Gateway INDIANA for government units

An Information for Indiana Data Site

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

Gateway User Guide

Form 2
Estimate of Miscellaneous Revenues

Updated May 2021

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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.

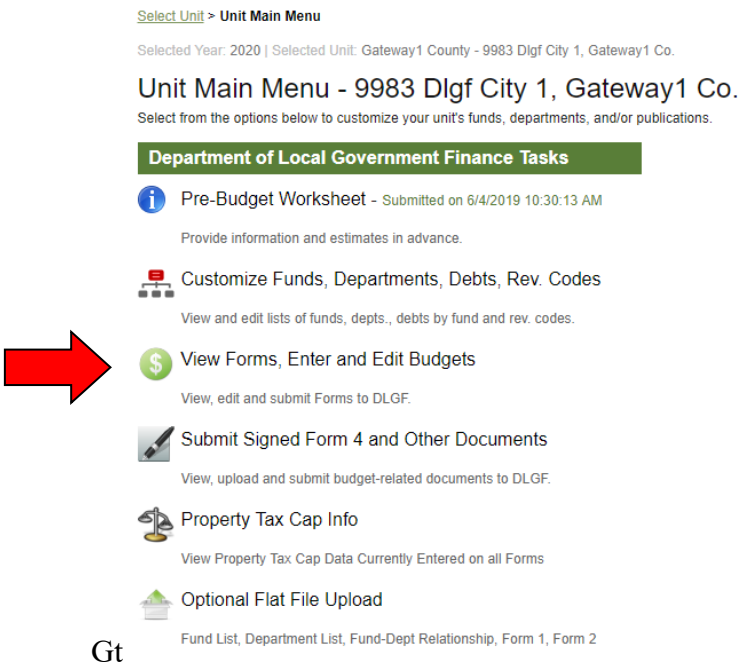
Form 2 Overview

Form 2 collects estimated revenue from sources and will include all revenues *except property tax*. The form divides revenue into the amount expected to be collected between July 1 and December 31 of the current year, and the amount expected to be collected between January 1 and December 31 of the budgeted year. You must complete Form 2 for every fund.

For additional assistance in adding funds to your unit, please see the Adding, Deleting, and Connecting Funds and Departments User Guide.

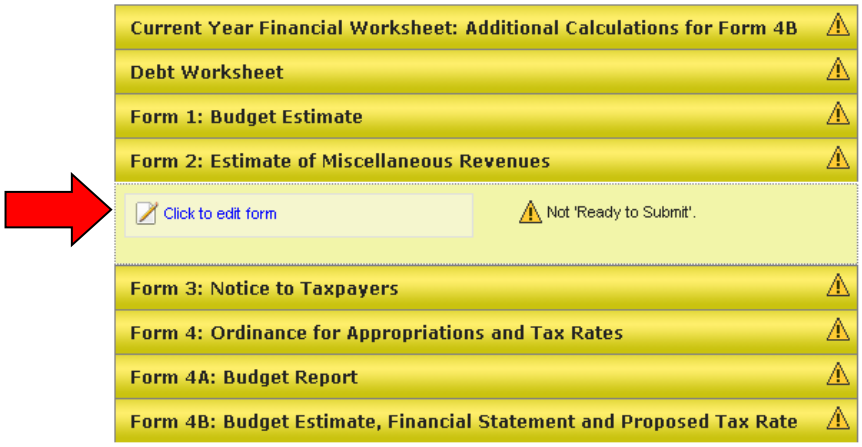
Accessing Form 2

After logging into Gateway, and selecting "Budgets", navigate to the Unit Main Menu by selecting the unit, and then click "View Forms, Enter and Edit Budgets."



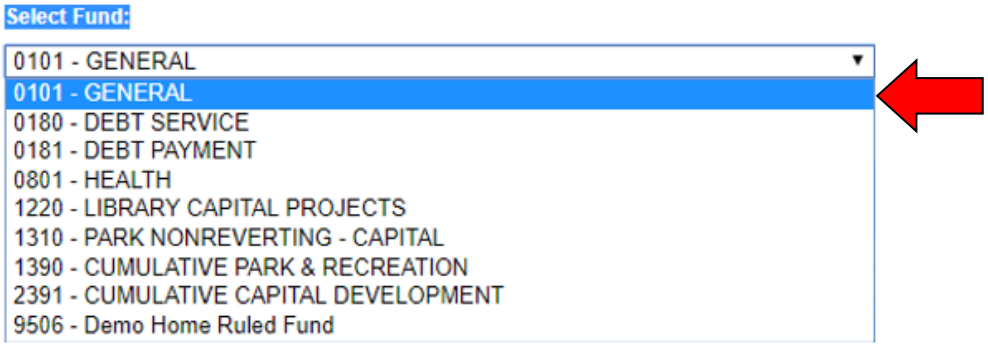
Gt

You will now be in the Budget Form Menu, where you can access all of your necessary budget forms. From the Budget Form Menu, select "Form 2: Estimate of Miscellaneous Revenues", and notice that the menu will expand beneath Form 2. Then click on the paper and pencil icon on the left side of the Form 2 box that says "Click to edit form."

