

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

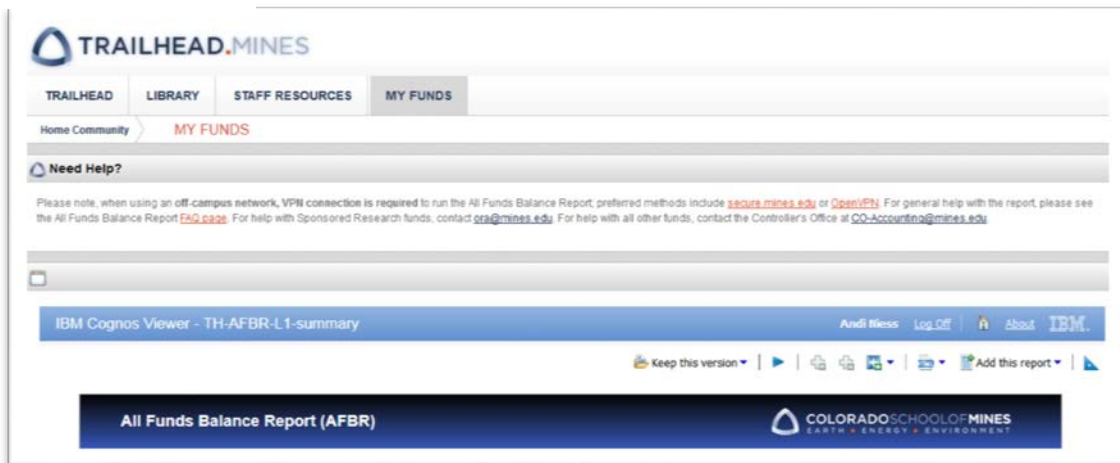


A dialog box titled "Log on" with a "Help" link in the top right corner. The text inside says "Please type your credentials for authentication." Below this, it specifies "Namespace: ADIT". There are two input fields: "User ID:" and "Password:". At the bottom, there are "OK" and "Cancel" buttons.

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.

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

All Funds Balance Report (AFBR) COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

Report for: Export report to: [PDF](#) / [Excel](#)

| Grant | Sponsored Research (Inception to Date) | Sponsor | Project Dates | Total Budget | Available Balance* |
|------------------------|--|---|--------------------------------------|----------------|--------------------|
| 400455 | High Pressure and Flow Loop Experiments for Water Contaminant Transport in Coalbed Methane | Research Partnership to Secure Energy for America | Start: 08/02/2012 End: 09/30/2016 | \$2,118,813.63 | \$0.00 |
| 401022 | High Pressure and Flow Loop Experiments for Water Contaminant and Oilfield Systems | Research Partnership to Secure Energy for America | Start: 08/02/2012 End: 09/30/2016 | \$77,760.81 | \$0.00 |
| 400496 | Microstream and Interactions of Shallow Slopes and Fractures in Deep Seismic Sediments | Department of Energy | Start: 10/01/2012 End: 12/31/2016 | \$655,716.00 | \$1.01 |
| 450235 | Hydrofracturing and Fracture Integrity Systems | Chevron Energy Technology Company | Start: 05/01/2014 End: 12/31/2018 | \$200,000.00 | (\$4,327.77) |
| 450348 | Hydrofracturing and Fracture Integrity Systems | Chevron Energy Technology Company | Start: 05/01/2014 End: 12/31/2018 | \$0.00 | \$0.00 |
| 470064 | High Pressure and Flow Loop Experiments with Water Saturated Gas | StatOil-Hydro ASA | Start: 09/23/2013 End: 06/01/2017 | \$917,500.00 | (\$10,277.77) |

| Fund | Research Development (Current Fiscal Year) | Available Balance* |
|------------------------|--|--------------------|
| 123261 | Research Dev | \$0.00 |

| Fund | School Gifts (Current Fiscal Year) | Available Balance* |
|------------------------|------------------------------------|--------------------|
| 271005 | Dr. Park Young Prof. Grant | \$0.00 |

| Fund | Auxiliary (Current Fiscal Year) | Available Balance* |
|------------------------|---------------------------------|--------------------|
| 337391 | Office | \$0.00 |

Export report to: [PDF](#) / [Excel](#)

- 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.

