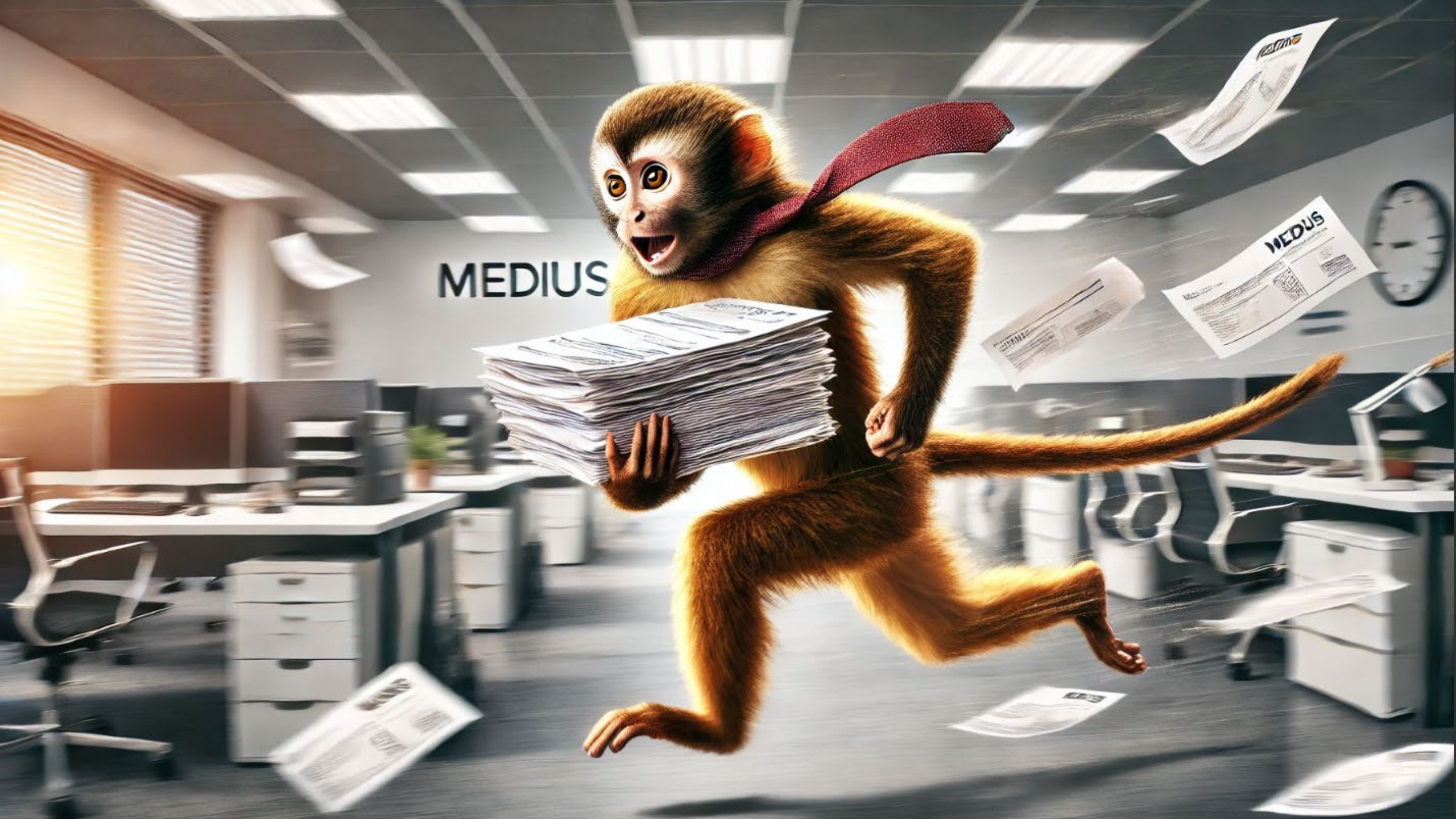




Medius Top Tips 💡 #1

Carl Erik Finnstrøm, Customer Success Manager EMEA



MEDIUS

MEDIUS



THINGS MOVE FAST @ MEDIUS 🐒 🚀

12 Features you *may* have missed in the last 12 months

“Do I REALLY have to make the SAME correction on 15 invoices from the same supplier?”



