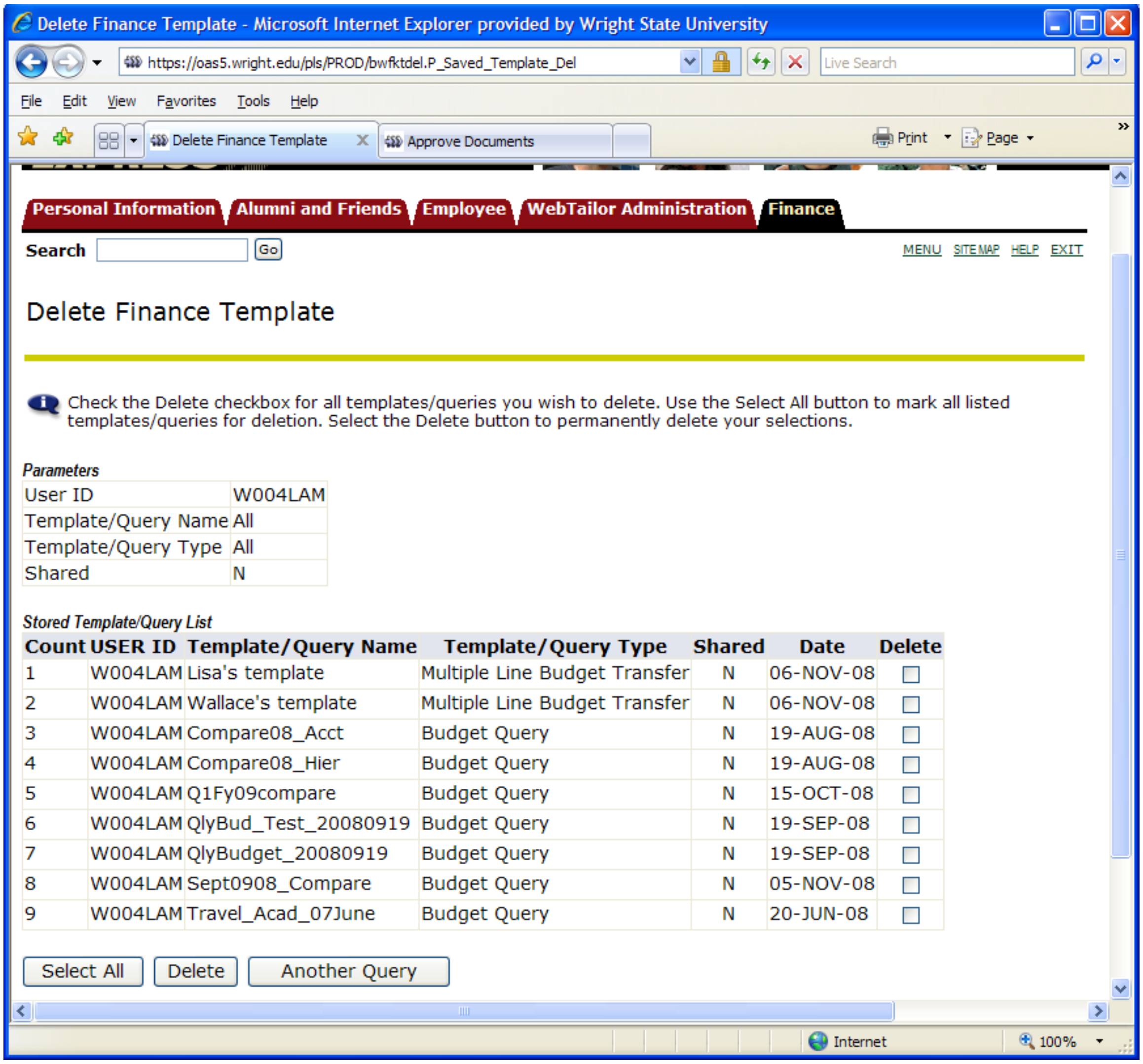
Step-by-Step Guide to Managing Your Templates

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.


Delete Finance Template - Microsoft Internet Explorer provided by Wright State University

https://oas5.wright.edu/pls/PROD/bwfktdel.P_Saved_Template_Del

Personal Information | Alumni and Friends | Employee | WebTailor Administration | Finance

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Delete Finance Template

Check the Delete checkbox for all templates/queries you wish to delete. Use the Select All button to mark all listed templates/queries for deletion. Select the Delete button to permanently delete your selections.

Parameters

User ID	W004LAM
Template/Query Name	All
Template/Query Type	All
Shared	N

Stored Template/Query List

Count	USER ID	Template/Query Name	Template/Query Type	Shared	Date	Delete
1	W004LAM	Lisa's template	Multiple Line Budget Transfer	N	06-NOV-08	☐
2	W004LAM	Wallace's template	Multiple Line Budget Transfer	N	06-NOV-08	☐
3	W004LAM	Compare08_Acct	Budget Query	N	19-AUG-08	☐
4	W004LAM	Compare08_Hier	Budget Query	N	19-AUG-08	☐
5	W004LAM	Q1Fy09compare	Budget Query	N	15-OCT-08	☐
6	W004LAM	QlyBud_Test_20080919	Budget Query	N	19-SEP-08	☐
7	W004LAM	QlyBudget_20080919	Budget Query	N	19-SEP-08	☐
8	W004LAM	Sept0908_Compare	Budget Query	N	05-NOV-08	☐
9	W004LAM	Travel_Acad_07June	Budget Query	N	20-JUN-08	☐

Select All | Delete | Another Query

Figure 1

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.