



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.

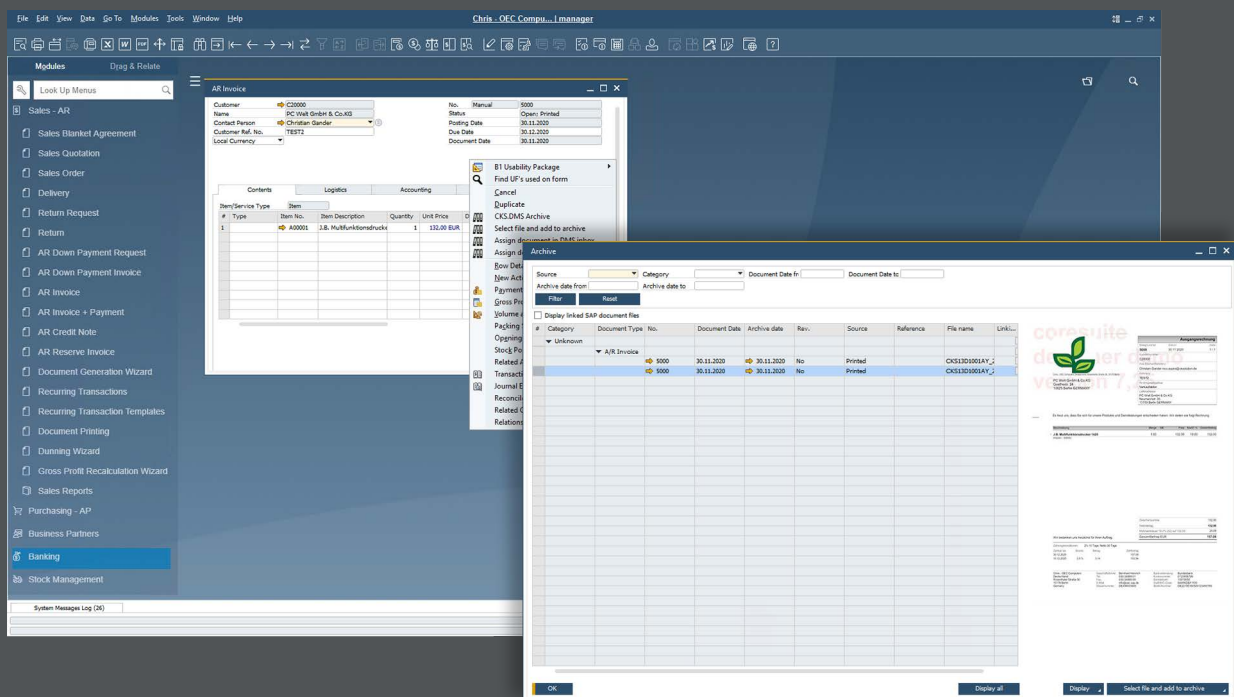
Archiving revisions for draft documents

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.
Global archiving folder	✗	✓	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.
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.DIGITAL 4.0

Documenten Management for SAP Business One

Fast access to documents, receipts and files - regardless of location, across departments, audit compliant and automated.

The digitization and automation of business processes is an important step towards the profitability of companies. The reduction of manual steps speeds up processes and lowers costs at the same time. With cks.DIGITAL 4.0, you now have a platform for SAP Business One with which you can digitize, shorten, optimize and link all document-based workflows with one another.

Work in the SAP Business One interface

cks.DIGITAL 4.0 is integrated fully into SAP Business One. All employees can use the interface of SAP Business One, which means no more switching back and forth between applications.



Fully digitalised mapping of workflows

The SAP Business One Basis Add-on cks.DIGITAL 4.0 brings together all document-based business processes in one central solution. The individual modules can be linked together and any process, including archiving, can be carried out from start to finish.



Automation of processes

Many processes can be automated and performed in the background, especially when processing and transferring documents. Process control is also possible, for example when transferring documents between the individual modules.



Modular and individual

Thanks to its module and flexible structure, cks.DIGITAL 4.0 can be adjusted to any company structure. You require only the modules that are necessary for your processes. And when new challenges arise, you can integrate the relevant modules effortlessly into the existing environment.



cks.DIGITAL 4.0

MODULES



cks.ADC

Read external documents such as invoices and delivery notes that exist in paper or PDF format and create SAP documents automatically.



cks.DMS

Revision-proof archiving of digital documents. Link documents to SAP transactions and business partners and make them available in the SAP Business One environment.



cks.eINVOICE

Send and receive electronic invoices such as XRechnung and ZUGFeRD.



cks.WEB

Get Remote access to the archive, upload and download documents and release documents from within the approval procedure.



