division of Finance

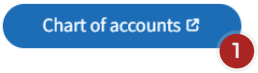
How to download the Chart of Accounts to an Excel workbook quick reference guide

Introduction

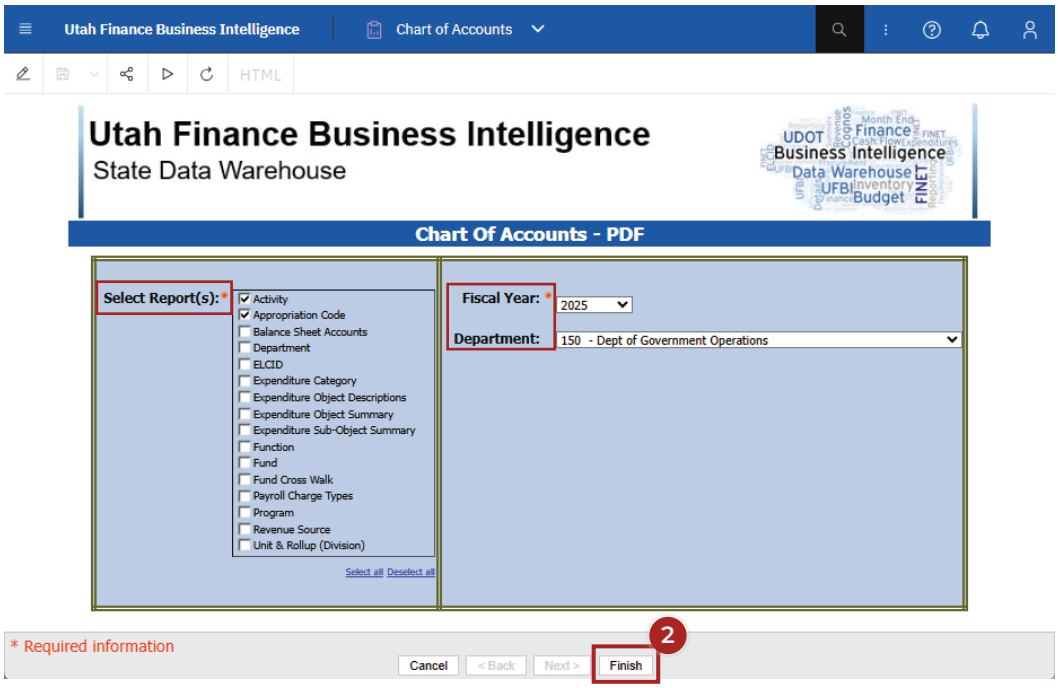
A Chart of Accounts **(COA)** is an organized list of all the types of accounts (like revenue, expenses, activity, program, and function) used to record an organization's financial transactions. It helps categorize every dollar that comes in or goes out. You can analyze the accounts in more detail by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

Downloading the COA to Excel

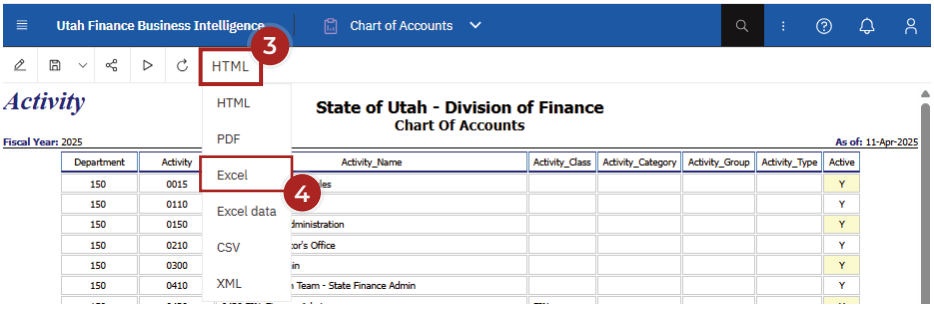
1. From **https://finance.utah.gov/state-agency-resources/finance-data-warehouse/** click the **Chart of Accounts** button.



