



ck.solution

automates your document workflow



cks.DIGITAL 4.0 and cks.RUN

Electronic Document Management for SAP Business One



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Improve efficiency in accounting

Intelligent software solutions for document-based business processes

For ten years we've been developing software solutions that automate document processing and improve the efficiency of document-based business processes. We started with a digital archive, which remains simple to use and quick and easy to integrate into SAP Business One. As our customer base has grown, so have the demands and wishes placed on our product, and so many functions have been added over the years. Today we offer a variety of document management and process automation Add-ons, which work together as one whole system. Choose the functions that are essential for your business. Mix and match the different Add-ons and enhancements from our system to fully optimise the processes in your company.



INTEGRATED FULLY INTO SAP BUSINESS ONE PROCESSES

cks.DIGITAL 4.0 and cks.RUN work in sync with the configured processes in SAP Business One.

Lay the foundations for efficient document management

A database-supported document management system is essential for the digital transformation of document-based business processes. Collecting and capturing all documents, e-mails, business correspondence, files etc. in a central place and in an electronic format enables processes to be simplified and streamlined as all relevant personnel share access to the stored information.



Save time with robotic process automation

Robotic process automation takes over manual processes which are time-consuming and error-prone. By using software robots to execute these process steps, costs that are caused by human error are reduced. At the same time, personnel can be relieved from tedious tasks and freed to concentrate on value-adding activities.



Automate entire process chains with intelligent document processing

Intelligent Document Processing (IDP) is the clever combination of modern software applications from document management systems (DMS), robotic process automation (RDP) and artificial intelligence (AI). The interaction of these different solutions can automate and accelerate whole process chains right up to document processing in its entirety.



Overview

Electronic Document Management

Capture, provide, process and archive documents digitally

Robotic Process Automation

Automate repeat processes and perform them error-free

Intelligent Document Processing

Process external documents automatically from receipt through to inspection and posting

Automatic Document Capture
for SAP Business One



cks.ADC

Digital Archiving for SAP
Business One



cks.DMS

Inbox Management for cks.DIGITAL 4.0

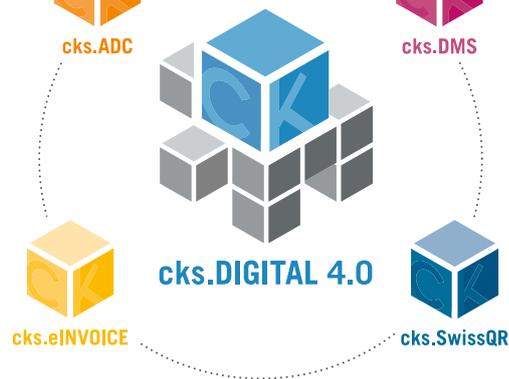


cks.AI

Interface to cks.DIGITAL 4.0



cks.API



cks.DIGITAL 4.0

Electronic Invoices for
SAP Business One



cks.eINVOICE

QR-bills for SAP
Business One



cks.SwissQR

MS Outlook Add-in for cks.DIGITAL 4.0

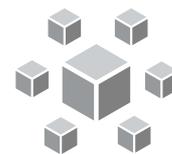


cks.OUTLOOK



cks.WEB

Remote Access to
cks.DIGITAL 4.0



cks.RUN

Elec. Document Management

Robotic Process Automation

Intelligent Document Processing



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Electronic Document Management

Digitalising and automating document-based processes

Capture, provide, process and archive documents digitally

A database supported document management system is essential for the digital transformation of document-based business processes. Collecting and capturing all documents, e-mails, business correspondence, files etc. in a central place and in an electronic format enables processes to be simplified and streamlined as all relevant personnel share access to the stored information. Further process steps can be automated, such as the capture of external documents, all whilst conforming to legal requirements. Additional features include using authorisations to restrict access to the contents of certain documents, and the permanent archiving of all documents in an unalterable state.

Find documents in seconds from any workstation in your business

A major advantage over storing files in simple folder structures on file servers is keyword indexing. This involves the contents of each and every document being saved as searchable text. Much like a search engine, search terms can then be used to find documents in a matter of seconds.

Automate capture of external documents such as A/P invoices and delivery notes

Software applications can pick out and process information from many digital documents such as A/P invoices, delivery notes, customer orders and payment advice notices. At the same time, fully filled out draft documents are created in the ERP system and are checked for discrepancies by a comparison with base documents.

Archive all documents and e-mails permanently and in a legally compliant state

The rules and deadlines for tax-relevant documents also apply to those that are archived electronically. Access rights mean that only authorised personnel and user groups have access to archived contents and a new revision is created as soon as a change is made to a document.

Electronic Document Management

1

COLLECT

- Import Digital Document Receipts and Files via File Explorer
- Scan and Save Files into a Specific UNC Folder for Automatic Import
- Forward E-mails and Attachments Directly From Outlook
- Upload Documents via Internet



2

PROVIDE

- Make Documents Accessible Throughout the Organisation directly via SAP Business One
- Always in Accordance with SAP Authorisations
- Use Full Text Search to Find Documents with Keywords
- Attach Documents to Drafts, Business Transactions, Business Partners, Batch Numbers and Serial Numbers



3

PROCESS

- Capture A/P Invoices, Delivery Notes, Customer Orders and Payment Advices Automatically
- Generate and Process Electronic Invoices, Credit Notes, Advance and Down Payment Invoices
- Transfer Documents Directly to the SAP Approval Procedure
- Forward Documents Directly to the Inboxes of Appropriate Personnel



4

ARCHIVE

- Archive Incoming and Outgoing Documents, E-mails and Files in an Audit-Proof Way
- Create a New Version with every Change made to the Archived Document
- Use the SAP Business One Database, a Separate Database, or a Separate Database on Another Server for Archiving





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Robotic Process Automation

Automation with software robotics

Automate repeat processes and perform them error-free

Robotic process automation takes over manual processes which are time-consuming and error-prone. By using software robots to execute these process steps, costs that are caused by human error are reduced. At the same time, personnel can be relieved from tedious tasks and freed to concentrate on value-adding activities. Another advantage of robotic process automation is the reduction in document processing time and an improvement in your response times. In some cases, it may also make sense to shift time or resource intensive processes to unused periods outside normal business hours.

Reduce your costs for repeated process steps

In many cases, subprocesses can be performed more quickly by software robots. The time saved and the corresponding efficiency gains have an immediate impact on the process cost ratio. The more steps of the process chain that can be automated, the lower the costs for the overall process.

Gain more time for value-adding activities

Let software robots relieve your employees from time-consuming process steps. Employees can use the time saved for other more productive, revenue generating activities.