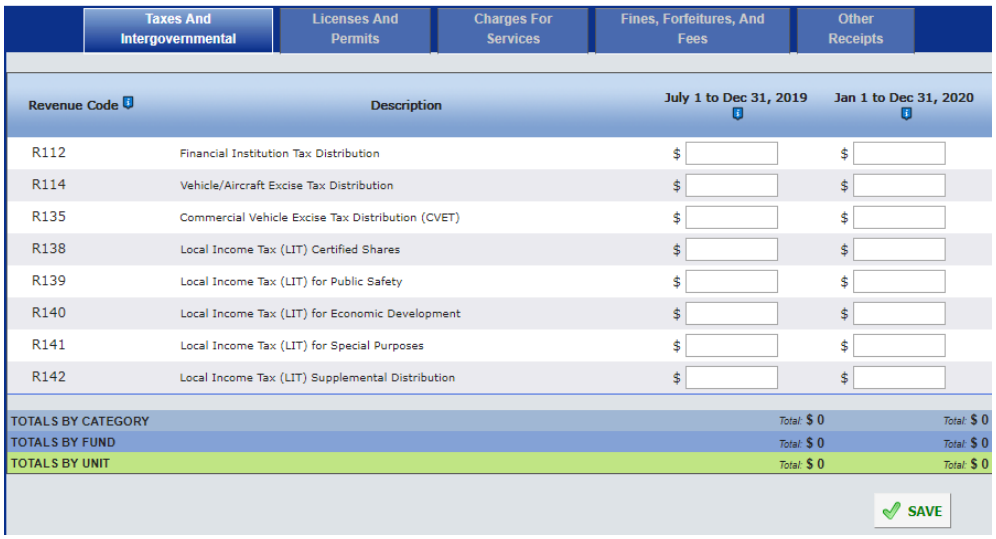


Navigation in the form, and verifying funds and revenues

Form 2 is navigated into each fund through a drop-down menu that will allow users to select from their established funds. Remember that you must fill out Form 2 for every fund. If you do not see all of your funds here that you are budgeting, please refer to the Adding, Deleting, and Connecting Funds and Departments User Guide for assistance in adding the funds.



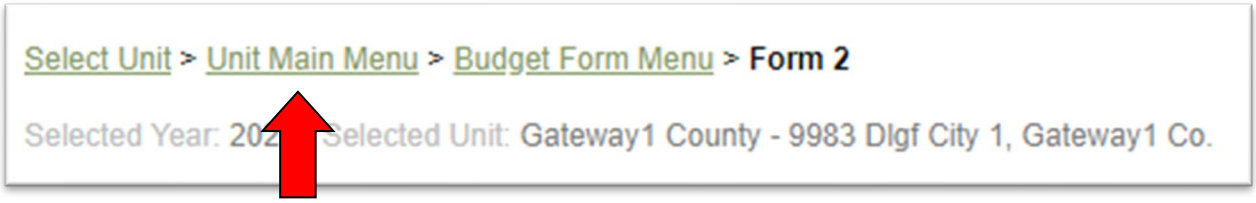
Your receipt/revenue codes will carry over to the current year's Form 2. If you notice a revenue code that was not carried over or a new one that will be needed for this budget cycle, it will need to be added before proceeding.



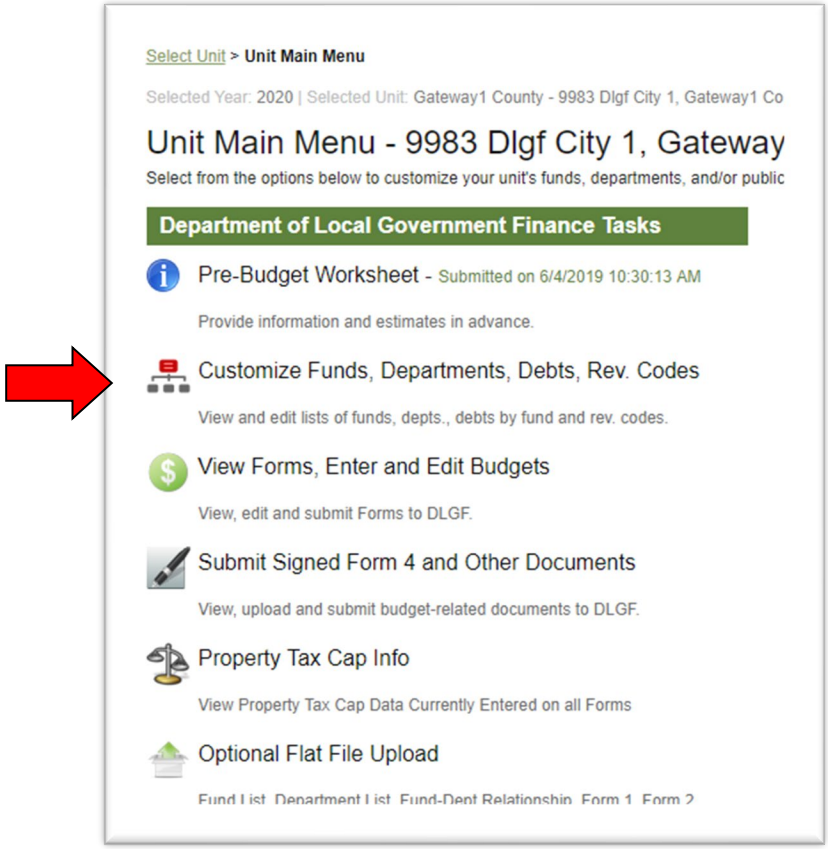
Adding a Revenue Code

If you see that you have all revenues set up as needed, you may skip ahead to the "Entering Data on Form 2" section of this guide.

