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.

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A message will appear in the **Auto Hint/Status Bar** that reads:

'Press Delete Record again to delete this document.'

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Press Delete Record again to delete this document.							
Record: 1/1	List of Valu						

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.'

Receiver #:Y0000037	and all	detailed records	have been deleted.
Record: 1/1			