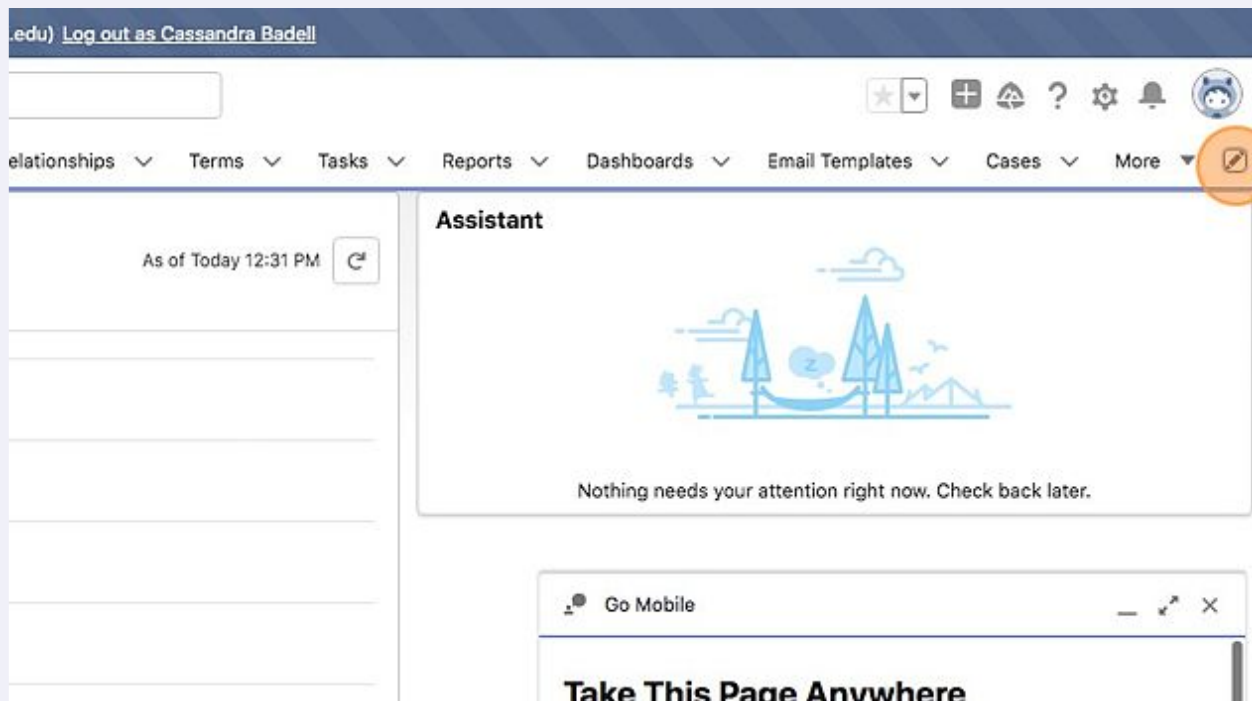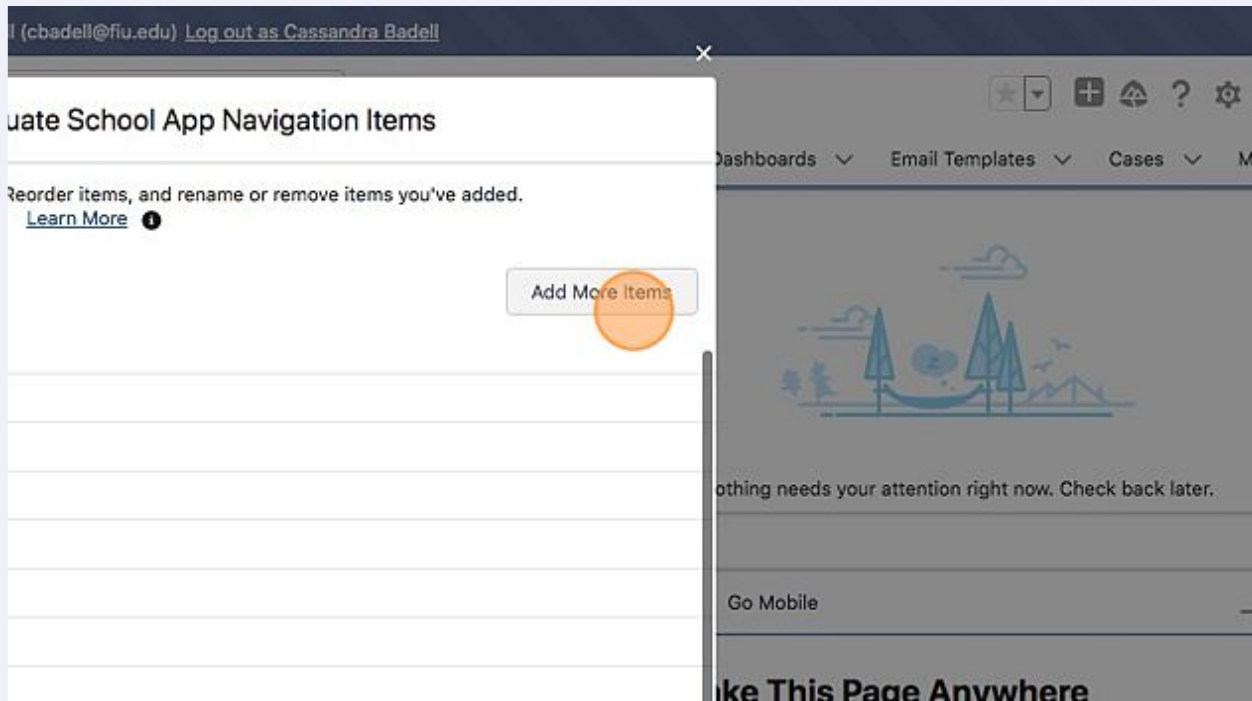# How to View All Created Invoices

