

Overview

Salary Control is a monitoring tool within the Integrated Budget Information System (IBIS) used to prevent overspending of salary accounts and assists agencies in tracking salary reserves.

The module shows the current annualized Authorized budget for salaries per IBIS compared to the current salary obligations according to the HR/Payroll system (Beacon). The difference between these amounts is the agency's salary reserve. Salary reserve availability varies throughout the year as employees are hired and receive salary adjustments.

Salary Control also tracks total budgeted FTE (IBIS FTE) compared to total FTE in the HR/Payroll system (Beacon). Unlike IBIS budget versus Beacon salary, FTE totals must always be in parity.

IBIS data is generated from approved certification entries and budget revisions and interfaces on a nightly basis.

Beacon data is generated from Beacon actions which interface with IBIS on a nightly basis.

It is vital to conduct regular reviews of Salary Control to ensure FTE are in balance so that salary reserve totals remain accurate. Any difference in IBIS vs Beacon FTE distorts the amount of available salary reserve.

Please see the [Salary Control Module - IBIS User Guide](#) for more information.

Note: Budget funds and/or salary accounts may be out of balance for brief periods of time. However, agencies must be able to explain the reason for the imbalance (e.g., budget revision or PCR timing) and, if necessary, plans for correction prior to quarter closeout.

Section 1.0: Budget Code Review

Follow the instructions listed below to begin review:

- 1.1)** Click the Salary Control tab in the IBIS menu and select an agency from the drop-down menu, click the refresh button. This populates the Detailed View (bottom menu) with the agency's IBIS/Beacon budgets, IBIS/Beacon FTE, and salary reserve availability at the budget code-level.

Note 1.1: The IBIS budget column shows budgeted salaries while the Beacon salary column shows current obligated salaries (including vacant positions). Salary reserve availability is determined by subtracting Beacon salary from IBIS budget.

- 1.2)** Review budget codes for differences between IBIS FTE and Beacon FTE and for negative salary reserve amounts. Imbalance at higher levels informs where further investigation is needed.

See Section 1.1

Code	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
14860	Governor - Information Te	134.750	133.750	\$15,887,281.00	\$15,376,583.00	\$510,698.00	0
24665	DIT - Broadband	19.000	18.000	\$1,607,749.00	\$1,505,363.00	\$102,386.00	0
24667	DIT-IT/IT Reserve - Fund	33.830	32.830	\$3,755,668.00	\$3,505,449.00	\$250,219.00	0
24668	DIT- Federal Grants	3.170	6.170	\$788,347.00	\$597,438.00	\$190,909.00	0
24669	DIT - IT - Wireless	19.000	19.000	\$1,558,503.00	\$1,507,008.00	\$51,495.00	0
74660	Governor - ITS - Internal Service	1145.000	1144.000	\$131,042,927.00	\$116,511,678.00	\$14,531,249.00	0

See Note 1.1

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24668	DIT- Federal Grants	3.170	6.170	\$788,347.00	\$597,438.00	\$190,909.00	0
24669	DIT - IT - Wireless	19.000	19.000	\$1,558,503.00	\$1,507,008.00	\$51,495.00	0
74660	Governor - ITS - Internal Service	1145.000	1144.000	\$131,042,927.00	\$116,511,678.00	\$14,531,249.00	0

IBIS FTE and IBIS Budget come from Authorized Budget in IBIS. These totals are changed by certification entries and revisions in IBIS

Beacon FTE and Beacon Salary data comes directly from the Beacon payroll system. These totals are changed by PCRs that agencies create and submit in Beacon

Section 2.0: Budget Fund and Account Review

After reviewing budget codes, the next level of review involves investigating budget funds and accounts. Budget funds and accounts should be reviewed even if a budget code appears balanced because the budget code view can hide discrepancies across multiple budget funds.

Follow the instructions listed below to begin review:

- 2.1) Navigate and click the budget code. This generates a list in the Detailed View showing totals for all budget funds therein. Review each budget fund listed in the Detailed View to identify errors.

