Cornerstone Reports Table of Contents

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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 and the applicable text will be highlighted in the document.

![Report Fields](image)

**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.
   Note: 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

- There are no Sort Order options for this report.

Range

- 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**.
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.

**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.

---

**Charged On Account Report**

**Sorted By Client Last Name**

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Invoice Total</th>
<th>Manual Disc.</th>
<th>Net Total</th>
<th>Amount Paid</th>
<th>Net Charged</th>
<th>Account Balance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1450</td>
<td>Ringet, Celista</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$8.00</td>
<td>$0.00</td>
<td>$8.00</td>
<td>$19.00</td>
</tr>
<tr>
<td>1007</td>
<td>Shmitt, Laura</td>
<td>$95.80</td>
<td>$0.00</td>
<td>$95.80</td>
<td>$0.00</td>
<td>$95.00</td>
<td>$15.80</td>
</tr>
<tr>
<td>2651</td>
<td>Smith, Clark</td>
<td>$53.68</td>
<td>($10.00)</td>
<td>$43.68</td>
<td>$0.00</td>
<td>$43.68</td>
<td>$43.68</td>
</tr>
</tbody>
</table>

| Total     | $168.48      | ($10.00)      | $158.48     | ($95.00)  | $53.48      |             |                  |

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

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

**Click here to 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Clients:</td>
<td>11</td>
</tr>
<tr>
<td>Patient Visits:</td>
<td>3</td>
</tr>
<tr>
<td>No. Of Invoices:</td>
<td>3</td>
</tr>
<tr>
<td>Gross Sales:</td>
<td>$62.05</td>
</tr>
<tr>
<td>Avg. Gross per Invoice:</td>
<td>$20.68</td>
</tr>
<tr>
<td>Minus: Manual Discount:</td>
<td>($10.00)</td>
</tr>
<tr>
<td>Minus: Preset Discount:</td>
<td>($0.75)</td>
</tr>
<tr>
<td>Net Sales:</td>
<td>$51.30</td>
</tr>
<tr>
<td>Avg. Net per Invoice:</td>
<td>$17.10</td>
</tr>
</tbody>
</table>

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: 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

- 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.
- **Transaction Type**: Invoice, Payment, Manual Discounts, Returned Check, Adjustments, Write Offs, Cash Refund, Reinstates, EOM Finance Charges
- **Transaction Amount**: The total dollar amount of each transaction.

Client Name: The name that the client most often is referred by.

Directions to Run the Report

1. In Cornerstone, select Reports > End of Period > End of Day.
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.**

---

**Daily Audit Trail Report**

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Transaction Type</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Branch, John</td>
<td>Invoice # 144 - Closed</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payment: Cash</td>
<td>$(15.00)</td>
</tr>
<tr>
<td>2651</td>
<td>Smith, Clark</td>
<td>Invoice # 145 - Closed</td>
<td>$50.68</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discount for Invoice # 145</td>
<td>$(10.00)</td>
</tr>
<tr>
<td>1650</td>
<td>Jones, Agnes Louise</td>
<td>Invoice # 146 - Closed</td>
<td>$(5.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cash Refund:</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Returned Check: 12965 Service Charge ($25.00)</td>
<td>$183.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adjustments</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Change Given:</td>
<td>$(23.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adjustment By CS, Comment:</td>
<td>$(170.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Write Off By CS, Comment:</td>
<td>$170.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reinstated By CS: test</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$213.68</td>
</tr>
</tbody>
</table>

---

Applies To

This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.
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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Cashier ID</td>
</tr>
</tbody>
</table>

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.

Directions to Run the Report
1. In Cornerstone, select Reports > End of Period > End of Day.
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.

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

Click here to see a full copy of this report

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

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

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH</td>
<td>$15.00</td>
</tr>
<tr>
<td>Less Cash Refund</td>
<td>($5.00)</td>
</tr>
<tr>
<td>Less Change Given</td>
<td>($10.00)</td>
</tr>
<tr>
<td>Net Cash:</td>
<td>($0.00)</td>
</tr>
<tr>
<td>Check</td>
<td>$23.00</td>
</tr>
<tr>
<td>Master Card</td>
<td>$20.00</td>
</tr>
<tr>
<td>Total Daily Receipts:</td>
<td>$43.00</td>
</tr>
</tbody>
</table>

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

**Sort Order and Range**

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Cashier ID</td>
</tr>
</tbody>
</table>

**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.

**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**

**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: 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.

Sort Order and Range

There are no Sort Order options for this report.

Range
- **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.

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

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: 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.

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.

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

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.

Click here to see a full copy of this report

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

Additional Information
Also included but without headings:
- **Grand Total**: Total of the Payment Amount column.

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Payment Type</th>
<th>Payment Amount</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1320</td>
<td>Abbott, Alice</td>
<td>Check</td>
<td>$10.00</td>
<td>$96.59</td>
</tr>
<tr>
<td>1940</td>
<td>Benning, Clark &amp; Suzy</td>
<td>Cash</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1928</td>
<td>Doyle, Harry &amp; Robin</td>
<td>Cash</td>
<td>$91.68</td>
<td>$0.00</td>
</tr>
<tr>
<td>1931</td>
<td>Gray, Tim &amp; Amanda</td>
<td>Visa</td>
<td>$44.30</td>
<td>$0.00</td>
</tr>
<tr>
<td>1921</td>
<td>Halley, Leonard</td>
<td>Check</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1002</td>
<td>Johns, Keith</td>
<td>Check</td>
<td>$26.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>1922</td>
<td>Kelley, Lysette</td>
<td>Cash</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1911</td>
<td>King, Kenneth &amp; Lynn</td>
<td>Check</td>
<td>$65.65</td>
<td>$0.00</td>
</tr>
<tr>
<td>1930</td>
<td>Martin, Michael &amp; Carol</td>
<td>Cash</td>
<td>$116.92</td>
<td>$0.00</td>
</tr>
<tr>
<td>1945</td>
<td>Marvin, Tony</td>
<td>Check</td>
<td>$222.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1941</td>
<td>Shelton, Paul &amp; Judy</td>
<td>Check</td>
<td>$47.28</td>
<td>$0.00</td>
</tr>
<tr>
<td>1910</td>
<td>Smith, Mark</td>
<td>Master Card</td>
<td>$21.20</td>
<td>$18.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check</td>
<td>$5.00</td>
<td>$18.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$81.30</td>
<td>$18.16</td>
</tr>
</tbody>
</table>

Grand Total: $1,414.72

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

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.

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

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

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

Additional Information
Also included but without headings:
- **Sub Total**: Payment subtotal amount.
- **Grand Total**: Total of the Payment Amount column.

### Daily Payment Register
**Sorted By Payment Type**
Wednesday, August 30, 2000 07:38 pm through Monday, August 14, 2006 09:55 am

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Payment Type</th>
<th>Payment Amount</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1940</td>
<td>Benning, Clark &amp; Suzy</td>
<td>Change Given</td>
<td>($8.70)</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub Total :</td>
<td>($8.70)</td>
<td></td>
</tr>
<tr>
<td>1940</td>
<td>Benning, Clark &amp; Suzy</td>
<td>Cash</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1</td>
<td>Branch, John</td>
<td>Cash</td>
<td>$15.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>CASH</td>
<td>CASH CASH</td>
<td></td>
<td>$119.84</td>
<td>$0.00</td>
</tr>
<tr>
<td>1926</td>
<td>Doyle, Harry &amp; Robin</td>
<td>Cash</td>
<td>$91.98</td>
<td>$0.00</td>
</tr>
<tr>
<td>1922</td>
<td>Kelley, Lysette</td>
<td>Cash</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1939</td>
<td>Martin, Michael &amp; Carol</td>
<td>Cash</td>
<td>$119.92</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub Total :</td>
<td>$543.44</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information
Also included but without headings:
- **Sub Total**: Payment subtotal amount.
- **Grand Total**: Total of the Payment Amount column.

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>There are no Sort Order options for this report.</em></td>
<td><em>There are no Range options for this report.</em></td>
</tr>
</tbody>
</table>

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*: 
  \[ (\text{Total Credits} - \text{Cash} - \text{Check} - \text{Other} - \text{Change Given} - \text{Manual Discount} - \text{Preset Discount} - \text{Cash Refunds} - \text{Adjustments} - \text{Finance Charges}) \]
  
  *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*:
  \[ (\text{Cash} + \text{Check} + \text{Change Given} + \text{Other} + \text{Net Change to A/R} + \text{Manual Discount} + \text{Preset Discount} + \text{Cash Refunds} + \text{Adjustments}) \]

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*:
  \[ (\text{Gross Non-taxable Services} + \text{Gross Taxable Services} + \text{Gross Non-taxable Inventory} + \text{Gross Taxable Inventory} + \text{Taxes} + \text{Returned Checks} + \text{Service Charges} + \text{Billing Charges} + \text{Finance Charges} + \text{Write Offs}) \]

(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.
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

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

<table>
<thead>
<tr>
<th>Debits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$543.44</td>
</tr>
<tr>
<td>Check</td>
<td>$399.93</td>
</tr>
<tr>
<td>Master Card</td>
<td>$21.20</td>
</tr>
<tr>
<td>Visa</td>
<td>$120.00</td>
</tr>
<tr>
<td>Change Given</td>
<td>($80.70)</td>
</tr>
<tr>
<td>Net Change to A/R</td>
<td>$12.00</td>
</tr>
<tr>
<td>Manual Discount</td>
<td>$15.00</td>
</tr>
<tr>
<td>Preset Discount</td>
<td>$11.60</td>
</tr>
<tr>
<td>Cash Refunds</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustments</td>
<td>($2.00)</td>
</tr>
<tr>
<td><strong>Total Debits:</strong></td>
<td><strong>$1,312.97</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Non-taxable Services</td>
<td>$652.00</td>
</tr>
<tr>
<td>Gross Taxable Services</td>
<td>0.00</td>
</tr>
<tr>
<td>Gross Non-taxable Inventory</td>
<td>$554.67</td>
</tr>
<tr>
<td>Gross Taxable Inventory</td>
<td>$160.00</td>
</tr>
<tr>
<td>Default Tax Rate</td>
<td>$6.30</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>$5.00</td>
</tr>
<tr>
<td>Service Charges</td>
<td>$25.00</td>
</tr>
<tr>
<td>Billing Charges</td>
<td>$0.00</td>
</tr>
<tr>
<td>Finance Charges</td>
<td>($10.00)</td>
</tr>
<tr>
<td>Write Offs</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>$1,312.97</strong></td>
</tr>
<tr>
<td><strong>Balance:</strong></td>
<td><strong>($0.00)</strong></td>
</tr>
</tbody>
</table>
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.

