

# 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](mailto: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

## New Chart of Accounts

The Annual Report will now accept either the Old Funds or the Funds from the new Chart of Accounts

There will be an Initial question where you will indicate which set of Funds (Old or New) you will be using.

This is an Either / Or decision. The Funds can NOT be mixed.

# Gateway Annual Report

## Fund Decision & Upload Question

There will also be a question concerning whether or not you will be uploading your data.

1. If you are uploading:
  - a. The validation for the correct Funds will be based on your answer to the Fund Question, Old or New.
  - b. Regardless of which set of Funds you are using, Old or New, the Upload data will overwrite the Funds and Balances that rolled forward from last year.

# Gateway Annual Report

## Fund Decision & Upload Question

2. If you are NOT uploading and using the OLD Funds:
  - a. The Funds and Balances will roll forward from last year.
  - b. You would then continue with manual data entry of the receipts and disbursements.

# Gateway Annual Report

## Fund Decision & Upload Question

3. If you are NOT uploading and using the NEW Funds:
  - a. The Funds and Balances will roll forward from last year, but they are the OLD Funds.
  - b. As a result, you would need to delete the Old Funds and add the New Funds.

# Gateway Annual Report

## Fund Decision & Upload Question

We are attempting to provide a partial solution if you want to use the New Funds but not Upload.

Once you answer the questions and hit “Proceed” the system will:

- Delete all the Old Funds

- Add all the New Funds

- However, there will be NO Beginning Balances

**This process can NOT be undone.**

# Gateway Annual Report

## The New Chart of Accounts and the Future

The new Chart of accounts should be implemented by January 1, 2013

As a result, the 2013 Annual Report due in 2014 will only accept the NEW Funds.

# 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

## Initial Questions

7. Has your unit implemented a nepotism policy per IC 36-1-20.2?

Yes  No

8. Has your unit implemented a contracting policy per IC 36-1-21?

Yes  No

# 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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## Questions?

## Reminders

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