



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway User Guide

Adding, Deleting, and Connecting Funds and Departments

May 2021



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How Do I Get 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.

Overview

This portion of Gateway allows users to set up the lists that will help guide the completion of the budget forms. Specifically, users will set up a list of funds, a list of departments (if applicable), and then establish the relationship between the departments and the funds. Once these have been established by the unit, they roll over every year.

The Customization Page

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



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Department of Local Government Finance

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

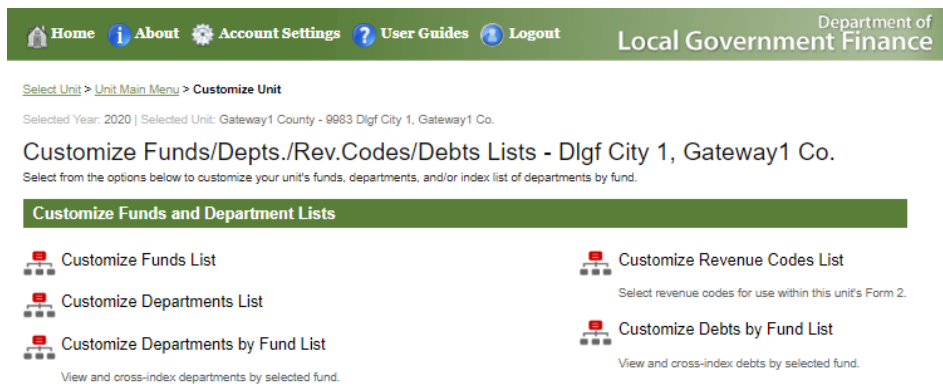
Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

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

This leads to the Customize Unit page that will be used to navigate between the available tools. Please note if a unit has previously completed a budget in Gateway the user should notice its funds, departments, and fund/department linkages with data entered in the previous year, carry over into this year's budget.








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Department of Local Government Finance

[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.	



Customize Funds

To customize a fund, click on the link that says, “Customize Funds List.”

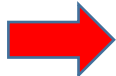
[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#)


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 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.

In most cases, funds from last year roll over to this year. This list should be reviewed and any new funds to the unit since the previous year should be added. Once added, the fund list will continue to roll over in future years.

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

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

Funds List - 9983 Dlgf City 1, Gateway1 Co.

Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
0005	Casino/Riverboat	X
0101	General	X
0180	Debt Service	X
0181	Debt Payment	X
0801	Health	X
1220	Library Capital Projects	X
1310	Park Nonreverting - Capital	X
1390	Cumulative Park & Recreation	X
2391	Cumulative Capital Development	X
9506	Demo Home Ruled Fund	X
9507	2020 Home Ruled Fund	X

[Add a Fund](#)

[Add a New Home Ruled Fund](#)



Deleting a Fund

If you need to delete a fund from your list, simply click the red “X” under “Remove Fund”. It should immediately be removed.

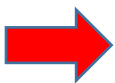
Fund Code	Fund Name Link	Remove Fund
0005	Casino/Riverboat	X
0101	General	X
0180	Debt Service	X
0181	Debt Payment	X
0801	Health	X



Adding a Fund to the Current List

Gateway contains a list of funds with associated codes, based on the codes used to process budget orders. When adding a fund, it is best to use this list when the desired fund is available. To add a fund from this list, simply click on “Add a Fund.”

Fund Code	Fund Name Link	Remove Fund
0005	Casino/Riverboat	X
0101	General	X
0180	Debt Service	X
0181	Debt Payment	X
0801	Health	X
1220	Library Capital Projects	X
1310	Park Nonreverting - Capital	X
1390	Cumulative Park & Recreation	X
2391	Cumulative Capital Development	X
9506	Demo Home Ruled Fund	X
9507	2020 Home Ruled Fund	X

