

Deleting an Incomplete Receiving Document

A receiving document with “incomplete” status can be deleted or removed through the **FPARCVD** page.

Step	Task
1.	Type FPARCVD in the Search field and press ENTER to open Receiving Goods .
2.	Type the receiving document number into the Receiver Document Code field. OR Click the Search button and select the appropriate document from the list of Receiving/Packing Slips.
3.	Click the Go button. All of the header information will be displayed.
4.	Select Delete from the menu bar. A message displays in the upper left corner line to ask for confirmation of this action.
5.	Select Delete again to confirm the removal. A message displays to confirm that the receiving document has been deleted.
6.	Click the Close button to return to the main menu.