

*CaptureBites™ MetaServer
Export to SAP R/3 action for
use with SAP R/3*

SAP R/3 Configuration Guide

Version 01.61

18 February 2019

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1 Introduction

The CaptureBites MetaServer Export to SAP R/3 action makes use of the KGS Activator light for SAP R/3. This provides connectivity to SAP ArchiveLink Interface and all SAP ArchiveLink 4.5 certified Archive Systems.

2 SAP Software (Release 4.6C)

The SAP Modules are available as an SAP Transport and can be imported using the SAP Transport Management System.

2.1 Adding KGS Activator Lite functionality

Before exporting anything to SAP with MetaServer, you need to prepare your SAP system for the transport.

You can find the required files under:

C:\CaptureBites\MetaServer\SAP Transport

1) Copy the file that you find in “\SAP47_V1_30_KGSActivatorL\cofiles” to the transport directory of the SAP Application Server (\sapmnt\trans\cofiles\)

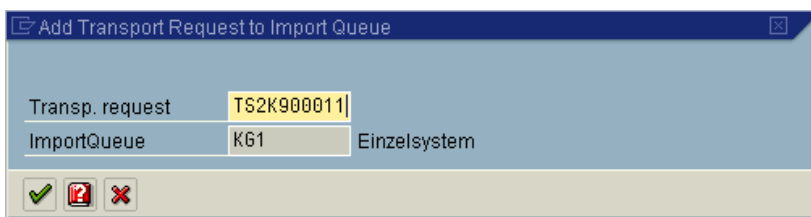
2) Copy the file that you find in \SAP47_V1_30_KGSActivatorL\data to the transport directory of the SAP Application Server (\sapmnt\trans\data\)

3) You should now find the files “Kxxxxxx.XXX” and “Rxxxxxx.XXX” in your \sapmnt\trans\cofiles\ and \sapmnt\trans\data\ folders.

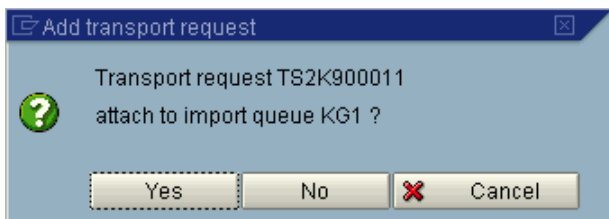
4) To add this transport to the SAP’s Transport Management System:

- Start transaction “STMS”
- Press “F5” for Import Overview
- Select the import queue for your target system by double clicking its queue name

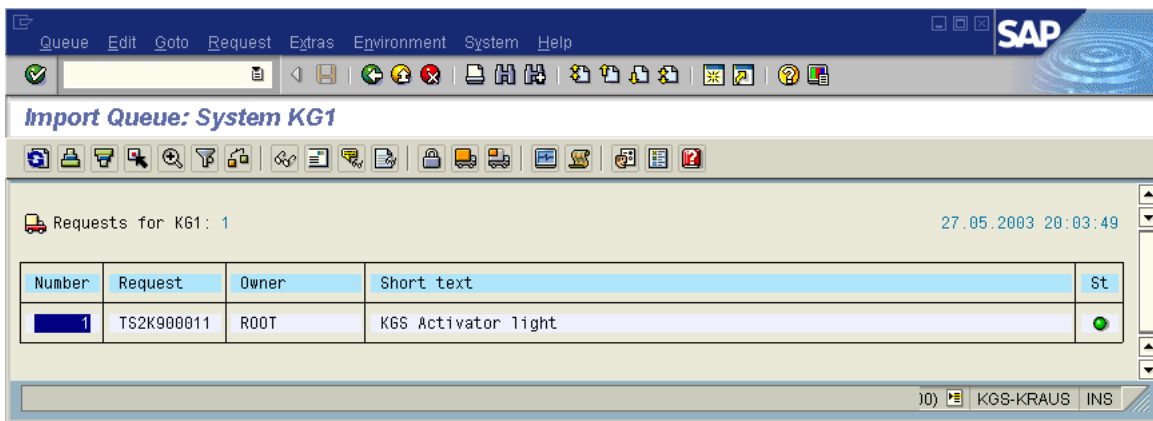
5) choose from the menu “Extras -> Other requests -> Add” and specify the transport name as shown:



6) Continue (Enter) and confirm the following screen to add this transport to the desired import queue.

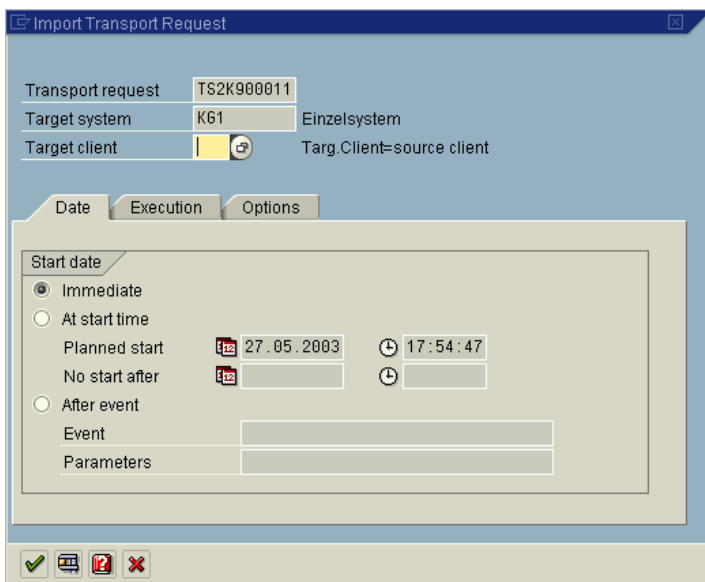


7) The transport should now appear in the import queue



8) To start the import:

- Select the queue entry and press Ctrl+F11 to import the request
- Fill in the target client in the subsequent dialog (e. g. 800) and use default settings for the other options (“Start date” should be set to “Immediate”)

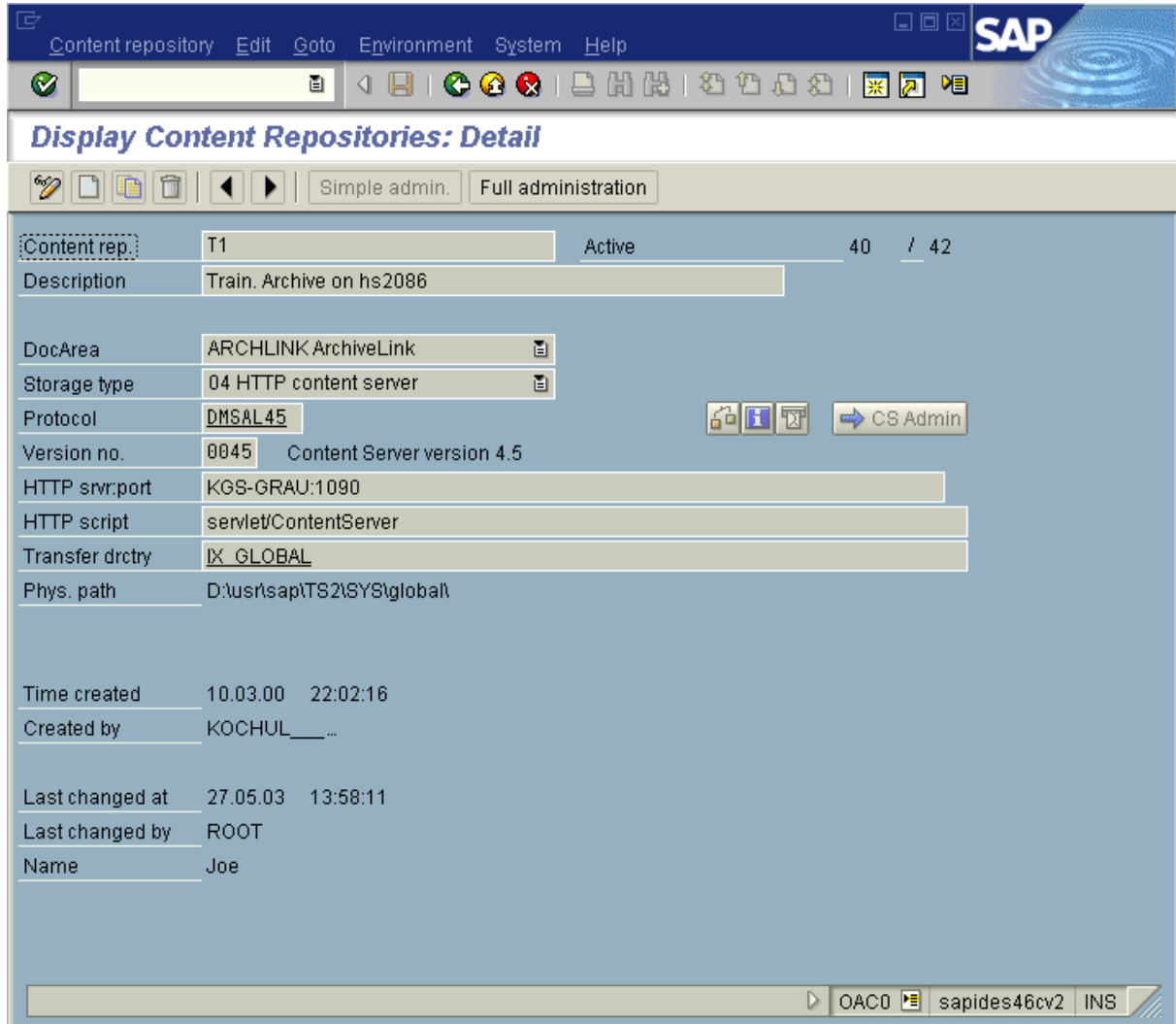


9) Continue (Enter) to start the import procedure and confirm this by pressing “Yes” in the subsequent dialog.

The progress of the import procedure is shown in the status bar of the SAP GUI window. To finish the import may take several minutes, depending on the SAP environment.

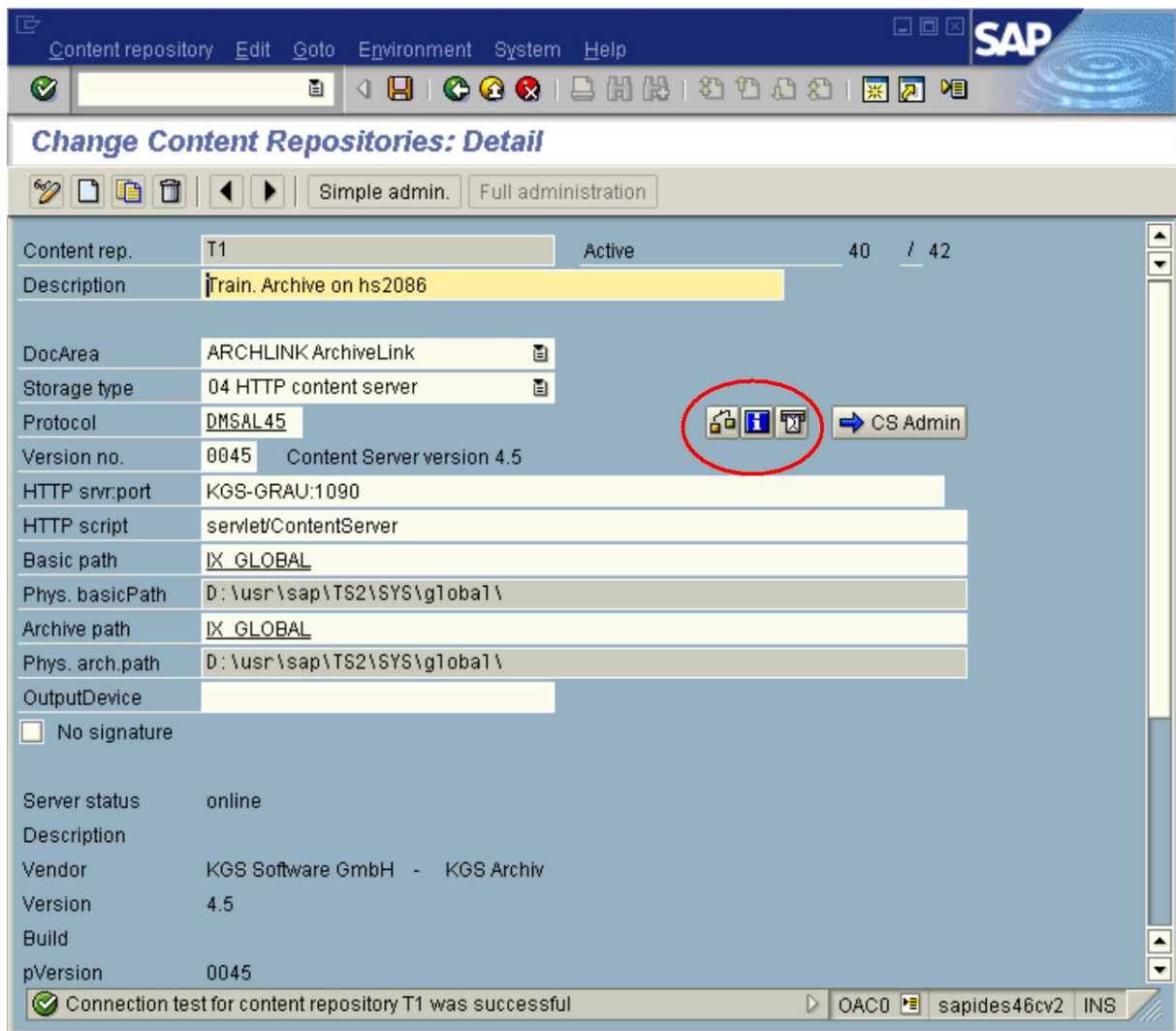
2.2 ArchiveLink Customizing for ContentRepositories

As a preparation for the “Early Archiving with SAP Business Workflow” and “Late Archiving with Barcode” ArchiveLink scenarios, a ContentRepository where the images are stored (in an external Archiving solution) has to be customized using Transaction OAC0



Press the Display/Change (CTRL-F4) button.

Press the “Full administration” button.

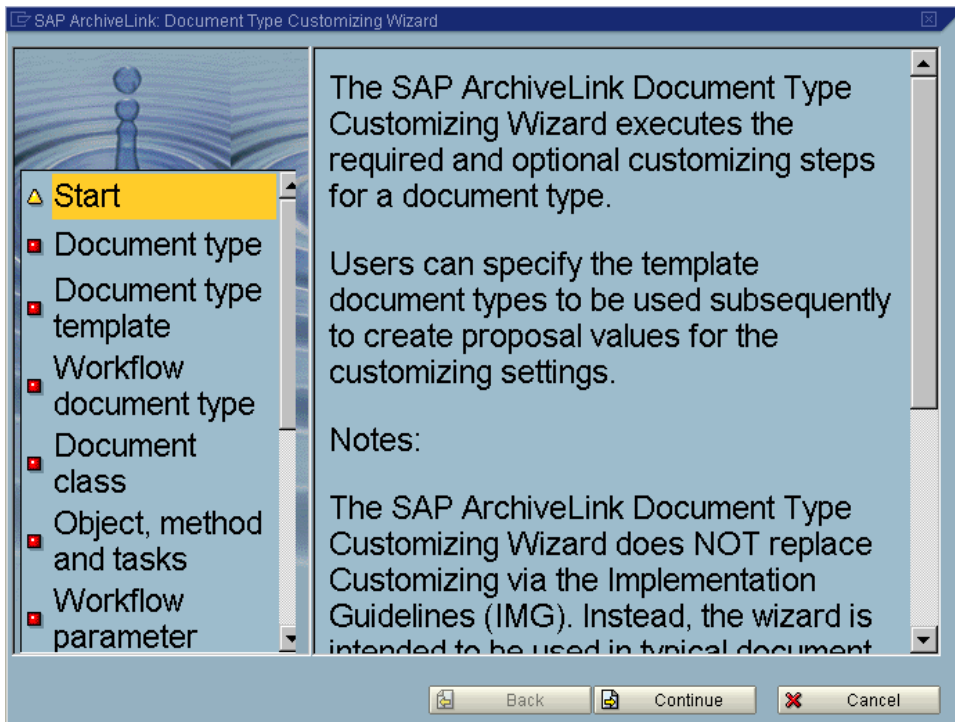


Press the connection test button.

