KeanWise Project Accounting Quick Guide

How to Review Your Budget in KeanWise

The Big Picture: "In Ellucian Project Accounting, each grant or project budget is divided into categories so we can track how the money is being used, meet sponsor requirements, and stay within the approved spending plan."

To review your budget in KeanWise follow the steps below:

1. Log in to KeanWise
    a. Use the link provided to access your KeanWise account: **KeanWise Login.**
    b. Must know your Project ID
        i. To view **legacy data use** the old KeanWise link for FY 25: Old Login
        ii. MUST USE OLD GL
    c. All other FY data contact postaward@kean.edu with the subject line: Legacy Data Request
2. Once logged in, click the **Financial Management** tab on the home page.
3. Next, click the **Project Accounting** tab to proceed. NOT Budget to Actuals
4. Click on your **Project ID,** and your project will open.
    a. In the upper right of your screen, use the drop-down options titled **All Activity**. Click on the drop-down arrow to **select the Project Period**.
5. Now, you will be able to view your **Budget Categories**
    a. Think of budget categories as "spending buckets"—groups that show where the money is going.
    b. Why they exist: Sponsors (like federal agencies, the state, or foundations) require that money be spent only in approved categories. Moving money between categories may need permission. This setup automatically limits the need for requesting budget amendments.

Understanding Budget Categories
These may show up with object codes (like 51120 for salaries and 50300 for travel).
Each category is tied to budget vs. actual columns—this lets you see:

- **Budget:** What was planned (Total amount of all object codes in that category)
- **Encumbrances:** What's been committed but not yet spent
- **Actuals:** What's already been spent
- **Remaining Balance:** What's left in that entire category bucket.

Project Accounting Limits the Need for Budget Amendment Requests:
Why It Matters: "Breaking down costs into budget categories helps us stay compliant with the sponsor's rules, avoid audit issues, and make sure we're using the funds exactly as promised in the grant proposal."