Medius Platform for AP

Corporate and SSC

July 2023

Confidential and proprietary

What is Medius?

Medius comes with a host of advanced features designed to streamline and automate our AP processes, taking another significant step in enhancing the efficiency and effectiveness of our workflows. With Medius, we anticipate smoother processing, faster approvals and greater accuracy in managing our financial transactions.



Medius Overview

Integrating with D365, Medius will automate our current processes using their AI, constantly improving and learning with every invoice.

Benefits include:

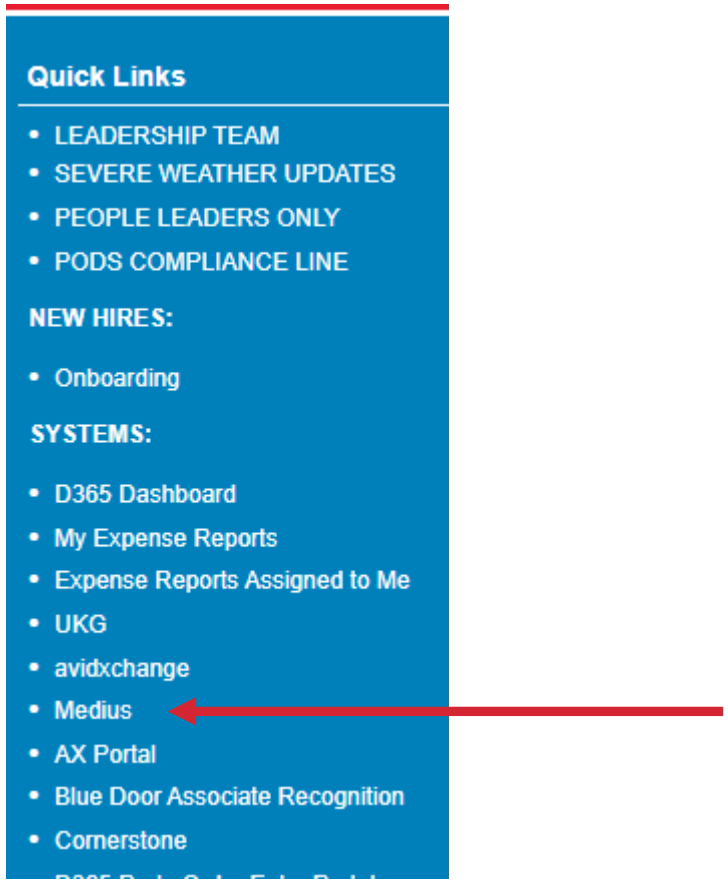
- Full process automation due to integration with D365
- Three-way match with the purchase order (P.O.), invoice, and payment
- Automated routing of invoices for review and approval
- Automated error and exception handling



Your Impact

- Instead of navigating separate websites to approve invoices, you can now approve them through D365
- System users will be aligned with the PODS employee directory – eliminating delays of workflow changes when someone switches roles
- One-step approval once a P.O. is used

Accessing Medius



Accessing Medius

1. Visit We Are PODS intranet
2. Find SYSTEMS on the right hand side
3. Select Medius

Pro Tip: Bookmark https://cloud.mediusflow.com/pods for instant access

Submitting Invoices to Medius:

podsbilling-us@pods.com
podsbilling-cana@pods.com

For Help or Questions

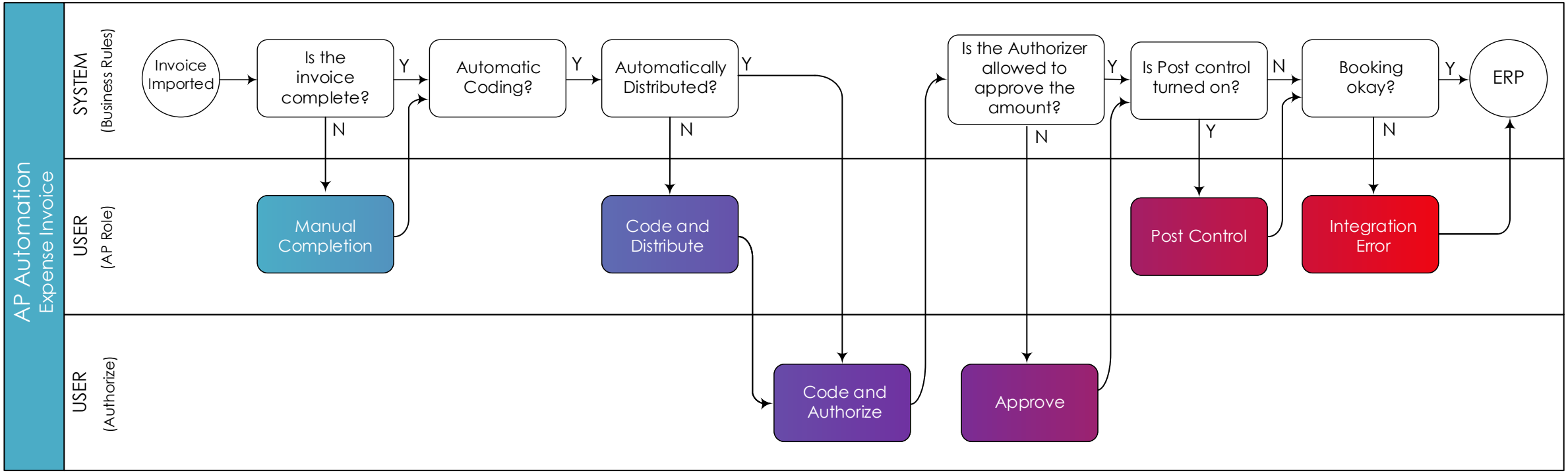
Contact Trevor Cowgill tlcowgill@pods.com or Leesha Holloway lholloway2@pods.com

