1. Log into Priority Software FBS using your USC NetID.

2. Click on the Operations Tab

3. Fill out the document # (invoice #) in the Quick Find box.

4. Double-click on the invoice # to be refunded

5. Click “Void this Document”

6. Fill-in justification and click OK to receive confirmation.

7. Refresh the screen
8. Click on **Operations** in Tab
9. Double-click on the line of the invoice to be edited

10. Fill-in changes, then press “Save”

More information on FBS Terminology can be found here: [https://usc.fbs.io/pskb/pskb.aspx?kb=0](https://usc.fbs.io/pskb/pskb.aspx?kb=0)