Reduce the risk of errors caused by slips in concentration

Mistakes happen and they are not usually too serious or expensive. As humans, we tend to make them – perhaps because of a lapse in concentration, tiredness or stress caused by personal circumstances. Software doesn't suffer from these symptoms and is therefore better suited to these routine processes and tasks.

Robotic Process Automation

1

REDUCE COSTS

- Automate Repetitive Process Steps
- Extend Available Productive Hours to 24/7
- Optimise Server Utilisation by Relocating Performance-Intensive Processes



2

MINIMISE RISKS

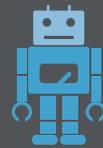
- Avoid Mistakes Caused by Human Error
- Increase the Precision of Task Performance



3

RELIEVE EMPLOYEES

- Employees Can Focus on Value-Adding Tasks
- Higher Productivity Due to the Elimination of Routine Tasks



4

INCREASE PROCESS SPEED

- Tasks are Taken Over and Executed Immediately
- Faster Execution of the Actual Tasks
- Process Steps Can be Carried Out 24/7





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Intelligent Document Processing

Automation of the entire document processing chain

Process external documents automatically from receipt through to inspection and posting

Intelligent Document Processing (IDP) is the clever combination of modern software applications from document management systems (DMS), robotic process automation (RPA) and artificial intelligence (AI). The interaction of these different solutions can automate and accelerate whole process chains right up to document processing in its entirety. In just a few minutes after being received, new external documents are transformed into fully filled out SAP drafts which are available to employees in Accounting for them to check and post or forward on in accordance with approval procedures. Solutions that are integrated into SAP Business One such as cks.DIGITAL 4.0 and cks.RUN can do this and more.

Minimise the risk of a bottleneck in document processing

Your business receives a constant stream of new invoices, delivery notes, forms, e-mails etc. Most of these involve business partners who want quick responses to their concerns. Intelligent document processing improves average processing times and enables 24/7 processing of incoming documents.

On-premise processing of your mail and confidential information

Many providers of intelligent document processing use cloud-based solutions. Confidential information such as purchase prices and customer addresses is therefore extracted, re-structured and then re-imported into your business. An integrated solution processes this sensitive data on your own servers and within your network.

For best results, connect additional information from SAP Business One

Cloud solutions for intelligent document processing are connected to the front of the ERP system and use interfaces to return results at the end of the process. A solution that is integrated into SAP Business One can fall back on additional data such as article and business partner master data and base documents. This additional information allows you to exploit the full potential of intelligent document processing.

Intelligent Document Processing

1

DOCUMENT RECEIPT

- In Electronic or Paper Format
- E-Mail, UNC-Folder, Scanner, Mobile,...



2

IMAGE PROCESSING

- Text Recognition (OCR)



3

CLASSIFICATION

- Intelligent Classification of Document Types
- Distribution to Personalised Inboxes



4

INFORMATION EXTRACTION

- Generation of Fully Filled Out SAP Drafts
- Linking and Matching to Multiple SAP Base Documents



5

VALIDATION

- Deviations Highlighted
- Ready for Human Review



6

APPROVAL

- Transfer to the SAP Approval Procedure
- Release via Web Browser



7

AUDIT-PROOF ARCHIVING

- Linked to SAP Business Transactions
- Available Throughout the Entire Organisation





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cks.DIGITAL 4.0

Document management system for SAP Business One

Access documents and files via the SAP Business One user interface, capture them automatically and archive them securely

cks.DIGITAL 4.0 is a DMS software solution that is fully integrated into SAP Business One with many useful features. With cks.DIGITAL 4.0, you can make documents and files available throughout the business in a matter of seconds; automate external documents such as invoices, delivery notes, customer orders and payment advice notes; exchange electronic invoices and credit notes with your business partners; and archive both incoming and outgoing documents and SAP attachments generated by SAP Business One in a secure, audit proof way. As a basis Add-on, cks.DIGITAL 4.0 is the central hub of the DMS software solution, which can be individually equipped and adapted with the functions that you require.

Generate fully filled out draft documents with the click of a button

Entering external documents such as A/P invoices, delivery notes, customer orders and payment advice notes by hand is time-consuming and error prone. With cks.ADC, you can process documents such as these with the click of a mouse button. In just a matter of seconds, fully filled out SAP drafts are made available to colleagues in Accounts.



Archive all documents and files electronically and securely for auditing

With cks.DMS, employees can find archived files quickly and, if they have authorisation, can access them in SAP Business One from anywhere. Documents can be forwarded for further processing either via personal inboxes or according to your approval procedure. Any changes to a document are saved automatically as a new revision.



Exchange electronic invoices with your business partners

Authorities, public institutions and many big businesses specify a specific format when it comes to electronic invoices and credit notes. A simple PDF file is usually no longer enough. With cks.eINVOICE, you can generate and process electronic invoices, delivery notes, A/R reserve invoices and prepayment invoices in many different structured formats.



Process QR-bills without any special hardware

QR-bills, the standard for invoices in Switzerland, are designed to further digitalise and accelerate payments. With cks.eINVOICE, you can process QR-bills easily: import them into your DMS software solution cks.DIGITAL 4.0 and a fully filled out SAP draft is generated almost immediately.



cks.DIGITAL 4.0 Add-ons



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.



cks.DMS – Digital Archiving for SAP Business One

Archive documents, e-mails and files digitally and in an audit-proof way
lorem ipsum



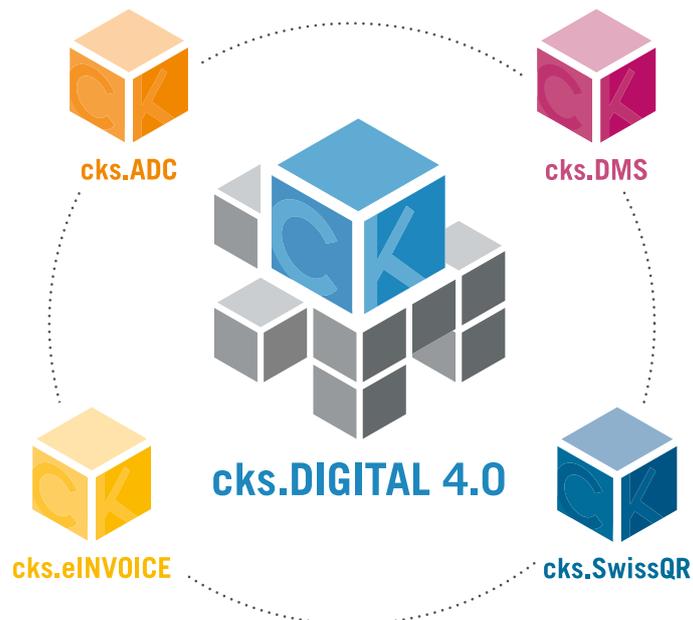
cks.eINVOICE – Electronic Invoices for SAP Business One

Creation and processing of structured electronic invoices, credit notes, prepayment invoices and down-payment invoices



cks.SwissQR – QR-bills for SAP Business One

Read and process QR codes in the invoice payment part straight from SAP Business One without additional hardware



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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.

