IDEXX **Cornerstone*** Practice Management System

Note †Indicates a feature in IDEXX Cornerstone* Practice Management System 8.1 or later.

1. Go to **Reports > Invoice Item** and select **Invoice Item Setup Report**.
   OR
   Go to **Reports > Find a Report**, type "price list" (including quotation marks) in the **Search** box, and click **Search**.†

2. Double-click the report in the list.
   OR
   With the report selected, click **Create Report**.†

3. From the **Sort order** drop-down list, select one of the following.

   - **Classification by Description**–Sorts alphabetically by classification name (Nutrition, Vaccination, etc.).

   - **Classification by ID**–Sorts alphabetically by classification ID.

   - **Invoice Item Description**–Sorts alphabetically by invoice item name.

   - **Invoice Item ID**–Sorts alphabetically by invoice item ID.

4. To print a list of all of your invoice items and their prices, click **Preview** or **Print**.

5. 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.

   - **Invoice Item Description**–Lets you enter a range of item descriptions.

   - **Invoice Item ID**–Lets you enter a range of invoice item IDs.

   - **Invoice Item Price**–Lets you enter a range of prices.

   - **Item Status**–Lets you include only active or only inactive items.

   - **Subclass ID**–Lets you enter a range of subclassifications within a classification.

   - **Type**–Lets you include only a specific type of item, such as just your inventory items.

6. Enter a range of values in the **Starting value** and **Ending value** fields. For all filters except Type and Item Status, you can double-click or press F2 to open a list and select your values. You must manually enter Type and Item Status values.

   - **Type**–Type a letter in both **Starting value** and **Ending value** fields: **S** - Service, **I**- Inventory, **G**- Group, **P**- Pick, or **D**- Dispensing.
   - **Item Status**–Enter **active** or **inactive** in both the **Starting value** and **Ending value** fields.

   Note Your starting and ending values will usually be 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.

7. To further refine your list, select **AND** or **OR** in the **And/Or** column to add more range filters.

   Note If using both AND and OR within the same report, you must select AND first. Select AND to show results that meet both criteria. Select OR to show results that meet either criteria. Separate ranges of the same type with OR.

8. After entering all the filters you need, click **Preview** to view the report before printing.

This report will print a price list for items that have an active status, a vaccine classification, and are either inventory or service items.

IDEXX
L A B O R A T O R I E S

idexx.com/cornerstone