



ck.solution

automates your document workflow

## cks.DMS



# Revision-proof archiving from directly within SAP Business One

Keep all fiscally relevant documents and e-mails in electronic form and in compliance with VOI standards. Your SAP outbound documents are also archived automatically and are unchangeable. And you can find each document in a matter of seconds using the full text search or the linked SAP documents.

### Archive documents

Documents can be imported into the archive in different ways. Paper documents can be added directly with a scanner, electronic files can be saved to a specific Windows directory, and you can access documents via the usual "Open file" command.

### Retrieve documents

Documents are saved and archived in their own database. You can link documents to relevant business transactions or creditors/debtors and then retrieve them via a direct link. You can also use the full text search to search for specific terms.

### Reproduce documents

Revisions and new versions are made automatically as soon as a change is made to a document. This means that documents can be reproduced from any point in time – from the unchanged original right up to the moment of the last change.

### Archiving revisions for draft documents

Documents that are needed during the specific workflow of your business before posting can be accessed by employees from their personal inboxes. For example, a scanned invoice can be linked with the SAP document and sent for approval. Without anyone needing to see the original paper document, it can then be viewed and approved for posting or a note can be added to it. In this scenario, a new revision would also be archived automatically.

*Watch video!*



Function	limited	professional	
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	✓	✓	Revision-proof archiving for your documents and e-mails.
Revision-proof archiving of outbound documents	✓	✓	Outbound documents in SAP Business One are not usually archived in a revision-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.
Outlook Add-in	✗	✓	Move e-mails from Outlook directly into the archive.
Global archives	✗	✓	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.
Revision-proof archiving of SAP attachments	✗	✓	Revision-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.
COM interface	✗	✓	Use the archive in connection with other SAP add-ons.
Custom developments	✗	✓	Adjust cks.DMS to your individual requirements.

