



KEAN

WORLD-CLASS EDUCATION

How to review your budget in KeanWise

The background of the slide features a large, faint, circular seal of Kean University. The seal contains the text "KEAN UNIVERSITY" around the top and "1855" in the center, with a shield and other heraldic elements below.

KeanWise Project Accounting Quick Guide

Office of Research & Sponsored Program

The background of the slide features a large, faint, circular seal of Kean University. The seal contains the text "KEAN" at the top and "UNIVERSITY" at the bottom, with the year "1855" in the center. A torch is also visible within the seal.

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.”

KeanWise Link to Project Accounting

To view your current budget information you MUST use this KeanWise link: <https://kean-ss.colleague.elluciancloud.com/Student/ColleagueFinance?hideProxyDialog=false>
MUST KNOW PROJECT ID

To view legacy data use the old KeanWise link for FY 25:
<https://selfservice.kean.edu/Student/ColleagueFinance?hideProxyDialog=false>
MUST USE OLD GL

All other FY data contact postaward@kean.edu with the subject line: Legacy Data Request

From the KeanWise home page, click the "Projects Accounting" tab.

KEAN

mmcyeng Sign out Help

Daily Work Financial Management Financial Management Overview

Please be patient while we continuously work to make updates. While we continue to migrate student records, students and advisors are encouraged to use our [previous version of KeanWISE Self-Service](#). Not all student information, such as coursework completed, credits earned and unofficial transcript access, will be immediately available in our new cloud-based version of KeanWISE Self-Service. Updates will be shared as they become available.

Registration for Fall 2025 will take place in this new cloud-based KeanWISE Self-Service portal! Information for Summer 2025 is available in our [previous version of KeanWISE Self-Service](#).

Registration for Kean USA Fall 2025 is underway! Visit www.kean.edu/register to learn more.
>>[FALL 2025 COURSE CATALOG](#) >>[VIEW/PAY MY BILL](#) >>[PAYMENT DUE DATES](#)

Kean USA Registration Resources:
[Fall 2025 Registration Eligibility](#) | [Registration Information](#) | [View your Progress Toward your Degree](#) | [View the Academic Calendars](#) | [View and Update your Phone Number and Address](#)

>>Click [here](#) to complete the required [Financial Obligation Agreement for Fall 2025 Registration](#) and then [Plan and Register](#) for your courses.

Financial Management Overview

Budget to Actuals
Here you can view the financial health of your cost centers.

Procurement
Here you can create and maintain your procurement documents.


Projects Accounting
Here you can view the financial health of your projects.

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DO NOT, click the "Budget to Actuals" tab. You will not see the correct budget information

Click on your Project ID

 KEAN

mmcyengSign outHelp

Daily WorkFinancial ManagementProjects Accounting

Please be patient while we continuously work to make updates. While we continue to migrate student records, students and advisors are encouraged to use our [previous version of KeanWISE Self-Service](#). Not all student information, such as coursework completed, credits earned and unofficial transcript access, will be immediately available in our new cloud-based version of KeanWISE Self-Service. Updates will be shared as they become available.

Registration for Fall 2025 will be available soon. Registration for Kean USA Fall 2025 will be available soon. >>[FALL 2025 COURSE CATALOG](#)

Kean USA Registration Resources: [Fall 2025 Registration Eligibility](#)

>>[Click here to complete registration](#)

My Projects

Project

F25-TestGrant001

Active

Project	Allocated Expenses	Actuals and Encumbrances	Remaining Expenses	% Spent	Financial Health
F25-TestGrant001	\$44,660.32	\$0.00	\$44,660.32	0 %	✓

Once you click on your project ID, your project will open.

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**.

The screenshot displays a user interface for project management. At the top, there are three main buttons: 'Manage' with a document icon and a count of '0', 'All Activity' with a dropdown arrow, and 'Export' with a share icon and a dropdown arrow. Below these, a blue-bordered box highlights a smaller version of the same interface. In this highlighted area, the 'All Activity' dropdown menu is open, showing a list of project periods. The periods listed are: 'All Activity', '9/1/2019 - 8/31/2020', '9/1/2020 - 8/31/2021', '9/1/2021 - 8/31/2022', '9/1/2022 - 8/31/2023', '9/1/2023 - 8/31/2024', '9/1/2024 - 8/31/2025', and '9/1/2025 - 10/31/2025'. The last option is highlighted in blue. To the left of the dropdown, there is a table with columns 'Remaining' and '%'. The table has three rows, all showing '\$0.00' and '0 %'. To the right of the dropdown, there is a section titled 'Financial Health' with a green checkmark icon.