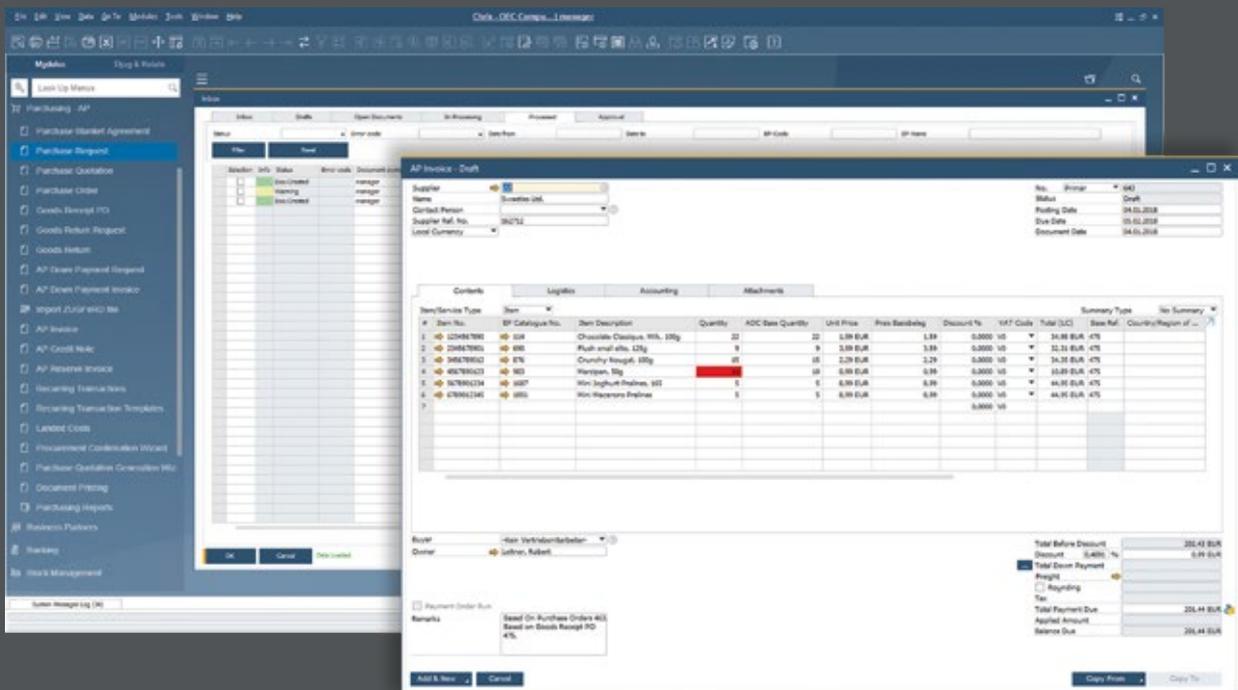
See discrepancies between base documents and master data straight away in the SAP document

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.



✓ included in the license
 ✓ bookable
 ✗ not included in the license



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cks.DMS



Digital Archiving for SAP Business One

Archive documents, e-mails and files digitally and in an audit-proof way

Digital archives (also called electronic archives) are more than just a low-cost alternative to the manual filing of documents required for tax and commercial law. They store information and make it easily accessible – both now and far into the future. With cks.DMS, you can manage and archive your documents easily from within the SAP Business One user interface and access archived information without switching between applications.

Archive your documents quickly and in an audit-proof electronic format

When archiving documents that are required for tax and commercial law, certain rules apply; most significantly, documents must be unalterable. When any change is made to an archived document, cks.DMS creates a new revision, which it archives alongside the 'original'. Every change is therefore traceable, step-by-step. NOTE: outgoing documents generated with SAP Business One are also saved to the archive automatically and in an audit-proof way.

Make information from documents and files available throughout the business

Documents are not always sent to the same part of the business where they are eventually processed. From start to finish, they often go via several different workstations. The information from digitally archived documents is available to practically every employee – if their SAP Business One access authorization allows – and can be processed independently by each employee from their location.

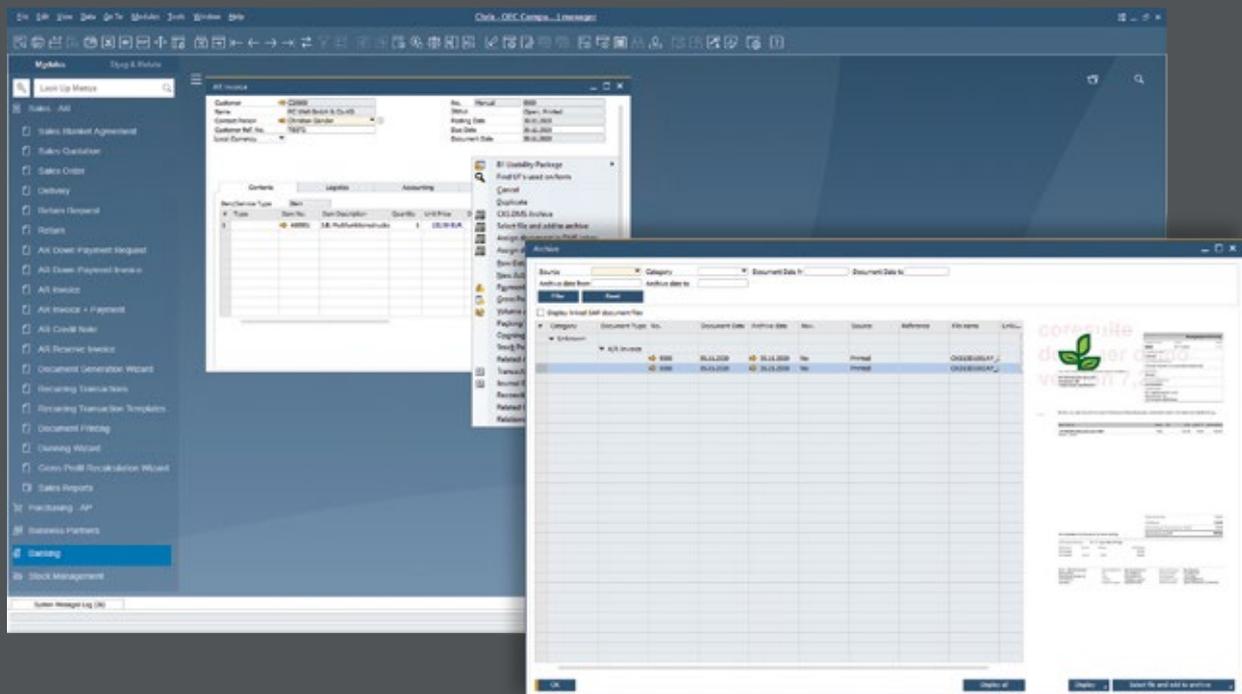
Find documents and information from any workstation in a matter of seconds

