



# Annual Financial Report User Guide

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

## Table of Contents

Introduction.....	2
Accessing the Annual Financial Report.....	3
Helpful Hints.....	7
Banner Icons .....	9
The Main Menu.....	10
Unit Questions.....	11
For Counties Only – The AFR and the New County Chart of Accounts .....	12
Identify Enterprises .....	13
Departments .....	14
Schedule of Officials.....	16
Financial Data by Fund .....	18
Receipts .....	23
Disbursements .....	26
Capital Assets.....	28
Grants .....	29
Accounts Payable/Receivable .....	33
Debt.....	34
Leases.....	34
Financial Assistance to Non-Governmental Entities.....	35
TA-7 (Townships Only).....	36
Disbursements by Vendor (Townships Only).....	37
Upload Files .....	38
Annual Report Outputs .....	56
Review Submission.....	58
Submit Annual Report.....	60
Appendix 1 - Getting Help .....	63
Appendix 2 - Frequently Asked Questions.....	64
Appendix 3 - Form TA-7 Instructions .....	83
Appendix 4 – Upload Error Reports and Messages.....	89

# Introduction

The State Board of Accounts has implemented the Annual Financial Report (AFR) through the Indiana Gateway for Government Units (Gateway) for years 2011 and following.

*Per IC 5-11-1-4 every municipality and local government is required to provide electronically and in a manner prescribed by the state examiner, financial reports for the fiscal year not later than sixty days after the close of the fiscal year.*

Completion and submission of the Gateway Annual Financial Report (AFR) will fulfill this requirement.

This User Guide focuses on the Gateway AFR application, which enables local units of government to enter their AFR via the web.

The Gateway was developed as a collaborative project among the Department of Local Government Finance (DLGF), the State Board of Accounts (SBOA), and the Indiana Business Research Center (IBRC) at Indiana University's Kelley School of Business as part of the Information for Indiana (IFI) initiative. IBRC also hosts and maintains the site. Funding is provided by IBRC and the State of Indiana.

Information regarding the DLGF portion of the Gateway (Budget Submission) is available at <http://www.in.gov/dlgef/8918.htm>. Information about IBRC and IFI is available at <http://www.ibrc.indiana.edu/initiatives.html>.

## Benefits of the Gateway

The Gateway will increase the efficiency in the collection and decimation of local government financial information. With this electronic data, we will place taxpayer-friendly reports and interactive research tools online, dramatically increasing transparency and accessibility of local government financial information for the citizens and taxpayers of Indiana. Submission of the AFR through Gateway will offer local units of government and taxpayers an important tool for understanding the services local governments provide and the cost of providing them.

Once submitted, the AFR will be available online for all to view. Financial data also will become part of an interactive, taxpayer-friendly research website where figures can be compared against other local units, analyzed per capita, and put in the context of economic conditions. This research website became available shortly after the November Budget adoption deadline in 2011. Currently, it contains Budget data collected via the Budget portion of the Gateway starting for the year 2012. It also includes financial data starting for the year 2011 (receipts, disbursements, and balances).

## How much will this conversion cost governmental entities?

Gateway is free to use, and any government entity can use Gateway within its existing resources. Since Gateway is web-based, a government entity can access the application from any computer with internet access, public or private, without installing any software. 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.

## How much time will it take to use?

Gateway is easy to use, but the length of time it will take to input the data by local officials will vary based on a variety of factors. As with paper forms, the size of the government entity and the complexity of its fiscal structure will influence the time it takes to complete the AFR.

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

## Accessing the Annual Financial Report

### 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 related to computer access and User Names and passwords see [FAQs #15-21 located in Appendix 2](#).

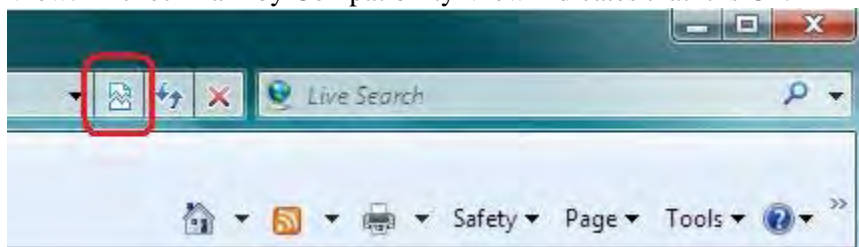
Web Address: <https://gateway.ifionline.org/login.aspx>

To access the Gateway program, open your internet browser and enter the web address above into the browser, and 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 is compatible with Internet Explorer (IE) version 6 browser and above. It is also compatible with Mozilla Firefox and Google Chrome. There may be some compatibility issues with Internet Explorer (IE) version 9. If you are using IE version 9, you should turn Compatibility View On.

To turn Compatibility View on or off, click the Compatibility View button as shown below. A light colored button indicates that Compatibility is Off, while a dark button indicates that Compatibility is On. You can also change to compatibility view by going to the Tools Menu, and clicking on Compatibility View. A checkmark by Compatibility View indicates that it is On.



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

### Basic Internet and Computer Guides

If you are not very familiar with computers, you may benefit from a tutorial before proceeding with the Gateway program. Some basic internet and computer guides are listed below.

Absolute Beginners' Guide to using your computer: <http://www.bbc.co.uk/webwise/abbeg/abbeg.shtml>

The Senior's Guide to Computers: (Don't let the name sway you. It is a good guide for any age.)  
<http://www.seniorguidetocomputers.com/>

The Animated Internet - Discover how the internet works with less than 50 clicks of your mouse:  
<http://www.learnthenet.com/animated-internet/start/index.php>

## 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.

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:

\*After 5 failed attempts, account will be locked

[Forgot your password?](#)

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

POWERED BY  
information for  
INDIANA

If you have forgotten your password, you may 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 at the e-mail address in your profile which maybe different than your User Name. If you don’t receive the new password at the expected address, contact us at [annualreport@sboa.in.gov](mailto:annualreport@sboa.in.gov) and we can resynchronize the addresses. 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 the “Annual Financial Report” button.



## 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, which currently include DLGF (Department of Local Government Finance) and SBOA (State Board of Accounts).

### Select Application

#### Budgets



Select application to submit your budgets to the DLGF.

#### Debt Management



Select application to submit your debt to the DLGF.

#### Annual Financial Report



Select application to submit your Annual Financial Report to the SBOA.

#### SB 131 Reporting for SWMDs



Select application to submit your files to the DLGF.

#### Redevelopment Commissions



Select application to submit your files to the DLGF.

#### 100R



Select application to submit your 100R files to the SBOA.

#### Property Files Upload



Select application to submit your property files to the DLGF.

#### Additional Appropriations



Select application to submit your files to the DLGF.

#### Account Settings



Update your account profile or change your password.

#### Help and Documentation



Access FAQs, user guides and tutorials

## Selecting a Unit

Once you select the Annual Financial Report application, a list of local units that have been assigned to your User Name will appear. For most users, this will be only your local unit. Additional local units may appear if you have been given permission to enter or review information on behalf of another local unit. Click on the name of the desired local unit to proceed.

**Gateway** INDIANA  
for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout

Indiana State Board of Accounts

Select Unit

Select Unit from List

Currently Viewing Year: 2011

Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County
0000	<a href="#">Benton County</a>	COUNTY	Benton
0001	<a href="#">Bolivar Township</a>	TOWNSHIP	Benton
0531	<a href="#">Boswell Civil Town</a>	TOWN	Benton

# Helpful Hints

- 1) **Compiling Information:** The first thing you will want to do is compile the information needed to work on the Annual Financial Report. For a list of items you'll need, see [FAQ #23 located in Appendix 2](#).
- 2) **Scroll Bars:** Some grids contain scroll bars on the bottom and/or right hand side. Some screens also contain scroll bars on the far right hand side and are not associated with a grid. Since not all data is visible without scrolling, it will be necessary to use these scroll bars.
- 3) **Screen Resolution:** Your desktop screen resolution and the size setting in your browser could affect the amount of scrolling that is necessary.
- 4) **Navigation between Screens:** Do not use the back button on your internet browser when navigating between screens (unless you are returning from a report generated within Gateway). Instead, use the navigation links, called breadcrumbs, found just under the header bar. These breadcrumbs also help to indicate where you are in the application. You can also click on the "Return to AFR Main Menu" button to navigate between sections.
- 5) **Saving Entered Data:** The "Save All Work" button appears at the top and bottom of the data entry screens. You should press "Enter" on your keyboard to save your work. The "Save All Work" button was designed to provide additional assurance that the data is saved, however this button is not working consistently. When pressing "Enter" make sure there are no data validity errors. Any information entered after an error message has been received may not be saved. See the following paragraphs for additional information. If you continue to have problems saving data, contact IBRC at [ibrctech@iupui.edu](mailto:ibrctech@iupui.edu).
- 6) **Error Messages:** If the data you enter is not in the proper format an error message may appear in the cell/field containing the error, or the error message may appear at the bottom of the grid. If there is an error message the data in the affected cell/field will not be saved. In some instances the data in the entire row or entire screen will not be saved. Use the refresh button on your browser or return to the Main Menu and navigate back to the section you were working on to determine if the data was saved. Each data validity error should be corrected before entering additional information.
- 7) **Confirmation That Data Was Saved:** After entering data in a row within a grid, press "Enter" on your keyboard and a "Data Posted" message may appear at the bottom of the grid indicating that the data has been saved. This provides further confirmation that your data did not have formatting errors that prevented your data from being saved. However, it's possible that previously entered data may not save even if subsequently entered data does post.
- 8) **Viewing Data Posted or Error Messages:** When entering data, if there is a scroll bar on the far right side, position the scroll bar so that the area below the grid is visible. This will enable you to become aware of any error messages or view the Data Posted message that appears when pressing "Enter" on your keyboard. This is especially important since error messages may disappear when moving to a different row, grid or screen.
- 9) **Required Entries:** Some blank cells within the grid contain a blue "Required" indicator. Data must be entered in each of these cells. Enter 0 (zero) for any non-applicable cells that require a dollar amount. If valid data is not entered in each of these required cells nothing in the row will be saved.

- 10) **Entering Amounts:** When entering dollar amounts do not enter dollar signs or commas. When entering cents you must use a decimal point, but the decimal point is optional when entering whole dollar amounts. For example, the following are acceptable formats for entering \$50,000.00 or ten cents:

50000	.10
50000.00	.1
050000	0.10
	00.1

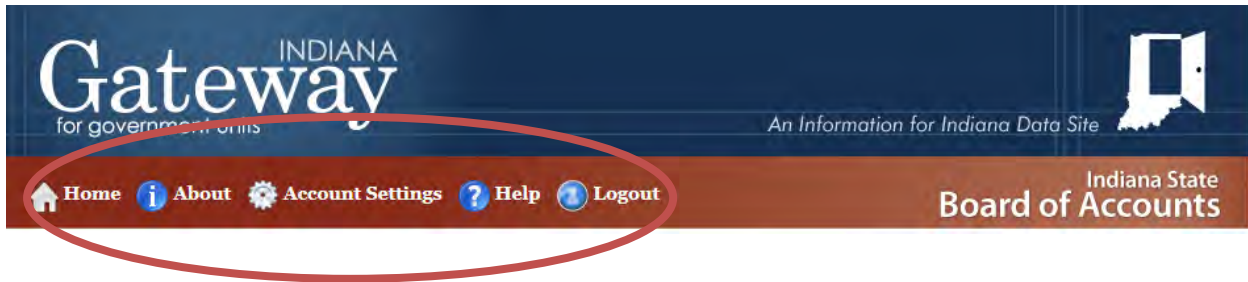
- 11) **Adding Rows:** Click on the “Add Row” button at the top right of the grids to add a new row.
- 12) **Deleting Rows:** Click on the red X icon at the beginning of the grid row to delete the row.
- 13) **Inactivity Indicator:** For security purposes and to limit resource usage, after 20 minutes of inactivity the Gateway system will time out. To resume your work, re-enter your User Name and password. A stop watch is located in the top right corner of the screen to notify you of the time remaining.
- 14) **Navigation within Grids:** To navigate within the grids click on the desired cell, enter values and then press “Tab” on your keyboard, or click on another cell in the grid, just as you would with a spreadsheet. Be sure to press Enter at the end of each row of data.
- 15) **Search Functionality:** To more quickly find a fund, receipt classification, disbursement classification, or other data within a screen simultaneously press the "Ctrl" and "F" 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.
- 16) **Numbering Funds:** The report sort order is based upon the beginning digits of your local fund number. Depending upon how many digits are in your largest fund number you may want to add any necessary leading zeros so that your funds are not listed in an unexpected order.
- 17) **Sorting Data within Grids:** You may sort rows within some grids by clicking on the column heading. However, not all columns are enabled for sorting or sort amounts numerically.
- 18) **Dropdown Lists:** Dropdown lists are available for some cells to assist in selecting valid options.
- 19) **Submission Errors and Warnings:** The Submit Annual Report section contains a list of submission errors and warnings. Any errors must be fixed before the Annual Financial Report can be submitted. Warnings may potentially be a problem but will not prevent you from submitting your Annual Financial Report to SBOA.

If you only have Edit rights you should use the Presubmission Edit on the Main Menu to check for submission errors and warnings. You can then review and correct the errors before the Submitter actually submits the Annual Financial Report.

- 20) **Retaining Submission Confirmation:** After submitting your Annual Financial Report the screen will show a confirmation that states “This Annual Report for (your local unit) was submitted to the State Board of Accounts on (date/time)”. You should print and/or save an electronic copy of the submission confirmation screen and retain for your records. Make sure you know how to print or save from your browser before you get to this stage.



# Banner Icons



## Home

This will return you to the screen to access one of the SBOA or DLGF 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.

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

### Account Settings

**Make Contact Information Publicly Available**

Make Email Public

Make Address Public

Make Phone Number Public

---

**Username** rogersc@iupui.edu

**E-mail:**

**First Name:**

**Last Name:**

**Address 1st:**

**Address 2nd:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

[Change Password](#)

## 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.

# The Main Menu

The Main Menu guides you through the Annual Financial Report sections. Once you are finished working on a section, return to the Main Menu to select another section. Note that there is a “Status” column on the right side of the Main Menu to track your progress.

Your Main Menu may look different from the one below, depending upon the type of local unit and how you answered the Unit Questions. For example, only cities, towns, and counties will see the Departments section on their Main Menu and only townships will see the TA-7 and Disbursements by Vendor sections on their Main Menu. The Main Menu is the guide to all sections that need to be completed for your Annual Financial Report. This User Guide addresses each of these sections in the same order in which they appear in the Main Menu.

## Annual Financial Report Main Menu

The sections below are the ones that are required to complete your annual financial report. Some of these sections are based on the answers that you gave to the questions on the previous screen. If you need to go back and change any of the answers to those questions, click on Unit Questions above.

### Unit Information

		Status
<a href="#">Unit Questions</a>	The answers to these questions determine what forms are available in the system.	Complete
<a href="#">Schedule of Officials</a>	Enter information regarding other officials for your unit such as the President of the Board.	Not Complete

### Core Reporting

		Status
<a href="#">Financial Data by Fund</a>	Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund.	8 Fund(s)
<a href="#">Capital Assets</a>	Using your Capital Asset records complete the Schedule of Capital Assets (land, building, equipment, etc) as of the end of the year.	\$16,554 in Assets
<a href="#">Grants</a>	Complete the Grant Schedule for grants you disbursed money from during the year.	1 Grant(s)
<a href="#">Accounts Payable/Receivable</a>	Accounts Payable/Receivable	1 Record(s)
<a href="#">Debt</a>	Complete the Debt Schedule (bond issues, lines of credit, etc) as of the end of the year.	2 Record(s)
<a href="#">Leases</a>	Amount of lease payments in force as of end of year.	1 Record(s)
<a href="#">Financial Assistance to Non Governmental Entities</a>	Enter financial assistance your unit has given to entities such as: Volunteer Fire Depts, YMCA, Senior Citizen Centers, etc. Don't consider amounts paid for goods or services in answering this question.	1 Record(s)
<a href="#">TA-7</a>	Township Assistance	Not Complete
<a href="#">Disbursements by Vendor</a>	Provide detail of disbursements by major disbursement category and by payee/vendor.	4 Record(s)

### System Functions

		Status
<a href="#">Annual Report Outputs</a>	Reports may be viewed as PDFs or Excel spreadsheets.	Available
<a href="#">Review Submission</a>	Review any submission errors or warnings.	Available
<a href="#">Submit Annual Report</a>	Review and submit the annual report to SBOA	Not Submitted

# Unit Questions

The Unit Questions will help determine the specific parts of the Annual Financial Report that are appropriate to your local unit and determine what appears on your Main Menu. Once you have selected Yes or No to each question click on the “Proceed” button at the bottom of the screen.

If any of the Unit Questions are initially answered incorrectly, the answers can be changed by returning to the Unit Questions link located on the Main Menu. Please be aware that changing the answer to a Unit Question after you have entered data for that section, may cause data within the corresponding section to be lost.

<p><b>1. Has your unit received or disbursed any money from grants?</b>            The amount of Federal funding that is received or disbursed during the year affects the type of engagement that you are required to have performed by the State Board of Accounts as well as the format and content of the Financial Statements. Click below for more information on grants. <a href="#">Additional Information</a></p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><b>2. Did your unit disburse money for financial assistance to non-governmental entities?</b>            Examples include Volunteer Fire Departments, 4H, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question.</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p><b>3. Does your unit have any Utilities or other Enterprises?</b>            Governmental units often provide services that are operated like a business and charge fees to external users for goods or services rather than receiving tax dollars. These activities are called Enterprises. The most common Enterprises are utilities such as Water and Wastewater. Other types of Enterprises could include Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><b>4. Does your unit departmentalize?</b>            Departments are areas of responsibility within a unit that do not act like enterprises. Examples of departments include: Auditor, Sheriff, Mayor.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><b>5. Does your unit have any outstanding debt?</b>            Debt can be in the form of bonds, notes, loans, or judgments payable over more than one year. Leases are considered separately (see question 6 below).</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><b>6. Does your unit have any outstanding leases?</b>            A contract by which one party conveys land, property, services, etc., to another for a specified time, usually in return for a periodic payment.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><b>7. Do you maintain records listing the types and values of assets owned by the unit?</b>            Assets include land, buildings, infrastructure, vehicles, equipment, etc.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><b>8. Do you have data files from your accounting system to upload your beginning fund balances, receipts and disbursements?</b>            You must get these files from your vendor's accounting system. If you have questions on how to get these files, please contact your vendor.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><b>9. Will your county report using the new county chart of accounts?</b>            Official implementation of the new County chart of accounts has been delayed until January 1, 2013. However, because several counties have already implemented the new chart of accounts, the 2012 Annual Financial Report has been modified to accept the old standard fund numbers for Counties as well as the new County fund numbers. The new County fund numbers are the same as the Fund number in the new chart of accounts but prefixed with 10 to indicate that they are standard funds rather than custom funds.</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p><input checked="" type="button" value="Proceed"/> <input type="button" value="Cancel"/></p>	

# For Counties Only – The AFR and the New County Chart of Accounts

The Annual Financial Report will now accept either the Old Standard 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.

There will also be a question concerning whether or not you will be uploading your data. If you are uploading, the validation for the correct Funds will be based on your answer to the Fund Question, Old or New. Regardless of which set of Funds you are using, Old or New, the data in the Upload File will overwrite the Funds and Balances that rolled forward from last year.

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

However, there is a problem if you are NOT uploading AND using the NEW Funds. The Funds and Balances will roll forward from last year, but they are the OLD Funds. As a result, you would need to delete the Old Funds and add the New Funds. We are providing a partial solution if you want to use the New Funds, but do not want to Upload. Once you answer the questions and hit “Proceed” the system will:

- Delete all the Old Funds
- Add all the New Standard Funds per the new Chart of Accounts
- However, there will be NO Beginning Balances

**This process can NOT be undone.**

- You need to delete any New Standard Fund(s) that your county does not use.
- You will also have to manually add any custom funds that your county uses that are not listed on the new Chart of Accounts.

## Future Annual Financial Reports

The official deadline for implementation of new Chart of accounts is January 1, 2013. Therefore, your 2013 books should be on the new Chart of Accounts. As a result, the 2013 Annual Financial Report due in 2014 will only accept the NEW Funds. If you use the Old Funds for the 2012 Annual Financial Report and don't upload for 2013, you will have the same problem. Therefore, we are strongly recommending that if you aren't doing an upload process for the 2012 Annual Financial Report that you make arrangements with your vendor to implement the upload process for 2013.

# Identify Enterprises

The Identify Enterprises section will only appear on your menu if you answered Yes to the Unit Question related to enterprises. Examples of enterprises include utilities, public transportation, convention centers, parking garages, airports, and internet services.

When adding enterprise names to the grid, related enterprises should not be combined. For example, the Water and Wastewater utilities should not be combined even if they have common billing and are operated by the same staff from the same office.

Enterprises that are utilities should simply be named Electric, Gas, Solid Waste, Storm Water, Trash, Wastewater, Water, etc. If the enterprise isn't a utility, the enterprise name should be based upon the actual name (e.g. Rose Garden Cemetery).

Note that there is a dropdown menu for the Enterprise Type. If none of the categories adequately explain your enterprise use "Other Enterprise"

The Description cell does not contain a blue "Required" indicator. As a result, this cell is optional.

For those local units utilizing the vendor upload process, it's preferable that the enterprises be added before uploading the files. When proceeding from the Unit Questions, you will be automatically directed to the Identify Enterprises section. It is recommended that after the Identify Enterprises section is completed, you should return to the Main Menu and then select Upload Files. Once the files are uploaded, you will be directed to another screen to link the enterprise numbers in the upload files to the previously defined enterprises. If at this point you need to add additional enterprises, there will be an "Add Enterprise" button on the screen to define and link additional enterprises. See the Upload Files section for additional information.

## Identify Enterprises

Save All Work Return to AFR Main Menu

Identify and describe your utilities and other enterprises that operate like a business. Examples of other types of enterprises include: Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.

Add Row

Delete	Name	Enterprise Type	Description
✘	Wastewater	Wastewater Utility	Wastewater
✘	Water	Water Utility	Water Utility
✘	Required	<div style="border: 1px solid black; padding: 2px;">           Airport            Cemetery            Convention Center            Electric Utility            Gas Utility            Golf Course            Internet            Parking Garage            Public Transportation            Solid Waste            Storm Water Utility            Trash Utility            Wastewater Utility            Water Utility            Other Enterprise         </div>	

Save All Work Return to AFR Main Menu

# Departments

Counties, cities, and towns with a departmentalized general fund can define departments by placing a checkmark in the check box next to the most applicable Standard Department Name. Not all departments appear on the first screen. To navigate to additional Standard Department Names scroll down to the bottom of the screen and use the buttons to advance to additional screens containing Standard Department Names. Your departments should have been pre-populated based on your prior year AFR submission. However, if the file upload process is utilized these will be overwritten.

This section uses a “check box” method and the columns can be sorted by clicking on the column heading. If some of your departments can’t be matched with a Standard Department Name, click on one of the Home Rule Departments that appear at the end of the list. Click on the “Add Alias” button to enter the Local Department Name used within your accounting records. If a county uses departments to account for their Township Assessors’ disbursements, the names of the township should be entered by clicking on the “Add Alias” buttons associated with Department Numbers such as 0013 and Standard Department Names of “\_\_\_\_\_Twp Assessor”.

When you have finished selecting all of the applicable departments, click on the “Return to AFR Main Menu” button or the AFR Main Menu breadcrumb at the top of the screen.

