



ck.solution

automates your document workflow



cks.DIGITAL 4.0

The platform for your digital transformation in SAP Business One



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The digitalisation and automation of business processes are important steps in the profitability of any company. The reduction of manual steps speeds up processes and reduces costs at the same time. cks.DIGITAL 4.0 provides a platform for SAP Business One which you can use to digitalise, shorten, optimise, and link all document-based workflows.

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.



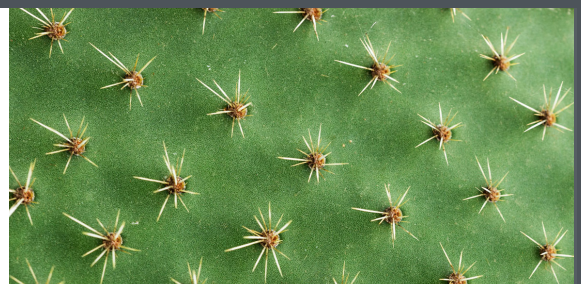
Automation of processes

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 Xinvoices and ZUGFeRD



cks.WEB

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



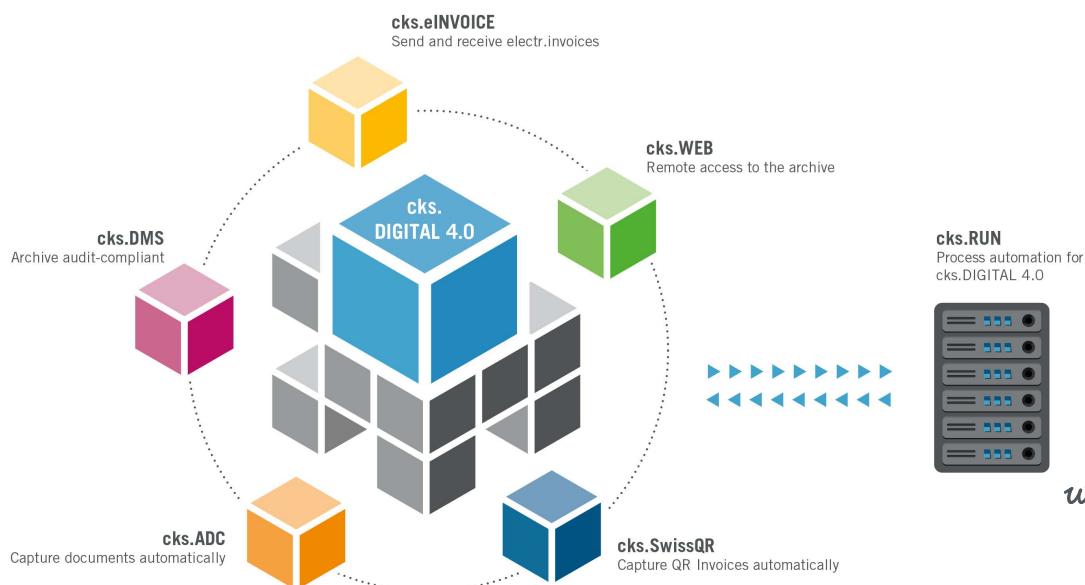
cks.SwissQR

Read QR invoices and create SAP documents from them automatically



cks.RUN

Process automation for cks.DIGITAL 4.0



Watch video!





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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.

