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.
4. 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.

5. 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.

6. Clicking on the hyperlinked Fund number will drill down into a Fund Balance Summary.
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.
10. 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.
11. The All Detail screen allows the user to select activity timeframe and/or account to narrow the report results.

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