IDEXX **Cornerstone®**

Practice Management Software

Cornerstone® Reports

Powered by SmartLink™ Technology

IDEXX LABORATORIES

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Cornerstone Reports Table of Contents

General Information

This section contains general information that may be used or referred to in specific reports found in this document.

Overview

Practice staff will find this reporting tool invaluable in understanding the most widely requested reports. Although this resource doesn't contain all predefined Cornerstone reports, it will provide information for 86 reports commonly sought by practices.

- End of Day Reports (Count = 42)
- End of Month Reports (Count = 31)
- Invoice Item Reports (Count = 13)

Viewing Requirements

In order to have the best viewing experience for this tool, use Adobe Reader 8.0 or later. Go to www.adobe.com for the latest Adobe Reader version.

How to Use This Document

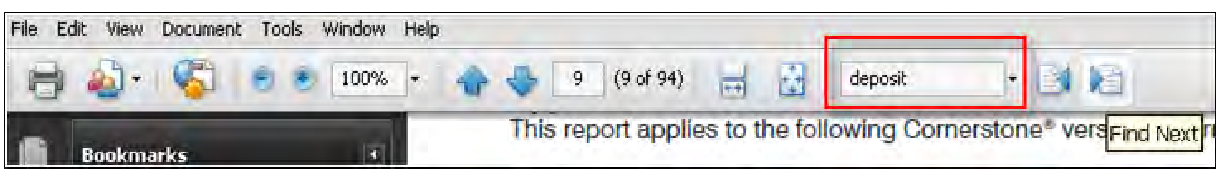
This resource provides the following nine key pieces of report information that can be searched upon:

- Title
- Description
- Sort Order and Range
- Fields
- Directions to Run This Report
- Thumbnail of Sample Report
- Clickable Link to View Full Copy of Report
- Tip
- Version(s) the Report Can Be Found In (Applies To)

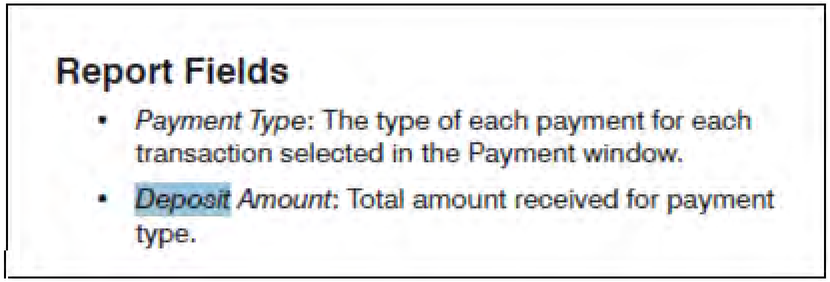
Use any of these three methods to search for desired reporting information:

Method #1

1. Click in the Find box and enter the keyword you are seeking (i.e. deposit).

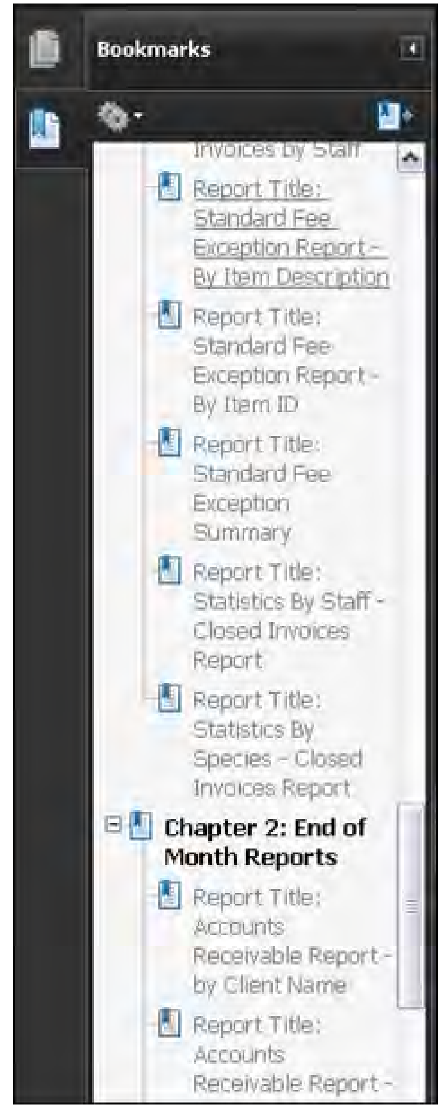


2. Click the **Find Next** button Find Next and the applicable text will be highlighted in the document.



Report Fields

- *Payment Type*: The type of each payment for each transaction selected in the Payment window.
- *Deposit Amount*: Total amount received for payment type.



Method #2

1. Scan the **Table of Contents** starting on page 3, which provides a report listing.
2. Click on the report name to be taken to that report.

Method #3

1. Use the **Bookmark** function on the left of your window to click to a specific report.

Selecting Multiple Periods on the End of Period windows

1. On the *Daily Reports*, *Monthly Reports* or *Yearly Reports* windows, in the *Periods* area, select the first period.

   Note: When selecting your first period of a multiple period report, keep in mind the report will contain data from the moment in time since the last period closing. (i.e. end of day closed on Fri 7/3/09 and next closed daily period is 7/6/09, and you select 7/6/09 as your first period, the report will contain transactions entered on 7/4 and 7/5, if there were any.)

2. Hold the **Shift** key on your keyboard down.
3. Select the ending *Period*.

   Note: You must select consecutive daily periods.

4. This will highlight all ranges between beginning and ending period.

   Note: This will also add all totals together.

5. Verify the correct reports are selected and click **Preview** or **Print**.

   Note: You cannot **Preview** multiple reports as the Preview button is grayed.

Printing a Report

This output option prints the report directly to a printer, without the option to preview it first. The *Print Options* window displays once you have selected your desired sort order and range. Here you can set the number of copies, specify a page range, and choose an alternate printer if you do not want this report to print to the default printer.

Changing the Printer Selection:

1. Click the **Printer...** button.
2. The *Printer Selection* window displays the printers available from this computer. Select the desired printer from the list and click **OK**.

   Note: Printer selection options will vary.

Saving a Report as a Cornerstone PDF

The **Cornerstone PDF** printer option converts a report to a .pdf file (portable document format). Use of the Cornerstone PDF feature allows you to save a report as a file and retain its format, so the document can be used with other software and as an e-mail attachment.

To Save a Report as a Cornerstone PDF:

1. On the *Reports* list select the desired report.
2. Click **Print**.
3. Complete the Sort Order and Range.

4. Click **OK**.
5. The *Print Options* window displays. Click the **Printer...** button.
6. Select **Cornerstone PDF** and click **OK**.
7. The *Save As...* window displays.
8. Click the drop-arrow in the *Save in* field to select the location for the saved report, or leave the default location set to Desktop. You will need to remember this location when you want to retrieve the file later for merging or importing into another software program.
9. Press **Tab** twice to move the *File name* field and enter a name for the report.
10. Click **Save**.

Saving a Report as a Text File

The Save As print option allows you to specify a file name and location to which to save the report as a text file. This option does not allow you to preview the report and does not retain the format that you see in the preview screen. The resulting text file is in comma-delimited format, which is useful for exporting information to be used in other software products (e.g. Microsoft® Word, Microsoft® Excel, QuickBooks®, etc).

To save a report as a text file:

1. On the *Reports* list select the desired report.
2. Click **Save As**.
3. Complete the Sort Order and Range.
4. Click **OK**. The *Save As...* window displays.
5. Click the drop-arrow in the *Save in* field to select the location for the saved report, or leave the default location set to Desktop. You will need to remember this location when you want to retrieve the file later for merging or importing into another software program.

   <u>Note</u>: For creating and saving a file that will be used for generating labels using Microsoft Word, save the file as “labels.txt” in the Cstone folder. This is the default location the Cornerstone label templates look to when attempting to locate the necessary text file.
6. Press **Tab** twice to move to the *File name* field and enter a name for the report.
7. Click **Save**.

Questions

If you have any questions about this reporting tool, please call IDEXX Cornerstone Support at 1-800-695-2877, option #1.

Chapter 1: End of Day Reports

Report Title: Charged on Account Report

Report Description

Use the Charged on Account Report to view clients who charged amounts on their account.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Invoice Total*: Gross sales amount + Sales tax.
- *Manual Discounts*: Does not include line item discounts.
- *Net Total*: Invoice Total – Manual Discounts.
- *Amount Paid*: Partial amount paid *(if any)* on invoice *(does not include Prepay amounts)*.
- *Net Charged*: Net Total – Amount Paid.
- *Account Balance*: Accounts receivable balance at the time report is printed.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Charged on Account Report*.
3. In the *Daily Periods* area, select the date to preview the report. Some reports are not available to preview or print from the 'Current' *Daily Period Processed*.

   Note: To select and preview or print multiple report dates see Tip below.
4. Click **Preview**. The report will display.

Charged On Account Report

Sorted By Client Last Name

Friday, March 03, 2000 01:59 pm through Monday, August 07, 2006 09:20 am

Client ID	Client Name	Invoice Total	Manual Disc.	Net Total	Amount Paid	Net Charged	Account Balance*
1450	Ringot, Celeste	$9.00	$0.00	$9.00	$0.00	$9.00	$19.00
1907	Shmitz, Laura	$95.80	$0.00	$95.80	($95.00)	$0.80	$15.80
2651	Smith, Clark	$53.68	($10.00)	$43.68	$0.00	$43.68	$43.68
	Total:	$158.48	($10.00)	$148.48	($95.00)	$53.48	

* The account balance is the accounts receivable balance of the client at the time the report was printed.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB382**

Report Title: Current Activity Report

Report Description

The Current Activity Report shows current financial activity since the last end of day processed as well as the number of new clients, patient visits and number of invoices.

Note: Doesn't include voided invoices.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

- This report can only be run from **Current**.

Report Fields

- *New Clients*: Total number of new clients created.
- *Patient Visits*: Total number of patients invoiced.
- *Number of Invoices*: Total number of invoices.
- *Gross Sales*: Total invoice sales less Taxes.
- *Average Gross per Invoice*: Gross Sales divided by Number of Invoices.
- *Minus Manual Discount*: Total of manual discounts.
- *Minus Preset Discounts*: Total of line item discounts.
- *Net Sales*: Total of Gross Sales less Manual Discount less Preset Discount.
- *Average Net per Invoice*: Net Sales divided by Number of Invoices.
- *Taxes*: Total tax amount.
- *Total Potential Collections*: Total Net Sales plus Taxes.
- *Net Service Revenues*: Total of service items sold less Discounts less Taxes.
- *Net Inventory Revenues*: Total of inventory items sold less Discounts less Taxes.
- *Total Net Revenue*: Total Net Service Revenues plus Net Inventory Revenues.
- *Total Payments: Total Payments less change given.*
- *Cash Refunds*: Total Cash refunds performed for period.
- *Total Deposits*: Total Payments less Cash Refunds.
- *Returned Checks*: Total dollar amount of returned checks for period.
- *Service Charges*: Service Charges applied to Returned Checks.
- *Adjustments*: Total of account adjustments during period.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Current Activity Report*.
3. In the *Daily Periods* area select the desired closings processed.
   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Current Activity Report

Monday, August 28, 2000 10:45 am through Monday, August 07, 2006 09:20 am

Description	Today
New Clients:	11
Patient Visits:	3
No. Of Invoices:	3
Gross Sales:	$62.05
Avg. Gross per Invoice:	$20.68
Minus: Manual Discount:	($10.00)
Minus: Preset Discount:	($0.75)
Net Sales:	$51.30
Avg. Net per Invoice:	$17.10

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB383**

Report Title: Daily Audit Trail

Report Description

The Daily Audit Trail shows every invoice and payment transaction within the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Transaction Type*:
  - Invoice
  - Returned Check
  - Payment
  - Adjustments
  - Manual Discounts
  - Write Offs
  - Cash Refund
  - Reinstates
  - Change Given
  - EOM Finance Charges
- *Transaction Amount*: The total dollar amount of each transaction.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Audit Trail Report*.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Daily Audit Trail Report

Monday, August 28, 2000 10:45 am through Monday, August 07, 2006 02:05 pm

Client ID	Client Name	Transaction Type	Transaction Amount
1	Branch, John	Invoice #: 144 - Closed	$15.00
		Payment: Cash	($15.00)
2651	Smith, Clark	Invoice #: 145 - Closed	$53.68
		Discount for Invoice #145	($10.00)
1650	Jones, Agnes Louise	Invoice #: 146 - Closed	($5.00)
		Cash Refund:	$5.00
		Returned Check#: 12365 Service Charge ($25.00)	$183.00
		Change Given:	$10.00
		Adjustment By CS, Comment: Explain:	($23.00)
		Write Off By CS, Comment: test	($170.00)
		Reinstated By CS: test	$170.00
		Total:	**$213.68**

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB384**

Report Title: Daily Deposit Report

Report Description

The Daily Deposit Report provides separate totals of each payment type received and totals these payments.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Cashier ID

Report Fields

- *Payment Type*: The type of each payment for each transaction selected in the Payment window.
- *Deposit Amount*: Total amount received for payment type.

Additional Information

Also included but without headings:

- *Net Cash*: Cash payments – Cash Refund – Change Given.
- *Total Daily Receipts:* Net Cash + All other payment types.

Notes:

- It is recommended that the Daily Deposit Report be printed every time End of Day is processed. Preview this report before processing End of Day so that any errors can be corrected before running End of Day
- Use this report in combination with the Daily Payment Register - By Payment Type to help balance the cash drawer

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Deposit Report*.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Daily Deposit Report

Monday, August 28, 2000 10:45 am through Monday, August 07, 2006 02:49 pm

Payment Type	Deposit Amount	
CASH	$15.00	
Less Cash Refund	($5.00)	
Less Change Given	($10.00)	
Net Cash:		($0.00)
Check		$23.00
Master Card		$20.00
Total Daily Receipts:		$43.00

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB385**

Report Title: Daily Payment Register - By Cashier By Client ID

Report Description

The Daily Payment Register - By Cashier By Client ID report lists each client who made a payment during the day categorized by cashier ID.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Payment Amount*: The total amount of the payment received.
- *Balance Due*: The balance remaining.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Payment Register - By Cashier By Client ID* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Cashier ID

Additional Information

Also included but without headings:

- *Cashier Code*: Unique cashier identification number.
- *Client Sub Total*: Subtotal of payment amount for each client listed under a specific cashier ID.
- *Cashier Sub Total*: Total of payment amounts for specified cashier ID.
- *Grand Total*: Total of the payment amount column for all clients and cashier IDs.

Daily Payment Register

Sorted By Cashier By Client ID

Wednesday, August 30, 2000 07:38 pm through Monday, August 14, 2006 12:24 pm

	Client ID	Client Name	Payment Amount		Balance Due
Cashier Code: None					
	1	Branch, John			
			$15.00	Cash	$0.00
		Client Sub Total :	$15.00		
	1002	Johns, Keith			
			$26.00	Check	($1.00)
			$31.25	Check	($1.00)
		Client Sub Total :	$57.25		
	1320	Abbott, Alice			
			$10.00	Check	$98.58
		Client Sub Total :	$10.00		
	1910	Smith, Mark			

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB386**

Report Title: Daily Payment Register - By Cashier By Payment Type

Report Description

The Daily Payment Register - By Cashier by Payment Type report lists each client who made a payment during the day categorized by cashier ID and subtotaled by payment types.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Payment Amount*: The total amount of the payment received.
- *Balance Due*: The balance remaining.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Payment Register - By Cashier By Payment Type* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Cashier ID

Additional Information

Also included but without headings:

- *Cashier Code*: Unique cashier identification number.
- *Payment Type Sub Total*: Subtotal of payment amount for each payment type listed under a specific cashier ID.
- *Cashier Sub Total*: Total of payment amounts for specified cashier ID.
- *Grand Total*: Total of the payment amount column for all clients and cashier IDs.

Daily Payment Register

Sorted By Cashier By Payment Type

Wednesday, August 30, 2000 07:38 pm through Monday, August 14, 2006 12:24 pm

Client ID	Client Name		Payment Amount	Balance Due
Cashier Code: None				
		Payment Type: Change Given		
1940	Benning, Clark & Suzy		($8.70)	$0.00
		Payment Type Sub Total :	($8.70)	
		Payment Type: Cash		
1	Branch, John		$15.00	$0.00
1922	Kelley, Lysette		$100.00	$0.00
1926	Doyle, Harry & Robin		$91.68	$0.00
1930	Martin, Michael & Carol		$116.92	$0.00
1940	Benning, Clark & Suzy		$100.00	$0.00
CASH	CASH CASH		$119.84	$0.00
		Payment Type Sub Total :	$543.44	
		Payment Type: Visa		
1922	Kelley, Lysette		$276.00	$0.00
1931	Gray, Tim & Amanda		$44.30	$0.00
		Payment Type Sub Total :	$320.30	
		Payment Type: Master Card		

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB386**

Report Title: Daily Payment Register - By Client Last Name

Report Description

The Daily Payment Register - By Client Last Name report lists each client who made a payment during the day. Use this report to review daily business and see a recap of client visits, payments and balances due.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Payment Type*: The type of each payment for each transaction.
- *Payment Amount*: The total amount of the payment received.
- *Balance Due*: The balance remaining.

Additional Information

Also included but without headings:

- *Grand Total*: Total of the Payment Amount column.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Payment Register - By Client Last Name* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Daily Payment Register

Sorted By Client Last Name

Wednesday, August 30, 2000 07:38 pm through Monday, August 14, 2006 09:55 am

Client ID	Client Name	Payment Type	Payment Amount	Balance Due
1320	Abbott, Alice	Check	$10.00	$98.58
1940	Benning, Clark & Suzy	Cash	$100.00	$0.00
		Change Given	($8.70)	$0.00
1	Branch, John	Cash	$15.00	$0.00
CASH	CASH CASH	Cash	$119.84	$0.00
1926	Doyle, Harry & Robin	Cash	$91.68	$0.00
1931	Gray, Tim & Amanda	Visa	$44.30	$0.00
1921	Halley, Leonard	Check	$50.00	$0.00
1002	Johns, Keith	Check	$26.00	($1.00)
			$31.25	($1.00)
1922	Kelley, Lysette	Cash	$100.00	$0.00
		Visa	$276.00	$0.00
1911	King, Kenneth & Lynn	Check	$65.65	$0.00
1930	Martin, Michael & Carol	Cash	$116.92	$0.00
1945	Marvin, Tony	Check	$222.00	$0.00
1941	Shelton, Paul & Judy	Check	$47.28	$0.00
1910	Smith, Mark	Master Card	$21.20	$18.16
		Check	$5.00	$18.16
			$81.30	$18.16
		Grand Total:	$1,414.72	

[Click here to see a full copy of this report](#)

tip [Click here view the steps to select multiple daily periods for this report](#).

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB388**

Report Title: Daily Payment Register - By Payment Type

Report Description

The Daily Payment Register - By Payment Type report lists each client who made a payment during the day categorized and subtotaled by payment types. Like the Daily Payment Register - By Client Last Name, use the report to review daily business and see a recap of client visits, payments and balances due.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Payment Type*: The type of each payment for each transaction.
- *Payment Amount*: The total amount of the payment received.
- *Balance Due*: The balance remaining.

Additional Information

Also included but without headings:

- *Sub Total*: Payment subtotal amount.
- *Grand Total*: Total of the Payment Amount column.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Payment Register - By Payment Type* report.
3. In the *Daily Periods* area select the desired closings processed.
   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Daily Payment Register

Sorted By Payment Type

Wednesday, August 30, 2000 07:38 pm through Monday, August 14, 2006 09:55 am

Client ID	Client Name		Payment Amount	Balance Due
		Payment Type: Change Given		
1940	Benning, Clark & Suzy		($8.70)	$0.00
		Sub Total :	($8.70)	
		Payment Type: Cash		
1940	Benning, Clark & Suzy		$100.00	$0.00
1	Branch, John		$15.00	$0.00
CASH	CASH CASH		$119.84	$0.00
1926	Doyle, Harry & Robin		$91.68	$0.00
1922	Kelley, Lysette		$100.00	$0.00
1930	Martin, Michael & Carol		$116.92	$0.00
		Sub Total :	$543.44	
		Payment Type: Check		
1320	Abbott, Alice		$10.00	$98.58
1921	Halley, Leonard		$50.00	$0.00
1002	Johns, Keith		$26.00	($1.00)

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB388**

Report Title: Daily Revenue Report

Report Description

The Daily Revenue Report summarizes credits and debits in balance sheet form. This report can be printed for a multiple date range.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

Debits

- *Cash*: Total amount of cash received during the selected period
- *Check*: Total amount of checks received during the selected period
- *Other*: A listing of all other payment types used throughout the period (ex. Visa, Mastercard, Care Credit, etc..)
- *Change Given*: The total amount of change returned to the client
- *Net Change to A/R*:
  = (Total Credits – Cash – Check – Other – Change Given – Manual Discount – Preset Discount – Cash Refunds – Adjustments – Finance Charges [from the Credits section])

  Note: Do not subtract Finance Charges if running report for the End of Day period created by End of Month.
- *Manual Discount*: Total invoice discounts
- *Preset Discount*: Line item discounts
- *Cash Refunds*: Total amount of cash refunds provided during the selected period.
- *Adjustments*: Total amount of adjustments made to the client's account during the selected period
- *Total Debits*:
  = (Cash + Check + Change Given + Other + Net Change to A/R + Manual Discount + Preset Discount + Cash Refunds + Adjustments)

Credits

- *Gross Non-taxable Services*: Total amount of gross non-taxable services during the selected period
- *Gross Taxable Services*: Total amount of gross taxable services during the selected period
- *Gross Non-taxable Inventory*: Total amount of gross non-taxable inventory items during the selected period
- *Gross Taxable Inventory*: Total amount of gross taxable inventory items during the selected period
- *Taxes*: A listing of each tax, and the dollar amount *collected for each*
- *Returned Checks*: Total amount of all returned checks during the selected period
- *Service Charges*: Total amount of service charges charged to client accounts during the selected period
- *Billing Charges*: Total amount of billing charges charged to client accounts during the selected period
- *Finance Charges*: Total amount of finance charges charged to the client accounts during the selected period
- *Write Offs*: Total amount written off during the selected period
- *Total Credits*:
  = (Gross Non-taxable Services + Gross Taxable Services + Gross Non-taxable Inventory + Gross Taxable Inventory + Taxes + Returned Checks + Service Charges + Billing Charges + Finance Charges + Write Offs)

(Continue on next page)

Important Information
- This report cannot be run from Current.
- This report balance = 0.
- A total is also provided for the entire report.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Day**.
2. Select the desired **End of Day Date** from the *Daily periods* area.
3. Select *Daily Revenue Report* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 3.x.