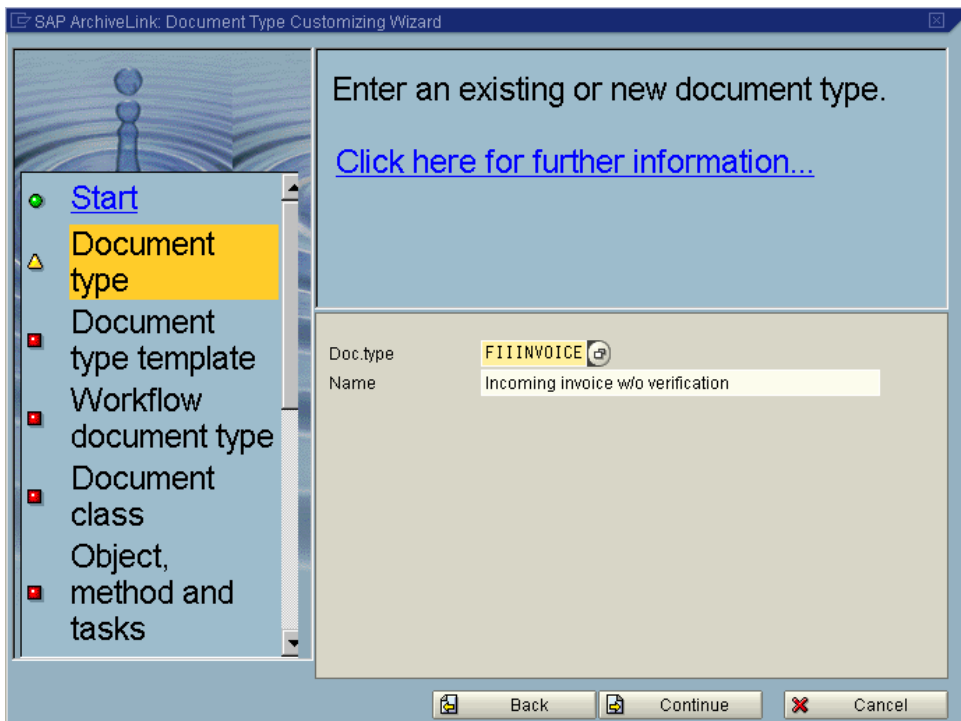
It is very important due to security reasons, that a certificate has been sent to the external ContentServer during installation of the external archiving solution.

2.3 SAP Customizing for Early Archiving

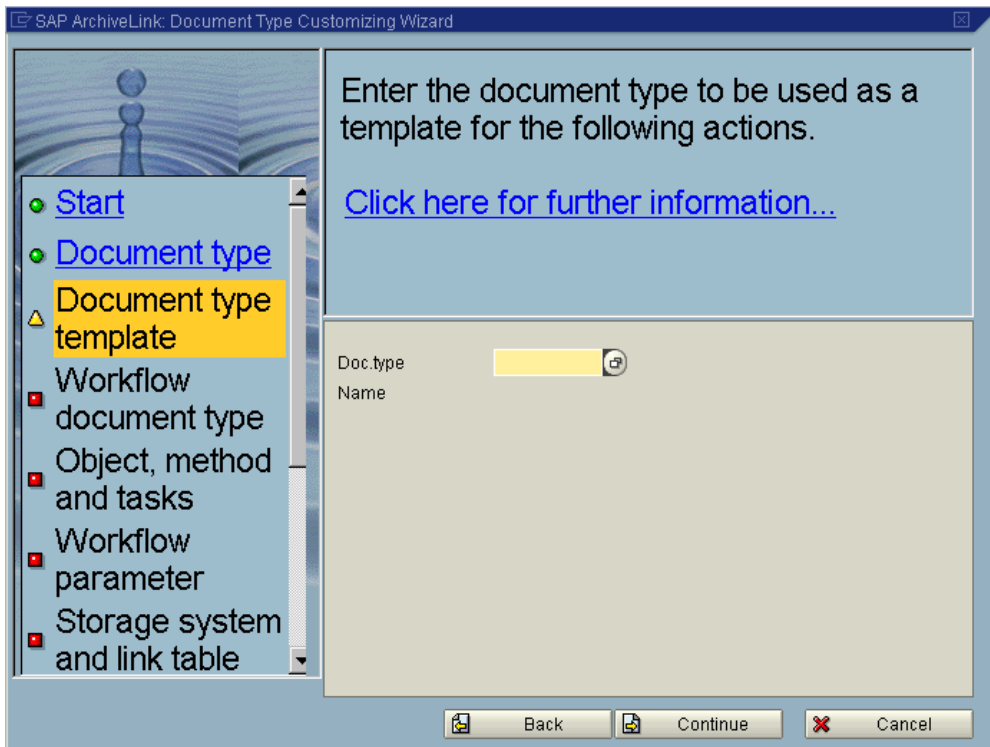
To enable the SAP environment for the ArchiveLink scenario “Store for subsequent entry” using the SAP Business Workflow a workflow document type has to be defined using transaction “OAD5”



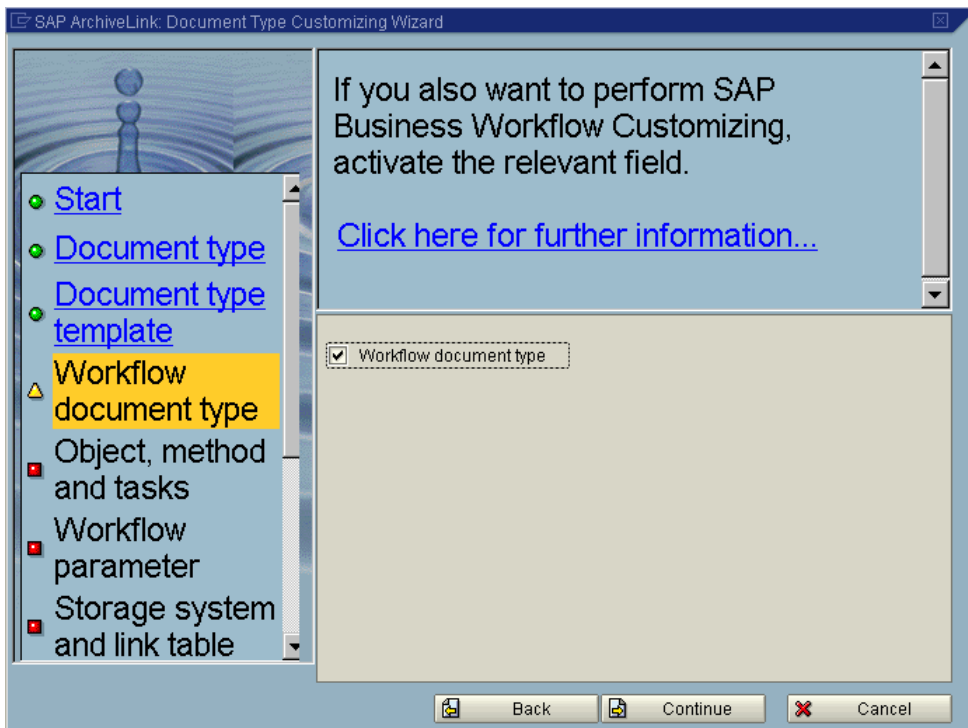
You can either use an existing Document Type (e. g. FI11INVOICE) or create a new one. Please follow this example for details:

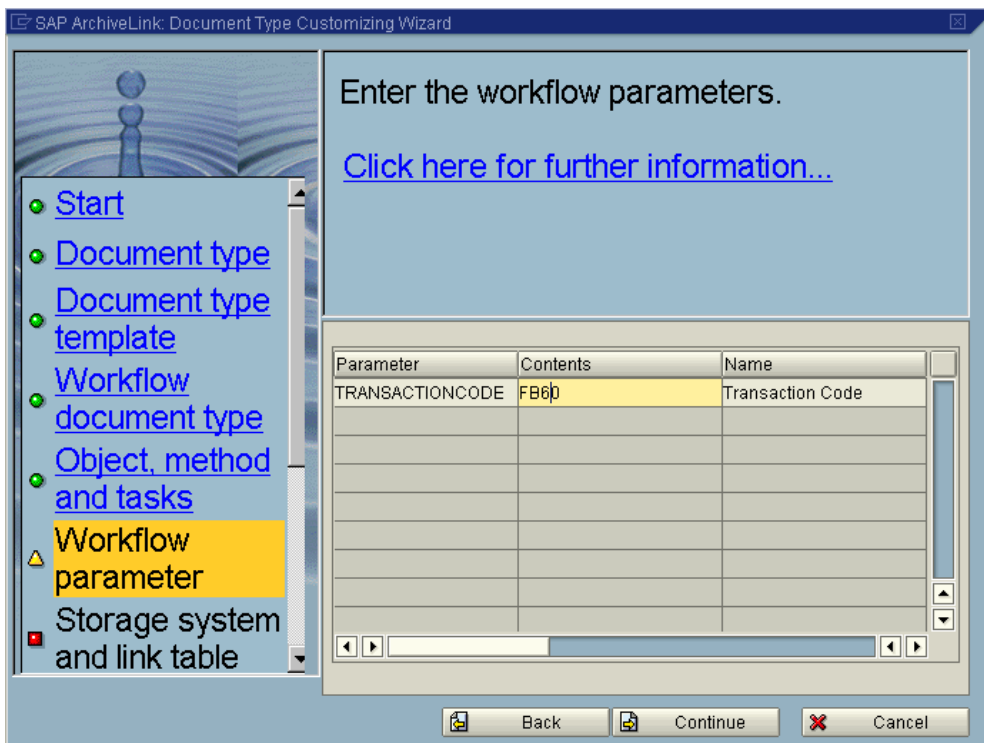
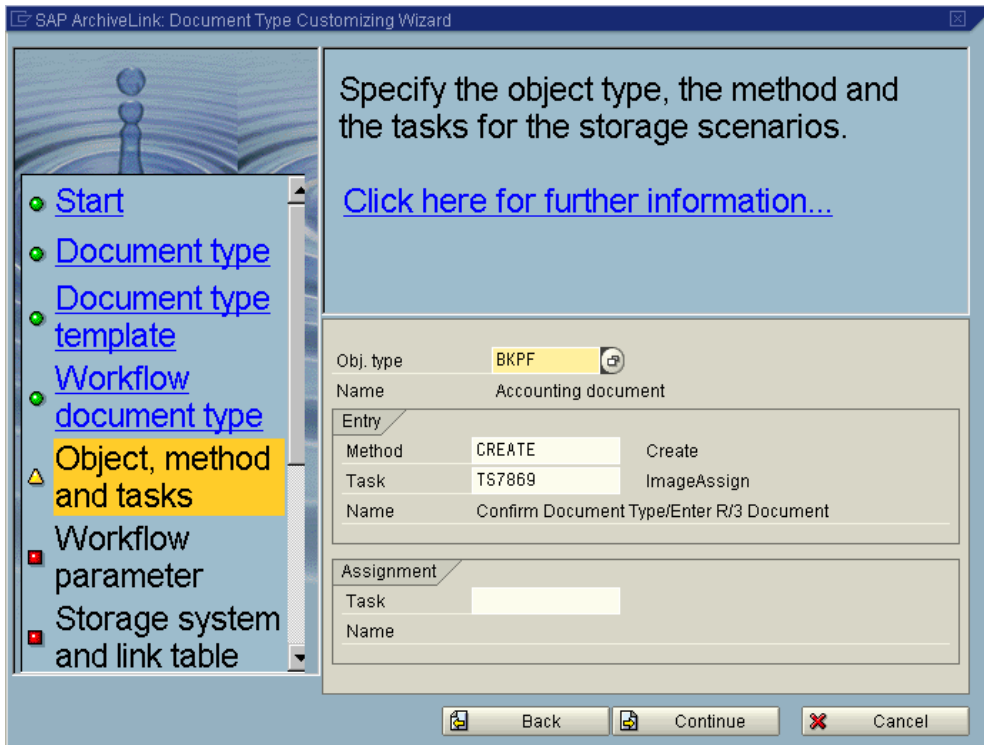


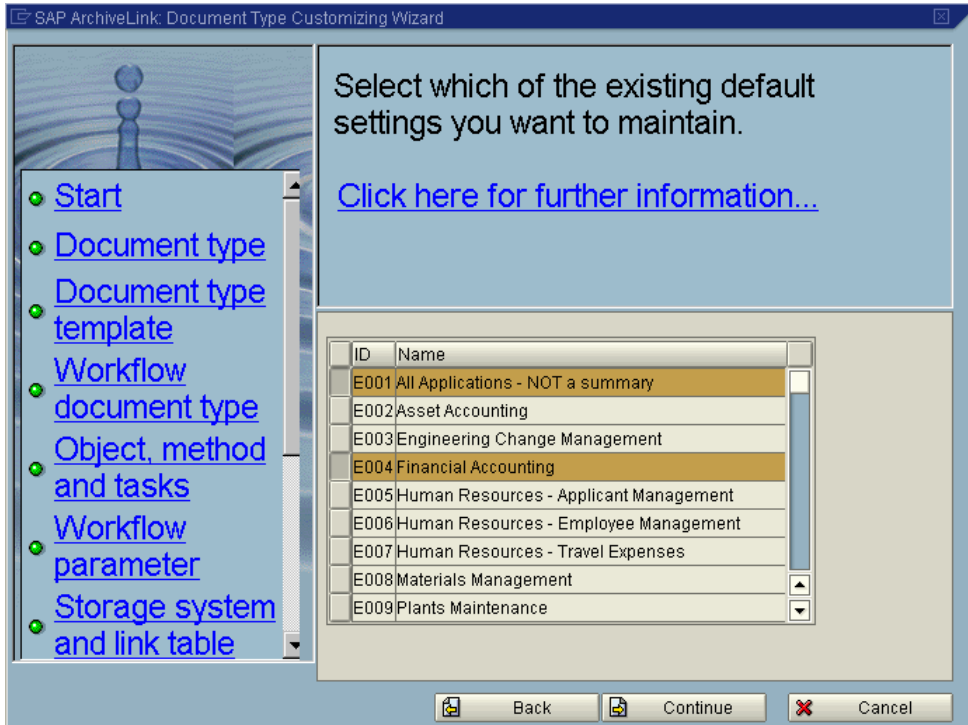
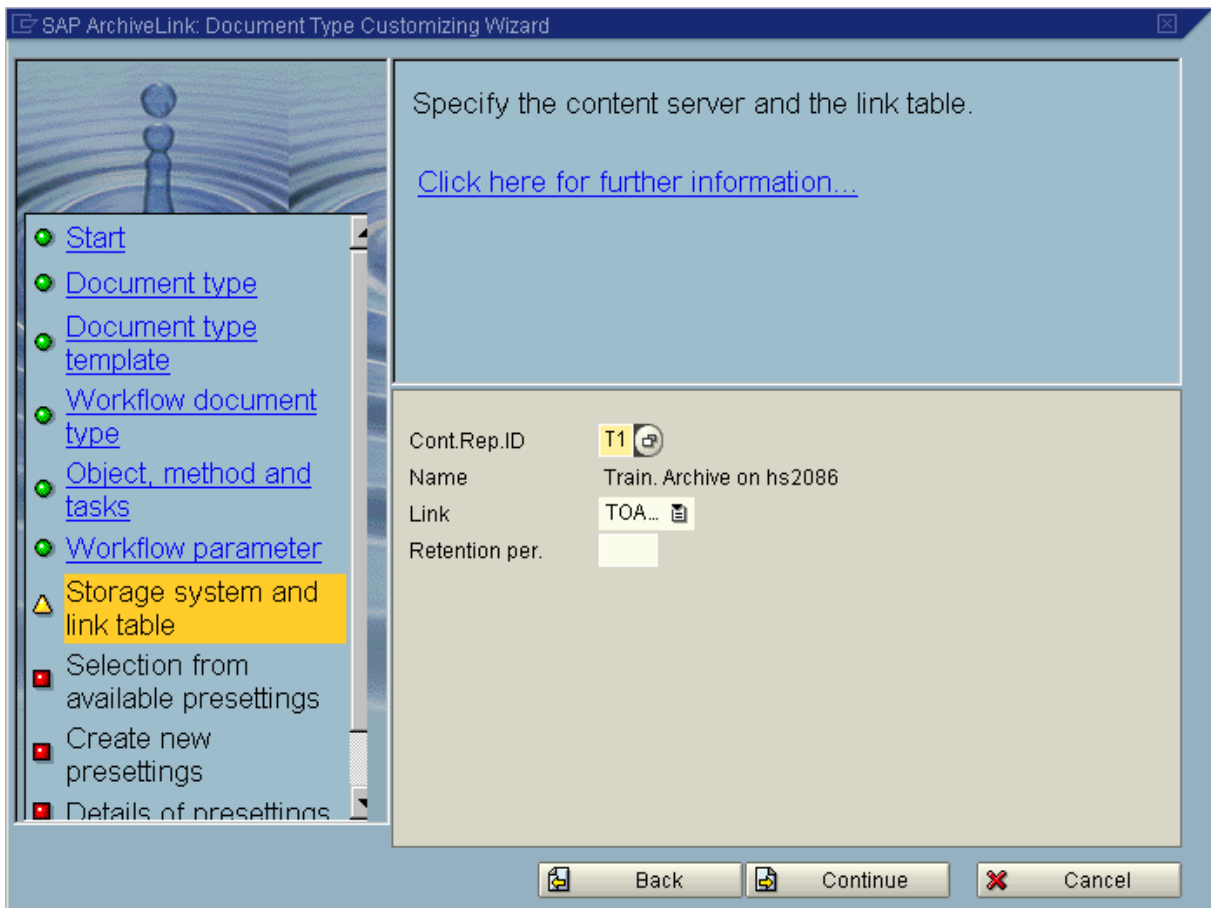
If “FI11INVOICE” is used, the Document type template may be empty.

