

INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

SALARY CONTROL

Overview

The Salary Control form within IBIS is intended to show the current Authorized budget for salaries (as held in IBIS) compared to the current obligation for funded positions for each budget code, fund code and salary account code, as reported by the HR/Payroll system (“BEACON”). The difference between these two amounts is called **Salary Reserve**. Salary reserve varies during the year as employees are hired, separated, or given salary changes, including Legislative Increases (LI).

The Certified salary budget is initially set by the Legislature in each budget (usually July) and can be modified during the year by budget revisions. The new total, adjusted for budget revisions, becomes the Authorized budget.

In addition to salaries, the Salary Control form maintains the Authorized position count (IBIS FTE) which can be compared to the HR position count (Beacon FTE). Changes to the Authorized position counts must also be recorded on budget revisions.

The State Budget Act makes OSBM responsible for ensuring that permanent salary commitments do not exceed the Authorized budget amounts. The State Budget Act describes which kinds of changes OSBM is authorized to allow. The policies are explained in the [State Budget Manual](#).

The remainder of this guide describes how to navigate and use the Salary Control form in IBIS.

Scope

Salary Control is provided for many – but not all – Accounts

Included

IBIS Salary Control details are provided for Account in the 511XXXXX and 512XXXXX series only.

Because this account is often in question, we are calling it out in this guide specifically to show that it IS included in the IBIS Salary Control display:

51140000 SEC/COUNCIL OF ST SAL

Excluded

The following accounts are excluded from IBIS Salary Control display:

51254000 SPA TEACHING SUPPLEMENT

| | |
|----------|---------------------------|
| 51310000 | REG(N S) TEMP WAGES |
| 51350000 | STU TEMP WAGES |
| 51450000 | DUAL EMPL WAGES |
| 51652000 | COMPEN TO OTH ELECTED OFF |

Notes and Updates

Interface to the HR/Payroll (“BEACON”) system – Regular processing vs. Year-End Close Out

BEACON is the system of record for Position Salaries. BEACON sends a nightly, automated interface from BEACON to IBIS to report Position Salary amounts. Because this is an automated feed, IBIS displays the data exactly as it is received from BEACON.

During the fiscal year, under normal nightly processing, manual adjustment transactions in IBIS are not allowed, as these would just get wiped out by the next night’s interface overlaying the data. However, during the fiscal year-end close out, there may be a limited ability to do a manual adjustment when the BEACON interface is paused.

OSHR Mercer Project – June 2022

In June 2022, OSHR (through OSC), implemented the OSHR Mercer Project, which is an adjustment to classification salary ranges based on a salary survey. Based on implementing these new ranges, some employees have lower salaries than the new minimum starting salary for their Classification. The plan is for agencies to provide salary adjustments to bring affected Employees up to the minimum. However not all agencies have the funding to make these salary adjustments right away.

OSC will track employees that are under the new minimum but work for agencies that don’t yet have funding to increase the salaries through a new EXCLUDED list. This will stop the automatic matching of the Employee Salary to the Position Salary in BEACON each night for these Positions.

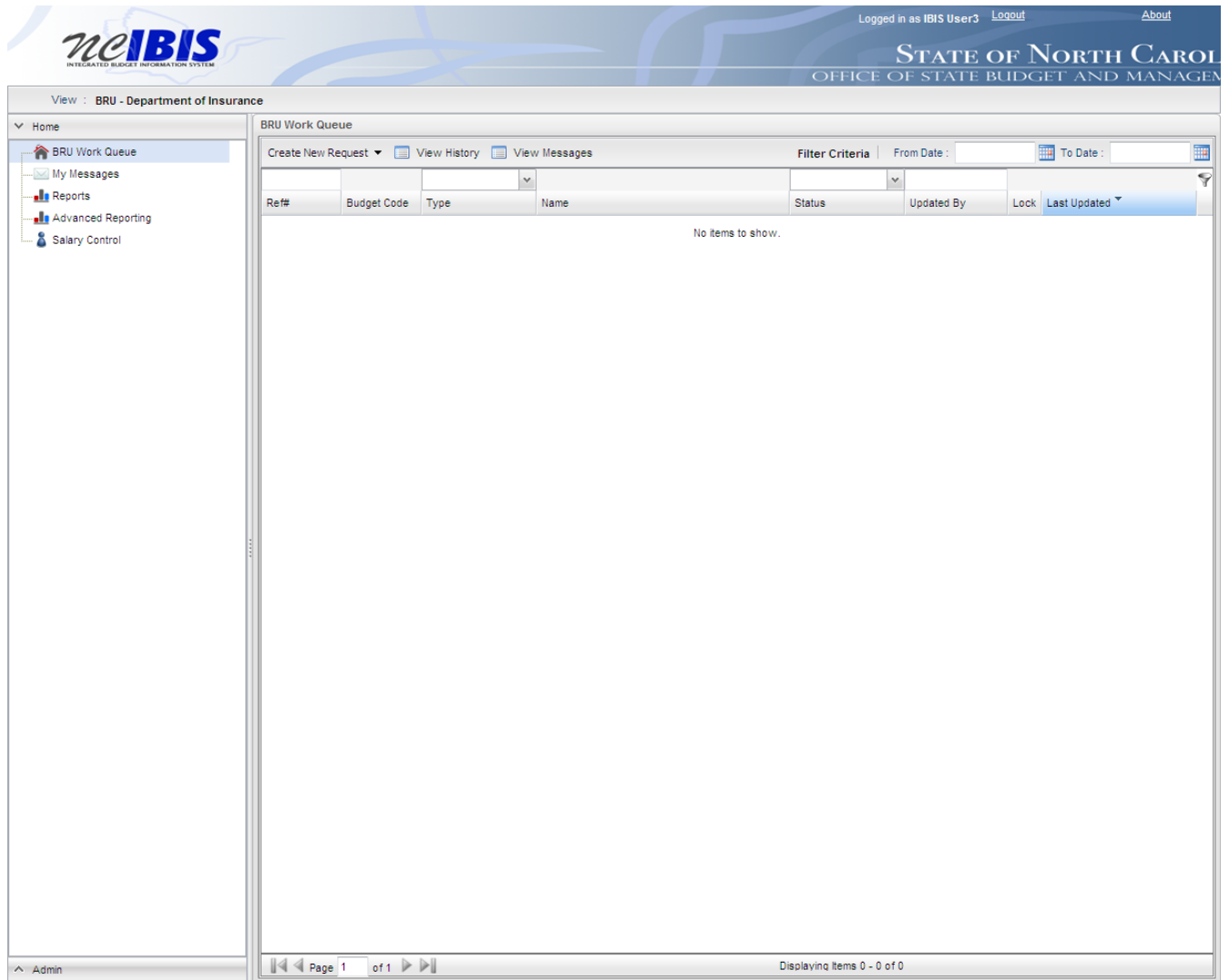
OSC considers this a temporary situation. As agencies have the funds, they will bring the employee up to the minimum for the salary range and then the positions will no longer be on the “Excluded” list.

At the time that the automatic matching for these Excluded employees was stopped, their Employee Salary and Position Salary **were both exactly the same and will stay that way** until an agency applies one of the special OSC-designated salary actions to bring the Employee to the minimum, or until the Legislative Increase (LI) salary action is applied. These are the triggers that OSC will look for, check if the Employee salary is now at or above the minimum and then remove the Employee from the Excluded list. This will then restart the matching of their Position salary to Employee Salary again.

It is important to note that IBIS receives the POSITION salary amounts from BEACON each night. If an agency has applied a salary action to an Excluded employee that is not one of the salary actions that OSC is expecting, it will not trigger the removal of the Employee from the Excluded list. This could cause IBIS to receive a lower POSITION salary than what the Employee is actually being paid.