1 Navigate to fiucrm.lightning.force.com/lightning/page/home

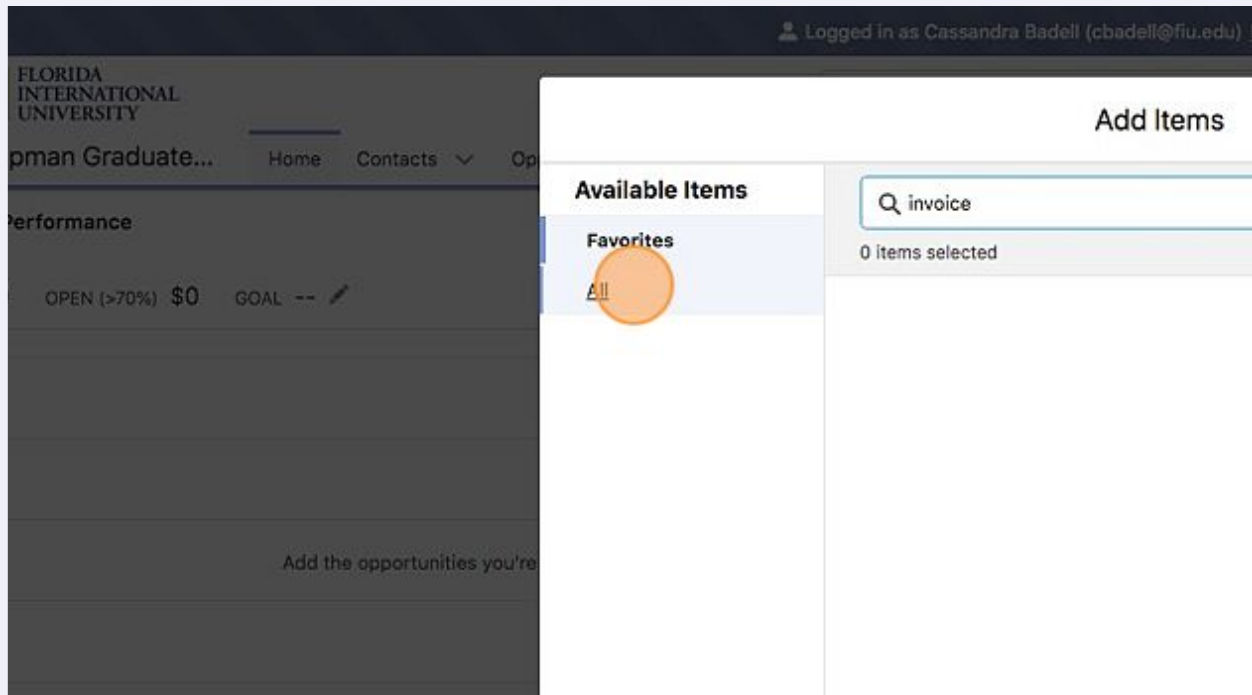