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INDIANA Gateway User Guides



User Guide for Monthly and Annual Engagement Uploads

Note: To search the user guide, simultaneously press the "ctrl" and "f" key on your keyboard and it will open up a "Find" box within the browser. Then type in the word or characters you want to find. For example, reconciliation.

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1. Introduction

Starting in September 2018, cities, towns, townships, libraries and special districts were required to upload documents to the Indiana Gateway for Government Units (Gateway) monthly, annually or as requested. In January 2019, school corporations, school extra curricular accounts, county auditors, county recorders, county treasurers, county sheriffs and county clerks are required to start uploading documents monthly, annually or as requested as well.

These documents are being requested so that we can do as much of the audit work as possible remotely. Working remotely should create efficiencies for us and therefore, result in an audit cost reduction for you. Your cooperation in uploading the files to us timely is an important part of this process.

The monthly documents must be uploaded by the 15th of the second month following the month they are for. For example, the July monthly files are due September 15. See [Monthly Uploads](#) for more information.

The annual documents must be uploaded by March 1 for all units except school corporations and school extra curricular accounts. School corporations and school extra curricular accounts annual documents must be uploaded by August 29. See [Annual Uploads](#) for more information.

If you have manual records, the detail of receipts activity, detail of disbursement activity, and annual vendor history report are not required to be uploaded.

The users that have edit and submit rights for the Annual Financial Report will be initially setup to upload the documents. To request or change this defaulted user access, the official must complete the [Delegation Form](#) and email it to the help desk at gateway@sboa.in.gov.

The documents uploaded are for Indiana State Board of Accounts use only and are not public documents.

2. Accessing the Monthly and Annual Engagement Uploads

Gateway Access Instructions

As an authorized user of the Indiana Gateway for Government Units, you will have a User Name and password to access the Gateway program. Your User Name is the e-mail address on file with DLGF and/or SBOA. You will be responsible for all information entered into Gateway under your User Name and password. For additional information, see the [User Policy](#) and the [Frequently Asked Questions](#).

Additionally, you may request access for other individuals within your agency by completing a Limited Delegation of Authority (LDA) Form per desired individual. You can download the LDA Form here:
https://gateway.ifionline.org/forms/DelegationFormUpload_ASU.pdf

Web Address

<https://gateway.ifionline.org/login.aspx>

To access the Gateway program, open your internet browser and enter the web address above into the browser, then press “Enter” on your keyboard. Note that this is a secure website so it begins with https. **Please bookmark this web address.**

Web Browser Compatibility

Gateway works best in [Chrome](#) or [Firefox](#). Microsoft Internet Explorer or Edge are not supported and may not work properly.

When you report problems, please let us know which browser and version you are using.

To find your web browser version number see:

- [In Mozilla Firefox](#)
- [In Google Chrome](#)

Logging into Gateway

Once you have entered <https://gateway.ifionline.org/login.aspx> the login screen will appear. If you know your User Name (which is your e-mail address) and your password, you may enter them in the login box and click on the “Log In” button.

INDIANA Gateway

for government units



An Information for Indiana Data Site

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

Authorized Personnel Login

User Name:

Password:

*after 5 failed attempts, account will be locked

Forgot your password?

More information is available on the [DLGF web page with tutorials and forums](#).
 Contact information: DLGF@ 317-232-3775 or email gateway@dlgf.in.gov.

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the Indiana Department of Local Government Finance and the State Board of Accounts. It is maintained by the Indiana Business Research Center as part of the Information for Indiana Initiative.

Email
 DLGF
gateway@dlgf.in.gov

POWERED BY
 information for
INDIANA

If you have forgotten your password, click on the "Forgot your password?" link. This will direct you to enter your User Name (which is your e-mail address). When you click "Submit" a new password will be e-mailed to you. If you don't receive the new password, contact us at gateway@sboa.in.gov for assistance. After using this new password to log in, this initial password should be changed by clicking "Account Settings" and clicking on the "Change Password" link. After logging in, click on "Monthly and Annual Engagement Uploads".