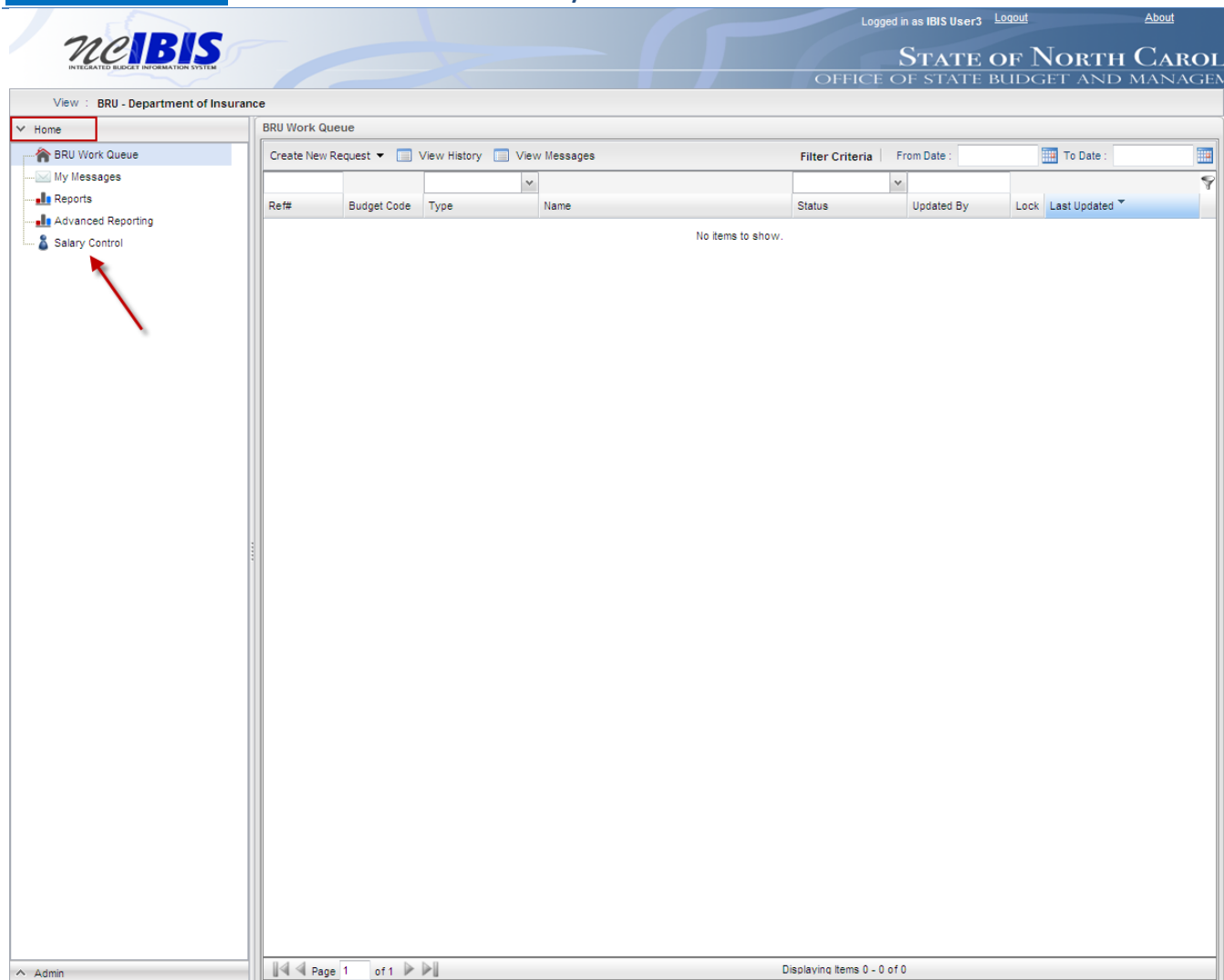
Accessing and Using Salary Control in IBIS

Once you have successfully logged in, you should see the BRU Work Queue Page. This could also be an Agency Work Queue or OSBM Work Queue page depending on log-in credentials.



The screenshot shows the neIBIS interface for the BRU Work Queue. The top navigation bar includes the neIBIS logo, the text "STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT", and user information: "Logged in as IBIS User3", "Logout", and "About". The main content area is titled "View : BRU - Department of Insurance" and "BRU Work Queue". It features a left-hand navigation menu with options: Home, BRU Work Queue (selected), My Messages, Reports, Advanced Reporting, and Salary Control. The main area contains a table with columns: Ref#, Budget Code, Type, Name, Status, Updated By, Lock, and Last Updated. The table is currently empty, displaying "No items to show." Above the table are controls for "Create New Request", "View History", "View Messages", and "Filter Criteria". Date filters for "From Date" and "To Date" are also present. At the bottom, there is a pagination control showing "Page 1 of 1" and a status message "Displaying Items 0 - 0 of 0".

Under the Home window in the upper left-hand corner, click on Salary Control.



View : BRU - Department of Insurance

BRU Work Queue

Create New Request View History View Messages Filter Criteria From Date : To Date :

| Ref# | Budget Code | Type | Name | Status | Updated By | Lock | Last Updated |
|-------------------|-------------|------|------|--------|------------|------|--------------|
| No items to show. | | | | | | | |

Page 1 of 1

Displaying Items 0 - 0 of 0

Once you click Salary Control, you will see the Salary Control form populated into the right pane of your screen as shown below. The top of the form has four columns:

- 1) Budget Code
- 2) Budget Fund
- 3) Account + Funding Source
- 4) Transaction ID

Salary Control also has a Detailed View pane at the bottom of the form where you can view data selected from one of the top four columns. The Detailed View defaults to Auto, which means it displays budget codes when the form is first opened.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-------------------|-------------|-------------------|-------------|-------------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | No items to show. | | No items to show. | | No items to show. | | | |
| 13902 | Insurance - General Fund | | | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | | | | | | | | |
| 23901 | Insurance - Special Fund - No... | | | | | | | | |

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Detailed View: Auto Budget Code Fund Code Account Transaction

Add Adjustment Transaction Export to Excel

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|-------|-----------------------------------|----------|------------|-----------------|-----------------|----------------|--------|
| 13900 | Insurance - General Fund | 448.680 | 447.680 | \$28,451,578.00 | \$27,951,892.00 | \$499,686.00 | 1 |
| 13902 | Insurance - General Fund | 153.250 | 153.250 | \$8,774,539.00 | \$8,634,832.00 | \$139,707.00 | 0 |
| 23900 | Insurance - Special Fund - Int... | 2.900 | 2.900 | \$264,624.00 | \$263,473.00 | \$1,151.00 | 0 |
| 23901 | Insurance - Special Fund - N... | 2.100 | 2.100 | \$118,617.00 | \$123,547.00 | \$(4,930.00) | 0 |

View the biennium field highlighted in the screenshot below. This will default to the current biennium. To change the biennium, click the dropdown arrow and select a new biennium. The Refresh button will need to be clicked to view data from another biennium.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-------------------|-------------|-------------------|-------------|-------------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | No items to show. | | No items to show. | | No items to show. | | | |
| 13902 | Insurance - General Fund | | | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | | | | | | | | |
| 23901 | Insurance - Special Fund - No... | | | | | | | | |

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Detailed View: Auto Budget Code Fund Code Account Transaction

Add Adjustment Transaction Export to Excel

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|-------|-----------------------------------|----------|------------|-----------------|-----------------|----------------|--------|
| 13900 | Insurance - General Fund | 448.680 | 447.680 | \$28,451,578.00 | \$27,951,892.00 | \$499,686.00 | 1 |
| 13902 | Insurance - General Fund | 153.250 | 153.250 | \$8,774,539.00 | \$8,634,832.00 | \$139,707.00 | 0 |
| 23900 | Insurance - Special Fund - Int... | 2.900 | 2.900 | \$264,624.00 | \$263,473.00 | \$1,151.00 | 0 |
| 23901 | Insurance - Special Fund - N... | 2.100 | 2.100 | \$118,617.00 | \$123,547.00 | \$(4,930.00) | 0 |

View the fiscal year fields as shown in the screenshot below. The form defaults to selecting the first fiscal year of a chosen biennium. Select the fiscal year desired by clicking the radio button that corresponds to that fiscal year.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-------------------|-------------|-------------------|-------------|-------------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | No items to show. | | No items to show. | | No items to show. | | | |
| 13902 | Insurance - General Fund | | | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | | | | | | | | |
| 23901 | Insurance - Special Fund - No... | | | | | | | | |

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Detailed View: Auto Budget Code Fund Code Account Transaction

Add Adjustment Transaction Export to Excel

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|-------|-----------------------------------|----------|------------|-----------------|-----------------|----------------|--------|
| 13900 | Insurance - General Fund | 448.680 | 447.680 | \$28,451,578.00 | \$27,951,892.00 | \$499,686.00 | 1 |
| 13902 | Insurance - General Fund | 153.250 | 153.250 | \$8,774,539.00 | \$8,634,832.00 | \$139,707.00 | 0 |
| 23900 | Insurance - Special Fund - Int... | 2.900 | 2.900 | \$264,624.00 | \$263,473.00 | \$1,151.00 | 0 |
| 23901 | Insurance - Special Fund - N... | 2.100 | 2.100 | \$118,617.00 | \$123,547.00 | \$(4,930.00) | 0 |

