X-4. Removing an Unwanted <u>In Process</u> Receiving Document – FPARCVD
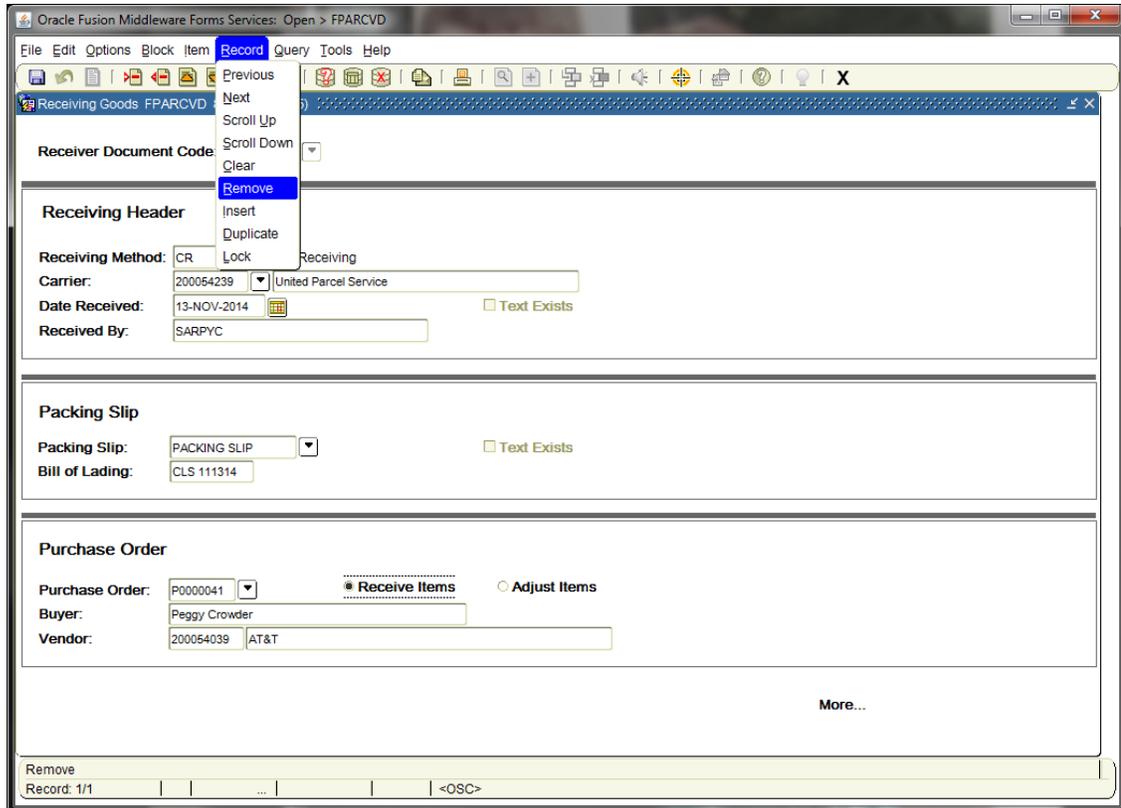
If you enter a receiving document and choose never to complete it, the receiving document needs to be removed.

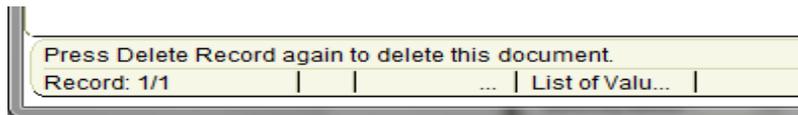Go To…   **FPARCVD [Enter]**

**Receiver Document
Code:**   Enter your existing Receiver Document Code number. **Next Block [Ctrl+Pg Down]**

Choose **Remove** from the **Record** menu.

A message will appear in the **Auto Hint/Status Bar** that reads:
    'Press Delete Record again to delete this document.'

Choose **Remove** from the **Record** menu again to permanently delete the record.

After the second Remove Record command is executed, a message confirming that the record has been delete will appear in the **Auto Hint/Status Bar**.
    'Receiver #:YXXXXXXX and all detailed records have been deleted.'