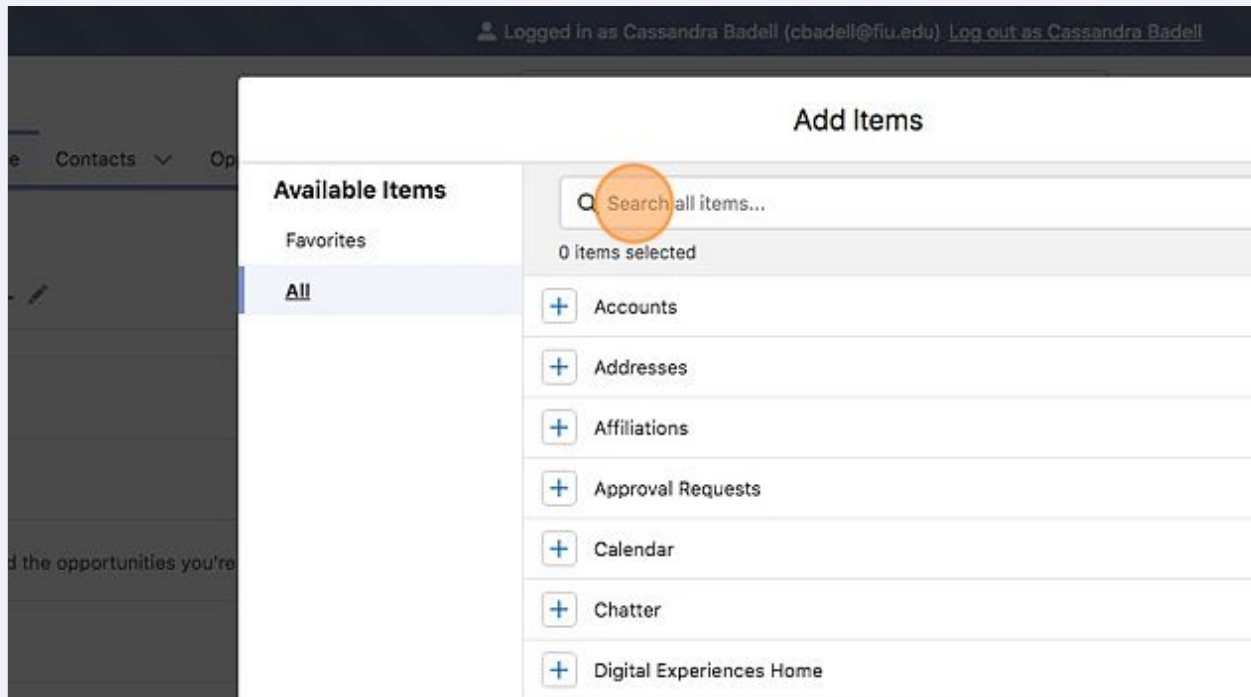**2** First you need to add Invoices to your Navigation bar. To do so, click the pencil.
