



**WESTERN
MICHIGAN
UNIVERSITY**

General Ledger On the Web (GLOW)
Quick Start Guide

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Log-in to GLOW

To gain access to GLOW, please fill out the access request form here:
<https://wmich.edu/accounting-services/accounting/accounting-forms>.

Please note that PeopleSoft Financials (GLOW, JES, BES, and DME) is different than PeopleSoft HR (payroll and employee information). Your internet browser (Chrome, Firefox, Internet Explorer, etc.) will remember which system you used last and automatically take you back to that system. Therefore, it is recommended to use a different internet browser for PeopleSoft Financials than you do for PeopleSoft HR.

Go to <https://go.wmich.edu/s/>. Click the "Login" button or the "Login" link and enter your Bronco NetID and password.



Welcome to goWMU!

A place where you can easily find solutions and ask questions



Students

Frequently used resources, topics and tools for students



Instructors

Frequently used resources, topics and tools for instructors



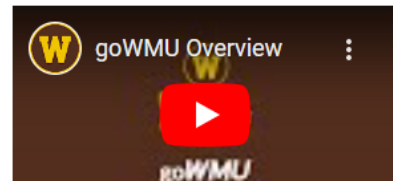
Employees

Frequently used resources, topics and tools for employees

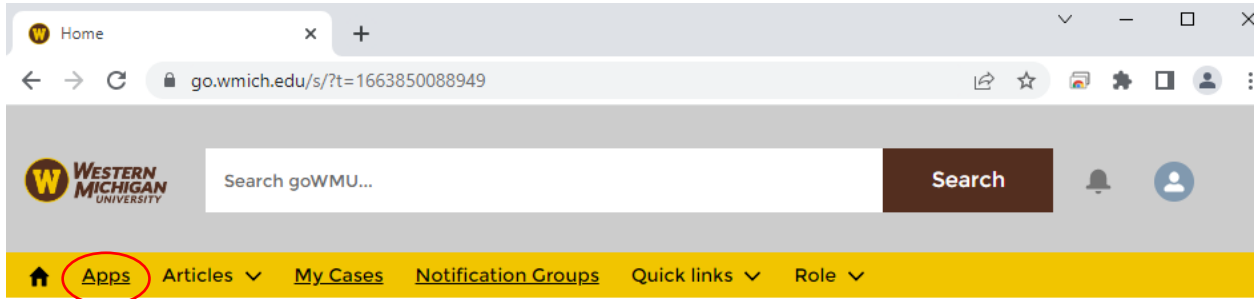
Featured topics

Login

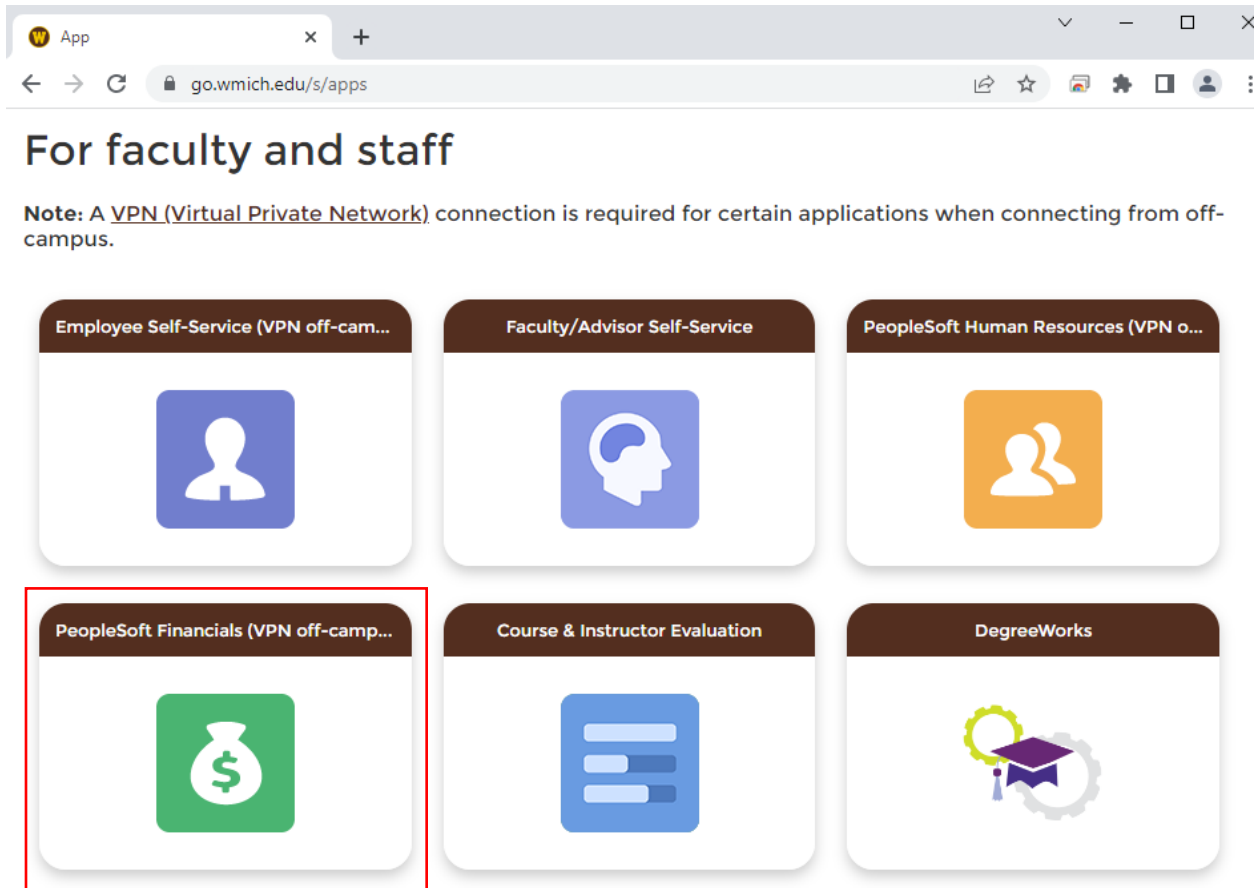
Log in with your Bronco NetID to access all content and the full goWMU experience.



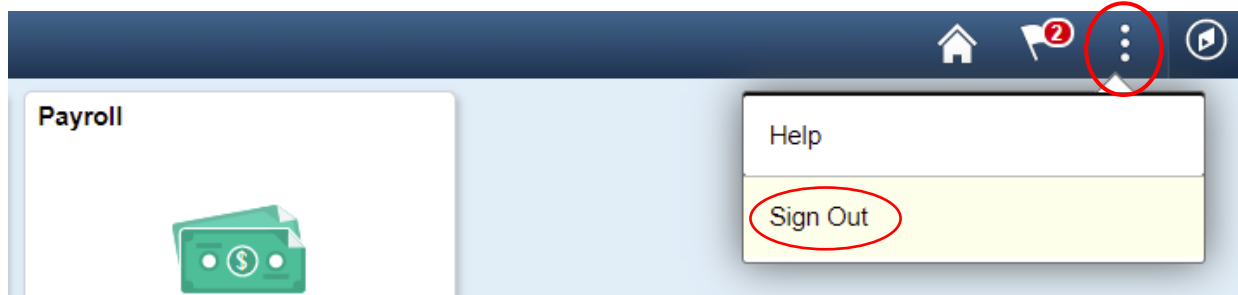
On the top of the page, click the “Apps” link.



