



GP1300 - Grant Detail General Ledger Report

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Grants and Projects > Reports > SSA Grant Reports > Grant Detail General Ledger Report

This report provides a list of transactions for a grant from the general ledger. You can retrieve all transactions for a specified grant code based on the file ID and from/to accounting periods. Additionally, you can narrow the list of transactions on the report by using the **From-To Account Period; School Year** pop-up to specify the from/to accounting periods within a file ID for which you want to retrieve transactions. Vendor transactions allow for the printing of either the name of the vendor or the reason for the transaction. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

| Parameter | Parameter Description |
|--|--|
| Grant/Project Profile Code | Type a grant/project profile code. Or, click  to select a code from the Grant Profile Codes lookup. This code determines the file IDs that will be included in the report. This is a required field. |
| From-To Account Period; School Year | Type the five-digit file ID and accounting period range to be included where the first character represents the one-digit file ID and the following four characters represent the accounting period range. For example, for file ID 1 and accounting period range 06-07, type 10607. Or, click  to select a code from the Grant School Year Range lookup.  to select a code from the Grant Profile Codes lookup. Otherwise, leave blank to include all ranges. This is a required field. |
| Print Vendor Name (N), Reason (R) | N - Print the vendor name on the report. R - Print the reason on the report. This is a required field. |
| Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N) | Y - Include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. N - Do not include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. This is a required field. |
| Use Check date (C) or Transaction date (T) for check transactions | C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field. |

| Parameter | Parameter Description |
|---|--|
| Enter significant digits for fields to select on | Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click  to create an account code mask. Otherwise, leave blank to use all account codes. |
| Enter Optional Report Title | Type a report title using a maximum of 60 alphanumeric characters. |

[Generate the report.](#)