Visit the Gateway at *https://gateway.ifionline.org/login.aspx*

Gateway User Guide

Flat File Upload

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How Do I Get the Application Screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units, users will have a username and password that will allow access to the program. The username is the e-mail address on file with the Department of Local Government Finance ("Department"). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user's username and password. Users without a Gateway account may contact Support@dlgf.in.gov to register.

Web Address (URL):https://gateway.ifionline.org/login.aspx

To access Gateway, open Firefox or Google Chrome and type https://gateway.ifionline.org/login.aspx into the browser, and then hit "Enter" on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.
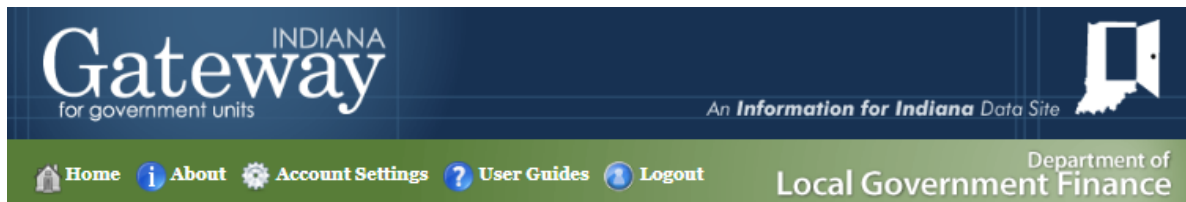
Flat File Upload Overview

Gateway provides the ability for users to upload a specially formatted flat file in order to populate certain budget forms. There are a total of five files that can be uploaded to add your funds, departments, the linkages between them, Form 1, and Form 2. The data uploaded can then be used to help complete other forms such as Form 4B.

Accessing the Forms Upload Page

First, navigate to the Forms Upload page by selecting your unit and then by clicking "Optional Flat File Upload."

Ensuring Files are Formatted Properly

Flat file uploads are typically done through financial vendors and must be uploaded as a ".txt" file. Budget flat-file upload specifications on the Department's website.

Uploading Files

There are a total of five files that can be uploaded. They consist of the Funds, Departments, Fund/Department linkages, Form 1, and Form 2 flat files. The upload process must be performed in a certain order to assure the data is uploaded successfully.

You will want to be careful with uploading a flat-file because it will overwrite all data in its respective section or form. Uploading Form 1 will overwrite all data previously in Form 1, whereas, uploading the Funds file will add all the funds listed and delete any not listed. Uploading a file for the second time will completely overwrite the previous upload.

It is recommended that the Funds file is uploaded first, the Department's file is uploaded second and the FundDept file is uploaded third. The Form 1 and Form 2 files can be uploaded in any order once the funds, departments, and funds/department have been uploaded.

Some users may want to perform a second flat-file upload of Form 1 once they are ready to populate the adopted column of Form 1.

From the Forms Upload page, there will be a drop-down menu to choose which file type will be uploaded. You will not want to refresh the page as this may resubmit a file that is currently being processed.

Select Unit > Unit Main Menu > **Forms Upload**

Selected Year: 2020 | Selected Unit: Adams County - 0000 Adams County

Please note: Uploading a file will overwrite information previously uploaded or entered directly into the Gateway website.

Please do not refresh the page as it may resubmit a file ready to be processed.
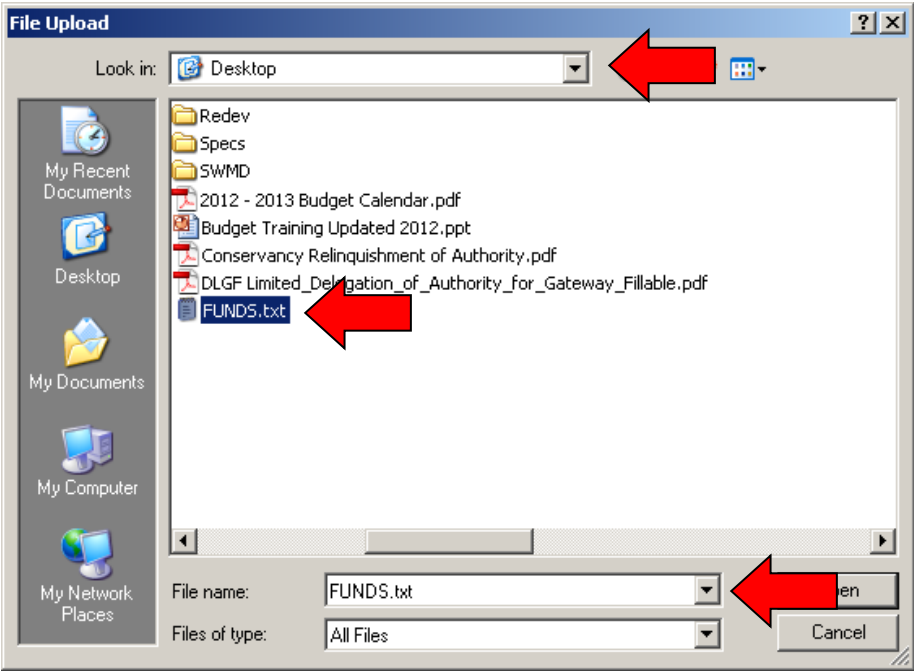
Select a file type ▾
| Select a file type |
| FUNDS | Browse |
| DEPTS |
| FUNDDEPT |
| FORM1 |
| FORM2 |
| FORM4B |