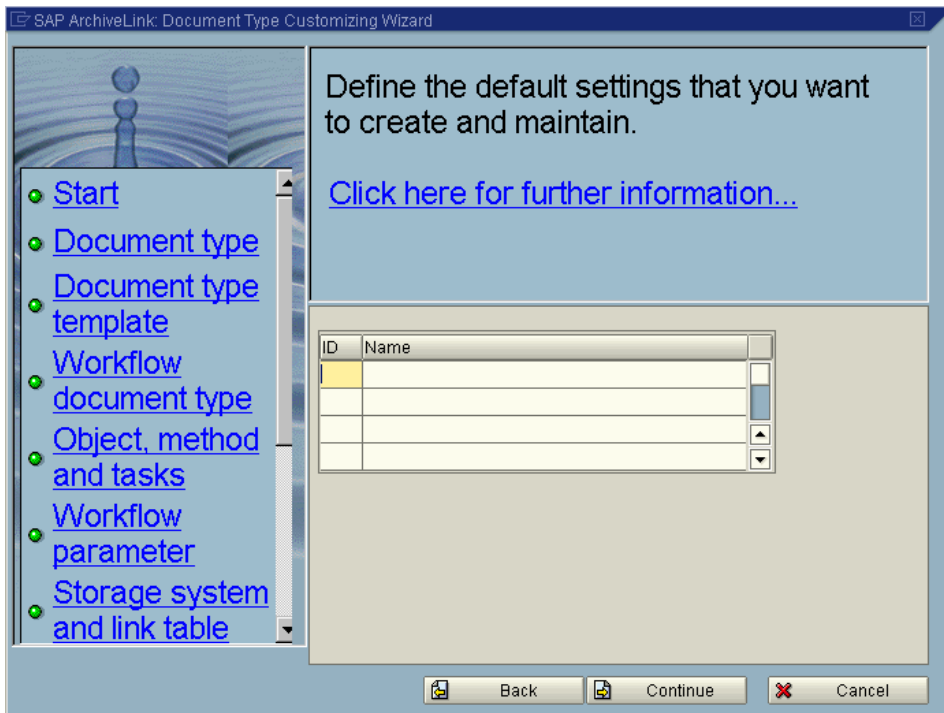


In the following dialog please specify the ContentRepository where the documents should reside in (e. g. FI). Please see ArchiveLink Customizing (OAC0 [1.1.2]) for repositories for details.

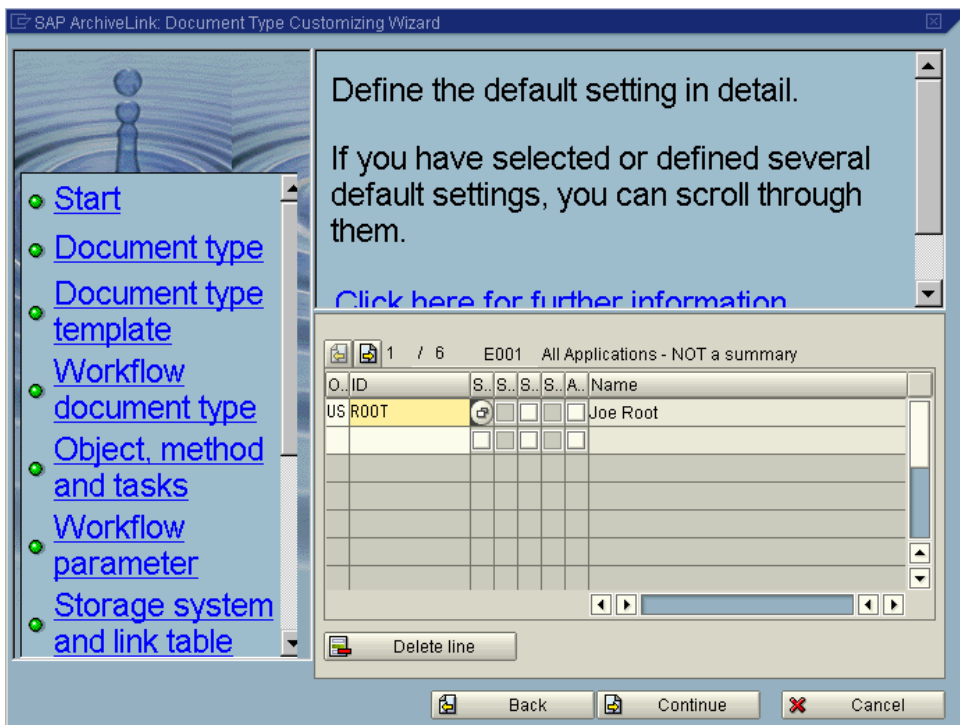




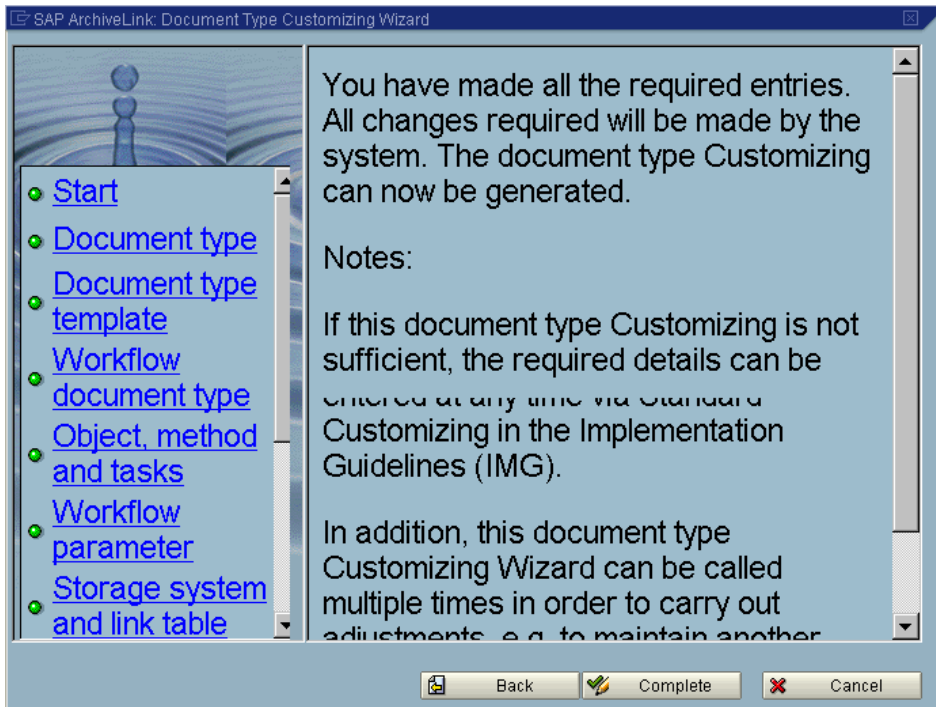




In the following screen you can specify the user/group/organization as the addressee for the work items. Please choose from the selection boxes the appropriate values. In the following example the USER "ROOT" will receive the created work items in his inbox.

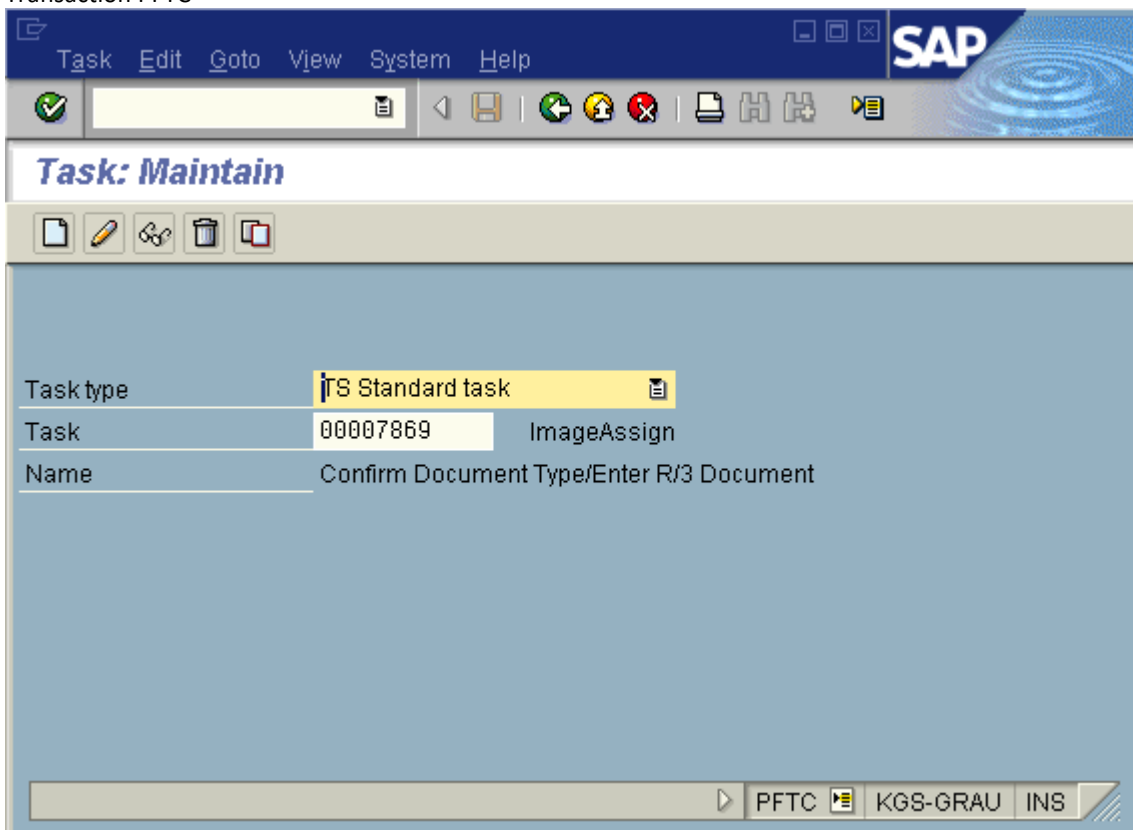


Press "Complete" to finish with the Document type definition

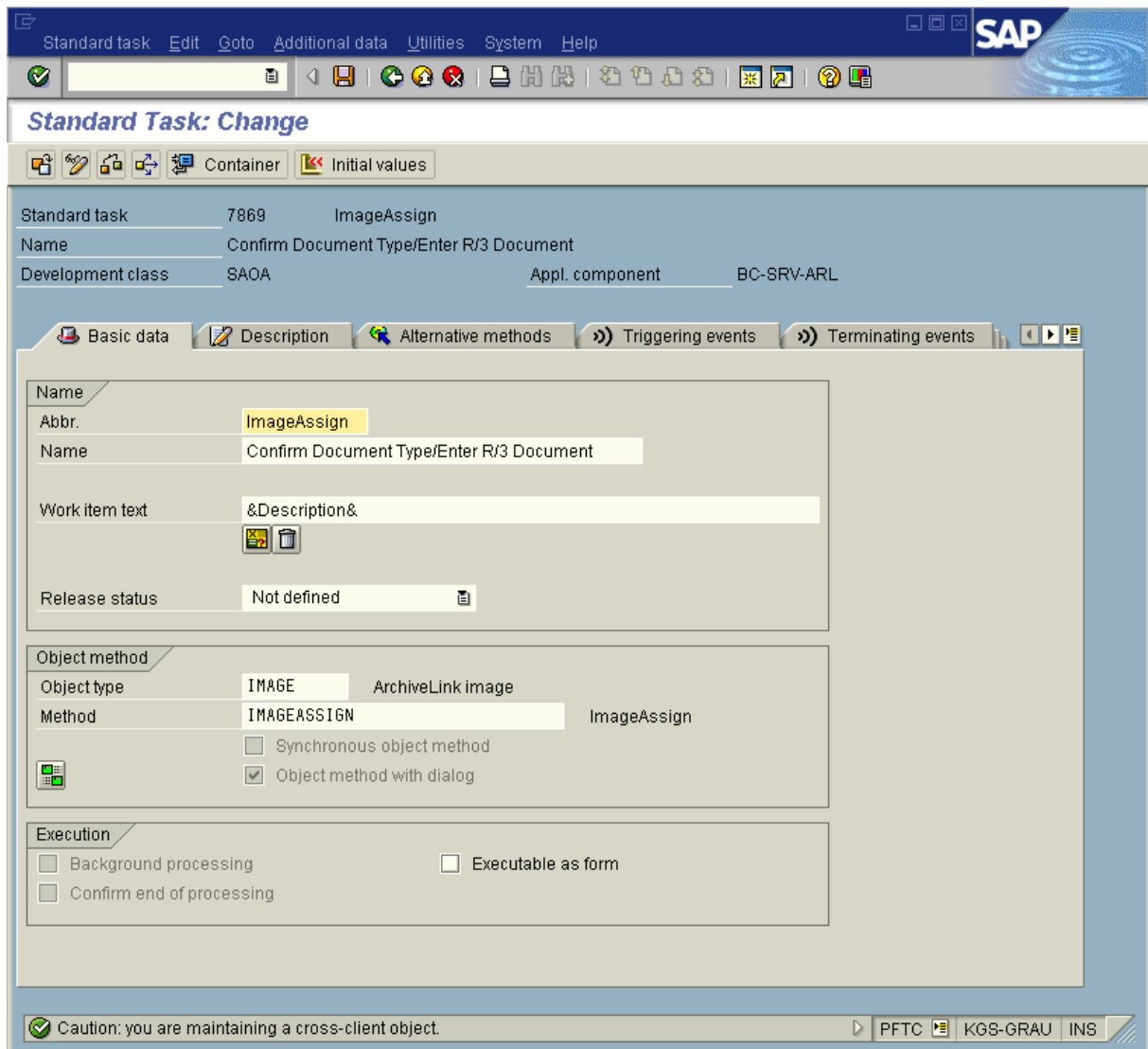


Make sure that, the customizing of the agents is done for the Workflowtask (in this example TS00007869)

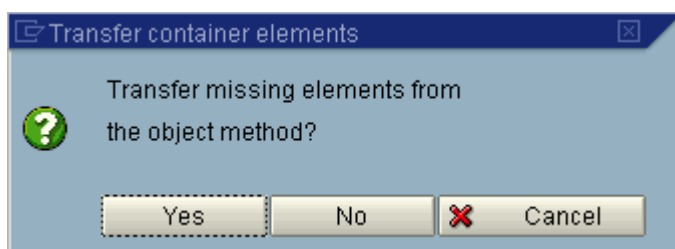
Transaction PFTC



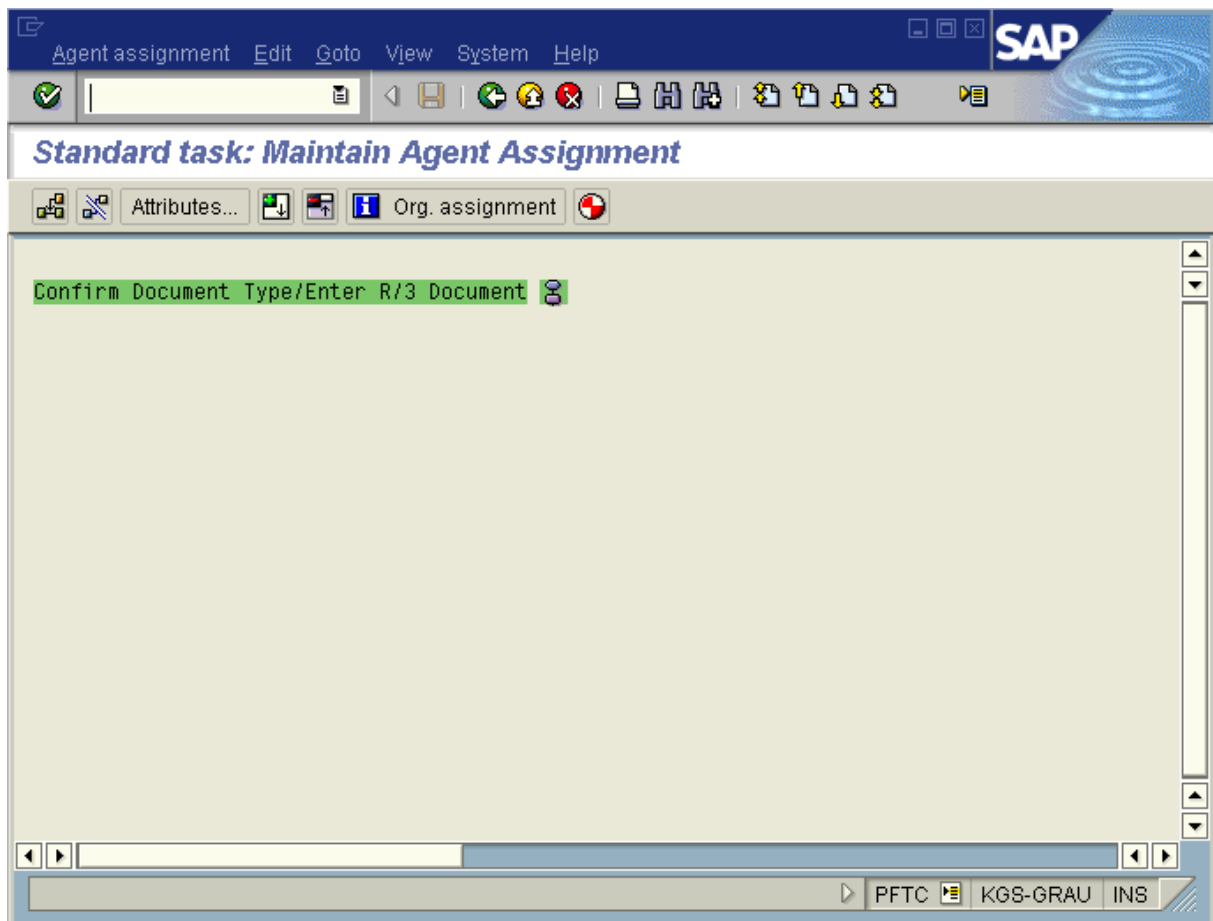
Press the change button or F5.



