

Cancel BFR

Step-by-Step Instructions

Notes: These training power points were created the summer of 2017. The content of each screen is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

You may have a BFR in BFR Incomplete Status that you want to cancel. Perhaps the wrong As At Date was used or the data entered is incorrect and you want to start over.

1. Log on to LGIS
2. **Click Capital Grants**
3. **Click Manage Projects**
4. **Click** on the appropriate Project Number
5. **Click** on the BFR number that you want to cancel
6. **Click** on the Submission Tab
7. **Click Cancel BFR**
 - You will receive a warning message advising you that this action cannot be undone and asks you to confirm if you want to proceed.
8. **Click OK**
 - You will receive a message advising you that the BFR was successfully cancelled.

Please note* A BFR can only be cancelled by a user when it is in Incomplete Status. Please contact the Ministry if the BFR has been submitted to report a material change in information.

When you are creating a BFR OR if you have an Incomplete BFR you have the option to Reset the form. This may be useful if you have used an incorrect BFR As At Date and want to change the date and data after you have created the BFR:

1. **Click** on BFR Form
2. **Click** on Reset BFR in the top right hand corner of the screen
3. You will receive a warning message advising you that the form will be recalculated with a new As At Date and all data that has been input will be lost. Click OK. This action will take you back to the New Budget Forecast Report screen
4. Enter a new As At Date

5. **Click** on Re-Create. You will receive another warning message advising you that the form will be recreated and all data entered will be lost.
6. **Click** OK. The BFR form has been recreated using the same BFR number.

Your newly created BFR is in "Incomplete Status". A BFR will be in Incomplete Status if it was:

- Started but not submitted or
- If a BFR was submitted and the Ministry reviewed it and returned it to you due to errors or issues surrounding the data entered. You will be notified by Ministry Staff why it was returned for editing.

You will not be able to create a New BFR if there is one in Incomplete Status. The options available are to complete and submit the BFR or cancel it.

**Ministry of Municipal
Affairs and Housing**

Local Government Infrastructure and
Finance Branch

Mailing Address:
PO Box 9838, Stn Prov Govt
Victoria, BC V8W 9T1

Location:
4th Floor, 800 Johnson Street

Phone: 250 387-4060
Email: infra@gov.bc.ca