Check to Include	Department Number	Standard Department Name	Local Department Name	Add
<input type="checkbox"/>	0040	Controller		
<input checked="" type="checkbox"/>	0041	Clerk-Treasurer (City/Town Units Only)		
<input type="checkbox"/>	0042	Clerk (Clerk/Treasurer)		
<input type="checkbox"/>	0043	Treasurer (City/Town Units Only)		
<input checked="" type="checkbox"/>	0044	Mayor		
<input type="checkbox"/>	0050	Deputy Controller		
<input type="checkbox"/>	0054	Deputy Mayor		
<input type="checkbox"/>	0066	PTABOA Board		
<input type="checkbox"/>	0067	PTABOA Board		

Note in the screenshot below that there are generic departments, referred to as “Home-Rule Departments” that appear toward the end of the list. To enter the department name used within your accounting records click the check box on the left and then click on the “Add Alias” button. This will cause the screen to turn gray except for the data entry box. You may need to use the scroll bar to find the data entry box used for entering the alias name.

The screenshot displays a web application interface for managing Home-Rule Departments. A modal window titled "Edit Home-Rule Department #100" is open, showing the following details:

- Department Number:** 9699
- Standard Department Name:** Home-Rule Department #100
- Alias:** Information Systems

The modal window includes "Update" and "Cancel" buttons. The main interface shows a table of departments with checkboxes and "Add Alias" buttons. The row for department 9699 is selected, and its alias "Information Systems" is visible. The table footer shows "Page size: 100" and "336 items in 4 pages". A "Return to AFR Main Menu" button is located at the bottom right.

# Schedule of Officials

Enter information regarding officials and contact information. The Primary Contact Person is the person that is filling out the Annual Financial Report. This is usually the “Submitter”, however, this could be someone else delegated by the official that has the more limited Editor rights. The official is responsible for submitting a complete and accurate Annual Financial Report regardless of who entered or reviewed the data. (For more details on user rights and how to obtain User Names for your staff see: <http://www.in.gov/sboa/files/UserAccount.pdf>.) The contents of this section are dependent upon the type of local unit, so your screen may look slightly different.

Schedule of Officials	
Please fill out the form below as completely as possible. You may leave an item blank if it is not applicable.	
<input type="button" value="Save All Work"/> <input type="button" value="Return to AFR Main Menu"/>	
<b>Name of Town:</b>	Boswell Civil Town
<b>Legal Name of County:</b>	Benton
<b>Primary Contact Person:</b>	Jenifer Crisp
<b>Office Address:</b>	P.O. Box 223, Boswell, IN 47921-0223
Office Phone:	(765) 869-5951
Fax:	
<b>Email Address:</b>	clerk@townofboswell.com
<b>OFFICIALS:</b> (Please complete the following with names, dates, & addresses of officials.) (Make sure to included the entire term for elected officials. Others will be on an annual basis.)	

Below is an example of the grid for Utility Superintendent. Many units have a Superintendent for each Utility/Enterprise. We have included grids for 7 superintendents. Fill out the appropriate number of grids for your Utility/Enterprise superintendents and leave the rest blank. Be sure to scroll down to fill out the rest of the information on the Schedule of Officials.

<b>Superintendent of Utilities (Name):</b>	
Enterprise Name:	
Current Term Begin Date:	
Current Term End Date:	
Current Home Address:	
Email:	
Please list prior Superintendent, if person held position since prior audit.	
Name:	
Term:	
Current Home Address:	
Email:	



There are three fields to enter DUNS numbers and Federal EIN numbers. Most local units will only have one DUNS number and Federal EIN so any extra fields should be left blank. Additional DUNS number and Federal EIN fields were provided for local units that may have multiple numbers. If your unit has not received any Federal Grants you may not have a DUNS number. If you don't have a DUNS number just leave blank.

Note in the screenshot below that there is a "Mark Complete" check box at the bottom of the screen. To help ensure that this schedule has been completed you will not be able to submit the Annual Financial Report unless you have checked the "Mark Complete" check box. By checking this box you are acknowledging that all applicable fields have been completed and any blank fields are not applicable to your local unit. The Schedule of Officials status that appears on the Main Menu will be shown as "Complete" once this box is checked.

	<input type="text" value="123456789"/>
The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).	<input type="text"/>
	<input type="text"/>
The Federal government requires that all applicants for Federal grants and cooperative agreements have a DUNS number. To verify that you have a DUNS number or to take the steps necessary to obtain one call D&B using the toll-free number, 1-866-705-5711.	
Federal EIN: (Please make sure to include all ID#'s assigned to the unit.)	
	<input type="text" value="12-3456789"/>
Federal Employer Identification Number (EIN) is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.	<input type="text"/>
	<input type="text"/>
<input checked="" type="checkbox"/> Mark Complete	
	<input type="button" value="Save All Work"/> <input type="button" value="Return to AFR Main Menu"/>

# Financial Data by Fund

In order to reduce your data entry work, your funds may have been pre-populated with their Beginning Cash and Investment Balances based upon the ending balances per your prior year end Annual Report.

Please carefully review the fund names, numbers and balances to make sure they match your records. If you had any adjustments that were not entered in Gateway, you will need to enter the corrections. You may need to add missing or new funds. You can correct beginning balance errors by simply typing over the amounts in the Financial Data by Fund section. You will also be able to add and delete funds as well as change fund names and numbers. However, if you have vendor files to upload, this step will not be necessary as the data in the vendor upload files will overwrite the pre-populated fund names, numbers, and beginning balances.

If you have Enterprises also verify that all Enterprises are properly identified and the funds are associated to the correct Enterprise. For additional information related to enterprises see the Identify Enterprises section of this User Guide and/or [FAQs #29-31 located in Appendix 2](#).

The following is an example of how your reports may look before any data has been entered in the Annual Financial Report. Note that fund names, numbers and beginning balances have been pre-populated. You may want to edit the fund numbers via the Financial Data by Fund section by clicking on the “Edit” icon. By adding leading zeros to the fund number the funds will appear in the desired order. However, if you choose to use the Upload File process any pre-existing fund names, numbers and balances will be overwritten so there is no reason to make any corrections prior to running the Upload File process.

## Cash & Investments Combined Statement - 2012

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan 1, 2012	Receipts	Disbursement	End Cash & Inv Bal Dec 31, 2012
<b>Governmental Activities</b>	0	Probation Department Agency	\$50.00	\$0.00	\$0.00	\$50.00
	0	County Home Residents	\$14,452.97	\$0.00	\$0.00	\$14,452.97
	0	Treasurer	\$443,246.44	\$0.00	\$0.00	\$443,246.44
	0	Inmate Trust Fund	\$11,842.67	\$0.00	\$0.00	\$11,842.67
	0	Jail Work Release	\$39.50	\$0.00	\$0.00	\$39.50
	0	Clerk Of The Circuit Court	\$182,830.42	\$0.00	\$0.00	\$182,830.42
	0	Sheriff's Commissary	\$8,913.65	\$0.00	\$0.00	\$8,913.65
	0	Recorder	\$13,101.47	\$0.00	\$0.00	\$13,101.47
	0	Sheriff's Pension	\$2,786,713.13	\$0.00	\$0.00	\$2,786,713.13
	0224	Surplus Excise Tax	\$192.00	\$0.00	\$0.00	\$192.00
	0702	Highway	\$1,016,579.58	\$0.00	\$0.00	\$1,016,579.58
	101	General	\$4,459,684.07	\$0.00	\$0.00	\$4,459,684.07
	102	County Incentives	\$64,242.61	\$0.00	\$0.00	\$64,242.61
	103	Sales Disclosure	\$32,271.61	\$0.00	\$0.00	\$32,271.61
	1111	CAMPAIGN FINANCE ENFORCEMENT	\$100.00	\$0.00	\$0.00	\$100.00
	1131	Accident Report	\$273.06	\$0.00	\$0.00	\$273.06
	1132	Firearms Training	\$11,343.32	\$0.00	\$0.00	\$11,343.32
	1142	Drug Free Community	\$21,981.23	\$0.00	\$0.00	\$21,981.23
	1143	Special Drug	\$120.00	\$0.00	\$0.00	\$120.00
	1152	Law Enforcement Dep 1	\$3,275.50	\$0.00	\$0.00	\$3,275.50
	1154	Law Enforcement Training /Acsd	\$4,371.35	\$0.00	\$0.00	\$4,371.35
	1155	Clerk IV-D After October 1, 1999	\$63,169.16	\$0.00	\$0.00	\$63,169.16
	1156	Emergency Telephone System	\$341,323.23	\$0.00	\$0.00	\$341,323.23
	1157	Wireless Emergency Telephone System	\$276,178.21	\$0.00	\$0.00	\$276,178.21

Note above that the fund numbers do not appear in numerical order because the leading zeros have not been included as part of the local fund number. Once you add leading zeros to the pre-populated fund number, the reports will list funds in the desired order.

For Counties, Cities and Towns with Offices/Departments that Hold Outside Funds Supplemental Annual Reports forms and instructions should be distributed by you to any offices or departments that hold funds outside of your financial records. The forms, instructions and additional information are located at <http://www.in.gov/sboa/3758.htm> and the completed forms should be returned.

### For Townships

Each township should utilize the standard fund called “Township Assistance Fund” or else there will be no mechanism to break down your disbursements by the classifications that are unique to this fund. The Township Assistance Fund has probably been pre-loaded. However, if the Township Assistance Fund does not already exist or has been deleted you will need to add it. If you need to add this fund, it should be added as a standard fund, not as a custom fund.

### Adding Funds - Introduction

Click on the “Add a fund to this grid” link located above the grid to add a fund. A “standard fund” is a pre-defined common or statutory fund that appears in the SBOA fund list when adding a fund. Standard funds provide consistency across local units. For example, many local units use Excess Levy instead of Levy Excess so a standard list provides for uniformity. For common or statutory funds, the local unit should select and use the standard fund even if the standard fund name is different from the local fund name that appears in your accounting system. A few examples include:

<u>Local Name</u>	<u>SBOA Standard Name</u>
Excess Levy	Levy Excess
Nonmotorized Vehicle	Buggy License
MVH	Motor Vehicle Highway
Poor Relief	Township Assistance
LRS	Local Road and Street
Water Operating	Enterprise Operating
911	Emergency Telephone System

A custom fund is a fund that isn’t adequately described by any of the available standard funds that appear in the dropdown list when you search for the fund or when you click on “Show All Funds” in step 4 when adding a fund.

### Adding a Fund

The first 3 steps when adding a fund are the same regardless of whether it is a standard fund or custom fund.

- Step 1: “Enter the local name used for this fund.” This name should match your accounting records.
- Step 2: “Enter the local number used for this fund.” This number should match your accounting records. If your local unit does not number funds, create a number that will be unique to this fund. The report sort order is based upon the beginning digits of your local fund number. Depending upon how many digits are in your fund numbers you may want to add any necessary leading zeros so that your funds are not listed in an unexpected order.
- Step 3: “Check here if this fund is associated with a grant.” This step is designed to help ensure grant information is entered, when necessary. For additional information related to grants see the Grants section of this User Guide and/or [FAQ #49 located in Appendix 2](#).

## Adding a Standard Fund

To create a standard fund, begin on the Financial Data by Fund section. Click on the “Add a fund to this grid” link. Complete steps 1, 2 and 3 according to the instructions on the screen. In step 4 enter a key word related to the fund you are attempting to add. Select the most appropriate fund name that appears in the search results. If the search results do not generate an appropriate standard fund name, or if the results state “No Matches Found”, you may want to search using another key word. In a hypothetical example below, suppose a local unit received COIT funds based upon special legislation. The local unit named this fund “COIT – ABC Program”. To determine if there is an appropriate standard fund that has not been used yet, the best search criteria would be “COIT”. Note below that the search results indicate there are five available standard funds that contain “COIT”. If “COIT – Special Legislation” adequately describes the local unit’s fund, click on this standard fund name within the search results. This standard fund name will then appear in bold and appear on the right hand side of the screen. To add this standard fund, click on the “Click here to add this fund” link.

### Add a Fund for Governmental Activities

<b>To Add a Standard Fund</b> Follow the steps below. In step 4, enter key words one at a time that name or describe the fund. The system will attempt to relate these keywords to the standard fund list.	<b>To Add a Custom Fund - <a href="#">Build a Custom Fund</a></b> If no standard funds match your fund description, you will need to define a custom fund. Use the link above to begin the process. You will be asked a series of questions about your fund.
---	---

1. Enter the local name used for this fund.

2. Enter the local number used for this fund. If your unit does not number funds, create a number that will be unique to this fund.

3.  Check here if this fund is associated with a grant.

4. Search SBOA fund list: ([Show All Funds](#))

COIT
COIT - Certified Shares
<b>COIT - Special Legislation</b>
COIT County Distributive Shares
COIT Distribution
COIT Homestead

**COIT - Special Legislation has been selected.**  
[Click here to add this fund](#)

In some instances you may not be able to find a standard fund even though it is commonly used (e.g. payroll, bond and interest). This is because a standard fund can only be used once, but a local unit could have multiple funds with similar purposes. For example, a local unit could have multiple Bond and Interest funds, one for each bond issue, so each fund needs to be added separately as a custom fund.

## Adding a Custom Fund

If you can’t find a suitable standard fund then you need to build a custom fund. To build a custom fund, click on the “Build a Custom Fund” link (shown above) on the initial Add a Fund screen. At that point a similar screen appears, but questions may then appear to help determine if the custom fund should be added to the Governmental Activities grid or an Enterprise grid.

## Add a Fund to Governmental Activities

### [\(Return to Standard Fund Entry\)](#)

This page will ask a series of questions to determine what type of fund you wish to add. You must complete all questions presented, and click on the Proceed to next step link to finish adding a fund.

1. Enter the local name used for this fund.

Parking Garage Bond - 2004

2. Enter the local number used for this fund. If your unit does not number funds, create a number that will be unique to this fund.

678

3.  Check here if this fund is associated with a grant.

Q. Is this fund part of a utility? (Ex. Water, Wastewater, Gas, Electric, Storm Water, Trash, etc.)

Yes  No

Q. Is this fund used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges? (Transit systems, airports, swimming pools, golf courses, parking garages or cemeteries are some examples of operations that might qualify.)

Yes  No

This fund should be associated with an enterprise. You can either select an enterprise from the list below, or go to the [enterprise management page](#) to add a new

enterprise:   
[Proceed to](#)

After answering any questions that appear on the screen, click on the “Proceed to next step” link. If you decide not to add the custom fund at this time click on the “Return to Standard Fund Entry” link or click on one of the breadcrumbs and the entry will not be saved.

## Entering Beginning Cash and Investment Balances

Click on the appropriate cell to enter or modify beginning cash and investment balances. The ending cash and investment balances will be calculated by the system based upon receipt and disbursement entries. The ending investment balances are based upon the purchase and sale of investments as entered in the Receipts and Disbursements screens.

## Navigation within the Financial Data by Fund Section

Note in the screenshot below that there are two scroll bars on the right hand side. The scroll bar within the grid allows you to navigate to other funds within the grid. The scroll bar on the far right edge of the screen allows you to navigate to additional grids that may exist if your local unit has one or more enterprises.

Click on the “Add/Edit” links to add receipts and disbursements for the respective fund.

## Financial Data by Fund

Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund.

### Governmental Activities [\(Add a fund to this grid\)](#)

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
X		0 - Payroll Fund 910037 Payroll Fund	\$0.00	\$0.00	\$738,549.87	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$738,549.87
X		0 - Crc Regions Account 902907 Crc Regions Account	\$0.00	\$0.00	\$5,724,398.3	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$5,724,398.31
X		0 - Carmel City Court 902908 Carmel City Court	\$0.00	\$0.00	\$175,114.15	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$175,114.15
X		1 - General 101001 General	\$0.00	\$0.00	\$2,830,398.68	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$2,830,398.68

### WASTEWATER [\(Add a fund to this grid\)](#)

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
X		0 - Wastewater Bond & Interest At Bony 916902 Wastewater Bond & Interest At Bony	\$0.00	\$0.00	\$1,526,236.49	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$1,526,236.49
X		209 - Sewer Loan Srf 916901 Sewer Loan Srf	\$0.00	\$0.00	\$0.00	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$0.00
X		61 - Sewer Operating 916200 Sewer Operating	\$0.00	\$0.00	\$113,599.21	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$113,599.21
X		652 - Sewer Depreciating 916202 Sewer Depreciating	\$0.00	\$0.00	\$0.46	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$0.46

### WATER [\(Add a fund to this grid\)](#)

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash

### Deleting a Fund

At the beginning of each row on the Financial Data by Fund section there is a red “X” to delete the fund. Clicking on the red “X” gives you the option to delete the record. If you delete the fund any previously entered receipts and disbursements for the fund will also be deleted.



### Editing Fund Names, Numbers, and/or Grant Check Box Entries

The second column of each row in the Financial Data by Fund section contains an “Edit” icon which allows you to change the local fund name, number and/or check box related to grants (as noted below). To save, click on the “Save Changes” button. If you decide not to save your changes just click on one of the breadcrumbs to navigate to either the AFR Main Menu or the Financial Data by Fund section, and it will then ignore any entries since you didn’t click on the “Save Changes” button.

## Edit This Governmental Activities Fund

This will only change the local name and number associated with this unit. To change the SBOA fund number, the user must delete and re-enter the fund.

1. Enter the local name used for this fund.

Grant Fund

2. Enter the local number used for this fund. If your unit does not number funds, create a number that will be unique to this fund.

230

3.  Check here if this fund is associated with a grant.

Save Changes

## Receipts

To begin entering receipts navigate to the desired fund within the Financial Data by Fund section. To more quickly locate the desired fund simultaneously press the "Ctrl" and "F" on your keyboard, and it will open up a "Find" box in the browser. Then type in the word or characters you want to find. To access the Receipts screen associated with the fund, click on the appropriate "Add/Edit" link that appears in the Financial Data by Fund section.

Find: General Previous Next Options 2 matches

### Financial Data by Fund

Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund.

**Governmental Activities (Add a fund to this grid)**

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
✗		0 - Payroll Fund 910037 Payroll Fund	\$0.00	\$0.00	\$738,549.87	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$738,549.87
✗		0 - Crc Regions Account 902907 Crc Regions Account	\$0.00	\$0.00	\$5,724,398.31	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$5,724,398.31
✗		0 - Carmel City Court 902998 Carmel City Court	\$0.00	\$0.00	\$175,114.15	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$175,114.15
✗		<u>1 - General</u> 101001 <b>General</b>	\$0.00	\$0.00	\$2,830,398.68	\$0.00 <a href="#">Add/Edit</a>	\$0.00 <a href="#">Add/Edit</a>	\$2,830,398.68

This will direct you to the Receipts screen. You will need to scroll down to view all of the classifications. Some of the receipt classifications have changed for 2012. To see the 2012 receipts and the changes, go to our website here: <http://www.in.gov/sboa/3700.htm>. For example, the Commercial Vehicle Excise Tax Distribution (CVET) is now a separate receipt. Last year it was classified with Vehicle/Aircraft Excise Tax Distributions. The new classifications were generally determined based upon names used within the statutes, but there are exceptions. For example, one receipt classification is now called "Food and Amusement Licenses and Permits" since some local units may have several receipt classifications related to these types of activities. Match the receipt accounts within your accounting system to the Annual Financial Report receipt classifications as much as possible. If you have multiple receipt accounts

that are related to one Annual Financial Report receipt classification, add the amounts and enter the total in the applicable Annual Financial Report receipt classification. For example, the “Vehicle/Aircraft Excise Tax Distributions” receipt classification should be used to account for receipts previously classified as:

- 1) Auto and Aircraft Excise Tax Intergovernmental
- 2) Wheel Tax

Conversely, if you have a receipt account that spans two or more Annual Financial Report receipt classifications, record the receipts in the most applicable Annual Financial Report receipt classification.

To more quickly locate the desired receipt classification simultaneously press the "Ctrl" and "F" on your keyboard, and it will open up a “Find” box in the browser. Then type in the word or characters you want to find.

When entering data, position the scroll bar so that the area below the grid is visible. This will enable you to become aware of any error messages or view the Data Posted message (as noted below) that appears when pressing “Enter” on your keyboard. This is especially important since error messages may disappear when moving to a different row, grid or screen.

## Receipts

To quickly find a receipt classification on this page: simultaneously press the "ctrl" and "F" keys, and type in the name of the receipt classification you are looking for.

### Taxes and Intergovernmental

Receipt Classification	Amount
General Property Taxes	\$100,000.00
County Adjusted Gross Income Tax (CAGIT) Certified Shares	\$51,000.00
County Economic Development Income Tax (CEDIT)	
County Option Income Tax (COIT)	
Local Option Income Tax (LOIT) for Levy Freeze	
Food and Beverage Tax	
Innkeepers Tax	
Alcoholic Beverage/Liquor Excise Tax Distribution	\$2,500.00
Casino/Riverboat Distribution	\$10,000.00
Cigarette Tax Distribution	
Financial Institution Tax distribution	
Local Road and Street Distribution	
Motor Vehicle/Aircraft Excise Tax Distribution	\$24,000.00
Major Moves Distribution	
Motor Vehicle Highway Distribution	
State, Federal, and Local Payments in Lieu of Taxes	
County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Credit	
Local Option Income Tax (LOIT) for Public Safety	
County Adjusted Gross Income Tax (CAGIT) Additional	
Distributions	

**Total: \$187,500.00**

Data Posted

### Other Taxes and Intergovernmental

Delete	Receipt Classification	Account Name	Account Number	Amount



A running total appears at both the top and bottom of the Receipts screen (as noted above). To update this total, press “Enter” on your keyboard and click on the “Save All Work” button. When data is saved a Data Posted message appears at the bottom of the respective grid, as noted above. Be aware that if a data entry error exists, subsequently entered data may not save.

If none of the Annual Financial Report receipt classifications relate to your receipt account, classify the receipts as “Other” in the most applicable high level classification (e.g. Taxes and Intergovernmental, Licenses and Permits, etc.). The “Other” receipts are located in a separate grid below each related high level classification. “Other” receipts can be entered by clicking on the “Add Row” button. When entering data in the “Other” grids if you experience problems with the amount disappearing, it may help to press “Enter” on your keyboard after completing each row and before clicking on the “Add Row” button. The account number is a required field for “Other” classifications, but if your accounting system doesn’t use account numbers for receipt classifications you may enter any number. If you have multiple types of “Other” receipts within the same high level classification you can report the amounts in two ways:

- 1) Add up multiple “Other” receipts for a given high level classification and enter that amount as a single “Other” line. Since you will be required to enter an account name and number, this should reflect the combined account descriptions as closely as possible or,
- 2) Enter multiple “Other” lines for a given high level classification. Enter a unique local account name and number on each added “Other” line.

Sale of Investments	\$5,000.00
Earnings on Investments and Deposits	\$123.00
Proceeds from Tax Anticipation Warrants	
Proceeds from Borrowings other than Tax Anticipation Warrants	
Sale of Capital Assets	
Refunds and Reimbursements	
Benefit Plan Contributions	
Donations, Gifts, and Bequests	\$2,000.00
Payroll Fund and Clearing Account Receipts	
Transfers In - Transferred from Another Fund	
Interfund Loans - Borrowed from Another Fund	
Interfund Loans - Repayment from Another Fund	
Grants and Distributions from Non-Governmental Entities	

**Other Receipts** Add Row

Delete	Receipt Classification	Account Name	Account Number	Amount
✗	Other Receipts	Ticket Sales	101	\$500.00
✗	Other Receipts	Required	Required	Required

Total: \$195,123.00

Save All Work
Financial Data by Fund
Enter Disbursements For This Fund

For more specific instructions concerning how to report investment transactions, earnings on investments, rollovers, transfers, interfund loans and repayments, payroll funds, clearing accounts, unappropriated transactions, and total monies on deposit, see [FAQs #53-68 located in Appendix 2](#).

To more quickly navigate to the Disbursements screen associated with the same fund click on “Enter Disbursements For This Fund”.

# Disbursements

Townships, libraries, special districts and other types of local units that choose not to departmentalize should skip the following paragraph and screenshot.