With cks.DMS, documents, e-mails and files can be archived behind business transactions and business partners. With a simple right-click, you can see all documents that are associated with the current data record – for business transactions and also the archived documents of each respective base document. You can also find and display information via a full-text search, which can be fine-tuned using wildcards and AND/OR operators.

Watch video!



Function	limited	professional	Description
Full text search	✓	✓	Search documents for specific search terms and text fragments.
SAP Business transactions	✓	✓	Link documents directly with the SAP business transactions.
Draft documents	✓	✓	Link documents with draft documents e.g. during the approval process.
Automated assignment	✓	✓	QR codes allow recurring documents such as order confirmations to be assigned automatically to the posted SAP documents.
GoBD compliant	✓	✓	Audit-proof archiving for your documents and e-mails.
Audit-proof archiving of outbound documents	✓	✓	Outbound documents in SAP Business One are not usually archived in an audit-proof way. cks.DMS generates an unchanged document automatically and saves it in the archive.
Batch numbers and serial numbers	✓	✓	Link documents with batch numbers and serial numbers.
E-mail archiving	✓	✓	Export e-mails from your e-mail client and import them into the archive for revision-proof storage.
Global archiving folders	✗	✓	Create different global folders and use them to archive documents that cannot or should not be assigned to an SAP object.
Personal inbox	✗	✓	Move documents within the SAP structure to the relevant personal inboxes of employees for further processing.
Integration of newly developed functions	✗	✓	Receive newly developed functions that are added to cks.DMS free of charge and with the next update.
Audit-proof archiving of SAP attachments	✗	✓	Audit-proof archiving of attachments that have been added to an SAP document. Do this manually or automatically with cks.RUN.
ZUGFeRD 1.0 & 2.0	✗	✓	Send and receive ZUGFeRD invoices up to format 2.0 and process them automatically.
API-interface	✗	✓	Connect other applications to your electronic archive.
Outlook Add-in	✗	✓	Move e-mails from Outlook directly into the archive.
Custom developments	✗	✓	Adjust cks.DMS to your individual requirements.





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cks.eINVOICE



Structured electronic invoices for SAP Business One

Creation and processing of structured electronic invoices, credit notes, prepayment invoices and down-payment invoices

The exchange of electronic invoices in the form of PDF files is now the rule rather than the exception. Structured electronic invoices, which contain entirely or partially structured data in XML format, are becoming even more popular. Through their use, automatic processing of documents is simplified and accelerated. Both the invoice issuer and recipient also benefit from the associated cost savings.

Meet the requirements of invoice recipients such as public authorities

In the European Union, it is mandatory to submit invoices as e-invoices if they reach an amount above €1000 and are addressed to public institutions and authorities. For many years, many large companies have accepted only structured electronic invoices from their suppliers. With cks.eINVOICE, you can meet all format requirements and use a specific e-invoice format for each business partner. You can also continue creating your invoices via SAP Business One and receive an additional structured e-invoice automatically.

Lighten the workload in accounts by receiving and processing structured electronic invoices

Manual entry of A/P invoices, credit notes etc. is very time consuming. With cks.eINVOICE you can receive and automatically process structured external documents. At the touch of a button, the accounts department receive fully filled out SAP documents for checking and posting. This saves time, which can be used for more value-adding activities.

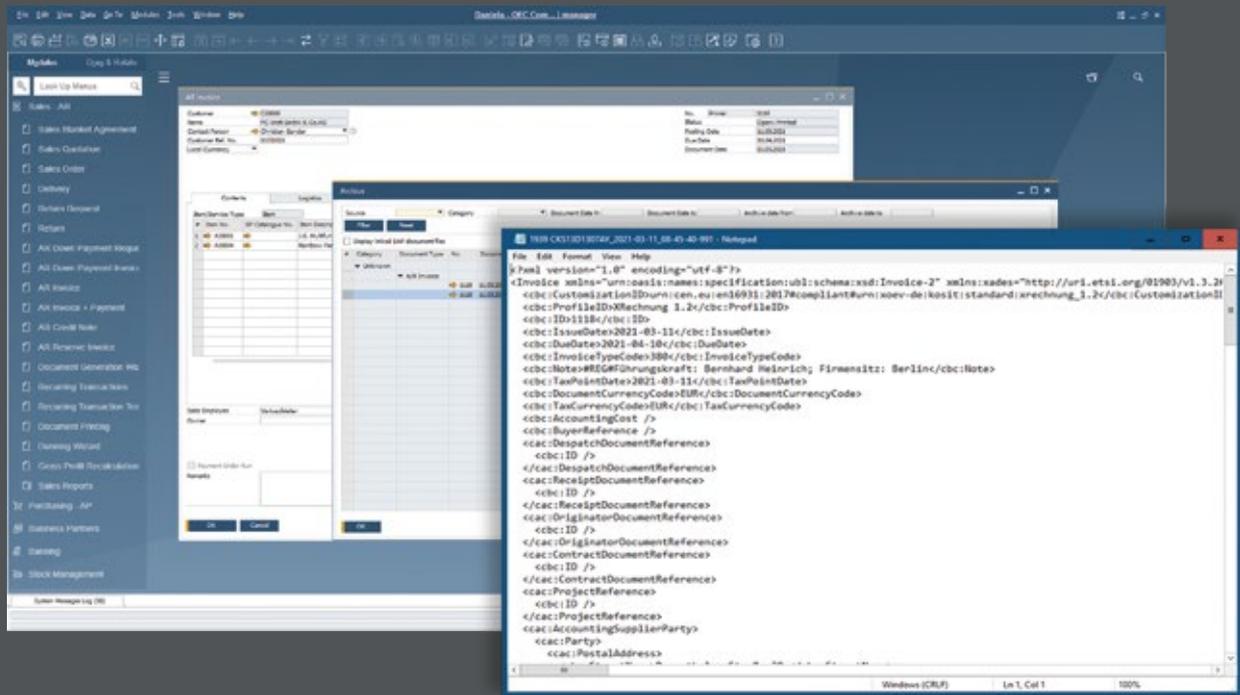
Archive structured electronic invoices in an audit-proof way

Just like traditional paper invoices or PDF files, e-invoices must be archived in a legally compliant way. With cks.eINVOICE, both the processed A/P invoices and the generated A/R invoices are archived behind the SAP document in a revision-proof way and can be accessed at any time via the SAP Business One user interface.