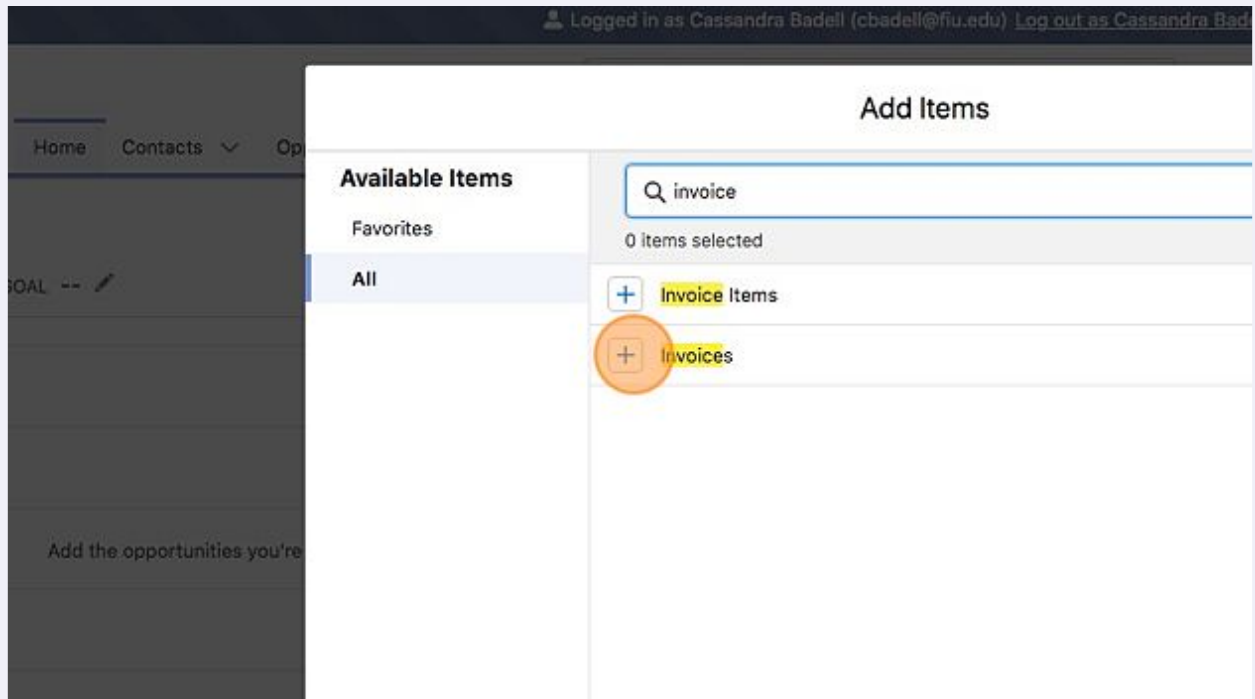
3 Click "Add More Items"

