



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

Debt Worksheet

GATEWAY USER GUIDE



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How do I get to the application screen in Gateway?

An authorized user of the Indiana Gateway for Government Units (“Gateway”) 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 an internet browser 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.

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. 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.

To complete this form, the unit will select the payments to be made during the second half of the current year and all of the ensuing years, plus the year following divided into six-month increments. Payments will be selected based on the amortization schedule entered into Debt Management. All of these figures are used to calculate the amount of property tax needed to make the payments necessary and generate an operating balance as allowable by law. 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.”







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

Selected Year: 2024 | Selected Unit: Gateway1 County - 9000 Dlgf County Unit

Unit Main Menu - 9000 Dlgf County Unit

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

Department of Local Government Finance Tasks

-  **Pre-Budget Worksheet - Not Submitted**
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**
*Note: The DLGF anticipates the 2024 Budget Forms will be available in early July.
-  **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 are rolled 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 other budget forms will be able to be completed to fulfill upcoming debt service payments.







Select Unit > Unit Main Menu > Customize Unit

Selected Year: 2024 | Selected Unit: Gateway1 County - 9000 Dlgf County Unit

Customize Funds/Depts./Rev.Codes/Debts Lists - Dlgf County Unit

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

| | | |
|--|---|---|
| <ul style="list-style-type: none">  Customize Funds List  Customize Departments List  Customize Departments by Fund List <small>View and cross-index departments by selected fund.</small> |  | <ul style="list-style-type: none">  Customize Revenue Codes List <small>Select revenue codes for use within this unit's Form 2.</small>  Customize Debts by Fund List <small>View and cross-index debts by selected fund.</small> |
|--|---|---|

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 of 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: 2024 | Selected Unit: Gateway1 County - 9000 Dlgf County Unit

Customize Debts by Funds

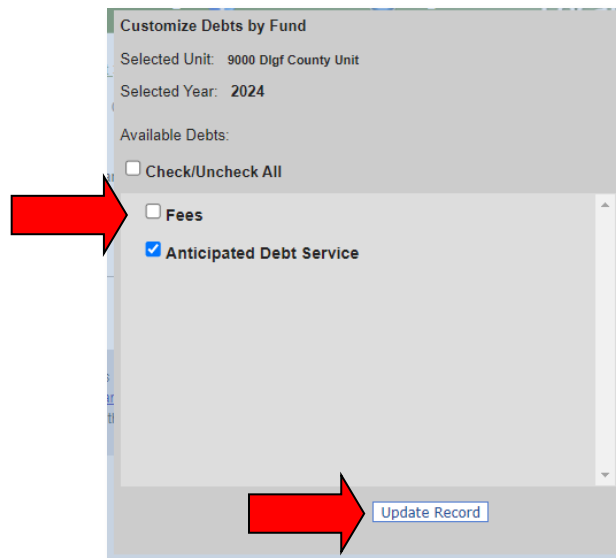
Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

| Fund Descriptions | Edit Debts | Debts |
|---------------------|---|--------------------------|
| 0180 - DEBT SERVICE |  | Anticipated Debt Service |

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 the 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: 2024 | Selected Unit: Gateway1 County - 9000 Dlgf County Unit

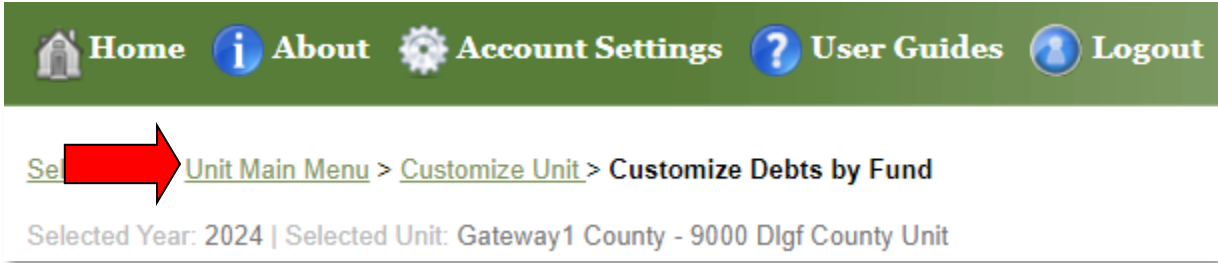
Customize Debts by Funds

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 |  | Anticipated Debt Service |
| 0181 - DEBT PAYMENT |  | <ul style="list-style-type: none"> 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 “breadcrumbs” to maneuver between pages within Gateway.

