CORES Quick Guide

How to Manage External Invoices

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

2. Go to Invoice Menu – External Invoices.

3. Invoices can be located, filtered, emailed & printed. External invoices can also be found by using the Reports Menu tab from the home screen.

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

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

http://research.usc.edu/cores/    USCCORES@usc.edu    Last Updated: 09/18/2014