APIIS User Guide

The Accounts Payable Invoice Imaging System (APIIS) can be used to view invoices, purchase orders (POs) and travel expenditure detail. This new system replaced XenDocs starting in April 2014. Documents before April are still available through the XenDocs system, however everything processed after April can only be viewed through APIIS. Everyone with XenDocs access automatically gains access to APIIS using the same login.

1) Open Sheriff's Intranet and under County Applications, click on County Wide Web
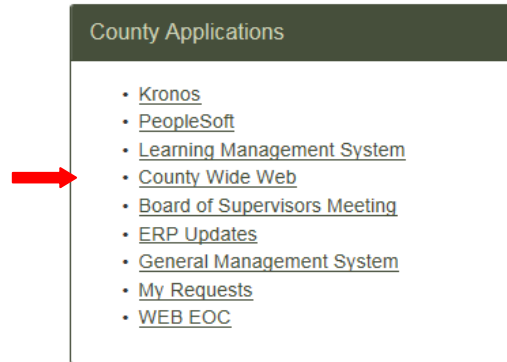
2) From the County Intranet, click on ERP Updates
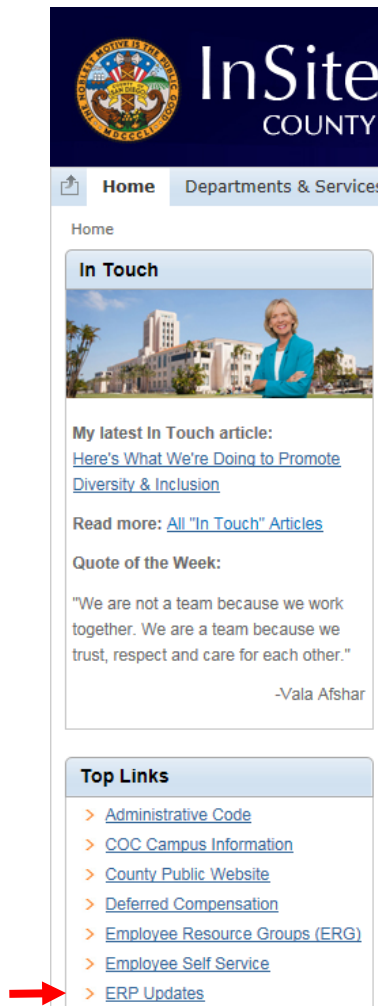
3) Under the section for Courts, DA, SDCERA and Sheriff Employees, click on DA and SHF Users - Viewer under APIIS. If you need to have your password reset, call the Sheriff's Help Desk at (858) 571-4211.

Courts, DA, SDCERA, and Sheriff Employees (still enter credentials)

• APIIS
   ◦ DA and SHF Users - eScan
   ◦ DA and SHF Users - Viewer
• OBIEE (ERP Data Warehouse)

4) On the APIIS screen, you can enter parameters based on your query (supplier number, invoice number, etc.). Make sure to check off the box marked Include all versions, then click Find Invoices.

5) Results will show in the bottom half of the screen.

6) Right click on the line of the invoice you want to view, and click on Open (Read Only), or Save.

7) A complete tutorial is available on LMS (use the link to LMS on the Sheriff's main page). Once you log into LMS, search for APIIS.