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
Assessor Reports	Mar 31
Budgets	<input type="button" value="Details"/>
Data Entry for CNAV and Form 22	<input type="button" value="Details"/>
Debt Management	<input type="button" value="Details"/>
Economic Development Reporting	Sep 30
File Transmission	<input type="button" value="Details"/>
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	<input type="button" value="Details"/>
Monthly & Annual Engagement Uploads	
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

Selecting a Unit and Year

Once you select the Monthly and Annual Engagement Uploads application, a list of local units that have been assigned to your User Name will appear. For most users, this will only be one local unit. Additional local units will be displayed if you have been given permission to upload documents for other units. Click on the name of the desired local unit to proceed.

Select Unit

Select Unit from List

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
9996	Sboa City Unit	CITY	sboatest
9998	Sboa County Unit	COUNTY	sboatest
9994	Sboa Library Unit	LIBRARY	sboatest
9995	Sboa School Unit	SCHOOL	sboatest
1001	Sboa Special District	OTHER SPECIAL DISTRICT	sboatest
9997	Sboa Township Unit	TOWNSHIP	sboatest

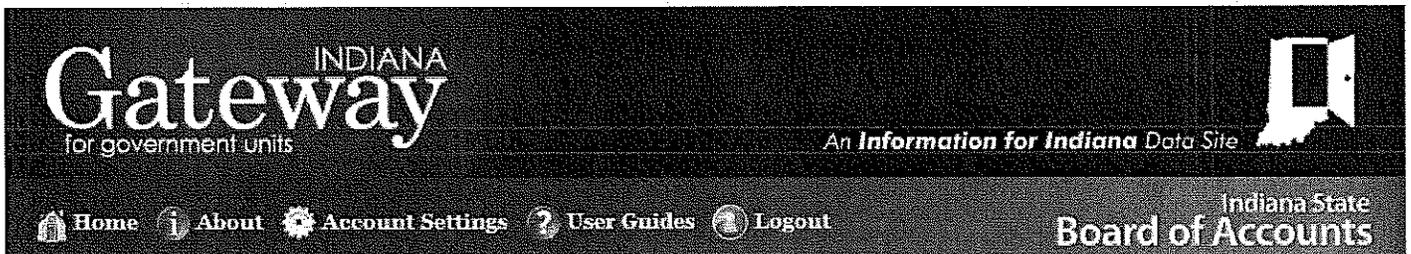
Then click on the year you want to upload documents for. For example, click on 2018 to upload documents for 2018.

Select a Unit > **Select Year**County: **Clark County**
Unit: **Carr Township**

Click a link below to select your year.

Select a Year	
2018	This year is ready for documents to be uploaded.

3. Banner Icons



Home

This will return you to the screen to access one of the SBOA, DLGF or IEERB Gateway programs.

About

This will provide some basic information about the website and the Indiana Gateway project.

Account Settings

This will allow you to change your password or access information about your account. **Note: Do not use the @ sign in your password.**

Account Settings

Make Contact Information Publicly Available

Make Email Public

Make Address Public

Make Phone Number Public

Username: lbaker@sboe.in.gov

E-mail: lbaker@sboe.in.gov
Note: Changing your email address will not change your username for gateway.

First Name: Linda

Last Name: Baker

Address 1st: _____

Address 2nd: _____

City: _____

State: Indiana

Zip: _____

Phone: _____

Fax: _____

Change Password

User Guides or Help

This will provide links to this User Guide and other resources related to using Gateway applications for local units.

Logout

This will log you out of the system and prevent others from accessing your local unit's information. It is particularly important to logout before leaving a public computer, such as a library computer lab or internet café computer.

4. Monthly Uploads

Each month **cities, towns, townships, libraries, special districts and school corporations** are required to upload the following:

- Bank Reconciliation - A bank reconciliation is a document that shows how you balanced the bank statement balance to your ledger balance by showing the amount of outstanding checks, deposits in transit and any reconciling items. You should upload a bank reconciliation for each bank account. You can upload

one document or multiple documents. Bank statements, images of checks or other information are **NOT** required to be uploaded, but may be uploaded if it is easier for you to do so.

