

How to Delete an Incomplete Receiver

Log in to Banner and go to **FPARCVD**.

Type the receiver code in the “Receiver Document Code” box. This is normally a “Y” number but may be “ADD”, “NEW” or a combination of letters and numbers.

Hit “Next Block” once and “Remove Record” twice.

Receiver Document Code:

Receiving Header

Receiving Method:

Carrier:

Date Received: Text Exists

Received By:

Packing Slip

Packing Slip: Text Exists

Bill of Lading:

Purchase Order

Purchase Order: Receive Items Adjust Items

Buyer:

Vendor:

More...

Receiver #NEW and all detailed records have been deleted.

Record: 1/1 | ... | <OSC>

You should have this message when the receiver code has been deleted.