## For Local Units That Departmentalize

If you answered Yes to the Unit Question related to departments and/or you utilized a department file during the Upload Files process, the Department Selection screen will appear before General Fund disbursements can be entered. The departments defined within the Departments section or within the Upload Files process determine the departments that appear on this screen. If you need to modify this list of departments, navigate to the Departments section. Before General Fund disbursements can be added you must first click on the link associated with the desired department. Similarly, departments within the Motor Vehicle Highway fund will also appear for counties that departmentalize, but they are pre-defined and cannot be modified. The “No Department” link is included by default. If you have disbursements that are not allocated to a specific department then these should be entered via the “No Department” link.

[Select Unit and Year](#) > [AFR Main Menu](#) > [Financial Data by Fund](#) > **Department Selection**

Select Department	Total Disbursements
<a href="#">0000 No Department</a>	\$0.00
<a href="#">0041 Clerk-Treasurer (City/Town Units Only)</a>	\$108,090.00
<a href="#">0370 Police Department (Town Marshall)</a>	\$60,000.00

## Entering Disbursements

Some of the disbursement classifications have changed for 2012. To see the 2012 disbursement and the changes, go to our website here: <http://www.in.gov/sboa/3700.htm>. For example, the disbursement classifications for Employer’s Share FICA, PERF and Insurance have been deleted. They should now be shown under the classification of Employee Benefits. Match the disbursement accounts within your accounting system to the Annual Financial Report disbursement classifications as much as possible. If you have multiple disbursement accounts that are related to one Annual Financial Report disbursement classification, add the amounts and enter the total in the applicable Annual Financial Report disbursement classification. Conversely, if you have a disbursement account that spans two or more Annual Financial Report disbursement classifications, record the disbursements in the most applicable Annual Financial Report disbursement classification. If none of the Annual Financial Report disbursement classifications relate to your disbursement account, classify the disbursements as “Other” in the most applicable high level classification (e.g. Personal Services, Supplies, etc.).

Fund: 1 General  
Dept: 0041 Clerk-Treasurer (City/Town Units Only)

Save All Work    Financial Data by Fund    Department List  
Enter Receipts For This Fund

## Disbursements

Record disbursements related to this fund and department (if applicable). All disbursement classifications are displayed below. To delete a disbursement, leave the amount field blank.

### Personal Services

Disbursement Classification	Amount
Salaries and Wages	\$150,000.00
Other Personal Services	
Employee Benefits	\$1,000.00

**Total: \$159,000.00**

Data Posted

### Supplies

Disbursement Classification	Amount
Office Supplies	\$1,000.00
Operating Supplies	\$5,000.00
Repair and Maintenance Supplies	\$2,000.00
Other Supplies	

Note in the screenshot above that the fund name and number is displayed in the top right corner. If you departmentalize, the department name is also displayed.

A running total appears at both the top and bottom of the Disbursements screen. To update this total press “Enter” on your keyboard and click on the “Save All Work” button.

If you departmentalize, to more quickly navigate to another department within the General Fund click on the “Department List” button.

To more quickly navigate to the Receipts screen associated with this fund click on the “Enter Receipts For This Fund” button.

For more specific instructions concerning how to report investment transactions, rollovers, transfers, interfund loans and repayments, payroll funds, clearing accounts, unappropriated transactions, and total monies on deposit, see [FAQs #53-68 located in Appendix 2](#).

# Capital Assets

All cells in this form are required. Enter a 0 (zero) in any cell that is not applicable. There will be a row for Governmental Activities and a row for each enterprise.

Per IC 5-11-1-2, the State Board of Accounts shall prescribe the forms and system of accounting for governmental units. In the Accounting and Uniform Compliance Guidelines Manual, the State Board of Accounts has prescribed that every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded in the Capital Assets Ledger form. If you answered "No" to the Capital Assets question, you are stating that you either have no assets or you are not in compliance with this requirement.

## Capital Assets

Save All Work Return to AFR Main Menu

Using your Capital Asset records complete the Schedule of Capital Assets (land, building, equipment, etc) as of the end of the year.

Government or Enterprise	Land	Infrastructure	Building	Improvements Other Than Buildings	Machinery, Equipment, and Vehicles	Construction In Progress	Books and Other
Governmental Activities	\$20,000.00	\$200,000.00	\$50,000.00	\$20,000.00	\$30,000.00	0	
WASTEWATER (Wastewater Utility)	Required	Required	Required	Required	Required	Required	Req
WATER (Water Utility)	Required	Required	Required	Required	Required	Required	Req
WEST STREET PARKING GARAGE (Parking Garage)	Required	Required	Required	Required	Required	Required	Req

## Definitions

**Infrastructure:** Property that is stationary in nature and has a long life (e.g., roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems).

**Improvements Other Than Buildings:** Permanent improvements that add value to land (e.g., fences, landscaping, parking lots, and retaining walls).

**Books and Other:** Used by Libraries for their collections of books, periodicals, CDs, etc. This category can also be used by any local unit for other types of assets not listed.

# Grants

Fill out the form as completely as possible. However, the only required cells are the ones that have the word "Required" in the cell. Nothing in the row will save if a required cell is left blank or one or more cells generate a format error. Enter a 0 (zero) in any dollar amount cells that are not applicable to the grant.

You will need to use the bottom scroll bar to navigate to the cells that are not visible.

The CFDA number must be entered in the proper format as displayed in the heading (e.g. 97.067)

The Fund Number/Name cell provides a dropdown list of funds available for selection. If your local unit has several funds the quickest way to locate the desired fund within the dropdown list is to start entering the local fund number in the appropriate Local Fund Number/Name cell.

## Grants

[Save All Work](#) [Return to AFR Main Menu](#)

Complete the Grant Schedule for grants you received or disbursed money from during the year.

[Add Row](#)

Delete	Local Project Name/Description	Federal Program Title/Project Name	Federal Agency	Pass Through Agency	CFDA Number (##.###)	Award Name	Award Number	Grant Type
X	2010 State Homeland Security Grant	2010 Homeland Security Grant Program	Department of Homeland Security	IN Department of Homeland Security	97.073	2010 Homeland Security Grant Program	2010-SS-TO-0038	Required
X	20.703 HMEP 2011 Grant	2011 Hazardous Materials Emergency Preparedness Grant	Department of Transportation	IN Department of Homeland Security	20.703	2011 Hazardous Materials Emergency Preparedness Grant	HM-HMP-0181-10-01-00	Required
X	Crime Victim Assistant	Victim Crime Assistant	Department of Justice		16.575	Crime Victim Assistance	2009-VA-GX-0049	Required
X	Safe and Drug-Free Schools and Communities - National Programs	Safe Schools/Healthy Students Grants	Department of Education		84.184	Safe and Drug-Free Schools and Communities - National Programs	Q184L080330	Required
X	Public Health Emergency Preparedness		Department of Health and Human Services		93.069			Required
X	Immunization Grants		Department of Health and Human Services		93.268			Required
X	Prosecutor IV-D Incentive - Post to		Department of Health and Human Services		93.563			Required

Note that the screenshot above shows the first set of cells and the screenshot below shows the cells that are not initially visible.

# Grants

Save All Work    Return to AFR Main Menu

Complete the Grant Schedule for grants you received or disbursed money from during the year.

Delete	Local Project Name/Description	Federal Program Title/Project Name	Local Fund Number/Name	Receipts	Disbursements	Amount of Federal Awards provided to Subrecipients During the Year	Amount of Loans Outstanding at Year End	Amount of Federal Noncash Assistance for the Year
X	2010 State Homeland Security Grant	2010 Homeland Security Grant Program	Required	Required	Required	Required	Required	Required
X	20.703 HMEP 2011 Grant	2011 Hazardous Materials Emergency Preparedness Grant	Required	Required	Required	Required	Required	Required
X	Crime Victim Assistant	Victim Crime Assistant	Required	Required	Required	Required	Required	Required
X	Safe and Drug-Free Schools and Communities - National Programs	Safe Schools/Healthy Students Grants	Required	Required	Required	Required	Required	Required
X	Public Health Emergency Preparedness		Required	Required	Required	Required	Required	Required
X	Immunization Grants		Required	Required	Required	Required	Required	Required
X	Prosecutor IV-D Incentive - Post to		Required	Required	Required	Required	Required	Required

## Grants - Item Descriptions

**Local Project Name/Description:** The name that is used locally to identify the project. This may or may not be the same as the official name of the project in the grant documents.

**Federal Program Title/Project Name:** The official Program Title from which the grant was awarded. This should come from the grant documents. It's possible to have multiple grants for different projects within the same program. If this is the case, use a separate line for each project and add the official Project Name from the grant documents to the Program Title. If the CFDA number is known, the official program name can be determined by searching that number at <http://www.cfda.gov>.

**Federal Agency:** Enter the name of the Federal agency that provided the award. This information should be available on your award letter or can be provided through the Pass-Through Agency. You can also use the first two digits of the CFDA number to identify the awarding Federal Agency. See the CFDA Number discussion on the next page for a list of common agencies. The Federal agency can also be found by searching the CFDA number at <http://www.cfda.gov>.

**Pass-Through Agency:** Enter the name of the State agency or other entity that awarded the grant to you. This would be the agency or entity that you receive the money from. Please enter the full name of the Pass-Through Agency, not the acronym.

Below is a list of common pass-through agencies.

- Department of Administration
- Indiana Arts Commission
- Indiana Department of Child Services
- Indiana Criminal Justice Institute
- Indiana Department of Education

Indiana Department of Homeland Security  
 Department of Environmental Management  
 Indiana Economic Development Corporation  
 Indiana Department of State Police  
 Supreme Court of Indiana  
 Indiana Department of Workforce Development  
 Lt. Governor  
 IN Office of Rural & Community Affairs  
 IN Finance Authority  
 Secretary of State  
 Family and Social Services Administration  
 Indiana State Department of Health  
 Indiana Commission for Higher Education  
 Indiana Utility Regulatory Commission  
 Indiana Department of Natural Resources  
 Indiana Department of Transportation  
 Indiana State Library  
 Governor's Commission on Community Service and Volunteerism  
 Indiana Governor's Council for People with Disabilities

**CFDA Number:** This is the number from the Catalog of Federal Domestic Assistance that specifically identifies the grant program. The CFDA number should be in the grant documents. If this information is unavailable, consult the Federal awarding agency or pass-through entity to obtain this number. The CFDA catalog is available on the Internet at <http://www.cfda.gov>. Below is a list of common Federal agencies, their abbreviation, and the first two digits of the associated CFDA number.

Agency No. - Name - Abbreviation

- 10. - Department of Agriculture - USDA
- 11. - Department of Commerce - DOC
- 12. - Department of Defense - DOD
- 14. - Department of Housing and Urban Development - HUD
- 15. - Department of Interior - DOI
- 16. - Department of Justice – DOJ
- 17. - Department of Labor – DOL
- 20. - Department of Transportation – DOT
- 43. - Department of Aeronautics and Space Administration - NASA
- 45. - National Foundation for the Arts and Humanities - NFAH
- 66. - Environmental Protection Agency - EPA
- 81. - Department of Energy - ENGY
- 84. - Department of Education - DOE
- 93. - Department of Health and Human Services - HHS
- 94. - Corporation for National and Community Service - CNS
- 97. - Department of Homeland Security – DHS

**Award Name:** Enter the name the awarding agency has assigned to your grant. This should be included in the award letter.

**Award Number:** Enter the number the awarding agency has assigned to your grant. This should be included in the award letter.

**Grant Type (Choose From Dropdown):**

**Advance:** Choose this when the federal grant is received on an advancement basis. This means that the grant money is received before disbursements related to the grant activity are made. The federal money is actually used to pay for the activities related to the grant in this case.

**Reimbursement:** Choose this when the federal grant is received on a reimbursement basis. This means that the disbursement is made from local funds then the amount is reimbursed with federal funds.

**Fund Number/Name:** The pull down list shows the funds that you have added to the Annual Report. Select the fund from the list that received and disbursed the grant monies.

**Receipts:** Enter the amount of federal grant funds that have been received for the period being reported. Enter only federal funds received; do not include any matching funds.

**Disbursements:** Enter the amount of Federal grant funds that have been disbursed for the period being reported. Enter only the amount of federal funds disbursed; do not include any matching funds.

**Amount of Federal Awards Provided to Subrecipients during the Year:** Enter the dollar amount of grant funds that have been passed down to another entity to carry out the Federal Program. This should not exceed the total disbursements reported for the project/program.

**Amount of Loans Outstanding at Year End:** Federal loans or loan guarantees received or administered by a non-Federal entity. The amount that needs to be reported in this column is the ending loan balance at the end of the year.

**Amount of Federal Noncash Assistance for the Year:** Examples of noncash assistance includes free rent, food stamps, food commodities, and donated property that are used to support grant activities. Enter the value of noncash assistance that your unit received during the year.

**Amount of Insurance in Effect during the Year:** Financial assistance provided to assure reimbursement for losses sustained under specified conditions. Coverage may be provided directly by the Federal government or through a private carrier, and may or may not involve the payment of premiums. Record in this column the amount of insurance in effect during the year.



# Accounts Payable/Receivable

All cells are required in this form. Enter the appropriate amounts in the cells for the Governmental Activities funds and each enterprise as of the end of the year.

## Accounts Payable/Receivable

Save All Work
Return to AFR Main Menu

Please enter the total dollar amount of your Accounts Payable and Accounts Receivable for your Governmental Funds and each enterprise.

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental Activities	\$3,500.00	\$10,500.00
WASTEWATER (Wastewater Utility)	\$0.00	\$56,000.00
WATER (Water Utility)	\$0.00	63000
WEST STREET PARKING GARAGE (Parking Garage)	Required	Required

Data Posted

**Accounts Payable** consists of amounts for goods and services that your local unit received or used during the year, but hasn't paid for by the end of the year. Most units of government will probably have some accounts payable, for example claims submitted in December, but not paid until January.

**Accounts Receivable** are amounts that are owed to your unit that haven't been received by the end of the year. The best example of accounts receivable in a governmental setting are utility fees that have been billed to the customers and are still unpaid at the end of the year. Additional accounts receivable could include grants or property tax distributions that are due, but haven't been received by year end. Units of government that have utilities or other services where the customer is sent a bill rather than paying at the time of service will have accounts receivable. Other units of government may or may not have accounts receivable depending on their situation.

# Debt

Complete the Debt section as of the end of the year. All of the cells are required.

To enter the debt class, click the cell so that the dropdown appears, then select the appropriate debt class. The debt classes include General Obligation Bonds, Revenue Bonds, Tax Anticipation Warrants, Notes and Loans Payable, Lines of Credit, and Claims and Judgements.

Please note that the Ending Principal Balance Current Year is for the remaining life of the debt.

Note that you may need to use the scroll bar on the far right side if you have multiple enterprises.

**Debt** Save All Work Return to AFR Main Menu

Complete the Debt Schedule (bond issues, lines of credit, etc) as of the end of the year.

**Governmental Activities** Add Row

Delete	Debt Class	Description or Purpose	Ending Principal balance Current Year	Principal and Interest Due the Following Year
X	Notes and Loans Payable	PUBLIC SAFETY FACILITY	Required	Required
X	Revenue Bonds General Obligation Bonds Revenue Bonds Tax Anticipation Warrants Notes and Loans Payable Lines of Credit Claims and Judgements	TIF DIST. - LAND ACQUISITION / INFRA. IMPROVEMENTS	Required	Required

**STORM WATER** Add Row

Delete	Debt Class	Description or Purpose	Ending Principal balance Current Year	Principal and Interest Due the Following Year
X	Revenue Bonds	MAJOR STORM WATER SEPARATION	Required	Required



# Leases

Complete the Leases section as of the end of the year. All of the cells are required. If you have enterprises there will be a grid for each enterprise.

Note that you may need to use the scroll bar on the far right side if you have multiple enterprises.

**Leases** Save All Work Return to AFR Main Menu

Enter the annual lease payment for all leases in force as of the end of the year.

**Governmental Activities** Add Row

Delete	Lessor	Description or Purpose	Annual Lease Payment	Lease Beginning Date MM/DD/YYYY	Lease Ending Date MM/DD/YYYY
X	IBM	XR360 Copier	\$4,000.00	03/01/2007	02/28/2012
X	Required	Required	Required	Required	Required

New Row Inserted. Please Update Records.

# Financial Assistance to Non-Governmental Entities

Enter financial assistance provided to entities such as volunteer fire departments, economic development corporations, and senior citizen centers. Do not consider amounts you paid for goods and services.

You should fill out the cells as completely as possible. However, the only required fields are the Name, County, Amount, and Type of non-governmental entity.

## Financial Assistance to Non Governmental Entities

Enter information on financial assistance your unit has given to non governmental entities during the year. Examples include Volunteer Fire Departments, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question. For further clarification, see the notes below this entry grid.

Delete	Name	Federal Tax ID ##-####-####	Street Address	Suite No.	City	State Abr.	County	Operating Off Name
X	Tri County Services	33-1234444					Adams Co., IN	

Note in the screenshots above and below that many of the cells are not visible. You must use the scroll bar at the bottom to access the cells that are otherwise not visible.

## Financial Assistance to Non Governmental Entities

Enter information on financial assistance your unit has given to non governmental entities during the year. Examples include Volunteer Fire Departments, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question. For further clarification, see the notes below this entry grid.

Delete	Name	Operating Officer Name	Phone Number ###-###-####	Description of Funding	Amount	Type
X	Tri County Services				\$1,000.00	4H-CLUB

# TA-7 (Townships Only)

All townships are required to fill out the TA-7 section. See [Appendix 3- Form TA-7 Instructions](#) for line by line instruction. You will need to scroll down to access the fields that are not visible. All fields must be completed using a number. Enter 0 (zero) in any fields that are not applicable. When clicking on the “Save All Work” button the totals will be calculated by the system.

Form TA-7 (Revised 2009)  
 Prescribed by STATE BOARD OF ACCOUNTS

**TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)**

Note: Please enter your information, then click the SAVE ALL WORK button to create totals and format the data.

1. Total Number of Requests for Township Assistance	12
2. (A) Total Number of Recipients of Township Assistance	14
2. (B) Total Number of Households Containing Recipients of Township Assistance	5
2. (C) (i) Total Number of Case Contacts Made With or On Behalf of Recipients of Township Assistance	7
2. (C) (ii) Total Number of Case Contacts Made With or on Behalf of Members of a Household Receiving Township Assistance	7
3. Total Value of Benefits Provided to Recipients of Township Assistance	\$2,953.48
4. Total Value of Benefits Provided Through Efforts of Township Staff From Sources Other Than Township Funds	\$2,000.00
5. (A) Total Number Receiving Utility Assistance- Recipients	12
5. (A) (i) Total Number Receiving Utility Assistance - Households	5
5. (B) Total Number of Recipients Assisted By Township Staff In Receiving Utility Assistance From Sources Other Than Township Funds	12
6. (i) Total Value of Benefits Provided for Payment of Utilities - Township	\$2,590.98
6. (ii) Total Value of Benefits Provided For Payment of Utilities - Nontownship Sources	\$0.00
6. (iii) Total Value of All Benefits For Payment of Utilities	\$2,590.98

Since the totals are calculated by the system, no total amounts can be entered. Note below that the totals are initially \$0.

18. Number of Hours Spent By Township Assistance Recipients at Workfare	100
19. (i) Total Value of Services Provided by Workfare to the Township	10,000
19. (ii) Total Value of Services Provided by Workfare to Other Agencies	500
19. (iii) Total Value of All Services Provided By Workfare	\$0.00

After entering the amounts (as noted above) the formatting and totals will not be updated until after you click on the “Save All Work” button located at the top and bottom of the screen.

18. Number of Hours Spent By Township Assistance Recipients at Workfare	100
19. (i) Total Value of Services Provided by Workfare to the Township	\$10,000.00
19. (ii) Total Value of Services Provided by Workfare to Other Agencies	\$500.00
19. (iii) Total Value of All Services Provided By Workfare	\$10,500.00

# Disbursements by Vendor (Townships Only)

According to IC 36-6-4-13 townships are required to prepare and publish a statement of expenditures, showing the combined gross payment, according to classification of expense, to each person.

To begin entering detail within the Disbursements by Vendor section, click on the “Enter Detail” link for the desired fund. Note that you will need to use the scroll bar on the right side of the grid to access funds that aren’t visible. In addition, you may need to use the scroll bar on the far right side if you have multiple enterprises.

After entering the detail you should verify the completeness of your entries for each fund by comparing the “Amount of Detailed Disbursements” on this screen with the disbursement total found in the Financial Data by Fund section.

**Disbursements by Vendor** Return to AFR Main Menu

Select a fund from below to enter disbursements by vendor.

**Governmental Activities**

Local Fund Name	Vendor Detail Records	Amount of Detailed Disbursements	Add Vendor Detail
102351 Levy Excess			
4 - Rainy Day 102194 Rainy Day	0	0.00	<a href="#">Enter Detail</a>
5 - Township 101008 Township	3	5448.00	<a href="#">Enter Detail</a>
6 - Township Assistance 102086 Township Assistance	2	16400.00	<a href="#">Enter Detail</a>

**Wilson Golf Course**

Local Fund Name	Vendor Detail Records	Amount of Detailed Disbursements	Add Vendor Detail
333 - Golf Operations 900001 Golf Operations	0	0.00	<a href="#">Enter Detail</a>

After clicking on the desired “Enter Detail” link, the following screen appears. The fund name and number of the selected fund appears in the top right corner. There is a dropdown list to select the appropriate disbursement classification. All fields are required. Click on the “Click to Select Another Fund” button to return to the screen above to select another fund.

**Disbursements by Vendor** Year: 2011  
Fund: 6 Township Assistance

Enter Disbursements by Vendor. Save All Work Click to Select Another Fund

Add Row

Delete	Disbursement Classification	Vendor Name	Amount
✗	Township Assistance	Hoosier Apartment East	\$7,500.00
✗	Township Assistance	Duke	\$8,900.00
✗	Personal Services	Required	Required

- Personal Services
- Supplies
- Services and Charges
- Debt service - principal and interest
- Capital Outlays
- Other Disbursements
- Township Assistance

# Upload Files

The Upload Files process is available to local units that utilize software vendors that have developed a process to populate the Annual Financial Report. This process involves working with your vendor to obtain/create files from your accounting system. This process overwrites any existing fund data and populates the Financial Data by Fund section and the related Receipt and Disbursement screens. It also populates the Departments section for local units that departmentalize. For townships, the Upload Files process also populates the Disbursements by Vendor section.

For additional information related to the vendor file upload see [FAQs #32-39 located in Appendix 2](#). In addition, information provided to vendors related to the vendor upload process, file layout, and related FAQs are available at <http://www.in.gov/sboa/3700.htm>.

If you plan to use the Upload Files process but your files aren't ready yet, see [FAQ #40 located in Appendix 2](#) for sections of the Annual Financial Report that you can start working on before uploading your files.

Before beginning the Upload Files process make sure that you have answered the enterprise and department questions within the Unit Questions section correctly. If the data within the uploaded files is inconsistent with the way these questions were answered, this will create an error message. To correct these errors, you will need to begin the Upload Files process again after correcting the Unit Questions and/or the data within your upload files. Note that your files may contain department data even though you do not have a dept.txt file to upload. The dept.txt file will only be necessary if you have non-standard departments within your general fund.

## Vendor File Upload Steps

From the Main Menu select the Upload Files section. Some of the screenshots in the steps below may be different from what you see because of 1) your unit type, 2) the existence of enterprises, and/or 3) the existence of a departments file. For example, only townships will have the Township Vendor Disbursements file that is designed to populate the Disbursements by Vendor section. If your unit does not have enterprises, you will not see the Enterprise Match step. In addition, some types of local units have the option of departmentalizing their general fund and have the option to create unique department names. If your unit type has the option of departmentalizing you will be asked, "Do you have a Departments file to upload?", as noted in the screenshot below. You should answer Yes, if you have a dept.txt file to upload. However, if your unit departmentalizes, but you only use standard department names you will not have a dept.txt file, so you should answer No to the question in the screenshot below even though you may have previously answered Yes to the question "Does your unit departmentalize?" which appears within the Unit Questions section.

