





THE UNIVERSITY of
NEW MEXICO

Purchasing

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Deleting a Receiving Document in Incomplete Status FSJA-036

A Receiving Document in Incomplete status can be deleted using Banner form ***FPARCVD***.

1. In the Direct Access field (labeled “**Go To...**”), type ***FPARCVD*** and press ***Enter*** to access the Receiving Goods Form.
2. Enter the Receiver number in the “Receiver Document Code” field and click on ***Next Block***  (or press Ctrl + PgDn).
3. Click on ***Remove Record***  (or chose “Remove” from the Record Menu) **twice**.
4. You will receive a confirmation message in the status bar stating the Receiver has been deleted.

END