Mason Marketplace is the eCommerce solution for the Mason community. This online payment portal makes it easy for departments and campus organizations to create, manage and operate online storefronts and registration sites. The Marketplace Merchant Application should be completed by departments who have an existing eCommerce presence or would like to establish an eCommerce presence. All program, event and camp requests should be completed using the PEC Survey. Please visit fiscal.gmu.edu/mason-marketplace for additional information and resources.

Fiscal Orientations & Workshops | Day/Time | Description
--- | --- | ---
Annual Equipment Inventory  
*Merten Hall 1201  
Videoconference: ARL FH 720, SciTech CH 221, SMSC Academic 219, Loudoun SH 101* | Monday, 12/04  
10:00am – 12:00pm | An overview of equipment policies and procedures and an explanation of the duties involved in accounting for equipment.
Fiscal Orientation 1: Financial Transactions & Reconciliation | Tuesday, 12/05  
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 | Monday, 12/11  
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 | Thursday, 12/14  
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.

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

Please call Jessi Adams at 3-5966 for more information or to videoconference a session to another campus (3 business days in advance)

### Fiscal Orientation & Workshops

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### Need additional assistance with a fiscal process or procedure? Come to a walk-in session, 1:30 – 3:30 pm

- **Arlington** walk-in: December 12, Founders Hall 206  
  Science and Technology walk-in: December 19, Colgan Hall 219  
  Fairfax walk-in: December 6, 13 & 20 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/