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



Accessing the Debt Worksheet

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





From the Budget Form Menu select “Debt Worksheet” and then select “Click to edit form.”

The screenshot shows a menu of budget forms. A red arrow points to the 'Click to edit form' button under the 'Debt Worksheet' section. The menu items are:

- Current Year Financial Worksheet: Additional Calculations for Form 4B
- Debt Worksheet
- 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.

DEBT WORKSHEET

Select Fund:
0182 - BOND #2

(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 5 Due | Line 5 Amount | Line 15 Due | Line 15 Amount | Line 18A Due | Line 18A Amount | Line 18B Due | Line 18B Amount |
|--|------------|---------------|-------------|----------------|--------------|-----------------|--------------|-----------------|
| GENERAL OBLIGATION BOND 2019 | 07/15/2023 | \$ 56,026 | 07/15/2024 | \$ 110,540 | 01/15/2025 | \$ 59,489 | 07/15/2025 | \$ 58,898 |
| TOTALS BY FUND | | \$ 56,026 | | \$ 110,540 | | \$ 59,489 | | \$ 58,898 |
| TOTALS BY UNIT | | \$ 173,526 | | \$ 346,040 | | \$ 177,489 | | \$ 176,898 |

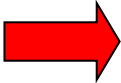
Debt Worksheets not yet completed will display either “\$” or “\$0” until amounts have been assigned. To begin, click on the blue underlined debt name on the left-hand side to access the amortization schedule. The amortization schedule will be pulled directly from your submitted debt in Debt Management.

DEBT WORKSHEET

Select Fund:



(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 5 Due | Line 5 Amount | Line 15 Due | Line 15 Amount | Line 18A Due | Line 18A Amount | Line 18B Due | Line 18B Amount |
|--|------------|---------------|-------------|----------------|--------------|-----------------|--------------|-----------------|
| GENERAL OBLIGATION BOND 2019 | 07/15/2023 | \$ 56,026 | 07/15/2024 | \$ 110,540 | 01/15/2025 | \$ 59,489 | 07/15/2025 | \$ 58,898 |
| TOTALS BY FUND | | \$ 56,026 | | \$ 110,540 | | \$ 59,489 | | \$ 58,898 |
| TOTALS BY UNIT | | \$ 173,526 | | \$ 346,040 | | \$ 177,489 | | \$ 176,898 |



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.

Selected Debt: GENERAL OBLIGATION BOND 2019


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 Pmnts. | Total | Line 5 07/01/2023 to 12/31/2023 | Line 15 01/01/2024 to 12/31/2024 | Line 18A 01/01/2025 to 06/30/2025 | Line 18B 07/01/2025 to 12/31/2025 |
|-----------------------|--------------|-------------|--------------|--------|--|---|--|--|
| 1/15/2023 | 56,514 | | | 56,514 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2023 | 56,026 | | | 56,026 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1/15/2024 | 55,526 | | | 55,526 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2024 | 55,014 | | | 55,014 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1/15/2025 | 59,489 | | | 59,489 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2025 | 58,898 | | | 58,898 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1/15/2026 | 58,293 | | | 58,293 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TOTALS BY DEBT | | | | | \$ 56,026 | \$ 110,540 | \$ 59,489 | \$ 58,898 |
| TOTALS BY FUND | | | | | \$ 56,026 | \$ 110,540 | \$ 59,489 | \$ 58,898 |
| TOTALS BY UNIT | | | | | \$ 173,526 | \$ 346,040 | \$ 177,489 | \$ 176,898 |



Completing a Debt Worksheet

On the debt worksheet, select the actual payment dates by reviewing the amortization schedule. For example, it is very possible that a payment date on the amortization reads 1/15/2024 but is paid in December 2023. 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 5 – The boxes in this column are to be checked for any payments made between July 1 and December 31 of the current year's budget. This amount can be pulled into Line 5 of Form 4B.

