



# GATEWAY HOW TO: MONTHLY AND ANNUAL UPLOADS

## 2023 Newly Elected Clerk Training

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 <p><b>STATE OF INDIANA</b> AN EQUAL OPPORTUNITY EMPLOYER</p> <p style="text-align: right;"><small>STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM 5411 INDIANAPOLIS, INDIANA 46204-2769 Telephone: (317) 232-2513 Fax: (317) 232-4711 Web Site: www.in.gov/sboa</small></p> <p style="text-align: center;"><b>AMENDED STATE EXAMINER DIRECTIVE 2018-1</b></p> <p>Date: November 9, 2020 Subject: Monthly and Annual Engagement Uploads Authority: IC 5-11-1-2, -4, -9, -10, -21, -24 Application: This Directive applies to all local governmental units From: Paul D. Joyce, CPA, State Examiner</p> <p>The purpose of this Directive is to provide guidelines for the use of the "Indiana Gateway for Government Units" application entitled "Monthly and Annual Engagement Uploads" (Engagement Uploads). The Engagement Uploads provide a more efficient and cost-effective audit process for governmental units.</p> <p>This amended directive is effective starting with December 2020 monthly files. The upload of December 2020 monthly files will be due February 15, 2021, and by the 15<sup>th</sup> of each month thereafter unless the State Board of Accounts (SBOA) establishes a different date. This is effective for 2020 annual files which will be due for upload March 1, 2021, for calendar year end units. For schools and extra-curricular accounts, this is effective for year ending June 30, 2021, which will be due August 25, 2021. Thereafter, annual files must be uploaded no later than March 1<sup>st</sup> (August 29<sup>th</sup> for schools and extra-curricular accounts) for the prior year end unless the SBOA establishes a different date.</p> <p>All counties, cities, towns, townships, libraries, schools and special districts will use the Engagement Uploads to upload files containing financial and governmental unit information on Gateway to allow the SBOA to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients.</p> <p>A user guide for the Engagement Uploads is available and located at: <a href="https://gateway.in.gov/usersguides/engagementguide">https://gateway.in.gov/usersguides/engagementguide</a>. It is pertinent that this user guide be used in conjunction with this Directive. It provides critical information to you that will help guide you to uploading the correct documents.</p> <p>The following files and governmental unit information are required to be uploaded monthly by all units except as noted:</p> <ul style="list-style-type: none"> <li>• Bank Reconcilements, Bank Statements, and Outstanding Check Lists</li> <li>• Approved Board Minutes, please see the user guide for more information and examples</li> </ul>	 <h1 style="text-align: center;">STATE EXAMINER DIRECTIVE 2018-1 AMENDED</h1>
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# GETTING STARTED

- Access:
  - Email [Gateway@sboa.in.gov](mailto:Gateway@sboa.in.gov)
  - Name
  - Position Elected & Unit Name
  - 1<sup>st</sup> Day of Term
  - Outgoing Officials Name
  - Outgoing Officials Email (If known)
  - Outgoing Officials last Day of Term

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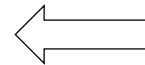
# LOGIN

➤ <https://gateway.ifionline.org/default.aspx>

## An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.

Local Officials: Login Here >



**Tax Increment Finance Districts**

TIF District Viewer

**Report search by address or tax unit**

Search for reports

**Taxpayer Portal**

Taxpayer Portal

**Public employee compensation**

Public employee compensation

**Access local expenditures**

Access local expenditures

**When is your budget hearing?**

When is your budget hearing?

About Gateway • Contact Us

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

Participating state agencies currently include the Department of Local Government Finance, the State Board of Accounts, the Indiana Education Employment Relations Board, the Indiana Gaming Commission and the State Auditor.



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# LOGIN CONTINUED...

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[Home](#) [About](#) [User Guides](#)

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

Forgot your password?

Please note: Passwords are CASE sensitive.  
After 5 failed attempts to log in, your account will be locked—notify [ibrctech@iu.edu](mailto:ibrctech@iu.edu).


[Request Authorization to Access Gateway](#)

This site works best in Firefox and Chrome. Internet Explorer is not a supported browser.


**Announcements**  
**Gateway Reporting Access Authorized User Policy**  
 The local official login portion of Gateway is accessible only by officials directly responsible for entering and submitting reports to the State. Usernames are specific to the person who receives authorization. [Read full policy >](#)

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Participating state agencies currently include the [Indiana Department of Local Government Finance](#), the [State Board of Accountants](#), the [Indiana Education Employment Relations Board](#), the [Indiana Gaming Commission](#) and the [State Auditor](#).

POWERED BY  


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# FORGOT YOUR PASSWORD?

Authorized Personnel Login

User Name:

Password:

Forgot your password?