Remaining	%
\$0.00	0 %
\$0.00	0 %
\$0.00	0 %

Financial Health

After selecting your project period, you will be able to view your budget, actuals, encumbrances, and remaining balance.

[My Projects](#)

Manage 0

10/1/2024 - 9/30/2025

Export

	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Revenue	-\$294,688.43	\$0.00	\$0.00	-\$294,688.43	0 %	
▼ Project Revenue RV	-\$294,688.43	\$0.00	\$0.00	-\$294,688.43	0 %	
Expense	\$294,688.43	\$0.00	\$42,197.52	\$252,490.91	14 %	✓
▼ Computer Services CM	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
▼ Consultants CN	\$40,634.07	\$0.00	\$36,000.00	\$4,634.07	89 %	⚠
▼ Equipment EQ	\$1,811.06	\$0.00	\$0.00	\$1,811.06	0 %	✓
▼ Fringe Benefits FB	\$10,404.76	\$0.00	\$0.00	\$10,404.76	0 %	✓
▼ Other Direct Costs OD	\$249.16	\$0.00	\$0.00	\$249.16	0 %	✓
▼ Overhead OH	\$27,731.76	\$0.00	\$0.00	\$27,731.76	0 %	✓
▼ Participants PA	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
▼ Personnel Costs PC	\$100,606.80	\$0.00	\$0.00	\$100,606.80	0 %	✓
▼ Supplies SP	\$30,506.92	\$0.00	\$6,197.52	\$24,309.40	20 %	✓
▼ Travel TR	\$82,743.90	\$0.00	\$0.00	\$82,743.90	0 %	✓
Net Revenue - Expense	-\$589,376.86	\$0.00				

Project Accounting uses budget expense categories.

F19-PMORREAL002 - NSF-Bu
[My Projects](#)

