STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

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Gateway Budget Upload Specifications

<u>Purpose</u>

The purpose of these specifications are to prescribe standardized budget file formats to enable local governments to upload data required for certain Department of Local Government Finance ("Department") prescribed budget forms in Gateway.

<u>Data Format Instructions</u>

- All fields are fixed length.
- Left justify all alphanumeric fields.
- All numeric fields must have leading zeros if the field value does not utilize all available spaces.
- Yes/No fields must have "Y" or "N".
- All fields that reference a code list should contain a value from the lists provided in the Budget Code List Manual. This document is available on the Department's website.
- **Records must follow the proper category/subcategory/code combinations as laid out in the Budget Code List Manual. Records containing improper combinations will not be uploaded.**

HEADER RECORD
The HEADER RECORD must be placed as the first record in each of the Gateway Budget
Upload files including filenames: FUNDS, DEPTS, FUNDDEPT, FORM1, and FORM2.

The format of the HEADER RECORD must be consistent with the format below.

Column	Start	End	Length	Type	Comment/Format
Filename	1	10	10	A	Name of the data file (e.g., FORM1)
Year	11	14	4	A	The year for which the budget is being prepared. In most cases, this will be the next ensuing year.
County Code	15	16	2	A	State-designated county number (e.g., 23). Number must include a leading zero if the county number is not two (2) digits. See Budget Code List 1. For cross-county units, use the county number for the major county or the county in which the majority of the taxing unit is located.
County Name	17	31	15	A	State-designated county name (e.g., Fountain). County description should correspond with the county number identified above. Do not include the word "County" in the description. See Budget Code List 1.
Unit Type Code	32	32	1	A	Type of taxing unit (e.g., 1). See Budget Code List 1.
Unit Code	33	36	4	A	Taxing unit-specific 4-digit code. See Budget Code List 1.
Unit Name	37	96	60	A	Taxing unit name.
Unit Contact Name	97	146	50	A	Full name of the individual at the taxing unit that can answer questions specific to this data file (e.g., Robert Smith).

Column	Start	End	Length	Type	Comment/Format
Unit Contact Phone	147	158	12	A	Complete the phone number of the individual at the taxing unit who can answer questions specific to this data file. Format required is ###-###-#### (e.g., 317-555-5555).
File Create Date	159	168	10	D	Date the file was created. Format required is mm/dd/yyyy (e.g., 10/15/2011).
File Create Time	169	172	4	A	Time the file was created. Format required is #### in military time (e.g., 1400).
Software Vendor Company	173	222	50	A	Full name of the vendor company preparing the data file (e.g., ABC Vendor).
Software Package Name and Version	223	272	50	A	Complete the name of the software package along with the version of the software used to build the data file (e.g., ABC Budgets Version 1.0)
Software Vendor Contact Name	273	322	50	A	Full name of the individual at the software vendor who can answer questions specific to this data file (e.g., Robert Smith).
Software Vendor Phone	323	334	12	A	Complete the phone number of the individual at the software vendor who can answer questions specific to this data file. Format required is ###-###-#### (e.g., 317-555-5555).
Software Vendor Email	335	384	50	A	Email address of the individual at the software vendor who can answer questions specific to this data file (BobSmith@ABCVendor.com).
Transmission Description	385	484	100	A	Comment field for additional notes on the data file (e.g., "Published amounts only, additional data file to follow with adopted amounts").

Fund List Data File – Filename = FUNDS
The FUNDS data file contains a list of all funds included in the taxing unit's budget documentation. Each fund should be included only once.

Please refer to Budget Code List 2 for a list of currently available funds. For home rule funds, use Codes 9500 to 9599. In the Fund Name field, please provide a locally assigned name for the home-ruled fund, rather than using the name identified in Budget Code List 2.

Column	Start	End	Length	Type	Comment/Format
Fund Code	1	4	4	A	Fund code in which the identified expenditure is budgeted. See Budget Code List 2.
Fund Name	5	74	70	A	Name of fund identified. For non-home rule funds, please use the fund description as provided in Budget Code List 2. For home rule funds (Codes 9500 – 9599), please provide a locally-assigned fund name to uniquely identify the fund.

Department List Data File – Filename = DEPTS
The DEPTS data file contains a list of all departments included in the taxing unit's budget documentation. Each department should be included only once. If the taxing unit has funds which do not have any departments associated with them, please include Department 0000 – No Department.

Please refer to Budget Code List 3 for a list of currently available departments. For home rule departments, use Codes 9600 to 9699. In the Department Name field, please provide a locally assigned name for the home rule department, rather than using the name identified in Budget Code List 3.