Medius Topics

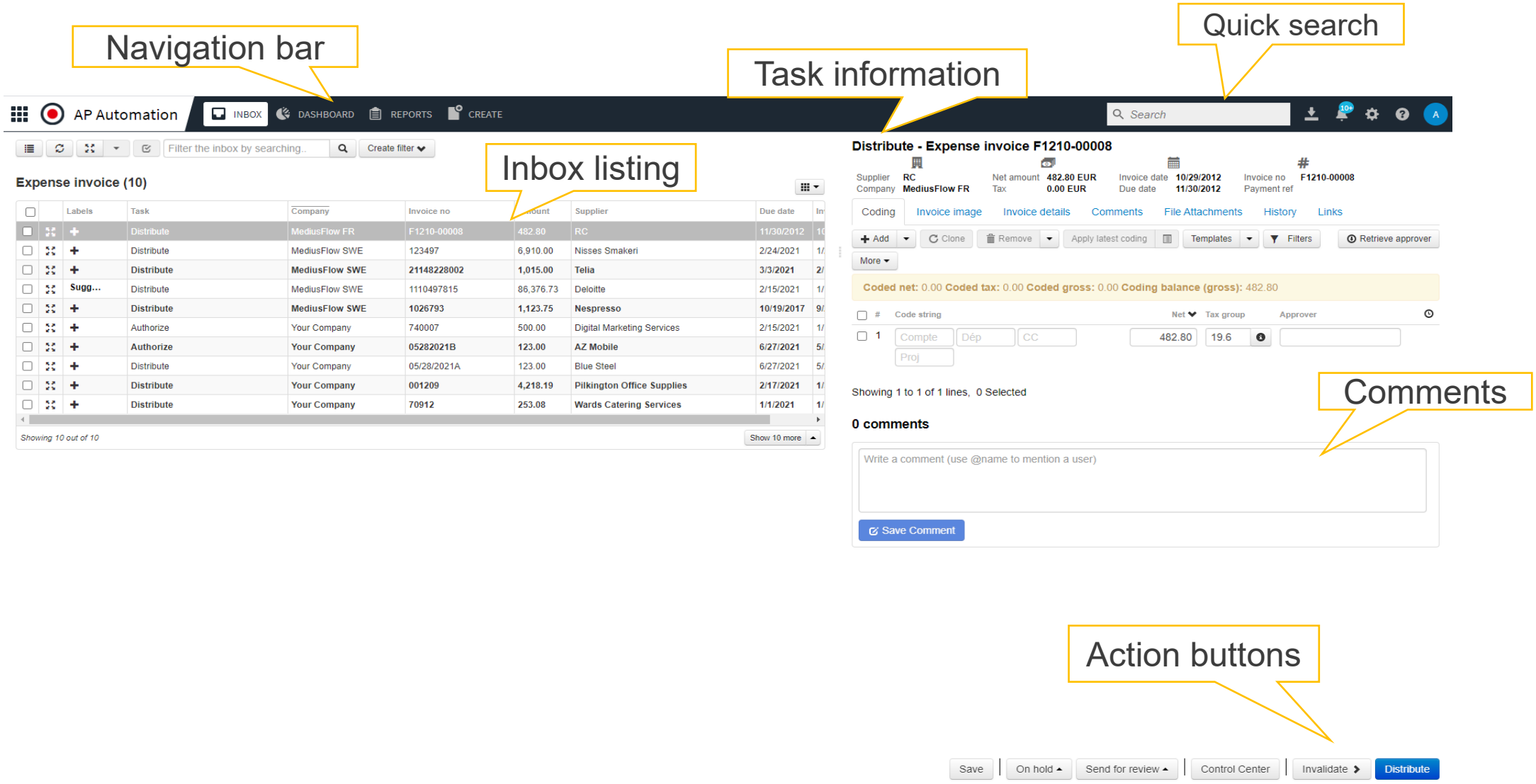
- The Expense Workflow and The Inbox
- Authorization
- Coding and Distributing
- Purchase Order-Based Invoices
- Upcoming Trainings