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.
- **Item Description**: The description assigned to each invoice item.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

Report Fields
- **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).

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

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: 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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.
- **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).

Directions to Run the Report

1. In Cornerstone, select **Reports > End of Period > End of Day**.
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 to see a full copy of this report

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

Applyes To

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

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).

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>- There are no Sort Order options for this report.</td>
<td>- There are no Range options for this report.</td>
</tr>
</tbody>
</table>

Directions to Run the Report
1. In Cornerstone, select Reports > End of Period > End of Day.
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.

Addition 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.

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

<table>
<thead>
<tr>
<th>Staff ID and Name</th>
<th>Item Classification</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Sue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BOARDING - SMALL</td>
<td>1</td>
<td>$12.00</td>
<td>$0.24</td>
</tr>
<tr>
<td></td>
<td>GROOMING - SMALL</td>
<td>1</td>
<td>$9.00</td>
<td>$0.18</td>
</tr>
<tr>
<td></td>
<td>Nutritional</td>
<td>26</td>
<td>$119.84</td>
<td>$2.40</td>
</tr>
<tr>
<td></td>
<td>Skin Care</td>
<td>1</td>
<td>$10.25</td>
<td>$0.21</td>
</tr>
<tr>
<td><strong>Totals for Sue Bee:</strong></td>
<td></td>
<td>29</td>
<td><strong>$151.99</strong></td>
<td><strong>$3.03</strong></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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).

Directions to Run the Report

1. In Cornerstone, select Reports > End of Period > End of Day.
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.

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.

### Daily Staff Commission Summary Report - Net

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

<table>
<thead>
<tr>
<th>Staff ID and Name</th>
<th>Item Classification</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Bee</td>
<td>BOARDING - SMALL</td>
<td>1</td>
<td>$12.00</td>
<td>$0.24</td>
</tr>
<tr>
<td></td>
<td>GROOMING - SMALL</td>
<td>1</td>
<td>$9.00</td>
<td>$0.18</td>
</tr>
<tr>
<td></td>
<td>Nutritional</td>
<td>26</td>
<td>$119.84</td>
<td>$2.40</td>
</tr>
<tr>
<td></td>
<td>Skin Care</td>
<td>1</td>
<td>$10.25</td>
<td>$0.21</td>
</tr>
<tr>
<td><strong>Totals for Sue Bee</strong></td>
<td></td>
<td><strong>29</strong></td>
<td><strong>$151.09</strong></td>
<td><strong>$3.53</strong></td>
</tr>
</tbody>
</table>

Applies To

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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**: \( \frac{(\text{Gross sales} \div \text{Number of invoices})}{\text{Number of invoices}} \)
- **Minus: Manual Discount**: Total of manual discounts
- **Minus: Preset Discounts**: Total of line item discounts
- **Net Sales**: \( (\text{Gross sales} \div \text{Number of invoices}) \)
- **Average Net per Invoice**: \( (\text{Net sales} \div \text{Number of invoices}) \)
- **Taxes**: Total tax amount
- **Total Potential Collections**: \( (\text{Net sales} \div \text{Taxes}) \)
- **Net Service Revenues**: \( (\text{Total of service items sold} \div \text{Discounts} \div \text{Taxes}) \)
- **Net Inventory Revenues**: \( (\text{Total of inventory items sold} \div \text{Discounts less taxes}) \)
- **Total Net Revenue**: \( (\text{Net service revenues} + \text{Net inventory revenues}) \)
- **New Receivables**: \( (\text{Invoice amount} \div \text{Invoice discounts} \div \text{Payments} \div \text{Change given}) \) 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**: \( (\text{Invoice amount} \div \text{Invoice discounts} \div \text{Payments} \div \text{Change given}) \) ≤ (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**: \( (\text{New receivables} + \text{Old receivables paid}) \)
- **Total Payments**: \( (\text{Gross sales} \div \text{Manual discounts} \div \text{Preset discounts} \div \text{Net change}) \)
  OR
  \( (\text{Total potential collections} \div \text{Net change}) \)
- **Cash Refunds**: Total amount of cash refunds performed for period
- **Total Deposits**: \( (\text{Total payments} \div \text{Cash refunds}) \)
- **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.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Today</th>
<th>Month To Date</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Clients:</td>
<td>9</td>
<td>9</td>
<td>22</td>
</tr>
<tr>
<td>Patient Visits:</td>
<td>13</td>
<td>13</td>
<td>157</td>
</tr>
<tr>
<td>No. Of Invoices:</td>
<td>9</td>
<td>9</td>
<td>102</td>
</tr>
<tr>
<td>Gross Sales:</td>
<td>$1,133.67</td>
<td>$1,133.67</td>
<td>$47,693.43</td>
</tr>
<tr>
<td>Avg. Gross per Invoice:</td>
<td>$125.96</td>
<td>$125.96</td>
<td>$467.58</td>
</tr>
<tr>
<td>Minus: Manual Discount:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Minus: Preset Discount:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net Sales:</td>
<td>$1,133.67</td>
<td>$1,133.67</td>
<td>$47,693.43</td>
</tr>
<tr>
<td>Avg. Net per Invoice:</td>
<td>$125.96</td>
<td>$125.96</td>
<td>$467.58</td>
</tr>
<tr>
<td>Taxes:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Potential Collections:</td>
<td>$1,133.67</td>
<td>$1,133.67</td>
<td>$47,693.43</td>
</tr>
<tr>
<td>Net Service Revenues:</td>
<td>$617.00</td>
<td>$617.00</td>
<td>$44,697.94</td>
</tr>
<tr>
<td>Net Inventory Revenues:</td>
<td>$516.67</td>
<td>$516.67</td>
<td>$2,995.49</td>
</tr>
<tr>
<td>Total Net Revenue:</td>
<td>$1,133.67</td>
<td>$1,133.67</td>
<td>$47,693.43</td>
</tr>
<tr>
<td>New Receivables:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$206.79</td>
</tr>
<tr>
<td>Old Receivables Paid:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($708.99)</td>
</tr>
<tr>
<td>Net Change:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($502.20)</td>
</tr>
<tr>
<td>Total Payments:</td>
<td>$1,133.67</td>
<td>$1,133.67</td>
<td>$48,291.63</td>
</tr>
<tr>
<td>Cash Refunds:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$92.00</td>
</tr>
<tr>
<td>Total Deposits:</td>
<td>$1,133.67</td>
<td>$1,133.67</td>
<td>$48,199.63</td>
</tr>
</tbody>
</table>
Report Title: Deposit Report - Checks - By Check Number/Answer

Report Description
Use the Deposit Report – Checks – By Check No./Answer 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
- 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.

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

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Check No./Answer</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1913</td>
<td>Bridges, Amanda</td>
<td></td>
<td>$234.00</td>
</tr>
<tr>
<td>1012</td>
<td>Jones, Lisa &amp; Robert</td>
<td>125</td>
<td>$3,265.92</td>
</tr>
<tr>
<td>1941</td>
<td>Shelton, Paul &amp; Judy</td>
<td>2501</td>
<td>$2,158.36</td>
</tr>
<tr>
<td>1012</td>
<td>Jones, Lisa &amp; Robert</td>
<td>1455</td>
<td></td>
</tr>
<tr>
<td>1921</td>
<td>Hailey, Leonard</td>
<td>4489</td>
<td>$47.28</td>
</tr>
<tr>
<td>1911</td>
<td>King, Kenneth &amp; Lynn</td>
<td>5051</td>
<td>$1,253.95</td>
</tr>
<tr>
<td>1945</td>
<td>Marvin, Tony</td>
<td>561</td>
<td>$85.65</td>
</tr>
<tr>
<td>1012</td>
<td>Jones, Lisa &amp; Robert</td>
<td>6573</td>
<td>$222.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6590</td>
<td>$2,564.12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$8,884.28</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

- 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.

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

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

<table>
<thead>
<tr>
<th>Deposit Report - Checks</th>
<th>Daily - Sorted By Client ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday, July 30, 2000</strong></td>
<td><strong>01:31 pm through Wednesday, August 03, 2006 02:00 pm</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Check No./Answer</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1012</td>
<td>Jones, Lisa &amp; Robert</td>
<td>4489</td>
<td>$1,253.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1455</td>
<td>$2,158.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>125</td>
<td>$3,265.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6598</td>
<td>$2,564.12</td>
</tr>
<tr>
<td>1911</td>
<td>King, Kenneth &amp; Lynn</td>
<td>561</td>
<td>$85.65</td>
</tr>
<tr>
<td>1913</td>
<td>Bridges, Amanda</td>
<td></td>
<td>$234.00</td>
</tr>
<tr>
<td>1921</td>
<td>Halley, Leonard</td>
<td>5011</td>
<td>$50.00</td>
</tr>
<tr>
<td>1941</td>
<td>Shelton, Paul &amp; Judy</td>
<td>2501</td>
<td>$47.28</td>
</tr>
<tr>
<td>1945</td>
<td>Marvin, Tony</td>
<td>6573</td>
<td>$222.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$8,884.28</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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

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, 2000 02:00 pm

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Check No/Answer</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1913</td>
<td>Bridges, Amanda</td>
<td>5051</td>
<td>$23.00</td>
</tr>
<tr>
<td>1921</td>
<td>Halley, Leonard</td>
<td>1455</td>
<td>$50.00</td>
</tr>
<tr>
<td>1012</td>
<td>Jones, Lisa &amp; Robert</td>
<td>125</td>
<td>$2,158.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4489</td>
<td>$3,265.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6594</td>
<td>$1,253.95</td>
</tr>
<tr>
<td>1911</td>
<td>King, Kenneth &amp; Lynn</td>
<td>561</td>
<td>$2,564.12</td>
</tr>
<tr>
<td>1945</td>
<td>Marvin, Tony</td>
<td>6573</td>
<td>$47.28</td>
</tr>
<tr>
<td>1941</td>
<td>Shelton, Paul &amp; Judy</td>
<td>2501</td>
<td>$222.00</td>
</tr>
</tbody>
</table>

Total: $9,884.28

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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.