Please note: Passwords are CASE sensitive.  
After 5 failed attempts to log in, your account will be locked—notify [ibrctech@iu.edu](mailto:ibrctech@iu.edu).

[Request Authorization to Access Gateway](#)

- If you forgot your password, you can use the “Forgot your password?” link. All you will need is your Username (email address) to reset it your self.
- Once you reset your password you will receive an email from [ibrctech@iupui.edu](mailto:ibrctech@iupui.edu) with your new password.

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[Home](#)
[About](#)
[Account Settings](#)
[User Guides](#)
[Logout](#)

### Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include Department of Local Government Finance, State Board of Accounts, Indiana Education Employment Relations Board and Indiana Gaming Commission.

**Select Application**

Department of Local Government Finance (DLGF)	Deadline
New/ Additional Appropriations	<a href="#">Details</a>
Abstract	<a href="#">Details</a>
Assessor Reports	Mar 31
Budgets	<a href="#">Details</a>
Data Entry for CNSV and Form 22	<a href="#">Details</a>
Debt Management	<a href="#">Details</a>
Economic Development Reporting	Sep 30
File Transmission	<a href="#">Details</a>
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SIVMDs	Mar 1
TIF Management	Apr 15

Indiana Education Employment Relations Board (IEERB)	Deadline
Bargaining Status Form I	Nov 15
Collective Bargaining Reporting	Jul 30
Collective Bargaining Contract Upload	Nov 15
Exclusive Representative Organization Membership Verification	Oct 1

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	<a href="#">Details</a>
Monthly and Annual Engagement Uploads	<a href="#">Details</a>
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
E-1 Entity Annual Report	60 days after entity's fiscal year ends
EGA Risk Report	Aug 29

Department of Workforce Development (DWD)	Deadline
CTE Appeals	June 25


Indiana Gaming Commission (IGC)	Deadline
Local Development Agreement	Mar 1

Bureau of Motor Vehicles	Deadline
Ordinance Portal	Sep 1



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# USER GUIDE

User Guide Link:  
<https://gateway.ifionline.org/userguides/engagementguide>

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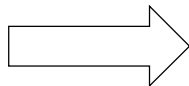


# UPLOADING

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## SELECT MONTHLY AND ANNUAL ENGAGEMENT UPLOADS



State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	<a href="#">Details</a>
Monthly and Annual Engagement Uploads	<a href="#">Details</a>
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ECA Risk Report	Aug 29

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# SELECT UNIT AND YEAR

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**Select Unit**

Select Unit from List

Click a link below to select your unit.


Unit Code	Unit Name Link	Unit Type	Unit County
9998	<a href="#">Sboa County Unit</a>	COUNTY	sboatest

[Select a Unit](#) > **Select Year**

Click a link below to select your year.

Select a Year	
2023	This year is ready for documents to be uploaded.
2022	This year is ready for documents to be uploaded.

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## REQUIRED MONTHLY UPLOADS

- Bank Reconcilements**
  - A document that shows how you balanced the bank statement balance to your ledger balance.
- Bank Statements**
  - A document you receive from the bank each month showing the beginning balance, each deposit, each check cleared, other activity, and ending balance.
- Outstanding Check Lists**
  - A list of checks written but have not cleared the bank.
- Cash Balance Report**
  - Form 46 – Clerk’s Cash Book and Daily Balance Record

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## REQUIRED ANNUAL UPLOADS

### County Court Trust Fund Subsidiary Detail

- This is a subsidiary listing as of December 31st which should include the name, description, and account balance at year end. The total should agree to the trust fund balance on the Cash book and Daily Balance Record at year end.
- This would include the child support collections subsidiary detail at year end as well.

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## TO UPLOAD A DOCUMENT

Select Upload Group	Select File Type	Provide File
January ▾	Bank Reconcilements, Bank Statements, Outstanding Check Lists ▾	Upload file (xls, xlsx, csv, doc, docx, jpg, pdf, gif, tif, png) Choose File   No file chosen
		Submit

- **SELECT UPLOAD GROUP** – MONTH OR ANNUAL
- **SELECT FILE TYPE** – TYPE OF FILE YOU ARE UPLOADING
- **CHOOSE FILE** – FIND FILE YOU WANT TO UPLOAD ON YOUR COMPUTER
- **SUBMIT** – SUBMIT FILE YOU WISH TO UPLOAD

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## UPLOADED FILE STATUS

- Red X if files are not uploaded
- Green check mark if files have been uploaded
  - File Name
  - Date Uploaded
  - Who uploaded the document
- You can download the document or view it from the screen
- You can also delete the file by hitting the circle with a red x, if you have uploaded the incorrect file

