



Medius AP Automation

Solution Overview for D365 F&O and D365AX

ERP: D365 F&O and D365AX
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Introduction

Unlock the Full Potential of AP Automation with Medius for D365 Finance and Operations and AX

Effortless invoice processing, smarter financial workflows, and a seamless connection between your accounts payable and enterprise resource planning system, this is the power of Medius AP Automation for D365 products.

This document provides a strategic overview of how Medius transforms AP processes, offering an intuitive, AI-driven approach to invoice capture, coding, approval, and posting. Designed for businesses seeking efficiency, accuracy, and control, it highlights key workflows, automation capabilities, and integration benefits that simplify accounts payable management and reduce manual effort.

For customers exploring ways to optimize their financial operations, this guide illustrates how Medius ensures invoices move smoothly from receipt to final approval while maintaining compliance and financial accuracy. Whether you're handling PO invoices, non-PO transactions, or tackling complex tax and coding requirements, Medius delivers a streamlined experience that helps businesses work smarter—not harder.

Discover how Medius empowers businesses using D365FO and D365AX to drive efficiency, reduce errors, and gain greater visibility into cash flow. Let's explore what's possible.

Process Overview

Medius Capture.

For businesses seeking a structured approach to accounts payable (AP) automation, Medius Capture ensures invoices are processed efficiently, routed correctly, and integrated smoothly within D365FO and D365AX.

Medius Capture enables businesses to forward all invoices from their current "Invoice-to" email address into a centralized system. This ensures proper categorization and routing for further action, offering two flexible configurations for customers to use:

AI-driven single mailbox: A tenant-level setup where AI automatically identifies the company based on the invoice data and routes invoices accordingly.

Company-specific mailboxes: Individual inboxes per company for more structured document handling and processing.

The Medius team sets up the capture mailbox address, which is communicated to the customer during the system build phase of implementation. The standardized email format is as follows:

Single AI Company Identification Mailbox:

<mf-"tenantName"@medius.cloud>

Company-Specific Capture Mailbox:

<mf-"tenantName"-"CompanyID"@medius.cloud>

Intelligent Invoice Identification.

In Rapid Application Delivery, Medius Capture automatically classifies invoices based on structured identifiers, ensuring they follow the appropriate workflow:

Non-PO Invoices (Including Credit Notes):

Identified when no purchase order (PO) number is captured.

PO Invoices:

Identified when a PO number is captured on an invoice.

Additional Document Types:

Below are other document types that might be in scope, but aren't part of the baseline configuration:

Recurring invoices:

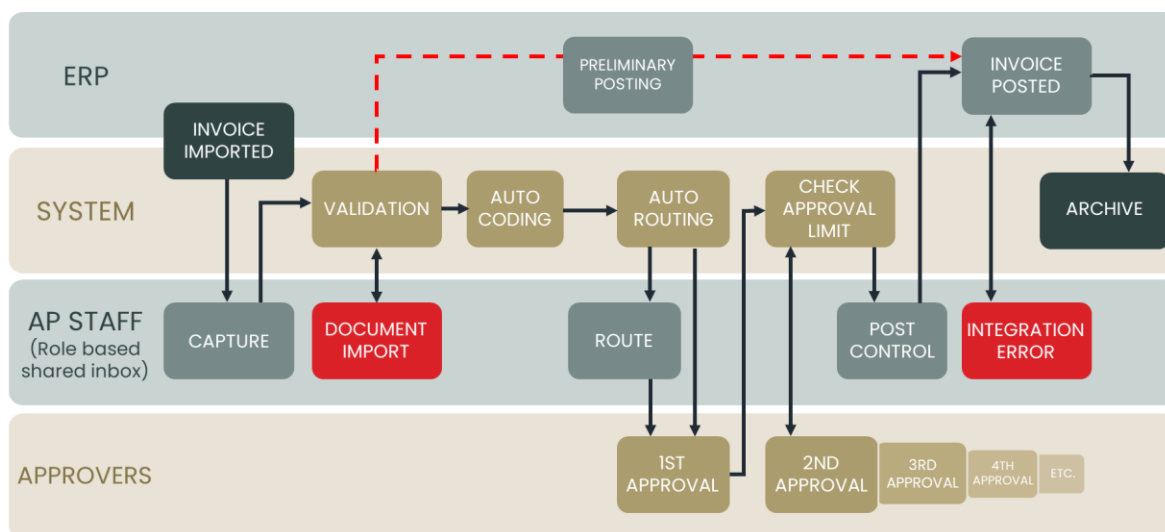
Identified using a contract number is captured on an invoice.

