups.

Kofax AP Agility lets you create and delete vendor naming groups and assign naming ranges to them.

Specify the resources that perform GL coding and exception processing tasks for the naming group. Each naming group may have different resources assigned and any group may have different resources assigned for GL coding and exception processing tasks.

You can select users with the AP Processor role (or from the AP Processor group) in the business unit to perform GL coding and exception processing tasks for vendor naming groups.

1. Navigate to **Configuration** > **Organizations** and select an organization.
2. On the **Business Units** tab, select a business unit.
3. On the **Business Units** form, click **Routing Options**.
4. On the **Vendor Naming Groups** tab, add, update, or delete groups for the selected business unit according to your requirements.



If vendor names start from a symbol that does not fall into any of the specified range, the general routing rule is applied. All invoices from these vendors are assigned to the Exception processors or Coders of the business unit.

Reason Code

Kofax AP Agility lets customers assign resources to process exceptions according to the Invalid Reason for invoices imported from Kofax Invoice Processing Agility. Invoices with different invalid reasons can be processed by different resources.

To open the **Reason Codes** tab, navigate to **Configuration** > **Organizations** > **Business Units**, select a business unit, and click **Routing Options**.

You can assign invoices with a certain invalid reason rule to members of the AP Processor group. If no resources are assigned to an invalid reason, the invoice is assigned to all Exception Processors of the business unit.

Organization: Kofax, Business Unit: Kofax #2, Routing Options

Vendor Naming Groups | Reason Codes | Vendor Groups

Exception Handler	Exception Reason Code
AP Processor #1	Vendor Address Invalid
AP Processor #2	Missing/Invalid PO

Exception Handler

Exception Code

Add Update Delete

Close

Chapter 7

Integration with Kofax Invoice Processing Agility

Kofax Invoice Processing Agility is a solution that processes invoices by extracting and validating data on those documents. It also performs line-pairing so that your back-end ERP system can assign a specific invoice line item to a corresponding purchase order line item. All validated documents are then exported to Kofax AP Agility.

The integration of Kofax AP Agility with Kofax Invoice Processing Agility includes the following aspects:

- Set Up Kofax Invoice Processing Agility with Kofax AP Agility
- Kofax Invoice Processing Agility Clients Mapping to Kofax AP Agility Organizations
- Populate the Kofax Invoice Processing Agility Vendor Table
- Kofax Invoice Processing Agility Employee ID
- Set Up Kofax Invoice Processing Agility to Use the Kofax AP Agility Database Views for Validation

Set Up Kofax Invoice Processing Agility with Kofax AP Agility

Kofax Invoice Processing Agility is able to send documents to downstream systems or solutions as a part of the export process. Kofax AP Agility can receive documents exported from Kofax Invoice Processing Agility.

1. In Kofax Invoice Processing Agility Solution Configuration Manager, select a **Project** from the list where the Organization is configured in Kofax Invoice Processing Agility.

   An additional **Settings** list is displayed.
2. From the **Settings** list, select **Export Settings**.

   The **Profile** list opens.
3. From the **Profile** list, select the profile that corresponds to your Organization.
4. Under **Export Settings**, select **Export Options**.
5. Select **Send to AP Agility** to configure the document export to Kofax AP Agility.
6. Click **Save**.

Kofax Invoice Processing Agility Clients Mapping to Kofax AP Agility Organizations

The Kofax AP Agility organization structure is based on the two-level hierarchy that includes organizations and business units.

Each Kofax AP Agility Organization corresponds to a Client in Kofax Invoice Processing Agility. Likewise, each Kofax AP Agility Business Unit corresponds to a Company Code in Kofax Invoice Processing Agility.

Kofax Invoice Processing Agility	Kofax AP Agility
Client	Organization
Company Code	Business Unit

Kofax AP Agility uses the invoice Company Code field set in Kofax Invoice Processing Agility for an invoice to define the Business Unit to which the invoice must be routed after the import. Therefore, when you validate an invoice in Kofax Invoice Processing Agility, verify that the invoice Company Code in Kofax Invoice Processing Agility matches the ERP Business Unit ID configured for the Business Unit. For the information about ERP Business Unit ID, see Business Unit Settings.

The Kofax Invoice Processing Agility client database does not contain the Company Code table. To use the Company Code lookup, store and export this data to the CSV format file to use in Transformation Designer. For more information, see the "CSV File for Database Lookups" section in the *Kofax Invoice Processing Agility Installation Guide*.

If the Organization or Business Unit is not defined after the invoice import, the invoice is routed to the Exception queue.

Populate the Kofax Invoice Processing Agility Vendor Table

You can use the **ERP Import** process to keep the vendor data synchronized between Kofax AP Agility and Kofax Invoice Processing Agility.

The Kofax AP Agility Administrator should update data in Kofax Invoice Processing Agility database:

1. On the Kofax AP Agility site, click **Configuration** and select **General Properties**.
2. Enable the **Import ERP data to IP Agility** option and click **Save**.

   After you enable **Import ERP data to IP Agility**, the vendor table is populated automatically. For more information, see Integration with Enterprise Resource Planning Systems.
3. (Optionally) If you need to manually populate the vendor table, after the **Import ERP data to IP Agility** option is enabled, start the **AP ERP Import** job to synchronize vendor data between Kofax AP Agility and Kofax Invoice Processing Agility:
   1. On the Kofax AP Agility site, click **Jobs** and select **Create**.
   2. In the **Category** field, select **AP Agility**.
   3. In the **Process** field, select **AP ERP Import**.

4. Click **Create** to create the **AP ERP Import** job.

Kofax Invoice Processing Agility Employee ID

If an invoice that has passed Kofax Invoice Processing Agility validation has the Employee ID field set to the correct Kofax TotalAgility resource and this resource has the Approve invoices role in the business unit, this invoice is assigned to that resource for approval.

Set Up Kofax Invoice Processing Agility to Use the Kofax AP Agility Database Views for Validation

To provide data to Kofax Invoice Processing Agility for the validation of invoices, Kofax AP Agility Administrator creates a connection to the Kofax AP Agility database and configures all required external validation steps respectively. The Kofax AP Agility Administrator can view and update Kofax Invoice Processing Agility configuration settings in the Solution Configuration Manager. You can configure the settings globally or individually for each profile in Kofax Invoice Processing Agility.

Create the Kofax AP Agility Connection in Kofax Invoice Processing Agility

1. On the Kofax Invoice Processing Agility site, navigate to **IP Agility** > **Settings**.
2. Locate **Solution Configuration Manager** and click **Launch SCM**.
3. From the **Project** list, select the name of the project that you selected during the Kofax Invoice Processing Agility package installation.
4. From the **Settings** list, select **Global Settings**.
5. In the expanded tree structure, select **Database Connection Settings** and specify the Kofax AP Agility Database connection.

   For example:

```
Provider=SQLOLEDB.1;Data Source=server.com;Initial
 Catalog=APAgility;Trusted_Connection=True;
```

Country Lookup View

1. Navigate to **IP Agility** > **Settings**.
2. Locate Solution Configuration Manager and click **Launch SCM**.
3. From the **Project** list, select the name of the project that you selected during the Kofax Invoice Processing Agility package installation.
4. From the **Settings** list, select **Global Settings**.
5. Under **Global Settings**, select **Country Settings**.
   - Select the **Validate From DB** check box.
   - **SQL Connection Group**: From the drop-down list, select the required SQL Connection Group with the connection to the Kofax AP Agility database
   - **DB Table Name**: COUNTRIES_IPA_LOOKUP

- **DB Country**: COUNTRY_CODE
- **DB Currency**: CURRENCY_CODE
- **DB EU Member**: EU_MEMBER
- **DB Name**: COUNTRY
- **DB VAT Rates**: VAT_RATES

6. Click **Save** to apply changes.
7. In the **Select a packet** dialog, select an existing packet or create a new one.

Note Changing Kofax Invoice Processing Agility Global Settings affects all Kofax Invoice Processing Agility Clients.

Company Code Lookup View

1. Navigate to **IP Agility** > **Settings**.
2. Locate Solution Configuration Manager and click **Launch SCM**.
3. From the **Project** list, select the name of the project that you selected during the Kofax Invoice Processing Agility package installation.
4. From the **Settings** list, select **Profile Settings**.
5. From the **Profile** list, select the profile corresponding to your Organization.
6. Under **Profile Settings**, select **Company Code**.
   - Select **Validate From DB**.
   - **SQL Connection Group**: From the drop-down list, select the required SQL Connection Group with the connection to the Kofax AP Agility database
   - **DB Table Name**: COMPANY_CODES_IPA_LOOKUP
   - **DB Column Name**: ERP_BUSINESS_UNIT_ID
   - **DB Country**: COUNTRY_CODE
   - **DB Currency**: CURRENCY_CODE
   - **DB VAT Reg Nos**: VAT_REG_NO
7. Click **Save** to apply changes.

Currency Lookup View

1. Navigate to **IP Agility** > **Settings**.
2. Locate Solution Configuration Manager and click **Launch SCM**.
3. From the **Project** list, select the name of the project that you selected during the Kofax Invoice Processing Agility package installation.
4. From the **Settings** list, select **Profile Settings**.
5. From the **Profile** list, select the profile corresponding to your Organization.
6. Under **Profile Settings**, select **Currency Settings**.
   - Select the **Default PO Currency** check box.
   - Select the **Default Vendor Currency** check box.
   - Select **Validate From DB**.

- **SQL Connection Group**: From the drop-down list, select the required SQL Connection Group with the connection to the Kofax AP Agility database
- **DB Table Name**: COUNTRIES
- **DB Column Name**: CURRENCY
- **Global Currencies**: USD,EUR (and other currencies according to your requirements)

7. Click **Save** to apply changes.

PO Number View

1. Navigate to **IP Agility** > **Settings**.
2. Locate Solution Configuration Manager and click **Launch SCM**.
3. From the **Project** list, select the name of the project that you selected during the Kofax Invoice Processing Agility package installation.
4. From the **Settings** list, select **Profile Settings**.
5. From the **Profile** list, select the profile corresponding to your Organization.
6. Under **Profile Settings**, select **PO Number Settings**, and then select **PO Number Validation**.
   - Select **Validate From DB**.
   - **SQL Connection Group**: From the drop-down list, select the required SQL Connection Group with the connection to the Kofax AP Agility database
   - **DB Table Name**: PO_HEADER_IPA_LOOKUP
   - **DB PO**: PO_NUMBER
   - **DB Vendor ID**: ERP_VENDOR_ID
   - **DB Site ID**: VENDOR_SITE_ID
   - **DB Currency**: CURRENCY_CODE
   - **DB Company Code**: ERP_BUSINESS_UNIT_ID
   - **DB Status**: PO_STATUS

   Leave the remaining fields blank.
7. Click **Save** to apply changes.

