What is GL-ez and what does it do?

GL-*ez* is a general ledger on-line look-up tool. It is intended to provide easy access to financial information by offering:

- Front page dashboard presentation of your accounts, no need to enter FOAPAL information
- Single source for all account information
- Direct drilldown to Payroll detail (with appropriate access set-up)
- Direct drilldown to vendor invoices, expense reports, and check requisitions
- Invoice and Payroll ad hoc queries on specific vendors or employees
- Customized and intuitive formatting for different types of accounts
- Streamlined downloading capabilities

What if I have questions or comments?

Please email control@nd.edu with questions or comments. For urgent questions or concerns, please contact the Controller's office at 1-7035.

Is GL-ez compatable with Macs?

Our testing has found that **GL-*ez*** works on PCs as well as MAC systems.

Access

How do I obtain Glez access?

Online access form can be found on the Controller's website at http://controller.nd.edu on the forms page. Contact Carol Grontkowski, Controller's Office, at 631-7028 for user access questions.

What do I do if I see funds and orgs I shouldn't?

Please contact Carol Grontkowski, Controller's Office, to determine your appropriate user set- up.

How do I get access to detailed PR information

Complete a GLez/buyND Access request form which is located on the Controller's web site. This form will require authorization from your two immediate supervisors (or Business Manager if such authority has been delegated). If you are the financial manager of a grant or contract, you will automatically be able to access Payroll detail for those grants and contracts.

Functional

Why are there different formats?

Funds are divided into 6 categories: Unrestricted Funds, Grants & Contracts, Restricted Funds, Agency, Auxiliary and Plant Funds. These funds have somewhat unique characteristics and are monitored differently. For instance, grants and contracts are often multi-year in nature and are generally managed on an inception to date basis, whereas unrestricted funds (i.e. operating budgets) are managed on a fiscal year basis.

What is an encumbrance?

An encumbrance is the commitment of resources to be expensed at a later date. Although these amounts have yet to be formally charged as expenses, they are firm commitments and are, accordingly, subtracted from the budget to arrive at the remaining or available balance.

Can I sort information?

Yes. Click on the column headers to sort any column within the Summary report. Due to formatting and subtotals this functionality is not available on the account balances page.

How do I download information?

The information can be downloaded into an excel spreadsheet by clicking the dollar bill icon.

Can I see imaged documents?

Yes, the check requisitions, expense reports and vendor invoices with a Document Code beginning with an "I" have this functionality.

How can I see detail for particular funds/orgs/ accounts?

Click on any fund code that has a hyperlink for additional information. Once the detail behind the fund is displayed, amounts are hyperlinked for further detail.

How often is the data updated?

GL-*ez* will be updated once a day at approximately 9 pm.

What if I see an error or have a question about my postings to my accounts?
Questions should be directed as follows:
- Unrestricted Funds:
    - For transactional support, contact Unrestricted Fund Accounting within Accounting and Financial Services (AFS) (1-1140)
    - For budgeting questions, contact the Office of Budget and Planning (1-9137)
- Grants and Contracts: Notre Dame Research Administration Grants Program Managers
- Restricted funds: Restricted Fund Accounting within AFS (1-8429)
- Plant Fund: Plant Fund Accounting within AFS (1-8434)

How is the F&A encumbrance determined?

The F&A encumbrances is based on the budgeted amount of indirect cost. The encumbrance is reduced by the actual amount of indirect cost charged against the expense as the grant or contract is spent. F&A is encumbered in order to allow researchers to easily see what truly is remaining in the grant budget.

How are salary encumbrances determined?
Salary encumbrances represent future payments for wages and other compensation. Amounts are calculated based on the employee's salary record for the current year only, or in the case of a partial year appointments up to the termination date.

How are the benefit encumbrances determined?
Benefit encumbrances for all funds are calculated by multiplying the employee's encumbered salary by the University's approved benefit rate. Rates are established by broad benefit categories, such as Faculty, Exempt Staff, Non-Exempt Staff, etc. These rates are calculated on an annual basis based on actual benefits received per category and approved by the University's federal cognizant agency.

What if I have questions, comments or suggestions for improvement?

Questions, comments or suggestions can be sent directly to the Controller's Office by emailing control@nd.edu. We will respond to comments within 24 hours, if not sooner.

I have a large portfolio of accounts. What is the easiest way for me to search for a specific item?

You can use one of two options: (1) Utilize the sort feature to re-arrange the page according to your preference or (2) Use the "Find" feature under the "Edit" section of your browser tool bar. Please note: the "Search" feature at the top of each GLez screen is not a functional input field.

Grants and Contract Reporting

In what order are grants and contracts listed

Grants and contracts are listed in order of grant number (as opposed to fund number). This is done to ensure both the grants and any associated cost share accounts (which have a different fund # range) are shown sequentially. These can be re-sorted to your preference by clicking on the column heading.

Can I see Payroll detail for my grants and contracts?

If you are listed as the financial manager on a grant or contract, you will automatically receive detail Payroll access for those grants and contracts. This is to ensure researchers have the financial information in sufficient detail to manage their awards.

AP Query

What if don't know the exact vendor name?

You may search on any three or more consecutive letters in the vendor name. For example, "fis" will pull up Fisher Scientific and Bonefish Grill, among other entries.

How will I know the right vendor name to choose?

In general, the listing of vendors should be relatively short if you have sufficiently limited your query. You may need to click on the different vendor names until you find the one in which you're interested.

Payroll Query

What do I need to input?

You must know either the Net ID of the person **or** the fund/org combination that the payroll was charged. Date Range and Employee Class are also necessary to facilitate the search. The wildcard ("%") is shown as the default employee class—meaning you will get all employee classes associated with your input parameters.

What will I see if I don't have PR access?

User does not have permission for this orgn.

If you believe that you should have access, please use the GLEz/buyND Access request form found on the Controller's web site.