



March 2017

Trailing Encumbrances

When the amount of the invoice(s) paid is less than the related eVA purchase order, an encumbrance for the difference may remain in Banner Finance. These amounts will be rolled forward into subsequent fiscal periods until manually deleted.

To avoid trailing encumbrance issues, the unit must write "final payment" on the final invoice related to the eVA purchase order that is to be paid.

For orders received electronically in eVA, the user must select "yes" under the "Close Purchase Order" option when receiving the purchase in eVA.



All training in Merten Hall, Rm. 2001 unless otherwise noted



New Employee Fiscal Orientation	Day/Time		Description
Fiscal Orientation 1: Financial Transactions & Reconciliation	Thursday, 3/2 Tuesday, 3/28	9:30am – 3:00pm 9:30am – 3:00pm Includes lunch break	An introduction to financial operations at Mason including: Banner Finance, MicroStrategy and reconciliation.
Fiscal Orientation 2: eVA Purchasing & P-Card Allocation	Monday, 3/6 Monday, 3/20	9:30am – 2:00pm 9:30am – 2:00pm Includes lunch break	An overview of Mason policies and procedures for purchasing goods and services including: eVA and P-Card
Fiscal Orientation 3: Travel, Food & Beverage and Purchasing Made Easy	Tuesday, 3/14	9:30am – 3:00pm Includes lunch break	A summary of Mason travel policies and procedures. Special purchases include: food & beverages, contracts, mandatory suppliers and honorarium.
Introduction to International Tax	Wednesday, 3/8	9:30am – 11:30pm	An overview of International Tax purposes and a brief explanation of policies and procedures related to payments to foreign nationals.
The Reconciliation Discussion Group will meet on March 27 th from 10 – 11 a.m. in Merten Hall 1202. The group will share experiences and tips related to the MicroStrategy Reconciliation reports and the reconciliation process. No registration is necessary.			

Please call Heather Strange at 3-2089 for more information or to videoconference a session to another campus (3 business days in advance)

Need additional assistance with a fiscal process or procedure? Come to a walk-in session!

Arlington walk-in: March 7, Founders Hall 476 **Science and Technology** walk-in: March 21, Colgan Hall 219
Fairfax walk-in: March 1, 8, 22, 29, Merten Hall 4408

Online Registration Instructions

1. Go to workshops.gmu.edu and choose "Register for Workshops" in the top right corner
2. Log in with your Net ID and password
3. Select "Events" from the top menu
4. In the search box under "View By" choose "Departments," then "Fiscal Services" and click "Search"
5. Choose the title of the course you would like to take (*Fiscal Orientation 1, 2, 3*)
6. Click on available dates you would like to attend
7. Select "Register" in the bottom right corner

To access Fiscal Services Orientation material online visit:
<http://fiscal.gmu.edu/training/obtain-training-materials/>