**Fiscal Services News**

**April 2017**

**FY17 Purchase & Payable Deadlines**

In order to pay for goods and/or services in FY17, all goods and services must have been delivered/rendered AND the invoice(s) received in Accounts Payable by June 13, 2017. Invoices cannot be paid prior to the receipt of goods or services.


You are welcome to contact Purchasing and Accounts Payable at 3-2580 with any questions or concerns.

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**New Employee Fiscal Orientation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Day/Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>Fiscal Topics – Spring 2017</td>
<td>Monday, 4/3 10:30am – 11:30am</td>
<td>All faculty and staff are invited to Fiscal Services presentation and discussion series. Registration is appreciated but not required.</td>
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<tr>
<td>Fiscal Orientation 1: Financial Transactions &amp; Reconciliation</td>
<td>Tuesday, 4/11 9:30am – 3:00pm Includes lunch break</td>
<td>An introduction to financial operations at Mason including: Banner Finance, MicroStrategy and reconciliation.</td>
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<tr>
<td>Fiscal Orientation 2: eVA Purchasing &amp; P-Card Allocation</td>
<td>Thursday, 4/13 9:30am – 2:00pm Includes lunch break Thursday, 4/27 9:30am – 2:00pm Includes lunch break</td>
<td>An overview of Mason policies and procedures for purchasing goods and services including: eVA and P-Card</td>
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<tr>
<td>Fiscal Orientation 3: Travel, Food &amp; Beverage and Purchasing Made Easy</td>
<td>Tuesday, 4/25 9:30am – 3:00pm Includes lunch break</td>
<td>A summary of Mason travel policies and procedures. Special purchases include: food &amp; beverages, contracts, mandatory suppliers and honorariums.</td>
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*All training in Merten Hall, Rm. 2001 unless otherwise noted*

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

- **Arlington** walk-in: April 4, Founders Hall 476
- **Science and Technology** walk-in: April 20, Colgan Hall 219
- **Fairfax** walk-in: April 5, 12 (no walk-in 19, 26) 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

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**To access Fiscal Services Orientation material online visit:**

[http://fiscal.gmu.edu/training/obtain-training-materials/](http://fiscal.gmu.edu/training/obtain-training-materials/)