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.

Table of Contents

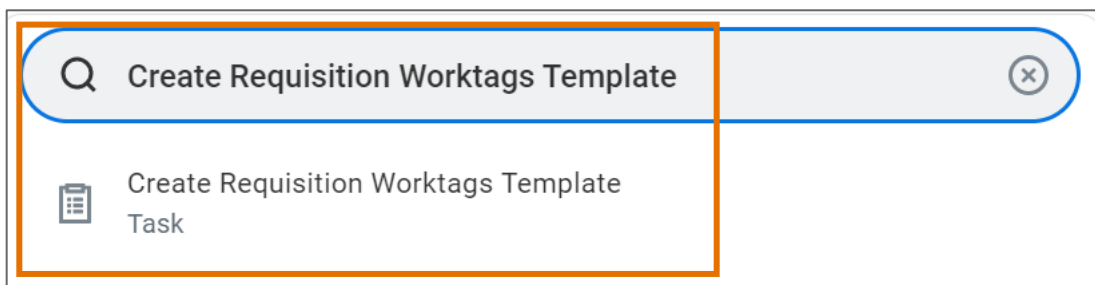## Procedure: Create Requisition Worktags Template

On the Workday **Home** screen:

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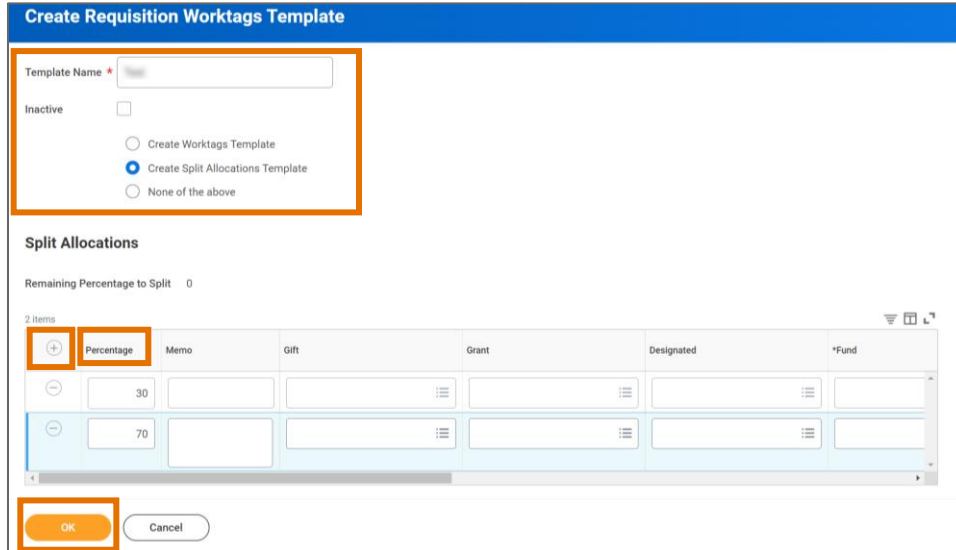2. Select **Create Requisition Worktags Template** task from the **Search Results.**

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

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**.

On the second **Create Requisition Worktags Template** screen:

5. Select **Done**.

You have successfully completed this task.