Click the Refresh button. You will see the Budget Code table populate with budget codes for the BRU and the bottom portion of the screen populate with budget code data. The bottom pane is set to default to show budget code information upon refreshing data. It will change automatically when fund, account or transaction ID is selected. It can also be changed manually by clicking the different buttons found in the middle of the screen listed by the Detailed View.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-------------------|-------------|-------------------|-------------|-------------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | No items to show. | | No items to show. | | No items to show. | | | |
| 13902 | Insurance - General Fund | | | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | | | | | | | | |
| 23901 | Insurance - Special Fund - No... | | | | | | | | |

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Detailed View: Auto Budget Code Fund Code Account Transaction Add Adjustment Transaction Export to Excel

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|-------|-----------------------------------|----------|------------|-----------------|-----------------|----------------|--------|
| 13900 | Insurance - General Fund | 448,680 | 447,680 | \$28,451,578.00 | \$27,951,892.00 | \$499,686.00 | 1 |
| 13902 | Insurance - General Fund | 153,250 | 153,250 | \$8,774,539.00 | \$8,634,832.00 | \$139,707.00 | 0 |
| 23900 | Insurance - Special Fund - Int... | 2,900 | 2,900 | \$264,624.00 | \$263,473.00 | \$1,151.00 | 0 |
| 23901 | Insurance - Special Fund - N... | 2,100 | 2,100 | \$118,617.00 | \$123,547.00 | \$(4,930.00) | 0 |

There are multiple ways to display data on the Salary Control form. A quick way to display budget code data is to hover over the budget code in the upper left portion of the screen. Doing so will display the following in a table: (Budget) Code; (Budget Code) Title; IBIS FTE; Beacon FTE; IBIS Budget; Beacon Salary; Salary Reserve; and Note #. This same information is displayed in the Detailed View portion of the form as highlighted below. The data displayed at this step will be summarized at the budget code level.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-------------------|-------------|-------------------|-------------|-------------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | No items to show. | | No items to show. | | No items to show. | | | |
| 13902 | Insurance - General Fund | | | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | | | | | | | | |
| 23901 | Insurance - Special Fund - No... | | | | | | | | |

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Detailed View: Auto Budget Code Fund Code Account Transaction

Add Adjustment Transaction Export to Excel

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|-------|-----------------------------------|----------|------------|-----------------|-----------------|----------------|--------|
| 13900 | Insurance - General Fund | 448,680 | 447,680 | \$28,451,578.00 | \$27,951,892.00 | \$499,686.00 | 1 |
| 13902 | Insurance - General Fund | 153,250 | 153,250 | \$8,774,539.00 | \$8,634,832.00 | \$139,707.00 | 0 |
| 23900 | Insurance - Special Fund - Int... | 2,900 | 2,900 | \$264,624.00 | \$263,473.00 | \$1,151.00 | 0 |
| 23901 | Insurance - Special Fund - N... | 2,100 | 2,100 | \$118,617.00 | \$123,547.00 | \$(4,930.00) | 0 |

The form allows a user to enter a note at the budget code, fund code, and account levels. To add a note, double click the budget code displayed in the bottom pane. You will see the following window appear that allows you to add a note for the selected budget code. The note option is a way to acknowledge an issue and to communicate with stakeholders about the issue.

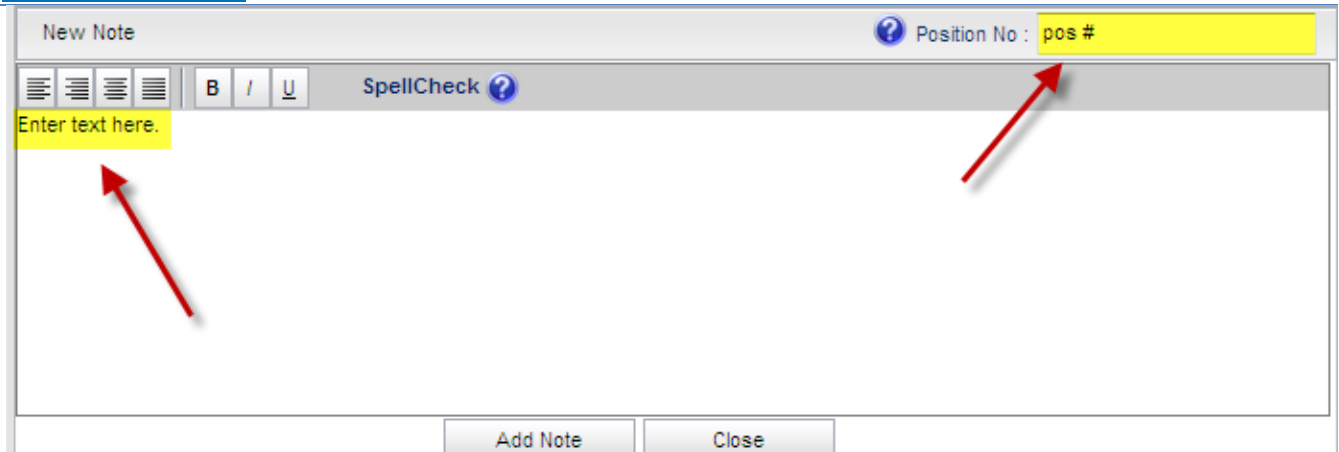
New Note

Position No:

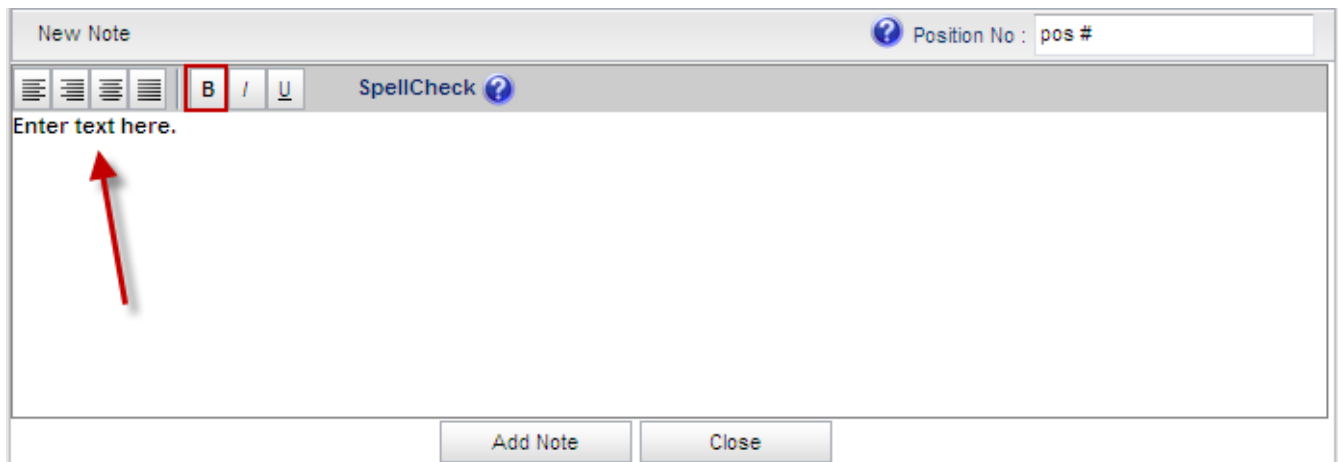
B / U SpellCheck

Add Note Close

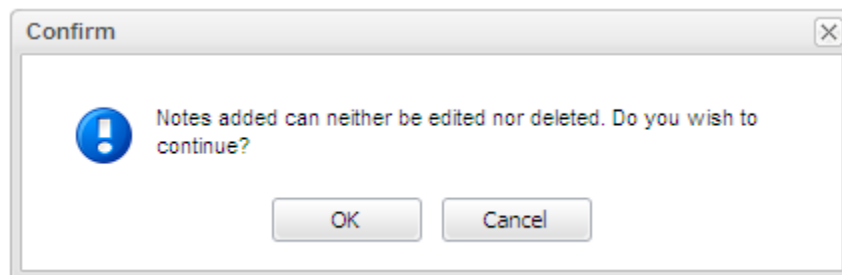
If adding a note is desired, click in the text field above the Add Note button and enter text. A position number can also be added to the note. Refer to the screenshot below.



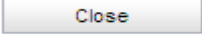
The text can be formatted using the options available. The screenshot below shows text bold by selecting the text and clicking “B” from the formatting menu options.

