GENERAL LEDGER ONLINE WEB

GLOW

USER'S GUIDE
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Helpful Hints

All members of the University community are responsible for taking the appropriate steps to secure their passwords. See the policy located at – http://wmich.edu/it/policies/identityprotection.

All information printed from GLOW should be secured. If you are no longer using the information, you should shred the documents. You should only share the information obtained from GLOW with appropriate WMU personnel. If you are not sure if you should share this information, please contact Accounting Services at 387-4230.

1. A BroncoNetID is required to access GLOW. If you encounter problems with BroncoNetID authentication, you may be able to resolve the issue by accessing these links – https://www.wmich.edu/changepassword/ and http://www.wmich.edu/oit/portalContent/remember-bronconetid.html. You may also contact the OIT Help Desk at 7-HELP or call the Accounting Services Department at 7-4230 for assistance.

2. Important information from the Accounting Services Department is displayed in the message box on the GLOW main menu screen. Please read this message box often to obtain information regarding month-end closing, journal entry spreadsheets and system problems.

3. The "list" options on the GLOW main menu are view only options. A user may not make further selections after clicking these buttons.

4. Most fund 11 departments are secured, and access requires special user ids and passwords. Please contact your area administrator or the Accounting Services Department to obtain these user ids and passwords.

5. A user may return to the main menu from any GLOW panel by clicking on the "GLOW Main Menu" button.

6. When in summary information, a user may quickly drilldown to detail information by clicking on the "account" buttons.

7. If selecting "specific fiscal year" in summary information, the data retrieved will be through the most recent GLOW update. To view data through a specific month/period, choose "customized period range" and then "carryforwards through the month desired".

8. In both summary and detail information, the year shown in customized period range stands for the fiscal year rather than the calendar year.

9. In both summary and detail information, a user may create an excel spreadsheet. This excel file may then be used to manipulate/sort the data as needed.

10. Debits are positive numbers, and credits are negative numbers. Expenses are normally debit transactions, and revenues are normally credit transactions.

11. Debit (positive number) on JES system = Transfer Out of (Disbursement) on Intra system. Credit (negative number) on JES system = Transfer Into (Receipt) on Intra system.

12. Call the Accounting Services Department at 7-4230 with any questions.
Getting Started

GLOW is located at the World Wide Web address http://www.fs.wmich.edu/glow/.

After you enter the preceding web address, you will be required to enter your Bronco NetID and password before being redirected to the Glow sign on page.

The following screen will first be displayed –

![GLOW Sign On Page]

After you enter your Bronco NetID and password, you will be redirected to the following screen –

![GLOW Sign On Page]

Enter your assigned user id and password in the appropriate boxes and click on the "Click to Sign-On" button.
Main Menu Options

You may return to this main screen from any GLOW panel by clicking on the "GLOW Main Menu" button.

Please refer to the box on the left side of the GLOW main menu screen to determine the most recent date GLOW has been updated.

The message box at the bottom of the main menu screen contains important information for GLOW users. The messages are from the Accounting Services Department and relate to month-end closing, journal entry spreadsheets and system problems. Please read this message box often to keep current on GLOW and other general ledger information.

The following pages give information and examples for each option available on the GLOW main menu screen.
Summary Information

The summary information option allows you to obtain a financial overview of a fund or department within a fund. After making your initial selections for summary information, you may quickly drill down into more detail by simply clicking a few more buttons.

The following screen is displayed by clicking on the "Summary Information" button from the GLOW main menu.

You must select your desired options for date, fund/department, accounts and ledgers on the summary information screen. After you make your desired choices, click on the “Click to Continue” button.

Dates

Specific Fiscal Year - Your results will include information for the whole fiscal year you select from the drop down box. Please keep in mind that if you select the current fiscal year, your results will include information from the beginning of the year through the date of the most recent GLOW update.

Customized Period Range – Your results will include information for the accounting periods you select for the beginning and ending periods. For example, today is April 10, 2009, and you want to see the results of a department through March 31, 2009. You would select “2009-000-Carryforwards” as the from period and “2009-009-March” as the thru period.
Summary Information - Continued

Funds/Departments

Specific Fund/Department – You will receive results for one department. See Summary Information Example 1.

