



Electronic Invoice Dashboard: New Search and Reporting Features

The following instructions will help expense managers navigate the Electronic Invoice Dashboard, search for invoices associated with their respective projects, review invoice statuses, and identify the queue in which each invoice is currently located.

The update will also enable users to download search results in Excel format, providing additional details such as the submission date, project name, project name, project general ledger (GL) account, amount by GL account, Activity ID (when applicable), etc.

Navigate to the [Electronic Invoice Dashboard](#) and sign in with your FIU credentials.

Select 'Project Search' on the left. Here you will see different search options you can use depending on what information you are looking for. Once you select your criteria, click on 'Search'.

- Project SpeedTypes – This option allows you to search all invoices that fall under a specific project. Please keep in mind some projects have a fund 900 and 901.
- Queue Status – This dropdown allows you to see all invoices in specific queues.
- From & To Submitted Date – These fields allow you to search invoices submitted within a certain date range.

A screenshot of the Electronic Invoice Dashboard interface. The top header is dark blue with the FIU logo and "FLORIDA INTERNATIONAL UNIVERSITY" on the left, and "Florida International University Foundation, Inc." and a "Welcome" message with a "Logout" link on the right. Below the header, the main content area is white. On the left, there is a sidebar with the title "FOUNDATION INVOICES" and a list of buttons: "SEARCH", "PROJECT SEARCH" (highlighted with a red box), "PENDING", "PROCESSED", and "ADMIN UPDATE". To the right of the sidebar, there are search filters: "Project SpeedTypes:" with a dropdown menu, "From (Submitted Date):" and "To (Submitted Date):" with date input fields (format MM/DD/YYYY), and "Queue Status:" with a dropdown menu showing "FUN Signers". At the bottom of the search filters, there are two buttons: "SEARCH" and "DOWNLOAD".

Once you click on search, you have the option to download the data on the dashboard onto excel by simply clicking on the 'Download' button.

By downloading your searched criteria onto excel, you would be able to view additional accounting details such as, submission date, project name, project name, project general ledger (GL) account, amount by GL account, Activity ID (when applicable), etc.

FIU FLORIDA INTERNATIONAL UNIVERSITY

Florida International University Foundation, Inc.
Welcome ' ' Logout

FOUNDATION INVOICES
SEARCH
PROJECT SEARCH
PENDING
PROCESSED
ADMIN UPDATE

Project SpeedTypes:

From (Submitted Date): MM/DD/YYYY

Queue Status: FUN Signers

To (Submitted Date): MM/DD/YYYY

SEARCH DOWNLOAD

Invoice #	Submitted Date	Vendor Name			
99999999	12/10/2024	D STEPHENSON CONSTRUCTION INC	0	Pending	FUN Signers
11112	10/20/2021	FLORIDA INTERNATIONAL UNIVERSITY	0	Pending	FUN Signers
11112	10/20/2021	FLORIDA INTERNATIONAL UNIVERSITY	0	Pending	FUN Signers
14205	01/31/2020	MENA CATERING INC	0	Pending	FUN Signers
14204	01/31/2020	MENA CATERING INC	0	Pending	FUN Signers
14211	01/31/2020	MENA CATERING INC	0	Pending	FUN Signers
14211	01/30/2020	MENA CATERING INC	0	Pending	FUN Signers
02318514	01/27/2020	CASA TRIAS CORP	0	Pending	FUN Signers

This will provide additional Accounting Information, Such as Project ID, Activity number, Amounts, etc.

N	O	P	Q	Invoice #	Submitted Date	Vendor Name	Project ID	Project Name	Project GL	Project Amount	Activity ID	Activity Name	Activity GL	Activity Amount	Total Amount	Voucher ID	Initiator Name
Initiator Name	Next Approver	Status	Queue Name														
		Pending	FUN Signers	99999999	12/10/2024	D STEPHENSON CONSTRUCTION INC			711601 Catering	10					10	0 1	
		Pending	FUN Signers	11112	10/20/2021	FLORIDA INTERNATIONAL UNIVERSITY			68299	100			659090	100	100	0 1	
		Pending	FUN Signers	11112	10/20/2021	FLORIDA INTERNATIONAL UNIVERSITY			1210006	100			659090	100	100	0 1	
		Pending	FUN Signers	14205	1/31/2020	MENA CATERING INC			711602 Events	4875.5					9751	0 1	
		Pending	FUN Signers	14204	1/31/2020	MENA CATERING INC			711602 Events	865.5					1731	0 1	
		Pending	FUN Signers	14211	1/31/2020	MENA CATERING INC			711602 Events	5040					5040	0 1	
		Pending	FUN Signers	14211	1/30/2020	MENA CATERING INC			711602 Events	5040					5040	0 1	
		Pending	FUN Signers	02318514	1/27/2020	CASA TRIAS CORP			711603 Flowers & Gifts	165					165	0 1	