- Board Minutes - Approved board minutes are required for any board or commission if their financial activity is included in the financial statements. If the minutes are online, you can provide the link instead of uploading the minutes. If the board does not meet each month, only upload the minutes for the months that they do meet. Upload the minutes to the month that the meeting took place, not the month they were approved.
- Funds Ledger - A report that shows the beginning balance, total receipts, total disbursements and ending balance of each fund as of the end of the month. If you have a computer system and are not sure what report has this information, check with your software vendor for assistance. An Excel File is preferred if you have computerized records, but is not required. If you have manual records, you can upload a scan or photo of your manual records that include this data. We have provided a [Manual Records Template](#) here and on our web page that allows you to input the information into an Excel spreadsheet that you can upload to fulfill this requirement if you prefer.

Each month **school extra curricular accounts** are required to upload the following:

- Bank Reconciliation - See above for more information.
- Funds Report - See above under Funds Ledger for more information.

Each month the **county auditor** is required to upload the following:

- Board Minutes - See above for more information.
- Funds Ledger - See above for more information.

Each month the **county treasurer, county recorder, county clerk and county sheriff** are required to upload the following:

- Monthly Bank Reconciliation (Monthly Report) - See above for more information. Note: If a recorder does not have an outside bank account, the bank reconciliation is not required.
- Cash Balance Report

The dates these files are due each month are below:

- 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

To upload the file, you must have the document in one of the following file types on your computer: xls, xlsx, doc, docx, jpg, pdf, gif, tif, or png.

If you do not have a scanner or need assistance in creating the document, there are many businesses that provide this service for a small fee such as Staples, Office Depot or Kinko's. You can also ask your local library or another nearby governmental unit for assistance. A cell phone photo is also acceptable. Whether the documents are scanned images or a photo, they should be legible and easy to read.

On the screen shown below, select the month of the documents you are uploading from the "Select Upload Group" dropdown box. For example, if you are uploading the May bank reconciliation, select May. Select the type of file you are uploading in the "Select File Type" dropdown box. Click the "Choose File" button and navigate to the folder in your computer that contains the file you want to upload. Click on the file name so that the file name appears in the "File name" box. Click the "Open" button. The file name will then appear next to the "Choose File" button. Click the "Submit This Upload" button.

Home About Account Settings Help Logout Board of Accounts

Select Unit and Year > Upload Support Management

County: sbrookstl County
Unit: Sbro Library Unit
Year: 2018

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: May
Select File Type: Bank Reconciliation
Provide File: Upload file (xls, xlsx, doc, docx, jpg, pdf, ppt, pptx, png)
Choose File: bankrec.pdf
Submit This Upload

For the board minutes, you may upload a link to the board minutes on your website instead of a file. To do this, select board minutes from the "Select File Type" dropdown box. Click the circle next to Web Link. Enter the web address where the board minutes are located on your website. You can type in the address or copy and paste the link in the box. For more information on copying a web page link, see [How to copy a web page link or URL](#). Click the Submit button.

Select Upload Group: January
Select File Type: Board minutes
Provide File: File Upload Web Link No Meeting
Provide a link: https://www.in.gov/sboa
Submit

After the file or link is uploaded, you will see an "Upload Successful" message. Click the OK button.

You can scroll down to see the file or link that was uploaded.

X	Board minutes				
X	Funds ledger				
May					
✓	Bank Reconciliation				
	bankrec	4/6/2018 2:53:33 PM	Baker@soa.in.gov	↓	⊙
✓	Board minutes				
	www.in.gov/sboa	4/6/2018 5:29:03 PM	baker@soa.in.gov		⊙
X	Funds ledger				
June					

If you did not have a board meeting for the month selected, click the circle next to No Meeting. Click the Submit button to show that you did not have any minutes to upload for the month.