[Select Unit and Year](#) > [AFR Main Menu](#) > **Upload Files**

Upload Files

Do you have a Departments file to upload?

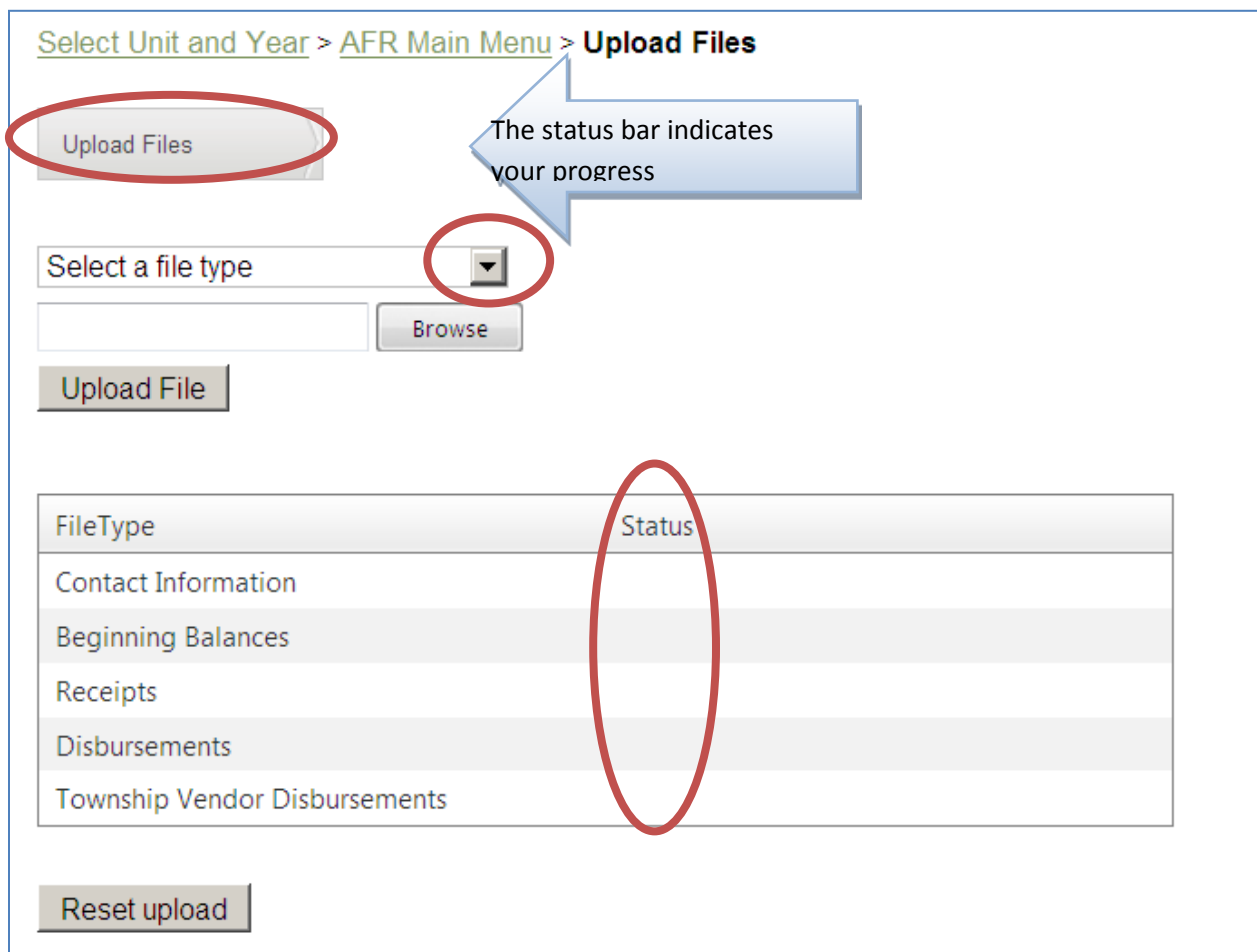
Yes

No

There are basically five steps to the Upload Files process: 1) Upload Files, 2) File Review, 3) Enterprise Match, 4) Edit Checks, and 5) Complete Upload. There is a status bar at the top of the Upload Files screens that indicates which step you are currently working on, as noted below. Each step is discussed in the corresponding subsections that follow. If one of the Upload File steps generates an error, skip ahead to the error-related subsection of this User Guide (i.e. [Errors Related to File Review](#), [Errors Related to Enterprise Match](#), or [Errors Related to Complete Upload](#)) for additional information.

### Step 1) Upload Files

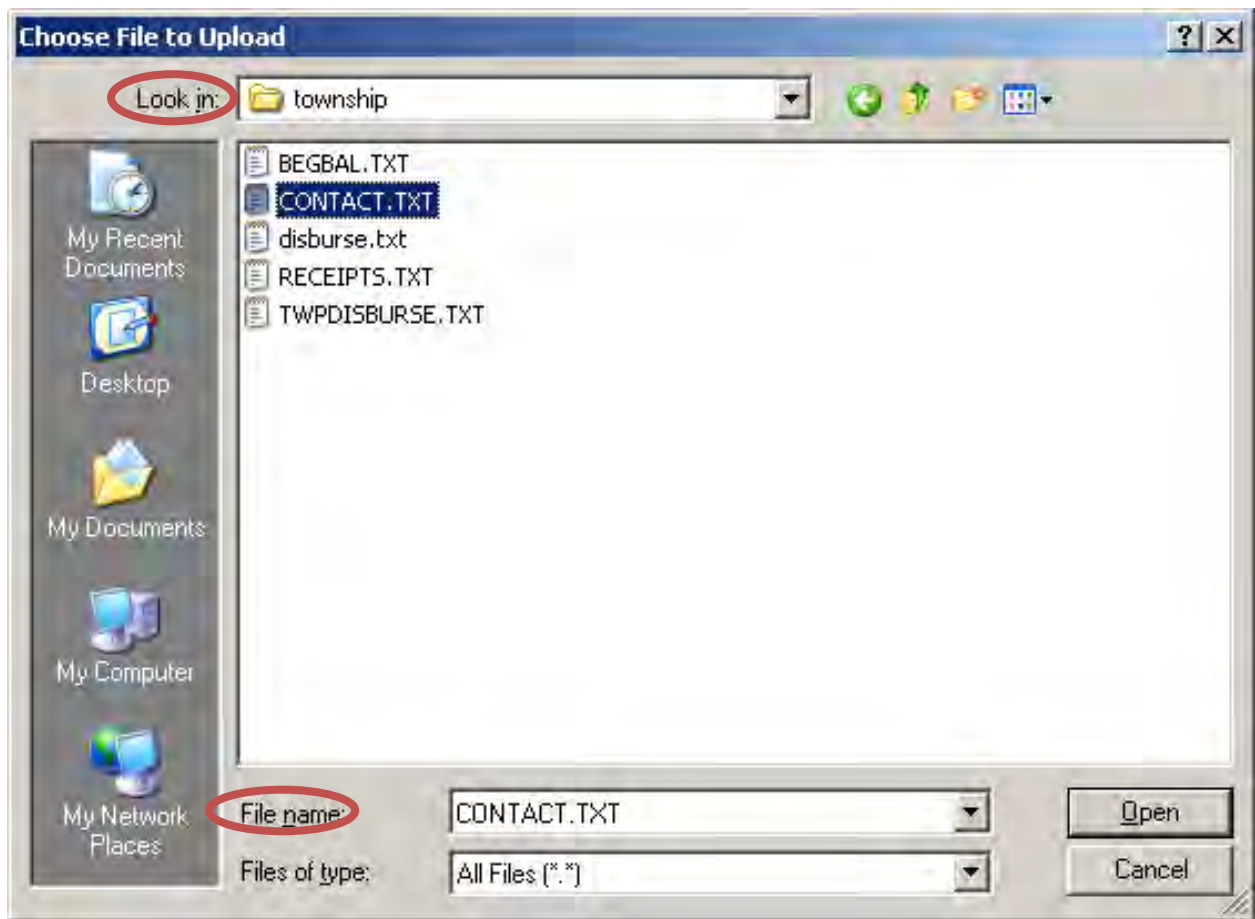
Files are uploaded one at a time. This step will need to be repeated for each file. You should have either four or five files (i.e. contact.txt, begbal.txt, receipts.txt, disburse.txt, dept.txt if you have unique departments, and twpdisburse.txt if you are a township). The status column, as noted below, allows you to keep track of which files have been uploaded. When each file is uploaded, the status for the file type will change from blank to Uploaded.



Click on the dropdown arrow as shown in the screenshot above and select one of the file types that has not been uploaded (e.g. Contact Information). Then click on the “Browse” button and navigate to the folder within your computer that contains the upload files, as shown in the screenshot below. Once the appropriate folder appears in the “Look in:” box, click on the file name (e.g. contact.txt) that corresponds to the file type you selected in the dropdown list so that the file name appears in the “File name:” box. Then click on the “Open” button.

If you don’t know how to locate the upload files on your computer, contact your vendor, because SBOA and IBRC do not know where the vendor’s process saves these files.





Once the file type and related file name are displayed in the boxes, as noted below, click on the “Upload File” button to upload the file. If the file type status is blank, it still needs to be uploaded. Once the related file has been uploaded the file type status changes from blank to “Uploaded”.

Select Unit and Year > [AFR Main Menu](#) > **Upload Files**

Upload Files

Contact Information

CONTACT.TXT Browse

Upload File

FileType	Status
Contact Information	
Beginning Balances	
Receipts	
Disbursements	
Township Vendor Disbursements	

Reset upload

Repeat these procedures for each file type until the status for each file type has changed from blank to “Uploaded”, as noted below. Do not click on the “Reset upload” button unless you have made an error and need to start the upload process all over again.

Select Unit and Year > AFR Main Menu > Upload Files

Upload Files

Township Vendor Disbursements ▼

Browse

Upload File

FileType	Status
Contact Information	Uploaded
Beginning Balances	Uploaded
Receipts	Uploaded
Disbursements	Uploaded
Township Vendor Disbursements	Uploaded

All required files have been uploaded.

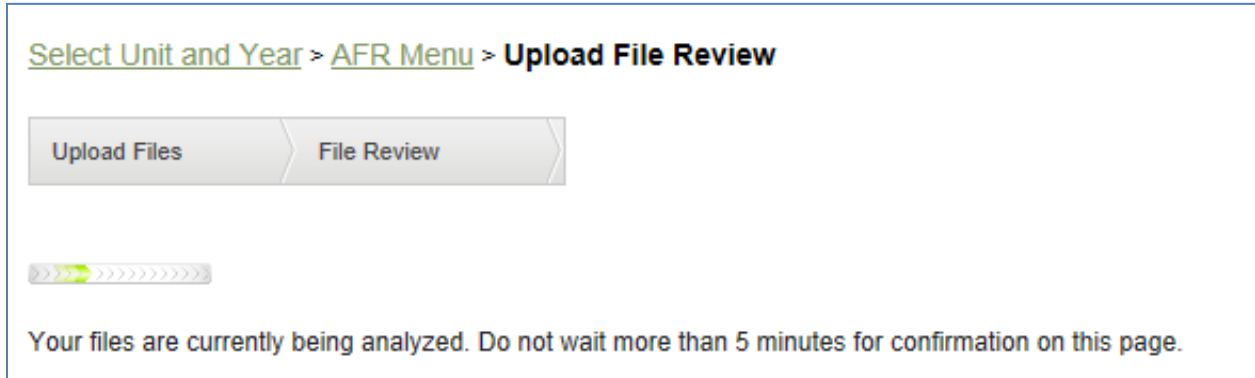
Next Step

Reset upload

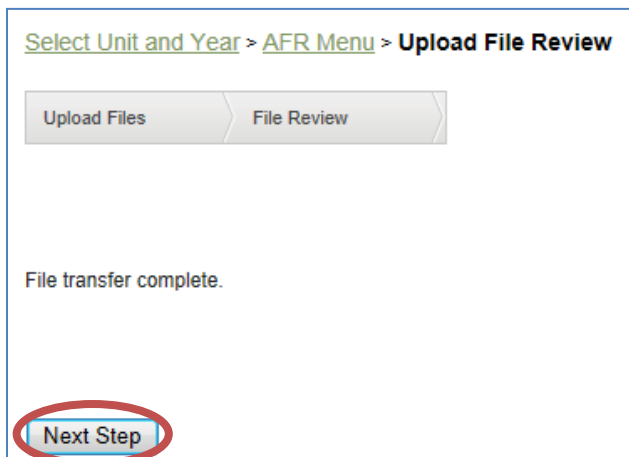
Once all required files have been uploaded a “Next Step” button becomes available. If your unit has the option to departmentalize, but you answered No to the question “Do you have a Departments file to upload?” then the “Next Step” button becomes available even though the Status for the Departments file type is blank. Click on the “Next Step” button as shown above to begin the File Review step.

## Step 2) File Review

The File Review step begins automatically and should take no more than 5 minutes. If it takes longer, close the window and email [ibrctech@iupui.edu](mailto:ibrctech@iupui.edu) . While waiting, the following screen appears:



If no errors are detected during the File Review, a “File transfer complete” message will appear as noted below.



If you received a message that stated, “There were errors with your files. You will need to fix the errors and upload your files again.” then skip ahead to the subsection in this User Guide entitled [Errors Related to File Review](#).

Click on the “Next Step” button as shown above to begin the Enterprise Match. If your local unit does not have any enterprises the Enterprise Match step will not appear and you will instead advance to the Edit Checks step.

### Step 3) Enterprise Match

The Enterprise Match step begins automatically and you should see groupings of enterprise-related funds that have been uploaded, as noted below. If you previously entered your enterprise names within the Identify Enterprise section of Gateway these will appear in the “Select An Enterprise” dropdown list. If you did not previously enter all of your enterprises within the Identify Enterprise section of Gateway click on the the words “+Add new enterprise” as noted below.

Select Unit and Year > AFR Main Menu > Upload Enterprise Match

Upload Files > File Review > Enterprise Match

County:  
Unit:  
Year:

#### Enterprise Match

**+ Add new enterprise** Refresh

File Enterprise Number	System Enterprise Name	Funds
01	Select An Enterprise	000000040-WATER CASH CONTROL 000000042-WATER DEPOSIT CASH 000000041-WATER DEPRECIATION 000000061-WATER BOND AND INT SINKING 000000060-WATER BOND CONSTRUCTION FUND 000000062-WATER BOND DEBT RESERVE FUND 000000043-WATER IMPROVEMENT FUND
02	Select An Enterprise	000000051-SEWAGE WORKS IMPROVEMENT FUND 000000053-SEWER BOND & INTEREST SINKING 000000052-UTILITY BUILDING CONSTRUCTION 000000054-SEWER BOND&INTEREST RESERVE FU 000000050-WASTE WATER
03	Select An Enterprise	000000065-STORMWATER OPERATING 000000066-STORM WATER IMPROVEMENT

Submit Enterprises

If you previously entered all your enterprises within the Identify Enterprises section of Gateway, select the matching enterprise name from the dropdown list for each grouping, as noted below.

Select Unit and Year > AFR Main Menu > Upload Enterprise Match

Upload Files > File Review > Enterprise Match

County:  
Unit:  
Year:

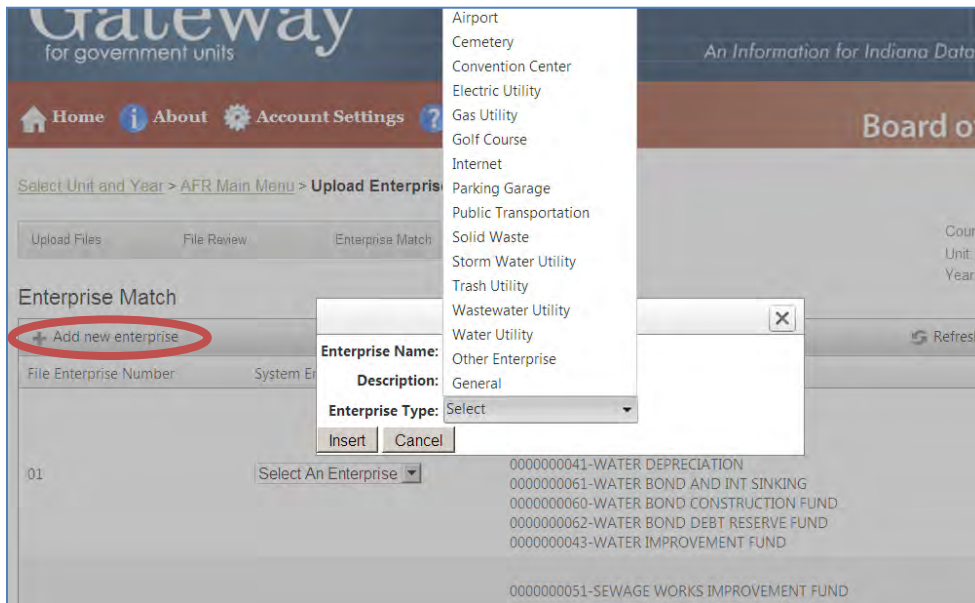
#### Enterprise Match

+ Add new enterprise Refresh

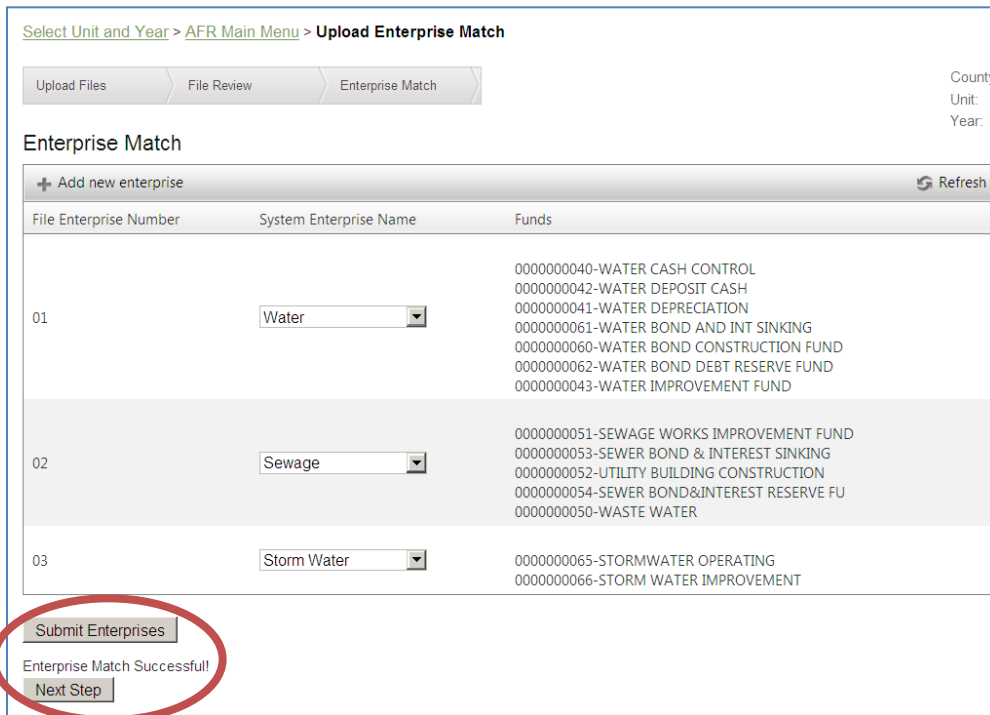
File Enterprise Number	System Enterprise Name	Funds
01	Water	000000040-WATER CASH CONTROL 000000042-WATER DEPOSIT CASH 000000041-WATER DEPRECIATION 000000061-WATER BOND AND INT SINKING 000000060-WATER BOND CONSTRUCTION FUND 000000062-WATER BOND DEBT RESERVE FUND 000000043-WATER IMPROVEMENT FUND
02	Sewage	000000051-SEWAGE WORKS IMPROVEMENT FUND 000000053-SEWER BOND & INTEREST SINKING 000000052-UTILITY BUILDING CONSTRUCTION 000000054-SEWER BOND&INTEREST RESERVE FU 000000050-WASTE WATER
03	Storm Water	000000065-STORMWATER OPERATING 000000066-STORM WATER IMPROVEMENT

Submit Enterprises

If you need to add a new enterprise, click on the words “+Add new enterprise” as noted below, and a data entry box will appear. Enter the enterprise name, description, and select one of the pre-defined Enterprise Types. If none of the types adequately describe your enterprise, select “Other Enterprise”.



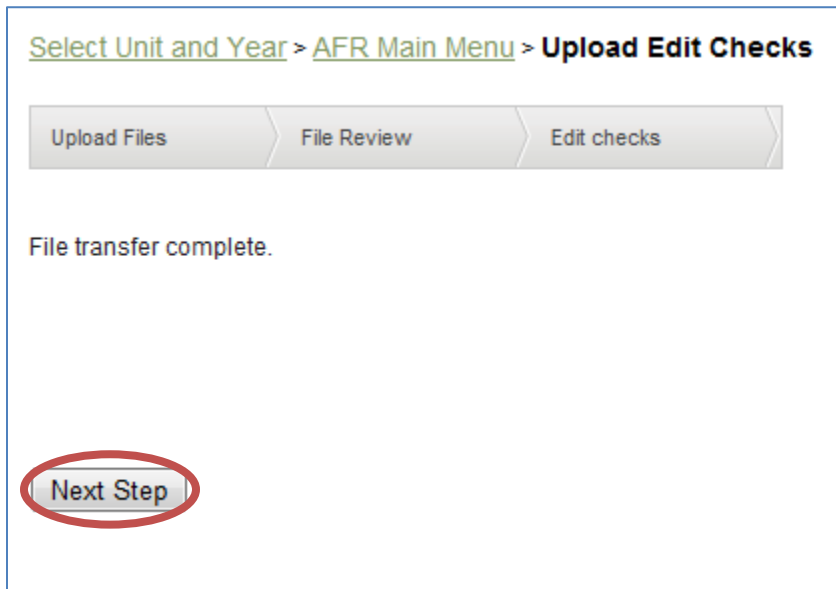
Once the correct enterprise name has been selected from the dropdown list for each group of funds, click on the “Submit Enterprises” button, as noted below. If the match is successful there will be an “Enterprise Match Successful!” message and a “Next Step” button will appear.



Click on the “Next Step” button as noted above to begin the Edit Checks.

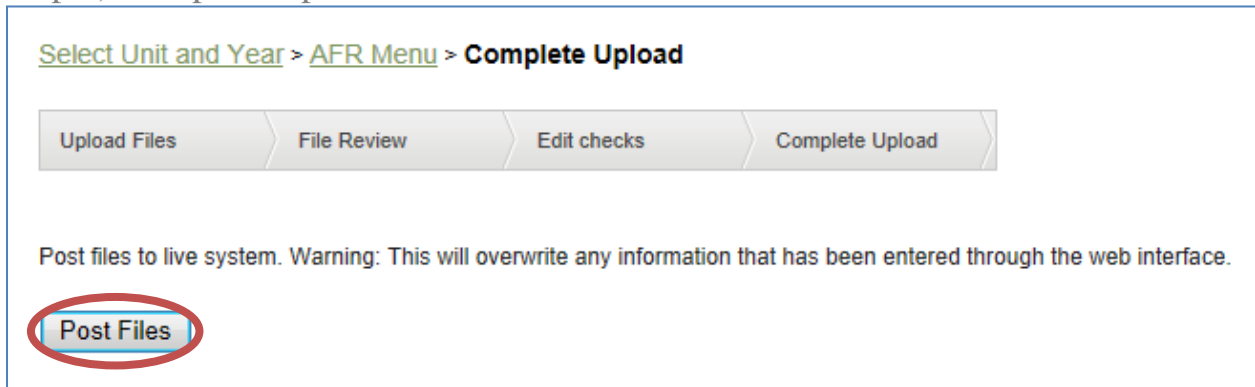
## Step 4) Edit Checks

The Edit Checks step begins automatically. If there are no errors, you will see the screen below.



