

How to Create a Cornerstone* Invoice Item Sales Information Report

1. Go to **Reports > Invoice Item**, and then select **Invoice Item Sales Information**.
2. Double-click the report in the list, or click **Create Report** (available in Cornerstone* 8.1 or later)
3. From the **Sort order** drop-down list, select one of the following:
 - **Invoice Item ID and Client ID**—Sorts alphabetically by invoice item ID and then alphabetically by client ID under each invoice item.
 - **Invoice Item ID and Date**—Sorts alphabetically by invoice item ID and then chronologically by sales date.
4. To refine your list, in the Range area select one of the following filters from the **Description** drop-down list:
 - **Class ID**—Lets you enter a range of item classifications (Nutrition, Vaccination, etc.) for sales.
 - **Client ID**—Lets you enter a range of clients or a specific client.
 - **Invoice Date**—Lets you enter a range of dates.
 - **Invoice Item Description**—Lets you enter a range of item descriptions.
 - **Invoice Item ID**—Lets you enter a range of invoice item IDs.
 - **Lot Number**—Lets you enter a range of lot numbers.
 - **Revenue Center ID**—Lets you enter a range of revenue centers or a specific revenue center.
5. Enter a range of values in the **Starting value** and **Ending value** fields. For all filters except Lot Number, you can double-click or press **F2** to open a list and select your values. You must manually enter Lot Number values.

Note: Your starting and ending values are usually the same, unless the items you choose are sequential (such as invoice item IDs 100 to 200) and you want to print all items within that range.
6. To further refine your list, select **AND** or **OR** in the **And/Or** column to add more range filters.

Note: Select AND to show results that meet both criteria. Select OR to show results that meet either criteria. If using both AND and OR within the same report, you must select AND first. Ranges of the same type must be separated by OR.
7. After entering all the filters you need, click **Preview** to view the report before printing.

Description	Starting value	Ending value	And/Or
Invoice Date	7/1/2016	7/28/2016	AND
Invoice Item ID	IL111	IL111	

This report prints a list of the sales for item ID IL111 for the month of July in Client ID order.

Find this guide

Look under “Resources by Topic” on the [Cornerstone Software Resources](#) page.