Journal Voucher (JV) Submission
Did you know you can submit JVs electronically?

- Unit finance liaisons may request access for existing Banner INB users within their unit by sending an email to fast@gmu.edu with the existing users net ID and the request to add “JV Initiator security group” and “XCAR rule code” to the existing user’s profile. New users should indicating the above information with the required fund/org access when submitting a Banner Access form.


Paper journal voucher forms should now be sent to: journals@gmu.edu.

Fiscal Orientations & Workshops

<table>
<thead>
<tr>
<th>Fiscal Orientations &amp; Workshops</th>
<th>Day/Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Orientation 1: Financial Transactions &amp; Reconciliation</td>
<td>Thursday, 3/8 9:30am – 3:00pm</td>
<td>An introduction to financial operations at Mason including: Banner Finance, MicroStrategy and reconciliation.</td>
</tr>
<tr>
<td>Fiscal Orientation 2: eVA Purchasing &amp; P-Card Allocation</td>
<td>Thursday, 3/1 9:30am – 2:00pm</td>
<td>An overview of Mason policies and procedures for purchasing goods and services including: eVA and P-Card</td>
</tr>
<tr>
<td>Fiscal Orientation 3: Travel, Food &amp; Beverage and Purchasing Made Easy</td>
<td>Thursday, 3/22 9:30am – 3:00pm</td>
<td>A summary of Mason travel policies and procedures. Special purchases include: food &amp; beverages, contracts, mandatory suppliers and honorarium.</td>
</tr>
</tbody>
</table>

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: March 6, Founders Hall 206
- **Science and Technology** walk-in: March 20, Colgan Hall 219
- **Fairfax** walk-in: March 7, 14, 21, 28, 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/