<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpful Hints</td>
<td>3</td>
</tr>
<tr>
<td>Getting Started</td>
<td>4</td>
</tr>
<tr>
<td>Main Menu Options</td>
<td>5</td>
</tr>
<tr>
<td>Summary Information</td>
<td>6</td>
</tr>
<tr>
<td>Example 1</td>
<td>8</td>
</tr>
<tr>
<td>Example 2</td>
<td>12</td>
</tr>
<tr>
<td>Example 3</td>
<td>14</td>
</tr>
<tr>
<td>Example 4</td>
<td>16</td>
</tr>
<tr>
<td>Example 5</td>
<td>17</td>
</tr>
<tr>
<td>Detail Information</td>
<td>19</td>
</tr>
<tr>
<td>Example 1</td>
<td>20</td>
</tr>
<tr>
<td>Example 2</td>
<td>22</td>
</tr>
<tr>
<td>Example 3</td>
<td>24</td>
</tr>
<tr>
<td>Summary Info Compare</td>
<td>26</td>
</tr>
<tr>
<td>Example 1</td>
<td>27</td>
</tr>
<tr>
<td>Scheds/Docs/Forms</td>
<td>32</td>
</tr>
<tr>
<td>Journal Entries (JES)</td>
<td>33</td>
</tr>
<tr>
<td>List Departments</td>
<td>35</td>
</tr>
<tr>
<td>Example 1</td>
<td>36</td>
</tr>
<tr>
<td>Example 2</td>
<td>38</td>
</tr>
<tr>
<td>List Accounts</td>
<td>40</td>
</tr>
<tr>
<td>List Funds</td>
<td>41</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>42</td>
</tr>
<tr>
<td>Example 1</td>
<td>43</td>
</tr>
<tr>
<td>Example 2</td>
<td>45</td>
</tr>
<tr>
<td>Vouchers</td>
<td>47</td>
</tr>
<tr>
<td>The Short Way to Create an Excel Spreadsheet from GLOW Data</td>
<td>48</td>
</tr>
<tr>
<td>The Long Way to Create an Excel Spreadsheet from GLOW Data</td>
<td>57</td>
</tr>
</tbody>
</table>
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://www.wmich.edu/it/policies/passwordguidelines.

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 acnt_contact@wmich.edu.

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/
   - http://www.wmich.edu/oit/portalContent/remember-bronconetid.html
   You may also contact the OIT Help Desk at 7-HELP or Accounting Services at acnt_contact@wmich.edu for assistance.

2. Important information from Accounting Services 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 Accounting Services 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 "YYYY-000-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 desired.

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) Intra system.
    Credit (negative number) on JES system = Transfer In to (Receipt) Intra system.

12. Contact Accounting Services at acnt_contact@wmich.edu with any questions.
Getting Started

Using Internet Explorer, GLOW is located at this web address: [http://www.fs.wmich.edu/glow/](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 be displayed:

![GLOW Sign On Page](image1)

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

![GLOW Sign On Page](image2)

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 Accounting Services 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.

Select your desired options for Date, Funds/Departments, Accounts, and Ledger Activity on the summary information screen. After you make your desired selections, 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 fiscal year through the date of the most recent GLOW update. See Summary Information Example 2.

Customized Period Range – Your results will include information for the accounting periods you select for the beginning and ending periods. For example, today is September 20, 2017, and you want to see the results of a department through August 31, 2017. You would select “2017-000-CarryForwards” as the “from” period and “2017-002-August” as the “thru” period. See Summary Information Example 1.
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 ONE 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 (funds 25-30 only) – 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 (revenues, expenses, assets, or liabilities), customize a range of accounts, or specify up to six 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

From the GLOW main menu screen, click on the “Summary Information” button.

Select “Specific Fiscal Year,” “Specific Fund/Department,” “All Accounts,” and “All Ledgers.” Then click the “Click to Continue” button.

