

**Subject:** Controllable Dollars Report Notification

**Audience:** Finance users

This is a reminder that Business Warehouse (BW) offers a Controllable Dollars report (ZFI\_ZFIAPO04\_Q001) to assist agencies with calculating their controllable dollars spending. All general ledger (G/L) accounts marked controllable will be included in the report if they do not meet exclusions rules. Users who access the report should note the following:

- Direct payments and journal entries: If a contract number is listed in the first ten digits of the line item text, that expenditure will not be listed on the report.
- Below is a list of commonly used purchase order types that are excluded from the report:
  - ZBEM – Blanket Emergency
  - ZBSS – Blanket Sole Source
  - ZEMR – Emergency PO
  - ZFEM – Framework Emergency
  - ZFSS – Framework Sole Source
  - ZSOL – Sole Source PO
  - Z10 – 10 Percent Contract
  - ZCAP – Capital Lease PO
  - ZEXP – Exemption PO
  - ZBEX – Blanket Exemption
  - ZAUC – Auction PO
  - ZCMS – Case Management PO
  - ZFEX – Framework Exemption
  - ZOPE – Lease/Rental PO
  - ZSTR – SCEIS Stock Transfer Order
- When users are unsure if an expenditure is controllable or noncontrollable, they may display G/L details by using t-code FS00 and navigating to the Additional Fields tab to see if the G/L account is controllable.

If you have questions, contact the SCEIS Help Desk at 803-896-0001 and **select option 2** for SCEIS issues or visit <https://sceis.sc.gov/requests>.