Status	2023 Required Uploads	Upload Date	Uploaded By	Download	Delete
<b>January</b>					
✓	Bank Reconcilements, Bank Statements, Outstanding Check Lists				
	<i>Fund-and-Account-Descriptions-01_01_23</i>	1/19/2023 8:01:06 AM	sbyrns@sboa.in.gov	↓	⊗
✓	Cash Balance Report				
	<i>Supplemental_Instructions</i>	1/19/2023 8:00:53 AM	sbyrns@sboa.in.gov	↓	⊗
<b>February</b>					
X	Bank Reconcilements, Bank Statements, Outstanding Check Lists				
X	Cash Balance Report				
<b>March</b>					
X	Bank Reconcilements, Bank Statements, Outstanding Check Lists				
X	Cash Balance Report				

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## SUBMISSION DEADLINES

- January monthly files – March 15th
- February monthly files – April 15th
- March monthly files – May 15th
- April monthly files – June 15th
- May monthly files – July 15th
- June monthly files– August 15th
- July monthly files– September 15th
- August monthly files– October 15th
- September monthly files– November 15th
- October monthly files– December 15th
- November monthly files– January 15th
- December monthly files– February 15th
- Annual files - March 1st for all other units

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# DIRECT REQUEST

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## WHAT IS A DIRECT REQUEST

- Any documents that you must upload in addition to the Monthly and Annual Uploads are called Direct Request Uploads.
- You will receive an email requesting the document to upload.
- This would occur during the audit process.

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# DIRECT REQUEST EMAIL

The State Board of Accounts requests that you upload a file to Gateway for sbosa county unit in SBOA County. Please email your audit team after you upload the file to inform them that you have provided the requested information.

**Requested File:** Test  
**Request Detail:** Test Request

Please login to the Gateway here <https://gateway.ifionline.org/login.aspx> .

- Select Monthly and Annual Engagement Uploads.
- Select your unit name.
- Select the year.
- Select "Direct Request" from the Upload Group dropdown box.
- Select the file requested in the File Type dropdown box.
- Click the Browse button to find the file on your computer to upload.
- Click the Submit this Upload button to upload the file.

For more detailed instructions with screenshots, please see the user guide.

We appreciate the opportunity to work with you as we continue to advance the tools available to us to keep our audits progressing. Please upload the requested information within seven days of the date of this request. If the requested information cannot be provided within the requested timeframe please contact the audit team.

If you have any questions, email the help desk at [gateway@sboa.in.gov](mailto:gateway@sboa.in.gov) .


Thanks,  
SBoA Engagement Strategies

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# CONFLICT OF INTEREST DISCLOSURE


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# SELECT CONFLICT OF INTEREST DISCLOSURE

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	<a href="#">Details</a>
Monthly and Annual Engagement Uploads	<a href="#">Details</a>
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# CONFLICT OF INTEREST DISCLOSURE

- Anyone with a username and password can upload a Conflict of Interest Disclosure
- Uniform Conflict of Interest Disclosure Statement –
- Complete the Upload Disclosure Form
  - Name of person filing the disclosure
  - Email address of person filing the disclosure
  - Government Entity
    - County
    - Unit Type
    - Unit Name
  - Upload PDF

### Conflict of Interest Disclosure Statement Upload Tool

The legal requirement for filing disclosures of conflict of interest can be found in the Indiana Code in Title 35 Section 44-1-1-4 (IC 35-44-1-1-4) available at <http://iga.in.gov/original/laws/2014/c035/articles/44.1>. If you have any questions regarding this law or disclosure, you should contact your attorney for legal advice.

Persons required to file this disclosure with the State Board of Accounts (SBOA) can use the form available at <https://forms.in.gov/Download.aspx?docId=264>. Once you have filled out the form, scan it as a pdf and upload using the tool below. If the Conflict of Interest is on multiple pages, all pages must be in one file, in order and in the correct orientation so that it is readable.

**NOTE:** All conflict of interest disclosure forms are reviewed internally to verify they are in an acceptable file format before being published to Gateway. Please allow one business day for them to appear on the Conflict of Interest Disclosure Uploads Report. Neither IBRC nor SBOA review the documents for content. It is the responsibility of the user to verify that the document that was submitted is correct and complete.

#### Upload Disclosure Form

Name of person required to file this disclosure:

Email address of person required to file this disclosure:

Government Entity Name:

| 
  |

Upload PDF:

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	<p><b>CONTACT STATE BOARD OF ACCOUNTS</b></p>
	<p>Lori Rogers, Ricci Hofherr, and Staci Byrns</p> <p>Email: <a href="mailto:Counties@sboa.in.gov">Counties@sboa.in.gov</a></p> <p>Phone: (317) 232-2512</p>