The Expense Workflow and the Inbox

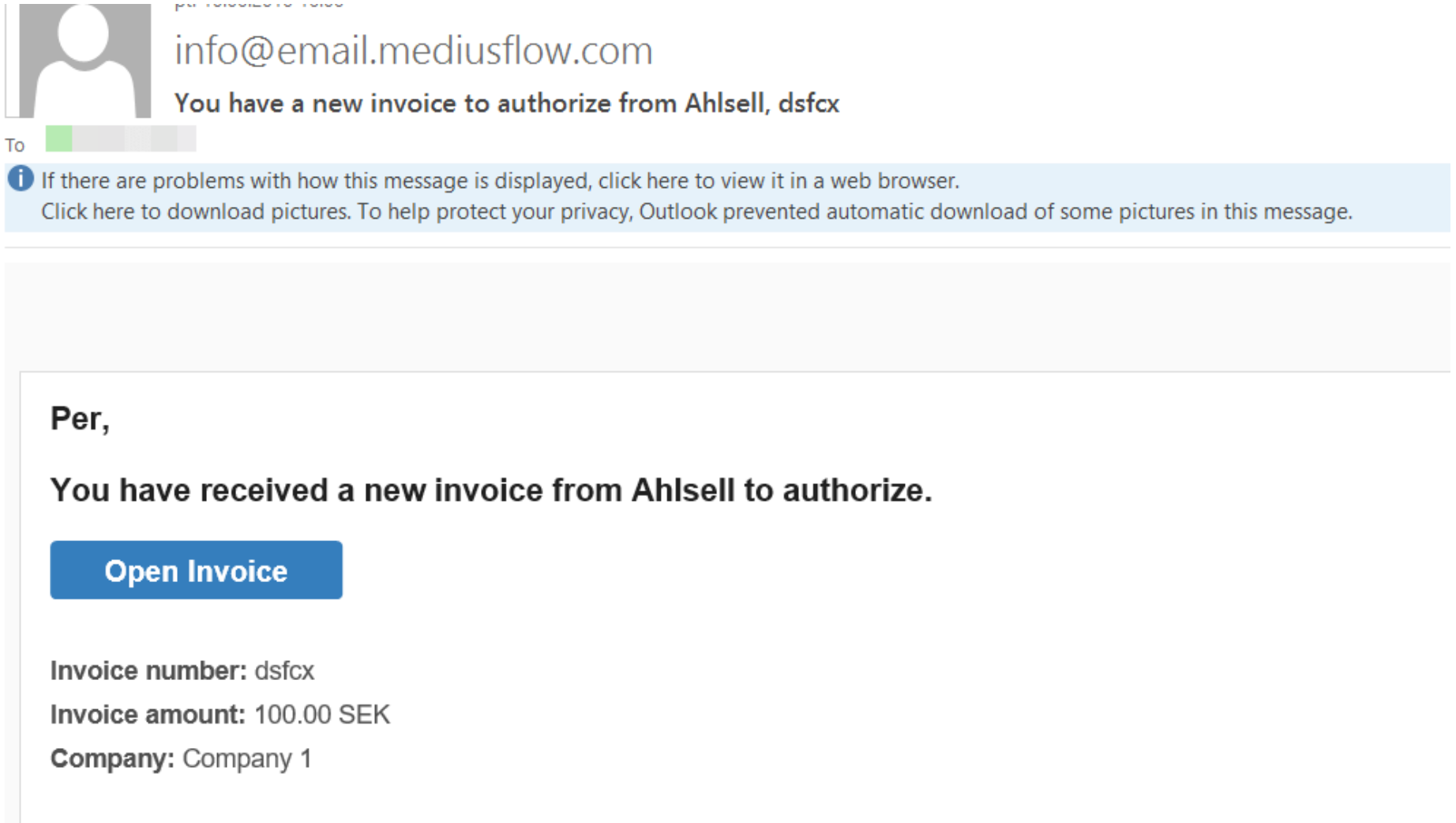
Expense Workflow



Inbox Introduction



Email



info@email.mediusflow.com

You have a new invoice to authorize from Ahlsell, dsfcx

To

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Per,

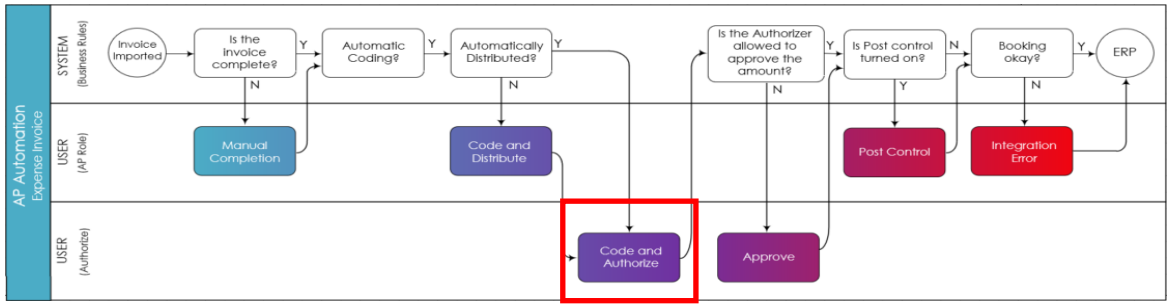
You have received a new invoice from Ahlsell to authorize.

Open Invoice

Invoice number: dsfcx
Invoice amount: 100.00 SEK
Company: Company 1

Authorization

Authorize

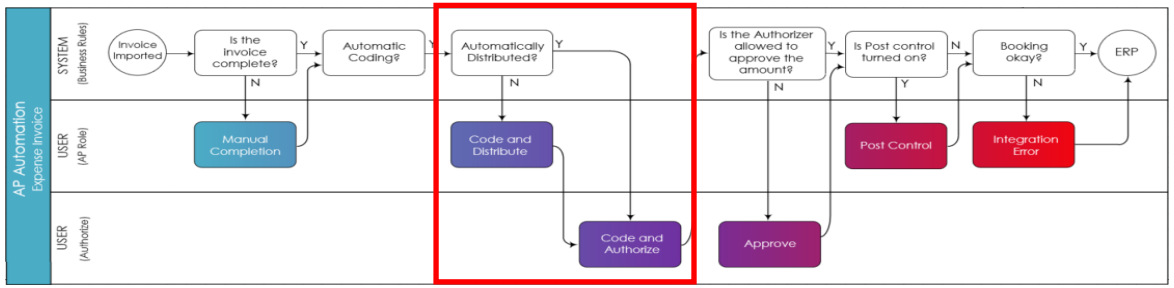


Coded net: 4 348,08 **Coded tax:** 0,00 **Coded gross:** 4 348,08 **Coding balance (gross):** 0,00