Click on the “Next Step” button as shown above to complete the upload.

## Step 5) Complete Upload



Click on the “Post Files” button to complete the Upload Files process. You will see a warning message that states, “This will overwrite any information that has been entered through the web interface” This refers to the sections that utilize data from the uploaded files. The Upload Files process does not overwrite any data that may have been entered within unrelated sections of the Annual Financial Report such as the Schedule of Local Officials, Capital Assets, Grants, Accounts Payable/Receivable, Debt, Leases, Financial Assistance to Non-Governmental Entities, and, for townships, the TA-7.

[Select Unit and Year](#) > [AFR Menu](#) > **Complete Upload**

Upload Files

File Review

Edit checks

Complete Upload

Post files to live system. Warning: This will overwrite any information that has been entered through the web interface.

**Load to Live tables. Complete!**

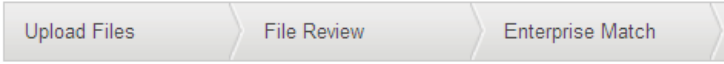
After the files have been posted you will either see a confirmation message that states, “Load to Live tables. Complete!” as noted above, or “There were errors with your upload!” At this point you should navigate to the Main Menu and select either Financial Data by Fund or Annual Report Outputs to verify that data was uploaded correctly. If you received the message “There were errors with your upload!” the Upload Files status on the Main Menu will be listed as “Incomplete” and you should read the subsection entitled [Errors Related to Complete Upload](#) for additional information.



## Errors Related to Enterprise Match

If the data within the uploaded files is inconsistent with the way the enterprise question was answered within the Unit Questions section you may receive an error message during the Enterprise Match step.

[Select Unit and Year](#) > [AFR Main Menu](#) > **Upload Enterprise Match**



You have indicated you have Enterprises in the Unit Questions section, however no enterprises were detected in the file.

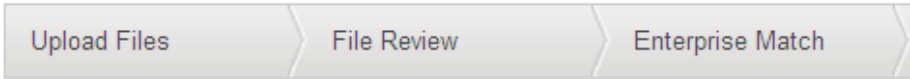
The possible reasons for this are as follows:

1. The file(s) have errors causing the program to not detect enterprises
2. You mistakenly said you had enterprises in the unit questions

**Next Step**

The message above may appear if you indicated in the Unit Questions section that you had enterprises, but no enterprise data was detected in the uploaded files, or if there were unrelated errors in the files. By clicking on the “Next Step” button, you may receive additional information to help understand the error. The message below may appear if you indicated in the Unit Questions section that you did not have enterprises, but the uploaded files contain enterprise codes.

[Select Unit and Year](#) > [AFR Main Menu](#) > **Upload Enterprise Match**



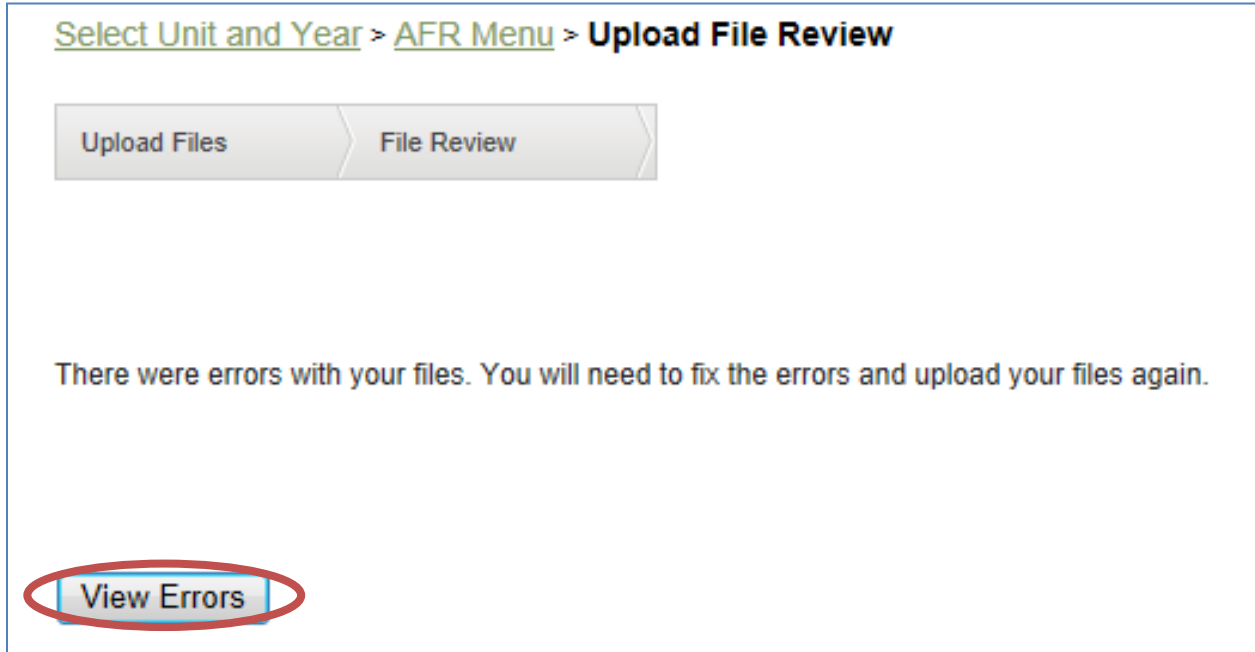
**Error:** Unit Questions Indicate No Enterprises, however the uploaded file contains enterprises.

If you need to view or change your answer to the enterprise question within the Unit Questions section, click on the AFR Main Menu breadcrumb and then select Unit Questions. If you change the enterprise question to Yes, then add your enterprises within the Identify Enterprise section. If you changed your answer to the enterprise questions (either to Yes or No), then you will need to return to the Upload Files section to upload the files again. Click on the “Reset upload” button to clear out previous data and then upload the files again.

## Errors Related to File Review

If the File Review step detects errors, review the error report(s) and work with your vendor to make any necessary corrections to files that contain errors. Then return to the Upload Files section and click on the “Reset Upload” button to begin uploading the corrected files. It will be necessary to upload all files even if only one file needed to be corrected.

The following screen notifies you of errors. Click on the View Errors button to see the list of files that have errors.



If errors are detected during the File Review process, you will see the screen below. Click on the links to download the file to review the errors.

There were errors with your files. To review these errors please download each of these files:

**Contact File Errors**  
[File rows that were loadable](#) - these are rows that we were able to load in the database for analysis. Please review the error fields at the end of each file to get detailed feedback on problems in each row.

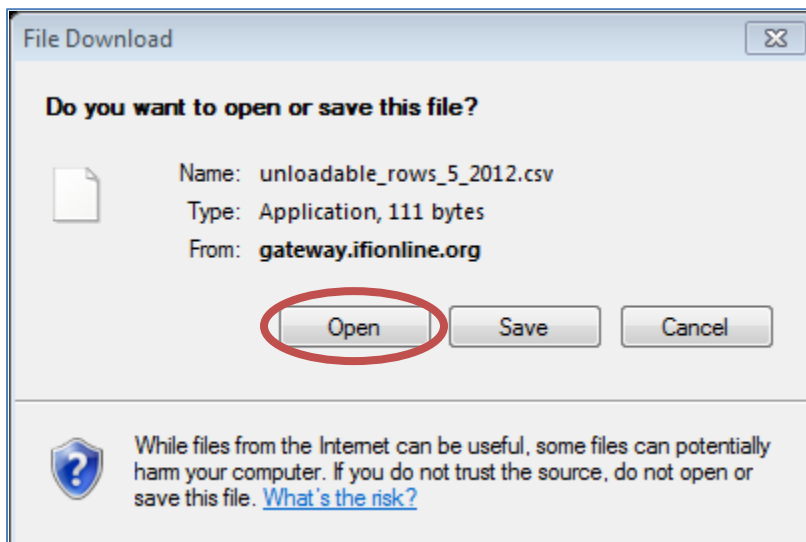
**Beginning Balance File Errors**  
[File rows that were not loadable](#) - these are rows that have an incorrect year or formatting errors. We are not able to give more detailed descriptions for these rows. Please review the documentation and make sure the rows are in a proper format.  
[File rows that were loadable](#) - these are rows that we were able to load in the database for analysis. Please review the error fields at the end of each file to get detailed feedback on problems in each row.

**Receipt File Errors**  
[File rows that were loadable](#) - these are rows that we were able to load in the database for analysis. Please review the error fields at the end of each file to get detailed feedback on problems in each row.

**Disbursement File Errors**  
[File rows that were not loadable](#) - these are rows that have an incorrect year or formatting errors. We are not able to give more detailed descriptions for these rows. Please review the documentation and make sure the rows are in a proper format.  
[File rows that were loadable](#) - these are rows that we were able to load in the database for analysis. Please review the error fields at the end of each file to get detailed feedback on problems in each row.

**Department File Errors**  
[File rows that were not loadable](#) - these are rows that have an incorrect year or formatting errors. We are not able to give more detailed descriptions for these rows. Please review the documentation and make sure the rows are in a proper format.  
[File rows that were loadable](#) - these are rows that we were able to load in the database for analysis. Please review the error fields at the end of each file to get detailed feedback on problems in each row.

When clicking on the links, you will be provided the option to Open, Save or Cancel, as noted below. You may need to look behind the Gateway screen to see this box. Click on the Open button to open the file to review it. The file should open in Excel. If it does not open in Excel, click on the Save button to save the file to your computer. Note and remember where you saved the file. Then open the Excel program. Go to the File Menu and select Open. Navigate to where you saved the file. Highlight the file name and click the Open button. The file will then open in Excel.



There are two possible error reports.

The **File rows that were not loadable** report shows only the rows that had formatting errors and could NOT be loaded into the testing area for further analysis. These errors are usually caused by the record length being incorrect or duplicate records. See [Appendix 4](#) for other possible causes.

	A	B
1	201220120003101008-0000025000.0000000029475.190000000101TOWNSHIP FUND	00
2		
3		

A **File rows that were loadable** report will be generated for each file that contains error. If a file doesn't have any errors, then the report for that file will not be generated. The report will show all of the records in the file that were loaded into the testing area for further analysis even if the record doesn't contain an error. The report indicates which rows have errors and what caused the error. It does not include any rows that were not loadable. Error fields have been added at the end of the row to show what the problem is with the row. Use the scroll bar at the bottom of the screen to see more columns to the right. **No data is actually posted to the AFR until the upload process completes without any errors.**

	H	I	J	K	L	M	N	O	P	Q	R
1	Beginning_cash	Unit_Fund_Number	Unit_Fund_Name	Enterprise_Number	Ent_ID	full_row	year_error	county_error	unit_type_error	unit_code_error	Fund_number_not_valid_errc
2	12082.41		1301 PARKS AND RECREATION		0						
3	34378.93		840 TOWNSHIP ASSISTANCE		0						
4	7577.15				0						
5											
6											
7											
8											
9											

In the example below, we see that there is an error in the Unit\_Fund\_Number\_Required\_Error column and in the Unit\_Fund\_Name\_Required\_Error column. **This is indicated by a 1 in the row that has the error.** Please note in the prior screen shot, these fields are blank for the last row. If you have a large file with many rows, you may want to use the Data Filtering feature in Excel to make it easier to find and review the rows that have errors.

	S	T	U
1	Fund_number_not_valid_for_this_unit_or_enterprise_type_error	unit_fund_number_required_error	unit_fund_name_required_error
2			
3			
4		1	1
5			

[Appendix 4](#) contains a more detail descriptions of the errors and possible causes

Any errors in the contact.txt file and/or the begbal.txt file should be reviewed and corrected first, and all files reloaded as this may resolve errors detected in the other files. If the vendor is not able to identify and/or resolve the errors based upon the available error messages, the vendor should work with IBRC to resolve the problems.

Once the errors on the file(s) have been corrected, the upload process should be started again.

## Errors Related to Complete Upload Step

During the Complete Upload step there may be an error message after clicking on the “Post Files” button: “There were errors with your upload!” as noted below. This was reported last year and hopefully has been fixed. If you do get this error, you should contact IBRC to determine what is causing the error or if IBRC needs to make changes to the system.

Select Unit and Year > AFR Main Menu > **Complete Upload**

Upload Files > File Review > Enterprise Match > Edit checks > Complete Upload

Post files to live system. Warning: This will overwrite any information that has been entered through the web interface.

Post Files

There were errors with your upload!

## Preparing to Re-Start the Upload Files Process

After you have made any corrections to the upload files or changed your response to the Unit Questions concerning enterprises, then navigate to the Upload Files section. Click on the “Reset upload” button to re-start the Upload Files process.

[Select Unit and Year](#) > [AFR Main Menu](#) > **Upload Files**

Upload Files

Do you have a Departments file to upload?

Yes

No

Contact Information ▾

contact.txt

FileType	Status
Contact Information	Uploaded
Beginning Balances	Uploaded
Receipts	Uploaded
Disbursements	Uploaded
Departments	Uploaded

All required files have been uploaded.

When clicking on the “Reset upload” button, you will be given the option to “Cancel”.



If you click on the “OK” button, the status for each file type changes from “Uploaded” to blank, as noted below.

[Select Unit and Year](#) > [AFR Main Menu](#) > **Upload Files**

Upload Files

Do you have a Departments file to upload?

Yes

No

Select a file type

Browse

Upload File

FileType	Status
Contact Information	
Beginning Balances	
Receipts	
Disbursements	
Departments	

Reset upload

At this point you may begin following the instructions as shown at the beginning of this section, beginning with [Step 1\) Upload Files](#).

# Annual Report Outputs

The Annual Report Outputs section contains links to available reports. Your list of reports may vary, depending upon the type of local unit and how the Unit Questions are answered. The Report Output Format dropdown list provides you the option to generate the report in either PDF or Excel format. Click on the report name link to generate the related report. There may be a delay the first time a report is generated, but the next time a report is generated it should not take as long. You can and should use your browser's back button when you are finished viewing, printing and/or saving these reports. Depending on what web browser you are using, the report may open in a separate window. If so, close it by clicking on the "X" in the upper right hand corner.

To assist in the review process you will want to generate each available report. Due to technical limitations it's not possible to generate/print all reports at once. You will have to generate/print each report one at a time.

## Report(s) for Advertising

The last section of the Annual Reports Output list contains the report(s) designed specifically for advertising purposes. These reports eliminate unnecessary formatting and blank lines since advertising should use the smallest type of print possible and a minimum of space to affect a cost savings. IC codes that address advertising requirements are located as follows:

Townships should see IC 36-6-4-13.

All other local units should see IC 5-3-1.

The screenshot below is an example of township reports. The list of reports for all other types of local units will be similar but will not include township related reports. For example, the advertising section will only include the "Cash & Investment Combined (Advertising)" link because their advertising requirements are different.



<b>Report Output Format:</b>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">PDF ▼</span>	Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format
<a href="#">Cash Fund Statement</a> <a href="#">Cash Fund Statement, Zero Balance Funds</a>		Lists the Beginning Balance (Cash Only), Total Receipts, Total Disbursements, and the Ending Balance (Cash Only) by Fund.
<a href="#">Cash &amp; Investment Combined Statement</a>		List the Beginning Balance (Total of Cash and Investments), Total Receipts, Total Disbursements, and the Ending Balances (Total of Cash and Investments) by Fund. Note: The receipt and disbursement figures are net of the investment transactions.
<a href="#">Custom Funds</a>		Lists the custom funds added by the unit. These are the funds that aren't linked to a Fund in the Standard Fund list.
<a href="#">Debt Statement</a>		Lists the units debts, by debt class.
<a href="#">Detailed Disbursements for All Funds</a>		Lists the disbursements by fund and disbursement category.
<a href="#">Detailed Receipts</a>		Lists the receipts by fund and receipt category.
<a href="#">Disbursements by Vendor</a>		Township Disbursements by Vendor
<a href="#">Financial Assistance to Non Governmental Entities</a>		Lists the detailed financial assistance to non governmental entities.
<a href="#">Grant Schedule</a>		Lists the detailed grant information.
<a href="#">Investment Fund Statement</a>		Lists the Beginning Investment Balance, Total Investments Purchased, Total Investments Sold, and the Ending Investment Balance by Fund.
<a href="#">Schedule of Officials</a>		Printable output of your Schedule of Officials.
<a href="#">Township Assistance (TA7)</a>		Lists the Township Assistance Statistical Report (TA-7)
<a href="#">Transfers</a>		Lists the Transfers In and Out by fund. If the Transfers do not balance (Total Transfers In should equal Total Transfers Out), this report can be used to start your research.
<b>Advertising Outputs</b>		
<a href="#">Cash &amp; Investment Combined</a>		Version of the statement for advertisting purposes
<a href="#">Detailed Receipts</a>		Lists the receipts by fund and receipt category.
<a href="#">Disbursements by Vendor</a>		Township Disbursements by Vendor version for advertising
<a href="#">Township Certification Form</a>		Township Certification Form

# Review Submission

The Review Submission section is available so that you can check for any errors and warnings without having to go through the submission process. You can perform this function even if you are not the submitter of the Annual Financial Report.

It contains a list of any current submission errors and warnings. Any errors must be fixed before the Annual Financial Report can be submitted. Warnings will indicate potential problems which will need to be reviewed. However, warnings will not prevent submission.

This list of submission errors and/or warnings can be downloaded into an Excel spreadsheet by clicking on the Excel icon, as noted below.

The following are examples of submission errors. This may not include all possible errors and some errors will apply to only certain types of units.

## Submission Errors

The items below must be corrected in order to submit the annual report.

Click on the excel icon in the upper right corner of the table below to download an excel file.

Submission Error
<b>Fund Has No Balances or Activity</b> At least one fund has no entries for beginning balance, receipts or disbursements. Please enter appropriate numbers for these funds in the Beginning Balances, Receipts or Disbursements. If the fund did not have any Beginning Balances or activity for the year please delete it.
<b>Grant Section Not Filled Out</b> You responded that your unit had over \$400,000 in Grants. However, you didn't complete the Grants section. Please fill out the Grants section. If you determine you don't have over \$400,000 in Grants, change the answer to the Grants question to No.
<b>Non-Governmental Entities Section Not Filled Out</b> You responded that your unit provided financial assistance to Non-Governmental Entities. However, you didn't complete the Non-Governmental Entities section. Please fill out the Non-Governmental Entities section. If your unit didn't provided financial assistance to Non-Governmental Entities, change the answer to the Non-Governmental Entities question to No.
<b>Indebtedness Section Not Filled Out</b> You responded that your unit had Debt. However, you didn't complete the Indebtedness section. Please fill out the Indebtedness section. If you don't have any debt, change the answer to the Debt question to No.
<b>Capital Assets Section Not Filled Out</b> You responded that your unit had Capital Asset Records. However, you didn't complete the Capital Assets section. Please fill out the Capital Assets section. If you don't have Capital Asset Records, change the answer to the Capital Assets question to No.
<b>No Lease Records</b> In the initial unit questions, it was indicated that this unit has lease records. Please add these records, or correct the unit question selection.
<b>Schedule of Officials Section Not Filled Out</b> Please fill out the Schedule of Officials section before submitting your Annual Report.
<b>Accounts Payable and Receivable Records Not Filled Out</b> Amounts for accounts payable and receivable must be completed for Governmental activities and all active enterprises.
<b>No Disbursement by Vendor Records</b> There are no records for disbursement by vendor. These records are required.
<b>TA7 Not Started</b> All TA7 questions must be answered with a number. If the answer to a question is zero, enter zero rather than leaving it blank. Please answer all questions before submitting your Annual Report.

The following are examples of some, but not all, submission warnings.

## 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.

<b>Negative Cash Balance</b> At least one fund for this unit has a negative cash balance. This may be acceptable in some cases, but often indicates an error.
<b>Transfers Do Not Balance</b> The sum of all transfer receipts does not equal the sum of all transfer disbursements.

# Submit Annual Report

The Submit Annual Report section contains a list of any current submission errors and warnings. Any errors must be fixed before the Annual Financial Report can be submitted. Warnings will indicate potential problems which will need to be reviewed. However, warnings will not prevent you from submitting. If you only have Edit rights, you will not be able to navigate to this section. An editor can and should do the Review Submission option instead. See Review Submission section above for more information.

This list of submission errors and/or submission warnings can be downloaded into an Excel spreadsheet by clicking on the Excel icon, as noted below.

The following are examples of submission errors. This may not include all possible errors and some errors will apply to only certain types of units.

## Submission Errors

The items below must be corrected in order to submit the annual report.  
Click on the excel icon in the upper right corner of the table below to download an excel file.

Submission Error
<b>Fund Has No Balances or Activity</b> At least one fund has no entries for beginning balance, receipts or disbursements. Please enter appropriate numbers for these funds in the Beginning Balances, Receipts or Disbursements. If the fund did not have any Beginning Balances or activity for the year please delete it.
<b>Grant Section Not Filled Out</b> You responded that your unit had over \$400,000 in Grants. However, you didn't complete the Grants section. Please fill out the Grants section. If you determine you don't have over \$400,000 in Grants, change the answer to the Grants question to No.
<b>Non-Governmental Entities Section Not Filled Out</b> You responded that your unit provided financial assistance to Non-Governmental Entities. However, you didn't complete the Non-Governmental Entities section. Please fill out the Non-Governmental Entities section. If your unit didn't provided financial assistance to Non-Governmental Entities, change the answer to the Non-Governmental Entities question to No.
<b>Indebtedness Section Not Filled Out</b> You responded that your unit had Debt. However, you didn't complete the Indebtedness section. Please fill out the Indebtedness section. If you don't have any debt, change the answer to the Debt question to No.
<b>Capital Assets Section Not Filled Out</b> You responded that your unit had Capital Asset Records. However, you didn't complete the Capital Assets section. Please fill out the Capital Assets section. If you don't have Capital Asset Records, change the answer to the Capital Assets question to No.
<b>No Lease Records</b> In the initial unit questions, it was indicated that this unit has lease records. Please add these records, or correct the unit question selection.
<b>Schedule of Officials Section Not Filled Out</b> Please fill out the Schedule of Officials section before submitting your Annual Report.
<b>Accounts Payable and Receivable Records Not Filled Out</b> Amounts for accounts payable and receivable must be completed for Governmental activities and all active enterprises.
<b>No Disbursement by Vendor Records</b> There are no records for disbursement by vendor. These records are required.
<b>TA7 Not Started</b> All TA7 questions must be answered with a number. If the answer to a question is zero, enter zero rather than leaving it blank. Please answer all questions before submitting your Annual Report.

The following are examples of some, but not all, submission warnings.

## 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.

### Negative Cash Balance

At least one fund for this unit has a negative cash balance. This may be acceptable in some cases, but often indicates an error.

### Transfers Do Not Balance

The sum of all transfer receipts does not equal the sum of all transfer disbursements.

## Submit Report

If any submission errors are displayed in the Submit Annual Report section, the bottom of the screen will state, “You may not submit at this time. You must correct the errors and review any warnings above before you will be allowed to submit the Annual Report.”

After all of your information has been entered, all submission errors corrected, all submission warnings reviewed, all reports reviewed, and all identified errors corrected, the responsible official may submit the Annual Financial Report. Click on the “Proceed to Submit the Annual Report” button.

## Submit Annual Report

Unit: Hartford Townshi  
Year: 2011

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 not be considered a final approval of this submission.

### Submission Errors

No errors were found that would prevent submission.