Choose the desired fiscal year by clicking on the dropdown arrow within the “Dates” box to display available fiscal years and then clicking on the year of choice. Enter the fund and department in the spaces provided in the “Fund/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are unsure of the department number, click the “List Departments” button for a list of all departments.
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” is calculated by subtracting the “Actuals” column and the “Commitments” column from the “Adjusted Budget” column. A positive closing balance indicates that the department has not spent its total annual budget for the time period specified.
Summary Information
Example 1 (Continued)

You may obtain more detailed information for this department by drilling down. Drill down by clicking on the account button for which you would like to see more detail.

The following screen is displayed after clicking on the button for Supplies – Account 4570. It summarizes the account by fiscal year and accounting period. It provides totals by period for all ledgers selected.
You can drill down further by clicking on a "Fiscal Yr/Period" button. The following screen is displayed after clicking on the “2017-002-Aug” button. It details the transaction date, reference number, line description and dollar amount of each transaction in the period chosen.
Summary Information

Example 2

From the GLOW main menu screen, click on the “Summary Information” button.

Select “Customized Period Range,” “Customize Dept Range within ONE Fund,” “All Accounts,” and “Specific Ledger(s).” Then click the “Click to Continue” button.

Choose the desired “from” and “thru” months by clicking on the dropdown arrows within the “Dates” box. Enter the fund and departments in the spaces provided in the “Fund/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are unsure of the department number, click the “List Departments” button for a list of all departments. Select “Actuals” and/or “Budget” in the “Ledger Activity” box.

The above screen shows that data is being retrieved for August 2017, the 2nd period of fiscal year 2018 for fund 21 departments 0000000 through 9999999. The data is selected for only the actuals ledger. Click on the “Click to Continue” button to obtain the following results.
Summary Information
Example 2 (Continued)

The top of this panel displays the selection criteria chosen and continues with the requested data. As mentioned in Example 1, you may click on an account button to drill down to further detail.

![GLOW Summary Information]

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1011 WMU Agency and Trust</td>
<td>-15,534,122.77</td>
</tr>
<tr>
<td>6010 Accounts Payable</td>
<td>0.00</td>
</tr>
<tr>
<td>*** Assets/Liabilities Subtotal</td>
<td>-15,534,122.77</td>
</tr>
<tr>
<td>8770 Grants Federal</td>
<td>-701,769.50</td>
</tr>
<tr>
<td>8771 Grants State</td>
<td>1,388.00</td>
</tr>
<tr>
<td>8795 Gifts From Wmu Foundation</td>
<td>-337,118.21</td>
</tr>
<tr>
<td>8841 Interest On Investment</td>
<td>-36.46</td>
</tr>
<tr>
<td>8980 Miscellaneous Income</td>
<td>-6,150.00</td>
</tr>
<tr>
<td>8995 Support From Orth Funds</td>
<td>-164,262.62</td>
</tr>
<tr>
<td>8999 Transfers Between WMU Accounts</td>
<td>-6,710.00</td>
</tr>
<tr>
<td>*** Total Revenues Subtotal</td>
<td>-1,154,658.79</td>
</tr>
</tbody>
</table>

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

From the GLOW main menu screen, click on the “Summary Information” button.

Select “Specific Fiscal Year,” “Specify up to 18 Depts within ONE Fund,” “All Accounts,” and “Specific Ledger(s).” Then click the “Click to Continue” button.

Choose the desired fiscal year by clicking on the dropdown arrow within the “Dates” box to display available fiscal years and then clicking on the year of choice. Enter the fund and departments in the spaces provided in the “Funds/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are unsure of the department number, click the “List Departments” button for a list of all departments. Select “Actuals” and/or “Budget” in the “Ledger Activity” box.

The above screen shows that data is being retrieved for fiscal year 2018 for fund 11 and departments 6411200, 5108680, and 5270390. The data is selected for only the budget ledger. Click on the “Click to Continue” button to obtain the following results.
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

From the GLOW main menu screen, click on the “Summary Information” button.