Note 2.1: An error at budget code level could be spread across multiple budget funds and/or multiple accounts so review all budget funds and accounts therein to identify all errors.

- 2.2) Once imbalanced budget funds are located, identify which salary accounts/fund sources contain the errors. In the top menu, click the imbalanced budget fund. This will generate a list of the salary accounts and fund sources within the budget fund.

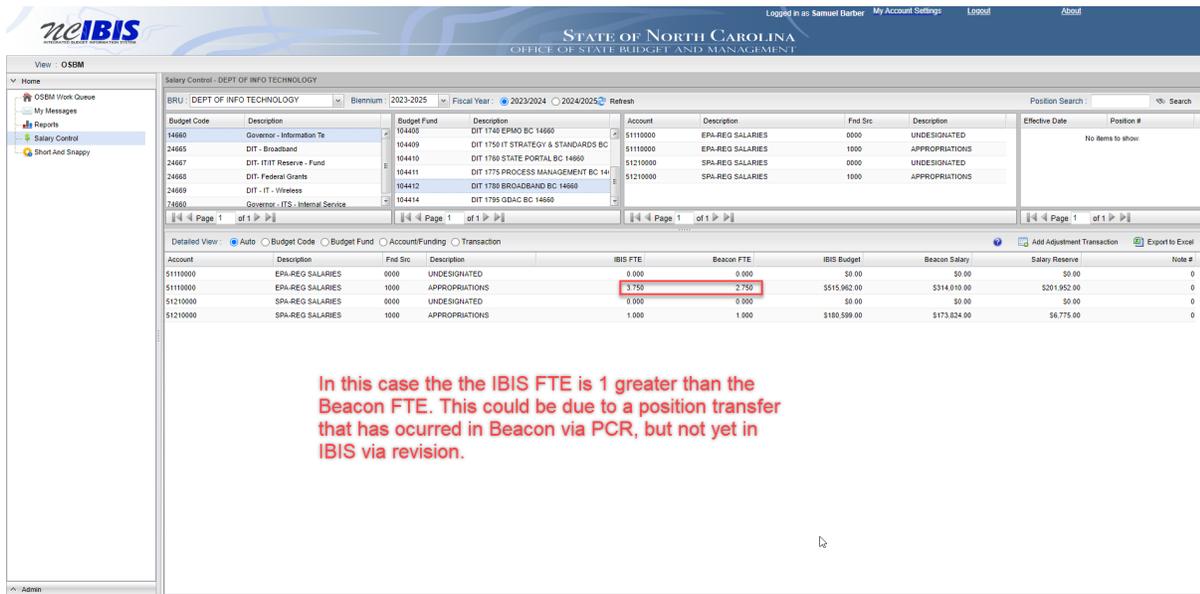
- 2.3) Review each salary account/fund source for differences between IBIS/Beacon FTE and for negative salary reserves.

See Section 2.1

Code	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
104402	DIT 1245 HIE NETWORK BC 14660	22,750	22,750	\$2,443,229.00	\$2,323,487.00	\$119,742.00	0
104404	DIT 1715 CGIA BC 14660	9,000	9,000	\$1,134,188.00	\$1,031,887.00	\$102,591.00	0
104405	DIT 1720 ESRMO BC 14660	12,000	12,000	\$1,539,944.00	\$1,523,821.00	\$16,323.00	0
104406	DIT 1725 STAFFING & STRATEGIC PRC	36,000	36,000	\$4,230,516.00	\$4,209,663.00	\$20,853.00	0
104407	DIT 1735 FIRSNET BC 14660	2,000	2,000	\$216,195.00	\$216,195.00	\$0.00	0
104408	DIT 1740 EPIMO BC 14660	6,000	6,000	\$791,586.00	\$785,047.00	\$3,539.00	0
104409	DIT 1750 IT STRATEGY & STANDARDS	2,000	2,000	\$258,204.00	\$254,931.00	\$3,273.00	0
104410	DIT 1760 STATE PORTAL BC 14660	3,000	3,000	\$367,723.00	\$362,024.00	\$5,699.00	0
104411	DIT 1775 PROCESS MANAGEMENT BC	1,000	1,000	\$146,056.00	\$150,251.00	(\$2,245.00)	0
104412	DIT 1780 BROADBAND BC 14660	4,750	3,750	\$686,591.00	\$487,534.00	\$208,727.00	0
104414	DIT 1795 GDAG BC 14660	36,250	36,250	\$4,063,129.00	\$4,020,843.00	\$34,286.00	0

