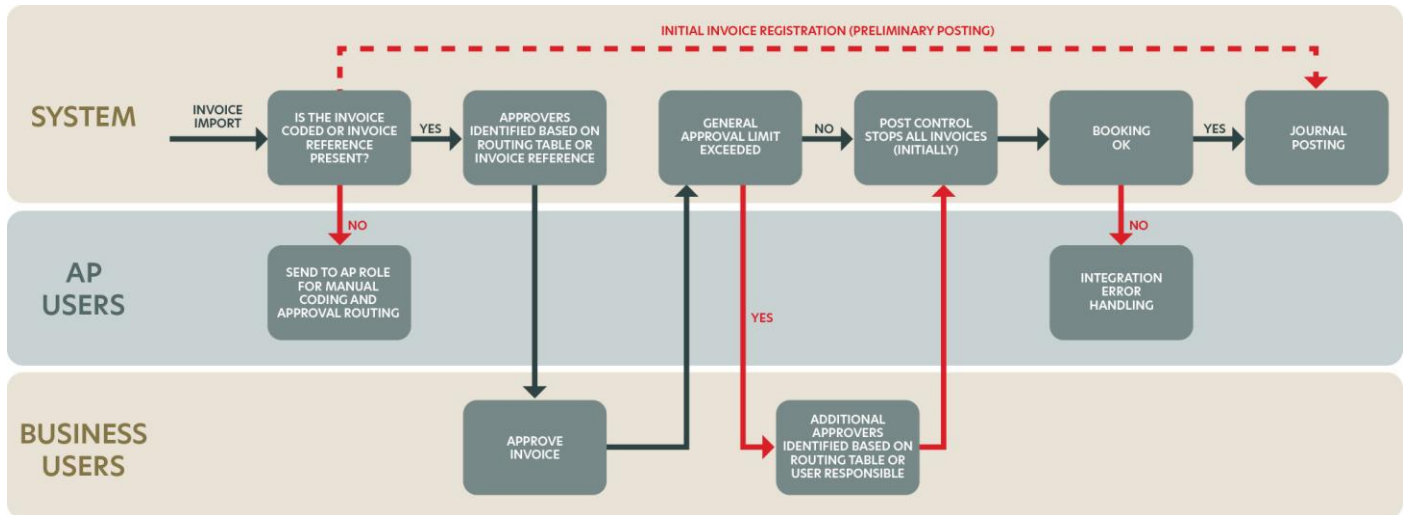




Medius AP Automation

Standard APA Leading Practice Workflows

Non-PO Invoice workflow



Capture

Verification of the OCR result is handled by AP staff, unless this step is bypassed.

Validation

Once an invoice has been sent to the AP workflows the system will perform standard data validation and perform a duplicate check.

Document Import

Any invoices that fail the validation will be routed to the Document Import step for resolution by AP staff.

Preliminary Posting

For some applicable regions and ERP systems there is an "initial registration", "parking" or "preliminary posting" of invoices before they continue in the workflow.

Auto Routing

The invoice will be automatically routed to a user if the applicable business logic is triggered.

Route

Any invoice that was not automatically routed will be sent to AP for routing to one or multiple users for approval. They may code the invoice prior to sending it for approval. Here coding is not required.

Approval

Users will either approve, reject, or re-route the coding lines assigned to them. The invoice must be coded prior to the first approval, but it can be coded in this workflow step.

Escalation

The system will compare the total cost on all coding lines approved by the user to their approval limit. If exceeded the invoice is automatically escalated.

Post Control

All invoices will be stopped for review and final updates by the AP staff before being posted to the ERP.

Invoice Posted

Once the invoice has received the Final Approval by AP a posting message is sent to the ERP.