Select “Specific Fiscal Year,” “Specify VP/College and Function/Program,” “All Accounts,” and “All Ledgers.” Then click the “Click to Continue” button.

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 access allows.

Enter the fund that you wish to view in the “Funds/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are looking for a specific VP/College, click the dropdown arrow under the “Choose VP/College” box to select the applicable VP/College. You can further narrow the information by clicking the dropdown arrow under the “Choose Function/Program” box to select a specific function/program.
Summary Information

Example 5

From the GLOW main menu screen, click on the “Summary Information” button.

Select “Specific Fiscal Year,” “Specific Project ID (funds 25-30 only),” “Specific Acct Type(s),” and “All Ledgers.” Then click the “Click to Continue” button.

Click on the dropdown arrow in the “Dates” box to choose the applicable fiscal year. Click on the dropdown arrow in the “Funds/Departments” box to choose the project ID you want. Click on the boxes in the “Accounts” box to select the types of accounts you want to see.
Summary Information
Example 5 (Continued)

The following screen results from selecting the above criteria. Please keep in mind that Project ID information is only available for grant funds 25-30.

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Budget</th>
<th>Actuals</th>
<th>Commitments</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4730 Facilities &amp; Administration</td>
<td>17,886.00</td>
<td>0.00</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>4996 Indirect Cost Transfers</td>
<td>0.00</td>
<td>8,775.65</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>Total Facilities &amp; Admin</td>
<td>17,886.00</td>
<td>8,775.65</td>
<td>0.00</td>
<td>9,110.35</td>
</tr>
<tr>
<td>4701 Personnel</td>
<td>28,548.00</td>
<td>0.00</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>Personnel Subtotal</td>
<td>28,548.00</td>
<td>0.00</td>
<td>28,548.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4710 Fringe Benefits</td>
<td>4,423.00</td>
<td>0.00</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>Fringe Benefits Subtotal</td>
<td>4,423.00</td>
<td>0.00</td>
<td>4,423.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4713 Travel</td>
<td>2,100.00</td>
<td>0.00</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>4360 In-State Travel/Subsistence</td>
<td>0.00</td>
<td>148.72</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>4364 Meals &amp; Entertainment</td>
<td>0.00</td>
<td>213.61</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>4988 Transportation</td>
<td>0.00</td>
<td>71.83</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>Domestic Travel Subtotal</td>
<td>2,100.00</td>
<td>434.16</td>
<td>0.00</td>
<td>1,665.84</td>
</tr>
<tr>
<td>Total Direct Cost</td>
<td>35,071.00</td>
<td>434.16</td>
<td>32,971.00</td>
<td>1,665.84</td>
</tr>
</tbody>
</table>
Detail Information

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.”

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

Select your desired options for Date, Funds/Departments, Accounts, Ledger Activity, and Internal Document Number on the detail information screen. After you make your desired selections, click on the “Click to Continue” button.

The options available in “Detail Information” are very similar to those of “Summary Information” except for the following additional options available in “Detail Information”:

**Dates**

Customized Date Range – Your results will include information for the calendar days you select for the beginning and ending periods. See Detail Information Example 1.

**Internal Document Number**

You may obtain results for all document numbers or specific document numbers associated with purchase orders, vouchers, travel vouchers, Procards, and journal entries.
Detail Information

Example 1

From the GLOW main menu screen, click on the “Detail Information” button.

Select “Customized Date Range,” “Specific Fund/Department,” “All Accounts,” “All Ledgers,” and “All Document Numbers.” Then click the “Click to Continue” button.

Choose the desired “from” and “thru” dates by entering them within the “Dates” box (use the format MMDDYY). Enter the fund and department in the spaces provided in the “Fund/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are unsure of the department number, click the “List Departments” button for a list of all departments. Choose the “Sort Order” of the report.
Click on the “Click to Continue” button to obtain 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.
From the GLOW main menu screen, click on the “Detail Information” button.