Reprocessing in Capture

AP Automation | Home | Inbox | Dashboard | Reports | Create

Document 3 of 10

1 of 1 | Actual size | 1 | Reprocess | Delete

Supplier settings

Supplier identifiers

Supplier name	Supplier id
JJ&S Revision	999
Currency code	Payment term
USD	30
External system identifier	
mfen;999	

Touchless automation Inactive Activate

2 invoices last 60 days Correct 0% (0 invoices) Touchless 0% (0 invoices)

Touchless automation inactive No invoices will bypass manual verification for this supplier. Read more on Success Portal

Fields

<input type="checkbox"/> Payment reference	<input type="checkbox"/> Line items
<input type="checkbox"/> Reference	
<input type="checkbox"/> Order number	
<input checked="" type="checkbox"/> Invoice date	
<input checked="" type="checkbox"/> Currency	
<input checked="" type="checkbox"/> VAT amount	

Company

Company Medius US

Supplier Settings JJ&S Revision (999)

General information

Invoice/Credit	Invoice
Invoice number	9874593
Dates	
Invoice date	8/30/2024
Amounts	
Currency	SEK
VAT amount	21,575.00
Total amount	107,875.00

Send to workflow

1 Comments

Touchless inactive

J.J. & S. revision

JJ.&S – United Spaces
Waterfrong building
Stockholm
SWEDEN

Tel: +46 (0) 8 884 8090
Fax: +46 (0) 8 884 8843
www.jjs-revision.se

Page: 1 of 1

Date: 30.08.2024
Invoice No: 9874593
Engagement No: c-0112868
Debtor Acc No: D0384777
P.O. Reference: D0384777
Your VAT Registration No SE55121212121201

Audit fee payment on account - Includes EI 10.20 of expenses

Payment on Account	86,300.00
CI Standard rated output VAT: 25.00%	
VAT at 25.00 % on	21,575.00



«Why can't I decide which additional charges that are relevant to OUR invoices?»



Custom charge header fields in Capture

2

Fields Settings Emails * Field overridden [Add fields](#)

Header Fields			
Label	Field mapping	Group	Visible
Invoice/Credit	NO_EXPORT	General information	<input type="checkbox"/>
Invoice number	invoiceNumber	General information	<input type="checkbox"/>
Payment reference	paymentReference	General information	<input checked="" type="checkbox"/>
Reference	reference	General information	<input type="checkbox"/>
Order number	orderIdentifier	General information	<input checked="" type="checkbox"/>
Contract number	contractNumber	General information	<input checked="" type="checkbox"/>
Bankgiro	PAYMENT_DETAILS	General information	<input type="checkbox"/>
Plusgiro	PAYMENT_DETAILS	General information	<input type="checkbox"/>
IBAN	PAYMENT_DETAILS	General information	<input type="checkbox"/>
BBAN	PAYMENT_DETAILS	General information	<input type="checkbox"/>
Charge A	CUSTOM_CHARGE	Amounts	<input checked="" type="checkbox"/>
Charge B	CUSTOM_CHARGE	Amounts	<input checked="" type="checkbox"/>
Charge C	CUSTOM_CHARGE	Amounts	<input checked="" type="checkbox"/>
Referenced documents	REFERENCEDDOCUMENTS	General information	<input type="checkbox"/>
Invoice date	invoiceDate	Dates	<input checked="" type="checkbox"/>
Due date	dueDate	Dates	<input checked="" type="checkbox"/>



«I don't need to capture the PO number on each line!»



Selecting line columns in Capture

3

Supplier settings

Supplier identifiers

Supplier name: Truck Parts Supplier
Supplier id: 123456 Truck
Currency code: USD
Payment term: 30 days
External system identifier: 123456 Truck
Other: (102) 4007-2222
Other: 477-3390

Touchless automation Inactive [Activate](#)

3 invoices last 60 days

Correct 0% (0 invoices)
Touchless 0% (0 invoices)

Fields

- Reference *
- Order number
- IBAN
- Invoice date
- Due date
- Currency
- VAT amount
- Freight cost
- Line Items
 - Order number
 - Item number
 - Item description
 - Quantity

	Order number	Item description	Quantity	Amount
+	1	113190-112 Pump Rebuild Kit (Rope Pack - CW) SKU : 1011-RP0	1	349,00
✎	2	113190-112 Rope Seal, B3Z Water Pump Pump, B3Z, CW, Grv, Rope SKU : 107-B66899 B3ZRM CW Grooved Rope Pack	1	962,50
🗑️				
↻				



«I want to filter invoices in Capture like I do with the other folders!»



