



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

# GATEWAY DECAF – FORM 22 COMPONENT USER GUIDE

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DATA ENTRY – CNAV AND FORM 22



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## How do I get to 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](mailto: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 click “Enter” on a standard keyboard.

Gateway works best using **Firefox** or **Google Chrome**. Internet Explorer is not a supported browser.

## Accessing the Data Entry – CNAV and Form 22 (DECAF) application

After you sign in, you will select the “Data Entry for CNAV and Form 22” option to proceed.

### Select Application

Department of Local Government Finance (DLGF)	Deadline
New* Additional Appropriations	<input type="button" value="Details"/>
Abstract	<input type="button" value="Details"/>
Assessor Reports	Mar 31
Budgets	<input type="button" value="Details"/>
Data Entry for CNAV and Form 22	<input type="button" value="Details"/>



## Select County from the List

Once “Data Entry for CNAV and Form 22” has been selected, users may select their county from the list provided.

Select County

### Select County from List

[All Units](#)

Select Reporting Year:  ⓘ

Unit Code	Unit Name	Unit Type	Unit County	User Role
9000	<a href="#">DLGF county unit</a>	County	Gateway1	Submit



## Manage the County Functions

Once the county is selected, users will be directed to a Manage County Functions screen. At this point, users may select between “Manage Units & Distributions,” which is largely associated with Form 22 data entry, or “Manage CNAV.”

Please note that users will use the “Manage Units & Distributions” section to add or remove funds for a taxing unit.

## Add and Edit the Funds

Funds cannot currently be added or removed for use with Form 22 and are based on the certified funds from the current Pay year. If there is a scenario in which non-certified funds should be added, please email [support@dlgf.in.gov](mailto:support@dlgf.in.gov).

## Manage the CNAV

Most functionality under “Manage CNAV” relates to CNAV data submission. Separate instructions for the CNAV component are available on the Department’s website.

## Guide and Instructions to Manage the Form 22 of DECAF



## Manage Distributions

### Step 1: Select the “Manage Units and Distributions”

[Select County](#) > Manage County Functions

#### Manage County Functions

Gateway County: Reporting Year

June YYYY Form 22 Now Open for Data-Entry & Upload!

[Manage Units and Distributions](#)

Last Activity at:

June Certified Pay YYYY Settlement Period:

0 of 0 units are ready to submit

\$0.00 in distributions entered for this county

December Certified Pay YYYY Settlement Period:

0 of 0 units are ready to submit

\$0.00 in distributions entered for this county

[Manage CNAV](#)

CNAV Not Submitted for Pay YYYY

Please note that the text below the “Manage Units and Distributions” button is related to Form 22 functionality.

[Select County](#) > Manage County Functions

#### Manage County Functions

Gateway County: Reporting Year

June YYYY Form 22 Now Open for Data-Entry & Upload!

[Manage Units and Distributions](#)

Last Activity at:

June Certified Pay YYYY Settlement Period:

0 of 0 units are ready to submit

\$0.00 in distributions entered for this county

December Certified Pay YYYY Settlement Period:

0 of 0 units are ready to submit

\$0.00 in distributions entered for this county



## Step 2: Entering the “Distributions”

Users have two options for entering distributions:

1. Use the “Upload” feature, which will allow users to populate the fields automatically, **OR**
2. Manually enter the data into the Distribution interface screen
  - See “Distribution Manual Entry” starting on page 11.

### Upload Form 22 Text File to Gateway

The DECAF application supports flat-file uploads from users to populate Form 22 Data. Each county’s Tax & Billing vendor demonstrated the ability to generate Form 22 files during 50 IAC 26 software compliance testing. For questions on how to generate the Form 22 files, please contact the county’s Tax & Billing vendor.

