

How to Run COA Reports

To run Fund Hierarchy Report, Organization Hierarchy Report, or Account Hierarchy Report, please follow this link:

<http://banner.mycampus.ca/coasrep.html>

The report will be downloaded as an excel spreadsheet when you click the report name.

NOTE 1: You may need to authenticate the first time when you run a report. If this screen pops up, please enter your Banner Login, password and Database information (PROD), and then click **Submit**.

If you don't remember your Banner password or your password is expired, please follow the link below to reset the password, using your Network login:

www.uoit.ca/bannerfastpasswordreset

NOTE 2: If this message pops up, click **Save** or **Save as**

NOTE 3: This message might pop up before the report opens in Excel. Click **Yes** and the report will open.