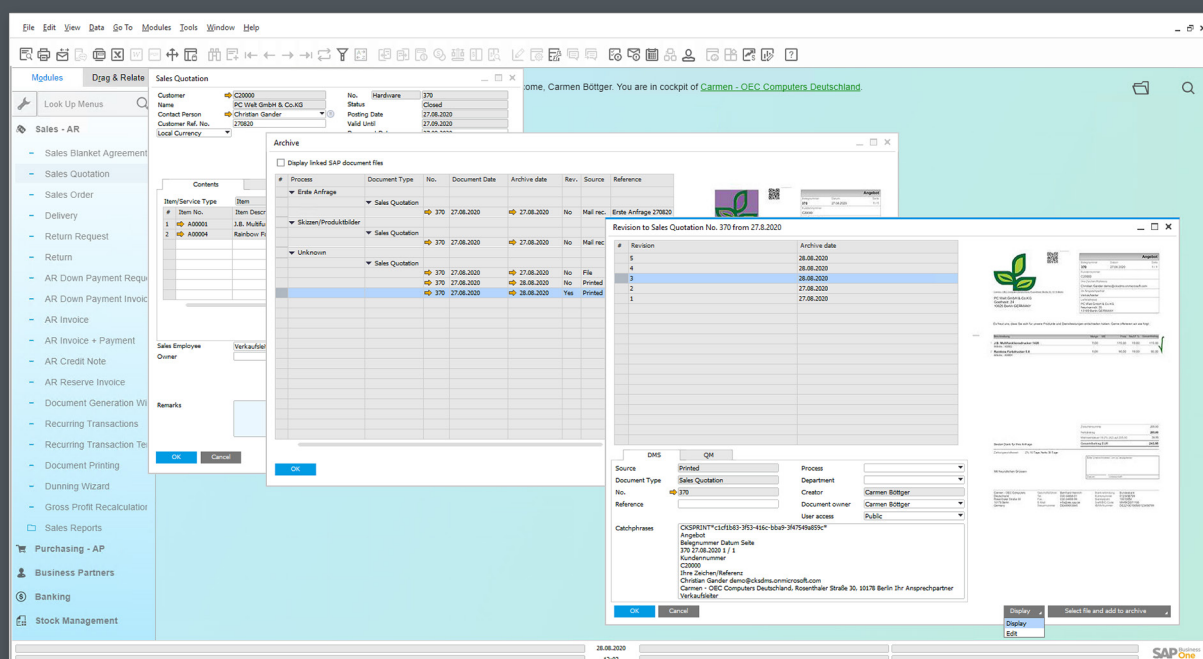
Archiving revisions for draft documents

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.





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Capture and post external documents automatically

We talk with digital assistants, our cars park themselves and our homes take control of the heating and light. Automation has become as much a part of our daily lives as electricity. In the world of accounting, the processing of incoming documents can also be automated.

Import documents

When you receive paper delivery notes, invoices, remittance advice notices or sales orders by mail, simply run them through your document scanner. If your external document is already digital, you can import it straight into your file inbox.

Capture documents automatically

You'll find all imported documents in the mailbox of SAP Business One. From here, simply select the documents that you want to capture automatically.

You simply choose the type of document (delivery note, invoice, payment advice notice or sales order / purchase order) and start the recognition routine.

Post SAP documents

During recognition, an SAP document is created and filled automatically with the corresponding values – something which you previously had to do manually. If a previous SAP document is found (e.g. a delivery note that was entered with an invoice), this is linked and reconciled automatically. Any deviating values or prices are highlighted and can therefore be checked immediately.

Watch video!



Function	cks.ADC	
Physical and electronic formats	✓	Capture paper documents, PDF file 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 differences	✓	Highlights differences (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.

File Edit View Data Go To Modules Tools Window Help

Modules Drag & Relate

Look Up Menus

Business Partners

Banking

Stock Management

Resources

Production

MRP

Service

Human Resources

Project Management

Reports

Excel Report and Interacti

coresuite Reports

CKS.DMS

Inbox

My Inbox

Search For

View Documents

Document Export

E-Mail/Print Dispatching

E-Mail Settings

Automatic archiving direc

Unarchived Documents

Archive Print Queue

Welcome, Carmen Bottger. You are in cockpit of **Carmen - OEC Computers Deutschland**

My Inbox

Show Drafts

Document owner	Date	No.	Doc Rec.Sta.	Draft info	Catchphrases
Carmen Bottger	28.08.2020	1120	1128	Rev: No	Inspection
Carmen Bottger	28.08.2020	1127	1129	Rev: No	Doc-Created

AP Invoice - Draft

Supplier: EDNA International GmbH

Contact Person: 214032647

Supplier Ref. No.

Local Currency

No. 791

Status: Draft

Posting Date: 04.10.2016

Due Date: 03.11.2016

Document Date: 04.10.2016

Contents

Item/Service Type	Item	Quantity	Unit Price	Summary Type	No Summary
1	X0081 Service	3	25.9000 EUR	0.0000 V1	
2	X0082 Gastro-Brot, Machbrot, 4-fach	6	14.1600 EUR	0.0000 V1	
3	X0083 Mini-Butter-Croissant, 220g/25g	4	39.9000 EUR	0.0000 V1	
4	X0084 Bagel-Essensting, geschneitten	1	16.2900 EUR	0.0000 V1	
5	X0085 Mini-Laugenknackbrot, 180 x 45g	2	32.5800 EUR	0.0000 V1	
6	X0086 Paracake, 120 x 40g	1	24.2400 EUR	0.0000 V1	
7	X0087 Rosenbrötchen, 40 x 65g	12	5.7600 EUR	0.0000 V1	
8	X0088 Sportkornbrötchen, 40 x 65g	10	5.4800 EUR	0.0000 V1	