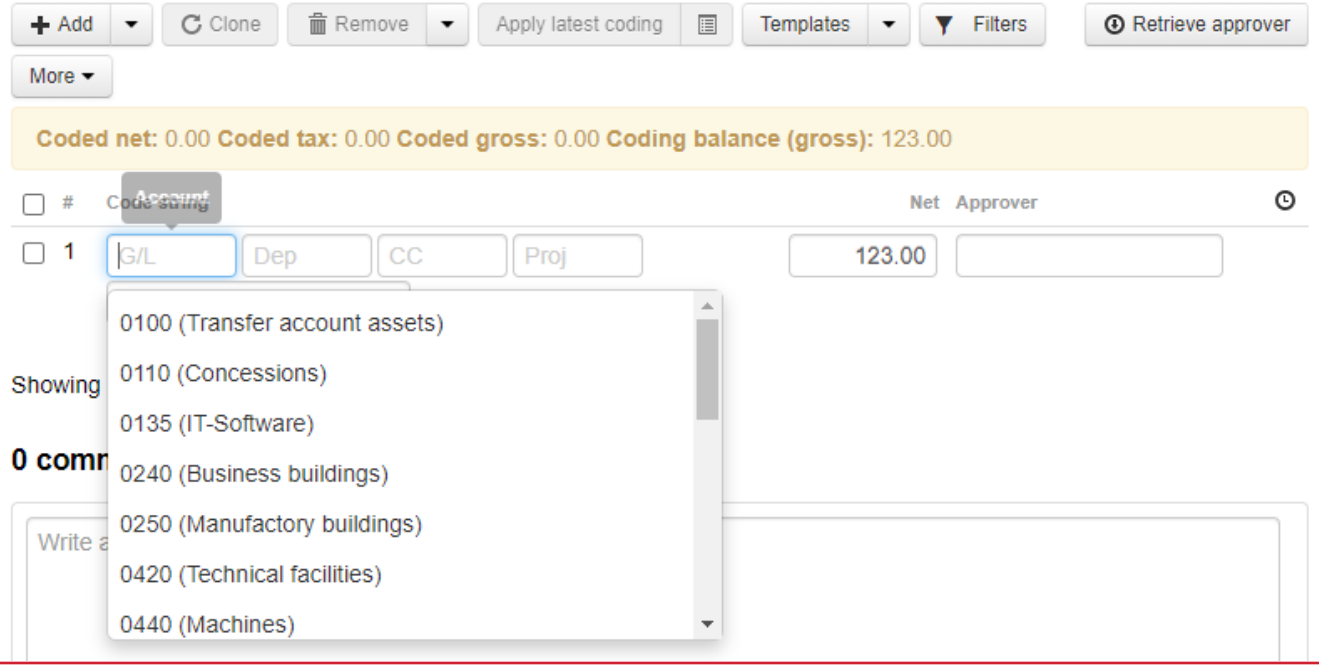
		#	Code string		Net	Tax group	Authorizer		Authorize/Reject
☐	✓	1	90001 1110.100 - - -		4 348,08	NOT	Administrator (admin)		✓ ⊘

- In this step invoice coding lines can be handled the following ways:
  - Approved
    - ✓ Invoice must be coded if approved
    - ✓ Coding lines are locked for editing after authorized
  - Rejected
  - Redistributed
- All lines must be coded for it to be fully approved

Authorization Groups



- Authorization groups control what values users are allowed to code/authorize
- Authorization groups decide the dollar permissions of an authorizer
- All authorizers must have an authorization group



