



Foundation Building Materials

## Reprint PO Receiving Journal (POEJ)

All received purchase orders need a Receiving Report to be scanned into IDM Capture. If a Receiving Report was not printed before the final update, you will need to use POEJ to reprint the PO Receiving Journal.

1. First, go to POIP, then enter your PO number in the PO# search box and click Search.

**Purchase Order Inquiry**  
Purchase Order #: 240930-00

Overview **Header** Line Detail Totals

General ^

Vendor #  
[327527 - NATIONAL GYPSUM \(EDI\)](#)

To  
635

2. Click on the Header tab and scroll down to the Acknowledge Information section, find the "RCV Journal #" and write that number down.

**Purchase Order Inquiry**  
Purchase Order #: 240930-00

Overview **Header** Line Detail Totals History Packages Custom

General v

Record Information v

Acknowledge Information ^

Acknowledge Date	Acknowledge Reason
Acknowledge Type	Acknowledge User
Refer hmt	Tied Sales/Value Add Order # <a href="#">0-00</a>
Terms 44 - 1%20THSP	Rcv Journal # <a href="#">6479961</a>



- Next, navigate to POEJ and select the checkbox to the left of the report titled “PO Journal Print” and click on Copy, then choose One-Time.

The screenshot shows a web interface for reports. At the top, there's a blue header with 'Reports' and 'PO Entry Journal Print'. Below that, a search bar and 'Refresh' button are visible. A table lists reports, with one selected: 'poejList' with function name 'poej', title 'PO Journal Print -', and last run date '8/20/2009'. A 'Copy' dropdown menu is open, showing 'Stored' and 'One Time' options. Red boxes highlight the 'poejList' checkbox and the 'One Time' option.

- Under Printing Information, change the Print Type to “Printer” and enter your printer number. Then click Next.

The screenshot shows the 'Information' page for 'poejList'. On the left is a navigation menu with 'Reports Main', 'Information', 'Ranges', 'Options', and 'Run'. The main content area has 'Report Information' and 'Printing Information' sections. In the 'Printing Information' section, the 'Print Type' dropdown is set to 'Print', and there is a 'Printer Name' input field. A red box highlights the 'Print Type' dropdown and the 'Printer Name' field. The 'Next' button is also highlighted with a red box.

- On the Ranges page, no changes are necessary, click Next.
- On the Options page, click on the grey “List” box to the right of line #6.

The screenshot shows the 'Options' page for 'poejList'. On the left is a navigation menu with 'Reports Main', 'Information', 'Ranges', 'Options', and 'Run'. The main content area has a 'Details' section with six numbered options: 1. Operator Initials (blank for all) with an input field; 2. Print Unprinted Journals Only? with a 'No' dropdown; 3. Print G/L Distrib With Detail Lines? with a 'Yes' dropdown; 4. Print Received Lines Only? with a 'No' dropdown; 5. Totals Only? with a 'No' dropdown; 6. Enter a List of Journal #'s? with a 'Yes' dropdown. A red box highlights the 'List' button next to option 6.



- This will bring up a Journal List dialogue box. Type in the RCV Journal # you wrote down earlier from POIP and click the "Add to List" grey box and you will see the journal number populate in the Journal List below. Once you are done entering the Journal number(s), click on Save.

Journal	Function	Calendar Period	Fiscal Period	Post Date	Operator	# of Postings
<input type="checkbox"/> 6479961	poei	224	224	2/23/2024	D886	2

- You will come back to the Options page, click on Next.

Options  
poejList

1. Operator Initials (blank for all)

2. Print Unprinted Journals Only?

3. Print G/L Distrib With Detail Lines?

4. Print Received Lines Only?

5. Totals Only?

6. Enter a List of Journal #'s?

- On the Run page, click Save. The POEJ report should print and you will use this in place of the Receiving Report to be scanned into PO-IDM Capture.

Run  
poejList

Job Name/Number\*   Remove