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Gateway User Guide

Form 1 Budget Estimate Advertised vs. Adopted by Fund



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Form 1 Overview

This form is used to collect the breakdown of how your unit appropriates its spending for the year. The process begins with the Fiscal Officer estimating their desired spending for the next year. Next they enter these amounts in the desired budget line items in the advertised column. Any previously used line items roll over from the previous year, and the official can simply enter the appropriation estimate amounts for the budget year. New line items can be added, obsolete ones can be deleted, and the report can be customized to reflect the unit's spending. Ultimately the adopted column should reflect the final decision of the Fiscal Board's approved budget. This is then used as the starting point of spending for the unit for each appropriation. The State Board of Accounts may use this as a guideline when auditing that budget year. Once this form is completed, the figures can be pulled into other applicable forms.

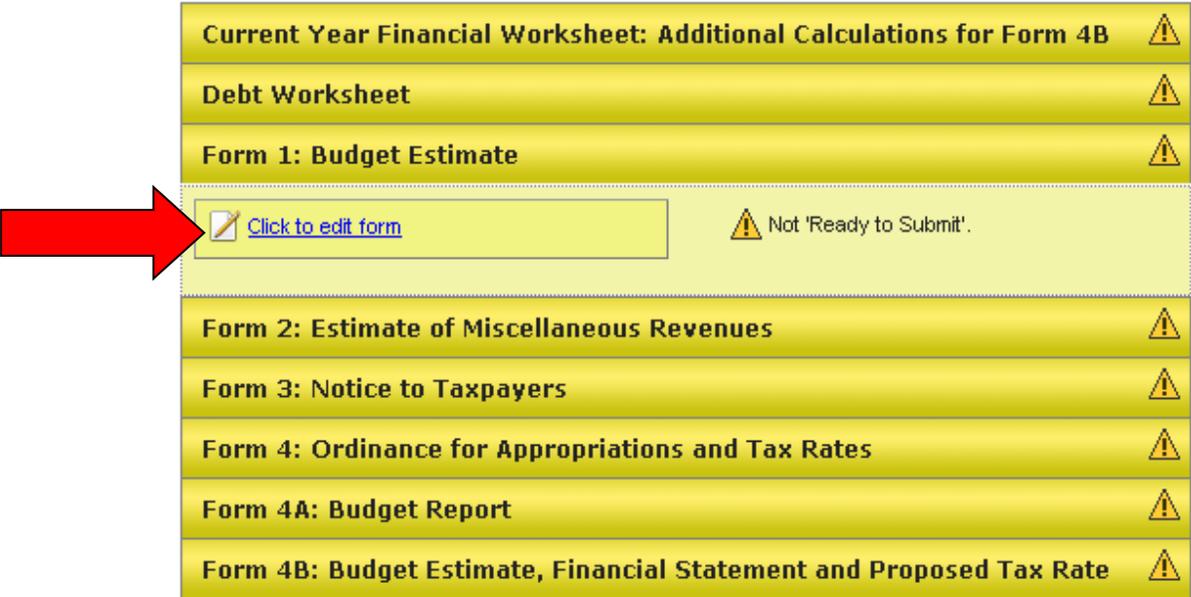
Accessing Form 1

First, navigate to the Unit Main Menu by selecting your unit and then clicking "View Forms, Enter and Edit Budgets."

Department of Local Government Finance Tasks

-  **Pre-Budget Worksheet** - Submitted on 5/26/2017 2:43:34 PM
Provide information and estimates in advance.
-  **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 Signed Form 4 and Other Documents**
View, upload and submit budget-related documents to DLGF.
-  **Property Tax Cap Info**
View Property Tax Cap Data Currently Entered on all Forms
-  **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

From the Budget Form Menu, select “Form 1: Budget Estimate” and notice the menu expand beneath Form 1. Then click on the link on the left side of the Form 1 box that says “Click to edit form.”



The screenshot shows a vertical list of budget forms. The 'Form 1: Budget Estimate' item is expanded, showing a sub-menu with a red arrow pointing to the 'Click to edit form' link. To the right of this link is a warning icon and the text 'Not 'Ready to Submit''. Other forms listed include 'Current Year Financial Worksheet: Additional Calculations for Form 4B', 'Debt Worksheet', 'Form 2: Estimate of Miscellaneous Revenues', 'Form 3: Notice to Taxpayers', 'Form 4: Ordinance for Appropriations and Tax Rates', 'Form 4A: Budget Report', and 'Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate'.