4 Click "All"
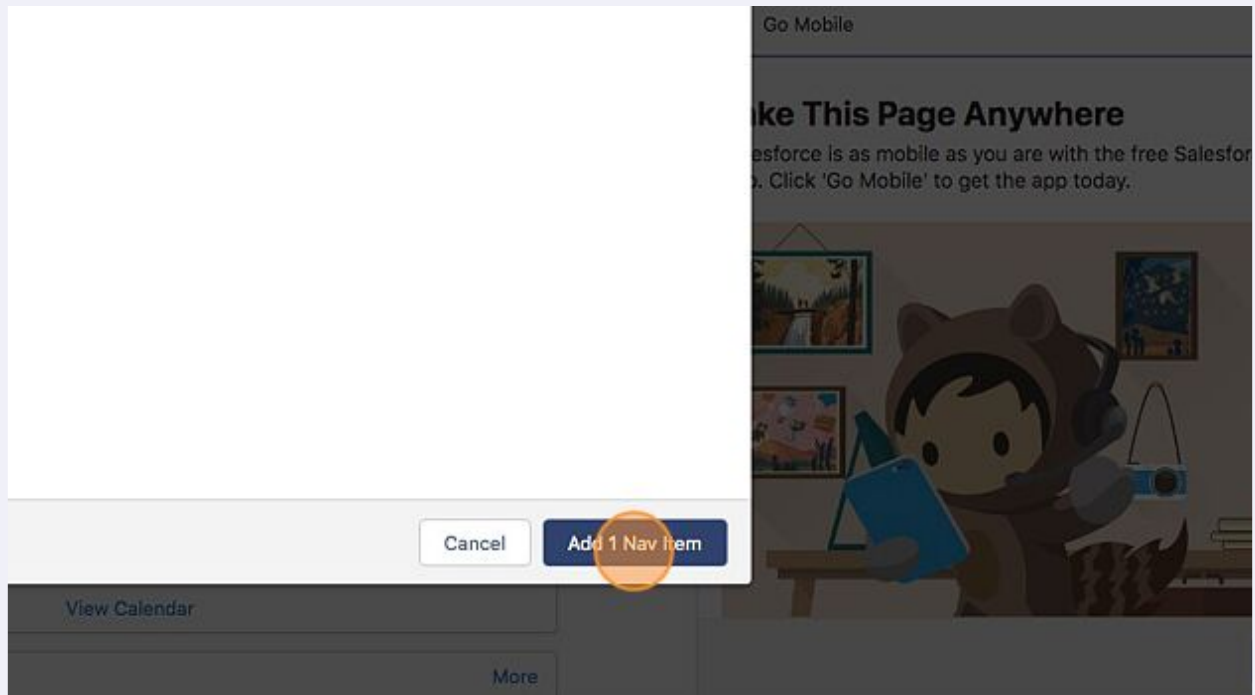
5 Click the "Search all items..." field.
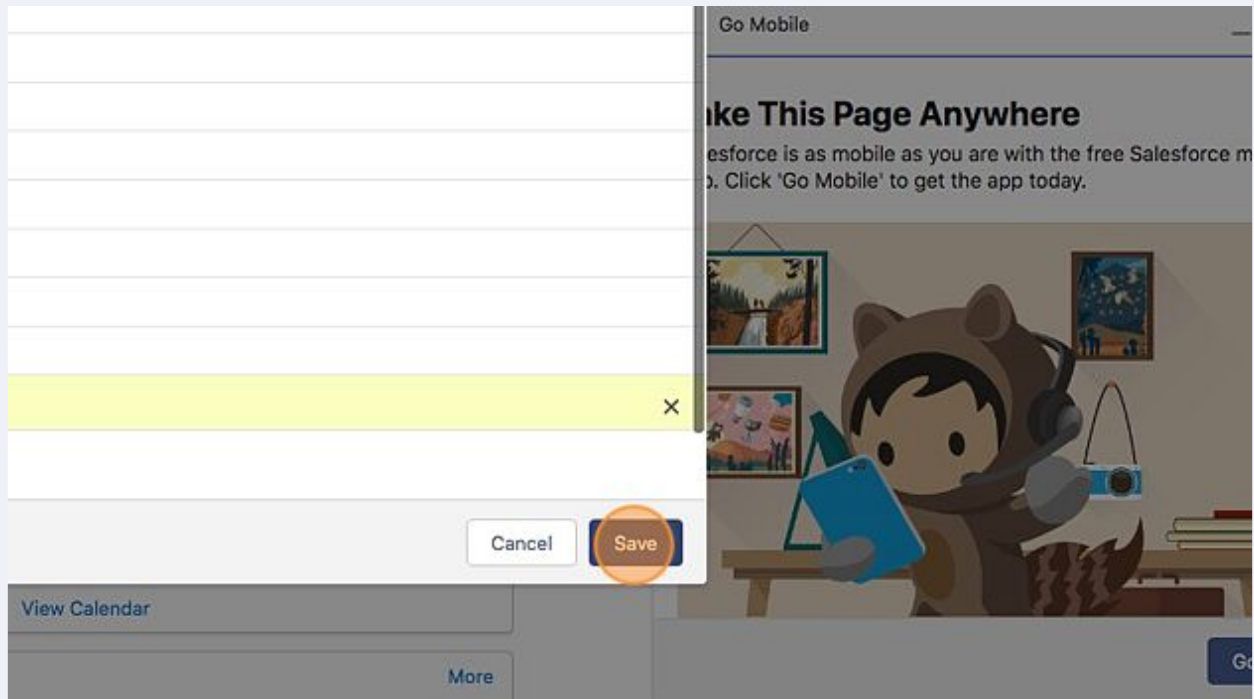

6 Type "invoice"