Users who elect to upload Form 22 data through the “Upload” feature simply need to select the “Upload” button at the top of the page.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#)

Select Unit from List

Gateway County: Reporting Year

[Check for any warnings concerning your distributions](#)

[Manage Unit Ready-to-Submit Status](#)

[Submit June Distributions](#)

[Submit December Distributions](#)



1. Select “Choose File” to upload.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Form 22 Upload](#)

Gateway County: Reporting Year

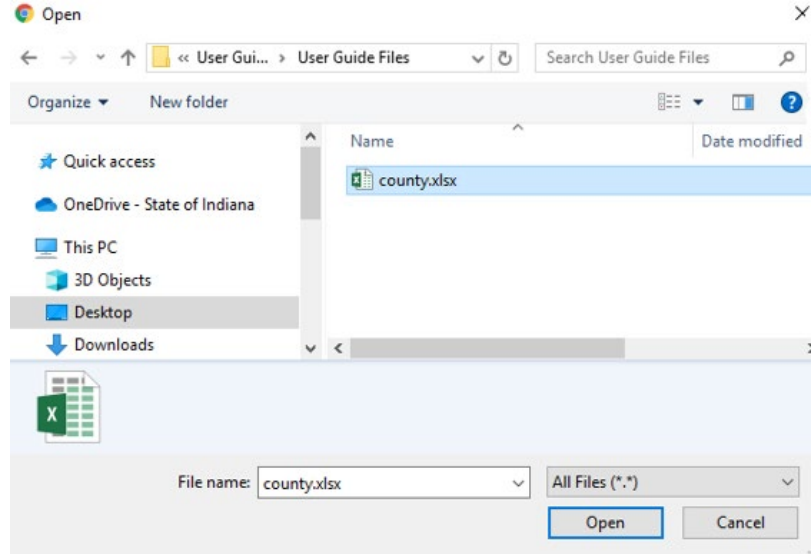
File Upload

[Choose File](#) No file

[Process](#)



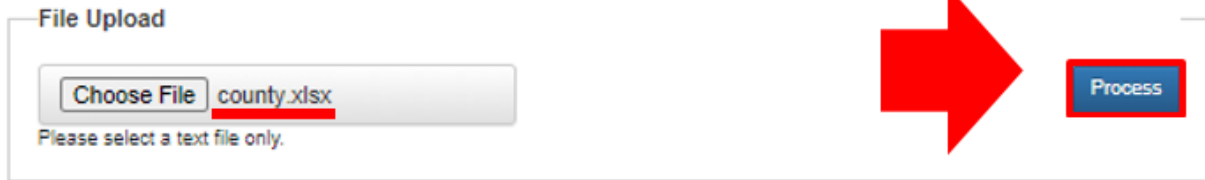
2. A new window will open and you will locate the appropriate file to upload.



3. Ensuring the file is uploaded in the “Choose Files” and Ready to click on the “Process.”

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Form 22 Upload](#)

## Gateway County - All Units: Reporting Year



**Note:** The previously populated information will disappear.



## Clear June/ December Data for entire county/ year

This feature will clear ALL data for the associated distribution period, including any processed data on the upload page, any manually entered distributions, and any data previously uploaded and committed. Use this button to start over for a distribution period.

Select County > Manage County > Manage Units & Distributions > Form 22 Upload

### Gateway County - All Units: Reporting Year

**File Upload**

Choose File | No file chosen Process

File was processed successfully. Please review the processed data below to check for accuracy before committing processed distributions to the database. Then click the 'Commit Valid Data into Distributions' button to proceed.

**Processed Upload**

View previously uploaded files Clear June Distributions

Upload Id	Year	County #	Taxing Unit (Unit Type - Unit Code)	Warrant Number	Entity Type	Entity Code	Distribution Code	Advance	Distribution Date	Amount
164	YYYY	01	1 - 0000	0	F	2391	P	No	MM/DD/YYYY	\$242,897.78
164	YYYY	01	1 - 0000	0	F	2391	E	No	MM/DD/YYYY	(\$12,187.19)

Bottom

**Note:** The buttons will not appear under the following scenarios:

1. If the user doesn't have permission (Read-Only).
2. The county has submitted their data for that period; or
3. The reporting period has closed.

## Distribution Manual Entry

Use the following directions to manually enter distributions through the application.