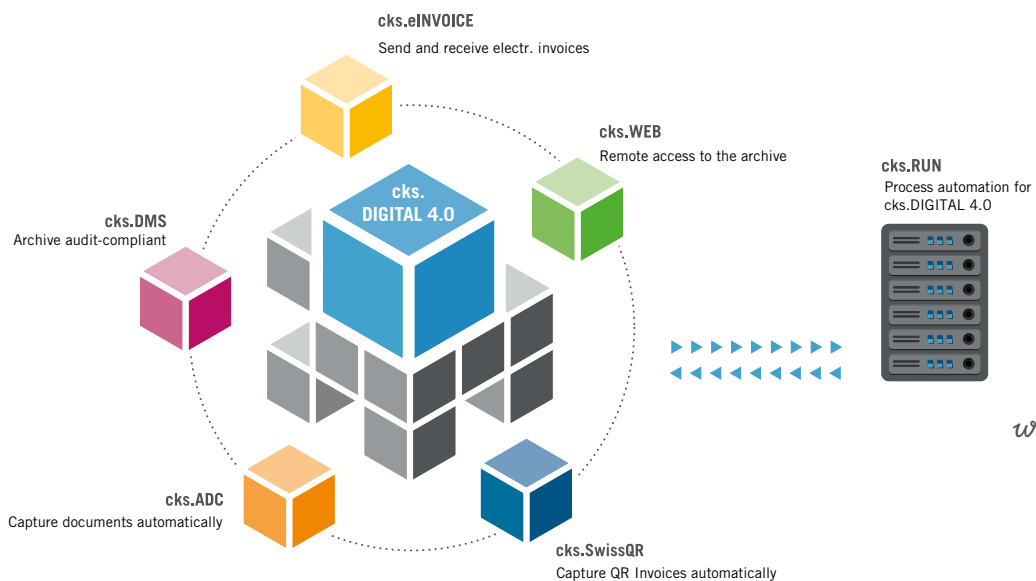
cks.SwissQR

Read QR invoices and create SAP documents from them automatically.



cks.RUN

Process automation for cks.DIGITAL 4.0



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

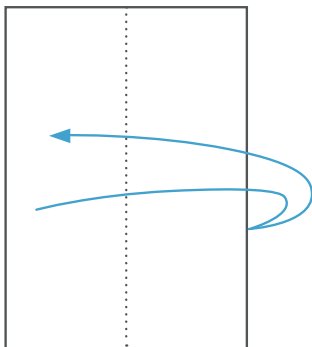
Your inbound documents have been archived with cks.DIGITAL 4.0 – and now what?

Use them to make pretty paper aeroplanes!

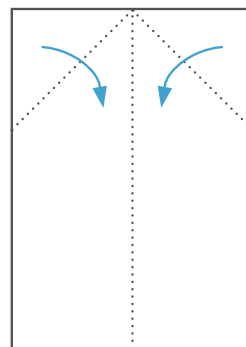
- Make some paper planes for a brief distraction: folding paper has a calming effect and allows you to recharge your batteries.
- Use them as an alternative method of office communication: write short messages for your colleagues and send them via 'air mail'
- Organise a competition: which plane can 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.

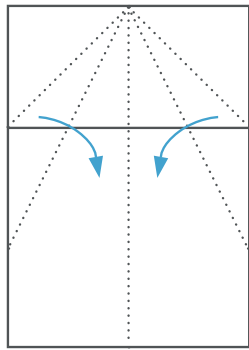
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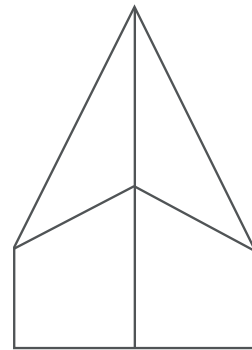
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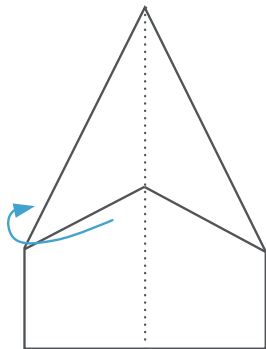
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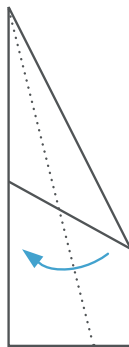
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