

AFBR - All Funds Balance Report: Direct Access to Cognos Login and Report Guide

1. Open Cognos from Trailhead > Go Bar > Employee Resources or go to: <https://cognos.mines.edu/bi> and login with your regular Mines credentials.
[note: when using an **off-campus network, VPN connection is required** to run Cognos; preferred methods are listed on the [CCIT VPN web page](#).]
2. Locate the AFBR by following this folder path: Team Content > Finance > General Campus > Controller Campus > AFBR
3. To run the report, click the ellipsis next to the report titled “**AFBR-level-1-summary**”, choose ‘Run as’ with the HTML radio button selected, and then click the Run button at page bottom.

The screenshot displays the Cognos report viewer interface. The top navigation bar shows the report title 'AFBR-L1-summary'. The main content area lists several reports and folders under the 'AFBR' folder:

- AFBR-L1-summary (2/26/2019 2:27 PM) - This item has an ellipsis menu icon next to it.
- AFBR-L2 (2/26/2019 2:57 PM)
- AFBR-L3 (2/26/2019 2:40 PM)
- AFBR-L4 (2/26/2019 2:48 PM)

The right-hand pane is open to the 'Run as' configuration for the selected report. The 'Run as' label is circled in yellow. Below it, there is a 'Run in background' toggle switch. The output format options are:

- Excel
- Excel Data
- PDF
- HTML - This option is circled in yellow.
- CSV
- XML

At the bottom of the pane, there is a checked checkbox for 'Prompt me'. A blue 'Run' button is located at the bottom right of the interface, also circled in yellow.

- Select a name from list of values (pulldown) and click 'Finish.' HINT: You can type the first few letters of last name to find pulldown proximity.

All Funds Balance Report

Simulate User (select username)

Last Name, First Name ▼

Cancel
Finish

- The report will run and data will populate for all funds for which the selected user is listed as either a PI, Co-PI (Grants) or Fund Financial Manager.
- Clicking on the hyperlinked Fund number will drill down into a Fund Balance Summary.

All Funds Balance Report (AFBR)

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Report for: Last Name, First Name Export report to: [PDF](#) / [Excel](#)

Grant	Sponsored Research (Inception to Date)	Sponsor	Project Dates	Total Budget	Available Balance*
400455	Research and Technology Experiments for Water Control in Oilfield Environments	Research Partnership to Secure Energy for America	Start: 08/02/2012 End: 09/30/2016	\$2,118,833.63	\$0.00
401022	Research and Technology Experiments for Water Control and Enhanced Systems	Research Partnership to Secure Energy for America	Start: 08/02/2012 End: 09/30/2016	\$17,760.81	\$0.00
400496	Prevalence and Mechanism of Strontium Chlorides and Anhydrides in Oilfield Produced Sediments	Department of Energy	Start: 10/01/2012 End: 12/31/2016	\$655,716.00	\$1.01
450235	Hydrogen Ammonia Fuel Cell System	Chevron Energy Technology Company	Start: 05/01/2014 End: 12/31/2018	\$250,000.00	(\$4,321.17)
450348	Hydrogen and Ammonia Energy Systems	Chevron Energy Technology Company	Start: 05/01/2014 End: 12/31/2018	\$0.00	\$0.00
470054	Research and Technology Experiments with Water Saturated Gas	StatOilHydro ASA	Start: 09/23/2013 End: 06/01/2017	\$917,500.00	(\$10,217.11)

Fund	Research Development (Current Fiscal Year)	Available Balance*
123261	Research Dev	\$0.00
Fund	School Gifts (Current Fiscal Year)	Available Balance*
271005	Support Young Prof. Grant	\$0.00
Fund	Auxiliary (Current Fiscal Year)	Available Balance*
337391	Office	\$0.00

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

7. To return to the main page, or run the report for a new user, use the 'Home' hyperlink at top right of page or use your browser back button. [note: too much back and forward navigation using browser may result in returning to a previously tested and cached username]



8. From the main page, select the circled arrow from the tools at page top left to select a new user and run the report again.



