Visit Gateway at https://gateway.ifionline.org/login.aspx
# Table of Contents

How do I get to the application screen in Gateway? ............................................................... 2
Accessing the Data Entry – CNAV and Form 22 (DECAF) application ................................. 2
Select County from the List ...................................................................................................... 3
Manage the County Functions ................................................................................................. 3
Add and Edit the Funds .......................................................................................................... 3
Manage the CNAV .................................................................................................................... 3
Guide and Instruction to Manage the Form 22 of DECAF ...................................................... 3
Manage Distributions ............................................................................................................. 4
  Step 1: Select the “Manage Units and Distributions” ............................................................ 4
  Step 2: Entering the “Distributions” ..................................................................................... 5
Upload Form 22 Text File to Gateway .................................................................................... 5
Clear June/ December Data for entire county/ year ............................................................... 7
Distribution Manual Entry ..................................................................................................... 7
Manage Units and Distributions ............................................................................................ 8
  Select Unit Name ................................................................................................................. 8
Manage Units ....................................................................................................................... 9
  Manage Distributions ........................................................................................................... 9
  Distributions (Manual Entry) ............................................................................................... 10
Step 3: Ready to Submit Distribution Data ........................................................................... 16
Step 4: Submit Distribution .................................................................................................... 18
  Distribution Warnings ......................................................................................................... 18
Submission: Form 22 Submission ......................................................................................... 18
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 to register.


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 County from the List

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

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.

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”

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

1. Select “Choose File” to upload.
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.”

**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.

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 Unit Name

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

Click the “Manage Distributions” button.

Manage Distributions

Select the appropriate settlement period (June or 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
Enter check number or click the “Check for ACH” box.

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.”
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.

From the dropdown box next to the “Entity Code,” select the “Appropriate Entity Code.”
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.
In the box next to the “Amount,” enter the amount of distribution. Click the gray “Add Distribution” box in the lower right corner.
Verify the information is correct.

**Note:** If the information is incorrect, the user may click “Edit” to edit the information or “Delete” to delete.
Note: If the user wishes to either:
   a. Switch a distribution from advance to final; or
   b. 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.”

Click the blue “Manage Unit Ready-to-Submit Status” button.
Select each box individually under the appropriate “Ready to Submit” column (June or December) or click “All.”

After you have selected all units as “Ready to Submit,” click the blue “Done Editing Units” box on the left side of the page.
Step 4: Submit Distribution

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

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 to receive a PIN.

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

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