PO Lines View

1. Navigate to **IP Agility** > **Settings**.
2. Locate Solution Configuration Manager and click **Launch SCM**.
3. From the **Project** list, select the name of the project that you selected during the Kofax Invoice Processing Agility package installation.
4. From the **Settings** list, select **Profile Settings**.
5. From the **Profile** list, select the profile corresponding to your Organization.
6. Under **Profile Settings**, select **Line Pairing Settings**.
   - Select **Get PO Lines From DB**.
   - **SQL Connection Group**: From the drop-down list, select the required SQL Connection Group with the connection to the Kofax AP Agility database
   - **DB Table Name**: PO_LINES_IPA_LOOKUP
   - **DB PO**: PO_NUMBER

- **DB LINE**: PO_LINE_ID
- **DB MATERIAL NO**: MATERIAL_NO
- **DB MATERIAL GROUP**: MATERIAL_GROUP
- **DB DESCRIPTION**: DESCRIPTION
- **DB PO QUANTITY**: PO_QUANTITY
- **DB UNIT PRICE**: UNIT_PRICE
- **DB PO TOTAL**: PO_TOTAL
- **DB TAX CODE**: TAX_CODE
- **DB TAX JUR CODE**: TAX_JUR_CODE
- **DB UOM**: UOM
- **DB PRICE UNIT**: PRICE_UNIT
- **DB PUOM**: PUOM
- **DB TOTAL QUANTITY DELIVERED**: TOTAL_QUANTITY_DELIVERED
- **DB TOTAL VALUE DELIVERED**: TOTAL_VALUE_DELIVERED
- **DB TOTAL QUANTITY INVOICES**: TOTAL_QUANTITY_INVOICED
- **DB TOTAL VALUE INVOICES**: TOTAL_VALUE_INVOICED
- **DB ITEM CATEGORY**: ITEM_CATEGORY
- **DB PLANT**: PLANT
- **DB CHARGE CODE**: CHARGE_CODE
- **DB CHARGE CODE ID**: CHARGE_CODE_ID
- **DB COMPANY CODE**: ERP_BUSINESS_UNIT_ID
- **DB ERP PO TYPE**: ERP_PO_TYPE
- **DB BUSINESS UNIT**: BUSINESS_UNIT_ID
- **DB ERS**: ERS

7. Click **Save** to apply changes.

Chapter 8

Integration with Enterprise Resource Planning Systems

Kofax AP Agility exports all validated and approved invoices to the ERP system. The communication between Kofax AP Agility and ERP occurs independently via text and image files and includes:

- Import of the ERP master data
- Export of the imported invoices to ERP

Kofax AP Agility Administrator specifies the output file system folder and the file name format for exported invoices. Kofax AP Agility creates an invoice image (in the same format as it is stored in Kofax Invoice Processing Agility) and metadata (XML, CSV) files in the specified folder for all exported invoices.

ERP Connection Configuration

To open the **ERP Connections**, from the AP Agility Work Queue form, navigate to **Configuration** > **ERP Connections**.

Use the **ERP Connections** form to perform the following actions:

- View all ERP connections
- Add a new ERP connection
- Modify properties of the selected ERP connection, such as connection name, connection description, ERP master data import path, invoice export path, and invoice export format
- Delete the selected ERP connection

To successfully configure the ERP connection on the **ERP Connection** form, verify the following:

- The connection name, import path, and export path fields are filled in correctly.
- The connection name is unique for each ERP connection.
- The import path and the export path are valid.

ERP Master Data Import

The ERP master data in the Kofax AP Agility database must be updated regularly.

To import the ERP master data, use the Kofax AP Agility AP ERP Import job. 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 the Kofax AP Agility database table ERP_IMPORT_JOB_STATUS. Use these records for troubleshooting purposes if the import fails.

With Kofax AP Agility, you can configure a path to the file system folder where the data in CSV files must be taken from.

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
- PO headers: PO_HEADER
- PO lines: INVOICE_LINE
- GL Segments: GL_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 numeric format
- String: Commas in the text must be in quotation marks
- Datetime: yyyy-mm-dd HH:MM:SS
- Bit: 0 or 1

CSV File Format

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

ERP Invoices CSV File Format

File name: erp_invoices.csv

Table name: ERP_INVOICE

Field Index	Type	Description
1	String	Invoice ID in ERP
2	String	Business unit ID in ERP
3	String	Invoice number
4	Datetime	Invoice date
5	String	Invoice type: • PO (for single PO invoices) • NON-PO • Credit Memo Invoice
6	Number	Invoice amount

Field Index	Type	Description
7	String	PO Number (or Purchase Order Number)
8	Datetime	Payment date
9	Datetime	Canceled date
10	String	Invoice payment status (PAID or UNPAID)
11	String	Vendor Name
12	String	Vendor site code
13	String	Vendor site ID

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, CANCELED_DATE, INVOICE_STATUS, VENDOR_NAME1,
 VENDOR_SITE_CODE, VENDOR_SITE_ID
214303,204,nd03np_KTM_05/31/2017,2017-05-31 00:00:00,Non-PO Invoice,1000,,,,UNPAID,GE
 Capital,BOSTON,289
214304,204,nd04np_KTM_05/31/2017,2017-05-31 00:00:00,Non-PO Invoice,1000,,,,UNPAID,GE
 Capital,BOSTON,289
214302,204,nd02np_KTM_05/31/2017,2017-05-31 00:00:00,Non-PO Invoice,1000,,,,UNPAID,GE
 Capital,BOSTON,289
```

Payment Terms CSV File Format

File name: payment_terms.csv

Table name: PAYMENT_TERM

Field Index	Type	Description
1	String	Payment term ID in ERP
2	String	Business unit ID in ERP
3	String	Payment term name
4	String	Payment term description

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