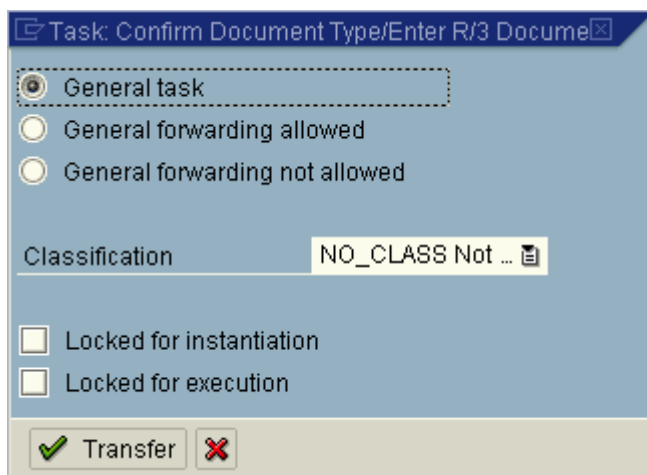
Menu /Additional data/Agent assignment/Maintain



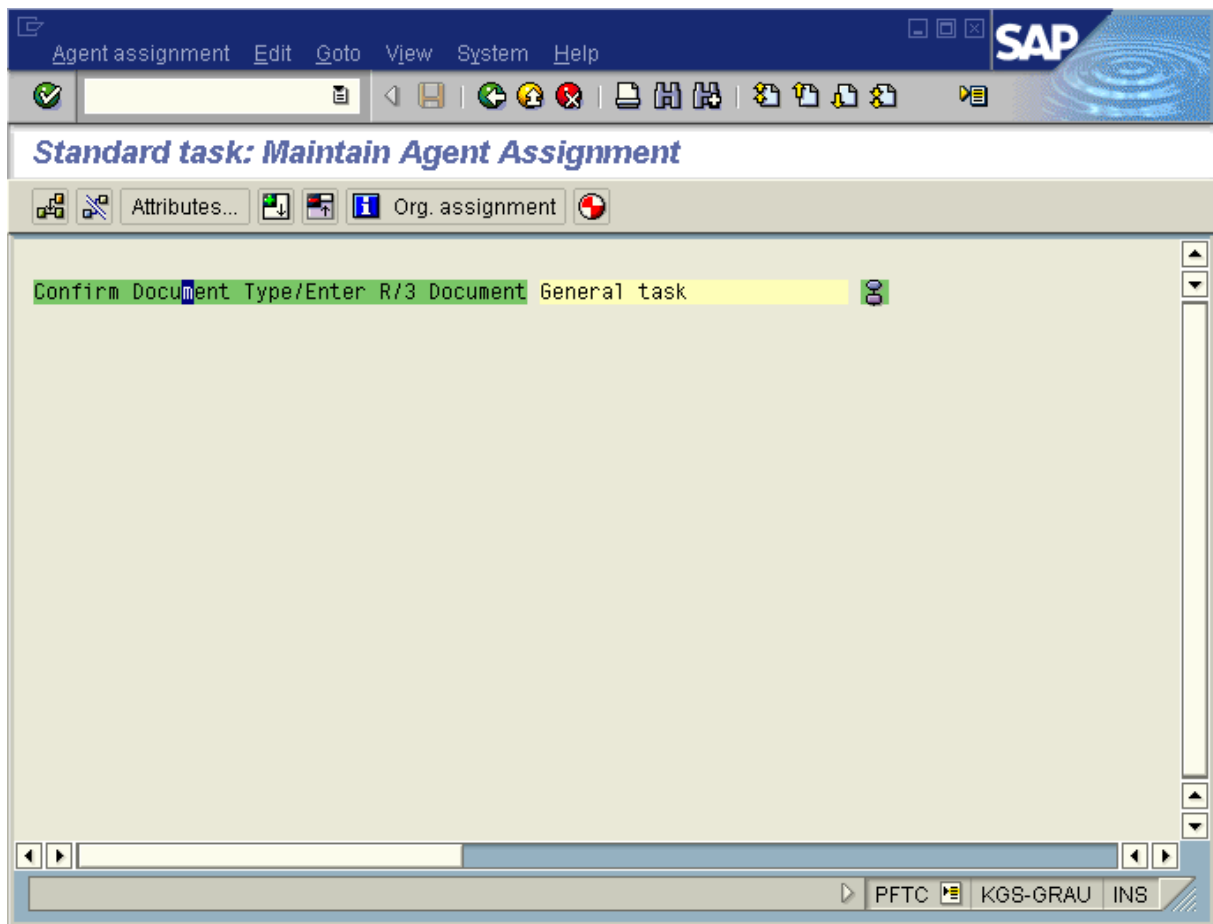
Press NO



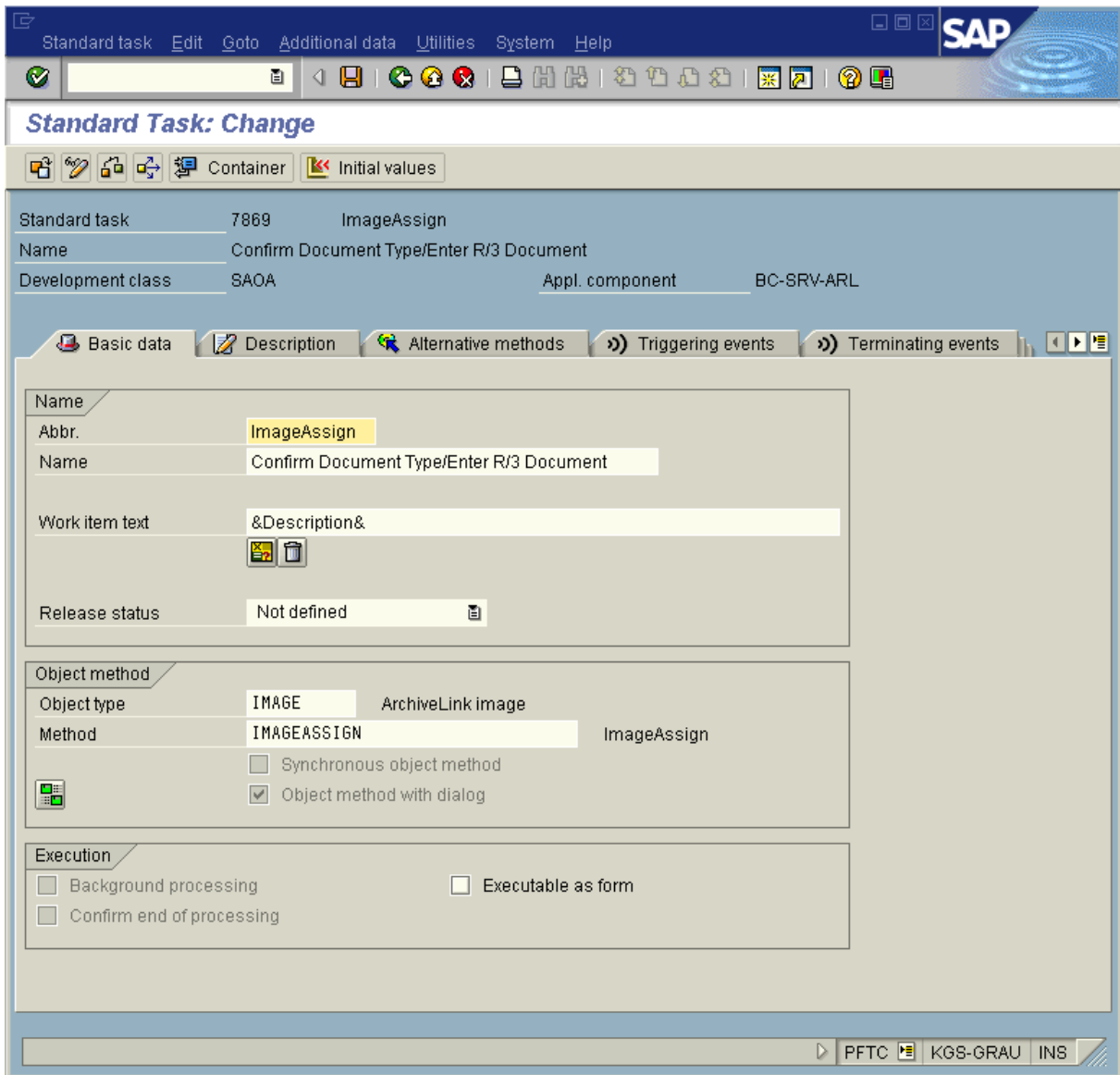
Press the Attributes button.



Press the Transfer button.



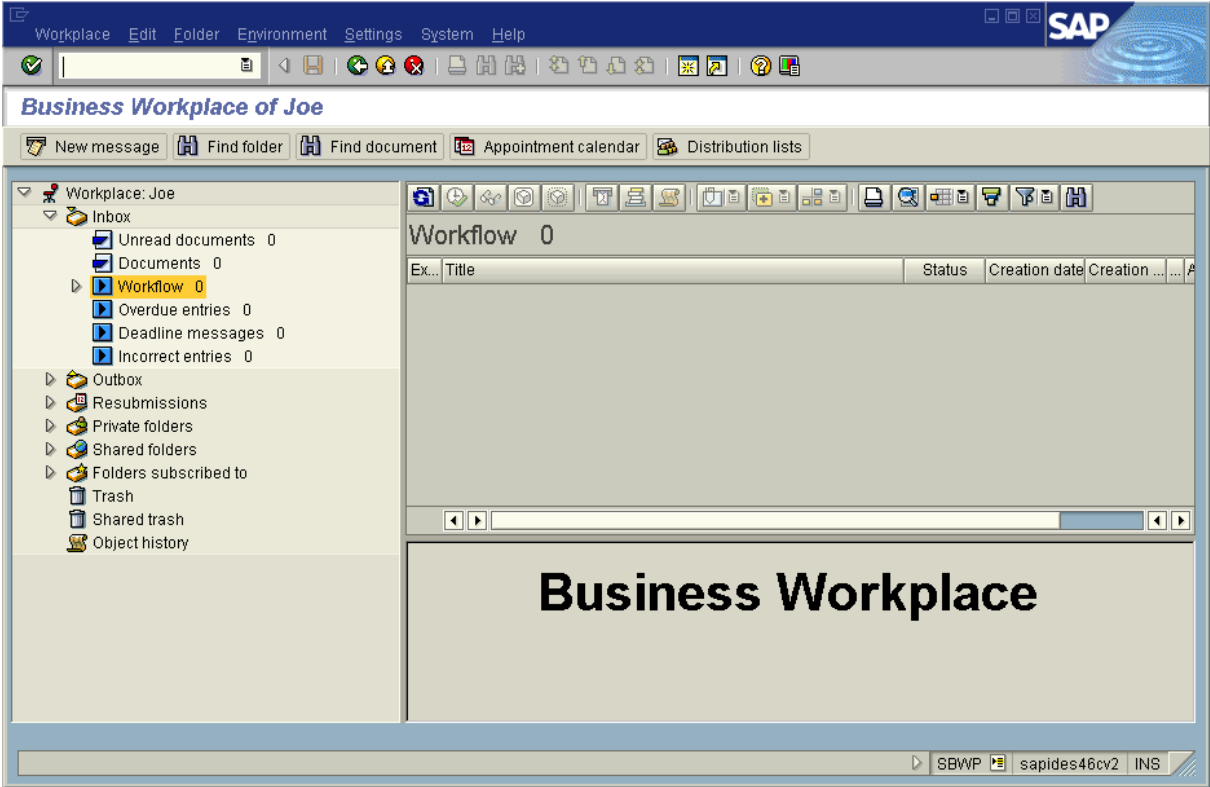
Press the back button or press F3.



Press the save button or press Ctrl-S.

Business Case for scenario “Early Storing for subsequent entry”

Transaction SBWP

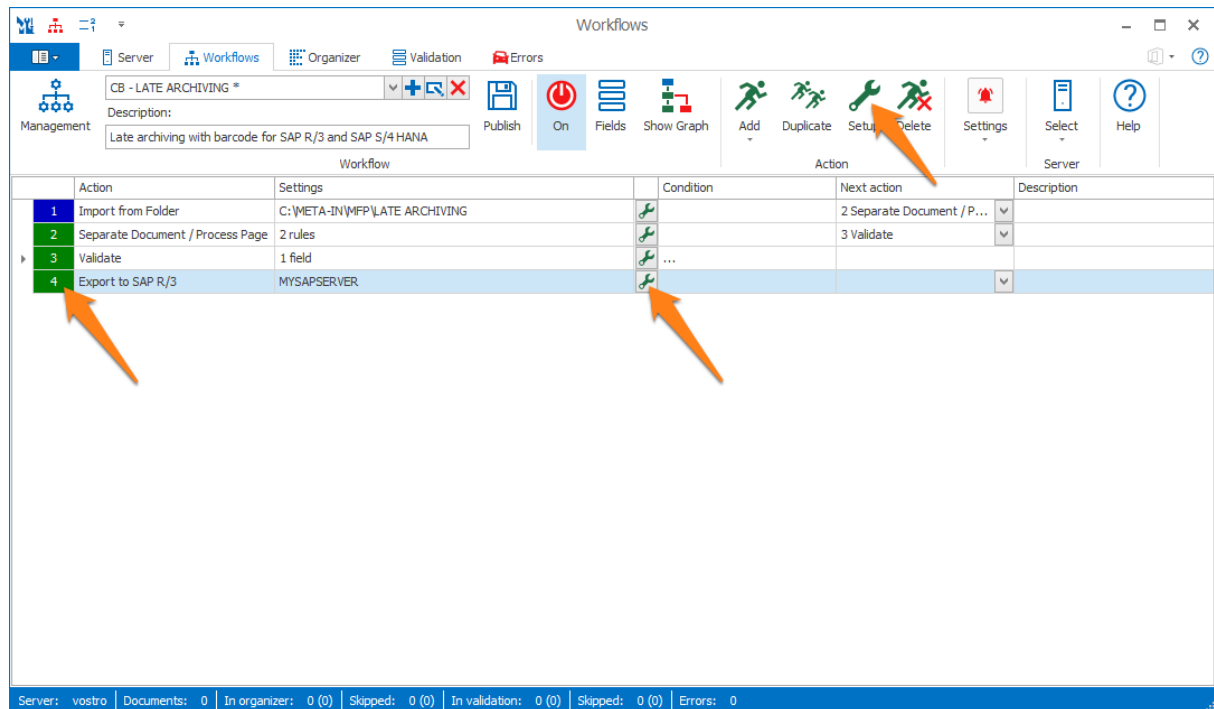


2.4 Trying out the CaptureBites MetaServer Export to SAP R/3 action – Early Archiving with Workflow

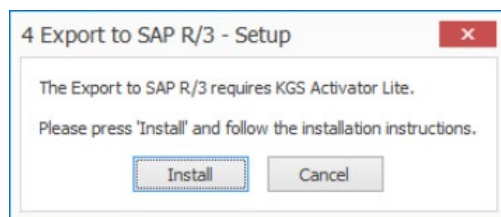
Now you are ready to use MetaServer with the Export to SAP R/3 action for Archiving and creating SAP Workitems.

Open MetaServer and open the “CB – LATE ARCHIVING” workflow.

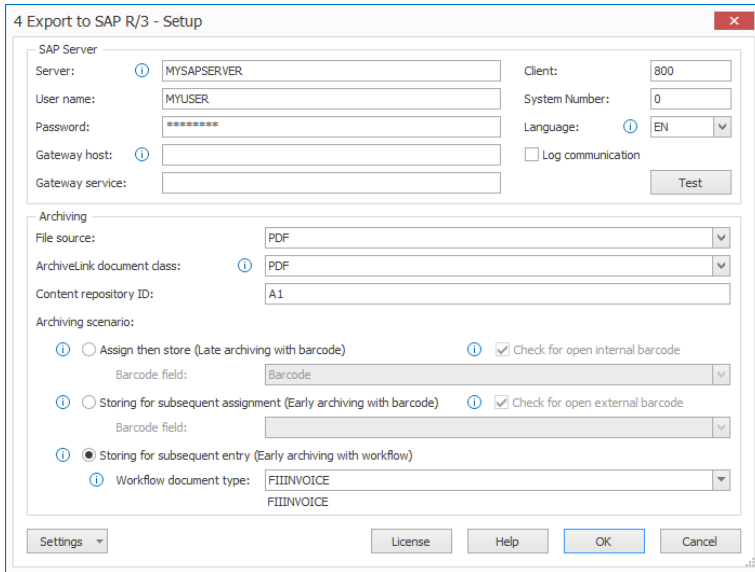
To configure the action for your SAP system, double-click the action or press the setup button of the Export to SAP R/3 action.