Imbalanced FTE or negative salary reserves at the budget fund level indicate where additional research at the account/fund source level is needed.

See Section 2.3



Account	Description	Fnd Src	Description	IBS FTE	Beacon FTE	IBS Budget	Beacon Salary	Salary Reserve	Note #
51110000	EPA-REG SALARIES	0000	UNDESIGNATED	0.000	0.000	\$0.00	\$0.00	\$0.00	0
51110000	EPA-REG SALARIES	1000	APPROPRIATIONS	3.750	2.750	\$515,962.00	\$314,810.00	\$201,152.00	0
51210000	SPA-REG SALARIES	0000	UNDESIGNATED	1.000	0.000	\$0.00	\$0.00	\$0.00	0
51210000	SPA-REG SALARIES	1000	APPROPRIATIONS	1.000	1.000	\$180,598.00	\$173,824.00	\$6,775.00	0

In this case the the IBIS FTE is 1 greater than the Beacon FTE. This could be due to a position transfer that has occurred in Beacon via PCR, but not yet in IBIS via revision.

Section 3.0: Reconciliation Report

Salary Control tracks salaries and FTE at the position-level from both IBIS and Beacon, so any FTE imbalance or negative salary reserve should be associated with a particular position action. IBIS’s Salary Control – Reconciliation Report is a tool that flags specific positions in a salary account/fund source string that have had one-sided FTE or salary actions within a given date range.

For example: Account 51210000/1000 shows a change of (-1) IBIS FTE and (-100,000) IBIS budget for position 6XXXX due to a revision. No change mirroring this action is made in Beacon. The Reconciliation Report will show position 6XXXX as being a potential source of imbalance for this account.

Use this report to identify which positions are causing imbalance and what action must occur to reconcile.

Note 3.1: Not all positions shown in this report will be a definite source of imbalance. Transactions like “Current Salaries” for Beacon and “BD 307” for IBIS (see Section 5.0 for more detail) will be one-sided as they set the starting IBIS FTE/Budget and Beacon FTE/Salary at the beginning of the fiscal year.

Follow the instructions listed below to begin review:

- 3.1) Use the following path to access the report: *Reports > Team Content > Self Service Reports > Budget Execution Reports > Salary Control – Reconciliation Report*

3.2) Setup the report request by selecting the relevant biennium, fiscal year, budget code, and budget fund for analysis. Click 'Finish' to run the report which downloads as an Excel Sheet listing the net impact of all Beacon and IBIS actions on a position.

Note 3.2: The report only displays potential sources of imbalance. If a revision adds 1 FTE for position 6XXXX budgeted at 100,000 to an account and a corresponding Beacon action reflecting the same change is made, this position will not be shown in the reconciliation report.

3.3) Compare columns M and N to determine which specific positions (shown in column F) may be the source of imbalance. See section for common issues that cause imbalances.

Note 3.3: One-sided increases to Beacon salary are not necessarily a source of imbalance. If there is sufficient IBIS budget in an account/fund source to support the new Beacon salary, a revision in IBIS is not needed. The same is not true for actions impacting FTE which must always mirror one another.