```
ERP_TERM_ID, ERP_BUSINESS_UNIT_ID, TERM_NAME, TERM_DESCRIPTION
10000,204,Prepayment Immediate,Seeded immediate terms for prepayments - do not update
10001,204,Immediate,Scheduled for payment immediately
```

Payment Terms Details CSV File Format

File name: payment_term_details.csv

Table name: PAYMENT_TERM_DETAIL

Field Index	Type	Description
1	String	Payment term detail ID in ERP
2	String	Business unit ID in ERP
3	Number	Payment sequence number
4	Number	Percentage of invoice amount that must be paid before the invoice due date
5	Number	Amount that must be paid before the invoice due date. One of the fields DUE_PERCENT or DUE_AMOUNT must be left blank.
6	Number	Days left before the invoice due date
7	Number	Day of the month in the invoice due date
8	Number	Months left for the invoice to be paid
9	Number	Percentage of the discount
10	Number	Days left before the discount due date
11	Number	Day of the month before the discount due date
12	Number	Months before the discount due date

Vendors CSV File Format

File name: vendors.csv

Table name: VENDOR_MASTER_DATA

Field Index	Type	Description
1	String	Vendor ID in ERP
2	String	Business unit ID in ERP
3	String	Vendor name 1
4	String	Vendor name 2
5	String	Vendor site ID
6	String	Vendor site code
7	String	Vendor street 1
8	String	Vendor street 2
9	String	Vendor city
10	String	Vendor ZIP
11	String	Vendor state

Field Index	Type	Description
12	String	Vendor country
13	String	Vendor VAT code
14	String	Vendor VAT RegNo
15	String	Tax number
16	String	Bank code
17	String	Bank account number
18	String	Email
19	String	Telephone
20	String	Contact name
21	Bit	Is active
22	Bit	Is enabled
23	String	Payment term ID in ERP
24	String	Term date basis: • Invoice • Goods Received • Current • Invoice received
25	String	PO Box
26	String	PO Box Zip
27	String	EU Member
28	String	Currency
29	String	Tax ID1
30	String	Tax ID2
31	String	Tax jurisdiction code
32	String	Invoice type
33	String	Payment methods
34	String	Withholding tax details
35	String	Company Codes
36	String	Utility flag
37	String	Por Subscriber No
38	String	External Vendor ID
39	String	External Site ID
40	String	Vendor Account Group
41	String	Alternate payee

Field Index	Type	Description
42	String	Permitted payee
43	String	Siret ID
44	String	Vendor Identifier
45	Bit	Inter Company
46	String	ERP Bank Account Code

PO Headers CSV File Format

File name: po_headers.csv

Table name: PO_HEADER

Field Index	Type	Description
1	String	PO header ID in ERP
2	String	Business unit ID in ERP
3	String	PO number
4	String	PO type: • MATERIAL • SERVICE
5	String	Vendor ID in ERP
6	String	Vendor name
7	String	Vendor site ID
8	String	Vendor site code
9	String	PO Status
10	Bit	Is Active

PO Lines CSV File Format

File name: po_lines.csv

Table name: PO_LINES

Field Index	Type	Description
1	String	PO line ID in ERP
2	String	Business unit ID in ERP
3	String	PO header ID in ERP
4	String	PO number
5	Number	Line number
6	String	Material number

Field Index	Type	Description
7	String	Material group
8	String	Description
9	Number	PO Quantity
10	Number	Unit price
11	Number	PO total
12	String	Tax code
13	String	Tax jurisdiction code
14	String	Unit of measure
15	Number	Price unit
16	String	PUOM (Order price unit of measure)
17	Number	Total quantity delivered
18	Number	Total value delivered
19	Number	Total quantity invoiced
20	Number	Total value invoiced
21	String	Item category or line item type
22	String	Plant (The location code for the ship-to address where the goods were delivered, or where a service was performed)
23	String	Charge code
24	String	Charge code ID
25	String	ERP PO type (for JD Edwards PO)
26	Bit	ERS flag

GL Segments CSV File Format

File name: gl_segments.csv

Table name: GL_SEGMENTS

Field Index	Type	Description
1	String	GL Segment ID in ERP
2	String	Business unit ID in ERP
3	int	GL Segment Number
4	String	GL Segment Value
5	String	Description

Configure ERP Import Job Schedule

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.

To set up a job schedule for the import of the ERP master data to the Kofax AP Agility database:

1. Log in to Kofax TotalAgility Designer as Kofax TotalAgility Administrator.
2. Click **System Settings** and select **Job Schedules**.
3. Click the plus sign next to **Job Schedules** to create a new schedule or modify the schedule from the list.
4. Fill in the **Job Schedule** form according to your requirements.
   1. Specify a name for **Schedule Job**.
   2. Filter **Process Explorer** by the **AP Agility** category and drag and drop the AP ERP Import job to the **Process** field.
   3. Specify **Frequency**.

   We recommend that you set up the import job schedule to run once a day. In case of performance issues, you may want to set up the execution of the import job in an off-hours period.
5. Click **OK** to save the import job schedule.

ERP Import Job Status History

Kofax AP Agility keeps the following information about the executed import jobs in the ERP_IMPORT_JOB_STATUS table of the Kofax AP Agility database:

- Kofax AP Agility job ID
- Import datetime
- Import status
- Error messages
- Number of ERP invoices imported to the Kofax AP Agility database
- Number of payment terms imported
- Number of payment terms details imported
- Number of PO headers imported
- Number of PO lines imported
- Number of vendors imported

Invoice Export

Exported Invoice XML File Structure

Kofax AP Agility automatically generates the name of the exported XML file. The name of XML file consists of the Invoice ID in the Kofax AP Agility database and the export timestamp separated by the

underscore (_) symbol. Kofax AP Agility generates the name of the file with an invoice image in the same manner. Kofax AP Agility exports the invoice image in the same format as it is stored in Kofax Invoice Processing Agility. If a file with the same name already exists in the output folder, a new unique name is given to the file.

Each ERP connection has a single output folder for the exported invoices.

Kofax AP Agility exports organization fields that are set as visible on the user interface. In addition to the visible fields, Kofax AP Agility always exports line pairing fields imported from Kofax Invoice Processing Agility and ECM document ID.

Kofax AP Agility always exports the following Invoice Header fields.

Field Name	Description
PaymentMethod	Payment methods that indicate a bank transfer and the requirement for a bank account
PaymentComments	Payment comments
IpaInvalidReasonCode	Kofax Invoice Processing Agility invalid reason code
IpaInvalidReasonRule	Kofax Invoice Processing Agility invalid reason rule
IpaOrganizationName	Kofax Invoice Processing Agility organization name
IpaOrganizationId	Kofax Invoice Processing Agility organization ID
DocumentLink	Document link
ErpPoType	JD Edwards PO extension if the JD Edwards PO Number Validation option is enabled in Kofax Invoice Processing Agility
ScanDate	Invoice Processing Agility scan date
SubTotal	Sum of all NetAmount fields
Urn	Storage field URN (Unique resource number)
EcmDocumentId	ECM Document ID

PaymentComments and EcmDocumentId fields are defined in Kofax AP Agility. All other fields are imported from Kofax Invoice Processing Agility.

Kofax AP Agility always exports the following Invoice Line fields.

Field Name	Description
GlAccount	General ledger account entry
ConditionCount	SAP condition count
ConditionStepNo	SAP condition step number
ConditionType	SAP condition type
FreightVendor	Freight vendor ID
GrDocItem	Goods receipt document item number
GrDocNo	Goods receipt document number

Field Name	Description
SheetItem	SAP Service entry sheet item
SheetNo	SAP Service entry sheet item
IpaBusinessUnit	PeopleSoft PO extension if the PeopleSoft PO Number Validation option is enabled in Kofax Invoice Processing Agility
IpaLineType	Kofax Invoice Processing Agility line type
ChargeCode	Invoice line item charge code. The value is taken from the purchase order line item to which an invoice line is paired.
ChargeCodeId	Invoice line item charge code ID. The value is taken from the purchase order line item to which an invoice line is paired.
CompanyCode	Company code that corresponds to a line item. The value is taken from the purchase order when an invoice line is paired.
ErpPoType	JD Edwards PO extension if the JD Edwards PO Number Validation option is enabled in Kofax Invoice Processing Agility
MaterialGroup	The value is taken from the purchase order line item to which an invoice line is paired. If available, it can be mapped to pass this data to a downstream system for a paired line item. It is also used in the automatic tax determination procedure if the selection of the correct tax code is driven by the material group of the item.
Plant	Plant ID. The value is taken from the purchase order line item with which an invoice line is paired. The plant is a code set in the client ERP system that represents the physical location where the purchase order line goods are delivered, or where a service is performed. For example, it can represent a warehouse or an office building.
PoLineNumber	The purchase order line item number. It is populated only if line pairing is successful for this item.
Puom	This column represents the order price unit of measure. This is the unit of measure associated with the unit price for the purchase order line item. It may differ from the regular unit of measure that is associated with the order quantity on the purchase order line.
QtyPuom	The invoice line item quantity expressed in the order price unit of measure.
TaxableAmount	Taxable amount
TaxCode TaxJurCode	For countries that do not use tax jurisdictions, the tax code informs the ERP system how to handle tax for line items. Some countries that do not use tax jurisdiction because tax rates are set by the government at a national level, such as within the European Union. The tax code uses the percentage rate of tax that is charged, as well as describing if an item is a service, it is tax exempt, or it is zero-rated because it is a cross-border transaction. Under these circumstances, tax jurisdiction is not used. For countries that do not use tax jurisdictions, the tax code informs the ERP system whether the item is subject to tax or not. Some countries that do use tax jurisdictions have tax rates that are set at a local level such as in the United States, Canada, India, and Brazil. The accompanying tax jurisdiction code, which is the identification umber of a specific tax office, represents the actual percentage rate information. These columns are only mapped if the automatic tax determination feature is used.

Field Name	Description
Activity	GL Data: The project activity.
BusinessArea	GL Data: The business area.
CostCenter	GL Data: The cost center that is used for miscellaneous charge general ledger entries.
DbCrIndicator	GL Data: The debit/credit indicator.
InternalOrder	GL Data: The internal order number.
Network	GL Data: The project network.
ProfitCenter	GL Data: The profit center that is used for miscellaneous charge general ledger entries.
SalesOrder	GL Data: The sales order document number.
SalesOrderItem	GL Data: The sales order document item number.
WbsElem	GL Data: The work breakdown structure element.

The structure of the XML file is similar to the following:


```
<?xml version="1.0" encoding="utf-8"?>
<Invoice>
  <AmtMiscellaneous></AmtMiscellaneous>
  <BusinessUnitID>204</BusinessUnitID>
  <Currency>EUR</Currency>
  <DiscountDueDate></DiscountDueDate>
  <DueDate>10/10/2017 12:00:00 AM</DueDate>
  <EmployeeName />
  <Freight></Freight>
  <InvoiceDate>9/28/2017 12:00:00 AM</InvoiceDate>
  <InvoiceNumber>1</InvoiceNumber>
  <InvoiceType>NON-PO</InvoiceType>
  <LineItems />
  <NetAmount0></NetAmount0>
  <NetAmount1></NetAmount1>
  <OrganizationName />
  <PoNumber />
  <TaxAmount1></TaxAmount1>
  <TaxRate1></TaxRate1>
  <InvoiceAmount>1906.23</InvoiceAmount>
  <VendorName1 />
  <EcmDocumentId />
  <DocumentLink />
  <ErpPoType />
  <ScanDate></ScanDate>
  <SubTotal></SubTotal>
  <Urn />
  <LineItem>
    <LineNumber>1</LineNumber>
    <LineType />
    <OriginalLineNumber></OriginalLineNumber>
    <Quantity></Quantity>
    <Total>100</Total>
    <UnitPrice></UnitPrice>
    <ChargeCode />
    <ChargeCodeId />
    <CompanyCode />
    <ErpPoType />
    <MaterialGroup />
    <Plant />
    <PoLineNumber></PoLineNumber>
    <Puom />
```

```
    <QtyPuom></QtyPuom>
    <TaxableAmount></TaxableAmount>
    <TaxCode />
    <Activity />
    <BusinessArea />
    <CostCenter />
    <DbCrIndicator />
    <InternalOrder />
    <Network />
    <ProfitCenter />
    <SalesOrder />
    <SalesOrderItem />
    <TaxJurCode />
    <WbsElem />
  </LineItem>
</Invoice>
```

XSLT File for Conversion from XML to CSV

Kofax AP Agility provides the XSLT file used to convert the exported invoice from XML to CSV format.

For each ERP connection, the Kofax AP Agility Administrator can configure the XSLT file to transform the XML file of the exported invoice with the help of the ERP Connections form. Kofax AP Agility users can provide their own XSLT script for the conversion.

The XSLT sample script shows how to export invoices to CSV format:

```
<xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform">
<xsl:template match="/">
 <xsl:text>AmtMiscellaneous,BusinessUnitID,Currency,DiscountDueDate,DueDate,
EmployeeName,Freight,InvoiceDate,InvoiceNumber,InvoiceType,LineItems,NetAmount0,
NetAmount1,OrganizationName,PoNumber,TaxAmount1,TaxRate1,InvoiceAmount,VendorName1,
EcmDocumentId,DocumentLink,ErpPoType,ScanDate,SubTotal,Urn</xsl:text>
    <xsl:text>&#10;</xsl:text>
 <xsl:value-of select="Invoice/AmtMiscellaneous"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/BusinessUnitID"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/Currency"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/DiscountDueDate"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/DueDate"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/EmployeeNamev"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/Freight"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/InvoiceDate"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/InvoiceNumber"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/InvoiceType"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/LineItems"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/NetAmount0"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/NetAmount1"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/OrganizationName"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/PoNumber"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/TaxAmount1"/>
 <xsl:text>,</xsl:text>
```

```
 <xsl:value-of select="Invoice/TaxRate1"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/InvoiceAmount"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/VendorName1"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/EcmDocumentId"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/DocumentLink"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/ErpPoType"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/ScanDate"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/SubTotal"/>
 <xsl:text>,</xsl:text>
 <xsl:value-of select="Invoice/Urn"/>
 <xsl:text>&#10;</xsl:text>
    <xsl:text>LineNumber,LineType,OriginalLineNumber,Quantity,Total,UnitPrice,ChargeCode,
ChargeCodeId,CompanyCode,ErpPoType,MaterialGroup,Plant,PoLineNumber,Puom,QtyPuom,TaxableAmount,
TaxCode,Activity,BusinessArea,CostCenter,DbCrIndicator,InternalOrder,Network,ProfitCenter,
SalesOrder,SalesOrderItem,TaxJurCode,WbsElem</xsl:text>
 <xsl:text>&#10;</xsl:text>
 <xsl:text>&#10;</xsl:text>
 <xsl:for-each select="Invoice/LineItem">
  <xsl:value-of select="LineNumber"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="LineType"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="OriginalLineNumber"/>
  <xsl:value-of select="Quantity"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="Total"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="UnitPrice"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="ChargeCode"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="ChargeCodeId"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="CompanyCode"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="ErpPoType"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="MaterialGroup"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="Plant"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="PoLineNumber"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="Puom"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="QtyPuom"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="TaxableAmount"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="TaxCode"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="Activity"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="BusinessArea"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="CostCenter"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="DbCrIndicator"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="InternalOrder"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="Network"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="ProfitCenter"/>
  <xsl:text>,</xsl:text>
```

