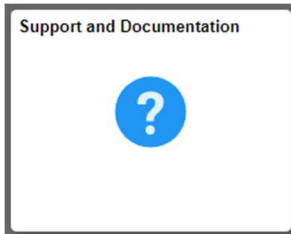


## Guides to use the MacBill System:

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



3. Click “**How-to Guide (Finance)**”
4. Expand the “**MacBill External Billing**” section

Choose guides and videos based on whether you are a Billing Affiliate (submitting invoice requests) or a Billing Specialist (managing your own Billing Unit and creating your own invoices):

### Billing Affiliates:

Billing Affiliate

Billing Affiliate Overview - PDF

Invoice and Payment Lookup - PDF

Billing Affiliate Reporting - PDF

### Billing Specialists:

External Billing Creation and Maintenance HOW-TOs

Billing Specialist Finance Guide - PDF

Billing Specialist Research Guide - PDF

To create Express Bill - VIDEO

To add Billing Notes - VIDEO

To adjust Billing VAT - VIDEO

To add Billing Attachment - VIDEO

To credit Entire Bill - VIDEO

To change currency on Express Bill - VIDEO

To create Write Off entry - VIDEO

To offset invoice items - VIDEO

To generate Customer Statement - VIDEO

To Reimburse McMaster via MacBill - PDF

Aging Report Overview - VIDEO

Accounting Entry Overview - VIDEO

Billing Adjustment on credit and rebill - VIDEO

MacBill HST - PDF

MacBill Month End Checklist - EXCEL

To mass upload invoice creation - VIDEO

To mass upload Invoice creation - PDF

Billing Upload Spreadsheet - TEMPLATE

MacBill Provision Policy - PDF

Please direct any questions to [macpay@mcmaster.ca](mailto:macpay@mcmaster.ca)