Grant: Summary - Available Balance*:

COLORADO SCHOOL OF MINES
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Report for: Go [Home](#) [Detail](#) Export report to: [PDF](#) / [Excel](#) / [CSV](#)

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

Grant: **0000** Summary - Available Balance: **0000**

Report for: **0000** Go: [Home](#) / [Detail](#) Export report to: [PDF](#) / [Excel](#) / [CSV](#)

Title: Research and Development of Sustainable and Affordable Energy Production
Lead PI: **0000**
Project Start Date: **0000** **Project End Date:** **0000**
Sponsor: **0000**
Organization/Center: **0000**
IDC Rate Code: **0000**

| 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 |



Grant: **0000** Activity

Report For: **0000** Go: [Home](#) / [Summary](#) / [Detail](#) Export report to: [PDF](#) / [Excel](#) / [CSV](#)

Description: Research and Development of Sustainable and Affordable Energy Production
Significance:

| 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 | \$10.00 |
| 03/31/2016 | F0035208 | Scheevel, Caroline R. - HR Payroll 2016 SM 6 0 | \$0.00 |
| 05/30/2014 | F0029685 | Bistline, Austin L. - HR Payroll 2014 SM 10 0 | \$5.25 |
| 04/30/2014 | F0029442 | Bistline, Austin L. - HR Payroll 2014 SM 8 0 | \$175.88 |
| 04/15/2014 | F0028345 | Bistline, Austin L. - HR Payroll 2014 SM 7 0 | \$11.75 |
| 03/31/2014 | F0028220 | Bistline, Austin L. - HR Payroll 2014 SM 6 0 | \$32.50 |
| 03/14/2014 | F0028059 | Bistline, Austin L. - HR Payroll 2014 SM 5 0 | \$35.75 |
| 02/28/2014 | F0027944 | Bistline, Austin L. - HR Payroll 2014 SM 4 0 | \$111.25 |
| 02/14/2014 | F0027850 | Bistline, Austin L. - HR Payroll 2014 SM 3 0 | \$33.93 |
| 01/31/2014 | F0027693 | Bistline, Austin L. - HR Payroll 2014 SM 2 0 | \$70.50 |
| 05/15/2013 | F0024896 | Patterson, Lindsay J. - HR Payroll 2013 SM 9 0 | \$3.00 |
| 04/30/2013 | F0024795 | Patterson, Lindsay J. - HR Payroll 2013 SM 8 0 | \$34.90 |
| 04/15/2013 | F0024703 | Patterson, Lindsay J. - HR Payroll 2013 SM 7 0 | \$6.00 |
| 03/29/2013 | F0024662 | Patterson, Lindsay J. - HR Payroll 2013 SM 6 0 | \$6.00 |
| 02/28/2013 | F0024346 | Patterson, Lindsay J. - HR Payroll 2013 SM 4 0 | \$43.13 |
| 02/28/2013 | F0024346 | Wheeler, Loralee F. - HR Payroll 2013 SM 4 0 | \$10.00 |
| 5218 - Hourly Student Help - Activity Subtotal | | | \$1,637.14 |
| Overall Activity - Total | | | \$1,637.14 |

- 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.

Grant: [REDACTED] Summary - Available Balance*: [REDACTED]

Report for: [REDACTED]

Go: [Home](#) / [Detail](#) Export report to: [PDF](#) / [Excel](#) / [CSV](#)



Grant: [REDACTED] Activity

Report For: [REDACTED] Go: [Home](#) / [Summary](#) Export report to: [PDF](#) / [Excel](#) / [CSV](#)

Project Start Date: [REDACTED] Project End Date: [REDACTED]

