



# Medius Life Hacks #1

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# What is a Life Hack?

**A life hack (or life hacking) is any trick, shortcut, skill, or novelty method that **increases productivity and efficiency**, in all walks of life. The term was primarily used by computer experts who suffer from information overload or those with a playful**



# What would you do with 180 extra hours?

Capture data last 30 days

Capture clients in the room

**34**  
**(74%)**

Captured invoices

**300.000**

Customers using Touchless Capture

**26 (76%)**

4 clients

**>50%**

Best in class

**71%**

Touchless invoices

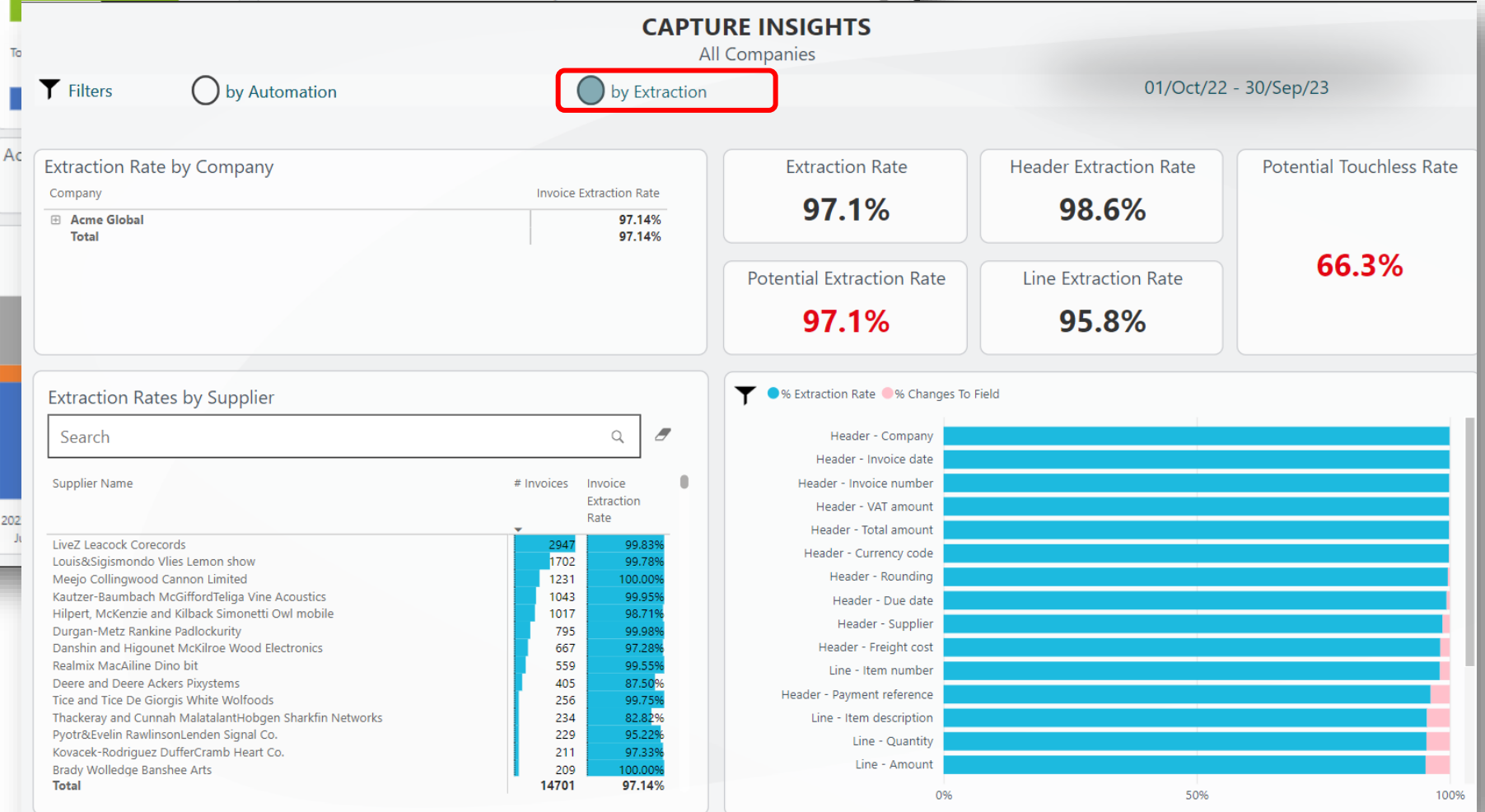
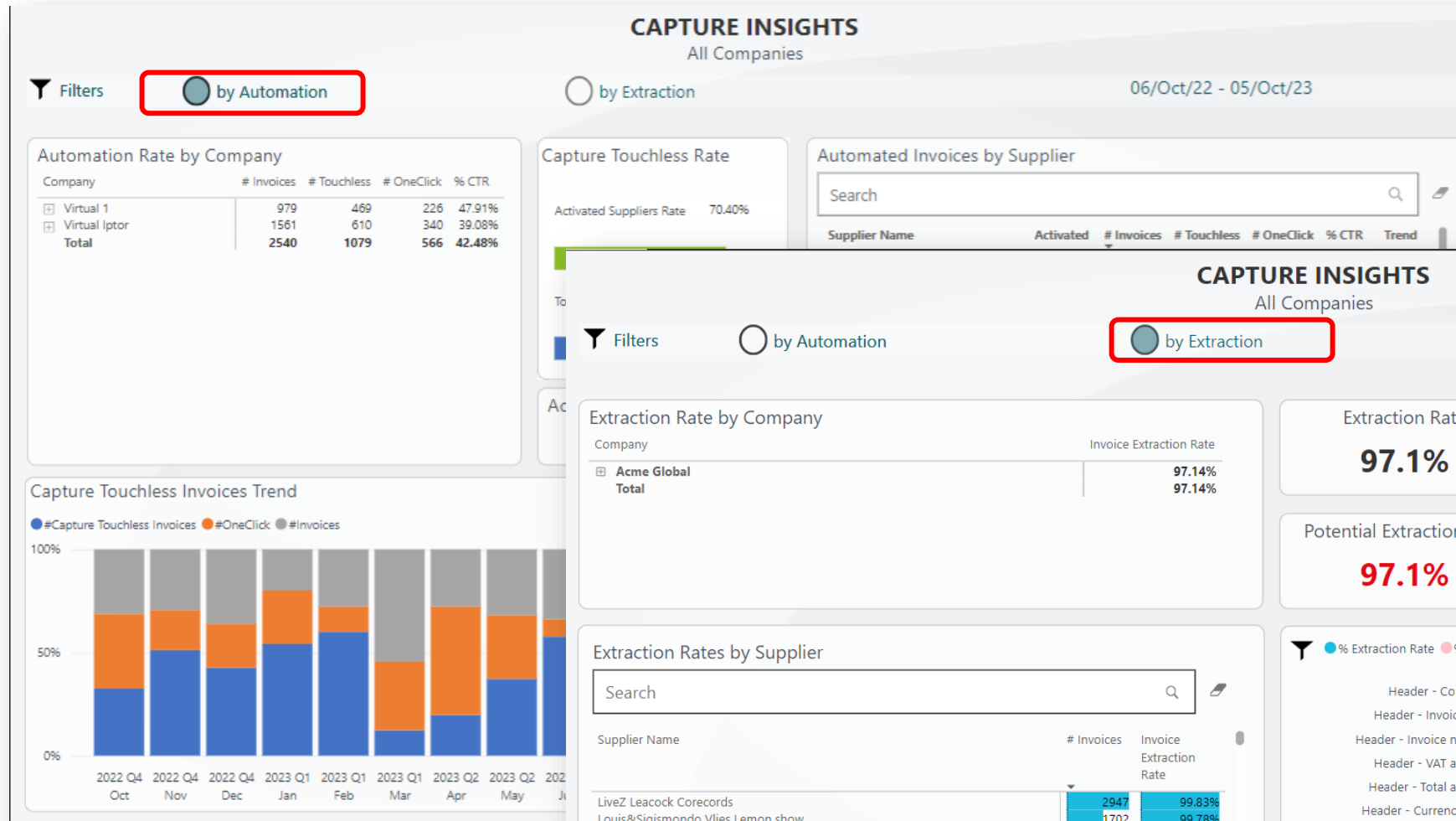
**75.000**

