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Debt Worksheet

GATEWAY USER GUIDE



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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 (“Gateway”), users will have a username and password that will allow access to the program. The username is the email 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 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 hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

Debt Worksheet Overview

The Debt Worksheet is essential for those units that need to repay any type of debt from a separate property tax-backed debt service fund. To complete this form, the unit will select the payments from the amortization schedule in Debt Management due the second half of the current year and all of the ensuing years, plus the year following divided into six-month segments. All of these figures are used to calculate the amount of property tax needed to supply enough to make the payments necessary and generate an operating balance as allowable by law. If a unit does not make a debt service payment from a separate debt service fund, it will not need to complete or submit a Debt Worksheet. The data in this form can later be pulled into Form 4B.



Customizing Debts by Funds List

For those units needing to levy a debt service payment from a debt service fund, the first step is linking debts submitted in Gateway Debt Management with a debt service fund in the budget program. For assistance with submitting a debt report in Debt Management, see the [Gateway Debt Management user guide](#).

The Customize Unit section may be accessed from the Unit Main Menu by clicking “Customize Funds, Departments, Debts, Rev. Codes.”

The screenshot shows the Gateway Indiana website interface. At the top, there is a navigation bar with links for Home, About, Account Settings, User Guides, and Logout. Below this is a header for the Department of Local Government Finance. The main content area displays the 'Unit Main Menu - 9983 Dlgr City 1, Gateway1 Co.' with a sub-header 'Department of Local Government Finance Tasks'. A list of tasks is shown, including 'Pre-Budget Worksheet', 'Customize Funds, Departments, Debts, Rev. Codes', 'View Forms, Enter and Edit Budgets', 'Submit Signed Form 4 and Other Documents', 'Property Tax Cap Info', and 'Optional Flat File Upload'. A red arrow points to the 'Customize Funds, Departments, Debts, Rev. Codes' option.

Select Unit > Unit Main Menu

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgr City 1, Gateway1 Co.

Unit Main Menu - 9983 Dlgr City 1, Gateway1 Co.

Select from the options below to customize your unit's funds, departments, and/or publications.

Department of Local Government Finance Tasks

- Pre-Budget Worksheet** - Submitted on 6/4/2019 10:30:13 AM
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

Once your debt is reported in Gateway’s Debt Management application, it can be linked to a debt service fund in the Budget application. These debt linkages have rolled over into the Budget as long as the debt is submitted and has not been marked as retired in Debt Management. 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 the funds and debts are linked, the Debt Worksheet and levy funds will be able to be completed to fulfill upcoming debt service payments.


[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#)

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.


Customize Funds/Depts./Rev.Codes/Debts Lists - Dlgf City 1, Gateway1 Co.

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

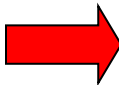



Customize Funds List




Customize Revenue Codes List

Select revenue codes for use within this unit’s Form 2.






Customize Departments List



Customize Debts by Fund List

View and cross-index debts by selected fund.



Customize Departments by Fund List

View and cross-index departments by selected fund.

You will now be on the Customize Debts by Fund page. Debt service funds will be listed on the left side, and any previously linked submitted debts on the right in the blue boxes. If no funds are displayed and you need to have a levy to meet debt service payments from a separate debt service fund, a debt service fund should be added by accessing the Customize Funds List. Debt service funds can be identified by having an “8” in the third digit in their fund code. For assistance, view the [Adding, Deleting, and Connecting Funds and Departments user guide](#).



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

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > [Customize Debts by Fund](#)

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

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.