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

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

Inv. # | Client ID | Client Name    | Sales Amount | Sales Tax | Manual Discount | Other Discount | 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 | Poston, Leon & Lori | $73.72 | $0.00 | $0.00 | ($0.00) | $0.00 | $73.72
112 1917 | McCaul, Larry & Lydia | $35.00 | $0.00 | $0.00 | ($0.00) | $0.00 | $35.00
113 1912 | Trent, Jen & 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 1902 | Wagner, James & Carole | $329.00 | $0.00 | $0.00 | ($0.00) | $0.00 | $329.00
116 1827 | Zunker, 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 1013 | 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 | $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 | Hafley, 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) | $0.00 | $28.00
146 1940 | Benning, Clark & Suzy | $100.00 | $6.30 | ($5.00) | ($10.00) | $91.30

Totals: $37,041.37 | $6.30 | ($15.00) | ($11.80) | $0.00 | $37,920.87

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

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.

Sort Order and Range
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Inv.#</th>
<th>Client ID</th>
<th>Client Name</th>
<th>Sales Amount</th>
<th>Sales Tax</th>
<th>Manual Disc.</th>
<th>Other Disc.</th>
<th>Cash Refund</th>
<th>Total Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>68 1523</td>
<td>70 1325</td>
<td>149 3054</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Kenneth R.</td>
<td>$122.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($0.00)</td>
<td>$0.00</td>
<td>$122.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robinson, Chad</td>
<td>$227.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($0.00)</td>
<td>$0.00</td>
<td>$227.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arnold, Vic &amp; Mary</td>
<td>$367.00</td>
<td>$1.13</td>
<td>$0.00</td>
<td>($1.80)</td>
<td>$0.00</td>
<td>$365.33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals: $667.00 $1.13 $0.00 ($2.80) $0.00 $665.33

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: 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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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** 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**

**Applies To**
This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.
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).

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier ID</td>
<td></td>
</tr>
<tr>
<td>Revenue Center ID</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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: 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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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.

---

Medical Notes Finalized by EOD
Sorted by Patient ID

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

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Client ID</th>
<th>Patient Name</th>
<th>Client Name</th>
<th>Create Date/Time</th>
<th>Medical Note Description</th>
<th>Items transferred to PVL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1650-1</td>
<td>1650</td>
<td>Fredrica</td>
<td>Agnes Louise Jones</td>
<td>8/10/2006</td>
<td>Cornerstone Surgery Template</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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.

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.

---

New Client Report
Sorted By Client ID

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name &amp; Phone No.</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003</td>
<td>Fuller, Max (715) 777-5555</td>
<td>129 Sunnyvale Drive Your Town, WI 54777</td>
</tr>
<tr>
<td>1004</td>
<td>Quint, Tom and Terri (715) 111-2222</td>
<td>89 Oak Lawn Court Your Town, WI 56789</td>
</tr>
<tr>
<td>1005</td>
<td>Stokton, Art and Vi (715) 444-3333</td>
<td>22086 14th Avenue, #1008 Your City, WI 76543</td>
</tr>
<tr>
<td>1006</td>
<td>Doe, Jane</td>
<td>Main st Anywhere Everywhere, WI 88888</td>
</tr>
<tr>
<td>DICWCL</td>
<td>Dicom Client</td>
<td></td>
</tr>
</tbody>
</table>

Number of New Clients: 5

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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 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.

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.

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.

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name And Phone No.</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>DICOMCLT</td>
<td>, Dicom Client</td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td>Doe, Jane</td>
<td>Main st</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anywhere</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Everywhere, WI 8888</td>
</tr>
<tr>
<td>1003</td>
<td>Fuller, Max</td>
<td>100 Sunnyvale Drive</td>
</tr>
<tr>
<td></td>
<td>(715) 777-5555</td>
<td>Your Town, WI 54777</td>
</tr>
<tr>
<td>1004</td>
<td>Quinnlen, Tom and Terri</td>
<td>88 Oak Lawn Court</td>
</tr>
<tr>
<td></td>
<td>(715) 111-2222</td>
<td>That Town, WI 56789</td>
</tr>
<tr>
<td>1005</td>
<td>Stockton, Art and Vi</td>
<td>22086 14th Avenue, #1008</td>
</tr>
<tr>
<td></td>
<td>(715) 444-3333</td>
<td>Your City, WI 76543</td>
</tr>
</tbody>
</table>

**Number of New Clients:** 5
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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>- There are no Sort Order options for this report.</td>
<td>- There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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.

**Click here to see a full copy of this report**

**Additional Information**
Also included but without headings:
• Totals

**Returned Check Report**
Daily - Sorted By Client ID
Monday, August 28, 2000 10:45 am through Wednesday, August 09, 2006 09:48 am

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Return Check Number</th>
<th>Check Amount</th>
<th>Svc. Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002</td>
<td>Johns, Keith</td>
<td>5269</td>
<td>$31.25</td>
<td>$25.00</td>
</tr>
<tr>
<td>1910</td>
<td>Smith, Mark</td>
<td>3521</td>
<td>$5.00</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td><strong>$36.25</strong></td>
<td><strong>$50.00</strong></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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

Applies To

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

### Returned Check Report

**Daily - By Client Last Name**

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Return Check Number</th>
<th>Check Amount</th>
<th>Svc. Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002</td>
<td>Johns, Keith</td>
<td>5209</td>
<td>$31.25</td>
<td>$25.00</td>
</tr>
<tr>
<td>1910</td>
<td>Smith, Mark</td>
<td>3521</td>
<td>$5.00</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Totals</strong>:</td>
<td></td>
<td></td>
<td><strong>$36.25</strong></td>
<td><strong>$50.00</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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.

**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.

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.

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

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.

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 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
- There are no Sort Order options for this report.

Range
- 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.

Sort Order and Range

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.

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

Click here to 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 – 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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

Click here to see a full copy of this report

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 – 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.

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

Sort Order and Range
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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.

Service and Inventory Sales by Revenue Center Report
**Daily - Closed Invoices - By Staff Last Name**
Wednesday, August 30, 2006 07:38 pm through Friday, August 18, 2006 07:36 am

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Class Description</th>
<th>Subclass ID</th>
<th>Subclass Description</th>
<th>Quantity Sold</th>
<th>AVG Sales Price</th>
<th>Total Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff ID: 2</td>
<td>Sue Bee</td>
<td>Inventory</td>
<td>NTR</td>
<td>Nutritional</td>
<td>26.00</td>
<td>$4.61</td>
</tr>
<tr>
<td>Staff ID: 3</td>
<td>Dr. Anne Carson, DVM</td>
<td>Inventory</td>
<td>SKC</td>
<td>Skin Care</td>
<td>2.00</td>
<td>$8.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Inventory:</td>
<td>26.00</td>
<td>$4.61</td>
<td>$119.84</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Inventory:</td>
<td>2.00</td>
<td>$8.15</td>
<td>$16.30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 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.

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.

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

Report Fields
- **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.

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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

Report Fields

- 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

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.

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

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Class Description</th>
<th>Subclass ID</th>
<th>Subclass Description</th>
<th>Quantity Sold</th>
<th>AVG Sales Price</th>
<th>Total Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP</td>
<td>Group</td>
<td>Subclass ID</td>
<td>Subclass Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inventory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEM</td>
<td>Heartworm</td>
<td>FON</td>
<td>Foods - Nutritional Supplement</td>
<td>11.00</td>
<td>$30.36</td>
<td>$334.00</td>
</tr>
<tr>
<td>NTR</td>
<td>Nutritional</td>
<td>FON</td>
<td>Foods - Prescription Diet</td>
<td>4.00</td>
<td>$14.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>NTR</td>
<td>Nutritional</td>
<td>FOS</td>
<td>Foods - Science Diet</td>
<td>5.00</td>
<td>$27.07</td>
<td>$135.33</td>
</tr>
<tr>
<td>NTR</td>
<td>Nutritional</td>
<td>FOS</td>
<td>Foods - Science Diet</td>
<td>5.00</td>
<td>$27.07</td>
<td>$135.33</td>
</tr>
<tr>
<td>PHA</td>
<td>Pharmaceuticals</td>
<td>AIF</td>
<td>Anti-Inflammatories/Analgesics</td>
<td>59.00</td>
<td>$20.00</td>
<td>$1,180.00</td>
</tr>
<tr>
<td>PHA</td>
<td>Pharmaceuticals</td>
<td>ANT</td>
<td>Antibiotics</td>
<td>20.00</td>
<td>$28.17</td>
<td>$563.30</td>
</tr>
<tr>
<td>PHA</td>
<td>Pharmaceuticals</td>
<td>ATH</td>
<td>Antibiotics</td>
<td>3.00</td>
<td>$21.40</td>
<td>$64.20</td>
</tr>
<tr>
<td>SKC</td>
<td>Skin Care</td>
<td>SFC</td>
<td>Skin Care - FlexiTack Products</td>
<td>5.00</td>
<td>$19.45</td>
<td>$97.25</td>
</tr>
<tr>
<td>SKC</td>
<td>Skin Care</td>
<td>SCA</td>
<td>Skin Care - Topicals/Otic</td>
<td>2.00</td>
<td>$8.15</td>
<td>$16.30</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplies</td>
<td>SUD</td>
<td>Supplies - Dental</td>
<td>3.00</td>
<td>$7.33</td>
<td>$22.00</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplies</td>
<td>SUH</td>
<td>Supplies - Hospital</td>
<td>1.00</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplies</td>
<td>SUO</td>
<td>Supplies - Over The Counter</td>
<td>1.00</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>VAC</td>
<td>Vaccines &amp; Biologicals</td>
<td>VAB</td>
<td>Vaccines &amp; Biologicals-Bovine</td>
<td>1.00</td>
<td>$34.00</td>
<td>$34.00</td>
</tr>
<tr>
<td>VAC</td>
<td>Vaccines &amp; Biologicals</td>
<td>VAS</td>
<td>Vaccines &amp; Biologicals-Small</td>
<td>1.00</td>
<td>$10.55</td>
<td>$10.55</td>
</tr>
<tr>
<td></td>
<td>Total Inventory:</td>
<td></td>
<td></td>
<td>104.00</td>
<td>$8.57</td>
<td>$1,661.83</td>
</tr>
<tr>
<td>ANE</td>
<td>ANESTHESIA - SMALL</td>
<td>3.00</td>
<td>$21.83</td>
<td>$65.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANL</td>
<td>ANESTHESIA - LARGE</td>
<td>5.00</td>
<td>$84.00</td>
<td>$420.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOA</td>
<td>BOARDING - SMALL</td>
<td>15.00</td>
<td>$12.60</td>
<td>$192.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEL</td>
<td>DENTAL - LARGE</td>
<td>1.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEN</td>
<td>DENTAL - SMALL</td>
<td>6.00</td>
<td>$26.67</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRP</td>
<td>GROOMING - SMALL</td>
<td>41.00</td>
<td>$88.56</td>
<td>$3,599.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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 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

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.