```
  <xsl:value-of select="SalesOrder"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="SalesOrderItem"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="TaxJurCode"/>
  <xsl:text>,</xsl:text>
  <xsl:value-of select="WbsElem"/>
  <xsl:text>&#10;</xsl:text>
 </xsl:for-each>
</xsl:template>
</xsl:stylesheet>
```

Chapter 9

Kofax AP Agility Document Workflow

This chapter describes processing of PO, Non-PO invoices, and Credit Memos through the Kofax AP Agility workflow.

The Kofax AP Agility workflow starts with the invoice import from Kofax Invoice Processing Agility to Kofax AP Agility and ends after the invoice is exported to the ERP system or when the invoice is canceled.

PO Invoice and Credit Memo Workflow

After a PO invoice or a credit memo is successfully validated, it moves directly to the Export queue.

Non-PO Invoice Workflow

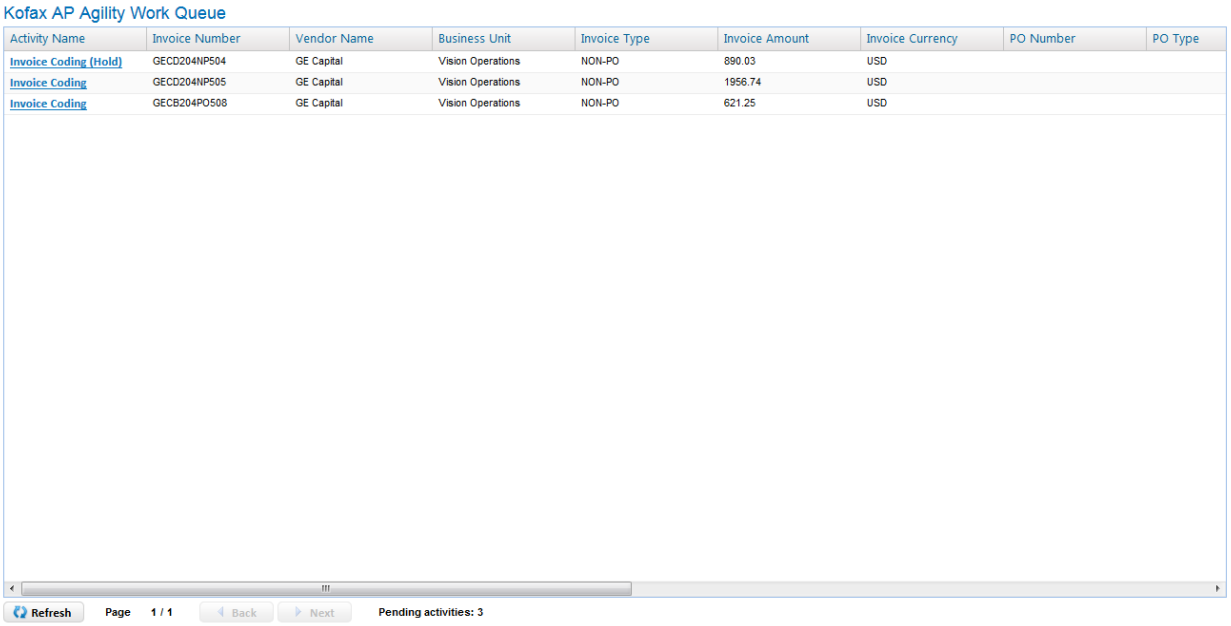
After a Non-PO invoice is successfully validated, Kofax AP Agility verifies if the invoice requires GL coding or approval.

- If the invoice is not fully distributed, it is routed to the Invoice Coding queue.
- If the invoice is fully distributed, Kofax AP Agility checks the invoice **Total Amount** field. If the value is below or equal to the automatic approval level for the invoice business unit, the invoice moves to the Export queue. Otherwise, it moves to the Approval queue.

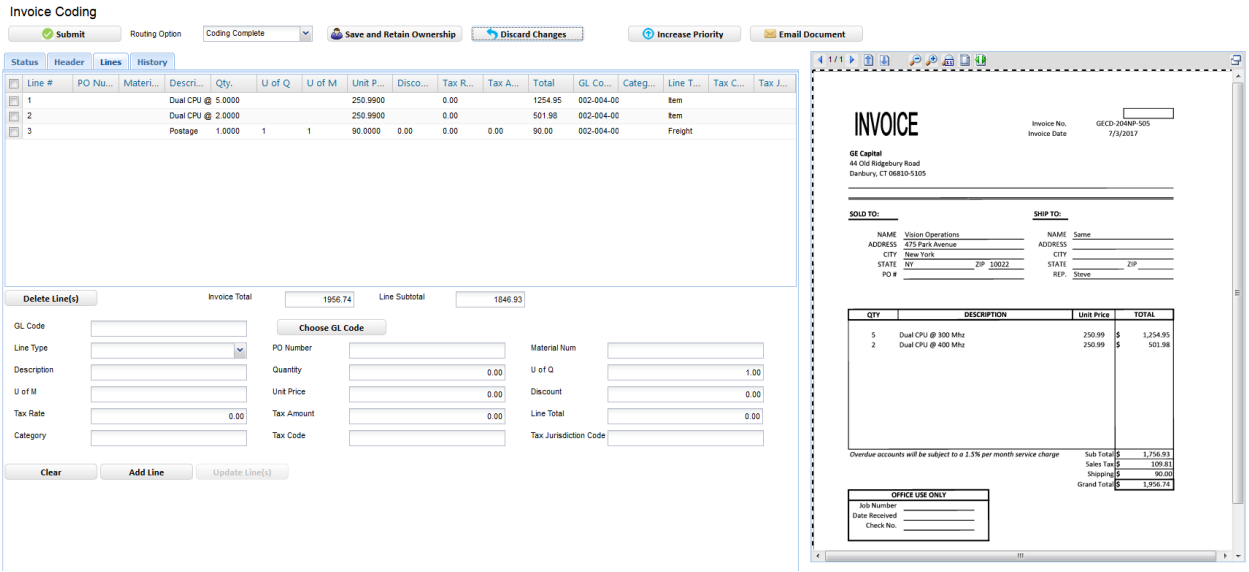
Invoice Activity Form

On the Kofax AP Agility Work Queue form, the following activities are available:

- Exception
- GL Coding
- Approval
- Comment Request
- Hold: Exception (Hold), Invoice Coding (Hold), Approval (Hold)



After you select the activity, the invoice activity form opens. The form view varies, depending on the selected activity.



Controls	Description
Invoice image view	Displays the invoice image. You can zoom the image. To open the invoice image in a new window, click the undock icon .

Controls	Description
Status tab	Provides a short description of your further actions. Also, displays a list of errors if an invoice is in the Exception queue.
Header tab	Displays the controls for the invoice header fields. You can edit all, some, or none of the controls depending on the type of the form. This tab displays only the fields that you selected as active for the invoice Kofax AP Agility organization.
Lines tab	Displays a table with invoice lines. You can change invoice line fields, distribute the invoice, and delete lines depending on the type of the form.
History tab	Displays the invoice history summary.
Action bar	The Action bar contains controls that you can use to complete or cancel the Kofax TotalAgility activity, perform the invoice reassignment, or increase priority. Select routing options, such as reassign invoice, comment request, hold or reject an invoice. The Action bar contains the following buttons: • Discard Changes • Save and Retain Ownership • Increase Priority • Email Document • Submit

Header Tab

The **Header** tab displays all the header level fields of the active invoice for the current organization.

Kofax AP Agility displays only groups that have active fields.

The **Vendor** group shows all vendor-related fields. All the vendor fields are read-only. However, if you need to change the invoice vendor, click the **Vendor Search** button and use the **Search Vendor** option. If you change the vendor, all vendor-related fields on the **Vendor Detail** group are repopulated with values for the selected vendor.

The **Business Info** group contains the information about the business unit of the invoice. You can select the business unit name from the list to change the business unit for the invoice. Changing the business unit name changes the business unit ID. The business unit ID field is always read-only.

On the **Invoice Header** group, you can view the invoice header information, such as Document Type, Invoice Number, Invoice Amount, Invoice Type and Date, Invoice and Discount Due Date. You can select the currency from the list to change the invoice currency. Changing the invoice currency does not change the invoice amount.

The **Invoice Amounts** group displays the information about Net Amount, Tax Rate, and Tax Amount.

The **Invoice Footer** group includes the bank account details and payments information.

Lines Tab

Use the **Lines** tab to review the invoice lines and perform the following operations:

- Change field values for the lines
- Specify GL code for the lines
- Add lines
- Modify lines

Kofax AP Agility displays only the line fields that are active in the organization configuration.

You can select one or multiple lines and change their fields within a single operation.

If you plan to split lines to code them separately, save the information about the original invoice line number before you specify a value of **Original Line Number** for lines. Originally, the value corresponds to **Line Number**.

To code the invoice, click **Choose GL Code**. Use the drop-down list to select recently used GL codes or enter GL codes manually in the corresponding area.

A line is valid if at least one of the following formulas is true:

- Line Item Total = (Quantity * Unit Price) / UofQ)
- Line Item Total = (Quantity * (Unit Price - Discount)) / UofQ)
- Line Item Total = (Quantity * (Unit Price - (Unit Price * Discount /100))) / UofQ)

History Tab

The **History** tab displays the table with all operations performed for an invoice in Kofax AP Agility with the information about:

- Activity Name
- Result
- User
- Created Date
- Note

Invoice Submission

To complete the current workflow operation, submit the invoice. After you click **Submit**, Kofax AP Agility saves all changes and the invoice keeps moving through the workflow.

By default, invoice submission completes the current Kofax TotalAgility activity. The invoice moves to the next workflow step (such as Approval after GL Coding) unless the operator selects to reject invoice, reassign invoice, request a comment, or put an invoice on hold.

Option	Description
Reject Invoice	Sends the invoice to the Exception queue. Leave a comment that explains the rejection reasons.

Option	Description
Reassign Invoice	After the operator submits the invoice, it returns to the current queue with the assignment to the selected Kofax TotalAgility resource. The operator selects a resource from the list of users who are authorized to perform the current activity in the invoice business unit.
Comment Request	After the operator submits the invoice, it proceeds to the Comment Request queue. The operator selects a resource to assign the invoice to.

When you fill in the Kofax AP Agility Invoice Activity form and after you click Submit, the invoice is validated according to the following procedures:

- On the Fly Validation
- Validation of the Submitted Data

On the Fly Validation

With Kofax AP Agility, when you fill in the Kofax AP Agility form incorrectly, you may see a warning message indicating that you have entered wrong values. You cannot submit the current activity if the fields are invalid.

The on the fly validation option includes the following checks:

- Input values must be of a valid type
- Numeric fields cannot be populated with negative numbers
- Text fields cannot contain special characters
- Date fields must be valid

Validation of the Submitted Data

After you submitted an invoice, the invoice may be validated only if the following fields are filled in:

- Invoice number
- Invoice date
- Invoice amount
- Invoice type

Also, the data is validated according to the following checks:

- Invoice date is valid (it cannot be a future date)
- Invoice type is valid
- PO invoices: PO headers table has a record with a PO number value of the validated invoice header
- Invoice total must be equal to the total of invoice lines
- Invoice currency exists in the Kofax AP Agility database
- Invoice does not have any possible duplicates or is not marked as a duplicate

Save and Retain Ownership

Click the **Save and Retain Ownership** button to pause the invoice processing. Use this option to save all changes made for the invoice, to close the activity form, and leave the invoice in the operator's work queue. Only this operator can continue working with the invoice.

Kofax AP Agility does not validate the invoice if you select to save work.

Discard Changes

If you want to discard changes made for the current operation and interrupt the operation, click the **Discard Changes** button.

After you discard changes, the invoice remains in the current queue and its assignment does not change.

Increase Invoice Priority

To increase the priority of an invoice, use the Increase Priority action. The **Increase Priority** button is available on the following forms:

- Exception
- Coding
- Approval
- Invoice Search (Kofax Analytics for AP Agility)

Increase Priority lets you increase the priority of an invoice by 10 points.

Use the **Invoice Priority** column from the Kofax AP Agility work queue to sort and prioritize activities.

Note Increasing priority does not complete the current activity.

Email Document

The **Email Document** button is available on the following forms:

- Exception
- Coding
- Approval

This feature lets a user send an invoice PDF to another user. The invoice remains assigned to the user sending the document.

For example, a user looking at an invoice might want to double-check the invoice amount with the vendor. Click **Email Document** to email the invoice PDF to the vendor without having the invoice reassigned to another user.

Specify the email address for all Kofax TotalAgility users who plan to use this option:

1. On the Kofax TotalAgility Designer Home page, click **Resources**.
2. Under **Resources**, click the **Resources** icon.
3. Select the category where the required resource is included.
