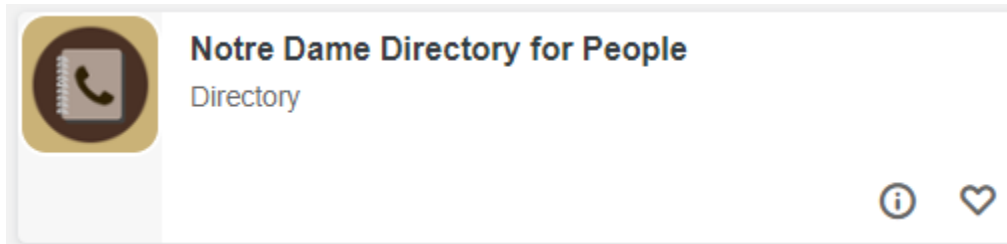


# INCOMING ELECTRONIC PAYMENT NOTIFICATION

Where to go to access the google form from insideND



A card for the 'Notre Dame Directory for People' with a telephone icon, the title 'Notre Dame Directory for People', the subtitle 'Directory', and information and heart icons.

[HTTP://CONTROLLER.ND.EDU](http://CONTROLLER.ND.EDU)



UNIVERSITY of NOTRE DAME

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The Controller's Group is a dedicated team of professionals committed to serving the financial needs of our stakeholders by providing consistent, timely, and accurate information. Our commitment is to provide legendary service and stewardship commensurate with the high ethical standards and Catholic values of the University.

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## Financial Information

## Account Reporting / Inquiry Tools

**GLEZ** - is an on-line look-up tool to view financial information in the General Ledger. It is intended to provide easy access to financial information by offering a single source for account information (i.e. remaining balance, budget to actual expenditures, revenue/expense year-to-date, prior year information).

If you are new to GLEZ or just need a little refresher, **training sessions are available**, please register via [eNDeavor](#).

For questions on GLEZ, call the **GLEZ Help Line** at 631-8000 or email [control@nd.edu](mailto:control@nd.edu).

**Who should have access?** If you have financial operational responsibilities, the administrator of a restricted fund, or the recipient of grant (award) money awarded to the University by an external source, GLEZ makes it easy to view on-line financial information.

**To obtain access to GLEZ, complete the on-line request form** [GLEZ/buyND Data Access Request Form](#)

**Financial Tools Product Matrix** describes campus customers to align business questions and activities with the appropriate financial tool.

[What Finance Tool is Right for Me? \(pdf\)](#)



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## Incoming Electronic Payments

## ACH or Wire payment

In order to ensure prompt notification and posting to the general ledger, please use the [Incoming Electronic Payment form \(Form Instructions\)](#) to notify the Controller's Office of an incoming ACH or Wire payment. Upon receipt of payment, we will notify you and post funds received to the FOAPAL provided in the form.

Please note this form may not be used for research and sponsored program payments. Instead please contact [Brett Walter](#) in RSPA.

If you need assistance or have questions, please contact via email [Lisa Kresnak](mailto:Lisa.Kresnak).

# Incoming Electronic Payment Notification v.2



Please complete the following information.

This form is automatically collecting emails from all respondents. [Change settings](#)

Payor \*

Short answer text

Payors Bank is located in:

US

Outside US

If International, enter Country and/or Currency below:

Short answer text

Amount in local currency \*

Short answer text

Is this a one-time payment or recurring payment? \*

One-time

Recurring (can be variable)

FOAPAL to Credit (Fund-Org-Account-Program)

Short answer text

Do you need banking instructions? \*

Yes

No

Date Submitted \*

Month, day, year



Upload Invoice or Payment Authorization

 Add file

 View folder

Section 2 of 2

Contact Information



Description (optional)

Contact Name

Short answer text

Department

Short answer text

Submitter email address

Short answer text

Please contact Lisa Kresnak, Stacy Koebel for assistance.