

The one-sentence invoice prompt

Turn a folder of invoice PDFs into one Excel sheet with Claude Code on Windows. No code, no formulas.

THE SENTENCE (TYPE OR PASTE IT EXACTLY)

```
> Read all 30 invoice PDFs in this folder and put them in one Excel sheet with vendor, invoice number, date, due date and amount, and flag any duplicates or overdue ones.
```

0 What you need

- Windows 10 (version 1809 or newer) or Windows 11. No administrator rights needed.
- A paid Claude plan (Pro, Max, Team or Enterprise) or a Claude Console account. **The free plan doesn't include Claude Code.**
- The 30 sample invoices from simplyputtech.com/start (fictional practice data).

1 Install Claude Code (once)

Open PowerShell (Start menu, type "PowerShell"), paste this line and press Enter:

```
PS> irm https://claude.ai/install.ps1 | iex
```

Then open a new PowerShell window and check it worked:

```
PS> claude --version
```

'irm' is not recognized? You're in Command Prompt, not PowerShell. 'claude' is not recognized? Close the window and open a new one.

2 Open the invoice folder

Right-click the zip, choose **Extract All**, and set the destination to your user folder (C:\Users\<your name>). That gives you an invoices folder. Then in PowerShell:

```
PS> cd $HOME\invoices
PS> claude
```

The first time, cLaude opens your browser so you can log in.

3 Paste the sentence

Paste the sentence from page 1 and press Enter. Claude reads each PDF, then **asks before it creates files or runs commands**. Read what it wants to do and choose **Yes**. On a fresh PC it may ask to install a helper (such as Python) to write the .xlsx file, or offer a CSV instead. Either works. Open the file in Excel when it's done.

4 The 10-second check (never skip it)

AI can misread a number. Before you trust the sheet:

- **Spot-check two rows.** Open two random PDFs and compare vendor, invoice number, due date and amount with their rows.
- **Check the total.** Ask Claude for the sum, then compare it with the answer key below.
- **Check the tricky ones.** One invoice is a crooked phone scan (Oakmoss Florists). Some invoices list sales tax, so the amount should be the **total**, not the subtotal.

✓ Answer key for the 30 sample invoices

FILES

30 PDFs, 29 unique invoices

DUPLICATE

Bluecap Printing BP-2207 (\$386.50) appears twice: Bluecap Printing - Invoice BP-2207 (1).pdf is a second copy.

TOTAL OF THE 29 UNIQUE INVOICES

\$44,396.66 (\$44,783.16 if the duplicate is counted twice)

OVERDUE

- **Tallow Freight TF-6757:** \$2,052.83, due 2026-09-13
- **Sable Coffee Service SCS-9271:** \$198.49, due 2026-09-10

"Overdue" means the due date has passed **today**. Until 2 December 2026 you'll see exactly these two. After that, more due dates pass, so Claude correctly flags more invoices.

➔ Using it on your own invoices

- Work on **copies** in their own folder, not your only originals.
- Check your company's rules before sending business documents to an AI service.
- Change the sentence to fit your columns, for example add "currency" or "PO number".
- Keep the 10-second check. It takes less time than fixing a wrong payment.

▶ Watch the full tutorial

The step-by-step video (install, first safe session, this exact build, and the check) is on YouTube: youtube.com/@simplyputtech.