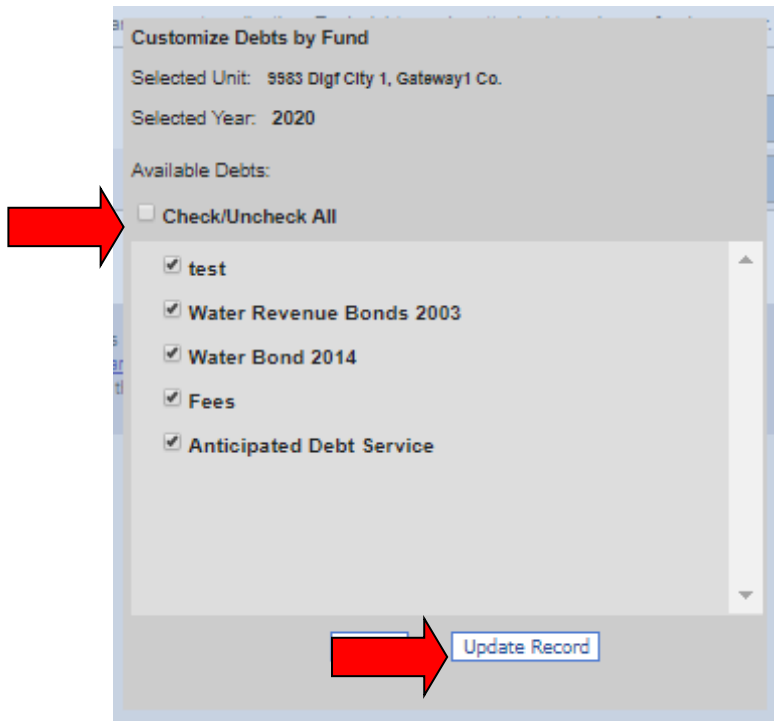
Fund Descriptions	Edit Debts	Debts
0180 - DEBT SERVICE		<div style="background-color: #a0c0ff; padding: 2px;">Water Bond 2014 Anticipated Debt Service</div>
0181 - DEBT PAYMENT		<div style="background-color: #a0c0ff; padding: 2px;">Fees Anticipated Debt Service</div>

Next, there will be a list of your unit’s reported debts along with an option to link fees and anticipated debt service with the funds as well. The “Fees” option is for any fees that are not already included in the amortization schedule of your reported debts. The “Anticipated Debt

Service” option is to be used to cover any debts that are in the works but not closed on prior to the submission of your budget forms. These debts must close by December 31 of the current year to be eligible for a levy in the ensuing year.

Note: Please make sure to input amounts that will be high enough to cover payments and levy needed for this new anticipated debt.

To link debts, any extra fees, and/or anticipated debt service, check the box to the left of listed options for the fund you selected, and then click “Update Record.”



Notice the table below now indicates which debts are to be repaid with their respective debt service funds.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > [Customize Debts by Fund](#)

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

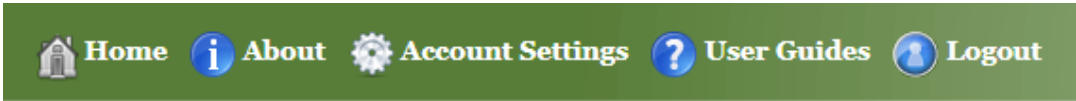
Customize Debts by Funds

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
0190 - DEBT SERVICE		test Water Revenue Bonds 2003
0181 - DEBT PAYMENT		Fees Anticipated Debt Service

After this process is finished, you will want to go to the top of the page to navigate back to the Unit Main Menu. Please remember to use these “bread crumbs” to maneuver between pages within Gateway

Note: Use of the back button may cause you to be kicked out of the application.



[Unit Main Menu](#) > [Customize Unit](#) > [Customize Debts by Fund](#)

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

Accessing the Debt Worksheet

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

[Home](#) [About](#) [Account Settings](#) [User Guides](#) [Logout](#)

Select Unit > Unit Main Menu

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

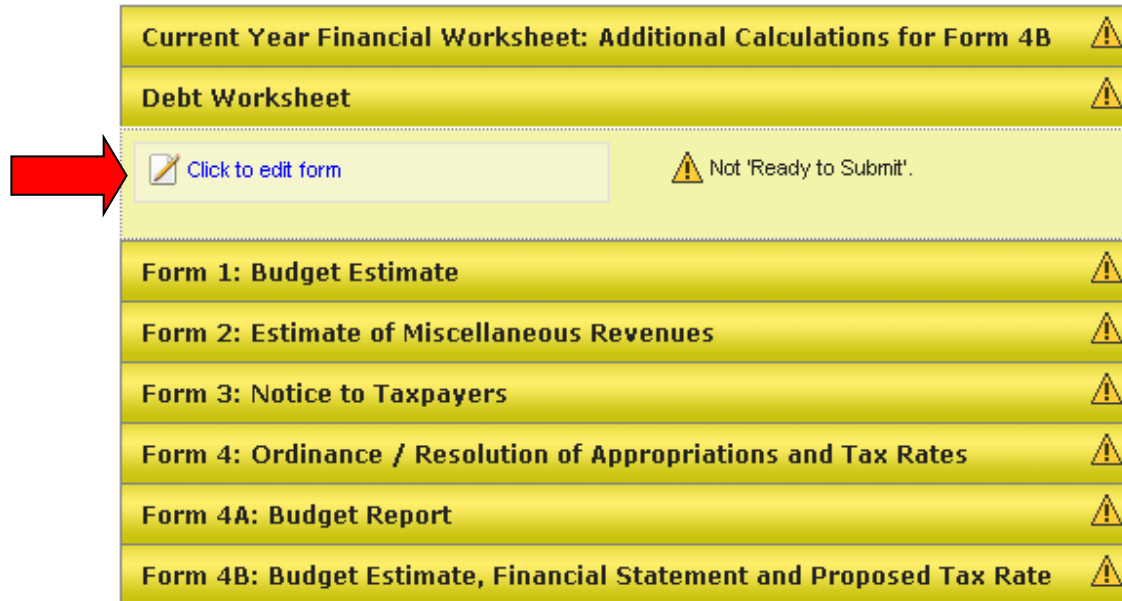
Unit Main Menu - 9983 Dlgf City 1, Gateway1 Co.