Daily Revenue Report

Wednesday, August 30, 2008 07:38 pm through Friday, September 29, 2008 08:54 pm

Debits	
Cash	$543.44
Check	$399.93
Master Card	$21.20
Visa	$320.30
Change Given	($8.70)
Net Change to A/R	$12.00
Manual Discount	$15.00
Preset Discount	$11.80
Cash Refunds	$0.00
Adjustments	($2.00)
Total Debits:	**$1,312.97**
Credits	
Gross Non-taxable Services	$652.00
Gross Taxable Services	$0.00
Gross Non-taxable Inventory	$534.67
Gross Taxable Inventory	$100.00
Default Tax Rate	$6.30
Returned Checks	$5.00
Service Charges	$25.00
Billing Charges	$0.00
Finance Charges	($10.00)
Write Offs	$0.00
Total Credits:	**$1,312.97**
Balance:	**($0.00)**

Cornerstone Support Reference Document: **KB2504**

Report Title: Daily Staff Commission Detail Report - Gross

Report Description

The Daily Staff Commission Detail Report – Gross shows the commission for staff members by invoice item by item classification. The totals on this report include any discounts given through the preset or manual discounts.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Staff*: The unique ID for each staff set up in Cornerstone.
- *Item Class*: The invoice item classification.
- *Item Subclass*: The invoice item subclassification.
- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: Total quantity sold to that staff member.
- *Sale Amount*: Total Net sales.
- *Commission*: Amount of commission *(based on commission percentages set for that staff member in the Staff Commission Information)*.

- Calculated using invoice sales, not payments.

  Note: The sales amount on this report does not deduct line item or manual discounts.

Daily Staff Commission Detail Report - Gross

By Staff Lastname

Sunday, September 24, 2000 10:35 am through Tuesday, August 15, 2006 07:41 am

Staff	Item Class	Item Subclass	Item ID	Item Description	Quantity	Sale Amount	Commission
2	Bee, Sue						
	BOARDING - SMALL						
			6510	BOARDING (CANINE)	1	$12.00	$0.24
				Totals for BOARDING - SMALL:	**1**	**$12.00**	**$0.24**
	GROOMING - SMALL						
			8512	NAIL TRIM	1	$9.00	$0.18
				Totals for GROOMING - SMALL:	**1**	**$9.00**	**$0.18**
	Nutritional						
		Foods - Science Diet					
			06668	Maint Canine 15.5 oz Beef	24	$48.00	$0.96
			06734	Maint Canine Dry 40 lbs	2	$71.84	$1.44
				Totals for Nutritional:	**26**	**$119.84**	**$2.40**
	Skin Care						
		Skin Care - Flea/Tick Products					
			08514	Adams Flea Off Shampoo 12 oz	1	[illegible]	$0.21

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Staff Commission Detail Report - Gross* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB391**

Report Title: Daily Staff Commission Detail Report - Net

Report Description

The Daily Staff Commission Detail Report - Net shows the commission for staff members by invoice item by item classification. The totals on this report are less any discounts given through preset or manual discounts.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Staff*: The unique ID for each staff set up in Cornerstone.
- *Item Class*: The invoice item classification.
- *Item Subclass*: The invoice item subclassification.
- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: Total quantity sold to that staff member.
- *Sale Amount*: Total Net sales.
- *Commission*: Amount of commission *(based on commission percentages set for that staff member in the Staff Commission Information)*.

- Calculated using invoice sales, not payments.

  Note: The sales amount on this report is after line item and manual discounts have been applied.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Staff Commission Detail Report - Net* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Daily Staff Commission Detail Report - Net

By Staff Lastname

Sunday, September 24, 2000 10:35 am through Tuesday, August 15, 2006 07:41 am

Staff		Item Class	Item Subclass	Item ID	Item Description	Quantity	Sale Amount	Commission
2	Bee, Sue							
		BOARDING - SMALL						
				6510	BOARDING (CANINE)	1	$12.00	$0.24
					Totals for BOARDING - SMALL:	1	$12.00	$0.24
		GROOMING - SMALL						
				8512	NAIL TRIM	1	$9.00	$0.18
					Totals for GROOMING - SMALL:	1	$9.00	$0.18
		Nutritional						
			Foods - Science Diet					
				06668	Maint Canine 15.5 oz Beef	24	$48.00	$0.96
				06734	Maint Canine Dry 40 lbs	2	$71.84	$1.44
					Totals for Nutritional:	26	$119.84	$2.40
		Skin Care						

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB391**

Report Title: Daily Staff Commission Summary Report - Gross

Report Description

The Daily Staff Commission Summary Report - Gross shows the commission for staff members summarized according to invoice item classification.

Note: These do not include payments received on account.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Staff ID and Name*: The unique ID for each staff set up in Cornerstone.
- *Item Classification*: The invoice item classification.
- *Quantity*: Total quantity sold to that staff member.
- *Sale Amount*: Total Gross sales.
- *Commission*: Amount of commission *(based on commission percentages set for that staff member in the Staff Commission Information)*.

Additional Information

Also included but without headings:

- Totals for staff member

  Note: The sales amount on this report does not deduct line item or manual discounts.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Staff Commission Summary Report - Gross* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Daily Staff Commission Summary Report - Gross

By Staff Lastname

Sunday, September 24, 2000 10:35 am through Tuesday, August 15, 2006 07:41 am

Staff ID and Name		Item Classification	Quantity	Sale Amount	Commission
2	Bee, Sue				
		BOARDING - SMALL	1	$12.00	$0.24
		GROOMING - SMALL	1	$9.00	$0.18
		Nutritional	26	$119.84	$2.40
		Skin Care	1	$10.25	$0.21
		Totals for Sue Bee:	29	$151.09	$3.03

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB392**

Report Title: Daily Staff Commission Summary Report - Net

Report Description

The Daily Staff Commission Summary Report - Net shows the commission for staff members summarized according to invoice item classification.

Note: These do not include payments received on account.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Staff ID and Name*: The unique ID for each staff set up in Cornerstone.
- *Item Classification*: The invoice item classification.
- *Quantity*: Total quantity sold to that staff member.
- *Sale Amount*: Total Net sales.
- *Commission*: Amount of commission *(based on commission percentages set for that staff member in the Staff Commission Information)*.

Additional Information

Also included but without headings:

- Totals for staff member

  Note: The sales amount on this report is after line item and manual discounts have been applied.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Daily Staff Commission Summary Report - Net* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Daily Staff Commission Summary Report - Net

By Staff Lastname

Sunday, September 24, 2000 10:35 am through Tuesday, August 15, 2006 07:41 am

Staff ID and Name		Item Classification	Quantity	Sale Amount	Commission
2	Bee, Sue				
		BOARDING - SMALL	1	$12.00	$0.24
		GROOMING - SMALL	1	$9.00	$0.18
		Nutritional	26	$119.84	$2.40
		Skin Care	1	$10.25	$0.21
		Totals for Sue Bee:	29	$151.09	$3.03

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB392**

Report Title: Daily Summary Report

Report Description

Use the Daily Summary Report to track the health of the practice. The report displays a summary of the total practice including Daily, Month To Date and Year To Date statistics.
Note: Can be run on a closed period, but not on ‘Current;.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *New Clients*: Total number of new clients created
- *Patient Visits*: Total number of patients invoiced
- *Number Of Invoices*: Total number of closed invoices.
  Note: Does not include voided invoices.
- *Gross Sales*: Total invoice sales less taxes
- *Average Gross per Invoice*:
  = (Gross sales ÷ Number of invoices)
- *Minus: Manual Discount*: Total of manual discounts
- *Minus: Preset Discounts*: Total of line item discounts
- Net Sales:
  = (Gross sales – Manual discount – Preset discount)
- Average Net per Invoice -
  = (Net sales ÷ Number of invoices)
- *Taxes*: Total tax amount
- Total Potential Collections:
  = (Net sales + Taxes)
- Net Service Revenues:
  = (Total of service items sold – Discounts – Taxes)
- Net Inventory Revenues:
  = (Total of inventory items sold – Discounts less taxes)
- Total Net Revenue:
  = (Net service revenues + Net inventory revenues)
- *New Receivables*:
  = (Invoice amount – Invoice discounts – Payments + Change given) where amount is > 0

  Note: If a closed invoice is retrieved and a payment is entered on it, that payment is not included or displayed here.
- *Old Receivables Paid*:
  = (Invoice amount – Invoice discounts – Payments + Change given) ≤ (0 + Invoice payments on closed Invoices + Payments not attached to an invoice)

  Note: Payments made on payments received and over payments made on invoices before they are closed (when there is a previous balance due for that client.
- *Net Change*:
  = (New receivables + Old receivables paid)
- *Total Payments*
  = (Gross sales – Manual discounts – Preset discounts – Net change)
  OR
  = (Total potential collections – Net change)
- *Cash Refunds: Total amount of cash refunds performed for period*
- *Total Deposits:*
  = (Total payments – Cash refunds)
- *Returned Checks*: Total amount of returned checks for period
- *Service Charges*: Total amount of service charges applied to returned checks
- *Adjustments*: Total of account adjustments during period
- *Write Offs*: Total amount written off during period

(Continue on next page)

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Day**.
2. Select the desired **End of Day Date** from the *Daily periods* area.
3. Select *Daily Summary Report* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 3.x.

Daily Summary Report

Wednesday, August 30, 2008 07:38 pm through Friday, September 29, 2008 08:54 pm

Description	Today	Month To Date	Year To Date
New Clients:	9	9	22
Patient Visits:	13	13	157
No. Of Invoices:	9	9	102
Gross Sales:	$1,133.67	$1,133.67	$47,693.43
Avg. Gross per Invoice:	$125.96	$125.96	$467.58
Minus: Manual Discount:	$0.00	$0.00	$0.00
Minus: Preset Discount:	$0.00	$0.00	$0.00
Net Sales:	$1,133.67	$1,133.67	$47,693.43
Avg. Net per Invoice:	$125.96	$125.96	$467.58
Taxes:	$0.00	$0.00	$0.00
Total Potential Collections:	$1,133.67	$1,133.67	$47,693.43
Net Service Revenues:	$617.00	$617.00	$44,697.94
Net Inventory Revenues:	$516.67	$516.67	$2,995.49
Total Net Revenue:	$1,133.67	$1,133.67	$47,693.43
New Receivables:	$0.00	$0.00	$200.79
Old Receivables Paid:	$0.00	$0.00	($798.99)
Net Change:	$0.00	$0.00	($598.20)
Total Payments:	$1,133.67	$1,133.67	$48,291.63
Cash Refunds:	$0.00	$0.00	$92.00
Total Deposits:	$1,133.67	$1,133.67	$48,199.63

Report Title: Deposit Report - Checks - By Check Number/Answer

Report Description

Use the Deposit Report – Checks – By Check No./Answer to view a lists all of the checks entered as payments. Use as part of the deposit record at the practice's bank.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Check Number/Answer*: Check number entered in the Answer field in the Payment window.
- *Payment Amount*: Amount entered in the Payment window.

- The Deposit Report - Checks can be sorted three ways (Check Number/ Answer, Client ID or Client Last Name). Each report is run separately from the Daily reports window.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Deposit Report - Checks - By Check No./Answer* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Deposit Report - Checks

Daily - Sorted By Check No./Answer

Sunday, July 30, 2000 01:31 pm through Wednesday, August 09, 2006 02:00 pm

Client ID	Client Name	Check No./Answer	Payment Amount
1913	Bridges, Amanda		$234.00
			$23.00
1012	Jones, Lisa & Robert	125	$3,265.92
		1455	$2,158.36
1941	Shelton, Paul & Judy	2501	$47.28
1012	Jones, Lisa & Robert	4489	$1,253.95
1921	Halley, Leonard	5051	$50.00
1911	King, Kenneth & Lynn	561	$65.65
1945	Marvin, Tony	6573	$222.00
1012	Jones, Lisa & Robert	6598	$2,564.12
		Total:	$9,884.28

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB396**

Report Title: Deposit Report - Checks - By Client ID

Report Description

Use the Deposit Report – Checks by Client ID to view a list of all the checks entered as payments. Use as part of the deposit record at the practice's bank.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Check Number/Answer*: Check number entered in the Answer field in the Payment window.
- *Payment Amount*: Amount entered in the Payment window.

- The Deposit Report - Checks can be sorted three ways (Check Number/ Answer, Client ID or Client Last Name). Each report is run separately from the Daily reports window.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Deposit Report - Checks - By Client ID* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Deposit Report - Checks

Daily - Sorted By Client ID

Sunday, July 30, 2000 01:31 pm through Wednesday, August 09, 2006 02:00 pm

Client ID	Client Name	Check No./Answer	Payment Amount
1012	Jones, Lisa & Robert	4489	$1,253.95
		1455	$2,158.36
		125	$3,265.92
		6598	$2,564.12
1911	King, Kenneth & Lynn	561	$65.65
1913	Bridges, Amanda		$234.00
			$23.00
1921	Halley, Leonard	5051	$50.00
1941	Shelton, Paul & Judy	2501	$47.28
1945	Marvin, Tony	6573	$222.00
		Total:	$9,884.28

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB396**

Report Title: Deposit Report - Checks - By Client Last Name

Report Description

The Deposit Report – Checks – By Client Last Name report lists all of the checks entered as payments. Use this report as part of the deposit record at the practice's bank.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Check Number/Answer*: Check number entered in the Answer field in the Payment window.
- *Payment Amount*: Amount entered in the Payment window.

- The Deposit Report - Checks can be sorted three ways (Check Number/ Answer, Client ID or Client Last Name). Each report is run separately from the Daily reports window.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Deposit Report - Checks - By Client Last Name* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Deposit Report - Checks

Daily - Sorted By Client Last Name

Sunday, July 30, 2000 01:31 pm through Wednesday, August 09, 2006 02:00 pm

Client ID	Client Name	Check No./Answer	Payment Amount
1913	Bridges, Amanda		$23.00
			$234.00
1921	Halley, Leonard	5051	$50.00
1012	Jones, Lisa & Robert	1455	$2,158.36
		125	$3,265.92
		4489	$1,253.95
		6598	$2,564.12
1911	King, Kenneth & Lynn	561	$65.65
1945	Marvin, Tony	6573	$222.00
1941	Shelton, Paul & Judy	2501	$47.28
		Total:	$9,884.28

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB396**

Report Title: Invoice Register - Closed Invoices

Report Description

The Invoice Register – Closed Invoices report lists basic information for each invoice closed during the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Invoice Number*: Unique invoice identifier.
- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Sales Amount*: Gross sales total for invoice.
- *Sales Tax*: Total amount of tax for taxable items.
- *Manual Discount*: Total amount of discounts applied using the Manual Discount option.
- *Other Discount*: Line item discounts (shown in **Controls** > **Discounts**).
- *Cash Refund*: Amount of cash refund, if given.
- *Total Invoice*: Sales Amount + Sales Tax – Manual Discount – Other Discount.

- Only closed invoice totals are applied to Daily Report totals.

Invoice Register

Daily - Closed Invoices

Wednesday, September 27, 2000 05:43 pm through Tuesday, August 08, 2006 10:50 am

Inv.#	Client ID	Client Name	Sales Amount	Sales Tax	Manual Disc.	Other Disc.	Cash Refund	Total Invoice
109	1923	Lyle, Jeff & Cindy	$10.25	$0.00	$0.00	($0.00)	$0.00	$10.25
110	1941	Shelton, Paul & Judy	$183.00	$0.00	$0.00	($0.00)	$0.00	$183.00
111	1938	Posten, Leonard & Lori	$73.72	$0.00	$0.00	($0.00)	$0.00	$73.72
112	1917	McCall, Larry & Lydia	$35.00	$0.00	$0.00	($0.00)	$0.00	$35.00
113	1912	Trent, Jon & Becky	$190.00	$0.00	$0.00	($0.00)	$0.00	$190.00
114	1931	Gray, Tim & Amanda	$24.00	$0.00	$0.00	($0.00)	$0.00	$24.00
115	1932	Wagner, James & Carc	$329.00	$0.00	$0.00	($0.00)	$0.00	$329.00
116	1827	Zunkel, Mark	$215.50	$0.00	$0.00	($0.00)	$0.00	$215.50
117	3002	Jones, Lawrence	$22.00	$0.00	$0.00	($0.00)	$0.00	$22.00
118	2643	Ayers, Phillip	$101.00	$0.00	$0.00	($0.00)	$0.00	$101.00
119	1940	Benning, Clark & Suzy	$290.00	$0.00	$0.00	($0.00)	$0.00	$290.00
120	1942	Curtis, Ginger	$180.00	$0.00	$0.00	($0.00)	$0.00	$180.00
133	1923	Lyle, Jeff & Cindy	$315.00	$0.00	$0.00	($0.00)	$0.00	$315.00
134	1012	Jones, Lisa & Robert	$12,436.36	$0.00	$0.00	($0.00)	$0.00	$12,436.36
135	1922	Kelley, Lysette	$376.00	$0.00	$0.00	($0.00)	$0.00	$376.00
136	CASH	CASH CASH	$119.84	$0.00	$0.00	($0.00)	$0.00	$119.84
137	1945	Marvin, Tony	$222.00	$0.00	$0.00	($0.00)	$0.00	$222.00
138	1926	Doyle, Harry & Robin	$91.68	$0.00	$0.00	($0.00)	$0.00	$91.68
139	1931	Gray, Tim & Amanda	$44.30	$0.00	$0.00	($0.00)	$0.00	$44.30
140	1930	Martin, Michael & Carol	$116.92	$0.00	$0.00	($0.00)	$0.00	$116.92
141	1921	Halley, Leonard	$50.00	$0.00	$0.00	($0.00)	$0.00	$50.00
142	1941	Shelton, Paul & Judy	$47.28	$0.00	$0.00	($0.00)	$0.00	$47.28
143	1911	King, Kenneth & Lynn	$65.65	$0.00	$0.00	($0.00)	$0.00	$65.65
144	1	Branch, John	$15.00	$0.00	$0.00	($0.00)	$0.00	$15.00
145	1910	Smith, Mark	$38.00	$0.00	($10.00)	($1.80)	$0.00	$26.20
146	1940	Benning, Clark & Suzy	$100.00	$6.30	($5.00)	($10.00)	$0.00	$91.30
		Totals:	**$37,941.37**	**$6.30**	**($15.00)**	**($11.80)**	**$0.00**	**$37,920.87**

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Invoice Register - Closed Invoices* report.
3. In the *Daily Periods* area select the desired closings processed.
   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB400**

Report Title: Invoice Register - Open Invoices

Report Description

The Invoice Register – Open Invoices report lists basic information for each open invoice during the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Invoice Number*: Unique invoice identifier.
- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Sales Amount*: Gross sales total for invoice.
- *Sales Tax*: Total amount of tax for taxable items.
- *Manual Discount*: Total amount of discounts applied using the Manual Discount option.
- *Other Discount*: Line item discounts (shown in **Controls** > **Discounts**).
- *Cash Refund*: Amount of cash refund, if given.
- *Total Invoice*: Sales Amount + Sales Tax – Manual Discount – Other Discount.

- Once an invoice is posted it will no longer appear on this report.
- Open Invoice totals are not applies to Daily Report totals.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Invoice Register - Open Invoices* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Invoice Register

Daily - Open Invoices

Sunday, September 24, 2000 01:35 pm through Tuesday, August 08, 2006 01:47 pm

Inv.#	Client ID	Client Name	Sales Amount	Sales Tax	Manual Disc.	Other Disc.	Cash Refund	Total Invoice
68	1523	Smith, Kenneth R.	$122.00	$0.00	$0.00	($0.00)	$0.00	$122.00
75	1925	Robinson, Chad	$227.00	$0.00	$0.00	($0.00)	$0.00	$227.00
149	3054	Arnold, Vic & Mary	$38.00	$1.13	$0.00	($1.80)	$0.00	$37.33
		Totals:	**$387.00**	**$1.13**	**$0.00**	**($1.80)**	**$0.00**	**$386.33**

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB400**

Report Title: Itemized Audit Trail

Report Description

The Itemized Audit Trail report details each transaction entered during the daily period. Transactions are displayed in the order they were entered.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Invoice Date*: Date entered on line item.
- *Patient ID*: The unique ID (maximum 10 characters) associated with each patient.
- Type:
  - **S** - Service Item
  - **I** - Inventory Item
  - **G** - Group Item
- *Item ID*: Item ID assigned to each invoice item *(service, inventory and/or group item).*
- *Description*: Description assigned to each invoice item *(service, inventory and/or group item).*
- *Staff*: Staff ID entered on line item.
- *Revenue Center*: Revenue center entered on line item.
- *Discount %*: Percentage of discount applied to line item when using discount option on line item.
- *Tax %*: Percentage of tax applied to line item.
- *Quantity*: Total quantity of line item.
- *Amount*: Total gross amount of line item.

- The Itemized Audit Trail is very useful for reentering data for lost days.
- Transactions are displayed in the order they were entered.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Itemized Audit Trail* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Itemized Audit Trail Report

Saturday, June 17, 2000 04:15 pm through Friday, August 11, 2006 11:44 am

Client ID Inv Date	Client Name Patient ID	Type	Item ID	Description	Staff	Revenue Center	Disc%	Tax%	Qty.	Amount
1530	Aldridge, James			Invoice #: 40 - Closed						($22.00)
12/10/1998 08:48:08	16 Freddy	I	07361	Heartgard 136 mcg 6 mo		H	0.00	0.00	(1.00)	($22.00)
1530	Aldridge, James			Cash Refund: entered on Invoice #: 40						$22.00
3685	Altman, Greg & Rita			Invoice #: 41 - Closed						($70.00)
06/17/2000 08:52:00	186 Starfire	S	75020	FLOAT TEETH	1	H	0.00	0.00	(1.00)	($35.00)
06/17/2000 08:52:21	188 Blaze	S	75020	FLOAT TEETH	1	H	0.00	0.00	(1.00)	($35.00)
3685	Altman, Greg & Rita			Cash Refund: entered on Invoice #: 41						$70.00
1909	Baker, Vern			Invoice #: 42 - Closed						$25.00
02/18/1999 08:56:07	1909-1 Harriet	S	1040	DHLPP BOOSTER	2	H	0.00	0.00	1.00	$25.00
1909	Baker, Vern			Payment: Check, Check #:398 entered on Invoice #: 42						($25.00)

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB402**

Report Title: Itemized Audit Trail for Revenue Center Report

Report Description

The Itemized Audit Trail for Revenue Center report displays a trail of all invoices for a specified revenue center. Only one revenue center may be selected each time the report is printed. For example, it is possible to print a report of all invoices that had items attributed to the boarding (B) revenue center.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Invoice Date*: Date entered on line item.
- *Patient ID*: The unique ID (maximum 10 characters) associated with each patient.
- Type:
    - **S** - Service Item
    - **I** - Inventory Item
    - **G** - Group Item
- *Item ID*: Item ID assigned to each invoice item *(service, inventory and/or group item).*
- *Description*: Description assigned to each invoice item *(service, inventory and/or group item).*
- *Staff*: Staff ID entered on line item.
- *Revenue Center*: Revenue center entered on line item.
- *Discount %*: Percentage of discount applied to line item when using discount option on line item.
- *Tax %*: Percentage of tax applied to line item.
- *Quantity*: Total quantity of line item.
- *Amount*: Total gross amount of line item.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Itemized Audit Trail for Revenue Center* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Cashier ID • Revenue Center ID

- Only one revenue center may be selected each time the report is printed.

