



October 2017

SAVE THE DATE!

Fiscal Topics

- What:
Policy Updates, eCommerce, Reconciliation, Q&A.
- When:
Tuesday, October 24, 1:00pm – 2:00pm
- Where:
Merten Hall 1201

Camp Summit

- What:
Learn about compliance resources, tools to help navigate policies, and how to gather registrations and payments.
- When:
Monday, October 30, 10:00am - 12:00pm
- Where:
Merten Hall, 1201



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



Fiscal Orientations & Workshops	Day/Time	Description
Fiscal Orientation 1: Financial Transactions & Reconciliation	Thursday, 10/05 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, 10/10 Tuesday, 10/26 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, 10/23 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, 1:30 – 3:30 pm
Arlington walk-in: October 3, Founders Hall 209 **Science and Technology** walk-in: October 31, Colgan Hall 219
Fairfax walk-in: October 4, 11, 18 & 25 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/>