Select from the options below to customize your unit's funds, departments, and/or publications.

Department of Local Government Finance Tasks


- [Pre-Budget Worksheet](#) - Submitted on 6/4/2019 10:30:13 AM
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 “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 ⚠

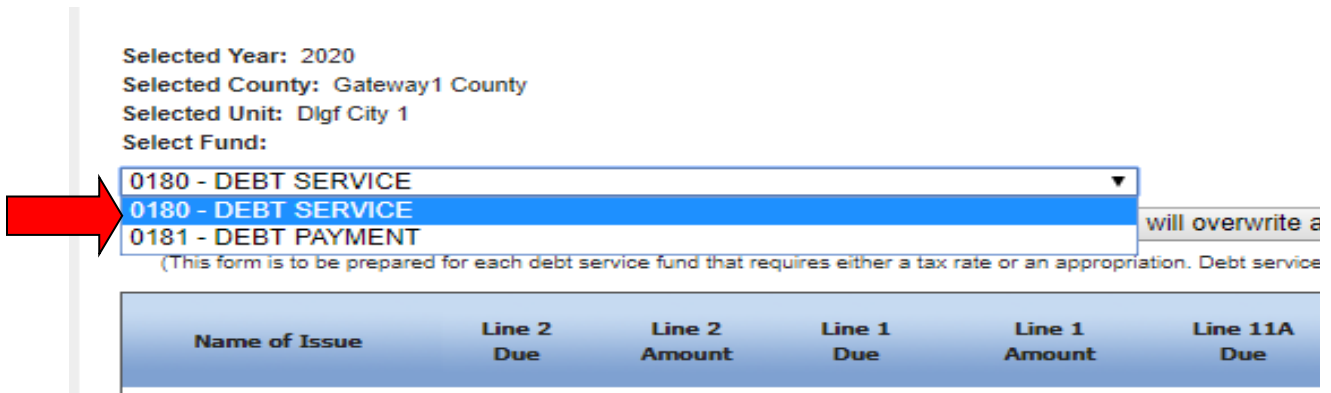
Form 3: Notice to Taxpayers ⚠

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 that the fund selection drop-down menu at the top of the page will be used in the event that the unit has multiple debt service funds.



Selected Year: 2020
 Selected County: Gateway1 County
 Selected Unit: Dlgf City 1
 Select Fund:

0180 - DEBT SERVICE ⚠ will overwrite a
 0180 - DEBT SERVICE
 0181 - DEBT PAYMENT

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11A Due
---------------	------------	---------------	------------	---------------	--------------

Debt Worksheets not yet complete will display either “\$” or “\$0” until amounts have been assigned. To begin, click on the blue underlined debt name on the left-hand side to access the amortization schedule. The amortization schedule will be pulled directly from your submitted debt in Debt Management.

Prescribed by Department of Local Government Finance

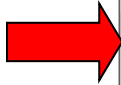
DEBT WORKSHEET

Selected Year: 2020
 Selected County: Gateway1 County
 Selected Unit: Dlgf City 1
 Select Fund:

0180 - DEBT SERVICE ▼

[Click Here to Copy Data Values from the Pre-Budget Debt Worksheet. This function will overwrite any exist](#)

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds de



Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11A Due	Lin Ar
test		\$		\$		
Water Revenue Bonds 2003		\$		\$		
Water Bond 2014		\$		\$		
Anticipated Debt Service		\$ 0		\$ 0		
Fee		\$ 0		\$ 0		

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. **If the amortization schedule does NOT appear, please click the long grey refresh bar at the top of the page.** If you see the amortization schedule, but do not see any amounts, or incorrect amounts, please review the type of indebtedness selected and the amortization schedule entered 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 "0" 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
					07/01/2013 to 12/31/2013	01/01/2014 to 12/31/2014	01/01/2015 to 06/30/2015
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, when dealing with an amortization schedule, the actual payment dates will be selected. For example, it is very possible that a payment date on the amortization reads 1/15/2020 is paid in December 2019. You will need to be careful to verify when the payments are actually paid with your records prior to completing the following steps.

