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Gateway User Guide

Debt Worksheet



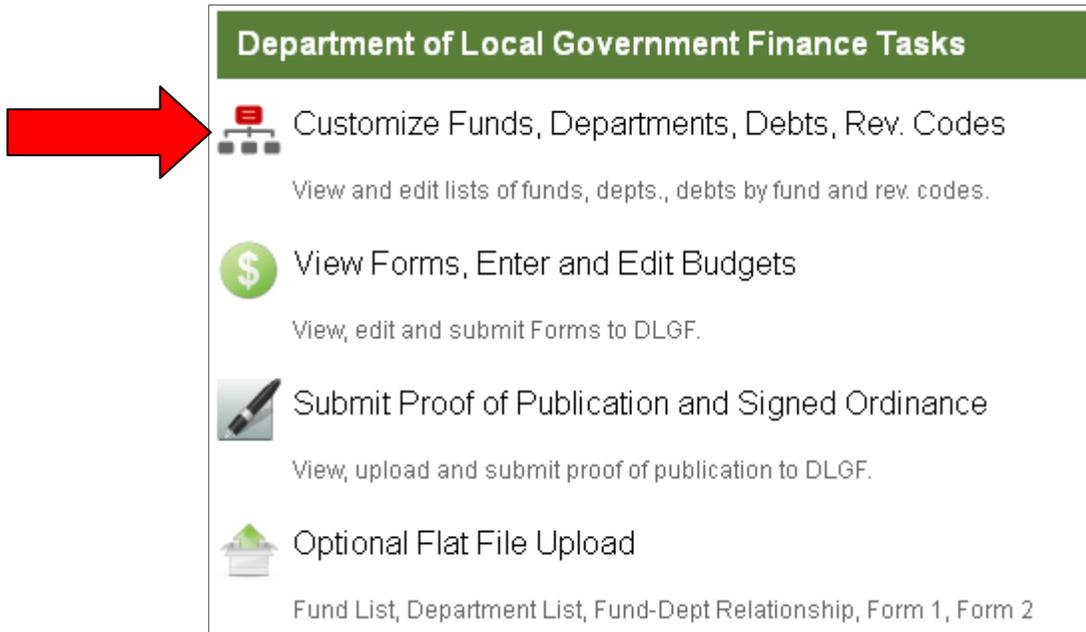
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Customizing Debts by Funds List

If your unit does not levy a debt service payment from a debt service fund, you will not need to complete or submit a Debt Worksheet. For those units needing to levy a debt service payment from a debt service fund, you will first need to link your debts reported in Debt Management with a debt service fund in the budget program.

You may access this portion from the Unit Main Menu by clicking “Customize Funds, Departments, Debts, Rev. Codes.”

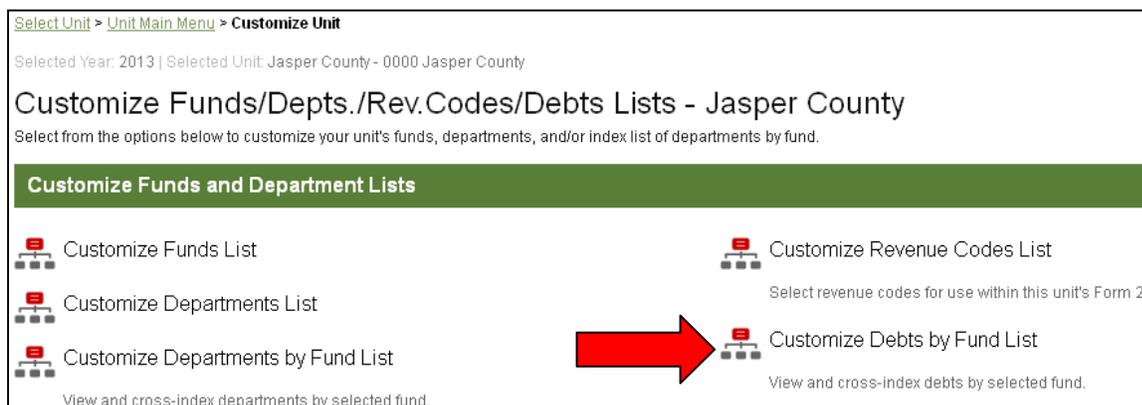


Department of Local Government Finance Tasks

-  **Customize Funds, Departments, Debts, Rev. Codes**
View and edit lists of funds, depts., debts by fund and rev. codes.
-  **View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.
-  **Submit Proof of Publication and Signed Ordinance**
View, upload and submit proof of publication to DLGF.
-  **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