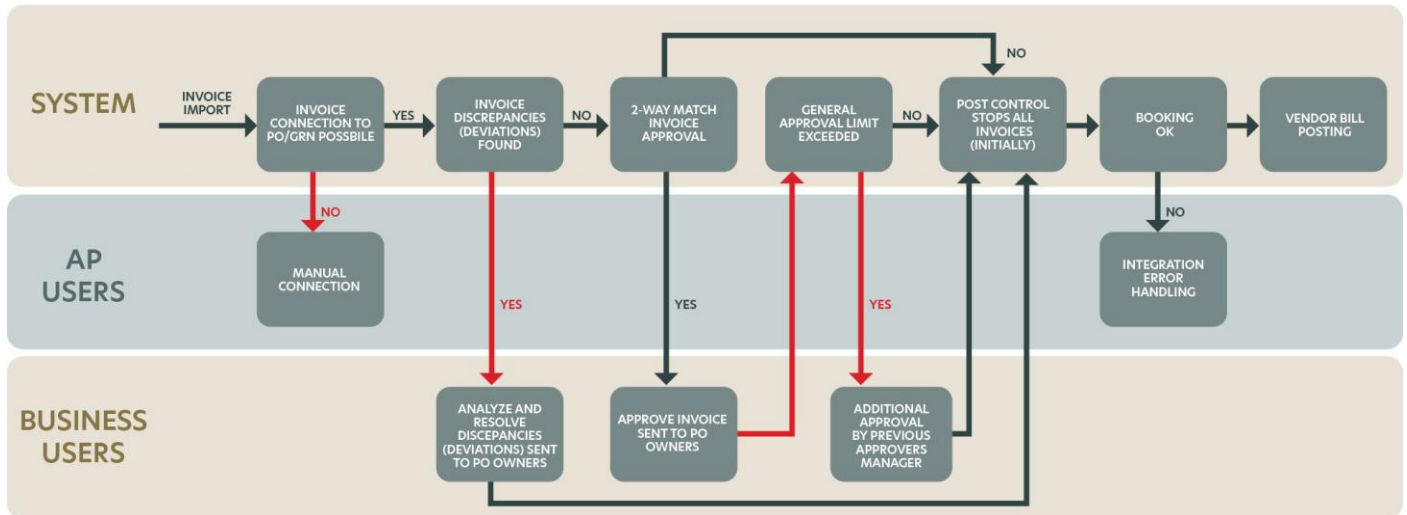
Integration Error

If the ERP rejects a posting message the invoice will be updated with the error that was returned and routed to AP staff for resolution.

Archival

Once a confirmation message has been received from the ERP the workflow is terminated, and the invoice is considered archived. Once the invoice has been paid in the ERP the invoice in APA is updated with the actual payment date.

PO Invoice workflow



Capture

See non-PO invoice workflow.

Validation

See non-PO invoice workflow.

Document Import

See non-PO invoice workflow.

Preliminary Posting

See non-PO invoice workflow.

Auto Connect

The system will attempt to automatically connect PO lines and goods receipts (GRs) to the invoice by finding POs matching the captured PO numbers. The following default priority will be used for connecting PO lines and GRs to the invoice:

- 1) Head Total Connection
- 2) Line Detail Connection
- 3) Line Total Connection

Connect

Any invoice that was not automatically connected will be sent to AP for manual connection.

Match

Once an invoice has been Connected to PO lines and Goods Receipt the system will identify deviations. Any deviation that is out of tolerance will be routed to Analyze. The invoice will bypass Analyze if there are no deviations or all deviations are within tolerance.

Analyze

All invoices with deviations that are out of tolerance will be routed to the appropriate user/users who can work the vendor and other internal stakeholders on the appropriate resolution.

The user might, for example, ask the vendor for a new invoice, ask for a credit note, update the PO in their ERP to resolve the variance, or approve or reject the deviation in Medius APA.

Approval

Any invoice connected to a PO line that has been designated as "two-way match" will be stopped in a workflow step for approval.

Escalation

If the value of the invoice exceeds the approval limit of the user it will be escalated to their assigned supervisor.

Post Control

See non-PO invoice workflow.

Invoice Posted

See non-PO invoice workflow.

Integration Error

See non-PO invoice workflow.

Archival

See non-PO invoice workflow.

Miscellaneous

Additional Charges

Additional charges refer to charges included on a PO invoice that are not represented on the Purchase Order. Common examples are freight, environmental fees, pallet charges, toll fees, and so on.

These extra charges are in most instances automatically coded in APA. In some cases, the coding might require manual intervention by the AP staff.

Medius will as a starting point enable four header level amount field in Capture. Any amount captured using these field will be automatically coded to a specific GL String, or distributed proportionally across the cost of goods/services.

Taxes

Tax handling will be ERP and region specific.

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.

