**Line Defaults Tab in Workday**

This shortcut applies accounting information to all line items and only requires typing it once. For assistance, contact PurchasingHelpDesk@miami.edu.

Use when there are multiple line items using one driver worktag or the same split accounting for each line. For example:

- 3 lines items, each using PG123456
- 3 line items, all split 40% from PG123456 and 60% from PG654321

If any of the conditions apply, click **Next** to skip this step and go to **Review and Submit**.

- The requisition contains only one line item.
- The requisition contains multiple driver worktags, which are not split. For example, lines 1-3 use PG123456 and lines 4-6 use PG654321)

a. **Requested Delivery Date** – **leave blank**
b. **Supplier** – **leave blank**
c. **RFQ Requirements** – **Keep Current Selections**
d. **Copy From Worktag** – **leave blank**
e. **Driver Worktag(s)**
   - If using one driver worktag, click **Use Default Worktags**.
   - For split accounting, click **Use Default Splits**.

### Use Default Worktags example

**Click Use Default Worktags.**

Type the Driver Worktag (Program, Grant, Gift or Project).

**Click Next.**

### Use Default Splits example

**Click Use Default Worktags.**

Type the first % and Driver Worktag (Program, Grant, Gift or Project).

Click “+” on the left side. The split will appear.

Type the second % and Driver Worktag.

**Click Next.**