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 type="radio"/> File Upload <input type="radio"/> Web Link <input checked="" type="radio"/> No Meeting
There was no board meeting held.		
<input type="button" value="Submit"/>		

To view the file, click the blue down arrow icon. You should view the file to verify that the correct document was uploaded.

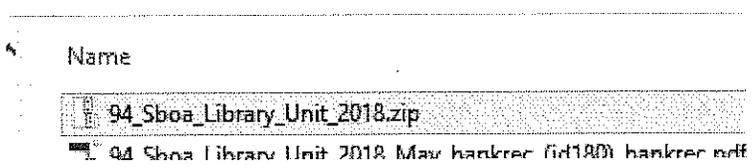
To view a web link of the board minutes, highlight the link, right click and select "open link in new tab" or "go to ..." depending on the web browser you are using.

If the incorrect document or link was uploaded, click the red X icon to remove it.

To download all of the documents that were uploaded, scroll to the bottom of the screen and click the "Download All Files" link as shown below:



The files will be saved in a compressed (.zip) file in the Downloads folder on your computer. See example below:



Right click on the zip file and select Extract All. Then click Extract on the next screen shown below:



← Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

Show extracted files when complete

The files will be copied to the folder shown on your screen.

For additional information, see the [Frequently Asked Questions](#).

5. Annual Uploads

Each year **cities, towns, townships, libraries, special districts, school corporations and school extra curricular accounts** are required to upload the following:

- Year End Bank Statement - This is the December bank statement for units that report on a calendar year. A bank statement must be uploaded for each bank account. You can upload one or multiple documents. Images of checks or other information are **NOT** required to be uploaded, but may be uploaded if it is easier for you to do so. The December bank reconciliation is uploaded as part of the monthly uploads so it is not part of the Annual Uploads.
- Year End Outstanding Check List - A list of the checks that you have written and are deducted in your records, but have not cleared the bank as of the end of the year. This is the same as the outstanding checks on the December monthly bank reconciliation for units that report on a calendar year. This list should show the date of the check, the check number and the amount.
- Year End Investment Statements - A statement or documentation that shows the balance of the investment (such as a certificate of deposit) at the end of the year. If you do not receive a statement at the end of the year, you may upload documents that show when the investment or certificate of deposit was purchased and the value at the time it was purchased.

- Detail of Receipt Activity - include receipt numbers. **This is not required if you have hand posted records.**
- Detail of Disbursement Activity - include check numbers and vendor/payee names. **This is not required if you have hand posted records.**
- Current Year Salary Ordinance - This is the salary ordinance for the year you are uploading. For example, if you are uploading the 2018 annual uploads, the salary ordinance should be for 2018. This is Form 17 for townships. See the [Township Manual](#) page 3-4.
- Annual Vendor History Report - This report shows the total amount disbursed to each vendor/payee for the year. **This is not required if you have hand posted records. Townships and school extra curricular accounts are not required to upload this report.**

Each year the **county recorder, county sheriff and county clerk** are required to upload the following:

- Year End Bank Statement - See above for more information.

Each year the **county auditor** is required to upload the following:

- Detail of Receipt Activity - See above for more information.
- Detail of Disbursement Activity - See above for more information.
- Current Year Salary Ordinance - See above for more information.
- Annual Vendor History Report - See above for more information.

Each year the **county treasurer** is required to upload the following:

- Year End Bank Statement - See above for more information.
- Year End Outstanding Check List - See above for more information.
- Year End Investment Statement - See above for more information.

These documents are due the same date as the Annual Financial Report which is August 29 for schools and March 1 for all other unit types.

To upload the file, you must have the document in one of the following file types on your computer: xls, xlsx, doc, docx, jpg, pdf, gif, tif, or png.

If you do not have a scanner or need assistance in creating the document, there are many businesses that provide this service for a small fee such as Staples, Office Depot or Kinko's. You can also ask your local library or another nearby governmental unit for assistance. A cell phone photo is also acceptable. Whether the documents are scanned images or a photo, they should be legible and easy to read.