Customized Department Range Within One Fund – This option allows you to obtain results for a specified range of departments in a fund. See Summary Information Example 2.

Specify Up To 18 Departments Within a Fund – This option allows you to combine the results of up to 18 departments in one fund and may be useful if the departments you are interested in are not numbered in a continuous range. See Summary Information Example 3.

Specify VP/College and Function/Program – This option allows you to combine the results of a fund/VP/College and Function/Program search. The VP/College search is only applicable for funds 11, 21-30, 50, and 59. See Summary Information Example 4.

Specific Project Id – This option is for grant projects and allows you to obtain the results of the grant you specify. Simply click on the down arrow to obtain a complete list of available choices. See Summary Information Example 5.

Accounts

You may obtain results for all accounts, specific account types such as assets or expenses, a range of accounts or specific accounts.

Ledger Activity

If you select all ledgers, your results will include budget, actual and commitment activity. You may also select just one or a combination of these ledgers.

Summary Information Example 1
Notice the “list funds” and “list departments” buttons on the summary information screen. These options are for viewing only. You may not drill down on them to select summary or detail information.

In this example, specific fiscal year and specific fund/department were selected in addition to all accounts and all ledgers. Choose the desired fiscal year by clicking on the down arrow within the date box to display available fiscal years and then clicking on the year of choice. Enter the fund and department in the boxes provided. You may navigate between the boxes by using the tab key or placing the cursor in the parameter box and clicking once. Click on the “Click to Continue” button after filling in your choices to obtain the following screen with your results.
Subtotals for various categories are found following the summary information by account. The summary balance for the department is displayed at the bottom of the panel. The closing balance
Summary Information
Example 1 - Continued

For this department is calculated by taking the budget column and subtracting the actual column and the commitment column from it. A positive closing balance indicates that the department has not spent their total yearly budget for the time period specified.

You may obtain more detailed information for this department by drilling down. You do this by clicking on the account button you desire to see more detail for.

The following screen is displayed after clicking on the button for Supplies – Account 4570.

This screen summarizes the account selected on the previous screen by fiscal year and accounting period. It provides totals by period for all ledgers selected.

The system now allows you to drill down further by clicking on a fiscal year/period button. The following output is obtained by clicking on the “2009-003” button.

The output details the transaction date, reference number, line description and dollar amount of each transaction in the period chosen.
The following screen displays other summary options available. A customized period range, customized department range within one fund, all accounts and specific ledger were chosen. Click on the down arrow in the dates box to select a range of accounting periods. Enter the desired fund and department in the boxes provided and click the boxes next to the desired ledgers.

The above screen shows that data is being retrieved for February, the 8th period of fiscal year 2009 for fund 21 departments 0000000 through 8120000. The data is selected for only the actuals ledger. Click on the “Click to Continue” button to obtain the following results.

The top of this panel displays the selection criteria chosen and continues with the requested data. As mentioned earlier, you may click on an account to drill down to further detail.

Please keep in mind that it is possible to obtain results for one month or multiple months. The year shown in customized period range is fiscal year rather than calendar year.
Summary Information

Example 3

The options chosen in this example were fiscal year, specify up to 18 departments within one fund, all accounts and specific ledger. Click the down arrow in the dates box to select the fiscal year, enter the desired fund and departments in the boxes provided and click the boxes next to the desired ledgers. Click on the "Click to Continue" button to view the results.

The screen above shows that fiscal year 2009 actual and budget ledger activity is being retrieved for specific departments within fund 11. The following output is produced from these criteria.

Please note that it is not necessary to use all 18 of the department boxes. You may request data for any number of departments up to 18.
Summary Information

Example 4

This option allows you to view summarized information based on the fund, VP/College and the Function/Program. Note: you will only see the information that your security will allow.

Enter the fund that you wish to view in the Fund box. If you are looking for a specific VP/College you can use the drop down box to select the applicable VP/College. You can further narrow the information by choosing a function or program in the next drop down box.
The options selected in this example were specific fiscal year, specific project id, specific account types and all ledgers. Click on the down arrow in the dates box to choose the applicable fiscal year. Choose the project you want results for by clicking the down arrow in the fund/department box and click on your choices for accounts.

