Detail Budget Cheat Sheet

- Balance each request by Source of Funding and FTEs by adding line item details in the My Executive Summary filters. Training information can be found at Budget Planning Documents | Department of Administration (sc.gov).

- Funded programs with X in the 12th digit must use 561000 Commitment Item.

- Any increase in FTE requires a New Positions Commitment Item (501059, 501061) and a Job Title.

- Employer contributions should be entered into the 95* Funded Program and 513000 Commitment Item.

- B1 Forms must not use any 98* or 99* Funded Programs.

- B2 Forms must ONLY use 98* Funded Programs.

- C Forms must ONLY use 99* Funded Programs and 507000 Commitment Item.

- Allocations must be spread to a personnel code and cannot use the 501095 – Employee Pay Plan commitment item.

- If a new Commitment Item or Job Title is needed, put in an email request to your budget analyst.

- If a new Funded Program is needed, a Restructuring Form is necessary. Contact your budget analyst for further details.

- Let your analyst know if you need a realignment or restructuring to the base budget. Base budget reports will be emailed to agencies from the assigned budget analyst. Realignments and restructurings must net to zero by source of funding.