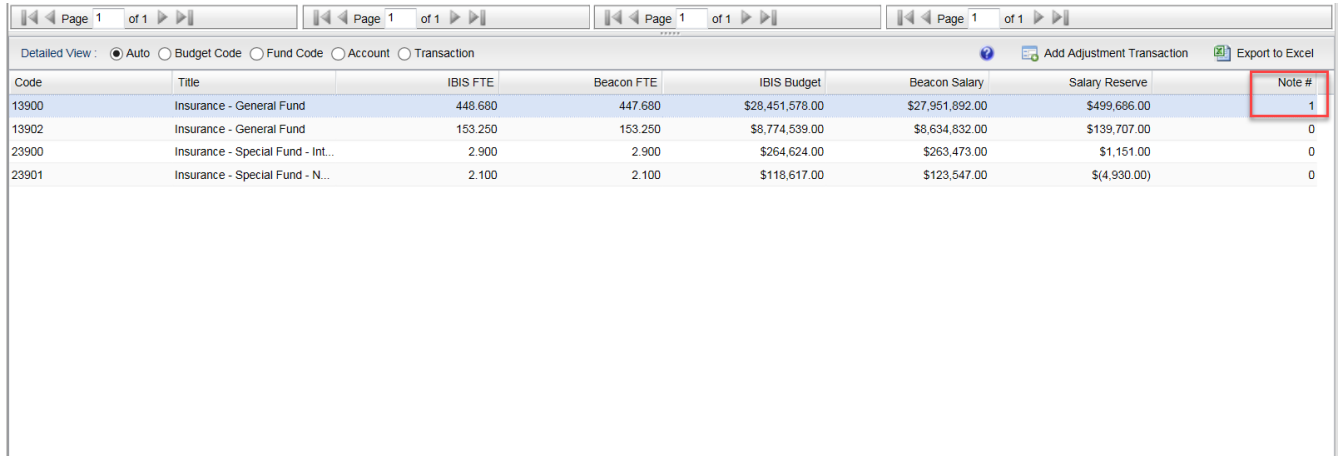


To add a note, click the Add Note button. You will see a window appear asking if you wish to continue since notes cannot be deleted as shown in the screenshot below.



Click OK to add the note or cancel the action if adding is not desired. If you click OK, you will see the note added with a created date, time, username and position number (if applicable). If you click Cancel, nothing is saved, and you will return to the notes window.

If more notes are to be added, follow the same steps described above. If you wish to return to the form, click the Close button  at the bottom of the screen. When you close the form after adding a note, you will see the Note# on the far side of the screen display the number of notes that have been added for that particular budget code, fund code or account as shown below.



| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|-------|-----------------------------------|----------|------------|-----------------|-----------------|----------------|--------|
| 13900 | Insurance - General Fund | 448.680 | 447.680 | \$28,451,578.00 | \$27,951,892.00 | \$499,686.00 | 1 |
| 13902 | Insurance - General Fund | 153.250 | 153.250 | \$8,774,539.00 | \$8,634,832.00 | \$139,707.00 | 0 |
| 23900 | Insurance - Special Fund - Int... | 2.900 | 2.900 | \$264,624.00 | \$263,473.00 | \$1,151.00 | 0 |
| 23901 | Insurance - Special Fund - N... | 2.100 | 2.100 | \$118,617.00 | \$123,547.00 | \$(4,930.00) | 0 |

To review fund code level detail, click on a budget code under the budget code header at the top of the form as shown below. You will see fund code information populate the fund code column of the form. The Detailed View will display the following in a table: (Fund) Code; (Fund Code) Title; IBIS FTE; Beacon FTE; IBIS Budget; Beacon Salary; Salary Reserve; and Note #. The data displayed at this step will be summarized at the fund code level.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|-------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | | No items to show. | | | | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | | | | | | |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | | | | | | |
| | | 1600 | Consumer Assistance Group | | | | | | |
| | | 1700 | Fraud Control Group | | | | | | |

Detailed View: Auto Budget Code Fund Code Account Transaction

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|------|------------------------------|----------|------------|----------------|----------------|----------------|--------|
| 1100 | Administration | 67.240 | 67.240 | \$4,664,898.00 | \$4,666,903.00 | \$7,995.00 | 1 |
| 1200 | Company Services Group | 99.080 | 99.080 | \$7,281,186.00 | \$7,242,563.00 | \$38,623.00 | 1 |
| 1400 | Producers and Products | 66.000 | 65.000 | \$4,034,740.00 | \$3,717,850.00 | \$316,890.00 | 0 |
| 1500 | Office of State Fire Marshal | 101.360 | 101.360 | \$6,233,802.00 | \$6,134,384.00 | \$99,418.00 | 0 |
| 1600 | Consumer Assistance Group | 63.000 | 63.000 | \$3,232,630.00 | \$3,218,041.00 | \$14,589.00 | 0 |
| 1700 | Fraud Control Group | 52.000 | 52.000 | \$3,004,322.00 | \$2,982,151.00 | \$22,171.00 | 0 |
| 1900 | Reserves and Transfers | 0.000 | 0.000 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 9999 | Missing Title-Salarycontrol | 0.000 | 0.000 | \$0.00 | \$0.00 | \$0.00 | 0 |

The form allows a user to enter a note at the budget code, fund code, and account levels. Since the process to add a note is the same throughout the form, please refer to the instructions for adding a note described earlier in this user guide.

To review account level detail, click on a fund code under the fund code header at the top of the form as shown below. You will see account code information populate the fund code column of the form. The Detailed View will display the following in a table: (Account) Code; (Account) Title; IBIS FTE; Beacon FTE; IBIS Budget; Beacon Salary; Salary Reserve; and Note #. The data displayed at this step will be summarized at the account code level.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|---------------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | 531111 | EPA-REG SALARIES-APPRO | | | | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | 531141 | SEC/COUNCIL OF ST SAL-APP | | | | |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | 531211 | SPA-REG SALARIES-APPRO | | | | |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | 531212 | SPA-REG SALARIES-RECPT | | | | |
| | | 1600 | Consumer Assistance Group | | | | | | |
| | | 1700 | Fraud Control Group | | | | | | |

Page 1 of 1

Transaction ID: No items to show.

Page 1 of 1

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Page 1 of 1

Detailed View: Auto Budget Code Fund Code Account Transaction

Add Adjustment Transaction Export to Excel

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|--------|----------------------------|----------|------------|----------------|----------------|----------------|--------|
| 531111 | EPA-REG SALARIES-APPRO | 0.000 | 0.000 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 531141 | SEC/COUNCIL OF ST SAL-A... | 1.000 | 1.000 | \$127,561.00 | \$127,561.00 | \$0.00 | 0 |
| 531211 | SPA-REG SALARIES-APPRO | 64.700 | 64.700 | \$4,458,400.00 | \$4,452,615.00 | \$5,785.00 | 0 |
| 531212 | SPA-REG SALARIES-RECPT | 1.540 | 1.540 | \$78,937.00 | \$76,727.00 | \$2,210.00 | 0 |

The form allows a user to enter a note at the budget code, fund code, and account levels. Since the process to add a note is the same throughout the form, please refer to the instructions for adding a note described earlier in this user manual.

Click on an account in the account column at the top of the form as shown below. You will see transaction data appear in the far-right column of the screen as well as the Detailed View portion of the screen. Transaction data will consist of any BEACON action or budget revision that affects positions within that budget code, fund code, and account combination.

