



**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.

Descriptions of services and submission dates may be found online at <http://fiscal.gmu.edu/wp-content/uploads/2017/02/Fiscal-Year-End-FY17-1.pdf>.

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



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



New Employee Fiscal Orientation	Day/Time	Description
Fiscal Topics – Spring 2017	Monday, 4/3 10:30am – 11:30am *Merten Hall 1201	All faculty and staff are invited to Fiscal Services presentation and discussion series. Registration is appreciated but not required.
Fiscal Orientation 1: Financial Transactions & Reconciliation	Tuesday, 4/11 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	Thursday, 4/13 Thursday, 4/27 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, 4/25 9:30am – 3:00pm Includes lunch break	A summary of Mason travel policies and procedures. Special purchases include: food & beverages, contracts, mandatory suppliers and honorariums.

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: 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

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