KeanWISE
My Budget

Budget Officers will now have the ability to view their budget information on KeanWISE.
My Budget

- To access the ‘My Budget’ option, go to Kean’s Home page www.kean.edu.
- Click on KeanWISE
My Budget

- Click on ‘Menu’ in the top right hand corner of the message page.

- On The ‘Main Menu’ you can click on either
  - WebAdvisor for Faculty
  - WebAdvisor for Employees
- Click on ‘My Budget’
- Log in to KeanWISE
- Enter in the GL information of the cost center(s) you wish to view:
  - Fund(s)
  - Cost.Ctr(s)
  - Object(s)
- Click ‘Submit’ once after you have entered in your information.
The Report

- You will then see the budget report for the cost center(s) you had entered on the previous screen.
- You can further refine your report and view specific detailed information for a GL Number such as:
  - Budget Detail
  - Requisition Detail
  - Encumbrance Detail
  - Actuals Detail
KeanWISE & My Budget

- If you currently use KeanWISE, continue to use your current “User Name” & “PIN”.
- Only “Budget Officers” with approval rights to the Colleague Financials will be able to use the KeanWISE “My Budget” option.
  - You must have access to the colleague financials to use this feature.
- Those “Budget Officers” who do not have a KeanWISE account will have their account information created and mailed to their home address.
Questions