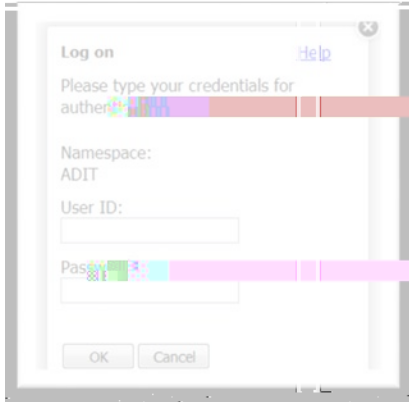
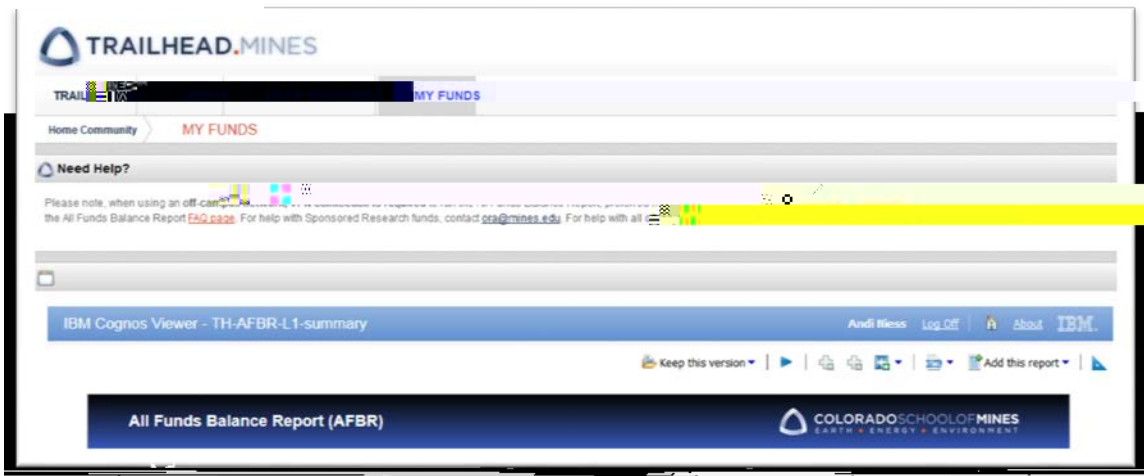


All Funds Balance Report (AFBR): Cognos – Trailhead Access Login and Report Functionality

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

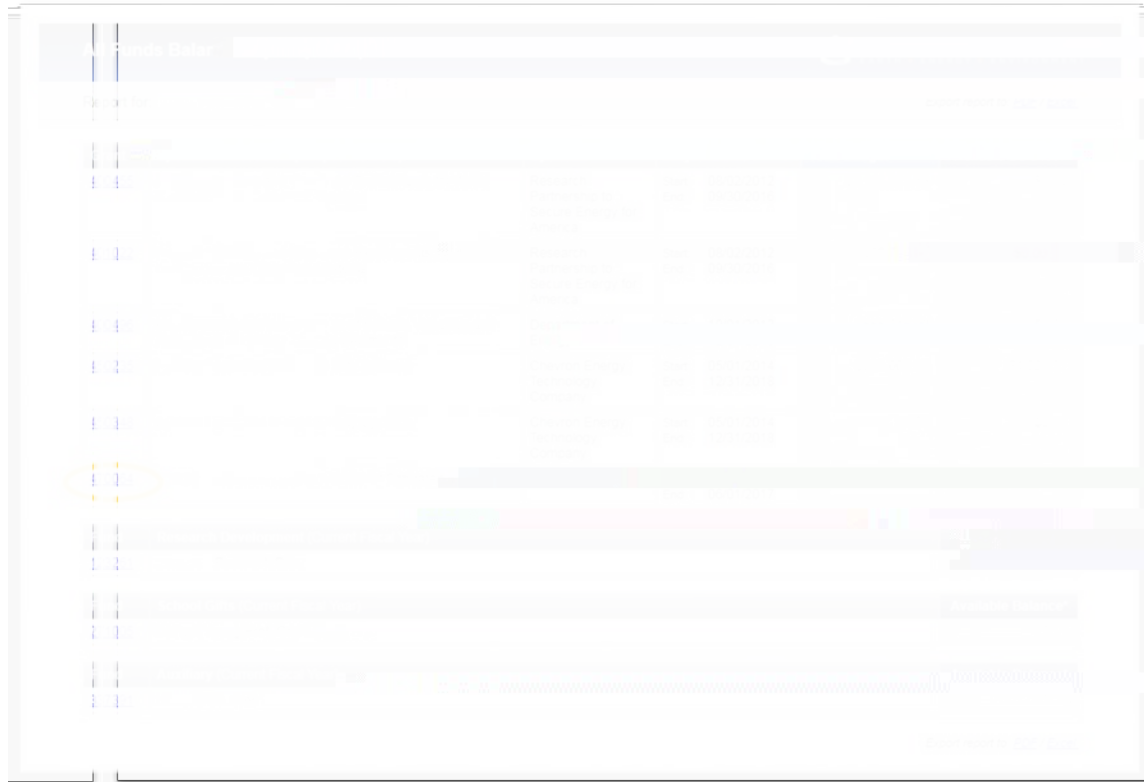


2. secure.mines.edu or [OpenVPN](#)



- 4.

