**Reverse Payments (*after* unapplying a payment from the Invoice) 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, email

Description automatically generated

Select “Vendor” followed by “Ledger Entries”:

Graphical user interface, application, table

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

Select “Process”, followed by “Reverse Transaction”:

Graphical user interface, application

Description automatically generated

Select “Reverse”:

Table

Description automatically generated

Select “Yes”:

Graphical user interface, text, application

Description automatically generated

A window will appear indicating it was successful. Select “OK”:

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 on the Document No. column (you must know the document 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 reversing a payment, the invoice should provide a Payment status of “Reissue”, as shown below.

Graphical user interface, text, application, email

Description automatically generated

Note in this example scenario the payment was comprised of two invoices (i.e. one payment to pay 2 invoices).