



ck.solution

automates your document workflow

## cks.RUN



### Process automation for cks.DIGITAL 4.0

As most documents in a company always follow set paths, it is possible to achieve a high level of automation. Especially in digital Document Management, many processes can be accelerated by automation, which in turn improves your response times. You can simultaneously reduce the manual workload of your employees, who gain more time for other tasks. A further advantage of process automation is the ability to schedule time and/or resource-intensive processes for quieter periods outside normal business hours.

#### Accelerate processes

Automation accelerates processes and improves response times in your business. This in turn is a great benefit for both business partners and customers.

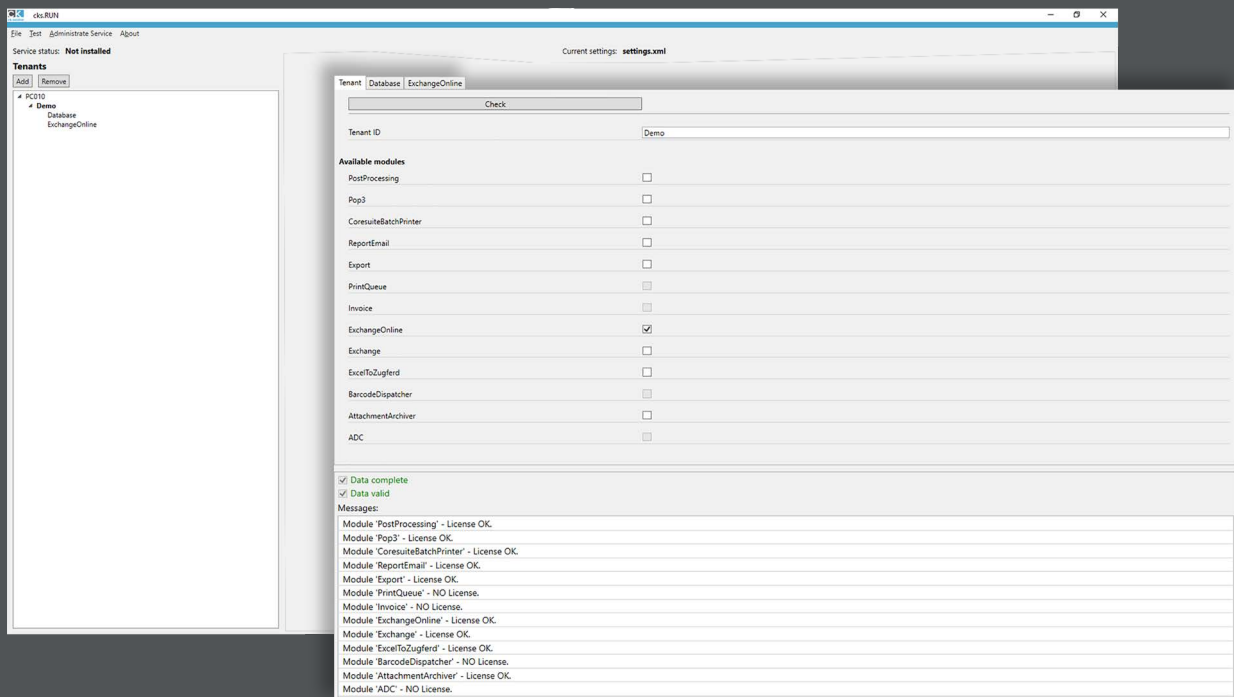
#### Reduce manual workloads

Any task that can be done by cks.RUN no longer needs to be done by employees. The resources that are freed up can then be used for other tasks.

#### Optimize the server load

Automated processes can occur outside normal business hours. This allows you to use make better use of existing resources, such as the server load, by scheduling processes for quiet times.

Function	cks.RUN	
Process automation for cks.DIGITAL 4.0	✔	Speeds up your Document Management processes and lightens the manual workload of your employees.
More efficient use of server resources	✔	Schedule processing of large data volumes for periods outside your normal business hours.
Import from e-mail inboxes	✔	E-mails and attachments are moved from certain inboxes into the cks.DMS digital archive at regular intervals.
Archiving of outgoing e-mails	✔	E-mails and attachments that are created in SAP Business One are archived automatically in a revision-proof way and stored behind the business partner or transaction.
Control of automatic document capture	✔	Imported delivery notes, invoices etc. are available immediately thanks to the automated document information extraction feature of cks.ADC, cks.eINVOICE or cks.SwissQR.
Sending of files and documents	✔	Documents such as invoices can be sent to recipients via e-mail or FTP upload at a certain time each day. This could be outside normal office hours when there is less demand on the company's IT infrastructure.
Revision-proof archiving of SAP attachments	✔	On the 'Attachments' tab, linked files are sent regularly to the digital archive and stored in a revision-proof way.
Automated follow-up archiving via CoreSuite Batchprint	✔	Transfer recent years' documents automatically to your new electronic archive so that they can also be archived in a revision-proof way.
Excel -> ZUGFeRD Process control	✔	Process your Excel tables automatically in the background.
Cross-client barcode dispatcher	✔	Cross-client assignment of documents to specific destinations during the import process by use of barcodes.





