Virtual Demo Sessions

Virtual Training Sessions

What You Need To Know

- **VPN, Plant Fund, Asset and Liability Reports**
  - Finding Available Fund Balance
    - View available balance on all funds you manage

- **Account Summary Report**
  - View Budget to Actual Activity

- **Document Detail**
  - View Invoice, Journal Voucher, PO, and Encumbrance detail

- **Key Performance Indicators**
  - A tool to measure fund status

- **Transactions**
  - Recent and Search Options

Go Live - July 15

Virtual Demo Sessions
- General overview of the new GLez
- Sign up to attend

Virtual Training Sessions
- Hands-on Training
- Register now in Endeavor

Resources
- Stay informed - Check out the GLez Project website.
- Need a refresher on the finance tools? Go to the Intro to Finance website.

What You Need To Know

- New Feature: GLez requires connecting to the VPN client if you are off campus. You can download the VPN client from https://oit.nd.edu/services/software/software-downloads/.
- For Plant Funds: access Legacy GLez until they are available in the new GLez in September.
- For Asset and Liability Reports: access funds via the Asset and Liability task icon via insideND.
- For questions, contact control@nd.edu

Available Funds

- Two options: accessing available fund balance on specific or a specific group of funds
  - **Available Funds**: The home page displays Available Funds section; listing funds by fund group including fund, organization, title and available balance based on fund/org security.
  - **Fund List**: From the home page click Funds and select a Fund Group. This view provides a high-level summary of totals by Account Group (Resources, Expenses, Encumbrances) and Available Balance.

Account Summary

- Summary of account activity organized by Account Code for a specific time period (year-to-date or current month)
- Ability to compare fiscal periods within a fiscal year

Document Detail

- Provides status information on invoices, journal vouchers, encumbrances and purchase orders such as supporting documents, business purpose, vendor and payment information

Example of Invoice Document Detail

Key Performance Indicators (KPI)

- On the Account Summary page KPI’s provide a tool to measure fund status
  - **Available Balance**: Easy to follow summary showing how the remaining balance was calculated
  - **Resources**: Budget to Actual summary (revenue, transfer, unrestricted allocation, or carryover funding from prior years)
  - **Expenses**: Budget to Actual summary (labor and non-labor expenses) and Encumbrances
    - Expended and Committed: Percent of total awarded budget that has been expended/encumbered (Grants and Contracts)
    - Time Elapsed: Percent of time that has elapsed in correlation to the length of the project (Grants and Contracts)

Transactions

- Recent & Search Options
  - Quickly view transaction activity to display the detail of revenue and expense transactions posted to a Fund and Organization combination for a specific time period (month/year-to-date, or user defined date range)
  - 1. Choose between Last 7 Days, Last 14 Days, and Last 30 Days.
  - 2. Click on any Doc Code to see the document details for the corresponding transaction.

Previous fiscal year Procard transactions across all funds with amount between $100-$500

For more information email control@nd.edu or phone GLEZ Help 631-8000