## Manage Units and Distributions

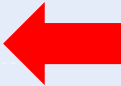
Click the “Manage Units and Distributions” button.

[Select County](#) > Manage County Functions

### Manage County Functions

**Gateway County: Reporting Year**

June YYYY Form 22 Now Open for Data-Entry & Upload!

[Manage Units and Distributions](#) 

June Certified Pay YYYY Settlement Period:  
23 of 23 units were submitted  
\$17,892,939.29 in distributions entered for this county

December Certified Pay YYYY Settlement Period:  
0 of 23 units are ready to submit  
\$0.00 in distributions entered for this county

## Select Unit Name

Click on the name of the unit in which you wish to manage distributions.

[Select County](#) > [Manage County](#) > Manage Units & Distributions

### Select Unit from List

Gateway County: Reporting Year

[Check for any warnings concerning your distributions](#)
[Manage Unit Ready-to-Submit Status](#)
[Submit June Distributions](#)
[Submit December Distributions](#)

Unit Name	Unit Type	Total Distributions for June	Submitted - June	Total Distributions for December	Re
<a href="#">0000 - COUNTY</a>	1 - County	<a href="#">\$5,414,367.78</a>	✓	<a href="#">\$0.00</a>	
<a href="#">0001 - TOWNSHIP</a>	2 - Township	<a href="#">\$11,788.23</a>	✓	<a href="#">\$0.00</a>	
<a href="#">0002 - TOWNSHIP</a>	2 - Township	<a href="#">\$13,491.51</a>	✓	<a href="#">\$0.00</a>	



## Manage Units

Click the “Manage Distributions” button.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Units](#)

## Manage Unit

Gateway County: Reporting Year

[Manage Funds](#)

8 Funds Configured for this Unit.



[Manage Distributions](#)

\$8,545,840.50 in June Distributions entered.

\$0.00 in December Distributions entered.

## Manage Distributions

Select the appropriate settlement period (June or December).

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Unit](#) > [Manage Distributions](#)

## Manage Distributions

Gateway County: Reporting Year

Select Settlement Period



[June](#)

[December](#)





## Distributions (Manual Entry)

You may choose to manually enter your distribution data. In order to manually enter your distribution data, you will need to have six pieces of information:

1. Warrant Number
2. Distribution Type
3. Entity Type
4. Entity Code
5. Distribution Code
6. Amount of Distribution

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Unit](#) > [Manage Distributions](#) > **Distributions**

### June Distributions

Gateway County: Reporting Year

[Upload](#)

#### Distribution Manual Entry

---

County      ##

---

Taxing Unit      Gateway County

---

Unit Code      #####

---

Warrant Number     

Check for 'ACH'

---

Distribution Type:      Final Amount ▼

---

Entity Type      Fund ▼

---

Entity Code       ▼

---

Distribution Code

---

Distribution Date      MM/DD/YYYY

---

Previous Advances

---

Amount     

---

Enter check number or click the “Check for ACH” “box.”

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

[Upload](#)


## June Distributions

Gateway County: Reporting Year

### Distribution Manual Entry

County	##	
Taxing Unit	Gateway County	
Unit Code	####	
Warrant Number	ACH	<input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▾	
Entity Type	Fund ▾	
Entity Code	Select Entity...	
Distribution Code		
Distribution Date	MM/DD/YYYY	
Previous Advances		
Amount		

[Add Distribution](#)



**Step 1**

From the dropdown box next to the “Distribution Type,” select “Final Amount” or “Advance.”  
**Note:** User will not be able to later switch a distribution from “Advance” to “Final Amount.”

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## June Distributions

Gateway County: Reporting Year

### Distribution Manual Entry

County	##	
Taxing Unit	Gateway County	
Unit Code	####	
Warrant Number	ACH	<input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▾	
Entity Type	Fund ▾	
Entity Code	Select Entity...	
Distribution Code		



**Step 2**



From the dropdown box next to the “Entity Type,” select “Fund.”