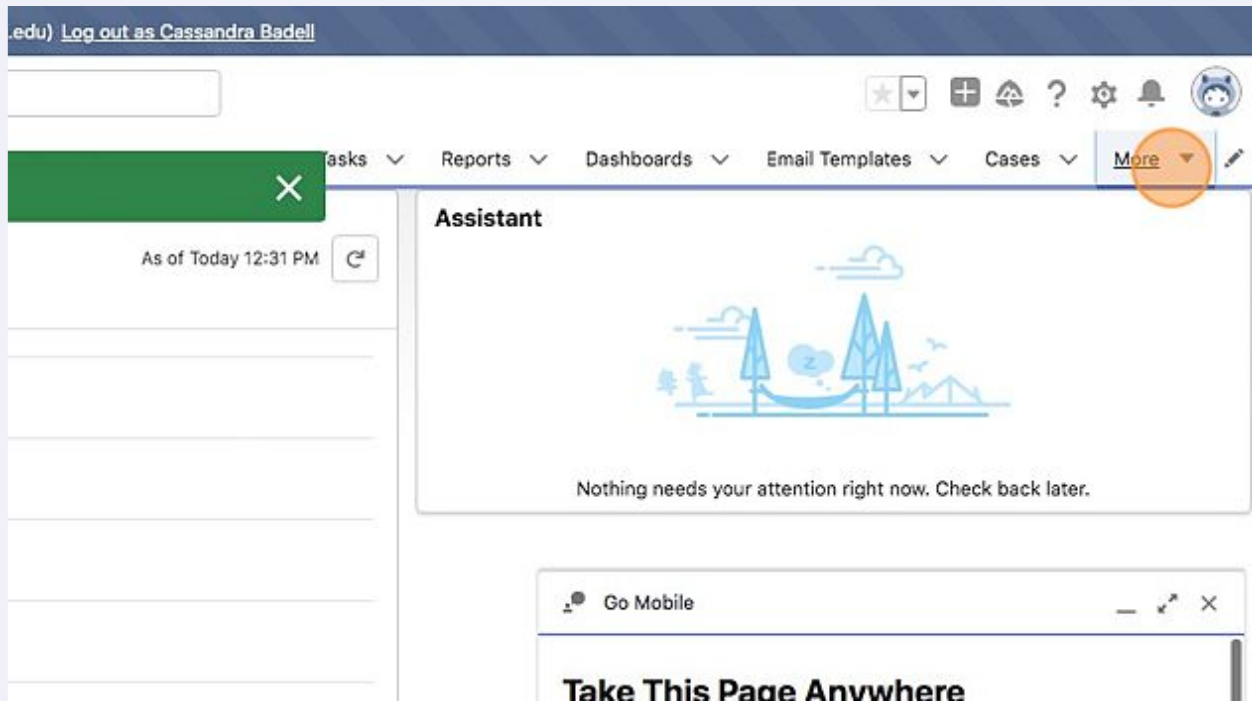**7** Click "Invoices"

8 Click "Add 1 Nav Item"
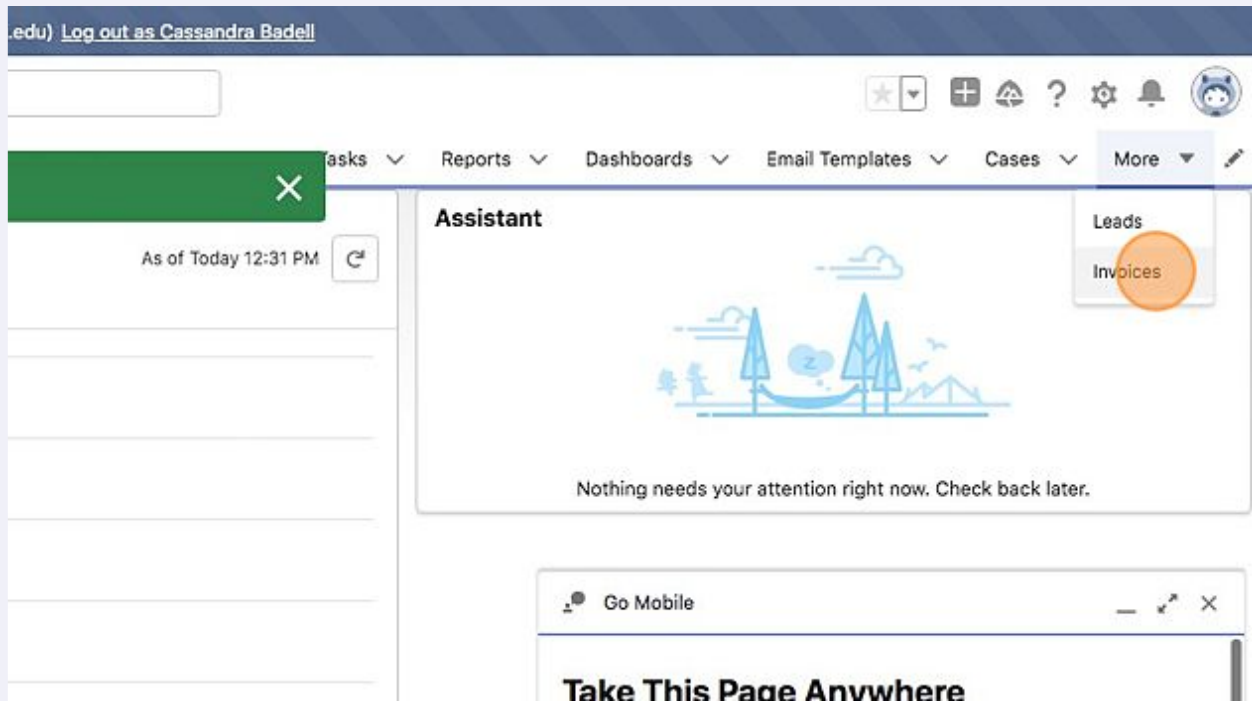
9 Click "Save"

