

OVERVIEW of McGill's Chart of Accounts

A complete listing of codes, for each FOAPAL element, is available in Minerva.

Quick Steps:

1. Log in to [Minerva](#).
2. Go to the **Finance (Fund) Administration menu option** Menu.
3. Select the Public FOAPAL Hierarchy Reports.
4. Click on the "+" sign next to a report.
5. Click on the **folder with today's date** (appears under the report title).
6. A report will appear on the right side of the screen.
7. Click on the **hyperlinked PDF** file type to open the report.

Perform a keyword search in the PDF document to look for specific codes - use Ctrl + F on your keyboard.