

Report for Free Textbooks from the Florida School Book Depository

Using the other Open Session on the Status Bar at the bottom of the screen:

From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of: **PCSB Menu > Purchasing > Textbook Reports**

Double Click on **ZAMMA_FSBDBKXREF – Base to Free Cross Reference**

IMPORTANT: Check the Florida School Book Depository Manual for free options as well as running the Free Textbook Report in SAP. The Free Textbook Report will need to be run for each Base Book that you are ordering, to see if that book has Free Books attached to it. Copy and paste or type the Book Number(s) on the Requisition before going to the next Base Book that you wish to order.

The Base to Free Book Cross Reference screen is displayed.


- Type the **Base Book Number** in the box to the right of the Book Number, Example: 266230
- Click the **Execute** Icon

The Base Book with a list of its associated Free Books will display.

05/26/2004		Polk County School Board					
		List of BASE books and their associated FREE books					
Base Book	Free Book	Ratio	Cty	St	Year		
266230	SILVER BURDETT GINN MATH 2						
266231	VOL 1-TEA GDE SB6 MATH 2	00025	Y	Y	2004		
266232	VOL 2-TEA GDE SB6 MATH 2	00025	Y	Y	2004		
266233	PKG CHPTR SUPP FLDRS 2 SB6 MTH	00025	Y	Y	2004		
266234	ANS KEY SB6 MATH 2	00025					
266241	HOME-SCHOOL CONNECT 2 SB6 MATH	00025	Y	Y	2004		
266242	ASSESS GUIDE SB6 MATH 2	00025	Y	Y	2004		
266243	PROB OF THE DAY 2 SB6 MATH	00025	Y	Y	2004		
266244	RDG PROB SOL TRNSP 2 MTH 0968	00025					

INFORMATION:

- Base Book** – The Book that you are ordering
- Free Book** – Books that are Free when you are ordering a Base Book
- Ratio** – Number of Base Books that must be purchased in order to receive Free Books
- Cty** – County Adopted
- St** – State Adopted
- Year** – Book is adopted until Year

- Click on the **first Free Book Number** that you want to order
- Hold down the **Ctrl Key** and Press the **Y Key** on your keyboard, A Cross will appear,  Drag the **Cross** over the Free Book Number(s) that you are ordering to **highlight** the line(s) (the numbers will turn a different color when you drag the cross over them)
- Hold down the **Ctrl Key** and Press the **C Key** on your keyboard to copy the Free Book Number(s) that you wish to receive; only the first number will be highlighted after copying the number(s)
- Click on the **Create Purchase Requisition Session** on the status bar at the bottom of the screen

You are now back on the Create Purchase Requisition screen, return to step 10, on the Creating a Purchase Requisition for Textbook System, Florida School Book Depository Documentation to continue creating your Textbook Requisition.