



learn ♦ grow ♦ do workshop

GLOW for Grants

Grants and Contracts

Provide central oversight for post-award financial activities on sponsored projects

- Account set-up (fund and cost center)
- Review charges for allowability and invoice sponsor
- Review and submit annual and final financial reports
- Facilitate payroll confirmation for sponsored projects (ecrt)
- Compliance with award terms and conditions



GLOW—What is it?

- G.L.O.W. : General Ledger Operating Web
- Can be found at <http://www.fs.wmich.edu/glow>
- Access to G.L.O.W.
 - controlled by Accounting Services—contact them if you don't have access or need expanded access (7-4232)
- use Bronco Net ID and password to enter
- Shows actual financial activity and the current budget by fund and department
- Transactions normally take one or two business days to appear in GLOW, once the forms have been processed



Grants Funds, Departments (Cost Centers) and Account Codes (Object Codes)

- A fund is the two digit number preceding the department ID
 - Example: 23-0000100 is department ID 0000100 in fund 23
 - Grants funds are:
 - 25-Federal Grants
 - 26-State Grants
 - 27-Local Grants
 - 28-Foundation Grants
 - 29-All other Grants
 - 30-Cost Share



Grants Funds, Departments and Accounts (cont.)

- Each grant is assigned a unique department number after it's awarded.
- The account/object code is the four digit number after the department ID
 - Example 25-7009440-4570: 4570 is the account code for supplies in fund 25 and department 7009440.
- Each grant is also assigned a unique Project ID name.
 - Example: FATPREDMODEL is the Project ID for grant 25-7009440.



GLOW Report Options

- Summary Information
- Detail Information
- Sched/Docs/Forms (includes Instructions)
- Journal Entries (Journal Spreadsheet Query)
- Purchase Orders (POWWW)
- Lists: Funds, Departments and Accounts



GLOW Summary

Chartfields last refreshed
Oct 2 2019 11:33PM

Detail Info has journals posted between 07/01/1996 and 10/02/2019
Detail Info last refreshed
Oct 2 2019 11:39PM

Summary Info has journals posted between 07/01/1996 and 10/02/2019
Summary Info last refreshed
Oct 2 2019 11:38PM

You are visitor: 1735724
Active users: 18

GLOW Main Menu

Please click on the desired button below:

Summary Information

List Departments

Detail Information

List Accounts

Summary Info Compare

List Funds

Scheds/Docs/Forms

Purchase Orders

Journal Entries (JES)

Vouchers

Message(s) from the Accounting Department

Contact Accounting Services at acnt_contact@wmich.edu if you would like one-on-one GLOW training. You can also find the GLOW user manual at https://wmich.edu/sites/default/files/attachments/u327/2019/Glow_Users_Guide_2019_0.pdf

Account codes 4999 and 8999 have been deactivated. Please use 4995 and 8995 instead.

August (period 2 of FY 2020) is closed.

GLOW Summary Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, and *Ledger Activity* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

Dates	Funds/Departments	Accounts
<input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range within ONE Fund <input type="radio"/> Specify up to 18 Depts within ONE Fund <input type="radio"/> Specify VP/College and Function/Program <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customize Acct Range <input type="radio"/> Specify up to six Accts
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Click to Continue</div>		
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">GLOW Main Menu</div>		



Summary Information

- To assist with answering the following questions:
- How much has been spent in my grant as of today by account code, budget category or in total?
- How much was spent by account code, budget category or in total as of the end of a prior month?
- How much is left in my grant budget by budget category or in total?



Summary Information

- **Dates**

- Specific Fiscal Year: Current fiscal year (2020) or an earlier fiscal year
- Customized Period Range: Specify “from” and “thru” time periods

GLOW Summary Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, and *Ledger Activity* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
<input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range within ONE Fund <input type="radio"/> Specify up to 18 Depts within ONE Fund <input type="radio"/> Specify VP/College and Function/Program <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customize Acct Range <input type="radio"/> Specify up to six Accts
Ledger Activity <input checked="" type="radio"/> All Ledgers <input type="radio"/> Specific Ledger(s)	<p>Click to Continue</p> <p>GLOW Main Menu</p>	