F19-PMORREAL002 NSF-Building Capacity

REVENUE

EXPENSE

Computer Services CM

Consultants CN

Equipment EQ

Fringe Benefits FB

Other Direct Costs OD

Overhead OH

Participants PA

Personnel Costs PC

Supplies SP

Travel TR

Net Revenue - Expense

Revenue

Project Revenue RV

Expense

Computer Services CM

Consultants CN

Equipment EQ

Fringe Benefits FB

Other Direct Costs OD

Overhead OH

Participants PA

Personnel Costs PC

Supplies SP

Travel TR

Net Revenue - Expense

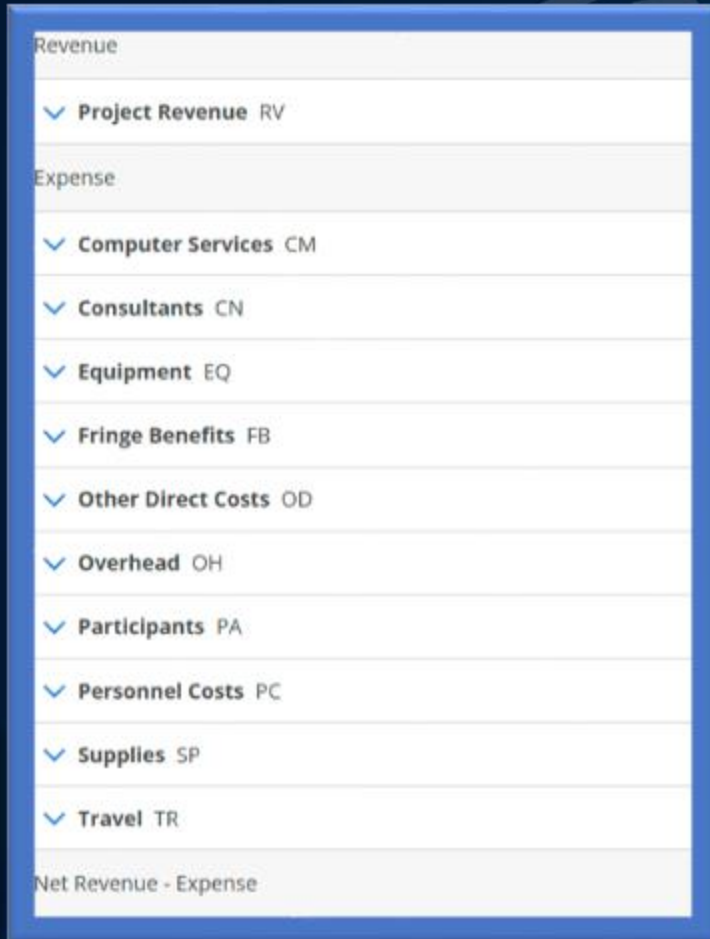
Manage 0

10/1/2024 - 9/30/2025

Export

Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
\$0.00	\$0.00	-\$294,688.43	0 %	
\$0.00	\$0.00	-\$294,688.43	0 %	
\$0.00	\$42,197.52	\$252,490.91	14 %	✓
\$0.00	\$0.00	\$0.00	0 %	✓
\$0.00	\$36,000.00	\$4,634.07	89 %	⚠
\$0.00	\$0.00	\$1,811.06	0 %	✓
\$0.00	\$0.00	\$10,404.76	0 %	✓
\$0.00	\$0.00	\$249.16	0 %	✓
\$0.00	\$0.00	\$27,731.76	0 %	✓
\$0.00	\$0.00	\$0.00	0 %	✓
\$0.00	\$0.00	\$100,606.80	0 %	✓
\$0.00	\$6,197.52	\$24,309.40	20 %	✓
\$0.00	\$0.00	\$82,743.90	0 %	✓
\$0.00				

“Budget Categories” in Simple Terms



The screenshot shows a web-based budget management interface. It features a sidebar with a list of budget categories, each preceded by a blue downward-pointing chevron icon. The categories are grouped under 'Revenue' and 'Expense' headers. At the bottom, there is a summary row labeled 'Net Revenue - Expense'.

Revenue
▼ Project Revenue RV
Expense
▼ Computer Services CM
▼ Consultants CN
▼ Equipment EQ
▼ Fringe Benefits FB
▼ Other Direct Costs OD
▼ Overhead OH
▼ Participants PA
▼ Personnel Costs PC
▼ Supplies SP
▼ Travel TR
Net Revenue - Expense

- **What they are:**
Think of budget categories as “**spending buckets**”—groups that show where the money is going.
- **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 budge

Common Categories


Budget Category	What It Covers	Example
Salaries & Wages	Pay for people working on the project	PI's summer salary, research assistant wages
Fringe Benefits	Benefits tied to salaries	Health insurance, retirement contributions
Travel	Project-related travel costs	Conference registration, airfare, mileage
Equipment	Large, long-term items (often \$5,000+ and >1 yr use)	Lab equipment, specialized software
Supplies & Materials	Smaller consumable items	Printer ink, lab reagents, office supplies
Contractual / Consultants	Paying outside experts or services	Data analysis consultant, guest speaker fee
Participant Support	Costs for people in the program/study	Student stipends, participant travel
Indirect Costs (F&A)	Overhead/administrative costs	Facility costs, utilities, administrative support

How It Appears in KeanWise

In KeanWise, these categories 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.

F25-TestGrant001		Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Active 							
Revenue		-\$805,182.31	\$0.00	\$0.00	-\$805,182.31	0 %	
▼ Project Revenue RV		-\$805,182.31	\$0.00	\$0.00	-\$805,182.31	0 %	
Expense		\$805,182.31	\$0.00	\$0.00	\$805,182.31	0 %	✓
▲ Consultants CN		\$156,500.00	\$0.00	\$0.00	\$156,500.00	0 %	✓
XX-XXXXXXX-50360 Sample grant- Professional Services			\$0.00	\$0.00			
▲ Fringe Benefits FB		\$4,778.47	\$0.00	\$0.00	\$4,778.47	0 %	✓
XX-XXXXXXX-52190 Sample grant-FICA EXPEND			\$0.00	\$0.00			
▲ Other Direct Costs OD		\$102.26	\$0.00	\$0.00	\$102.26	0 %	✓
XX-XXXXXXX-50380 Sample grant- RECEPPTION (FOOD ONLY)			\$0.00	\$0.00			
XX-XXXXXXX-53180 Sample grant-STDT TUT-FEE WAIVER			\$0.00	\$0.00			
XX-XXXXXXX-83200 Sample grant-GRANTS-IN-AID			\$0.00	\$0.00			