New to the 2013 Budget is the ability to link debt reported in Gateway’s Debt Management application to a debt service fund. In order to link a reported debt to a debt service fund, first select “Customize Debts by Fund List” on the Customize Unit menu. Once your funds and debts are linked, you will be able to complete your Debt Worksheet and levy funds to fulfill upcoming debt service payments.

Please note that once you have linked your reported debt and debt service funds together, the linkages between these will carry over into future budgets.



Select Unit > Unit Main Menu > **Customize Unit**

Selected Year: 2013 | Selected Unit: Jasper County - 0000 Jasper County

Customize Funds/Depts./Rev.Codes/Debts Lists - Jasper County

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists

-  **Customize Funds List**
-  **Customize Departments List**
-  **Customize Departments by Fund List**
View and cross-index departments by selected fund.
-  **Customize Revenue Codes List**
Select revenue codes for use within this unit's Form 2.
-  **Customize Debts by Fund List**
View and cross-index debts by selected fund.

You will now be on the “Customize Debts by Fund” page. On this page you should notice debt service funds on the left and any linked reported debts to the right. If you do not see any funds and need to levy funds to meet debt service payments, you would need to access the Customize Funds List and add a debt service fund. Debt service funds can be identified by having an “8” in the third digit in their fund code. For assistance with adding a new fund, please see the **Customize Units User Guide**.

In order to link a debt reported in Debt Management to a debt service fund, please click the pencil and paper edit icon.

Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
0180 - DEBT SERVICE		NO DEBTS ATTACHED
0181 - DEBT PAYMENT		NO DEBTS ATTACHED

Clicking on the edit icon next to a fund will bring up a list of reported debts along with an option to link fees and anticipated debt service with the fund as well. By checking the box to the left of listed options and selecting “Update Record” you have linked a reported debt, fees, and or anticipated debt service to the selected fund.

Customize Debts by Fund

Selected Unit: 9992 Dlgf City 10, DLGFIBRC Co.

Selected Year: 2013

Available Debts:

Check/Uncheck All

- First Mortgage Refunding Bonds, 2012
- First Mortgage Refunding Bonds, 1994
- Waterworks Revenue Bond Series 1994
- Fees
- Anticipated Debt Service

You should now notice that the debt service funds on the left-hand side now display the debts linked to it on the right-hand side.

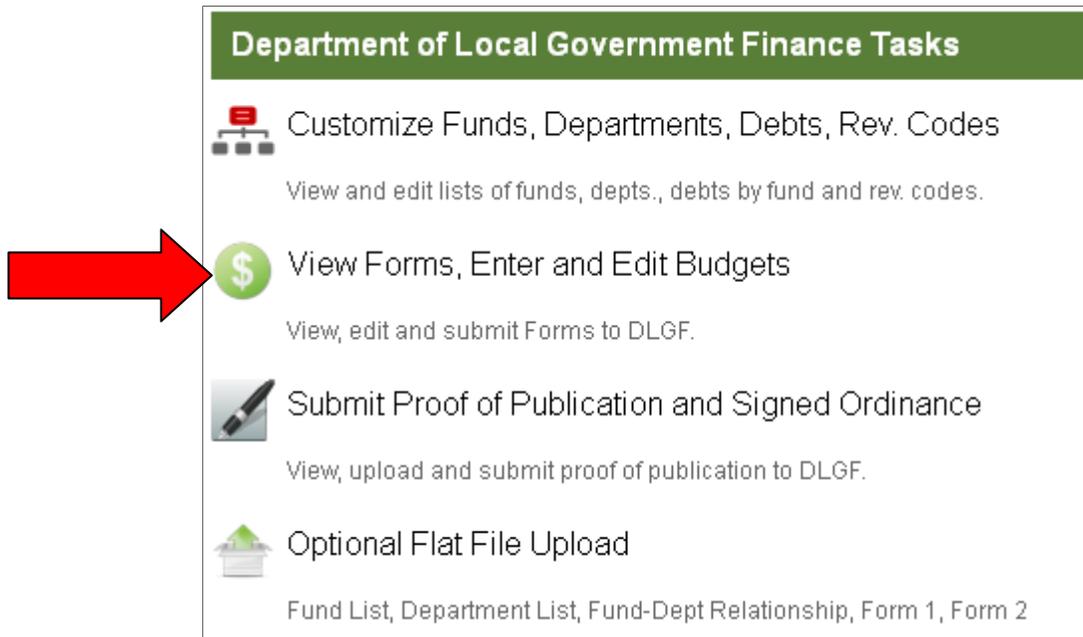
Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
0180 - DEBT SERVICE		First Mortgage Refunding Bonds, 2012 First Mortgage Refunding Bonds, 1994
0181 - DEBT PAYMENT		Anticipated Debt Service

