

80%
of your invoices
can go sight
unseen and be on
auto-pilot.



Your guide to AP Automation

Are you curious about how you can reduce or completely eliminate manual tasks and time thieves in your daily work? Using MediusGo, your entire invoice workflow will be digitized, streamlined and automated, giving you visibility into all invoices and costs.

How much time would you save if invoices were handled automatically without the redundant manual work?

With smart invoice matching, you can fully automate more than **80 percent** of your invoices. That means reclaiming valuable time to do other tasks.

MediusGo speeds up the management of supplier invoices, so that time-consuming, manual tasks will completely disappear. The process in its entirety – which includes accounting, distribution and approval of invoices, can be automated according to your needs as a business and the regulations that apply to your industry.

Whether in-house or remote, your colleagues can quickly and easily approve and review invoices with our user-friendly mobile solution. It's a shorter approval process, so your suppliers get paid on time, each time. You can say goodbye to late payments, and hello to improved relationships with your suppliers.

5 Tips to Automate Invoice Workflow!

- 1. Receive invoices digitally:** have your suppliers send their invoices electronically, for example, via e-invoice or e-mail.
- 2. Start easy:** choose the most commonly used invoice flows that make up the largest portion of invoices in accounts payable. For instance, it can be recurring supplier invoices, or the most time consuming steps, which will allow you to automate what can be more than 80% of invoices and drastically reduce manual, redundant work.
- 3. Advance to the next level:** focus on your advanced invoice workflows and streamline the remaining 10-20% of your invoices.
- 4. Manage deviations that may occur:** categorize invoices in separate queues for easier handling, i.e., invoices to be accrued, credited or re-invoiced.
- 5. Educate your end-users:** reduce manual handling and the amount of time spent on internal support.



1. Data-capture

All invoices are placed in a digital flow regardless of format. The first step in automating supplier invoices is to interpret and capture the invoice information using an invoice interpretation program.



2. Coded

The invoice is coded automatically according to your business rules.

Invoice matching: If an invoice is matched against a purchase order and the delivered value corresponds to the total amount of the invoice, it is sent directly for payment.



3. Approval

Approvers logon via desktop, smart phone or tablet, to view an image of the invoice and easily review that the amount and coding are correct.



4. Approved for payment

When the invoice is approved, the information is sent directly to your business system or ERP via secure integration.



5. Reports and analysis

All invoices are archived and easily accessible via the search function. At-a-glance dashboards increase overall business intelligence, and deliver comprehensive financial reporting and analysis.