Itemized Audit Trail Report for Revenue Center H

Sunday, September 24, 2000 10:35 am through Tuesday, August 15, 2006 07:41 am

Client ID / Inv Date	Client Name / Patient ID	Type	Item ID	Description	Staff	Revenue Center	Disc%	Tax%	Qty.	Amount
1925	**Robinson, Chad**			**Invoice #: 75 - Open - Amount: $227.00**						**$227.00**
9/23/2000	76	S	2380	EXAMINATION COMPREHENSIVE	1	H	0.00	0.00	1.00	$25.00
9/23/2000	76	S	4110	CBC W/PROFILE	1	H	0.00	0.00	1.00	$28.00
9/23/2000	76	S	6020	FLUIDS INTRAVENOUS	1	H	0.00	0.00	1.00	$25.00
9/23/2000	76	S	6040	HOSPITALIZATION (CANINE)	1	H	0.00	0.00	5.00	$75.00
9/23/2000	76	S	5570	RADIOGRAPH 10 X 12	1	H	0.00	0.00	1.00	$25.00
9/23/2000	76	S	5575	RADIOGRAPH 10 X 12 ADD'L VIEWS	1	H	0.00	0.00	1.00	$12.00
9/23/2000	76	S	2160	CATHETERIZATION URINARY (CAN)	1	H	0.00	0.00	1.00	$25.00
9/23/2000	76	I	02258	Baytril Injectable	1	H	0.00	0.00	1.00	$12.00
1919	**Moss, Scott**			**Invoice #: 91 - Closed**						**$136.00**
9/26/2000 10:51:45	64	G	CA	CANINE ANNUAL	4	H	0.00	0.00	1.00	$0.00
9/26/2000 10:51:45	64	S	2360	EXAMINATION	4	H	0.00	0.00	1.00	$13.00
9/26/2000 10:51:45	64	S	1133	RABIES CANINE 3 YEAR BOOSTER	4	H	0.00	0.00	1.00	$15.00
9/26/2000	64	[illegible]	1040	DA2P/CPV BOOSTER	4	H	0.00	[illegible]	1.00	$25.00

Cornerstone Support Reference Document: **KB403**

Report Title: Prior to 8.0 - Medical Notes Finalized by EOD / 8.0 - Patient Documents Finalized by EOD

Report Description

Use the Medical Notes Finalized by EOD report to learn which medical notes were automatically finalized during End of Day processing.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Patient ID*: The unique ID (maximum 10 characters) associated with each patient.
- *Patient Name*: The name of the patient associated with the item on the invoice.
- *Client ID*: The number that is automatically assigned by Cornerstone or can be manually assigned by the user.
- *Client Name*: The name that the client most often is referred by. Entered the most common name will ensure that searching within Cornerstone will be effective.
- *Create Date/Time*: This is the date and time the medical note was created.
- *Medical Note Description*: This description is entered when the medical note is created. The descriptions are created when each template is set up.
- *Items transferred to Patient Visit List (PVL)*: An * will display if any invoice items on the medical note were transferred to the Patient Visit List/invoice.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Medical Notes Finalized by EOD* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Medical Notes Finalized by EOD

Sorted by Patient ID

Monday, August 07, 2006 03:36 pm through Thursday, August 10, 2006 01:14 pm

Patient ID Patient Name	Client ID Client Name	Create Date/Time	Medical Note Description	Items transferred to PVL
1650-1 Fredrica	1650 Agnes Louise Jones	8/9/2006 01:11 pm	Cornerstone Surgery Template	

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB404**

Report Title: New Client Report by Client ID

Report Description

The New Client Report – By Client ID shows all of the new clients entered into Cornerstone during the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name and Phone Number*: The name that the client most often is referred by and the client's primary phone number.
- *Mailing Address*: The client address provided as the address the client wishes his/her mail to be sent to. This could be a PO BOX or a street address. Note: You may want to also record the street address in case you need to provide for a lost animal, etc.

- Cornerstone also includes a Client Report for End of Month and End of Year processing periods.
- Use this report to create mailing labels (using the Save As feature) to send welcome materials to new clients.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *New Client Report - By Client ID* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

New Client Report

Sorted By Client ID

Wednesday, September 27, 2000 05:43 pm through Wednesday, August 09, 2006 12:25 pm

Client ID	Client Name And Phone No.	Mailing Address
1003	Fuller, Max (715) 777-5555	129 Sunnyvale Drive Your Town, WI 54777
1004	Quinlen, Tom and Terri (715) 111-2222	89 Oak Lawn Court That Town, WI 56789
1005	Stockton, Art and Vi (715) 444-3333	22086 14th Avenue, #1008 Your City, WI 76543
1006	Doe, Jane	Main st Anywhere Everywhere, WI 88888
DICOMCL	, Dicom Client	,

Number of New Clients: 5

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB405**

Report Title: New Client Report by Client Last Name

Report Description

The New Client Report – By Client Last Name displays all new clients entered during the daily period.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name and Phone Number*: The name that the client most often is referred by and the client's primary phone number.
- *Mailing Address*: The client address provided as the address the client wishes his/her mail to be sent to. This could be a PO BOX or a street address. Note: You may want to also record the street address in case you need to provide for a lost animal, etc.

- Cornerstone also includes a Client Report for End of Month and End of Year processing periods.
- Use this report to create mailing labels (using the Save As feature) to send welcome materials to new clients.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *New Client Report - By Client Last Name* report.
3. In the *Daily Periods* area select the desired closings processed.
   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

New Client Report

Sorted By Client Last Name

Wednesday, September 27, 2000 05:43 pm through Wednesday, August 09, 2006 12:25 pm

Client ID	Client Name And Phone No.	Mailing Address
DICOMCLT	, Dicom Client	,
1006	Doe, Jane	Main st Anywhere Everywhere, WI 88888
1003	Fuller, Max (715) 777-5555	129 Sunnyvale Drive Your Town, WI 54777
1004	Quinlen, Tom and Terri (715) 111-2222	89 Oak Lawn Court That Town, WI 56789
1005	Stockton, Art and Vi (715) 444-3333	22086 14th Avenue, #1008 Your City, WI 76543

Number of New Clients: 5

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB405**

Report Title: Patient Visit List by Date

Report Description

The Patient Visit List By Date report shows all of the items which currently exist in the Patient Visit List for all patients.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Date*: Date the item was placed on the Patient Visit List.
- *Type*: Placed on the Patient Visit List from one of the following locations -
  - **A** - Appointment
  - **B** - Boarding and Grooming
  - **C** - Client Correspondence
  - **E** - Estimates
  - **L** - Labs
  - **P** - Prescriptions
  - **T** - Medical Notes
  - **X** - Patient Advisor Exams
- *Item ID*: The unique ID (max. 7 characters) associated with the invoice item.
- *Description*: The Hospital Description entered in the invoice item information window.
- *Quantity*: The quantity of the item.
- *Price*: Total price of Invoice Item.

Additional Information

Also included but without headings:

- Client ID
- Full Client Name
- Patient ID
- Patient Name

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Patient Visit List By Date* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: This report can only be run from **Current**.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

Patient Visit List Report

Sorted By Client ID By Date

Wednesday, September 27, 2000 05:43 pm through Wednesday, August 09, 2006 12:25 pm

Date	Type	Item ID	Description		Quantity	Price
1359	**Acklin, Tiffany**		**Patient: 195**	**Odie**		
07/24/2000	P	08910	Tresaderm Solution 7.5 ml		1.00	$7.00
1650	**Jones, Agnes Louise**		**Patient: 198**	**Merlin**		
09/27/2000	L	4100	CBC (COMPLETE BLOOD COUNT)		1.00	$25.00
1909	**Baker, Vern**		**Patient: 1909-2**	**Ozzie**		
09/27/2000	A	4255	HEARTWORM EXAM + OCCULT		1.00	$15.00
09/27/2000	A	1040	DA2P/CPV BOOSTER		1.00	$25.00
1929	**Evans, Paul & Ann**		**Patient: 85**	**Macbeth**		
09/27/2000	L	4070	BLOOD PROFILE MAJOR (CANINE)		1.00	$65.00
09/27/2000	L	4100	CBC (COMPLETE BLOOD COUNT)		1.00	$25.00
09/27/2000	L	4450	THYROID PROFILE		1.00	$28.00
1937	**Brighton, Clint**		**Patient: 100**	**Misty**		
09/27/2000	A	CA	CANINE ANNUAL		1.00	$0.00
09/27/2000	A	2360	EXAMINATION		1.00	$13.00
09/27/2000	A	1133	RABIES CANINE 3 YEAR BOOSTER		1.00	$15.00
09/27/2000	A	1040	DA2P/CPV BOOSTER		1.00	$25.00
09/27/2000	A	1020	CORONA BOOSTER		1.00	$0.00

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB407**

Report Title: Patient Visit List by Type

Report Description

The Patient Visit List By Type report shows all of the items which currently exist in the Patient Visit List for all patients.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Date*: Date the item was placed on the Patient Visit List.
- *Type*: Placed on the Patient Visit List from one of the following locations -
  - **A** - Appointment
  - **B** - Boarding and Grooming
  - **C** - Client Correspondence
  - **E** - Estimates
  - **L** - Labs
  - **P** - Prescriptions
  - **T** - Medical Notes
  - **X** - Patient Advisor Exams
- *Item ID*: The unique ID (max. 7 characters) associated with the invoice item.
- *Description*: The Hospital Description entered in the invoice item information window.
- *Quantity*: The quantity of an item.
- *Price*: Total price of Invoice Item.

Additional Information

Also included but without headings:

- Client ID
- Full Client Name
- Patient ID
- Patient Name

Patient Visit List Report

Sorted By Client ID By Type

Wednesday, September 27, 2000 05:43 pm through Wednesday, August 09, 2006 12:25 pm

Date	Type	Item ID	Description		Quantity	Price
1359	**Acklin, Tiffany**		**Patient: 195**	**Odie**		
07/24/2000	P	08910	Tresaderm Solution 7.5 ml		1.00	$7.00
1650	**Jones, Agnes Louise**		**Patient: 198**	**Merlin**		
09/27/2000	L	4100	CBC (COMPLETE BLOOD COUNT)		1.00	$25.00
1909	**Baker, Vern**		**Patient: 1909-2**	**Ozzie**		
09/27/2000	A	4255	HEARTWORM EXAM + OCCULT		1.00	$15.00
09/27/2000	A	1040	DA2P/CPV BOOSTER		1.00	$25.00
1929	**Evans, Paul & Ann**		**Patient: 85**	**Macbeth**		
09/27/2000	L	4070	BLOOD PROFILE MAJOR (CANINE)		1.00	$65.00
09/27/2000	L	4100	CBC (COMPLETE BLOOD COUNT)		1.00	$25.00
09/27/2000	L	4450	THYROID PROFILE		1.00	$28.00
1937	**Brighton, Clint**		**Patient: 100**	**Misty**		
09/27/2000	A	CA	CANINE ANNUAL		1.00	$0.00
09/27/2000	A	2360	EXAMINATION		1.00	$13.00
09/27/2000	A	1133	RABIES CANINE 3 YEAR BOOSTER		1.00	$15.00
09/27/2000	A	1040	DA2P/CPV BOOSTER		1.00	$25.00
09/27/2000	A	1020	CORONA BOOSTER		1.00	$0.00
09/27/2000	A	[illegible]	BORDETELLA BOOSTER		1.00	$10.00

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Patient Visit List By Type* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: This report can only be run from **Current**.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Report Title: Returned Check Report by Client ID

Report Description

The Returned Check Report – By Client ID shows the returned checks recorded in Cornerstone during the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name of the client who has the returned check.
- *Return Check Number*: Check number entered in the Answer field in the Payment window.
- *Check Amount*: The amount of the check that was entered into Cornerstone.
- *Service Charge*: The amount the practice charges for a returned check. This amount may or may not reflect charges the bank charges.

Additional Information

Also included but without headings:

- Totals

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Returned Check Report by Client ID* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Returned Check Report

Daily - Sorted By Client ID

Monday, August 28, 2000 10:45 am through Wednesday, August 09, 2006 09:48 am

Client ID	Client Name	Return Check Number	Check Amount	Svc. Charge
1002	Johns, Keith	5269	$31.25	$25.00
1910	Smith, Mark	3521	$5.00	$25.00
		Totals:	$36.25	$50.00

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB411**

Report Title: Returned Check Report by Client Last Name

Report Description

The Returned Check Report – By Client Last Name report shows the returned checks recorded in Cornerstone during the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name of the client who has the returned check.
- *Return Check Number*: Check number entered in the Answer field in the Payment window.
- *Check Amount*: The amount of the check that was entered into Cornerstone.
- *Service Charge*: The amount the practice charges for a returned check. This amount may or may not reflect charges the bank charges.

Additional Information

Also included but without headings:

- Totals

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Returned Check Report by Client Last Name* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

Click here view the steps to select multiple daily periods for this report.

Returned Check Report

Daily - By Client Last Name

Monday, August 28, 2000 10:45 am through Wednesday, August 09, 2006 09:48 am

Client ID	Client Name	Return Check Number	Check Amount	Svc. Charge
1002	Johns, Keith	5269	$31.25	$25.00
1910	Smith, Mark	3521	$5.00	$25.00
		Totals:	$36.25	$50.00

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB411**

Report Title: Sales Tax Summary by Revenue Center Report

Report Description

The Sales Tax Summary – By Revenue Center shows how much sales tax was collected by revenue center.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Tax Description*: Invoice item tax description.
- *Current Tax Rate*: Invoice item tax rate.
- *Taxable Sales*: Total Net sales that had tax applied.
- *Total Tax Amount*: Taxable Sales multiplied by Current Tax Rate.

- This report cannot be printed from current.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Sales Tax Summary - By Revenue Center* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.

4. Click **Preview**. The report will display.

Sales Tax Summary by Revenue Center Report

Daily - Closed Invoices

Monday, August 28, 2000 10:45 am through Monday, August 07, 2006 03:35 pm

Tax Description	Current Tax Rate	Taxable Sales	Total Tax Amount
Hospital			
Default Tax Rate	7	$34.00	$2.38
		Total:	**$2.38**

Click here to see a full copy of this report

tip

Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Report Title: Service and Inventory Sales by Revenue Center Report by Class Description

Report Description

The Service and Inventory Sales by Revenue Center – Class Description report shows daily period sales categorized by classifications of products and services for each revenue center sorted by Class Description.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Additional Information

Also included but without headings:

- Totals for each type *(Group, Inventory and Service)*
- Totals for each Revenue Center

  Note: Report is grouped by **Revenue Center** and **Type**.

Report Fields

- *Class ID*: Invoice item classification ID.
- *Class Description*: Invoice item classification description.
- *Subclass ID*: Invoice item subclass ID.
- *Subclass Description*: Invoice item subclass description.
- *Quantity Sold*: Quantity sold by staff by revenue center.
- *Average Sales Price*: Total Sales divided by Quantity Sold.
- *Total Sales*: Gross Sales.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Class Desc* report (Service and Inventory Sales by Revenue Center Report by Class Description).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Service and Inventory Sales by Revenue Center Report

Daily - Closed Invoices - By Class Desc.

Wednesday, August 30, 2000 07:38 pm through Friday, August 18, 2006 07:36 am

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
			H Hospital			
			Group			
GROUP	Group			3.00	$0.00	$0.00
			Total Group:	**3.00**	**$0.00**	**$0.00**
			Inventory			
HEA	Heartworm			4.00	$38.00	$152.00
NTR	Nutritional	FON	Foods - Nutritional Supplement	4.00	$14.00	$56.00
NTR	Nutritional	FOP	Foods - Prescription Diet	4.00	$30.40	$121.61
NTR	Nutritional	FOS	Foods - Science Diet	28.00	$5.80	$162.26
PHA	Pharmaceuticals	ANT	Antibiotics	1.00	$8.50	$8.50
PHA	Pharmaceuticals	AIF	Anti-Inflam/Steriods/Analgesic	49.00	$0.05	$2.50
SKC	Skin Care	SCT	Skin Care - Topicals/Otic	2.00	$8.15	$16.30
VAC	Vaccines & Biologicals	VAB	Vaccines & Biologicals-Bovine	1.00	$34.00	$34.00
VAC	Vaccines & Biologicals	VAS	Vaccines & Biologicals-Small	1.00	$10.55	$10.55
			Total Inventory:	**94.00**	**$6.00**	**$563.72**
			Service			
BOA	BOARDING - SMALL			20.00	$12.00	$240.00
GRO	GROOMING - SMALL			4.00	$17.50	$70.00
LAB	LABORATORY - SMALL	BLT	BLOOD TESTS	[illegible]	$15.00	$30.00

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB416**

Report Title: Service and Inventory Sales by Revenue Center Report by Class ID

Report Description

The Service and Inventory Sales by Revenue Center – Class ID report shows daily period sales categorized by classifications of products and services for each revenue center sorted by Class ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Additional Information

Also included but without headings:

- Totals for each type *(Group, Inventory and Service)*
- Totals for each Revenue Center

Note: Report is grouped by **Revenue Center** and **Type**.

Report Fields

- *Class ID*: Invoice item classification ID.
- *Class Description*: Invoice item classification description.
- *Subclass ID*: Invoice item subclass ID.
- *Subclass Description*: Invoice item subclass description.
- *Quantity Sold*: Quantity sold by staff by revenue center.
- *Average Sales Price*: Total Sales divided by Quantity Sold.
- *Total Sales*: Gross Sales.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Class ID* report (Service and Inventory Sales by Revenue Center Report by Class ID).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Service and Inventory Sales by Revenue Center Report

Daily - Closed Invoices - By Class ID

Wednesday, August 30, 2000 07:38 pm through Friday, August 18, 2006 07:36 am

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
			H Hospital			
			Group			
GROUP	Group			3.00	$0.00	$0.00
			Total Group:	**3.00**	**$0.00**	**$0.00**
			Inventory			
HEA	Heartworm			4.00	$38.00	$152.00
NTR	Nutritional	FON	Foods - Nutritional Supplement	4.00	$14.00	$56.00
NTR	Nutritional	FOP	Foods - Prescription Diet	4.00	$30.40	$121.61
NTR	Nutritional	FOS	Foods - Science Diet	28.00	$5.80	$162.26
PHA	Pharmaceuticals	AIF	Anti-Inflam/Steriods/Analgesic	49.00	$0.05	$2.50
PHA	Pharmaceuticals	ANT	Antibiotics	1.00	$8.50	$8.50
SKC	Skin Care	SCT	Skin Care - Topicals/Otic	2.00	$8.15	$16.30
VAC	Vaccines & Biologicals	VAB	Vaccines & Biologicals-Bovine	1.00	$34.00	$34.00
VAC	Vaccines & Biologicals	VAS	Vaccines & Biologicals-Small	1.00	$10.55	$10.55
			Total Inventory:	**94.00**	**$6.00**	**$563.72**
			Service			
BOA	BOARDING - SMALL			20.00	$12.00	$240.00
GRO	GROOMING - SMA[illegible]			[illegible]	[illegible]	$70.00

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB416**

Report Title: Service and Inventory Sales by Revenue Center – Staff ID

Report Description

The Service and Inventory Sales by Revenue Center – Staff ID report shows daily period sales categorized by classifications of products and services for each revenue center sorted by Staff ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Class ID*: Invoice item classification ID
- *Class Description*: Invoice item classification description
- *Subclass ID*: Invoice item subclassification ID
- *Subclass Description*: Invoice item subclass description
- *Quantity Sold*: Quantity sold by staff by revenue center
- *Average Sales Price*: Total Sales divided by Quantity Sold
- *Total Sales*: Gross Sales

Additional Information

Also included but without headings:

- Total for each Type (Group, Inventory and Service) per Revenue Center
- Total for each Revenue Center

Note: This report is grouped by Type (Group, Inventory and Service), Revenue Center and Staff ID.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Staff ID* (Service and Inventory Sales Report by Revenue Center - Staff ID).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Service and Inventory Sales Revenue Center Report

Daily - Closed Invoices - By Staff ID

Wednesday, August 30, 2000 07:38 pm through Friday, August 18, 2006 07:36 am

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
			H Hospital			
Staff ID: 1	**Fred Jones, DVM**					
			Group			
GROUP	Group			3.00	$0.00	$0.00
			Total Group:	**3.00**	**$0.00**	**$0.00**
			Inventory			
NTR	Nutritional	FOP	Foods - Prescription Diet	4.00	$30.40	$121.61
NTR	Nutritional	FOS	Foods - Science Diet	1.00	$6.50	$6.50
PHA	Pharmaceuticals	ANT	Antibiotics	1.00	$8.50	$8.50
			Total Inventory:	**6.00**	**$22.77**	**$136.61**

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB418**

Report Title: Service and Inventory Sales by Revenue Center – Staff Last Name

Report Description

The Service and Inventory Sales by Revenue Center – Staff Last Name report shows daily period sales categorized by classifications of products and services for each revenue center sorted by Staff Last Name.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Class ID*: Invoice item classification ID
- *Class Description*: Invoice item classification description
- *Subclass ID*: Invoice item subclassification ID
- *Subclass Description*: Invoice item subclass description
- *Quantity Sold*: Quantity sold by staff by revenue center
- *Average Sales Price*: Total Sales divided by Quantity Sold
- *Total Sales*: Gross Sales

Additional Information

Also included but without headings:

- Total for each Type (Group, Inventory and Service) per Revenue Center
- Total for each Revenue Center

Note: This report is grouped by Type (Group, Inventory and Service), Revenue Center and Staff ID.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Staff Last Name* (Service and Inventory Sales Report by Revenue Center - Staff Last Name).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Service and Inventory Sales by Revenue Center Report

Daily - Closed Invoices - By Staff Last Name

Wednesday, August 30, 2000 07:38 pm through Friday, August 18, 2006 07:36 am

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
			H Hospital			
Staff ID: 2	Sue Bee					
			Inventory			
NTR	Nutritional	FOS	Foods - Science Diet	26.00	$4.61	$119.84
			Total Inventory:	26.00	$4.61	$119.84
Staff ID: 3	Dr. Anne Carson, DVM					
			Inventory			
SKC	Skin Care	SCT	Skin Care - Topicals/Otic	2.00	$8.15	$16.30
			Total Inventory:	2.00	$8.15	$16.30
			Service			

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB418**

Report Title: Service and Inventory Sales Report - Closed Invoices by Class Description

Report Description

The Service and Inventory Sales – Closed Invoices – By Class Desc report shows daily period sales categorized by classifications of products and services sorted by Class Description.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Additional Information

Also included but without headings:

- Totals for each type *(Group, Inventory and Service)*

Note: Report is grouped by each type *(Group, Inventory and Service)*.

Report Fields

- *Class ID*: Invoice item classification ID.
- *Class Description*: Invoice item classification description.
- *Subclass ID*: Invoice item subclass ID.
- *Subclass Description*: Invoice item subclass description.
- *Quantity Sold*: Quantity sold by staff by revenue center.
- *Average Sales Price*: Total Sales divided by Quantity Sold.
- *Total Sales*: Gross Sales.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Class Desc* report (Service and Inventory Sales by Revenue Center Report by Class Description).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Service and Inventory Sales Report

Daily - Closed Invoices - By Class Desc.

