Pay an invoice

Discover how to pay an invoice in WorldShare Acquisitions.

Note: To find an invoice, see Search and filter invoices or Search and filter invoice items.

1. From the list of invoices, click the **Invoice Number**.
2. Edit the invoice if needed.
3. When ready click **Pay**.
4. The **Pay Invoice** window asks if you want to proceed. Click Yes to confirm.
5. **(Optional)** See **Unpay an invoice** when making corrections after payment.