

Create Requisition Worktags Template Quick Reference Guide

Create Requisition Worktags Template Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through the process of creating a requisition worktags template in Workday, which can be used to automatically populate the worktags when creating a requisition instead of selecting worktags manually. This is useful for frequently ordered items, as you can save the worktags string in a template and use it every time you create requisition for those items.

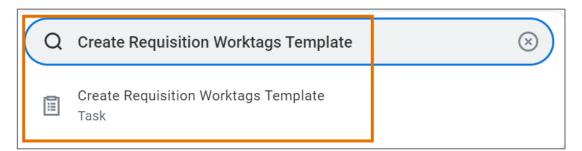
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Procedure: Create Requisition Worktags Template

On the Workday **Home** screen:

- 1. Type Create Requisition Worktags Template in the search field.
- 2. Select Create Requisition Worktags Template task from the Search Results.



On the Create Requisition Worktags Template screen:

- 3. Complete the following required fields:
 - Template Name name the template.
 - **Radio Button** select the radio button as required:
 - a) **Create Worktags Template** select this when you want to create a template to save a string of Worktags. Enter all worktags that you would like to have as part of your saved worktags template.
 - b) **Create Split Allocations Template** select this when you want to create a template to save multiple different string of Worktags. Enter all worktags that you would like to have



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as part of your saved split allocations template. Type in the percentage split for each line item in the **Percentage** column. Use the **(+)** button to add additional line items.

4. Select OK.

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On the second Create Requisition Worktags Template screen:

5. Select Done.

You have successfully completed this task.