**Note:** The user will not be able to later change the type of distribution.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## June Distributions

Gateway County: Reporting Year

**Distribution Manual Entry**

County	##
Taxing Unit	Gateway County
Unit Code	#####
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▾
Entity Type	Fund ▾
Entity Code	Select Entity...

Step 3

From the dropdown box next to the “Entity Code,” select the “Appropriate Entity Code.”

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## June Distributions

Gateway County: Reporting Year

**Distribution Manual Entry**

County	##
Taxing Unit	Gateway County
Unit Code	#####
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▾
Entity Type	Fund ▾
Entity Code	Select Entity...
Distribution Code	

Step 4

- Select Entity...
- Select Entity...
- 0061 - RAINY DAY
- 0101 - GENERAL
- 0102 - ELECTION/REGISTRATION
- 0124 - 2015 REASSESSMENT
- 0706 - LOCAL ROAD & STREET
- 0790 - CUMULATIVE BRIDGE
- 0801 - HEALTH
- 0811 - CUMULATIVE CAPITAL DEVELOPMENT



From the dropdown next to the “Distribution Code,” select the “Appropriate Distribution Code.”  
The system enforces a maximum of one final distribution per distribution type per period.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## June Distributions

Gateway County: Reporting Year

**Distribution Manual Entry**

County	##
Taxing Unit	Gateway County
Unit Code	####
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▾
Entity Type	Fund ▾
Entity Code	0101 - GENERAL ▾
Distribution Code	F - Financial Institution Tax F - Financial Institution Tax L - License Excise <b>P - Property Tax</b> X - Commercial Vehicle Excise Tax - Examination of Records
Distribution Date	
Previous Advances	
Amount	

Step 5



In the box next to the “Amount,” enter the amount of distribution. Click the gray “Add Distribution” box in the lower right corner.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

Upload

## June Distributions

Gateway County: Reporting Year

**Distribution Manual Entry**

County	###
Taxing Unit	Gateway County
Unit Code	#####
Warrant Number	ACH <input type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▼
Entity Type	Fund ▼
Entity Code	0101 - GENERAL ▼
Distribution Code	P - Property Tax ▼
Distribution Date	MM/DD/YYYY
Previous Advances	
Amount	100000.50

Step 6

Step 7

Add Distribution



Verify the information is correct.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Unit](#) > [Manage Distributions](#) > **Distributions**

### June Distributions

Gateway County: Reporting Year

[Upload](#)

**Distribution Manual Entry**

---

County: ##

Taxing Unit: Gateway County

Unit Code: #####

Warrant Number:

Check for 'ACH'

Distribution Type:

Entity Type:

Entity Code:

Distribution Code:

Distribution Date:

Previous Advances:

Amount:

[Add Distribution](#)



Step 8

Entity Code	Warrant Number	Distribution Code	Distribution Type	Distribution Date	Amount	
0101 - GENERAL ...	ACH	P - Property Tax	Final	MM/DD/YYYY	\$100,000.50	<a href="#">Edit</a> <a href="#">Delete</a>
					Total Final Distributions: \$100,000.50	

**Note:** If the information is incorrect, the user may click “Edit” to edit the information or “Delete” to delete.

Entity Code	Warrant Number	Distribution Code	Distribution Type	Distribution Date	Amount	
0101 - GENERAL ...	ACH	P - Property Tax	Final Amount	MM/DD/YYYY hh:mm:ss	\$916,438.71	<a href="#">Edit</a> <a href="#">Delete</a>
					Total: \$916,438.71	





**Note:** If the user wishes to either:

- Switch a distribution from advance to final; or
- Change the type of distribution, then they will need to delete the row and add a new one.

**Step 3: Ready to Submit Distribution Data**

In the “breadcrumbs,” select “Manage Units & Distributions.”

Select County > Manage County > **Manage Units & Distributions** > Form 22 Upload

**Select Files**

Select File to Upload

No file chosen

**Previous Upload** **Select**

No data to upload.