The Detailed View tab will show the following columns: Code (i.e. system assigned transaction number), Actual Date (of the transaction), Effective Date (of the transaction), Position (number associated with the transaction), and the effect, if any, on IBIS FTE, Beacon FTE, IBIS Salary or Beacon Salary.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|---------------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | 531111 | EPA-REG SALARIES-APPRO | 713801 | 07/01/2017 | 07/01/2017 | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | 531141 | SEC/COUNCIL OF ST SAL-APP | 689734 | 07/20/2017 | 07/19/2017 | 60013307 |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | 531211 | SPA-REG SALARIES-APPRO | 689742 | 07/20/2017 | 07/10/2017 | 60013521 |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | 531212 | SPA-REG SALARIES-RECPT | 691190 | 07/25/2017 | 07/18/2017 | 60013725 |
| | | 1600 | Consumer Assistance Group | | | 691545 | 07/25/2017 | 07/01/2017 | 65001866 |
| | | 1700 | Fraud Control Group | | | 691544 | 07/25/2017 | 07/01/2017 | 65001866 |

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Detailed View: Auto Budget Code Fund Code Account Transaction

| Actual Date | Effective Date | Position | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Transaction Type | Notes |
|-------------|----------------|----------|----------|------------|----------------|----------------|------------------|-------------------------------|
| 07/01/2017 | 07/01/2017 | | 61.200 | 0.000 | \$4,191,774.00 | \$0.00 | IBIS | BD 307 |
| 07/20/2017 | 07/19/2017 | 60013307 | 0.000 | 0.000 | \$0.00 | \$(2,460.00) | BEACON | 60013307 AT \$54000 Brow... |
| 07/20/2017 | 07/10/2017 | 60013521 | 0.000 | 0.000 | \$0.00 | \$(1,494.00) | BEACON | 60013521 AT \$32610 Howell |
| 07/25/2017 | 07/18/2017 | 60013725 | 0.000 | 0.000 | \$0.00 | \$(4,487.00) | BEACON | 60013725 AT \$28454 Steagall |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$1,000.00 | BEACON | 65001866 AT \$59282 Best |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$(17,238.00) | BEACON | 65001866 AT \$59282 Best |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 64.700 | \$0.00 | \$4,395,169.00 | BEACON | CURRENT SALARIES |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 0.000 | \$0.00 | \$57,968.00 | BEACON | LEG INCR (64.7 POS) |
| 08/15/2017 | 08/08/2017 | 60013323 | 0.000 | 0.000 | \$0.00 | \$(5,874.00) | BEACON | 60013323 AT \$32000 VACA... |
| 09/14/2017 | 07/01/2017 | 60013309 | 0.500 | 0.000 | \$6,507.00 | \$0.00 | IBIS | (120016)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013712 | 1.000 | 0.000 | \$68,361.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013717 | 1.000 | 0.000 | \$105,289.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/21/2017 | 09/01/2017 | 60013666 | 0.000 | 0.000 | \$0.00 | \$1,768.00 | BEACON | 60013666 AT \$50238 VACA... |
| 09/22/2017 | 06/30/2017 | 60013316 | 0.000 | (1.000) | \$0.00 | \$(40,000.00) | BEACON | 60013316 AT \$40000 ABOL... |
| 09/23/2017 | 09/22/2017 | 60013313 | 0.000 | 0.000 | \$0.00 | \$4,000.00 | BEACON | 60013313 AT \$84000 Cook |
| 09/23/2017 | 09/22/2017 | 60013334 | 0.000 | 0.000 | \$0.00 | \$12,628.00 | BEACON | 60013334 AT \$77000 Robin... |

Click in the Position Search field in the upper right corner of the screen as shown below.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|---------------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | 531111 | EPA-REG SALARIES-APPRO | 713801 | 07/01/2017 | 07/01/2017 | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | 531141 | SEC/COUNCIL OF ST SAL-APP | 689734 | 07/20/2017 | 07/19/2017 | 60013307 |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | 531211 | SPA-REG SALARIES-APPRO | 689742 | 07/20/2017 | 07/10/2017 | 60013521 |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | 531212 | SPA-REG SALARIES-RECPT | 691190 | 07/25/2017 | 07/18/2017 | 60013725 |
| | | 1600 | Consumer Assistance Group | | | 691545 | 07/25/2017 | 07/01/2017 | 65001866 |
| | | 1700 | Fraud Control Group | | | 691544 | 07/25/2017 | 07/01/2017 | 65001866 |

Page 1 of 1

To search, enter a valid position number in the field and click the search button. If results are returned, you will see a search window appear with transactions that affect the positions searched as shown below.



Salary Control

IBIS User Guide

Search - Position: 60013650 Biennium: All

| Budget Code | Fund Code | Account | Transaction | Actual Date | Effective Date | Position | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Notes |
|-------------|-----------|---------|-------------|-------------|----------------|----------|----------|------------|-------------|---------------|-----------------------|
| 13900 | 1100 | 531211 | 142294 | 11/08/2011 | 10/03/2011 | 60013650 | 0 | 0 | \$0.00 | \$(1,446.00) | 60013650 AT \$6977... |
| 13900 | 1100 | 531211 | 396813 | 02/21/2014 | 01/01/2014 | 60013650 | 0 | 0 | \$3,531.00 | \$0.00 | (110117)Budget Rev... |
| 13900 | 1100 | 531211 | 397142 | 02/22/2014 | 01/01/2014 | 60013650 | 0 | 0 | \$0.00 | \$3,531.00 | 60013650 AT \$7414... |
| 13900 | 1100 | 531211 | 419141 | 07/16/2014 | 07/01/2014 | 60013650 | 0 | 0 | \$0.00 | \$7,415.00 | 60013650 AT \$7414... |
| 13900 | 1100 | 531211 | 428109 | 08/22/2014 | 07/01/2014 | 60013650 | 0 | 0 | \$0.00 | \$0.00 | 60013650 AT \$8256... |
| 13900 | 1100 | 531211 | 583155 | 06/02/2016 | 06/01/2016 | 60013650 | 0 | 0 | \$0.00 | \$3,302.00 | 60013650 AT \$8586... |
| 13900 | 1100 | 531211 | 751745 | 12/05/2017 | 12/05/2017 | 60013650 | 0 | 1 | \$0.00 | \$50,000.00 | Test |

| Position | IBIS User Notes |
|----------|-------------------|
| 60013650 | Hello How are you |

Close

Entering a Manual Adjustment

A Manual Adjustment can be added during the annual fiscal year-end closeout. Please work with your OSBM Budget Analyst to understand when / if this is needed.

During the fiscal year, under normal nightly processing, manual adjustment transactions are not allowed, as these would just get wiped out by the next night's interface. During the fiscal year-end close out, there may be a limited ability to do a manual adjustment when the BEACON interface is paused.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|------------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | 531111 | EPA-REG SALARIES-APPR | | | | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | 531141 | SEC/COUNCIL OF ST SAL | | | | |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | 531211 | SPA-REG SALARIES-APPR | 669742 | 07/20/2017 | 07/10/2017 | 60013521 |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | 531212 | SPA-REG SALARIES-RECPT | 691190 | 07/25/2017 | 07/18/2017 | 60013725 |
| | | 1600 | Consumer Assistance Group | | | 691545 | 07/25/2017 | 07/01/2017 | 65001866 |
| | | 1700 | Fraud Control Group | | | 691544 | 07/25/2017 | 07/01/2017 | 65001866 |

Manual Adjustment can be made to Salary Control Detail transactions by Clicking on the button Add Adjustment Transaction

Detailed View: Auto Budget Code Fund Code Account Transaction

| Actual Date | Effective Date | Position | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Transaction Type | Notes |
|-------------|----------------|----------|----------|------------|----------------|----------------|------------------|-------------------------------|
| 07/01/2017 | 07/01/2017 | | 61.200 | 0.000 | \$4,191,774.00 | \$0.00 | IBIS | BD 307 |
| 07/20/2017 | 07/19/2017 | 60013307 | 0.000 | 0.000 | \$0.00 | \$(2,460.00) | BEACON | 60013307 AT \$54000 Brow... |
| 07/20/2017 | 07/10/2017 | 60013521 | 0.000 | 0.000 | \$0.00 | \$(1,494.00) | BEACON | 60013521 AT \$32610 Howell |
| 07/25/2017 | 07/18/2017 | 60013725 | 0.000 | 0.000 | \$0.00 | \$(4,487.00) | BEACON | 60013725 AT \$28454 Steagall |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$1,000.00 | BEACON | 65001866 AT \$59282 Best |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$(17,238.00) | BEACON | 65001866 AT \$59282 Best |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 64.700 | \$0.00 | \$4,395,169.00 | BEACON | CURRENT SALARIES |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 0.000 | \$0.00 | \$57,968.00 | BEACON | LEG INCR (64.7 POS) |
| 08/15/2017 | 08/08/2017 | 60013323 | 0.000 | 0.000 | \$0.00 | \$(5,874.00) | BEACON | 60013323 AT \$32000 VACA... |
| 09/14/2017 | 07/01/2017 | 60013309 | 0.500 | 0.000 | \$6,507.00 | \$0.00 | IBIS | (120016)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013712 | 1.000 | 0.000 | \$68,361.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013717 | 1.000 | 0.000 | \$105,289.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/21/2017 | 09/01/2017 | 60013666 | 0.000 | 0.000 | \$0.00 | \$1,768.00 | BEACON | 60013666 AT \$50238 VACA... |
| 09/22/2017 | 06/30/2017 | 60013316 | 0.000 | (1.000) | \$0.00 | \$(40,000.00) | BEACON | 60013316 AT \$40000 ABOL... |
| 09/23/2017 | 09/22/2017 | 60013313 | 0.000 | 0.000 | \$0.00 | \$4,000.00 | BEACON | 60013313 AT \$84000 Cook |
| 09/23/2017 | 09/22/2017 | 60013334 | 0.000 | 0.000 | \$0.00 | \$12,628.00 | BEACON | 60013334 AT \$77000 Robin... |