See Section 3.2

See Section 3.3

Account Code	Position Number	Funding Source	Funding Source Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	FTE Variance	Budgeted Salary Variance
51110000	60008810	1000	APPROPRIATIONS	0.000	(1.000)	\$0.00	(\$157,403.00)	1.000	\$157,403.00
51110000	60008812	1000	APPROPRIATIONS	0.000	0.000	\$8,000.00	\$0.00	0.000	\$8,000.00
51110000	60008818	1000	APPROPRIATIONS	0.000	0.000	\$2,815.20	\$0.00	0.000	\$2,815.20
51110000	60008885	1000	APPROPRIATIONS	0.000	0.000	\$2,119.48	\$0.00	0.000	\$2,119.48
51110000	No Position Number	1000	APPROPRIATIONS	0.000	2.000	\$0.00	\$314,806.00	(2.000)	(\$314,806.00)
51140000	00000000	1000	APPROPRIATIONS	0.000	1.000	\$0.00	\$146,421.00	(1.000)	(\$146,421.00)
51140000	60008810	1000	APPROPRIATIONS	0.000	(1.000)	\$10,982.00	(\$135,439.00)	1.000	\$146,421.00
51140000	No Position Number	1000	APPROPRIATIONS	1.000	0.000	\$146,422.00	(\$10,982.00)	1.000	\$157,404.00
51210000	00000000	1000	APPROPRIATIONS	0.000	27.000	\$0.00	\$2,756,910.00	(27.000)	(\$2,756,910.00)
51210000	60008812	1000	APPROPRIATIONS	0.000	0.000	\$0.00	\$8,000.00	0.000	(\$8,000.00)
51210000	60008813	1000	APPROPRIATIONS	0.000	0.000	\$6,510.00	\$16,910.00	0.000	(\$10,400.00)
51210000	60008815	1000	APPROPRIATIONS	0.000	0.000	\$0.00	(\$23,395.00)	0.000	\$23,395.00
51210000	60008817	1000	APPROPRIATIONS	0.000	0.000	\$4,720.64	\$4,721.00	0.000	(\$0.36)
51210000	60008818	1000	APPROPRIATIONS	0.000	0.000	\$0.00	\$2,815.00	0.000	(\$2,815.00)
51210000	60008819	1000	APPROPRIATIONS	0.000	0.000	\$1,902.24	\$1,902.00	0.000	\$0.24
51210000	60008821	1000	APPROPRIATIONS	0.000	0.000	\$1,912.60	\$12,367.00	0.000	(\$10,454.40)
51210000	60008830	1000	APPROPRIATIONS	0.000	0.000	\$6,510.00	\$0.00	0.000	\$6,510.00
51210000	60008832	1000	APPROPRIATIONS	0.000	0.000	\$5,533.80	\$0.00	0.000	\$5,533.80
51210000	60008834	1000	APPROPRIATIONS	0.000	0.000	\$4,946.16	\$4,946.00	0.000	\$0.16
51210000	60008852	1000	APPROPRIATIONS	0.000	0.000	\$0.00	\$16,659.00	0.000	(\$16,659.00)
51210000	60008853	1000	APPROPRIATIONS	0.000	0.000	\$4,128.28	\$4,128.00	0.000	\$0.28
51210000	60008871	1000	APPROPRIATIONS	0.000	0.000	\$3,988.88	\$3,989.00	0.000	(\$0.12)
51210000	60008885	1000	APPROPRIATIONS	0.000	0.000	\$0.00	\$7,195.00	0.000	(\$7,195.00)
51210000	60008887	1000	APPROPRIATIONS	0.000	0.000	\$0.00	\$18,409.00	0.000	(\$18,409.00)
51210000	60008900	1000	APPROPRIATIONS	0.000	0.000	\$4,232.12	\$4,232.00	0.000	\$0.12
51210000	60008912	1000	APPROPRIATIONS	0.000	0.000	\$2,157.48	\$0.00	0.000	\$2,157.48
51210000	60008915	1000	APPROPRIATIONS	0.000	0.000	\$0.00	\$17,382.00	0.000	(\$17,382.00)
51210000	60008937	1000	APPROPRIATIONS	0.000	0.000	\$3,980.04	\$3,980.00	0.000	\$0.04
51210000	60008943	1000	APPROPRIATIONS	0.000	0.000	\$3,799.92	\$3,800.00	0.000	(\$0.08)
51210000	60008969	1000	APPROPRIATIONS	0.000	0.000	\$3,887.64	\$3,888.00	0.000	(\$0.36)
51210000	60008986	1000	APPROPRIATIONS	0.000	0.000	\$4,681.04	\$4,681.00	0.000	\$0.04

