Fiscal Services News

December 2019

• To view all future fiscal training sessions and to register please visit: [https://workshops.gmu.edu/](https://workshops.gmu.edu/)
• All trainings will be held in Merten Hall, Room 2001 unless otherwise noted

<table>
<thead>
<tr>
<th>Fiscal Orientations &amp; Workshops</th>
<th>Date</th>
<th>Description</th>
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<tr>
<td>Fiscal Orientation 1: 9:30 AM – 3:00 PM</td>
<td>Thursday, Dec 5</td>
<td>An introduction to the financial processes at Mason. Instruction and hands-on practice with Mason's financial software, Banner Finance self-service and MicroStrategy and reconciliation.</td>
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<td>Intro to Fiscal Services: 9:30 – 10:30 AM</td>
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<td>Banner Finance: 10:30 AM – 12:00 PM</td>
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<td>Microstrategy for Reconciliation: 1:00 – 3:00 PM</td>
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| Fiscal Orientation 2: 9:30 AM – 3:00 PM | Thursday, Dec 12 | Instruction related to completing purchase orders in eVA, Virginia’s electronic procurement system. The policies related to Mason’s small purchase credit card (P-Card) as well as the process for electronically allocating P-Card purchase transactions in Bank of America Works. |
| eVA Purchasing: 9:30 AM – 12:00 PM |              |                                                                                                                                            |
| P-Card Allocation: 1:00 PM – 3:00 PM |              |                                                                                                                                            |

*Completion of eVA & P-Card training is required before faculty/staff may receive a Mason P-Card.

| Fiscal Orientation 3: 9:30 AM – 3:00 PM | Monday, Dec 16 | A summary of Mason Travel policies, procedures for utilizing Mason’s Travel Request System, guidelines for purchasing food and beverage items using Mason funds. Instruction for special payments, as well as contracts and mandatory vendors are also discussed. |
| Travel: 9:30 AM – 12:00 PM |              |                                                                                                                                            |
| Food and Beverage: 1:00 – 2:00 PM |              |                                                                                                                                            |
| Purchasing Made Easy: 2:00 – 3:00 PM |              |                                                                                                                                            |

Address cardholders and approvers must allocate and sign-off on P-Card transactions in BoA Works by the following dates:

**Thanksgiving Break:**
- Cardholder sign-off deadline: November 21
- Approver sign-off deadline: November 25

**Winter Break:**
- Cardholder sign-off deadline: December 17
- Approver sign-off deadline: December 19

Approvers may delegate temporary authority in eVA and Bank of America. More information can be found in the Obtain Training Material section of the fiscal services website: [https://fiscal.gmu.edu/training/obtain-training-materials/](https://fiscal.gmu.edu/training/obtain-training-materials/)

Please e-mail jadams15@gmu.edu for more information about trainings or videoconference availability (please allow at least 3 business days to process any requests)

Need additional assistance with a fiscal process or procedure? Come to a walk-in session!
- Arlington walk-ins: Dec 17, Van Metre Hall 324
- SciTech walk-ins: Dec 10, Colgan Hall 219
- Fairfax walk-ins: Dec 11, Merten Hall 4408 (No Walk-ins on Dec 4 & 18)

• Training Manuals & Quick Guides: [https://fiscal.gmu.edu/training/obtain-training-materials/](https://fiscal.gmu.edu/training/obtain-training-materials/)