

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Financial Software Vendors

CC: All Unit Officials

FROM: Sarah Ancel, Deputy Commissioner 

RE: Upload Specifications for Gateway Budget Submission

DATE: April 29, 2011

The Department of Local Government Finance ("Department") is on pace to unveil the Indiana Gateway for Government Units ("Gateway") on July 1, 2011 for online budget form submission. All units statewide except schools will be submitting Pay 2012 budget forms through Gateway.

During the pilot phase in Fall 2010, many volunteers suggested that Gateway would be more convenient if the website accepted direct uploads from financial software packages. As a result of this suggestion, the new version of Gateway will have direct upload capacity for Budget Forms 1 and 2, which often contain large numbers of line-item entries. The upload capacity is available to all users of Gateway. Software companies that choose to offer an upload service to their clients and units that wish to independently utilize the upload will need to be able to generate a file for upload that is compatible with the database and the Department code lists.

Attached to this memorandum are detailed file specifications and standard code lists that are to be followed for the purpose of the upload. The file will be uploaded directly into the Gateway website. Please do not send files as email attachments to the Department. Further instruction about the procedure for upload will be made available as we approach the July 1 launch date.

The Department is holding a meeting on May 5, 2011 for financial software vendors and others interested in learning more about the upload process. If you would like to attend and have not yet RSVP'd, please contact Colby Shank at cshank@dlgf.in.gov. To view the original meeting invitation, please visit http://www.in.gov/dlgf/files/110421_-_Ancel_Memo_-_Vendor_Information_for_Online_Budget_Form_Submission_through_Gateway.pdf.

If you have any questions about the file specifications or upload process, please contact Data Division Director Courtney Schaafsma at 317.232.3759 or cschaafsma@dlgf.in.gov. For general information about Gateway, please contact Deputy Commissioner Sarah Ancel at 317.234.4376 or sancel@dlgf.in.gov or Chief of Staff Mary Jane Michalak at 317.232.3785 or mmichalak@dlgf.in.gov.