Tuesday, September 26, 2000 11:39 am through Tuesday, August 15, 2006 02:39 pm

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
			Group			
GROUP	Group			14.00	$0.00	$0.00
	Total Group:			**14.00**	**$0.00**	**$0.00**
			Inventory			
HEA	Heartworm			11.00	$30.36	$334.00
NTR	Nutritional	FON	Foods - Nutritional Supplement	4.00	$14.00	$56.00
NTR	Nutritional	FOP	Foods - Prescription Diet	5.00	$27.07	$135.33
NTR	Nutritional	FOS	Foods - Science Diet	78.00	$3.81	$296.90
PHA	Pharmaceuticals	ATH	Anthelmintics & Antiprotozoals	3.00	$21.40	$64.20
PHA	Pharmaceuticals	ANT	Antibiotics	20.00	$28.17	$563.30
PHA	Pharmaceuticals	AIF	Anti-Inflam/Steriods/Analgesic	59.00	$0.20	$12.00
SKC	Skin Care	SCF	Skin Care - Flea/Tick Products	5.00	$19.45	$97.25
SKC	Skin Care	SCT	Skin Care - Topicals/Otic	2.00	$8.15	$16.30
SUP	Supplies	SUD	Supplies - Dental	3.00	$7.33	$22.00
SUP	Supplies	SUH	Supplies - Hospital	1.00	$9.00	$9.00
SUP	Supplies	SUO	Supplies - Over The Counter	1.00	$11.00	$11.00
VAC	Vaccines & Biologicals	VAB	Vaccines & Biologicals-Bovine	1.00	$34.00	$34.00
VAC	Vaccines & Biologicals	VAS	Vaccines & Biologicals-Small	1.00	$10.55	$10.55
	Total Inventory:			**194.00**	**$8.57**	**$1,661.83**
			Service			
ANL	ANESTHESIA - LARGE			5.00	$84.00	$420.00
ANE	ANESTHESIA - SMALL			3.00	$21.83	$65.50
BOA	BOARDING - SMALL			151.00	$12.60	$1,902.00
DEL	DENTAL - LARGE			1.00	$35.00	$35.00
DEN	DENTAL - SMALL			6.00	$26.67	$160.00
GRO	GROOMING - SMALL			41.00	$68.27	$2,799.00
HOS	HOSPITALIZATION - SMALL			11.00	$250.86	$2,759.49

Cornerstone Support Reference Document: **KB412**

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Report Title: Service and Inventory Sales Report - Closed Invoices by Class ID

Report Description

The Service and Inventory Sales – Closed Invoices – By Class ID report shows daily period sales categorized by classifications of products and services sorted by Class ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Additional Information

Also included but without headings:

- Totals for each type *(Group, Inventory and Service)*

  Note: Report is grouped by each type *(Group, Inventory and Service)*.

Report Fields

- *Class ID*: Invoice item classification ID.
- *Class Description*: Invoice item classification description.
- *Subclass ID*: Invoice item subclass ID.
- *Subclass Description*: Invoice item subclass description.
- *Quantity Sold*: Quantity sold by staff by revenue center.
- *Average Sales Price*: Total Sales divided by Quantity Sold.
- *Total Sales*: Gross Sales.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Class ID* report (Service and Inventory Sales by Revenue Center Report by Class ID).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Service and Inventory Sales Report

Daily - Closed Invoices - By Class ID

Tuesday, September 26, 2000 11:39 am through Tuesday, August 15, 2006 02:39 pm

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
			Group			
GROUP	Group			14.00	$0.00	$0.00
	Total Group:			14.00	$0.00	$0.00
			Inventory			
HEA	Heartworm			11.00	$30.36	$334.00
NTR	Nutritional	FON	Foods - Nutritional Supplement	4.00	$14.00	$56.00
NTR	Nutritional	FOP	Foods - Prescription Diet	5.00	$27.07	$135.33
NTR	Nutritional	FOS	Foods - Science Diet	78.00	$3.81	$296.90
PHA	Pharmaceuticals	AIF	Anti-Inflam/Steriods/Analgesic	59.00	$0.20	$12.00
PHA	Pharmaceuticals	ANT	Antibiotics	20.00	$28.17	$563.30
PHA	Pharmaceuticals	ATH	Anthelmintics & Antiprotozoals	3.00	$21.40	$64.20
SKC	Skin Care	SCF	Skin Care - Flea/Tick Products	5.00	$19.45	$97.25
SKC	Skin Care	SCT	Skin Care - Topicals/Otic	2.00	$8.15	$16.30
SUP	Supplies	SUD	Supplies - Dental	3.00	$7.33	$22.00
SUP	Supplies	SUH	Supplies - Hospital	1.00	$9.00	$9.00
SUP	Supplies	SUO	Supplies - Over The Counter	1.00	$11.00	$11.00
VAC	Vaccines & Biologicals	VAB	Vaccines & Biologicals-Bovine	1.00	$34.00	$34.00
VAC	Vaccines & Biologicals	VAS	Vaccines & Biologicals-Small	1.00	$10.55	$10.55
	Total Inventory:			194.00	$8.57	$1,661.83
			Service			
ANE	ANESTHESIA - SMALL			3.00	$21.83	$65.50
ANL	ANESTHESIA - LARGE			5.00	$84.00	$420.00
BOA	BOARDING - SMALL			151.00	$12.60	$1,902.00
DEL	DENTAL - LARGE			1.00	$35.00	$35.00
DEN	DENTAL - SMALL			6.00	$26.67	$160.00
GRO	GROOMING - SMALL			41.00	$68.27	$2,799.00
HOS	HOSPITALIZATION - SMALL			11.00	$250.86	$2,759.4[illegible]

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB412**

Report Title: Service and Inventory Sales Report - Closed Invoices by Staff ID

Report Description

The Service and Inventory Sales – Closed Invoices – By Staff ID report shows daily period sales categorized by classifications of products and services sorted by Staff ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Additional Information

Also included but without headings:

- Staff ID
- Category type *(Group, Inventory and Service)*
- Totals for each Category type

Note: Report is grouped by **Category Type**.

Report Fields

- *Class ID*: Invoice item classification ID.
- *Class Description*: Invoice item classification description.
- *Subclass ID*: Invoice item subclass ID.
- *Subclass Description*: Invoice item subclass description.
- *Quantity Sold*: Quantity sold by staff by revenue center.
- *Average Sales Price*: Total Sales divided by Quantity Sold.
- *Total Sales*: Gross Sales.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Staff ID* report (Service and Inventory Sales by Revenue Center Report by Staff ID).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Service and Inventory Sales Report

Daily - Closed Invoices - By Staff ID

Tuesday, September 26, 2000 11:39 am through Tuesday, August 15, 2006 02:39 pm

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
Staff ID: 1	**Fred Jones, DVM**					
			Group			
GROUP	Group			11.00	$0.00	$0.00
	Total Group:			**11.00**	**$0.00**	**$0.00**
			Inventory			
HEA	Heartworm			4.00	$26.00	$104.00
NTR	Nutritional	FOP	Foods - Prescription Diet	5.00	$27.07	$135.33
NTR	Nutritional	FOS	Foods - Science Diet	49.00	$1.41	$69.30
PHA	Pharmaceuticals	AIF	Anti-Inflam/Steriods/Analgesic	10.00	$0.95	$9.50
PHA	Pharmaceuticals	ANT	Antibiotics	19.00	$28.81	$547.30
PHA	Pharmaceuticals	ATH	Anthelmintics & Antiprotozoals	3.00	$21.40	$64.20
SKC	Skin Care	SCF	Skin Care - Flea/Tick Products	3.00	$25.58	$76.75
SUP	Supplies	SUD	Supplies - Dental	1.00	$10.00	$10.00
SUP	Supplies	SUH	Supplies - Hospital	1.00	$9.00	$9.00
SUP	Supplies	SUO	Supplies - Over The Counter	1.00	$11.00	$11.00
	Total Inventory:			**96.00**	**$10.80**	**$1,036.38**
			Service			
ANE	ANESTHESIA - SMALL			2.00	$20.25	$40.50
ANL	ANESTHESIA - LARGE			4.00	$97.50	$390.00
BOA	BOARDING - SMALL			42.00	$12.71	$534.00
DEL	DENTAL - LARGE			1.00	$35.00	$35.00
DEN	DENTAL - SMAL			3.00	$35.00	$105.00

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB414**

Report Title: Service and Inventory Sales Report - Closed Invoices by Staff Name

Report Description

The Service and Inventory Sales – Closed Invoices – By Staff Name report shows daily period sales categorized by classifications of products and services sorted by Staff Name.

Sort Order and Range

Sort Order	Range
There are no *Sort Order* options for this report.	There are no *Range* options for this report.

Report Fields

- *Class ID*: Invoice item classification ID.
- *Class Description*: Invoice item classification description.
- *Subclass ID*: Invoice item subclass ID.
- *Subclass Description*: Invoice item subclass description.
- *Quantity Sold*: Quantity sold by staff by revenue center.
- *Average Sales Price*: Total Sales divided by Quantity Sold.
- *Total Sales*: Gross Sales.

Additional Information

Also included but without headings:

- Staff ID
- Category type *(Group, Inventory and Service)*
- Totals for each Category type

Note: Report is grouped by **Category Type**.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Serv. And Inv. Sales by Revenue Center - Staff Last Name* report (Service and Inventory Sales by Revenue Center Report by Staff Name).
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Service and Inventory Sales Report

Daily - Closed Invoices - By Staff Last Name

Tuesday, September 26, 2000 11:39 am through Tuesday, August 15, 2006 02:39 pm

Class ID	Class Description	Subclass ID	Subclass Description	Quantity Sold	AVG Sales Price	Total Sales
Staff ID: 2	**Sue Bee**					
			Inventory			
NTR	Nutritional	FOS	Foods - Science Diet	26.00	$4.61	$119.84
SKC	Skin Care	SCF	Skin Care - Flea/Tick Products	1.00	$10.25	$10.25
	Total Inventory:			**27.00**	**$4.82**	**$130.09**
			Service			
BOA	BOARDING - SMALL			1.00	$12.00	$12.00
GRO	GROOMING - SMALL			1.00	$9.00	$9.00
	Total Service:			**2.00**	**$10.50**	**$21.00**
Staff ID: 3	**Dr. Anne Carson, DVM**					
			Group			
GROUP	Group			1.00	$0.00	$0.00
	Total Group:			**1.00**	**$0.00**	**$0.00**
			Inventory			
NTR	Nutritional	FOS	Foods - Science Diet	2.00	$35.92	$71.84
PHA	Pharmaceuticals	ANT	Antibiotics	1.00	$16.00	$16.00

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB414**

Report Title: Standard Fee Exception Report - By Item Description

Report Description

The Standard Fee Exception Report - By Item Description lists the clients and patients invoiced for an item at a price other than the standard price and displays the staff member entered on the line item. This will call attention to how much money is lost each day by changing prices.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Patient ID*: The unique ID (maximum 10 characters) associated with each patient.
- *Item ID*: The unique ID (max. 7 characters) associated with the invoice item.
- *Description*: The Hospital Description entered in the invoice item information window.
- *Invoice Quantity*: Quantity of item sold on invoice.
- *Invoice Amount*: Dollar amount entered on invoice.
- *Standard Amount*: Dollar amount set up in the item information.
- *Variance*: Invoice Amount less Standard Amount.
- *Reason*: Used when price change reasons are set up.

Additional Information

Also included but without headings:

- Staff ID and Name

Note: Voided invoices will be marked with a **V**.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Standard Fee Exception Report - By Item Description* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Standard Fee Exception Report

Sorted By Item Description

July 30, 2000 01:31 pm through August 09, 2006 02:00 pm

Client ID	Patient ID	Item ID	Description	Invoice Qty.	Invoice Amount	Standard Amount	Variance	Reason
Staff ID: 1		**Fred Jones, DVM**						
1923	564	8530	BATH & GROOMING	1.00	$95.00	$45.00	$50.00	
1923	564	6510	BOARDING (CANINE)	10.00	$150.00	$120.00	$30.00	
1012	1001	2170	CONSULTATION	1.00	$2,500.00	$0.00	$2,500.00	
1921	68	2320	EUTHANASIA	1.00	$25.00	$0.00	$25.00	
1921	68	2360	EXAMINATION	1.00	$0.00	$13.00	($13.00)	
1012	1001	1060	FELINE LEUKEMIA BOOSTI	1.00	$1,538.12	$15.00	$1,523.12	
1012	1001	1080	FIP BOOSTER	1.00	$6,598.24	$0.00	$6,598.24	
1012	1001	1090	FVRCP BOOSTER	1.00	$1,800.00	$18.00	$1,782.00	
1941	109	06766	Maint Canine Dry 5 lbs	1.00	$6.50	$0.00	$6.50	
1921	68	MSCEX	CREMATION	1.00	$25.00	$0.00	$25.00	
1941	109	MSCEX	SUTURE REMOVAL	1.00	$12.00	$0.00	$12.00	
						Total Variance:	**$12,538.86**	
Staff ID: 2		**Sue Bee**						
CASH	CASH1	06668	Maint Canine 15.5 oz Beef	24.00	$48.00	$0.00	$48.00	
						Total Variance:	**$48.00**	
Staff ID: 3		**Dr. Anne Carson, DVM**						
[illegible]	[illegible]	[illegible]	[illegible]	1.00	[illegible]	$0.00	[illegible]	

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB420**

Report Title: Standard Fee Exception Report - By Item ID

Report Description

The Standard Fee Exception Report - By Item ID report lists the clients and patients invoiced for an item at the price other than the standard price and displays the staff member who gave the deviated price. This will call attention to how much money is lost each day by changing prices.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Patient ID*: The unique ID (maximum 10 characters) associated with each patient.
- *Item ID*: The unique ID (max. 7 characters) associated with the invoice item.
- *Description*: The Hospital Description entered in the invoice item information window.
- *Invoice Quantity*: Quantity of item sold on invoice.
- *Invoice Amount*: Dollar amount entered on invoice.
- *Standard Amount*: Dollar amount set up in the item information.
- *Variance*: Invoice Amount less Standard Amount.
- *Reason*: Used when price change reasons are set up.

Additional Information

Also included but without headings:

- Staff ID and Name

Note: Voided invoices will be marked with a **V**.

Standard Fee Exception Report

Sorted By Item ID

July 30, 2000 01:31 pm through August 09, 2006 02:00 pm

Client ID	Patient ID	Item ID	Description	Invoice Qty.	Invoice Amount	Standard Amount	Variance	Reason
Staff ID:	**1**	**Fred Jones, DVM**						
1941	109	06766	Maint Canine Dry 5 lbs	1.00	$6.50	$0.00	$6.50	
1012	1001	1060	FELINE LEUKEMIA BOOSTE	1.00	$1,538.12	$15.00	$1,523.12	
1012	1001	1080	FIP BOOSTER	1.00	$6,598.24	$0.00	$6,598.24	
1012	1001	1090	FVRCP BOOSTER	1.00	$1,800.00	$18.00	$1,782.00	
1012	1001	2170	CONSULTATION	1.00	$2,500.00	$0.00	$2,500.00	
1921	68	2320	EUTHANASIA	1.00	$25.00	$0.00	$25.00	
1921	68	2360	EXAMINATION	1.00	$0.00	$13.00	($13.00)	
1923	564	6510	BOARDING (CANINE)	10.00	$150.00	$120.00	$30.00	
1923	564	8530	BATH & GROOMING	1.00	$95.00	$45.00	$50.00	
1941	109	MSCEX	SUTURE REMOVAL	1.00	$12.00	$0.00	$12.00	
1921	68	MSCEX	CREMATION	1.00	$25.00	$0.00	$25.00	
						Total Variance:	**$12,538.86**	
Staff ID:	**2**	**Sue Bee**						
CASH	CASH1	06668	Maint Canine 15.5 oz Beef	24.00	$48.00	$0.00	$48.00	
						Total Variance:	**$48.00**	
Staff ID:	**3**	**Dr. Anne Carson, DVM**						
1931	88	08835	Oti-Clens 4 oz	1.0[illegible]	$6.80	$0.00	$6.80	

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Standard Fee Exception Report - By Item ID* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB420**

Report Title: Standard Fee Exception Summary

Report Description

The Standard Fee Exception Summary report summarizes how much each staff member has invoiced at a price variance within the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Staff ID*: The unique item ID assigned to each staff member in Cornerstone that was entered on the invoice line.
- *Staff Name*: Name associated with the staff ID that was entered on the invoice line
- *Invoice Amount*: Dollar amount entered on invoice.
- *Standard Amount*: Dollar amount set up in the item information.
- *Variance*: Invoice Amount less Standard Amount.

- Shows Totals for each Staff ID for selected periods.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Standard Fee Exception Summary* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

tip Click here view the steps to select multiple daily periods for this report.

Standard Fee Exception Summary

Sorted By Staff Last Name

July 30, 2000 01:31 pm through August 09, 2006 02:00 pm

Staff ID	Staff Name	Invoice Amount	Standard Amount	Variance
2	Sue Bee	$48.00	$0.00	$48.00
3	Dr. Anne Carson, DVM	$6.80	$0.00	$6.80
CS	Cornerstone	$39.55	$0.00	$39.55
1	Fred Jones, DVM	$12,749.86	$211.00	$12,538.86
			Total Variance:	$12,633.21

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Report Title: Statistics By Staff - Closed Invoices Report

Report Description

The Statistics By Staff Report – Closed Invoices shows the sales activity for each staff member.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Quantity*
  - *Number*: Total number of invoices, Service Sales items and Inventory items.
  - *% of Total*: Percentage of total for Staff ID versus all staff.
- *Sales*
  - *Amount*: Total gross amount for invoices, Service Sales items and Inventory items.
  - *% of Total*: Percentage of total staff ID versus all staff.
- *Average*: Sales amount divided by number of invoices.

Additional Information

Also included but without headings:

- Number of Invoices - Number of invoices the staff ID is entered on (this can be a decimal if more then one staff is entered on an invoice)
- Service Sales - Service item sales for staff
- Inventory - Inventory item sales for staff

Note: Report is grouped by **Staff ID**.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Statistics by Staff - Closed Invoices* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

Statistics By Staff Report

Daily - Closed Invoices - By Staff Last Name

Tuesday, September 26, 2000 11:39 am through Tuesday, August 15, 2006 01:31 pm

	Quantity		Sales		
	Number	% of Total	Amount	% of Total	Average
Staff ID: 2	**Sue Bee**				
No. Invoices	3.50	7.45%	$151.09	0.39%	$43.17
Serv. Sales	2.00	0.52%	$21.00	0.06%	$10.50
Inventory	27.00	13.92%	$130.09	7.83%	$4.82
Staff ID: 3	**Dr. Anne Carson, DVM**				
No. Invoices	5.00	10.64%	$10,865.47	27.71%	$2,173.09
Serv. Sales	17.00	4.38%	$10,739.08	28.60%	$631.71
Inventory	8.00	4.12%	$126.39	7.61%	$15.80
Staff ID: CS	**Cornerstone**				
No. Invoices	2.00	4.26%	$47.05	0.12%	$23.53
Serv. Sales	0.00	0.00%	$0.00	0.00%	$0.00
Inventory	51.00	26.29%	$47.05	2.83%	$0.92
Staff ID: 4	**Chris Jennings**				
No. Invoices	3.00	6.38%	$357.00	0.91%	$119.00

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB424**

Report Title: Statistics By Species - Closed Invoices Report

Report Description

The Statistics By Species – Closed Invoices report shows sales activity for each species invoiced during the selected daily periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Quantity*
  - *Number*: Total number of patient visits, Service Sales items and Inventory items.
  - *% of Total*: Shows the percentage for the species versus the total for all species.
- *Sales*
  - *Amount*: Total gross amount for patient visits, Service Sales items and Inventory items.
  - *% of Total*: Shows the percentage for the species versus the total for all species.
  - *Average*: Sales Amount ÷ Number of Visits.

Additional Information

Also included but without headings:

- Number of Visits - Number of patients that were invoiced for species
- Service Sales - Service sales for species
- Inventory - Inventory sales for species

Note: Report is grouped by **Species ID**.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End of Period** > **End of Day**.
2. On the *Daily Reports* window, in the *Reports List* area, select the *Statistics by Species - Closed Invoices* report.
3. In the *Daily Periods* area select the desired closings processed.

   Note: To select multiple closings processed see Tip below.
4. Click **Preview**. The report will display.

Click here to see a full copy of this report

Statistics By Species Report

Daily - Closed Invoices - By Species Name

Sunday, September 24, 2000 10:35 am through Tuesday, August 15, 2006 07:41 am

	Quantity		Sales		
	Number	% of Total	Amount	% of Total	Average
Species ID: BOV	**BOVINE**				
No. Visits	1.00	1.02%	$515.00	1.25%	$515.00
Serv. Sales	26.00	5.30%	$515.00	1.32%	$19.81
Inventory	0.00	0.00%	$0.00	0.00%	$0.00
Species ID: CAN	**CANINE**				
No. Visits	83.00	84.69%	$7,476.94	18.20%	$90.08
Serv. Sales	398.00	81.06%	$6,352.50	16.27%	$15.96
Inventory	93.00	38.27%	$1,124.44	55.29%	$12.09
Species ID: CSM	**CASH SMALL**				
No. Visits	1.00	1.02%	$119.84	0.29%	$119.84

tip Click here view the steps to select multiple daily periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB423**

Chapter 2: End of Month Reports

Report Title: Accounts Receivable Report - by Client Name

Report Description

The Accounts Receivable by Client Name report displays all clients with a non-zero balance and is sorted by client name.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report

- *Accounts Receivable Filter*: Select which clients to include based on the aging period of their accounts receivable balance: **All, 30 or more days past due, 60 or more days past due, 90 or more days past due, Clients with a credit balance**

Report Fields

- *Client ID*: Client ID: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Balance Due*: The balance remaining.
- *Current*: The amount 0-29 days on the client's account for the current billing period.
- *30 Days*: The amount 30-59 days on the client's account that is currently 30 days past due.
- *60 Days*: The amount 60-89 days on the client's account that is currently 60 days past due.
- *90 Days*: The amount 90+ days on the client's account that is currently 90 days past due.
- *Last Date of Pay*: The date of the last payment entered into Cornerstone regardless of the billing period.
- *Last Pay Amount*: Amount of payment made on Last Date of Pay.

Additional Information

Also included but without headings:

- *Current Total*: The total client balances (credit/debit) for the billing period selected.
- *30 Day, 60 Day and 90 Day Totals*: The total client balances (credit/debit) for the 30, 60 and 90 billing periods.
- *Balance Due Total*: The total of all client account balances for all billing periods.
- *Last Pay Amount*: The total amount paid on all client's accounts
- Client Phone Number
- *% of Total*: Percentage of the total balance due

Accounts Receivable Report

By Client Last Name

Monday, September 25, 2000 02:48 pm through Thursday, June 29, 2000 06:25 pm

Client ID	Client Name	Balance Due	Current	30 Days	60 Days	90 Days	Last Date Of Pay	Last Pay Amount
1320	Abbott, Alice (444) 238-4769	$88.58	$13.58	$3.00	$0.00	$72.00		$0.00
1359	Acklin, Tiffany (715) 555-1212	$281.80	$0.00	$25.00	$256.80	$0.00	7/27/1999	($25.00)
1943	Anderson, Jeff & Beth (888) 347-5847	$88.58	$13.58	$3.00	$0.00	$72.00		$0.00
1900	Baker, Marie (888) 342-3540	($100.00)	($100.00)	$0.00	$0.00	$0.00	9/24/2000	($100.00)
1450	Ringot, Celeste (715) 888-1234	$9.00	$9.00	$0.00	$0.00	$0.00		$0.00
1907	Shmitz, Laura (888) 247-8877	$0.80	$0.80	$0.00	$0.00	$0.00	9/27/2000	($95.00)
2	Stevensson, Mike	$653.84	$47.84	$3.00	$0.00	$603.00		$0.00
	Total:	$1,022.60	($15.20)	$34.00	$256.80	$747.00		($220.00)
	% Of Total:	100.00%	-1.49%	3.32%	25.11%	73.05%		

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select *Accounts Receivable Report - by Client Name* from *Report* list.
3. Select the desired **End of Month Date** from the *Monthly periods* area.
4. Click **Preview**.
5. Click **Print** to print the report, Click **Save** to save the report contents to a specific location.