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



- 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.

Report for: [Grant Summary]

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

Title: [Project Title]

Lead PI: [Lead PI Name]

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

Sponsor: [Sponsor Name]

Organization/Center: [Organization/Center]

IDC Rate Code: [IDC Rate Code]

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 Personnel				
Classified Wages	\$0.00	(\$46,149.49)	\$0.00	(\$46,149.49)
GRA Salaries	\$120,772.00	(\$18,730.52)	\$0.00	\$102,041.48
GRA Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00
Research				
Research Faculty	\$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 Costs	\$149,190.00	(\$158,338.33)	\$0.00	(\$9,148.33)
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	\$0.00	\$0.00	\$37,500.00



Grant: [Grant ID] Activity

Report For: [Grant Summary]

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

Description: [Activity Description]

Date	Document	Name/Description	Amount
05/14/2014		5218 - Hourly Student Help	\$1,637.14
03/31/2016	F0035206	Scheevel, Caroline R. - HR Payroll 2016 SM 6 0	\$1,000.00
05/30/2014	F0029681	Bistline, Austin L. - HR Payroll 2014 SM 4 0	\$1,157.14
04/30/2014	F0028442	Bistline, Austin L. - HR Payroll 2014 SM 8 0	\$1,157.14
04/15/2014	F0028341	Bistline, Austin L. - HR Payroll 2014 SM 7 0	\$1,157.14
03/31/2014	F0028221	Bistline, Austin L. - HR Payroll 2014 SM 6 0	\$1,157.14
03/14/2014	F0028051	Bistline, Austin L. - HR Payroll 2014 SM 5 0	\$1,157.14
02/28/2014	F0027941	Bistline, Austin L. - HR Payroll 2014 SM 4 0	\$1,157.14
02/14/2014	F0027851	Bistline, Austin L. - HR Payroll 2014 SM 3 0	\$1,157.14
01/31/2014	F0027691	Bistline, Austin L. - HR Payroll 2014 SM 2 0	\$1,157.14
05/15/2013	F0024891	Patterson, Lindsay J. - HR Payroll 2013 SM 9 0	\$1,157.14
04/30/2013	F0024791	Patterson, Lindsay J. - HR Payroll 2013 SM 8 0	\$1,157.14
04/15/2013	F0024701	Patterson, Lindsay J. - HR Payroll 2013 SM 7 0	\$1,157.14
03/29/2013	F0024561	Patterson, Lindsay J. - HR Payroll 2013 SM 6 0	\$1,157.14
02/28/2013	F0024341	Patterson, Lindsay J. - HR Payroll 2013 SM 5 0	\$1,157.14
02/28/2013	F0024341	Wheeler, Loralee F. - HR Payroll 2013 SM 4 0	\$1,157.14
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 Activity

Report For: [Date]

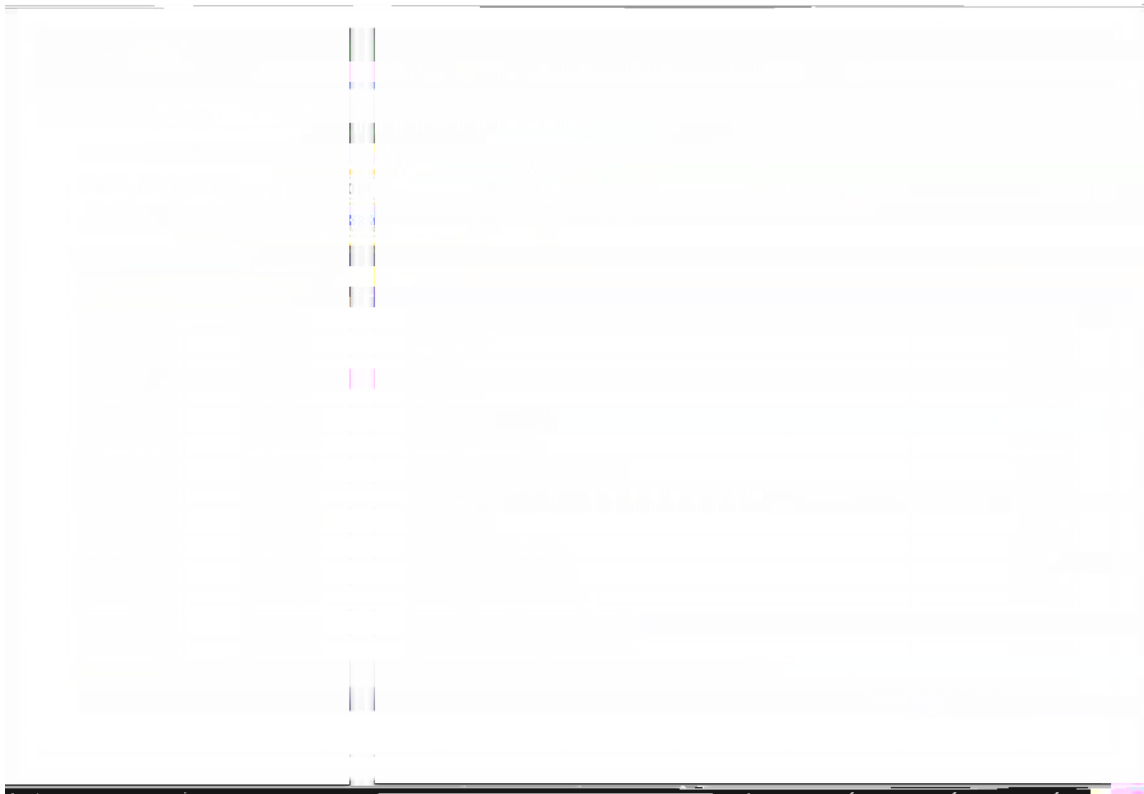
Project Start Date: [Date] Project End Date: [Date]

