



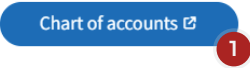
How to download the Chart of Accounts to an Excel workbook quick reference guide

Introduction

A Chart of Accounts (**COA**) is an organized list of all the types of accounts (like revenue, expenses, activity, program, and function) used to record an organization's financial transactions. It helps categorize every dollar that comes in or goes out. You can analyze the accounts in more detail by exporting a customized COA to Excel.

Downloading the COA to Excel

1. From <https://finance.utah.gov/state-agency-resources/finance-data-warehouse/> click the **Chart of Accounts** button.



2. Select the **Report(s)**, **Fiscal Year**, and **Department** of your choice, then click **Finish**.

Utah Finance Business Intelligence State Data Warehouse

Chart Of Accounts - PDF

Select Report(s):

- Activity
- Appropriation Code
- Balance Sheet Accounts
- Department
- ELCID
- Expenditure Category
- Expenditure Object Descriptions
- Expenditure Object Summary
- Expenditure Sub-Object Summary
- Function
- Fund
- Fund Cross Walk
- Payroll Charge Types
- Program
- Revenue Source
- Unit & Rollup (Division)

Fiscal Year: 2025

Department: 150 - Dept of Government Operations

* Required information

Cancel < Back Next > Finish

3. After the report is pulled, click **HTML**.

4. Select **Excel** from the drop-down.

Utah Finance Business Intelligence Chart of Accounts

Activity

Fiscal Year: 2025

HTML

PDF

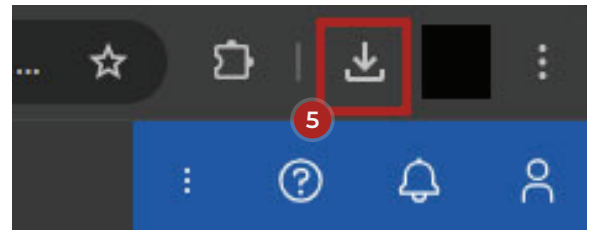
Excel

State of Utah - Division of Finance Chart Of Accounts

As of: 11-Apr-2025

Department	Activity	Activity_Name	Activity_Class	Activity_Category	Activity_Group	Activity_Type	Active
150	0015						Y
150	0110						Y
150	0150	Excel data					Y
150	0210	Administration					Y
150	0300	Director's Office					Y
150	0410	Finance Administration					Y

5. When the report is ready, you can download it.



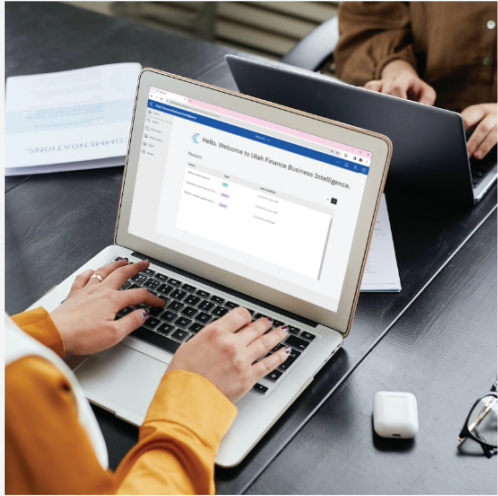
The next time you want to access the Chart of Accounts, you can do it from COGNOS.

1. From <https://finance.utah.gov/state-agency-resources/finance-data-warehouse/> click **COGNOS Finet reports**.

COGNOS Business Intelligence

COGNOS Business Intelligence provides access to hundreds of custom FINET reports, along with many other complex reports designed to assist state agencies reconciliation, balancing and forecasting, providing accurate validated results.

- [COGNOS Finet reports](#)
- [Old Data Warehouse \(1995-2006\)](#)
- [Cognos help documents](#)



2. Scroll down to the **Recent** section.

Utah Finance Business Intelligence

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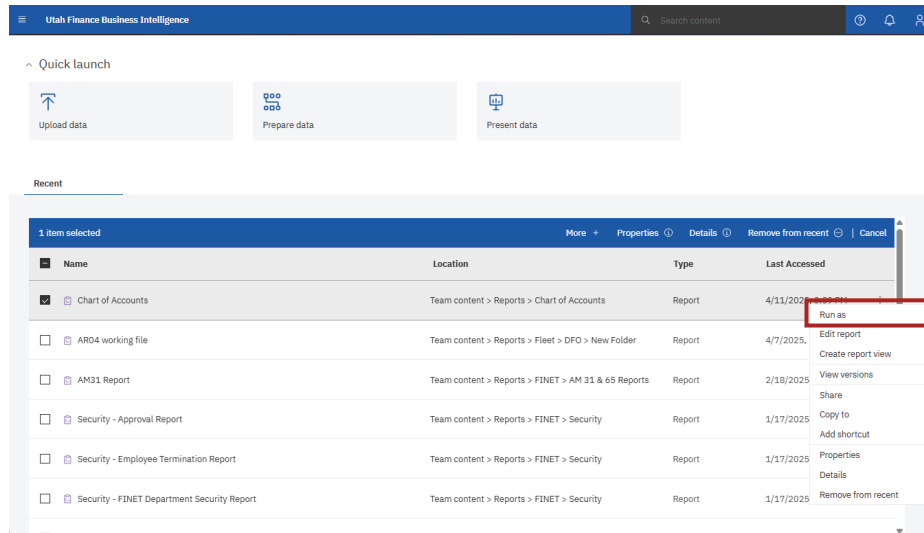
[Watch video](#)

Quick launch

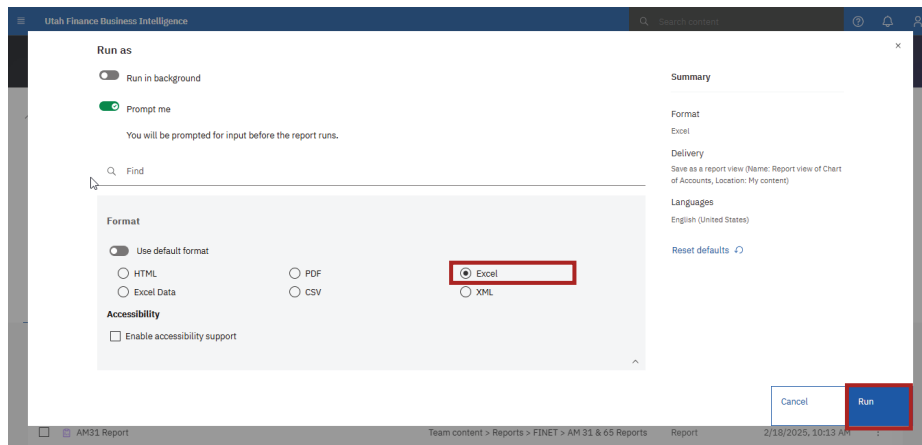
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- Present data**
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Recent

3. Click on the **3-dot menu** on the Chart of Accounts row, select **Run As**.



4. Select **Excel**, then click **Run**.



5. Select the Report(s), Fiscal Year, and Department of your choice, then click **Finish**.

6. When the report is ready, you can download it.

You may also like: [Building refreshable Data Warehouse Query in Excel](#)