Buyer: -Kein Vertriebsmitarbeiter-

Owner

Payment Order Run

Remarks: Basierend auf Bestellung 458.601

Total Before Discount: 592,87 EUR

Discount: %

Total Down Payment: 41,43 EUR

Freight: 623,30 EUR

Rounding: 623,30 EUR

Tax: 623,30 EUR

Applied Amount: 623,30 EUR

Balance Due: 623,30 EUR

Adic Search Field 1

Adic Search Field 2

28.08.2020 11:31

SAP Business One



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cks.SwissQR



Capture QR Invoices and ESR Documents Automatically

New QR invoices are designed to simplify and accelerate the processing of invoices. But this only works if your ERP system is also able to read and process the QR code. We have developed an SAP Business One add-on specifically for Switzerland's new invoice format. It can also reliably process the ESR format that has been used up to now.

Import invoices

Simply move the incoming invoice to your SAP inbox. Invoices received as PDF documents can be imported directly from Outlook or stored in a folder. Paper invoices are simply scanned with your document scanner.

Automatic processing

If the invoice is in your inbox, start processing via a drop-down menu in SAP. CKS.Swiss QR recognises the format, reads the QR code or the reference number, compares the information to the SAP master data and searches for matching base documents.

Carry on as usual

After processing, you'll receive the usual SAP document filled with all the retrieved information such as creditor and invoice amount. At this point, your preconfigured workflow takes over so the document can be posted immediately or sent through your approval process.

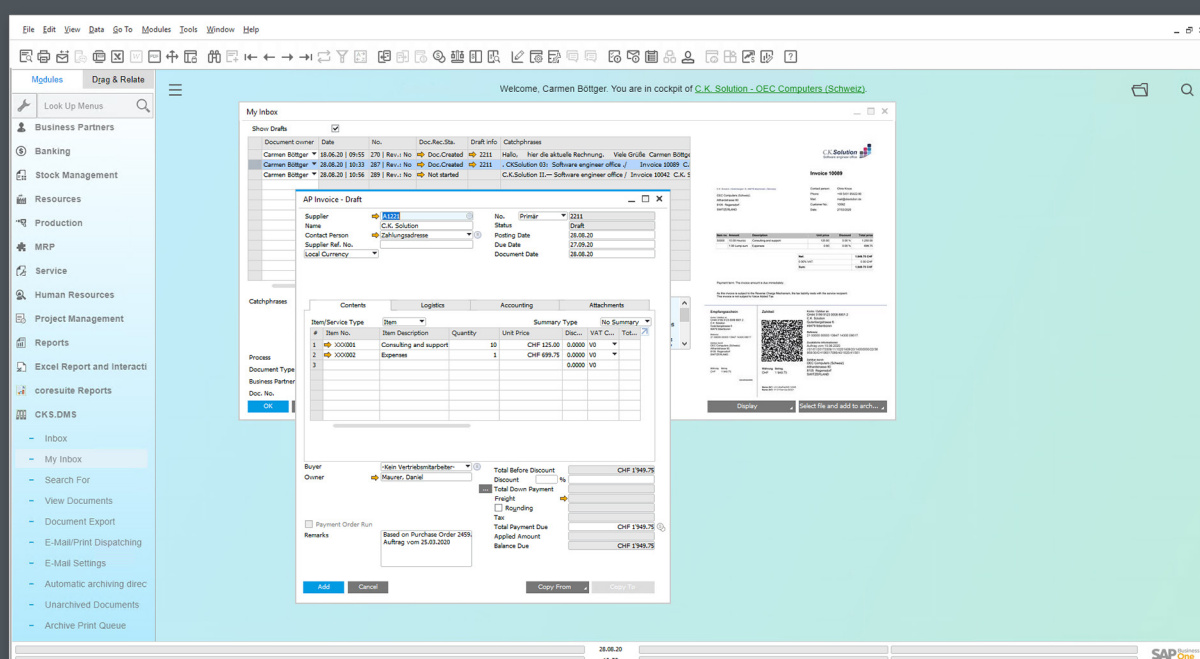
Works with any document scanner

You don't need any special hardware to use CKS.Swiss QR. A normal office scanner (ideally with an ADF paper feed) is enough to automatically capture paper-based QR invoices.

Watch video!