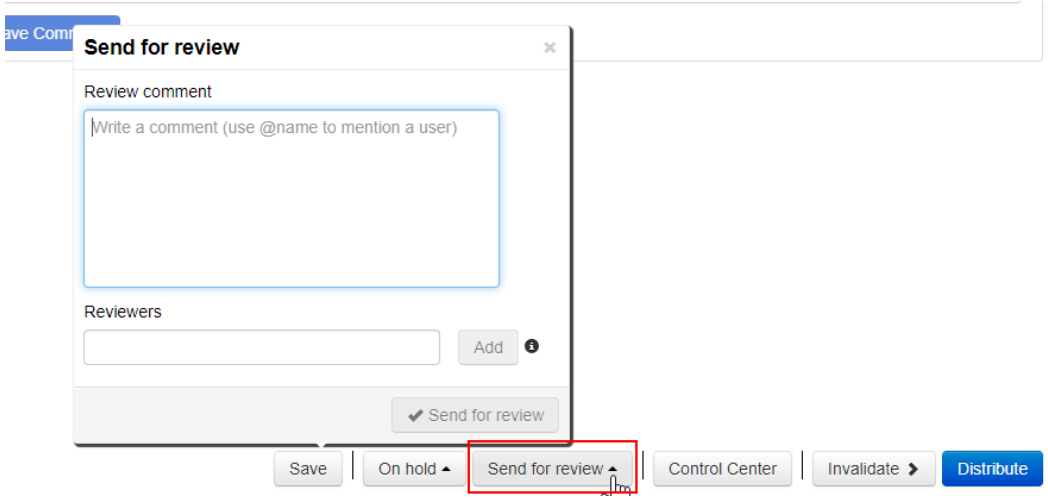
Authorization Groups-Example

- AP Matrix Based Groups
- Marketing
- Leasing

Authorization – Sending for Review

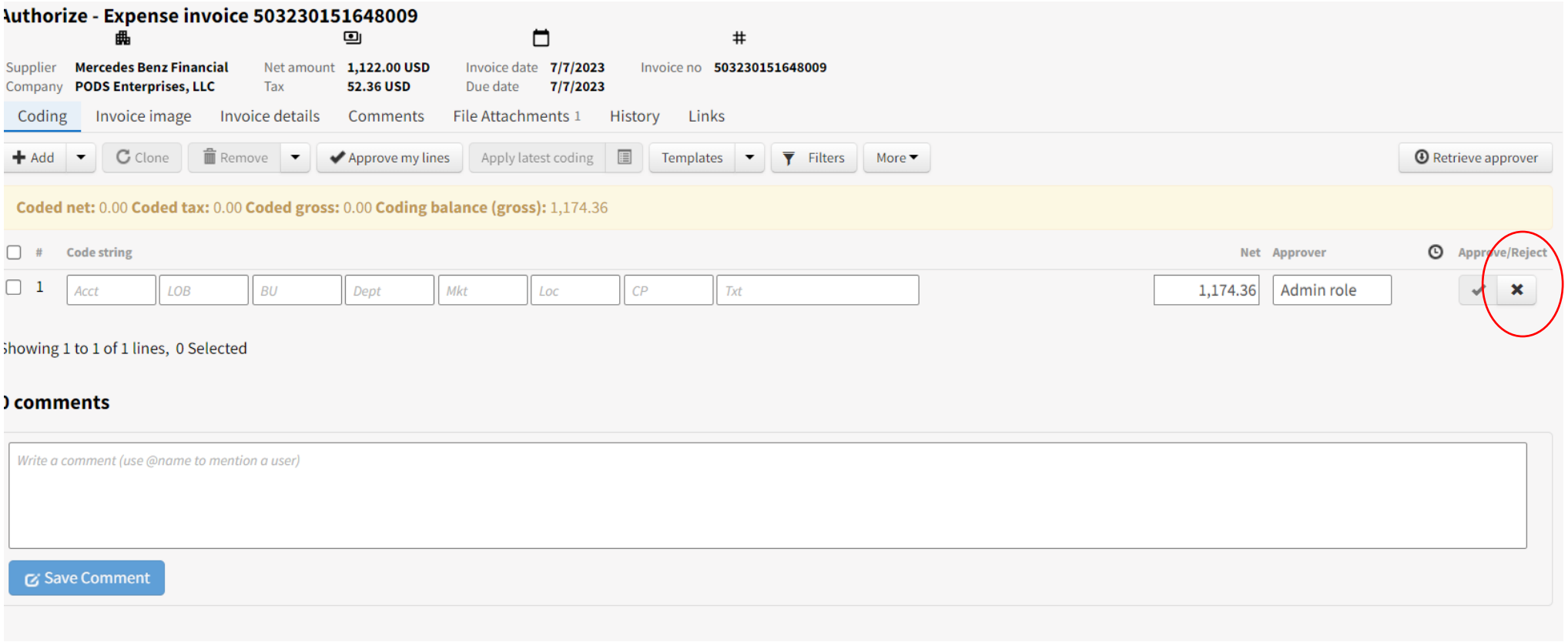
- At any stage you can send an invoice for review
- When a document is sent for review, it will appear in the reviewer's inbox, in the Review task





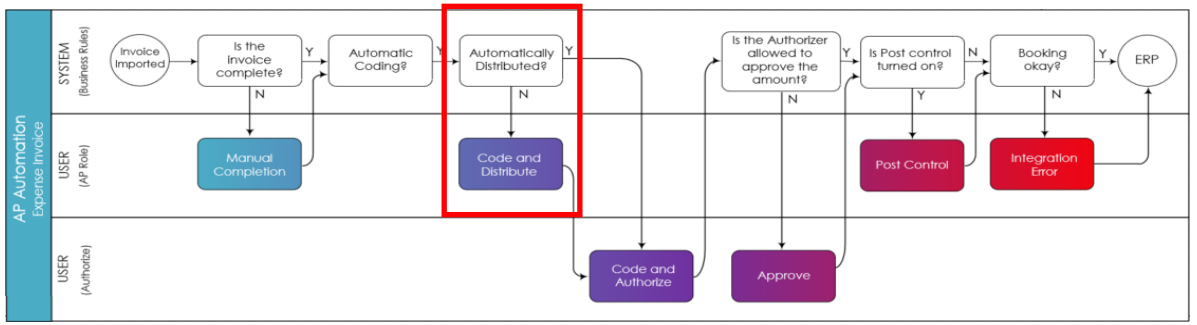
Authorization – Rejecting an Invoice

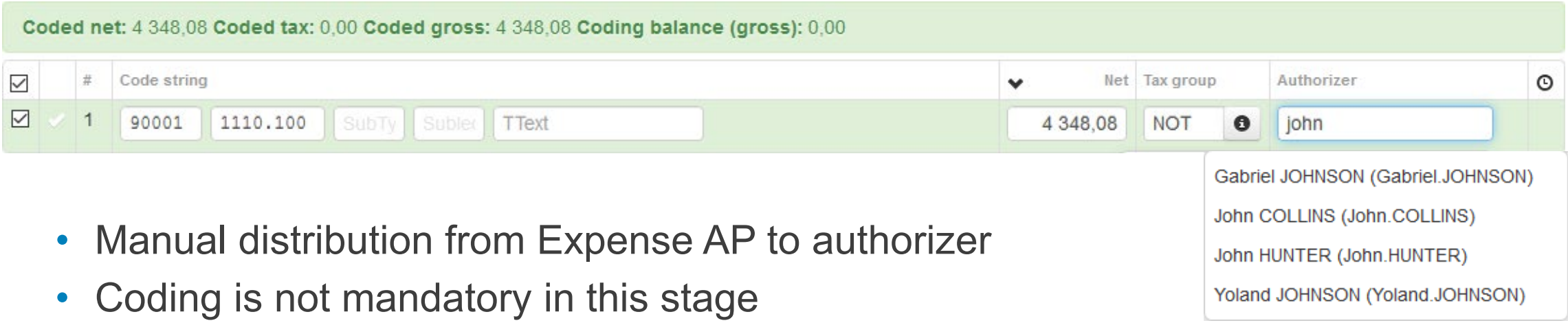
- Press the “Reject” button if an invoice is invalid
- You will be prompted to enter a comment on why the invoice was rejected (mandatory field for AP team to investigate)
- Typing “@username” will send the comment to a specific user