Summary Information

- **Funds/Departments**

- Specific fund/department id: one fund and department id
- Specific Project ID: combines all funds for that grant if there's a cost share fund in addition to the main fund

GLOW Summary Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, and *Ledger Activity* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
<input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range within ONE Fund <input type="radio"/> Specify up to 18 Depts within ONE Fund <input type="radio"/> Specify VP/College and Function/Program <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customize Acct Range <input type="radio"/> Specify up to six Accts
Ledger Activity <input checked="" type="radio"/> All Ledgers <input type="radio"/> Specific Ledger(s)	<p>Click to Continue</p>	

GLOW Main Menu



Summary Information

- **Accounts**

- All Accounts: all accounts for that department
- Customized Acct Range: range of account codes, for example, 3000 to 3999 to view the balances in personnel

GLOW Summary Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, and *Ledger Activity* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
<input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range within ONE Fund <input type="radio"/> Specify up to 18 Depts within ONE Fund <input type="radio"/> Specify VP/College and Function/Program <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input checked="" type="radio"/> Customize Acct Range <input type="radio"/> Specify up to six Accts
<i>Ledger Activity</i>	<p>Click to Continue</p> <p>GLOW Main Menu</p>	
<input checked="" type="radio"/> All Ledgers <input type="radio"/> Specific Ledger(s)		



Summary Information

- **What it shows:**

- Specific Fiscal Year: Grant to date revenue and expenditures by account code (object code) as of the end of that fiscal year
 - Example: For grant to date revenue and expenditures as of today, select FY2020
 - Example: For grant to date revenue and expenditures as of June 30, 2019, select FY2019.

GLOW Summary Information

GLOW Main Menu

Supply the *Date*, *Fund/Department*, *Account*, and *Ledger Activity* parameters by following the instructions in each box below. After specifying the parameters, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
Choose fiscal year below. Click on <i>fiscal year cell</i> to see choices. 2020 ▾	Specify fund and department below. NOTE: Department must be <i>seven</i> digits. Click <i>List Funds</i> or <i>List Departments</i> buttons below to see available values. Fund <input type="text"/> Dept <input type="text"/>	All Accounts
Click to Continue		
<i>Ledger Activity</i>		
All Ledgers		

List Funds

List Departments

GLOW Main Menu



Summary Information

- Customized Period Range: Grant to date revenue and expenditures as of the end of a specific month
 - Example: For grant to date activity as of the end of October 2019, select current fiscal year (2020) Carryforward as the “from” period and 2020-004-October as the “thru” period.
 - Do NOT select an earlier fiscal year Carryforward as the “from” period because Carryforward budget and actual amounts will then be duplicated.
 - If you want to look at the activity in the grant for just a few or several months, it’s better to use the Detail report option.

GLOW Summary Information GLOW Main Menu

Supply the *Date*, *Fund/Department*, *Account*, and *Ledger Activity* parameters by following the instructions in each box below. After specifying the parameters, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
Choose beginning/ending period below. Click on <i>fiscal year/period cells</i> to see choices.	Specify fund and department below. NOTE: Department must be <i>seven</i> digits. Click <i>List Funds</i> or <i>List Departments</i> buttons below to see available values.	All Accounts
from	Fund <input type="text"/> Dept <input type="text"/>	
2020-000-CarryForwards ▼		
thru		
2020-004-October ▼		
Ledger Activity	Click to Continue	
All Ledgers		

List Funds List Departments GLOW Main Menu



GLOW Summary Information

GLOW Main Menu

selection criteria

Date Range: 2020-000-CarryForwards thru 2020-004-October
 Fund/Department(s): 29-7028730
 Ledger(s): ALL
 Account(s): ALL

NOTE: Click desired *account button* below in order to drilldown to accounting period detail.