4. Select a group where the required resource is included and open the resource for editing.
5. Locate the **Email** variable.
6. Set the required value and click **Save**.

GL Coding Activity

Kofax AP Agility sends all imported and validated Non-PO invoices with undistributed amounts to the **Invoice Coding** queue.

Kofax AP Agility assigns the activity to a user according to the following rules and order:

1. If AP Processors are associated with the vendor group or vendor naming group for that vendor, the invoice is assigned to the specified AP Processors.
2. The invoice is assigned to the **Coders** role members of the business unit.
3. If the business unit does not have users with the **Code invoices** privilege, the invoice is assigned to the **APA Administrators** group.

To perform GL Coding, use the Kofax AP Agility **GL Coding** form that includes the following options:

- Code invoices: Enter or select the GL code in **GL Code Form**. You may also use a coding template and coding suggestions as described in Lines Tab.
- Submit Invoices: Before submission, Kofax AP Agility verifies that the invoice is fully distributed. If the validation fails, the error message describing the failure reason occurs. The user needs to fully distribute the invoice to make the submission successful.
- Discard Changes
- Save and Retain Ownership
- Increase Invoice Priority
- Reassign activity to another user: From the list of the **Coders** role members for the business unit, select another resource to process an invoice. After reassigning the activity, the invoice is sent to the Invoice Coding work queue for the selected resource.

  The vendor group, vendor naming group, and invalid reason routing rules are ignored for this invoice after reassigning, until the invoice leaves the coding workflow step.

  See Invoice Submission.
- Reject: When rejecting an invoice, leave a comment. See Invoice Cancellation.
- Comment Request Routing Option

The Kofax AP Agility **GL Coding** form does not display inactive fields.

All header fields are disabled in the **GL Coding** form. You can change the line fields and add or delete lines.

GL Coding

Use **GL Code Form** to manually define the GL Code value. Open the **GL Code Form** from the Exception, Coding, or Approval forms on the Lines tab.

- Drop-down list with top 10 recently used GL Codes
- List of segments configured in accordance with GL Segment Structure associated with the invoice Organization

Each list item consists of:

- Visible name specified for the segment in GL Segment Structure
- Drop-down list with available segment values and the description of the selected segment value

Approval Activity

Kofax AP Agility sends all coded and validated Non-PO invoices without undistributed amounts to the Approval queue after GL Coding.

Kofax AP Agility assigns the activity to a user according to the following rules and order:

1. If the **Auto Approval Level** option is enabled for a business unit and an Invoice with the total amount is less than or equal to the specified amount, the invoice is automatically approved.
2. If the **Employee ID** invoice field is set to the Kofax TotalAgility resource that is a member of the Approvers role in the business unit, the invoice is assigned to this Kofax TotalAgility resource.

   Note If the **Use Approval Chain** option is enabled in the Business Unit settings, and Kofax TotalAgility Resource is included in the Approval Hierarchy, the approval hierarchy chain starts from this approver.

3. Kofax AP Agility defines the **Use Approval Chain** setting for the business unit (configured in **Configuration** > **Organizations** > **Business Unit**):
   - If the **Use Approval Chain** check box is selected: The invoice is assigned to the first approver from the approval hierarchy defined for the business unit
   - If the **Use Approval Chain** check box is cleared: The invoice is assigned to the first approver from the approval hierarchy with the limit greater than or equal to the invoice total amount.

   For more information about the **Use Approval Chain** option, see Business Unit Settings.
4. If the approval hierarchy is not configured for a Business Unit, the invoice is assigned to the Kofax TotalAgility Resource Group associated with the AP Approvers role in the role management configuration.

The Kofax AP Agility **Approval** form includes the following options:

- Actions
  - Submit Invoices: Before submission, Kofax AP Agility verifies that the invoice is fully distributed. If the validation fails, the error message describing the failure reason occurs. The user needs to fully distribute the invoice to make the submission successful.
  - Discard Changes
  - Save and Retain Ownership
  - Increase Invoice Priority
  - Modify lines
  - Code invoice: Enter or select the GL code in **GL Code Form**. You may also use the Recent Codes option.
- Routing Options
  - Reject: When rejecting an invoice, leave a comment. See Invoice Cancellation.

- Reassign activity to another user: Select another Kofax TotalAgility resource that is higher in the approval hierarchy.

  After reassigning the invoice, it moves to the Approval work queue for the selected resource.

  See Invoice Submission.
- Comment Request Routing Option
- Invoice Holds

Exception Processing Activity

If an invoice fails validation, it moves to the Exception queue.

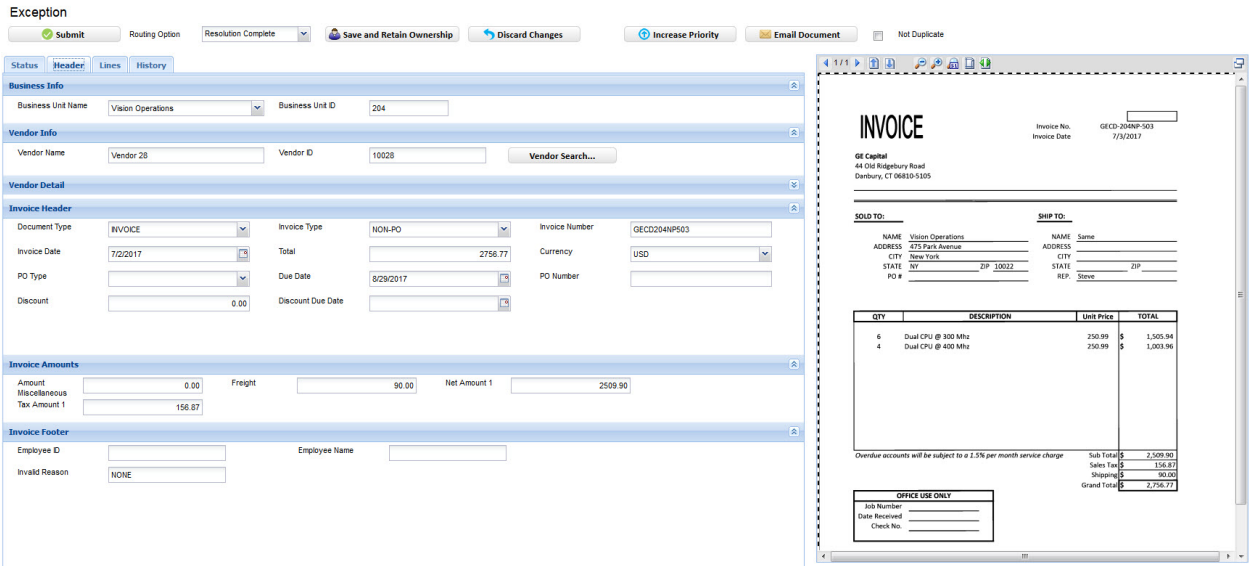
Generally, the invoice is invalid for the following reasons:

- The business unit for the invoice cannot be determined
- The vendor specified for the invoice cannot be determined
- The invoice invalid reason field is populated after the invoice import
- Incorrect invoice header or line values
- The invoice is a duplicate
- The invoice total is not equal to the lines total

  This check should be performed within the Exception activity and only if Lines were changed. For example, Coding was performed by the Exception processor or a line was added, removed, or modified.
- The invoice was rejected by the coder or approver
- The invoice was routed to the Exception queue within the customization process after the invoice import

Kofax AP Agility assigns the activity to a user according to the following rules and order:

1. If a business unit for the invoice is unknown after the import, the invoice is assigned to the **APA Administrators** group.
2. The business unit rule is configured to assign invoices with the invalid reason to the specified AP Processor (a member of the AP Processors group).
3. If the invoice has a known vendor and AP Processor associated with the vendor group or vendor naming group for that vendor, this invoice is assigned to this AP Processor.
4. The invoice is assigned to the Kofax TotalAgility members of the **Exception processors** role for the business unit.
5. If the business unit does not have users with the **Process exceptions** privilege, the invoice is assigned to the **APA Administrators** group.



The Kofax AP Agility **Exception** form includes the following options:

- Actions
  - Submit Invoices: Before submission, Kofax AP Agility verifies that an invoice is fully distributed. If the validation fails, the error message describing the failure reason occurs. A user needs to fully distribute the invoice to make the submission successful.
  - Save and Retain Ownership
  - Discard changes
  - Increase Invoice Priority
  - Email Document
  - Checkbox **Not duplicate**
- Routing Options
  - Resolution Complete: Completes the Exception activity and releases the invoice for further processing through the workflow
  - Cancel Invoice
  - Reassign activity to another user: From the list the **Exception processors** role members for the business unit, select another resource to process an invoice. After reassigning the activity, the invoice is sent to the Exception queue for the selected resource. The vendor group, vendor naming group, and reason code routing rules are ignored for this invoice after reassigning, until the invoice leaves the Exception queue. See Invoice Submission.
  - Comment Request
  - Invoice Hold
- Edit any header fields: Change a vendor for invoices. Change a business unit for invoices. See Header Tab.
- Modify lines
- Code invoices: Enter or select the GL code on the **Lines** tab of the form. Use the Recent Codes option. See Lines Tab.

The Kofax AP Agility **Exception** form does not display inactive fields.

Invoice Holds

The Kofax AP Agility **Hold** option is available on the following forms:

- Exception
- Coding
- Approval

The user that performs any pending activity (Exception, Coding, or Approval) can select the Hold option from the routing options drop-down list and submit the current activity. The invoice is routed to one of the following hold-related activities:

- Exception (Hold): AP Exception workflow
- Invoice Coding (Hold): AP Invoice Coding workflow
- Approval (Hold): AP Invoice Approval workflow

The following Kofax TotalAgility resources have access to the hold-related activities:

- The user who moves the invoice to a hold-related activity
- Members of the AP Manager role specified for the invoice business unit

The invoice is available in Work Queue and the authorized users can take a pending activity. The Release Hold form is available for the user with a single routing option Release Hold. The user can review the invoice header, lines, and history. If the user decides to release the hold, this user completes the activity. After the hold is released, the invoice is routed to the initial activity (Exception, Coding, or Approval).

Comment Request Routing Option

The **Comment Request** routing option is available on the following forms:

- Exception
- Coding
- Approval