Coding and Distributing

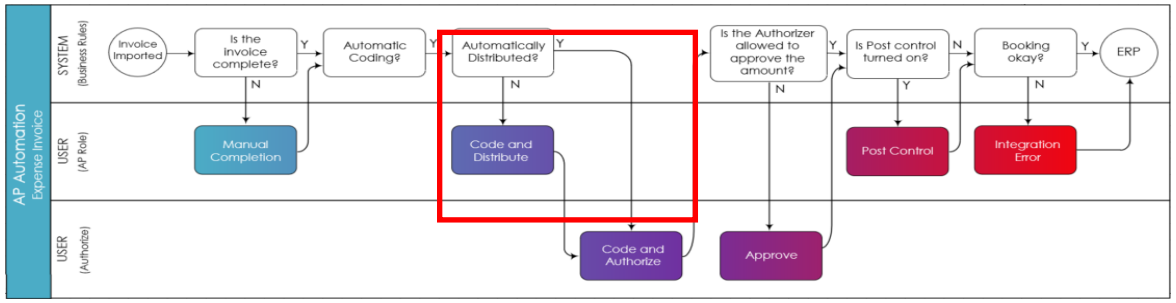
Code and Distribute





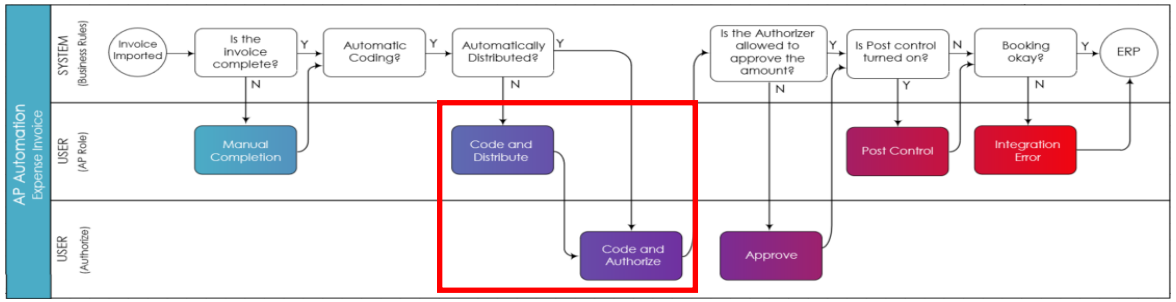
- Manual distribution from Expense AP to authorizer
- Coding is not mandatory in this stage
- Retrieve Authorizer button finds authorizor from:
  - Dimension responsible
  - Supplier responsible
  - Invoice reference

Coding

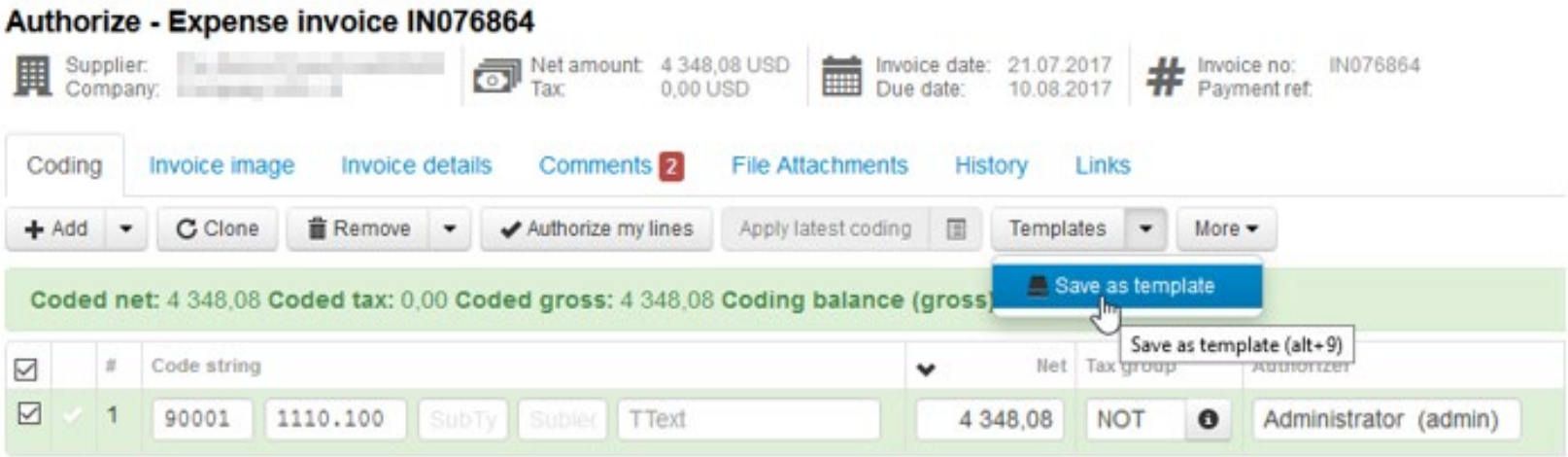


- The following methods are available for coding:
  - Accounting Templates
    - Create pre-coded templates for ease, e.g. Same supplier has different coding from time to time
  - “Apply Latest Coding” button
  - Coding Suggestions based on AI
  - Paste from Excel
    - Will apply to finance groups who utilize invoice coding (i.e., truck leases)
  - Manual Coding