Account	Adjusted Budget	Actuals	Commitments	Closing Balance
F/Dept: Mediation Analyses, Mgr: Spybrook Jessaca Func/Prog: RESEARCH, VP/Coll: EDUCATION				
1270 Receiv-Genl-Grants	0.00	0.00		
*** Assets/Liabilities Subtotal	0.00	0.00	0.00	0.00
*** 8922 Billing - Grants	0.00	-11,029.05		
*** Total Revenues Subtotal	0.00	-11,029.05	0.00	11,029.05
4730 Facilities & Administration	6,389.00	0.00		
4996 F&A Transfers	0.00	5,832.28		
*** Total Facilities & Admin	6,389.00	5,832.28	0.00	556.72
4701 Personnel	8,800.00	0.00		
3218 FRINGE BENEFIT APPT/PMT	0.00	8,800.00		
*** Personnel Subtotal	8,800.00	8,800.00	0.00	0.00
4710 Fringe Benefits	2,226.00	0.00		
3911 Soc Sec (FICA)-WMU Share	0.00	673.20		
3912 TIAA/CREF&MPSERF Retirement	0.00	1,482.81		
*** Fringe Benefits Subtotal	2,226.00	2,156.01	69.99	0.00
4713 Travel	1,500.00	0.00		
4359 Out-State Travel&Subsistence	0.00	479.85		
*** Domestic Travel Subtotal	1,500.00	479.85	0.00	1,020.15
*** Total Direct Cost	12,526.00	11,435.86	69.99	1,020.15

GLOW Main Menu

Create Spreadsheet File

How to read it:

- Columns: show adjusted budget (grant budget for the cumulative amount awarded to date), actual, commitments and closing balance
 - Commitments: shown for personnel and fringe benefits only and equal the amount of budget funds remaining in these categories (you should keep your own record of outstanding commitments of all types and use those figures)
 - Closing balance: the adjusted budget less actual expenses less commitments



Summary Information

GLOW Summary Information

GLOW Main Menu

selection criteria

Date Range: 2020-000-CarryForwards thru 2020-004-October
 Fund/Department(s): 29-7028730
 Ledger(s): ALL
 Account(s): ALL

NOTE: Click desired *account button* below in order to drilldown to accounting period detail.

Account	Adjusted Budget	Actuals	Commitments	Closing Balance
F/Dept: Mediation Analyses, Mgr: Spybrook Jessaca Func/Prog: RESEARCH, VP/Coll: EDUCATION				
1270 Receiv-Genl-Grants	0.00	0.00	.	.
*** Assets/Liabilities Subtotal ***	0.00	0.00	0.00	0.00
8922 Billing - Grants	0.00	-11,029.05	.	.
*** Total Revenues Subtotal ***	0.00	-11,029.05	0.00	11,029.05
4730 Facilities & Administration	6,389.00	0.00	.	.
4996 F&A Transfers	0.00	5,832.28	.	.
*** Total Facilities & Admin ***	6,389.00	5,832.28	0.00	556.72

• How to read it (cont):

- Lines: show the totals for each account code (object code) and budget category
 - Actual Accounts Receivable: total of unpaid invoices
 - Actual Revenue total: total amount invoiced to date
 - Actual F&A (facilities and administrative, or indirect costs) total: the amount of F&A charged to date.
 - F&A is an automatic calculation using the F&A percentage applied to the F&A base (actual Total Direct Cost less certain exclusions)



GLOW Summary Information

GLOW Main Menu

selection criteria

Date Range: 2020-000-CarryForwards thru 2020-004-October
 Fund/Department(s): 29-7028730
 Ledger(s): ALL
 Account(s): ALL

NOTE: Click desired *account button* below in order to drilldown to accounting period detail.

Account	Adjusted Budget	Actuals	Commitments	Closing Balance
F/Dept: Mediation Analyses, Mgr: Spybrook Jessaca Func/Prog: RESEARCH, VP/Coll: EDUCATION				
1270 Receiv-Genl-Grants	0.00	0.00	-	-
*** Assets/Liabilities Subtotal ***	0.00	0.00	0.00	0.00
8922 Billing - Grants	0.00	-11,029.05	-	-
*** Total Revenues Subtotal ***	0.00	-11,029.05	0.00	11,029.05
4730 Facilities & Administration	6,389.00	0.00	-	-
4996 F&A Transfers	0.00	5,832.28	-	-
*** Total Facilities & Admin ***	6,389.00	5,832.28	0.00	556.72
4701 Personnel	8,800.00	0.00	-	-
3218 FRINGE BENEFIT APPT/PMT	0.00	8,800.00	-	-
*** Personnel Subtotal ***	8,800.00	8,800.00	0.00	0.00
4710 Fringe Benefits	2,226.00	0.00	-	-
3911 Soc Sec (FICA)-WMU Share	0.00	673.20	-	-
3912 TIAA/CREF&MPSERF Retirement	0.00	1,482.81	-	-
*** Fringe Benefits Subtotal ***	2,226.00	2,156.01	69.99	0.00
4713 Travel	1,500.00	0.00	-	-
4359 Out-State Travel&Subsistence	0.00	479.85	-	-
*** Domestic Travel Subtotal ***	1,500.00	479.85	0.00	1,020.15
*** Total Direct Cost ***	12,526.00	11,435.86	69.99	1,020.15