Select Activity Detail between: Oct 1, 2014 and Jul 31, 2015

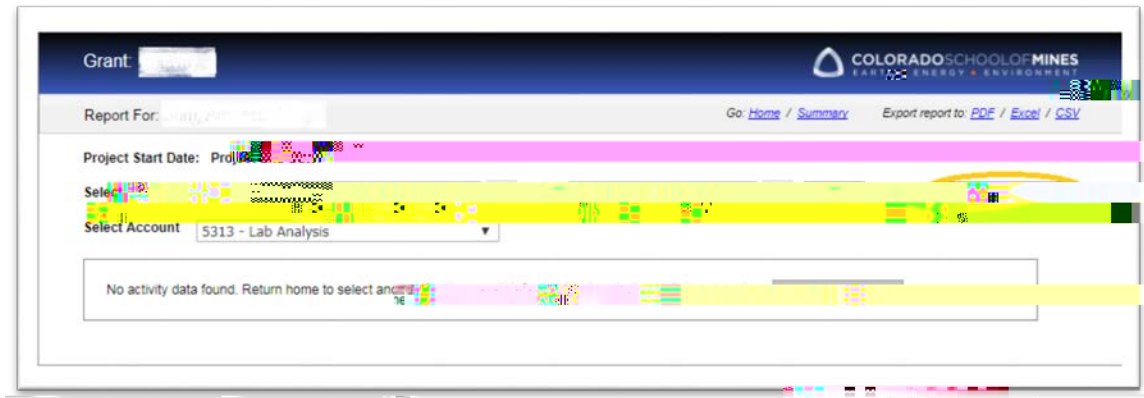
Select Account: [Account Name]

Date	Account	Description	Amount
5100 - Classified Fringe Benefits			
11/30/2015	F0034181	Wang, Weiping - HR Payroll 2015 MP 11 0	24
10/30/2015	F0033904	Wang, Weiping - HR Payroll 2015 MP 10 0	24
5100 - Classified Fringe Benefits Activity Subtotal			\$3,72
5118 - Grad Research Assistant Tuition			
06/01/2016	F0035823	Schindler, Mandy - GRA Award 400496	07
01/18/2016	F0034640	Livo, Kurt P - GRA Award 400496	07
01/14/2016	F0034605	Schindler, Mandy - GRA Award 400496	07
01/11/2016	F0034522	Pohl, Mathias - GRA Award 400496	03
09/03/2015	F0033408	Pohl, Mathias - GRA Award 400496	07
08/26/2015	F0033288	Schindler, Mandy - GRA Award 400496	07
05/12/2015	F0032082	Pohl, Mathias - GRA Award 400496	03
05/12/2015	F0032082	Schindler, Mandy - GRA Award 400496	03
01/05/2015	F0030862	Pohl, Mathias - GRA Award 400496	03
01/05/2015	F0030862	Schindler, Mandy - GRA Award 400496	03
5118 - Grad Research Assistant Tuition Activity Subtotal			\$52,01
5138 - Research Faculty Fringe Benefits			
01/31/2017	F0038361	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 3	40
10/31/2016	F0037439	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 4	40
10/31/2016	F0037439	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 4	40
09/30/2016	F0037134	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 4 2	40
05/31/2016	F0035841	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 10 2	40
05/31/2016	F0035841	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 10 2	40
05/31/2016	F0035843	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 10 2	40
05/31/2016	F0035843	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 10 2	40
05/31/2016	F0035844	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 4 2	40
04/18/2016	F0035375	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 12 2	40
04/18/2016	F0035376	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 1 2	40
04/30/2015	F0031983	Radziszewski, Juliusz - HR Payroll 2015 MP 4 0	33
03/31/2015	F0031718	Radziszewski, Juliusz - HR Payroll 2015 MP 3 0	33
02/27/2015	F0031718	Radziszewski, Juliusz - HR Payroll 2015 MP 2 0	33
5138 - Research Faculty Fringe Benefits Activity Subtotal			\$3,33
5201 - Classified Full Time			
12/31/2015	F0034347	Mason, Matthew - HR Payroll 2015 MP 12 0	40

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.]