Select “Customized Date Range,” “Specific Fund/Department,” “Specific Acct Type(s),” “All Ledgers,” and “Specific Document Number.” Then click the “Click to Continue” button.

Choose the desired “from” and “thru” dates by entering them within the “Dates” box (use the format MMDDYY). Enter the fund and department in the spaces provided in the “Fund/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are unsure of the department number, click the “List Departments” button for a list of all departments. Enter your reference number in the “Internal Document Number” box. Choose the “Sort Order” of the report.
Click on the “Click to Continue” button to obtain the following results.

![GLOW Detail Information](image)

The example above shows that data is being retrieved for Fund 11, Department 6411200, all expenses for the time period July 1, 2017 through September 10, 2017, and where the document number matches V01452086.
Detail Information

Example 3

From the GLOW main menu screen, click on the “Detail Information” button.

Select “Customized Date Range,” “Specific Fund/Department,” “Specific Acct Type(s),” “All Ledgers,” and “Specific Document Number.” Then click the “Click to Continue” button.

Click on the dropdown arrow in the “Dates” box to choose the applicable fiscal year. Enter the fund and department in the spaces provided in the “Fund/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are unsure of the department number, click the “List Departments” button for a list of all departments. Enter the “from” and “thru” account numbers in the spaces provided in the “Accounts” box. Choose the “Sort Order” of the report.
Click on the “Click to Continue” button to obtain the following results.

Notice the output only displays detailed information for accounts in the range 4100-4500 because those were the accounts specified in the selection criteria.
Summary Info Compare

The “Summary Info Compare” option allows you to obtain 2-3 years of comparative financial overview of a fund or department. 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 Info Compare” button from the GLOW main menu. As you can see, it is the same as “Summary Information” except there is no option for ledger activity.
Summary Info Compare

Example 1

From the GLOW main menu screen, click on the “Summary Info Compare” button.

Select “Specific Fiscal Year,” “Specific Fund/Department,” and “Specific Account Type(s).” Then click the “Click to Continue” button.
Choose the desired fiscal year by clicking on the dropdown arrow within the “Dates” box to display available fiscal years and then clicking on the year of choice. Enter the fund and department in the spaces provided in the “Fund/Departments” box. If you are unsure of the fund number, click the “List Funds” button for a list of all funds. If you are unsure of the department number, click the “List Departments” button for a list of all departments. Choose the type(s) of accounts you want to see in the “Accounts” box. Choose if you would like to see 2 or 3 years of information and if you would like to see budget information in the “Comparison Options” box.
Summary Info Compare
Example 1 (Continued)

Click on the “Click to Continue” button after filling in your choices to obtain the following screen with your results.

![GLOW Summary Information Comparison](image)

You may obtain more detailed information for this department by drilling down. Drill down by clicking on the account button for which you would like to see more detail.
Summary Info Compare
Example 1 (Continued)

The following screen is displayed after clicking on the button for Postage – Account 4340. It summarizes the account by fiscal year and accounting period. It provides totals by period for all years selected.

![GLOW Summary Information Comparison](image)