Line 15 – The boxes in this column are to be checked for any payments made between January 1 and December 31 of the upcoming budget year. This is the budgeted amount and can be pulled into Line 15 of Form 4B.

Line 18A – The boxes in this column are to be checked for any payments made between January 1 and June 30 of the ensuing budget year. This amount is used along with line 18B to calculate the allowable operating balance. The allowable operating balance can be pulled into Line 18 of Form 4B.

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

Line 18B – The boxes in this column are to be checked for any payments made between July 1 and December 31, of the ensuing budget year. This amount is used with line 18A to calculate the allowable operating balance. The allowable operating balance can be pulled into Line 18 of the Form 4B.


For further explanation on how Debt Service operating balances are calculated, please contact your respective [Department Budget Field Representative](#).

For this example, 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 5 07/01/2023 to 12/31/2023 | Line 15 01/01/2024 to 12/31/2024 | Line 18A 01/01/2025 to 06/30/2025 | Line 18B 07/01/2025 to 12/31/2025 |
|-----------|--------------|-------------|-------------|--------|--|---|--|--|
| 1/15/2023 | 56,514 | | | 56,514 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2023 | 56,026 | | | 56,026 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1/15/2024 | 55,526 | | | 55,526 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2024 | 55,014 | | | 55,014 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1/15/2025 | 59,489 | | | 59,489 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2025 | 58,898 | | | 58,898 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1/15/2026 | 58,293 | | | 58,293 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

| | | | | | | | | |
|-----------------------|--------|--|--|--------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1/15/2028 | 60,735 | | | 60,735 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TOTALS BY DEBT | | | | | \$ 56,026 | \$ 110,540 | \$ 59,489 | \$ 58,898 |
| TOTALS BY FUND | | | | | \$ 56,026 | \$ 110,540 | \$ 59,489 | \$ 58,898 |
| TOTALS BY UNIT | | | | | \$ 173,526 | \$ 346,040 | \$ 177,489 | \$ 176,898 |


 SAVE

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.

Form values saved at 12:48 PM and 34 seconds. **SAVE**

*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. As an example, payments due July 15 but paid June 29 would be marked as being paid in June.

To return to the Debt Worksheet, select “Debt Worksheet” from the green underlined links “breadcrumbs” 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.

Select 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.)

| Name of Issue | Line 5 Due | Line 5 Amount | Line 15 Due | Line 15 Amount | Line 18A Due | Line 18A Amount | Line 18B Due | Line 18B Amount |
|--|------------|---------------|-------------|----------------|--------------|-----------------|--------------|-----------------|
| General Obligation Bond 2012 | 07/01/2011 | \$ 150,000 | 07/01/2012 | \$ 669,375 | 01/01/2013 | \$ 524,375 | 07/01/2013 | \$ 1 |
| Anticipated Debt Service | | \$ 0 | | \$ 0 | | \$ 0 | | \$ 0 |
| TOTALS BY FUND | | \$ 150,000 | | \$ 669,375 | | \$ 524,375 | | \$ 1 |
| TOTALS BY UNIT | | \$ 150,000 | | \$ 669,375 | | \$ 524,375 | | \$ 1 |

After selecting the debt name, you will be directed to a page that will ask for the amount of debt service payment for the four separate time periods.

Selected Year: 2023
 Selected County: Gateway1 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 "8" in the third digit of the fund code.)

