



Fiscal Review

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The Month of July 2024 is now closed.

The Month of July 2024 is now closed. Click the button below to view available resources to complete the George Mason Financial Management Process.

Reconciliation at Mason

All departments must complete a reconciliation and review process. [University Policy 2114 - Financial Management](#)

Fiscal Support & Connections Network Meeting Tuesday, August 20, 1:00 PM - 2:00 PM

Meeting information:

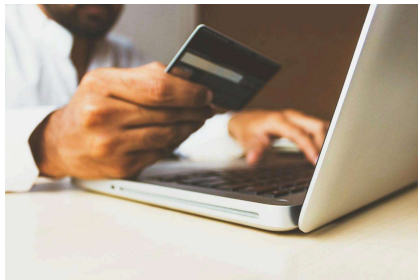
- [Click here to join the meeting](#)
- Call in (audio only): [+1 571-397-2084.506407423#](#)
- Meeting ID: 506 407 423#

Agenda:

1. P-Card Application & Maintenance forms
2. Records Management reminders
3. Open discussion

[September Meeting: Sodexo, Food and Beverage](#)

P-Card Application & Maintenance forms moving to Ellucian Workflow



The P-Card Application and Maintenance Form will soon be available in one location! The P-Card team is excited to announce the upcoming release of a new P-Card Ellucian Workflow form. This form, which will be available on the ["Use a P-Card" page](#) of the Fiscal Services website, allows users to choose between the P-Card Application or Maintenance form.

[Read More...](#)

Attention eVA Users and Approvers: eVA log-in requirements

This is a reminder that the Department of General Services mandates **all eVA users and approvers to log in to their accounts at least once every 90 days**. Failure to do so will result in automatic deactivation, leading to loss of access, which can cause significant issues, particularly during critical periods such as year-end purchases. Please ensure you log in regularly to maintain your account's active status.



If you encounter an 'Access Denied' message, please contact FAST@gmu.edu with the subject line 'eVA Login Issue,' and include specific details and contact information.

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Monthly Position Control Requests

All state compensation increases have been entered in Banner. Now is a great time to double-check your Rosters against Budget vs. Actual to determine if additional position control is needed. The Budget Office requests that all units submit monthly position control for processing. The Position Control Form (PCF) is available at <https://fiscal.gmu.edu/budget/process/forms/>. Please contact your Budget Office liaison if you have any questions.

Payment Request and Revenue Refund Request Forms 2.0 now available!

The Payment Request and Revenue Refund Forms are now available through Ellucian Workflow! Quick Guides and access can be found at <https://fiscal.gmu.edu/fast/workflow>

Invoices now in the P: drive!

As part of the migration away from the current "M: drive", Fiscal Services has moved the invoice shared drive to a single "fsvc. invoices" share located on the P: drive. Please reach out to Accounts Payable at acctpay@gmu.edu for any questions.

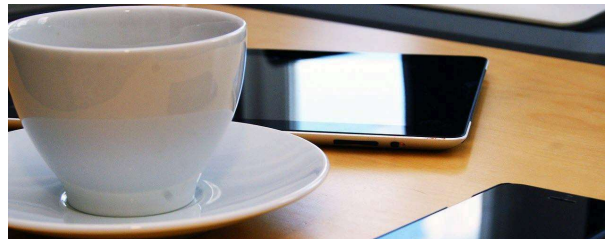
Journal Voucher Update

All Journal Vouchers (JVs) should be entered or submitted **at least** three business days before month-end to allow for approval and posting. If a JV is submitted within three days of month-end, it should be dated for **the following month**. Additional information can be found at <https://fiscal.gmu.edu/journal-vouchers/>.

Mason Finance Gateway Additional Approver Feature

Additional approver feature now available in the Mason Finance Gateway!

[Read More...](#)



[Read More...](#)

Training and Resources

For information on fiscal training opportunities, including; live instructor-led training, and on-demand training videos click on the "Fiscal Training" Button below. Manuals and guides on many University fiscal processes, including MicroStrategy, can be found at <https://fiscal.gmu.edu/training/obtain-training-materials/>.

Fiscal Training

For MicroStrategy guides, resources, and training opportunities please visit the Business Intelligence Services (BIS) website using the button below, For additional assistance, please submit a support ticket for the BIS Group using the following link: [MicroStrategy support](#).

Business Intelligence

Click the "Office of Sponsored Programs" button below for on-demand videos and quick guides for the MicroStrategy PI Reports and sponsored award reconciliation, as well as additional OSP training information and materials. Please visit [Research Reporting](#) or contact Kimberly Maze at kmaze@gmu.edu for assistance with sponsored research reporting.

Office of Sponsored Programs

Mark Your Calendars: Faculty Staff Enrichment Day, October 15!

Human Resources is excited to announce Faculty-Staff Enrichment Day (FSED) on

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by the Gallup Q12, and offers opportunities for personal and professional growth. We are seeking innovative workshop proposals from our talented faculty and staff. Interested in submitting a proposal? The deadline is this Friday, August 16. For details on focus areas and the submission process, visit: <https://hr.gmu.edu/last-call-for-faculty-staff-enrichment-day-proposals/>

Fiscal Learning Roadshow

The Fiscal Learning and Engagement Team is hitting the road! E-mail fscomm@gmu.edu for more info!

Fiscal Services Walk-in hours

Available Wednesdays, 1:00 – 4:00 pm via MS Teams

Sign-up now!



Join The Fiscal Community of Practice **The Fiscal Support & Connections Network (FSCN)**

George Mason University | Fairfax, VA 22030 US

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