Bank Reconciliation Query Job Aid

1. From the main menu in ARC navigate to: Reporting Tools > Query > Query Viewer
2. Fill in the Name of the Query: CU_GL_BANK_RECON
   a. Click Search
   b. Click the HTML hyperlink

- Fill in field and click Search
- Search results will appear below
- Click the HTML hyperlink Query will open in a new window
- Fill in Account Fiscal Year Period (July is period 1)
- Click View Results
- Click Excel Spread Sheet to download data in Excel