Watch video!



Function	cks.eINVOICE	Description
Generation of electronic invoices	✓	Generate and send electronic invoices in various standard formats to your business partners.
Processing of electronic invoices	✓	Receive and process electronic invoices in various standard formats that you receive from your business partners.
Generation of electronic credit notes	✓	Generate and send electronic credit notes in various standard formats to your business partners.
Processing of electronic credit notes	✓	Receive and process electronic credits in various standard formats that you receive from your business partners.
Generation of A/R reserve invoices	✓	Generate and send electronic A/R reserve invoices in various standard formats to your business partners.
Processing of down-payment reservation invoices	✓	Receive and process electronic down-payment reservation invoices in various standard formats that you receive from your business partners.
Select format for each business partner	✓	Specify for each business partner the format that you would like for the transfer of invoices and credit notes.
Outlook Add-in	✓	Process electronic invoices directly from your Outlook inbox.
Individual standard format adjustments	✓	Adapt your standard formats to the individual definition of the recipient and transfer any additional necessary information.
Standard Formats:		
- ZUGFeRD 1.0 onwards	✓	
- ZUGFeRD 2.0 onwards	✓	
- ZUGFeRD 2.1.1 Factur-X onwards	✓	
- ZUGFeRD 2.1.1 XRechnung 1.2.2 onwards	✓	
- XRechnung 1.2.2 onwards	✓	
- XRechnung 2.0 onwards	✓	





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cks.SwissQR



QR-invoices for SAP Business One

Read and process QR codes in the invoice payment part straight from SAP Business One without additional hardware

QR invoices can be processed faster and more easily. The payment information contained in the payment part of the invoice is expressed as a QR code. Therefore, it can be read by a machine. With cks.SwissQR, you can process and transfer these QR codes straight into SAP Business One without needing any additional hardware such as hand scanners or smartphones.

Transfer the QR code payment information automatically when creating a new invoice document

Unlike many other solutions, cks.SwissQR creates a new invoice document in SAP Business One straight away. Both business partner information as well as the information that is contained in the QR code of the payment part are transferred directly. This avoids the need for cumbersome hand scanners or smartphone apps, which also delay transmission of the data. The process is therefore simplified and accelerated and the potential for incorrect assignments is reduced.

Automatically complete additional information from the business partner master data

The QR code in the payment part contains information about the currency, the amount to be paid, the invoice issuer and recipient, and of course the reference. cks.SwissQR also adds the payment terms that are stored in the business partner master data and calculates the due date.

Select the matching base document in the same work step and transfer its values straight away

If a base document exists, it is usually transformed into an invoice document with prefilled fields and article items. This time-saving feature is also available with cks.SwissQR. cks.SwissQR automatically searches for matching base documents and also transfers the data they contain. If several base documents are found, you can choose and assign the correct ones from a list.

Watch video!





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cks.RUN

Process automation for cks.DIGITAL 4.0

Send documents to Add-ons automatically and set processing in motion

cks.RUN is a robotic process automation, which can automate single subprocesses or even entire processes from within the document management system cks.DIGITAL 4.0 for SAP Business One. With cks.RUN, you can import newly received documents, e-mails, business correspondence, files etc. straight into the inbox of cks.DIGITAL 4.0. These documents are then immediately available in the SAP Business One user interface for further processing by employees. Newly received external documents can also be forwarded to other Add-ons and enhancements such as cks.ADC or cks.AI and further processing steps can be set in motion. cks.RUN also enables background actions such as audit-proof archiving of outbound documents and SAP attachments, or deferred archiving of older documents outside normal business hours in order to make better use of resources such as server capacity.

Sort your inbox automatically according to document type and recipient

Most businesses receive a variety of new letters, e-mails and PDF files every day. Every document needs to be processed and assigned. With cks.AI, you can automate this part of the process. Our artificial intelligence processes your entire inbox, recognises document types and assigns all documents to the correct colleagues.



Connect cks.DIGITAL 4.0 to other SAP Add-ons and external applications

cks.API allows you to exploit the functions of cks.DIGITAL 4.0 from other SAP Add-ons and external applications. For example, you can call up documents that have already been archived and save newly created documents in the digital archive. Therefore, you can simplify and accelerate many working processes.



Move e-mails and attachments directly from Outlook to cks.DIGITAL 4.0

cks.OUTLOOK allows you to move e-mails and attachments straight to your cks.DMS digital archive. There are three options available: you can move e-mails and attachments to your personal inbox, assign them directly to a business partner, or link them with a SAP document, all without having to leave the Microsoft Outlook UI. This accelerates this part of the process and also simplifies day-to-day work routines.



Access your archived documents from anywhere

Whether you're using the internet or an intranet, cks.WEB enables safe and secure access to your cks.DMS digital archive. You can find documents using the familiar full-text search function or you can use the business partner and SAP transaction to go straight to the linked documents, files and e-mails – all from within your Web browser.



cks.RUN Complements



cks.AI – Inbox Management for cks.DIGITAL 4.0

An intelligent inbox for the automatic classification and forwarding of business documents



cks.API – Interface to cks.DIGITAL 4.0

Enables the connection of third-party SAP Business One Add-ons and external applications to cks.DIGITAL 4.0



cks.OUTLOOK – MS Outlook Add-in for cks.DIGITAL 4.0

Move e-mails and attachments from Microsoft Outlook straight to cks.DIGITAL 4.0



cks.WEB – Remote access to cks.DIGITAL 4.0

Access archived documents via the internet, view SAP document data and release draft documents in the approval process

Inbox Management for cks.DIGITAL 4.0

Interface to cks.DIGITAL 4.0



cks.AI



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cks.RUN



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cks.WEB

Microsoft Outlook Add-in for cks.DIGITAL 4.0

Remote Access to
cks.DIGITAL 4.0

Robotic Process Automation



ck.solution

automates your document workflow

cks.AI



Inbox Management for cks.DIGITAL 4.0

An intelligent inbox for the automatic classification and forwarding of business documents

Every day your business receives invoices, delivery notes, letters and dozens of other documents that need to be processed. They also need to be forwarded without delay to the correct employees. The artificial intelligence of cks.AI enables you to automate this part of the process with ever increasing precision.