NOTE: When using an Export to SAP R/3 action for the very first time, you are required to install KGS Activator Lite.



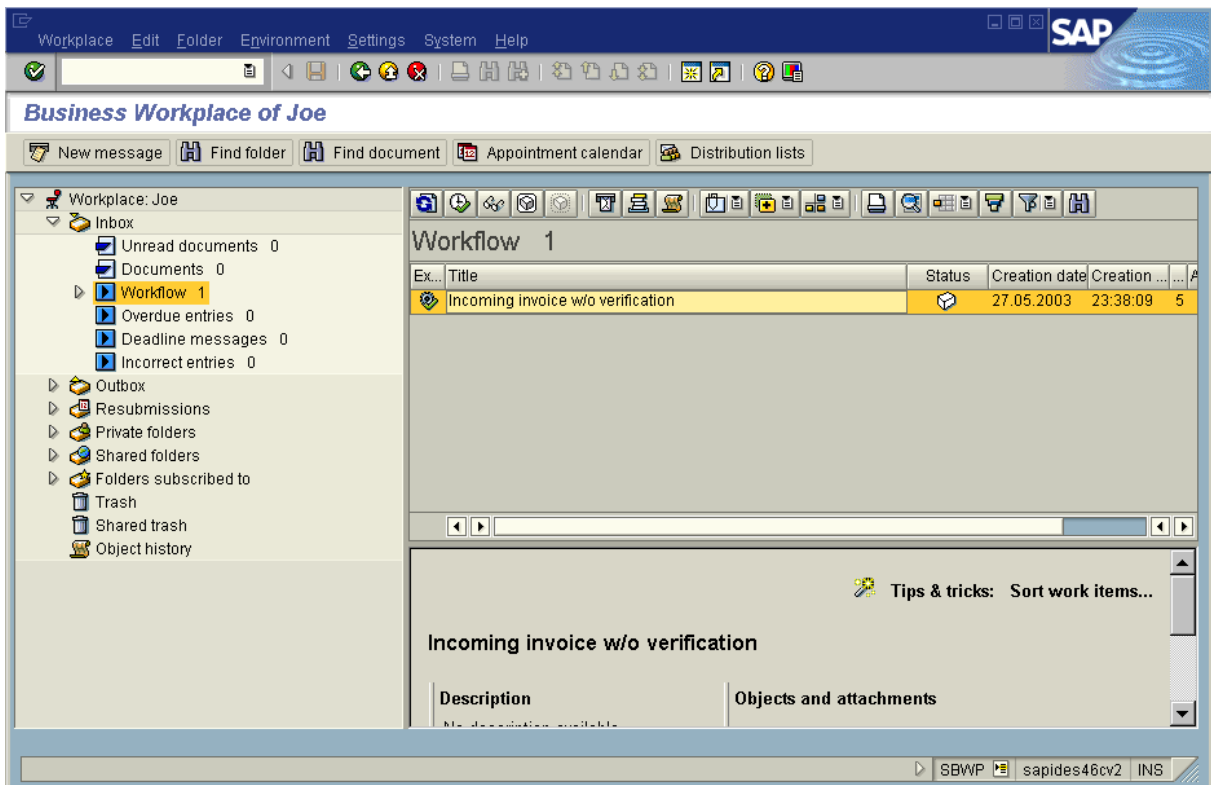
Enter the correct parameters to connect to your SAP system and test the connection by pressing Test. After this, set the correct document class, Repository ID and the Workflow document type you want to use and press OK.



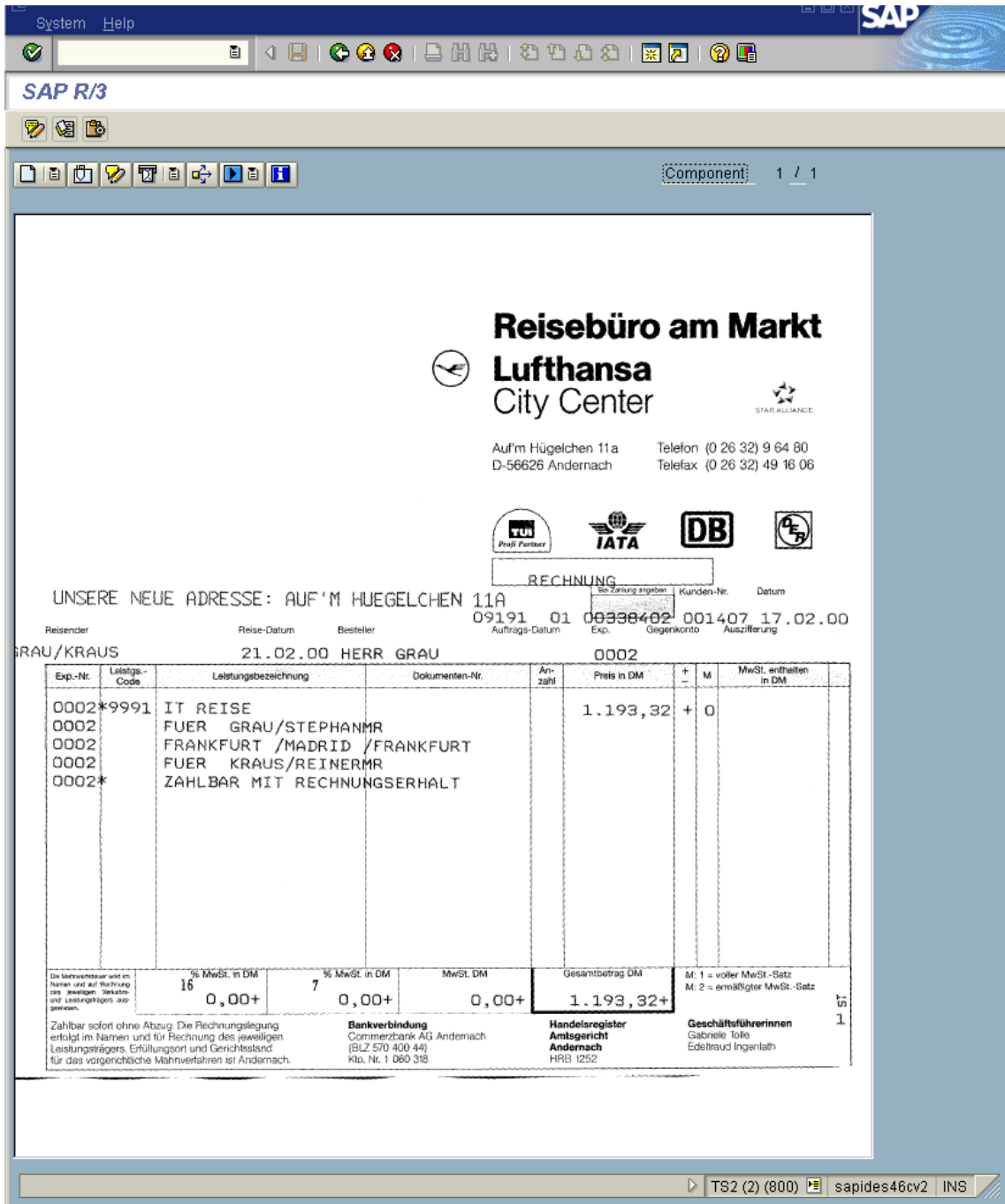
Make sure the workflow is published and activated (ON). Then, scan or copy (you can use the virtual MFP panel) some PDFs into the workflow's import folder:
 C:\META-IN\MFP\LATE ARCHIVING.

Check the result in your SAP system.

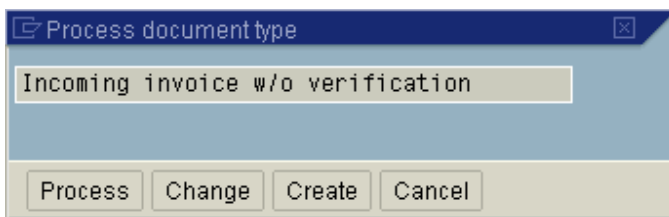
Go back to transaction SBWP and press the refresh button.



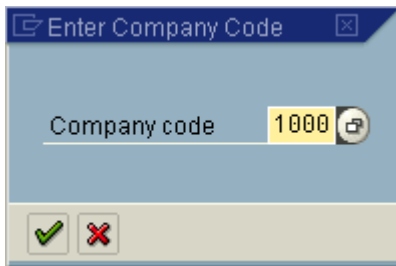
Double-click workitem.



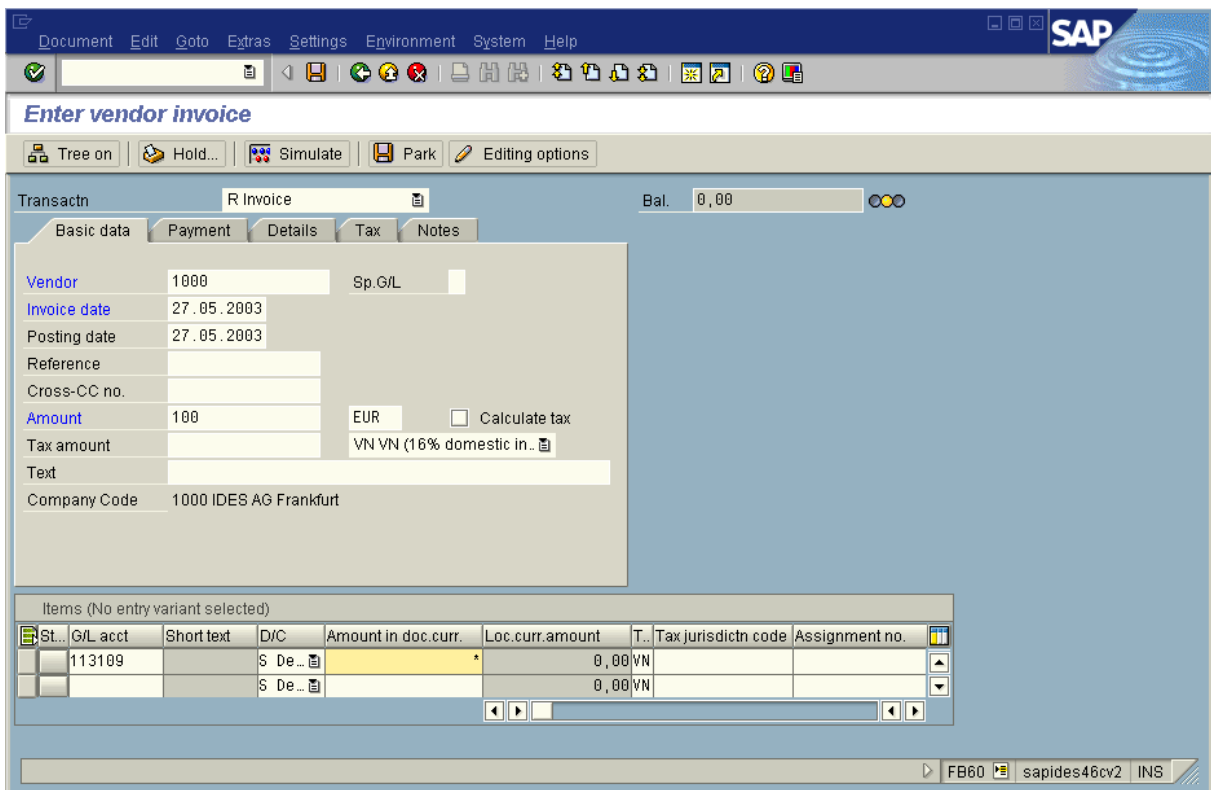
The image appears with the following dialog:



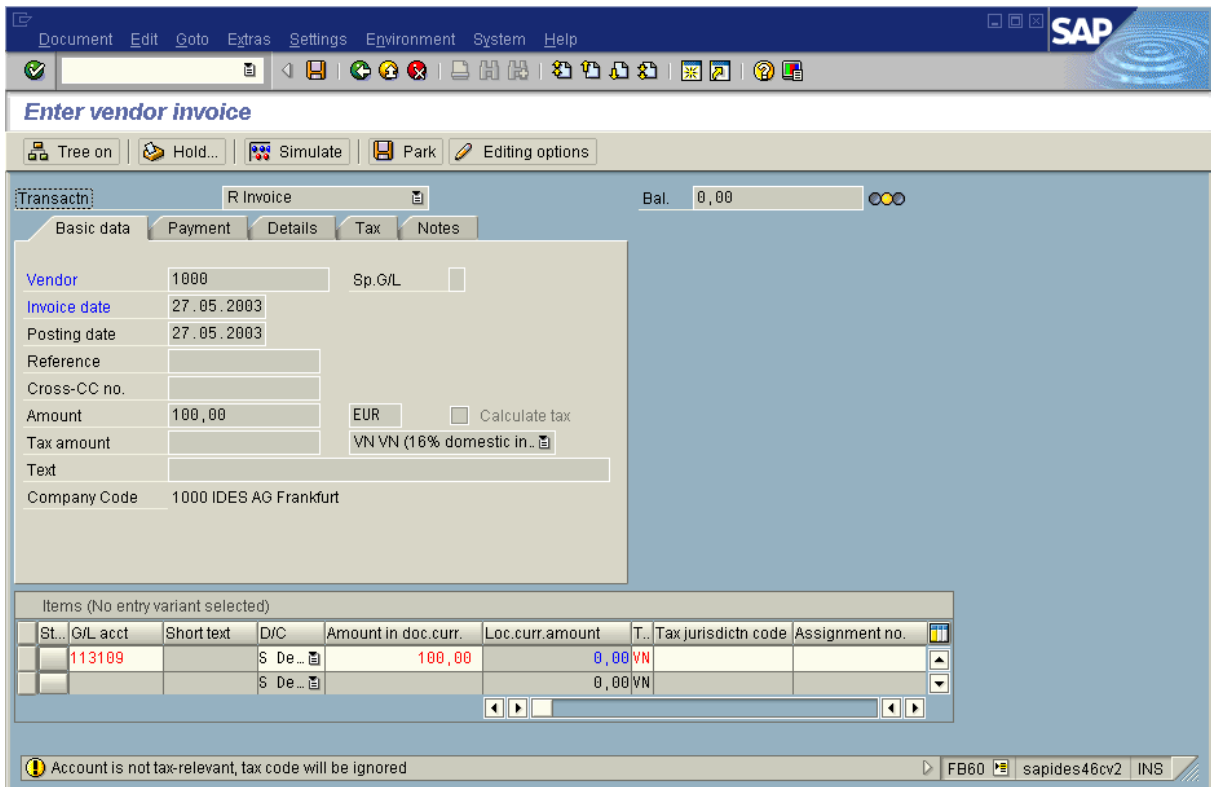
Press the Process button.



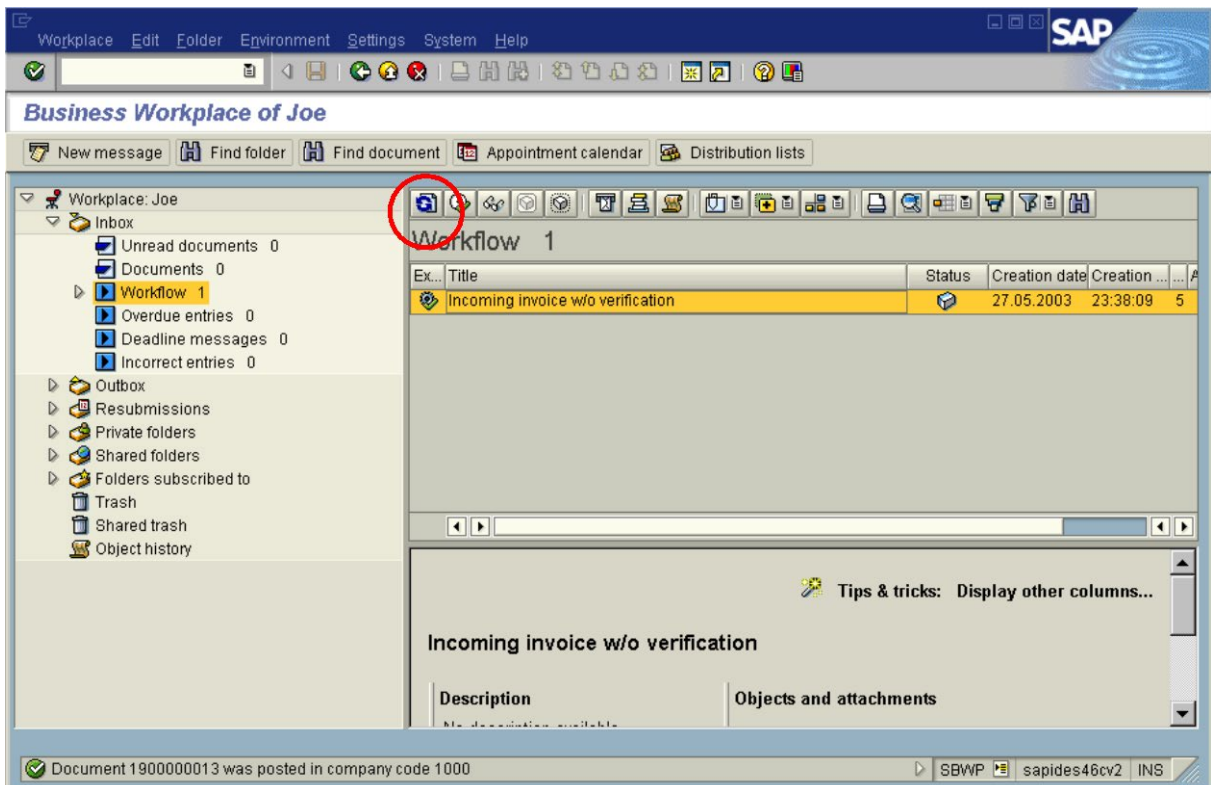
Press Enter.



