



WESTERN MICHIGAN
UNIVERSITY

Journal Entry System (JES) Form

Accounting Services
1080 Seibert Admin Building, Mail Stop 5207
Phone: (269) 387-4232
Fax: (269) 387-4297
acnt-contactus@wmich.edu

Instructions:

Use this form to request new access to or revoke access from the JES system.

Use this form to request GLOW-only access for student and temporary employees.

All university employees automatically have access to GLOW and do not need to request it.

Please complete all sections below.

1. Type of Request: New Revoke
2. Employment Status: WMU Employee Student & Temporary (GLOW access only)
3. Requestor's Information:

Last Name	First Name
Phone Number	Department

4. Brief description of the need for Journal Entry System access:

5. Requestor's Signature: _____ Date: _____
6. Supervisor's Printed Name: _____
7. Supervisor's Signature: _____ Date: _____

By signing this form, Supervisor acknowledges responsibility to monitor the journal entries made by Requestor.

JES Best Practices:

1. After making a journal entry, check GLOW the next day to make sure you did the journal entry correctly.
2. It is the responsibility of the department entering a journal entry to provide a copy of the JES and supporting documentation to another manager when a journal entry includes another manager's department.
3. When making journal entries that include grant funds (25-30), please send all supporting documentation to Grants & Contracts to expedite posting to GLOW.

Accounting Use Only	
Approved by/date: _____	Loaded by/date: _____