### Submission Warnings

There are no warnings for this submission.

### Submit Report

Proceed to Submit the Annual Report

After reading and agreeing to the certification statement, click on the “Submit This Report” button.

## Submit Annual Report

Unit: Hartfo  
Year: 2011

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief.

Submit This Report

After submission, a confirmation screen appears which states, “This Annual Report for (your local unit) was submitted to the State Board of Accounts on (date/time)”. You should print and/or save an electronic copy of this submission confirmation screen using the print and/or save functionality provided by your browser. This functionality is generally available by right clicking and selecting “Print...” or “Save as...” Retain this for your records.

## Submit Annual Report

This Annual Report for 0003 Hartford Township was submitted to the State Board of Accounts on 12/20/2011 7:20:00 AM.

[Return to the AFR Main Menu](#)

You will also receive a confirmation email that your Annual Financial Report has been submitted.

Once you have submitted your Annual Financial Report, you will no longer be able to make updates, but you will have Read access and the ability to generate reports from the Annual Report Outputs section.

### Unsubmitting the Report to Make Corrections

Once you Submit the Annual Report the data is locked. If you need to make corrections after you have submitted your Annual Financial Report, navigate to the Main Menu, and you will see in the System Functions section the option to “Un-Submit Annual Report”.

System Functions		Status
<a href="#">Annual Report Outputs</a>	Reports may be viewed as PDFs or Excel spreadsheets.	Available
<a href="#">Review Submission</a>	Review any submission errors or warnings.	Available
<a href="#">Un-Submit Annual Report</a>	Un-submit the annual report to SBOA	Submitted 1/15/2013 7:57:00 AM

When you click on “Un-Submit Annual Report” you will get this screen.

## Submit Annual Report

Unit: Hartford Townsh  
Year: 2011

This Annual Report for 0003 Hartford Township was submitted to the State Board of Accounts on 12/20/2011 8:19:00 AM.

[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.

By clicking on the “Unsubmit This Report” button you will be marking this report as not being submitted. It must be re-submitted by the due date in order to be filed timely. If you decide not to unsubmit, click on the “Return to the AFR Main Menu” link.

Gateway will track all submission dates, however, once corrections are made to a previously submitted Annual Financial Report you will not be able to go back or restore the data from a previous submission.

# Appendix 1 - Getting Help

## E-mail Addresses

For technical problems (e.g. server error messages or problems saving data) contact Indiana Business Research Center (IBRC) at [ibrctech@iupui.edu](mailto:ibrctech@iupui.edu).

For accounting related questions, such as how to classify receipts or disbursements, advertise, or complete the various sections within the Annual Financial Report, contact the appropriate SBOA office supervisor for your local unit type. For a list of supervisors and their contact information, see the SBOA web site at: <http://www.in.gov/sboa/2443.htm>.

For other questions concerning the Annual Report contact [annualreport@sboa.in.gov](mailto:annualreport@sboa.in.gov).

For Budget and Debt Management questions contact DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

## Web Site Material

The State Board of Accounts web site is <http://www.in.gov/sboa/>. By clicking on the Gateway Annual Report link menu that appears on this web site you will be directed to the following screen. It contains links to the Gateway Annual Financial Report and related letters, memoranda, upload specifications, and user account information. The direct link to this website is <http://www.in.gov/sboa/3700.htm>.

The screenshot shows the Indiana State Board of Accounts website. The header includes the logo and the text "Indiana State Board of Accounts". The main content area is titled "Gateway Annual Report" and contains the following text:

**Gateway Annual Report**

**Login to Live Site (for Local Officials) -**  
<https://gateway.ifionline.org/login.aspx>

**Public Data Site -** <http://gateway.ifionline.org/>

The State Board of Accounts has implemented the new Annual Report system beginning in 2011 through the Indiana Gateway for Government Units (Gateway), modernizing the way we collect and publish local government financial information.

Annual Report data will be available online for all to view. With this electronic data, taxpayer-friendly reports and interactive research tools will be placed online, increasing transparency and accessibility of local government financial information for the citizens and taxpayers of Indiana. Units of government and taxpayers will have tools to better understand the services local governments provide and the associated costs. With this resource, figures can be easily compared against other units, analyzed per capita, and put in the context of economic conditions. Financial data regarding 2011 receipts, disbursements, and balances has been added to the [Public Data Site](#) for those units that have submitted their Annual Reports.

Gateway was developed as a collaborative project among the Department of Local Government Finance (DLFG), the State Board of Accounts (SBoA), and the Indiana Business Research Center (IBRC) at the Kelley School of Business through the Information for Indiana (IFI) initiative. Information regarding the Department of Local Government Finance portion of the Gateway (Budget Submission) can be found [here](#). Information about IFI is available [here](#).

**Gateway Annual Report User Accounts**

Logon to the live Gateway using the following link, which is the same one used to submit your Budget. <https://gateway.ifionline.org/login.aspx>

The right sidebar contains "Online Services" with links to "Audit Report Filings", "Forms.IN.gov", and "Rules.IN.gov". Below this is a "Top FAQs" section with five questions:

1. Can elected officials collect unemployment if they are not re-elected?
2. What items are subject to sales tax and how do we report sales tax collected?
3. Who is required to complete the Interim Annual Report (E-1)?
4. What is the process for preparing budgets for local governmental units?
5. Why is there a delay between when the audit report is released and when it appears on the web?

At the bottom of the sidebar is a "Browse our Audit Reports Online" section with an image of a calculator.

# Appendix 2 - Frequently Asked Questions

## **General**

### **1. Why is the Annual Financial Report process on the Gateway?**

The goal of this project is to make local government financial data accessible to taxpayers, the media, the legislature, other State agencies, and Federal agencies. We can greatly enhance the way this information is presented to the public by collecting the data online. Collecting and storing data electronically will allow for taxpayer-friendly reports, statewide comparisons, online searchable data, and more. Taxpayers will have innovative research tools at their disposal to better understand the services their local governments provide and the cost of providing them. Access to the data by other government agencies will eliminate the need for local governments to report the same data to multiple agencies. A secondary benefit is that taxpayer money will be saved by eliminating the cost of printing, transporting, storing and photocopying paper documents.

### **2. What local units are required to complete an Annual Financial Report?**

All counties, cities, towns, libraries, townships, and special districts must complete the Annual Financial Report through the Gateway.

### **3. Is completion of the Annual Financial Report via Gateway mandatory?**

Per IC 5-11-1-4 every municipality and local government is required to provide electronically and in a manner prescribed by the state examiner, financial reports for the fiscal year not later than sixty days after the close of the fiscal year. Completion and submission of the Annual Financial Report via Gateway will fulfill this requirement.

### **4. What is Gateway? And what happens if I fail to submit the Annual Financial Report via Gateway?**

Gateway is the name of the web-based system developed for use by local units to submit required information to the Department of Local Government Finance (DLGF) and/or the State Board of Accounts (SBOA) electronically. SBOA will only recognize submission of the Annual Financial Reports through Gateway. SBOA will not accept the Annual Financial Report in paper form or in any other format. If a local unit fails to submit as prescribed, it will result in a comment in the local unit's audit report and the local unit will face consequences up to and including denial of the proposed budget by DLGF. Per IC 5-11-1-10, the official commits a Class B infraction and forfeits their office if they do not file the proper reports with the State Examiner.

### **5. Who is responsible for submitting the completed report?**

The official that is responsible for submission of the Annual Financial Report is apparent for most local unit types (e.g. the County Auditor for Counties, the Controller or Clerk-Treasurer for Cities and Towns, and the Township Trustee for Townships). For some local units, especially those that don't submit budgets to DLGF, it may be unclear who the responsible official is. The local unit's "fiscal officer" should submit the Annual Financial Report. By fiscal officer we mean the employee that is responsible for the management of the local unit's financial affairs and record keeping. Many times formal positions have been defined for this function such as Controller or Treasurer. Sometimes it's unclear who the fiscal officer may be. For example, some accounting functions may be performed by a director, superintendent, bookkeeper, clerk, or even an outside contractor. If this is the case, then the Governing Board should formalize their decision, in a resolution, defining who the local unit's fiscal officer is. Send a copy of the resolution to SBOA so we know who is responsible for the submission of the Annual Financial Report.



**6. If there is a change in officials, which official is responsible for completing the Annual Financial Report?**

The new official that takes office in January is responsible for completing the Annual Financial Report.

**7. Is the Annual Financial Report submission deadline still the end of February?**

Per IC 5-11-1-4 the Annual Financial Report is due sixty days after the end of the fiscal year. This means that the 2012 Annual Financial Report is due March 1, 2013.

**8. Do I still need to advertise certain financial data? If so, what needs to be advertised and when?**

The advertising requirements have not changed. For your convenience, the Annual Report Outputs menu within the system includes a report designed specifically for advertising purposes. These reports eliminate unnecessary formatting and blank lines since advertising should use the smallest type of print possible and a minimum of space to affect a cost savings.

IC codes that address advertising requirements are located as follows:

- a. Townships should see IC 36-6-4-13.
- b. All other local units should see IC 5-3-1.

**9. Do I need to submit proof of advertising to SBOA or enter the proof somewhere within Gateway?**

No. The proof of advertising only needs to be maintained on file at your office.

**10. If I have problems or questions concerning the Annual Financial Report 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](mailto:ibrctech@iupui.edu). For accounting related questions, such as how to classify receipts or disbursements, advertise, or complete the various sections within the Annual Financial Report, contact the appropriate SBOA office supervisor for your local unit type. For a list of office supervisors and their contact information, see the SBOA web site at: <http://www.in.gov/sboa/2443.htm>. For other Annual Report questions contact [annualreport@sboa.in.gov](mailto:annualreport@sboa.in.gov).

For Budget and Debt Management questions contact DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

## **Computer Access**

**11. 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 Microsoft Internet Explorer, 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 budget for DLGF.

**12. Do I need to have internet access?**

Yes, you must have internet access to use the Gateway. A high speed internet connection will be faster than a dial-up connection.

**13. 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.

**14. How do I access Gateway to start working on the Annual Financial Report?**

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

## **User Name and Password**

**15. 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 to DLGF. If there has been a change in the responsible official since the budget was submitted or the local unit does not submit a budget to DLGF, request a User Name and password by sending your name, title, e-mail address, local unit name, and county to [annualreport@sboa.in.gov](mailto:annualreport@sboa.in.gov).

**16. Can my User Name and password be shared with others in my office so that they can enter and review data? 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. Each local unit will have one official that is responsible for submitting the Annual Financial Report. This responsible official may request that additional User Names be created with either Edit rights or Review rights. These additional User Names will not have submission rights but can be used by others to enter or review data (e.g. office staff, consultants, vendors and/or board members). The official is responsible for submitting a complete and accurate Annual Financial Report regardless of who entered or reviewed the data. More details on user rights and User Names are available at: <http://www.in.gov/sboa/files/UserAccount.pdf>. If you want to add a new user with Edit or Review rights to the Annual Report or delete a user's access, fill out the SBoA Limited Delegation of Authority form available at: <http://www.in.gov/sboa/files/DelegationForm.pdf>. Please note that deleting a user's access to the Annual Financial Report will not affect their access to the Budget system. Contact DLGF to delete a user's access to the Budget system. Only the responsible official is authorized to sign the SBoA Limited Delegation of Authority form. Since the User Name is based upon the e-mail address, each form must contain a unique and legible e-mail address.

**17. What is my password?**

Your password is the same one you use when accessing Gateway to submit your budgets, debt management forms and/or property files to DLGF. If you recently requested access, your new User Name and password should have been communicated to you. If not, see the following FAQ.

**18. 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 [annualreport@sboa.in.gov](mailto:annualreport@sboa.in.gov) to have their User Name unlocked and/or their password reset. In addition, there could be a mismatch between the e-mail address you are attempting to use for your User Name and the e-mail address that has been setup in Gateway. Be sure to include the name and county of the unit in your e-mail.

**19. 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.

**20. What are the password requirements?**

Passwords must be at least seven characters long.

**21. 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.

**Preparing To Enter Data**

**22. Can I upload the data from my financial accounting system into the Annual Financial Report?**

If your software vendor has developed a process for this, contact them for information on how to download the data from your financial accounting system. Information to assist vendors in developing this process is available at: <http://www.in.gov/sboa/3700.htm> under Upload Specifications.

**23. What type of information should I begin to obtain and organize in order to work on my Annual Financial Report?**

- a. Before you begin working on the Annual Financial Report you should make sure all transactions for the year have been posted to your accounting system.
- b. Summarize the receipts by fund for each classification such as General Property Taxes, Cigarette Tax Distribution, Motor Vehicle/Aircraft Excise Tax Distribution, Park and Recreation Receipts, Earnings on Investments and Deposits, Sale of Capital Assets, etc. Note that some of these classifications have been changed this year, so the receipt classifications may be different. For example, the Commercial Vehicle Excise Tax Distribution (CVET) is now a separate receipt classification.
- c. Summarize the disbursements by fund for each classification such as Salaries and Wages, Communications and Transportation, Insurance, Repairs and Maintenance, Purchase of Investments, etc. If you do not record disbursements at this level of detail, then you may summarize them by high level classifications such as Personal Services, Supplies, Services and Charges and enter the total in the “Other” line item available within each high level classification.
- d. If you want to download Excel spreadsheets that contain of all of the receipt and disbursement classifications, go to <http://www.in.gov/sboa/3700.htm> and click on the 2012 Receipt Codes and Crosswalk or the 2012 Disbursement Codes and Crosswalk. Note that this list is for all local unit types. Not all classifications will apply to all local unit types.
- e. If you want to use the vendor upload process you will need to create/obtain these files per instructions provided by your vendor.
- f. Obtain contact information for officials (e.g. name, term, address, e-mail) and the local unit’s DUNS number and Federal EIN.

- g. Obtain the beginning cash balance, beginning investment balance, total receipts, total disbursements, ending cash balance and ending investment balance for each of your funds.
- h. Obtain amounts transferred between funds. Make sure that the transfers in equal the transfers out. See [FAQ #57](#) for additional information.
- i. Obtain capital asset totals at year-end by categories (e.g. land, infrastructure, and building).
- j. Obtain Federal grant information (e.g. CFDA number, grant amount, project name, Federal program title, Federal agency, pass-thru agency, amount awarded to sub recipients).
- k. Obtain accounts payable and accounts receivable balances at year-end.
- l. Obtain debt information (e.g. principal balance at year-end and principal and interest due the following year).
- m. Obtain lease information (e.g. name of the lessor, description of lease, beginning and ending dates of the lease, and the annual payments).
- n. Obtain information related to financial assistance you provided to nongovernmental entities (e.g. name and contact information of the entity, and the amount of financial assistance).
- o. Townships will need information to complete the Township Assistance Statistical Report (TA-7).
- p. Townships will need disbursements by vendor and disbursement classification.
- q. For Cities, Towns, and Counties that have outside offices that hold funds that are not maintained within your records, you will need to have a completed Supplemental Annual Report from those offices or departments so that you can enter that information. See [FAQ #27](#) for additional information.

**24. Do we need to use code numbers? If so, where are they located and have there been any changes?**

The codes are only necessary if the local unit is using the vendor upload process. The codes have changed and are available at <http://www.in.gov/sboa/3700.htm>. The Annual Financial Report is designed to be independent of the local unit's Chart of Accounts because the Chart of Accounts are changing and because local units will always have their own unique fund and account numbers.

**25. Are the fund and account codes the same ones that are used by DLGF for the Budget process?**

The account codes for receipts are the same ones used by DLGF for this past summer's Budget process. The account- codes for disbursements will probably be used by DLGF for next year's Budget process. The fund codes are still different than the budget.

**26. Has the old CTAR Part 5 gone away?**

Yes. The Annual Financial Report has been completely redesigned. Terminology such as CAR, CTAR, LAR, and references to Part 1, Part 5, etc. are now obsolete.

**27. Do we need to use the Supplemental Annual Report? If so, where can we obtain this form?**

A Supplemental Annual Report is only used by counties, cities and towns that have offices or departments that hold funds outside of your financial records. The forms with the instructions should be distributed by you to these offices or departments and the forms should be completed and returned to you by January 31. The Supplemental Annual Report form is available at <http://www.in.gov/sboa/3758.htm>. To enter the data from these forms into the Annual Financial Report go to the Financial Data by Fund form and add the fund and then enter the beginning cash balance, receipts and disbursements for these funds, the same as you entered all of your other funds. Do NOT send the completed supplemental forms to SBOA. You should keep these forms on file for audit at your local unit after you enter the information in the Annual Financial Report. If you do not enter the data for these funds, your Annual Financial Report will not be complete.

## **Unit Questions**

**28. What should I do if I answered a Unit Question wrong?**

When beginning the Annual Financial Report, the first screen includes a series of Unit Questions. The answers to these questions determine the items that appear on the Main Menu and any unnecessary menu items are removed. If any of these questions are initially answered incorrectly, the answers can be changed by returning to the Unit Questions link located on the Main Menu. If you change an answer from No to Yes, the related link will appear on the Main Menu. If you change an answer from Yes to No, the related link will be removed from your Main Menu and any previously entered data related to that topic will no longer be accessible. However, if you later decide to change the answer back to Yes again, the related link will return to your Main Menu and any previously entered data related to that topic may OR may NOT return. Depending upon the situation, you may need to either re-enter the data or delete any inappropriate data related to the question that was changed from Yes to No and back to Yes again.

## **Identify Enterprises**

**29. Should related enterprises be combined or separated?**

Each enterprise should be entered as a separate enterprise. In the past, some local units have combined their enterprises on the Annual Financial Report when they operate two or more utilities. This may have been due to both utilities using a common bill and operated by the same staff from the same office. Navigate to the Identify Enterprises menu to add each enterprise associated with the local unit.

**30. What names and descriptions should be used when identifying enterprises?**

Enterprises that are utilities should simply be named Electric, Gas, Solid Waste, Storm Water, Trash, Wastewater, Water, etc. If the enterprise isn't a utility the enterprise name should be based upon the actual name (e.g. Rose Garden Cemetery, Wilson Convention Center, AJ Smith Golf Course, and North Street Parking Garage). The description cell is optional and will not appear on any reports.

**31. If we plan to use the vendor upload process do we have to complete the “Identify Enterprises” section first before uploading the data?**

It’s preferable that the enterprises be defined before the upload. When proceeding from the Unit Questions you will be automatically directed to the Identify Enterprises section. It is recommended that after this section is completed you return to the Main Menu and then select Upload Files. Once the files are uploaded, the user will go to another screen to link the enterprise numbers in the upload files to the previously defined enterprises. If at this point the local unit needs to add additional enterprises, there will be an “Add Enterprise” button on the screen so the local unit can define and link additional enterprises.

## **Vendor Upload Files**

**32. For the vendor upload process does it matter what fund number is used for custom funds?**

No. If the local unit is utilizing the vendor upload process the custom fund must start with a 9 and then any unique 5 digit number. You may use last year’s Annual Financial Report fund code or the fund code from your system. However, each fund code must be unique.

**33. Can the local unit upload or add additional receipt/disbursement accounts/names that do not appear in the standard code tables?**

No, the local unit cannot add receipt or disbursement accounts. They should use the existing receipt/disbursement classification that is most applicable. The classifications are grouped by high level categories such as Taxes, Licenses and Permits, Charges for Services, etc. to assist in selecting an appropriate classification. Using “Beer Cart Receipts” as an example, it would seem that “Park and Recreation Receipts” under “Charges for Services” would be an appropriate classification. If no classification applies, then use an “other” classification. For this example, “Other Charges for Services”. If you use an “other” category multiple times, you must enter a local unit account number and local unit account name for each of those. If your accounting system doesn’t use account numbers you may enter any number.

**34. Why do Townships have a second disbursement file? Are both files required?**

Both disbursement files (disburse.txt and twpdisburse.txt) are required for townships that upload vendor files. The Township Disbursement file (twpdisburse.txt) is used only by townships, and provides information to generate the disbursements by vendor advertisement that is statutorily required per IC 36-6-4-13. The codes needed for the Township Disbursement file are contained in the Township Disbursements Excel file which can be downloaded from <http://www.in.gov/sboa/3700.htm>.

Note that the codes for the Township Disbursements file start with the letters DT.

**35. Can I use the vendor upload process even if I already started adding funds, beginning balances, receipts and/or disbursements into the Annual Financial Report? If so, what happens to the previously entered data?**

If you initially answered No when asked if you have data files from your accounting system to upload, you may return to the Unit Questions and change your answer. However, any time files are uploaded all previously entered or uploaded funds, beginning balances, receipts, and disbursements are cleared out and cannot be restored. If applicable, the departments or township Disbursements by Vendor entries are also cleared out and cannot be restored.

**36. Is there a way to verify that the entire file was uploaded?**

Prior to submitting the Annual Financial Report you should review the data (both on-line and by generating the available reports) to verify the accuracy and completeness of the data.

**37. If I need to upload the vendor files again, does that delete all of the prior data loaded or entered by the user?**

Each new upload will delete all previously uploaded data as well as any manually entered data associated with these screens (i.e. fund names, balances, receipts and disbursements from the Financial Data by Fund section, any departments selected in the Departments section, and for townships, any entries within the Disbursements by Vendor section). However, it will not delete data from sections not related to the vendor upload (i.e. Schedule of Officials, Capital Assets, Grants, Accounts Payable/Receivable, Debt, Leases, Financial Assistance to Non Governmental Entities, and for townships, the TA-7).

**38. If problems are isolated to just one file such as receipts, can just that one file be reloaded?**

No, all of the files required for the upload must be reloaded for the user to continue with the upload process. If one file needs to be reloaded, all files must be reloaded.

**39. If the files are reloaded, does the user have to match the funds that go with each enterprise again?**

Yes, when the files are reloaded the entire process starts over.

**40. I plan to use the vendor upload process but the files aren't ready yet. Are there some sections of the Annual Financial Report that I can start working on before uploading these files?**

Some sections of the Annual Financial Report are dependent upon having the enterprises and/or funds added to the system, but others are not.

The following sections CAN be started prior to the vendor upload:

- a. Unit Questions
- b. Identify Enterprises
- c. Schedule of Officials
- d. Debt
- e. Leases
- f. Financial Assistance to Non Governmental Entities
- g. TA-7 (for townships only)

The following sections CAN be started, but any applicable enterprises must first be added before they will appear on the screen:

- a. Capital Assets
- b. Accounts Payable/Receivable

The following sections should NOT be started because the vendor upload will overwrite entries:

- a. Departments
- b. Financial Data by Fund
- c. Disbursements by Vendor (for townships only)

In addition, you will need to wait until after the upload to do the Grant section. The Grant section requires you to select a “Local Fund Number/Name” from a dropdown list of previously added funds. Since your funds will not appear in the dropdown list until after the upload data is processed, no grant data can be saved unless a fund is selected.

## **Departments**

### **41. How should I answer the question, “Does your unit departmentalize?”**

The department option is not available for townships, libraries or special districts. However, counties, cities and towns are provided the option to report their General Fund disbursements by department. In addition, for Counties, departments are automatically created for the Motor Vehicle Highway fund when choosing to departmentalize. If you choose to departmentalize, then a Departments menu will become available and you should select the appropriate General Fund departments based upon how disbursements are categorized within your accounting records. If some of your departments can't be matched with the pre-defined list you may click on one of the Home-Rule Departments. Click on the “Add Alias” button to enter the local department name used within your accounting records. You may need to scroll up to locate the data entry box. If you initially answer this question wrong you may return to the Unit Questions and change your response. However, if you have entered disbursements for departments and later change your answer to No you will receive a warning message that states, “This unit has departments. Selecting ‘No’ will delete all saved departments and departmental disbursements.” You should click OK to accept. However, if you don't want to accept you should click the X in the top right corner of warning message to escape and then change your answer to Yes. Since the General Fund is a standard fund you should not create a custom fund and name it “General” because custom funds cannot be departmentalized. Likewise, counties will not be able to departmentalize a fund for Motor Vehicle Highway if it's created as a custom fund.