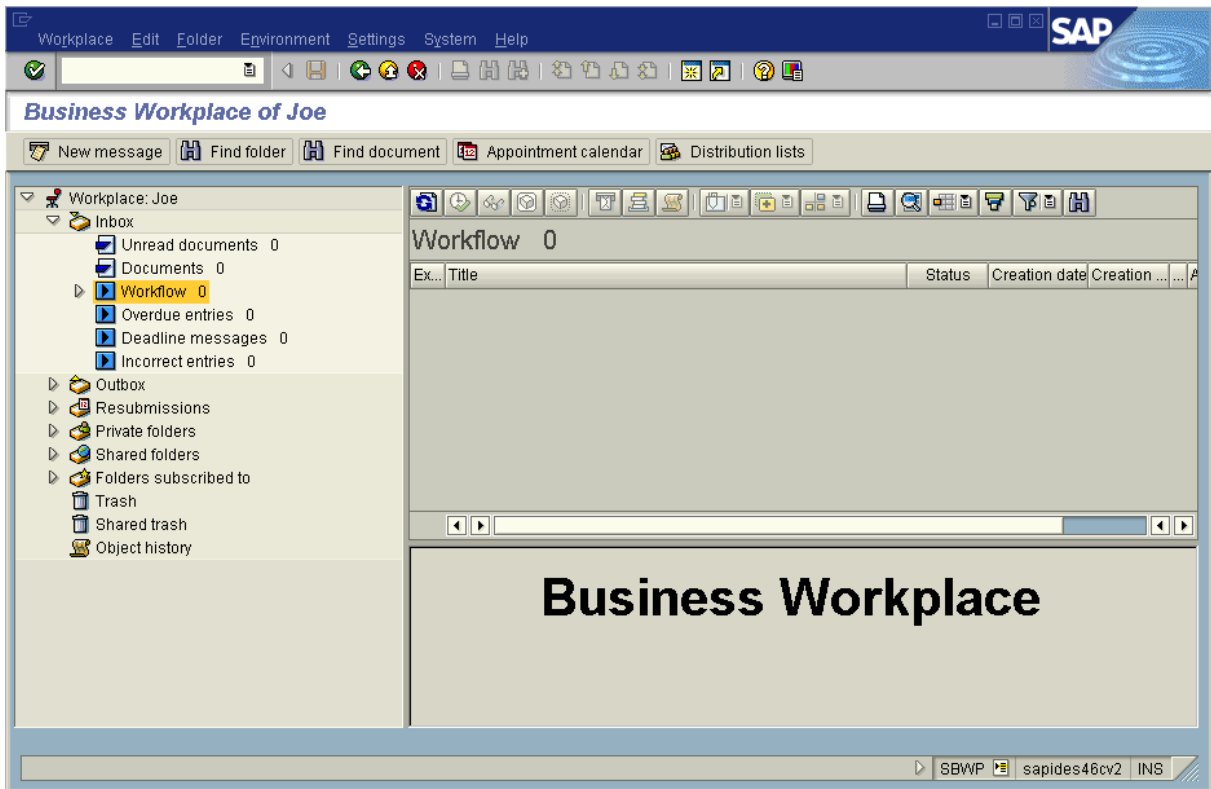
Press the Save button or Ctrl-S.



Press Enter.

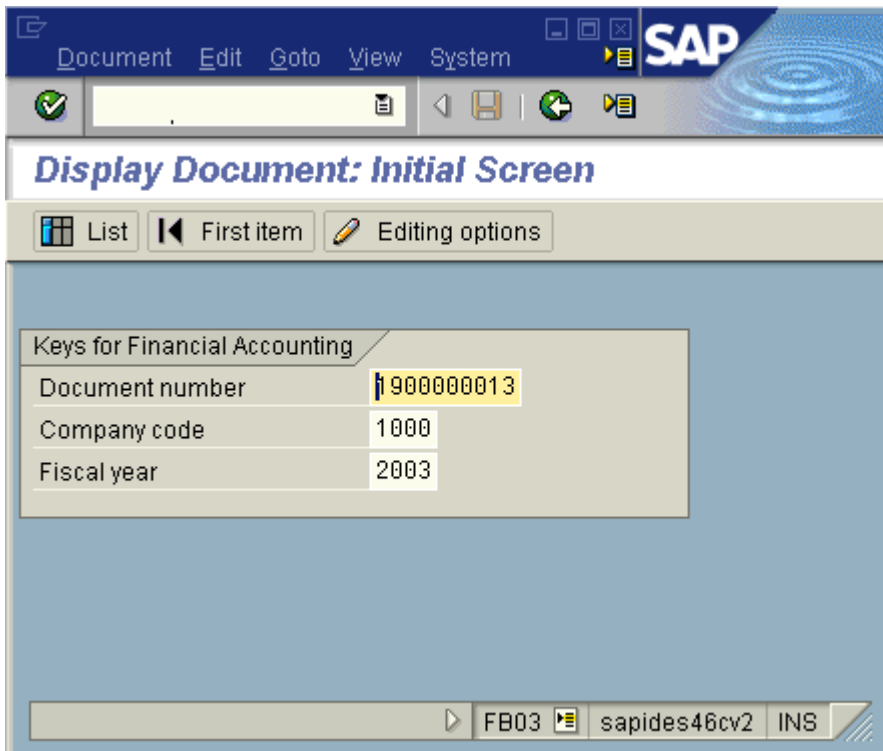


Press the refresh button.

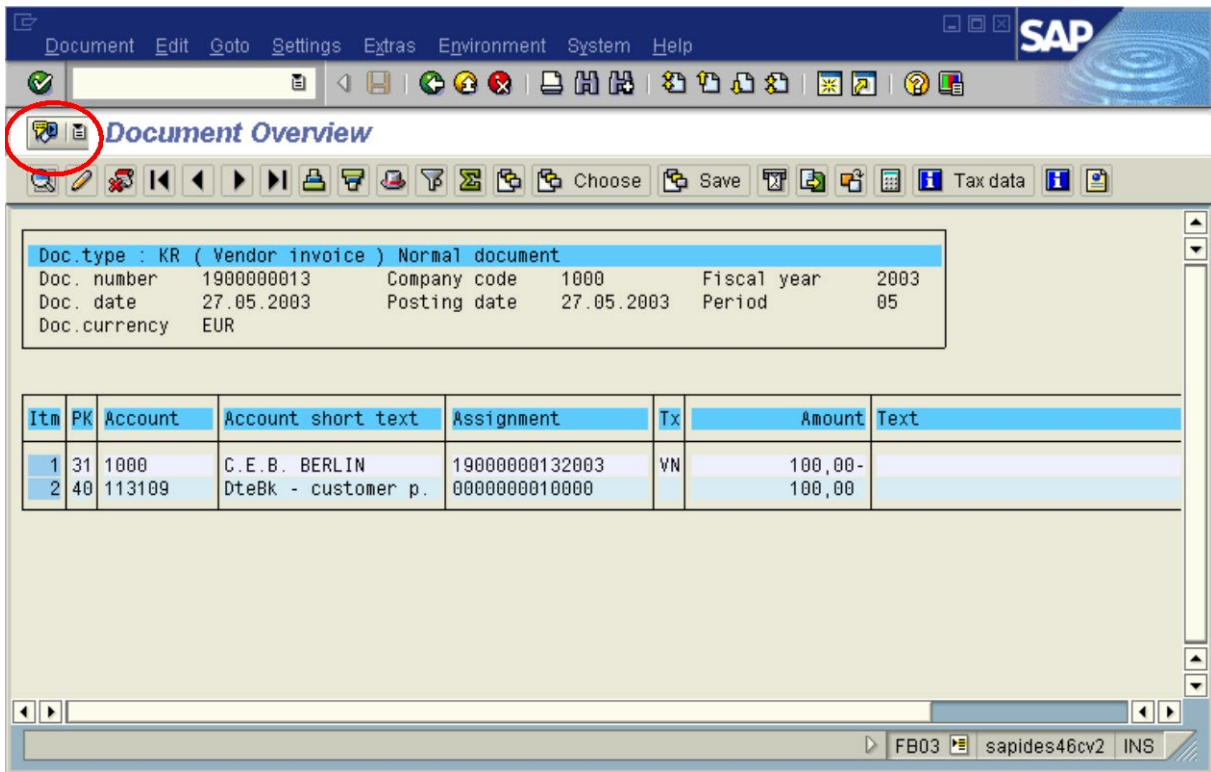


The document is linked to the new SAP business object.

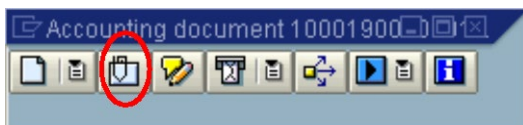
Transaction: FB03



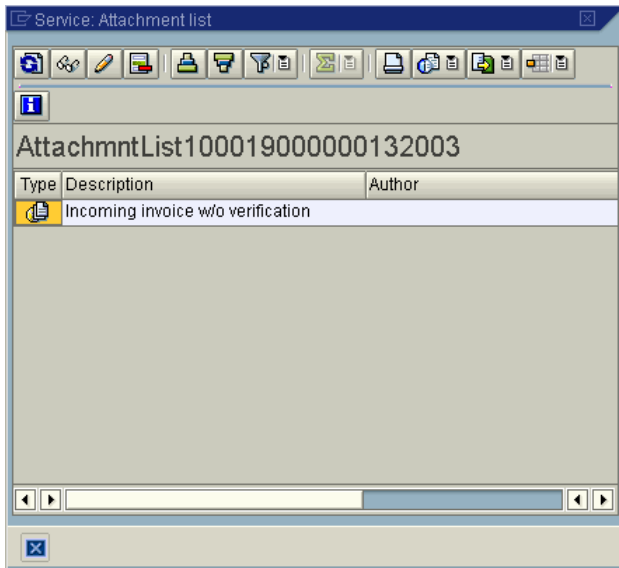
Press Enter.



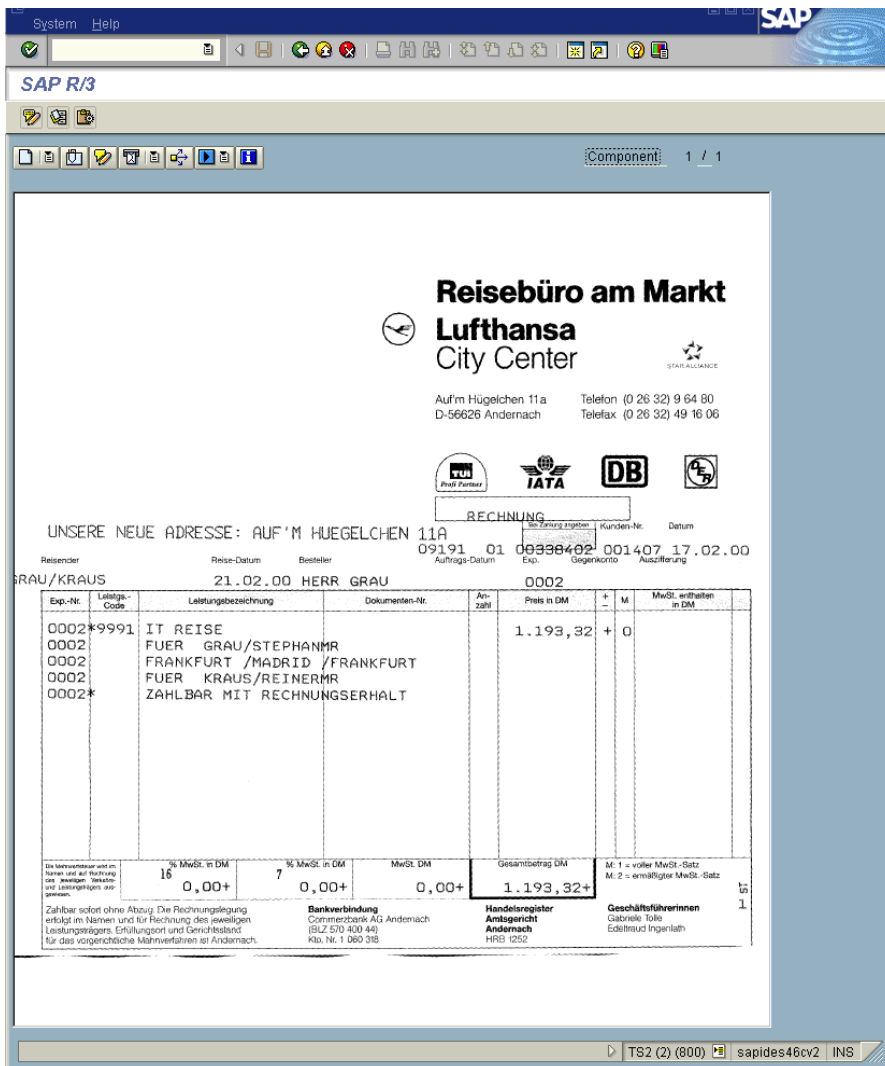
Open "services for object".



Open attachmentlist.



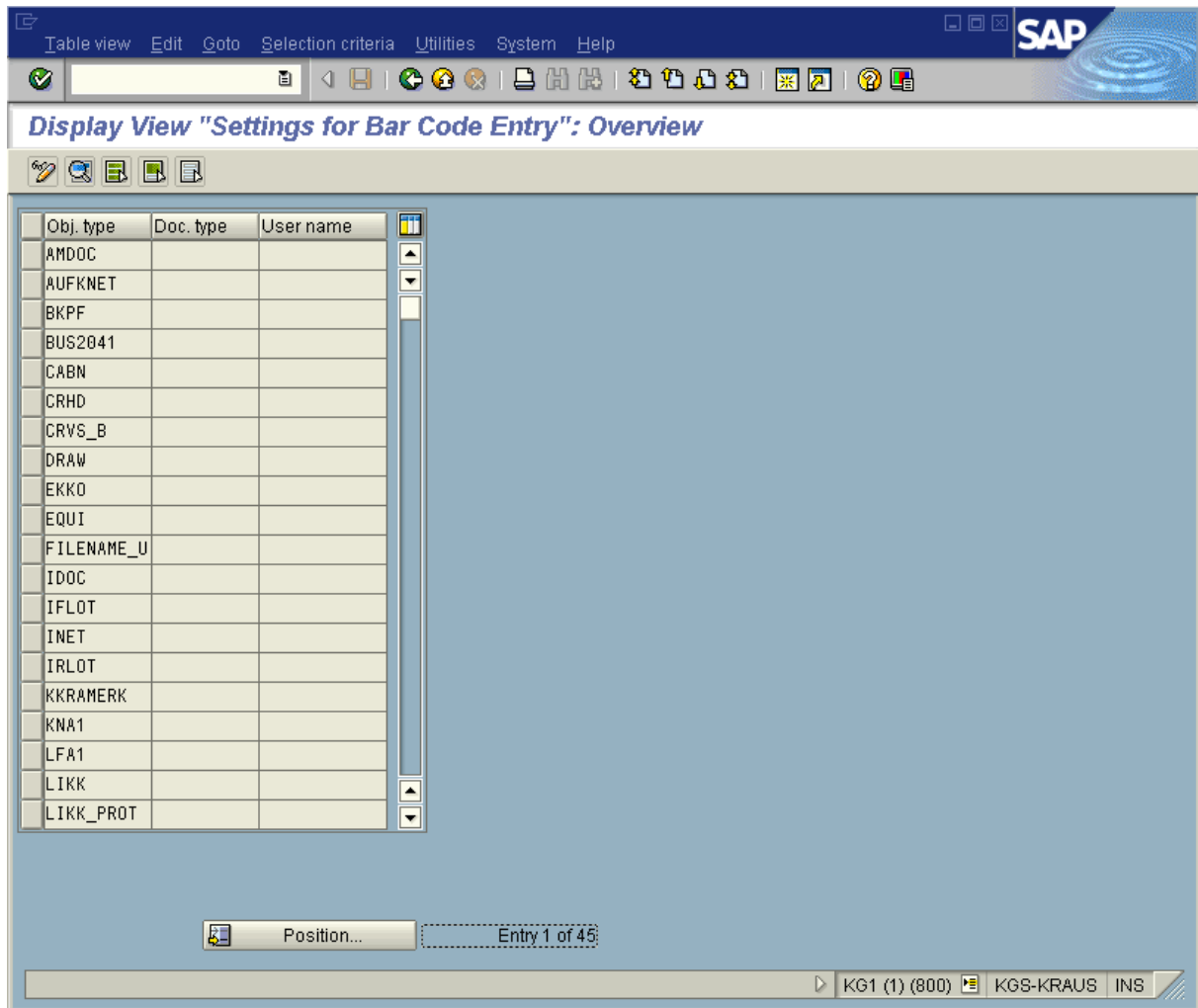
Open the document by double-clicking the entry.