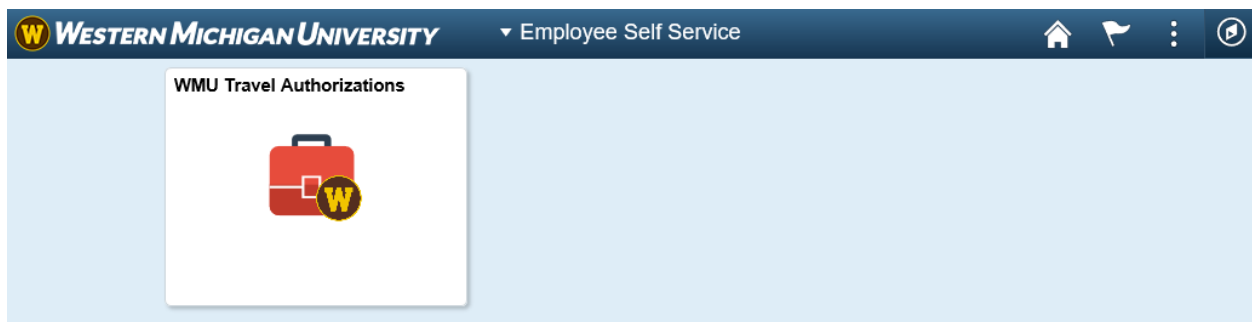
Scroll down to the “For faculty and staff” section and click on the “PeopleSoft Financials” tile.



If you see the Payroll tile, your internet browser automatically took you to PeopleSoft HR. Either officially log out of PeopleSoft HR by clicking the three dots in the upper right corner and clicking “Sign Out,” or try logging in with a different browser.



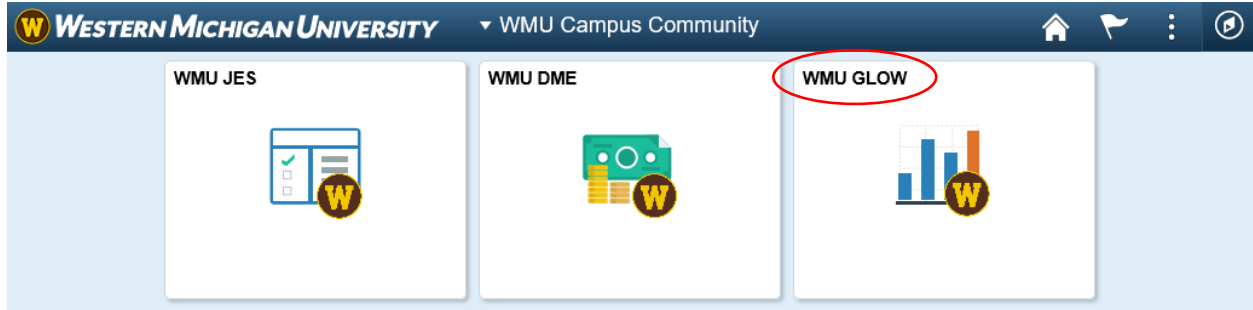
You should not see the Payroll tile when you log-in to PeopleSoft Financials. What tiles you see depends on your level of security access.



Click on the down arrow next to “Employee Self Service” and select “WMU Campus Community.”



Click on the WMU GLOW tile.



Because GLOW is now in PeopleSoft Financials, it will time-out after 20 minutes of inactivity. Simply click "OK" on the box that pops up to extend your session.

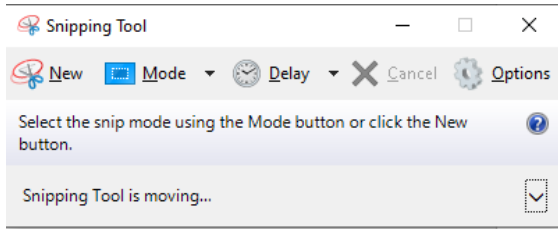
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Printing in GLOW

You will notice that there is no print button in GLOW.

GLOW contains historical transaction detail which will always be available for retrieval at a later date. If you need to save support for your documentation, there are a couple of options available to you.

You can take a screen shot using the Snipping Tool:



You can export your search results to excel by clicking on the “Download Results” button on any of the pages.