Pre-payment invoices:

Identified using an Invoice document title (e.g. Prepayment, Downpayment etc.)

Non-PO Invoices.

Non-PO [Expense] invoices are debit invoices without any connection to a PO, for example subscription related invoices. They will not reference a PO number, and they will not go through the line level-matching process. Instead, they are coded and approved prior to being posted to the D365FO or D365 AX. Credit memos are being processed the same way as non-PO invoices. The only difference is that the total amount on these documents is negative. The flowchart below illustrates the Medius Non-PO Invoice process. This process is described in more detail in subsequent sections.



Validation and Document Import

Medius applies best-practice validation checks to ensure every invoice is processed smoothly and accurately. As part of the standard AP workflow, invoices undergo essential automated validations, minimizing errors before routing them for approval. These validations include:

- Invoice number duplication check, ensuring no duplicate entries—even on the same day.
- Invoice amounts verification, ensuring that line amount calculations align with the invoice total.

If an invoice fails a validation check, it is automatically flagged and routed to users assigned the Error role for manual review. To maintain efficiency, Medius recommends clients assign at least two users—one from the AP team and one from the admin team—to handle any validation exceptions swiftly.

By implementing structured validation checks and role-based error handling, Medius Capture ensures invoices enter the system with accuracy, reducing financial discrepancies and improving operational control.

Preliminary Posting

For businesses utilizing the D365FO and D365AX feature for Invoice registration, Medius Rapid Application Deliveries offers preliminary posting functionality to streamline invoice registration before full AP processing is completed. This feature allows invoices to be recorded in D365FO and D365AX early in the workflow, ensuring visibility and financial tracking while the approval and coding process continues in Medius.

Unlike standard invoice posting, preliminary posting in Rapid Application Deliveries does not include full coding details from Medius at the time of registration, instead relying on D365FO and D365AX set up. Once fully approved and coded, the final invoice posting replaces the preliminary entry, ensuring accurate financial reporting.

Coding

Medius takes AP automation a step further with SmartFlow, an AI-driven feature designed to streamline invoice coding by learning patterns over time. When a Non-PO Invoice is imported, SmartFlow checks whether invoice lines can be automatically coded based on historical data and previous transactions.

Initially however, businesses can apply accounting templates to standardize coding while SmartFlow builds confidence in recognizing patterns. These templates can be assigned to specific suppliers, ensuring consistency and reducing manual intervention. Accounting templates are assigned to suppliers by users with the system role of Expense AP.

As SmartFlow matures, it increasingly automates coding decisions, allowing invoices to bypass manual review and proceed seamlessly through the approval workflow.

If automatic coding is successful, the invoice moves forward. If not, Medius verifies whether an invoice reference—such as an employee name provided by the supplier—is available. If a valid reference is found, the invoice is directed to the appropriate system user for routing.

While Medius SmartFlow and Accounting Templates automate much of the invoice coding process, certain invoices require manual coding and routing. When an invoice lacks sufficient data for automatic coding—or when SmartFlow hasn't yet gained confidence in coding patterns— a manual coding task are assigned to the Accounts Payable (AP) team for review.

Manual coding is primarily the responsibility of users holding the Expense AP role within Medius accounts payable automation solution. These users review invoice details, apply appropriate financial coding, and ensure compliance with company accounting structures. Invoices that require manual coding may also be routed based on supplier-provided references, allowing designated approvers to add the necessary coding before the approval process begins.

By maintaining structured manual coding workflows, businesses ensure invoices are correctly categorized, reducing errors and maintaining financial integrity. Medius provides tools to simplify this process, such as ability to use the accounting template, apply latest coding or paste coding from an excel spreadsheet allowing AP teams to efficiently complete this task and seamlessly move invoices through the approval workflow.

Approval

Medius ensures that invoice approvals are handled with efficiency, accuracy, and compliance—eliminating bottlenecks while maintaining financial integrity. With automated approval routing, invoices move through a structured process that aligns with business rules and delegation of authority (DOA). In Rapid Application Deliveries, the currency amount limits are considered.