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

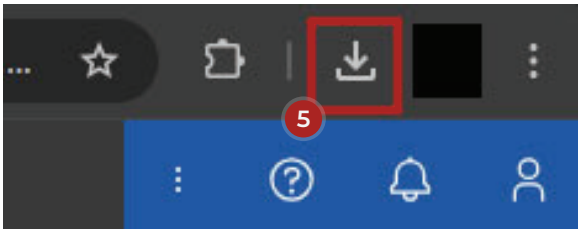


3. After the report is pulled, click **HTML**.
4. Select **Excel** from the drop-down.



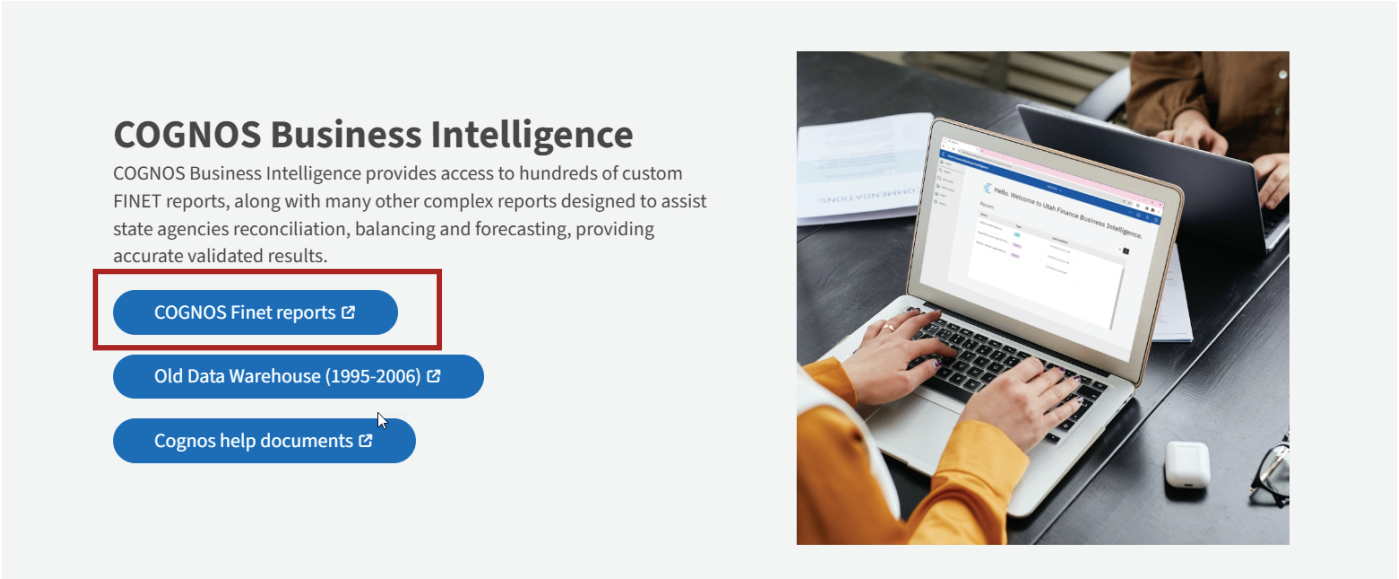
financesupport@utah.gov

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

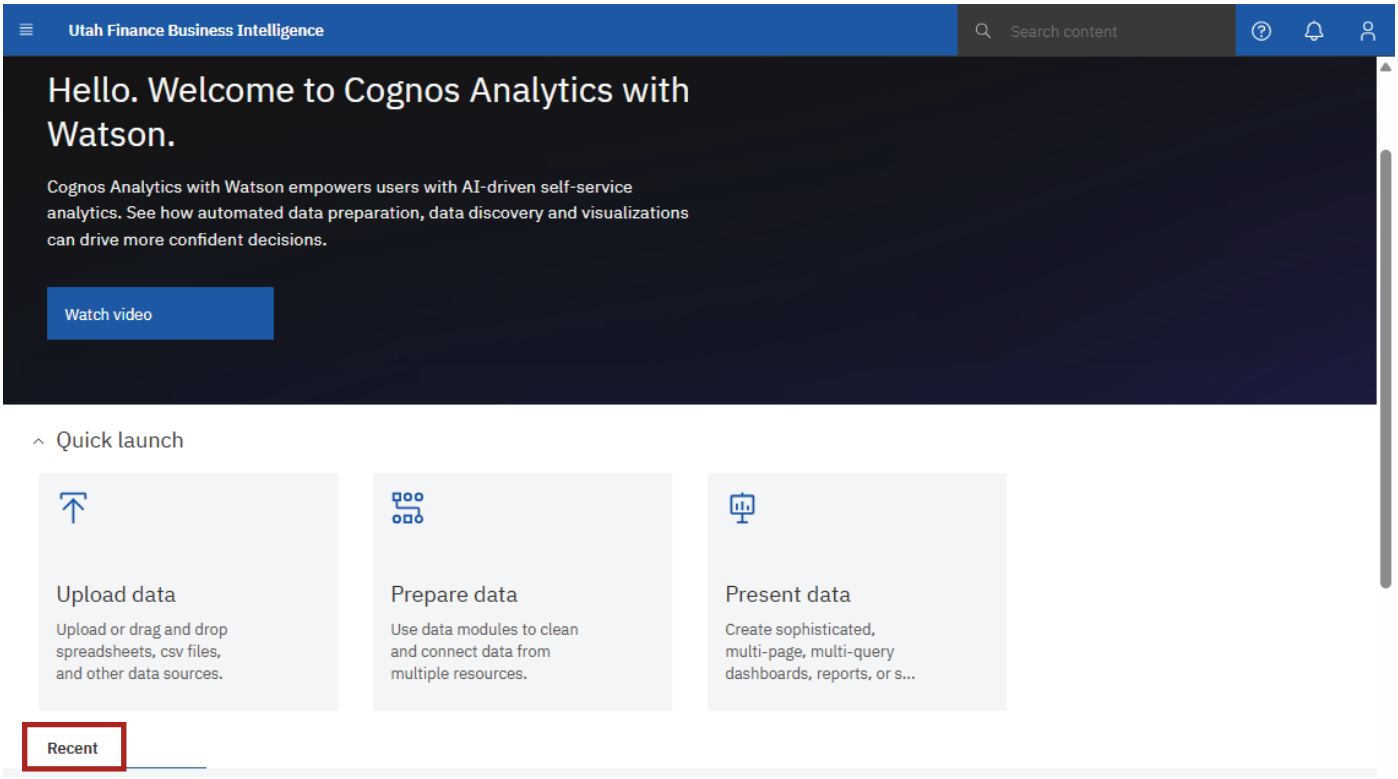