Form 1 navigates through a drop down menu that allows users to select a fund and department. Please note that school units will use the Department field in place of their Program Accounts. As shown below in the department listing, the form currently displays “No Department”. This is the default for users that are not departmentalized or that have not yet created and linked a department to the selected fund. For more information on Fund & Department Customization, please see the [Adding, Deleting and Connecting Funds and Departments User Guide](#).



The screenshot shows a form titled 'BUDGET ESTIMATE FOR'. It has two dropdown menus: 'Select Fund:' with '0101 - GENERAL' selected, and 'Select Department:' with '0000 NO DEPARTMENT' selected. A red arrow points to the 'Select Department:' dropdown menu.

If a unit previously completed a Budget in Gateway, the user should notice the funds, departments, and line items with data entered carry over from the previous year.

Note: Line items in the Capital Outlays and Debt Service tabs are the exception, and will not roll over.

Select Fund: Copy ALL Advertised Amounts for ALL Funds

Select Department:

Select Category Tab

Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service	Property Tax Cap	
Sub-Category	Line Item Code	Description	Advertised Amount		Adopted Amount	Add/Delete
Employee Benefits	<input type="text"/>	Social Security	\$ <input type="text"/>		\$ <input type="text"/>	✗
Salaries and Wages	<input type="text"/>	Clerk-Treasurer Salary	\$ <input type="text"/>	COPY →	\$ <input type="text"/>	✗
Salaries and Wages	<input type="text"/>	Deputy Salary	\$ <input type="text"/>		\$ <input type="text"/>	✗
Salaries And Wages	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>		\$ <input type="text"/>	+ ADD
TOTALS BY CATEGORY			Total: \$ 0		Total: \$ 0	
TOTALS BY DEPT BY FUND			Total: \$ 0		Total: \$ 0	
TOTALS BY FUND			Total: \$ 4,000		Total: \$ 0	
TOTALS BY UNIT			Total: \$ 105,035		Total: \$ 0	

✓ SAVE

Ensuring Proper Number of Forms is Available

The availability of Form 1's are based upon the unit customization of fund and department combinations. To ensure that the proper number and type of forms are available, please be sure that all necessary funds and departments have been added and linked appropriately to each other. For additional assistance, please see the [Adding, Deleting, and Connecting Funds and Departments](#) User Guide.

Entering Data on the Form 1

For each line item, Form 1 collects five pieces of information:

- (1) Sub-Category
- (2) Line Item Code
- (3) Description
- (4) Advertised Amount
- (5) Adopted Amount

The **Sub-Category** field simply breaks down the selected category to additional pre-defined sub-categories. The categories are Personal Services, Supplies, Services and Charges, Capital Outlays, Township Assistance (Townships only), Debt Service, and Property Tax Cap (for all non-debt service funds).

The **Line Item Code** field collects the local code. This may be the State Board of Accounts codes for expenses or a user’s own local tracking codes. Entry of a code in this field is optional; therefore, some units do not use Line Item Codes. The field is included to assist in tracking expenses back to local record-keeping.

The **Description** field is mandatory. This is the local description. It does not need to tie back to any prescribed code lists.

For each line item, Form 1 collects two values: the advertised amount and the adopted amount. The **Advertised Amount** is the amount that is proposed at the beginning of the budget process by the Fiscal Officer, and is advertised on the Form 3 on Gateway. The **Adopted Amount** is the amount that is approved by the Fiscal Body, and adopted by ordinance or resolution on the Form 4.

Select Category Tab

Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service	Property Tax Cap												
<table border="1"> <thead> <tr> <th>Sub-Category</th> <th>Line Item Code</th> <th>Description</th> <th>Advertised Amount</th> <th>Adopted Amount</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>Salaries And Wages</td> <td></td> <td></td> <td>\$</td> <td>\$</td> <td>+ ADD</td> </tr> </tbody> </table>						Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add	Salaries And Wages			\$	\$	+ ADD
Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add												
Salaries And Wages			\$	\$	+ ADD												

Expenditure Code List

Please reference the State Board of Accounts’ expenditure code list when adding in new expenditures.