[note: do not re-run the report from summary level or detail level pages, as an implied prompt dialog for username, fund number, and other parameters will be generated. Cancel out of that dialog if necessary, and use the 'Return to Summary' link before re-running the report for a new user.]

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

Grant: [redacted] Summary - Available Balance: [redacted]

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

Title: [redacted]
Lead PI: [redacted]
Project Start Date: [redacted] **Project End Date:** [redacted]
Sponsor: [redacted]
Organization/Center: [redacted]
IDC Rate Code: 4 - 0.0%

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	(\$131,199.43)	\$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: [redacted] Activity

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

Description: [redacted]

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	(\$18.07)
03/31/2016	F0035208	Scheevel, Caroline R - HR Payroll 2016 SM 6 0	(\$18.00)
05/30/2014	F0028685	Bistline, Austin L - HR Payroll 2014 SM 10 0	(\$5.25)
04/30/2014	F0028442	Bistline, Austin L - HR Payroll 2014 SM 8 0	(\$15.88)
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	(\$21.55)
03/14/2014	F0028059	Bistline, Austin L - HR Payroll 2014 SM 5 0	(\$25.72)
02/28/2014	F0027944	Bistline, Austin L - HR Payroll 2014 SM 4 0	(\$11.25)
02/14/2014	F0027850	Bistline, Austin L - HR Payroll 2014 SM 3 0	(\$9.62)
01/31/2014	F0027693	Bistline, Austin L - HR Payroll 2014 SM 2 0	(\$10.50)
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	(\$14.55)
04/15/2013	F0024703	Patterson, Lindsay J - HR Payroll 2013 SM 7 0	(\$6.00)
03/29/2013	F0024562	Patterson, Lindsay J - HR Payroll 2013 SM 6 0	(\$6.00)
02/28/2013	F0024346	Patterson, Lindsay J - HR Payroll 2013 SM 4 0	(\$42.13)
02/28/2013	F0024346	Wheeler, Lorelee F - HR Payroll 2013 SM 4 0	(\$17.00)
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: Summary - Available Balance*:

Report for:

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



Grant: Activity

Report For:

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

Project Start Date: Project End Date:

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	115.15
01/14/2016	F0034605	Schindler, Mandy - GRA Award 400496	4.01
01/11/2016	F0034522	Pohl, Mathias - GRA Award 400496	5.03
09/03/2015	F0033408	Pohl, Mathias - GRA Award 400496	3.71
08/26/2015	F0033290	Schindler, Mandy - GRA Award 400496	1.53
05/12/2015	F0032082	Pohl, Mathias - GRA Award 400496	2.02
05/12/2015	F0032082	Schindler, Mandy - GRA Award 400496	1.02
01/05/2015	F0030862	Pohl, Mathias - GRA Award 400496	1.03
01/05/2015	F0030862	Schindler, Mandy - GRA Award 400496	1.03
5118 - Grad Research Assistant Tuition Activity Subtotal			\$52,678.01
5138 - Research Faculty Fringe Benefits			
01/31/2017	F0038361	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 5	4.13
10/31/2016	F0037439	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 3	35.41
10/31/2016	F0037439	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 4	75.40
09/30/2016	F0037134	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 5 2	115.40
05/31/2016	F0035841	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 10 2	1.24
05/31/2016	F0035842	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 2 2	.40
05/31/2016	F0035843	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 3 2	115.40
05/31/2016	F0035844	Abdul Majid, Ahmad Afif - HR Payroll 2016 MP 4 2	115.40
04/18/2016	F0035374	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 11 2	115.99
04/18/2016	F0035375	Abdul Majid, Ahmad Afif - HR Payroll 2015 MP 12 2	115.96
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	115.53
03/31/2015	F0031718	Radziszewski, Juliusz - HR Payroll 2015 MP 3 0	115.31
02/27/2015	F0031421	Radziszewski, Juliusz - HR Payroll 2015 MP 2 0	115.55
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

11. 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
5416 - 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	PC000980	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

12. 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](#)

13. Other Report Functions:

- a. Export to PDF and Excel – Clicking either of these options at top right of the report window will open up a new browser window and export the information into either 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.
14. 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.