# 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 detailed transactions for a grant from the general ledger. You can view grant/project data for the entire grant period regardless of the fiscal year or you can retrieve data based on the file ID and from/to accounting periods. If you need to narrow the list of transactions to a specific accounting period range within a file ID, you can use the **From-To Account Period; School Year** pop-up to specify the from/to accounting periods. 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 code, or click ⋮ to select a code from the Grant and Project Codes lookup. This code determines the school years, file IDs and accounting periods to be included in the report.<br><br>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.<br><br>This is a required field. |
| **Print Vendor Name (N), Reason (R)** | N - Print the vendor name on the report.<br><br>R - Print the reason on the report.<br><br>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.<br><br>N - Do not include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists.<br><br>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.<br><br>T - Use the transaction date for check transactions on the report.<br><br>This is a required field. |
| **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. |

| Parameter | Parameter Description |
|---|---|
| **Enter Optional Report Title** | Type a report title using a maximum of 60 alphanumeric characters. |

Generate the report.

| Parameter | Parameter Description |
|---|---|
| **Enter Optional Report Title** | Type a report title using a maximum of 60 alphanumeric characters. |