**All Funds Balance Report (AFBR): Cognos – Trailhead Access Login and Report Functionality**

1. Log In to Trailhead: trailhead.mines.edu  
   a. If prompted, Log in to Cognos with Trailhead Credentials

2. Select the **My Funds** tab:

3. The All Funds Balance Report (AFBR) will run and load directly below the ‘Need Help?’ section.

   [note: when using an **off-campus network**, **VPN connection is required** to run the All Funds Balance Report; preferred methods include secure.mines.edu or OpenVPN.]

4. The All Funds Balance Report generates data for all funds for which a user is listed as either a PI, Co-PI or Fund Financial Manager in Banner. The report currently includes Sponsored Research,

5. From the main page, clicking on the hyperlinked Fund number will drill down into an individual Fund Balance Summary.

6. To return to the main page, use the ‘Return to Summary’ hyperlink at bottom right of page or use your browser back button.

7. Other Report Functions:
   a. Export to PDF, Excel or CVS – clicking any of these options at top right of the report window will open up a new browser window and export the information to that format. [note: some browsers will require you to first disable Pop-Up blocking.]

   b. Multiple pages – if data exceeds the length of the page, Cognos Page Up and Page Down functionality will appear at bottom left of the report window. Use these functions to navigate between pages.

8. For general help with the report, please see the All Funds Balance Report FAQ page. For help with Sponsored Research funds, contact ora@mines.edu. For help with all other funds, contact the Controller's Office at CO-Accounting@mines.edu.