GLOW Summary

▼ Search

Dates

Specific Fiscal Year
 Customized Period Range

Fiscal Year

Funds/Departments

Specific Fund/Department
 Customize Dept Range
 Specify up to 18 Depts
 Specify VP/Coll and Func/Prog
 Specific Project ID

Accounts

All Accounts
 Specific Acct Type(s)
 Customize Acct Range
 Specify up to six Accts

Ledger Activity

All Ledgers
 Specific Ledger(s)

Fund Dept

A CSV file will open in excel which you can save on your computer. You can expand cell B1 to see your search criteria.

	A	B	C	D	E	F	G	H
1		Selection Criteria						
2		Fiscal Year: 2022						
3		Fund/Department: 11-6411200						
4		Accounts: ALL						
5		Ledgers: ALL						
3	Account		Booked Budget	Adjusted Budget	Actuals	Commitments	Dept Encumb	Closing Balance
4		F/Dept: Bus Operations-						
5	3211	Administrative Staff	301,556.00	307,587.00	173,589.58	133,997.42	0	0
6	3511	Regular Student	7,498.00	7,498.00	0	0	0	7,498.00
7	3911	Soc Sec (FICA)-WMU Share	23,069.00	23,531.00	13,279.58	10,251.42	0	0
8	3912	TIAA/CREF&MPSERF Retirement	50,812.00	51,828.00	29,249.89	22,578.11	0	0
9	3927	Fringe Benefits	91,975.00	93,815.00	52,505.09	41,309.91	0	0
10	****	Compensation Subtotal	474,910.00	484,259.00	268,624.14	208,136.86	0	7,498.00

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Menu Options

Navigate GLOW by selecting a menu option on the left side of the screen. You can click on the blue box with the two vertical lines to hide the menu.

The menu options of new GLOW are the same as those of old GLOW with the addition of the “Budget Summary” page.

The screenshot shows the WMU GLOW interface. At the top is a dark blue header with the text "WMU GLOW" and navigation icons. On the left is a vertical menu with the following items: Messages, Summary, Detail, Summary Compare, Budget Summary (circled in red), JES/BES/DME, Funds (with a blue box containing two vertical lines, also circled in red), Departments, Accounts, Purchase Orders, POs by Funds/Depts, Vouchers, and GLOW Gold. The main content area is titled "GLOW Messages from the Accounting Department" and contains several paragraphs of text, including links for "Training Links", "Monthly Close Schedules", and "Accounting Forms and Documents". A "Save" button is located at the bottom of the message area.

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New Features

Budget Summary

The "Budget Summary" page allows you to compare your booked, adjusted, and permanent budgets all in one place.

The "Change" column is a formula of your adjusted budget minus your booked budget.

WMU GLOW

GLOW Budget Summary

Search

Dates

Specific Fiscal Year
 Customized Period Range

Fiscal Year

Funds/Departments

Specific Fund/Department
 Customize Dept Range
 Specify up to 18 Depts
 Specify VP/Coll and Func/Prog
 Specific Project ID

Accounts

All Accounts
 Specific Acct Type(s)
 Customize Acct Range
 Specify up to six Accts

Ledger Activity

All Ledgers
 Specific Ledger(s)

Fund Dept

Budget Summary Info

1-23 of 23

	Account	Booked Budget	Adjusted Budget	Change (Adj-Book)	Permanent
	F/Dept: Bus Operations-Accounting, Mgr: Dir Jeff Long Func/Prog: ADMINISTRATIVE SUPP VP: VP BUSINESS&FINANCE, VP/Coll: AVP BUSINESS AND FIN				
	3211 Administrative Staff	301,556.00	307,587.00	6,031.00	307,587.000
	3511 Regular Student	7,498.00	7,498.00	0.00	7,498.000
	3911 Soc Sec (FICA)-WMU Share	23,069.00	23,531.00	462.00	23,531.000
	3912 TIAA/CREF&MPSERF Retirement	50,812.00	51,828.00	1,016.00	51,828.000
	3927 Fringe Benefits	91,975.00	93,815.00	1,840.00	93,815.000
	**** Compensation Subtotal	474,910.00	484,259.00	9,349.00	484,259.000

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New Features

Search Criteria

The search criteria is located at the top of each page. The options in new GLOW are the same as the options in old GLOW with some enhanced functionality.