Smart Approval Workflow

Approval begins when invoices are fully coded, either manually or through accounting templates that streamline financial data entry. Approvers are assigned dynamically based on invoice references, or where invoice was automatically coded prior to the approval step, based on the routing table (approval matrix) ensuring invoices reach the right decision-makers without unnecessary delays. The routing table is loaded to the system and maintained by customers.

If an approver cannot be identified, Medius searches company settings to find a backup approver, and in Rapid Application Deliveries these will be users with the system role of admin. Although Medius does not expect administrators to approve invoices, this routing logic is necessary so that administrators have the chance to identify why approval rule was not found, address the issue, and restart the approval flow ensuring the DOA compliance.

To maintain financial oversight, Medius allows customers to set DOA rules that validate whether an approval limit covers the invoice value. Those are added by customers as approval groups which are then assigned to users expecting to approve invoices.

If the approvers approval limit is exceeded, Medius initiates an automatic escalation, first searching the routing table for the next eligible approver. If no suitable approver is identified, the system escalates further, routing the invoice to the previous approver's manager for verification. Should no manager be found, the invoice enters an error state, requiring manual resolution by users assigned the Error role.

For added security, Medius enforces the four-eyes principle (meaning that there are always at least two approvals required, regardless of approval limits) that will apply at an invoice line level, ensuring invoices undergo multi-level validation before moving to Post Control.

Any invoice lines that are rejected are flagged for review in Post Control, where users can invalidate the invoice or send it back to the workflow for reprocessing. This structured approach ensures only fully validated invoices proceed to final posting, maintaining financial accuracy and compliance.

Post Control

As part of the baseline configuration, all invoices are initially halted in Post Control, allowing businesses to familiarize themselves with the system and validate its accuracy before enabling full automation. This approach ensures teams gain confidence in Medius APA's processing capabilities, minimizing risks during the transition period.

This task is assigned to users with the Expense AP role, ensuring that only authorized individuals can complete the final approval and release the invoice to the finance system.

Initially, the **Stop All** document validation rule ensures that all invoices must receive explicit final approval before being posted in D365FO and D365AX, maintaining financial accuracy during the initial implementation phase.

Medius recommends that the **Stop All** Document Validation Rule be gradually phased out, with customers ideally disabling it no later than one month after go-live—though it can be turned off sooner based on user confidence. While custom document validation rules are not enabled in Post Control during rapid delivery, customers retain full access to the document validation rule admin page, where additional validations can be created as needed.

Invoice posted

Once fully approved, Non-PO invoices are posted as Invoice Approval Journal, complete with general ledger entries. Credit notes are processed in the same manner but recorded with negative amounts to reflect the credit.

If preliminary posting was applied before the final purchase invoice posting, Medius automatically cancels the preliminary entry. This ensures that only the final approved version of the invoice is recorded in D365FO and D365AX, maintaining a clean financial audit trail.

If an integration error occurs and Medius Accounts Payable Automation (APA) is unable to post an invoice to D365FO and D365AX, the system returns an error and redirects the invoice to the Integration Error queue for review. Users assigned to the Integration Error Role can then analyze the issue, either retrying the posting process or making necessary adjustments to the invoice details before resubmitting it to the Invoice posting queue. This structured error-handling mechanism ensures that invoices are properly processed while maintaining data accuracy and system integrity.

