



ck.solution

automates your document workflow

cks.ADC



Automatic Document Capture for SAP Business One

At the touch of a button, generate fully filled out SAP documents from A/P invoices, delivery notes, customer orders and payment advice notes

Many businesses continue to receive external documents such as invoices and delivery notes as PDF files that are received via e-mail or in printed, paper-based form. In both cases, the data is usually unstructured, which makes it less suitable for machine processing. With cks.ADC, you can generate fully filled out SAP documents from A/P invoices, delivery notes, customer orders and payment advice notes, all at the touch of a button, which in turn reduces finance and accounting costs.

Lighten the workload in accounting with the automated capture of external documents

Manual entry of external documents such as invoices, delivery notes etc. into an ERP system is very time-consuming. Item by item, each value has to be added to the SAP document. With cks.ADC, you are presented with a fully filled out SAP draft document at the touch of a button. Information such as the business partner, article items, quantities and prices, shipping costs, payment terms and many other values are transferred automatically and are available for checking and posting in just a matter of seconds.

Reduce the error rate associated with manual entry

Whether something is entered on the wrong row, or two keys are pressed simultaneously, errors happen often when external documents are entered manually. Dealing with a high number of external documents can also lead to fatigue and lapses in concentration which further compound the error rate. With machine processing, you avoid many of the errors associated with manual entry you can avoid wasting time on correcting errors, especially when documents have already been posted.

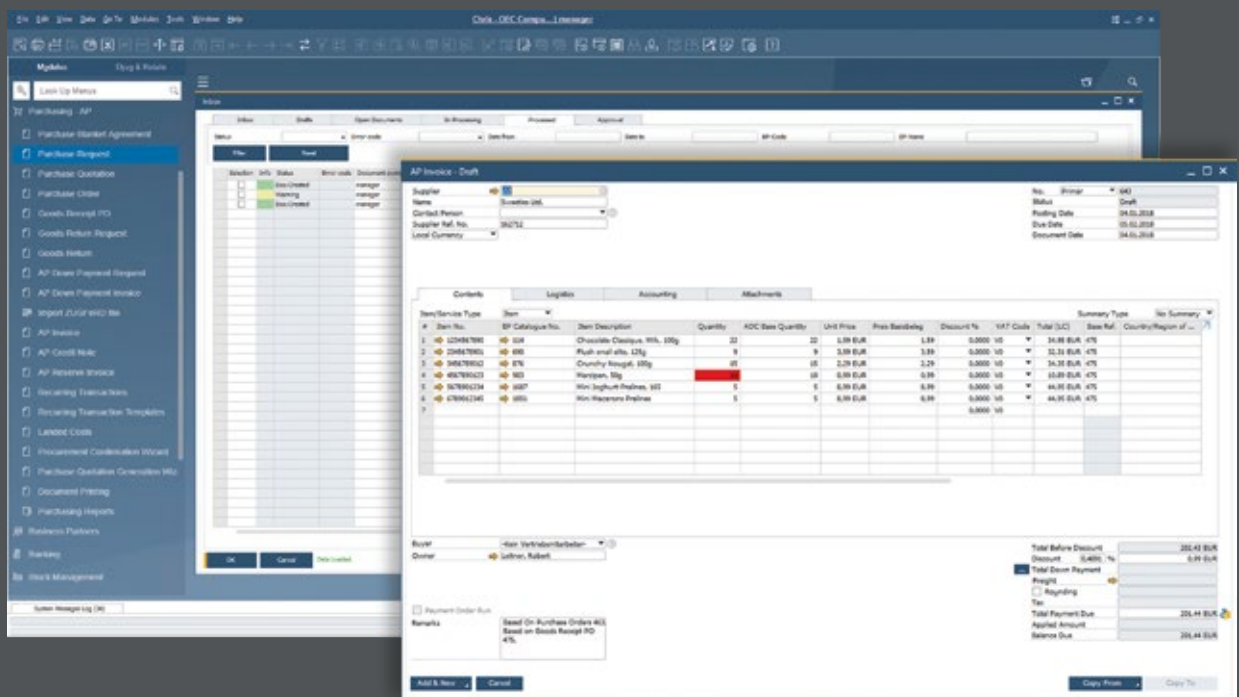
See discrepancies between base documents and master data straight away in the SAP document

Do the quantities on the invoice match those that were actually delivered? Are the prices on the A/P invoice the same as those that are saved in the master data? cks.ADC allows you to design automatic checks for external documents and to define subsequent actions. You can configure it so that discrepancies between base documents and master data are highlighted in the draft SAP document, or you can arrange for documents to be posted immediately if they pass all of your checks. Those are just two examples of how automatic verification can be used – the possibilities are almost limitless.

Watch video!



Function	cks.ADC	Description
Physical and electronic formats	✓	Extract information from paper documents, PDF files and electronic invoices automatically.
Incoming invoice recognition routine	✓	Capture invoices automatically.
Delivery note recognition routine	✓	Capture delivery notes automatically.
Payment advice recognition routine	✓	Capture payment advice notices automatically.
Customer order recognition routine	✓	Capture customer orders automatically.
Determine vendors and debtors	✓	Determines the relevant vendor or debtor.
SAP base document assignment	✓	Checks whether previous SAP documents exist and links them if found.
Communication with cost centres	✓	Communicates with cost centres, regardless of the G/L account assignment.
Transmission of individual items	✓	Transmission of individual items from the SAP base document to the target document.
Flexible and adjustable	✓	Flexible and can be adjusted to company-specific requirements.
Revision proof archiving	✓	Links documents with vendors or SAP business transactions and archives them in a revision-proof way.
Article and service documents	✓	Both article documents and service documents can be processed.
Detection of SAP article master data	✓	Detects and reconciles the items on the document with the SAP article master data.
Capture of individual items	✓	Capture each and every item with quantity and amount.
Highlighting of deviations	✓	Highlights deviations (in quantity, price etc.) from the SAP base document so they can be checked and resolved before posting.
Detection of payment terms	✓	Captures and processes different payment terms.
Transfer freights	✓	Transfers freights to the SAP Business One Freight module.
G/L accounts for service rows	✓	Chooses the G/L accounts automatically for service rows e.g. for handling charges or customs.
Recalculation of the unit price	✓	Recalculates the unit price when there are surcharges or discounts for items.
Outlook Add-in	✓	Process external documents directly from your Outlook inbox.
Individual developments	✓	Adapt cks.ADC to your individual requirements.



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