Section 4.0: Transaction Review

After identifying potential positions or corrective entries that may be causing imbalance, investigate them further by reviewing an account’s full transaction log. Investigating the individual transactions within impacted accounts/fund sources will show which specific IBIS revision (lack thereof) or Beacon action (lack thereof) may be causing the error. This data is pulled using the Salary Control – Transaction Extract Report in IBIS.

4.1) Use the following path to access the report: *Reports > Team Content > Self Service Reports > Budget Execution Reports > Salary Control - Transaction Extract Report*

4.2) Setup the report request by selecting the relevant biennium, budget code, and fund codes for analysis. Clicking ‘Finish’ will run the report which will be downloaded as an Excel Sheet with all the transaction data for the budget funds that were chosen.

Note 4.1: If in the second year of a biennium, select both years for review since the error may stem from the previous year of the biennium.

Note 4.2: If the error may be from a transfer, select all budget funds when running the report since transfer transactions are two-sided and should have transactions in the original budget fund and destination budget fund.

4.3) Transaction data sets contain the following actions by position number: IBIS budgeted FTE, IBIS budgeted salary, Beacon set FTE, Beacon set salary, Salary Reserve amount, and Transaction Note (this references the relevant revision or Beacon action causing the transaction). Conducting a detailed review requires analyzing these data points by position to determine where the error occurred.

Note 4.3: If the position action occurred in the first year of the biennium, there will be repeat IBIS revisions that repeat this action in the second year of the biennium.