Add Adjustment Transaction Export to Excel

Salary Control - Department of Insurance

Biennium : 2017-2019 Fiscal Year : 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|---------------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | 531111 | EPA-REG SALARIES-APPRO | 713801 | 07/01/2017 | 07/01/2017 | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | 531141 | SEC/COUNCIL OF ST SAL-APP | 689734 | 07/20/2017 | 07/19/2017 | 60013307 |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | 531211 | SPA-REG SALARIES-APPRO | 689742 | 07/20/2017 | 07/10/2017 | 60013521 |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | 531212 | SPA-REG SALARIES-RECPT | 691190 | 07/25/2017 | 07/18/2017 | 60013725 |
| | | 1600 | Consumer Assistance Group | | | 691545 | 07/25/2017 | 07/01/2017 | 65001866 |
| | | 1700 | Fraud Control Group | | | 691544 | 07/25/2017 | 07/01/2017 | 65001866 |

Page 1 of 1

Detailed View: Auto Budget Code Fund Code Account Transaction

Add Adjustment Transaction Export to Excel

| Actual Date | Effective Date | Position | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Transaction Type | Notes |
|-------------|----------------|----------|----------|------------|----------------|----------------|------------------|-------------------------------|
| 07/01/2017 | 07/01/2017 | | 61.200 | 0.000 | \$4,191,774.00 | \$0.00 | IBIS | BD 307 |
| 07/20/2017 | 07/19/2017 | 60013307 | 0.000 | 0.000 | \$0.00 | \$(2,460.00) | BEACON | 60013307 AT \$54000 Brow... |
| 07/20/2017 | 07/10/2017 | 60013521 | 0.000 | 0.000 | \$0.00 | \$(1,494.00) | BEACON | 60013521 AT \$32610 Howell |
| 07/25/2017 | 07/18/2017 | 60013725 | 0.000 | 0.000 | \$0.00 | \$(4,487.00) | BEACON | 60013725 AT \$28454 Steagal |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$1,000.00 | BEACON | 65001866 AT \$59282 Best |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$(17,238.00) | BEACON | 65001866 AT \$59282 Best |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 64.700 | \$0.00 | \$4,395,169.00 | BEACON | CURRENT SALARIES |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 0.000 | \$0.00 | \$57,968.00 | BEACON | LEG INCR (64.7 POS) |
| 08/15/2017 | 08/08/2017 | 60013323 | 0.000 | 0.000 | \$0.00 | \$(5,874.00) | BEACON | 60013323 AT \$32000 VACA... |
| 09/14/2017 | 07/01/2017 | 60013309 | 0.500 | 0.000 | \$6,507.00 | \$0.00 | IBIS | (120016)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013712 | 1.000 | 0.000 | \$68,961.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013717 | 1.000 | 0.000 | \$105,289.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/21/2017 | 09/01/2017 | 60013666 | 0.000 | 0.000 | \$0.00 | \$1,768.00 | BEACON | 60013666 AT \$50238 VACA... |
| 09/22/2017 | 09/30/2017 | 60013316 | 0.000 | (1.000) | \$0.00 | \$(40,000.00) | BEACON | 60013316 AT \$40000 ABOL... |
| 09/23/2017 | 09/22/2017 | 60013313 | 0.000 | 0.000 | \$0.00 | \$4,000.00 | BEACON | 60013313 AT \$84000 Cook |
| 09/23/2017 | 09/22/2017 | 60013334 | 0.000 | 0.000 | \$0.00 | \$12,628.00 | BEACON | 60013334 AT \$77000 Robin... |

New Salary Control Adjustment Transaction

Biennium : 2017-19
 Fiscal Year : 2017-2018
 BRU : Department of Insurance
 BudgetCode : 13900 - Insurance - General Fund
 Fund Code : 1100 - Administration
 Account Number : 531211 - SPA-REG SALARIES-APPRO

Effective Date : 12/05/2017
 Transaction Date : 12/05/2017

Beacon Salary :
 Beacon FTE :

Position Number :

Add Notes :

Cancel Proceed

Exporting Salary Control data to Excel

To export Salary Control data to Excel for additional analysis, select the 'Export to Excel' option. This will run the export and open the file in an Excel (.XLSX format) for your review.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh

Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|---------------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | 531111 | EPA-REG SALARIES-APPRO | 713801 | 07/01/2017 | 07/01/2017 | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | 531141 | SEC/COUNCIL OF ST SAL-APP | 689734 | 07/20/2017 | 07/19/2017 | 60013307 |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | 531211 | SPA-REG SALARIES-APPRO | 689742 | 07/20/2017 | 07/10/2017 | 60013521 |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | 531212 | SPA-REG SALARIES-RECPT | 691190 | 07/25/2017 | 07/18/2017 | 60013725 |
| | | 1600 | Consumer Assistance Group | | | 691545 | 07/25/2017 | 07/01/2017 | 65001866 |
| | | 1700 | Fraud Control Group | | | 691544 | 07/25/2017 | 07/01/2017 | 65001866 |

Detailed View: Auto Budget Code Fund Code Account Transaction

Add Adjustment Transaction **Export to Excel**

| Actual Date | Effective Date | Position | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Transaction Type | Notes |
|-------------|----------------|----------|----------|------------|----------------|----------------|------------------|-------------------------------|
| 07/01/2017 | 07/01/2017 | | 61.200 | 0.000 | \$4,191,774.00 | \$0.00 | IBIS | BD 307 |
| 07/20/2017 | 07/19/2017 | 60013307 | 0.000 | 0.000 | \$0.00 | \$(2,460.00) | BEACON | 60013307 AT \$54000 Brow... |
| 07/20/2017 | 07/10/2017 | 60013521 | 0.000 | 0.000 | \$0.00 | \$(1,494.00) | BEACON | 60013521 AT \$32610 Howell |
| 07/25/2017 | 07/19/2017 | 60013725 | 0.000 | 0.000 | \$0.00 | \$(4,487.00) | BEACON | 60013725 AT \$28454 Steagall |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$1,000.00 | BEACON | 65001866 AT \$59282 Best |
| 07/25/2017 | 07/01/2017 | 65001866 | 0.000 | 0.000 | \$0.00 | \$(17,238.00) | BEACON | 65001866 AT \$59282 Best |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 64.700 | \$0.00 | \$4,395,169.00 | BEACON | CURRENT SALARIES |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 0.000 | \$0.00 | \$57,968.00 | BEACON | LEG INCR (64.7 POS) |
| 08/15/2017 | 08/08/2017 | 60013323 | 0.000 | 0.000 | \$0.00 | \$(5,874.00) | BEACON | 60013323 AT \$32000 VACA... |
| 09/14/2017 | 07/01/2017 | 60013309 | 0.500 | 0.000 | \$6,507.00 | \$0.00 | IBIS | (120016)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013712 | 1.000 | 0.000 | \$68,361.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013717 | 1.000 | 0.000 | \$105,289.00 | \$0.00 | IBIS | (120009)Budget Revision se... |
| 09/21/2017 | 09/01/2017 | 60013666 | 0.000 | 0.000 | \$0.00 | \$1,768.00 | BEACON | 60013666 AT \$50238 VACA... |
| 09/22/2017 | 06/30/2017 | 60013316 | 0.000 | (1.000) | \$0.00 | \$(40,000.00) | BEACON | 60013316 AT \$40000 ABOL... |
| 09/23/2017 | 09/22/2017 | 60013313 | 0.000 | 0.000 | \$0.00 | \$4,000.00 | BEACON | 60013313 AT \$84000 Cook |
| 09/23/2017 | 09/22/2017 | 60013334 | 0.000 | 0.000 | \$0.00 | \$12,628.00 | BEACON | 60013334 AT \$77000 Robin... |