The current expenditure code list can be found at: [SBOA Disbursement Codes](#)



Adding a New Line Item

To add a new line item:

1. Select the appropriate category from the blue tabs at the top of the form.
2. Next, select the appropriate Sub-Category from the drop down menu.
3. Type in a Line Item Code.
4. Then type in a Description of the expense.
5. Enter in the amounts for the Advertised column.
6. After data entry is complete, save by selecting the “+ADD” button on the left hand side.

Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add
Communication And Transportation	0101-002	Rental Vehicles	\$ 500	\$	+ ADD

Editing Line Items

In most cases, the Form 1 contains some pre-existing line items that have rolled over from the previous year. In the event that a line item code or description needs to be edited, click in the field that you wish to edit and make the desired changes. After edits are complete, click the “Save” button on the bottom right-hand side of the page.

Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add/Delete
Salaries and Wages	0101-100	Salary of Trustee	\$	\$	X
Salaries and Wages	0101-110	Salary of Clerk	\$	\$	X
Salaries and Wages	0101-125	Pay of Township Board	\$	\$	X
Salaries And Wages			\$	\$	+ ADD
TOTALS BY CATEGORY			Total: \$ 0	Total: \$ 0	
TOTALS BY DEPT BY FUND			Total: \$ 0	Total: \$ 0	
TOTALS BY FUND			Total: \$ 0	Total: \$ 0	
TOTALS BY UNIT			Total: \$ 0	Total: \$ 0	

SAVE

Entering Data on an Existing Line Item

To navigate within this form, you can click on the categories on the blue bar. This will open up any existing line items. To enter amounts on an existing line item, simply select the field, enter the amount, and click "Save".

Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add/Delete
Office Supplies	0101-200	Office Supplies	\$ 300	\$	 
Office Supplies			\$	\$	
TOTALS BY CATEGORY			Total: \$ 300	Total: \$ 0	
TOTALS BY DEPT BY FUND			Total: \$ 300	Total: \$ 0	
TOTALS BY FUND			Total: \$ 300	Total: \$ 0	
TOTALS BY UNIT			Total: \$ 300	Total: \$ 0	

Form values saved at 03:25 PM and 41 seconds. 

Property Tax Cap

For Pay 2017, a new category was introduced titled Property Tax Cap. This category will appear as an option for all non-debt service funds, and allows for the unit to account for Circuit Breakers. If a unit is departmentalized, this will appear as a new department as code 0082. The line items that were generated for Pay 2017 will still remain. Each unit may complete this line item with either the Department provided estimates or their own estimates.

While the amounts entered into these line items will increase the totals at the bottom of the Form 1s, please remember that this form will be your Gross budget when property tax cap credit amounts are entered. The amounts entered into this line item will not change your advertised, adopted, or certified budget amounts. Those will be your Net budget, or all expenditures *minus* the property tax cap credits.

Please contact your Budget Field Representative with any questions on this.

If you are not departmentalized, your screen will be populated with the line item necessary, and still display "0000 NO DEPARTMENT". Once you have selected the "Property Tax Cap" category, simply enter your Property Tax Cap amount, and click "SAVE".

Select Fund:
0708 - MOTOR VEHICLE HIGHWAY

Select Department:
0000 NO DEPARTMENT

Copy ALL Advertised Amounts for ALL Funds

Select Category Tab

Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add/Delete
Property Tax Cap Impact		Property Tax Cap Imp	\$ 1,000	\$	COPY X
Property Tax Cap Impact			\$	\$	+ ADD
TOTALS BY CATEGORY			Total: 1,000	Total: \$ 0	
TOTALS BY DEPT BY FUND			Total: 1,000	Total: \$ 0	
TOTALS BY FUND			Total: \$ 1,000	Total: \$ 0	
TOTALS BY UNIT			Total: \$ 106,035	Total: \$ 0	

Form values saved at 03:12 PM and 04 seconds. SAVE

If your unit is departmentalized, you will first change the department to "0082 PROPERTY TAX CAP IMPACT – BUDGET PURPOSES ONLY". From here you will select the category, and then you will see the line pre-generated. Now just enter your amount for this particular fund, and click "SAVE".