## **Schedule of Officials**

### **42. What is the purpose of the “Mark Complete” check box at the bottom of the Schedule of Officials?**

The Schedule of Officials has predefined fields depending upon the type of local unit. However, some of these fields may not apply to all local units of a similar type. To help ensure that this schedule has been completed you will not be able to submit the Annual Financial Report unless you have checked this check box. By checking this box you are acknowledging that all applicable fields have been completed and any blank fields are not applicable to your local unit. The Schedule of Officials status that appears on the Main Menu will be shown as “Complete” once this box is checked.

### **43. Why does the Schedule of Officials include 3 fields for the DUNS number and Federal EIN?**

Most local units will only have one DUNS number and Federal EIN so any extra fields should be left blank. Additional DUNS number and Federal EIN fields were provided for local units that may have multiple numbers.

If your unit has not received any Federal Grants you may not have a DUNS number. If you don't have a DUNS number just leave blank.



## **Financial Data by Fund**

### **44. How do I add a fund? When adding a fund how do I know whether it should be added as a standard fund or as a custom fund?**

The Financial Data by Fund section contains a grid for Governmental Activities and a grid for each enterprise that was defined via the Identify Enterprises section. There is an “Add a fund to this grid” link at the top of each grid. When clicking on this link you are brought to the screen that allows you to add a fund. Step 4 allows you to associate the local fund name and number with one of the available standard funds. To find the matching standard funds you may either type key words or click on the “Show All Funds”. The list of Governmental Activities standard funds is different than the list of Enterprise standard funds. After locating the most appropriate matching standard fund from the list, click on it. This will cause the selected standard fund name to become enlarged. Then click on the link entitled “Click here to add this fund”. A standard fund can only be used once per grid. As a result, once a standard fund has been selected and added it will no longer appear within the list. If there are no standard funds that adequately describe your local fund, then click on the “Build a Custom Fund” link and then “Proceed to the next step”.

### **45. If my local fund name doesn’t match one of the SBOA standard funds in the list, but it’s similar, should I use the related SBOA standard fund or create a custom fund?**

For common or statutory funds, the local unit should select and use the standard fund even if the standard fund name is different from the local fund name that appears in their accounting system. Some common examples are listed below:

<u>Local Fund Name</u>	<u>Use this SBOA Standard Fund Name</u>
Nonmotorized Vehicle	Buggy License
MVH	Motor Vehicle Highway
Poor Relief	Township Assistance
LRS	Local Road and Street
Water Operating	Enterprise Operating
911	Emergency Telephone System

When using an SBOA standard fund name you should also enter the local fund name and number as it is defined within your computerized accounting system.

### **46. What fund numbers should I use since the funds within my accounting system aren’t numbered?**

If you have manual records or your computerized accounting system doesn’t number the funds, use sequential numbers starting with 1.

### **47. I can’t find a payroll fund in the SBOA Fund List when attempting to add this fund. Is there a standard payroll fund?**

No. You will need to create custom funds for your various payroll funds. The exception to this is if you are on the new County Chart of Accounts, there are various payroll funds for you to use in the standard fund list.

### **48. Should enterprise funds such as Bond and Interest be entered as custom funds?**

Yes, these funds are not on the SBOA standard fund list as there may be more than one for each enterprise. For example, you could have multiple Bond Interest funds, one for each bond issue. Enter them as custom funds.

**49. When adding a fund, why am I asked to “Check here if this fund is associated with a grant”?**

The check mark is designed to help ensure grant information is entered, when necessary. If you received grants from the State, it’s likely these funds are associated with a Federal grant. Identify the funds that account for the Federal or State grants and determine the amounts that have been disbursed from those funds. Federal grants can come to you in different forms. Some of the most common forms of grants received by local units are: direct grants from Federal agencies; amounts passed through from the State; loan and loan guarantee programs; receipt of donated property, including donated surplus property; food commodities; interest subsidies; insurance; endowments; and program income. In addition, some grants are received through reimbursements, in which the local unit has disbursed money up front and is then reimbursed by the State or Federal agency at a later time.

**50. Can the standard funds called Enterprise Operating, Enterprise Customer Deposit, and Enterprise Depreciation and Improvement be used more than once since we have more than one type of enterprise?**

Yes, these three funds can be used more than once by the local unit, but only once for each enterprise.

**51. Is there a way to change the Local Fund Name and/or number after it’s been added?**

To make any necessary changes to a Local Fund Name and/or number click on the appropriate “Edit” icon that appears on the Financial Data by Fund menu.

**52. The funds within the grid and reports aren’t sorted the way I’d like. Is there something I can do to change the sort order?**

Within the Annual Financial Report the funds are sorted by local fund number. However these fund numbers are sorted as text cells so fund numbers of 9, 33, and 111 would be sorted in the following order: 111, 33, and 9 since it sorts by the first character. To enable these fund numbers to appear in numerical order you will need to add leading zeros to the fund numbers (e.g. 009, 033, and 111).

## **Entering Receipts and Disbursements**

**53. What receipt classifications should be used?**

The classifications within the Annual Financial Report were generally determined based upon names used within the statutes, but there are exceptions. For example, one receipt classification is called “Food and Amusement Licenses and Permits” since some local units may have several receipt classifications related to these types of activities. Match the receipt accounts within your accounting system to the Annual Financial Report receipt classifications as much as possible. If you have multiple receipt accounts that are related to one Annual Financial Report receipt classification, add the amounts and enter the total in the applicable Annual Financial Report receipt classification. Conversely, if you have a receipt account that spans two or more Annual Financial Report receipt classifications, record the receipts in the most applicable Annual Financial Report receipt classification. If none of the Annual Financial Report receipt classifications relate to your receipt account, classify the receipts as “Other” in the most applicable high level classification (e.g. Taxes and Intergovernmental, Licenses and Permits, etc.). If you have multiple types of “Other” within the same high level classification you can report the amounts in two ways:

- a. Add up multiple “Other” receipts for a given high level classification and enter that amount as a single “Other” line. Since you will be required to enter an account name and number, this should reflect the combined account descriptions as closely as possible or,
- b. Enter multiple “Other” lines for a given high level classification. Enter the local account name and number on each added “Other” line.

**54. I want to use multiple “Other” lines for receipt classifications, but my accounting system doesn’t use account numbers. What should I enter in the Account Number field since it’s a required field?**

If your accounting system doesn’t use account numbers for receipt classifications you may enter any number.

**55. What disbursement classifications should be used?**

Match the disbursement accounts within your accounting system to the Annual Financial Report disbursement classifications as much as possible. If you have multiple disbursement accounts that are related to one Annual Financial Report disbursement classification, add the amounts and enter the total in the applicable Annual Financial Report disbursement classification. Conversely, if you have a disbursement account that spans two or more Annual Financial Report disbursement classifications, record the disbursements in the most applicable Annual Financial Report disbursement classification. If none of the Annual Financial Report disbursement classifications relate to your disbursement account, classify the disbursements as “Other” in the most applicable high level classification (e.g. Personal Services, Supplies, etc.).

**56. Is there an easy way to locate the receipt and disbursement classifications?**

To more quickly find a receipt or disbursement classification simultaneously press the “Ctrl” and “F” on your keyboard, and it will open up a “Find” box in the browser. Then type in the key words or characters to find the desired classification or characters. This works on all screens within the Annual Financial Report.

**57. How should transfers, interfund loans and/or interfund loan repayments be entered?**

In the past, we have seen many problems with transfers being out of balance. This occurs when the total of the transfers out does not equal the total of the transfers in. Many of the balancing problems are caused by inconsistent receipt/disbursement classifications. For example, if one side of a transfer transaction is entered as a transfer and the other side isn’t, the transfers will not balance. The following are related receipt and disbursement classifications that should equal:

<u>Receipts:</u>		<u>Disbursements:</u>
Transfers In	should equal:	Transfers Out
Interfund Loans - Borrowed from Another Fund	should equal:	Interfund Loan - Loaned to Another Fund
Interfund Loans - Repayment From Another Fund	should equal:	Interfund Loan- Repaid to Another Fund

Transfers vs. Interfund Loans

A transfer permanently moves money from one fund to another, whereas an interfund loan is a temporary transfer and must be paid back to the original fund. Classifying one side of the transaction as an interfund loan or repayment and the other side as a transfer will make the transfers out of balance.

### Recording Transfers

To enter the receipt side of a transfer on the Annual Financial Report, go to the Financial Data by Fund form. Scroll to the fund that the money is being transferred to and click on the receipts link. Scroll to the bottom of the receipts form and enter the amount on the Transfers In line.

To enter the disbursement side of the transfer on the Annual Financial Report, go to the Financial Data by Fund form. Scroll to the fund that the money is being transferred from and click on the disbursements link. Scroll to the bottom of the disbursements form and enter the amount on the Transfers Out line. The Annual Report Outputs menu contains a Transfers report to help identify problems or confirm that transfers balance.

### Recording Interfund Loans

To enter the receipt side of an interfund loan on the Annual Financial Report, go to the Financial Data by Fund form. Scroll to the fund that borrowed from another fund and click on the receipts link. Scroll to the bottom of the receipts form and enter the amount on the Interfund Loans - Borrowed from Another Fund line.

To enter the disbursement side of the interfund loan on the Annual Financial Report, go to the Financial Data by Fund form. Scroll to the fund that loaned the money and click on the disbursements link. Scroll to the bottom of the disbursements form and enter the amount on the Interfund Loan - Loaned to Another Fund line.

### Recording Interfund Loans Repayments

To enter the receipt side of an interfund loan repayment on the Annual Financial Report, go to the Financial Data by Fund form. Scroll to the fund that received the loan repayment from another fund and click on the receipts link. Scroll to the bottom of the receipts form and enter the amount on the Interfund Loans - Repayment from Another Fund line.

To enter the disbursement side of the interfund loan repayment on the Annual Financial Report, go to the Financial Data by Fund form. Scroll to the fund that made the loan repayment and click on the disbursements link. Scroll to the bottom of the disbursements form and enter the amount on the Interfund Loan - Repaid to Another Fund line.

**58. I generated the Transfers report and the Transfers In doesn't equal the Transfers Out. Will that cause the Annual Financial Report to be rejected?**

No. If your transfers don't balance a submission warning will appear when navigating to the "Submit Annual Report" menu. Any submission warnings will alert you to potential problems but it will not prevent you from submitting the Annual Financial Report.

**59. How should unappropriated disbursements be entered?**

If you have disbursements that are shown as unappropriated, you will need to classify them for the Annual Financial Report. For example, if you used unappropriated funds for expenses related to travel for a conference, you would classify that as a Communication and Transportation Expense under Other Services and Charges.

**60. How should transactions related to Payroll Funds or Clearing Accounts be entered?**

If you utilize a payroll fund or other type of clearing account and move money from one bank account to another this movement of funds should not be entered as transfers. Instead, gross payroll expenses should be classified as Personal Services/Salaries and Wages from the original fund. The same amount should be entered as a receipt into the Payroll fund as Other Receipts/Payroll Fund and Clearing Account Receipts. When the payroll warrants and tax/deduction warrants are issued from the Payroll Fund the disbursement should be classified as Other Disbursements/Other Disbursements.

## **Investments**

**61. How should Investments Funds be treated?**

Some local units have “Investments Funds” to account for investments. Investments Funds are really subsidiary or memo accounts that are used to account for investments rather than traditional funds that account for the cash balances and transactions. Do not enter data into the Annual Financial Report for any Investments Funds you may have. The method to record investments is dependent upon whether the investments were purchased from a specific fund or from Total Monies on Deposit. See the following FAQs within this Investments section for additional information.

**62. What do you mean by Total Monies on Deposit?**

Total Monies on Deposit is money that has been deposited into one or more of the local unit’s banks and is not associated with one specific fund. If investments are purchased from “Total Monies on Deposit” then the disbursement check is NOT posted to any specific funds and when the investments are later sold and deposited back into the local unit’s banks the receipts are also NOT posted to any specific funds.

**63. How should investment balances and transactions be entered if the investments were purchased from Total Monies on Deposit?**

If investments were purchased during prior years from Total Monies on Deposit, since it was not purchased from a specific fund these investments should NOT be entered as Beginning Balance Investments for any fund. Investments associated with Total Monies on Deposit should instead be recorded as part of the Beginning Balance Cash and will automatically be included in the Ending Balance Cash cells. If investments associated with Total Monies on Deposit are purchased or sold during the year these transactions should NOT be entered as a “Purchase of Investments” or “Sale of Investments” from any fund. See the question above for the definition of Total Monies on Deposit.

**64. How should investment balances be entered if the investments were purchased from a specific fund?**

If an investment was purchased from a specific fund prior to the beginning of the year, the original purchase price of the investment is entered in the Beginning Balance Investments cell. The Ending Balance Investment amount will be automatically calculated by the system based upon receipt and disbursement transactions.

For example, if a local unit utilizes investment funds within their accounting records a local unit could have the following two funds:

- a. Fund 1234, titled Sample Fund which accounts for the cash.
- b. Fund 1235, titled Sample Fund Investments which accounts for the investments purchased by fund 1234.

In this scenario you would perform the following steps to merge these funds:

- a. Add fund 1234 – Sample Fund to the Annual Financial Report.
- b. Enter the Beginning Cash Balance and enter the Beginning Investment Balance to this newly added fund. (Do not add fund 1235 – Sample Fund Investments, because the investment was entered in fund 1234’s Beginning Investment Balance.)

**65. How should a purchase of investments be entered?**

If you purchase an investment from a specific fund, the full cost of the investment is shown as a disbursement from the fund from which the investment was purchased. This is entered on the Annual Financial Report by going to the Financial Data by Fund section. Scroll down to the fund that the investment was purchased from. Click on the disbursements link to display the disbursement form. Scroll to the bottom of the form and enter the cost of the investment on the Purchase of Investments line.

If you purchase an investment from Total Monies on Deposit, the cost of the investment is NOT shown as a disbursement or purchase of investment from any fund on the Annual Financial Report.

**66. How should earnings on investments and deposits be entered?**

When you receive interest on investments purchased from a specific fund, it should be shown as a receipt to the fund from which the investment was purchased. This is entered on the Annual Financial Report by going to the Financial Data by Fund section. Scroll down to the fund that purchased the investment. Click on the receipts link to display the receipts form. Scroll to the bottom of the form and enter the amount of the interest on the Earnings on Investments and Deposits line.

If you receive interest on your bank accounts or an investment purchased from Total Monies on Deposit, it should be shown as a receipt to the general fund under Earnings on Investments and Deposits.

**67. How should a sale of investments be entered?**

If you sell an investment purchased from a specific fund, the full amount of the sale is shown as a receipt to the fund from which the investment was purchased. This is entered on the Annual Financial Report by going to the Financial Data by Fund section. Scroll down to the fund that purchased the investment. Click on the receipts link to display the receipts form. Scroll to the bottom of the form and enter the amount received on the Sale of Investments line. Note that any interest should be entered as a receipt under Earnings on Investments and Deposits.

If you sell an investment purchased from Total Monies on Deposit, the principal or purchase price of the investment is NOT shown as a receipt or sale of investments from any fund on the Annual Financial Report. But, any interest should be shown as a receipt to the general fund under Earnings on Investments and Deposits.

**68. How should the “rollover” of an investment be entered?**

A rollover of an investment happens when the investment is renewed. This should be shown as a Sale of Investments and a Purchase of Investments. This is true even though the bank does not pay the original investment and a warrant is not issued for the purchase of a new one. However, if renewed, the interest should be recorded as Earnings on Investments and Deposits. The interest shall not be added to the original deposit and reinvested by the depository without being recorded in the records.

For example, there is a certificate of deposit for \$10,000. It has matured and is renewed. The interest earned is \$300. So, there would be a \$300 receipt for Earnings on Investments and Deposits to the fund from which the investment was purchased. There would also be a receipt for \$10,000 shown as a Sale of Investments. Then, there would be a disbursement shown for a Purchase of Investments for \$10,300.

In the case of United States Government Securities, the amount received from investments must be receipted into the records and a warrant issued for the purchase of new securities. There is no authority for the “rollover” or reinvestment of securities by a depository.

**69. Should savings accounts be treated as cash or investments?**

Savings accounts should be treated as cash. By definition, these are transaction accounts and not investment accounts.

## **Capital Assets**

**70. How should we answer the Unit Question related to assets if we are so small that we don't have any assets?**

Local units that don't have any assets should answer No to the Unit Question related to assets.

## **Grants**

**71. What should I do if I don't have all the information needed to complete each cell within the Grants grid (e.g. Federal Agency, CFDA Number, and Award Number)?**

The Grant section should be filled out as completely as possible. However, the only required cells include the Local Project Name/Description, the Fund Number/Name, and the various dollar amounts. Zeros should be entered in the dollar amount cells that aren't applicable to the grant.

**72. How can I resolve the error message related to Grants that appears in the Review Submission or the Submit Annual Report sections?**

If you believe that a submission error entitled “Grant Section Not Filled Out” is inappropriately appearing on the in the Review Submission or Submit Annual Report menu, make sure that the Grant section has been completed if you have received or disbursed money from grants. If you did not receive or disburse any grant money change the answer to the Grants question on the Unit Questions menu.

## **Debt**

**73. I have entered and submitted the debt management forms to DLGF. Why do I have to enter debt information in the Annual Financial Report too?**

SBOA and DLGF met during the summer of 2011 to discuss debt information requirements. At that time it wasn't clear when DLGF's Debt Management system would be implemented. Later we learned it would be implemented in November 2011, but the deadline for units to enter their information would be past the due date of the Annual Financial Report. Therefore we decided to keep the Debt section in the 2011 Annual Financial Report. In 2012 SBOA reviewed information available from the DLGF Debt Management system to determine if it met our needs. At this time, we feel that we still need to ask for the same debt information that we have in the past.

Please review and update your debt information in the Debt Management system. Pay particular attention to the amortization schedules. Compare them to the amortization schedules per the bond documents and/or escrow agent. There are also amortization calculators on the Internet if you don't

have a schedule for a particular debt issue. We will continue to review the quality of the data in the DLGF Debt Management system and hopefully sometime in the future we can eliminate the Debt section in the Annual Financial Report.

## **Financial Assistance to Non Governmental Entities**

- 74. What happens if I don't know what to enter in some of the cells within the Financial Assistance to Non Governmental Entities grid (e.g. Federal Tax ID and all of the various contact information)?**

The Financial Assistance to Non Governmental Entities section should be filled out as completely as possible. However, the only required cells include the Name, Amount, and Type. If the type of non governmental entity is not included in the dropdown list, select "Other Not-For-Profit" from the dropdown list.

## **Townships**

- 75. How should townships enter disbursements related to the Township Assistance Fund (i.e. Admin, Direct Assistance, Other Assistance, and Misc. Inv.) since townships can't departmentalize?**

There are disbursement classifications created specifically for the Township Assistance standard fund. The classifications include: 1) Emergency Shelter, 2) Housing, 3) Utilities, 4) Food, 5) Clothing, 6) Household Supplies, 7) Transportation, 8) Health Care, 9) Funerals, Burials, Cremations, and 10) Other Direct Relief. Administrative disbursements made from the Township Assistance fund should be reported in the appropriate classifications under Personal Services, Supplies, etc. The Township Assistance fund should be created as a standard fund. It should NOT be added as a custom fund because custom funds do not provide the necessary classifications related to Township Assistance.

- 76. Townships must publish detail distributions by vendors. Isn't this a privacy issue for the clients that are receiving township assistance?**

Since the checks are made payable to the landlord, utilities, etc., the vendor name is published, not the name of the client receiving assistance.

- 77. How should townships that receive CAGIT report this since it's not in the list of standard funds for townships?**

Normally the CAGIT distribution would be receipted to the Township Fund. If the Township creates a special fund for this distribution then they need to add a custom fund.

## **Annual Report Outputs**

- 78. I bought and sold investments. Why are the Sale of Investments receipts and Purchase of Investments disbursements included on the Cash Fund Statement and the Investment Fund Statement, but excluded from the Cash and Investments Combined Statement?**

The purchase and sale of investments are included on the Cash Fund Statement because these transactions affect the cash balance. They are also included on the Investment Fund Statement because the purchase and sale affects the investment balance. However, transactions related to the purchase and sale of investments are excluded from the Cash and Investments Combined Statement so that the local unit's receipts and disbursements are not inappropriately inflated.



## **Accrual Units**

### **79. How will accrual units fill out the Annual Financial Report?**

Accrual units will fill out all sections of the Annual Financial Report including the Financial Data by Fund section. The Beginning Cash Balance for each fund should come from the local unit's accounting records. The receipts should be reported as Other Receipts/Other Receipts and the disbursements reported as Other Disbursements/Other Disbursements for each fund. The resulting Ending Cash Balance should match the local unit's accounting records. Some local units may keep a subsidiary cash record to support this. Otherwise an analysis of the transactions posted to the cash accounts in the ledger would be necessary.

### **80. Do accrual units still need to separately submit financial statements?**

Yes. Accrual units also need to submit their Balance Sheet, Income Statement and Cash Flow Statement via e-mail to [annualreport@sboa.in.gov](mailto:annualreport@sboa.in.gov). When e-mailing these statements please use a subject line of: "Submission of Accrual Statements". In the past, some accrual units have submitted a "Trial Balance" listing of their accounts instead of their financial statements. This is not acceptable. We prefer the statements in Excel, but will accept PDF.

### **81. Should accrual units enter their grants based upon cash or accrual?**

Accrual units may choose to enter grants based upon either method.

## **Errors, Warnings, and Helpful Hints**

### **82. I click on the "Save All Work" button but sometimes my entries don't save. What can I do differently to make sure the data is saved?**

In some instances data fails to save because it isn't entered in the required format. System edit checks generate warning messages but it's possible the warning message isn't viewable due to the position of the scroll bar. In addition, it may be difficult to determine which cell/field the error message relates to. And other times the error message may go away when moving to a different section within the screen. If data isn't saving make sure you press the "Enter" key on your keyboard after entering all data in a row and make sure no error messages are displayed after each entry. If you continue to have problems related to saving data click the "technical problems" link that appears at the bottom of each screen to report the problem to IBRC.

### **83. Why am I getting errors related to negative investment balances?**

The Annual Financial Report will not accept a negative amount for the Beginning Investment Balance. In addition, the Annual Financial Report will generate a submission error if the Ending Investment Balance is negative. This is because there isn't any investment instrument such as a CD, Stock, etc. that can be issued for a negative amount. Therefore negative Investment Balances are indicative of an error such as failing to separately record the Earnings on Investments when recording the Sale of Investments.

### **84. Why can't I enter a negative receipt amount?**

You can't receive a negative amount of money. If a receipt classification nets to a negative due to a refund or some other reason, enter it as a disbursement.

### **85. Why can't I enter a negative disbursement amount?**

You can't disburse a negative amount of money. If a disbursement classification nets to a negative due to a return or some other reason, enter it as a receipt.

**86. If errors are identified after submission can the Annual Financial Report be re-submitted?**

It is best to correct any errors before the Annual Financial Report has been submitted. After the Annual Financial Report has been submitted the data is locked. In order to make corrections after the Annual Financial Report has been submitted you must first click "Unsubmit" to unlock the data. After corrections are made you will need to re-submit the Annual Financial Report. The database will track re-submissions.

**87. How can I change the sort order on-line?**

The sort order can be changed by clicking on the column heading cells within each of the sections. Some columns are sorted numerically and others are sorted alphabetically as text cells.

**88. How does Gateway relate to the new SBOA Chart of Accounts?**

SBOA is updating the chart of accounts one local unit type at a time. The new county chart of accounts will be effective January 1, 2013. In the future, as each local unit type's new chart of accounts becomes effective, it will be incorporated into Gateway.