On the screen below, select Annual from the "Select Upload Group" dropdown box. Select the type of file you are uploading in the "Select File Type" dropdown box. Click the "Choose File" button and navigate to the folder in your computer that contains the file you want to upload. Click on the file name so that the file name appears in the "File name" box. Click the "Open" button. The file name will then appear next to the "Choose File" button. Click the "Submit This Upload" button.

Group and File Type: If a file needs to be reloaded, the user should delete that file from the status table first.

The screenshot shows a web interface for file uploads. It features three main sections:

- Select Upload Group:** A dropdown menu with 'Annual' selected.
- Select File Type:** A dropdown menu with 'Annual Vendor History Report' selected.
- Provide File:** A section containing:
 - A text input field for the file name.
 - A 'Choose File' button with a file icon.
 - An 'Upload file (xls, xlsx, doc, docx, jpg, pdf, gif, tif, png)' button.
- Submit This Upload:** A button at the bottom of the form, circled in red.

If you have **hand posted records**, you do **not** have to upload a file for the Detail of receipt activity, Detail of disbursement activity, and Annual Vendor History Report. Instead, click the circle next to Hand Posted Records to indicate that you do not have a file to upload. Then click the "Submit This Upload" button to upload this information.

Select Upload Group Annual	Select File Type Annual employee earnings record	Provide File <input type="radio"/> File Upload <input checked="" type="radio"/> Hand Posted Records <input type="button" value="Submit This Upload"/>
-------------------------------	---	--

No upload required for this item.

After the information is uploaded, you will see an "Upload Successful" message. Click the OK button.

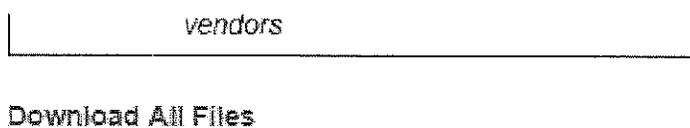
You can scroll down to see the file or information that was uploaded.

X	Funds ledger
	Annual
X	Year End Bank Statement
X	Year End Outstanding Checklist
X	Year End Investment Statements
X	Detail of receipt activity
X	Detail of disbursement activity
X	Current Year Salary Ordinance
X	Annual Vendor History Report

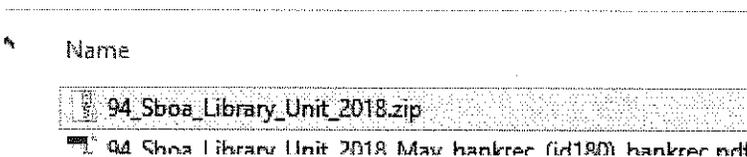
To view the file, click the blue down arrow icon. You should view the file to verify that the correct document was uploaded.

If the incorrect document or information was uploaded, click the red X icon to remove it.

To download all of the documents that were uploaded, scroll to the bottom of the screen and click the "Download All Files" link as shown below:



The files will be saved in a compressed (.zip) file in the Downloads folder on your computer. See example below:



Right click on the zip file and select Extract All. Then click Extract on the next screen shown below:



Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

C:\Users\jwagner\Downloads\2019 State Board of Accounts

Browse...

Show extracted files when complete

Extract

Cancel

The files will be copied to the folder shown on your screen.

For additional information, see the [Frequently Asked Questions](#).

6. Direct Request Uploads

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. If you have questions about the content of the data being requested, e-mail EngagementStrategies@sboa.in.gov. The Direct Request email will include the subject line "State Board of Accounts Engagement Upload Request" and will be similar to the following:

From: no-reply-gateway@sboa.in.gov

Re: State Board of Accounts Engagement Upload Request

The State Board of Accounts requests that you upload a file to Gateway for EXAMPLE CIVIL TOWN in Example County.

Requested File: Example Document

Request Detail: Please upload the requested document for the current year.

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.

Please provide the file within 3 business days.

If you have any questions, email the help desk at gateway@sboa.in.gov.

