How do I add a credit on an invoice?

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Applies to

• WorldShare Acquisitions

Answer

In order to add a Credit to an Invoice follow these steps:

1. Click on the **Add list** in the upper left hand corner of the invoice screen.
2. Choose the option for **Credit**.
3. Select the item the credit will be applied to.

**Note:** for more information about selecting a local resource please see [Add items directly to an invoice (without ordering first)](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Troubleshooting/How_do_I_add_a_credit_on_an_invoice).

A credited item decreases the amount paid from fund upon payment of invoice. For credits, all amounts must be negative (unit price, service charges, shipping).

Additional information

Please see [Edit invoice item information](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Troubleshooting/How_do_I_add_a_credit_on_an_invoice) for additional information. Note, if you would like to create a credit invoice or add an item to a new invoice see [Add a previously ordered item to an invoice](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Troubleshooting/How_do_I_add_a_credit_on_an_invoice).