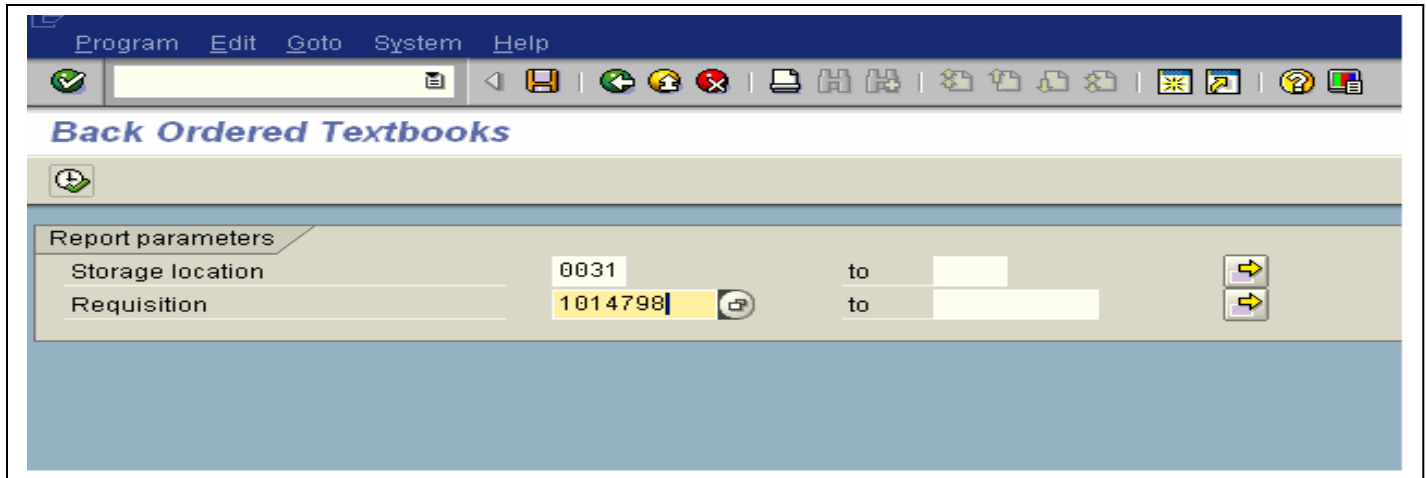


Display Back Orders from the Florida School Book Depository (ZAMMA_TEXB_BO)

From the SAP Easy Access Menu Screen

Click the **Expand Icon** to the left of: **PCSB Menu > Purchasing > Textbook Reports**
 Double Click on **Back Ordered Textbooks**

The **ZAMMA_TEXB_BO - Back Ordered Textbooks** screen displays



Storage location – Type your **4-digit school location number**

Requisition – Type the **Requisition number** or *Leave Blank* to display **all Textbook Requisitions** for your location

Click the **Execute icon**

Requisition	Req. Line	Req. Date	PO	PO Line	PO Date	Material	Description	Quantity
Location: 0031								
10141263	00320	05/27/2003	5300000070	02150	05/13/2003	700990	SMALL ANIMAL CARE & MANAGEMENT	14
10141263	00330	05/27/2003	5300000070	02160	05/13/2003	700991	* INST GUIDE SMALL ANIMAL CARE	1
10142766	00090	06/03/2003	5300000089	02820	06/25/2003	782814	*BLOCK SCHEDULING PLANS CSE 6	4
10142766	00200	06/03/2003	5300000089	02930	06/25/2003	782827	*SPANISH RESOURCE COURSE 5	4
10142766	00250	06/03/2003	5300000089	02980	06/25/2003	782841	*AUDIO CD LIB HOLT RDR CSE 6	2
10142766	00390	06/03/2003	5300000089	03100	06/25/2003	763653	MEXICAN AMERICAN LITERATURE	120
10142766	00460	06/03/2003	5300000089	03170	06/25/2003	782712	*VIEWING/REPRESENTING COURSE 5	5
10142766	00670	06/03/2003	5300000089	03380	06/25/2003	763643	* TST PREP TOOLKT FCAT-ADV 467	5
10142766	00690	06/03/2003	5300000089	03400	06/25/2003	782753	ACTIVE RDR PRAC BK COURSE 5	600
10142766	00750	06/03/2003	5300000089	03460	06/25/2003	785130	*AFRICAN AM LIT 474248	150
10142766	00820	06/03/2003	5300000089	03530	06/25/2003	782612	*VIEWING/REPRESENTING COURSE 4	6
10142766	01500	06/03/2003	5300000089	04190	06/25/2003	785130	*AFRICAN AM LIT 474248	75
10142766	01510	06/03/2003	5300000089	04200	06/25/2003	785130	*AFRICAN AM LIT 474248	75
10161373	00010	10/13/2003	5300000110	02740	10/01/2003	714600	GLEN KEYBD LESSON 1-150 041712	65
10161373	00020	10/13/2003	5300000110	02750	10/01/2003	984120	PACEMAKER BASIC MATH	15
10161373	00030	10/13/2003	5300000110	02760	10/01/2003	984121	TEA PACEMAKER BASIC MATHEMATIC	1
10161373	00040	10/13/2003	5300000110	02770	10/01/2003	706401	AGAINST CLCK ADOBE PHOTOSHOP 7	13
10161373	00050	10/13/2003	5300000110	02780	10/01/2003	706402	INSTR CD-ROM ADOBE PHOTOSHOP 7	2
10161373	00060	10/13/2003	5300000110	02790	10/01/2003	706403	AGAINST CLCK ADOBE ILLUSTRATOR	1
10161373	00070	10/13/2003	5300000110	02800	10/01/2003	706404	INSTR CD-ROM CLCK ADOBE ILL 10	1
10171498	00010	01/06/2004	5300000114	00020	01/09/2004	855140	CONCEPTUAL PHYSICAL SCIENCE	80
10171498	00020	01/06/2004	5300000114	00030	01/09/2004	855151	INSTR CONCEPTUAL PHY SCI	3
10171765	00010	01/07/2004	5300000114	00010	01/09/2004	728160	DISCOVERING FRENCH BLANC	98
10183755	00010	05/19/2004				357140	PRIMARY LITTLE BK SPELLING 1-3	100
10183755	00020	05/19/2004				357110	FLA WRITES PREP WB 3 MCGRAW	5
10183755	00030	05/19/2004				357160	PRE/POST TST AUDIOCASS 3 MCGRW	5

The **Back Ordered Textbooks** screen displays the Requisition number, Line number, Requisition Date, Purchase Order number, PO Line number, PO Date, Material number, Description of the Book and the quantity of Book(s) that were **Back Ordered** for your location.

Use the **scroll bar** to the right of the screen to **scroll up** or **down** for additional information.

Click the **Green Back** arrow to return to previous screens