Service and Inventory Sales Report
Daily - Closed Invoices - By Staff ID
Tuesday, September 25, 2000 11:39 am through Tuesday, August 15, 2006 02:39 pm

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Class Description</th>
<th>Subclass ID</th>
<th>Subclass Description</th>
<th>Quantity Sold</th>
<th>AVG Sales Price</th>
<th>Total Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA</td>
<td>Heartworm</td>
<td></td>
<td></td>
<td>4.0</td>
<td>$29.25</td>
<td>$117.00</td>
</tr>
<tr>
<td>NTR</td>
<td>Nutritional</td>
<td>FOP</td>
<td>Foods - Prescription Diet</td>
<td>5.0</td>
<td>$27.07</td>
<td>$135.33</td>
</tr>
<tr>
<td>NTR</td>
<td>Nutritional</td>
<td>FOS</td>
<td>Foods - Science Diet</td>
<td>48.0</td>
<td>$1.41</td>
<td>$68.90</td>
</tr>
<tr>
<td>PHA</td>
<td>Pharmaceuticals</td>
<td>AIF</td>
<td>Anti-Inflammatory/Steroid/Analgesic</td>
<td>10.0</td>
<td>$9.95</td>
<td>$99.50</td>
</tr>
<tr>
<td>PHA</td>
<td>Pharmaceuticals</td>
<td>ANT</td>
<td>Antibiotics</td>
<td>19.0</td>
<td>$28.81</td>
<td>$547.30</td>
</tr>
<tr>
<td>PHA</td>
<td>Pharmaceuticals</td>
<td>ATH</td>
<td>Anthelmintics &amp; Antiparasitals</td>
<td>3.0</td>
<td>$21.40</td>
<td>$64.20</td>
</tr>
<tr>
<td>SKC</td>
<td>Skin Care</td>
<td>SCF</td>
<td>Skin Care - Flea/Tick Products</td>
<td>3.0</td>
<td>$25.58</td>
<td>$76.74</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplies</td>
<td>SUP_S</td>
<td>Supplies - Dental</td>
<td>1.0</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplies</td>
<td>SUP_S</td>
<td>Supplies - Hospital</td>
<td>1.0</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplies</td>
<td>SUP_S</td>
<td>Supplies - Over The Counter</td>
<td>1.0</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
</tbody>
</table>

Total Inventory: $1,036.35

<table>
<thead>
<tr>
<th>Service</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANE</td>
<td>ANESTHESIA - SMALL</td>
</tr>
<tr>
<td>ANL</td>
<td>ANESTHESIA - LARGE</td>
</tr>
<tr>
<td>BOA</td>
<td>BOARDING - SMALL</td>
</tr>
<tr>
<td>DEL</td>
<td>DENTAL - LARGE</td>
</tr>
<tr>
<td>DEN</td>
<td>DENTAL - SMALL</td>
</tr>
</tbody>
</table>
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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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.

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**

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Class Description</th>
<th>Subclass ID</th>
<th>Subclass Description</th>
<th>Quantity Sold</th>
<th>AVG Sales Price</th>
<th>Total Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR</td>
<td>Nutritional</td>
<td>FOS</td>
<td>Foods - Science Diet</td>
<td>26.00</td>
<td>$4.61</td>
<td>$119.84</td>
</tr>
<tr>
<td>SKC</td>
<td>Skin Care</td>
<td>SCF</td>
<td>Skin Care - Flea/Tick Products</td>
<td>1.00</td>
<td>$10.25</td>
<td>$10.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total Inventory</strong>:</td>
<td>$4.82</td>
<td>$130.09</td>
</tr>
<tr>
<td>BOA</td>
<td>BOARDING - SMALL</td>
<td></td>
<td></td>
<td>1.00</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>GRO</td>
<td>GROOMING - SMALL</td>
<td></td>
<td></td>
<td>1.00</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total Service</strong>:</td>
<td>$19.50</td>
<td>$21.00</td>
</tr>
<tr>
<td>GROUP</td>
<td></td>
<td></td>
<td></td>
<td><strong>Total Group</strong>:</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>NTR</td>
<td>Nutritional</td>
<td>FOS</td>
<td>Foods - Science Diet</td>
<td>2.00</td>
<td>$35.92</td>
<td>$71.84</td>
</tr>
<tr>
<td>PHA</td>
<td>Pharmaceuticals</td>
<td>ANT</td>
<td>Antibiotics</td>
<td>1.00</td>
<td>$16.00</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

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.

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.

Sort Order and Range
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

Direction 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

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: 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.

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.

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

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

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

Staff ID: 1  Fred Jones, DVM
1041 109 06766  Maint Canine Dry 5 lbs 1.00 $6.50 $0.00 $6.50
1012 1001 1060  FELINE LEUKEMIA BOOSTER 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 $1,860.00 $18.00 $1,742.00
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 6183  SUTURE REMOVAL 1.00 $12.00 $0.00 $12.00
1921 68 8630  CREMATION 1.00 $25.00 $0.00 $25.00
Total Variance: $12,538.66

Staff ID: 2  Sue Bee
CASH 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 99 08090  On Call 4:00 1.00 $30.00 $0.00 $30.00

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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

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.

### Standard Fee Exception Summary

**Sorted By Staff Last Name**

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

<table>
<thead>
<tr>
<th>Staff ID</th>
<th>Staff Name</th>
<th>Invoice Amount</th>
<th>Standard Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Sue Bee</td>
<td>$46.00</td>
<td>$0.00</td>
<td>$46.00</td>
</tr>
<tr>
<td>3</td>
<td>Dr. Anne Carson, DVM</td>
<td>$6.80</td>
<td>$0.00</td>
<td>$6.80</td>
</tr>
<tr>
<td>CS</td>
<td>Cornerstone</td>
<td>$39.55</td>
<td>$0.00</td>
<td>$39.55</td>
</tr>
<tr>
<td>1</td>
<td>Fred Jones, DVM</td>
<td>$12,749.86</td>
<td>$211.00</td>
<td>$12,538.86</td>
</tr>
</tbody>
</table>

**Total Variance**: $12,633.21

Cornerstone Support Reference Document: KB420
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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>- There are no Sort Order options for this report.</td>
<td>- There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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 than 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.

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: 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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

Directions to Run the Report
1. In Cornerstone, select Reports > End of Period > End of Day.
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

Additional Information
- 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.

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

<table>
<thead>
<tr>
<th>Species ID: BOV</th>
<th>BOVINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Visits</td>
<td>1.00</td>
</tr>
<tr>
<td>Serv. Sales</td>
<td>26.00</td>
</tr>
<tr>
<td>Inventory</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>$515.00</td>
</tr>
<tr>
<td><strong>% of Total</strong></td>
<td>$515.00</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td>$515.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Species ID: CAN</th>
<th>CANINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Visits</td>
<td>83.00</td>
</tr>
<tr>
<td>Serv. Sales</td>
<td>396.00</td>
</tr>
<tr>
<td>Inventory</td>
<td>93.00</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>$7,476.94</td>
</tr>
<tr>
<td><strong>% of Total</strong></td>
<td>$6,352.50</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td>$13.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Species ID: CSM</th>
<th>CASH SMALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Visits</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>$119.84</td>
</tr>
<tr>
<td><strong>% of Total</strong></td>
<td>$119.84</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td>$119.84</td>
</tr>
</tbody>
</table>

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.
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
- 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.

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.

Accounts Receivable Report
By Client Last Name
Monday, September 25, 2000 02:48 pm through Thursday, June 29, 2000 06:25 pm

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Balance Due</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>Last Date of Pay</th>
<th>Last Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1320</td>
<td>Abbott, Alice</td>
<td>$88.56</td>
<td>$13.56</td>
<td>$3.00</td>
<td>$0.00</td>
<td>$72.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1359</td>
<td>Acklin, Tiffiny</td>
<td>$281.60</td>
<td>$0.00</td>
<td>$25.00</td>
<td>$256.00</td>
<td>$0.00</td>
<td>7/27/1999</td>
<td>($25.00)</td>
</tr>
<tr>
<td>1943</td>
<td>Anderson, Jeff  &amp; Both</td>
<td>$88.56</td>
<td>$13.56</td>
<td>$3.00</td>
<td>$0.00</td>
<td>$72.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1900</td>
<td>Baker, Maria</td>
<td>($100.00)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>9/24/2000</td>
<td>($100.00)</td>
</tr>
<tr>
<td>1456</td>
<td>Bingg, Celeste</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1907</td>
<td>Shimizu, Laura</td>
<td>$0.80</td>
<td>$0.80</td>
<td>$0.80</td>
<td>$0.80</td>
<td>$1.00</td>
<td>9/27/2000</td>
<td>($0.80)</td>
</tr>
<tr>
<td>2</td>
<td>Stevenson, Mike</td>
<td>$653.84</td>
<td>$47.84</td>
<td>$3.00</td>
<td>$0.00</td>
<td>$603.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total: $1,022.60 ($15.20) $34.00 $256.80 $747.00 ($220.00)

| % Of Total | 100.00% | 1.49% | 3.23% | 25.11% | 73.65% |

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report</td>
</tr>
</tbody>
</table>

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.

