UNIT PRICE REPORT

STEPS TO FOLLOW	VISUAL REFERENCE
1. Open SPACEbiz back office.	
2. Navigate to REPORTS.	
3. Click on STOCK.	
4. From drop-down menu, click on UNIT PRICES.	
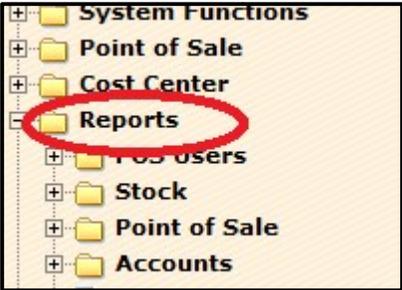
5. UNIT PRICE screen will open.	**Please select the following, and press Report.** STOCK TYPE: FOOD Stock Category Filter: Stock Item Name Filter: BAKERY - BREAD, each BAKERY - BREAD BROWN, each BAKERY - BREAD CRUMBS, each BAKERY - BREAD ROLL, each BAKERY - HOTDOG ROLL, each
6. Select stock type for REPORTING from STOCK TYPE list.	STOCK TYPE: FOOD Stock Category Filter FOOD BEVERAGES Stock Item Name Filte CIGARETTES
7. Highlight ALL items on STOCK TYPE list or search by Category, Item or Supplier name.	STOCK TYPE: FOOD 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 14/09/2015 End Date Ca... saulscp.wtspace.com:8 < September > < 2015 > S M T W T F S 30 31 1 2 3 4 5 7 8 9 10 11 12 3 14 1 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 🔲 End Date 21/09/2015 🔲 Report
10. Click on REPORT.	Date 14/09/2015 🔲 End Date 21/09/2015 🔲 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** <table><tr><td></td><td>Item</td><td>Invoice</td><td>QTY</td></tr><tr><td>NE</td><td>DRY GOODS - 1000 ISLAND SAUCE, litre</td><td>83310</td><td></td></tr><tr><td>NAS</td><td>FRUIT & VEG - AVOCADO, kg</td><td>320939</td><td></td></tr></table>