How do I add a credit on an invoice?

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).

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 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.