

HOW TO LOCATE YOUR CHARGES WITHIN THE MULTI-LINE JOURNAL:

- Scroll through all the lines to find your specific Project Number.
- You can also use the Search Criteria and enter your Department Number or Project Number.

HOW TO LOCATE YOUR SUPPORTING DOCUMENTS:

- Highlight and copy the 14 digit (Transaction) number in the Description field of your specific Journal Line.
- Open the PDF attachment and hit CTRL F and a search box will open.
- Paste the 14 digit number in the search box and hit enter.
- You will be sent to the Thompson Ahern Billing Invoice.
- Page down to see the supporting documents that pertain to that invoice.
- Confirm the charges are correct for your account.

If at any time you have a question or concern, please contact John Bentley, 905-525-9140 ext. 23084 or e-mail customs@mcmaster.ca

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