Accounts Payable Invoicing Service (APIS)

New Partner Guide

What is APIS?
The Accounts Payable Invoicing Service team, known as APIS, is the team responsible for the intake and processing of all UC Davis vendor invoices. The team focuses on Purchase Order invoices and credit memos. It does not process non-PO payments, such as those through AggieTravel or those requiring Disbursement Vouchers. The service launch in 2015 and is planned to take on all campus-wide invoicing by the end of 2017.

Why now?
Processing PO invoices through a single team has many benefits for the campus. These include faster processing time, reducing workload for department administrative staff, leveraging 2-way matching and electronic invoicing to reduce data entry and approval requirements, and providing a single source of communication for all our thousands of suppliers. For these reasons, and that all other UC campuses process invoices centrally, now is the time to make this change.

Getting Started with APIS
As a new partner, there are some immediate steps you should take to ensure sure you get the most benefit out of this new service:

1. Update your Organization’s billing address in Kuali to:
   UC Davis Invoicing Service
   260 Cousteau Place, Suite 150
   invoicing@ucdavis.edu
   Davis, CA 95618

2. Let us know who should be your department’s business contact and organizational code. This is helpful in case we have questions about one of your invoices. Please send us their name, title, school or division, email, and phone to the SSC Service Desk at sschelp@ucdavis.edu.

3. Begin sending any PO invoices that you receive directly to invoicing@ucdavis.edu. You should send the invoices as PDF attachments, one attachment per email. There is no need to enter a subject or body in the email – add any comments to the invoice itself. Each email will create a ticket number for tracking purposes. If you have any questions about the invoice, contact SSC Service Desk at sschelp@ucdavis.edu and include the ticket number.

To Ensure Timely Processing:
- Make sure invoices have a valid and open KFS PO # clearly visible before sending them to invoicing@ucdavis.edu. Better yet, have the supplier send the invoice directly to us.
- Make sure the supplier is setup accurately in KFS, especially the flag to collect CA sales tax.
- Make sure the PO is complete and accurate, including payment and shipping terms, sales and use tax settings, quantity versus no-quantity, service locations, and separation of labor, materials, and delivery into order lines, if that is how the supplier bills.
AP Invoicing Service Process Map

**AP Invoicing Team**

- Receives invoice from Supplier
  - Enter PREQ in Kuali Financial System (KFS)
  - Require receipt or more than $1000?

**Supplier**

- Receives PO from Department
- Ships goods or delivers services
  - Email invoice to: invoicing@ucdavis.edu
  - Or mail invoice to: UC Davis Invoicing 260 Cousteau Place, Suite 150 Davis CA 95618

**Department**

- Start
  - Able to purchase with AggieBuy?
    - Yes: Use AggieBuy!
    - No: Able to purchase with P-card?
      - Yes: Use P-card!
      - No: Establish Purchase Order (PO) (approved by fiscal officer)

- Fiscal Officer approves PREQ in Kuali
  - Invoice paid per payment terms
    - Fiscal Officer receives FYI notification in Kuali