

# Refund An Invoice Payment

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Refund a payment on an invoice as you would refund any other transaction through the Transactions report.

To locate an invoice in the Transactions report:

1. Click the filter icon.
2. Select *Purchase ID*.
3. Enter the *Invoice Number*.
4. Click *Add Filter*.

*Note: After an invoice payment is refunded, the invoice still appears in Paid status.*

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