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.