2.5 SAP Customizing for Late Archiving with Barcode

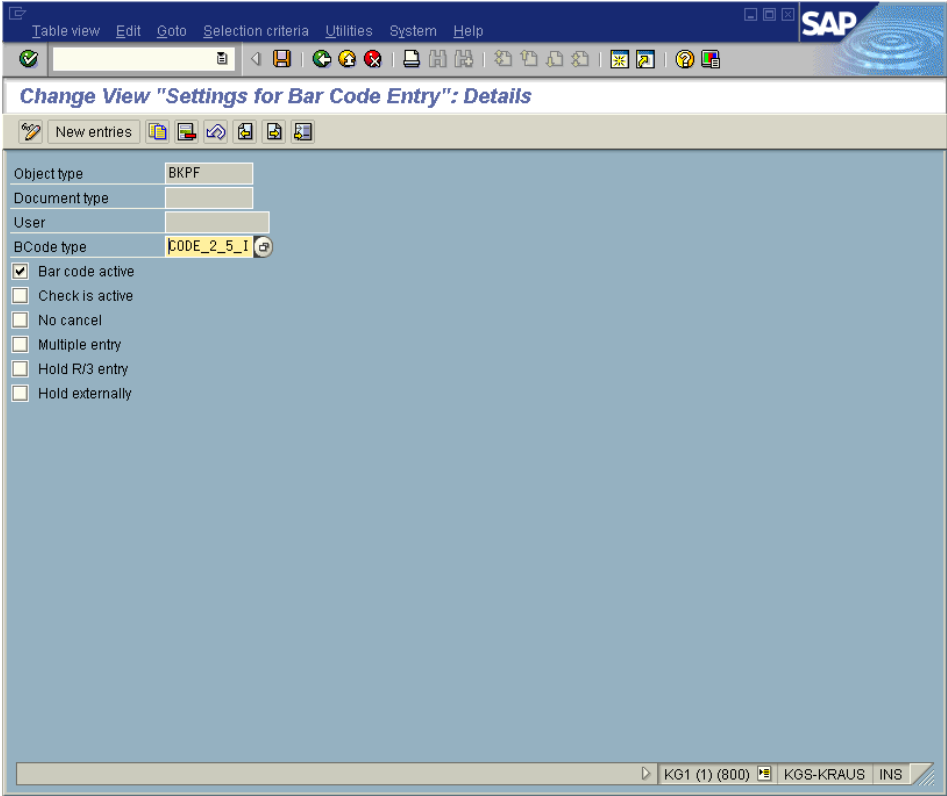
To enable the SAP environment for the ArchiveLink scenario “Late Archiving with Barcode” please use the following customizing steps:

Transaction “OAC5”



Change to Edit mode (Ctrl+F1).

Select BKPF and fill in the following values:



2.6 Business Case for scenario “Late Archiving with Barcode”

Transaction FB60

The screenshot displays the SAP 'Enter vendor invoice' (FB60) transaction. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with various icons. The main window is titled 'Enter vendor invoice' and contains several tabs: 'Basic data', 'Payment', 'Details', 'Tax', and 'Notes'. The 'Basic data' tab is active, showing the following fields:

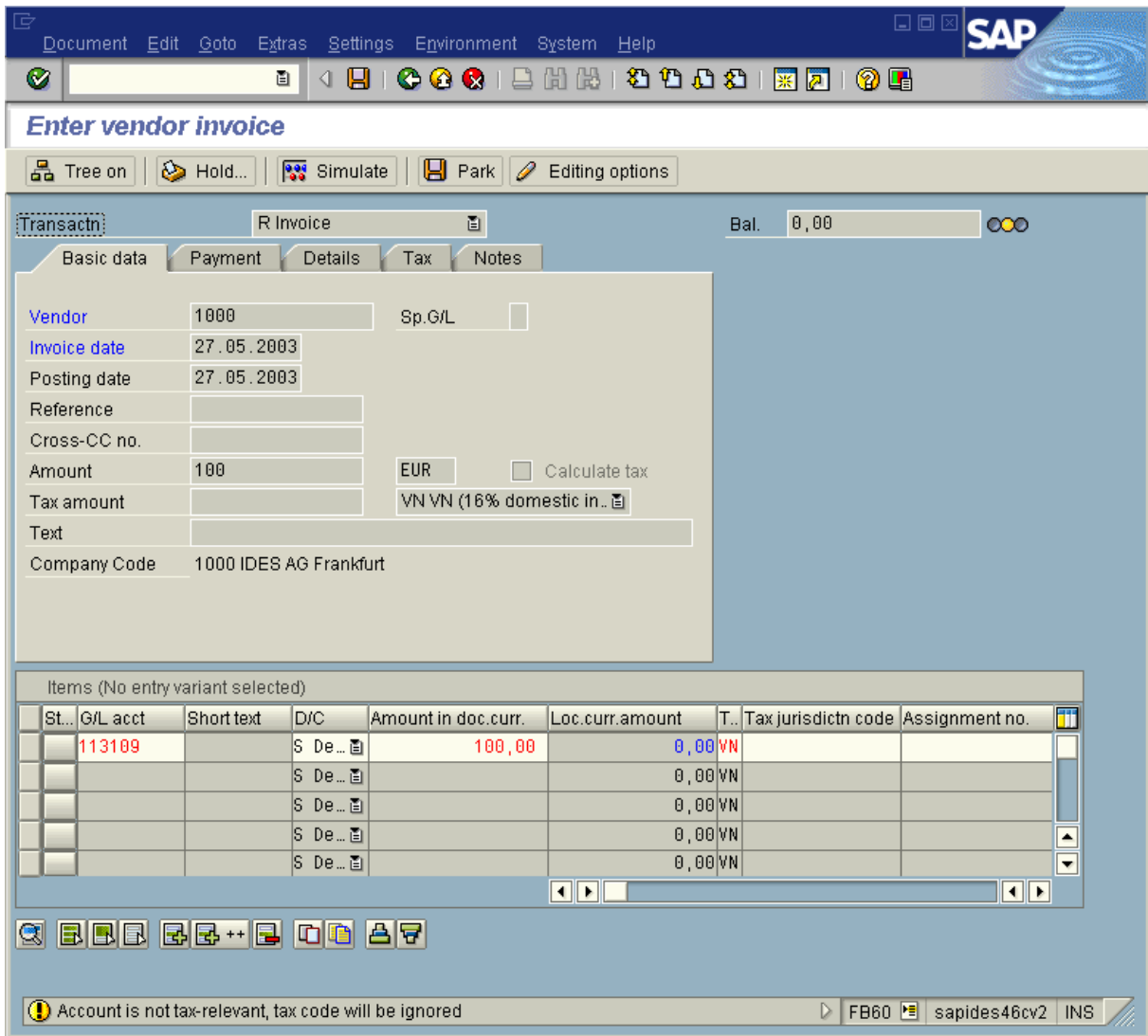
- Vendor: 1000
- Invoice date: 27.05.2003
- Posting date: 27.05.2003
- Reference: (empty)
- Cross-CC no.: (empty)
- Amount: 100
- Tax amount: (empty)
- Text: (empty)
- Company Code: 1000 IDES AG Frankfurt

Additional fields include 'Sp.G/L', 'EUR', 'Calculate tax' (checkbox), and 'VN VN (16% domestic in...)'. The balance (Bal.) is shown as 0,00. Below the basic data is a table for 'Items (No entry variant selected)':

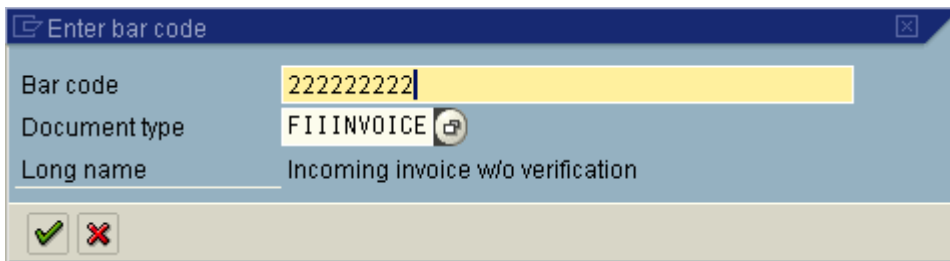
St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdictn code	Assignment no.
	113109		S De...	*	0,00	VN		
			S De...		0,00	VN		
			S De...		0,00	VN		
			S De...		0,00	VN		
			S De...		0,00	VN		

At the bottom of the window, the status bar shows 'FB60' and 'sapides46cv2 INS'.

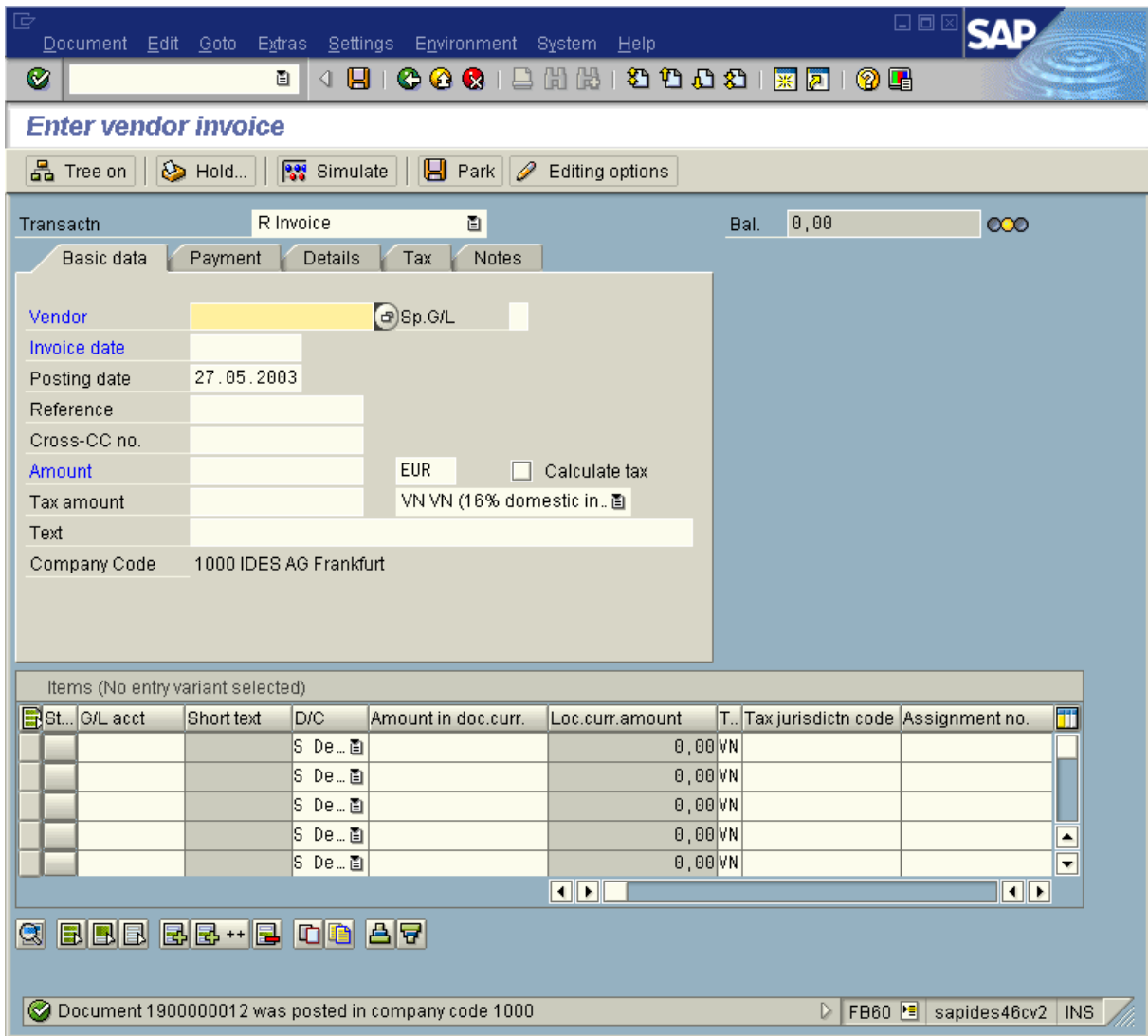
Press Ctrl-S or press the Save button.



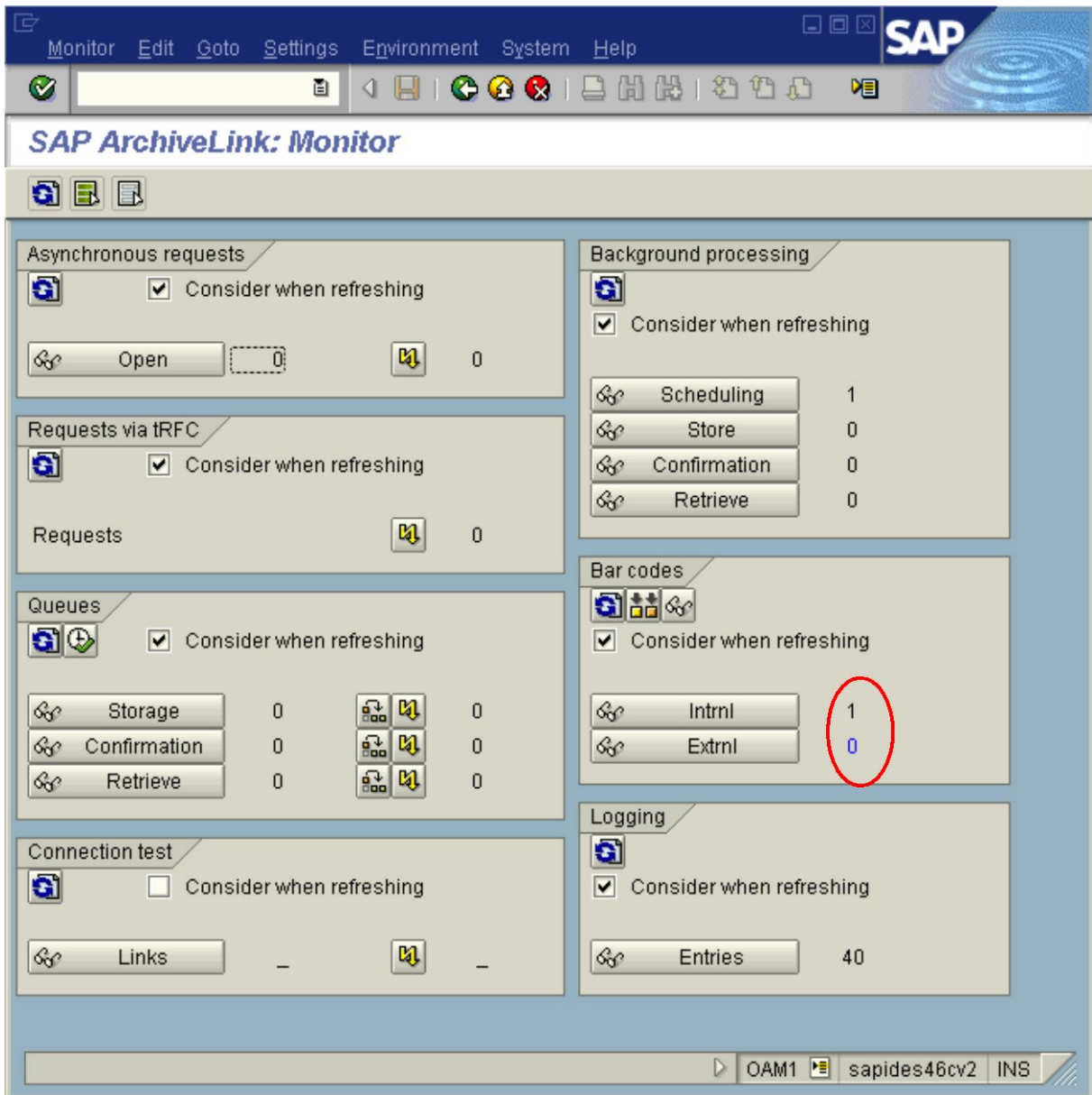
Press Enter.



Press Enter.



