

# IDEXX Neo

## Services and Dr.'s Production Report

### Reports Needed by Profit Solver and where to find them in IDEXX Neo

What We Need	IDEXX Neo Report	Path to Locate
Price list	Inventory Listing	Reports > Products Reports
Services List	Sales by Product Class	Reports > Sales Reports
Doctor Production	Sales and Cost of Sales filtered by Veterinarian	Reports > Sales Reports

#### **Detailed Instructions for Doctor production:**

The Dr.'s Production report can be found by going to the menu bar and selecting **Reports**.

These steps will allow generate the report for doctor production based on what was sold.

Report Name: [Sales and Cost of Sales Filtered by Veterinarian](#)

1. Click your name in the menu bar. Then click **Reports**.
2. Locate and click **Sales and Cost of Sales filtered by Veterinarian**.
3. **Tip:** Click the **Filter** button then select **Sales** from the Category drop-down, and/or enter a search term (for example, sales or provider) in the Search box to quickly locate the report.  
**Note:** Use the Sales by Product Class report if you prefer to review provider sales by product class.
4. In the **Date From/To** boxes, select the date range for the report. (Match the date from your Profit and Loss Statement )

5. In the Analysis Criteria area, select the provider from the **Provider** drop-down list.  
**Note:** This is the staff member selected in the Provider field at the line item level on the consultation. The exception is diagnostics, which use the consultation provider.
6. Select the format for the report. You can download spreadsheet results to your computer and view other formats on screen.
7. Click **Run Analysis**.
8. In the Results Area, click **Download Spreadsheet** under Detail report of sales and cost of sales by Veterinarian.
9. Open the spreadsheet and save it to a location on your pc and email it to your Profit Solver consultant.