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.
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.

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

### Accounts Receivable Report
**By Client ID**

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Balance Due</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>Last Date of Pay</th>
<th>Last Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1320</td>
<td>Abbott, Alice</td>
<td>$88.58</td>
<td>$13.58</td>
<td>$3.00</td>
<td>$0.00</td>
<td>$72.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1359</td>
<td>Acklin, Tiffany</td>
<td>$281.90</td>
<td>$0.00</td>
<td>$25.00</td>
<td>$256.80</td>
<td>$0.00</td>
<td>7/27/1999</td>
<td>($25.00)</td>
</tr>
<tr>
<td>1450</td>
<td>Ringot, Galeste</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1900</td>
<td>Baker, Marie</td>
<td>($100.00)</td>
<td>($100.00)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>9/24/2000</td>
<td>($100.00)</td>
</tr>
<tr>
<td>1907</td>
<td>Shmitz, Laura</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>9/27/2000</td>
<td>($95.00)</td>
</tr>
<tr>
<td>1943</td>
<td>Anderson, Jeff &amp; Beth</td>
<td>$88.58</td>
<td>$13.58</td>
<td>$3.00</td>
<td>$0.00</td>
<td>$72.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>Stevenson, Mike</td>
<td>$653.84</td>
<td>$47.94</td>
<td>$3.00</td>
<td>$0.00</td>
<td>$600.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,022.60</strong></td>
<td><strong>$15.20</strong></td>
<td><strong>$34.00</strong></td>
<td><strong>$296.80</strong></td>
<td><strong>$747.00</strong></td>
<td></td>
<td>($220.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% Of Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00%</td>
<td>1.49%</td>
</tr>
<tr>
<td>3.22%</td>
<td>25.11%</td>
</tr>
<tr>
<td>73.05%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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

(Continue onto the next page)
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.
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Service Sales</td>
<td>$43,126.94</td>
</tr>
<tr>
<td>Total Inventory Sales</td>
<td>$2,353.33</td>
</tr>
<tr>
<td>Sales Taxes</td>
<td>$0.00</td>
</tr>
<tr>
<td>Manual Discounts</td>
<td>$0.00</td>
</tr>
<tr>
<td>Progen Discounts</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Net Sales</strong></td>
<td><strong>$45,480.27</strong></td>
</tr>
<tr>
<td>Finance Charges</td>
<td>$77.49</td>
</tr>
<tr>
<td>Billing Charges</td>
<td>$50.00</td>
</tr>
<tr>
<td>Service Charges</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash Refunds</td>
<td>$0.00</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Account Write Offs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Payments Made</td>
<td>($45,498.46)</td>
</tr>
<tr>
<td><strong>Charge Subtotal</strong></td>
<td><strong>($45,370.97)</strong></td>
</tr>
<tr>
<td><strong>Net Change</strong></td>
<td><strong>$169.30</strong></td>
</tr>
</tbody>
</table>

Beginning A/R Balance: $1,066.70
Net Change: $169.30
Ending Balance: $1,116.00

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.
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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report</td>
</tr>
</tbody>
</table>

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.

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

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

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.

### Finance Charge Report
**Sorted By Client ID**

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>Finance Charge</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1320</td>
<td>Abbott, Alice</td>
<td>$13.56</td>
<td>$5.00</td>
<td>$3.00</td>
<td>$72.00</td>
<td>$5.00</td>
<td>$98.58</td>
</tr>
<tr>
<td>1450</td>
<td>Ringot, Celeste</td>
<td>$0.00</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>1907</td>
<td>Shmitz, Laura</td>
<td>$0.00</td>
<td>$0.80</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$5.80</td>
</tr>
<tr>
<td>1943</td>
<td>Anderson, Jeff &amp; Beth</td>
<td>$13.56</td>
<td>$5.00</td>
<td>$3.00</td>
<td>$72.00</td>
<td>$5.00</td>
<td>$98.58</td>
</tr>
<tr>
<td>2</td>
<td>Stevenson, Mike</td>
<td>$47.84</td>
<td>$5.00</td>
<td>$3.00</td>
<td>$603.00</td>
<td>$9.16</td>
<td>$688.00</td>
</tr>
<tr>
<td><strong>Total</strong>:</td>
<td></td>
<td><strong>$25.00</strong></td>
<td><strong>$9.00</strong></td>
<td><strong>$747.00</strong></td>
<td><strong>$29.16</strong></td>
<td><strong>$884.96</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report</td>
</tr>
</tbody>
</table>

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.

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.

Click here to see a full copy of this report

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

Finance Charge Report

Sorted By Client Last Name

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>Finance Charge</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1320</td>
<td>Abbott, Alice</td>
<td>$13.58</td>
<td>$5.00</td>
<td>$3.00</td>
<td>$72.00</td>
<td>$5.00</td>
<td>$98.58</td>
</tr>
<tr>
<td>1943</td>
<td>Anderson, Jeff &amp; Beth</td>
<td>$13.58</td>
<td>$5.00</td>
<td>$3.00</td>
<td>$72.00</td>
<td>$5.00</td>
<td>$98.58</td>
</tr>
<tr>
<td>1450</td>
<td>Ringo, Celeste</td>
<td>$6.00</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>1907</td>
<td>Shmitz, Laura</td>
<td>$9.00</td>
<td>$0.80</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$5.80</td>
</tr>
<tr>
<td>2</td>
<td>Stevenson, Mike</td>
<td>$27.84</td>
<td>$5.00</td>
<td>$3.00</td>
<td>$203.00</td>
<td>$9.16</td>
<td>$698.00</td>
</tr>
</tbody>
</table>

Total: $75.00 $24.80 $9.00 $747.00 $29.16 $884.96

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.
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.

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%

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>Class ID</td>
</tr>
<tr>
<td></td>
<td>Invoice Item Description</td>
</tr>
<tr>
<td></td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td></td>
<td>Subclass</td>
</tr>
</tbody>
</table>

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.

Additional Information

Also included but without headings:
- **Subclass Total**: Total for each subclass
- **Grand Total**: Total for all inventory

Click here to see a full copy of this report

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.
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.

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%

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>Class ID</td>
</tr>
<tr>
<td></td>
<td>Invoice Item Description</td>
</tr>
<tr>
<td></td>
<td>Invoice Item ID</td>
</tr>
</tbody>
</table>

Sort Order
- **Subclass**

Range
- **Class ID**
- **Invoice Item Description**
- **Invoice Item ID**

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.

Additional Information
- Also included but without headings:
  - **Subclass Total**: Total for each subclass
  - **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

<table>
<thead>
<tr>
<th>Item ID and Description</th>
<th>Quantity</th>
<th>Sales Revenue</th>
<th>Percentage of Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>07401 Interceptor 5.75 mg</td>
<td>5.00</td>
<td>$22.00</td>
<td>3.41%</td>
</tr>
<tr>
<td>07403 Interceptor 23 mg</td>
<td>5.00</td>
<td>$190.00</td>
<td>30.46%</td>
</tr>
<tr>
<td></td>
<td>6.00</td>
<td>$212.00</td>
<td>33.99%</td>
</tr>
<tr>
<td>04022 Derm Caps E/S Liquid 60 ml</td>
<td>4.00</td>
<td>$56.00</td>
<td>8.98%</td>
</tr>
<tr>
<td></td>
<td>4.00</td>
<td>$56.00</td>
<td>8.98%</td>
</tr>
<tr>
<td>04213 1/2 Canine Dry 5 lbs</td>
<td>1.00</td>
<td>$10.28</td>
<td>1.65%</td>
</tr>
<tr>
<td>05806 1/2 Canine Dry 40 lbs</td>
<td>1.00</td>
<td>$37.65</td>
<td>6.04%</td>
</tr>
<tr>
<td>05828 1/2 Canine Dry 35 lbs</td>
<td>2.00</td>
<td>$73.68</td>
<td>11.81%</td>
</tr>
<tr>
<td></td>
<td>4.00</td>
<td>$121.61</td>
<td>19.50%</td>
</tr>
<tr>
<td>06668 Maint Canine 15.5 oz Beef</td>
<td>24.00</td>
<td>$49.00</td>
<td>7.70%</td>
</tr>
<tr>
<td>06734 Maint Canine Dry 40 lbs</td>
<td>3.00</td>
<td>$107.76</td>
<td>17.28%</td>
</tr>
<tr>
<td>06766 Maint Canine Dry 5 lbs</td>
<td>1.00</td>
<td>$6.50</td>
<td>1.04%</td>
</tr>
<tr>
<td></td>
<td>28.00</td>
<td>$162.26</td>
<td>26.01%</td>
</tr>
</tbody>
</table>

Click here to see a full copy of this report

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.
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%

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

Additional Information

Also included but without headings:

- Subclass Total
- Revenue Center Total
- Grand Total

Applies To

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

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%

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.

Additional Information
Also included but without headings:
- Subclass Total
- Revenue Center Total
- Grand Total

Click here to see a full copy of this report

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.

