

How to Create a Cornerstone* Invoice Item List Report (a Price List)

1. Go to **Reports > Invoice Item**, and then 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
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 invoices items, including inactive items, 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 include a range of subclassifications within a classification.
 - **Type**—Lets you include only a specific type of item, such as just 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: 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.

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

Description	Starting value	Ending value	And/Or
Item Status	active	active	AND
Class ID	DEN	den	AND
Type (S.I.G.P.D)	S	S	OR
Type (S.I.G.P.D)	I	I	

This report prints a list of items that have an active status and a dental classification and are either inventory or service items.

Find this guide

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