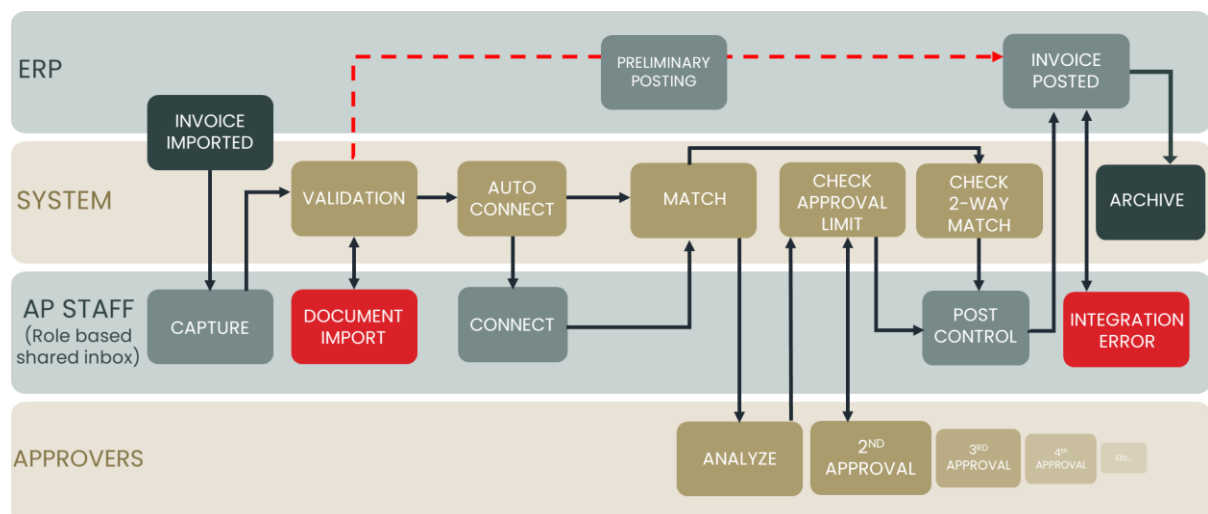
PO Invoices

PO invoices are financial transactions linked to a purchase order (PO), ensuring traceability and structured processing. Each PO invoice references a PO number and undergoes a matching process before being posted in D365FO and D365AX. This validation ensures that invoice details align with the purchase order and corresponding goods receipt, enhancing financial accuracy and control.

For two-way match orders, where a goods receipt is not available, invoices are validated by comparing the invoice details directly to the purchase order. This process applies primarily to service-related transactions or purchases where physical delivery tracking is not required.

Medius ensures that in Rapid Application Delivery both three-way and two-way matched invoices follow structured matching steps, if discrepancies arise, the system flags them for analysis, preventing misaligned invoices from being posted without proper validation.

The following sections provide a detailed breakdown of the PO invoice workflow, explaining how the system verifies, matches, and processes these invoices to maintain compliance and efficiency.



Validation and Document Import

PO Invoice undergo the same best practice validations as the Non-PO invoices. This ensures common compliance regardless of the invoice type.

Auto-Connect

Upon successful import, a PO invoice undergoes a structured process to identify the corresponding purchase order (PO), order lines, and available deliveries before matching can begin. The system follows a waterfall approach, attempting different connection methods sequentially until a match is established. Both three-way (3WM) matching and two-way (2WM) matching are supported, ensuring flexibility in handling various invoice types.

The matching process follows a predefined order:

First, the system attempts a Header-Level connection, comparing the total invoice amount to the total PO amount. If the amounts are identical, the invoice is connected. Unless any tolerances has been set the system will only apply this connection method if the unconnected value of the invoice is exactly the same as the value of the available PO lines/goods receipts.

Next, the system attempts a Header-Level Amount Match, specifically designed for service transactions that lack quantity-based details. Instead of matching quantities, this method evaluates the service cost at the header level, behaving similarly to the standard header-level match.

If neither of these header-level matches succeeds, the system moves to Line-Level Matching, where product codes (item numbers) from the invoice are compared against PO line details. This approach provides the most accurate match and allows for unit price and quantity validation. However, if discrepancies exist—such as incorrect product codes—the invoice is halted for manual connection.

For any still unconnected invoice lines, the system will attempt a Line Total Match, where it compares the net amount of an individual invoice line to the PO/delivery line net amount. If an exact match is found, the invoice is connected, disregarding unit price or quantity details.

Lastly, the Line Amount Connection is applied for service-based transactions. Like the header-level amount match, this method compares invoice line amounts against PO lines designated for services, ensuring accurate alignment where quantity-based validation is unnecessary.

During the initiation configuration of the system connection tolerances will be set to 0, ensuring strict matching until customers are ready to broaden automation rules at which point Medius suggests that customers could consider applying connection tolerances.

Connect

When an automatic connection cannot be established, Medius ensures that invoices can still be accurately linked through manual connection. This process always remains available and is essential for handling exceptions where automated matching is not possible. In these cases, PO invoices are reviewed and manually connected by designated Accounts Payable (AP) staff holding the Orderbased AP role.

Analyze

Once a connection is established, the invoice moves through a matching process to ensure accuracy. If all invoice lines or the invoice header align exactly with the connected purchase orders or deliveries—or fall within the predefined matching tolerance set by the customer—the invoice is deemed matched and bypasses the Analyze step.