Automate the sorting and distribution of your incoming mail

With cks.AI you can now automate your inbox. Our artificial intelligence processes your incoming post, analyses the content, classifies each document according to document type and forwards to the relevant employee or next step in the process according to your specific business processes and requirements.

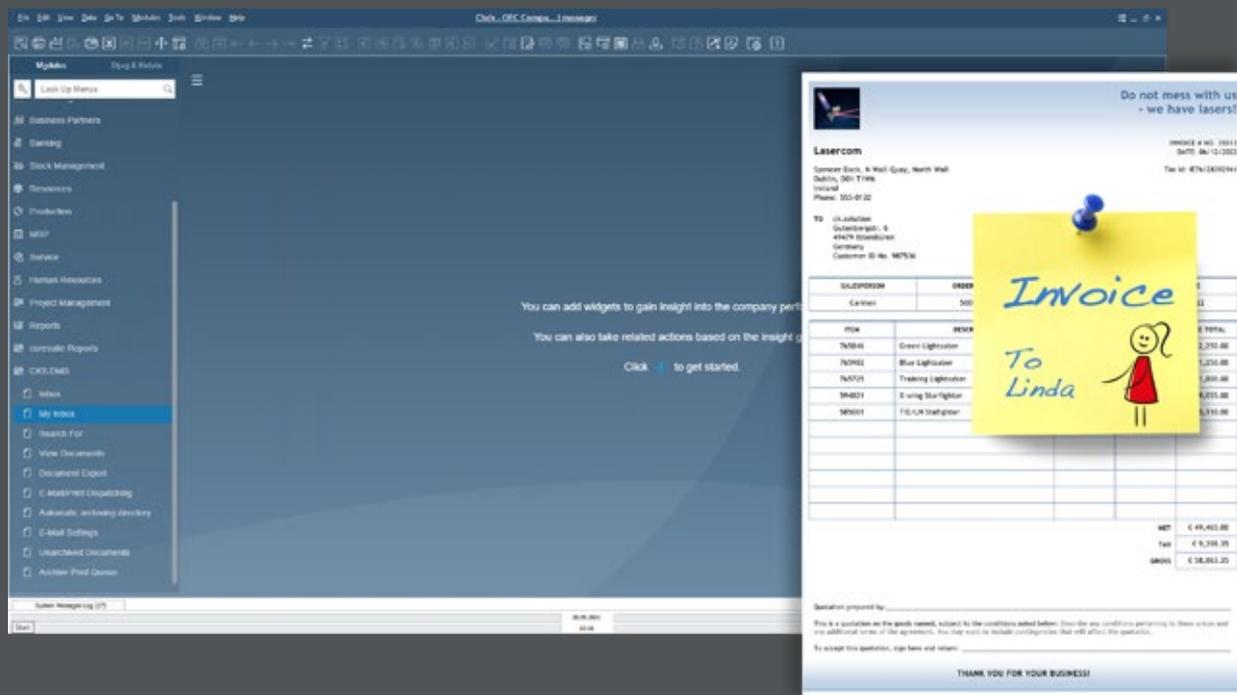
Improve business partner satisfaction with shorter processing times

Your customers and suppliers want their correspondence and requests to be dealt with quickly and for order confirmations to happen without delay. Automation enables you to reduce throughput times for your incoming mail; just a few minutes after landing in your inbox, documents are available to employees for further processing.

Reduce the error rate associated with manual sorting

A letter's correct recipient can usually be determined from the content. However, there often isn't the time to read a whole document and the relevant employee is sometimes not named. cks.AI uses not only the information in the document but also other parameters from SAP Business One to make the best possible decision about the recipient – and it never gets tired.

Function	cks.AI	Description
Classification of the Document Type	✓	An important step is determining the document type e.g. whether it is an invoice, delivery note, form, letter etc.
Assignment to the Correct Employee	✓	cks.AI uses the document content, data from SAP Business One and company-specific definitions to send the document to the personal inbox of the correct employee.
Identification of the Correct Business Partner	✓	If a business partner is identified, this is preselected in the employee's personal inbox.
Identification of the Correct SAP Document	✓	If a SAP document can be found, this is also preselected in the employee's personal inbox..
Automatic Background Learning	✓	If a correction is made e.g. a document is forwarded to a different employee or a different SAP document is selected, cks.AI learns from this and uses this information in future decisions.





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cks.API



Interface for cks.DIGITAL 4.0

Enables the connection of other SAP Business One Add-ons and external applications to cks.DIGITAL 4.0

SAP Business One is used in many different industries and is therefore often adapted to the special requirements of individual companies with additional Add-ons. With cks.API you can now integrate the archive and the additional functions of your cks.DIGITAL 4.0 electronic document management solution with your Add-ons as well as external software applications. This enables you to simplify and accelerate many day-to-day processes.

Accelerate and simplify business processes across different software systems

There are many electronically archived documents such as delivery notes, inspections logs and production documents that are needed by other SAP Business One Add-ons and external software applications. Alternatively, documents are created in these places. After that, they need to be archived securely in cks.DMS alongside SAP documents or business partners. With cks.API, you can create bespoke solutions and connections that are tailor-made for your requirements.

Automate the business processes between different software applications

With our RESTful API, you can avoid media discontinuity and achieve automation of document-based business processes across different software applications. When used in conjunction with our robot-supported process automation module cks.RUN, you can control the flow of documents and files precisely.

Give business partners access to selected documents

Make it possible for your customers and suppliers to download invoices and delivery notes or other documents such as quality protocols and accompanying documents directly from your website or online shop. Your business partners get the documents they need almost straight away, without your accounts department needing to do a thing.