The Comment Request routing option allows users to request for additional information about the invoice from another Kofax TotalAgility resource. Kofax AP Agility provides a list of Kofax TotalAgility resources to whom the invoice may be sent for a comment. The list includes all resources with the **AP Contacts** role in the business unit.

1. To request a comment, select **Comment Request** from the drop-down list of routing options.
2. Select a resource to assign the invoice to and add a comment with a question for the Kofax TotalAgility resource to answer.

To start the Comment Request activity, open the **Comment Request** form with the invoice image, header and line fields, and the invoice history. Submit the invoice with the comment and the invoice is sent back to the queue assigned to the comment requester.

Comment Request Activity

Invoices and credit memos proceed to the **Comment Request** activity only after the user marked them with the Comment Request activity during processing. The user selects the Kofax TotalAgility resource to assign the invoice to.

To perform the Comment Request activity, use the Kofax AP Agility **Comment Request** form that includes the following operations:

- Enter comments: Add a description.
- Submit: To enable the Submit operation, add a comment using the Enter Comments operation before submitting Comment Request Activity.

  See Invoice Submission.
- Discard changes: See Discard Changes.
- Save and retain ownership

The Kofax AP Agility **Comment Request** form does not display inactive fields.

All header and line fields are disabled in the **Comment Request** field.

Invoice Escalation

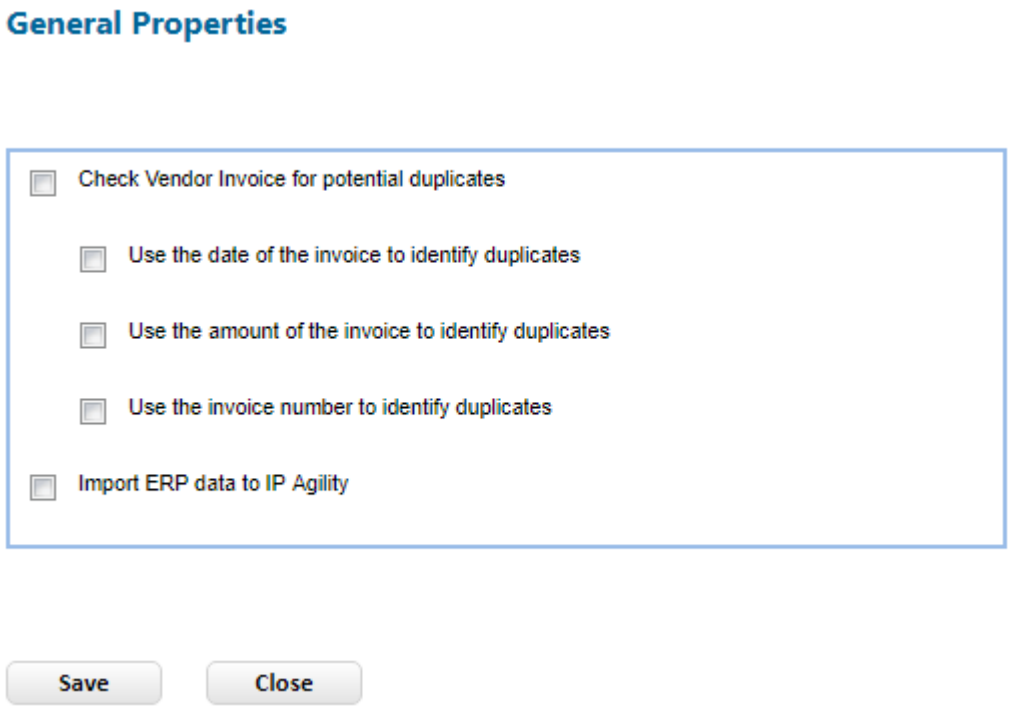
The invoice escalation represents an automatic reassign to the next approver in the Approval Hierarchy specified for the business unit. Kofax AP Agility lets users perform the invoice escalation manually from the **Invoice Search** view in Kofax Analytics for AP Agility. Escalation is only available for invoices awaiting approval.

For more information, see the *Kofax Analytics for AP Agility Administrator's Guide*.

Invoice Duplicates Processing

By default, the check for potential invoice duplicates is disabled. If required, Kofax AP Agility Administrator can enable the check for potential duplicates as follows:

1. On the Kofax AP Agility site, select **Configuration**.
2. Click **General Properties** and select **Check Vendor Invoice for Potential duplicates**.



You can check invoices by the following parameters:

- Check Vendor Invoice for potential duplicates
- Invoice Date
- Invoice Amount
- Invoice Number

If Kofax AP Agility determines that the imported invoice is a potential duplicate of another invoice for the vendor, the invoice is automatically routed to the Exception queue.

The Exception queue operator cancels the invoice or marks it as not a duplicate. If the invoice is canceled, it is routed to the Cancellation queue. If the invoice is marked as not a duplicate, the invoice continues processing through the workflow.

Invoice Cancellation

An invoice can be canceled only in the Exception queue. When an invoice is in the GL Coding or Approval queue, the operator can use the **Reject** option to route the invoice to the Exception queue with the corresponding status.

To cancel an invoice from the Exception activity, you need to select the Cancel option from the drop-down list of the routing options.

After the invoice is canceled, it is marked as canceled in the database. The invoice image is deleted.

The information about the processed invoice is saved in the Kofax AP Agility database after the invoice is canceled.

Invoice Validation Process

Note Kofax AP Agility validation is not the same as Kofax Invoice Processing Agility manual Validation activity. This section describes the built-in rules of validation in Kofax AP Agility workflow.

Invoice validation in Kofax AP Agility ensures that the extracted invoice data is accurate.

The invoice validation consists of the following steps:

1. Verification that all required fields in an invoice header are valid.
2. Checking for possible duplicate invoices.

The validation of the imported invoice occurs automatically. Kofax AP Agility makes a record about validations in the Kofax AP Agility database table VALIDATION_HISTORY. The information about failed validations is in the Kofax AP Agility database table VALIDATION_ERRORS.

The document is considered fully validated if all of the following information is correctly extracted:

- Business Unit is specified
- Vendor is specified
- The Invoice number field is not empty
- The Invoice date field is not empty
- Invoice date is valid (not in the future)
- The Invoice amount field is not empty
- The Invoice type field is not empty and has a valid value
- The Document type field is not empty and has a valid value
- The Invalid reason code is empty
- PO headers table has a record with the PO number value from the validated invoice header (for PO invoices only)
- Invoice total must be equal to the total number of invoice lines

  This check should be performed within the Exception activity and only if Lines are changed. For example, perform this check if Coding is performed by the exception processor or a line is added, removed, or modified.
- Invoice currency exists in the Kofax AP Agility database

Calculating Due Date

Kofax AP Agility calculates the invoice due date for invoices with no due date by using payment term details of the vendor according to the following pattern:

- If the DUE_DAYS field of the PAYMENT_TERM_DETAILS table is already filled in, DUE_DATE is calculated as follows:

DUE_DATE = INVOICE_DATE + DUE_DAYS

- If the DUE_DAYS field of PAYMENT_TERM_DETAILS is not filled in, DUE_DATE is calculated as follows:

  DUE_DATE month = INVOICE_DATE month + DUE_MONTHS_FORWARD

  The day value of DUE_DATE corresponds to the value of the DUE_DAY_OF_MONTH field.

If Kofax AP Agility cannot calculate DUE_DATE, an invoice is sent to the Exception workflow.

Calculating Discount Due Date

Kofax AP Agility calculates the invoice discount due date according to the following pattern:

- If the DISCOUNT_DUE_DAYS field of the PAYMENT_TERMS_DETAIL table is already filled in, DISCOUNT_DAYS is calculated as follows:

  DISCOUNT_DUE_DATE = INVOICE_DATE + DISCOUNT_DUE_DAYS

- If the DISCOUNT_DUE_DAYS field of PAYMENT_TERMS_DETAIL is not filled in, DISCOUNT_DAYS is calculated as follows:

  DISCOUNT_DUE_DATE month = INVOICE_DATE month + DISCOUNT_MONTHS_FORWARD_1

  The day value of DISCOUNT_DUE_DATE corresponds to the value of the DISCOUNT_DAY_OF_MONTH_1 field.

An invoice is not sent to the Exception workflow if Kofax AP Agility cannot calculate the DISCOUNT_DUE_DATE.

Export

Kofax AP Agility exports processed invoices and credit memos to the destination folder specified within the ERP connection. For more information about invoice export, see Integration with Enterprise Resource Planning Systems.

Chapter 10

Email Notifications and Approval

Workflow Notifications

With Kofax AP Agility you can configure email notifications. Kofax AP Agility sends notifications to the users assigned to activities if the activity is not completed within the specified number of hours and:

- Less than the specified number of days remaining until the due day
- More that the specified number of days passed since the due day
- Less than the specified number of days remaining until the discount due day

Additionally, with Kofax AP Agility you can send email notifications to the specified email addresses if the invoice is put on hold for more than X days and Y hours, where X and Y are configurable values. These settings apply to all users.

The configuration form is available from the main navigation menu on the Kofax AP Agility site for the **APA Administrators** group members. See Configure AP Workflow Email Notification.

Kofax AP Agility uses the Kofax TotalAgility mailing feature to send emails. To send emails to the resources and groups, you must configure email addresses in Kofax TotalAgility.

If the activity is assigned to a group, all members of this group receive the email notification.

You can specify the subject and email content for each type of the notification message. Use the following tags in the email body. These tags match the corresponding invoice fields.

Tag	Invoice field and description
[InvoiceNumber]	Invoice number
[InvoiceDate]	Invoice date. Kofax AP Agility uses the USA date format
[VendorName]	Vendor name
[Total]	Invoice total amount
[DueDate]	Invoice due date
[DiscountDueDate]	Discount due date
[InvoiceURL]	URL to the activity form that opens the invoice

The tag names must be within the square brackets in the email body.

There is an option to attach the invoice image to the email.

Configure AP Workflow Email Notification

1. On the Kofax TotalAgility Designer Home page, click **System Settings** and select **Job Schedules**.
2. Select the **AP Agility** category.
3. Click the plus sign next to **Job Schedules**.
4. Enter the job name, such as EmailNotifications.
5. From the **AP Agility** category, select **AP Workflow Email Notification Process**.
6. Select **Active**.
7. Specify the Frequency, Range of Recurrence, and Additional settings.
8. Click **OK**.

The job can be created automatically or manually (in **IPA workflow** > **Jobs** > **Create** > **AP Agility** > **AP Workflow Email Notification**.)

Configure Email Approval

The Email approval functionality lets the Kofax AP Agility users approve or reject invoices via email messages.

Perform the following steps to configure Email approval:

1. On the Kofax AP Agility site, click **Configuration** and select **Organizations**.
2. Select **Organization** and then select **Business Unit**.
3. Select the **Email Approval** check box and click **Save**.