Thanks,
SBoA Engagement Strategies

To upload the file, you must have the document in one of the following file types on your computer: xls, xlsx, doc, docx, jpg, pdf, gif, tif, or png.

If you do not have a scanner or need assistance in creating the document, there are many businesses that provide this service for a small fee such as Staples, Office Depot or Kinko's. You can also ask your local library or another nearby governmental unit for assistance.

On the screen below, select Direct Request from the Upload Group dropdown box. Select the file requested in the File Type dropdown box. Click the "Browse" or "Choose File" button and navigate to the folder in your computer that contains the file you want to upload. Click on the file name so that the file name appears in the "File name" box. Click the "Open" button. The file name will then appear next to the "Browse" or "Choose File" button. Click the "Submit This Upload" button.

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
Direct Request	This is a test file Upload the XYZ report asap.	Upload file (xls, xlsx, doc, docx, jpg, pdf, gif, tif, png) Browse No file selected.
<input type="button" value="Submit This Upload"/>		

After the file is uploaded, you will see an "Upload Successful" message. Click the Ok button.

You can scroll down to the Direct Request section and see the file that was uploaded.

X	Current Year Salary Ordinance			
X	Annual Vendor History Report			
Direct Request				
X	Vendor Contract			
X	Grant Agreement			
✓	testing123	20180610 0:57:42	bova@boa-nj.gov	<input type="button" value="↓"/> <input type="button" value="🗑"/>
	sfs	PDF		

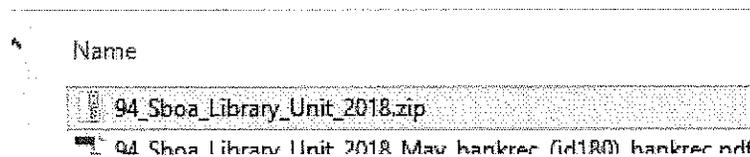
To view the file, click the blue down arrow icon. You should view the file to verify that the correct document was uploaded.

If the incorrect document or information was uploaded, click the red X icon to remove it.

To download all of the documents that were uploaded, scroll to the bottom of the screen click the "Download All Files" link at shown below:

Download All Files

The files will be saved in a compressed (.zip) file in the Downloads folder on your computer. See example below:



Right click on the zip file and select Extract All. Then click Extract on the next screen shown below:



Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

Show extracted files when complete

The files will be copied to the folder shown on your screen.

For additional information, see the [Frequently Asked Questions](#).

7. Getting Help

E-mail Addresses

For technical problems (e.g. server error messages) contact Indiana Business Research Center (IBRC) at ibrctech@iupui.edu.

For other questions concerning the Monthly and Annual Engagement Uploads, contact gateway@sboa.in.gov.

For Budget and Debt Management questions, contact DLGF at gateway@dlgf.in.gov.

Web Site Material

The State Board of Accounts web site is <http://www.in.gov/sboa/>. Click on the Political Subdivisions link on the left hand menu and then select a political subdivision such as Townships. Scroll down and click on the arrow next to Gateway. Then click on the arrow next to Monthly and Annual Engagement Uploads to see more information.

SBOA HOME

About Us

Political Subdivisions

Citizens

SBOA Staff

Private Examiner Audits

Gateway

Annual Financial Report (AFR)

100R

Electronic Forms

8. Frequently Asked Questions

General

1. Why must documents be uploaded to Gateway?

This will allow us to do as much of the audit work as possible remotely which should result in efficiencies and reduced audit costs for you. It is our intent to use the monthly information to more effectively plan our engagements. Additionally, we are required to conduct a risk assessment to plan the priorities of our engagements and the information requested should allow us to more efficiently conduct that risk assessment to better prioritize our engagements. Finally, with monitoring information monthly, we plan to provide better service to you, in which we can identify more quickly when you might need our assistance and we can provide that assistance more timely.

2. What units are required to upload documents monthly and annually?

Beginning with the July 2018 monthly uploads due September 15, 2018, all cities, towns, libraries, townships and special districts must upload documents on Gateway. Counties and schools are required to do so beginning with the January 2019 monthly uploads due March 15, 2019.

