**Reapply a payment to an Invoice (assuming the payment has NOT been currently applied) in BC**

Landing Page of BC:

Table

Description automatically generated

Search for “Vendors”:

Graphical user interface, text, application

Description automatically generated

On the Venders Page, use the “Search” header to search by either the vendor name or the vendor no. Once selected, click on the Vendor No.:

Graphical user interface, text, application

Description automatically generated

Select “Vendor” followed by “Ledger Entries”:

Graphical user interface, text, application, email

Description automatically generated

Highlight the payment to be reapplied by selecting the payment in the Vender Ledger Entries:

Graphical user interface

Description automatically generated with low confidence

Select “Process”, followed by “Apply Entries”:

Graphical user interface, application, table

Description automatically generated

For each payment highlight each field in the “Applies-to ID” column and Select “Process” and “Set Applies-to ID.

Graphical user interface, application

Description automatically generated

It will populate each field with the FSB username. Finally, select “Process” and “Post Application…”

Graphical user interface, table

Description automatically generated

Select “OK”

Graphical user interface, text, application, email

Description automatically generated

You will see a window that it was successfully posted:

Graphical user interface, text, 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 all of invoice numbers 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 reapplying an invoice, the invoice should provide a Payment status of “Paid”, as shown below for each invoice that was applied.

Graphical user interface, text, application, email

Description automatically generated