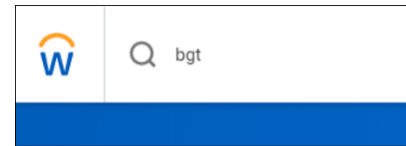


Locating Budget Information

This QRG shows how to find the Workday Position ID on a position (provided you have a role with access to view this data).

Workday Position ID

To locate the Workday Position ID on a position, type “*bgt*” in the search bar



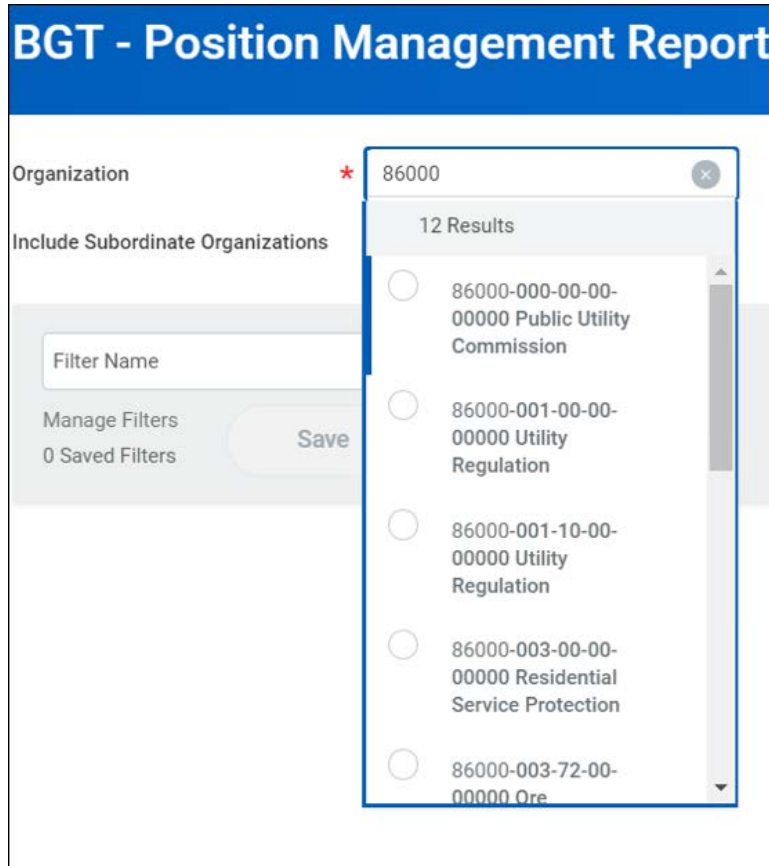
and press **Enter**.

Expand the search results to show all the available budget reports.

Click on the *BGT – Position Management Report*.



In the Organizational field enter in the *Agency number*, the list of *Agency Cross References (ACR's)* within that agency will appear in the drop down menu. Choose either the entire agency or a specific *ACR*, then click **OK** to run the report.



BGT - Position Management Report

Organization * 86000

Include Subordinate Organizations

Filter Name

Manage Filters 0 Saved Filters Save

12 Results

- 86000-000-00-00-00000 Public Utility Commission
- 86000-001-00-00-00000 Utility Regulation
- 86000-001-10-00-00000 Utility Regulation
- 86000-003-00-00-00000 Residential Service Protection
- 86000-003-72-00-00000 Ore

Note: *If the data that is returned does not have the information you need, try running the report another Organization level higher.*



Workday Position ID

Quick Reference Guide

The report will show the crosswalk between the Workday Position ID and the PPDB Position Number.

Organization 86000-000-00-00-00000 Public Utility Commission Include Subordinate Organizations Yes

134 items

Business Title	Position Restriction Agency Cross Reference	Position Worker Type	Time Type	Cost Center	Bien - AY	PCA Code	Index Code	Position Restricti	Workday Position ID	Budget Authorization Number	Budgeted Position FTE	Total Number of Months	Budgeted Rate	Budgete Ste	PPDB Position Number
Exec Support Spec 2	86000-001-10-00-00000 Utility Regulation	Permanent	Full time	191911010000	19	19110	10000	Q	000000000315	000506220	1.00	24.00	3,906	6	0000462
Office Specialist 2	86000-001-10-00-00000 Utility Regulation	Permanent	Full time	191911010000	19	19110	10000	Q	000000002278	000503900	1.00	24.00	3,458	9	0000099
Ops/Policy Analyst 1	86000-001-10-00-00000 Utility Regulation	Permanent	Full time	191411010000	19	14110	10000	Q	000000003690	000506380	1.00	24.00	5,034	7	0000505
Ops/Policy Analyst 2	86000-001-10-00-00000 Utility Regulation	Permanent	Full time	191520010000	19	15200	10000	Q	000000003731	000612620	1.00	24.00	6,352	8	0000796
Utility Analyst 1	86000-001-10-00-00000 Utility Regulation	Permanent	Full time	191211010000	19	12110	10000	Q	000000005322	000506260	1.00	24.00	4,803	9	0000471
Utity/Enrgy Analst 3	86000-001-10-00-00000 Utility Regulation	Permanent	Full time	191611210000	19	16112	10000	Q	000000006941	001184920	1.00	24.00	7,381	8	1500862

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#). For system issues, please contact Workday.Help@oregon.gov