Select Fund:
0101 - GENERAL

Select Department:
0082 PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY

Copy ALL Advertised Amounts for ALL Funds

Select Category Tab

Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add/Delete
Property Tax Cap Impact		Property Tax Cap Imp	\$ 4,000	\$	COPY X
Property Tax Cap Impact			\$	\$	+ ADD
TOTALS BY CATEGORY			Total: 4,000	Total: \$ 0	
TOTALS BY DEPT BY FUND			Total: 4,000	Total: \$ 0	
TOTALS BY FUND			Total: \$ 4,000	Total: \$ 0	
TOTALS BY UNIT			Total: \$ 106,035	Total: \$ 0	

Form values saved at 03:04 PM and 06 seconds. SAVE

Deleting a Line Item

Looking at your previously used line items, sometimes you run across one that is no longer used or has been split out into more than one. If you need to delete an existing line item, select the red “X” on the far right side of the page. This will delete that single line item.

Personal Services						Supplies						Services And Charges						Capital Outlays						Debt Service						Property Tax Cap					
Sub-Category	Line Item Code	Description	Advertised Amount	Adopted Amount	Add/Delete																														
Office Supplies	0101-200	Office Supplies	\$ 300	\$	 																														

Copying Advertised Amounts to Adopted

If the budget looks like it will be adopted without any changes, amounts from the advertised column may be easily copied to the adopted amount column for the selected fund just by clicking the blue button in the top right corner “Copy all Advertised Amounts for All Funds” button. This will copy amounts for all funds. You may also want to move everything over to the adopted column as a starting point for the adopted amounts.

Note: Once your Form 3 has been submitted, the advertised amounts are not to be changed. Any changes are to be in the adopted column only.

Select Fund:

Select Department:

Select Category Tab

Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service	Property Tax Cap
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To be more selective about what amounts are copied, click on the blue “COPY” arrow between the advertised and adopted column. This will only copy the amounts in the current category of the selected fund and department.

Personal Services Supplies Services And Charges Capital Outlays Debt Service Property Tax Cap						
Sub-Category	Line Item Code	Description	Advertised Amount		Adopted Amount	Add/Delete
Salaries and Wages	<input type="text"/>	Salary of Trustee	\$ <input type="text" value="5,000"/>		\$ <input type="text"/>	<input type="checkbox"/>
Salaries and Wages	<input type="text"/>	Salary of Clerk	\$ <input type="text" value="1,400"/>	COPY →	\$ <input type="text"/>	<input type="checkbox"/>
Salaries and Wages	<input type="text"/>	Pay of Township Boar	\$ <input type="text" value="2,000"/>		\$ <input type="text"/>	<input type="checkbox"/>
Employee Benefits	<input type="text"/>	Social Security	\$ <input type="text" value="500"/>		\$ <input type="text"/>	<input type="checkbox"/>

You will want to navigate to each combination of categories, funds, and departments to complete the adopted amounts for all line items.

If the adopted amounts have changed from the advertised amounts, simply type in the adopted amounts and click “Save” at the bottom of the form. As long as the fund total does not exceed the advertised fund total amount, you may move amounts between line items.

Personal Services Supplies Services And Charges Capital Outlays Debt Service Property Tax Cap						
Sub-Category	Line Item Code	Description	Advertised Amount		Adopted Amount	Add/Delete
Professional Services	<input type="text" value="0101-210"/>	Office Paper	\$ <input type="text" value="300"/>	COPY →	\$ <input type="text" value="100"/>	<input type="checkbox"/>
Professional Services	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>		\$ <input type="text"/>	<input type="button" value="+ ADD"/>
TOTALS BY CATEGORY			Total: \$ 300		Total: \$ 100	
TOTALS BY DEPT BY FUND			Total: \$ 9,500		Total: \$ 100	
TOTALS BY FUND			Total: \$ 9,500		Total: \$ 100	
TOTALS BY UNIT			Total: \$ 9,500		Total: \$ 100	

Form values saved at 03:31 PM and 58 seconds.

Signing the Form Electronically

At the bottom of Form 1, there is a box for the user 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.

Form Signature

NAME

TITLE

SIGNATURE/PIN
 

DATE

 **SIGN AND DATE 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.

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 Department 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 click "Sign and Date Form," today's date will automatically populate the date field.