However, if discrepancies are identified, such as deviations in unit price, additional charges, or missing goods receipts, the invoice is automatically flagged for analysis. It is initially routed to the individual listed on the purchase order as the responsible user—the equivalent of the Worker Purchase Placer named against the order D365FO and D365AX. This best practice ensures that the person most familiar with the order reviews the issue

first. If no responsible user is identified, the system falls back to routing the deviation to users with the Orderbased AP role, ensuring timely resolution.

Deviation analyzers can approve or reject discrepancies. However, missing goods receipt deviations cannot be manually approved—Medius follows the best practice approach here and requires a recorded delivery to resolve this type of mismatch. Notably, two-way match orders will not trigger delivery-related deviations, as they do not rely on receipt confirmations.

If an invoice discrepancy is rejected, the user must provide justification for the decision in the form of a comment.

Approved deviations undergo a deviation approval limit validation, ensuring the financial amount aligns with the assigned authorization level. This limit is assigned to users by customers via the approval groups and the recommendation from Medius is that all purchasers with medius accounts have some limit set, even if this limit is 0. If the initial analyzer's approval limit is exceeded, the system automatically escalates approval to the manager of the previous approver. Customers are responsible for ensuring managers are correctly assigned in user profiles, and this information can be integrated from Entra ID to maintain structured approval workflows.

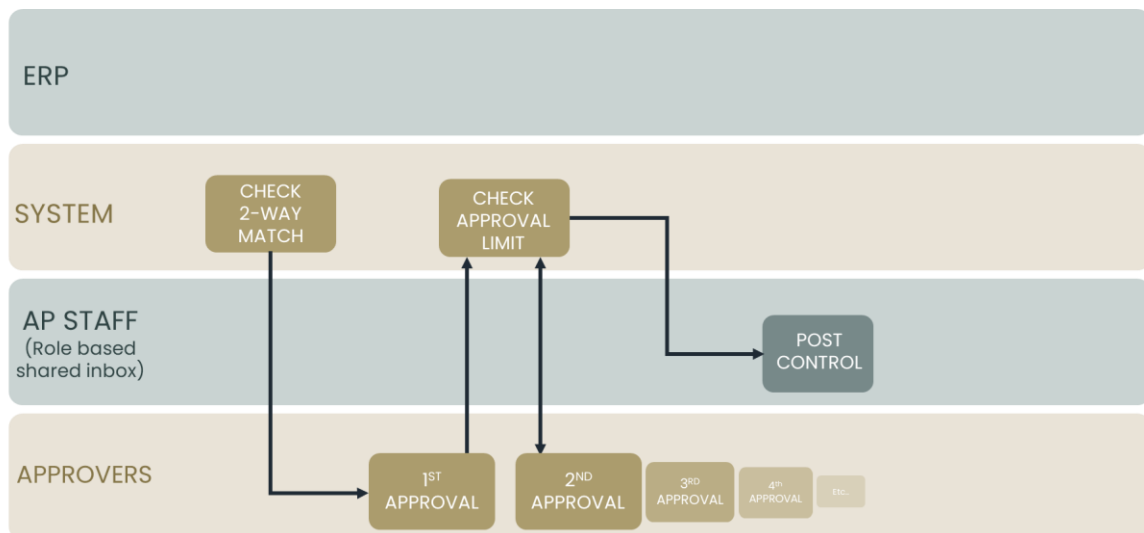
While invoice matching tolerances can be applied, rapid deliveries start with 0% tolerance across all matching types. This allows businesses to identify and address discrepancies upfront before refining tolerance thresholds to enhance automation.

Invoice Amount approval

This conditional workflow step is specifically triggered for invoices linked to two-way match (2WM) orders. Since 2WM orders do not include delivery lines, a document validation rule is applied to stop these invoices at an approval checkpoint. This ensures that the responsible user for the purchase order (the Worker Purchase Placer named against the order) verifies whether the goods or services have been delivered before the invoice progresses further.

Once the purchase order responsible user approves the invoice, the system compares their approval limit to the invoice amount. If the invoice amount exceeds their limit, it is escalated to their manager.

The invoice can only proceed once it has been fully approved or rejected, ensuring accurate validation and compliance before moving to the next step in the workflow.



Post Control

The same behavior in post control as for non-PO invoices will apply to PO invoices.

