**Reverse Invoice (*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

Description automatically generated

Select “Vendor” followed by “Ledger Entries”:

Graphical user interface, text, application

Description automatically generated

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

Table

Description automatically generated

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

Graphical user interface, application

Description automatically generated

Select “Reverse”:

Graphical user interface, text, application, email

Description automatically generated

Select “Yes”:

Graphical user interface, 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 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 reversing an invoice, the invoice should provide a Payment status of “Cancelled”, as shown below.

Graphical user interface, text, application, email

Description automatically generated