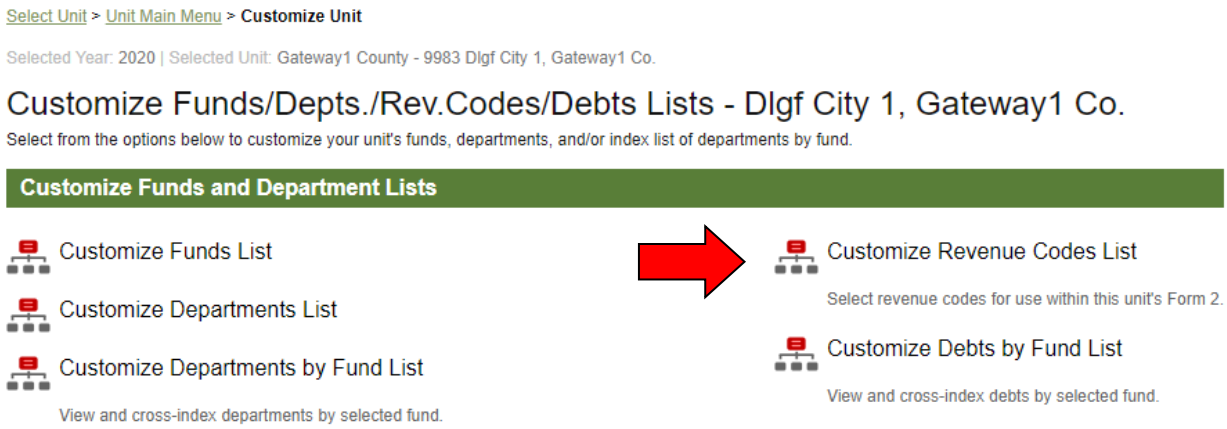
If you need to add and/or delete revenue codes, it can be done under the "Customize Revenue Codes List" page. To access this page, first, use the bread crumbs at the top of the page to return to the Main Menu by clicking "Unit Main Menu".



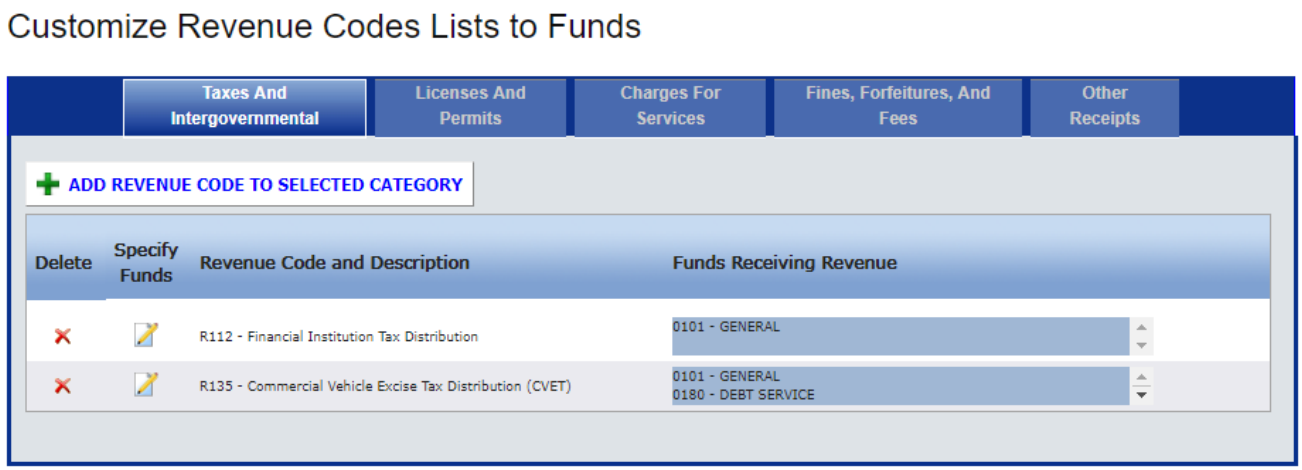
Once on the Main Menu, select "Customize Funds, Departments, Debts, Rev. Codes".



Next, select the "Customize Revenue Codes List."

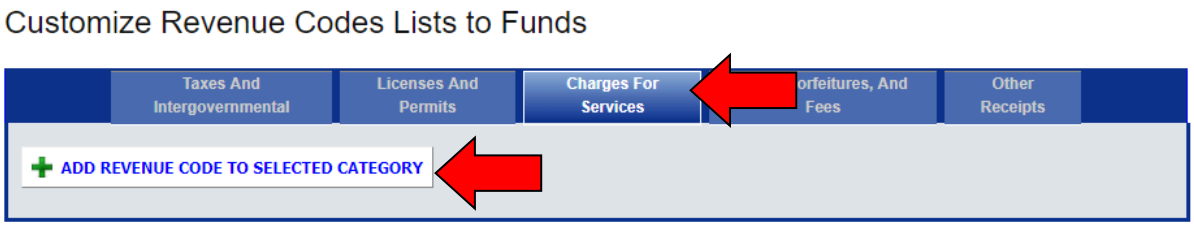


The "Customize Revenue Codes Lists to Funds" page can be used to add any revenue codes that either did not automatically roll over into the current Budget forms or for any new revenue.