*Note that the previously populated Form 22 data is now gone.*

Click the blue “Manage Unit Ready-to-Submit Status” button.

Select County > Manage County > **Manage Units & Distributions**

**Select Unit from List**

Gateway County: Reporting Year

**Manage Unit Ready-to-Submit Status**

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
0000 - GATEWAY COUNTY	1 - County	\$0.00		\$1,257,886.85	
0001 - GATEWAY TOWNSHIP	2 - Township	\$0.00		\$0.00	
0002 - GATEWAY TOWNSHIP	2 - Township	\$0.00		\$0.00	
0004 - GATEWAY TOWNSHIP	2 - Township	\$0.00		\$0.00	

*Note that the "Total Distributions" field has now populated.*

Select each box individually under the appropriate “Ready to Submit” column (June or December) or click “All.”

Select County > Manage County > Manage Units & Distributions

Upload

## Select Unit from List

### Gateway County: Reporting Year

Done Editing Units
Check for any warnings concerning your distributions
Submit June Distributions
Submit December Distributions

Click a link below to select your unit.

Units are not able to be marked as "Ready to Submit" if they issued advances without final amount distributions

Unit Name	Unit Code	Unit Type	Unit County	Ready To Submit June	Ready To Submit December
<a href="#">GATEWAY COUNTY</a>	0000	1 - County	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">GATEWAY TOWNSHIP</a>	0001	2 - Township	06	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">GATEWAY TOWNSHIP</a>	0002	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">GATEWAY TOWNSHIP</a>	0004	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>

After you have selected all units as “Ready to Submit,” click the blue “Done Editing Units” box on the left side of the page.

<a href="#">COMMUNITY SCHOOL CORPORATION</a>	0630	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">COMMUNITY SCHOOL CORPORATION</a>	0665	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">COMMUNITY SCHOOLS</a>	3055	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Done Editing Units
Check for any warnings concerning your distributions
Submit June Distributions
Submit December Distributions

**Step 4: Submit Distribution**

Click the green “Submit (June or December) Distributions” box to get to the “Form 22 Submission” page.

Select County > Manage County > Manage Units & Distributions Upload

Select Unit from List  
Gateway County: Reporting Year

Manage Unit Ready-to-Submit Status
Check for any warnings concerning your distributions
Submit June Distributions
Submit December Distributions
←

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
0000 GATEWAY COUNTY	1 - County	\$0.00		\$1,257,886.85	✓
0001 GATEWAY TOWNSHIP	2 - Township	\$0.00		\$0.00	✓ <span style="font-size: 2em; color: red;">←</span>
0002 GATEWAY TOWNSHIP	2 - Township	\$0.00		\$0.00	✓
0003 GATEWAY TOWNSHIP	2 - Township	\$0.00		\$0.00	✓

**Note: A green checkmark should now appear next to each row.**

**Distribution Warnings**

The Distribution Warnings page displays a list of units that have more than a 10% difference in distributions from the previous year. You may access the Distribution Warnings page by clicking the red “Check for any warnings concerning your distributions” button on the “Manage Units & Distributions” page.

**Submission: Form 22 Submission**

Enter your:

- Name
- Title
- Signature/ PIN (4-Digit PIN),
- Then click the green “Sign and Submit Form” button.

As in the case with other Department forms, the Form Signature fields are completed by the “DECAF Submitter” using the four-digit PIN supplied during the account creation.

Users who do not have their four-digit PIN may contact [support@dlgf.in.gov](mailto:support@dlgf.in.gov) to receive a PIN.

Select County > Manage County > Submission

### Form 22 Submission

Check for any warnings concerning your distributions

#### Form Signature

NAME

TITLE

SIGNATURE/PIN

DATE

**Enter in your:  
Name;  
Title; &  
4-Digit PIN**

**SIGN AND SUBMIT FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Questions about the DECAF application may be directed to the Gateway support team at (317) 234-4480 or [support@dlgf.in.gov](mailto:support@dlgf.in.gov).

For Form 22-related questions outside of data entry into Gateway, please contact your budget field representative.