Salary Control

IBIS User Guide

| 1 | BRU | Budget Cc | Budget Cc | Fund Code | Fund Code | Account | Account Title | | | | | | | | | | | |
|----|------------|------------|-------------|------------|-----------|-----------|------------------------|-----------|------------|------------|---|--|--|--|--|--|--|--|
| 2 | 120 | 13900 | Insurance | 1100 | Administr | 531211 | SPA-REG SALARIES-APPRO | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | |
| 5 | Transactio | Actual Dat | Effective I | Position # | IBIS FTE | Beacon FT | IBIS Budge | Beacon Sa | Salary Res | Transactio | Note | | | | | | | |
| 6 | 713801 | 07/01/201 | 07/01/201 | | 61.200 | 0.000 | 4191774 | 0 | 4191774 | IBIS | BD 307 | | | | | | | |
| 7 | 689742 | 07/20/201 | 07/10/201 | 60013521 | 0.000 | 0.000 | 0 | -1494 | 1494 | BEACON | 60013521 AT \$32610 Howell | | | | | | | |
| 8 | 689734 | 07/20/201 | 07/19/201 | 60013307 | 0.000 | 0.000 | 0 | -2460 | 2460 | BEACON | 60013307 AT \$54000 Browning | | | | | | | |
| 9 | 691545 | 07/25/201 | 07/01/201 | 65001866 | 0.000 | 0.000 | 0 | 1000 | -1000 | BEACON | 65001866 AT \$59282 Best | | | | | | | |
| 10 | 691544 | 07/25/201 | 07/01/201 | 65001866 | 0.000 | 0.000 | 0 | -17238 | 17238 | BEACON | 65001866 AT \$59282 Best | | | | | | | |
| 11 | 691190 | 07/25/201 | 07/18/201 | 60013725 | 0.000 | 0.000 | 0 | -4487 | 4487 | BEACON | 60013725 AT \$28454 Steagall | | | | | | | |
| 12 | 684845 | 07/29/201 | 07/01/201 | 00000000 | 0.000 | 64.700 | 0 | 4395169 | -4395169 | BEACON | CURRENT SALARIES | | | | | | | |
| 13 | 711949 | 07/29/201 | 07/01/201 | 00000000 | 0.000 | 0.000 | 0 | 57968 | -57968 | BEACON | LEG INCR (64.7 POS) | | | | | | | |
| 14 | 694141 | 08/15/201 | 08/08/201 | 60013323 | 0.000 | 0.000 | 0 | -5874 | 5874 | BEACON | 60013323 AT \$32000 VACANT | | | | | | | |
| 15 | 719269 | 09/14/201 | 07/01/201 | 60013309 | 0.500 | 0.000 | 6507 | 0 | 6507 | IBIS | (120016)Budget Revision sent to salary control detail | | | | | | | |
| 16 | 719532 | 09/14/201 | 07/01/201 | 60013712 | 1.000 | 0.000 | 68361 | 0 | 68361 | IBIS | (120009)Budget Revision sent to salary control detail | | | | | | | |
| 17 | 721532 | 09/14/201 | 07/01/201 | 60013717 | 1.000 | 0.000 | 105289 | 0 | 105289 | IBIS | (120009)Budget Revision sent to salary control detail | | | | | | | |
| 18 | 727804 | 09/21/201 | 09/01/201 | 60013666 | 0.000 | 0.000 | 0 | 1768 | -1768 | BEACON | 60013666 AT \$50238 VACANT | | | | | | | |
| 19 | 728086 | 09/22/201 | 06/30/201 | 60013316 | 0.000 | -1.000 | 0 | -40000 | 40000 | BEACON | 60013316 AT \$40000 ABOLISH | | | | | | | |
| 20 | 728604 | 09/23/201 | 09/22/201 | 60013313 | 0.000 | 0.000 | 0 | 4000 | -4000 | BEACON | 60013313 AT \$84000 Cook | | | | | | | |
| 21 | 728605 | 09/23/201 | 09/22/201 | 60013334 | 0.000 | 0.000 | 0 | 12628 | -12628 | BEACON | 60013334 AT \$77000 Robinson | | | | | | | |
| 22 | 729292 | 09/27/201 | 09/01/201 | 60013334 | 0.000 | 0.000 | 0 | 12628 | -12628 | BEACON | 60013334 AT \$77000 Robinson | | | | | | | |
| 23 | 730238 | 10/03/201 | 07/01/201 | 60013581 | -1.000 | 0.000 | -70177 | 0 | -70177 | IBIS | (120044)Budget Revision sent to salary control detail | | | | | | | |
| 24 | 733211 | 10/10/201 | 10/01/201 | 60013581 | 0.000 | -1.000 | 0 | -70177 | 70177 | BEACON | 60013581 AT \$70177 Cable | | | | | | | |
| 25 | 738305 | 10/18/201 | 10/01/201 | 60013522 | 0.000 | 1.000 | 0 | 35685 | -35685 | BEACON | 60013522 AT \$35685 VACANT | | | | | | | |
| 26 | 738769 | 10/19/201 | 10/18/201 | 60013666 | 0.000 | 0.000 | 0 | 34877 | -34877 | BEACON | 60013666 AT \$85115 Rosser | | | | | | | |
| 27 | 738986 | 10/20/201 | 10/01/201 | 60013522 | 1.000 | 0.000 | 35685 | 0 | 35685 | IBIS | (120080)Budget Revision sent to salary control detail | | | | | | | |
| 28 | 739032 | 10/20/201 | 10/01/201 | 60013301 | 0.000 | 0.000 | 0 | -9286 | 9286 | BEACON | 60013301 AT \$70918 VACANT | | | | | | | |
| 29 | 739033 | 10/20/201 | 10/01/201 | 60013604 | 0.000 | 1.000 | 0 | 62264 | -62264 | BEACON | 60013604 AT \$62264 VACANT | | | | | | | |
| 30 | 739644 | 10/24/201 | 10/23/201 | 60013309 | 0.000 | 0.000 | 0 | 2075 | -2075 | BEACON | 60013309 AT \$87150 Gray | | | | | | | |
| 31 | 739902 | 10/25/201 | 07/01/201 | n/a | 0.000 | 0.000 | 58697 | 0 | 58697 | IBIS | (110008)Budget Revision sent to salary control detail | | | | | | | |
| 32 | 748618 | 11/21/201 | 10/01/201 | 60013604 | 1.000 | 0.000 | 62264 | 0 | 62264 | IBIS | (120124)Budget Revision sent to salary control detail | | | | | | | |
| 33 | 748638 | 11/21/201 | 11/20/201 | 60013604 | 0.000 | 0.000 | 0 | -12853 | 12853 | BEACON | 60013604 AT \$49411 Taylor | | | | | | | |
| 34 | 750799 | 12/01/201 | 10/01/201 | 60013725 | 0.000 | 0.000 | 0 | 1400 | -1400 | BEACON | 60013725 AT \$29854 Steagall | | | | | | | |
| 35 | 750771 | 12/01/201 | 10/01/201 | 60013323 | 0.000 | 0.000 | 0 | 1000 | -1000 | BEACON | 60013323 AT \$33000 Donald | | | | | | | |
| 36 | 750796 | 12/01/201 | 10/01/201 | 60013708 | 0.000 | 0.000 | 0 | 1000 | -1000 | BEACON | 60013708 AT \$33056 Narron | | | | | | | |
| 37 | 751745 | 12/05/201 | 12/05/201 | 60013650 | 0.000 | 1.000 | 0 | 50000 | -50000 | MANUAL | Test | | | | | | | |
| 38 | | | | Totals | 64.700 | 65.700 | 4458400 | 4509593 | -51193 | | | | | | | | | |

Salary Control Transactions



General User Notes

The screen dimensions can be changed by clicking and dragging the highlighted portion of the screen below. Adjusting the screen may help when reviewing data.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|-------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | | No items to show. | | | | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | | | | | | |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | | | | | | |
| | | 1600 | Consumer Assistance Group | | | | | | |
| | | 1700 | Fraud Control Group | | | | | | |

Page 1 of 1

Detailed View: Auto Budget Code Fund Code Account Transaction

| Code | Title | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|------|------------------------------|----------|------------|----------------|----------------|----------------|--------|
| 1100 | Administration | 67.240 | 67.240 | \$4,664,898.00 | \$4,656,903.00 | \$7,995.00 | 1 |
| 1200 | Company Services Group | 99.080 | 99.080 | \$7,281,186.00 | \$7,242,563.00 | \$38,623.00 | 1 |
| 1400 | Producers and Products | 66.000 | 65.000 | \$4,034,740.00 | \$3,717,850.00 | \$316,890.00 | 0 |
| 1500 | Office of State Fire Marshal | 101.360 | 101.360 | \$6,233,802.00 | \$6,134,384.00 | \$99,418.00 | 0 |
| 1600 | Consumer Assistance Group | 63.000 | 63.000 | \$3,232,630.00 | \$3,218,041.00 | \$14,589.00 | 0 |
| 1700 | Fraud Control Group | 52.000 | 52.000 | \$3,004,322.00 | \$2,982,151.00 | \$22,171.00 | 0 |
| 1900 | Reserves and Transfers | 0.000 | 0.000 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 9999 | Missing Title-Salarycontrol | 0.000 | 0.000 | \$0.00 | \$0.00 | \$0.00 | 0 |