Transaction OAM1



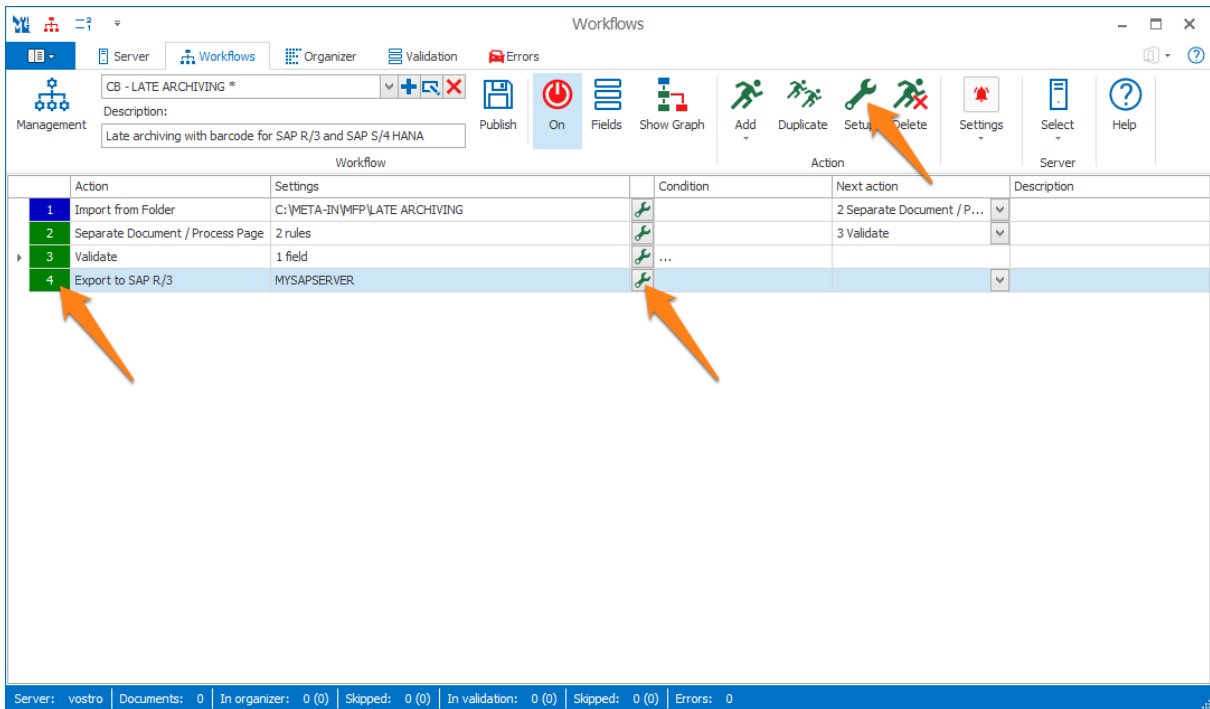
In section "Barcodes", there is 1 open internal barcode

2.7 Trying out the CaptureBites MetaServer Export to SAP R/3 action – Late Archiving with Barcode

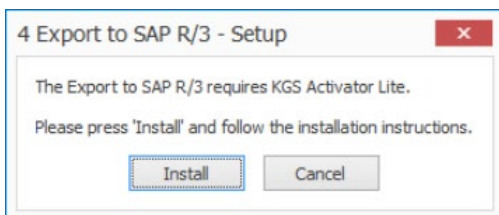
Now you are ready to use MetaServer with the Export to SAP R/3 action for Archiving and sending Barcodes.

Open MetaServer and open the “CB – LATE ARCHIVING” workflow.

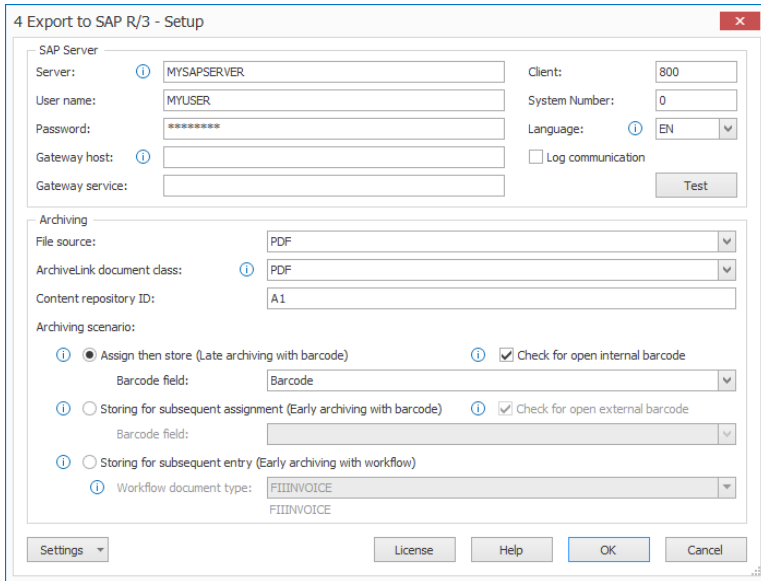
To configure the action for your SAP system, double-click the action or press the setup button of the Export to SAP R/3 action.



NOTE: When using an Export to SAP R/3 action for the very first time, you are required to install KGS Activator Lite.



Enter the correct parameters to connect to your SAP system and test the connection by pressing Test. After this, set the correct document class, Repository ID and the Workflow document type you want to use and press OK.

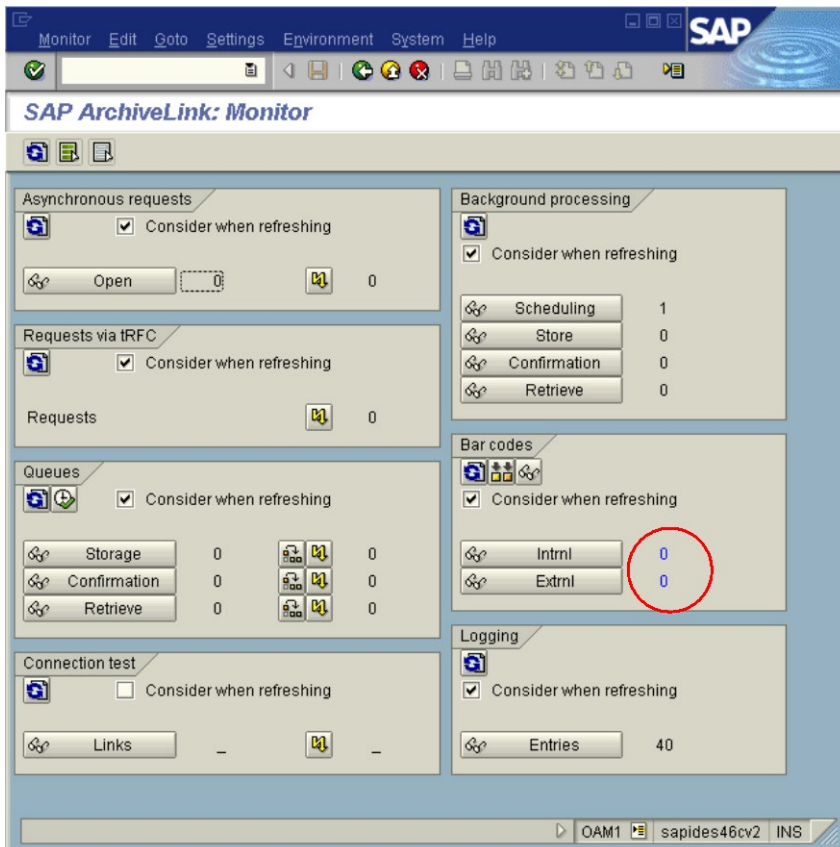


Make sure the workflow is published and activated (ON). Then, scan or copy (you can use the virtual MFP panel) some PDFs into the workflow's import folder:

C:\META-IN\MFP\LATE ARCHIVING.

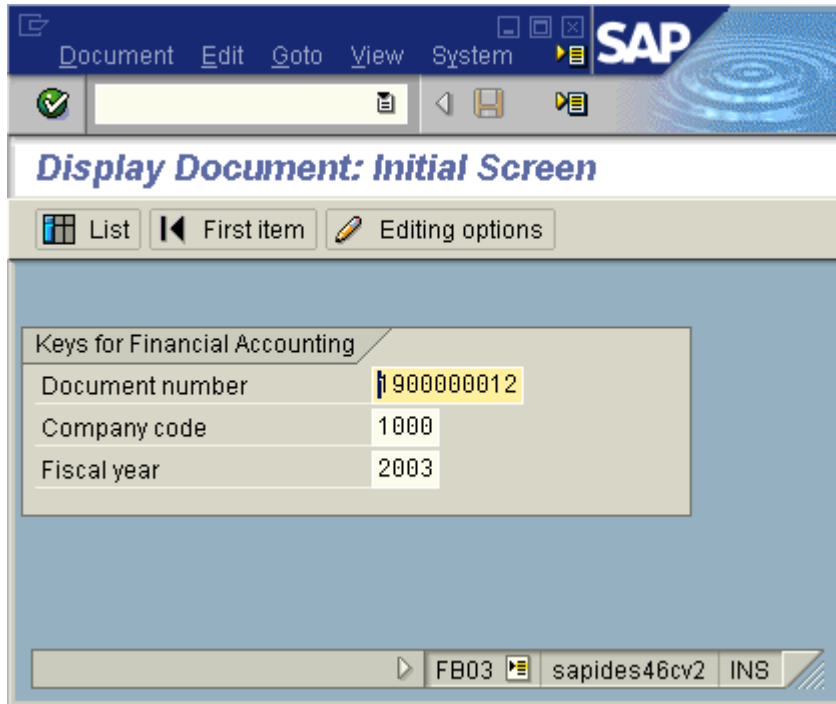
Check the result in your SAP system.

Go back to transaction OAM1 and press Enter to refresh the screen

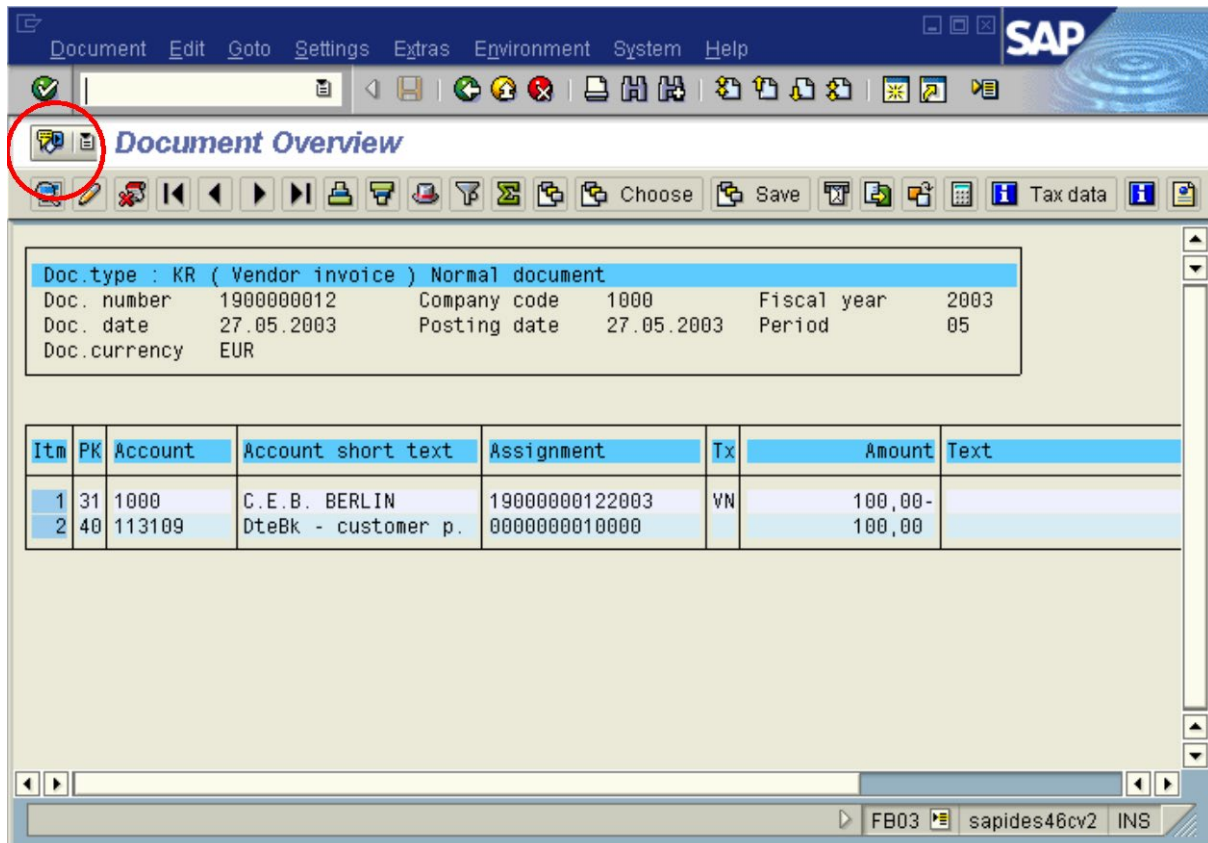


The image is linked to the SAP business object

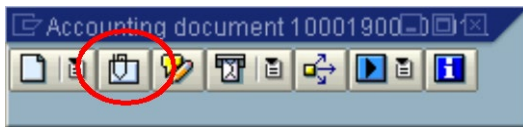
Transaction FB03



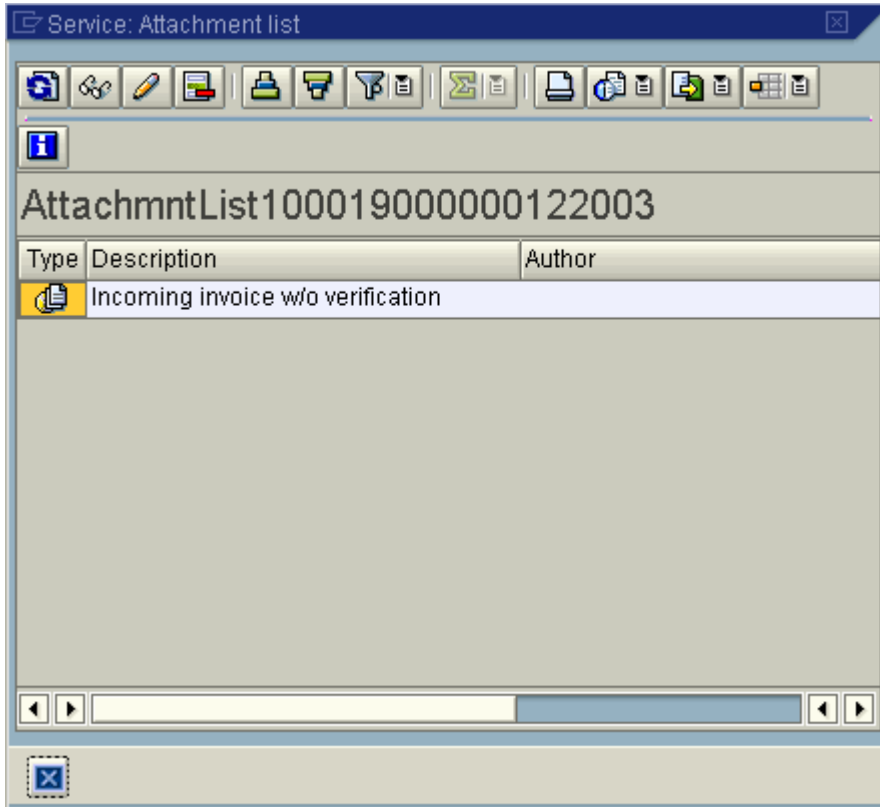
Press Enter.



Press the service for object button.



Open the attachment list.




Double-click Incoming invoice

System Help SAP

SAP R/3



Component: 1 / 1



100019000000122003





Reisebüro am Markt

Lufthansa City Center

Auf'm Hügelchen 11a
D-56626 Andernach

Telefon (0 26 32) 9 64 80
Telefax (0 26 32) 49 16 06

RECHNUNG

UNSERE NEUE ADRESSE: AUF'M HUEGELCHEN 11A

Reisender: GRAU/KRAUS

Reise-Datum: 21.02.00

Besteller: HERR GRAU

Exp. 09191 01 00338402

Kunden-Nr. 001407

Datum 17.02.00

Auftrags-Datum

Gegenkonto

Auslieferung

Exp.-Nr.	Leistungs-Code	Leistungsbezeichnung	Dokumenten-Nr.	Anzahl	Preis in DM	+	M	MwSt. anhalten in DM
0002*	9991	IT REISE			1.193,32	+	0	
0002		FUER GRAU/STEPHANMR						
0002		FRANKFURT /MADRID /FRANKFURT						
0002		FUER KRAUS/REINERMR						
0002*		ZAHLBAR MIT RECHNUNGSERHALT						

Die Mehrwertsteuer wird im Namen und auf Rechnung des jeweiligen Leistungsträgers und Leistungseigners angegeben.

% MwSt. in DM
16 0,00+

% MwSt. in DM
7 0,00+

MwSt. DM
0,00+

Gesamtbetrag DM
1.193,32+

M: 1 = voller MwSt.-Satz
M: 2 = ermäßigter MwSt.-Satz

Zahlbar sofort ohne Abzug. Die Rechnungslegung erfolgt im Namen und für Rechnung des jeweiligen Leistungsträgers. Erfüllungsort und Gerichtsstand für das vorgeschichtliche Mahnverfahren ist Andernach.

Bankverbindung
Commerzbank AG Andernach
(BLZ 570 400 44)
Kto. Nr. 1 060 316

Handelsregister
Amtsgericht
Andernach
HRB 1252

Geschäftsführerinnen
Gabriele Toile
Edeltraud Ingenlath

TS2 (2) (800) sapides46cv2 INS

2.8 SAP Customizing for Early Archiving with Barcode

The Early Archiving with Barcode ArchiveLink scenario is very similar to the “Late Archiving with Barcode” scenario.

The key difference is that the transaction is created after scanning and, because of this, it is not required to have an open barcode in the internal bar code table when exporting documents to SAP R/3 with MetaServer.