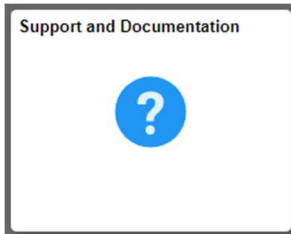


Steps to Create Direct Journal Deposit Entries:

1. Log onto Mosaic
2. Click the “**Support & Documentation**” tile.



3. Click “**How-to Guide (Finance)**”
4. Expand the “**MacBill External Billing**” section.
5. Scroll down to “**Direct Journaled Deposit Instruction**” and open the pdf for further instructions.

Direct Journaled Deposit Instruction

Non-MacBill Deposit Entry Direct
Journal Entry

Please direct any questions to acctrec@mcmaster.ca