How to Manage External Invoices

1. Log in to CORES: [https://cores-usc.mis.vanderbilt.edu](https://cores-usc.mis.vanderbilt.edu). Enter your USC (Shibboleth) user name and password.

2. From your Service Core Manager home screen, go to Invoice Menu – External Invoices.

3. On the Invoices – External screen, invoices can be located, filtered, emailed & printed. External invoices can also be found by using the Reports Menu tab (on the Core Manager Home screen).

4. To indicate that a payment has been made, click on the corresponding button. The Receivable Payment Entry screen will appear.

To add new payment information, fill in the necessary details and click .