Selected Debt: Anticipated Debt Service

| | Line 5 07/01/2022 to 12/31/2022 | Line 15 01/01/2023 to 12/31/2023 | Line 18A 01/01/2024 to 06/30/2024 | Line 18B 07/01/2024 to 12/31/2024 |
|----------------|--|---|--|--|
| TOTALS BY DEBT | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| TOTALS BY FUND | \$ 150,000 | \$ 669,375 | \$ 524,375 | \$ 1 |
| TOTALS BY UNIT | \$ 150,000 | \$ 669,375 | \$ 524,375 | \$ 1 |

Line 5 – This field is used to enter the total payments made between July 1 and December 31 of the current budget year. This amount can be pulled into Line 5 of the Form 4B.


Line 15 – This field is used to enter the total payments made between January 1 and December 31 of the current budget year. This amount can be pulled into Line 15 of the Form 4B.

Line 18A – This field is used to enter the total payments made between January 1 and June 30 of the ensuing budget year. This amount calculated along with Line 18B is pulled into Line 18 of Form 4B for the allowable operating balance.

Line 18B – This field is used to enter the total payments made between July 1 and December 31 of the ensuing budget year. 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: Anticipated Debt Service

| | Line 5 07/01/2022 to 12/31/2022 | Line 15 01/01/2023 to 12/31/2023 | Line 18A 01/01/2024 to 06/30/2024 | Line 18B 07/01/2024 to 12/31/2024 |
|----------------|--|---|--|--|
| | 50 | 100 | 150 | 150 |
| TOTALS BY DEBT | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| TOTALS BY FUND | \$ 150,000 | \$ 669,375 | \$ 524,375 | \$ 1 |
| TOTALS BY UNIT | \$ 150,000 | \$ 669,375 | \$ 524,375 | \$ 1 |



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



Troubleshooting Incorrect Amounts

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 Support@dlgf.in.gov or your Budget Field Representative. In your request, please state which debt(s) you would like to be unlocked.

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.”

↓

Click Here to Refresh All Values from Debt Management
(WARNING: All item selections will be removed on data update)

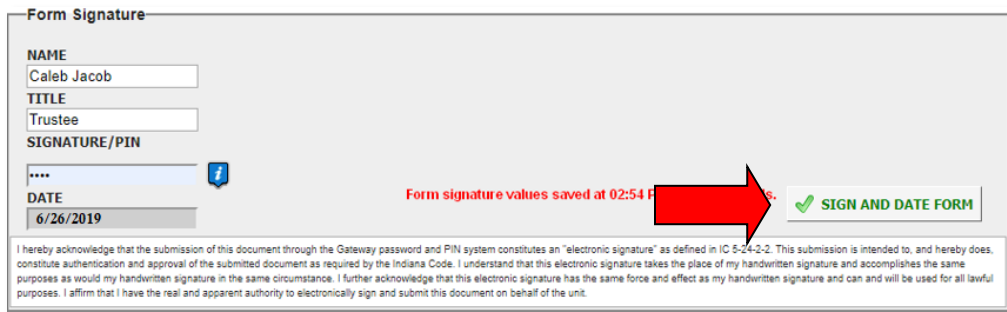
↓

| Date | Period Total | Trustee Fee | Lease Pmts. | Total | Line 5 07/01/2023 to 12/31/2023 | Line 15 01/01/2024 to 12/31/2024 | Line 18A 01/01/2025 to 06/30/2025 | Line 18B 07/01/2025 to 12/31/2025 |
|-----------|--------------|-------------|-------------|--------|--|---|--|--|
| 1/15/2023 | 56,514 | | | 56,514 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2023 | 56,026 | | | 56,026 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1/15/2024 | 55,526 | | | 55,526 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7/15/2024 | 55,014 | | | 55,014 | <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 (317) 232-3777 or your Budget Field Representative 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 on 6/26/2019

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.”