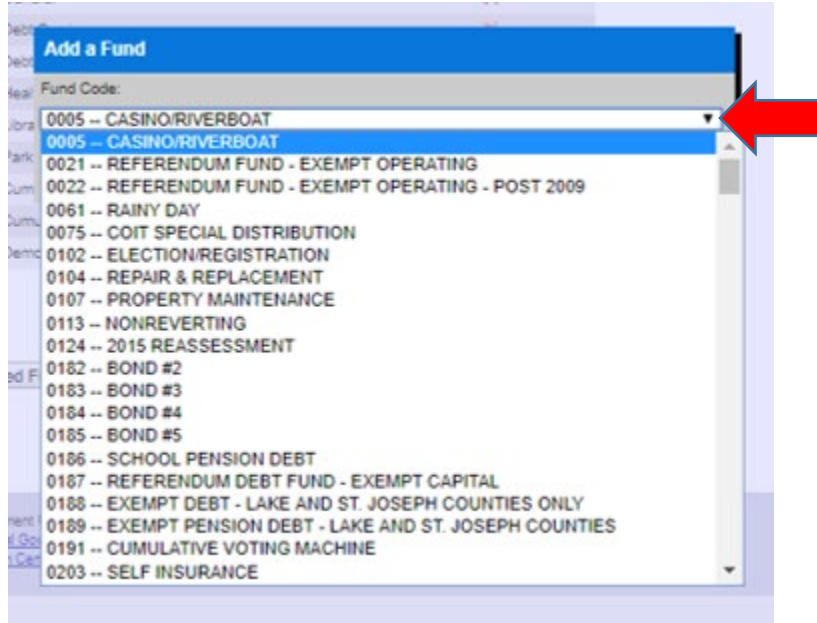


Add a Fund

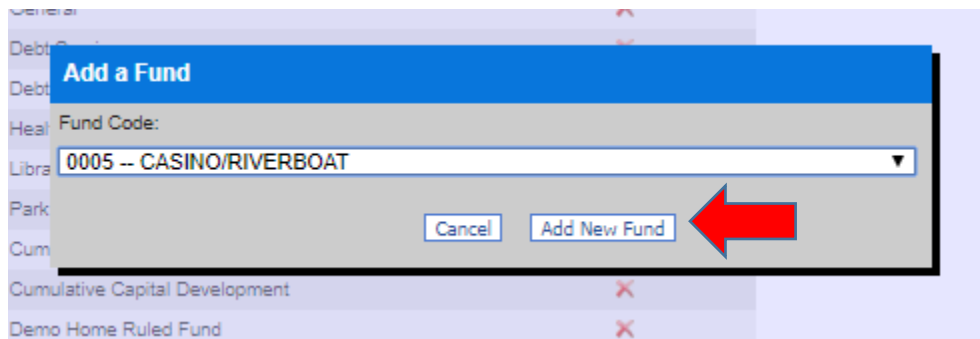
Add a New Home Ruled Fund



This will bring up a window containing a drop-down menu. Scroll through the list to find the appropriate fund.



After selecting the correct fund, click the button that says, "Add New Fund." The fund will now be part of the list



The drop-down menu is sorted numerically by code. For your convenience, the Department has placed the code list in Excel format on the Department's website. This file may be used to sort the lists alphabetically or use the "find" feature of Excel to locate the appropriate codes. This will make it easier to find the departments needed in the drop-down menu in Gateway.



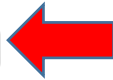
Adding a Home-Ruled Fund

There may be funds not part of the preset list. These are referred to as home-ruled funds. To add one of these to the list, click the link that says, “Add a New Home-Ruled Fund.” This will bring up a window to help create the fund.

Fund Code	Fund Name Link	Remove Fund
0101	General	X
0180	Debt Service	X
0181	Debt Payment	X
0801	Health	X
1220	Library Capital Projects	X
1310	Park Nonreverting - Capital	X
1390	Cumulative Park & Recreation	X
2391	Cumulative Capital Development	X
9506	Demo Home Ruled Fund	X

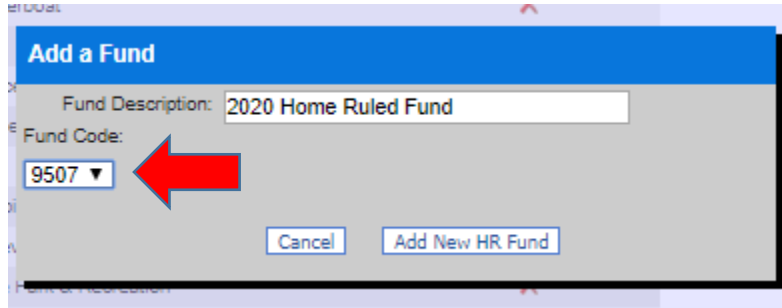
Add a Fund

Add a New Home Ruled Fund

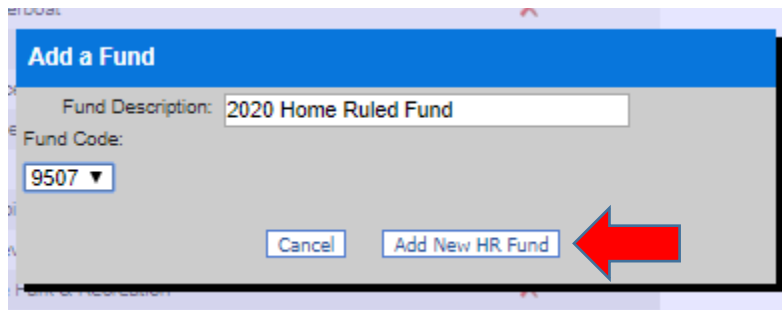


First, enter a fund description. This is a fully customizable name and will often be the same name as it appears on your fund report. Begin by entering your fund name in the box provided.