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

<table>
<thead>
<tr>
<th>Accounting Period</th>
<th>Actuals 2018</th>
<th>Actuals 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-Jul</td>
<td>19.46</td>
<td>12.99</td>
</tr>
<tr>
<td>002-Aug</td>
<td>2.13</td>
<td>13.48</td>
</tr>
<tr>
<td>003-Sep</td>
<td>41.18</td>
<td>26.76</td>
</tr>
<tr>
<td>004-Oct</td>
<td>12.42</td>
<td>26.72</td>
</tr>
<tr>
<td>005-Nov</td>
<td>0.00</td>
<td>22.30</td>
</tr>
<tr>
<td>006-Dec</td>
<td>0.00</td>
<td>3.21</td>
</tr>
<tr>
<td>007-Jan</td>
<td>0.00</td>
<td>22.31</td>
</tr>
<tr>
<td>008-Feb</td>
<td>0.00</td>
<td>46.51</td>
</tr>
<tr>
<td>009-Mar</td>
<td>0.00</td>
<td>15.22</td>
</tr>
<tr>
<td>010-Apr</td>
<td>0.00</td>
<td>1.69</td>
</tr>
<tr>
<td>011-May</td>
<td>0.00</td>
<td>27.49</td>
</tr>
<tr>
<td>012-Jun</td>
<td>0.00</td>
<td>13.56</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>75.21</strong></td>
<td><strong>245.24</strong></td>
</tr>
</tbody>
</table>
You can drill down further by clicking on an “Accounting Period” button. The following screen is displayed after clicking on the “001-Jul” button. It summarizes the total activity for that month for each fiscal year with the previous year presented above the current year.

You can drill down further by clicking on a “Fiscal Yr/Period” button. The following screen is displayed after clicking on the “2018-001-Jul” button. It details the transaction date, reference number, line description and dollar amount of each transaction in the period chosen.
Scheds/Docs/Forms

The following screen is displayed by clicking on the "Scheds/Docs/Forms" button from the GLOW main menu.

The "Monthly Close Schedule" link takes you to the Accounting Services website where you can find the close schedules which show the due dates for monthly processes and the anticipated close date for each month.

The “Accounting Forms & Documents” link takes you to the Accounting Services website where you can find policies, user guides, forms, financial statements, and fringe rate letters.

Note: The department setup request is the document that you must complete and send to Accounting Services when you want to set up a new department.

The “Budget Resources” link takes you to the Budget website where you can find news and updates, processes and information, PeopleSoft and web security requests, and budget summaries.
Journal Entries (JES)

The "Journal Entries (JES)" section allows you to look up all the lines of a journal entry by Journal Spreadsheet Document Number.

The Journal Spreadsheet Document Number is found in the "Ref#" column of Detail Information. It begins with the letter "I."

The following screen is displayed by clicking on the "Journal Entries (JES)" button from the GLOW main menu.

Fill in the Journal Spreadsheet Document Number and click on the "Click to Continue" button.
Journals Entries (JES) (Continued)

The following screen results from entering "1000378330” as the document number.

This screen shows you all the lines of the specific journal entry entered. The “Reference Number” contains the phone number and initials of the person to contact if you have any questions about the journal entry. In this example, you can call 7-4606 and talk to the person with initials “MAJ.”
List Departments

The “List Department” option allows you to see all departments by fund, status, VP, VP/College, and/or by function/program.

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

You may choose to see a list of all departments by not selecting any criteria, or you can narrow down your search by selecting a Fund, Status, VP, VP/College, and/or Function/Program.

The “Choose VP” option is only available for funds 11 and 23.

The “Choose VP/College” option is only available for funds 11, 21-30, 50, and 59.
**List Departments**

**Example 1**

From the GLOW main menu screen, click on the “List Departments” button.

Select Fund 63 by clicking on the dropdown arrow under “Choose Fund.” Then click the “Click to Continue” button.

Select 630000000 by clicking on the dropdown arrow under “Choose Beginning Department.” Then click the “Click to Continue” button. You can also “Return to Fund Choices” to select a different fund.
Select 639511100 by clicking on the dropdown arrow under “Choose Ending Department.” Then click the “Click to Continue” button. You can also “Return to Fund Choices” to select a different fund.

The following screen lists all of the departments that meet the criteria you selected in the previous steps.
List Departments

Example 2

From the GLOW main menu screen, click on the “List Departments” button.

Select Fund 23 by clicking on the dropdown arrow under “Choose Fund.” Select VP Research by clicking on the dropdown arrow under “Choose VP.” The “Choose VP” option is only available for funds 11 and 23. Then click the “Click to Continue” button.

