How to Delete an Incomplete Receiver

Log in to Banner and go to **FPARCVD**.
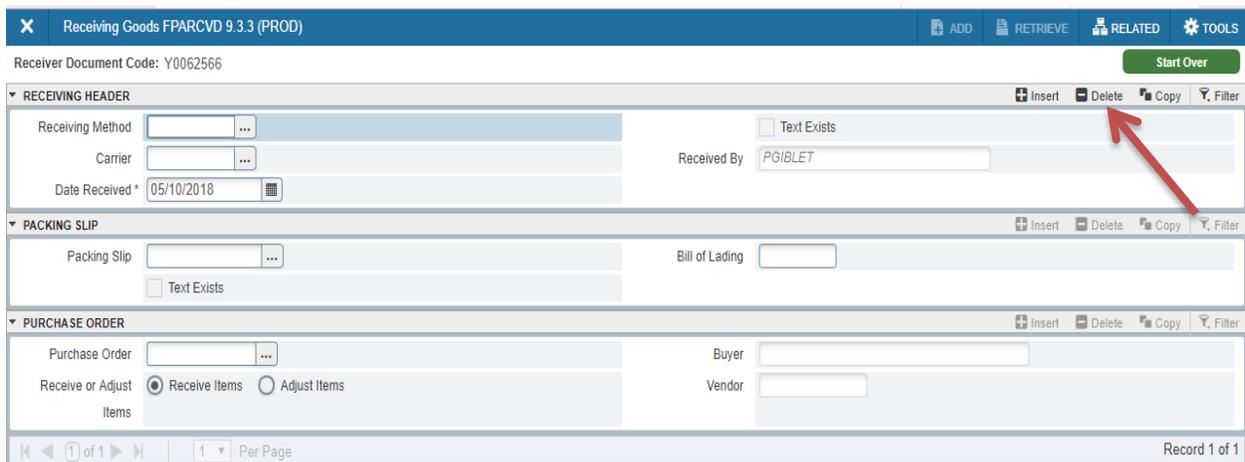
Type the receiver code in the "Receiver Document Code" box. This is normally a "Y" number but may be "ADD", "NEW" or a combination of letters and numbers.
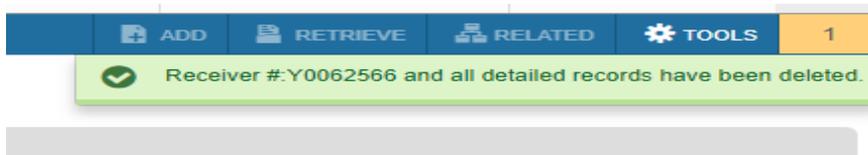
Click "Go"

Click "Delete" twice to remove the record.

This message will display when the receiver code has been deleted.