You can change your criteria on the fly without having to go back to the main menu. Simply change your selections at any time and click the "Search" button.

After you click the "Search" button, your results will be displayed below the search criteria box. You can collapse the search criteria box at any time by clicking on the downward arrow.

GLOW Summary

Search

Dates

Specific Fiscal Year
 Customized Period Range

Fiscal Year

Funds/Departments

Specific Fund/Department
 Customize Dept Range
 Specify up to 18 Depts
 Specify VP/Coll and Func/Prog
 Specific Project ID

Fund Dept

Accounts

All Accounts
 Specific Acct Type(s)
 Customize Acct Range
 Specify up to six Accts

Ledger Activity

All Ledgers
 Specific Ledger(s)

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New Features Download Results

You can export your search results directly to a CSV file in excel by clicking on the “Download Results” button after your search results are displayed.

GLOW Summary

▼ Search

Dates

Specific Fiscal Year
 Customized Period Range

Fiscal Year 🔍

Funds/Departments

Specific Fund/Department
 Customize Dept Range
 Specify up to 18 Depts
 Specify VP/Coll and Func/Prog
 Specific Project ID

Accounts

All Accounts
 Specific Acct Type(s)
 Customize Acct Range
 Specify up to six Accts

Ledger Activity

All Ledgers
 Specific Ledger(s)

Fund 🔍 Dept 🔍

A CSV file will open in excel. You can expand cell B1 to see your search criteria.

	A	B	C	D	E	F	G	H
1		Selection Criteria Fiscal Year: 2022 Fund/Department: 11-6411200 Accounts: ALL Ledgers: ALL						
2								
3	Account		Booked Budget	Adjusted Budget	Actuals	Commitments	Dept Encumb	Closing Balance
4		F/Dept: Bus Operations-						
5	3211	Administrative Staff	301,556.00	307,587.00	173,589.58	133,997.42	0	0
6	3511	Regular Student	7,498.00	7,498.00	0	0	0	7,498.00
7	3911	Soc Sec (FICA)-WMU Share	23,069.00	23,531.00	13,279.58	10,251.42	0	0
8	3912	TIAA/CREF&MPSERF Retirement	50,812.00	51,828.00	29,249.89	22,578.11	0	0
9	3927	Fringe Benefits	91,975.00	93,815.00	52,505.09	41,309.91	0	0
10	****	Compensation Subtotal	474,910.00	484,259.00	268,624.14	208,136.86	0	7,498.00

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New Features Detail

The "Detail" page has been reformatted to function similar to a query for those users who export mass amounts of data out of GLOW.

WMU GLOW									
GLOW Detail									
▶ Search									
Detail Info									
<input type="text" value="Q"/> 1-26 of 26									
Fund	Department	Account	Date	Journal Ref #		Booked Budget	Adjusted Budget	Actuals	Dept Encumb
					F/Dept: 11-6411200 Bus Operations-Accounting, Acct: 3211 Administrative Staff Func/Prog: ADMINISTRATIVE SUPP VP: VP BUSINESS&FINANCE, VP/Coll: AVP BUSINESS AND FIN				
11	6411200	3211	01/05/2022	PAYROLL	SM2201 X BUS OPERATIO	0.00	0.00	12,816.13	0.00
11	6411200	3211	01/20/2022	PAYROLL	SM2202 X BUS OPERATIO	0.00	0.00	7,231.17	0.00
				****	Fnd/Dept/Acct Total	0.00	0.00	20,047.30	0.00

The CSV file generated by clicking "Download Results" has the fund, department, and account in separate columns. Note that there is a single quote in front of the department number in order to retain leading zeros.