3. What if I do not upload the documents timely?

Failure to upload the documents when they are due or in a timely manner may cause delays in completing your audit engagement.

4. Who is responsible for uploading the documents?

The users that have edit and submit rights for the Annual Financial Report will be initially setup to upload the documents. To request or change this default user access, the official must complete the [Delegation Form](#) and email it to the help desk at gateway@sboa.in.gov. Please note that adding or deleting a user's access to the Monthly and Annual Engagement Uploads will not affect their access to other Gateway applications such as the Annual Financial Report or Budget.

5. What documents must be uploaded each month and when are they due?

See the [Monthly Uploads](#) section for details of the documents required by unit type. The dates these files are due each month are below:

- 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

6. I have hand posted or manual records. Am I still required to upload the monthly documents?

Yes. The monthly documents are still required to be uploaded even if you have manual or hand posted records.

7. Should the board minutes that are uploaded be approved board minutes?

Yes. Since you have two months to upload the board minutes, you should be able to upload the approved minutes if you meet monthly.

8. If the board does not meet monthly and the board minutes will not be approved by the due date, should I upload the minutes that haven't been signed by the Board President and Secretary?

Yes, you can upload minutes that have not been signed. But once you have the signed version, you should upload the signed minutes.

9. The April board minutes were approved at the June board meeting. Under which month should they be uploaded?

The board minutes should be uploaded under the month the meeting took place, not when they were approved. So they would be uploaded with the April monthly uploads.

10. If our council has a special meeting or an executive meeting, other than their normal monthly meetings, do I upload the board minutes?

No, it is not necessary to upload executive or special meeting minutes.

11. What documents must be uploaded once a year and when are they due?

See the [Annual Uploads](#) section for details of the documents required for each unit type. They must be uploaded by August 29 for schools and March 1 for all other unit types. This is the same date that the Annual Financial Report is due.

12. I am a city or town that uses manual ledgers. What do I need to copy and upload monthly for the Funds Ledger?

The City and Town Form No. 206- Clerk-Treasurer's, City Controller's and City Treasurer's Monthly Financial Statement is the prescribed form to use for manually posted records that would be the equivalent of the Funds Ledger. It shows each fund, the beginning of month balance, receipts for the month, disbursements for the month, and the end of the month cash balance. A copy of this form can be found in the City and Town Manual page 6-41. You can scan or take a photo of this page to upload to Gateway.

13. I am a township that uses manual ledgers. What do I need to copy and upload monthly for the Funds Ledger?

The Township Form No. 1C Financial and Appropriation Record is the prescribed form to use for manually posted records that would be the equivalent of the Funds Ledger. It shows a record of receipts, disbursements and balances by fund. Information on this form can be found in the Township Manual page 3-2. You can scan or take a photo of this page to upload to Gateway.

14. Can only one file be uploaded for each type of document?

No. You can upload as many files as you need to in each category (bank reconciliation, board minutes, etc.)

15. For the annual uploads, what must be uploaded for the bank reconciliation?

The bank reconciliation is **NOT** uploaded as a part of the annual uploads. The bank reconciliation is uploaded with the monthly uploads. The bank statement and outstanding checks are uploaded as a part of the annual uploads. Copies of checks and other information are not required to be uploaded. For more information, see the Annual Uploads section.

16. Are the documents uploaded through this Gateway application available to the public?

No. The documents uploaded in this application are for the State Board of Accounts use only and are not available to the public on the Gateway public website.

17. If our financial statements are audited by a firm other than the State Board of Accounts, do the same upload requirements apply?

At this time, there are no blanket exceptions for units audited by a private CPA firm; however, exceptions may be granted on a case by case basis. If you have an exception you wish to have considered, please email procuredaudits@sboa.in.gov. SBOA will continue to evaluate this process and may add blanket exceptions as appropriate.

