ATTACHMENT J-15
Remedy's HHS22-Items Form
Items List Report
User Guide
(Last updated October 17, 2007)

Records in this form are created by selecting inventory items in the HHS-22 form. Therefore, you are prevented from being able to open this form in New Mode.

Since these records represent copies of descriptive fields from Inventory and/or Non-IT-Inventory data tables the need for modifying any fields in this form should be rare. Such modification will be documented in the Change Log field for auditing purposes.

The main purpose for accessing this form is to produce one of the reports named for it. They are the HHS22-Items-List report and the HHS22-Items-Summary report (*not HHS-22-Detail which is used with the HHS-22 form*). Therefore your main activity will be to work in Search Mode and enter search criteria that specify which records you want the report to include.

Multi-site users and CMS users may need to enter a Site Code search criteria for reporting. Users from single site locations will not need to do that because they can only see records from their own site.

Users will most often use the Request Year field for search criteria by entering the desired menu value for annual reporting. Initially there are only two values, namely 7/1/2007 – 6/30/2007 for ESRDs and 10/1/2007 – 9/30/2008 for non-ESRD sites. This describes the fiscal year of reporting inventory to the government Properties office. The menu for this field will grow with two new choices for each year this form is in use.

The following page shows an example of the HHS22-Items-List report. This report is organized by HHS-22# and gives descriptive information on every item included in each HHS-22.

Printed: 9/4/2007

IA-1

HHS22-Items-List

10/1/2006 - 9/30/2007

HHS-22#	Action	Created	General Product Name	Model or Type	565 Adjustment
000001	Transfer	4/18/2007	TI-92 Graphing Calculator	HP-1851	-58.98
				000001 Total:	**-58.98**
000003	Transfer	7/31/2007	Workstation (w/kybd,mouse,monitor)	GX260	-1,330.67
		8/2/2007	Barcode Device	Barcode anything Wedge Wand	-123.45
		8/9/2007	Workstation (w/kybd,mouse,monitor)	GX270	-1,240.07
		7/31/2007	Workstation (w/kybd,mouse,monitor)	GX260	-1,330.67
		7/31/2007	Tape Drive	Exabyte 8900T	-35.00
		8/2/2007	Workstation	Latitude-C640	-2,312.38
		8/14/2007	Barcode Device	Barcode anything Wedge Wand	-11.22
		7/31/2007	Server Stacks	PowerEdge 4600	-9,279.81
				000003 Total:	**-15,663.27**
000004	New Receipt	8/2/2007	Barcode Device	Barcode anything Wedge Wand	123.45
		8/2/2007	Microwave	AX-4000	199.99
		4/18/2007	Printer	HP LaserJet 4200N	569.00
		7/17/2007	Memory	256MB/OptiPlex GX260	44.99
				000004 Total:	**937.43**
000009	Transfer	7/24/2007	Barcode Device	Barcode anything Wedge Wand	-69.96
				000009 Total:	**-69.96**
000015	Disposition Instructions	7/17/2007	Workstation (w/kybd,mouse,monitor)	GX260	-1,330.67
				000015 Total:	**-1,330.67**
				IA-1 Total:	**-16,185.45**

The HHS22-Items-Summary report shown below groups the HHS-22 information by the Action Requested. It only gives the total adjustment that each HHS-22 has on the 565 Annual report. This would be an excellent report to include when doing annual 565 reporting to the government Properties office.

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HHS22-Items-Summary

10/1/2006 - 9/30/2007

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IA-1	HHS-22 #	Created	565 Adjustment
Transfer			
	000001	4/18/2007	-58.98
	000003	7/31/2007	-15,663.27
	000009	7/24/2007	-69.96
			-15,792.21
New Receipt			
	000004	4/18/2007	937.43
			937.43
Disposition Instructions			
	000015	7/17/2007	-1,330.67
			-1,330.67
		Grand Total:	-16,185.45

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