

[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 ERP Updates

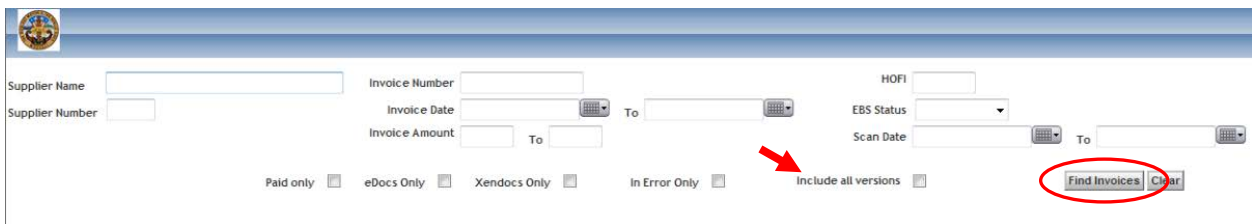


- 2) Under the section for Courts, DA, SDCERA and Sheriff Employees, click on DA and SHF Users - Viewer under APIIS. If you need to have your password reset, call the Sheriff's Help Desk at (858) 256-2100.


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

- APIIS
 - [DA and SHF Users - eScan](#)
 - [DA and SHF Users - Viewer](#) (highlighted with a red arrow)
 - [OBIEE \(ERP Data Warehouse\)](#)

- 3) 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.

A screenshot of the APIIS search interface. It features a search form with fields for Supplier Name, Supplier Number, Invoice Number, Invoice Date, Invoice Amount, HOFI, EBS Status, and Scan Date. There are also checkboxes for "Paid only", "eDocs Only", "Xendocs Only", "In Error Only", and "Include all versions". The "Find Invoices" button is circled in red, and a red arrow points to the "Include all versions" checkbox.

- 4) Results will show in the bottom half of the screen.


User: Fatima.Fla@sdsheriff.org [Logout](#)

Supplier Name: Invoice Number: 9725617796 HOFI:
 Supplier Number: Invoice Date: To: EBS Status:
 Invoice Amount: To: Scan Date: To:
 Paid only eDocs Only Xendocs Only In Error Only Include all versions [Find Invoices](#) [Clear](#)

Items per page: 10

Supplier Name	Supplier Number	Invoice Number	Invoice Date	Invoice Amount	Paid	Status	HOFI	eDoc	XENDOCs	Scan Date	Error
VERIZON CALIFORNIA	1261028	9725617796	05/21/2014	\$60,358.92		Linked	SHF			6/12/2014 11:47 AM	

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

Items per page: 10

Supplier Name	Supplier Number	Invoice Number	Invoice Date	Invoice Amount	Paid	Status	HOFI	eDoc	XENDOCs	Scan Date	Error
VERIZON CALIFORNIA	1261028	9725617796	05/21/2014	\$60,358.92		Linked	SHF			6/12/2014 11:47 AM	

- Open (Read Only)
- Export
- Link To EBS
- Edit Index Fields
- Set Error
- Save

6) 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.