18. If I have problems or questions, who should I contact?

For technical problems (e.g. server error messages or problems saving data), contact Indiana Business Research Center (IBRC) at ibrctech@iupui.edu. For questions related to the content of items being requested via Direct Request e-mails you receive, contact EngagementStrategies@sboa.in.gov. For all other questions, contact gateway@sboa.in.gov.

Computer Access

19. Will I need to purchase or install any computer software?

No, the Gateway application is accessed through the internet. All you will need to access the application is an internet browser such as Google Chrome, or Mozilla Firefox. A web browser is already installed on most computers. You should be able to use the same web browser that you used to enter your Annual Financial Report or Budget for DLGF. Microsoft Internet Explorer and Edge are not supported or recommended to use on Gateway.

20. Do I need to have internet access?

Yes, you must have internet access to use the Gateway.

21. What if I don't have a computer or internet access?

Government entities without computers or internet access can find free internet service at any campus of Indiana University or Ivy Tech, which are partnering with the State to provide temporary access to government officials without computers. In addition, most libraries will have public access computer terminals.

22. How do I access Gateway?

The web address is <https://gateway.ifionline.org/login.aspx>.

User Name and Password

23. How do I obtain a User Name and password to login?

You will use the same User Name and password that you used for submitting your Budget and/or Annual Financial Report. If there has been a change in the responsible official since the Budget or Annual Financial Report was submitted, request a User Name and password by sending your name, title, e-mail address, local unit name, and county to gateway@sboa.in.gov.

24. Can my User Name and password be shared with others in my office? If not, what do I need to do to obtain access for them?

Each person that needs access to Gateway should have their own User Name and password. For additional information, see the [User Policy](#). If you want to add a new user or delete a user's access, fill out the [Limited Delegation of Authority Form](#). Please note that deleting a user's access to the Monthly and Annual Engagement Uploads will not affect their access to other Gateway applications such as the Annual Financial Report or Budget. Contact DLGF at gateway@dlgf.in.gov to delete a user's access to their applications.

25. What is my password?

Your password is the same one you use when accessing Gateway to submit your Annual Financial Report, Budgets, etc. If you recently requested access, your new User Name and password should have been emailed to you.

26. My password will not work and the "forgot password" function will not recognize my User Name. How can I get my password reset?

Any user that incorrectly enters a password 5 times will be locked out of the Gateway system and will need to contact SBOA at gateway@sboa.in.gov to have their User Name unlocked and/or their password reset. Please include the local unit name and county of the unit in your e-mail.

27. How do I change my password?

To change your password, you must first login in with your current User Name and password. Click on "Account Settings" which is located under the Gateway heading. Scroll to the bottom of the Account Settings screen and click on the Change Password link.

28. What are the password requirements?

Passwords must be at least seven characters long.

29. How long can I be inactive before being timed out of the Gateway system?

For security purposes and to limit resource usage, after 20 minutes of inactivity the Gateway system will time out. To resume work, you will need to re-enter your User Name and password.

Creating Documents

30. What file formats are acceptable to upload?

You can upload Excel files (.xls or .xlsx), Word files (.doc or .docx), Adobe Acrobat files (.pdf) and picture files (.jpg, .png, .tif or .gif). If your document is not in one of these file formats, you will need to convert it to an acceptable format. If you are downloading the document from a computerized accounting system, Excel (.xls or .xlsx) is the preferred file type.

31. If I only have a hard copy, can I mail the documents?

No, we can't accept hard copies of these documents. If you do not have a scanner, there are many businesses that will provide this service for a small fee such as Staples, Office Depot, Kinko's, etc. You can also ask your local library or County Auditor for assistance.

32. Is there a limit on the size of the files?

Files should not be larger than 20 MB. If you have a file that is larger than 20 MB and you are using a scanner, try changing the settings on your scanner to convert it to a compressed PDF file. Also, if you have a large file, check to make sure the file does not include unnecessary data or pages, such as copies of checks. If you still have problems and need assistance, please email the help desk at gateway@sboa.in.gov or Gateway technical support at ibrctech@iupui.edu for assistance.

