Edit budget

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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](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Budget/Edit_budget).

**Budget screen columns**

Some columns need explanation:

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>SHOWN BY DEFAULT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted</td>
<td>x</td>
<td>The total monetary amount assigned to the fund for use.</td>
</tr>
<tr>
<td>Enc.</td>
<td>x</td>
<td>The amount encumbered for the fund. Click an amount to view the Order Items screen for this fund.</td>
</tr>
<tr>
<td>Expended</td>
<td>x</td>
<td>The amount expended for the fund. Click an amount to view the Invoice Items screen for this fund.</td>
</tr>
<tr>
<td>Fund Code</td>
<td>x</td>
<td>Unique ID used to interoperate with other systems.</td>
</tr>
<tr>
<td>Fund Name</td>
<td>x</td>
<td>The name of the fund.</td>
</tr>
<tr>
<td>Notes</td>
<td>x</td>
<td>Any notes about the fund.</td>
</tr>
</tbody>
</table>

- Click the **Add Note button** (📝) to add a new note.
- Click the **Add/Edit Note button** (📝) to add or edit notes.
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>SHOWN BY DEFAULT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining Balance</td>
<td>x</td>
<td>The amount left in the fund that has not been encumbered or expended.</td>
</tr>
<tr>
<td>Total Enc.</td>
<td></td>
<td>The total amount encumbered for the parent fund and all its child funds.</td>
</tr>
<tr>
<td>Total Exp.</td>
<td></td>
<td>The total amount expended for the parent fund and all its child funds.</td>
</tr>
<tr>
<td>Total Fund Budget</td>
<td></td>
<td>The total of all subfunds.</td>
</tr>
<tr>
<td>Total Remaining Balance</td>
<td></td>
<td>The sum of all remaining balances for the parent fund and all its child funds.</td>
</tr>
</tbody>
</table>

**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.