

# Monthly Uploads in Gateway

[www.gateway.ifionline.org](http://www.gateway.ifionline.org)

Indiana State Board of Accounts

## Monthly Uploads in Gateway



Files to be uploaded on a Monthly Basis:

- Bank Reconciliation
- Board Minutes
- Funds Ledger



## Monthly Uploads in Gateway Schedule

<input type="checkbox"/> January monthly files	Due March 15th
<input type="checkbox"/> February monthly files	Due April 15th
<input type="checkbox"/> March monthly files	Due May 15th
<input type="checkbox"/> April monthly files	Due June 15th
<input type="checkbox"/> May monthly files	Due July 15th
<input type="checkbox"/> June monthly files	Due August 15th
<input type="checkbox"/> July monthly files	Due September 15th
<input type="checkbox"/> August monthly files	Due October 15th
<input type="checkbox"/> September monthly files	Due November 15th
<input type="checkbox"/> October monthly files	Due December 15th
<input type="checkbox"/> November monthly files	Due January 15th
<input type="checkbox"/> December monthly files	Due February 15th

## Monthly Uploads in Gateway



### Bank Reconciliation

Items not required for monthly upload

Bank Statement

Optical Images of Checks/Deposits

Bank Account Balance - March 31, 2019	\$74,832.14			
<b>Add:</b>				
Deposits in Transit	150.17	Date	Amount	
<i>(money you have receipted in your ledger but the deposit hasn't shown up on the bank account by the end of the period)</i>		3/29/2019	125.17	
		3/30/2019	25.00	
			150.17	
<b>Less:</b>				
Outstanding Checks	(5,170.54)	Check	Date	Amount
<i>(checks you have written and posted to your ledger, but they have not been paid - or "cleared" - the bank)</i>		123	12/15/2018	4.50
		125	1/4/2019	17.55
		130	1/24/2019	100.00
		131	3/15/2019	679.99
		132	3/29/2019	4,369.50
				5,170.54
<b>Reconciling Items:</b>				
<b>Add or Subtract</b>				
Interest	(3.21)			
<i>(put into bank account but not yet receipted)</i>				
NSF Checks	50.00			
<i>(checks presented to you, receipted, but the checks bounce when they get to the bank)</i>				
Service Fees	5.00			
<i>(fees charged by bank - taken out of account but not yet posted as disbursement to ledger)</i>				
Encoding Error	9.90			
<i>(bank runs a check you wrote for \$100.10 as \$110.00; they took out 9.90 too much)</i>				
Encoding Error	(0.10)			
<i>(bank runs a deposit you recorded at \$55.55 as \$55.65; they gave you \$.10 too much)</i>				
<b>Subtotal</b>	69,873.36			
<b>Ledger Balance March 31, 2019</b>	<b>69,873.36</b>			
<b>Difference</b>	<b>-</b>			



## Monthly Uploads in Gateway

### Board Minutes

- Needed for any board or commission which has financial activity included in the city or town financial statements
- May choose:
  - File Upload
  - Web Link
  - No Meeting
- Upload to the month the meeting took place, not the month approved



## Monthly Uploads in Gateway

### Funds Ledger

*Ledger of Receipts, Disbursements, and Balances (Form 208)*

#### For Each Fund

- Beginning Balance
- Total Receipts
- Total Disbursements
- Ending Balance

Excel File preferred

Hand-posted Records  
Photo or Scan is acceptable  
Template is available

**INDIANA Gateway** | Dashboard | Report Search | Download | Tools | Learn More

## 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 »](#)
- [Conflict of Interest Upload Tool »](#)

**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?](#)

# INDIANA Gateway for government units

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.

This site works best in [Firefox](#) and [Chrome](#). Internet Explorer is not a supported browser.