The following screen results from selecting the above criteria. Please keep in mind the project id information is only available for grant funds 25-30.
The detail information option allows you to obtain detailed financial results for a department. As seen by the following screen, the options you choose are very similar to the parameters you select in summary information. Following is the screen displayed by clicking on the "Detail Information" button from the GLOW main menu.

Click on your desired choices and then select the “Click to Continue” button to view the results.

The following detail information examples relate to the criteria selected above and some additional detail options not available in summary information. The results of choosing the other options would appear similar to those options in summary information.

**Detail Information Example 1**

The following screen prompts you to choose and enter information based on choices selected from the previous screen. This screen results from having selected customized date range, specific fund/department, all accounts, all document numbers and all ledgers.
Enter the beginning and ending dates of the information desired by clicking in the applicable box. Continue by entering the fund and department. Finally, choose how to sort the report. Click on the “Click to Continue” button to produce the following results.

The top portion of the screen displays the selection criteria and continues with the requested data. The system displays the transaction date, reference number, line description and dollar amount of each transaction matching the criteria selected. The information is displayed by account with a summary total for each account.

**Detail Information**

**Example 2**

The following screen displays other detail options available. A customized date range, specific fund/department, specific account types, all ledgers and specific document were chosen.
The example above shows that data is being retrieved for fund 11 department 6411200 expenses in the time period February 1-28, 2009 where the document number matches v01032347. Click on the “Click to Continue” button to obtain the following results.

The following example shows the results of having selected specific fiscal year, specific fund/department, customized account range, all ledgers and all document numbers.
The following screen is produced after clicking on the “Click to Continue” button.

Notice the output only displays detailed information for accounts in the range 4100-4500 as those were the accounts specified in the selection criteria.
Scheds/Docs/Forms

The following screen is displayed after clicking on the “Scheds/Docs/Forms” button from the GLOW main menu.

The monthly Closing Schedule buttons found on the right side of the screen show due dates for monthly processes and the anticipated close date for each month.

The Forms section at the top left of this screen contains word documents that you may save to your computer and use at your convenience. Please note: the department setup request is the document that you must complete and send to the Accounting Services Department when you want to set up a new department.
The Journal Entry Spreadsheet section contains important information related to the JES system that replaced the old Intra system. Please be sure to look at these documents as they contain many helpful hints designed to assist you with this new journal entry system.

Journal Spreadsheets

The following screen is displayed by clicking on the “Journal Spreadsheets” button from the GLOW main menu.

This option allows you to query a particular journal entry spreadsheet. Simply fill in the JES document number and click on the “Click to Continue” button to obtain detail for the entry you desire.

The JES document number is found in the Ref # column of detail information.

Notice the JES word file available at the bottom of this screen. Clicking on this document will give you information regarding the journal entry spreadsheet system.
The following screen results from selecting 1000192373 as the document number to query.

This panel will allow you to view all the detail lines of a particular JES but will not tell you who prepared the entry. Please call the Accounting Services Department to obtain that information. By querying the general ledger system, they will be able to provide you with the initials and phone number of the person that submitted the JES.
List Departments
Example 1

The following screen is displayed after clicking the “List Departments” button from the GLOW main menu.

Choose the desired fund by clicking the down arrow in the fund option. You may choose to see all departments in a particular fund or narrow your results by selecting only specific functions in the function/program option. You may also specify the status of the departments as all, active or inactive. Click on the “Click to Continue” button when finished.

You will then be prompted to select your beginning department. You choose this by clicking the down arrow next to the list of departments and clicking once on your desired beginning department number. Click on the “Click to Continue” button when ready. Then repeat these steps to select your ending department number.
List Departments

Example 1 – Continued

The following screen results from having selected all functions/programs for fund 63 departments. Department 0000000 was selected as the beginning department number, and department 9700100 was selected as the ending department number.

List Departments

Example 2

The following example shows the additional option of VP that is available for funds 11 and 23.
By specifying fund 23 and choosing the VP Research criteria from the list of available choices for VP, the following screen results after clicking on the “Click to Continue” button.

