

How to Delete an Incomplete Receiver

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

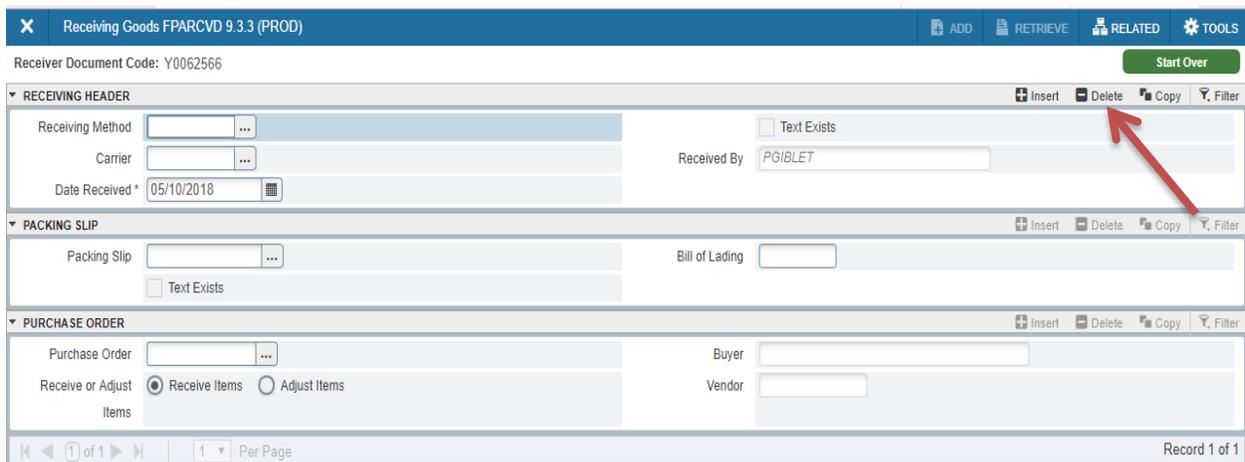
Type the receiver code in the “Receiver Document Code” box. This is normally a “Y” number but may be “ADD”, “NEW” or a combination of letters and numbers.

Click “Go”



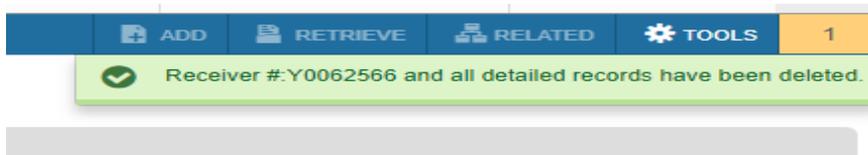
The screenshot shows the top navigation bar of the FPARCVD system. The title is "Receiving Goods FPARCVD 9.3.3 (PROD)". On the right, there are buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the navigation bar, there is a "Receiver Document Code" field containing the text "Y0062566". To the right of this field is a green "Go" button, which is pointed to by a red arrow. Below the field, there is a grey box with the text "Get Started: Fill out the fields above and press Go."

Click “Delete” twice to remove the record.



The screenshot shows the main interface of the FPARCVD system. The title is "Receiving Goods FPARCVD 9.3.3 (PROD)". Below the title, there is a "Receiver Document Code" field containing "Y0062566". To the right of this field is a green "Start Over" button. Below the "Start Over" button, there are three sections: "RECEIVING HEADER", "PACKING SLIP", and "PURCHASE ORDER". Each section has a "Delete" button, which is highlighted with a red arrow. The "RECEIVING HEADER" section has fields for "Receiving Method", "Carrier", "Date Received", and "Received By". The "PACKING SLIP" section has fields for "Packing Slip" and "Bill of Lading". The "PURCHASE ORDER" section has fields for "Purchase Order", "Buyer", and "Vendor". At the bottom, there is a pagination bar showing "1 of 1" and "Record 1 of 1".

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



The screenshot shows the top navigation bar of the FPARCVD system. The title is "Receiving Goods FPARCVD 9.3.3 (PROD)". Below the title, there is a green success message box that says "Receiver #:Y0062566 and all detailed records have been deleted." The message box has a green checkmark icon on the left. Below the message box, there is a grey box with the text "Get Started: Fill out the fields above and press Go."