Extra potential

**93.000**



# Touchless Capture overview in Analytics





# Deactivate masterdata fields

2



# Remove distribution – Reference mapping

3

AP Automation

HOME INBOX DASHBOARD REPORTS CREATE

Search

Document 12 of 62

Back

Add/remove labels

2 of 2 Actual size

1 Split Delete

## FAKTURA

TelCo

Fakturadatum: 2022-08-30  
Fakturanummer: 20219987731

SPECIFIKATION

Mobi 070-4166943		
Fasta avgifter		
Fast avgifter mobil + mobildata		507.00
Rörliga avgifter		38.00
Engångsavgifter		
Köp av surf		267.00
Summa 070-4166943		812.00
Specifikation rörliga avgifter		
Samtal	172	0.00
Samtal andra abonnemang	201	0.00

Company: Acme AB

Supplier: TelCo (S4353532)

# General information

Invoice/Credit: Invoice

Invoice number: 20219987731

Reference: Patrik

Dates

Invoice date: 8/30/2022

Amounts

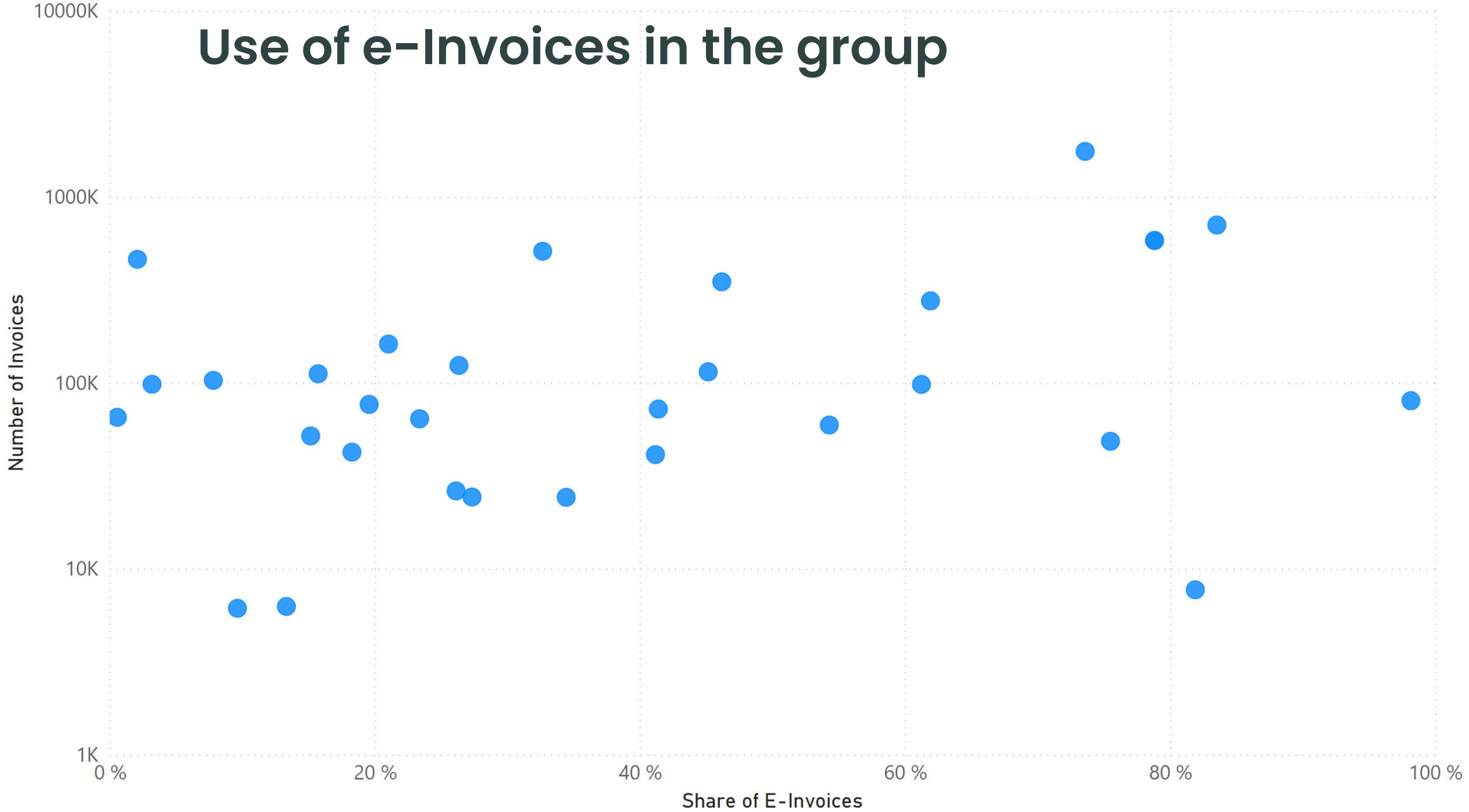
VAT amount: 203.00

Total amount: 1,015.00

Send to workflow



# Use of e-Invoices in the group



# e-Invoices re-mapping of order number





# e-Invoices Reprocessing



5

Back

Document 2 of 77

Add/remove labels

1 of 1 Actual size

3

Reprocess Invoice Supplier

Reprocess all invoices with same supplier.

