**Unapply and Void Function in BC**

Landing Page of BC:

Table

Description automatically generated

Search for “Cheque Ledger Entries”:

Graphical user interface, text, application, email

Description automatically generated

The Cheque Ledger Entries will be displayed. Search for the invoice you wish to unapply and void using the Cheque No column (if you know this number) or the External Document No. column (i.e. invoice ID). Once you find the invoice to unapply and void the payment, highlight it by clicking on the payment (shown below).

Graphical user interface, application, table

Description automatically generated

Select “Process” and then “Void Check”:

Graphical user interface, application, table, Excel

Description automatically generated

The following window will appear:

Graphical user interface, text

Description automatically generated

By default, the “Unapply and void check” button will be selected. Click “yes” and the following will appear:

Graphical user interface, text, application

Description automatically generated

Click “OK”.

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, for unapply and void, the invoice should provide a Payment status of “Reissue”, as shown below.

A picture containing application

Description automatically generated