Form Signature

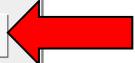
NAME

TITLE

SIGNATURE/PIN
 

DATE

Form signature values saved at 03:33 PM and 45 seconds.

 **SIGN AND DATE 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.

Once you see the red text stating "Form Signature Values Saved," you have successfully signed Form 1.



Marking the Form “Ready to Submit”

At the bottom of Form 1 there is a “Ready to Submit” status box. Before the form is entirely complete, there will be a grey box titled “Not Ready to Submit.”

The budget forms 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 previous years. Upon closer review, you will notice that the box states: *“You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Advertised' and 'Adopted' columns and 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 amounts have been entered in both 'Advertised' and 'Adopted' columns and the form has been signed with a valid four-digit PIN.

Once information has been entered in the advertised and adopted columns, and the form has been appropriately signed with your name, title and PIN, 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. Do not check this box until all the line items, advertised, and adopted amounts are entered.

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.

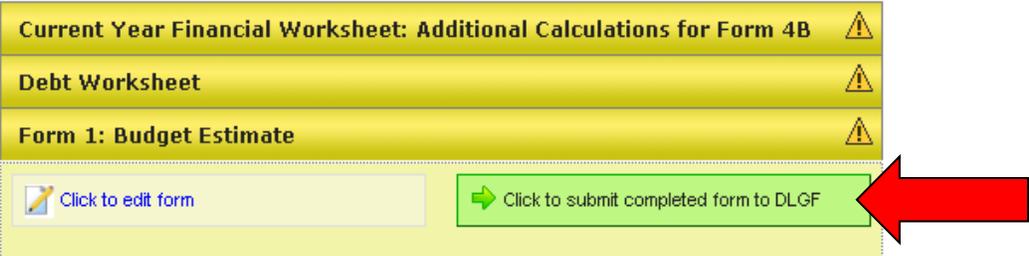
Once this box is checked, the section will turn green and the form will now be marked as “Ready to Submit.” Form 1 will still be editable until it is submitted.

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 Form 1 has been marked as “Ready to Submit.” Under the Budget Form Menu Form 1 now shows a green submit option for officials with submission rights.

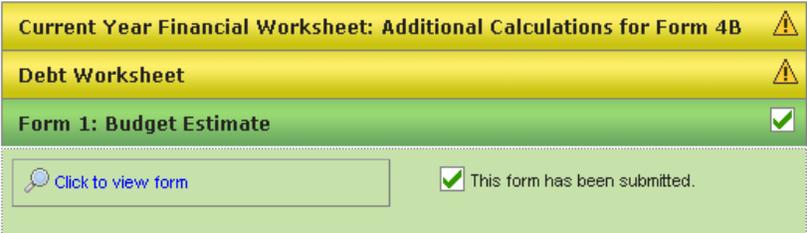
****Do not submit any Budget forms with the exception of the Form 3 until your unit has adopted its budget.****



After your budget has been adopted, you may now click on the green “Click to submit completed form to DLGF” button. A pop-up box asking if you have checked the Error Prevention Report. If you are ready to submit, simply press “OK.”



After the form has been successfully submitted, Form 1 on the Budget Form Menu will now appear green, and will now only appear in “read only” form.

