

## How to Review Your Budget in KeanWise

To review your budget in KeanWise follow the steps below:

1. Log in to KeanWise
  - Use the link provided to access your KeanWise account: [KeanWise Login](#).
2. Once logged in, click the **Financial Management** tab on the home page.
3. Next, click the **Budget to Actuals** tab to proceed.
4. Enter your project's **fund number** and **cost center number** in the designated fields on the left. After entering this information, click **Apply Filter**.
5. Select the drop-down options titled **Expenditures** to expand and review details such as your projects:
  - a. Budget
  - b. Actuals
  - c. Encumbrances
  - d. Remaining amounts
6. To see more details about a specific object code, you can click on it.
7. By clicking on the blue hyperlinks, you can view PO and other important information.
8. To save a copy of this information, click the **Export** button in the top-right corner of the screen.