Click here to see a full copy of this report

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB425**

Report Title: Accounts Receivable Report - by Client ID

Report Description

The Accounts Receivable Report – By Client ID displays all clients who owe the practice money and how much is owed sorted by Client ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report

- *Accounts Receivable Filter*: Select which clients to include based on the age of their accounts receivable balance: **All, 30 or more days past due, 60 or more days past due, 90 or more days past due, Clients with a credit balance**

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Balance Due*: The balance remaining.
- *Current*: The amount 0-29 days on the client's account for the current billing period.
- *30 Days*: The amount 30-59 days on the client's account that is currently 30 days past due.
- *60 Days*: The amount 60-89 days on the client's account that is currently 60 days past due.
- *90 Days*: The amount 90+ days on the client's account that is currently 90 days past due.
- *Last Date of Pay*: The date of the last payment entered into Cornerstone regardless of the billing period.
- *Last Pay Amount*: Amount of payment made on Last Date of Pay.

Additional Information

Also included but without headings:

- *Current Total*: The total amount owed from all client's accounts for the billing period selected.
- *30 Day, 60 Day and 90 Day Totals*: The total amount owed from all client's accounts that is currently 30, 60 and 90 Days past due
- *Balance Due Total*: The total amount owed on all client's accounts
- *Last Pay Amount*: The total amount paid on all client's accounts
- Client Phone Number
- *% of Total*: Percentage of the total balance due

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Accounts Receivable Report - by Client ID* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Accounts Receivable Report

By Client ID

Monday, September 25, 2000 02:48 pm through Thursday, June 29, 2000 06:25 pm

Client ID	Client Name	Balance Due	Current	30 Days	60 Days	90 Days	Last Date Of Pay	Last Pay Amount
1320	Abbott, Alice (444) 238-4769	$88.58	$13.58	$3.00	$0.00	$72.00		$0.00
1359	Acklin, Tiffany (715) 555-1212	$281.80	$0.00	$25.00	$256.80	$0.00	7/27/1999	($25.00)
1450	Ringot, Celeste (715) 888-1234	$9.00	$9.00	$0.00	$0.00	$0.00		$0.00
1900	Baker, Marie (888) 342-3540	($100.00)	($100.00)	$0.00	$0.00	$0.00	9/24/2000	($100.00)
1907	Shmitz, Laura (888) 247-8877	$0.80	$0.80	$0.00	$0.00	$0.00	9/27/2000	($95.00)
1943	Anderson, Jeff & Beth (888) 347-5847	$88.58	$13.58	$3.00	$0.00	$72.00		$0.00
2	Stevensson, Mike	$653.84	$47.84	$3.00	$0.00	$603.00		$0.00
	Total:	$1,022.60	($15.20)	$34.00	$256.80	$747.00		($220.00)
	% Of Total:	100.00%	-1.49%	3.32%	25.11%	73.05%		

[Click here to see a full copy of this report](#)

Cornerstone Support Reference Document: **KB425**

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Report Title: Accounts Receivable Status Report - Closed Invoices

Report Description

The Accounts Receivable Status Report – Closed Invoices gives a quick summary of account activity during the selected monthly periods.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Total Service Sales*: Total dollar ($) amount of *Service Items* invoiced over the specified periods selected
- *Total Inventory Sales*: Total dollar ($) amount of *Inventory Items* invoiced over the specified periods selected
- *Sales Taxes*: Total dollar ($) amount of sales tax charged (invoiced) over the specified periods selected
- *Manual Discounts*: Total dollar ($) amount of manual discounts deducted (–) from invoices over the specified periods selected
- *Preset Discounts*: Total dollar ($) amount of preset discounts (professional discount, senior discount, etc) deducted (–) from invoices over the specified periods selected
- *Net Sales*: *Total Service Sales* + *Total Inventory Sales* + *Sales Taxes* – *Manual Discounts* – *Preset Discounts* = **Net Sales**
- *Finance Charges*: Total dollar ($) amount of finance charges (A percentage amount added to a client's account at the time of monthly closing. This applies to amounts due over 30 days if end of periods are correctly processed) added (+) over the specified periods selected
- *Billing Charges*: Total dollar ($) amount of billing charges (A flat charge, in addition to finance charges, added to a client's account at the time statements are generated) added (+) over the specified periods selected
- *Service Charges*: Total dollar ($) amount of services charges (a flat charge in addition to billing charges added to a client's account at the time statements are generated) added (+) over the specified periods selected
- *Cash Refunds*: Total dollar amount of cash refunds given to clients over the specified periods selected
- *Returned Checks*: Total dollar ($) amount of the checks returned for NSF/Insufficient Funds/etc over the specified periods selected
- *Adjustments*: Total dollar ($) amount of the account adjustments performed over the specified periods selected
- *Account Write Offs*: Total dollar ($) amount of the client's account balance written off over the specified periods selected
- *Payments Made*: Total dollar ($) amount of payments received over the specified periods selected
- *Charge Subtotal*: *Finance Charges* + *Billing Charges* + *Service Charges* + *Cash Refunds* + *Returned Checks* + *Adjustments* – *Account Write Offs* – *Payments Made* = **Charge Subtotal**
- *Net Change*: *Charge Subtotal* – *Net Sales*
- *Beginning A/R Balance*: Accounts Receivable balance carried over from previous month
- *Net Change*: *Charge Subtotal* – *Net Sales*
- *Ending Balance*: *Beginning Accounts Receivable Balance* + *Net Change*

(Continue onto the next page)

Important Information:

- This report is not available for the **Current** *Monthly period*.
- Do not run this report for multiple period closings.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Accounts Receivable Status Report - Closed Invoices* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

Accounts Receivable Status Report

Monthly - Closed Invoices

Monday, September 25, 2000 02:48 pm through Wednesday, August 30, 2000 07:37 pm

+ Total Service Sales	$43,126.94
+ Total Inventory Sales	$2,353.33
+ Sales Taxes	$0.00
- Manual Discounts	$0.00
- Preset Discounts	$0.00
Net Sales:	**$45,480.27**
+ Finance Charges	$77.49
+ Billing Charges	$50.00
+ Service Charges	$0.00
+ Cash Refunds	$0.00
+ Returned Checks	$0.00
+ Adjustments	$0.00
- Account Write Offs	$0.00
- Payments Made	($45,498.46)
Charge Subtotal:	**($45,370.97)**
Net Change:	**$109.30**
Beginning A/R Balance:	**$1,006.70**
Net Change:	**$109.30**
Ending Balance:	**$1,116.00**

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB427**

Report Title: Finance Charge Report - by Client ID

Report Description

The Finance Charge Report - By Client ID shows the finance charges added to each client's account during the selected monthly periods sorted by Client ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by
- *Current*: The amount owed on the client's account for the current billing period
- *30 Days*: The amount owed on the client's account that is currently 30 days past due
- *60 Days*: The amount owed on the client's account that is currently 60 days past due
- *90 Days*: The amount owed on the client's account that is currently 90 days past due
- *Finance Charge*: The total amount of finance charges owed on the client's account
- *Balance Due*: The balance remaining.

Additional Information

Also included but without headings:

- *Current Total*: The total amount owed from all client's accounts for the billing period selected.
- *30 Day, 60 Day and 90 Day Totals*: The total amount owed from all client's accounts that is currently 30, 60 and 90 Days past due
- *Finance Charge Total*: The total amount of finance charges owed from all client's accounts.
- *Balance Due Total*: The total amount owed on all client's accounts

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Finance Charge Report - by Client ID* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

Finance Charge Report

Sorted By Client ID

Thursday, June 29, 2000 06:26 pm through Tuesday, March 04, 2003 01:26 am

Client ID	Client Name	Current	30 Days	60 Days	90 Days	Finance Charge	Balance Due
1320	Abbott, Alice	$13.58	$5.00	$3.00	$72.00	$5.00	$98.58
1450	Ringot, Celeste	$0.00	$9.00	$0.00	$0.00	$5.00	$14.00
1907	Shmitz, Laura	$0.00	$0.80	$0.00	$0.00	$5.00	$5.80
1943	Anderson, Jeff & Beth	$13.58	$5.00	$3.00	$72.00	$5.00	$98.58
2	Stevensson, Mike	$47.84	$5.00	$3.00	$603.00	$9.16	$668.00
	Total:	$75.00	$24.80	$9.00	$747.00	$29.16	$884.96

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB429**

Report Title: Finance Charge Report - by Client Last Name

Report Description

The Finance Charge Report - By Client Last Name summarizes the finance charges added to each client's account during the selected monthly periods sorted by Client Last Name.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by
- *Current*: The amount owed on the client's account for the current billing period
- *30 Days*: The amount owed on the client's account that is currently 30 days past due
- *60 Days*: The amount owed on the client's account that is currently 60 days past due
- *90 Days*: The amount owed on the client's account that is currently 90 days past due
- *Finance Charge*: The total amount of finance charges owed on the client's account
- *Balance Due*: The balance remaining.

Additional Information

Also included but without headings:

- *Current Total*: The total amount owed from all client's accounts for the billing period selected.
- *30 Day, 60 Day and 90 Day Totals*: The total amount owed from all client's accounts that is currently 30, 60 and 90 Days past due
- *Finance Charge Total*: The total amount of finance charges owed from all client's accounts.
- *Balance Due Total*: The total of all client account balances for all billing periods.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Finance Charge Report - by Client Last Name* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Finance Charge Report

Sorted By Client Last Name

Thursday, June 29, 2000 06:26 pm through Tuesday, March 04, 2003 01:26 am

Client ID	Client Name	Current	30 Days	60 Days	90 Days	Finance Charge	Balance Due
1320	Abbott, Alice	$13.58	$5.00	$3.00	$72.00	$5.00	$98.58
1943	Anderson, Jeff & Beth	$13.58	$5.00	$3.00	$72.00	$5.00	$98.58
1450	Ringot, Celeste	$0.00	$9.00	$0.00	$0.00	$5.00	$14.00
1907	Shmitz, Laura	$0.00	$0.80	$0.00	$0.00	$5.00	$5.80
2	Stevensson, Mike	$47.84	$5.00	$3.00	$603.00	$9.16	$668.00
	Total:	$75.00	$24.80	$9.00	$747.00	$29.16	$884.96

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB429**

Report Title: Inventory Sales Report - Closed Invoices - By Class by Desc

Report Description

The Inventory Sales Report – Closed Invoices – By Class By Description displays both the percent and dollar amounts of revenue for each inventory subclass. Use this report for a quick summary of the items with the highest sales in the selected monthly periods and to track seasonal and promotional items easily.

Sort Order and Range

Sort Order	Range	
• There are no *Sort Order* options for this report.	• Class ID • Invoice Item Description • Invoice Item ID	• Subclass

Report Fields

- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: The total quantity of the inventory item invoiced during the specific period/s selected
- *Sales Revenue*: The price on the Invoice (discounts or taxes are not included)
- *Percentage of Sales*: The percentage (%) of total sales during the specific period selected. The total of all subclassifications will = 100%

Additional Information

Also included but without headings:

- *Subclass Total*: Total for each sublass
- *Grand Total*: Total for all inventory

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Inventory Sales Report - Closed Invoices - By Class by Desc* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Inventory Sales Report

Monthly - By Class By Item Desc.

Thursday, June 29, 2000 06:26 pm through Tuesday, March 04, 2003 01:26 am

Item ID and Description		Quantity	Sales Revenue	Percentage of Sales
	Inventory Sales -- HEA Heartworm Inventory Subclass --			
07401	Interceptor 5.75 mg	1.00	$22.00	3.53%
07403	Interceptor 23 mg	5.00	$190.00	30.46%
	Subclass Total:	6.00	$212.00	33.99%
	Inventory Sales -- NTR Nutritional Inventory Subclass -- FON Foods - Nutritional Supplement			
04022	Derm Caps ES Liquid 60 ml	4.00	$56.00	8.98%
	Subclass Total:	4.00	$56.00	8.98%
	Inventory Sales -- NTR Nutritional Inventory Subclass -- FOP Foods - Prescription Diet			
05806	k/d Canine Dry 40 lbs	1.00	$37.65	6.04%
05828	r/d Canine Dry 35 lbs	2.00	$73.68	11.81%
04013	t/d Canine Dry 5 lbs	1.00	$10.28	1.65%
	Subclass Total:	4.00	$121.61	19.50%
	Inventory Sales -- NTR Nutritional Inventory Subclass -- FOS Foods - Science Diet			
06668	Maint Canine 15.5 oz Beef	24.00	$48.00	7.70%
06766	Maint Canine Dry 5 lbs	1.00	$6.50	1.04%
06734	Maint Canine Dry 40 lbs	3.00	$107.76	17.28%
	Subclass Total:	28.00	$162.26	26.01%

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB431**

Report Title: Inventory Sales Report - Closed Invoices - By Class by ID

Report Description

The Inventory Sales Report - Closed Invoices - By Class By ID displays both the percent and dollar amounts of revenue for each inventory subclass. Use for a quick summary of the items with the highest sales in the selected monthly periods and to track seasonal and promotional items easily.

Sort Order and Range

Sort Order	Range	
• There are no *Sort Order* options for this report.	• Class ID • Invoice Item Description • Invoice Item ID	• Subclass

Report Fields

- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: The total quantity of the inventory item invoiced during the specific period/s selected
- *Sales Revenue*: The price on the Invoice (discounts or taxes are not included)
- *Percentage of Sales*: The percentage (%) of total sales during the specific period selected. The total of all subclassifications will = 100%

Additional Information

Also included but without headings:

- *Subclass Total*: Total for each sublass
- *Grand Total*: Total for all inventory

Inventory Sales Report

Monthly - By Class By Item ID

Thursday, June 29, 2000 06:26 pm through Tuesday, March 04, 2003 01:26 am

Item ID and Description		Quantity	Sales Revenue	Percentage of Sales
	Inventory Class -- HEA Heartworm **Inventory Subclass --**			
07401	Interceptor 5.75 mg	1.00	$22.00	3.53%
07403	Interceptor 23 mg	5.00	$190.00	30.46%
	Subclass Total:	6.00	$212.00	33.99%
	Inventory Class -- NTR Nutritional **Inventory Subclass -- FON Foods - Nutritional Supplement**			
04022	Derm Caps ES Liquid 60 ml	4.00	$56.00	8.98%
	Subclass Total:	4.00	$56.00	8.98%
	Inventory Class -- NTR Nutritional **Inventory Subclass -- FOP Foods - Prescription Diet**			
04013	t/d Canine Dry 5 lbs	1.00	$10.28	1.65%
05806	k/d Canine Dry 40 lbs	1.00	$37.65	6.04%
05828	r/d Canine Dry 35 lbs	2.00	$73.68	11.81%
	Subclass Total:	4.00	$121.61	19.50%
	Inventory Class -- NTR Nutritional **Inventory Subclass -- FOS Foods - Science Diet**			
06668	Maint Canine 15.5 oz Beef	24.00	$48.00	7.70%
06734	Maint Canine Dry 40 lbs	3.00	$107.76	17.28%
06766	Maint Canine Dry 5 lbs	1.00	$6.50	1.04%
	Subclass Total:	28.00	$162.26	26.01%
	Inventory Class -- PHA Pharmaceuticals			

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Inventory Sales Report - Closed Invoices - By Class by ID* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB431**

Report Title: Inventory Sales Report by Revenue Center - by Class by Desc

Report Description

The Inventory Sales Report by Revenue Center – by Class by Description displays both the percent and dollar amounts of revenue for each inventory subclass by revenue center. Use this report for a quick summary of the items with the highest sales in the selected monthly periods and to track seasonal and promotional items easily.

Sort Order and Range

Sort Order

- There are no *Sort Order* options for this report.

Range

- Class ID
- Invoice Item Description
- Invoice Item ID
- Revenue Center ID
- Subclass

Report Fields

- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: The total quantity of the inventory item invoiced during the specific period/s selected
- *Sales Revenue*: The price on the Invoice (discounts or taxes are not included)
- *Percentage of Sales*: The percentage (%) of total sales during the specific period selected. The total of all subclassifications will = 100%

Additional Information

Also included but without headings:

- Subclass Total
- Revenue Center Total
- Grand Total

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Inventory Sales Report by Revenue Center - by Class by Desc* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Inventory Sales Report by Revenue Center

Monthly - By Class By Item Desc.

Thursday, June 29, 2000 06:26 pm through Tuesday, March 04, 2003 01:26 am

Item ID and Description		Quantity	Sales Revenue	Percentage of Sales
	Revenue Center -- H Hospital			
	Inventory Sales -- HEA Heartworm **Inventory Subclass --**			
07403	Interceptor 23 mg	4.00	$152.00	26.96%
	Subclass Total:	4.00	$152.00	26.96%
	Inventory Sales -- NTR Nutritional **Inventory Subclass -- FON Foods - Nutritional Supplement**			
04022	Derm Caps ES Liquid 60 ml	4.00	$56.00	9.93%
	Subclass Total:	4.00	$56.00	9.93%
	Inventory Sales -- NTR Nutritional **Inventory Subclass -- FOP Foods - Prescription Diet**			
05806	k/d Canine Dry 40 lbs	1.00	$37.65	6.68%
05828	r/d Canine Dry 35 lbs	2.00	$73.68	13.07%
04013	t/d Canine Dry 5 lbs	1.00	$10.28	1.82%
	Subclass Total:	4.00	$121.61	21.57%
	Inventory Sales -- NTR Nutritional **Inventory Subclass -- FOS Foods - Science Diet**			
06668	Maint Canine 15.5 oz Beef	24.00	$48.00	8.51%
06766	Maint Canine Dry 5 lbs	1.00	$6.50	1.15%
06734	Maint Canine Dry 40 lbs	3.00	$107.76	19.12%
	Subclass Total:	28.00	$162.26	28.78%
	Inventory Sales -- PHA Pharmaceuticals			

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB433**

Report Title: Inventory Sales Report by Revenue Center - by Class by ID

Report Description

The Inventory Sales Report by Revenue Center – By Class By ID displays both the percent and dollar amounts of revenue for each inventory subclass by revenue center. Use this report for a quick summary of the items with the highest sales in the selected monthly periods and to track seasonal and promotional items easily.

Sort Order and Range

Sort Order	Range	
• There are no *Sort Order* options for this report.	• Class ID • Invoice Item Description • Invoice Item ID	• Revenue Center ID • Subclass

Report Fields

- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: The total quantity of the inventory item invoiced during the specific period/s selected
- *Sales Revenue*: The price on the Invoice (discounts or taxes are not included)
- *Percentage of Sales*: The percentage (%) of total sales during the specific period selected. The total of all subclassifications will = 100%

Additional Information

Also included but without headings:

- Subclass Total
- Revenue Center Total
- Grand Total

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Inventory Sales Report by Revenue Center - by Class by ID* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Inventory Sales Report by Revenue Center

Monthly - By Class By Item ID

Thursday, June 29, 2000 06:26 pm through Tuesday, March 04, 2003 01:26 am

Item ID and Description		Quantity	Sales Revenue	Percentage of Sales
	Revenue Center -- H Hospital			
	Inventory Class -- HEA Heartworm **Inventory Subclass --**			
07403	Interceptor 23 mg	4.00	$152.00	26.96%
	Subclass Total:	4.00	$152.00	26.96%
	Inventory Class -- NTR Nutritional **Inventory Subclass -- FON Foods - Nutritional Supplement**			
04022	Derm Caps ES Liquid 60 ml	4.00	$56.00	9.93%
	Subclass Total:	4.00	$56.00	9.93%
	Inventory Class -- NTR Nutritional **Inventory Subclass -- FOP Foods - Prescription Diet**			
04013	t/d Canine Dry 5 lbs	1.00	$10.28	1.82%
05806	k/d Canine Dry 40 lbs	1.00	$37.65	6.68%
05828	r/d Canine Dry 35 lbs	2.00	$73.68	13.07%
	Subclass Total:	4.00	$121.61	21.57%
	Inventory Class -- NTR Nutritional **Inventory Subclass -- FOS Foods - Science Diet**			
06668	Maint Canine 15.5 oz Beef	24.00	$48.00	8.51%

[Click here to see a full copy of this report](#)

tip [Click here view the steps to select multiple monthly periods for this report.](#)

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB433**

Report Title: Monthly Adjustment Summary - By Client ID

Report Description

The Month Adjustment Summary – By Client ID provides a summary of all of the account adjustments made within the month/s selected, sorted by Client ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: The number that is automatically assigned by Cornerstone or can be manually assigned by the user.
- *Client Name*: The name that the client most often is referred by
- *Description*: The Staff ID of the person who entered the adjustment and Comment entered for the adjustment
- *Date*: The date the adjustment was entered into Cornerstone
- *Amount*: The total dollar ($) amount of the adjustment

Additional Information

Also included but without headings:

- Total Adjustments: The total dollar ($) amount of the adjustments for the specified periods

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Adjustment Summary - By Client ID* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Monthly Adjustment Summary

By Client ID

Monday, January 01, 1900 12:00 am through Tuesday, March 04, 2003 03:53 am

Client ID	Client Name	Description	Date	Amount
1650	Jones, Agnes Louise	Adjustment By CS, Comment: Explain:	8/7/2006	($23.00)
1905	Allen, Corbin J.	Adjustment By IDX, Comment: Explain:	9/24/2000	$178.00
1935	Chandler, Jerome	Adjustment By IDX, Comment: Service Charge	8/15/2001	$2.00
			Total Adjustments:	**$157.00**

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB435**

Report Title: Monthly Adjustment Summary - By Client Last Name

Report Description

The Month Adjustment Summary – By Client Last Name provides a summary of all of the account adjustments made within the month/s selected, sorted by Client Last Name.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by
- *Description*: The Staff ID of the person who entered the adjustment and Comment entered for the adjustment
- *Date*: The date the adjustment was entered into Cornerstone
- *Amount*: The total dollar ($) amount of the adjustment

Additional Information

Also included but without headings:

- Total Adjustments: The total dollar ($) amount of the adjustments for the specified periods

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Adjustment Summary - By Client Last Name* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Monthly Adjustment Summary

By Client Last Name

Monday, January 01, 1900 12:00 am through Tuesday, March 04, 2003 03:53 am

Client ID	Client Name	Description	Date	Amount
1905	Allen, Corbin J.	Adjustment By IDX, Comment: Explain:	9/24/2000	$178.00
1935	Chandler, Jerome	Adjustment By IDX, Comment: Service Charge	8/15/2001	$2.00
1650	Jones, Agnes Louise	Adjustment By CS, Comment: Explain:	8/7/2006	($23.00)
		Total Adjustments:		**$157.00**

[Click here to see a full copy of this report]

tip [Click here view the steps to select multiple monthly periods for this report.]