You will now need to choose the file you are uploading. To locate the .txt file, click on "Browse."

Select a file type ▾

[   ]   Browse ⬅

Upload File
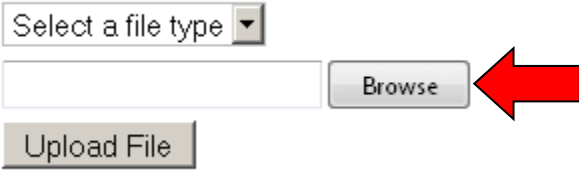
You will then notice the following box appear. You will need to think back to where the file was saved. To view the location it was saved, please click on the "Look in:" drop-down box to select the location. From there you will click once on the file you wish to upload and then select "Open."

Once the .txt file has been selected, you should notice the file name appear to the left of the browse button. If the appropriate file has been selected and matches the file type, click "Upload File" to begin the upload process.

FUNDS ▾

FUNDS.txt   Browse
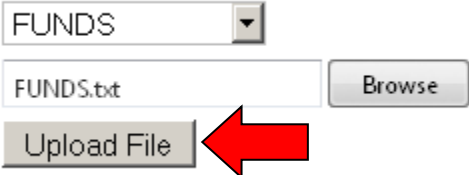
Upload File ⬅

Once "Upload File" is selected, Gateway will begin uploading the selected file. The status should have changed to pending.

Gateway will check for formatting errors in separate sections for each file type. The first section titled; "Uploaded File Details" checks the header row. Unless all header columns are valid, the flat file will not upload.

FileType	Date Loaded	File Status	Header Year Valid	Header County Valid	Header Unit Type Valid	Header Unit Code Valid	Header FileType Valid	Header Length Valid
FUNDS	No File Uploaded							
DEPTS	No File Uploaded							
FUNDDEPT	No File Uploaded							
FORM1	No File Uploaded							
FORM2	No File Uploaded							
FORM4B	No File Uploaded							

If all the header columns read as valid, the file will continue to be processed. Please be aware that this may take a few minutes. After processing, the File Status column should read "Uploaded." Please continue the upload process for all files in the order as specified above in the third paragraph of the Uploading Files section. It is important to note that uploading documents only populates the data; Forms 1 and 2 will still need to be submitted within 48 hours after adopting the budget.

Ensuring Files Uploaded Successfully

Once the file has completed the upload process, the second section will display which rows, if any, have failed to upload. These errors are most commonly formatting errors that result in the rows containing the error not to be uploaded. It is very important to address these issues as they indicate that not all data has been uploaded. Gateway will indicate which specific rows are affected.

If you are using a software vendor that generated the flat files that you uploaded and any errors appear, you will want to contact the vendor to help troubleshoot the issue. It should prove beneficial to take note of the listed errors regarding any header or specific row errors, so that your vendor may be better prepared to correct the issue.

Once all the files have been uploaded successfully without errors, the upload process is complete! You may wish to do a second Form 1 upload to populate the adopted column of Form 1, but there is also a button that can be used to copy the published amounts to the adopted column for each fund. You are encouraged to review the forms that have been uploaded to ensure that all intended data has been uploaded successfully. The totals by fund and unit total amounts are useful tools to ensure all the intended amounts are uploaded.

If you happen to encounter any header or row errors, you may wish to contact your software vendor.

Congratulations! Your files have been uploaded and you have reviewed the individual forms for accuracy. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.