



June 2017

Deadline for Processing Cost Transfers after Fiscal Year-end

- Reallocation for payroll charges incurred between April 25 and June 30 must be submitted to OSP by July 31
- Non-payroll cost transfers (direct expenditures) incurred prior to June 9 may not cross the fiscal year. Journal entries must be submitted to OSP by June 16
- Journal entries to move direct expenditures incurred after June 9 must be submitted to OSP by July 31



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



New Employee Fiscal Orientation	Day/Time		Description
Fiscal Orientation 1: Financial Transactions & Reconciliation	Tuesday, 6/06	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, 6/12 Thursday, 6/29	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	Monday, 6/26	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: June 13, Founders Hall 476 **Science and Technology** walk-in: June 27, Colgan Hall 219
Fairfax walk-in: June 7, 14, 28, 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

Purchasing & Accounts Payable FY17 Deadlines: <http://fiscal.gmu.edu/wp-content/uploads/2017/02/Fiscal-Year-End-FY17-1.pdf>