Function	cks.API	Description
Connection of own Software Solutions and Apps	✓	Integrate the cks.DIGITAL 4.0 document management system into your own software solutions, your website, your online shop or mobile app.
Access to all Data in cks.DIGITAL 4.0	✓	Create, read and update data in cks.DIGITAL 4.0 incl. metadata
Access to Business Partner and SAP Document Data	✓	Access data in SAP Business One that is linked with the archived document such as business partner or SAP document.
SAP und cks.- Authorisations	✓	Use the authorisations in SAP Business One and cks.DIGITAL 4.0 to restrict access and editing rights.
Encrypted Transmission	✓	Data is exchanged between your document management system and your application via https-secured connections.
SAP Approval Procedures	✓	Incorporate the SAP approval procedure in your application.
Cross-Client Capability	✓	Connect several databases (clients) in SAP Business One with your application
Previews	✓	Display previews of the archived documents.

cks.API REST API

The cks WEB API to access functionality of cks.DIGITAL 4.0

Terms of service
CS 202406 - Update
Send email to cks solution

ApprovalProcesses

- GET /ApprovalProcesses
- PATCH /ApprovalProcesses

Archives

- PATCH /Archives/{id}
- POST /Archives
- POST /Archives/emails
- GET /Archives/{id}/docs
- GET /Archives/{id}/revisions
- POST /Archives/{id}/revisions
- GET /Archives/{id}/attachments
- GET /Archives/{id}/revisions/{id}

Auth

- POST /Auth/Login: Updates the exchange accessToken provided by the caller then checks if the accessToken is registered with a user. If it is registered with a user, that user is logged in and the job to authenticate the user is returned. If the accessToken is valid and not registered, the user name and password are required. Otherwise the login attempt is invalid and unauthorized is returned. If the user name and password are provided the login is attempted with the credentials and if the login succeeded the exchange accessToken is registered with the user. Otherwise the log in is invalid.
- POST /Auth/Login/company: Adds a login to the current session
- POST /Auth/refresh

BusinessPartners

- GET /BusinessPartners
- GET /BusinessPartners/{email}
- GET /BusinessPartners/{code}/documents
- GET /BusinessPartners/{code}/documents/{type}

Modal window content (JSON):

```
{
  "type": "string",
  "title": "string",
  "status": "string",
  "author": "string",
  "authorId": "string",
  "addTime": "string",
  "addTimeFrom": "string",
  "addTimeTo": "string",
  "addTimeFrom": "string",
  "addTimeTo": "string"
}
```

✓ included in the license

✓ bookable

✗ not included in the license



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cks.OUTLOOK



Microsoft Outlook Add-in for cks.DIGITAL 4.0

Move e-mails and attachments from Microsoft Outlook into cks.DIGITAL 4.0, assign business partners and SAP documents, and then archive them securely.

In many businesses, Microsoft Outlook is essential for internal and external communications. E-mail is used for enquiries, agreements, exchanging documents and orders. Sometimes this involves data and information that needs to be processed in a different place or archived securely and compliantly. With cks.OUTLOOK, you can simplify and accelerate this stage of the process by avoiding any discontinuity in media.

Move e-mails and attachments to your document management system without switching away from the Microsoft Outlook user interface

Invoices, delivery notes, customer orders etc. are often exchanged in electronic form as PDF files. cks.OUTLOOK is a useful Add-in which allows you to move e-mails and attachments straight from Microsoft Outlook to cks.DIGITAL 4.0 without having to switch back and forth between applications.

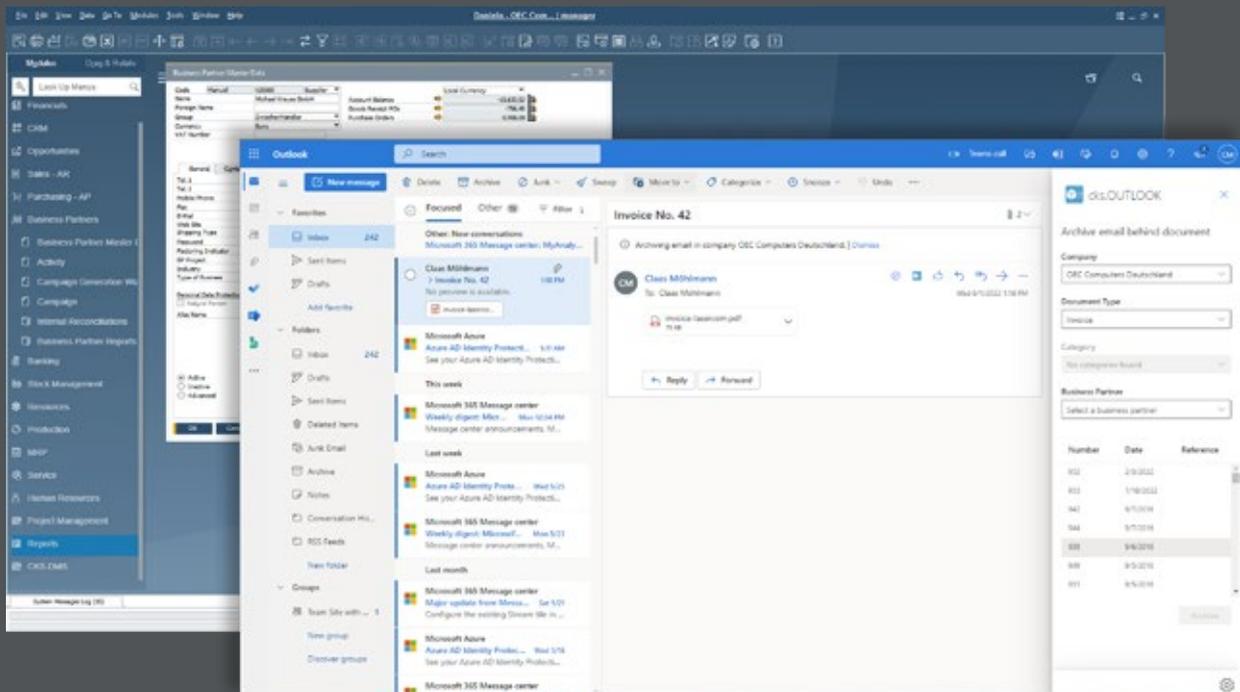
Assign e-mails and attachments to a business partner or SAP document in SAP Business One

E-mails can contain important information that you would like to link with a business partner or SAP document in SAP Business One. This information is archived securely and is available to other employees as long as they have the relevant authorization. In order to simplify the assignment, cks.OUTLOOK uses e-mail addresses to suggest business partners.

View e-mails that have already been archived in Microsoft Outlook

cks.OUTLOOK gives you a clear overview. A colour-coded classification of the e-mails tells you which ones have already been archived. You can also see with which business partner or SAP document an email has been linked within SAP Business One. This function is particularly useful for generic e-mail addresses which are shared by several users and it prevents the duplication of work steps.