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

Total – This is the total amount that is derived from the lease payment amounts for leases or the sum of the trustee fee and period total for all other types of debt. This is the amount that will be added to the lines if checked.

Line 2 – The boxes in this column are to be checked for any payments made between July 1 and December 31, 2019. This amount can be pulled into Line 2 of Form 4B.

Line 1 – The boxes in this column are to be checked for any payments made between January 1 and December 31, 2020. This is the budgeted amount and can be pulled into Line 1 of Form 4B.

Line 11A – The boxes in this column are to be checked for any payments made between January 1 and June 30, 2021. This amount is used along with line 11B to calculate the allowable operating balance, but this line alone would be pulled through over into Line 11 of Form 4B.

Note: Because state law places limits on the amount of operating balances in debt funds, it is important to specify the dates that future payments will be made.

Line 11B – The boxes in this column are to be checked for any payments made between July 1 and December 31, 2021. This amount is used with line 11A to calculate the allowable operating balance.

Note: Because state law places limits on the amount of operating balances in debt funds, it is important to specify the dates that future payments will be made.

For further explanation on how Debt Service operating balances are calculated, please see contact your respective Department Budget Field Representative.

For this example, let's assume that the payments are made on the same day as listed in the amortization schedule. You will check the boxes that correspond to the payments to be made during the time periods indicated on the headers for each of the four columns.

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2	Line 1	Line 11A	Line 11B
					07/01/2019 to 12/31/2019	01/01/2020 to 12/31/2020	01/01/2021 to 06/30/2021	07/01/2021 to 12/31/2021
7/01/2017	20,206			20,206	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2018	20,149			20,149	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2018	20,053			20,053	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/01/2019	19,956			19,956	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/01/2019	19,860			19,860	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2020	19,763			19,763	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2020	19,667			19,667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2021	19,571			19,571	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/01/2021	19,474			19,474	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2022	19,378			19,378	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 0	\$ 0	\$ 0	\$ 0
TOTALS BY FUND					\$ 0	\$ 15,137	\$ 0	\$ 150
TOTALS BY UNIT					\$ 0	\$ 15,137	\$ 0	\$ 150


Now that all three columns have been associated with their respective payments, click the "Save" button on the bottom right-hand side of the amortization schedule.

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2	Line 1	Line 11A	Line 11B
					07/01/2019 to 12/31/2019	01/01/2020 to 12/31/2020	01/01/2021 to 06/30/2021	07/01/2021 to 12/31/2021
1/01/2022	19,378			19,378	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 0	\$ 0	\$ 0	\$ 0
TOTALS BY FUND					\$ 0	\$ 15,137	\$ 0	\$ 150
TOTALS BY UNIT					\$ 0	\$ 15,137	\$ 0	\$ 150



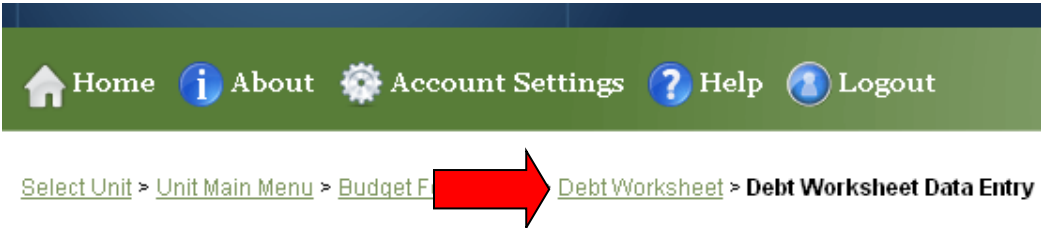
Once the figures have been successfully saved, the amounts will automatically total, and bold red text verifying the time the page was saved will appear.

7/01/2021	19,474			19,474	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/01/2022	19,378			19,378	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 20,206	\$ 20,149	\$ 20,053	\$ 19,956
TOTALS BY FUND					\$ 20,206	\$ 35,286	\$ 20,053	\$ 20,106
TOTALS BY UNIT					\$ 20,206	\$ 35,286	\$ 20,053	\$ 20,106

Form values saved at 10:27 AM and 59 seconds. 