Column	Start	End	Length	Type	Comment/Format
Department Code	1	4	4	A	Department code in which the identified expenditure is budgeted. See Budget Code List 3.
Department Name	5	64	60	A	Name of department identified. For non-home rule departments, please use the fund description as provided in Budget Code List 3. For home-ruled funds (Codes 9600 – 9699), please provide a locally-assigned fund name to uniquely identify the fund.

Fund-Department Relationship – Filename = FUNDDEPT
The FUNDDEPT data file associates each fund identified in the FUNDS data file with the departments identified in the DEPTS data file. Each fund and department should be included at least once. If a fund does not have any associated departments, please assign Department 0000 – No Department to that fund. For home rule funds and departments, please refer to the code assignments made in the FUNDS and DEPTS data files.

Column	Start	End	Length	Type	Comment/Format
Fund Code	1	4	4	A	Fund code in which the identified expenditure is budgeted. Please include only funds identified in the FUNDS data file.
Department Code	5	8	4	A	Department code in which the identified expenditure is budgeted. Please include only departments identified in the DEPTS data file.

Form 1 – Budget Estimate – Filename = FORM1
The FORM1 data file contains one record for each budgeted line-item expenditure of the taxing unit. The FORM1 data file should include all funds and departments of the taxing unit as identified in the FUNDS, DEPTS, and FUNDDEPT data files.

As the FORM1 data file contains both a published amount and an approved amount, a taxing unit could upload the FORM1 data file up to two times if the taxing unit chooses to upload the published amounts first and then update for the approved amounts. In this situation, the Adopted Amount column should be null during the first submission. For the second submission, both the Published Amount and the Adopted Amount columns should be completed. **DO NOT LEAVE THE PUBLISHED AMOUNT COLUMN BLANK IN THE SECOND SUBMISSION.** The second submission will overwrite the first submission, so leaving the Published Amount column blank would erase the Published Amounts in the system. The taxing unit should also ensure that the Published Amount column corresponds with what was actually published when preparing the second submission. If a taxing unit would prefer, the upload of the FORM1 data file could be done after the taxing unit's budget has been adopted. In this situation, a taxing unit would upload the FORM1 data file only once, including both the Published and Adopted Amounts.

Column	Start	End	Length	Type	Comment/Format
Fund Code	1	4	4	A	Fund code in which the identified expenditure is budgeted. Please include only funds identified in the FUNDS data file.
Department Code	5	8	4	A	Department code in which the identified expenditure is budgeted. Please include only departments identified in the DEPTS data file.
Expenditure Code	9	12	4	A	Expenditure code that is unique to a particular expenditure category and subcategory combination. See Budget Code List 4.
Line Item Code	13	37	25	A	Locally assigned line item code (e.g., 7777).
Item Description	38	237	200	A	Item description (e.g., Printing).
Published Amount	238	247	10	N	Monetary amount of published expenditure. Format should not include decimal places or dollar signs and should have leading zeros (e.g., 0000325625 equates to $325,625).
Adopted Amount	248	257	10	N	Monetary amount of adopted expenditure. Format should not include decimal places or dollar signs and should have leading zeros (e.g., 0000325625 equates to $325,625).

Form 2 – Estimate of Miscellaneous Revenues – Filename = FORM2
The FORM2 data file contains one record for each estimated revenue of the taxing unit. The FORM2 data file should include all funds and departments of the taxing unit as identified in the FUNDS data file.

Column	Start	End	Length	Type	Comment/Format
Fund Code	1	4	4	A	Fund code in which the identified expenditure is budgeted. Please include only funds identified in the FUNDS data file.
Revenue Category ID	5	9	5	A	Major category of revenue. See Budget Code List 5a and Budget Code List 5b.
Revenue Category Description	10	49	50	A	Name of revenue category identified. See Budget Code List 5a and Budget Code List 5b.
Revenue Code	60	84	25	A	See Budget Code List 5a and Budget Code List 5b.
Revenue Name	85	284	200	A	Revenue description. See Budget Code List 5a and Budget Code List 5b.
July 1 – December 31	285	294	10	N	Monetary amount of estimated revenue for the July 1 through December 31 time period of the year in which the budget is being prepared. Format should not include decimal places or dollar signs and should have leading zeros (e.g., 0000325625 equates to $325,625).
January 1 – December 31	295	304	10	N	Monetary amount of estimated revenue for the January 1 through December 31 time period of the year for which the budget is being prepared. Format should not include decimal places or dollar signs and should have leading zeros (e.g., 0000325625 equates to $325,625).