Filtering incoming invoices



Create filter ✕

Workflow

Task
Choose task

Document
Incoming invoice ✕

Document

Documents in review

- Show all documents
- Hide documents in review
- Show only documents in review
- Show only documents after review

Documents on hold

- Show all documents
- Show only documents on hold
- Hide documents on hold

Properties

Labels

Choose label Only documents without labels

Incoming invoice

Company Id	Company	Supplier
<input type="text"/>	<input type="text"/>	<input type="text"/>
Document	Invoice no	PO Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract number	Amount	Net amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
Currency	Due date (from)	Due date (to)
<input type="text"/>	<input type="text" value="From"/>	<input type="text" value="To"/>
Invoice date (from)	Invoice date (to)	Reference
<input type="text" value="From"/>	<input type="text" value="To"/>	<input type="text"/>
Sender email address	Received (from)	Received (to)
<input type="text"/>	<input type="text" value="From"/>	<input type="text" value="To"/>
Document format	Document provider	
<input type="text"/>	<input type="text"/>	

Name:

«WHICH IDIOT
REMOVED MY
LABEL?!»



Invoice Label Tracking



Approve - Non-PO invoice 8744

Supplier AZ Mobile	Net amount 15,877.00 SEK	Invoice date 11/17/2023	Invoice no 8744
Company Acme Inc.	Tax 0.00 SEK	Due date 12/20/2023	Payment ref

Coding Invoice details Comments 8 Contracts File Attachments History Links

Show all Main actions Coding history Show previous document history

Label added Friday, November 17, 2023 2:21 PM

Label "To Investigate" was added by Patrik AP (patrik)

Coding Friday, November 17, 2023 2:21 PM

Coding line added based on accounting template Mobile phone by SYSTEM

5010,-,-,- 10,973.90, 20

1112,-,-,- 200.00, 10+15

«What is an
access key and
why do I care?!»



Enhanced accessibility of access keys

6

General Data Access Schemas Access control Services **Access keys** Reports

Access keys Show description

i This role has been automatically generated by the system. Please be aware that access keys associated with this role are read-only and cannot be modified.

All areas Filter categories

AP Automation

Non-PO invoice

AuthorizeOthersCodeString [Workflow](#)

Users connected to a role with this key can approve someone else's coding line, e.g. by opening the invoice from quick search.

RedistributeOthersCodeString [Workflow](#)

Users connected to a role with this key can reroute a coding line that is assigned to someone else.

EditApprovedLines [Workflow](#)

Users connected to a role with this key can, in Post Control, modify a coding line that is already approved.

EditInvoiceDetails [Workflow](#)

Users connected to a role with this key can modify invoice head fields

InvalidateInvoice [Workflow](#)

Users connected to a role with this key can invalidate non-PO invoices.

Document generic

ShowPaymentDetails [Workflow](#)

Users connected to a role with this key can see Payment details in Supplier Invoices and Credit Memo.



«It would be great if I could see the tax indicators when I connect a PO invoice»



Tax information on purchase order lines



Orders (1) [Additional charge](#) [Find order](#)

Total amount: 3,086.00 SEK

4263743 ×

[Show fully connected lines](#) [Connect automatically](#) [Show only GR lines](#) [Show only PO lines](#)

<input type="checkbox"/>	PO number	Item number	Ordered quantity	Delivered quan..	Unit price	Tax ind. 1	Tax ind. 2
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input type="checkbox"/>	PO	VT-85101	1.00	1.00	999.00	EU	25
<input type="checkbox"/>	PO	VT-85101	2.00	2.00	69.00	EU	6
<input type="checkbox"/>	PO	VT-7520	1.00	1.00	1,949.00	EU	25

Showing 1 to 3 of 3 lines (filtered from 3 total lines)

Select columns

All columns

Unit

Unit price

Tax ind. 1

Tax ind. 2

Remaining quantity

Remaining amount

[Clear](#)

«I don't remember EXACTLY what the supplier name in our ERP is..»