*If you pay your debt service payments the month preceding the date on the amortization schedule, simply select the payments based on when they are actually paid.

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



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 other debts that can be linked to a debt fund that allows for manual data entry.

These include:

- **Fees** – Any additional fees not currently included in the amortization schedules.
- **Anticipated Debt Service** – Levy a debt service payment for debts to be closed 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 have already been linked to a debt service fund, first select the debt name. If a debt is needed but does not appear, follow the steps above titled Customizing Debts by Funds List.

Prescribed by Department of Local Government Finance

DEBT WORKSHEET

Selected Year: 2020
 Selected County: Gateway1 County
 Selected Unit: Dlgf City 1
 Select Fund:

[Click Here to Copy Data Values from the Pre-Budget Debt Worksheet. This function will overwrite any existing data on this Debt Worksheet.](#)

(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.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11A Due	Line 11A Amount	Line 11B Due	Line 11B Amount
test		\$		\$			\$	\$
Water Revenue Bonds 2003		\$		\$			\$	\$
Water Bond 2014		\$		\$			\$	\$
Anticipated Debt Service		\$ 0		\$ 0			\$ 0	\$ 0
Fees		\$ 0		\$ 0			\$ 0	\$ 0
TOTALS BY FUND		\$ 0		\$ 0			\$ 0	\$ 0
TOTALS BY UNIT		\$ 0		\$ 0			\$ 0	\$ 0



After selecting 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.

Year: 2020
 County: Gateway1 County
 Unit: Dlgf City 1
 Fund: 0180 Debt Service
orm 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.)

Debt: Fees

	Line 2 07/01/2019 to 12/31/2019	Line 1 01/01/2020 to 12/31/2020	Line 11A 01/01/2021 to 06/30/2021	Line 11B 07/01/2021 to 12/31/2021
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS BY DEBT	\$ 0	\$ 0	\$ 0	\$ 0
TOTALS BY FUND	\$ 20,206	\$ 35,286	\$ 20,053	\$ 20,106
TOTALS BY UNIT	\$ 20,206	\$ 35,286	\$ 20,053	\$ 20,106

Line 2 – This field is used to enter the total payments made between July 1 and December 31, 2019. This amount can be pulled into Line 2 of Form 4B.

Line 1 – This field is used to enter the total payments made between January 1 and December 31, 2020. This amount can be pulled into Line 1 of Form 4B.

Line 11A – This field is used to enter the total payments made between January 1 and June 30, 2021. This amount can be pulled into Line 11 of Form 4B.

Line 11B – This field is used to enter the total payments made between July 1 and December 31, 2021. (Please see the explanation above on Line 11A & Line 11B calculations for information on how the operating balance is calculated.)

To enter amounts, simply click in a box and type in the amount for each of the four fields. If no payments exist for a certain time period, it may be left blank or a zero entered. Once complete, click the “Save” button to save all entries.

Selected Debt: Fees

	Line 2 07/01/2019 to 12/31/2019	Line 1 01/01/2020 to 12/31/2020	Line 11A 01/01/2021 to 06/30/2021	Line 11B 07/01/2021 to 12/31/2021
	<input type="text" value="50"/>	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="0"/>
TOTALS BY DEBT	\$ 50	\$ 100	\$ 50	\$ 0
TOTALS BY FUND	\$ 20,256	\$ 35,386	\$ 20,103	\$ 20,106
TOTALS BY UNIT	\$ 20,256	\$ 35,386	\$ 20,103	\$ 20,106

Form values saved at 10:42

Once the form has been saved, the total row calculates, and red text stating the time the form was saved appears.

Troubleshooting Incorrect Amounts

If a specific debt in the Debt Worksheet is accessed with either no amounts or incorrect amounts, the issue will first need to be corrected in Debt Management.

Zero Amounts – For a lease, add the lease payment amounts under the lease payment column. For any other types of debt, add the Period Total amounts and trustee fees, 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 semiannually. If the dates are correct, the amounts need to be checked. Some units have skipped every other row and entered a calculated annual amount. Lease payment amounts, or the period total amounts for all other types of debts, are to be entered for every row and thus, semiannually.

In the event that you will need to make a correction to a submitted debt report in Debt Management, you will need to contact the Department by email. In your request, please state which debt(s) you would like to be unlocked. Requests can be made by emailing support@dlgf.in.gov.

Once corrections have been made in Debt Management, it is necessary 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. After refreshing the values, check the appropriate boxes and then press “Save.”