This is an interactive E-Invoice visualization generated by Medius Capture (Patent Pending)

## SW Service AB

Box 1234 252 21 Helsingborg SE

Customer details  
Medius Sverige AB  
Platensatan 8

## Invoice

<b>Invoice number</b> P00001234	<b>Invoice date</b> 2021-06-02
	<b>Due date</b> 2021-06-23
	<b>Contract reference</b> 46000888

Page 1 of 1

- Company
- Company
- Supplier
- General informat
- Invoice/Credit
- Invoice number
- Order number
- Dates
- Invoice date
- Amounts

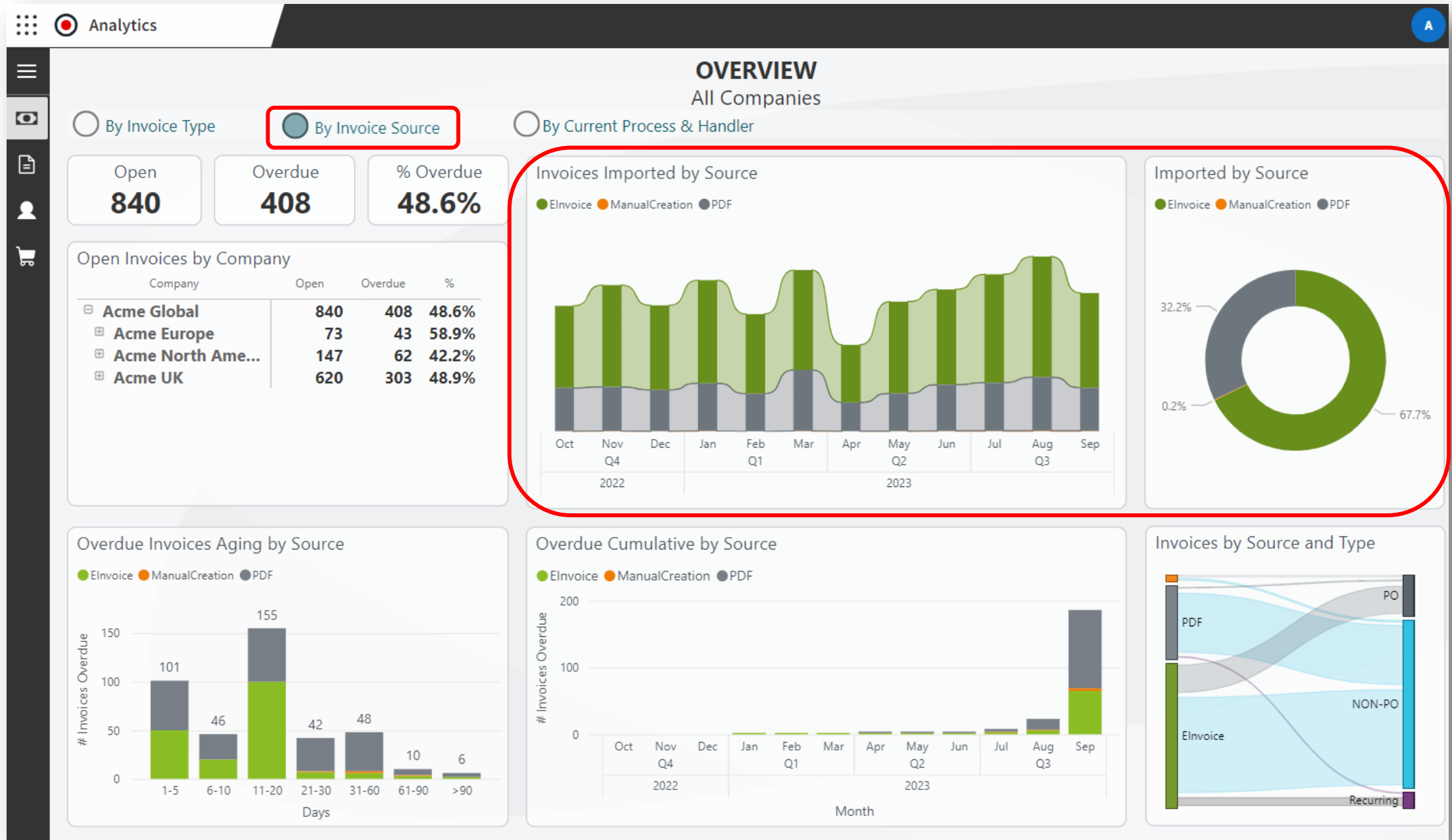
# e-Invoice image and attachments

6

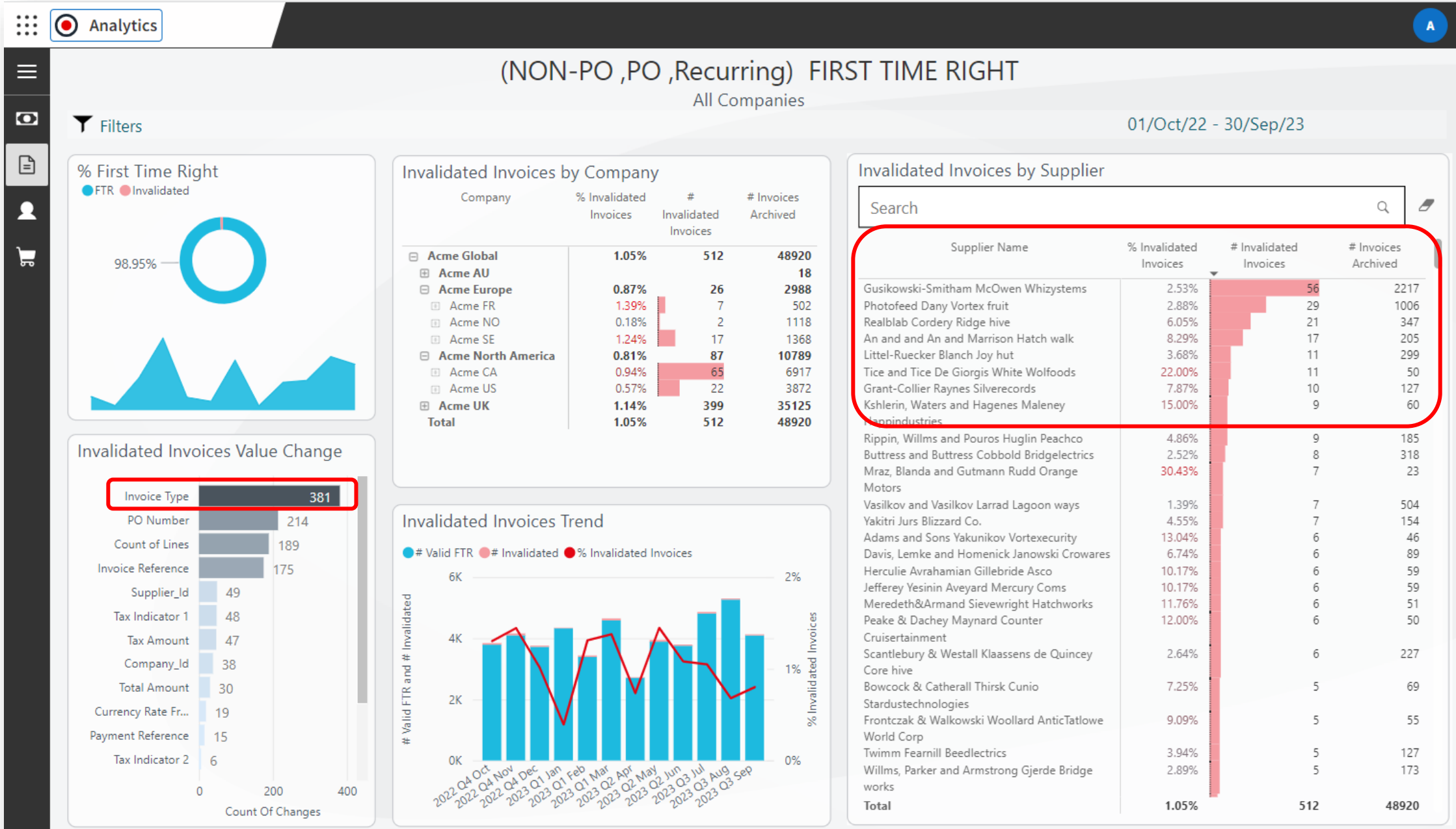