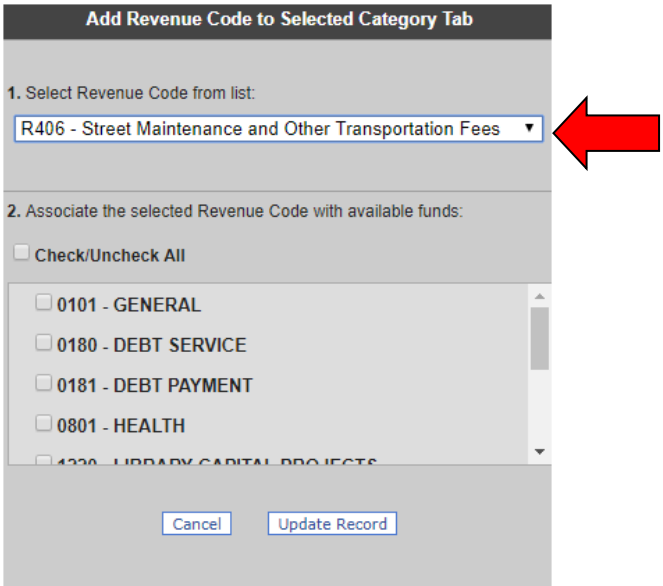
To begin, if you need to verify which revenue code to use, you may reference this listing: **SBOA Receipt Codes.**

To add a revenue, first select the appropriate revenue category by clicking on the corresponding blue tab at the top of the page.

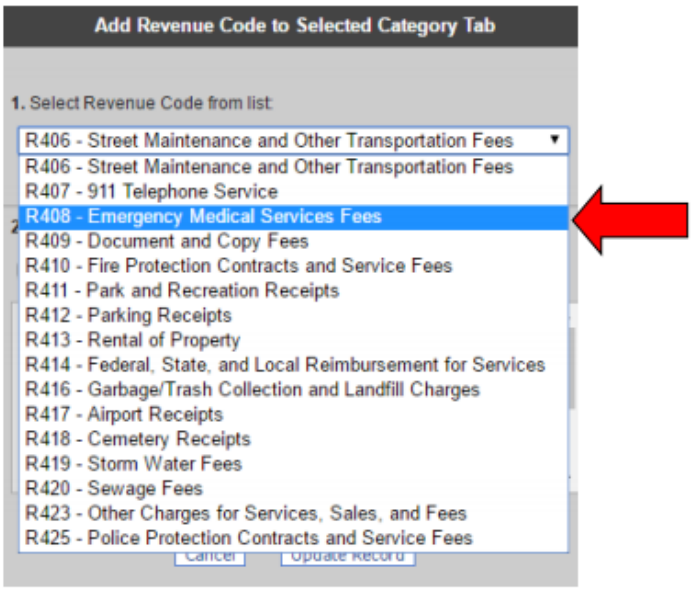


Once the desired category is selected, click on the "+ Add Revenue Code to Selected Category."

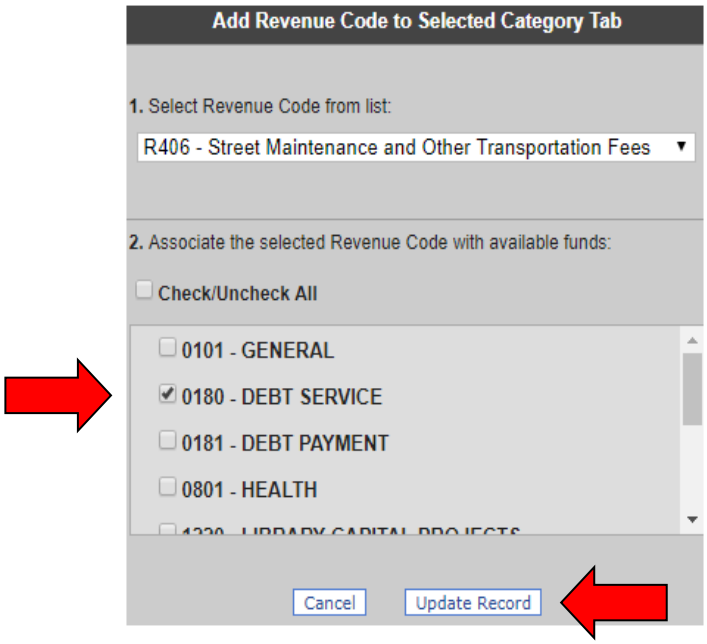
From here there is the option of adding a revenue code from the selected category. There will be a box pop-up as shown below.



Click the drop-down arrow next to "1. Select Revenue Code from list". This brings up a menu of all of the revenue codes associated with the specific unit type and previously selected category. First, you will need to scroll through to locate the revenue code that you wish to add. Now simply click on the desired revenue.