GLOW Main Menu

Create Spreadsheet File

- Actual Total Direct Cost: the amount of actual expenses charged to the grant to date
- To get the total of all actual and budget expenses including F&A for the grant, add the F&A total plus the Total Direct Cost for each of those columns.



4713	Travel	1,500.00	0.00		
4359	Out-State Travel&Subsistence	0.00	479.85		
*** Domestic Travel Subtotal		1,500.00	479.85	0.00	1,020.15

GLOW Summary Information

GLOW Main Menu

selection criteria

Date Range: 2020-000-CarryForwards thru 2020-004-October
Fund/Department(s): 29-7028730
Account: 4359 - Out-State Travel&Subsistence
Ledger(s): ALL

NOTE: Click desired *fiscal year/period button* below in order to drilldown to journal line detail.

Fiscal Yr/ Period	Adjusted Budget	Actuals
2020-004-Oct	0.00	479.85
Total	0.00	479.85

GLOW Main Menu

GLOW Summary Information

GLOW Main Menu

selection criteria

Fiscal Year/Period: 2020 - 004
Fund/Department(s): 29-7028730
Account: 4359 - Out-State Travel&Subsistence
Ledger(s): ALL

Date	Ref#	Description	Budget	Actuals
F/Dept: 297028730 Mediation Analyses, Acct: 4359 Out-State Travel&Subsistence				
Func/Prog: RESEARCH, VP/Coll: EDUCATION				
10/04/2019	TRAVEL	SPYBROOK/JESSAC		22.00
10/04/2019	TRAVEL	SPYBROOK/JESSAC		457.85
		Total		479.85

GLOW Main Menu

Create Spreadsheet File

- How to read it (continued):
 - Drilling down: It is possible to drill down to detail within the same fiscal year by clicking on each category's account code button, then on the period button.



How to read it (continued):

Cost share: If there is cost share involved and a fund 30 department was set up, you can look at your total grant to date expenses by looking at the grant fund and cost share fund 30 together. Instead of choosing specific fund/dept on the Summary Report options screen, you would choose the Project ID for the grant.

GLOW Summary Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, and *Ledger Activity* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

Dates	Funds/Departments	Accounts
<input type="radio"/> Specific Fiscal Year <input checked="" type="radio"/> Customized Period Range	<input type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range within ONE Fund <input type="radio"/> Specify up to 18 Depts within ONE Fund <input type="radio"/> Specify VP/College and Function/Program <input checked="" type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customize Acct Range <input type="radio"/> Specify up to six Accts
Click to Continue		
GLOW Main Menu		

GLOW Summary Information

GLOW Main Menu

Supply the *Date*, *Fund/Department*, *Account*, and *Ledger Activity* parameters by following the instructions in each box below. After specifying the parameters, click the *Continue* button.

Dates	Funds/Departments	Accounts
Choose beginning/ending period below. Click on <i>fiscal year/period</i> cells to see choices. from 2020-000-CarryForwards thru 2020-004-October	Choose Project ID below. Click on <i>Project ID</i> cell to see choices. MSGCPLASMCOMB	All Accounts
Click to Continue		
GLOW Main Menu		
List Funds	List Departments	GLOW Main Menu

GLOW Summary Information

GLOW Main Menu

selection criteria

Date Range: 2020-000-CarryForwards thru 2020-004-October
 Project ID/Department(s): MSGCPLASMCOMB
 297027560 307027560
 Ledger(s): ALL
 Account(s): ALL

NOTE: Click desired *account button* below in order to drilldown to accounting period detail.

