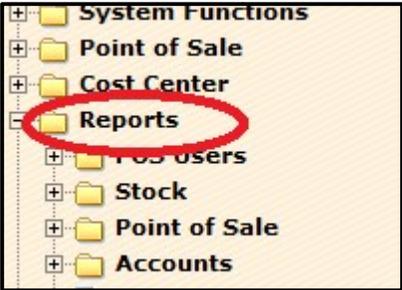


# UNIT PRICE REPORT

<u>STEPS TO FOLLOW</u>	<u>VISUAL REFERENCE</u>
1. Open SPACEbiz back office.	
2. Navigate to REPORTS.	 <p>A screenshot of a software menu with a light yellow background. The menu items are: System Functions, Point of Sale, Cost Center, Reports, POS Users, Stock, Point of Sale, and Accounts. The 'Reports' item is circled in red.</p>
3. Click on STOCK.	 <p>A screenshot of the 'Reports' menu. The items are: Reports, POS Users, Stock, Point of Sale, and Accounts. The 'Stock' item is circled in red.</p>
4. From drop-down menu, click on UNIT PRICES.	 <p>A screenshot of the 'Stock' menu. The items are: Stock, Unit Prices, Supplier Invoices, Document Variances, and Actual Cost. The 'Unit Prices' item is circled in red.</p>

5. UNIT PRICE screen will open.

**Please select the following, and press Report.**

STOCK TYPE:

Stock Category Filter:

Stock Item Name Filter:

- BAKERY - BREAD, each
- BAKERY - BREAD BROWN, each
- BAKERY - BREAD CRUMBS, each
- BAKERY - BREAD ROLL, each
- BAKERY - HOTDOG ROLL, each

6. Select stock type for REPORTING from STOCK TYPE list.

STOCK TYPE:

Stock Category Filter:

Stock Item Name Filter:

7. Highlight ALL items on STOCK TYPE list or search by Category, Item or Supplier name.

STOCK TYPE:

Stock Category Filter:

Stock Item Name Filter:

- DRY GOODS - MARSHMALLOW, each
- DRY GOODS - MAYONAISE, each
- DRY GOODS - MILKSHAKE SYRUP CHOC, litre
- DRY GOODS - MILKSHAKE SYRUP STRAWBERRY, litre
- DRY GOODS - MIXED HERBS, each
- DRY GOODS - MONKEYGLAND SAUCE, litre
- DRY GOODS - MUSHROOM SAUCE, litre
- DRY GOODS - MUSTARD ECONO, litre
- DRY GOODS - NAPOLITANA SAUCE, litre
- DRY GOODS - OLIVE OIL, litre

Supplier Name Filter:

8. Select date to report from START DATE box.

Select Period

Start Date  End Date

Calendar view for September 2015:

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

9. Select date to report to in END DATE box.

Select Period

Start Date: 14/09/2015 [calendar icon]

End Date: 21/09/2015 [calendar icon]

Report

10. Click on REPORT.

Date: 14/09/2015 [calendar icon]

End Date: 21/09/2015 [calendar icon]

Report

11. UNIT PRICE SUMMARY will open.  
*Summary MUST correspond with information on ACTUAL GRV's/Delivery notes received. CONSISTENCY IN UNIT PRICES IS ESSENTIAL!*

**Unit price summary for SAULS Grill & PIZZA for the period: 14/09/2015 - 21/09/2015**

	Item	Invoice	QTY
NE	DRY GOODS - 1000 ISLAND SAUCE, litre	83310	
NAS	FRUIT & VEG - AVOCADO, kg	320939	