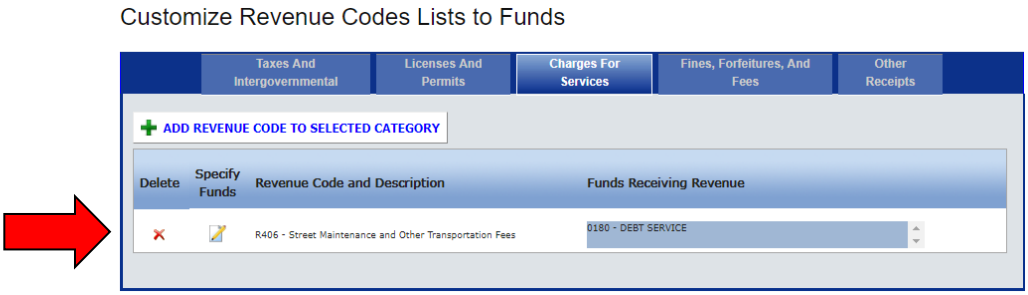
Next, it must be associated with one or more of the available funds. You may now check next to the fund(s) with which this particular revenue will be associated. Last you will click "Update Record" to add the revenue. You will repeat this process for each revenue being added.



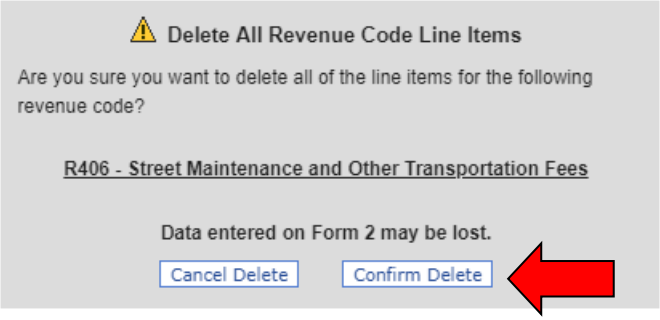
Notice below the revenue code was added successfully. The blue box to the right shows which funds are receiving money from the revenue.

Deleting a Revenue Code

If you would like to delete an existing revenue code select the red X on the far left of the page next to the revenue code you wish to delete.

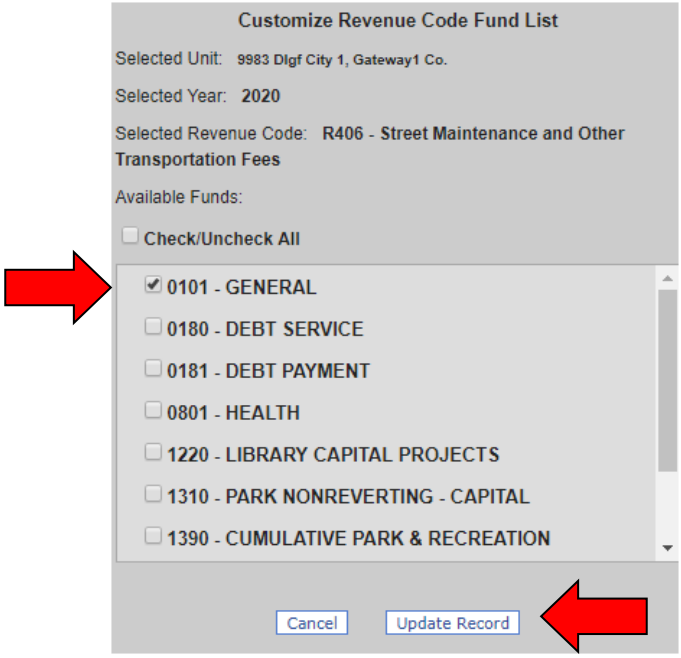


After clicking on the delete button, a window will appear warning that any amounts entered in Form 2 will be deleted. Select "Confirm Delete" to continue. Doing so will delete a single revenue code.



If you wish to either take out or add in revenue to a fund, click the pencil and paper icon under "Specify Funds".

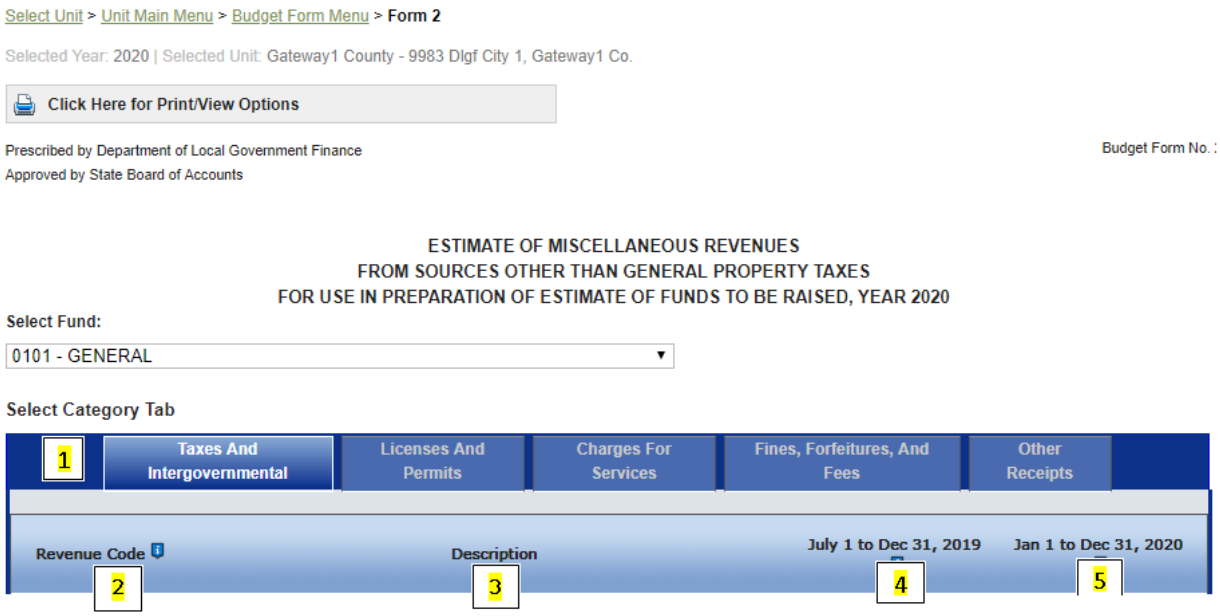
Next, you may uncheck the funds which you do not want the revenue going into, and/or check the funds which you do want the revenue linked. When you are finished, click "Update Record" to save your changes.



