Discover how to unpay an invoice in WorldShare Acquisitions. Note: To find an invoice, see [Search and filter invoices](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Invoice/Search_and_filter_invoices) or [Search and filter invoice items](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Invoice/Search_and_filter_invoice_items).

To correct mistakes on paid invoices, use the Unpay feature to make the invoice editable. Invoices that use a closed budget cannot be unpaid.

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<th>ACTION</th>
<th>STEPS</th>
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| **Unpay invoice** | 1. From the list of invoices, click the invoice number. The invoice appears.  
2. In the upper left corner, click **Unpay**. The Unpay Invoice window appears.  
3. On the Unpay Invoice window, click **Yes**. The system responds: Invoice unpaid. |

**Unpay an invoice that has credits, refunds, or supplements paid on a separate invoice**

1. Unpay the invoice with the credits, refunds, or supplements.  
2. Delete the credits, refunds, or supplements from that invoice.  
3. Unpay the original invoice.