**Delete an Invoice from the General Journals in BC**

Landing Page of BC:

Table

Description automatically generated

Select Finance, then “General Journals”:

A screenshot of a computer

Description automatically generated

The following window will appear. Select “GENERAL”.

Graphical user interface

Description automatically generated

Search and then select the invoice batch where the invoice exists to be deleted.

Graphical user interface, application

Description automatically generated

Once in the invoice batch, search and select ALL entries associated with the invoice to be deleted.

Graphical user interface, application, table

Description automatically generated

Select “Manage”, then “Delete”.

A screenshot of a computer

Description automatically generated

The following window will appear. Select “Yes”. After the window closes, you will notice that the invoice has been deleted from this invoice batch.

Graphical user interface, application

Description automatically generated

Search for the Payment Status list from the Landing Page:

Graphical user interface, text, application, email

Description automatically generated

Search using a filter for the on the Invoice No. column (you must know the invoice number to use as the filter)

A screenshot of a computer

Description automatically generated with medium confidence

The highest entry number in the “Entry No.” column represents the most recent action taken on this invoice. In this scenario, after deleting an invoice, the invoice should provide a Payment status of “Deleted”, as shown below.

Graphical user interface, text, application, email

Description automatically generated