<table>
<thead>
<tr>
<th>Item ID and Description</th>
<th>Quantity</th>
<th>Sales Revenue</th>
<th>Percentage of Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Center -- Hospital</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07403 Interceptor 23 mg</td>
<td>4.00</td>
<td>$152.00</td>
<td>26.96%</td>
</tr>
<tr>
<td>Subclass Total</td>
<td>4.00</td>
<td>$152.00</td>
<td>26.96%</td>
</tr>
<tr>
<td><strong>Inventory Class -- HEA Heartworm</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inventory Subclass --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>045023 fido Heartworm Med Oral</td>
<td>1.00</td>
<td>$89.00</td>
<td>14.04%</td>
</tr>
<tr>
<td>Subclass Total</td>
<td>1.00</td>
<td>$89.00</td>
<td>14.04%</td>
</tr>
<tr>
<td><strong>Inventory Class -- FOS Foods - Nutritional Supplement</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inventory Subclass --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04022 fido Caps 25 mg</td>
<td>4.00</td>
<td>$56.00</td>
<td>9.93%</td>
</tr>
<tr>
<td>Subclass Total</td>
<td>4.00</td>
<td>$56.00</td>
<td>9.93%</td>
</tr>
<tr>
<td><strong>Inventory Class -- FOS Foods - Prescription Diet</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inventory Subclass --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04013 fido Caps 5 lbs</td>
<td>1.00</td>
<td>$120.00</td>
<td>20.37%</td>
</tr>
<tr>
<td>Subclass Total</td>
<td>1.00</td>
<td>$120.00</td>
<td>20.37%</td>
</tr>
<tr>
<td><strong>Inventory Class -- FOS Foods - Science Diet</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inventory Subclass --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05966 fido Caps 40 lbs</td>
<td>1.00</td>
<td>$37.00</td>
<td>6.6%</td>
</tr>
<tr>
<td>Subclass Total</td>
<td>1.00</td>
<td>$37.00</td>
<td>6.6%</td>
</tr>
<tr>
<td><strong>Inventory Class --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inventory Subclass --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05826 fido Caps 30 lbs</td>
<td>2.00</td>
<td>$73.60</td>
<td>13.07%</td>
</tr>
<tr>
<td>Subclass Total</td>
<td>2.00</td>
<td>$73.60</td>
<td>13.07%</td>
</tr>
<tr>
<td><strong>Inventory Class --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inventory Subclass --</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06666 fido Caps 50 lbs</td>
<td>2.00</td>
<td>$121.60</td>
<td>21.57%</td>
</tr>
<tr>
<td>Subclass Total</td>
<td>2.00</td>
<td>$121.60</td>
<td>21.57%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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.
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

Additional Information
Also included but without headings:
- Total Adjustments: The total dollar ($) amount of the adjustments for the specified periods

### Monthly Adjustment Summary
By Client ID
Monday, January 01, 1900 12:00 am through Tuesday, March 04, 2003 03:53 am

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1856</td>
<td>Jones, Agnes Louise</td>
<td>Adjustment By CS, Comment: Explain:</td>
<td>8/7/2006</td>
<td>($20.00)</td>
</tr>
<tr>
<td>1666</td>
<td>Allen, Corbin J.</td>
<td>Adjustment By IDX, Comment: Explain:</td>
<td>9/24/2000</td>
<td>$178.00</td>
</tr>
<tr>
<td>1235</td>
<td>Chandler, Jerome</td>
<td>Adjustment By IDX, Comment: Service Charge</td>
<td>8/15/2001</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Adjustments:</td>
<td></td>
<td>$157.00</td>
</tr>
</tbody>
</table>

Click here to 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.
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.

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

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

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.

Additional Information
- Also included but without headings:
  - **Total Adjustments**: The total dollar ($) amount of the adjustments for the specified periods

Click here to see a full copy of this report

Monthly Adjustment Summary
By Client Last Name
Monday, January 01, 1900 12:00 am through Tuesday, March 04, 2003 03:53 am

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1965</td>
<td>Allen, Corbin J.</td>
<td>Adjustment by ID, Comment: Explain:</td>
<td>9/24/2000</td>
<td>178.00</td>
</tr>
<tr>
<td>1995</td>
<td>Chandler, Jerome</td>
<td>Adjustment by ID, Comment: Service Charge</td>
<td>8/15/2001</td>
<td>2.00</td>
</tr>
<tr>
<td>1650</td>
<td>Jones, Agnes Louise</td>
<td>Adjustment by GS, Comment: Explain:</td>
<td>8/7/2006</td>
<td>(23.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Adjustments:</td>
</tr>
</tbody>
</table>

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.
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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>- There are no Sort Order options for this report.</td>
<td>- There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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.

Click here to see a full copy of this report

Clients With Open Invoices
Monthly - By Client ID
Wednesday, August 30, 2000 07:38 pm through Wednesday, August 30, 2000 07:30 am

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Invoice ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1523</td>
<td>Smith, Kenneth R.</td>
<td>68</td>
<td>$122.00</td>
</tr>
<tr>
<td>1925</td>
<td>Robinson, Chad</td>
<td>75</td>
<td>$227.00</td>
</tr>
</tbody>
</table>

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

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

Sort Order and Range
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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.

Clients With Open Invoices
Monthly - By Invoice No.
Wednesday, August 30, 2000 07:38 pm through Wednesday, August 30, 2006 07:30 am

<table>
<thead>
<tr>
<th>Invoice ID</th>
<th>Amount</th>
<th>Client ID</th>
<th>Client Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>68</td>
<td>$122.00</td>
<td>1523</td>
<td>Smith, Kenneth R.</td>
</tr>
<tr>
<td>75</td>
<td>$227.00</td>
<td>1925</td>
<td>Robinson, Chad</td>
</tr>
</tbody>
</table>

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: Monthly Deposit Report

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

Sort Order and Range
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>Cashier ID</td>
</tr>
</tbody>
</table>

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.

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.
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® 4.0.

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

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH</td>
<td>$7,659.82</td>
</tr>
<tr>
<td>Less Cash Refund</td>
<td>($97.00)</td>
</tr>
<tr>
<td>Less Change Given</td>
<td>($222.32)</td>
</tr>
<tr>
<td>Net Cash</td>
<td>$7,331.50</td>
</tr>
<tr>
<td>American Express</td>
<td>$673.00</td>
</tr>
<tr>
<td>Care Credit</td>
<td>$104.00</td>
</tr>
<tr>
<td>Check</td>
<td>$32,001.43</td>
</tr>
<tr>
<td>Discover Card</td>
<td>$5,817.00</td>
</tr>
<tr>
<td>Master Card</td>
<td>$3,508.00</td>
</tr>
<tr>
<td>Visa</td>
<td>$15,572.20</td>
</tr>
</tbody>
</table>

Total Monthly Receipts: $65,007.13

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

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

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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**: \((\text{Gross Service Sales} + \text{Gross Inventory Sales})\)
- **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.

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.

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: 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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item Classification Desc</td>
</tr>
<tr>
<td></td>
<td>Item ID</td>
</tr>
<tr>
<td></td>
<td>Staff ID</td>
</tr>
</tbody>
</table>

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

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

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

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

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

<table>
<thead>
<tr>
<th>Staff</th>
<th>Item Class</th>
<th>Item Subclass</th>
<th>Item ID</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bee, Sue</td>
<td>BOARDING</td>
<td>BOARDING (CANINE)</td>
<td>6510</td>
<td>1.00</td>
<td>$12.00</td>
<td>$0.24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GROOMING</td>
<td></td>
<td>8510</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8512</td>
<td>2.00</td>
<td>$9.00</td>
<td>$0.18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8520</td>
<td>3.00</td>
<td>$72.50</td>
<td>$1.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8550</td>
<td>1.00</td>
<td>$36.50</td>
<td>$0.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Totals for GROOMING - SMALL:</td>
<td>7.00</td>
<td>$120.00</td>
<td>$2.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LABORATORY</td>
<td>CBC W/PROFILE</td>
<td>4110</td>
<td>1.00</td>
<td>$28.00</td>
<td>$0.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Totals for LABORATORY - SMALL:</td>
<td>1.00</td>
<td>$28.00</td>
<td>$0.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nutritional</td>
<td></td>
<td>06559</td>
<td>Maint Canine 15.5 oz Beef</td>
<td>24.00</td>
<td>$48.00</td>
<td>$0.04</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Item Classification Desc</td>
</tr>
<tr>
<td>• Item ID</td>
<td></td>
</tr>
<tr>
<td>• Staff ID</td>
<td></td>
</tr>
</tbody>
</table>

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

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.
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

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.

### Monthly Staff Commission Detail Report - Net
**By Staff Lastname**
Monday, January 01, 1900 12:00 am through Tuesday, September 26, 2006 09:49 am

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Item Subclass</th>
<th>Item Class</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>6510</td>
<td>BOARDING - SMALL</td>
<td>BOARDING (CANINE)</td>
<td>1.00</td>
<td>$12.00</td>
<td>$0.24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Totals for BOARDING - SMALL:</td>
<td>1.00</td>
<td>$12.00</td>
<td>$0.24</td>
</tr>
<tr>
<td>2</td>
<td>8510</td>
<td>GROOMING - SMALL</td>
<td>BATH</td>
<td>1.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>8512</td>
<td></td>
<td>NAIL TRIM</td>
<td>2.00</td>
<td>$9.00</td>
<td>$0.18</td>
</tr>
<tr>
<td>2</td>
<td>8520</td>
<td></td>
<td>BATH &amp; DIP</td>
<td>3.00</td>
<td>$72.50</td>
<td>$1.45</td>
</tr>
<tr>
<td>2</td>
<td>8580</td>
<td></td>
<td>GROOM W/SEDATION</td>
<td>1.00</td>
<td>$38.50</td>
<td>$0.77</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Totals for GROOMING - SMALL:</td>
<td>7.00</td>
<td>$112.50</td>
<td>$2.40</td>
</tr>
<tr>
<td>2</td>
<td>4110</td>
<td>LABORATORY - SMALL</td>
<td>CBC W/PROFILE</td>
<td>1.00</td>
<td>$28.00</td>
<td>$0.56</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BLOOD TESTS</td>
<td>Totals for LABORATORY - SMALL:</td>
<td>1.00</td>
<td>$28.00</td>
<td>$0.56</td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Staff ID</td>
</tr>
</tbody>
</table>

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.