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB435**

Report Title: Monthly Clients with Open Invoices - By Client ID

Report Description

The Monthly Clients with Open Invoices – By Client ID displays all of the open invoices sorted by Client ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by
- *Invoice ID*: The number that is automatically assigned by Cornerstone to each Invoice
- *Amount*: The total dollar ($) amount of each open invoice

Important Information:

- This report can only be run from the *Monthly period*: **Current**

Report Benefits & Uses:

- This report can be used to identify clients with open invoices before processing End of Month.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Clients with Open Invoices - By Client ID* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Clients With Open Invoices

Monthly - By Client ID

Wednesday, August 30, 2000 07:38 pm through Wednesday, August 30, 2006 07:30 am

Client ID	Client Name	Invoice ID	Amount
1523	Smith, Kenneth R.	68	$122.00
1925	Robinson, Chad	75	$227.00

[Click here to see a full copy of this report]

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB437**

Report Title: Monthly Clients with Open Invoices - By Invoice No.

Report Description

The Monthly Clients with Open Invoices – By Invoice No. displays all of the open invoices sorted by Invoice number.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by
- *Invoice ID*: The number that is automatically assigned by Cornerstone to each Invoice
- *Amount*: The total dollar ($) amount of each open invoice

Important Information:

- This report can only be run from the *Monthly period*: **Current**

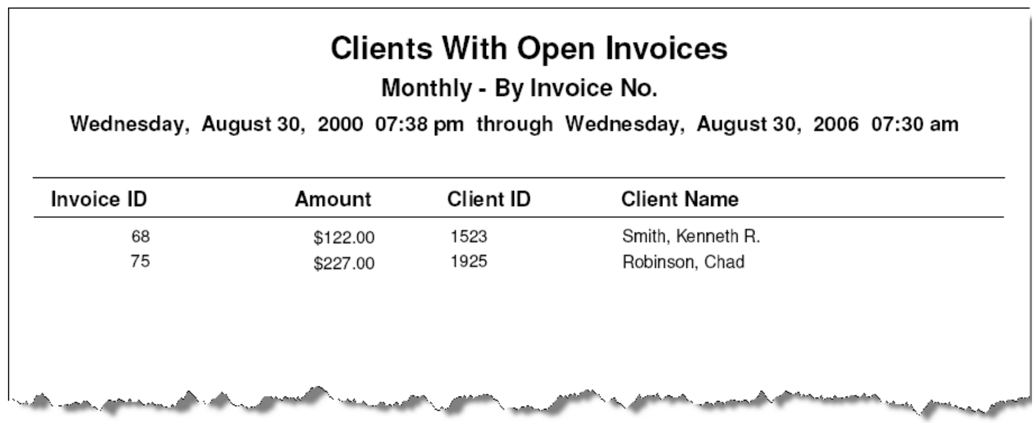
Report Benefits & Uses:

- This report can be used to identify clients with open invoices before processing End of Month.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Clients with Open Invoices - By Invoice No.* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report



Clients With Open Invoices

Monthly - By Invoice No.

Wednesday, August 30, 2000 07:38 pm through Wednesday, August 30, 2006 07:30 am

Invoice ID	Amount	Client ID	Client Name
68	$122.00	1523	Smith, Kenneth R.
75	$227.00	1925	Robinson, Chad

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB437**

Report Title: Monthly Deposit Report

Report Description

The Monthly Deposit Report provides a summary of the deposits made within the month selected.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Cashier ID

Report Fields

- *Payment Type*: The type of payments collected within the specified period selected. These can include:
  - Cash, Checks, Credit Cards (MC/Visa/AE/Discover/etc)
  - Less Cash Refund: Total amount of cash refunds for the specified period/s selected.
  - Less Change Given: Total amount of change given for the specified period/s selected.
  - Net Cash: Cash – Less Cash Refund – Less Change Given = Net Cash
- *Deposit Amount*: The individual deposit amounts for each Payment Type. Any deposit amount that is in red and has a parenthesis around it is a credit.

Additional Information
Also included but without headings:
- Total Monthly Receipts:
  - Net Cash + all other *Payment Type* payments

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Deposit Report* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Monthly Deposit Report

Monday, January 01, 1900 12:00 am through Friday, August 18, 2006 01:57 pm

Payment Type		Deposit Amount
CASH	$7,650.82	
Less Cash Refund	($97.00)	
Less Change Given	($222.32)	
Net Cash:		$7,331.50
American Express		$673.00
Care Credit		$104.00
Check		$32,001.43
Discover Card		$5,817.00
Master Card		$3,508.00
Visa		$15,572.20
Total Monthly Receipts:		$65,007.13

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB439**

Report Title: Monthly Sales Summary

Report Description

The Monthly Sales Summary displays sales information for each daily closing period within the range selected.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Date*: Daily Period closing date
- *New Clients*: New clients entered
- *Visits*: Number of patients invoiced
- *Number Invoices*: Total number of invoices for the month
- *Total Sales*:
  = (Gross Service Sales + Gross Inventory Sales)
- *Service Sales*: Gross sales for service items
- *Inventory Sales*: Gross sales for inventory items
- *Sales Tax*: Total amount of sales tax for the month
- *Preset Discounts*: Total amount of line item discounts for the month
- *Manual Discounts*: Total amount of discounts created using the Discount button on the invoice for the month
- *Refunds*: Total amount of refunds given during the monthly periods selected
- *Payments*: Total amount of payments received during the monthly period selected

Important Information:

- This report also displays a total for each of the report field columns.

Monthly Sales Summary

Wednesday, August 30, 2000 07:38 pm through Wednesday, August 30, 2006 07:30 am

Date	New Clients	Visits	Number Invoices	Total Sales	Service Sales	Inventory Sales	Sales Tax	Preset Discounts	Manual Discounts	Refunds	Payments
8/28/2000	0	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9/29/2000	9	13	9	$1,133.67	$617.00	$516.67	$0.00	$0.00	$0.00	$0.00	($1,133.67)
8/7/2006	11	3	3	$62.05	$15.00	$47.05	$2.38	($0.75)	($10.00)	$5.00	($48.00)
8/10/2006	0	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($234.00)
	20	16	12	$1,195.72	$632.00	$563.72	$2.38	($0.75)	($10.00)	$5.00	($1,415.67)

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Sales Summary* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

tip [Click here view the steps to select multiple monthly periods for this report.]

[Click here to see a full copy of this report]

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB444**

Report Title: Monthly Staff Commission Detail Report - Gross

Report Description

The Monthly Staff Commission Detail Report – Gross displays the gross commission for each staff detail by item classification.

Sort Order and Range

Sort Order

- There are no *Sort Order* options for this report.

Range

- Item Classification Desc
- Item ID
- Staff ID

Report Fields

- *Staff*: The Staff ID number and Staff name
- *Item Class*: The description of each classification
- *Item Subclass*: The description of each subclassification
- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: The total quantity of items invoiced during the specific period/s selected
- *Sale Amount*: The total dollar ($) amount invoiced for the specific period selected
- *Commission*: The total dollar ($) amount the staff is due for commission during the specific period selected

Additional Information

Also included but without headings:

- Totals for each *Item Class*
- Totals for each *Staff*
- Note: When running either of these reports from 'current' commission information will not appear until the transactions are included in an end of day.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Staff Commission Detail Report - Gross* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Monthly Staff Commission Detail Report - Gross

By Staff Lastname

Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Staff	Item Class	Item Subclass	Item ID	Item Description	Quantity	Sale Amount	Commission
2	Bee, Sue						
	BOARDING - SMALL						
			6510	BOARDING (CANINE)	1.00	$12.00	$0.24
				Totals for BOARDING - SMALL:	1.00	$12.00	$0.24
	GROOMING - SMALL						
			8510	BATH	1.00	$0.00	$0.00
			8512	NAIL TRIM	2.00	$9.00	$0.18
			8520	BATH & DIP	3.00	$72.50	$1.45
			8580	GROOM W/SEDATION	1.00	$38.50	$0.77
				Totals for GROOMING - SMALL:	7.00	$120.00	$2.40
	LABORATORY - SMALL	BLOOD TESTS					
			4110	CBC W/PROFILE	1.00	$28.00	$0.56
				Totals for LABORATORY - SMALL:	1.00	$28.00	$0.56
	Nutritional	Foods - Science Diet					
			06668	Maint Canine 15.5 oz Beef	24.00	$48.00	$0.96

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB445**

Report Title: Monthly Staff Commission Detail Report - Net

Report Description

The Monthly Staff Commission Detail Report – Net displays the net commission for each staff detail by item classification.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Item Classification Desc • Item ID • Staff ID

Report Fields

- *Staff*: The Staff ID number and Staff name
- *Item Class*: The description of each classification
- *Item Subclass*: The description of each subclassification
- *Item ID*: The unique item ID assigned to each invoice item ID.
- *Item Description*: The description assigned to each invoice item.
- *Quantity*: The total quantity of items invoiced during the specific period selected
- *Sale Amount*: The total dollar ($) amount invoiced for the specific period selected
- *Commission*: The total dollar ($) amount the staff is due for commission during the specific period selected

Additional Information

Also included but without headings:

- Totals for each *Item Class*
- Totals for each *Staff*
- Note: When running either of these reports from 'current' commission information will not appear until the transactions are included in an end of day.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Staff Commission Detail Report - Net* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Monthly Staff Commission Detail Report - Net

By Staff Lastname

Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Staff	Item Class	Item Subclass	Item ID	Item Description	Quantity	Sale Amount	Commission
2	Bee, Sue						
	BOARDING - SMALL						
			6510	BOARDING (CANINE)	1.00	$12.00	$0.24
				Totals for BOARDING - SMALL:	1.00	$12.00	$0.24
	GROOMING - SMALL						
			8510	BATH	1.00	$0.00	$0.00
			8512	NAIL TRIM	2.00	$9.00	$0.18
			8520	BATH & DIP	3.00	$72.50	$1.45
			8580	GROOM W/SEDATION	1.00	$38.50	$0.77
				Totals for GROOMING - SMALL:	7.00	$120.00	$2.40
	LABORATORY - SMALL	BLOOD TESTS					
			4110	CBC W/PROFILE	1.00	$28.00	$0.56
				Totals for LABORATORY - SMALL:	1.00	$28.00	$0.56
	Nutritional	Foods - Science Diet					

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB445**

Report Title: Monthly Staff Commission Summary Report - Gross

Report Description

The Monthly Staff Commission Summary Report – Gross displays a summary of the monthly gross staff commission by item classification.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Staff ID

Report Fields

- *Staff ID and Name*: The unique item ID assigned to each staff member in Cornerstone that was entered on the invoice line.
- *Item Classification*: The description of each classification
- *Quantity*: The total quantity of items invoiced during the specific period selected
- *Sale Amount*: The total dollar ($) amount invoiced for the specific period selected
- *Commission*: The total sales commission amount based on the commission setup for that staff member in List>Staff commission.

Additional Information
Also included but without headings:

- Totals for *Quantity*, *Sale Amount* and *Commission* for all staff
- Note: Information for each staff member will print on its own page
- Note: There is also a second report printed that is a summary of information for each staff member printed on one page
- Note: This report does not include discounts or taxes

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Staff Commission Summary Report - Gross* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Monthly Staff Commission Summary Report - Gross
By Staff Lastname
Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Staff ID and Name		Item Classification	Quantity	Sale Amount	Commission
2	Bee, Sue				
		BOARDING - SMALL	1.00	$12.00	$0.24
		GROOMING - SMALL	7.00	$120.00	$2.40
		LABORATORY - SMALL	1.00	$28.00	$0.56
		Nutritional	27.00	$155.76	$3.12
		PROFESSIONAL SERVICES - SMALL	2.00	$13.00	$0.26
		Skin Care	2.00	$48.25	$0.97
		VACCINATIONS - SMALL	2.00	$50.00	$1.00
		Totals for Sue Bee:	**42.00**	**$427.01**	**$8.55**

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB447**

Report Title: Monthly Staff Commission Summary Report - Net

Report Description

The Monthly Sales Summary displays sales information for each daily closing period within the range selected.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Staff ID

Report Fields

- *Staff ID and Name*: The unique item ID assigned to each staff member in Cornerstone that was entered on the invoice line
- *Item Classification*: The description of each classification
- *Quantity*: The total quantity of items invoiced during the specific period selected
- *Sale Amount*: The total dollar ($) amount invoiced for the specific period selected
- *Commission*: The total sales commission amount based on the commission setup for that staff member in List>Staff commission.

Additional Information

Also included but without headings:

- Totals for *Quantity*, *Sale Amount* and *Commission* for all staff
- Note: Information for each staff member will print on its own page
- Note: There is also a second report printed that is a summary of information for each staff member printed on one page
- Note: This report does not include discounts or taxes

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Staff Commission Summary Report - Net* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Monthly Staff Commission Summary Report - Net

By Staff Lastname

Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Staff ID and Name		Item Classification	Quantity	Sale Amount	Commission
2	Bee, Sue				
		BOARDING - SMALL	1.00	$12.00	$0.24
		GROOMING - SMALL	7.00	$120.00	$2.40
		LABORATORY - SMALL	1.00	$28.00	$0.56
		Nutritional	27.00	$155.76	$3.12
		PROFESSIONAL SERVICES - SMALL	2.00	$13.00	$0.26
		Skin Care	2.00	$48.25	$0.97
		VACCINATIONS - SMALL	2.00	$50.00	$1.00
		Totals for Sue Bee:	**42.00**	**$427.01**	**$8.55**

[Click here to see a full copy of this report]

tip [Click here view the steps to select multiple monthly periods for this report.]

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB447**

Report Title: Monthly Staff Commission Totals Report - Gross

Report Description

The Monthly Staff Commission Totals Report – Gross displays the gross monthly total for staff commissions and the total amount of sales for each staff.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Staff ID

Report Fields

- *Staff ID and Name*: The unique item ID assigned to each staff member in Cornerstone that was entered on the invoice line.
- *Quantity*: The total quantity of items invoiced during the specific period selected
- *Sale Amount*: The total dollar ($) amount invoiced for the specific period selected
- *Commission*: The total sales commission amount based on the commission setup for that staff member in List>Staff commission.

Additional Information
Also included but without headings:
- Totals for *Quantity*, *Sale Amount* and *Commission* for all staff

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Staff Commission Totals Report - Gross* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

Monthly Staff Commission Totals Report - Gross
By Staff Lastname
Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Staff ID and Name			Quantity	Sale Amount	Commission
2	Bee, Sue		42.00	$427.01	$8.55
3	Carson, DVM, Anne		49.00	$11,231.47	$224.64
CS	Cornerstone		51.00	$47.05	$0.94
1	Jones, DVM, Fred		694.00	$30,903.33	$618.06
		Totals:	836.00	$42,608.86	$852.19

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB449**

Report Title: Monthly Staff Commission Totals Report - Net

Report Description

The Monthly Staff Commission Totals Report – Net displays the net monthly total for staff commissions and the total amount of sales for each staff.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Staff ID

Report Fields

- *Staff ID and Name*:The unique item ID assigned to each staff member in Cornerstone and staff name.
- *Quantity*: The total quantity of items invoiced during the specific period selected
- *Sale Amount*: The total dollar ($) amount invoiced for the specific period selected
- *Commission*: The total sales commission amount based on the commission setup for that staff member in List > Staff commission.

Additional Information

Also included but without headings:

- Totals for *Quantity*, *Sale Amount* and *Commission* for all staff

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Monthly Staff Commission Totals Report - Net* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Monthly Staff Commission Totals Report - Net

By Staff Lastname

Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Staff ID and Name		Quantity	Sale Amount	Commission
2	Bee, Sue	42.00	$427.01	$8.55
3	Carson, DVM, Anne	49.00	$11,231.47	$224.64
CS	Cornerstone	51.00	$36.74	$0.73
1	Jones, DVM, Fred	694.00	$30,903.33	$618.06
	Totals:	836.00	$42,598.55	$851.98

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB449**

Report Title: New Client Report - By Client ID

Report Description

The New Client Report – By Client ID shows all of the new clients entered into Cornerstone during the selected periods sorted by Client ID.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name and Phone No.*: The name that the client most often is referred by and the client's primary phone number.
- *Mailing Address*: The client's mailing address (street/PO BOX and city, state and postal code)
- *Date*: This date is the date that the client was entered into Cornerstone.

Report Benefits & Uses:

- You can use these reports to create mailing labels (using the Save As feature) to send client satisfaction surveys or other marketing materials.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *New Client Report - By Client ID* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

New Client Report

Sorted By Client ID

Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Client ID	Client Name And Phone No.	Mailing Address	Date
1	Branch, John (888) 347-5896	844 W. Main Street Troy, WI 77777	7/8/1995
1000	Jones, Patricia W. (888) 555-1263	1155 Dogwood Lane Everywhere, WI 54703	9/22/2000
1001	Jones, Pat (888) 555-1234	1235 Dogwood Lane Everywhere, WI 88888	9/23/2000
1002	Johns, Keith (888) 555-6987	8742 Ringold Lane Everywhere, WI 88888	9/23/2000
1003	Fuller, Max (715) 777-5555	129 Sunnyvale Drive Your Town, WI 54777	9/28/2000
1004	Quinlen, Tom and Terri (715) 111-2222	89 Oak Lawn Court That Town, WI 56789	9/28/2000

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB451**

Report Title: New Client Report - By Client Last Name

Report Description

The New Client Report – By Client Last Name shows all of the new clients entered into Cornerstone during the selected periods sorted by Client Last Name.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name and Phone No.*: The name that the client most often is referred by and the client's primary phone number.
- *Mailing Address*: The client's mailing address (street/PO BOX and city, state and postal code)
- *Date*: This date is the date that the client was entered into Cornerstone.

Report Benefits & Uses:

- You can use these reports to create mailing labels (using the Save As feature) to send client satisfaction surveys or other marketing materials.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *New Client Report - By Client Last Name* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Click here to see a full copy of this report

New Client Report

Sorted By Client Last Name

Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Client ID	Client Name And Phone No.	Mailing Address	Date
DICOMCLT	, Dicom Client	,	8/2/2006
1320	Abbott, Alice (444) 238-4769	887 West Cedar Springfield, WI 62448	7/8/1995
1359	Acklin, Tiffany (715) 555-1212	3401 Lakewood Drive Apt. 104 Freemont, WI 61938	9/3/1996
1902	Adams, Gary & Linda (888) 342-4030	811 N. 1st Madison, WI 77777	9/3/1996
1503	Adams, Robert & Brenda (888) 342-5678	4 Indian Hill Road Madison, WI 77777	9/3/1996
1530	Aldridge, James (888) 895-3917 ext. 186	451 Locust Shady Grove, WI 62461	9/3/1996
1905	Allen, Corbin J.	1010 Market St	9/3/1996

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB451**

Report Title: Referral Report - Doctor by Hospital

Report Description

This report shows the total amount of work completed by your practice sorted by the referring doctor, then the referring hospital.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Doctor ID

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *New*: Total number of invoices with referral patients where the patient was not checked in using the referral recheck option
- *Rechecks*: Total number of invoices with referral patients where the patient was checked in using the referral recheck option
- *Total Visits*: Patients total number of invoices during selected time frame *(Monthly Period or if multiple Monthly Periods are selected)*
- *Sales*: Total net sales from client's referral patients

Additional Information

Also included but without headings:

- Referring Doctor name and address
- Referring Hospital name and address
- Totals for referring doctor
- Totals for referring hospital

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Referral Report - Doctor by Hospital* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Referral Revenue Report

by Doctor by Hospital

Wednesday, August 30, 2000 07:38 pm through Tuesday, September 26, 2006 03:02 pm

	Client ID	Name	New	Rechecks	Total Visits	Sales
Cornerstone, Paul D. 2536 Alpine Rd Eau Claire WI 54701						
Idexx Cornerstone 2536 Alpine Rd Eau Claire WI 54701						
	1913	Amanda Bridges	1	0	1	$17.50
Total for Paul D. Cornerstone at Idexx Cornerstone:			1	0	1	$17.50
Total for Paul D. Cornerstone:			1	0	1	$17.50

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB455**

Report Title: Referral Report - Hospital by Doctor

Report Description

This report shows the total amount of work completed by your practice sorted by the referring hospital, then the referring doctor.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Hospital ID

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *New*: Total number of invoices with referral patients where the patient was not checked in using the referral recheck option
- *Rechecks*: Total number of invoices with referral patients where the patient was checked in using the referral recheck option
- *Total Visits*: Patients total number of invoices during selected time frame *(Monthly Period or if multiple Monthly Periods are selected)*
- *Sales*: Total net sales from client's referral patients

Additional Information

Also included but without headings:

- Referring Hospital name and address
- Referring Doctor name and address
- Totals for referring doctor
- Totals for referring hospital

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Referral Report - Hospital by Doctor* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Referral Revenue Report

by Hospital by Doctor

Wednesday, August 30, 2000 07:38 pm through Tuesday, September 26, 2006 03:02 pm

	Client ID	Name	New	Rechecks	Total Visits	Sales
Idexx Cornerstone 2536 Alpine Rd Eau Claire WI 54701						
Cornerstone, Paul D. 2536 Alpine Rd Eau Claire WI 54701						
	1913	Amanda Bridges	1	0	1	$17.50
Total for Paul D. Cornerstone at Idexx Cornerstone:			1	0	1	$17.50
Total for Idexx Cornerstone:			1	0	1	$17.50

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB456**

Report Title: Referral Summary by Hospital

Report Description

The Referral Summary by Hospital displays the referral hospital's name and address, the number of new referrals, rechecks and total sales for the selected time period.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Hospital ID

Report Fields

- *Referral Hospital*: Name and address of referral hospital
- *New*: Total number of invoices with referral patients where the patient was not checked in using the referral recheck option
- *Rechecks*: Total number of invoices with referral patients where the patient was checked in using the referral recheck option
- *Total*: Total from new and recheck columns
- *Sales*: Total net sales for all referral patients

Additional Information
Also included but without headings:
- Totals for this period

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Referral Summary - by Hospital* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Referral Summary
by Hospital
Wednesday, August 30, 2000 07:38 pm through Thursday, November 02, 2006 10:26 am

Referral Hospital			New	Rechecks	Total	Sales
Crosstown Vet Hospital 123 Any Street Eau Claire	WI	54703	2	0	2	$129.10
	Totals for this period:		2	0	2	129.1

[Click here to see a full copy of this report](#)

tip [Click here view the steps to select multiple monthly periods for this report](#).