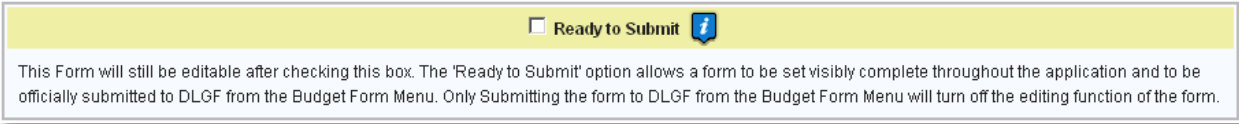
The budget forms have a feature built-in called validation. This does not allow the form to be marked as Ready to Submit or submitted until the required fields are completed. Validation will help prevent some commonly found errors. Upon closer review, you will notice that the box states: “You will be able to mark this form as *'Ready to Submit'* once the form has been signed with a valid four-digit PIN.”



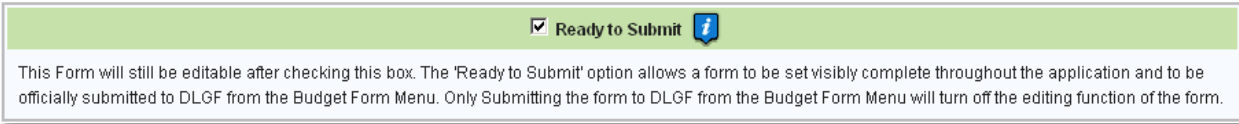
Not Ready To Submit

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.



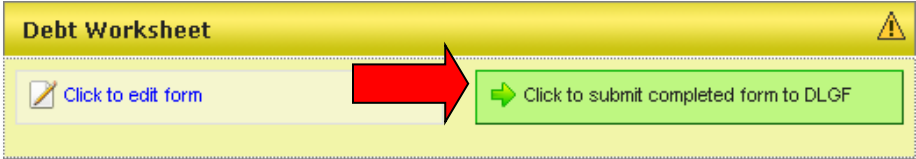
After this box is checked, the box will turn green, and the form will now be marked as “Ready to Submit.” The Debt Worksheet can still be edited until it is submitted.



Note: 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.”



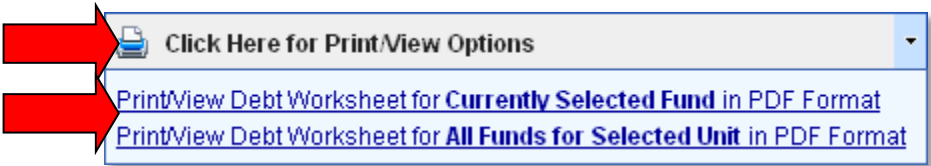
As noted below, the Debt Worksheet on the Budget Form Menu will now appear green and will now only have the option to view the form as “read-only.”



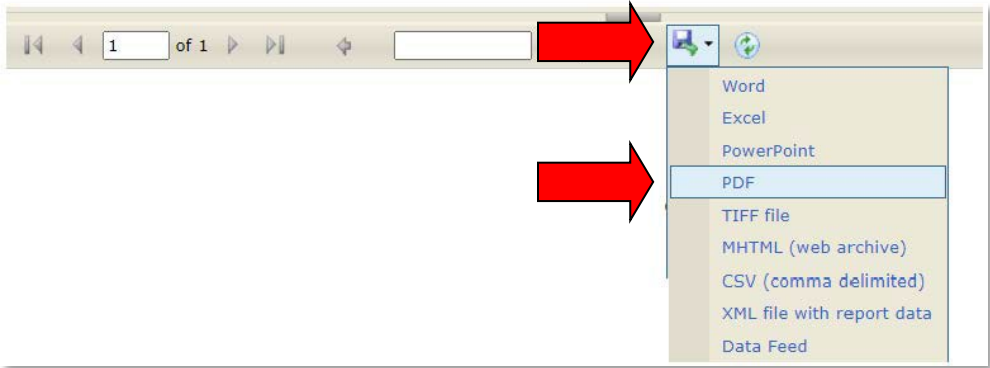
You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the Department at support@dlgf.in.gov or (317) 232-3777 or your [Budget Field Representative](#).

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 in 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 (317) 232-3777 or your [Budget Field Representative](#).