Select department 230001880 by clicking on the dropdown arrow under “Choose Beginning Department.” Then click the “Click to Continue” button. You can also “Return to Fund Choices” to select a different fund.
Select department 230015350 by clicking on the dropdown arrow under “Choose Ending Department.” Then click the “Click to Continue” button. You can also “Return to Fund Choices” to select a different fund.

The following screen lists all of the departments that meet the criteria you selected in the previous steps.
List Accounts

The “List Accounts” option allows you to see all accounts by type (Revenue, Expense, Asset, Liability, and/or Equity).

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

Click on the check box next to each account type(s) you want displayed. Click on the button to choose whether you want to see Active, Inactive, or All account statuses. Click on the “Click to Continue” button.

The following screen results from clicking the box next to Revenue under “Choose Account Type(s)” and clicking the button next to Active under “Choose Account Status.”
List Funds

The "List Funds" option allows you to see all funds currently in the system. It also shows whether each fund is active or inactive. Please keep in mind that this screen is for viewing only. You may not drill down to further detail.

The following screen is displayed after clicking the "List Funds" button from the GLOW main menu.
Purchase Orders

The “Purchase Orders” option allows you to see open purchase orders that have not been paid.

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

You may obtain detailed information on a purchase order by filling in the PO# in the “Purchase Order” box, the Ref# in the “Reference#” box, or the Fund/Department numbers in the “Open PO’s” box.
Purchase Orders

Example 1

From the GLOW main menu screen, click on the “Purchase Orders” button.

Enter your PO# in the space in the “Purchase Order” box (see the next example if you do not know your PO#). Then click the “Click to Continue” button.
The following screen provides details about that specific purchase order.

Please call Purchasing or Accounts Payable if you have any questions regarding specific purchase orders.
Purchase Orders
Example 2

From the GLOW main menu screen, click on the “Purchase Orders” button.

If you do not know your PO#, enter your Fund and Department number in the spaces in the “Open PO’s” box. Then click the “Create List” button.

The following screen provides a list of all open PO’s in that fund and department.
Purchase Orders
Example 2 (Continued)

The following screen results from clicking on the “PO#” box to get details about that specific purchase order.

Please call Purchasing or Accounts Payable Disbursements if you have any questions regarding specific purchase orders.
Vouchers

The “Vouchers” option allows you to see information about vouchers that have already been paid.

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

Enter your voucher number and click the “Click to Continue” button. The following screen will appear.

Please call Accounts Payable Disbursements if you have any questions regarding specific vouchers.
The Short Way to Create an Excel Spreadsheet from GLOW Data
(for Windows operating systems and Internet Explorer only)

The results of your GLOW “Summary Information,” “Detail Information,” and “Summary Info Compare” can be downloaded to a text file that you can open in excel so that you may sort or otherwise manipulate the data.

For example, from the GLOW main menu screen, click on the “Summary Information” button.

Select “Specific Fiscal Year,” “Specific Fund/Department,” “All Accounts,” and “All Ledgers.” Then click the “Click to Continue” button.

Select 2018 as the fiscal year by clicking on the dropdown arrow within the “Dates” box. Enter Fund 11 and Department 6411200 in the spaces provided in the “Fund/Departments” box. Click the “Click to Continue” button.
The Short Way to Create an Excel Spreadsheet from GLOW Data (Continued)

Scroll all the way down to the bottom of the screen and click the “Create Spreadsheet File.”

The following screen results from clicking the “Create Spreadsheet File” button. It does not look like a spreadsheet, but it is correct.
The Short Way to Create an Excel Spreadsheet from GLOW Data (Continued)

Right click anywhere in your internet browser and click “Select all.”
Right click again and click “Copy.”
Now that your data has been copied, you can paste it in a spreadsheet. First, open Excel. If prompted, open a blank workbook by double clicking on the “Blank workbook” icon.

Next, click on cell A1. Right click, and click the paste special clipboard icon to “Match Destination Formatting” (the clipboard full of straight lines).
The Short Way to Create an Excel Spreadsheet from GLOW Data (Continued)

All of your data will be pasted into one column. This is correct. Click on “Data” at the top of excel. Then click “Text to Columns.”