You may further narrow your list of departments by specifying departments for only a specific college. This option is only available for funds 11 and 21-30, 50 and 59.
List Accounts

This panel is displayed after clicking on the “List Accounts” button from the GLOW main menu.

Click on the check box next to the account types you want displayed. Click on the “Click to Continue” button to obtain your account list. The default shows the “active” accounts. You have the option of selecting the status of “inactive” or “all” prior to clicking on the “Click to Continue” button.

You must click the check box next to each of the account types to obtain a list of all accounts currently on the system.

The following screen results from choosing the account type option of revenue and active status.
List Funds

This panel is displayed after clicking on the "List Funds" button from the GLOW main menu.

This screen displays all funds currently on the system. It also shows whether each fund is active or inactive. Please keep in mind that this panel is for viewing only. You may not drill down to further detail.
Purchase Orders

The following screen results from clicking on the “Purchase Orders” button from the GLOW main menu.

You may obtain detailed information on a purchase order by filling in the applicable PO number, reference number or fund/department and clicking on the “Click to Continue” button.

Clicking on the “Purchasing Home” button will take you to the Purchasing Department’s web site.

The following information results from having entered 32363 in the PO box.

Please call the Purchasing Department should you have any questions regarding specific purchase orders.
How to Create an Excel Spreadsheet from GLOW Data

The results of your GLOW summary or detail information may be downloaded to an excel file where you then may sort or otherwise manipulate the data.

The following example illustrates creating an excel file from the GLOW results of summary information with the criteria of specific fiscal year, specific fund/department, all accounts and all ledgers. Click on the “Create Spreadsheet File” located at the bottom of the screen to begin the process.

The following screen displays the results of having clicked on the “Create Spreadsheet File” button located at the bottom of the previous screen.

The next step is to click on “File” which is located on the toolbar at the upper left-hand corner of your screen. A pull-down menu will appear. Click on “Save As” from the pop-up menu that appears.
How to Create an Excel Spreadsheet – Continued

The following screen is displayed after clicking on “Save As” from the pop-up menu that appears.

Specify the filename and directory where you wish to save the file. The file must be saved as a text file. This means the file must be saved with a file extension of .txt as shown below. Click on the “Save” button when finished.

Now that your file has been saved as a text file on your PC, you may enter Excel and open the text file. You may convert the text file into a spreadsheet formatted file by following the steps outlined below.

Launch your Excel program and open your text formatted file by clicking on “File” located on the toolbar at the upper left-hand corner of your screen. Then click on “Open” which will appear in the pull-down menu. Go to the directory where you saved your text file and highlight the file name. Please note in the following screen that the “file type” box must be set to display “text files”. You may select this by clicking on the down arrow next to this box. Click on the “Open” button on the right-hand corner of the following screen after you have highlighted your file name.
The following screen will appear after you click on the “Open” button in the previous screen. When this panel is displayed, you need to make sure the box next to “Delimited” is checked. To proceed, click the “Next” button located at the bottom of the screen.
How to Create an Excel Spreadsheet – Continued

When the following screen is displayed, make sure only the check box next to the “Comma” delimiter is clicked on. The other delimiter boxes should be blank. Click on the “Next” button at the bottom of the screen to continue.

The following screen will be displayed after clicking the “Next” button from the previous screen. At this screen, click on the “General” box in the column data format section, and click on the “Finish” button located at the bottom of the screen to complete the process of converting the file to an excel spreadsheet.
How to Create an Excel Spreadsheet – Continued

After clicking on the "Finish" button located on the previous screen, a panel similar to the following will be displayed. At this point, you should save your file as an excel file by clicking on "File" located on the toolbar at the upper left-hand corner of your screen and select "Save As" from the drop down menu that appears.

As shown in the following screen, be sure to save your file with an extension of .xls and a file type of Microsoft Excel Workbook. Click on the "Save" button when finished.
You may then open the excel file and manipulate the data as needed. You will probably want to change your column widths and format the columns as numbers to make the data more readable. You may also want to add some underlines to denote subtotals and center the column headings.

The following screen displays the GLOW summary information after such manipulation.

Please call the Accounting Services Department if you require assistance or have any questions about how to effectively use this GLOW option. It can be a very useful tool if you learn how to use it properly.