Auto-complete in filters



Create filter ✕

Labels

Choose label Only documents without labels

Non-PO invoice

Company Id <input type="text"/>	Company name <input type="text"/>	Document <input type="text"/>
Supplier Id <input type="text"/>	Supplier Supp Supply Inc. Phoenix Supplies AZ Mobile Supplies Truck Parts Supplier Supply Tools Inc. Mobile Partner Supplies McLeader Supplies	Invoice no <input type="text"/>
Preliminary posting date (from) From <input type="text"/>		Final booking date (from) From <input type="text"/>
Final booking date (to) To <input type="text"/>		Currency <input type="text"/>
Due date (from) From <input type="text"/>		Invoice date (from) From <input type="text"/>
Invoice date (to) To <input type="text"/>		Preferred payment date (from) From <input type="text"/>
Preferred payment date (to) To <input type="text"/>	Cash discount <input type="text"/> %	Text custom field 1 <input type="text"/>

Name:



«Why do I care about county code on the company?»



Country code on company



Save

General Enterprise Custom fields Payment request Non-PO invoice Recurring invoice Procurement Prepayment invoice

Name
Company 1 *

External display name
Company 1

Parent company name
Company 1 Virtual (COMPANY_1_)*

Accounting currency
SEK *

Language
Choose ▾

External System ID
company[COMPANY_1]*

Imported timestamp

Country code
SE Sweden ▾ *

Organization Number
Company 1

Virtual
Yes No *

Company Id
COMPANY_1 *

Format
Choose ▾

Active
Yes No *

ERP Source Id

Global Id
80f0b2e6-c128-536c-ace8-94b2e6

«Will my boss
get this invoice
after I approve
it?»



Next approver in CoPilot



«I need to pay
this invoice
before the
goods have
arrived!»



Prepayments

11
Pilot!


AP Automation | Home | Inbox | Dashboard | Reports | Create

Document 2 of 9

Add/remove labels | Prepayments - 2

E-mail

1 of 1 | Automatic Zoom



CDW.com | 800.800.4239

CE400SPS

PROFORMA INVOICE

INVOICE NO.	ACCOUNT NO.	DATE
0024681	8199311	5/9/2024

SHIP TO:
Acme Inc.
12 E. 49th St. Floor 11
New York, NY 10017
Contact: Peter Hamilton

BILL TO:
Acme Inc.
12 E. 49th St. Floor 11
New York, NY 10017
Accounts Payable
Customer P.O. PO0048214

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
Gene Sargeant 845.214.9947		NET 30	COOPERATIVE

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1000001	Prepayment for order PO0048214	7230.83	7230.83
		TAX		0.00
TOTAL				7,230.83

US Currency

CDW Direct
230 North Milwaukee Ave.
Vernon Hills, IL 60061
Phone: 847.485.6000 Fax: 312-705-8452

Please remit payment to:
CDW Direct
P.O. Box 75723
Chicago, IL 60675-5723

PRODUCT RECOMMENDATION

Approve invoice amount - Prepayment invoice 0024681PRE1

Supplier Id: CDW001 | Net amount: 7,230.83 USD | Invoice date: 5/9/2024 | Invoice no: 0024681PRE1
 Supplier: CDW | Tax: 0.00 USD | Due date: 6/8/2024 | Payment ref: #
 Company: Acme Inc.

Approve prepayment | Invoice details | Coding | Comments | File Attachments | History | Links 1

Document is waiting for approval

Amounts

Net	7,230.83 USD
Tax	0.00 USD
Rounding	0.00 USD
Total	7,230.83 USD

Currency: USD | Currency rate: 1 | Currency rate from invoice: No

Connection information

Prepayment remaining: 7,230.83 USD

PO number	Applied amount
PO0048214	7,230.83 USD

Send

«I don't want to have to choose between SmartFlow and coding templates!»



SmartFlow MERGE functionality

12
Pilot!

Route- Non-PO invoice 20131113

Supplier **Phoenix Supplies** Net amount **7.00 SEK** Invoice date **11/13/2023** Invoice no **20231113**
Company **Innovatek** Tax **0.00 SEK** Due date **11/23/2023** Payment ref

Coding Invoice details Comments File Attachments History Links

+ Add Clone Remove Approve my lines Apply latest coding Templates Filters More Retrieve approver

We have applied a coding suggestion that we believe is the one you want. If it is not correct just undo and apply your own. Undo

Coded net: 7.00 Coded tax: 0.00 Coded total: 7.00 Coding balance (total): 0.00

<input type="checkbox"/>	#	Code string	Net	Tax group	Approver
<input type="checkbox"/>	1	5711 ✔ 1720 ⚠ 236 Dim 4	7.00	20 ✔ i	Gabriel Frell

ROUND 2 AFTER THE BREAK @ 15:15



Carl Erik Finnstrøm

Customer Success Manager

carl.erik.finnstrom@medius.com