Account	Adjusted Budget	Actuals	Commitments	Closing Balance
1270 Receiv-Genl-Grants	0.00	0.00	-	-
*** Assets/Liabilities Subtotal	0.00	0.00	0.00	0.00
8922 Billing - Grants	0.00	-5,000.00	-	-
8987 Cost Sharing	0.00	-5,000.00	-	-
*** Total Revenues Subtotal	0.00	-10,000.00	0.00	10,000.00
4716 Supplies	10,000.00	0.00	-	-
4570 Supplies	0.00	10,028.50	-	-
*** Supplies Subtotal	10,000.00	10,028.50	0.00	-28.50
*** Total Direct Cost	10,000.00	10,028.50	0.00	-28.50

GLOW Main Menu

Create Spreadsheet File



Summary Information

- **Revenue and Accounts Receivable:**
 - Revenue (acct 8922) is the total of all invoices issued to the grant sponsor, including those which may not have been paid yet
 - A balance in Accounts Receivable (acct 1270) indicates the total of invoices that have NOT yet been paid
 - Revenue less Accounts Receivable = Payments Received from Sponsor
 - This may be important to monitor at the departmental level if continued spending from the grant depends upon actual payments received from the sponsor or if the financial stability of the sponsor is in question

- Please notify Grants if the department has concerns or further questions about Revenue and Accounts Receivable

GLOW Summary Information

[GLOW Main Menu](#)

selection criteria
Date Range: 2020-000-CarryForwards thru 2020-004-October
Fund/Department(s): 29-7028730
Ledger(s): ALL
Account(s): ALL

NOTE: Click desired *account button* below in order to drilldown to accounting period detail.

Account	Adjusted Budget	Actuals	Commitments	Closing Balance
F/Dept: Mediation Analyses, Mgr: Spybrook Jessaca				
Func/Prog: RESEARCH , VP/Coll: EDUCATION				
1270 Receiv-Genl-Grants	0.00	0.00	.	.
*** Assets/Liabilities Subtotal ***	0.00	0.00	0.00	0.00
8922 Billing - Grants	0.00	-11,029.05	.	.
*** Total Revenues Subtotal ***	0.00	-11,029.05	0.00	11,029.05



Detail Information

Chartfields last refreshed
Nov 15 2019 11:33PM

Detail Info has journals posted
between 07/01/1996 and 11/15/2019
Detail Info last refreshed
Nov 15 2019 11:38PM

Summary Info has journals posted
between 07/01/1996 and 11/15/2019
Summary Info last refreshed
Nov 15 2019 11:38PM

You are visitor: **1746485**
Active users: **15**

GLOW Main Menu

Please click on the desired button below:

Summary Information List Departments

Detail Information List Accounts

Summary Info Compare List Funds

Scheds/Docs/Forms Purchase Orders

Journal Entries (JES) Vouchers

Message(s) from the Accounting Department

Contact Accounting Services at acnt_contact@wmich.edu if you would like one-on-one GLOW training. You can also find the GLOW user manual at https://wmich.edu/sites/default/files/attachments/u327/2019/Glow_Users_Guide_2019_0.pdf.

The line description format of Banner detail information was updated to include the term code on October 21, 2019. Please see this document for more information on how to separate the detail contained in the line description:
https://wmich.edu/sites/default/files/attachments/u327/2019/GLOW%20Banner%20Detail%20Instructions_2019.pdf.

October (period 4 of FY 2020) is closed.

GLOW Detail Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, *Ledger Activity*, and *Internal Document Number* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

Dates	Funds/Departments	Accounts
<input checked="" type="radio"/> Customized Period Range <input type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Date Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customized Dept Range within ONEFund <input type="radio"/> Specify up to 18 Depts within ONEFund <input type="radio"/> Specify VP/College and Function/Program <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customized Acct Range <input type="radio"/> Specify up to six Accts
Ledger Activity	Internal Document Number	<p>Click to Continue</p>
<input checked="" type="radio"/> All Ledgers <input type="radio"/> Specific Ledger(s)	<input checked="" type="radio"/> All Document Numbers <input type="radio"/> Specific Document Number	

GLOW Main Menu



Detail Information

- To assist with answering the following questions:
 - Did a specific transaction get charged to the grant?
 - What were the specific transactions charged to the grant for a certain period of time?
 - Why is the budget in GLOW different than the original grant budget?
- This option is also very useful for reconciling your internal department records for each grant's activity to the summary totals in GLOW (See Tips at end of presentation)



