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

2. Open FBS Workbook then open FBS Library.xlsxm to enable add-in in FBS Workbook. Add-in tab will not appear unless the FBS Library.xlsxm is opened after opening FBS Workbook.

3. All bold columns are required and must be filled in. DateTimeStart and DateTimeEnd is only required if the line is associated to a Time SKU.

4. Once all required fields are entered, click Validate FBS Data. Your FBS Workbook password will be requested after this screen. This password is not associated to your USC Shibboleth account.

5. Workbook will validate all fields. Verify that there are not errors in the UploadStatus and UploadMessage columns before clicking Upload to FBS.

6. Clicking Upload to FBS does not mean you have completed the invoicing processes. Upload to FBS only means you have moved all invoices on the excel sheet to the eLog. Click eLog icon to complete the invoicing process.