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.
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

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

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

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

<table>
<thead>
<tr>
<th>Staff ID and Name</th>
<th>Item Classification</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bee, Sue</td>
<td>BOARDING - SMALL</td>
<td>1.00</td>
<td>$12.00</td>
<td>$0.24</td>
</tr>
<tr>
<td></td>
<td>GROOMING - SMALL</td>
<td>7.00</td>
<td>$18.00</td>
<td>$2.40</td>
</tr>
<tr>
<td></td>
<td>LABORATORY - SMALL</td>
<td>1.00</td>
<td>$28.00</td>
<td>$0.56</td>
</tr>
<tr>
<td></td>
<td>Nutritional</td>
<td>27.00</td>
<td>$557.60</td>
<td>$33.12</td>
</tr>
<tr>
<td></td>
<td>PROFESSIONAL SERVICES - SMALL</td>
<td>2.00</td>
<td>$13.00</td>
<td>$0.26</td>
</tr>
<tr>
<td></td>
<td>Skin Care</td>
<td>2.00</td>
<td>$48.25</td>
<td>$0.97</td>
</tr>
<tr>
<td></td>
<td>VACCINATIONS - SMALL</td>
<td>2.00</td>
<td>$59.00</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Totals for Sue Bee:</strong></td>
<td></td>
<td>42.00</td>
<td><strong>$427.01</strong></td>
<td><strong>$6.55</strong></td>
</tr>
</tbody>
</table>

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.
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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Staff ID</td>
</tr>
</tbody>
</table>

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.

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.
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

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.

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

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

<table>
<thead>
<tr>
<th>Staff ID and Name</th>
<th>Item Classification</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bee, Sue</td>
<td>BOARDING - SMALL</td>
<td>1.00</td>
<td>$12.00</td>
<td>$0.24</td>
</tr>
<tr>
<td></td>
<td>GROOMING - SMALL</td>
<td>7.00</td>
<td>$120.00</td>
<td>$2.40</td>
</tr>
<tr>
<td></td>
<td>LABORATORY - SMALL</td>
<td>1.00</td>
<td>$28.00</td>
<td>$0.56</td>
</tr>
<tr>
<td></td>
<td>Nutritional</td>
<td>27.00</td>
<td>$155.76</td>
<td>$3.12</td>
</tr>
<tr>
<td></td>
<td>PROFESSIONAL SERVICES - SMALL</td>
<td>2.00</td>
<td>$15.00</td>
<td>$0.28</td>
</tr>
<tr>
<td></td>
<td>Skin Care</td>
<td>2.00</td>
<td>$48.25</td>
<td>$0.97</td>
</tr>
<tr>
<td></td>
<td>VACCINATIONS - SMALL</td>
<td>2.00</td>
<td>$50.00</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Totals for Sue Bee:</strong></td>
<td></td>
<td><strong>42.00</strong></td>
<td><strong>$427.01</strong></td>
<td><strong>$8.55</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Staff ID</td>
</tr>
</tbody>
</table>

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.

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

Additional Information

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

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

<table>
<thead>
<tr>
<th>Staff ID and Name</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bue, Sue</td>
<td>42.00</td>
<td>$427.01</td>
<td>$8.85</td>
</tr>
<tr>
<td>3 Carson, DVM, Anne</td>
<td>49.00</td>
<td>$11,331.47</td>
<td>$224.64</td>
</tr>
<tr>
<td>CS Cornerstone</td>
<td>51.00</td>
<td>$47.06</td>
<td>$0.94</td>
</tr>
<tr>
<td>1 Jones, DVM, Fred</td>
<td>694.00</td>
<td>$30,005.33</td>
<td>$618.06</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>836.00</strong></td>
<td><strong>$42,668.66</strong></td>
<td><strong>$852.19</strong></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Staff ID</td>
</tr>
</tbody>
</table>

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.

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.

Click here to see a full copy of this report

### Monthly Staff Commission Totals Report - Net

**By Staff Lastname**

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

<table>
<thead>
<tr>
<th>Staff ID and Name</th>
<th>Quantity</th>
<th>Sale Amount</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bee, Sue</td>
<td>42.00</td>
<td>$427.01</td>
<td>$8.55</td>
</tr>
<tr>
<td>3 Carson, DVM, Anne</td>
<td>49.00</td>
<td>$11,234.76</td>
<td>$224.64</td>
</tr>
<tr>
<td>CS Cornerstone</td>
<td>51.00</td>
<td>$367.44</td>
<td>$0.73</td>
</tr>
<tr>
<td>1 Jones, DVM, Fred</td>
<td>694.00</td>
<td>$30,903.33</td>
<td>$618.06</td>
</tr>
</tbody>
</table>

**Totals**: $36,000 | $42,596.55 | $851.98

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

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

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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.
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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name And Phone No.</th>
<th>Mailing Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Branch, John (888) 347-5896</td>
<td>944 W. Main Street Troy, WI 77777</td>
<td>7/8/1995</td>
</tr>
<tr>
<td>1000</td>
<td>Jones, Patricia W. (888) 566-1203</td>
<td>1155 Dogwood Lane Everywhere, WI 54703</td>
<td>9/22/2000</td>
</tr>
<tr>
<td>1001</td>
<td>Jones, Pat (888) 566-1234</td>
<td>1235 Dogwood Lane Everywhere, WI 88888</td>
<td>9/23/2000</td>
</tr>
<tr>
<td>1002</td>
<td>Johns, Keith (888) 566-6897</td>
<td>8742 Ringold Lane Everywhere, WI 88888</td>
<td>9/23/2000</td>
</tr>
<tr>
<td>1003</td>
<td>Fuller, Max (715) 777-5555</td>
<td>129 Sunnyview Drive Your Town, WI 54777</td>
<td>9/28/2000</td>
</tr>
<tr>
<td>1004</td>
<td>Quinn, Tom and Terri (715) 111-2222</td>
<td>89 Oak, Lawn Court That Town, WI 56789</td>
<td>9/28/2000</td>
</tr>
</tbody>
</table>

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.

Applies To

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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.

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

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.

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

### New Client Report
Sorted By Client Last Name

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name And Phone No.</th>
<th>Mailing Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DICOMCCLT</td>
<td>Dirom Client</td>
<td></td>
<td>8/2/2006</td>
</tr>
<tr>
<td>1320</td>
<td>Abbott, Alice (444) 206-4769</td>
<td>887 West Cedar  Springfield, WI 62448</td>
<td>7/8/1995</td>
</tr>
<tr>
<td>1503</td>
<td>Adams, Robert &amp; Brenda (608) 342-5678</td>
<td>4 Indian Hill Road Madison, WI 7777</td>
<td>9/3/1996</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

Click here to see a full copy of this report

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

Referral Revenue Report by Doctor by Hospital

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Name</th>
<th>New</th>
<th>Rechecks</th>
<th>Total Visits</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applies To

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital ID</td>
<td></td>
</tr>
</tbody>
</table>

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

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.
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 run the report.

Click here to see a full copy of this report

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

Referral Revenue Report
by Hospital by Doctor

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Name</th>
<th>New</th>
<th>Rechecks</th>
<th>Total Visits</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Idexx Cornerstone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eau Claire</td>
<td>WI 54701</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cornerstone, Paul D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eau Claire</td>
<td>WI 54701</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1913</td>
<td>Amanda Bridges</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>$17.50</td>
</tr>
<tr>
<td>Total for Paul D. Cornerstone at Idexx Cornerstone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Idexx Cornerstone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There are no Sort Order options for this report.</td>
</tr>
<tr>
<td></td>
<td>Hospital ID</td>
</tr>
</tbody>
</table>

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

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.

**Click here to see a full copy of this report**

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

**Referral Summary by Hospital**

<table>
<thead>
<tr>
<th>Referral Hospital</th>
<th>New</th>
<th>Rechecks</th>
<th>Total</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crosswinds Vet Hospital</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>$129.10</td>
</tr>
<tr>
<td>123 Any Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eau Claire, WI 54703</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals for this period: 2 0 2 129.1

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.
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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Doctor ID</td>
</tr>
</tbody>
</table>

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

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.

**Click here to see a full copy of this report**

Referral Summary by Doctor

<table>
<thead>
<tr>
<th>Referral Doctor</th>
<th>New</th>
<th>Rechecks</th>
<th>Total</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>$108.10</td>
</tr>
<tr>
<td>Eau Claire WI</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>$21.00</td>
</tr>
<tr>
<td>Doe, Jane</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>$21.00</td>
</tr>
<tr>
<td>Eau Claire WI</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>$21.00</td>
</tr>
</tbody>
</table>

Totals for this period: 2 0 2 129.1

**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.
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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• Doctor ID</td>
</tr>
</tbody>
</table>

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.

Click here to see a full copy of this report

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.
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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Sort Order options for this report.</td>
<td>Hospital ID</td>
</tr>
</tbody>
</table>

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

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.

Click here to see a full copy of this report

**Referral Summary**
**by Hospital by Doctor**

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

<table>
<thead>
<tr>
<th>Referral Hospital</th>
<th>Referral Doctor</th>
<th>New</th>
<th>Rechecks</th>
<th>Total</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>54701</td>
<td></td>
<td></td>
<td></td>
<td>$17.50</td>
</tr>
<tr>
<td>Cornerstone, Paul D.</td>
<td>2506 Alpine Rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ext. Claims</td>
<td>WI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>54701</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>$17.50</td>
</tr>
<tr>
<td>Total for Hospital</td>
<td></td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>$17.50</td>
</tr>
</tbody>
</table>

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.
**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**

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

**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.

**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.

**Click here to see a full copy of this report**

**Additional Information**
Also included but without headings:

- Total for Check Amount
- Total for Service Charge

**Returned Check Summary**

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

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Date</th>
<th>Check #</th>
<th>Check Amount</th>
<th>Serv. Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1359</td>
<td>Acklin, Tiffany</td>
<td>7/2/1999</td>
<td>145</td>
<td>$150.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>1650</td>
<td>Jones, Agnes Louise</td>
<td>8/7/2006</td>
<td>12365</td>
<td>$158.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Totals: $308.00 $50.00

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

**Cornerstone Support Reference Document: KB461**

**Click here to view the steps to select multiple monthly periods for this report.**
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
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are no Sort Order options for this report.</td>
<td>• There are no Range options for this report.</td>
</tr>
</tbody>
</table>

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

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.

Click here to see a full copy of this report

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

<table>
<thead>
<tr>
<th>Tax Description</th>
<th>Current Tax Rate</th>
<th>Taxable Sales</th>
<th>Total Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital</td>
<td>7</td>
<td>$274.00</td>
<td>$19.18</td>
</tr>
<tr>
<td>Default Tax Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$19.18</strong></td>
</tr>
</tbody>
</table>

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.
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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Last Name</td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td>Invoice Item ID</td>
<td>Date</td>
</tr>
</tbody>
</table>

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.
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.