Accessing the Debt Worksheet

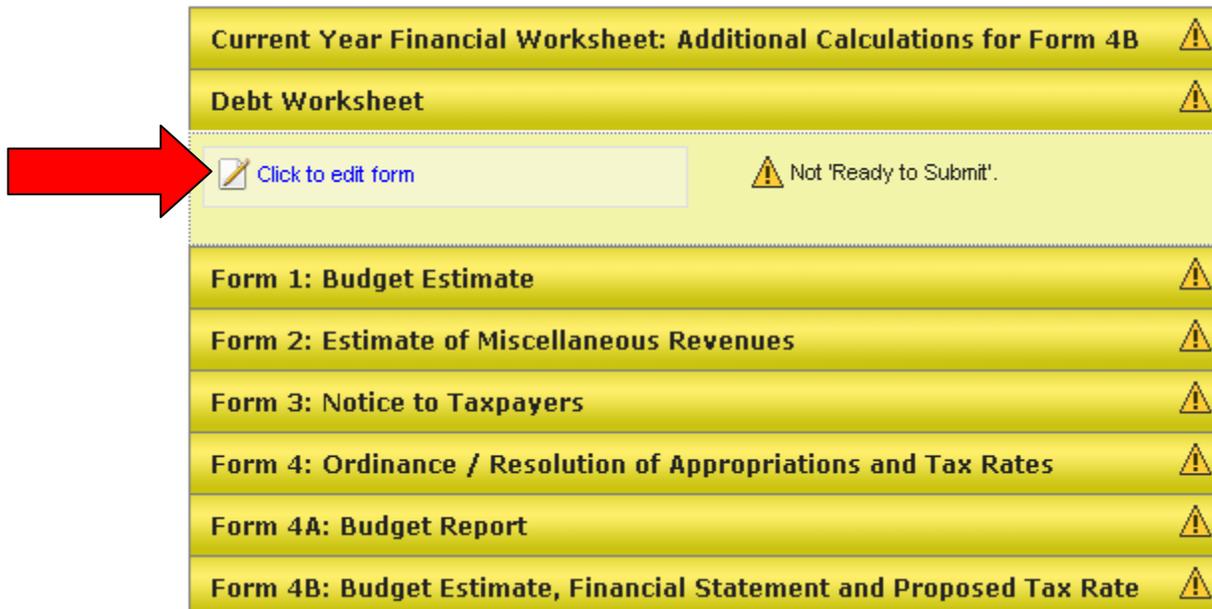
Now that we have linked our debts to their respective debt service funds, you are now ready to begin working in the Debt Worksheet. To access the Debt Worksheet please select “View Forms, Enter and Edit Budgets” on the Unit Main Menu.



Department of Local Government Finance Tasks

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-  Optional Flat File Upload
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

From the Budget Form Menu select “Debt Worksheet” and then select “Click to edit form.”



Current Year Financial Worksheet: Additional Calculations for Form 4B	
Debt Worksheet	
 Click to edit form	 Not 'Ready to Submit'.
Form 1: Budget Estimate	
Form 2: Estimate of Miscellaneous Revenues	
Form 3: Notice to Taxpayers	
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	
Form 4A: Budget Report	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	

The Debt Worksheet will now be displayed on the page. Please note the fund selection drop down menu at the top which will be used in the event that your unit has multiple debt service funds.