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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.



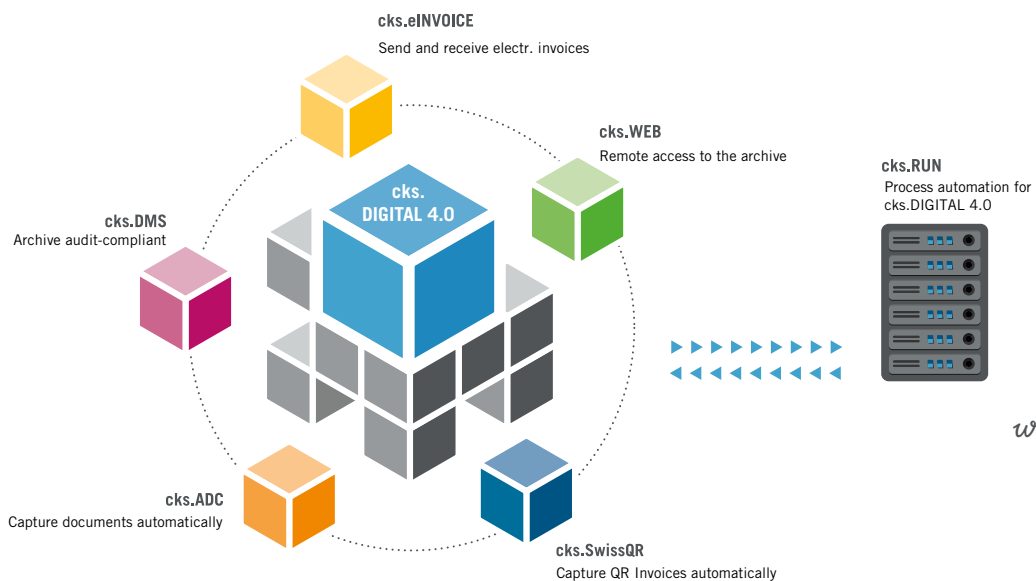
### cks.SwissQR

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?

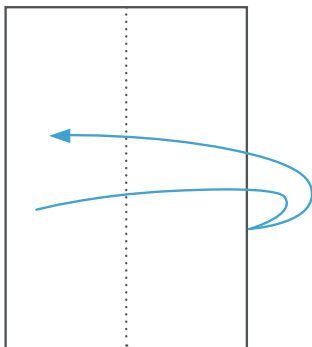
Your inbound documents have been archived with cks.DIGITAL 4.0 – and now what?

Use them to make pretty paper aeroplanes!

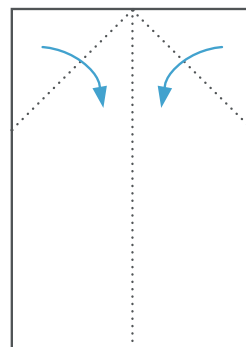
- Make some paper planes for a brief distraction: folding paper has a calming effect and allows you to recharge your batteries.
- Use them as an alternative method of office communication: write short messages for your colleagues and send them via 'air mail'
- Organise a competition: which plane can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

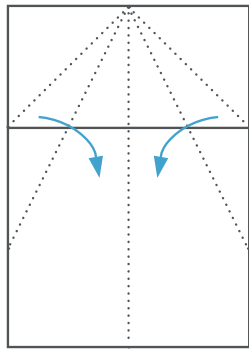
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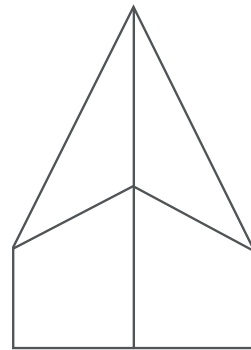
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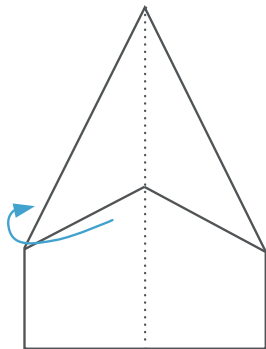
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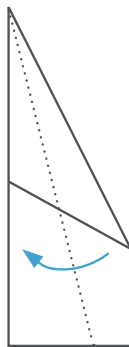
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