1. Enter Query Name: UTE_SALARY_ADJ_GRANTS_PROJ
2. Click Search to pull query
3. Select Excel for output option
4. Enter Project ID
5. Click View Results to run query

6. Query will run as an Excel file. Review output information.
   - Journal ID- Journal numbers from Account Recon Report
   - Period– Fiscal month journal was processed.
   - Long Description– Journal Detail description entered.
   - Account– General Ledger (Expense) account number.
   - Amount– Journal amount.
   - Ref– Adjustment for Employee (600#)
   - User– Creator of the Journal ID