Function	cks.SwissQR	
Physical and electronic formats	✓	Capture paper documents, PDF file and electronic invoices automatically.
Incoming invoice recognition routine	✓	Capture invoices automatically.
Determine vendors and debtors	✓	Determines the relevant vendor using the code lines / QR code information
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.
Outlook Add-in	✓	Process QR invoices directly from your Outlook inbox.
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 differences	✗	Highlights differences (in quantity, price etc.) from the SAP base document
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.



cks.eINVOICE



Send and receive electronic invoices in SAP Business One

Take an important step towards the digital transformation and the electronic exchange of invoices and credit notes with your suppliers and customers. The basis for the simplified exchange of invoices exists in the standard formats Xinvoice, ZUGFeRD and Factur-X.

Customizable for each individual business partner

Even though there are standards for electronic invoices, individual adjustments are sometimes still necessary for frictionless exchange between two business partners – this is particularly the case when additional data such as serial numbers need to be transferred. With cks.eINVOICE, you can create an individual configuration in SAP Business One for each of your business partners.

Business partners

Determine the business partners with whom you would like to exchange electronic invoices.

Format

Define the format in which you want to send the invoices at business partner level: XRechnung, ZUGFeRD or Factur-X.

Configuration

Do you need to submit extra information such as the item numbers of the recipient? You can store as many export and import definitions as you need and link them to the relevant business partners.

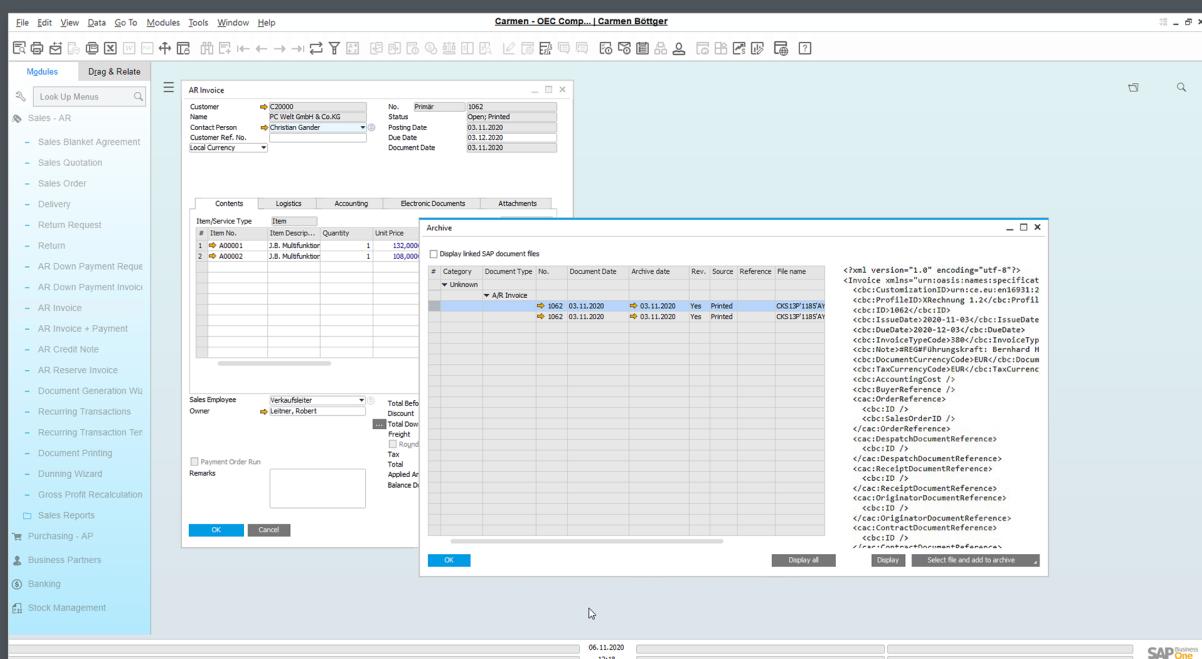
Transmission

You can also define the type of transmission at business partner level. Does the e-invoice have to be uploaded to a specific system or sent by email? You can also automate this process with cks.RUN.

Watch video!



Function	cks.eINVOICE	
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.
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	✓	
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.
Individual standard format adjustments	✓	Adapt your standard formats to the individual definition of the recipient and transfer any additional necessary information.





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cks.WEB



Access your archive in SAP Business One via web browser

Whether via the internet or an intranet, cks.WEB gives you secure access to your cks.DMS archive in SAP Business One. Use the full text search or go directly via the SAP business transactions or vendors/debtors to find and access archived documents and files.

Access archived documents

All information from archived documents and e-mail is available anywhere and anytime.