Function	cks.OUTLOOK	Description
Move E-mails and Attachments to the Personal Inbox	✓	Move e-mails and attachments straight from Microsoft Outlook to your personal inbox in cks.DIGITAL 4.0
Archive Behind Business Partners	✓	Assign e-mails and attachments to a business partner straight away. Suggestions are made using e-mail addresses.
Archive Behind SAP Documents	✓	Archive e-mails and attachments directly behind a SAP document.
Colour-Coding of Archived E-mails	✓	In the Microsoft Outlook user interface, see which e-mails have already been archived and which data records they have been assigned to in SAP Business One.
SAP and cks.- Authorizations	✓	Use the SAP Business One and cks.DIGITAL 4.0 authorizations to restrict who can access and edit documents
Works with 'Web Outlook'	✓	The Microsoft Outlook cks.OUTLOOK Add-in can be installed on 'Web Outlook' as well as a local e-mail client.
Access Archived Documents Whilst on the Move	✓	Click an archived e-mail in Microsoft Office and access it directly via cks.WEB.





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cks.WEB



Remote access to cks.DIGITAL 4.0

Access archived documents via the internet, view SAP document data and release draft documents in the approval process

Provision of documents and information is one of the basic features of a document management system. Ideally, access to data should be possible throughout the business and shouldn't be dependent on location. cks.WEB is the optimal enhancement to your DMS as it provides secure access to cks.DIGITAL 4.0 and makes it possible to work with documents and information via the internet and a web browser. Access to documents is restricted according to the authorizations in SAP Business One.

Provide employees access to the digital archive even if they do not use SAP Business One

The document management system cks.DIGITAL 4.0 is most often used by employees who work with SAP Business One. However, it is common for employees who don't have access to the ERP system to require access to certain documents and data – for example, employees in manufacturing who need the access to production drawings. With cks.WEB, these employees can view, download and upload new versions of documents via a web browser in accordance with their user authorizations.

Give your tax advisor access to certain document types in SAP Business One

Every month it's the same routine: a bundle of documents must be sent to your tax advisor. And in the meantime, they request further documents that also need to be dug out. By giving them access to your SAP documents, your tax advisor can find all the necessary documents by themselves – and exactly when they need them. This of course lightens the workload in your accounts department and frees up time for more value-adding activities.

Use a web browser to release draft documents in the SAP approval procedures

You can release A/P invoices, POs, quotations etc. for posting without accessing SAP Business One directly. Connect to cks.WEB easily with your notebook, tablet or smartphone and view all SAP documents that are awaiting approval as well as the documents that are archived behind them. You can add comments to these documents, release them straight away or return them for revision.

Watch video!



Function	cks.WEB	Description
Archive access via the internet/intranet	✓	Access your entire archive via a normal web browser.
Restricted access for business partners	✓	Allow business partners to view relevant archived documents, invoices, delivery notes etc.
Identical access authorizations SAP -> cks.WEB	✓	Named users for cks.WEB automatically receive the access authorizations that have already been defined in SAP.
Release documents during approval procedures	✓	Release documents within the SAP approval process whilst on the move.
Document uploads	✓	Upload documents to the archive whilst on the move.
Additional entry of metadata	✓	Enter additional information for documents in a free text field or by selection.
Integration of an SSL certificate	✓	Secure internet access to your archive via an SSL certificate.

The screenshot displays the cks.WEB web interface. On the left, a table titled 'Nur ausstehende anzeigen' lists documents with columns for 'Ersteller', 'Bemerkung', 'Datum', 'Geschäftspartner', 'Referenznummer', 'Antwort', and 'Edit'. The main area shows an invoice for 'C.K. Solution' with a table of items including 'Duty', 'Import VAT', and 'Handling Costs'. At the bottom, an 'Approval Decision' dialog box is open, allowing users to approve or reject a document.

What can be done with invoices, delivery notes etc. once they've been archived with cks.DIGITAL 4.0?

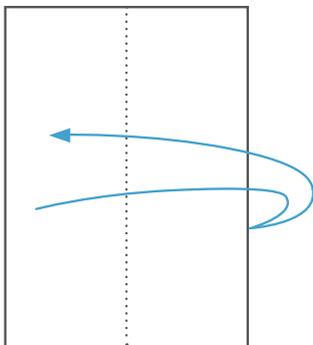
Your inbound documents have been archived with cks.DIGITAL 4.0 – and now what?

Use them to make pretty paper aeroplanes!

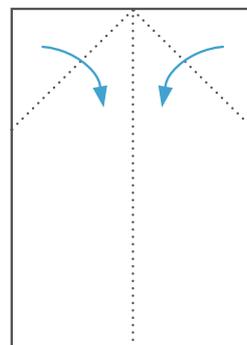
- Make some paper planes for a brief distraction: folding paper has a calming effect and allows you to recharge your batteries.
- Use them as an alternative method of office communication: write short messages for your colleagues and send them via 'air mail'
- Organise a competition: which plane can fly the furthest or stay in the air the longest?
- Or set yourself a challenge: look for a target (wastepaper basket, shelf etc.) and see how many times in a row you can hit it.
- Just have fun: use the planes for whatever comes to mind.

WARNING: Before you attempt to make paper planes out of business documents, please seek the permission of your manager, your data protection officer and your finance department. Please consider the environment before choosing different types of paper.

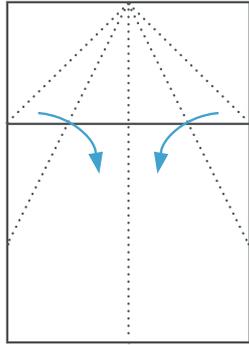
1



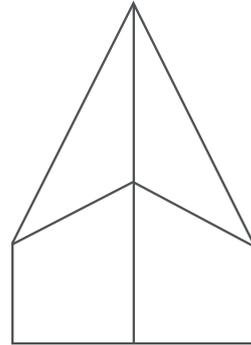
2



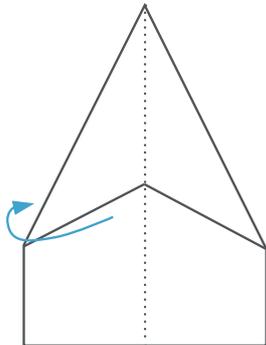
3



4



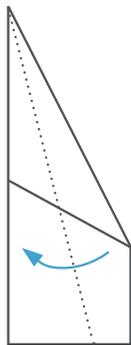
5



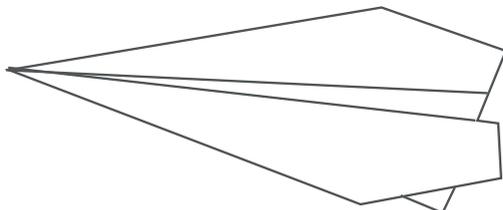
6



7



8





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