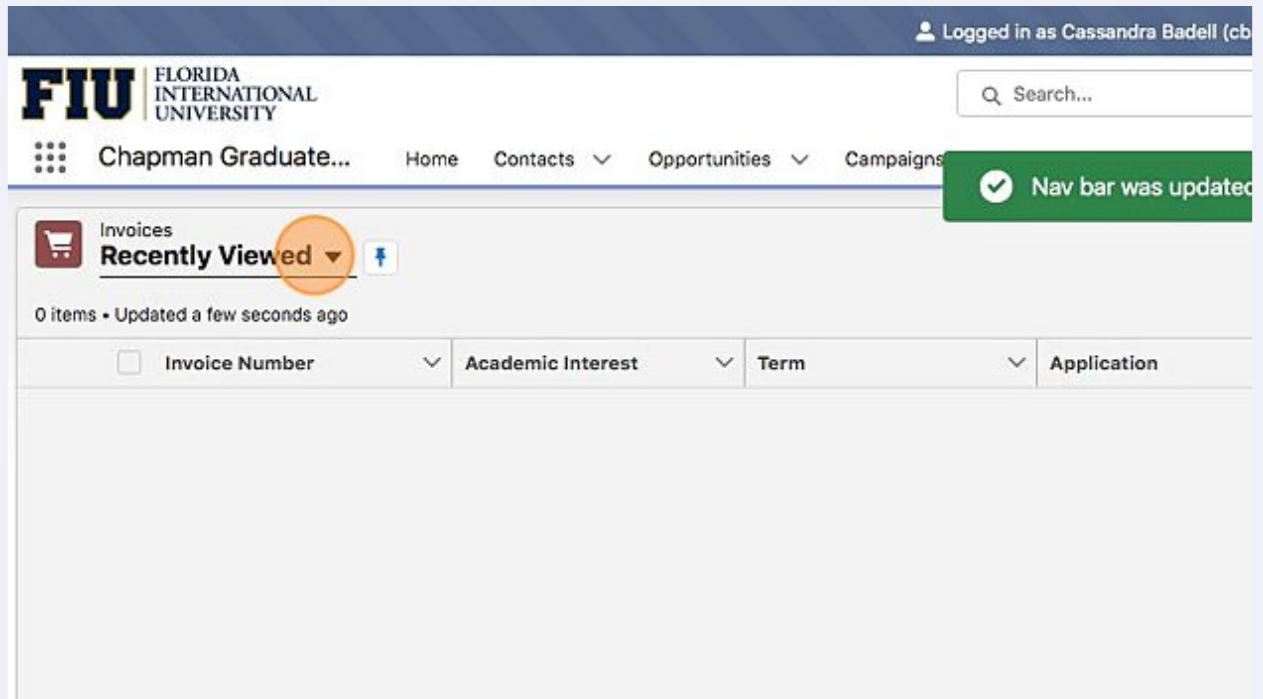> ⚠ Tip! Now that Invoices has been added to the navigation bar - you will not have to add it again.
