**Fiscal Services News**

**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

<table>
<thead>
<tr>
<th>Fiscal Orientation</th>
<th>Day/Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>Fiscal Orientation 1: Financial Transactions &amp; Reconciliation</td>
<td>Thursday, 10/05 9:30am – 3:00pm Includes lunch break</td>
<td>An introduction to financial operations at Mason including: Banner Finance, MicroStrategy and reconciliation.</td>
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<td>Fiscal Orientation 2: eVA Purchasing &amp; P-Card Allocation</td>
<td>Tuesday, 10/10 9:30am – 2:00pm Thursday, 10/26 9:30am – 2:00pm Includes lunch break</td>
<td>An overview of Mason policies and procedures for purchasing goods and services including: eVA and P-Card</td>
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<tr>
<td>Fiscal Orientation 3: Travel, Food &amp; Beverage and Purchasing Made Easy</td>
<td>Monday, 10/23 9:30am – 3:00pm Includes lunch break</td>
<td>A summary of Mason travel policies and procedures. Special purchases include: food &amp; beverages, contracts, mandatory suppliers and honorariums.</td>
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Please call Jessi Adams at 3-5966 for more information or to videoconference a session to another campus (3 business days in advance)

### 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/](https://fiscal.gmu.edu/training/obtain-training-materials/)

### Reconciliation Resources: [https://fiscal.gmu.edu/controllers/reconciling/](https://fiscal.gmu.edu/controllers/reconciling/)