# All Funds Balance Report (AFBR): Cognos – Trailhead Access Login and Report Functionality
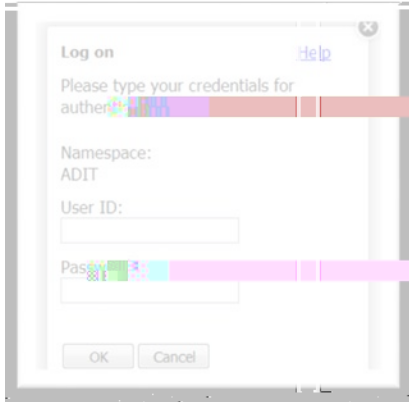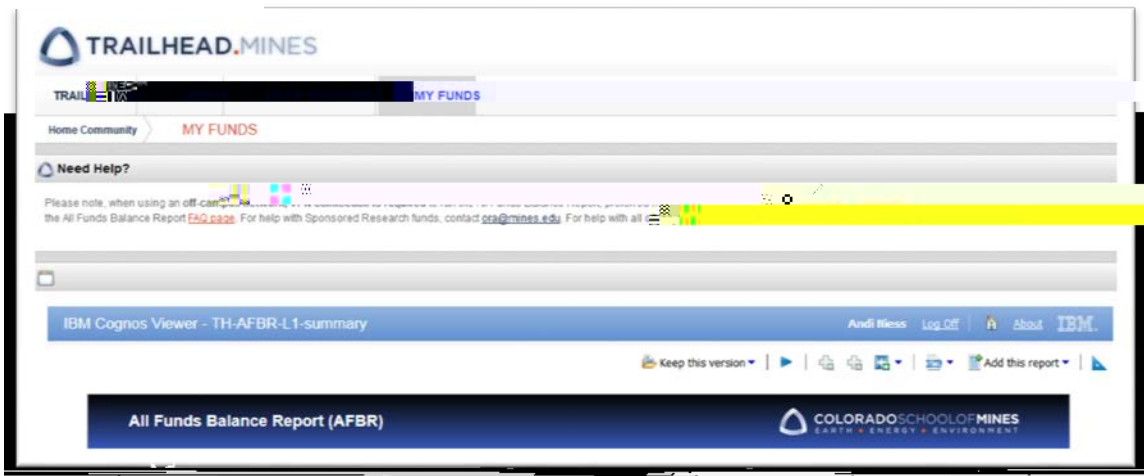
1. Log In to Trailhead:  trailhead.mines.edu
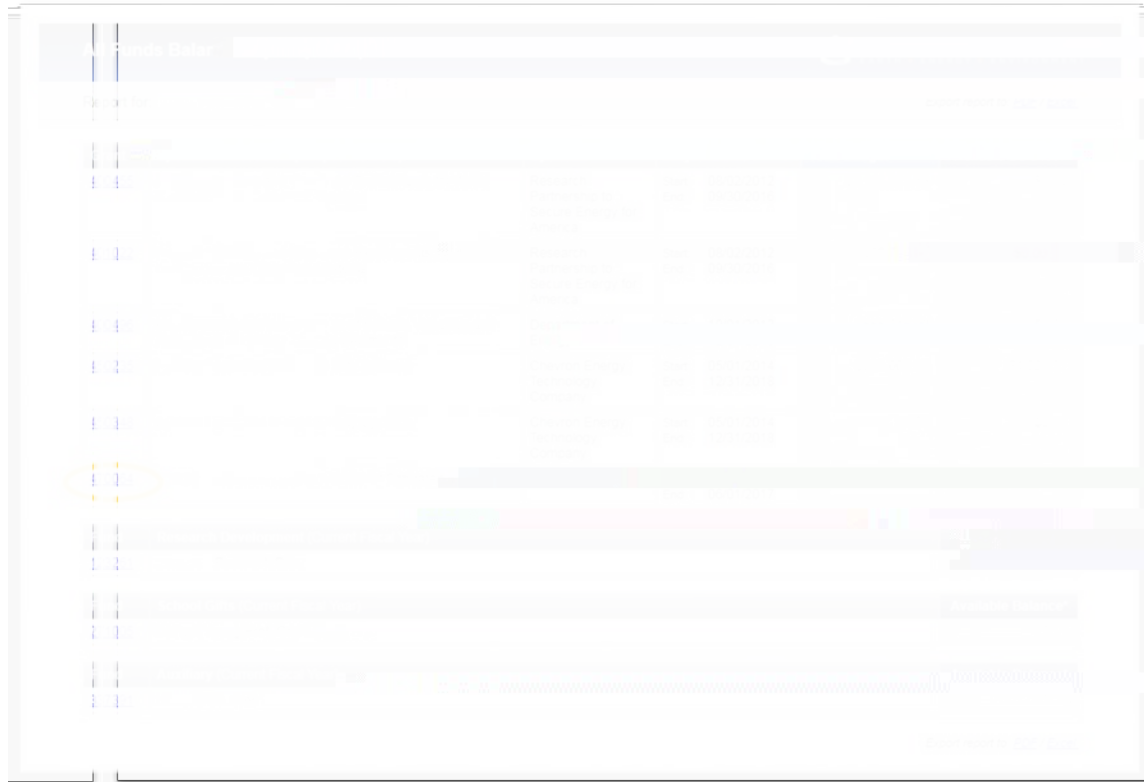   a. If prompted, Log in to Cognos with Trailhead Credentials