The Different Parts of Form 2

Here is some information about what is contained in Form 2. Revenues are organized into separate categories in which they are assigned by SBOA. For each revenue, Form 2 collects five pieces of information:

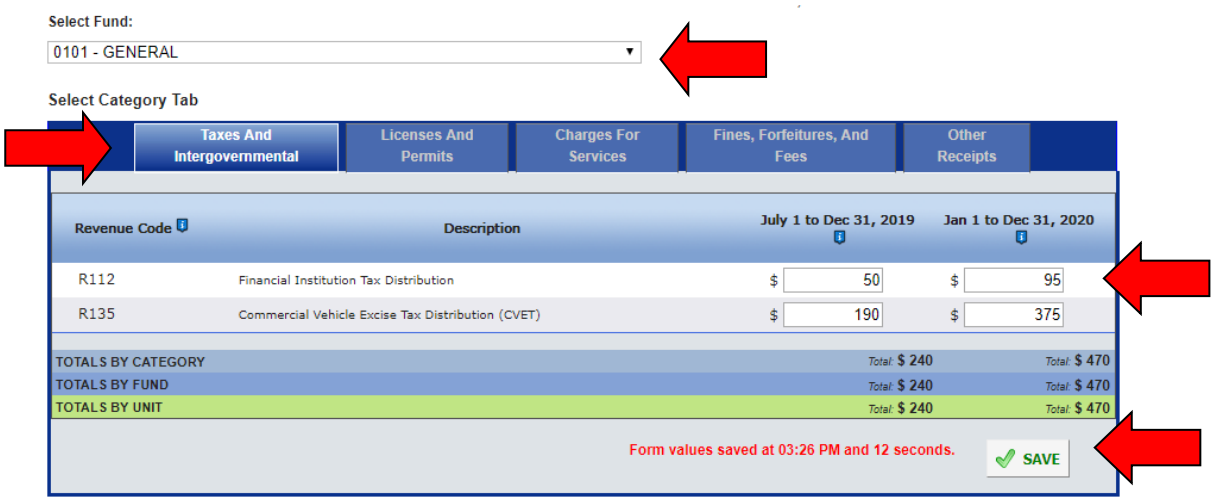
(1) Revenue Category
(2) Revenue Code
(3) Description
(4) July 1 to December 31 of 2019 amounts
(5) January 1 to December 31 of 2020 amounts.



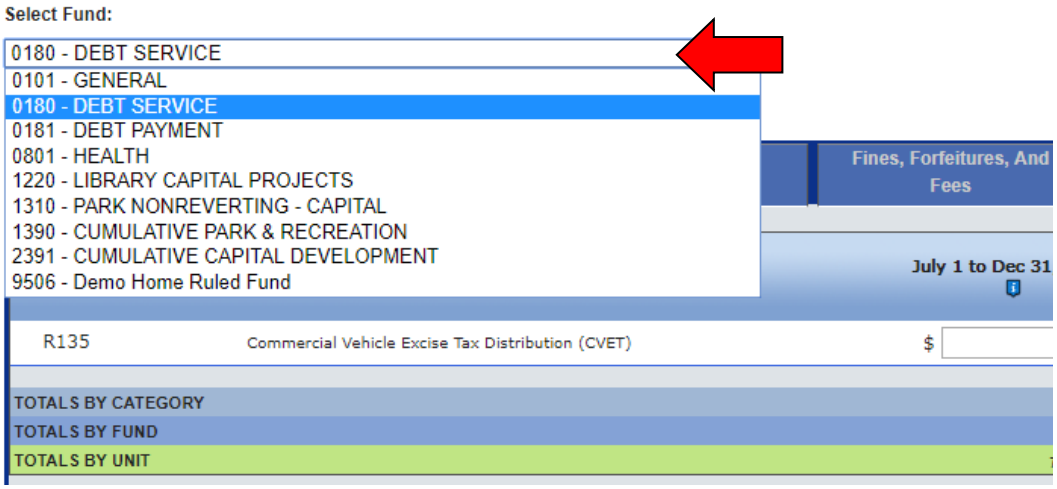
1. The **Revenue Category** field simply organizes revenues into five separate categories or three separate categories for schools. These are selected by the blue tabs at the top of the form.
2. The **Revenue Code** is a number used to identify the type of revenue. This comes from a list provided by the Department.
3. The **Description** field will be populated when revenue is added. This is a pre-populated description of the revenue code entered.
4. The **July 1 to December 31, 2019** amounts are the amounts expected to be received in the second half of the calendar year before the upcoming budget year.
5. The **January 1 to December 31, 2020** amounts are the amounts expected to be received in the upcoming budget year.

