Navigate to the S drive as follows: “\S:\GC_ban**ner_docs\” and double click the HTML document entitled “All Banner Links”.

![Image of file explorer with 'All Banner Links' highlighted]
Enter your **Network ID** Username and Password.
Once logged in, click “Argos”.
Click “Continue”
Click “Run”
Click “OK”
Click the “plus sign” next to the **Programs Departments and Centers** folder to expand the folder.
Click the “plus sign” next to the Fund Managers folder to expand the folder.
Click **FWRCASH—Cash Statement**, then click **Run Dashboard**.
Once the dashboard is open, select the first parameter. In the example below, select “L” in the “Chart of Account” menu.
Select “111700” in the “Account” menu.
Select “13” in the “Fiscal Year” menu.
Select the appropriate **Begin Date & End Date**.
Select “116001” in the “Fund” menu.
Click **Run Query** and your desired results will be **displayed below.**
To Print Report, select “FWRCASH - Cash Statement” from Report Options menu.
Click the “Preview” button to open a separate window with the desired Report.
Print report by clicking the “Print” icon.