



GLOW For Grants

learn / grow / do



WESTERN MICHIGAN UNIVERSITY
Office of Research and Innovation

AGENDA

- **GLOW BASICS**
- **SUMMARY REPORT**
- **DETAIL REPORT**
- **HELPFUL TIPS**
- **QUESTIONS**

Post Award Team

<https://bit.ly/RFA-WMU>



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GLOW BASICS

General Ledger On Web

GLOW is the general ledger in read-only format for use by the campus community.

GLOW is accessed through PeopleSoft Financials. To gain access fill out the request form on the Accounting Services website.

GLOW shows actual financial activity and the current budget by fund and department.

Transactions generally take two or three business days to appear in GLOW, once forms have been processed.

GLOW BASICS

A fund is the two digit number preceding the department ID

- Example: 23-0000100 is department ID 0000100 in fund 23

Grant Funds

- 25 -Federal
- 26 -State
- 27 -Local Government
- 28 -Foundation
- 29 -Other
- 30 -Cost Share

Grant department id's (cost center)

70XXXXX

GLOW BASICS

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 25-7031500-4570: 4570 is the account code for supplies in fund 25 and department 7031500.
- Each grant is also assigned a unique Project ID name.
 - Example: ADVELCTRDARCH is the Project ID for grant 25-7031500.

GLOW BASICS

GLOW Fiscal Year (FY) summary will include all previous grant year budgets and expenses

There are 3 sub totals on GLOW for grant accounts

- Revenue
- Facilities and Administrative
- Direct Cost

F&A + direct cost will give you the total award amount or total expenses

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	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 <input type="radio"/> Specify up to 18 Depts <input type="radio"/> Specify VP/Coll and Func/Prog <input type="radio"/> Specific Project ID	<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
Fiscal Year <input type="text" value="2024"/> <input type="button" value="Q"/>		

Dates

- **Specific Fiscal Year:** Current fiscal year (2024) or an earlier fiscal year
- **Customized Period Range:** Specify “from” and “thru” time periods

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

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 account codes.


SUMMARY INFORMATION

Dates <input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range Fiscal Year <input type="text" value="2024"/>	Funds/Departments <input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range <input type="radio"/> Specify up to 18 Depts <input type="radio"/> Specify VP/Coll and Func/Prog <input type="radio"/> Specific Project ID	Accounts <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
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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 FY2024.
 - Example: For grant to date revenue and expenditures as of June 30, 2023, select FY2023.
- **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 August 2023, select current fiscal year (2024) Carryforward as the “from” period and 2024 August 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.

SUMMARY INFORMATION

Dates <input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range Fiscal Year <input type="text" value="2024"/> 	Funds/Departments <input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range <input type="radio"/> Specify up to 18 Depts <input type="radio"/> Specify VP/Coll and Func/Prog <input type="radio"/> Specific Project ID	Accounts <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
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How to read it:

- Columns: show adjusted budget (grant budget for the cumulative amount awarded to date), actual and closing balance
 - Closing balance: the adjusted budget less actual expenses less commitments

SUMMARY INFORMATION

Dates <input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range Fiscal Year <input type="text" value="2024"/> <input type="button" value="Q"/>	Funds/Departments <input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range <input type="radio"/> Specify up to 18 Depts <input type="radio"/> Specify VP/Coll and Func/Prog <input type="radio"/> Specific Project ID	Accounts <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
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How to read it:

- 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)
 - 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.

SUMMARY INFORMATION

Dates <input checked="" type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Period Range Fiscal Year <input type="text" value="2024"/> <input type="button" value="Q"/>	Funds/Departments <input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customize Dept Range <input type="radio"/> Specify up to 18 Depts <input type="radio"/> Specify VP/Coll and Func/Prog <input type="radio"/> Specific Project ID	Accounts <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
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How to read it:

- **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.
- **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.

SUMMARY INFORMATION

Revenue & Accounts Receivables

- 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

DETAIL INFORMATION

GLOW Detail

▼ Search

Dates

- Customized Period Range
- Specific Fiscal Year
- Customized Date Range

Fiscal Yr/Acct Period 🔍

to 🔍

Ledger Activity

- All Ledgers
- Specific Ledger(s)

Funds/Departments

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

Fund 🔍

Dept

Accounts

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

Chartfield Sort Option

- Fund/Dept/Acct
- Acct/Fund/Dept

Date Sort Option

- most recent listed last
- most recent listed first

Search

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

Search

Dates

- Customized Period Range
- Specific Fiscal Year
- Customized Date Range

Fiscal Yr/Acct Period

to

Ledger Activity

- All Ledgers
- Specific Ledger(s)

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

Accounts

- All Accounts: all accounts for the fund and department or Project ID
- Customized Acct Range: a range of account codes if detail for only certain accounts is needed

Accounts

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

Chartfield Sort Option

- Fund/Dept/Acct
- Acct/Fund/Dept

Date Sort Option

- most recent listed last
- most recent listed first

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

HELPFUL TIPS

- GLOW will not allow one to post actual expenses to budget account codes or to transfer codes
- Budget account codes (47XX) are to be used only by the Grants and Contracts department.
- The use of transfer codes (4995/8995) in grants is limited and usually initiated by Grants and Contracts.

HELPFUL TIPS

- 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 from Grants and Contracts.
- Obtain budget detail from Principal Investigator in order to identify which budget code was used for the expense.

HELPFUL TIPS

- 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.
- 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.

Pro Tip: After 7/1 and until the FY is closed in PS... to see your grant account summary cumulative choose customized period (example for FY 23) 2023-000-Carry Forwards through 2023-001 July

HELPFUL TIPS

- It is possible to download GLOW information into an Excel spreadsheet by clicking “Download Results” under the Search button. This will appear after you have initially searched.

Fund Dept

Account Type(s)

Revenue
 All Expense
 Payroll Expense
 Non-payroll Expense
 Asset
 Liability

Chartfield Sort Option

Fund/Dept/Acct
 Acct/Fund/Dept

Date Sort Option

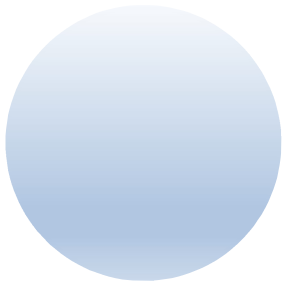
most recent listed last
 most recent listed first

REMOTE OFFICE LOCATIONS

- CEAS Room A-238
- CEHD Room 3530 Merze Tate Center
- CHHS Room 3245
- Wood Hall Room 3140

NEW

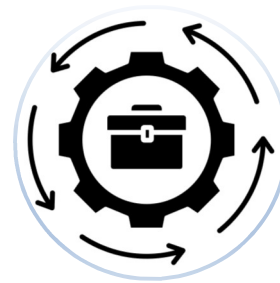
MONTHLY TRAININGS



October
Open



November
GLOW



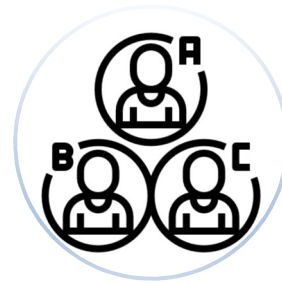
December
Post Award
Responsibilities



January
Allowability of
Costs



February
Cost Share



March
Appointment
Types



April
UPA/ Budget
Revisions/ NCE



May
eCRT

Questions?