DEBT WORKSHEET

Selected Year: 2013
 Selected County: DLGFIBRC County
 Selected Unit: Dlgf City 10
 Select Fund:

0180 - DEBT SERVICE
 0180 - DEBT SERVICE
 0181 - DEBT PAYMENT

(Designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
First Mortgage Refunding Bonds, 2012		\$		\$		\$
First Mortgage Refunding Bonds, 1994		\$		\$		\$
Fees		\$ 0		\$ 0		\$ 0
TOTALS BY FUND		\$ 0		\$ 0		\$ 0
TOTALS BY UNIT		\$ 0		\$ 0		\$ 0

Uncompleted Debt Worksheets will display either "\$" or "\$0" until amounts have been assigned. To begin, click on the blue underlined debt name to access the amortization schedule.

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
First Mortgage Refunding Bonds, 2012		\$		\$		\$
First Mortgage Refunding Bonds, 1994		\$		\$		\$
Fees		\$ 0		\$ 0		\$ 0

The amortization schedule will be pulled directly from Debt Management. For any debt classified as a lease, the lease payment amounts will be pulled into the Debt Worksheet, for all other types of debt, this page will pull the amounts from the period total and trustee fee columns in Debt Management.

DEBT WORKSHEET DATA ENTRY

Selected Year: 2013
 Selected County: DLGFIBRC County
 Selected Unit: Dlgf City 10
 Selected Fund: 0180 Debt Service

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Selected Debt: First Mortgage Refunding Bonds, 2012

Click Here to Refresh All Values from Debt Management
 (WARNING: All item selections will be removed on data update)

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2	Line 1	Line 11
					07/01/2012 to 12/31/2012	01/01/2013 to 12/31/2013	01/01/2014 to 06/30/2014
1/15/2012	228,263			228,263	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2012	230,225			230,225	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2013	227,075			227,075	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2013	228,925			228,925	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2014	230,663			230,663	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2014	227,288			227,288	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completing a Debt Worksheet

On this page, you will tell Gateway when the payments are made. For example, it is very possible that a payment that reads 1/5/2013 is paid in December 2012, so please be careful to verify the payment dates with your records prior completing the following steps.

On the right-hand side of the page, you will notice the total amounts and three columns.

Total - This is the total amount that is derived from the lease payment amounts for leases or sum of the trustee fee and period total for all other types of debt.

Line 2 – The check boxes in this column are to be checked for any payments made between July 1 and December 31 of 2012.

Line 1 – The check boxes in this column are to be checked for any payments made between January 1 and December 31 of 2013.

Line 11- The check boxes in this column are to be checked for any payments made between January 1 and June 30 of 2014.

For the example below, let's assume that the payments are made on the same day as listed in the amortization schedule.

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2	Line 1	Line 11
					07/01/2012 to 12/31/2012	01/01/2013 to 12/31/2013	01/01/2014 to 06/30/2014
1/15/2012	228,263			228,263	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/15/2012	230,225			230,225	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2013	227,075			227,075	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7/15/2013	228,925			228,925	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/15/2014	230,663			230,663	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/15/2014	227,288			227,288	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Now that you associated all three columns with their respective payments, you will want to click the save button on the bottom right-hand side of the amortization schedule.

7/15/2021	431,263			431,263	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2022	547,038			547,038	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 0	\$ 0	\$ 0
TOTALS BY FUND					\$ 0	\$ 0	\$ 0
TOTALS BY UNIT					\$ 0	\$ 0	\$ 0



Once the figures have been successfully saved, you will notice the amounts automatically total and bold red text verifying the time the page was saved.

TOTALS BY DEBT	\$ 230,225	\$ 456,000	\$ 230,663
TOTALS BY FUND	\$ 230,225	\$ 456,000	\$ 230,663
TOTALS BY UNIT	\$ 230,225	\$ 456,000	\$ 230,663

Form values saved at 04:31 PM and 01 seconds. 

To return to the Debt Worksheet please select “Debt Worksheet” from the green underlined links at the top of the page.



[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [Debt Worksheet](#) > **Debt Worksheet Data Entry**



The process is the same for all other debts carried over from Debt Management. In addition to debts reported in Debt Management, there are also a number of debts that can be linked to a debt fund that allow for manual data entry.

