









SQUEEZE Document Validation

Voucher validation is the main working area of the application. Here the user checks the read documents, completes and confirms missing information.

Menu

Process

-  Open field training
-  Recreate result
-  Autocomplete
-  Validate
-  Open line training
-  Start Splitting
-  Order Match
-  Duplicate check

Open field training

The supplier-specific [field training](#) is opened over here.

Open line training

The supplier-specific [position training](#) is opened over here.

Recreate result

Here over the document is sent again to SQUEEZE to the extraction. There the Readout result re-evaluated based on current master data and training and then made available for collection again.

Start splitting

This is used to call the [document separation](#). This is used if a supplier has sent several invoices in one PDF.

Autocomplete

The positions are automatically completed with the last validated position data of the vendor. This function is only available for documents without purchase order reference.

Order match

[The order comparison](#) is opened here.

Validate

This is used to complete the validation process of the document.

Duplicate check

Over here, the duplicate check is performed manually.




Navigation

 Dimensions

Dimensions

Here you can reach the dimension menu to define dimensions for the document header.

Actions

 Use external viewer  Move Document to other Company  Download Attachments

Use external viewer

The viewer is undocked over here. This allows you to work on two monitors.

Move document

This is used to move a document to another client.

Download attachments

Over here you download the attachments of the document. Once the download is complete, they will be displayed in the [Attachments](#) infobox.

Fasttabs

Document

This area displays the document head information and the SQUEEZE Viewer.

Process | Navigation | Actions | Fewer options

Open field training | Open line training | Recreate result | Start Splitting | Autocomplete | Order Match | Validate | Duplicate check

Document Show less

General

Assigned to

Company 1000

No. SQZ0000000059

Document Date 13.01.2020

Posting Date

Service Date 17.01.2020

Document Reference 47110815

Document Type Invoice

Order No. 4500050502

Posting Description

Buy from Vendor

Buy from Vendor No. 100507

Buy from Name B.R.T. GmbH

Buy from Name 2

Buy from Address Main Airport Center

Buy from Address 2

Buy from Post Code 60549

Buy from City Frankfurt am Main

County

Buy from Country/Region Code DE

Buy from Contact No. KT000257

Anlagen: Viewer

RECHNUNG

B.R.T. GmbH
Main Airport Center, 60549 Frankfurt
Deutschland

Empfänger:
DEXPRO Solutions GmbH
Herr Glasner

Gotenstraße 6
20097 Hamburg
Deutschland

Rechnungsdatum: 13.01.2020
Rechnungsnummer: 47110815
Bestellung: 4500050502
Kundennummer: A00342
Zählungsziel: 10
Fälligkeitstermin: 23.01.2020
Lieferschein: 98137240
Lieferdatum: 17.01.2020

Seite: 1/2

Tage (P010)

Zusätzliche Informationen
Wir bedanken uns für Ihren Auftrag

Das Lieferdatum entspricht dem Leistungsdatum.

Bezeichnung	Anzahl	Einheit	Preis/Einheit	Netto
XPS 15 9570	2	STK	1.400,00 €	2.800,00 €
Dockingstation TB16	3	STK	255,00 €	765,00 €
Dis 24 Dell U2417H black InfinityEdge	4	STK	188,00 €	752,00 €
7H Panel Monitor	1	STK	8.150,42 €	8.150,42 €
Microsoft Surface Hub 2S	2	STK	3.192,43 €	6.384,86 €
Microsoft Surface Studio 2 - 71,1 cm/28 Zoll	2	STK	3.192,43 €	6.384,86 €
Microsoft Windows Server 2019 Standard	1	STK	671,42 €	671,42 €

Header fields

These fields are prefilled with the results from the document reading. The user checks these and corrects or enriches them with further data and thus completes the reading result.

The three dots highlight the location of the respective read result in the viewer.

Viewer

On the right side the SQUEEZE Viewer is displayed. This is not a PDF, but an integrated web component, which is remotely controlled from the validation. It serves for the pictorial representation of the document and for the highlighting of

Findings of read values. Furthermore, the supplier-specific [field training](#) is also carried out here.

Lines

In this area the read positions are displayed. The user checks these and corrects or enriches them with further data and thus completes the reading result.