Entering Amounts on an Existing Revenue Code

Entering amounts on an existing revenue code is simple. First, select the fund, desired category tab, type in the estimates into the respective time period for each revenue type, and click the "Save" button at the bottom right-hand side of the page.



Once you have completed entering amounts for the first fund, change the fund to your next fund by using the drop-down box at the top of the page.

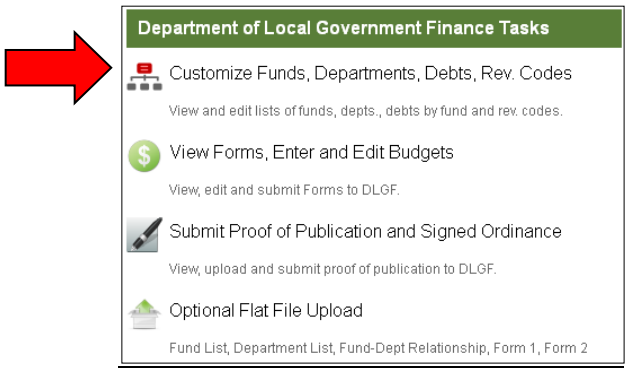


Continue this process until you have entered all estimates for each fund.

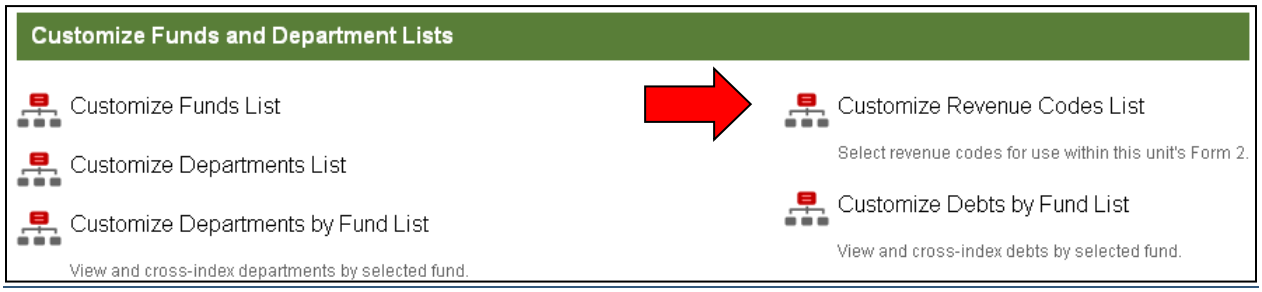
Remember, you must complete Form 2 for every fund.

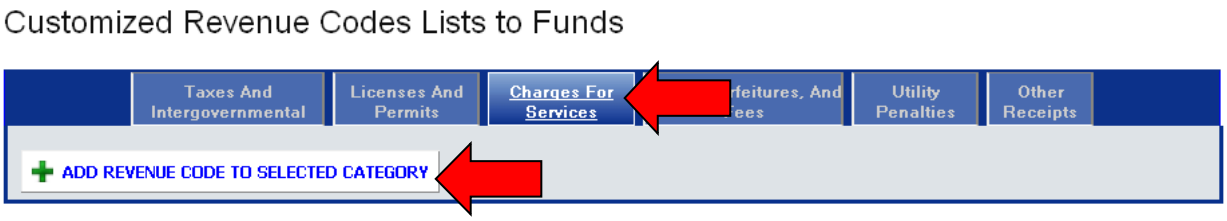
Customizing Revenue Codes

If you completed a budget last year you should notice your revenue/receipt codes carry over to the current year. However, please be sure to review your revenue codes to make sure they are all listed. This year in Gateway, the addition and deletion of revenue codes will now only be done under the Customize Revenue Codes List page. To access this page first select "Customize Funds, Departments, Debts, Rev. Codes" on the Unit Main Menu.



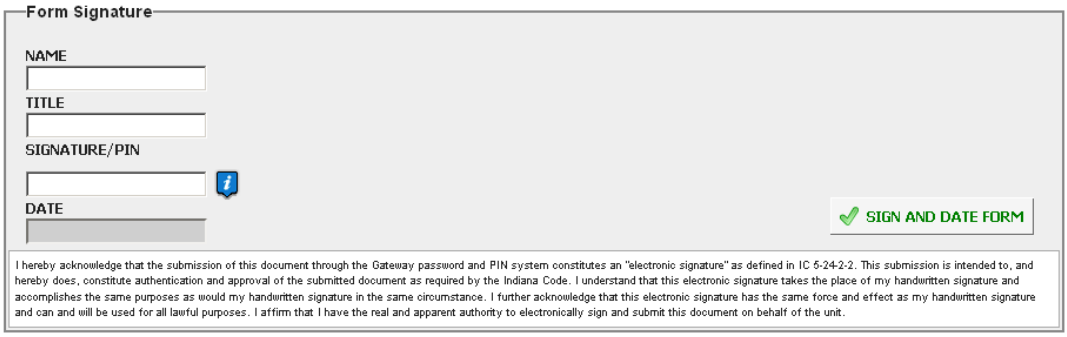
Next, select the "Customize Revenue Codes List."