**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](#)

### 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 »](#)



## Monthly Uploads in Gateway

### 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)		State Board of Accounts (SBOA)	
	Deadline		Deadline
Abstract	<a href="#">Details</a>	100R	Jan 31
Assessor Reports	Mar 31	Annual Financial Report	<a href="#">Details</a>
Budgets	<a href="#">Details</a>	Monthly and Annual Engagement Uploads	<a href="#">Details</a>
Data Entry for CNAV and Form 22	<a href="#">Details</a>	Conflict of Interest Disclosure	15 days after final action on the contract or purchase
Debt Management	<a href="#">Details</a>	E-1 Entity Annual Report	60 days after entity's fiscal year ends
Economic Development Reporting	Sep 30	ECA Risk Report	Aug 29
File Transmission	<a href="#">Details</a>		
Other Post-Employment Benefits	Mar 1		
SB 131 Reporting for SWMDs	Mar 1		
TIF Management	Apr 15		
		Indiana Gaming Commission (IGC)	
			Deadline



## Monthly Uploads in Gateway

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
ECA Risk Report	Aug 29





## Monthly Uploads in Gateway

**Select a Year**

<b>2019</b>	This year is ready for documents to be uploaded.
<b>2018</b>	This year is ready for documents to be uploaded.

## Monthly Uploads in Gateway

### Monthly and Annual Engagement Uploads

Use the form below to find and upload documents required for audit support. **Note: This information is for the State Board of Accounts internal use only and will not be made available on the Gateway Public site.**

**File Upload Status:** The current upload status is viewable in the table below. Any objects with a red X need to be uploaded. To view a previous upload, click on the download icon in the table. To delete a previous upload, click on the delete icon for that record in the status table.

**To upload new files:** Select which set of files need to be uploaded using the Select Upload Group dropdown. Next, select the specific file from the Select File Type dropdown on the right. The user will be able to upload files using the Browse and Upload buttons in the Provide File section. In some cases, an option will appear in the Provide File section allowing a user to provide a link instead of uploading a file. To do this, select the Web Link option and paste the link in the textbox labeled Provide Link.

**To complete the entry:** Click on the button marked Submit. The status table will be updated. Multiple files may be uploaded for each Upload Group and File Type. If a file needs to be reloaded, the user should delete that file from the status table first.

Select Upload Group	Select File Type	Provide File
November ▾	Bank Reconciliation ▾	Upload file (xls, xlsx, doc, docx, jpg, pdf, gif, tif, png) <input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>		

Status	2019 Required Uploads	Upload Date	Uploaded By	Download	Delete
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# Monthly Uploads in Gateway

## Monthly and Annual Engagement Uploads

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Select Upload Group	Select File Type	Provide File
January	Board minutes The user may upload a file, or provide a link to an online version of the minutes.	<input checked="" type="radio"/> File Upload <input type="radio"/> Web Link <input type="radio"/> No Meeting <input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>

Status	2019 Required Uploads	Upload Date	Uploaded By	Download	Delete
--------	-----------------------	-------------	-------------	----------	--------

# Monthly Uploads in Gateway



October					
✓	<b>Bank Reconciliation</b>				
	<i>Bank ReconciliationOct</i>	10/18/2019 8:41:22 AM	sgordon@sboa.in.gov	↓	✖
✓	<b>Board minutes</b>				
	<i>BoardMinutesOct</i>	10/18/2019 8:42:03 AM	sgordon@sboa.in.gov	↓	✖
✓	<b>Funds ledger</b>				
	<i>FundsLedgerOct</i>	10/18/2019 8:42:33 AM	sgordon@sboa.in.gov	↓	✖
November					
✖	<b>Bank Reconciliation</b>				
✖	<b>Board minutes</b>				
✖	<b>Funds ledger</b>				
December					
✖	<b>Bank Reconciliation</b>				
✖	<b>Board minutes</b>				
✖	<b>Funds ledger</b>				



## Contact Information

**Todd Caldwell, CFE     Susan Gordon, CPA**

Directors of Audit Services

**[cities.towns@sboa.in.gov](mailto:cities.towns@sboa.in.gov)**

**317-232-2513**

**Gateway Help Desk: [gateway@sboa.in.gov](mailto:gateway@sboa.in.gov)**

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