See Section 4.2

See Section 4.2

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
	Budget Fund Title	Funding Source Code	Funding Source	Account Code	Account Title	Transaction ID	Actual Date	Effective Date	Position#	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve Transac								
1	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	1845209	09/11/2023	07/01/2023	0000000	0.000	19.750	\$0.00	\$2,012,561.00	(\$2,012,561.00) BEAC								
2	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2002749	10/03/2023	07/01/2023	50023643	0.000	0.000	\$0.00	\$5,720.00	(\$5,720.00) BEAC								
3	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2002751	10/03/2023	07/01/2023	50023643	0.000	0.000	\$0.00	\$635.00	(\$635.00) BEAC								
4	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2004022	10/03/2023	07/01/2023	50021155	0.000	0.000	\$0.00	\$5,177.00	(\$5,177.00) BEAC								
5	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2004299	10/03/2023	07/01/2023	50030984	0.000	0.000	\$0.00	\$5,304.00	(\$5,304.00) BEAC								
6	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2005694	10/03/2023	07/01/2023	50026624	0.000	0.000	\$0.00	\$793.00	(\$793.00) BEAC								
7	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2005696	10/03/2023	07/01/2023	50026624	0.000	0.000	\$0.00	\$2,377.00	(\$2,377.00) BEAC								
8	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2005726	10/03/2023	07/01/2023	50026650	0.000	0.000	\$0.00	\$824.00	(\$824.00) BEAC								
9	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2005728	10/03/2023	07/01/2023	50026650	0.000	0.000	\$0.00	\$2,470.00	(\$2,470.00) BEAC								
10	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2006125	10/03/2023	07/01/2023	50029443	0.000	0.000	\$0.00	\$1,836.00	(\$1,836.00) BEAC								
11	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2006395	10/03/2023	07/01/2023	50029537	0.000	0.000	\$0.00	\$2,100.00	(\$2,100.00) BEAC								
12	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2006593	10/03/2023	07/01/2023	50025379	0.000	0.000	\$0.00	\$3,936.00	(\$3,936.00) BEAC								
13	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2006661	10/03/2023	07/01/2023	50027467	0.000	0.000	\$0.00	\$4,235.00	(\$4,235.00) BEAC								
14	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2006664	10/03/2023	07/01/2023	50027468	0.000	0.000	\$0.00	\$4,235.00	(\$4,235.00) BEAC								
15	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2006666	10/03/2023	07/01/2023	50027469	0.000	0.000	\$0.00	\$4,235.00	(\$4,235.00) BEAC								
16	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2006668	10/03/2023	07/01/2023	50027470	0.000	0.000	\$0.00	\$4,447.00	(\$4,447.00) BEAC								
17	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2007861	10/03/2023	07/01/2023	50023875	0.000	0.000	\$0.00	\$4,328.00	(\$4,328.00) BEAC								
18	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2009153	10/03/2023	07/01/2023	50036102	0.000	0.000	\$0.00	\$4,200.00	(\$4,200.00) BEAC								
19	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2009187	10/03/2023	07/01/2023	50036130	0.000	0.000	\$0.00	\$5,000.00	(\$5,000.00) BEAC								
20	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2009191	10/03/2023	07/01/2023	50036133	0.000	0.000	\$0.00	\$3,600.00	(\$3,600.00) BEAC								
21	DIT 1245 HIE NETWORK BC 14660	0000	UNDESIGNATED	5110000	EPA-REG SALARIES	2009195	10/03/2023	07/01/2023	50036135	0.000	0.000	\$0.00	\$4,200.00	(\$4,200.00) BEAC								
22	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	22119485	01/27/2024	07/01/2023	50027467	0.000	0.000	\$4,235.00	\$0.00	\$4,235.00 IBIS								
23	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2220016	01/27/2024	07/01/2023	50036102	0.000	0.000	\$4,200.00	\$0.00	\$4,200.00 IBIS								
24	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2220030	01/27/2024	07/01/2023	50029537	0.000	0.000	\$2,100.00	\$0.00	\$2,100.00 IBIS								
25	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2220531	01/27/2024	07/01/2023	50036130	0.000	0.000	\$5,000.00	\$0.00	\$5,000.00 IBIS								
26	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2220532	01/27/2024	07/01/2023	50036133	0.000	0.000	\$3,600.00	\$0.00	\$3,600.00 IBIS								
27	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221109	01/27/2024	07/01/2023	50026624	0.000	0.000	\$5,170.00	\$0.00	\$5,170.00 IBIS								
28	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221110	01/27/2024	07/01/2023	50027468	0.000	0.000	\$4,235.00	\$0.00	\$4,235.00 IBIS								
29	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221111	01/27/2024	07/01/2023	50027470	0.000	0.000	\$4,447.00	\$0.00	\$4,447.00 IBIS								
30	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221112	01/27/2024	07/01/2023	50029443	0.000	0.000	\$1,836.00	\$0.00	\$1,836.00 IBIS								
31	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221648	01/27/2024	07/01/2023	50023875	0.000	0.000	\$4,328.00	\$0.00	\$4,328.00 IBIS								
32	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221649	01/27/2024	07/01/2023	50021155	0.000	0.000	\$5,177.00	\$0.00	\$5,177.00 IBIS								
33	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221650	01/27/2024	07/01/2023	50025379	0.000	0.000	\$3,936.00	\$0.00	\$3,936.00 IBIS								
34	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221651	01/27/2024	07/01/2023	50030984	0.000	0.000	\$5,304.00	\$0.00	\$5,304.00 IBIS								
35	DIT 1245 HIE NETWORK BC 14660	1000	APPROPRIATIONS	5110000	EPA-REG SALARIES	2221652	01/27/2024	07/01/2023	50023643	0.000	0.000	\$6,350.00	\$0.00	\$6,350.00 IBIS								



Section 5.0: Understanding Transaction Data

The following section expands on the data within the Transaction Extract Report and outlines best practices for analyzing this data.