2. section.



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e secure.mines.



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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.

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.

Grant Summary - Available Balance
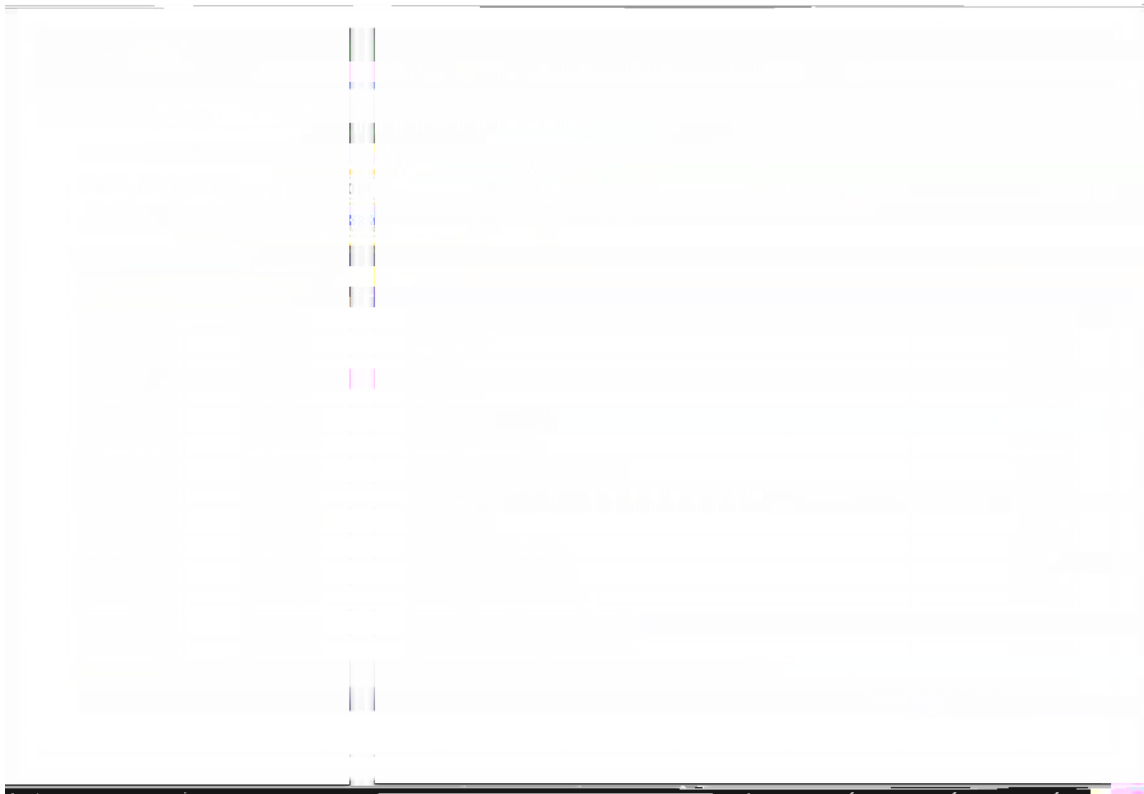
Report for:

Go: Home

Grant Activity

COLORADO SCHOOL OF MINES

Report For:

Go: Home / Summary     Export rep

Project Start Date:          Project End Da

Select Activity Detail between    Oct 1, 2014    and    Jul 2

Select Account    ACCOUNT (All)

| Date | | | | |
|---|---|---|---|---|
| **5100 - Classified Fringe Benefits** | | | | |
| 12/31/2015 | F0034342 | Wang, Weiping - HR Payroll 2015 MP 12 0 | | |
| 11/30/2015 | F0034181 | Wang, Weiping - HR Payroll 2015 MP 11 0 | | |
| 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 | | .02 |
| 01/18/2016 | F0034640 | Livo, Kurt P. - GRA Aw | | |
| 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 | | |
| 08/26/2015 | | Schindler, Mandy - GRA Award 400496 | | |
| 05/12/2015 | F0032082 | Pohl, Mathias - GRA Award 400496 | | .02 |
| 05/12/2015 | F0032082 | Schindler, Mandy - GRA Award 400496 | | |
| 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 | | | |
| 10/31/2016 | F0037439 | Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 3 | | |
| 10/31/2016 | F0037439 | Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 4 | | |
| 09/30/2016 | F0037134 | Abdul Majid, Ahmad Afif - HR Payroll 2016 | | |
| 05/31/2016 | F0035841 | Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 10 2 | | |
| 05/31/2016 | F0035843 | Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 2 2 | | |
| 05/31/2016 | F0035845 | Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 3 2 | | |
| 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 | | .90 |
| 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 | | .35 |
| 02/27/2015 | F0 | Radziszewski, Juliusz - HR Payroll 2015 MP 2 0 | | |
| | | 5138 - Research Faculty Fringe | | |
| **5201 - Classified Full Time** | | | | |
| 12/31/2015 | F0034342 | Wang, Weiping | | |

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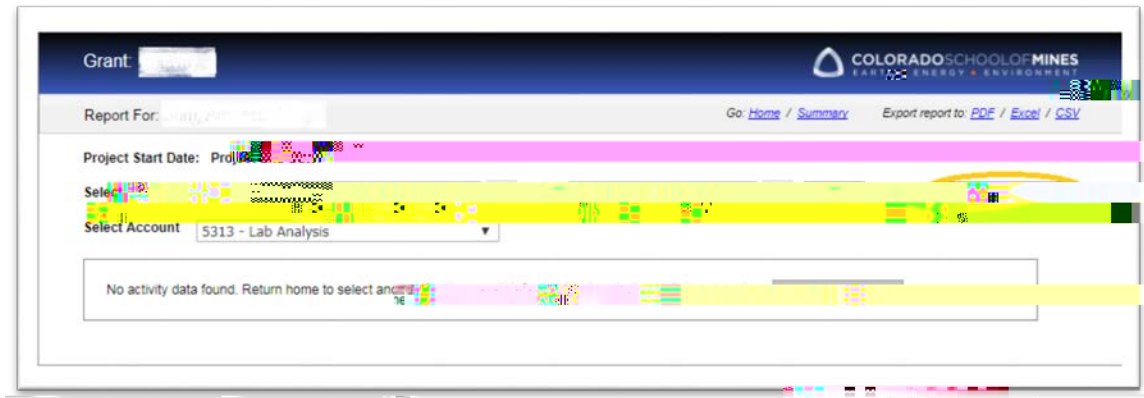
11. Other report functionality:
    a. Export to PDF, Excel or CVS – clicking any of these options at top right of the report window will open up a new browser window and export the information to that format. [note: some browsers will require you to first disable Pop-Up blocking.]

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