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB2657**

Report Title: Referral Summary by Doctor

Report Description

The Referral Summary – by Doctor displays the referral doctor's name and address, the number of new referrals, rechecks and total sales for the selected time period.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Doctor ID

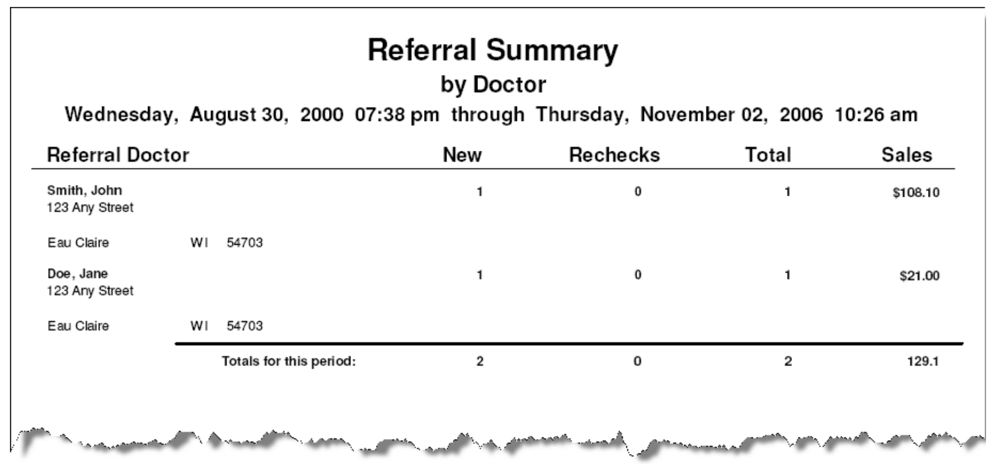
Report Fields

- *Referral Doctor*: Name and address of referral doctor
- *New*: Total number of invoices with referral patients where the patient was not checked in using the referral recheck option
- *Rechecks*: Total number of invoices with referral patients where the patient was checked in using the referral recheck option
- *Total*: Total from new and recheck columns
- *Sales*: Total net sales for all referral patients

Additional Information
Also included but without headings:
- Totals for this period

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Referral Summary - by Doctor* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.



Referral Summary
by Doctor
Wednesday, August 30, 2000 07:38 pm through Thursday, November 02, 2006 10:26 am

Referral Doctor			New	Rechecks	Total	Sales
Smith, John 123 Any Street			1	0	1	$108.10
Eau Claire	WI	54703				
Doe, Jane 123 Any Street			1	0	1	$21.00
Eau Claire	WI	54703				
	Totals for this period:		2	0	2	129.1

[Click here to see a full copy of this report](#)

tip [Click here view the steps to select multiple monthly periods for this report.](#)

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB2656**

Report Title: Referral Summary - Doctor by Hospital

Report Description

The Referral Summary Report – Doctor by Hospital shows the total amount of work done for another doctor by your practice, sorted first by doctor, then by hospital.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Doctor ID

Report Fields

- *Referral Doctor*: Name and address of referral doctor
- *Referral Hospital*: Name and address of referral hospital
- *New*: Total number of invoices with referral patients where the patient was not checked in using the referral recheck option
- *Rechecks*: Total number of invoices with referral patients where the patient was checked in using the referral recheck option
- *Total*: Total from new and recheck columns
- *Sales*: Total net sales for all referral patients

Additional Information

Also included but without headings:

- Total of *New*, *Rechecks*, *Total* and *Sales* for Doctor
- Total for this period

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Referral Summary - Doctor by Hospital* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Referral Summary

by Doctor by Hospital

Wednesday, August 30, 2000 07:38 pm through Tuesday, September 26, 2006 03:02 pm

Referral Doctor	Referral Hospital	New	Rechecks	Total	Sales
Cornerstone, Paul D. 2536 Alpine Rd Eau Claire WI 54701					
	Idexx Cornerstone 2536 Alpine Rd Eau Claire WI 54701	1	0	1	$17.50
	Total for Doctor:	1	0	1	$17.50

[Click here to see a full copy of this report]

tip [Click here view the steps to select multiple monthly periods for this report.]

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB459**

Report Title: Referral Summary - Hospital by Doctor

Report Description

The Referral Summary Report – Hospital by Doctor shows the total amount of work done for another hospital by your practice, sorted first by hospital, then by doctor.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• Hospital ID

Report Fields

- *Referral Hospital*: Name and address of referral hospital
- *Referral Doctor*: Name and address of referral doctor
- *New*: Total number of invoices with referral patients where the patient was not checked in using the referral recheck option
- *Rechecks*: Total number of invoices with referral patients where the patient was checked in using the referral recheck option
- *Total*: Total from new and recheck columns
- *Sales*: Total net sales for all referral patients

Additional Information
Also included but without headings:
- Total of *New*, *Rechecks*, *Total* and *Sales* for Hospital
- Total for this period

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Referral Summary - Hospital by Doctor* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Referral Summary
by Hospital by Doctor
Wednesday, August 30, 2000 07:38 pm through Tuesday, September 26, 2006 03:02 pm

Referral Hospital	Referral Doctor	New	Rechecks	Total	Sales
Idexx Cornerstone 2536 Alpine Rd Eau Claire WI 54701					
	Cornerstone, Paul D. 2536 Alpine Rd Eau Claire WI 54701	1	0	1	$17.50
	Total for Hospital:	1	0	1	$17.50

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB460**

Report Title: Returned Check Summary

Report Description

Use the Returned Check Summary report to follow up on amounts that need to be recovered.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Client Name*: The name that the client most often is referred by.
- *Date*: The date (presented month/day/year) that the check was returned.
- *Check #*: The check number of the check that was returned
- *Check Amount*: The total dollar ($) amount of the check that was returned
- *Service Charge*: The total dollar ($) amount that the practice charged as a service charge (sometimes known as returned check fee, NSF, etc) for the returned check.

Additional Information
Also included but without headings:
- Total for *Check Amount*
- Total for *Service Charge*

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Returned Check Summary* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Returned Check Summary

Monthly

Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Client ID	Client Name	Date	Check #	Check Amount	Serv. Charge
1359	Acklin, Tiffany	7/2/1999	145	$150.00	$25.00
1650	Jones, Agnes Louise	8/7/2006	12365	$158.00	$25.00
			Totals:	$308.00	$50.00

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB461**

Report Title: Sales Tax Summary by Revenue Center

Report Description

The Sales Tax Summary – By Revenue Center report shows how much sales tax was collected by revenue center.

Sort Order and Range

Sort Order	Range
• There are no *Sort Order* options for this report.	• There are no *Range* options for this report.

Report Fields

- *Tax Description*: The description assigned to the revenue center and tax.
- *Current Tax Rate*: The current tax percentage (%)
- *Taxable Sales*: The total dollar ($) amount of sales that is taxable
- *Total Tax Amount*: The total dollar ($) amount of tax on taxable items

Additional Information
Also included but without headings:

- Total of *Total Taxable Amount* for each Revenue Center

Directions to Run the Report

1. In Cornerstone, select **Reports** > **End Of Period** > **End Of Month**.
2. Select the desired **End of Month Date** from the *Monthly periods* area.
3. Select *Sales Tax Summary - by Revenue Center* from *Report list*.
4. Click **Preview**.
5. Click **Print** to print the report, **Save** to save the report to a specific location or **Cancel** to close the report preview window.

Sales Tax Summary by Revenue Center Report
Monthly - Closed Invoices
Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

Tax Description	Current Tax Rate	Taxable Sales	Total Tax Amount
Hospital			
Default Tax Rate	7	$274.00	$19.18
		Total:	**$19.18**

Click here to see a full copy of this report

tip Click here view the steps to select multiple monthly periods for this report.

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB462**

Chapter 3: Invoice Item Reports

Report Title: Compliance Report

Report Description

The Compliance Report details the number of times an item (or items) has been purchased during a particular time period. Use the report to monitor which clients are not repurchasing items that should be dispensed at regular intervals (such as Heartworm medication). This report is only available if you have selected a compliance group in Defaults.

Sort Order and Range

Sort Order	Range
• Client Last Name	• Invoice Item ID • Date

Report Fields

- *Client Name*: The name of the client associated with the invoice that the item was dispensed on.
- *Phone Number*: The telephone number provided by the client that was entered into Cornerstone.
- *Patient Name:* The name of the patient associated with the item on the invoice.
- *Patient Weight*: The most current patient weight recorded in Cornerstone
- *Date First Dispensed*: The date the item was first dispensed for the patient.
- *No. Times Dispensed*: The number of times the item was dispensed for the patient.
- *Avg. Quan. Dispensed*: The average number (unit of measure - ex. tablet, ML, package, dose, etc) dispensed to the patient
- *Days Since First Dispensed*: The number of days since the item was first dispensed for the patient.

Compliance Report

Client Name	Phone	Patient Name	Patient Weight	Date First Dispensed	No. Times Dispensed	Avg. Quan. Dispensed	Days Since First Dispensed
	Item: 01860 Porcine Ecolizer 20 ds						
Smith, Clark	(444)483-6452	Boars		6/17/2000	1	1.00	2238
	Item: 02108 Prednisone 10 mg						
Shmitz, Laura	(888)247-8877	Chico		9/27/2000	1	10.00	2136
Trent, Jon & Becky	(888)342-2110	Tiffany		9/26/2000	1	10.00	2137
	Item: 02220 Amoxicillin 50 mg						
Heaton, Curt & Angie	(888)347-8898	Samantha		9/24/2000	1	21.00	2139
Jones, Agnes Louise	(888)895-2464	Scotty		6/17/2000	1	20.00	2238
	Item: 02223 Amoxicillin 200 mg						
McGregor, Howard A.	(888)347-3344	Brandon		9/24/2000	1	21.00	2139
	Item: 02227 Amoxicillin Suspension 15 ml						
Brown, Roland F.	(888)342-5689	Zero		9/26/2000	1	2.00	2137
	Item: 02242 Antirobe 150 mg						
Adams, Gary & Linda	(888)342-4030	Bandit		3/11/1999	2	28.00	2702
	Item: 02243 Antirobe Drops 25 mg/20 ml						
Dutton, Laura	(888)347-3488	Bethany		9/29/2000	1	1.00	2134
Zunkel, Mark	(888)347-0845	Hobbes		9/28/2000	1	1.00	2135
	Item: 02257 Baytril 68 mg						
Shmitz, Laura	(888)247-8877	Chico		9/27/2000	1	14.00	2136
Trent, Jon & Becky	(888)342-2110	Tiffany		9/26/2000	1	14.00	2137

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Compliance Report**.
3. Click **Preview**.
4. On the *Compliance Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

[Click here to see a full copy of this report]

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB352**

Report Title: Controlled Substance Report

Report Description

Use this report to print out a list of controlled drugs that have been sold and the clients and patients that have received them. This is a helpful report for checking against a controlled drug log for accuracy.

Sort Order and Range

Sort Order	Range	
• Invoice Item Description • Invoice Item ID	• Client Last Name • Invoice Date • Invoice Item Description	• Invoice Item ID • Staff Last Name

Report Fields

- *Date:* The date assigned to the item on an invoice.
- *Reason:* Indicates the Reason selected at time of invoice when using the Controlled Drug Reasons.
- *Sold:* Indicates the quantity sold and unit of measure.
- *ID:* The unique identifier assigned to a patient associated with the item on the invoice.
- *Patient Name:* The name of the patient associated with the item on the invoice.
- *ID:* The unique identifier assigned to the client associated with the invoice.
- *Client Name:* The name of the client associated with the Invoice.
- *Birthdate:* The date of birth for the patient associated with the item on the invoice.
- *Sex:* The sex of the patient associated with the item on the invoice.
- *Doctor:* The name of the doctor associated with the item on the invoice.
- *Telephone:* The telephone number assigned to the client associated with the invoice.

Additional Information

Also included but without headings:

- *Client Address*: The address assigned to the client associated with the invoice.
- *Item ID*: The unique identifier for each invoice item.
- *Description*: The name of the invoice item (Hospital Description).
- *Current QOH*: The total quantity on hand for each invoice item.
- *NDC #*: The National Drug Code (NDC) assigned to each invoice item.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Controlled Substance Report**.
3. Click **Preview**.
4. On the *Controlled Substance Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Controlled Substance Report

Sorted By Item Description

Date Reason	Sold	ID ID	Patient Name Client Name	Birthdate	Sex	Doctor Telephone
Item ID: 02903 **NDC #:**		**Description:**	**Acepromazine 10 mg**			**Current QOH:** .00
7/12/2009 Sedation	30.00 tablet	111 1942	Darwin Curtis, Ginger 856 Lincoln Drive Eau Claire, WI 54702	8/19/2000	Male	Jones, DVM, Fred (715) 347-6781
7/12/2009 Sedation	30.00 tablet	110 1942	Princess Curtis, Ginger 856 Lincoln Drive Eau Claire, WI 54702	8/4/1999	Female	Jones, DVM, Fred (715) 347-6781
Item ID: 7380 **NDC #:**		**Description:**	**Fentanyl Patch**			**Current QOH:** -1.00
7/12/2009 Prescribed Medications	1.00 each	195 1359	Odie Acklin, Tiffany 3401 Lakewood Drive Apt 104 Eau Claire, WI 54703	3/6/1999	Male	Stanley, DVM, Adrienna (715) 457-3499
Item ID: 03190 **NDC #:**		**Description:**	**Torbutrol 1 mg**			**Current QOH:** 740.00
7/12/2009 Pain management	60.00 tablet	222 1902	Boots Adams, Gary & Linda 4010 Country Club Lane SE Menomonie, WI 54751	7/12/2003	Neutered Male	Jones, DVM, Fred (715) 457-9764

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 3.x.

Cornerstone Support Reference Document: **KB1641**

Report Title: Departing Instructions Report

Report Description

Use this report to print out departing instructions and review the wording for each instruction.

Sort Order and Range

Sort Order	Range
• Departing Instruction Desc. • Departing Instruction ID	• Departing Ins. Desc. • Departing Ins. ID

Report Fields

- *ID*: The unique identifier for each instruction.
- *Description*: The name of the instruction.
- *Departing Instruction Text*: The departing instruction information.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Departing Instructions Report**.
3. Click **Preview**.
4. On the *Departing Instructions Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.

   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

[Click here to see a full copy of this report]

Departing Instructions

Sorted By ID

ID	Description	Departing Instruction Text
01	ACEPROMAZINE	ACEPROMAZINE: THIS MEDICATION IS A TRANQUILIZER. EXPECT A LITTLE DROWSINESS AND INCOORDINATION FOR 8-12 HOURS AFTER EACH PILL. THE MEDICATION SHOULD BE GIVEN AT LEAST 1 HOUR BEFORE THE TRANQUILIZATION IS NECESSARY. IF YOUR PET GETS VERY WEAK, STOP THE MEDICATION AND CALL THE DOCTOR. DO NOT GIVE MORE THAN WHAT IS RECOMMENDED.
02	ANAL GLAND EXPRESSION	ANAL GLAND CLEANING: THERE MAY BE AN ODOR ASSOCIATED WITH THIS PROCEDURE. THIS IS NORMAL. YOUR PET MAY PAY SOME ATTENTION TO THE AREA FOR 1-2 DAYS. IF THIS OCCURS, A WARM COMPRESS OVER THE RECTUM 2-3 TIMES DAILY WILL HELP ALLEVIATE THE DISCOMFORT.
03	ANTIBIOTIC REACTION CAUTION	YOU HAVE BEEN GIVEN AN ANTIBIOTIC TO USE AT HOME. IT IS VERY UNUSUAL, BUT SOME SIDE EFFECTS HAVE BEEN REPORTED IN PETS WHO ARE SENSITIVE TO ANTIBIOTICS. IF YOUR PET STOPS EATING, DEVELOPS LOOSE STOOLS, VOMITS OR DEVELOPS A RASH, STOP THE MEDICATION AND CALL THE HOSPITAL.
04	ATROPINE OPHTHALMIC OINTMENT	ATROPINE OPHTHALMIC OINTMENT WILL CAUSE THE PUPIL TO DILATE (GET BIGGER). THIS IS NORMAL. AFTER THE MEDICATION IS DISCONTINUED, IT WILL TAKE 3-7 DAYS FOR THE EYE TO RETURN TO NORMAL. WHILE YOUR PET IS BEING TREATED, KEEP HIM/HER OUT OF STRONG, DIRECT LIGHT AS THIS CAN CAUSE DISCOMFORT.
05	DEXAMETH./MEDROL/PREDNI	YOUR PET HAS BEEN PRESCRIBED A CORTISONE MEDICATION. IN DOGS AND TO A LESSER EXTENT IN CATS, THIS MEDICATION WILL CAUSE AN INCREASE IN THIRST, URINATION AND APPETITE. GIVE PLENTY OF WATER, BUT FEED NORMALLY.
06	LASIX	LASIX IS A DIURETIC (WATER PILL). IT WILL CAUSE INCREASED THIRST AND DESIRE TO URINATE. BE SURE YOUR PET HAS FRESH, CLEAN DRINKING WATER AT ALL TIMES. ALLOW YOUR PET TO HAVE ACCESS OUTDOORS MORE OFTEN WHILE ON A DIURETIC MEDICATION.
07	ANESTHETIC - RESTRICT FOOD	YOUR PET RECEIVED AN ANESTHETIC. PLEASE KEEP THEM CONFINED UNTIL RE- COVERED COMPLETELY. RESTRICT WATER INTAKE TO SMALL AMOUNTS FOR THE NEXT 24 HOURS. RESTRICT FOOD INTAKE TO SMALL AMOUNTS ALSO; 1/3 NORMAL RATION THIS EVENING BECAUSE THE

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB354**

Report Title: Invoice Group Item Setup Report

Report Description

Use the Invoice Group Item Setup Report to view which invoice items are included in a group item, the price of each group item, and any smart settings associated with each item within the group item.

Sort Order and Range

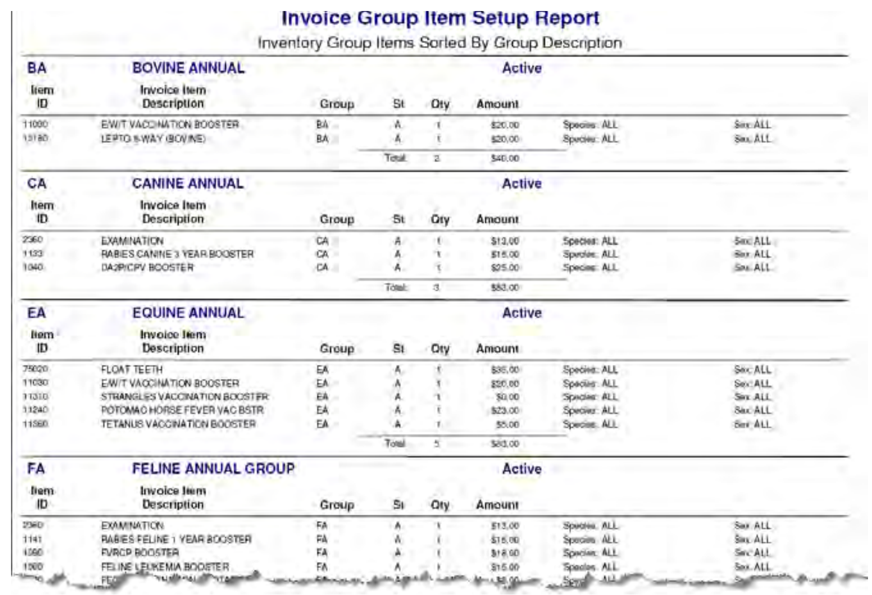
Sort Order	Range
• By Group Description • By Group ID	• Group Description • Group ID • Item Status

Report Fields

- *Group Item ID*: The unique identifier for each Group Item.
- *Group Item Description*: The name of the Group Item (Hospital Description).
- *Status*: Active or Inactive
- *Invoice Item ID*: The unique identifier for each invoice item within the group item.
- *Invoice Item Description*: The name of the Invoice Item (Hospital Description).
- *Group*: Group item the Invoice Item is attached to
- *State*: Active or Inactive
- *Quantity*: Quantity of Invoice Item applied to Group Item
- *Amount*: The selling price for each invoice item within the group item.
- *Species*: Which species the item applies to on the Group Item
- *Sex*: Which sex the item applies to on the Group Item *Age*: Age range for qualifying patient.
- *Weight*: Weight range for qualifying patient.
- *Ask for weight*: Either always ask for weight, or ask when no weight
- *Ask before adding this item*: Prompt user to accept item before adding.
- *Stop and ask for quantity*: Prompt user to enter quantity before adding.
- *Mark up/down*: Change the price of the item.
- *Ignore Minimum Price*: Override minimum price when marking down the selling price.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Group Item Setup Report**.
3. Click **Preview**.
4. On the *Invoice Group Item Setup Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.



Invoice Group Item Setup Report

Inventory Group Items Sorted By Group Description

Item ID	Invoice Item Description	Group	St	Qty	Amount		
BA	**BOVINE ANNUAL**				**Active**		
11000	E/W/T VACCINATION BOOSTER	BA	A	1	$20.00	Species: ALL	Sex: ALL
13180	LEPTO 5-WAY (BOVINE)	BA	A	1	$20.00	Species: ALL	Sex: ALL
			Total	2	$40.00		
CA	**CANINE ANNUAL**				**Active**		
2360	EXAMINATION	CA	A	1	$13.00	Species: ALL	Sex: ALL
1133	RABIES CANINE 3 YEAR BOOSTER	CA	A	1	$15.00	Species: ALL	Sex: ALL
1040	DA2P/CPV BOOSTER	CA	A	1	$25.00	Species: ALL	Sex: ALL
			Total:	3	$53.00		
EA	**EQUINE ANNUAL**				**Active**		
75020	FLOAT TEETH	EA	A	1	$35.00	Species: ALL	Sex: ALL
11030	E/W/T VACCINATION BOOSTER	EA	A	1	$20.00	Species: ALL	Sex: ALL
11310	STRANGLES VACCINATION BOOSTER	EA	A	1	$0.00	Species: ALL	Sex: ALL
11240	POTOMAC HORSE FEVER VAC BSTR	EA	A	1	$23.00	Species: ALL	Sex: ALL
11360	TETANUS VACCINATION BOOSTER	EA	A	1	$5.00	Species: ALL	Sex: ALL
			Total	5	$83.00		
FA	**FELINE ANNUAL GROUP**				**Active**		
2360	EXAMINATION	FA	A	1	$13.00	Species: ALL	Sex: ALL
1141	RABIES FELINE 1 YEAR BOOSTER	FA	A	1	$15.00	Species: ALL	Sex: ALL
1090	FVRCP BOOSTER	FA	A	1	$18.00	Species: ALL	Sex: ALL
1500	FELINE LEUKEMIA BOOSTER	FA	A	1	$15.00	Species: ALL	Sex: ALL

[Click here to see a full copy of this report](#)

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB355**

Report Title: Invoice Item Classification Setup Report

Report Description

Use the Invoice Item Classification Setup Report to view the invoice item classifications and subclasses set up in Cornerstone.

Sort Order and Range

Sort Order	Range
• Invoice Item Classification	• Item Classification

Report Fields

- *Primary Class/Subclass ID*: The unique identifier for each invoice item's classification and subclassification.
- *Primary Class/Subclass Description*: The name of the invoice item's classification and subclassification.
- *Revenue Center*: The revenue center assigned to a classification

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Classification Setup Report**.
3. Click **Preview**.
4. On the *Invoice Item Classification Setup Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Invoice Item Classification Setup Report

Sorted By Invoice Item Classifications

Primary Class/Subclass ID	Primary Class/Subclass Description	Revenue Center
ANE	ANESTHESIA - SMALL	
ANL	ANESTHESIA - LARGE	
BOA	BOARDING - SMALL	
DEL	DENTAL - LARGE	
DEN	DENTAL - SMALL	
GRO	GROOMING - SMALL	
GROU	Group	
HEA	Heartworm	
HOL	HOSPITALIZATION - LARGE	
HOS	HOSPITALIZATION - SMALL	
LAB	LABORATORY - SMALL	
BLT	BLOOD TESTS	
EKG	EKG	
EYE	EYES	
FEC	FECAL	

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB356**

Report Title: Invoice Item Dispensing Setup Report

Report Description

The Invoice Item Dispensing Setup Report displays a list of invoice items at the practice that have Dispensing items attached to them and the dispensing item pricing information.

