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

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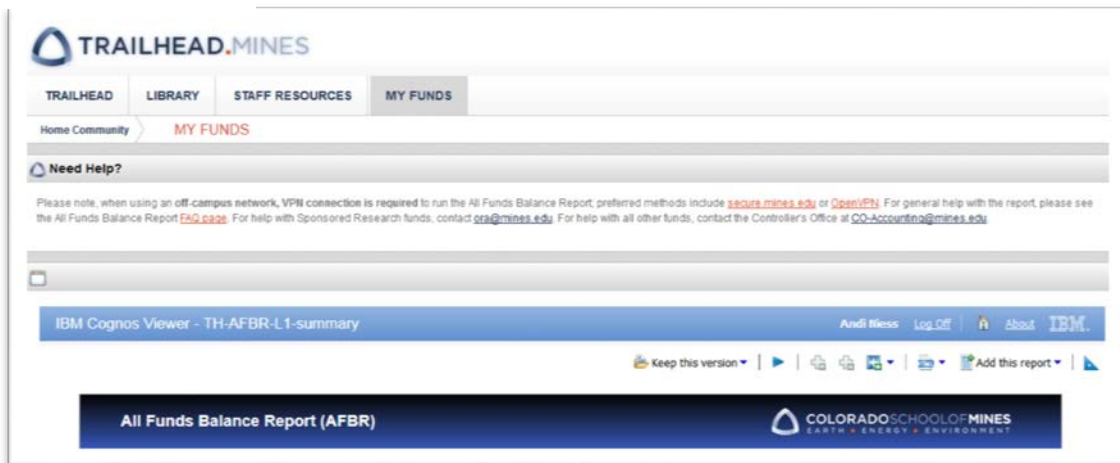   a. If prompted, Log in to Cognos with Trailhead Credentials

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, University Sponsored Research, Cost Share, Professional Development, Research Development, Foundation Gifts, School Gifts, Auxiliary and Other Departmental Cash funds.

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 at any time, from any screen, use the 'Home' hyperlink at top right of page or use your browser back button.

7. From the Fund Summary page, clicking on an activity amount will drill down into detail for that account.

Fund Summary Page

Account Pool	Budget	Activity	Commitments	Available Balance*
Labor Costs				
Academic Fac Benefits	$23,345.00	($11,395.71)	$0.00	$11,949.29
Academic Faculty Wages	$73,355.00	($20,997.30)	$0.00	$52,357.70
Classified Benefits	$0.00	($16,267.16)	$0.00	($16,267.16)
Classified Wages	$0.00	($46,149.49)	$0.00	($46,149.49)
GRA Salaries	$152,334.00	($170,700.00)	$0.00	($18,366.00)
GRA Tuition Reimbursement	$120,772.00	($131,198.43)	$0.00	($10,426.43)
Research Fac Benefits	$0.00	($5,121.54)	$0.00	($5,121.54)
Research Faculty Wages	$0.00	($24,157.72)	$0.00	($24,157.72)
Student Wages	$0.00	($1,637.14)	$0.00	($1,637.14)
Operating Costs				
Capital Outlay	$54,220.00	($14,313.13)	$0.00	$39,906.87
Indirect Cost	$149,190.00	($158,338.39)	$0.00	($9,148.39)
Other Current Expense	$15,000.00	($42,230.06)	$0.00	($27,230.06)
Supplies and Materials	$30,000.00	($1,406.88)	$0.00	$28,593.12
Travel	$37,500.00	($11,800.04)	$0.00	$25,699.96
	$655,716.00	($655,712.99)	$0.00	$3.01

Activity Detail Page

Labor Costs - Student Wages

Date	Document	Name/Description	Amount
5218 - Hourly Student Help			
06/14/2016	F0035956	Scheevel, Caroline R. - HR Payroll 2016 SM 6 1	
03/31/2016	F0035208	Scheevel, Caroline R. - HR Payroll 2016 SM 6 0	
05/30/2014	F0029685	Bistline, Austin L. - HR Payroll 2014 SM 10 0	
04/30/2014	F0028442	Bistline, Austin L. - HR Payroll 2014 SM 8 0	
04/15/2014	F0028345	Bistline, Austin L. - HR Payroll 2014 SM 7 0	
03/31/2014	F0028220	Bistline, Austin L. - HR Payroll 2014 SM 6 0	
03/14/2014	F0028059	Bistline, Austin L. - HR Payroll 2014 SM 5 0	
02/28/2014	F0027944	Bistline, Austin L. - HR Payroll 2014 SM 4 0	
02/14/2014	F0027850	Bistline, Austin L. - HR Payroll 2014 SM 3 0	
01/31/2014	F0027693	Bistline, Austin L. - HR Payroll 2014 SM 2 0	
05/15/2013	F0024896	Patterson, Lindsay J. - HR Payroll 2013 SM 9 0	
04/30/2013	F0024795	Patterson, Lindsay J. - HR Payroll 2013 SM 8 0	
04/15/2013	F0024703	Patterson, Lindsay J. - HR Payroll 2013 SM 7 0	
03/29/2013	F0024562	Patterson, Lindsay J. - HR Payroll 2013 SM 6 0	
02/28/2013	F0024346	Patterson, Lindsay J. - HR Payroll 2013 SM 4 0	
02/28/2013	F0024346	Wheeler, Loralee F. - HR Payroll 2013 SM 4 0	
		5218 - Hourly Student Help - Activity Subtotal	$1,637.14
		Overall Activity - Total	**$1,637.14**

8. For all activity details for all accounts, click on 'Detail' at page top, from the Fund Activity page (or from the Fund Summary page). All transaction level detail for the life of the fund – whether inception-to-date, or all active Fiscal Years – will be displayed. This may take close to a minute to load, depending on the scale of the fund.

9. The All Detail screen allows the user to select activity timeframe and/or account to narrow the report results.

10. If no results are found, select a different account, select new dates, or reset the default dates.

11. Other report functionality:
    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.

12. 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.