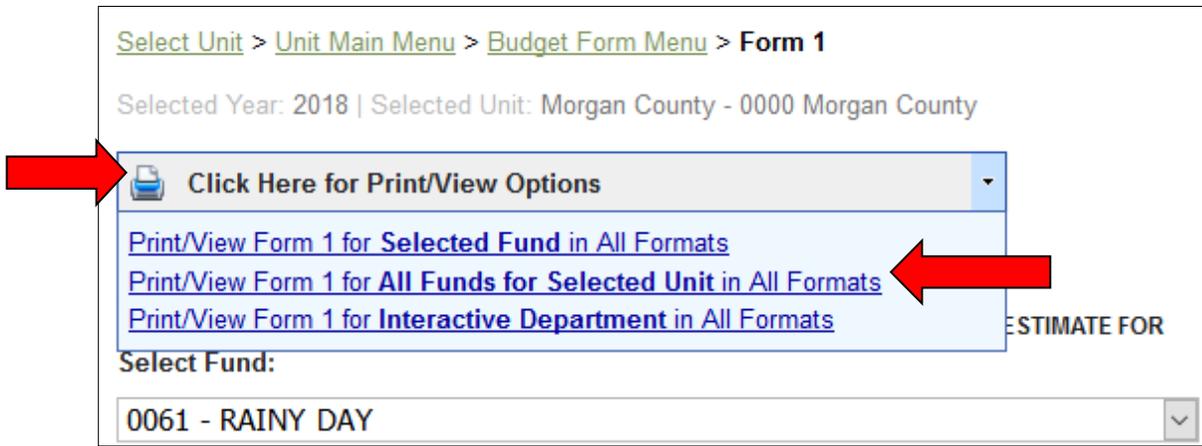


The form may no longer be edited once it has been submitted. If a form has been submitted by mistake, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.

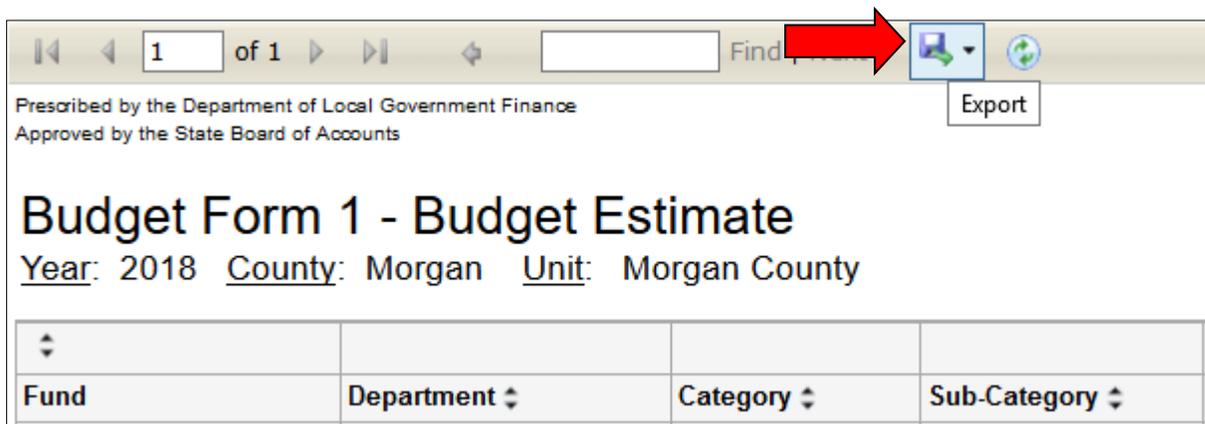


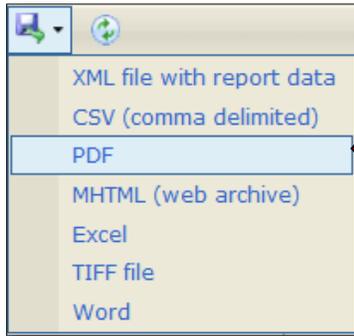
Viewing and Printing the Form

At any point Form 1 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." From here, the user will have the option to print the currently selected funds or all funds. Please select one.



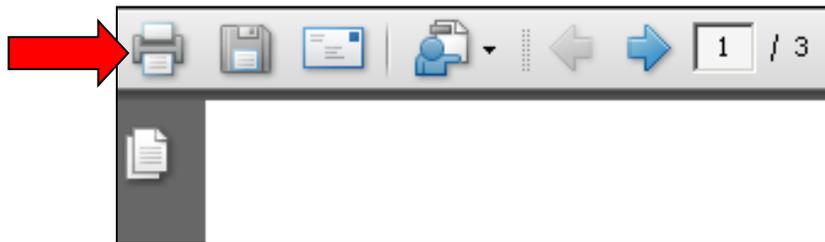
The page will open in a new window. Once it is open, click on the icon that resembles a save icon in the middle at the top of the page to view the export options.





From the list of export options, Form 1 may be exported into a PDF, Word, Excel, or many other different file types. This allows users to personalize how they wish to have the data displayed.

To quickly and easily print off the form, click on “PDF” and then click the printer icon.



Congratulations! Form 1 has been successfully submitted. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.