## Appendix 3 - Form TA-7 Instructions

1. If the total number or value of any item required to be reported is zero (0), the township trustee shall include the notation "0". We are not aware of any definitions of "applicant" for the purposes of IC 12-20-28-3. The Attorney for the Township Association has offered the following for consideration: "Applicant" means an individual who requests assistance with Basic Necessities (as defined in IC 12-7-2-20.5) from a township, where the request has been documented, whether or not the individual completes an application for township assistance.
2. Use whole dollar amounts (i.e. \$500). The use of estimates may be necessary unless actual values are available when establishing the value of some of the assistance provided by "sources other than township funds" (e.g. food pantry operated by a church, housing provided by the Red Cross, etc.). The use of a comparable township cost for a similar benefit would be a procedure which could be used (e.g. item 8 ii, if the township provides rent assistance at \$300 a similar amount could be used for the nontownship services). Alternatively, an established fair market value could be documented and used such as a nonprofit annual report showing average dollar amounts for food, shelter, etc. provided.
3. Item 1, Total Number Of Requests For Township Assistance. The number of times an individual or a household separately requests any type of township assistance. An individual seeking township assistance for food and utilities would equal two requests even though only one application was filed. (IC 12-20-28-3(e))
4. Item 2 (A) Total Number Of Recipients Of Township Assistance. The number of individuals who are members of a household that receives assistance on at least one (1) occasion during the calendar year. An individual may be counted only one (1) time during a calendar year regardless of the number of times assistance is provided or the number of households in which the individual resides during a particular year. (IC 12-20-28-3(d))
5. Item 2 (B) Total Number Of Households Containing Recipients Of Township Assistance. The sum to be determined by counting the total number of individuals who file an application for which assistance is granted. A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance (IC 12-20-28-3(c)). IC 12-7-2-110.5 defines a household as any of the following: (1) An individual living alone. (2) A family related by blood. (3) A group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.
6. Item 2 (C) (i) Total Number Of Case Contacts Made With Or On Behalf Of Recipients Of Township Assistance. The number of instances in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance regardless of whether the applicant receives or does not receive township assistance funds. (IC 12-20-28-3(b))
7. Item 2 (C) (ii) Total Number Of Case Contacts Made With Or On Behalf Of Members Of A Household Receiving Township Assistance. The number of instances in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance based on contacts made with a member of the household of the applicant regardless of whether the household receives or does not receive township assistance funds.
8. Item 3 Total Value Of Benefits Provided To Recipients Of Township Assistance. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee. **Add (At a minimum) from Form TA-7, line 6 (i); 8(i); 10(i); 12 (i); 14(B) (i); 15 C (i); and enter total here. Other items could be added which are not required to be listed herein, ie; clothing, furniture, household supplies, transportation, donated gift cards, bus tickets, etc.**

9. Item 4 Total Value Of Benefits Provided Through Efforts Of Township Staff From Sources Other Than Township Funds. Generally, dollars spent (or use estimates as outlined in number 2 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff. Township staff must have provided guidance to the applicant concerning relief available from sources other than the township. Total should be as of the last day of the calendar year that dollars were provided. **Add (at a minimum) from Form TA-7, line 6 (ii); 8 (ii); 10(ii); 12(ii); 15 (C) (ii); 23 (B) and enter total here.**
10. Item 5 (A) Total Number Receiving Utility Assistance – Recipients. Number of individuals living in households receiving utility assistance should be entered.
11. Item 5 (A) (i) Total Number Receiving Utility Assistance – Households. Number of households receiving utility assistance should be entered here.
12. Item 5 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Utility Assistance From Sources Other Than Township Funds. Total number of individuals in households which received assistance with utilities from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff.
13. Item 6 (i) Total Value Of Benefits Provided For Payment Of Utilities – Township. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
14. Item 6 (ii) Total Value Of Benefits Provided For Payment Of Utilities – Nontownship Sources. Generally, dollars spent (or use estimates as outlined in number 2 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the effort of township staff for utility assistance. Total should be as of the last day of the calendar year that utility assistance was provided.
15. Item 6 (iii) Total Value Of All Benefits Provided For Payment Of Utilities. Add items 6 (i) and 6 (ii).
16. Item 7 (A) Total Number Receiving Housing Assistance – Recipients. Total number of people living in households benefiting from housing assistance.
17. Item 7 (A) (i) Total Number Receiving Housing Assistance – Households. Number of households receiving housing assistance should be entered here.
18. Item 7 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Housing Assistance From Sources Other Than Township Funds. Total number of individuals in households which received housing assistance from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff.
19. Item 8 (i) Total Value Of Benefits Provided For Housing Assistance – Township. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
20. Item 8 (ii) Total Value Of Benefits Provided For Housing Assistance – Nontownship Sources. Generally, dollars spent (or use estimates as outlined in number 2 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for housing assistance. Total should be as of the last day of the calendar year that housing assistance was provided.
21. Item 8 (iii) Total Value Of All Benefits Provided For Payment of Housing Assistance. Add items 8 (i) and 8 (ii).

22. Item 9 (A) Total Number Receiving Food Assistance – Recipients. Total number of people living in households benefiting from food assistance.
23. Item 9 (A) (i) Total Number Receiving Food Assistance – Households. Number of households receiving food assistance should be entered here.
24. Item 9 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Food Assistance From Sources Other Than Township Funds. Total number of individuals who received food assistance from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of the township staff. Examples could be a referral to a non township food pantry or referrals of an applicant to acquire food stamps.
25. Item 10 (i) Total Value Provided For Food Assistance – Township. Generally, dollars spent. However, if the township operates a food pantry, could include the market value of items donated to a township operated food pantry. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
26. Item 10 (ii) Total Value Provided For Food Assistance – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for food assistance. Total should be as of the last day of the calendar year that food assistance was provided.
27. Item 10 (iii) Total Value Of All Food Assistance Provided. Add items 10 (i) and 10 (ii).
28. Item 11 (A) Total Number Provided Health Care – Recipients. Total number of people actually provided health care.
29. Item 11(A) (i) Total Number Provided Health Care – Households. Number of households provided health care should be entered here.
30. Item 11 (B) Number Of Recipients Assisted By Township Staff In Receiving Health Care Assistance From Sources Other Than Township Funds. Total number of individuals who received health care assistance from agencies other than the township through the efforts of the township staff.
31. Item 12 (i) Total Value Of Health Care Provided – Township. Generally dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
32. Item 12 (ii) Total Value Of Health Care Provided – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for health care assistance. Total should be as of the last day of the calendar year that health care assistance was provided. Examples could include the rental value of donated wheelchairs, walkers, and referrals to Hoosier RX and drug company prescription programs, etc.
33. Item 12 (iii) Total Value Of All Health Care Provided. Add items 12 (i) and 12 (ii).
34. Item 13 Total Number Of Funerals, Burials, And Cremations. Self-explanatory.
35. Item 14 (A) Actual Value Of Funerals, Burials, And Cremations. Total value of funerals, burials, and cremations from all sources.
36. Item 14 (B) (i) Total Paid By Township Funds For Funerals, Burials, And Cremations. Generally dollars spent on funerals, burials and cremations.
37. Item 14 (B) (ii) Difference Between Actual Value And Amount Paid By Township Funds For Funerals, Burials, And Cremations. Subtract item 14 (B) (i) from 14 (A). Example: Total value of

funeral and burial per the funeral home was \$2000 (line 14 (A)). Township paid (in accordance with IC 12-20-16-12, not more than the cost of the least expensive funeral) \$1600 (line 14 (B) (i)). Difference is \$400 (line 14 (B) (ii)).

38. Item 15 (A) Total Number Of Nights Of Emergency Shelter Provided To The Homeless. An example could be ten townships assistance recipients are each provided one night of shelter which would equal ten nights of emergency shelter provided.
39. Item 15 (B) Total Number Of Nights Of Emergency Shelter Provided To The Homeless Through Efforts Of Township Staff From Sources Other than Township Funds. Total number of nights of emergency shelter provided to the homeless by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through efforts of the township staff.
40. Item 15 (C) (i) Total Value Of Emergency Shelter For Homeless Individuals – Township. Generally, dollars spent. Total should be as of the last day of the calendar year township assistance was paid by the trustee. An example could be the value of a nights stay at a local motel.
41. Item 15 (C) (ii) Total Value Of Emergency Shelter For Homeless Individuals – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for emergency shelter assistance. Total should be as of the last day of the calendar year that emergency shelter assistance was provided. An example could be the value of a nights stay at a local motel or the average value as shown on the most recent annual report of a county shelter.
42. Item 15 (C) (iii) Total Value Of All Emergency Shelter Provided For Homeless Individuals. Add items 15 (C) (i) and 15 (C) (ii).
43. Item 16 (A) Total Number Of Referrals Of Township Assistance Applicants To Other Programs. Any assistance programs that Township Assistance applicants are sent to by the township should be counted (i.e. Project S.A.F.E., local charities, food stamps, etc.). If one applicant is sent to two (2) of the aforementioned type of programs and one (1) applicant is sent to one (1) of the aforementioned programs, then the total number of referrals would equal three (3). An example is if a township does not have a representative payee program and the township makes a referral to an adult protective program through a health department.
44. Item 16 (B) Total Value Of Township Services In Making Referrals To Other Programs. Generally, the salaries, wages, and benefits of the township for time spent in contacting and referring applicants to other sources (government agencies, nonprofit agencies, churches, charities, etc.).
45. Item 17 Total Number Of Training Programs Or Job Placements Found For Township Assistance Recipients With Assistance Of Township Trustee. Indicate the number of training programs or job placements found by a township assistance recipient as a result of the efforts of the trustee.
46. Item 18 Number Of Hours Spent By Township Assistance Recipients At Workfare. Include both work for the township and for other agencies.
47. Item 19 (i) Total Value Of Services Provided By Workfare To The Township. The value would be not less than hours worked times the federal minimum wage in accordance with IC 12-20-11-1.
48. Item 19 (ii) Total Value Of Services Provided By Workfare To Other Agencies. The value would be not less than hours worked times the federal minimum wage in accordance with IC 12-20-11-1.

49. Item 19 (iii) Total Value Of All Services Provided By Workfare. Add items 19 (i) and 19 (ii).

Note: Reimbursements shown on lines 20 (A), 20 (B), and 20 (C) include receipts from a lien filed in accordance with IC 12-20-6-10; a claim filed against the estate of a recipient (IC 12-20-27-1); and from a subrogation agreement or Social Security Administration reimbursement authorization (IC 12-20-27-1.5)

50. Item 20 (A) Total Amount Of Reimbursement For Assistance From Recipients. Generally, dollars received from recipients. (See note above)
51. Item 20 (B) Total Amount Of Reimbursement For Assistance Received From Members of Recipients' Households. Generally, dollars received from members of the recipients' households. (See note above)
52. Item 20 (C) Total Amount Of Reimbursement For Assistance Received From Recipients' Estates. Generally, dollars received from a recipient's estate. (See note above)
53. Item 21 Total Amount Of Reimbursement For Assistance Received From Medical Programs Under IC 12-20-16-2(e). Generally dollars received.
54. Item 22 (A) Total Number Of Individuals Assisted Through A Representative Payee Program. Self-explanatory.
55. Item 22 (B) Total Amount Of Funds Processed Through The Representative Payee Program That Are Not Township Funds. Total amount of receipts for individuals participating in a representative payee program.
56. Item 23 (A) Total Number Of Individuals Assisted Through Special Nontraditional Programs Provided Through The Township Without The Expenditure Of Township Funds. An example would be that the township owns a community building and allows the United Way to conduct a holiday banquet. Total number of individuals attending the banquet would be entered here. Other examples could include programs through the township without the expenditure of township funds such as donated fans for indigents without air conditioning, homeless packets, school supplies, fire detectors, gift certificates as part of Christmas drives, chicken, ham, turkeys, food baskets, toys for tots, legal services, tax services, accounting services, flu shot programs and other programs, all of which benefit indigent families. These programs are typically coordinated through the township but operated by other groups or service organizations.
57. Item 23 (B) Total Amount Of Nontownship Funds Used To Provide The Special Nontraditional Programs. An estimate could be used that the United Way promised to provide \$20 of food and clothing to the banquet attendees. 100 people attending would be a value of \$2000. Other examples include donated gift certificates, legal services, food baskets, toys, clothing all of which benefit indigents.
58. Item 24 (A) (i) Total Number Of Hours An Investigator Of Township Assistance Spends On Case Management Services – Recipients. Total hours township investigators provides services by entering comments or narratives into the record of application for township assistance (Form TA-1) for a recipient. Case management services could include functions such as counseling recipients on money management, budgeting, etc.; follow up visits to recipients; and similar items. Processing a Township Assistance application (Form TA-1) would be an administrative function, not case management.

59. Item 24 (A) (ii) Total Number Of Hours An Investigator Of Township Assistance Spends On Case Management Services – Household. Total hours township investigators provides services by entering comments or narratives into the record of application for township assistance (Form TA-1) for a member of a household receiving township assistance. Case management services could include functions such as counseling recipients on money management, budgeting, how to interview for a job including appropriate appearance, etc.; follow up visits to recipients; and similar items. Processing a Township Assistance application (Form TA-1) would be an administrative function, not case management.
60. Item 24 (B) Total Value Of Case Management Services Provided. Generally, the personnel costs (salaries, wages, and benefits) of the township in providing case management services.
61. Item 25 Total Number Of Housing Inspections Performed By The Township. An example would be the number of times a township inspects a housing facility to determine if the housing is habitable, consideration of housing codes, HUD standards, etc.



# Appendix 4 – Upload Error Reports and Messages

## **File Rows That Were Not Loadable Report – Additional Information**

This report shows only the rows that had errors that prevented the record from being loaded, i. e. saved to a testing area for further analysis. As a result, there isn't any way to provide more specific information as to the cause of the error. However, these types of errors are usually caused by the following issues.

- Incorrect record length
- Incorrect field lengths
- Invalid data format - for example alpha data in a field that should be numeric
- Duplicate records – The first record will be loaded. Any subsequent duplicate records based on the primary key will not be loaded. The fields that the Gateway is using for the primary key for each file are listed below:
  - Beg Bal File – Fund Number and Enterprise Number
  - Contact File – Not Applicable because file should contain only one record.
  - Departments File – Department Code
  - Disbursements File – Fund Number, Enterprise Number, Department Code, and Disbursement Code
  - Receipts File – Fund Number, Enterprise Number, and Receipt Code
  - Twp Disbursements File – Fund Number, Enterprise Number, Twp Disbursement Code, and Vendor Name

**No data is actually posted to the unit's Annual Financial Report until the upload process completes without any errors.**

## **File Rows That Were Loadable Reports**

A **File rows that were loadable report** will be generated for each file that contains error. If a file doesn't have any errors, then the report for that file will not be generated. The report will show all of the records in the file that were loaded into the testing area for further analysis even if the record doesn't contain an error. It does not include any rows that were not loadable. The report indicates which rows have errors and what caused the error. Error fields have been added at the end of the row to show what the problem is with the row. Use the scroll bar at the bottom of the screen to see more columns to the right. Error descriptions for each file are listed below.

**No data is actually posted to the unit's Annual Financial Report until the upload process completes without any errors.**

## **BegBal File Error Messages**

**Year Error** – The year should be numeric, and 4 digits long. Check to make sure the year is correct. It should be 2012.

**Unit ID Errors** – These errors include:

**County Error**

**Unit Type Error**

### **Unit Code Error**

The Unit ID should be numeric, seven digits long, and in the format of “nntcccc” where  
“nn” is the County number  
“t” is the unit type  
“cccc” is the unit code

The Unit ID should be a valid Unit ID per the published Unit Table AND it must match the Unit ID of the unit to which the User doing the upload is logged on to.

**Fund Number Not Valid Error** - Fund number must be numeric, 6 digits long, and the first digit must be a 1 or 9.

**Fund Number Not Valid For This Unit Or Enterprise Type Error** – If the first digit of the Fund number is a 1 then the fund number must be in the published Fund Table for the appropriate Unit Type.

**Unit Fund Number Required Error** – No data for the Unit’s Fund Number which is s required field.

**Unit Fund Name Required Error** – No data for the Unit’s Fund Name which is s required field.

**Beginning Investment Balance Negative Or Format Error**– Make sure the beginning investment balance is in a valid format. A valid amount will NOT include blanks, dollar signs, commas or other nonnumeric characters. A valid amount MUST also include the decimal point and the cents. The Beginning Investment Balance amount can NOT be negative.

**Beginning Cash Balance Format Error** – Make sure the beginning cash balance is in a valid format. A valid amount will NOT include blanks, dollar signs, commas or other nonnumeric characters. A valid amount MUST also include the decimal point and the cents.

**Enterprise Number Format Error** – Enterprise number must be numeric and 2 digits long.

## **Contact File Error Messages**

**Year Error** – The year should be numeric, and 4 digits long. Check to make sure the year is correct. It should be 2012.

**Unit ID Errors** – These errors include:

### **County Error**

### **Unit Type Error**

### **Unit Code Error**

The Unit ID should be numeric, seven digits long, and in the format of “nntcccc” where  
“nn” is the County number  
“t” is the unit type  
“cccc” is the unit code

The Unit ID should be a valid Unit ID per the published Unit Table AND it must match the Unit ID of the unit to which the User doing the upload is logged on to.

**Unit Contact Number Format Error** – Make sure the Unit’s Contact phone number is in a valid format, i.e. 999-999-9999.

**Unit Contact Email Format Error** – Make sure the Unit’s Contact e-mail address is in a valid format, i.e. username@domain.org.

**Software Vendor Number Format Error** – Make sure the Software Vendor’s phone number is in a valid format, i.e. 999-999-9999.

**Software Vendor Email Format Error** – Make sure the Software Vendor’s e-mail address is in a valid format, i.e. username@domain.org.

## **Departments File Error Messages**

**Year Error** – The year should be numeric, and 4 digits long. Check to make sure the year is correct. It should be 2012.

**Unit ID Errors** – These errors include:

**County Error**

**Unit Type Error**

**Unit Code Error**

The Unit ID should be numeric, seven digits long, and in the format of “nntcccc” where

“nn” is the County number

“t” is the unit type

“cccc” is the unit code

The Unit ID should be a valid Unit ID per the published Unit Table AND it must match the Unit ID of the unit to which the User doing the upload is logged on to.

**Department Code Error** – Department Code must be numeric, 4 digits long, and be in the published Department Code Table for the appropriate Unit Type and Fund.

**Department Name Empty Error** – Department name must be include in the file.

## **Disbursements File Error Messages**

**Year Error** – The year should be numeric, and 4 digits long. Check to make sure the year is correct. It should be 2012.

**Unit ID Errors** – These errors include:

**County Error**

**Unit Type Error**

**Unit Code Error**

The Unit ID should be numeric, seven digits long, and in the format of “nntcccc” where

“nn” is the County number

“t” is the unit type

“cccc” is the unit code

The Unit ID should be a valid Unit ID per the published Unit Table AND it must match the Unit ID of the unit to which the User doing the upload is logged on to.

**Fund Number Not Valid Error** – Fund number must be numeric, 6 digits long, and the first digit must be a 1 or 9.

**Fund Number Not Valid For This Unit Or Enterprise Type Error** – If the first digit is a 1 then the fund number must be in the published Fund Table for the appropriate Unit Type.

**Department Code Not Valid Error** - Department code must be numeric, 4 digits long

**Department Code Not Valid For This Fund Or Unit Type Error** – Department Code must be in the published Department Code Table for the appropriate Unit Type and Fund.

**Disbursement Code Not Valid Error** – Disbursement code must be 4 character long.

**Disbursement Code Invalid For This Unit or Enterprise Type Error** – Disbursement code must be in the published Disbursement Code Table for the appropriate Unit Type or Enterprise.

**Disbursement Amount Invalid Format Or Negative Error** – Make sure the disbursement amount is in a valid format. A valid amount will NOT include blanks, dollar signs, commas or other nonnumeric characters. A valid amount MUST also include the decimal point and the cents. The Disbursement amount can NOT be negative.

**Enterprise Number Error** – Enterprise number must be numeric and 2 digits long. It must also match one of the Enterprise numbers in the BegBal file.

**Fund And Enterprise Code Does Not Match Record In Begbal File Error** – The combination of Fund and Enterprise of this record does NOT match any record in the Begbal file.

## **Receipts File Error Messages**

**Year Error** – The year should be numeric, and 4 digits long. Check to make sure the year is correct. It should be 2012.

**Unit ID Errors** – These errors include:

**County Error**

**Unit Type Error**

**Unit Code Error**

The Unit ID should be numeric, seven digits long, and in the format of “nntcccc” where

“nn” is the County number

“t” is the unit type

“cccc” is the unit code

The Unit ID should be a valid Unit ID per the published Unit Table AND it must match the Unit ID of the unit to which the User doing the upload is logged on to.

**Fund Number Not Valid Error** – Fund number must be numeric, 6 digits long, and the first digit must be a 1 or 9.

**Fund Number Not Valid For This Unit Or Enterprise Type Error** – If the first digit is a 1 then the fund number must be in the published Fund Table for the appropriate Unit Type.

**Receipt Code Not Valid Error** – Receipt code must be 4 characters long.

**Receipt Code Not Valid For This Unit Or Enterprise Type Error** – Receipt code must be in the published Receipt Code Table for the appropriate Unit Type or Enterprise.

**Receipt Code Fund Code Enterprise Account Must Be Unique Error** - There can be only one record for each Fund/Enterprise/Receipt Code/Account combination.

**Receipt Cod of Type ‘Other’ Missing Required Fields** – When there are multiple entries with a receipts Code of ‘other’, they must each have an account number and name value included.

**Receipt Amount Invalid Format Or Negative Error** – Make sure the receipt amount is in a valid format. A valid amount will NOT include blanks, dollar signs, commas or other nonnumeric characters. A valid amount MUST also include the decimal point and the cents. The Receipt amount can NOT be negative.

**Enterprise Number Error** – Enterprise number must be numeric and 2 digits long. It must also match one of the Enterprise numbers in the BegBal file.

**Fund And Enterprise Combination Does Not Match Record In Begbal File Error** – The combination of Fund and Enterprise of this record does NOT match any record in the Begbal file.

## **TwpVendorDisburse File Error Messages**

**Year Error** – The year should be numeric, and 4 digits long. Check to make sure the year is correct. It should be 2012.

**Unit ID Errors** – These errors include:

**County Error**

**Unit Type Error**

**Unit Code Error**

The Unit ID should be numeric, seven digits long, and in the format of “nntcccc” where

“nn” is the County number

“t” is the unit type

“cccc” is the unit code

The Unit ID should be a valid Unit ID per the published Unit Table AND it must match the Unit ID of the unit to which the User doing the upload is logged on to.

**Fund Number Not Valid Error** – Fund number must be numeric, 6 digits long, and the first digit must be a 1 or 9.

**Fund Number Not Valid For This Unit Or Enterprise Type Error** – If the first digit is a 1 then the fund number must be in the published Standard Fund Table for the appropriate Unit Type.

**Twp Disbursement Code Error** – Twp Disbursement code must be in the published Twp Disbursement Code Table.

**Twp Disbursement Amount Invalid Format Or Negative Error** – Make sure the Twp disbursement amount is in a valid format. A valid amount will NOT include blanks, dollar signs, commas or other nonnumeric characters. A valid amount MUST also include the decimal point and the cents. The Twp Disbursement amount can NOT be negative.

**Vendor Name Required Error** - No data for the Vendor Name which is a required field.

**Enterprise Number Error** – Enterprise number must be numeric and 2 digits long. It must also match one of the Enterprise numbers in the BegBal file.

**Fund And Enterprise Combination Does Not Match Record In Begbal File Error** – The combination of Fund and Enterprise of this record does NOT match any record in the Begbal file.