Invoice Posted

Once fully approved, PO invoices are sent to D365FO and D365AX as Purchase Invoice Posting, ensuring they are accurately recorded and processed within the financial system.

Annotations

This section contains details of specific system areas that are of particular importance and should be considered when implementing the Medius solution.

Coding

Financial coding within Medius is assigned to users nominated by the customer through Approval Groups that grant coding permissions. The structure of coding dimensions—including both standard and custom dimensions—is determined during the data gathering phase of the customer onboarding process. Medius imports all coding dimensions directly from D365FO and D365AX, with the activation and management of specific dimensions governed within the finance system.

For automated invoice coding, Medius applies predefined logic to handle invoice variations for PO invoices. If an invoice includes a unit price difference, the system automatically codes the discrepancy as Same as Cost (SaC) to align it with the original PO structure. However, for quantity differences, no automatic coding is applied. Instead, businesses must resolve these variations manually by addressing delivery discrepancies with suppliers.

This structured approach ensures that financial coding is consistently applied while allowing flexibility for exception handling.

Tax Handling

Medius provides flexible tax handling solutions, adapted to regional tax requirements to ensure compliance within D365FO and D365AX. Rapid application deliveries are designed to support businesses in the following regions:

- USA
- Canada
- UK & Central Europe
- Scandinavia (Sweden, Norway, Finland, Denmark)
- APAC (Australia & New Zealand)

Tax Handling in the USA

For businesses operating in the USA, Medius enables the capture of tax amounts at the invoice header level, which can be stored for reporting purposes if needed. However, tax breakdowns are not applied at the line level, as each coded line remains tax-inclusive.

Tax Handling in Canada

Canadian implementations provide invoice header fields to capture multiple tax types, including PST, GST, QST, and HST. Customers can code each tax amount separately, ensuring proper allocation within the financial system.

Tax Handling in UK, Central Europe, Scandinavia, and APAC

For businesses in these regions, Medius enables tax capture through a single tax total amount field at the invoice header. From there, each coding line includes tax codes represented Tax Group and Item Tax Group fields, both of which are imported from D365FO and D365AX as master data.

Additional Considerations

The managed integration to D365FO and D365AX does not include native support for Tax Engines. Businesses requiring integration with D365FO and D365AX's Tax Engine must establish a separate agreement for implementation.

Additional Charges

When an invoice includes costs that are not linked to a purchase order line, customers can apply additional charges to ensure proper financial tracking. Medius provides four default charge categories, which can be expanded further based on specific business needs. The charges provided are:

- Packaging Cost
- Additional Cost
- Freight Charge
- Postage

These charges are made available across all companies and are configured as Capture fields, allowing automatic detection during the invoice capture process. While Medius facilitates the identification of additional charges, the responsibility for coding these

charges lies with the customer, ensuring alignment with their accounting structures and financial policies

User import and handling

Medius user provisioning is managed through Microsoft Entra ID, utilizing the SCIM method via the Medius enterprise application. It is the customer's responsibility to ensure that all necessary users are correctly provided by Medius and that managers are assigned appropriate access within the system.

All users authenticate via Single Sign-On (SSO) linked to Microsoft Entra ID, ensuring secure and streamlined access. If an alternative user provisioning or sign-in process has been agreed upon, details will be outlined in the Statement of Work (SOW) under a dedicated appendix.

In the PO Invoice workflow, usernames play a crucial role in deviation analysis distribution. Customers must ensure that usernames from D365FO and D365AX (Worker Purchase Placer field) are correctly aligned with the display names passed from Microsoft Entra ID, ensuring consistency across the Medius enterprise application.

Integration Handling

All integrations, including master data imports into Medius and invoice data exports to D365FO and D365AX, are managed through the Medius cloud integration for D365. This standardized approach ensures seamless data exchange between systems.

Medius exclusively supports this dedicated integration framework, meaning alternative integrations for accounts payable automation are not considered. If additional Medius modules are implemented, their integration will require a separate agreement and is not covered within this document.

Get in touch.

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About Medius

Medius links invoice capture, processing, and payment to replace the worry and wondering of managing AP with calm and confidence. Medius goes far beyond basic automation by using artificial intelligence to do the work – so invoices get coded, approved, and paid; you get to go home and rest easy; and your business can trust your budgets and forecasts.