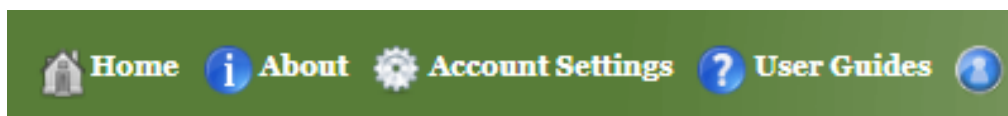
Once the fund description is entered, select a fund code from the drop-down list. Most often officials choose the next available number.



Once a description is entered and the selected fund code selected, click “Add New HR Fund”.



To return to the Customize Unit Menu, select “Customize Unit” at the top of the page. Please remember to use these “breadcrumbs” as we call them to maneuver between pages within Gateway. Use of the back button may cause you to be kicked out of the system.



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

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

Funds List - 9983 Dlgf City 1, Gateway1 Co.



Customize Departments

To customize the unit’s department list, click on the link “Customize Departments List.” **If your unit does not have departments, you may skip this step.** Schools will use the departments in place of their program accounts.


[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 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.



Gateway will rollover any departments entered in the previous year. When logging in to the budget application for the current year, review the list of departments as edits may be needed, such as departments that need to be added or deleted. Please note that any newly created departments will need to be linked to a fund. The **Customizing Departments by Fund List** section of this guide further outlines the process.

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

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

Departments List for Dlgf City 1, Gateway1 Co.

Department Code	Department Name	Remove Dept.
0041	Clerk-Treasurer (City/Town Units Only)	X
0044	Mayor	X
0080	City Council/Town Board (Common Council)	X
0079	Plan Commission	X
0151	Lease Rental	X
0164	City/Town Hall	X
0380	Public Safety	X
9600	Clean City Project	X
9632	Fourth Of July Parade	X

[Add a New Department](#)

[Add a New Home Ruled Department](#)



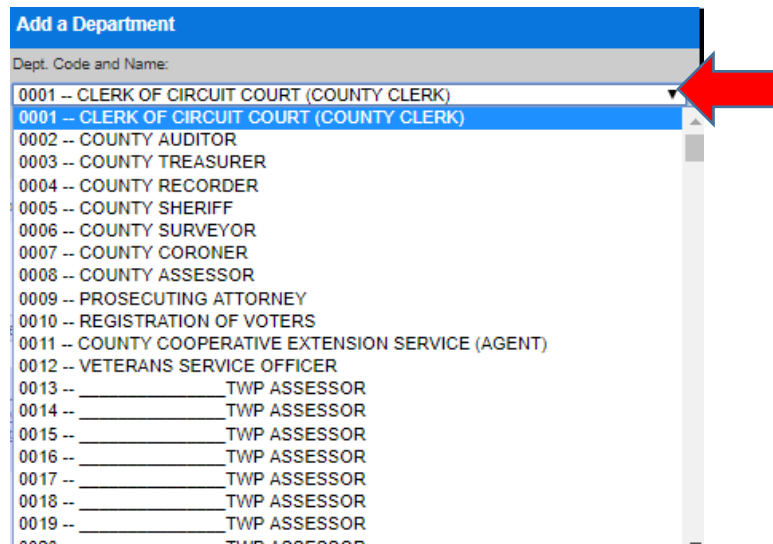
Adding a Department from the Preset List

Gateway contains a preset list of departments with associated codes based on past submissions statewide. When adding a department, it is best to use this list as long as the department name is on the list. To add a department from this list, simply click on “Add a New Department.”

Department Code	Department Name	Remove Dept.
0041	Clerk-Treasurer (City/Town Units Only)	X
0044	Mayor	X
0069	City Council/Town Board (Common Council)	X
0079	Plan Commission	X
0151	Lease Rental	X
0164	City/Town Hall	X
0360	Public Safety	X
9800	Clean City Project	X
9832	Fourth Of July Parade	X



This will bring up a window containing a drop-down menu that includes a list of departments.





Upon selecting the desired department, click the button that says, “Add New Department.” The department will now be part of the list on the “Department” screen.

The drop-down menu is sorted numerically by code. For your convenience, the Department has placed the code list in Excel format on the Department’s website. This file may be used to sort the lists alphabetically or use the “find” feature of Excel to locate the appropriate codes. This will make it easier to find the departments needed in the drop-down menu in Gateway.

Adding a Home-Ruled Department

A unit may have departments that are not part of the pre-set list. These are referred to as home-ruled departments. To add one of these to the list, click the link that says, “Add a New Home-Ruled Department.” This will bring up a window to help create the department.