Upload new documents quickly

Import new documents into the archive and make them available immediately throughout your entire business

Release invoices whilst on the go

Check invoices during the approval process and release them for payment – from any location.

Practical for sales reps

Whether preparing for customer appointments or doing follow-ups, sales reps have constant access to customer documents via the web and they can provide information for immediate further processing.

Practical for the tax office

Allow your external tax office to view the documents in the digital archive. Among other advantages, this allows invoices to be checked quickly and independently and corrected if necessary. It also means your finance department no longer needs to trawl through and send documents to the tax office.

Practical for business partners

Grant your customers and suppliers access to the documents that are archived behind the corresponding business partners in SAP. For example, make security logs for certain batches available.

Watch Video!



Function	cks.WEB	
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 interface in a web browser. The top navigation bar includes a search bar and user information (English, Carmen.Boettger, Log out). The main content area is divided into two sections. On the left, a table titled 'Documents for Approval' lists documents with columns: Originator, Remarks, Date, Business Partner, Reference Number, Answer, and Edit. On the right, a detailed view of an invoice is shown, including the company name 'C.K. Solution', address, and a table of invoice details such as Invoice number, Date, Supplier No., VAT No., and Project.

Originator	Remarks	Date	Business Partner	Reference Number	Answer	Edit
Carmen.Boettger		1/22/2021	Blockies Corporation	665	Approved	[Edit]
Carmen.Boettger		1/26/2021	SAP Deutschland SE & Co.KG	2445611577	Approved	[Edit]
Carmen.Boettger		1/26/2021	SAP Deutschland SE & Co.KG	2445611577	Approved	[Edit]
Carmen.Boettger		1/26/2021	ECC Timber Products		Pending	[Edit]
Carmen.Boettger		1/26/2021	Blockies Corporation	665	Pending	[Edit]
Carmen.Boettger		1/26/2021	EDNA International GmbH		Pending	[Edit]
Carmen.Boettger		1/26/2021	SAP Deutschland SE & Co.KG	2445611577	Pending	[Edit]

The screenshot displays the cks.WEB interface showing an 'Archive search' results page. The search criteria are 'e.g. IT company'. The results are presented in a table with columns: #, Document type, Company, Category, Card code, Customer, No., Archive date, Document Date, Source, Reference, and Extras. The table lists 11 delivery notes from various companies, including PC Welt GmbH & Co.KG, Mikrochips GmbH, and Büro Online AG.

#	Document type	Company	Category	Card code	Customer	No.	Archive date	Document Date	Source	Reference	Extras
1	DeliveryNote	Carmen - OEC Computers Deutschland		C20000	PC Welt GmbH & Co.KG	906	5/26/2020	N/A	DocumentPrinted		🔗
2	DeliveryNote	Carmen - OEC Computers Deutschland		C20000	PC Welt GmbH & Co.KG	907	5/26/2020	N/A	DocumentPrinted		🔗
3	DeliveryNote	Carmen - OEC Computers Deutschland		C20000	PC Welt GmbH & Co.KG	908	5/26/2020	N/A	DocumentPrinted		🔗
4	DeliveryNote	Carmen - OEC Computers Deutschland		C23900	Mikrochips GmbH	909	5/28/2020	N/A	DocumentPrinted		🔗
5	DeliveryNote	Carmen - OEC Computers Deutschland		C20000	PC Welt GmbH & Co.KG	910	5/28/2020	N/A	DocumentPrinted		🔗
6	DeliveryNote	Carmen - OEC Computers Deutschland		C25000	Büro Online AG	911	6/5/2020	N/A	DocumentPrinted		🔗
7	DeliveryNote	Carmen - OEC Computers Deutschland		C20000	PC Welt GmbH & Co.KG	912	6/5/2020	N/A	DocumentPrinted		🔗
8	DeliveryNote	Carmen - OEC Computers Deutschland		C20000	PC Welt GmbH & Co.KG	913	6/10/2020	N/A	DocumentPrinted		🔗
9	DeliveryNote	Carmen - OEC Computers Deutschland		C50000	INTINT, Inc	914	6/11/2020	N/A	DocumentPrinted		🔗
10	DeliveryNote	Carmen - OEC Computers Deutschland		C20000	PC Welt GmbH & Co.KG	915	6/11/2020	N/A	DocumentPrinted		🔗
11	DeliveryNote	Carmen - OEC Computers Deutschland		C23900	Mikrochips GmbH	916	6/15/2020	N/A	DocumentPrinted		🔗



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