

GATEWAY

2023 CITIES AND TOWNS UPDATE

Allyson Karl

AGENDA

Introduction

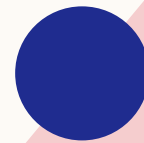
AFR Update

100R Update

Engagement Upload Update

Miscellaneous

Questions and Answers



AFR UPDATE

- Risk Assessment Schedule Eliminated
- Two items moved to unit questions Yes/No:

Does the city or town have one or more credit and/or debit cards issued in the name of the city or town?

Are electronic fund transfers (EFT) permitted for cash?

- Required to complete Capital Assets, Debt and Leases even if unit question answered “No”

AFR UPDATE

- Rollover prior year info to Schedule of Officials
- DUNS number replaced with UEI:

987654321098

The Unique Entity ID (UEI, previously DUNS) is a unique 12-character identification number that is assigned to entities when they request a Unique Entity Identifier or register on SAM.gov.

The Federal government requires that all applicants for Federal grants and cooperative agreements have a UEI number. To verify that you have a UEI number go to: <https://sam.gov/content/duns-uei> The Federal Service Desk has provided instructions as to how to obtain your UEI which you can access using the link below: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1

AFR UPDATE

- New fund: 102260 Municipal Health Fund
- Receipt Codes eliminated:

receipt_code	Taxes=100 Intergovernmental=300	receipt_account_title
R102	Taxes and Intergovernmental	County Adjusted Gross Income Tax (CAGIT) Certified Shares
R103	Taxes and Intergovernmental	County Economic Development Income Tax (CEDIT)
R104	Taxes and Intergovernmental	County Option Income Tax (COIT)
R124	Taxes and Intergovernmental	Local Option Income Tax (LOIT) for Public Safety
R125	Taxes and Intergovernmental	County Adjusted Gross Income Tax (CAGIT) Additional Distributions
R126	Taxes and Intergovernmental	County Option Income Tax (COIT) Additional Distributions
R127	Taxes and Intergovernmental	County Economic Development Income Tax (CEDIT) Additional Distributions

AFR UPDATE

- Ability to document 2nd party review (Optional)

After the AFR is submitted by user with Edit or Read Only rights

Review Submission

Your report entries have been reviewed to make sure that it meets minimum standards for submission. The results are below. A successful review at this level should be considered a final approval of this submission.

Submission Errors

No errors were found that would prevent submission.

Submission Warnings

The annual report for this unit may be submitted without addressing the following issues. However, it is recommended that they be reviewed as they frequently indicate errors.

Transfers In and Transfers Out entered in Financial Data by Fund Do Not Balance
The sum of all transfer receipts does not equal the sum of all transfer disbursements. For help in balancing transfers generate the "Transfers" report on the outputs menu.

Review History

By clicking the "Review Completed" button, I attest that I have reviewed this AFR and all entries appear to be complete and accurate.

No reviews have been recorded.

System Functions

		Status
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Financial Statement/SEFA	Download Financial Statements and SEFA in Excel.	Available
Review Submission	Review any submission errors or warnings. Document AFR 2nd party review.	Last Reviewed by ckleyn@sboa.in.gov on 6/15/2023 12:45:32 PM
Un-Submit Annual Report	Un-submit the annual report to SBOA.	Submitted by akarl@sboa.in.gov on 9/5/2023 2:14:00 PM

AFR SIDE NOTE

System Functions

		Status
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Financial Statement/SEFA	Download Financial Statements and SEFA in Excel.	Available
Review Submission	Review any submission errors or warnings. Document AFR 2nd party review.	Last Reviewed by ckleyn@sboa.in.gov on 6/15/2023 12:45:32 PM
Un-Submit Annual Report	Un-submit the annual report to SBOA.	Submitted by akarl@sboa.in.gov on 9/5/2023 2:14:00 PM

Submit Annual Report

County: **Sboatest County**
Unit: **Sboa School Test Unit 1**
Year: **2022-2023**

The Annual Report has been submitted.

The online portion of the Annual Report for Sboa School Test Unit 1 was submitted to the State Board of Accounts on 9/5/2023 2:14:00 PM.

[Return to the AFR Main Menu](#)

By pressing the unsubmit button below, you will be marking this report as not being submitted. If the unit does not resubmit this annual report by the deadline, it will not be in compliance with SBOA reporting requirements.

[Unsubmit This Report](#)

Only the Submitter can Un-Submit and Re-submit the AFR to make changes.

Users with Edit or Read Only Access will not see the Un-Submit option.

100R UPDATE

Upload Personnel Policy-

An additional upload that will be the same as the existing Nepotism and Contracting Policy Uploads. Will carry over year to year unless there is a change to re-upload

100R Main Menu

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Entry is locked for this unit.	249 Rows Entered
Upload File (optional)	Use the Upload tool to transfer your file, which must be appropriately formatted per the Upload Specifications for 100R.	Uploaded
Nepotism Policy Upload	It was indicated that the unit has a nepotism policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2020 on Jan 20 2021 7:09AM
Contracting Policy Upload	It was indicated that the unit has a contracting policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2022 on Nov 1 2022 11:41AM
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Submitted by jeabucha@iupui.edu on Jan 25 2023 4:13PM

ENGAGEMENT UPLOAD UPDATE

CHANGES EFFECTIVE DECEMBER 2023 UPLOADS

New Annual Uploads

- Accounts Payable/Receivable Schedule Support
- Direct Federal Grant Agreements/Award Letters and Amendments initiated during year
- Agreements for Subawards made to Subrecipients for all Federal Grants initiated during year
- Capital Assets Ledger, General Form 369 (**GAAP and ACFR only**)
- Contracts for Mowing and Fire Protection (Township only)

Adjustments to Annual Uploads

- Excel Data Capture (Data Dump) is no longer optional but exceptions apply
- Detail of Receipts **by fund and account (if Data Capture not available)**
- Detail of Disbursements **by fund and account (if Data Capture not available)**
- Year End Investment Statements and **Register of Investments, General Form 350**

Adjustments to Monthly Uploads

- Bank Reconcilements, **Bank Statements, Outstanding Check Lists** change for ECA Accounts

DIRECT REQUEST LETTER TO UNIT

State Board of Accounts Engagement Upload Request



no-reply-gateway@sboa.in.gov on behalf of no-reply



To Johnson, Terry; Byrns, Staci; Hofherr, Ricci; Kelley, Beth; Kleyn, Catherine; Hotchkiss, Brittany Lynn; Rogers, Lori; mdhollin@iupui.edu; rogersc@iupui.edu; +3 others

4:18 PM

The State Board of Accounts requests that you upload a file to Gateway for sboa 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: Documents for Audit

Request Detail: Bank Statement Mowing Contract Personnel Policy

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.

Thanks,
SBoA Engagement Strategies

NEW FISCAL OFFICER

There are two ways to obtain login credentials:

- Email: Gateway@sboa.in.gov with name, office, entity, effective date
- Request from Gateway login:
<https://gateway.ifionline.org/login.aspx>

BEST ADVICE

Read and
Search User
Guide

[https://gateway.ifionline.org/
help.aspx](https://gateway.ifionline.org/help.aspx)

Email Helpdesk:
Gateway
@sboa.in.gov

The background features a dark blue top and bottom border. A large white circle on the left overlaps with a larger light pink circle on the right. The pink circle contains several thin, white, concentric circular lines.

**QUESTION AND
ANSWER**

THANK YOU