These include:

- **Fees**- any additional fees not currently included in the amortization schedules
- **Anticipated Debt Service**- used to levy a debt service payment for debts to be closed on by December 31 of the current year.
- **Interest on Temporary Loans** - (School units only)
- **Unreimbursed Textbooks**- (School units only)

To complete a Debt Worksheet for one of the above data entry types of debt that has already been linked to a debt service fund, first select the debt name.

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
First Mortgage Refunding Bonds, 2012	07/15/2012	\$ 230,225	07/15/2013	\$ 456,000	01/15/2014	\$ 230,663
First Mortgage Refunding Bonds, 1994	09/01/2012	\$ 26,785	09/01/2013	\$ 26,335	09/01/2014	\$ 25,885
Fees		\$ 0		\$ 0		\$ 0
TOTALS BY FUND		\$ 257,010		\$ 482,335		\$ 256,548
TOTALS BY UNIT		\$ 257,010		\$ 482,335		\$ 256,548



Once you select the debt name, you will be directed to a page that will ask for the amounts of debt service payments for three separate time periods.

	Line 2 07/01/2012 to 12/31/2012	Line 1 01/01/2013 to 12/31/2013	Line 11 01/01/2014 to 06/30/2014
	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS BY DEBT	\$ 0	\$ 0	\$ 0
TOTALS BY FUND	\$ 257,010	\$ 482,335	\$ 256,548
TOTALS BY UNIT	\$ 257,010	\$ 482,335	\$ 256,548



Line 2 – This field is used to enter the total payments made between July 1 and December 31 of 2012.

Line 1 – This field is used to enter the total payments made between January 1 and December 31 of 2013.

Line 11- This field is used to enter the total payments made between January 1 and June 30 of 2014.

Simply click in a box and type in the amount for each of the three fields. If you do not have any payments for a certain time period, simply leave it blank or type in a zero. Once completed you will want to press the save button to save your entries.

Selected Debt: Fees

	Line 2 07/01/2012 to 12/31/2012	Line 1 01/01/2013 to 12/31/2013	Line 11 01/01/2014 to 06/30/2014
	<input type="text" value="500"/>	<input type="text" value="1,000"/>	<input type="text" value="500"/>
TOTALS BY DEBT	\$ 500	\$ 1,000	\$ 500
TOTALS BY FUND	\$ 257,510	\$ 483,335	\$ 257,048
TOTALS BY UNIT	\$ 257,510	\$ 483,335	\$ 257,048

Form values saved at 08:34 AM and 03 seconds.



Once the form has been saved, you should notice the total row calculate and red text stating the time the form was saved.

Troubleshooting Incorrect Amounts

Please note that if you access a specific debt in the Debt Worksheet with either no amounts or incorrect amounts, you will need to go into Debt Management and correct the issue there first.

Zero Amounts- For a lease, please add your lease payment amounts under the lease payment column. For any other types of debt, please ensure to add your Period Total amounts and also the trustee fee, if applicable. The period total is typically the principal plus the interest.

Annual Amounts for a Semi Annual Debt- Please be sure the dates in the amortization schedule are entered semi annually. If the dates are correct, you need to check the amounts. Some units have skipped every other row and entered a calculated annual amount. Please be sure that the lease payment amounts for leases, or the period total amounts for all other types of debts are entered for every row and thus, semi annually.

In the event that you will need to make a correction to a submitted debt report, you will need to contact the DLGF and request which debt(s) you would like to be unlocked. Requests can be emailed to gateway@dlgf.in.gov or you may call at 317-232-3777 or 888-739-9826 toll free.

Once your correction has been made in Debt Management, you will need to refresh the amounts that pull into the Debt Worksheet. This can be done by going into the corrected debt's Debt Worksheet and clicking on the long gray refresh bar at the very top of the screen. Once you refresh the values, you will need to check the appropriate boxes and then press "Save".

