Delete An Incomplete DP-EZ
FSJA-057

1. Go to Form FZADPEZ.

2. Click the Create New or Edit In Process DP-EZ icon.

3. On the toolbar, click the Enter Query icon (or F7).

4. Enter the DZ number in the DP-EZ Code field OR enter the DPI number in the DPI number field.

5. On the toolbar, select Execute Query (or F8). If Banner takes you into the Travel/other section of the DP-EZ, do a previous block so you are in the header screen.

6. From the header screen perform a Record remove. Do this twice. (Record Remove must be completed twice to delete a DP-EZ.)

***End***