The following pop-up box appears. Make sure that the “Delimited” button is checked, then click “Next>.”
The Short Way to Create an Excel Spreadsheet from GLOW Data (Continued)

On the next screen, check the “Comma” box, then click “Finish.”

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.
Then select “Save As,” then “Browse.”

Navigate to where you want to save your excel file. Change the “Save as type” by click on the dropdown arrow and selecting “Excel Workbook.” Click the “Save” button.
The Short Way to Create an Excel Spreadsheet from GLOW Data (Continued)

You may now manipulate the data as desired. You may want to do some formatting such as changing your column widths, formatting the columns as numbers to make the data more readable, adding some underlines to denote subtotals, or centering the column headings. Be sure to save often.

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

Please call Accounting Services 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.
The Long Way to Create an Excel Spreadsheet from GLOW Data

The results of your GLOW “Summary Information,” “Detail Information,” and “Summary Info Compare” can be downloaded to a text file that you can open in excel so that you may sort or otherwise manipulate the data.

For example, from the GLOW main menu screen, click on the “Summary Information” button.

Select “Specific Fiscal Year,” “Specific Fund/Department,” “All Accounts,” and “All Ledgers.” Then click the “Click to Continue” button.

Select 2018 as the fiscal year by clicking on the dropdown arrow within the “Dates” box. Enter Fund 11 and Department 6411200 in the spaces provided in the “Fund/Departments” box. Click the “Click to Continue” button.
The Long Way to Create an Excel Spreadsheet from GLOW Data (Continued)

Scroll all the way down to the bottom of the screen and click the “Create Spreadsheet File.”

The following screen results from clicking the “Create Spreadsheet File” button. It does not look like a spreadsheet, but it is correct.
If your internet browser options are set to display the menu bar as in this example, go to “File” in the upper left corner, then “Save as.” If your internet browser options are not set to display the menu bar, click on the gear in the upper right corner, then go to “File,” then “Save as.”

Specify the File name and directory where you wish to save the file. The file must be saved as a text file. Click on the dropdown arrow next to “Save as type” and select “Text File (*.txt).” Click on the “Save” button.
The Long Way to Create an Excel Spreadsheet from GLOW Data (Continued)

Now that your file has been saved as a text file, you can open it as a spreadsheet. First, open Excel. If prompted, open a blank workbook by double clicking on the “Blank workbook” icon.

Next, go to “File” in the upper left corner.
The Long Way to Create an Excel Spreadsheet from GLOW Data (Continued)

Next, go to “Open,” then “Browse.”

Navigate to where you saved your text file. Make sure the file types displayed are “Text Files” by clicking on the dropdown arrow in the bottom right corner of the screen and selecting “Text Files.” When you see the text file you saved, select it by clicking on it, then click the “Open” button.
The Long Way to Create an Excel Spreadsheet from GLOW Data (Continued)

The following pop-up box appears. Make sure that the “Delimited” button is checked, then click “Next>.”

On the next screen, uncheck the “Tab” box and check the “Comma” box, then click “Finish.”
The Long Way to Create an Excel Spreadsheet from GLOW Data (Continued)

After clicking on the “Finish” button on the previous screen, your spreadsheet will open in Excel. 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.

Then select “Save As,” then “Browse.”
The Long Way to Create an Excel Spreadsheet from GLOW Data (Continued)

Navigate to where you want to save your excel file. Change the “Save as type” by click on the dropdown arrow and selecting “Excel Workbook.” Click the “Save” button.
The Long Way to Create an Excel Spreadsheet from GLOW Data (Continued)

You may now manipulate the data as desired. You may want to do some formatting such as changing your column widths, formatting the columns as numbers to make the data more readable, adding some underlines to denote subtotals, or centering the column headings. Be sure to save often.

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

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