Prescribed by Department of Local Government Finance

DEBT WORKSHEET DATA ENTRY

Selected Year: 2020
 Selected County: Gateway1 County
 Selected Unit: Dlgf City 1
 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: Water Revenue Bonds 2003

↓
↓

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 11A	Line 11B
					07/01/2019 to 12/31/2019	01/01/2020 to 12/31/2020	01/01/2021 to 06/30/2021	07/01/2021 to 12/31/2021
12/01/2003	15,137			15,137	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signing the Form Electronically

Once you have completed the debt worksheet, you may go ahead and sign and date the form. At the bottom of the Debt Worksheet, 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.

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 support@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
Caleb Jacob

TITLE
Trustee

SIGNATURE/PIN

DATE
6/26/2019

Form signature values saved at 02:54 PM

✔ 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 the Debt Worksheet.

Marking the Form “Ready to Submit”

At the bottom of the Debt, Worksheet is the “Ready to Submit” status box. Before the form is complete, there is a grey box that is 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. Upon closer review, 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 ⓘ

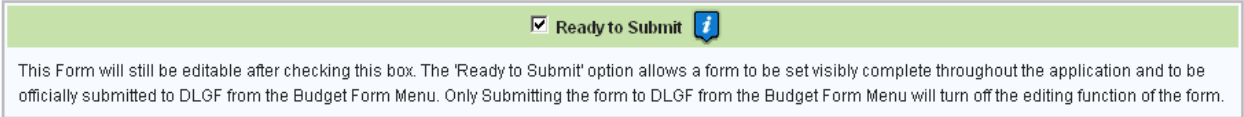
You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN.

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. Do not 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.

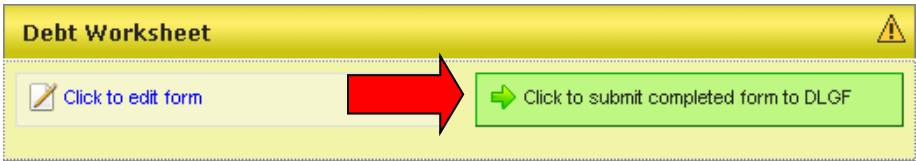
After this box is checked, the box will turn green and the form will now be marked as “Ready to Submit.” The Debt Worksheet can still be edited until it is submitted.



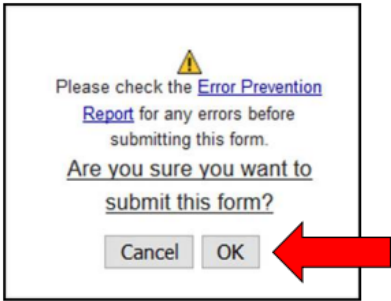
Note that after the Debt Worksheet has been marked as “Ready to Submit,” the Debt Worksheet section of the Budget Form Menu now shows a green submit option.

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

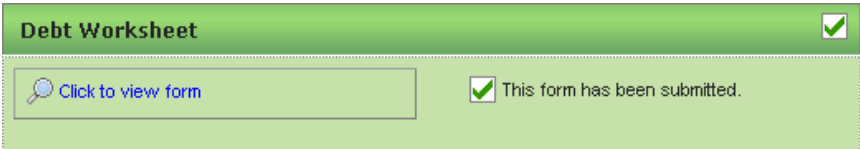
If your unit has adopted the budget, you may now click on the green “Click to submit completed form to DLGF” button.



A pop-up box will appear asking if you have checked the Error Prevention Report. If you are ready to submit, simply press “OK.”



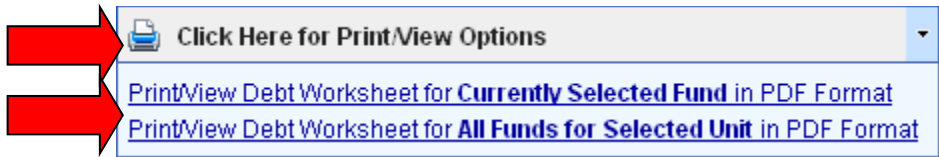
As noted below, the Debt Worksheet on the Budget Form Menu will now appear green and will now only have the option to view the form as “read-only.”



You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the Department at support@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 the page appears in a new window, click on the printer icon on the top left-hand corner to print. The form may also be saved as a PDF which can be emailed or posted on a website.



Congratulations! You have successfully submitted your Debt Worksheet. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at support@dlgf.in.gov or at (317) 232-3777.