Type	No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Line Amount
Item	70061	XPS 15 9570	2	STÜCK	1.400,00	2
Item	70062	Dockingstation TB 16	3	STÜCK	255,00	
Item	70063	Dis 24 Dell U2417H black Infi...	4	STÜCK	188,00	
Item	70064	Microsoft Surface Hub 2S	1	STÜCK	8.150,42	8
Item	70065	Microsoft Surface Studio 2 - ...	2	STÜCK	3.192,43	6
Item	70066	Microsoft Windows Server 20...	1	STÜCK	671,42	

Total Amount Excl. V... 41.083,93 Total Amount Incl. VAT 41.083,93
 Total VAT Amount 0,00

If the reading result is not sufficient for invoices with purchase order reference, the [purchase order/goods receipt lines](#) can be imported directly.

Lines | Manage Line **Functions**

Import order/receipt lines

Dimensions

Here the shortcut dimensions 1 & 2 of the document are displayed.

Department Code Project Code

SQUEEZE Details

SQUEEZE specific document information is displayed here.

Document Class Invoice / Credit Memo API Document ID 432

Infoboxes

The respective info boxes are only displayed depending on the situation.

Plausibility entries

All topics to be clarified for a successful validation are listed here.

Text	
SQUEEZE Document Header is missing Posting Date.	:

Metadata boxes

The [metadata mapping](#) is only displayed if additional fields deviating from the standard have been transferred by SQUEEZE.

Metadata mapping header fields

Here additional fields from SQUEEZE are listed, which do not belong to the standard assignment of header fields.

Metadata mapping position fields

Here additional fields from SQUEEZE are listed, which do not belong to the standard assignment of the positions.

Order matching boxes

The order matching boxes are only displayed if one or more order numbers have been recognized on the document.

Order matching info (prices)

Here the price comparison is displayed for the selected line. The results of SQUEEZE, the delivery, the order and the current line are compared.

Caption	Value
SQZ Unit Price	1.400,00
Direct Unit Cost	1.400,00
Allocated Unit Price (Receipt)	1.400,00
Direct Unit Cost (Order)	1.400,00

Order matching info (quantities)

Here the quantity comparison is displayed for the selected line. The results of SQUEEZE, the delivery, the order and the current line are compared.

Caption	Value
<u>SQZ</u> Quantity	2,00
Quantity	2,00
Allocated Quantity (Receipt)	2,00
Quantity (Order)	2,00

Attachments

This info box is only displayed if the attachments have been downloaded before. The attachments can be removed again via the three dots.

Filename ↑
Input-61f7e28e2c00e479251030.pdf

Put Document On Hold / Remove Document From Hold

The **Put document on hold** action allows you to temporarily put a document on hold. A dialog opens where you must select a reason:

- **Vendor Not Found:** The vendor was not found in the system.
- **Service Clarification Needed:** Delivery or service details need to be clarified.
- **Awaiting Goods Receipt:** Waiting for goods to be received.

An optional free-text note can also be provided. Documents on hold cannot be validated until the hold is removed via **Remove document from hold**.

Documents on hold are displayed in the Role Center in dedicated activity tiles, broken down by reason.

Withdraw Document Rejection

If a document has already been rejected, the rejection can be withdrawn via the **Withdraw document rejection** action. The document then returns to its previous status.

Move Document to Other Company

The **Move Document to other Company** action (in the Actions menu) allows you to move a document to another company. The document is deleted in the current company and recreated in the target company.

Create/Find Vendor

The **Create/Find Vendor** action allows you to search for a matching vendor in the system or create a new one based on the recognized text fields (name, address, VAT registration number, etc.).

Create Missing Bank Account

The **Create Missing Bank Account** action allows you to create a vendor bank account from the recognized IBAN, provided the IBAN was recognized on the document but no matching bank account exists for the vendor.

Apply Account Assignment Code

The **Apply Account Assignment Code** action in the lines allows you to delete all positions and automatically generate new lines based on a configured tax-based account assignment setup. This function is available through the Account Assignment Setups.

Viewer Modes

The SQUEEZE Viewer in the document validation supports three display modes:

- **Document Overview:** Displays the entire document in the viewer.
- **Position Focus:** Focuses the viewer on the line items area of the document.
- **Detached:** Opens the viewer in a separate browser window (see also "External Viewer").

Field Alternatives

When SQUEEZE recognizes multiple possible values for a field during document reading (e.g. multiple possible vendor numbers), these are provided as field alternatives. The field alternatives can be viewed via the info box. The user can then select the appropriate value.

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