How to View All Created Invoices

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

1

2 First you need to add Invoices to your Navigation bar. To do so, click the pencil.

onships v Terms v Tasks v	Reports 🗸 Dashboards 🗸 Email Templa	tes v Cases v More v
As of Today 12:31 PM	Assistant	s tim
	Nothing needs your attention right	now. Check back later.
	_® Go Mobile	_ <
	Take This Page Anvy	vhere

3 Click "Add More Items"

l (cbadell@fiu.edu) <u>Log out as Cassandra Badell</u>	×
uate School App Navigation Items	★ 🖬 🚓 ? 🌣
Reorder items, and rename or remove items you've added.	Dashboards 🗸 Email Templates 🗸 Cases 🗸 M
Learn More	<u></u>
Add More	
	+ A CAPTON
	othing needs your attention right now. Check back later.
	Go Mobile
	ke This Page Anywhere

4 Click "All"

NTERNATIONAL INIVERSITY		Add Iten
man Graduate Home Contact	Available Items	Q invoice
rformance	Favorites	0 items selected
OPEN (>70%) \$0 GOAL 🖉	ALL O	
Add the opportu	inities you're	

Click the "Search all items..." field.

Contacts 🗸 Op		Add Items
Conacta V Op	Available Items Favorites	Q Search all items 0 items selected
	All	+ Accounts
		+ Addresses
		+ Affiliations
		+ Approval Requests
e opportunities you're		+ Calendar + Chatter
		+ Chatter + Digital Experiences Home

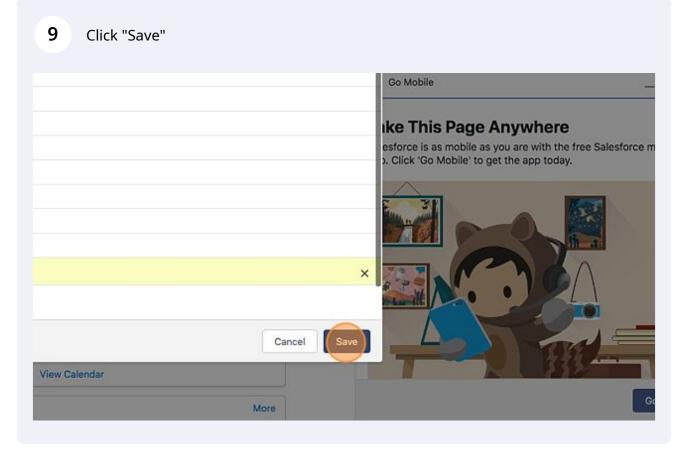
Type "invoice"



Click "Invoices"

		Logged in as Cassandra Badell (cbadell@fiu.edu) Log out as Cassandra Bade
Home Contacts V Op		Add Items
Home Contacts C Op	Available Items	Q invoice
	Favorites	0 items selected
ioal /	All	+ Invoice Items
		+ Invoices
Add the opportunities you're		

8 Click "Add 1 Nav Item"	
	Go Mobile
	ke This Page Anywhere
	esforce is as mobile as you are with the free Salesfor b. Click 'Go Mobile' to get the app today.
Cancel Add 1 Nav Item	
View Calendar	
More	



Tip! Now that Invoices has been added to the navigation bar - you will not have to add it again.

(!)

10 Click "More"

du) <u>Log out as Cassandra Badell</u>	Reports 🗸 Dashboards 🗸 Email Templates 🗸 Cases 🗸	
As of Today 12:31 PM C	Assistant	<i>r.</i>
	Go Mobile	_ ** ×

11 Click "Invoices" .edu) <u>Log out as Cassandra Badell</u> * 🖬 🕼 ? 🌣 🖡 6 asks 🗸 Reports V Dashboards 🗸 Email Templates \lor Cases \lor More 🔻 × Assistant Leads As of Today 12:31 PM C Invoices Nothing needs your attention right now. Check back later. _ ** × .. Go Mobile 1 Take This Page Anywhere

12 Click "Recently Viewed"

Chapman Graduate Home	Contacts V Opportunit		Nav bar was upda
Recently Viewed V			
tems • Updated a few seconds ago		-	4 - 17 - et
Invoice Number V	cademic Interest V	Term V	Application

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

ALL OTHER LISTS	
All	
DBA Fall 2023	
DBA Fall 2023	
Fall 2023 - OMSF	
MSF In-Person Fall 2023	
MSF In-Person Spring 2023	You haven't Try
MSF Online Fall 2023	
MSF Online Spring 2023	
MSIDE DT Fall 2023	

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

badell@fiu.edu) <u>Lo</u>	g out as Ca	ssandra Badell	1. 1. 1. 1.	★ 🖬 💩 ? 🌾	a tu
V Relations	nips 🗸	Terms 🗸 Tasks 🗸	Reports 🗸 D	ashboards 🗸 Invoices 🗸 More 🔻	
				New Pri	ntable
			Q, Se	arch this list $\mathbf{a} \cdot \mathbf{a} \cdot a$	/
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	