Select Activity Detail between and

Select Account

| Date | Document | Name/Description | Amount |
|---|----------|--|-------------|
| 5100 - Classified Fringe Benefits | | | |
| 12/31/2015 | F0034342 | Wang, Weiping - HR Payroll 2015 MP 12 0 | 1.24 |
| 11/30/2015 | F0034181 | Wang, Weiping - HR Payroll 2015 MP 11 0 | 1.24 |
| 10/30/2015 | F0033904 | Wang, Weiping - HR Payroll 2015 MP 10 0 | 1.24 |
| 5100 - Classified Fringe Benefits Activity Subtotal | | | \$3,513.72 |
| 5118 - Grad Research Assistant Tuition | | | |
| 06/01/2016 | F0035823 | Schindler, Mandy - GRA Award 400496 | 1.07 |
| 01/18/2016 | F0034640 | Livo, Kurt P - GRA Award 400496 | 11.51 |
| 01/14/2016 | F0034605 | Schindler, Mandy - GRA Award 400496 | 4.01 |
| 01/11/2016 | F0034522 | Pohl, Mathias - GRA Award 400496 | 3.03 |
| 09/03/2015 | F0033408 | Pohl, Mathias - GRA Award 400496 | 3.77 |
| 08/26/2015 | F0033290 | Schindler, Mandy - GRA Award 400496 | 3.53 |
| 05/12/2015 | F0032082 | Pohl, Mathias - GRA Award 400496 | 2.02 |
| 05/12/2015 | F0032082 | Schindler, Mandy - GRA Award 400496 | 2.02 |
| 01/05/2015 | F0030862 | Pohl, Mathias - GRA Award 400496 | 3.03 |
| 01/05/2015 | F0030862 | Schindler, Mandy - GRA Award 400496 | 3.03 |
| 5118 - Grad Research Assistant Tuition Activity Subtotal | | | \$52,678.01 |
| 5138 - Research Faculty Fringe Benefits | | | |
| 01/31/2017 | F0038361 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 5 5 | 4.73 |
| 10/31/2016 | F0037439 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 5 3 | 4.73 |
| 10/31/2016 | F0037439 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 5 4 | 4.73 |
| 09/30/2016 | F0037134 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 5 2 | 4.73 |
| 05/31/2016 | F0035841 | Abdul Majid, Ahmad Aff - HR Payroll 2015 MP 10 2 | 4.73 |
| 05/31/2016 | F0035842 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 2 2 | 4.73 |
| 05/31/2016 | F0035843 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 3 2 | 4.73 |
| 05/31/2016 | F0035844 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 4 2 | 4.73 |
| 04/18/2016 | F0035374 | Abdul Majid, Ahmad Aff - HR Payroll 2015 MP 11 2 | 4.73 |
| 04/18/2016 | F0035375 | Abdul Majid, Ahmad Aff - HR Payroll 2015 MP 12 2 | 4.73 |
| 04/18/2016 | F0035376 | Abdul Majid, Ahmad Aff - HR Payroll 2016 MP 1 2 | 4.73 |
| 04/30/2015 | F0031983 | Radziszewski, Juliusz - HR Payroll 2015 MP 4 0 | 3.31 |
| 03/31/2015 | F0031718 | Radziszewski, Juliusz - HR Payroll 2015 MP 3 0 | 3.31 |
| 02/27/2015 | F0031421 | Radziszewski, Juliusz - HR Payroll 2015 MP 2 0 | 3.31 |
| 5138 - Research Faculty Fringe Benefits Activity Subtotal | | | \$5,121.54 |
| 5201 - Classified Full Time | | | |
| 12/31/2015 | F0034342 | Wang, Weiping - HR Payroll 2015 MP 12 0 | 1.24 |

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

Grant: Activity

Report For: Go: [Home](#) / [Summary](#) Export report to: [PDF](#) / [Excel](#) / [CSV](#)

Project Start Date: Project End Date:

Select Activity Detail between and Submit [Reset Default Dates](#)

Select Account:

| Date | Document | Name/Description | Amount |
|---|----------|-------------------------------------|------------|
| 54 - Supplies and Materials | | | |
| 03/16/2017 | LC17084 | High Pressure Valve | (\$658.22) |
| 12/16/2016 | LC17053 | Conax Tech | (\$137.58) |
| 12/16/2016 | LC17053 | EIS Inc, | (\$132.98) |
| 12/16/2016 | LC17053 | High Press | (\$507.09) |
| 12/02/2016 | PC001033 | HIGH PRESS-Valve | \$964.94 |
| 09/19/2016 | PC000992 | HIGH PRESS-tubing | \$507.09 |
| 09/17/2016 | PC000991 | EIS INC 67-credit -- returned merch | (\$48.37) |
| 09/11/2016 | PC000987 | EIS INC 67-lab materials | \$84.61 |
| 09/05/2016 | PC000984 | EIS INC 67- | \$48.37 |
| 08/29/2016 | PC000980 | CONAX TECH-insulators | \$137.58 |
| 06/27/2016 | PC000943 | DENVER FLU-tube fittings | \$399.37 |
| 06/27/2016 | PC000943 | PLASTICARE-polycarbonate | \$128.00 |
| 02/25/2016 | PC000880 | PROFESSION-high-temp plastic rods | \$68.95 |
| 02/22/2016 | PC000879 | NEWARKINON-connectors/contacts | \$473.95 |
| 5416 - Supplies and Materials Activity Subtotal | | | \$1,328.62 |
| Overall Activity - Total | | | \$1,328.62 |

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

Grant: Activity

Report For: Go: [Home](#) / [Summary](#) Export report to: [PDF](#) / [Excel](#) / [CSV](#)

Project Start Date: Project End Date:

Select Activity Detail between and Submit [Reset Default Dates](#)

Select Account:

No activity data found. Return home to select another fund, or reset default dates to select new date parameters. [Reset 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.