Selected Debt: First Mortgage Refunding Bonds, Series 2005

Click Here to Refresh All Values from Debt Management (WARNING: All item selections will be removed on data update)							
Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2 07/01/2012 to 12/31/2012	Line 1 01/01/2013 to 12/31/2013	Line 11 01/01/2014 to 06/30/2014
1/15/2006			191,000	191,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signing the Form Electronically

At the bottom of the Debt Worksheet, there is a box for you to use to place an electronic signature on the form. Only the user with submission rights will see the signature box.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF at gateway@dlgf.in.gov or at 317-232-3777 in the event that you have lost or not received a PIN code. Once you select “Sign and Date Form,” today’s date will automatically populate the date field.

Form Signature

NAME
John Smith

TITLE
Auditor

SIGNATURE/PIN
●●●●

DATE
06/12/2012

Form signature values saved at 02:54 PM and 58 seconds.

SIGN AND DATE FORM

Once you see the red text stating “Form Signature Values Saved,” you have successfully signed the Debt Worksheet.

Marking the Form “Ready to Submit”

At the bottom of the Debt Worksheet and all other forms you will notice the “Ready to Submit” status boxes. Before you complete the form you will notice a grey box that is titled “Not Ready to Submit.”

The 2013 budget forms now have a feature built in called validation. This does not allow the form to be marked as “Ready to Submit”, or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in the 2012 Budget. Under a closer look, you will notice that the box states,

“You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN.”

⚠ Not Ready To Submit ⓘ

You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN.

Once the form has been signed, the yellow “Ready to Submit” option will appear. This gives users the ability to mark the form as “ready to submit” by clicking on the check box. You will not want to check this box until all necessary debt service payments, in all debt service funds have been accounted for in the Debt Worksheet.

Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Once this box is checked, the box will turn green and the form will now be marked as “Ready to Submit.” The Debt Worksheet can still be edited until it is submitted.

Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Note that after the Debt Worksheet has been marked as “Ready to Submit,” the Debt Worksheet under the Budget Form Menu now shows a green submit option.

Debt Worksheet 

 [Click to edit form](#)

 [Click to submit completed form to DLGF](#)

If you have completed your Debt Worksheet and will not need to make any changes, you may click on the green submit button. You will notice a pop-up box asking you if you are sure you want to submit this form. If you are sure simply press “OK.”



Are you sure you want to
submit this form?

Cancel
OK

As you will note below, Debt Worksheet on the Budget Form Menu will now appear green and will now only have the option to view the form.

Debt Worksheet 

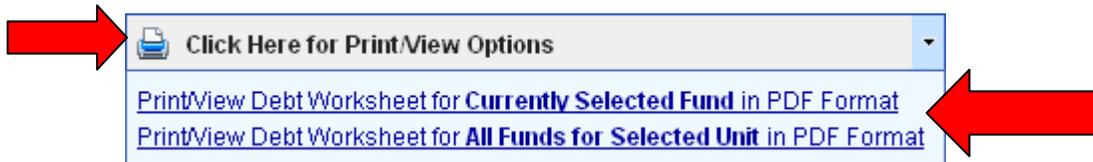
 [Click to view form](#)

 This form has been submitted.

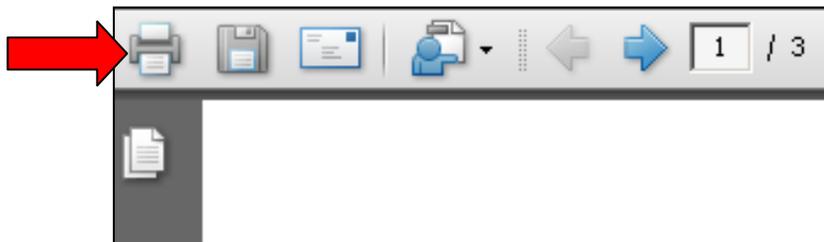
You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the DLGF at gateway@dlgf.in.gov or at 317-232-3777.

Viewing and Printing the Form

At any point, the Debt Worksheet can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, “Click Here for Print/Viewing Options.” Next click on the link that reads, “Print/View Debt Worksheet for All Funds for Selected Unit in PDF Format.”



Once you see the page appear in a new window simply click on the printer icon on the top left hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email copies of your budget or post them on a website.



Congratulations! You have successfully submitted your Debt Worksheet. Please see our other user guides for assistance with other forms. If you have any questions, please email the Gateway inbox at gateway@dlgf.in.gov.