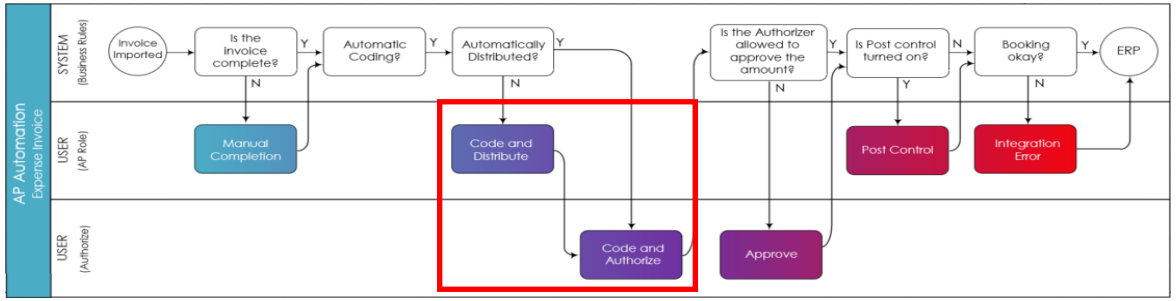
Accounting Templates

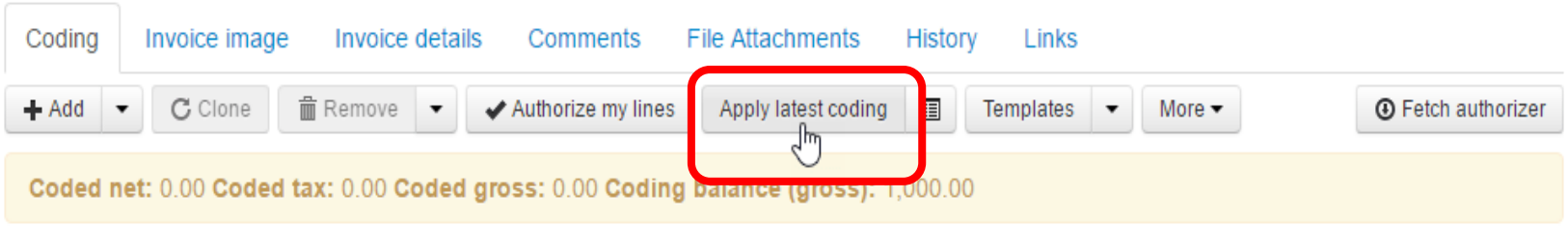


- Can be set as default for one, multiple, or all suppliers
  - If created in the distribute task this can be done upon creation
- Can be set for one or all users
  - Is set just for creator by default
- Can be partial or complete
- The list can grow fast, use smart naming! E.g.: [Company].[Supplier].[Branch]
- Increases automation!

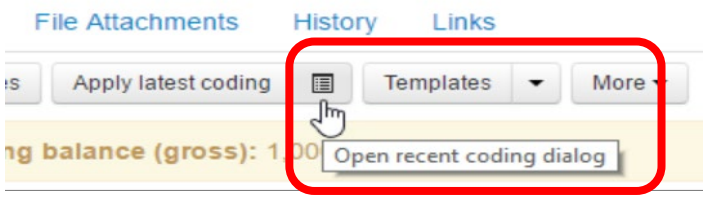


Apply Latest Coding

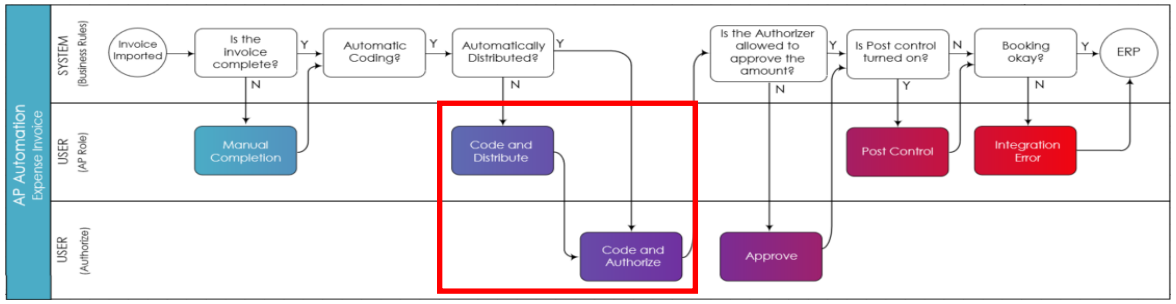




- Easily get the coding from an older invoice into a new one
- Different functionality depending on whether in distribute or authorize steps
- **Recent codings dialog** box allows the user to select from five previous codings for a supplier

