

# Squeeze Invoice in your ERP system

DEXPRO Squeeze is connected to your ERP system and analyzes incoming invoices based on the invoice information and creditor master data from your system.

Below you will find the necessary steps for invoice processing in Squeeze.

The following input channels can be imported with Squeeze:

- Paper-based invoices (scanner)
- Invoices as email attachments in PDF format
- File system import (TIF, PDF)

## **Work preparation:**

Paper invoices are prepared for digitization before import. The “barcode” method is used for this purpose. This serves to clearly separate invoices and their attachments.

To do this, a barcode with a sequential number is placed on the **first** page of each invoice document.

Example:



If attachments are sent with the invoice, they must be separated from the invoice “visually.” To do this, a barcode is also placed on the first page of the attachment. This is the same type of barcode, the main difference being that no consecutive numbering is used here; instead, attachments are always marked with a “zero barcode.”

Example:



This enables the system to clearly and reliably recognize where an invoice begins, which attachments are included, and where the end of a multi-page document is reached.

Each new sequential barcode represents a new, separate invoice.

Note: If barcodes of the same type are already on the invoice, e.g., because the supplier prints them themselves, this information must be covered with the barcode sticker or made unrecognizable by blacking it out (with a black pencil).

### **Digital capture and evaluation of paper-based invoices:**

Paper documents can be scanned in batches using the document scanner provided after they have been labeled with the appropriate barcodes.

### **Digital capture and evaluation of invoices as email attachments:**

The previously specified email inboxes are monitored by DEXPRO Squeeze and when an invoice arrives, it is imported into your ERP system.

Requirements for successful import:

- The invoice must be attached to an email in PDF format
- If the email has more than one attachment, these are added to a single file

### **Content evaluation in Squeeze:**

DEXPRO Squeeze has all the creditor master data from your ERP system.

This information is synchronized daily and used for document capture.

The quality of the master data, such as supplier information, is essential for good automated invoice recognition.

Squeeze identifies the supplier based on IBAN, VAT ID, telephone numbers, email addresses, internet addresses, and other information.

The result is presented to users in the specialist department for validation of the reading results in the web client/your ERP system.

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