Discover how to edit a budget and configure the columns displayed in WorldShare Acquisitions.

Edit a budget

A budget is a set of funds in the same period. The period is defined by a start date and an end date.

1. On the left panel, click **Budgets**.
2. In the Select Budget list, select the budget you want to edit. The highlighted budget is the current budget in use.
3. Click **Edit**.
4. To edit funds for a budget, see **Edit funds**.

Configure columns

You can choose the columns that appear on budgets.

1. On the left side of the screen, next to the Refresh link, click the **User Preferences button** (⚙).
2. In the Show Columns window, check or uncheck the columns you want to show or hide.
3. Close the Show Columns window by clicking anywhere outside it.