**Undo a Bank Reconciliation in BC**

Landing Page of BC:

Table

Description automatically generated

Select “Bank Accounts”, then “Income Assistance Imprest”:

Graphical user interface, text, application, email

Description automatically generated

Select “Bank Account” followed by “Statements”:

Graphical user interface, text, email

Description automatically generated

Filter by the Bank reconciliation statement number (you must know the number based on the Bank Reconciliation that was previously performed):

A picture containing table

Description automatically generated

After highlighting the statement, Select “Process” then “Undo”:

Graphical user interface, application

Description automatically generated

The following window will appear. Select “Yes”.

Graphical user interface, application, Word

Description automatically generated

The following bank reconciliation page will open that will include all payments that were previously reconciled (in this example, there is only one payment):

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. & the Invoice No. columns (you must know the document and invoice number(s) to use as the filter)

A screenshot of a computer

Description automatically generated with medium confidence

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Graphical user interface, application

Description automatically generated

After filtering with the known invoice number, in addition to the document number (for a payment made to pay several invoices, as shown in this example), you will see that the highest entry number in the “Entry No.” column represents the most recent action taken on this invoice. In this scenario, after undoing the bank reconciliation, the invoice should provide a Payment status of “Paid”, as shown below:

Graphical user interface, text, application, email

Description automatically generated

Repeat this for every known invoice number that may form part of the payment.