Budget Amendment Rules

Even with good planning and Project Accounting's setup, sometimes you may need to request a budget amendment.

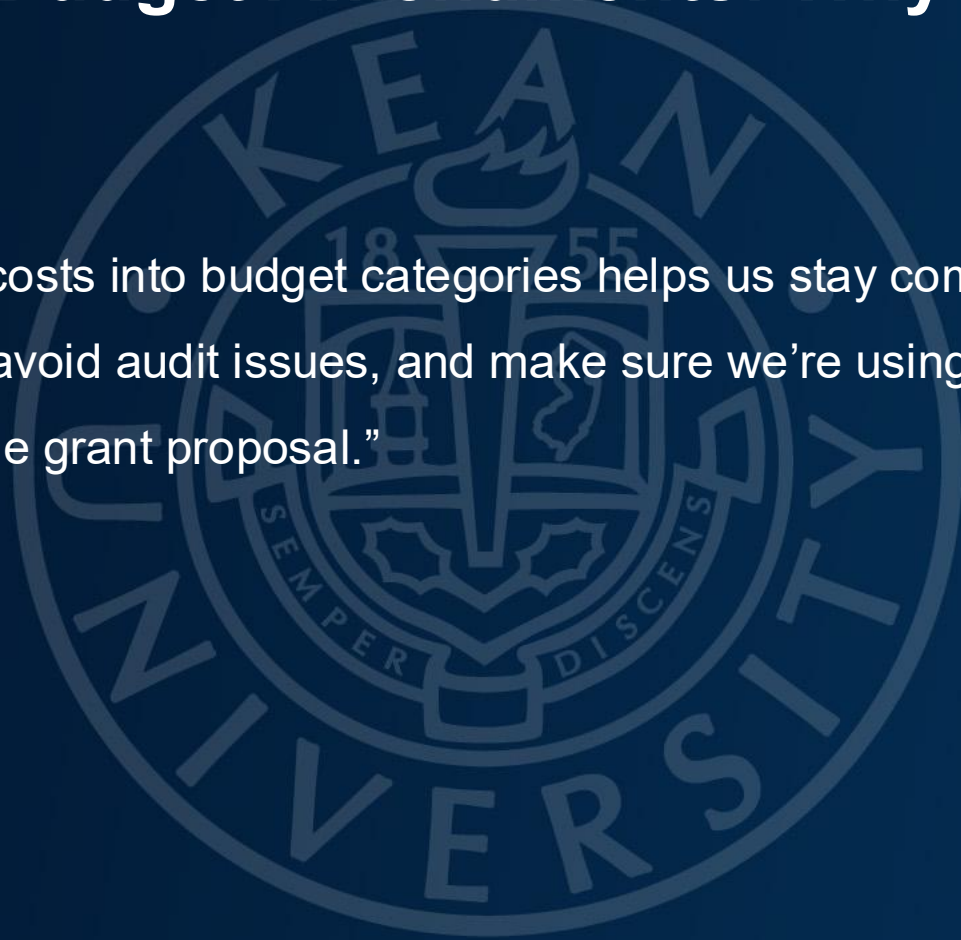
- Contact post-award@kean.edu for the budget amendment request form. Use the subject line: Request Budget Amendment.

The reason we document budget amendment request:

- You cannot freely shift funds between categories without approval (depending on sponsor rules).
- Overspending in one category doesn't mean you can "borrow" from another without permission.
- Accurate category tracking helps with final financial reports.

Limiting Budget Amendments: 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.”



For any questions, please feel free to contact at:

Email: postaward@kean.edu

ORSP staff are available

Monday – Friday

9:00am-5:00pm

Thank You!