1. Log into [Priority Software FBS](http://research.usc.edu/cores/) using your [USC NetID](http://research.usc.edu/cores/).
2. Select the **Operations** tab.
3. Select the Scheduling icon.
4. Select the Resource and change calendar to billing month.
5. Click [Post to eLog](http://research.usc.edu/cores/).
6. To view eLog activity, click eLOG icon.
7. Approve Invoices and click Create Documents.
8. In the next screen, click Create Documents to create invoice/quote for emailing.
9. Review and approve each invoice or select one of the following options:

10. Emailing – select to send invoices/quotes to PI.

   Core Managers must email invoices at minimum of 5 days prior to the invoicing deadline (18th of every month).

   More information on how to invoice can be found here: https://usc.fbs.io/pskb/pskb.aspx?kb=1011