



## How to see your Z1 and Z2 Budget

To see your Z1 and Z2 Budget, you will utilize the FMEDDW Report. This report has many search criteria to see as much or as little of your budget at a time that you need to see. This report is very useful. It would be good to play with the various search criteria and see the many ways you can view your budget.

### Report FMEDDW – Drilldown for Budget Entry Documents

- (1) Enter “FMEDDW” to access this report.



- (2) Next, enter the “Fiscal Year” you would like to see. If you want to see all budget periods leave year blank – to see a particular year enter the year you want to view. This can be just one year (A), or by entering a range of years (A and B).

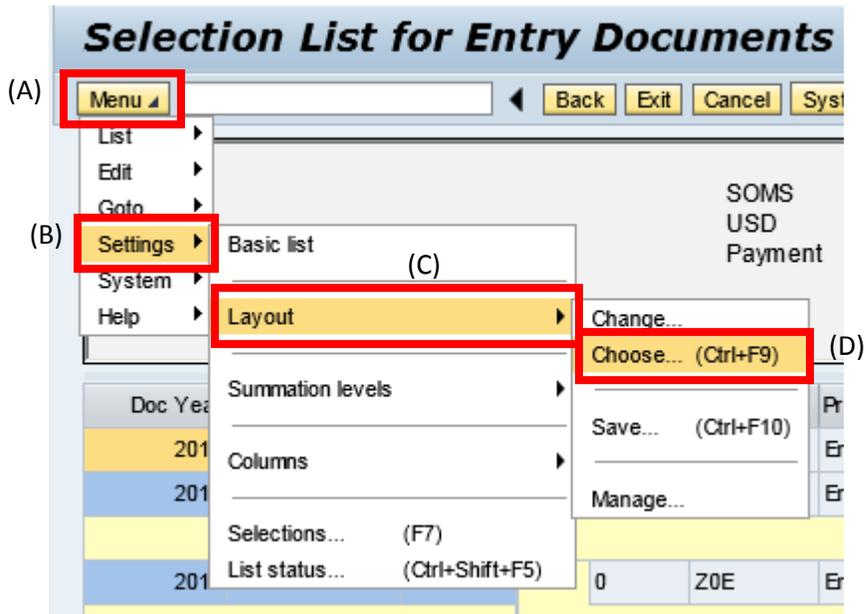


- (3) To see your Z1 / Z2 Budget in total enter your agency number in the “Funds Center” field (in the example below, #### stands for your 4 digit Agency number).

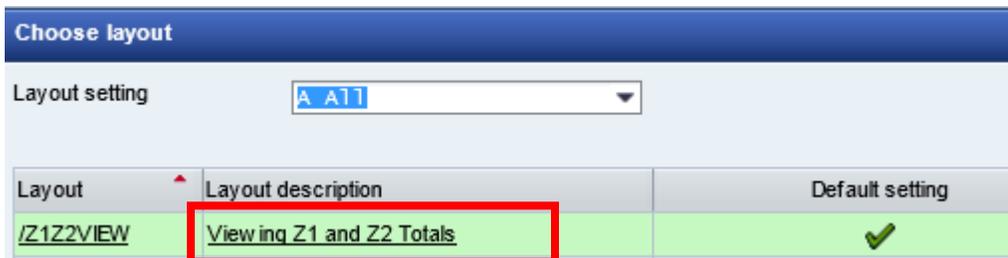


- (4) After entering your search criteria, execute the report.

- (5) To see only your Z1/Z2 budget report, choose the “**Z1Z2VIEW**” variant. To do this:
- select “**Menu**”, then
  - select “**Settings**”, then
  - select “**Layout**”, then
  - select “**Choose...**”



- (6) Single-click on the “**Viewing Z1 and Z2 Totals**” option.



- (7) This report will show you:
- the Z1 totaled, then
  - the Z2 totaled, then
  - the total for Z1/Z2 combined.