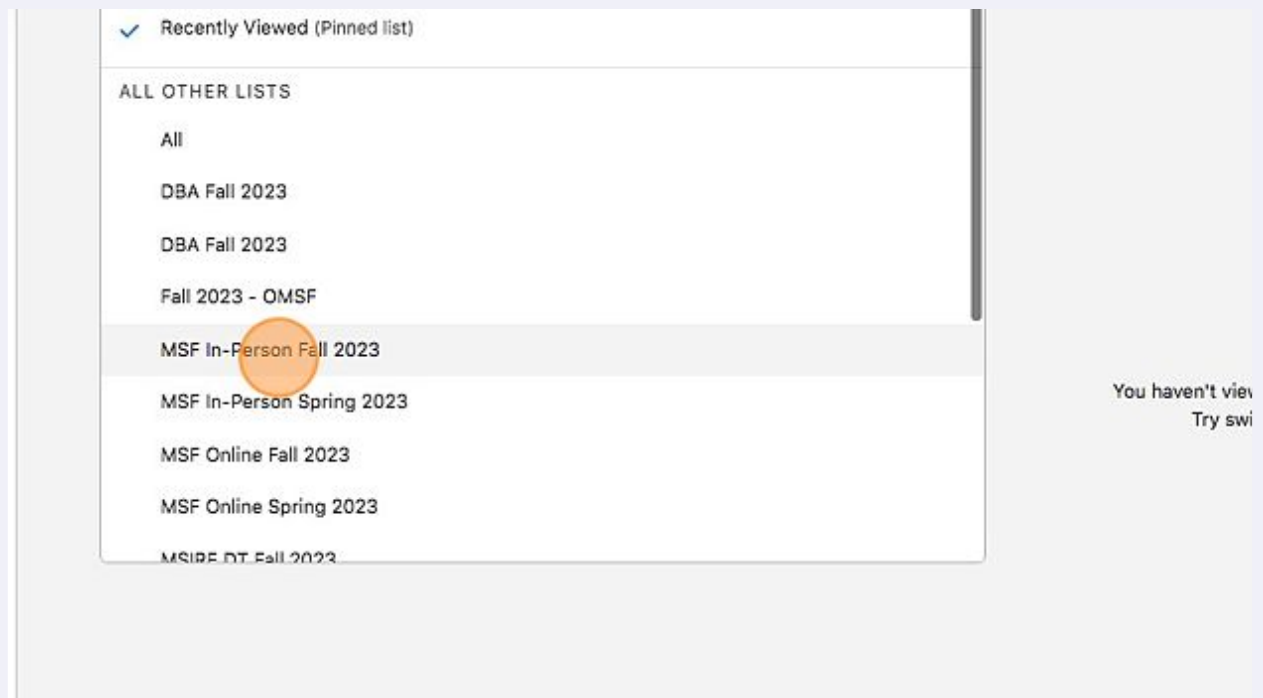
10 Click "More"

11 Click "Invoices"

12 Click "Recently Viewed"

13 Search for your program invoice list view and click it.

14 In this view you can organize/sort the invoices as you'd like to see them.

Due Date	Panther ID	Status ↑	Application
	6391419	Closed	Alrajeh - Fall Term 2023
4/18/2023	5706161	Closed	Fique - Fall Term 2023
	6397479	Closed	Qureshi - Fall Term 2023
	6387477	Closed	Arroyo Meza - Fall Term 2023
4/3/2023	6316391	Closed	Baaklini - Fall Term 2023
3/28/2023	4257257	Closed	Lopez - Fall Term 2023
3/27/2023	6396920	Closed	Krob - Fall Term 2023
3/28/2023	6390717	Closed	Moron-Morales - Fall Term 2023