Detail Information

GLOW Detail Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, *Ledger Activity*, and *Internal Document Number* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
<input checked="" type="radio"/> Customized Period Range <input type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Date Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customized Dept Range within ONEFund <input type="radio"/> Specify up to 18 Depts within ONEFund <input type="radio"/> Specify VP/College and Function/Program <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customized Acct Range <input type="radio"/> Specify up to six Accts
<i>Ledger Activity</i>	<i>Internal Document Number</i>	
<input checked="" type="radio"/> All Ledgers <input type="radio"/> Specific Ledger(s)	<input checked="" type="radio"/> All Document Numbers <input type="radio"/> Specific Document Number	<p>Click to Continue</p>

GLOW Main Menu

• Dates

- Customized Period Range:
 - Detail from the start of the grant to now: Select the Carryforward for the fiscal year the grant started as the “from” period and the current fiscal year and month as the “thru” period.
 - Detail for a shorter period of time: Select the beginning month as the “from” period and the ending month as the “thru” period.
- Specific Fiscal Year: Detail for the fiscal year requested
- Customized Date Range: Detail for the range of dates requested



Detail Information

GLOW Detail Information

GLOW Main Menu

Click the desired *Date*, *Fund/Department*, *Account*, *Ledger Activity*, and *Internal Document Number* options. Choose one option from each box below. After choosing the desired options, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
<input checked="" type="radio"/> Customized Period Range <input type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Date Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customized Dept Range within ONEFund <input type="radio"/> Specify up to 18 Depts within ONEFund <input type="radio"/> Specify VP/College and Function/Program <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customized Acct Range <input type="radio"/> Specify up to six Accts
<i>Ledger Activity</i>	<i>Internal Document Number</i>	
<input checked="" type="radio"/> All Ledgers <input type="radio"/> Specific Ledger(s)	<input checked="" type="radio"/> All Document Numbers <input type="radio"/> Specific Document Number	

Click to Continue

GLOW Main Menu

• Accounts

- All Accounts: all accounts for the fund and department or Project ID
- Specific Acct Type(s): Revenue, All Expense, Payroll Expense, Non-payroll Expense, Asset, Liability
- Customized Acct Range: a range of account codes if detail for only certain accounts is needed
- Specify up to six Accts



Detail Information

- **What it shows:**

- A listing of all actual individual transactions within each account code including personnel bi-weekly charges, automatic fringe benefit bi-weekly charges, accounts payable vouchers (“VXXXXXXXX”), JES’s (journal entries- “IXXXXXXXXX”), equipment purchases, physical plant and airline charges, etc.
- A listing of the original budget entries and budget changes for each budget account code (47XX)
- Totals of transactions listed for each account code and budget account code
- Listing of [grant budget and actuals codes](#)



Journal Spreadsheet (JES) Query

Chartfields last refreshed
Nov 15 2019 11:33PM

Detail Info has journals posted
between 07/01/1996 and 11/15/2019
Detail Info last refreshed
Nov 15 2019 11:38PM

Summary Info has journals posted
between 07/01/1996 and 11/15/2019
Summary Info last refreshed
Nov 15 2019 11:38PM

You are visitor: 1746489
Active users: 17

GLOW Main Menu

Please click on the desired button below:

- Summary Information
- List Departments
- Detail Information
- List Accounts
- Summary Info Compare
- List Funds
- Scheds/Docs/Forms
- Purchase Orders
- Journal Entries (JES)**
- Vouchers

Message(s) from the Accounting Department

Contact Accounting Services at acct_contact@wmich.edu if you would like one-on-one GLOW training. You can also find the GLOW user manual at https://wmich.edu/sites/default/files/attachments/u327/2019/Glow_Users_Guide_2019_0.pdf

The line description format of Banner detail information was updated to include the term code on October 21, 2019. Please see this document for more information on how to separate the detail contained in the line description: https://wmich.edu/sites/default/files/attachments/u327/2019/GLOW%20Banner%20Detail%20Instructions_2019.pdf.

October (period 4 of FY 2020) is closed.