The next time you want to access the Chart of Accounts, you can do it from COGNOS.

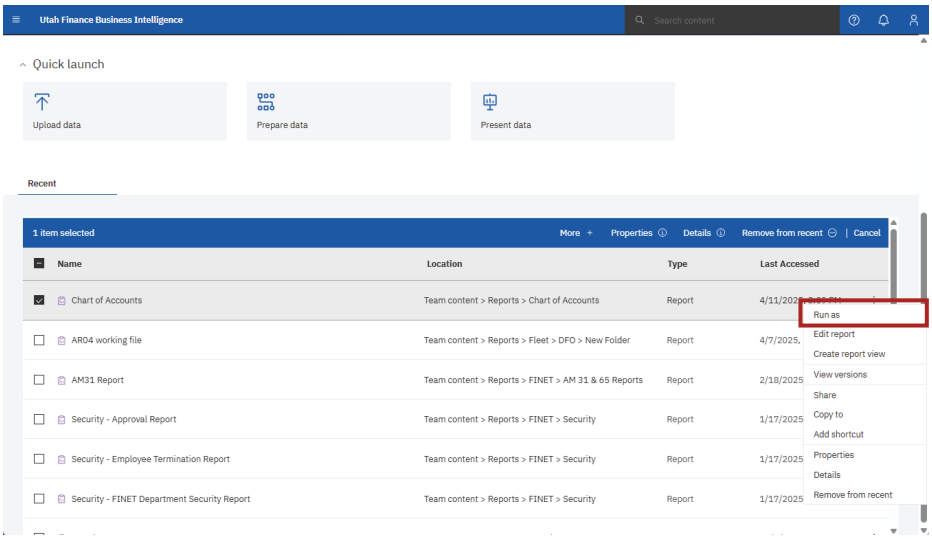
1. From **https://finance.utah.gov/state-agency-resources/finance-data-warehouse/** click **COGNOS Finet reports**.



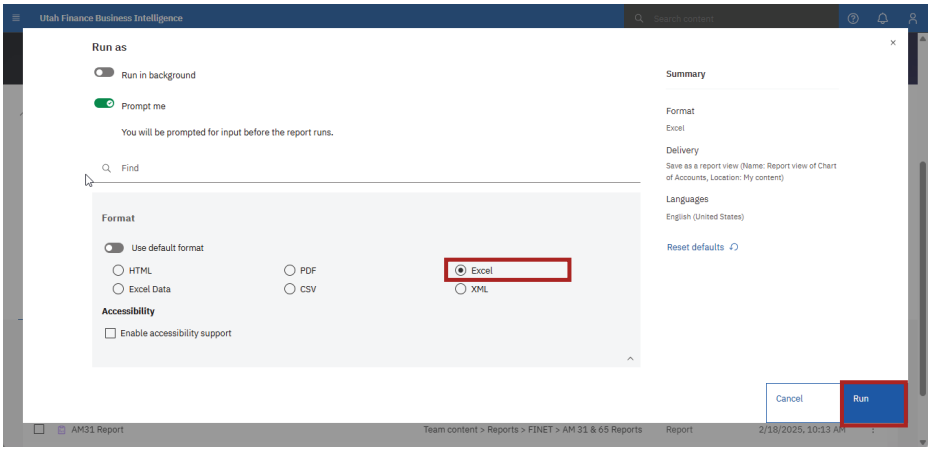
2. Scroll down to the **Recent** section.



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