

# Creating a Report for County Adopted and/or State Adopted Textbooks

## From the SAP Easy Access Polk County Public Schools Screen

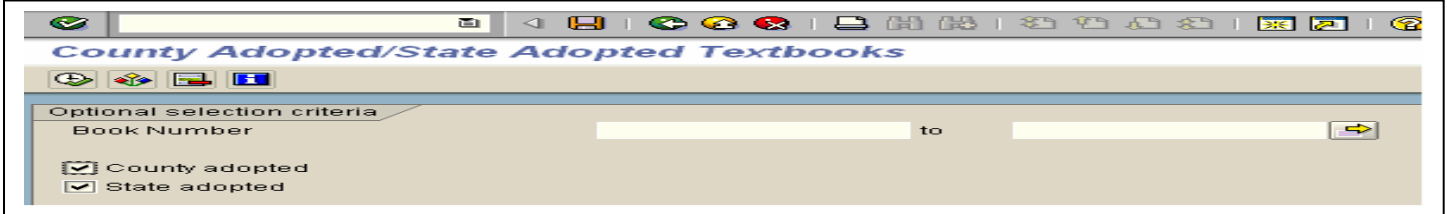
Click the **Expand** icon to the left of **PCSB Menu**

Click the **Expand** icon to the left of **Purchasing**

Click the **Expand** icon to the left of **Textbooks Reports**

Double-click **ZAMMA\_TEXB\_COUNTY-County Adopted / State Adopted Textbks**

The **County Adopted/State Adopted Textbooks** screen is displayed.



A **check mark** defaults into the **Check box** to the left of **County adopted** and **State adopted**.

## To Run a Report for All County & State Adopted Textbooks:

- Click the **Execute** icon on the top left of screen

The screenshot shows the SAP Easy Access interface displaying the results of the 'County Adopted/State Adopted Textbooks' report. The report is titled '01/20/2006 Polk County School Board County Adopted/State Adopted Textbooks Page: 1'. The table below lists the following data:

Publisher	Book Title	Book No	Cty	St	Year
RESERVED FOR DISTRICT USE					
Subject: 020 ART K-5					
DAVIS PUBLICATIONS	BIG BOOK ADVENTURE IN ART 1 98	10-004-0	Y		2007
DAVIS PUBLICATIONS	ADVENTURES IN ART 1 1998	10-005-0	Y		2007
DAVIS PUBLICATIONS	TEA ADVENTURES IN ART 1 1998	10-005-1	Y		2007
DAVIS PUBLICATIONS	ASMNT MASTERS ADVENTURES ART 1	10-005-2	Y		2007
DAVIS PUBLICATIONS	STUDIO MASTERS ADVENTURE ART 1	10-005-3	Y		2007
DAVIS PUBLICATIONS	VOCAB CARDS ADVENTURE IN ART 1	10-005-4	Y		2007
DAVIS PUBLICATIONS	ARTST CARDS ADVENTURE IN ART 1	10-005-5	Y		2007
DAVIS PUBLICATIONS	SLIDES ADVENTURES IN ART 1	10-006-0	Y		2007
DAVIS PUBLICATIONS	DISCOVER ART LEVEL 1	10-081-0	Y		
HARCOURT SCHOOL PUBLISHERS	ART IN ACTION GR 1 1987 ED	10-086-0	Y		
HARCOURT SCHOOL PUBLISHERS	ART IN ACTION ENRICHMENT KIT I	10-087-0	Y		

The **County & State Adopted Textbooks Report** will display.

Reports are sorted in order by: Subject, Publisher and Material Number

- Y** in the **CTY Column** indicates the book has been adopted by Polk County
- Y** in the **CTY & ST Columns** indicates the book has been adopted by Polk County and the State of Florida

Whenever a book has been State Adopted, the year the adoption will expire *appears* in the **Year Column**.

## To Run a Report for Just County or Just State Adopted Textbooks:

- Click in the **Check box** to the left of the one that you do not want a report for, to *remove* the **check mark**
- Click the **Execute** icon, the report will be displayed

**Reports** can also be created for a single material number or a range of numbers by entering the appropriate information in the book number fields.

**Example:** 014649 thru 112820