When to use this option:

- To obtain more information about a certain Journal Entry Spreadsheet (JES)

What it shows:

- A listing of all debits (+) and credits (-) for a particular JES number
- The reference number will indicate the telephone number of the individual who entered the JES

GLOW Journal Spreadsheet Query

Supply the *Journal Spreadsheet Document Number*, then click the *Continue* button.

Internal Document Number
Specify internal document number below.

Doc#

Click to Continue

GLOW Main Menu

GLOW Journal Spreadsheet Query

GLOW Main Menu

selection criteria
Internal Document#: 1000421952

Date: 09/26/2019 Reference Number: 74606MAJ

Ln	Fd/Dept	Acct	Amount (see notes below)	Line Descr.	Dept Descr.	Manager
1	297028960	4880	5.00	CEAS GUEST PERMIT DS324536	Autonomous Low Speed Vehicles	asher zachary
2	432045000	8438	-5.00	CEAS GUEST PERMIT DS324536	Parking Facilities	Merlo Scott
3	290000000	1011	-5.00	WMU Agency and Trust	seven zeros	Director Acctg and Rptg
4	430000000	1011	5.00	WMU Agency and Trust	seven zeros	Director Acctg and Rptg

NOTE: expenditure/disbursement = debit/positive amount

NOTE: revenue/receipt = credit/negative amount

NOTE: Only Journal Spreadsheets posted within the three most recent fiscal years are avail



Purchase Orders (POWWW)

Chartfields last refreshed
Nov 15 2019 11:33PM

Detail Info has journals posted
between 07/01/1996 and 11/15/2019
Detail Info last refreshed
Nov 15 2019 11:38PM

Summary Info has journals posted
between 07/01/1996 and 11/15/2019
Summary Info last refreshed
Nov 15 2019 11:38PM

You are visitor: 1746492
Active users: 14

POWWW Main Menu

Purchase Order	Reference#	Open PO's
Specify purchase order number below or leave blank. NOTE: You need not specify the leading zeroes in the PO number. It will be automatically zero filled.	Specify reference number below or leave blank. NOTE: The PO# field to the left must be blank in order to utilize this Ref# option.	Specify up to six funds / departments or leave blank. NOTE: Click the Create List button to see list.
PO <input type="text"/>	Ref# <input type="text"/>	Fd/Dpt 1 <input type="text"/> <input type="text"/> Fd/Dpt 2 <input type="text"/> <input type="text"/> Fd/Dpt 3 <input type="text"/> <input type="text"/> Fd/Dpt 4 <input type="text"/> <input type="text"/> Fd/Dpt 5 <input type="text"/> <input type="text"/> Fd/Dpt 6 <input type="text"/> <input type="text"/>
<input type="button" value="Click to Continue"/>	<input type="button" value="Click to Continue"/>	<input type="button" value="Create List"/>

GLOW Main Menu

Please click on the desired button below:

- You may obtain detailed information on a purchase order (PO) by entering the PO number, the reference number or the grant fund and department.
- The POWWW option is a good place to look for open PO's to include in total commitments, as PO commitments do not appear on GLOW summary or detail reports.



Helpful Tips

- The use of transfer codes (4995/8995) in grants is limited and usually initiated by Grants and Contracts.
- When selecting account codes (object codes) to charge for actual grant expenses, make sure that the account codes used will line up as closely as possible with the budget codes.
 - Refer to list of budget codes and account codes available on Grants and Contracts website under Project Startup
 - Obtain budget detail from Principal Investigator in order to identify which budget code was used for the expense.
- Keep a separate file (electronic or paper) for each grant and file copies of all items being charged to the grant in this file (personnel forms, vouchers, procurement card statements, Journal Entry Spreadsheet copies and backup, purchase orders, GA appointment forms, etc.)
 - These represent expense COMMITMENTS until the time they appear in GLOW as an actual expense.



Helpful Tips

- Reconcile to GLOW each month:
 - Match each item in your file to the transaction in the GLOW detail for the month and check it off.
 - If you see an expense in the GLOW detail that you believe has been charged to the grant in error, or if you do not see an expense which should have been charged, report it to the Grants and Contracts Department as soon as possible.
- It is possible to download GLOW information into an Excel spreadsheet by following the steps in the [GLOW Users Guide](#)