Department Code	Department Name	Remove Dept.
0041	Clerk-Treasurer (City/Town Units Only)	X
0044	Mayor	X
0089	City Council/Town Board (Common Council)	X
0079	Plan Commission	X
0151	Lease Rental	X
0164	City/Town Hall	X
0360	Public Safety	X
9800	Clean City Project	X
9832	Fourth Of July Parade	X



First, enter a department description that may be fully customized to the unit.

Add a New Home Ruled Department

Dept. Description:

Dept. Code and Name:

The next step is to select the department code. Gateway will generate a set of numbers from which to choose. These will be from 9600 to 9699. These codes have been set aside for home-ruled departments. Gateway will remove codes from the list once they have been used.

Add a New Home Ruled Department

Dept. Description:

Dept. Code and Name:

- 9601
- 9602
- 9603
- 9604
- 9605
- 9606
- 9607
- 9608
- 9609
- 9610
- 9611
- 9612
- 9613
- 9614
- 9615
- 9616
- 9617
- 9618
- 9619
- 9620



Select the desired code, and then click “Add New Department.”

Customized Departments by Fund List

For Gateway to organize budget forms, it must be specified whether a fund is departmentalized and, if so, which departments are associated with the fund. To perform this task, click on the link that says, “Customize Departments by Fund List.” If your unit does not have departments, you may skip this step. All fund/department linkages in which data was entered last year should roll over into this year’s budget.

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Department of Local Government Finance

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 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.



The Customize Department by Funds page displays the linkages between all funds and their departments if any. If a fund has not been linked to any departments, it will read “0000-NO DEPARTMENT” as the default. The funds are listed along the left-hand side, and the departments are shown within the box to the right of the fund name.

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

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

Customize Departments by Funds

Funds Descriptions	Edit Departments	Departments
0005 - CASINO/RIVERBOAT		0000 - NO DEPARTMENT
0101 - GENERAL		0041 - CLERK-TREASURER (CITY/TOWN UNITS ONLY) 0082 - PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY
0180 - DEBT SERVICE		0000 - NO DEPARTMENT

To change the fund-department relationship, click on the pencil and paper edit icon.

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

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

Customize Departments by Funds

Funds Descriptions	Edit Departments	Departments
0005 - CASINO/RIVERBOAT		0000 - NO DEPARTMENT
0101 - GENERAL		0041 - CLERK-TREASURER (CITY/TOWN UNITS ONLY) 0082 - PROPERTY TAX CAP IMPACT - BUDGET PURPOSES ONLY
0180 - DEBT SERVICE		0000 - NO DEPARTMENT



This brings up a box that contains all available departments, with the currently associated departments indicated by a check box. To add a new department to this fund, check the box to the left of the department name. To remove a department's association to a fund, simply uncheck the box next to the department to remove.

Custom Departments by Fund

Selected Unit: 9983 Dlgf City 1, Gateway1 Co.

Selected Year: 2020

Available Departments:

Check/Uncheck All

- 0001 - CLERK OF CIRCUIT COURT (COUNTY CLERK)
- 0041 - CLERK-TREASURER (CITY/TOWN UNITS ONLY)
- 0044 - MAYOR
- 0069 - CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)
- 0079 - PLAN COMMISSION
- 0151 - LEASE RENTAL

Click the “Update Record” button when all edits have been made.

Custom Departments by Fund

Selected Unit: 9983 Dlgf City 1, Gateway1 Co.

Selected Year: 2020



Available Departments:

Check/Uncheck All






- 0001 - CLERK OF CIRCUIT COURT (COUNTY CLERK)
- 0041 - CLERK-TREASURER (CITY/TOWN UNITS ONLY)
- 0044 - MAYOR
- 0069 - CITY COUNCIL/TOWN BOARD (COMMON COUNCIL)
- 0079 - PLAN COMMISSION
- 0151 - LEASE RENTAL

Now all of the selected departments should show in the blue box.

Customize Departments by Funds

Funds Descriptions	Edit Departments	Departments
0005 - CASINO/RIVERBOAT		0000 - NO DEPARTMENT
0101 - GENERAL		0001 - CLERK OF CIRCUIT COURT (COUNTY CLERK) 0041 - CLERK-TREASURER (CITY/TOWN UNITS ONLY) 0044 - MAYOR 0069 - CITY COUNCIL/TOWN BOARD (COMMON COUNCIL) 0079 - PLAN COMMISSION 0151 - LEASE RENTAL

Once all the fund-department relationships are correct, you may proceed back to your main screen by selecting “Unit Main Menu” at the top of the screen. From here you may proceed with your next step.

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

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

Congratulations! You have successfully added your funds, departments, and the linkages between them. 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) 234-4480.