Additionally, depending on the BRU, there may be multiple pages of data. The screenshot below shows where to scroll the pages if necessary.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|-------------------|----------------|-------------|----------------|-------------------|
| 13900 | Insurance - General Fund | 1100 | Administration | | No items to show. | | | | No items to show. |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | | | | | | |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | | | | | | |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | | | | | | |
| | | 1600 | Consumer Assistance Group | | | | | | |
| | | 1700 | Fraud Control Group | | | | | | |

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Detailed View: Auto Budget Code Fund Code Account Transaction

| Code | Title | IBIS FTE | Beacon FTE | Title | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|------|------------------------------|----------|------------|-------|----------------|----------------|----------------|--------|
| 1100 | Administration | 67.240 | 67.240 | | \$4,664,898.00 | \$4,656,903.00 | \$7,995.00 | 1 |
| 1200 | Company Services Group | 99.080 | 99.080 | | \$7,281,186.00 | \$7,242,563.00 | \$38,623.00 | 1 |
| 1400 | Producers and Products | 66.000 | 65.000 | | \$4,034,740.00 | \$3,717,850.00 | \$316,890.00 | 0 |
| 1500 | Office of State Fire Marshal | 101.360 | 101.360 | | \$6,233,802.00 | \$6,134,384.00 | \$99,418.00 | 0 |
| 1600 | Consumer Assistance Group | 63.000 | 63.000 | | \$3,232,630.00 | \$3,218,041.00 | \$14,589.00 | 0 |
| 1700 | Fraud Control Group | 52.000 | 52.000 | | \$3,004,322.00 | \$2,982,151.00 | \$22,171.00 | 0 |
| 1900 | Reserves and Transfers | 0.000 | 0.000 | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 9999 | Missing Title-Salarycontrol | 0.000 | 0.000 | | \$0.00 | \$0.00 | \$0.00 | 0 |

The Detailed View pane at the bottom of the screen defaults to an “Auto” setting that displays the information from the last column above that displays information. This can be changed manually by clicking the button for Budget Code, Fund Code, Account or Transaction. The screenshot below shows a manual override to show Fund Code detail rather than the auto default of Transaction ID when all data is displayed.

Salary Control - Department of Insurance

Biennium: 2017-2019 Fiscal Year: 2017/2018 2018/2019 Refresh Position Search: Search

| Budget Code | Description | Fund Code | Description | Account | Description | Transaction ID | Actual Date | Effective Date | Position # |
|-------------|------------------------------------|-----------|------------------------------|---------|------------------------|----------------|-------------|----------------|------------|
| 13900 | Insurance - General Fund | 1100 | Administration | 531211 | SPA-REG SALARIES-APPRO | 713800 | 07/01/2017 | 07/01/2017 | |
| 13902 | Insurance - General Fund | 1200 | Company Services Group | 537105 | NEW POSITION RESERVE | 689735 | 07/20/2017 | 07/01/2017 | 60013363 |
| 23900 | Insurance - Special Fund - Inte... | 1400 | Producers and Products | | | 685011 | 07/29/2017 | 07/01/2017 | 00000000 |
| 23901 | Insurance - Special Fund - No... | 1500 | Office of State Fire Marshal | | | 712268 | 07/29/2017 | 07/01/2017 | 00000000 |
| | | 1600 | Consumer Assistance Group | | | 693637 | 08/10/2017 | 08/09/2017 | 60013598 |
| | | 1700 | Fraud Control Group | | | 700209 | 08/25/2017 | 08/01/2017 | 60013681 |

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Detailed View: Auto Budget Code Fund Code Account Transaction

| Code | Title | IBIS FTE | Beacon FTE | Title | IBIS Budget | Beacon Salary | Salary Reserve | Note # |
|------|------------------------------|----------|------------|-------|----------------|----------------|----------------|--------|
| 1100 | Administration | 67.240 | 67.240 | | \$4,664,898.00 | \$4,656,903.00 | \$7,995.00 | 1 |
| 1200 | Company Services Group | 99.080 | 99.080 | | \$7,281,186.00 | \$7,242,563.00 | \$38,623.00 | 1 |
| 1400 | Producers and Products | 66.000 | 65.000 | | \$4,034,740.00 | \$3,717,850.00 | \$316,890.00 | 0 |
| 1500 | Office of State Fire Marshal | 101.360 | 101.360 | | \$6,233,802.00 | \$6,134,384.00 | \$99,418.00 | 0 |
| 1600 | Consumer Assistance Group | 63.000 | 63.000 | | \$3,232,630.00 | \$3,218,041.00 | \$14,589.00 | 0 |
| 1700 | Fraud Control Group | 52.000 | 52.000 | | \$3,004,322.00 | \$2,982,151.00 | \$22,171.00 | 0 |
| 1900 | Reserves and Transfers | 0.000 | 0.000 | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 9999 | Missing Title-Salarycontrol | 0.000 | 0.000 | | \$0.00 | \$0.00 | \$0.00 | 0 |

If an option is selected that is not currently showing data in the top half of the form, the Detailed View will state “No items to show” as shown below.

For convenience, the form also incorporates hover functionality for notes associated with detailed transaction details as the column’s width is limited. If Transaction ID information is presented in the Detailed View tab, a mouse can be held over a note as shown below and the note will be presented in a new display on the screen.

| Actual Date | Effective Date | Position | IBIS FTE | Beacon FTE | IBIS Budget | Beacon Salary | Transaction Type | Notes |
|-------------|----------------|----------|----------|------------|----------------|----------------|------------------|-------------------------------|
| 07/01/2017 | 07/01/2017 | | 99.080 | 0.000 | \$7,429,000.00 | \$0.00 | IBIS | BD 307 |
| 07/20/2017 | 07/01/2017 | 60013363 | 0.000 | 0.000 | \$0.00 | \$(4,827.00) | BEACON | 60013363 AT \$66852 Parikh |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 98.080 | \$0.00 | \$6,990,286.00 | BEACON | CURRENT SALARIES |
| 07/29/2017 | 07/01/2017 | 00000000 | 0.000 | 0.000 | \$0.00 | \$88,100.00 | BEACON | LEG INCR (98.08 POS) |
| 08/10/2017 | 08/09/2017 | 60013598 | 0.000 | 0.000 | \$0.00 | \$(6,473.00) | BEACON | 60013598 AT \$49750 VACA... |
| 08/25/2017 | 08/01/2017 | 60013681 | 0.000 | 0.000 | \$0.00 | \$26,987.00 | BEACON | 60013681 AT \$81000 VACA... |
| 09/12/2017 | 09/01/2017 | 60013674 | 0.000 | 0.000 | \$0.00 | \$205.00 | BEACON | 60013674 AT \$54000 VACA... |
| 09/14/2017 | 09/01/2017 | 60013506 | 0.000 | 0.000 | \$0.00 | \$(13.00) | BEACON | 60013506 AT \$54000 VACA... |
| 09/14/2017 | 09/01/2017 | 60013672 | 0.000 | 0.000 | \$0.00 | \$(5,524.00) | BEACON | 60013672 AT \$60000 VACA... |
| 09/14/2017 | 07/01/2017 | 60013712 | (1.000) | 0.000 | \$(68,361.00) | \$0.00 | IBIS | 120009)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 60013717 | (1.000) | 0.000 | \$(105,289.00) | \$0.00 | IBIS | 110024)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 65026361 | 1.000 | 0.000 | \$78,500.00 | \$0.00 | IBIS | 110024)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 65026363 | 1.000 | 0.000 | \$78,500.00 | \$0.00 | IBIS | (110024)Budget Revision se... |
| 09/14/2017 | 07/01/2017 | 65026362 | 1.000 | 0.000 | \$78,500.00 | \$0.00 | IBIS | (110024)Budget Revision se... |
| 09/22/2017 | 06/30/2017 | 60013603 | 0.000 | (1.000) | \$0.00 | \$(46,208.00) | BEACON | 60013603 AT \$46208 ABOL... |