GLez Newsletter - June 2020

- **GLez Roll-Out** - Demos, Training, and Resources
- **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 **New Feature**
- **Transactions** - Recent and Search Options **New Feature**

Go Live - July 15

Virtual Demo Sessions - General overview of the new GLez

Sign up to attend

Date	Time
Tuesday, July 14	1:00 P.M. - 2:00 P.M.
Monday, July 20	10:00 A.M. - 11:00 A.M.
Thursday, July 23	3:00 P.M. - 4:00 P.M.
Tuesday, July 28	2:00 P.M. - 3:00 P.M.
Wednesday, August 5	11:00 A.M. - Noon

Virtual Demo Sessions

Virtual Training Sessions -Hands-on Training

Register now in Endeavor

Date	Time
Wednesday, July 15	1:30 P.M. - 3:00 P.M.
Tuesday, July 21	10:00 A.M. - 11:30 A.M.
Thursday, July 30	1:30 P.M. - 3:00 P.M.
Tuesday, August 4	3:00 P.M. - 4:30 P.M.
Tuesday, August 11	10:00 A.M. - 11:30 A.M.
Wednesday, August 19	1:30 P.M. - 3:00 P.M.

Virtual Training Sessions

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

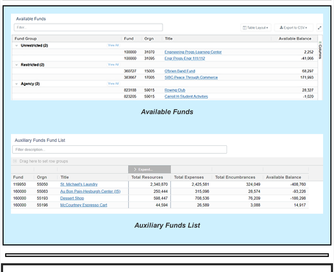
New

- 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 to quickly access available fund balance on a specific fund or 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** **New Feature** - 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.

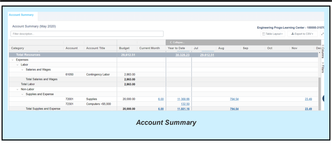


Available Funds

Auxiliary Funds List

Account Summary

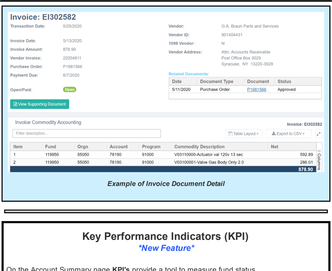
- Summary of account activity organized by Account Code for a specific time period (year-to-date or current month)
- Ability to compare fiscal periods within a fiscal year



Account Summary

Document Detail

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



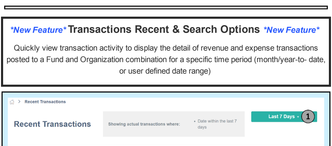
Example of Invoice Document Detail

Key Performance Indicators (KPI)

New Feature

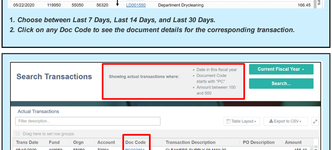
On the Account Summary page **KPI's** provide a tool to measure fund status

- **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)*

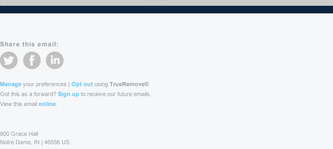


New Feature Transactions Recent & Search Options **New Feature**

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 detailed transactions 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
Glez Project Website