When an invoice comes to the Approval activity and if it is assigned to the Kofax TotalAgility resource responsible for the approval, the email message is sent to the address specified in the Kofax TotalAgility resource settings. The email message contains a hyperlink to the pending activity. The approver should use this hyperlink to log in to Kofax AP Agility and approve the invoice in the corresponding form.

Configure Email Body and Subject

After you enable the **Email Approval** option on the **Business Unit** form, you will receive the default email messages containing the Invoice Number and the link to the Invoice activity.

You can set up the email body and subject as follows:

1. On the Kofax TotalAgility Designer Home page, click **Data** and select **Server Variables**.
2. Select the **AP Agility** category.
3. Locate the **Email Approval Body** variable.
4. Set the required value and click **Save**.

Chapter 11

Configuration Change Audit

With Kofax AP Agility, you can locate and view the configuration audit details in the Kofax AP Agility database.

Kofax AP Agility makes a record for each of the following events of the business unit configuration change to dbo.AUDIT (AUDIT table):

- Time of configuration change
- Message that describes the change

Kofax AP Agility makes one audit record per a group of the related changes. For example, the following events may be recorded:

- Organization was created
- General organization configuration was changed
- Field configuration was changed for organization
- Business unit was created
- General business unit configuration was changed
- Business unit role configuration was changed
- Vendor Group configuration was changed
- Vendor Naming Group configuration was changed
- Invalid reason assignment rules were changed
- ERP connection was created
- ERP connection was deleted

Kofax AP Agility does not delete this information from the data table. You can delete any information according to your requirements.

Chapter 12

Workflow Customization

Use the information in this chapter to customize the Kofax AP Agility document workflow. To perform the workflow customization, use specially prepared customizable processes from the main Accounts Payables workflow.

This chapter assumes that you are familiar with Kofax TotalAgility Designer and Kofax TotalAgility Processes and Forms.

Customizable Workflow Processes

With Kofax AP Agility, customize the following workflow processes.

Process	Description	Available customizable processes	Success condition
Invoice Validation	Extend the standard validation or fully replace it with the prepared processes. Use additional rules for the invoice check. Update the results for the standard validation. For example, automatically mark an invoice as not a duplicate.	• AP Before Validation CP • AP After Validation CP	The **Is Valid** process variable is set to TRUE.
Invoice Coding	Customize the invoice coding before or after the main functional part. You can skip the standard invoice coding functionality and use a custom user interface and logic or prepare additional flows in customizable processes.	• AP Before Coding CP • AP After Coding CP	The **Is Coding** process variable is set to TRUE.
Invoice Approval	Extend the standard invoice approval flow or fully replace it. With customizable processes, create additional logic and notifications, or use a custom user interface and custom approval hierarchy.	• AP Before Approval CP • AP After Approval CP	The **Is Approval** process variable is set to TRUE.
Exception Handling	With available customizable processes, use custom exception handling.	• AP Before Exception CP • AP After Exception CP	The **Is Rejected** process variable is set to FALSE and further processing is set up.
Invoice Export	Use available customizable processes before or after the standard Kofax AP Agility export. With Invoice Export customization, you can create a separate export operation to the custom destination or provide additional handling and notifications.	• AP Before Export CP • AP After Export CP	The **Is Exported** process variable is set to TRUE.

Server Variables Customization

Enable the customization for the specified process by using the following variables.

Variable	Value	Description
CustomizationEnabled	• True (default) • False	Enable or disable the system-wide customization. To customize any server variable, set the value to True.
UseCustomValidation	• True (default) • False	Use customization for the validation flow.
UseCustomCoding	• True (default) • False	Use customization for the invoice coding flow.
UseCustomApproval	• True (default) • False	Use customization for the approval flow.
UseCustomException	• True (default) • False	Use customization for the exception handling flow.
UseCustomExport	• True (default) • False	Use customization for the export.

1. To customize server variables, log in to Kofax TotalAgility Designer as the Kofax TotalAgility Administrator.
2. Click **Data** and select **Server Variables**.
3. In the **Category Filter** field, select **AP Agility**.
4. From the list of server variables, select the variable to customize and open it for editing.

Customize Case Reference for the Kofax AP Agility Workflow

Follow the steps in this section to customize the case reference for the Kofax AP Agility workflow.

1. Log in to Kofax TotalAgility Designer as Kofax TotalAgility Administrator.
2. Click **Data** and select **Server Variables**.
3. In the **Category Filter** field, select **AP Agility**.
4. Create a new variable **Case Reference for AP Workflow** with the following ID: APCASEREFERENCETEMPLATE
5. In the **Type** field, select **String** and enter values according to your requirements:
   - [Date]
   - [Uuid]
   - [InvoiceId]

- [InvoiceNumber]
- [InvoiceDate]
- [BusinessUnitId]
- [BusinessUnitCode]
- [OrganizationId]
- [OrganizationCode]
- [VendorId]
- [VendorName]
- [VendorCode]

Place the values in the square brackets. The values are case sensitive. The maximum length of the case reference is 40 symbols with spaces.

The case reference must be unique. Otherwise, the name is changed automatically.

Example of Customization

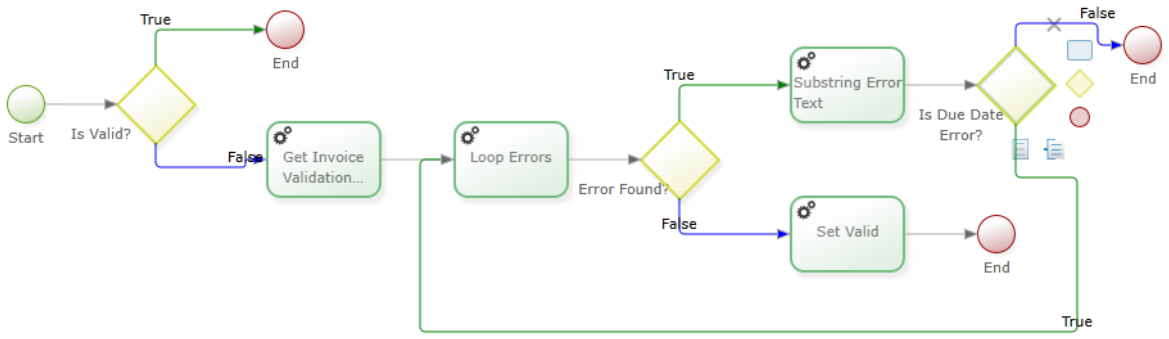
This section provides an example of a customization process to help you understand how to apply and extend additional options to suit your business requirements.

The following example shows how to exclude the invoice Due Date field validation during customization.

1. On the Kofax TotalAgility Designer Home page, click **Process Designer**.
2. On the Explorer pane, click **Processes** and select **Process**.
3. Select the **AP Agility** category and open the **AP Custom After Invoice Validation** process.
4. Delete all activities, except for the **Start** activity.
5. From the menu, select **Variables** and add the following variables:
   - Cust_Error_Text: type String
   - Cust_Is_Due_Date_Error: type Bool
   - Cust_Loop_Index: type Long. Set the value to 1 and select **Process Initialization**
   - Cust_Row_Found: type Bool
   - Cust_Validation_Error_Set: type Dynamic Complex. Click **Configure** and for Column1, set the type to **String** and **Text** as a name.
6. From the menu, select **Designer**.
7. Add **Condition Activity** (yellow square) after the **Start** activity and on the **Properties** pane, select **Is Valid** in the **Name** field.
8. Click to open the activity properties and click the **Condition Text** tab.
9. Click **Variable**, select **Process**, locate the **IsValid** variable, and drag and drop it to empty field to the right.
10. Click **Close**.
11. Select the **Is Valid** activity, add the **End** activity (red circle) and **Ordinary** activity (blue rectangular) after it.
12. Select the **Is Valid** activity and on the **Properties** tab, select **True Path** for the **End** activity.
13. Select the created **Ordinary** activity.

14. On the **Property** tab, change the name to **Get Invoice Validation Errors** and the type to **Data Access**.
15. In the properties of this activity, open the **Configuration** tab.
16. Select **Server variable** on the left tab, change the category to **AP Agility**, locate and drag and drop the **DB Connection String** variable to the **Connection String** field.
17. Click **Configure**.
18. Select the **Stored Procedures** type and select the **GetInvoiceLastValidationError** procedure.
19. For the **@INVOICE_ID** parameter, set the value to the **InvoiceID** variable from **Process** variables (on the left pane), and click **OK**.
20. For the **ResultSet** output parameter, select **Cust_Validation_Error_Set** from process variables, and click **Close**.
21. Add a new Ordinary activity right after **Get Invoice Validation Errors** with the name **Loop Error** and type **Loop**.
22. Open the properties of the created activity and set the value to the following process variables:
    - **Complex Variable**: Cust_Validation_Error_Set
    - **Start Index**: Cust_Loop_Index
    - **Update Index**: Cust_Loop_Index
    - **Update Index**: Cust_Loop_Index
    - **Row Found**: Cust_Row_Found
    - **Number of Columns 1, Column1**: Cust_Error_Text
23. After the **Loop Error** activity, add a new **Condition Activity** and set the name to **Error Found**.
24. On the **Condition Text** tab, in the properties of the **Error Found** activity, drag and drop the **Cust_Row_Found** variable to the field.
25. Add a new Ordinary activity right after the **Error Found** activity and set the name to **Set Valid**.
26. For this activity, set the type to **Expression** and open properties.
27. On the **Configuration** tab, click the plus button after the **Set Variable** icon.
28. Set the target variable to **IsValid** and the type in the **Expression** field to **TRUE**.
29. Add a new **End** activity after the **Set Valid** activity.
30. Add a new Ordinary activity after the **Error Found** activity with the name **Substring Error Text**.
31. For the **Error Found** activity, on the property pane, set **True Path** to **Substring Error Text**.