Sort Order and Range

Sort Order	Range	
• Classification by Description • Classification by ID	• Class ID • Dispensing Item Description • Dispensing Item ID • Invoice Item Description	• Invoice Item ID • Item Status • Subclass ID

Report Fields

- *Item ID*: The unique identifier for each invoice item.
- *Invoice Item Description*: The name of the Invoice Item (Hospital Description).
- *Dispensing Item ID*: The unique identifier for each Dispensing Item.
- *Dispensing Item Description*:The name of the Dispensing Item (Hospital Description).
- *Revenue Center*: The default revenue center that the dispensing fee is assigned
- *Dispensing Item Fee Amount*: Listed when the dispensing fee is calculated by a set dollar ($) amount.
- *Dispensing Item Percentage*: Listed when the dispensing fee is calculated by a percentage (%) of the inventory price.
- *Override?:* Determines whether the dispensing item price is added to the invoice item price on the invoice or only the dispensing item price is used.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Dispensing Setup Report**.
3. Click **Preview**.
4. On the *Invoice Item Dispensing Setup Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Invoice Item Dispensing Setup Report
Sorted By Classifications By ID

Item ID	Invoice Item Description	Dispensing Item ID	Dispensing Description	Rev Ctr	Dispensing Item Fee Amt	Pct	Override?
	VAC Vaccines & Biologicals						
	VAS Vaccines & Biologicals-Small						
01037	FVRCP	DISP	Test Dispensing Item	H	$10.00		Y

Click here to see a full copy of this report

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB358**

Report Title: Invoice Item Information Report

Report Description

Use the Invoice Item Price Information Report to find out the price of an invoice item on a particular date and what had been set up in the *Instructions* / *Actions* tab of each item.

Sort Order and Range

Sort Order	Range	
• Invoice Item Description • Invoice Item ID	• Invoice Item Description • Invoice Item ID	• Item Status • Controlled Substance

Report Fields

- *Item ID*: The unique identifier for each invoice item.
- *Invoice Item Description*: The name of the Invoice Item (Hospital Description).
- *Item Status*: Active or Inactive
- *Controlled Substance:* Yes or No
- *Departing Instruction ID*: The ID of the attached departing instruction to the invoice item
- *Special Action*: The name of the special actions assigned to the invoice item
- *Discount*: The name of the discounts assigned to the invoice item.

Note: This report does not show linked prescription instructions.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Information Report**.
3. Click **Preview**.
4. On the *Invoice Item Information Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Invoice Item Information Report

Sorted By Invoice Item Description

Item ID	Invoice Item Description	Item Status	Contr. Subs.	Dept. Inst.ID	Special Action	Discount
01800	8-Way Pre-Farrow	active	No			
01801	8-Way Pre-Farrow 32 ds	active	No			
12000	8-WAY PRE-POST FARROW	active	No			
09601	A.I. Gun 1/2 cc Medium	active	No			
05670	a/d Canine/Feline Can 5.5 oz	active	No		Feeding Guide Software	
40000	ABDOMINOCENTESIS EQ	active	No			
40001	ABDOMINOCENTESIS FA	active	No			
40002	ABDOMINOCENTESIS SA	active	No			
29010	ABORT	active	No			
30000	ABSCESS - DRAIN/OPEN	active	No			
2000	ABSCESS - LANCE & DRAIN	active	No	32		
3010	ABSCESS SURGERY	active	No	32		
08701	Absorbent Liniment	active	No			
02800	Acepromazine 5 mg	active	No	01		
02801	Acepromazine 10 mg	active	No	01		
02802	Acepromazine 25 mg	active	No	01		
02803	Acepromazine Injectable	active	No			
07600	ACTH (40u)	active	No			
06560	Active Formula Can 15.5 oz	active	No		Feeding Guide Software	
04583	Active Formula Dry 5 lbs	active	No		Feeding Guide Software	
04581	Active Formula Dry 20 lbs	active	No		Feeding Guide Software	
04587	Active Formula Dry 40 lbs	active	No		Feeding Guide Software	
04588	Active Formula Dry Sample	active	No		Feeding Guide Software	
08512	Adams Flea Off Mist gal	active	No			
08513	Adams Flea Off Shampoo 6 oz	active	No			
08514	Adams Flea Off Shampoo 12 oz	active	No			
3020	ADD'L CHRG-OBESE/PREG/IN HEAT	active	No			
20000	ADMINISTER UTERINE BOLUS	active	No			

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB357**

Report Title: Invoice Item Price Information Report

Report Description

Use the Invoice Item Price Information report to see the price of an item on a particular date.

Sort Order and Range

Sort Order	Range
• Invoice Item Description • Invoice Item ID	• Invoice Item Description • Invoice Item ID

Report Fields

- *Date*: Date the price was updated
- *Base Price*: Sell price of an item based on the unit of measure
- *Unit of Measure*: The sell unit of measure (the 'Unit of Measure:' field from the Information tab in the Invoice Item Information) window.
- *Dispensing Fee*: Cost of dispensing the item
- *Minimum Price*: Price which appears on the invoice until an invoice item's quantity times price plus dispensing fees exceeds this dollar value. This optional pricing feature is set up in Invoice Item Information.
- *Calculated Selling Price*:

Inventory Items

= (Quantity x Quantity Price + Dispensing Fee + Dispensing Item Fee)

Note: The greater value of either *Calculated Selling Price* or the *Minimum Price* will be listed for the item when used.

Service Items:

= (Quantity x Quantity Price)

Note: The greater value of either *Calculated Selling Price* or the *Minimum Price* will be listed for the item when used.

Additional Information

Also included but without headings:

- Invoice Item ID
- Invoice Item Description

Invoice Item Price Information

Sorted By Invoice Item Description

Date	Base Price	Unit of Measure	Dispensing Fee	Minimum Price
Invoice Item ID: 04023		**Description: 3V Caps Med/Lge Breed 60ct.**		
11/5/1999	$11.60	bottle	$1.25	$0.00
11/8/1999	$11.91	bottle	$1.25	$0.00
12/14/1999	$11.91	bottle	$1.25	$0.00
2/17/2000	$11.91	bottle	$1.25	$0.00
3/7/2000	$11.91	bottle	$1.25	$0.00
5/15/2000	$13.50	bottle	$1.25	$0.00
8/14/2000	$13.50	bottle	$1.25	$0.00
10/10/2000	$13.50	bottle	$1.25	$0.00
11/13/2000	$13.50	bottle	$1.25	$0.00
12/14/2000	$13.50	bottle	$1.25	$0.00
9/23/2002	$13.95	bottle	$1.50	$0.00
9/23/2002	$13.95	bottle	$1.50	$0.00
10/21/2002	$13.95	bottle	$1.50	$0.00
3/11/2003	$14.40	bottle	$1.50	$0.00
10/27/2003	$14.40	bottle	$1.50	$14.00
Invoice Item ID: 04026		**Description: 3V Caps SM+Med Breed 60ct.**		
9/23/2002	$11.05	bottle	$1.50	$0.00
9/23/2002	$13.95	bottle	$1.50	$0.00
9/23/2002	$11.00	bottle	$1.50	$0.00
10/21/2002	$11.05	bottle	$1.50	$0.00
3/25/2004	$47.60	bottle	$1.50	$0.00
Invoice Item ID: 05670		**Description: a/d Canine/Feline Can 5.5 oz**		
1/15/1999	$1.25	can	$0.00	$0.00
1/15/1999	$1.26	can	$0.00	$0.00
1/19/1999	$1.26	can	$0.00	$0.00
3/21/1999	$1.26	can	$0.00	$0.90
4/30/1999	$1.30	can	$0.00	$0.90
5/21/1999	$1.30	can	$0.00	$0.90
2/3/2000	$1.30	can	$0.00	$0.90

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Price Information Report**.
3. Click **Preview**.
4. On the *Invoice Item Price Information Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB359**

Report Title: Invoice Item Reminder Information Report

Report Description

Use the Invoice Item Reminder Information Report to check reminder strategies.

Sort Order and Range

Sort Order	Range	
• Invoice Item Description • Invoice Item ID	• Invoice Item Description • Invoice Item ID	• Item Status

Report Fields

Reminders to Generate: Items in this column will appear as a Reminder on the Patient Record when a patient is invoiced for the associated Invoice Item (See 'Additional Information').

- *Item ID*: The unique identifier for each invoice item. *Invoice Item Description*: The name of the Invoice Item (Hospital Description).
- *Days:* The number of days until the reminder is due
- *Months:* The number of months until the reminder is due
- *Type:* The type of reminder to be generated. A reminder can either be a letter (L) or a callback (C).

Reminders to Satisfy: Items in this column will be satisfied when a patient is invoiced for the associated Invoice Item (See 'Additional Information').

- *Item ID*: The unique identifier for each invoice item.
- *Invoice Item Description*: The name of the Invoice Item (Hospital Description).

Additional Information

Also included but without headings:

- **Item ID**: When this item is invoiced the subsequent reminder item(s) will be generated (listed in the Reminders to Generate column of the report) and/or satisfied (listed in the Reminders to Satisfy column of this report).
- **Description**: Includes Item Description of invoice item description that prompts the reminder as well as the invoice item description that is considered the reminder.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Reminder Information Report**.
3. Click **Preview**.
4. On the *Invoice Item Reminder Information Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Invoice Item Reminder Information Report

Sorted By Invoice Item Desc.

Reminder(s) to Generate						Reminder(s) to Satisfy	
Item ID	Description	Days	Months	Type		ID	Description
Invoice Item: 05670	**a/d Canine/Feline Can 5.5 oz**				**active**		
3012	ABSCESS (LANCE AND DRAIN)	0	12	L		3012	ABSCESS (LANCE AND DRAIN)
Invoice Item: 3030	**AMPUTATE DEWCLAW**				**active**		
3030	AMPUTATE DEWCLAW	3	0	C			
Invoice Item: 5020	**ANES DENTAL**				**active**		
5020	ANES DENTAL	1	0	C			
Invoice Item: 5070	**ANES ISO**				**active**		
5070	ANES ISO	1	0	C			
Invoice Item: 5072	**ANES ISO**				**active**		
5072	ANES ISO	1	0	C			
Invoice Item: 5073	**ANES ISO LONG**				**active**		
5073	ANES ISO LONG	1	0	C			
Invoice Item: 5074	**ANES ISO NEUTER**				**active**		
5074	ANES ISO NEUTER	1	0	C			
Invoice Item: 5071	**ANES ISO SHORT**				**active**		
5071	ANES ISO SHORT	1	0	C			
Invoice Item: 2645	**BLOOD PRESSURE CHECK ANNUAL**				**active**		
2645	BLOOD PRESSURE CHECK ANNUA	0	12	L		2645	BLOOD PRESSURE CHECK ANNUAL
Invoice Item: 1011	**CANINE BORDETELLA 1st VAC**				**active**		
1010	this is the hospital description	21	0	C		1011	CANINE BORDETELLA 1st VAC
Invoice Item: 1040	**CANINE DHLPPC ADULT**				**active**		
1040	CANINE DHLPPC ADULT	0	12	L		1040	CANINE DHLPPC ADULT
						1041	CANINE DHPPC FIRST VAC
						1042	CANINE DHPPC SECOND VAC
Invoice Item: 1041	**CANINE DHPPC FIRST VAC**				**active**		

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB360**

Report Title: Invoice Item Sales Information Report

Report Description

Use the Invoice Item Sales Information Report to see a list of clients that purchased a given item, sales for a specific client, and total items sold using a date range when needed. As of Cornerstone 7.6, a list of clients that purchased an item with a given Lot Number can also be found.

Sort Order and Range

Sort Order	Range	
• Invoice Item ID and Client ID • Invoice Item ID and Date	• Class ID • Invoice Item Description • Invoice Item ID	• Client ID • Invoice Date • Lot Number *(Added in Cornerstone 7.6)*

Report Fields

- *Client ID*: A maximum 10 character ID (numbers and/or letters) assigned to the client record.
- *Patient ID*: *The unique ID (maximum 10 characters) associated with each patient.*
- *Patient Name:* The name of the patient associated with the Invoice Item.
- *Date Sold*: Date from invoice item line on invoice
- *QTY Sold:* Quantity from invoice item line on invoice
- *Total Invoice Price*: Invoice item amount from invoice (Gross)
- *Staff ID: The unique identifier assigned to a Staff member*
- *Staff Name*: Staff name for invoice item line on invoice

Additional Information

Also included but without headings:

- Invoice Item ID: The unique identifier for each invoice item.
- Description: The name of the Invoice Item (Hospital Description).
- Class ID: The unique identifier for each invoice item's classification.
- Total QTY - Total quantity sold for each invoice item.
- Total Sales - Total gross sales amount for each invoice item.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Sales Information**.
3. Click **Preview**.
4. On the *Invoice Item Sales Information* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Invoice Item Sales Information

Sorted by Invoice Item ID, Client ID, and Patient ID

Client ID	Patient ID	Patient Name	Date Sold	QTY Sold	Total Invoice price	Staff ID	Staff Name
Invoice Item ID:		01860	Description: Porcine Ecolizer 20 ds				Class ID: VAC
2651	167	Boars	6/17/2000	1.00	$132.00	1	Fred Jones, DVM
			Total QTY:	1.00	Total Sales:	$132.00	
Invoice Item ID:		02108	Description: Prednisone 10 mg				Class ID: PHA
1907	40	Chico	9/27/2000	10.00	$9.50	1	Fred Jones, DVM
1912	50	Tiffany	9/26/2000	10.00	$10.00	1	Fred Jones, DVM
			Total QTY:	20.00	Total Sales:	$19.50	
Invoice Item ID:		02220	Description: Amoxicillin 50 mg				Class ID: PHA
1650	19	Scotty	6/17/2000	20.00	$7.00	1	Fred Jones, DVM
1904	35	Samantha	9/24/2000	21.00	$7.20	1	Fred Jones, DVM
			Total QTY:	41.00	Total Sales:	$14.20	

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 3.x.

Cornerstone Support Reference Document: **KB361**

Report Title: Invoice Item Setup Report

Report Description

Use the Invoice Item Setup Report to see how invoice items are currently set up.

Sort Order and Range

Sort Order

- Classification by Description
- Classification by ID
- Invoice Item Description
- Invoice Item ID

Range

- Class ID
- Invoice Item Description
- Invoice Item ID
- Invoice Item Price
- Item Status
- Subclass ID
- Type (S, I, G, P, D)

Report Fields

- *Item ID*: The unique identifier for each invoice item.
- *Invoice Item Description*: The name of the Invoice Item (Hospital Description).
- *Type*: Inidicates the type of invoice item listed (S - Service, I - Inventory, G - Group, P - Pick, D - Dispensing).
- *Item Status*: Active or Inactive
- *Unit of Measure*: Indicates how the Invoice Item is sold (dose, box, tablet, etc.).
- *Rev Ctr*: The Revenue Center assigned to the invoice item.
- *Pricing Info - QTY*: Lists price breaks for each invoice item starting with the base price.
- *Pricing Info - Price*: Selling price for each price break starting with the base price.
- *Disp Fee*: Dispensing Fee
- *Min Price*: Price which appears on the invoice until an invoice item's quantity times price plus dispensing fee exceeds this dollar value. This optional pricing feature is set up in Invoice Item Information.
- *Allow Price Chg*: Indicates whether an invoice item's price can be changed at the time of use (Always – No restrictions on price change, Never – Price can never be changed, Only increases – Price can only be increased, Only with reason – Price can be changed when Price Change Reason is selected, Require Change – Price must be changed when item is used).
- *Calculated Selling Price*:
  Inventory Items
  = (Quantity x Quantity Price + Dispensing Fee + Dispensing Item Fee)

Note: The greater value of either *Calculated Selling Price* or the *Minimum Price* will be listed for the item when used.

Service Items:
= (Quantity x Quantity Price)

Note: The greater value of either *Calculated Selling Price* or the *Minimum Price* will be listed for the item when used.

Common Uses:

- This report is most commonly used as a printable Invoice Item price list.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Setup Report**.
3. Click **Preview**.
4. On the *Invoice Item Setup Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Invoice Item Setup Report

Sorted By Classification By Description

Item ID	Invoice Item Description	Type	Item Status	Unit of Measure	Rev Ctr	Pricing Info		Disp Fee	Min Price	Allow Price Chg
						QTY	Price			
			ANE	ANESTHESIA - SMALL						
500	ANESTHESIA - ROUTINE	S	active			Base	30.00	$0.00	$0.00	Always
5000	ANESTHESIA (ADDITIONAL)	S	active			Base	12.50	$0.00	$0.00	Always
5030	ANESTHESIA (INHALANT)	S	active			Base	25.00	$0.00	$0.00	Always
5050	ANESTHESIA (INTRAMUSCULAR)	S	active	[None]		Base	12.50	$0.00	$0.00	Always
5060	ANESTHESIA (INTRAVENOUS)	S	active			Base	20.00	$0.00	$0.00	Always
5070	ANESTHESIA (ISOFLURANE)	S	active	[None]		Base	25.00	$0.00	$0.00	Always
5090	ANESTHESIA (LOCAL)	S	active			Base	10.50	$0.00	$0.00	Always
ZIDEXX	Enter description	I	active	[None]		Base	0.00	$0.00	$0.00	Always
MSCAN	MISCELLANEOUS	S	active	[None]		Base	0.00	$0.00	$0.00	Always
5130	NALOXONE REVERSAL	S	active	[None]		Base	0.00	$0.00	$0.00	Always
5140	PRE-ANESTHETIC MEDICATION	S	active	[None]		Base	0.00	$0.00	$0.00	Always

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 3.x.

Cornerstone Support Reference Document: **KB362**

Report Title: Invoice Item Tax Setup Report

Report Description

Use the Invoice Item Tax Setup Report to see which taxes are linked to invoice items.

Sort Order and Range

Sort Order

- Classification by Description
- Classification by ID

Range

- Class ID
- Invoice Item Description
- Invoice Item ID
- Item Status
- Subclass ID
- Tax

Report Fields

- *Item ID*: The unique identifier for each invoice item.
- *Invoice Item Description*: The name of the Invoice Item (Hospital Description).
- *Type*: (S - Service, I - Inventory, G - Group, P - Pick, D - Dispensing)
- *Item Status*: Active or Inactive
- *Tax Description*: The name of the tax. If no tax is selected for an item, the tax description will read 'Not Taxable' and there will be no rate listed.
  Note: If there is a Tax Rate listed next to the Not Taxable description, contact support for more information.
- *Tax Rate:* The tax percentage (%) rate

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item**.
2. On the *Invoice Item Reports* window, select **Invoice Item Tax Setup Report**.
3. Click **Preview**.
4. On the *Invoice Item Tax Setup Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.
   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.

Click here to see a full copy of this report

Invoice Item Tax Setup Report

Sorted By Classifications By ID

Item ID	Invoice Item Description	Type	Item Status	Tax Description	Tax Rate
		ACS	ANIMAL CARE SERVICES		
023388	Duplicate Rabies Tag	I	active	Not Taxable	
1160	NHC License < 1 year	I	active	Not Taxable	
1161	NHC License 1 year Altered	I	active	Not Taxable	
1162	NHC License 1 year Unaltered	I	active	Not Taxable	
1163	NHC License 3 year Altered	I	active	Not Taxable	
1164	NHC License 3 year Unaltered	I	active	Not Taxable	
1200	Citronella Collar Rental Deposit	S	active	Not Taxable	
1201	Citronella Collar Sale Price	S	active	Not Taxable	
1202	Citronella Collar Rental - Daily	S	active	Not Taxable	
1205	Citronella Collar Rental Weekly Rate	S	active	Not Taxable	
1207	Citronella Collar Rental Monthly Rate	S	active	Not Taxable	
		ANE	ANESTHESIA		
02845	DOMITOR	S	active	Not Taxable	
02855	ANES KETAMINE INJ	S	active	Not Taxable	
09229	Marcaine HCl 0.25% injection	I	active	Not Taxable	
5020	ANES DENTAL	S	active	Not Taxable	
5030	ANES EAR	S	active	Not Taxable	
5041	ANES KETAMINE/VALIUM	S	active	Not Taxable	

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB363**

Report Title: Pick Item Setup Report

Report Description

The Pick Item Setup Report displays the pick lists defined by the practice.

Sort Order and Range

Sort Order	Range	
• Invoice Item Description • Invoice Item ID	• Invoice Item Description • Invoice Item ID	• Item Status *(Active or Inactive)*

Report Fields

- *Item ID*: The unique identifier for each Pick Item.
- *Description*: The name the Pick Item (Hospital Description).
- *Class:* The classification the Pick Item is in.
- *Subclass*: The subclass of the classification the Pick Item is in.
- *Status:* The status of the Pick List. The selection can be either active or inactive.

Additional Information

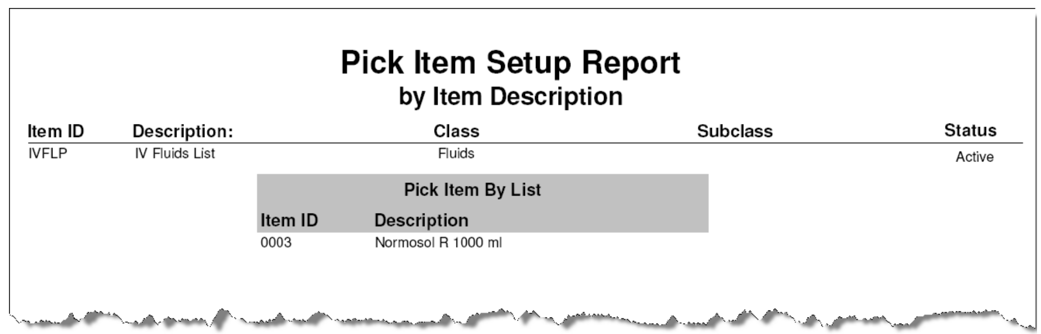
The information about Pick Items that were set up by class rather than by item included under each Pick Item ID:

- **Item ID**: Invoice Item ID selected under the Pick List.
- **Description**: Invoice Item Description selected under the Pick List.

Directions to Run the Report

1. In Cornerstone, select **Reports** > **Invoice Item.**
2. On the *Invoice Item Reports* window, select **Pick Item Setup Report**.
3. Click **Preview**.
4. On the *Pick Item Setup Report* window, select desired **Sort Order**.
5. Optional: Select desired **Range**, if applicable.

   5.1 Type applicable *Starting Values* and *Ending Values*.
6. Click **OK**.



Pick Item Setup Report

by Item Description

Item ID	Description:	Class	Subclass	Status
IVFLP	IV Fluids List	Fluids		Active

Pick Item By List

Item ID	Description
0003	Normosol R 1000 ml

Click here to see a full copy of this report

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.

Cornerstone Support Reference Document: **KB364**

Support: 800-695-2877 • Sales: 800-283-8386

IDEXX LABORATORIES

www.idexxcornerstone.com