

MURRAY STATE UNIVERSITY GLIN Access Instructions

These are basic instructions on how to access General Ledger Inquiry (GLIN) to review your MSU account(s).



1. Click on your START Menu Button. Click on PROGRAMS, click on TCP3270 FOR WINDOWS, then click on GLIN. This will bring up the MSU signon page.

2. ENTER **D VTERM** at the command line and press enter:

```
MSU VM/ESA ONLINE

Welcome to MURRAY STATE University's Virtual Machine Computing System

MM      MM      * VMESA *
MMM     MMM     * 2.4.0 *
MMMM    MMMM    SSSSSS  ***
MM  MM  MM  SSS  SSS
MM      MM  SSSSS  UU  UU
MM      MM  SSSSS  UU  UU
MM      MM  SSSSS  UU  UU
                SS  SSSS  UU  UU
                SSSSSS  UU  UU
                * VMESA *
                * 2.4.0 *
                ***

Fill in your USERID and PASSWORD and press ENTER
(Your password will not appear when you type it)
USERID ==>
PASSWORD ==>

COMMAND ==>  D VTERM  <enter>

RUNNING MSUKYVM
```

3. Hit **F2**

```
VTRM1000          Online Logon          CA-VTERM
==>
CAMC200I Please Enter CA-VTERM Userid, Password and/or Session

--> Press F2 NOW to access the CICS Online System

or, enter VTERM USERID: _____
PASSWORD: _____

Call the HELPDESK at 762-2346 for assistance.
```

4. Enter your CICS userid and password, then press enter. If you cannot remember your CICS userid or password, you must call the HELP DESK to request a work order to have your CICS userid or password given to you. This information will not be given out to your over the phone.

Type your userid and password, then press ENTER:

 Userid **KTAYLOR** Groupid
 Password . . . **PASSWORD** <enter>
 Language

 New Password

DFHCE3520 Please type your userid.
F3=Exit

5. When this screen appears, hit your CLEAR screen key (this is your PAUSE/BREAK key on your keyboard). Your screen will clear then type **GLIN** and hit enter.

DFHCE3549 Sign-on is complete (Language ENU).

6. Type in your GLIN password and hit enter. If you cannot remember your GLIN password, you must email accountingandfinance@murraystate.edu to request your password. This information will not be given out over the phone.

PASSWORD: **PASSWD** <enter>

7. The GLIN Menu screen will appear. **NOTE:** Menu screens will differ depending on your level of access.

MURRAY STATE UNIVERSITY		
GENERAL LEDGER INQUIRY SYSTEM		
MENU		
** STATEMENT OF ACCOUNT	> __ ____	ENTER 8-DIGIT ACCOUNT NUMBER
** G/L FUND SUMMARY	> __ ____	ENTER FUND NUMBER -OR- GROUP NUMBER
** PRIOR YEAR COMPARATIVE	> __ ____	ENTER 8-DIGIT ACCOUNT NUMBER
ACCOUNT TRANSACTION DETAIL	> __ ____	ENTER 8-DIGIT ACCOUNT NUMBER
** CHART OF ACCOUNTS	> __ ____	ENTER ANY PART OF ACCOUNT NUMBER
	-OR-	
	__ ____	ENTER FIRST SIX LETTERS OF DESCRIPTION
** END SESSION	>	PRESS 'CLEAR'
TAB TO DESIRED SELECTION		
MAKE ENTRY AND PRESS 'ENTER'		

If you have any questions about GLIN or the information presented to you via GLIN, please contact Accounting & Finance @ 4126 and ask for Tony Barron or Karen Taylor.