32. For the **Substring Error Text** activity, set the type to **Expression** and open properties.
33. On the **Configuration** tab, click the plus button after the **Set Variable** icon.
34. Set the target variable to **Cust_Is_Due_Date_Error**.
35. Click **Text** and select **Find (string, string)** to add the function to the expression field.
36. Drag and drop the **Cust_Error_Text** variable as the first argument of the function and string **"Due Date"** (with double quotes) as the second argument, click **OK**, and then click **Close**.
37. Add a new **Condition Activity** with the name **Is Due Date Error**.
38. Open the properties of this activity, add the **Cust_Is_Due_Date_Error** process variable to the field on the **Condition Text** tab, and close properties.
39. Add a new **End** activity after the **Is Due Date Error** activity.
40. Create the link between **Is Due Date Error** and **Loop Errors**.
41. For the **Is Due Date Error** activity set **True Path** to **Loop Errors**.

42. Save and release the process.



Chapter 13

Export to Enterprise Content Management Systems

Kofax AP Agility lets users customize the invoice workflow process to export the invoice image and metadata to the external Enterprise Content Management system (ECM) before the export to the ERP system.

Kofax AP Agility provides a sample integration process to demonstrate how the Kofax TotalAgility support for Content Management Interoperability Services (CMIS) enables the integration with ECM system with CMIS to export invoices.

If you plan to export invoice metadata to any ECM system, follow the instructions in this chapter.

Enable ECM Export

Skip the steps in this section if you plan to configure and use the sample export process.

Follow the steps to enable ECM export process:

1. Log in to Kofax TotalAgility Designer as the Kofax TotalAgility Administrator.
2. Click **Data** and select **Server Variables**.
3. In the **Category Filter** field, select **AP Agility**.
4. From the list of server variables, select the Enable ECM Export variable and set the value to **True**.

Implement Export to ECM

To implement the export process with all of the required ECM export steps, do one of the following:

- Modify the demonstration AP ECM Export process that shows the CMIS-type integration
- Create a new process and implement the export option in the process.

If you decide to create a new process, use the Kofax TotalAgility Process Skin feature to redirect the export execution to the new process. The process may implement any required export logic including manual activities.

Configure the Sample Export Process

Use the ECM sample export process to familiarize with the features of the system. This section provides an example of an invoice export to CMIS-enabled ECM before the export to the ERP system to help you understand how to modify your workflow process to suit your business requirements.

This section describes how to set up SharePoint used as the CMIS repository and Kofax TotalAgility to successfully configure the sample export process.

Create CMIS Document Type

To export the Kofax AP Agility document to a CMIS repository, define the target document type for the repository.

CMIS repositories are associated with the SharePoint document library by the SharePoint CMIS service. For the export demonstration purposes, create the invoice document type on the SharePoint server as described later. For more information about document types, see the documentation for your ECM system.

1. Log in to the SharePoint site where the invoices will be exported.
2. Click the gear icon to open the site settings page.
3. In **Web Designer Galleries**, click the **Site content types** link.
   The link redirects you to the **Site Content Types** page.
4. On **Site Content Types**, click the **Create** link.
   The **New Site Content Type** page opens.
5. Specify parameters for a new type and click **OK** to confirm the settings.
   - Name: Specify the type name, such as Invoice
   - Description: Describe the new type
   - Select parent content type from: Select **Document Content Types**
   - Parent content type: Select **Document**
   - Put this site content type into: Set the parameter according to your requirements or leave the default value
6. On the **New Site Content Type** page, locate and select the type that you have created.
   The **Site Content Type** page opens.
7. From the new site column link, click **Add** to create a new field for the type. Create all necessary fields you want to export. The demonstration process uses the fields as below:
8. On the **Create Column** page, specify the name and the type of the new field, such as **Invoice Number** of the **Single line of text** type, and click **OK** to confirm your selection.
   The demonstration process uses the following fields:
   - Invoice Number: Single line of text
   - Invoice Date: Date and Time
   - Document Type: Single line of text
   - Invoice Type: Single line of text
   - Vendor Name: Single line of text

- Company Code: Single line of text

9. Return to the **Site Settings** page and in **Site Administration**, click the **Site libraries and lists** link.
   The **Site Libraries and Lists** page opens.
10. Click the **Customize Documents** link.
    The **Documents > Settings** page opens.
11. In the **Content Types** section, on the existing site content types link, click **Add**.
    The **Add Content Types** page opens.
12. From **Available Site Content Types**, select the document type that you have created.
    You can filter the content of the list may by groups. Use the **Add** button to move the selected type to the right list and click **OK**.

Create Target Export Folder

Follow these steps to create a folder in the SharePoint document library:

1. Open the **Site Contents** page for your SharePoint site where you plan to export invoices.
2. Select the **Documents** item to open the **Documents** list.
3. Select the **Files** tab and click **New Folder** on the tool bar.
4. Specify the folder name and click **OK**.
   SharePoint creates a folder with the specified name.

Integration with CMIS Repository

Kofax TotalAgility requires that configure the CMIS integration to use the CMIS activities. After you install Kofax AP Agility, you already have the CMIS configuration created but you need to specify the correct URL addresses to your CMIS services and configure the authentication settings.

1. Log in to Kofax TotalAgility Designer.
2. Go to the **Integration** section and click the **CMIS** icon.
3. Select the **AP Agility** site from the list to open the **CMIS Site** page.

   Note Kofax TotalAgility can use only SOAP binding for CMIS.

4. Specify the service URL addresses and authentication settings and click **OK**.

Configure Temporary File Folder

Kofax AP Agility saves the invoice image file on the disk before uploading it to the CMIS repository.

You must specify the path to a folder where Kofax AP Agility saves these temporary image files. The folder must exist on the server that runs the Kofax TotalAgility core worker service. If you use a cluster with multiple core workers, the specified folder must exist on each of them.

To specify the temporary folder path, edit the value of the **Temporary File Path** Kofax TotalAgility server variable in the **AP Agility** category.

After the installation, the path is set to `C:\Temp`.

Configure the Export Process

To complete the configuration of the demonstration export process, open the **AP ECM Export** process in Kofax TotalAgility Designer. The process consists of the Read Fields, Export, and Save ECM ID activities.

Activity	Type	Description
Read Fields	Data Access	Reads data from the database into the process variables.
Export	Business Rules	Calls the **Create ECM Invoice** business rule that performs the export. The business rule returns an ID of the exported document to the ECM repository. The flow for the **Create ECM Invoice** business rule includes the **Save Doc File** and **Add Document** activities.
Save ECM ID	Data Access	Saves the ECM document ID in the database. The ID can be exported to the ERP system.

To configure the export process according to your requirements:

1. In **AP ECM Export** process, create necessary variables to store the invoice field data from the Kofax AP Agility database.
   You must create a separate variable for each field that you plan to export.
   The variable name is unrestricted; the variable type must match the field type.
2. In the **Create ECM Invoice** business rule, create necessary input variables.
   You must create a separate variable for each field that you plan to export.
   The variable name is unrestricted; the variable type must match the field type.
3. Reconfigure the **Add Document** activity in the **Create ECM Invoice** business rule.
   1. Select the repository where you plan to export the invoice.
   2. Select the target type.
      This is the type that you created on the CMIS server (or SharePoint in this sample.)
   3. Assign the value for the ECM document fields.
      Use the created business rule input variables as sources for the document values.
   4. Release the business rule in Kofax TotalAgility Designer.
4. Reconfigure the **Export** activity of the **AP ECM Export** process to pass the document field variables to the **Create ECM Invoice** business rule and release the process in Kofax TotalAgility Designer.

Enable ECM Export

Follow the steps to enable ECM export process to complete the configuration of the sample export process.

1. Log in to Kofax TotalAgility Designer as Kofax TotalAgility Administrator.
2. Click **Data** and select **Server Variables**.
3. In the **Category Filter** field, select **AP Agility**.
4. From the list of server variables, select the Enable ECM Export variable and set the value to **True**.