5.1) Transaction Data Points:

Data displayed on the Transaction level has similar categories to those at the higher levels, but includes additional fields: *Transaction ID*, *Actual Date*, *Effective Date*, *Position #*, *Transaction Source*, and *Notes*.

- Transaction ID - the IBIS reference number for an individual transaction line.
- Actual Date - the date on which the transaction occurred or was approved.
- Effective Date – the date on which the transaction took effect.
- Position # - the position number that the transaction impacted.
- Transaction Source – indicates whether the transaction came through IBIS or Beacon
- Note – communicates relevant transaction details

All data points can provide context to consider during review, but Position # and Note are the most useful for reconciliation.

5.2) Understanding the Position #:

All transactions in Salary Control relate to a position number regardless of whether the transaction was prompted in IBIS or Beacon. This position # is shown in each transaction line. There are three instances when a position number will not be listed:

1. BD307 Certification Entries (IBIS)
2. Current Salaries Entries (Beacon)
3. Revisions moving available salary reserve (IBIS)

Each position should only have a maximum of 1 FTE associated with it across an agency's budget.

If a Beacon action increases Beacon salary beyond a position's budgeted salary in IBIS, a revision is needed to raise the IBIS budget for that position.

5.3) Understanding Notes:

Notes for each transaction line communicate the purpose and effect of the transaction. Common notations include:

- BD307 - These entries occur at the start of each Fiscal Year and add the current IBIS FTEs and budgeted salary for all positions in an account code.

Note 5.1: In the 1st year of the biennium, this transaction adds total IBIS FTEs from the prior year plus any increase/decreases during certification of the long session appropriations bill.

Note 5.2: In the 2nd year of the biennium, it adds the same as year one plus any increases/decreases from certification of the short session appropriation bill.

- CURRENT SALARIES – This Beacon entry corresponds with the BD307 and adds the current Beacon FTEs and salaries to an account. (Position #) AT (Salary) (Name) – This conveys the details of the Beacon action and which employee/position it impacts. It will display the position #, salary, and employee name or Vacant if the position is not filled.
- (1X-XXXX) Budget Revision – References the IBIS revision causing the transaction, so (120026) in the Notes columns means the action occurred due to revision 12-0026
- Correction in Detail – refers to a corrective Beacon-side transaction that adjusts the transaction aggregate to match the total in the account/fund source view.

Section 6.0: Common Issues

This section provides a list of common sources of error in Salary Control. This list is not exhaustive but underlines common issues to monitor when conducting routine reviews.

- 1) Beacon Action without IBIS Revision: Salary actions in Beacon without sufficient budget to support that action will understate salary reserves. Beacon actions that add or remove FTE without a revision to make the change in IBIS will also understate salary reserve.
- 2) IBIS Revision without Beacon Action: Revisions may adjust budgeted salary, transfer FTE, or establish/abolish positions. Lack of corresponding Beacon action will overstate salary reserve.
- 3) Position Transfer Error: When positions are transferred between accounts or budget funds, each account needs an IBIS revision and Beacon action in the original and destination to reflect the transfer. The original account should have two transactions (IBIS and Beacon) reducing FTE/Salary. The destination account should have two matching transactions adding the same FTE/Salary.
- 4) BD 307 Error: Certification entries for new positions may have not input position # data or omitted position tab entries entirely. If a certification entry for new positions does not input information into the position tab, this position will not be represented in Salary Control. Certification entries sometimes also have errors in the effective date of the position on the position tab. These should be reviewed if a position was created as part of certification but doesn't appear in Salary Control.
- 5) Correction in Detail Double Up: As Beacon creates "Correction in Detail" entries, there may be instances when this over corrects. Review these to ensure they balance to the proper amount.



Additional training resources:

[IBIS Training Guide \(nc.gov\)](#) - Salary Control Module

[IBIS Training Guide \(nc.gov\)](#) - Page 11-17 discusses Position Tab on Certification

[IBIS Training Guide \(nc.gov\)](#) - Budget Revisions Position Tab Page 17-25