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Log-in to GLOW

To gain access to GLOW, please fill out the access request form here: 

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.
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.

**Note:** A VPN (Virtual Private Network) connection is required for certain applications when connecting from off-campus.
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:

![Snipping Tool](image)

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

![GLOW Summary](image)

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

![Excel CSV](image)
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.
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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Booked Budget</th>
<th>Adjusted Budget</th>
<th>Change (Adj-Book)</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3211 Administrative Staff</td>
<td>301,556.00</td>
<td>307,587.00</td>
<td>6,031.00</td>
<td>307,587,000</td>
</tr>
<tr>
<td>3511 Regular Student</td>
<td>7,488.00</td>
<td>7,488.00</td>
<td>0.00</td>
<td>7,488,000</td>
</tr>
<tr>
<td>3811 Soc Sec (FICA)-WMU Share</td>
<td>23,069.00</td>
<td>29,531.00</td>
<td>462.00</td>
<td>23,531,000</td>
</tr>
<tr>
<td>3812 TIAA/CREF&amp;PSERF Retirement</td>
<td>50,812.00</td>
<td>51,828.00</td>
<td>1,016.00</td>
<td>51,828,000</td>
</tr>
<tr>
<td>3927 Fringe Benefits</td>
<td>91,975.00</td>
<td>93,815.00</td>
<td>1,840.00</td>
<td>93,815,000</td>
</tr>
<tr>
<td>*** Compensation Subtotal</td>
<td>474,010.00</td>
<td>484,259.00</td>
<td>9,249.00</td>
<td>484,259,000</td>
</tr>
</tbody>
</table>
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.
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.

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

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

**Search Criteria**

**Journal Ref #** begins with:

**Journal Date**:

01/19/2022

**Search**  **Clear**  **Basic Search**  **Save Search Criteria**

**Search Results**

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<table>
<thead>
<tr>
<th>Journal Ref #</th>
<th>Journal Date</th>
<th>Phone Ext + Initials</th>
<th>Journal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J000455210</td>
<td>01/19/2022</td>
<td>74184TRH</td>
<td>WMUX CYBER MARKETING</td>
</tr>
<tr>
<td>J000455209</td>
<td>01/19/2022</td>
<td>74849AKG</td>
<td>DS9530</td>
</tr>
<tr>
<td>J000455208</td>
<td>01/19/2022</td>
<td>74134RAH</td>
<td>JAN CC FEES DEC ACTIVITY</td>
</tr>
<tr>
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<td>75536KAD</td>
<td>ADMISSION FEE WAIVERS - ECON</td>
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<td>73216LMW</td>
<td>THEA-MTP PRODUCTION SUPPORT</td>
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<tr>
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<td>THEA-FALL DEARTS TIX</td>
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<td>74339LMB</td>
<td>TRANSFERFOR20220111</td>
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<tr>
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<td>01/19/2022</td>
<td>74339LMB</td>
<td>TRANSFERFOR20220110</td>
</tr>
</tbody>
</table>

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