



Step 1: Finding "insideND" - Go to Notre Dame's Front Page <http://www.nd.edu/> and under "Popular Sites" you will find the box for "insideND" <http://inside1.cc.nd.edu/cp/home/loginf>. This link will take you to the login page - see below.

Step 2: Enter your "User Name" and "Password" and click "Login".



UNIVERSITY OF NOTRE DAME **INSIDE ND**
NOTRE DAME'S ONLINE COMMUNITY

Welcome Patti J Strauch
You are currently logged in.

Content Layout | webfile | webmail | fac/staff | calendar | groups | faq | logout

Home | My Resources | Campus | **Administrative Tools**

July 26, 2006

Step 3: You will then be taken to the "Welcome...." screen. You should have four tabs (maybe more depending on your access level) as you see above. The "Administrative Tools" tab is the one that you want to click for looking up account information, etc.

Step 4: Since my access to the accounts, etc. may be different from yours this page might look different when you pull it up. For account information you want to be click on "GL@z" under the "FinanceND" section.

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February 5, 2008

Procurement

buyND ↓ Programs Buying Help

buyND
Login, FAQs, Animated Tutorials, and other info

News and Announcements

- Contract signed with Bob Miller's as the preferred appliance supplier; Agreement extended to Notre Dame employees
- Temporary services contracts signed

FinanceND

GL@z

Check account balances and transaction detail for all funds you manage

GL@z FAQs

Vendor Query
Payroll Query

Other Finance and Budget Tools:
Self-Service Finance Lookup
INB Banner Finance

Personnel Action Notices

Employee	Type of Change	Effective Date	Action
Create New PAF			

Employment Services-Faculty

[Electronic Personnel Action Form](#)

[Recruit/Hire/Setup](#)
Identify position, define position and begin process to hire

UNIVERSITY OF NOTRE DAME INSIDE ND FINANCE SYSTEM - QUERIES
 NOTRE DAME'S ONLINE COMMUNITY

Personal Information | Employee | Finance

Search Go SITE MAP HELP

Fiscal Year: 2007-2008
 Month: February
 Submit

Unrestricted Funds for 2007-2008, February

Fund	Orgn	Prog	Orgn Title	Budget	Year To Date Activity	Encumbrances	Committed	Remaining Balance
100000								
100000								

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Grants and Contracts for 2007-2008, February

Fund	Orgn	Grant	Title	Inception to Date Activity				PI	Start Date	End Date	RSPA
				Budget	Expenses	Encumbrances	Remaining Balance				
5520											

MORE...

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Step 5: You will then be taken to the "Finance..." screen. Click on the fund number that you want information about. Depending on how many funds you have access to - this page may look different.

Step 6: You will then see the above information for your fund.

When you're finished in insideND, don't forget to log out. If you don't log out, someone may be able to access your information.

Personal Information | Employee | Finance

Search Go SITE MAP HELP

Fiscal Year: 2007-2008
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 Submit

Account Balances Report

5520³⁵⁰⁴⁰⁻²⁰ G00000125 - NSF- Mathematics

February, 2008

Account Code	Title	Budget	Inception to Date Activity				Fiscal Year Activity	
			Expenses	Encumbrances	Remaining Balance	%	Current Month	All Months
71253	Lectures							
	Total Supplies and Expense							
77010	Airfare							
77020	Conference Fees							
77030	Ground Transportation							
77050	Lodging							
77060	Meals							
77070	Per Diem							
77090	Domestic Travel-Participant Support							
	Total Travel							
	Total Expenses				5,987.74	24%		4,547.63

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[Budget Queries | Encumbrance Query | View Document | Delete Finance Template | ePrint Repository | ND Summary Report | PY LookUp | GL-EZ Reports | AP LINK]

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