

Gateway Annual Report and 100R

Topics

Annual Report - Changes and Enhancements

100R - New to Gateway

- Data to Enter on the 100R

- Which Employees to List

- Compensation

- Initial Questions Screen

- Upload Process

Gateway Annual Report and 100R

Reminders

E-mail questions to annualreport@sboa.in.gov

Read the User Guides

Gateway Annual Report

General Changes and Enhancements

Some changes to Receipt and Disbursement Categories

Roll Forward Funds and Beginning Balances

Roll Forward other Information such as:

- Grants

- Debt and Leases

- Non-Gov

Amounts for these items will NOT roll forward

Gateway Annual Report

General Changes and Enhancements

Add Columns to the Grant Schedule:

A box to indicate whether the grant is an
Advance vs. a Reimbursement Grant

Receipts for the Grant

Allow users with Edit permission to run a
Pre-submission edit check

Gateway Annual Report

Questions?

Gateway 100R

Data to Enter on the 100R

Employee's Name

Office or Department

Business Address

Job Title, Position, or Duties

Compensation

Gateway 100R

Which Employees to List on the 100R

The Gateway 100R is changing the definition of which employees to list on the 100R.

The old way – List each person employed the month of January.

The New Way

List **ALL** people employed during the past calendar year.

Gateway 100R

The Amount of Compensation

The Gateway 100R is changing how the amount of compensation is reported.

The old way – The compensation was listed on a “per unit” basis. For example \$10 per hour or \$500 per week.

The New Way

List the amount PAID to the employee for the year.

Gateway 100R

Initial Questions

1. Will you enter the data manually or upload a file?

Manual Upload

2. Number of employees (full and part time) that you paid compensation to during the past year.

Gateway 100R

Initial Questions

3. You answered zero employees. Please respond to the following. We are not listing any employees on the Form 100R because:

A. Our employees are paid by another unit. Yes No

If Yes, enter the name of the unit.

B. We don't have any staff that are considered Employees by the IRS and don't issue any W2 forms. True False

Gateway 100R

Initial Questions

	Full Time	Part Time
4. Does your unit offer a health plan to employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
5. Does your unit offer a pension plan to employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
6. Does your unit offer other benefits to employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>

Gateway 100R

100R Upload Process

Is the upload process a viable alternative?

How many Employees do you have?

Is the required data already in electronic form?

Can the data be extracted into a properly formatted CSV file?

Who will create the process to extract the data into the CSV file?

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