Step-by-Step Guide to Managing Your Templates

The Delete Finance Template link in WINGS Express Finance allows you to review a list of templates you created in the Query Budget &/or Create Expense or Budget Transfer link. You may also delete templates you are no longer using from this link.

How to Use Delete Finance Template

1. Select Delete Finance Template from the Finance menu.
2. Click Submit. (You don't need to change the Template/Query Type = All default. Note that you should only be creating queries marked as Personal, not Shared. Shared templates are available to all ~1,100 WSU WINGS Express Finance users. If you do inadvertently create a Shared template, you may delete it via this link.)
3. A list of templates you created is displayed, see sample in Figure 1 below. The list includes
   - The Name you gave the query
   - Whether it is Multiple Line Budget Transfer (i.e. Expense or Budget Transfer) or Budget Query template.
   - Whether or not it is a Shared template.
   - The date the template was created.
To delete a query, simply check the box out to right & click the Delete button.

To view one of your templates, either go to the Query Budget or Create Expense or Budget Transfer link in WINGS Express Finance and retrieve the query to view it.