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.

Sort Order and Range

### Sort Order
- Invoice Item Description
- Invoice Item ID

### Range
- Client Last Name
- Invoice Date
- Invoice Item Description
- Staff Last Name

Additional Information
Also included but without headings:
- **Client Address**: The address assigned to the client associated with the invoice.
- **Item ID**: The unique identifier assigned to 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.

### Controlled Substance Report
Sorted By Item Description

<table>
<thead>
<tr>
<th>Date</th>
<th>Sold</th>
<th>ID</th>
<th>Patient Name</th>
<th>Birthdate</th>
<th>Sex</th>
<th>Doctor</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/12/2009</td>
<td>30.00 tablet</td>
<td>111</td>
<td>Curtis, Ginger</td>
<td>8/19/2000</td>
<td>Male</td>
<td>Jones, DVM</td>
<td>(715) 347-6781</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1942</td>
<td>856 Lincoln Drive</td>
<td>Eau Claire, WI 54702</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/12/2009</td>
<td>30.00 tablet</td>
<td>110</td>
<td>Curtis, Ginger</td>
<td>8/4/1999</td>
<td>Female</td>
<td>Jones, DVM</td>
<td>(715) 347-6781</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1942</td>
<td>856 Lincoln Drive</td>
<td>Eau Claire, WI 54702</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item ID: 02963</td>
<td>Description: Acetaminophen 10 mg</td>
<td></td>
<td>Current QOH: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Sold</th>
<th>ID</th>
<th>Patient Name</th>
<th>Birthdate</th>
<th>Sex</th>
<th>Doctor</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/12/2009</td>
<td>1.00 each</td>
<td>195</td>
<td>Adkins, Tiffany</td>
<td>3/6/1999</td>
<td>Male</td>
<td>Stanley, DVM</td>
<td>(715) 457-3499</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1359</td>
<td>3401 Lake Drive Apt 104</td>
<td>Eau Claire, WI 54703</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item ID: 7396</td>
<td>Description: Fentanyl Patch</td>
<td></td>
<td>Current QOH: -1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Sold</th>
<th>ID</th>
<th>Patient Name</th>
<th>Birthdate</th>
<th>Sex</th>
<th>Doctor</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/12/2009</td>
<td>6.00 tablet</td>
<td>222</td>
<td>Babies, Gary &amp; Linda</td>
<td>7/12/2003</td>
<td>Neutered Male</td>
<td>Jones, DVM</td>
<td>(715) 457-3764</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1002</td>
<td>4010 Country Club Lane SE</td>
<td>Minnetonka, WI 55431</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item ID: 03160</td>
<td>Description: Tobradex 1 mg</td>
<td></td>
<td>Current QOH: 74.06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click here to see a full copy of this report

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Departing Instruction Desc.</td>
<td>• Departing Ins. Desc.</td>
</tr>
<tr>
<td>• Departing Instruction ID</td>
<td>• Departing Ins. ID</td>
</tr>
</tbody>
</table>

Departing Ins. Text: The departing instruction information.

Report Fields
- ID: The unique identifier for each instruction.
- Description: The name of the instruction.

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.
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.

Departing Instructions
Sorted By ID

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Departing Instruction Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ACEPROMAZINE</td>
<td>ACEPROMAZINE: THIS MEDICATION IS A TRANQUILIZER. EXPECT A LITTLE DROWSINESS AND INCORDINATION 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.</td>
</tr>
<tr>
<td>02</td>
<td>ANAL GLAND EXPRESSION</td>
<td>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.</td>
</tr>
<tr>
<td>03</td>
<td>ANTIBIOTIC REACTION CAUTION</td>
<td>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.</td>
</tr>
<tr>
<td>04</td>
<td>ATROPINE OPHTHALMIC OINTMENT</td>
<td>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 HIMHER OUT OF STRONG, DIRECT LIGHT AS THIS CAN CAUSE DISCOMFORT.</td>
</tr>
<tr>
<td>05</td>
<td>DEXAMETH./MEDROL/PREDN</td>
<td>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.</td>
</tr>
<tr>
<td>06</td>
<td>LASIX</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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, BEFORE THE
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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Group Description</td>
<td>Group Description</td>
</tr>
<tr>
<td>By Group ID</td>
<td>Group ID</td>
</tr>
<tr>
<td>Item Status</td>
<td>Item Status</td>
</tr>
<tr>
<td>Species</td>
<td>Species</td>
</tr>
<tr>
<td>Sex</td>
<td>Sex</td>
</tr>
<tr>
<td>Age</td>
<td>Age</td>
</tr>
<tr>
<td>Weight</td>
<td>Weight</td>
</tr>
<tr>
<td>Ask for weight</td>
<td>Ask for weight</td>
</tr>
<tr>
<td>Ask before adding this item</td>
<td>Ask before adding this item</td>
</tr>
<tr>
<td>Stop and ask for quantity</td>
<td>Stop and ask for quantity</td>
</tr>
<tr>
<td>Mark up/down</td>
<td>Mark up/down</td>
</tr>
<tr>
<td>Ignore Minimum Price</td>
<td>Ignore Minimum Price</td>
</tr>
</tbody>
</table>

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.
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.
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.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Invoice Item Classification</td>
<td>• Item Classification</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification by Description</td>
<td>Class ID</td>
</tr>
<tr>
<td>Classification by ID</td>
<td>Dispensing Item Description</td>
</tr>
<tr>
<td>Dispensing Item ID</td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td>Invoice Item Description</td>
<td>Item Status</td>
</tr>
<tr>
<td>Item Status</td>
<td>Subclass ID</td>
</tr>
</tbody>
</table>

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**.

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: 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.

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

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Item Description</td>
<td>Invoice Item Description</td>
</tr>
<tr>
<td>Invoice Item ID</td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td>Item Status</td>
<td>Item Status</td>
</tr>
<tr>
<td>Controlled Substance</td>
<td>Controlled Substance</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Item Description</td>
<td>Invoice Item Description</td>
</tr>
<tr>
<td>Invoice Item ID</td>
<td>Invoice Item ID</td>
</tr>
</tbody>
</table>

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.

Directions to Run the Report
1. In Cornerstone, select Reports > Invoice Item.
3. Click Preview.
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

Appplies To
This report applies to all Cornerstone® versions starting with Cornerstone® 4.0.
Report Title: Invoice Item Reminder Information Report

Report Description
Use the Invoice Item Reminder Information Report to check reminder strategies.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Item Description</td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td>Invoice Item ID</td>
<td>Item Status</td>
</tr>
</tbody>
</table>

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).

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.
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.
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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Item ID and Client ID</td>
<td>Client ID</td>
</tr>
<tr>
<td>Invoice Item ID and Date</td>
<td>Invoice Date</td>
</tr>
<tr>
<td>Invoice Item Description</td>
<td>Lot Number (Added in Cornerstone 7.6)</td>
</tr>
</tbody>
</table>

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.

- **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

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

### Invoice Item Sales Information
**Sorted by Invoice Item ID, Client ID, and Patient ID**

<table>
<thead>
<tr>
<th>Invoice Item ID</th>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Class ID</th>
<th>Description</th>
<th>Date Sold</th>
<th>QTY Sold</th>
<th>Total Invoice Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3651 167</td>
<td>01860</td>
<td>Boars</td>
<td></td>
<td>Ecolizer 20 ds</td>
<td>6/17/2000</td>
<td>1.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>1507 40</td>
<td>Chico</td>
<td></td>
<td></td>
<td>Prednisone 10 mg</td>
<td>9/27/2000</td>
<td>10.00</td>
<td>$9.50</td>
</tr>
<tr>
<td>1912 50</td>
<td>Tiffany</td>
<td></td>
<td></td>
<td>Amoxicillin 50 mg</td>
<td>9/24/2000</td>
<td>21.00</td>
<td>$7.20</td>
</tr>
</tbody>
</table>

**Total QTY**: 1.00 **Total Sales**: $132.00

**Total QTY**: 20.00 **Total Sales**: $19.50

**Total QTY**: 41.00 **Total Sales**: $14.20
Report Title: Invoice Item Setup Report

Report Description
Use the Invoice Item Setup Report to see how invoice items are currently set up.

Report Fields
- **Item ID**: The unique identifier for each invoice item.
- **Invoice Item Description**: The name of the Invoice Item (Hospital Description).
- **Type**: Indicates 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 the invoice is used).

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification by Description</td>
<td>Class ID</td>
</tr>
<tr>
<td>Classification by ID</td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td>Invoice Item Description</td>
<td>Invoice Item Description</td>
</tr>
<tr>
<td>Invoice Item ID</td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td>Class ID</td>
<td>Invoice Item Price</td>
</tr>
<tr>
<td>Item Status</td>
<td>Item Status</td>
</tr>
<tr>
<td>Subclass ID</td>
<td>Type (S, I, G, P, D)</td>
</tr>
</tbody>
</table>

Note: The greater value of either Calculated Selling Price or the Minimum Price will be listed for the item when used.

**Service Items:**

\[
= (Quantity \times Quantity \text{ Price})
\]

**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.
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® 3.x.
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

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification by Description</td>
<td>Class ID</td>
</tr>
<tr>
<td>Classification by ID</td>
<td>Invoice Item Description</td>
</tr>
<tr>
<td>Item Status</td>
<td>Subclass ID</td>
</tr>
<tr>
<td>Tax</td>
<td>Tax</td>
</tr>
</tbody>
</table>

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.
3. Click Preview.
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.
Report Title: Pick Item Setup Report

Report Description
The Pick Item Setup Report displays the pick lists defined by the practice.

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.

Sort Order and Range

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Item Description</td>
<td>Invoice Item ID</td>
</tr>
<tr>
<td>Invoice Item ID</td>
<td>Item Status (Active or Inactive)</td>
</tr>
</tbody>
</table>

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**.

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**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.

**Pick Item Setup Report by Item Description**

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description:</th>
<th>Class</th>
<th>Subclass</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVFLP</td>
<td>IV Fluids List</td>
<td>Fluids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>Normal R 1000 ml</td>
<td></td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

**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