	A	B	C	D	E	F	G	H	I	J
1		Selection								
2										
3	Fund	Department	Account	Date	Journal Ref #		Booked Budget	Adjusted Budget	Actuals	Dept Encumb
4						F/Dept: 11-6411200 Bus Operations-				
5	11	'6411200	3211	1/5/2022	PAYROLL	SM2201 X BUS OPERATIO	0	0	12,816.13	0
6	11	'6411200	3211	1/20/2022	PAYROLL	SM2202 X BUS OPERATIO	0	0	7,231.17	0
7					****	Fnd/Dept/Acct Total	0	0	20,047.30	0
8						F/Dept: 11-6411200 Bus Operations-				
9	11	'6411200	3911	1/5/2022	PAYROLL	SM2201 X FICA (OASDI)	0	0	980.43	0
10	11	'6411200	3911	1/20/2022	PAYROLL	SM2202 X FICA (OASDI)	0	0	553.18	0
11					****	Fnd/Dept/Acct Total	0	0	1,533.61	0
12						F/Dept: 11-6411200 Bus Operations-				
13	11	'6411200	3912	1/5/2022	PAYROLL	SM2201 X RETIREMENT E	0	0	2,159.52	0
14	11	'6411200	3912	1/20/2022	PAYROLL	SM2202 X RETIREMENT E	0	0	1,218.45	0
15					****	Fnd/Dept/Acct Total	0	0	3,377.97	0
16						F/Dept: 11-6411200 Bus Operations-				
17	11	'6411200	3927	1/5/2022	PAYROLL	SM2201 X FRINGE BENEF	0	0	3,908.92	0
18	11	'6411200	3927	1/20/2022	PAYROLL	SM2202 X FRINGE BENEF	0	0	2,205.51	0
19					****	Fnd/Dept/Acct Total	0	0	6,114.43	0
20						F/Dept: 11-6411200 Bus Operations-				
21	11	'6411200	4340	1/12/2022		0 UNITED STATES POSTAL SERVICE	0	0	0.67	0
22					****	Fnd/Dept/Acct Total	0	0	0.67	0
23						F/Dept: 11-6411200 Bus Operations-				
24	11	'6411200	4750	1/19/2022	V01616506	IN3257982MICHIGAN OFF	0	0	82.4	0
25	11	'6411200	4750	1/19/2022	V01616507	IN3257983MICHIGAN OFF	0	0	6.09	0
26	11	'6411200	4750	1/19/2022	V01616508	IN3206831MICHIGAN OFF	0	0	71.73	0
27	11	'6411200	4750	1/19/2022	V01616509	IN3206830MICHIGAN OFF	0	0	90.08	0
28					****	Fnd/Dept/Acct Total	0	0	250.3	0
29					****	Grand Total	0	0	31,324.28	0

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New Features JES/BES/DME Lookup

The “JES/BES/DME” page can be used in two ways. You can search for a specific JES/BES/DME using a known journal reference number (such as J000123456), or you can search using the journal date.

If you search using the journal date, all of the JES, BES, and DME entries made on that day will appear below in the search results. The person’s phone extension and initials as well as journal description are included in the search results.

WMU GLOW

WMU:GLOW JES/BES/DME

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Journal Ref # begins with

Journal Date = 01/19/2022 📅

Search
Clear

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All

⏪ ⏩ 1-32 of 32 ⏪ ⏩

Journal Ref #	Journal Date	Phone Ext + Initials	Journal Description
J000455210	01/19/2022	74184TRH	WMUX CYBER MARKETING
J000455209	01/19/2022	74849AKG	DS9530
J000455208	01/19/2022	74134RAH	JAN CC FEES DEC ACTIVITY
J000455207	01/19/2022	75536KAD	ADMISSION FEE WAIVERS - ECON
J000455206	01/19/2022	73216LMW	THEA-MTP PRODUCTION SUPPORT
J000455205	01/19/2022	73216LMW	THEA-FALL DEARTS TIX
J000455204	01/19/2022	73216LMW	THEA-CORR
J000455203	01/19/2022	74339LMB	TRANSFERFOR20220113
J000455202	01/19/2022	74339LMB	TRANSFERFOR20220111
J000455201	01/19/2022	74339LMB	TRANSFERFOR20220110

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