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

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

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

4. Once all required fields are entered, click Validate FBS Data. Your FBS Workbook password/PIN will be requested after this screen. You can find your password/PIN in My Settings (next to the Signout button) in FBS.

5. Workbook will validate all fields. Verify that there are no 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 from the excel sheet to the eLog. Click the eLog icon to complete the invoicing process.