

# Part List

Last Modified on 01/18/2023 5:24 pm EST

The Parts List Report is designed to print a listing of Inventory Parts, Parts marked as Available for Sales (in the Part setup), or Parts marked Available for Service (in the Part Setup - FSU Users only). The report may be grouped by Product Line or Primary Vendor.

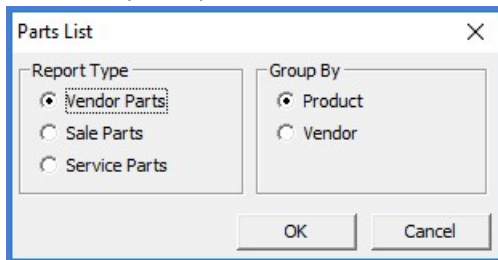
Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

## Report Selections

**Report Type** - One of the following options must be selected. The date range will default to the current month beginning and ending dates.

**Group By** - The report default is to group by Product (line). The User must select one of the two options.

- *Product (line)*
- *Vendor (primary)*



The screenshot shows a dialog box titled "Parts List" with a close button (X) in the top right corner. It contains two main sections: "Report Type" and "Group By".

**Report Type:** This section has three radio buttons. The first, "Vendor Parts", is selected and has a dashed border around it. The other two, "Sale Parts" and "Service Parts", are unselected.

**Group By:** This section has two radio buttons. "Product" is selected, and "Vendor" is unselected.

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".