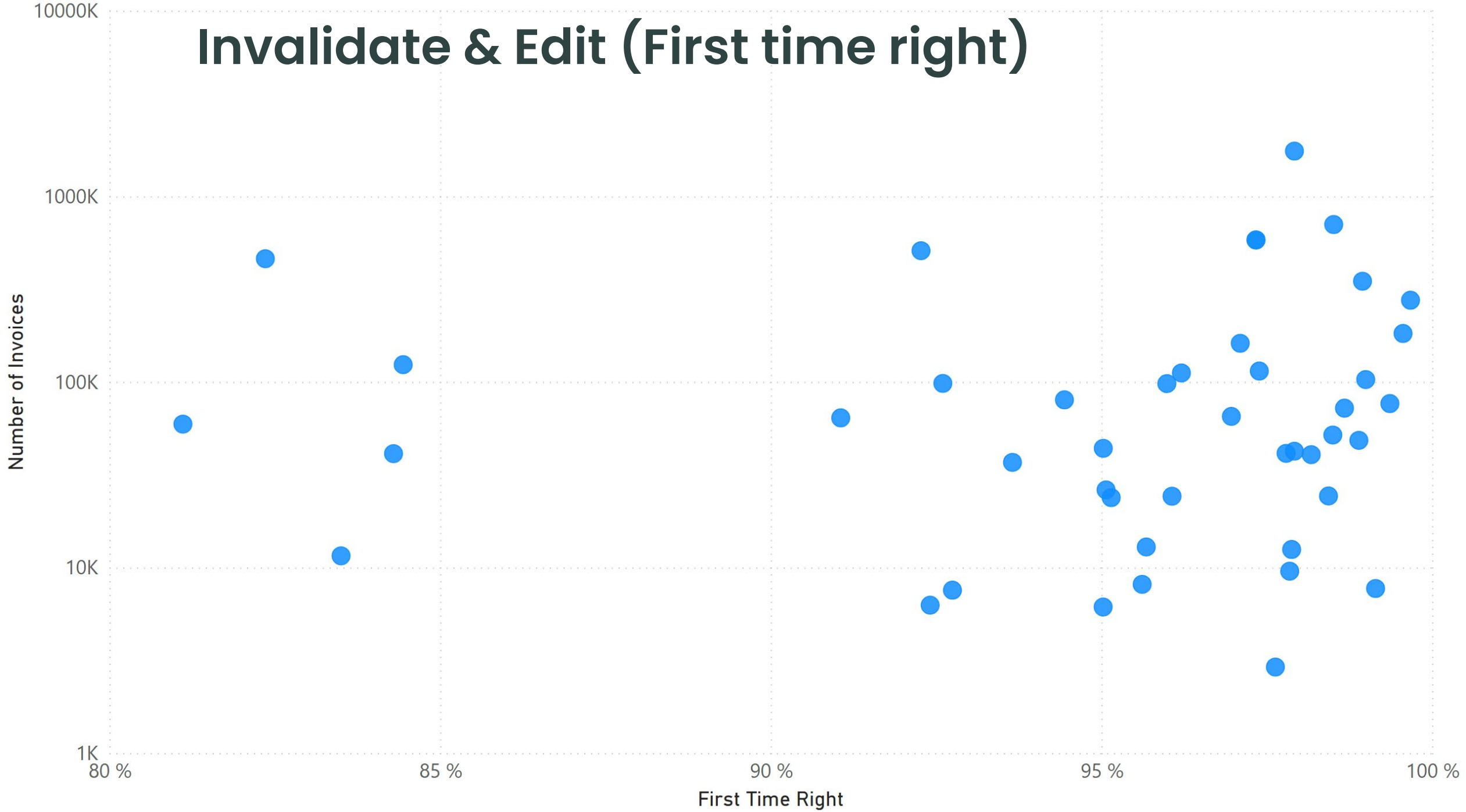
# Analytics overview pdf vs e-Invoices



# Analytics First time right



# Invalidate & Edit (First time right)



# Capture Administration





# Post Control – Was captured without..



# Analytics - Straight Through Processing



