



July 2017

Welcome to Fiscal Year 18!

We would like to thank the campus community for their contributions to the successful year-end close process. Here is a preview of two new initiatives that Fiscal Services is working on for FY18.

- ❖ A Mason eCommerce solution will allow campus units and organizations to create, manage and operate online storefronts, registration sites and payment portals.
- ❖ Mason-centered online, annual P-Card training to meet State requirements. Eliminate the Knowledge Center platform.



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



New Employee Fiscal Orientation	Day/Time		Description
Fiscal Orientation 1: Financial Transactions & Reconciliation	Thursday, 7/06	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	Thursday, 7/20	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, 7/18	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: July 11, Founders Hall 476 **Science and Technology** walk-in: July 25, Colgan Hall 219
Fairfax walk-in: July 5, 12, 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

Training Manuals and Quick Guides: <https://fiscal.gmu.edu/training/obtain-training-materials/>
Reconciliation Resources: <https://fiscal.gmu.edu/controllers/reconciling/>