



## September 2017

### Meet our new Fiscal Training Manager!

Jessi Adams has 6 years of Mason experience. She is excited to work with you in her new role as the Fiscal Training Manager! Come visit her during walk-in hours with any fiscal questions or concerns!

❖ Fairfax walk-in hours are every Wednesday, 1:30pm – 3:30pm, located in Merten Hall 4408

❖ Arlington and SciTech Campus walk-in hours are once a month as noted.

To learn more about walk-in and training opportunities please visit: <https://fiscal.gmu.edu/training/participate-in-walk-in-assistance/>



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



New Employee Fiscal Orientation	Day/Time		Description
Fiscal Orientation 1: Financial Transactions & Reconciliation	Thursday, 9/07	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	Tuesday, 9/12 Tuesday, 9/28	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, 9/18	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 Jessi Adams at 3-5966 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: September 5, Founders Hall 206

**Science and Technology** walk-in: September 26, Colgan Hall 219

**Fairfax** walk-in: September 6, 13, 20 & 27 Merten Hall 4408

### Online Registration Instructions

1. Go to [workshops.gmu.edu](http://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/>