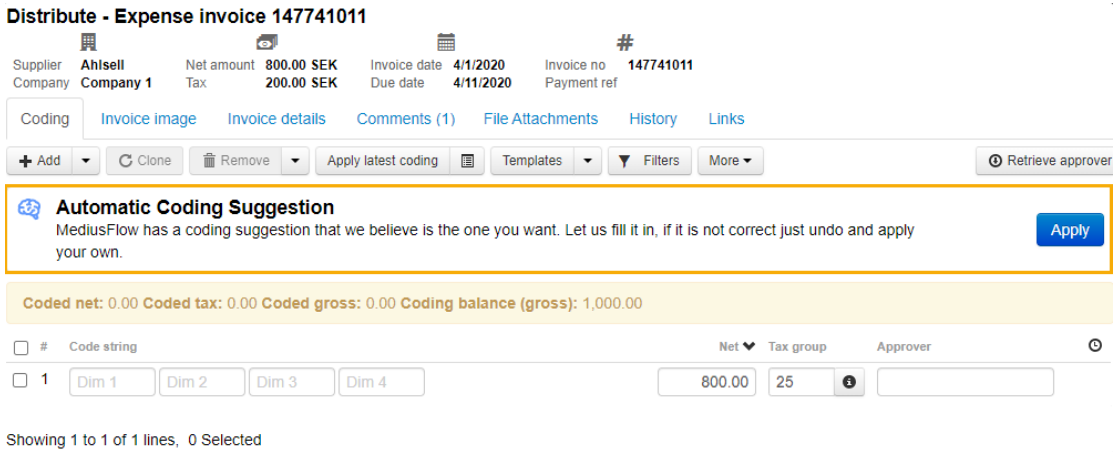


Coding Suggestions

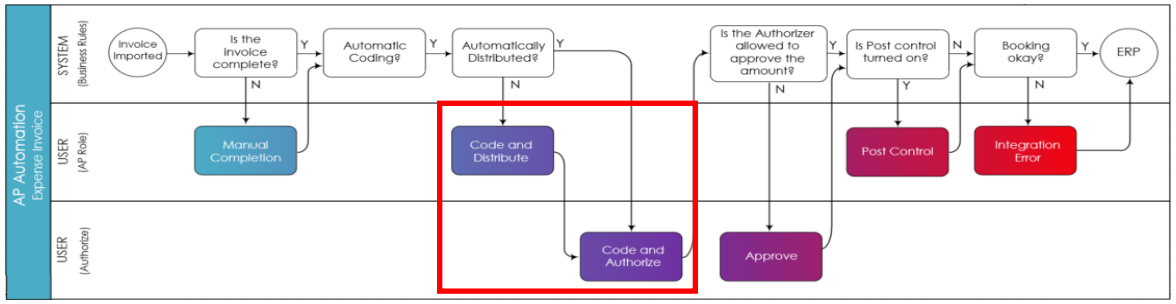


- Lots of coding of expense invoices is done manually. Templates can automate this process, but still requires work to create and maintain them
- Coding Suggestions utilizes algorithms to find patterns in coding, and aims to:
  - Assist user when coding expense invoices
  - Remove errors – 12% of all expense invoices have coding changes in post control

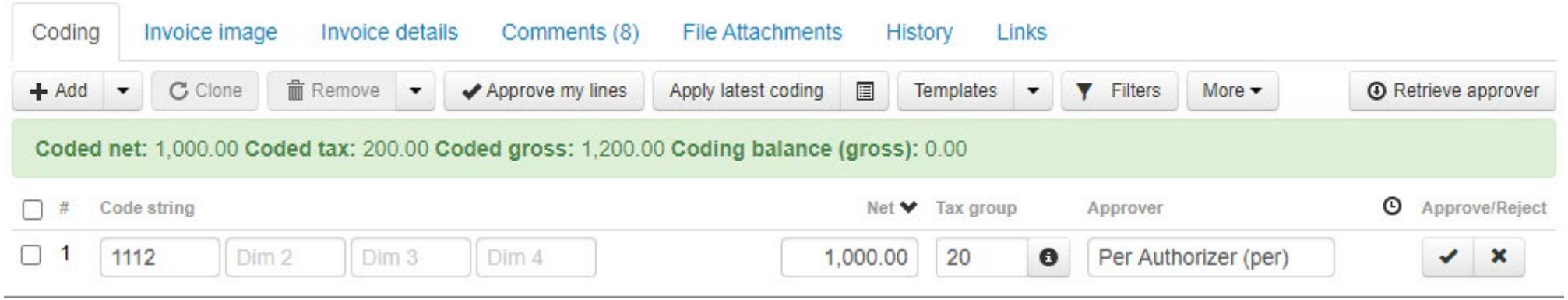
- When suggestions exists, user can choose to apply it



Manual Coding



- **Add** or **Remove** a coding line
  - When a new line is added the remaining amount to be coded is automatically added
- Provide values of the coding dimensions in the *Code string* column
  - The values visible for selection are controlled by your authorization groups



Demo

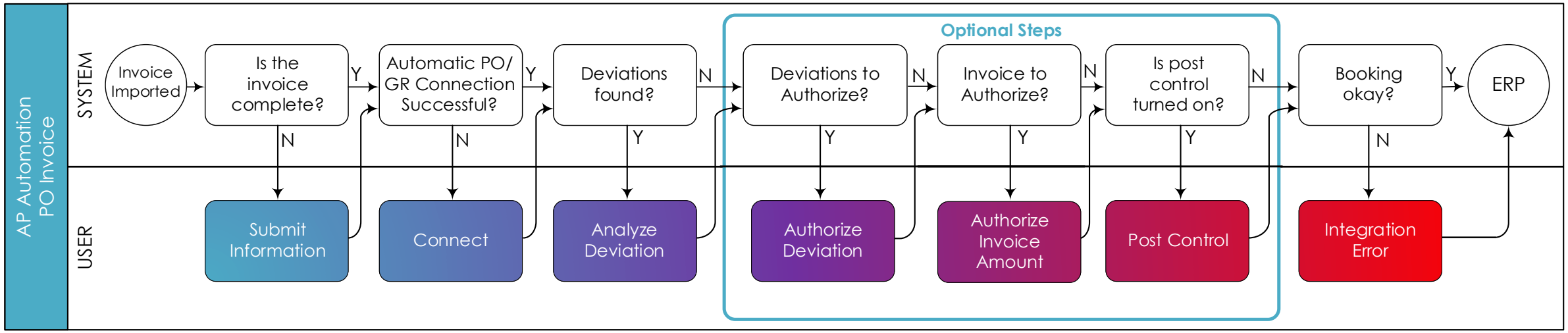
- Quick demo in the live system

Purchase Order-Based Invoices

Purchase Order Based Invoice Functions

- If a P.O. exists in D365 and the invoice is received against it, no authorization or coding will be required in Medius
- Any deviations between the invoice and the P.O. will be investigated by Procurement
- Work with your vendors to ensure the correct P.O. invoice is listed
- P.O. workflows will continue to be enhanced to gain efficiencies between Medius and D365
- The future goal is for PODS to be 100% P.O. based with limited exceptions

Basic Order-Based Invoice Workflow



- Medius AP Automation will always try to take the invoice as far as possible in the flow automatically.
- The invoice only stops when information is lacking or deviations are outside of tolerance.

Expense vs. Order-Based Workflow

Should the invoice be paid?

- Expense – approval by users in Medius APA
- Order-based – contingent on matching to PO/GR
  - Deviation can be approved

How should the invoice be coded?

- Expense – apply coding in Medius APA (manual, template)
- Order-based – coding is taken from the PO
  - Normally not visible in Medius APA
  - Extra costs, like packaging are coded in Medius APA

Upcoming Trainings

More to come later

Upcoming Trainings

- Accounting and Finance
  - Go over reporting, Excel-based coding, and ME close
- Procurement
  - Go over deviations

Questions?

