

Change status of purchase from "Ordered" to "Received" to "Paid"

**Receive Products**

**Purchase Order**

PO Number: 09061768      PO Status: Paid      PO Date: 6/4/2009  
Reference: EMT MANUALS      PO Total: \$7,440.00  
Vendor: Jones and bartlett Publishers, Inc      Total Cost Of Received Items: \$0.00

Close Form

Payments

Quick Copy Notes:  
Double Click Received Date to go back one day. Repeat to go back another day.

**Edit Items Received**

Product	Description	Quantity Ordered	Quantity Received	Back Ordered	Received Date
4970-2	BU - EMTB 9E (P) 05 GDLNS / SSG EMTB 05 Workbook	75	35	0	6/4/2009
SHIP	SHIPPING	1	0	0	
		0	0	0	
*		0	0	0	6/4/2009

Received Complete      Total Cost Of Received Items      \$3,472.00

Log payment amounts, dates, and payment types

Log the date the product was received

For completed orders, one button marks the whole order received complete on today's date

Log partial shipments and backorders