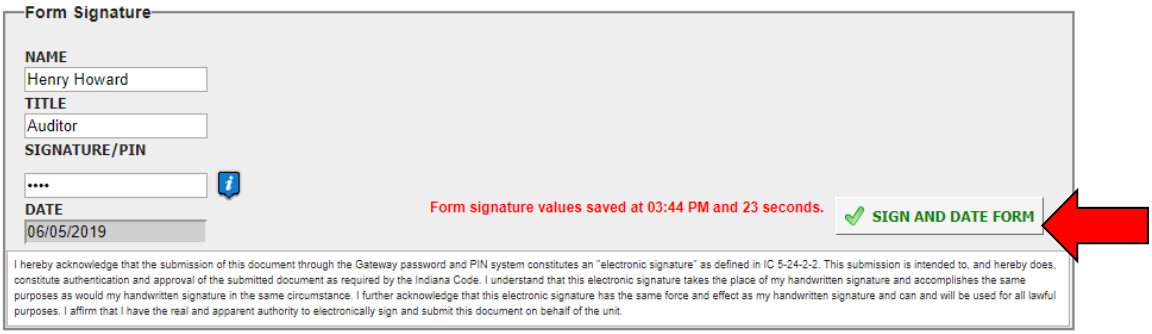


Signing the Form Electronically

After you enter all of your revenue estimates, you may continue to sign the form. At the bottom of Form 2, 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) 234-4480 in the event that you have lost or not received a PIN code. Once you select the Sign and Date Form, today's date will automatically populate the date field.

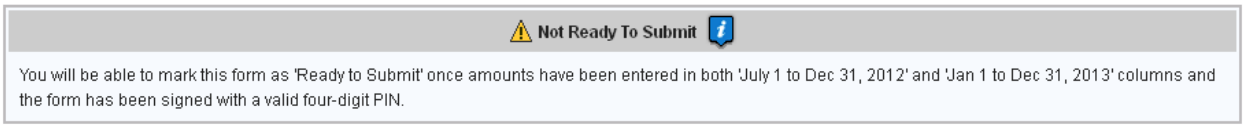


Once you see the red text stating "Form signature values saved," you have successfully signed Form 2.

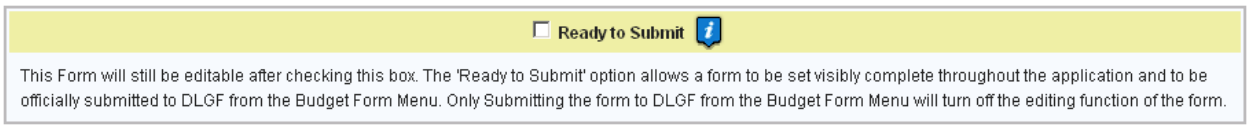
Marking the Form "Ready to Submit"

At the bottom of Form 2 and all other forms, you will notice the "Ready to Submit" status boxes. Before you complete the form you will notice a grey box that is titled "Not Ready to Submit." The budget forms now have a feature built-in called validation. This does not allow the form to be marked as Ready to Submit or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in the 2019 Budget. Under a closer look, you will notice that the box states,

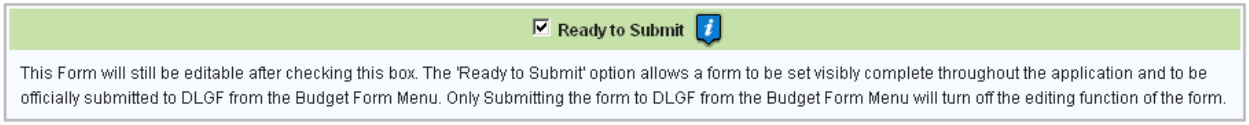
*"You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both **'July 1 to Dec 31, 2019'** and **'Jan 1 to Dec 31, 2020'** columns, and the form has been signed with a valid four-digit PIN."*



Once the information has been entered in the 'July 1 to Dec 31, 2019' and 'Jan 1 to Dec 31, 2020' columns, and you have signed the form with your PIN, the yellow "Ready to Submit" option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. You will not want to check this box until all the line items, published, and adopted amounts columns are entered.

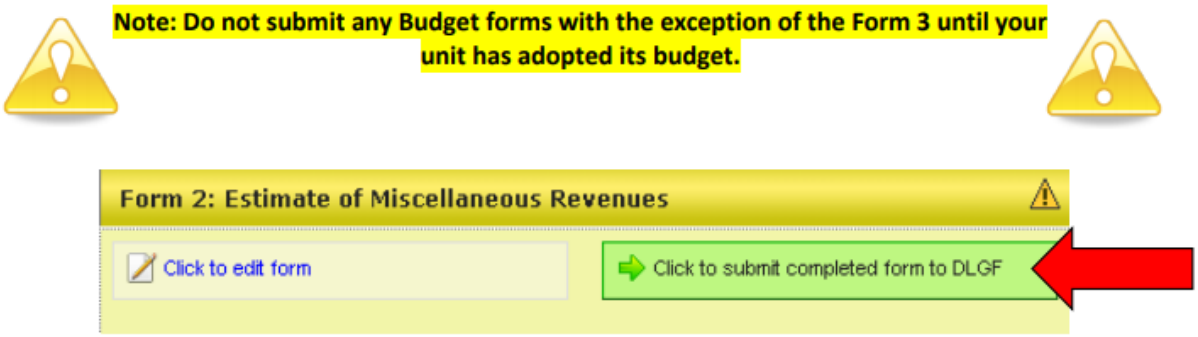


Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. Form 2 will still be editable until it is submitted.



Submitting the Form 2

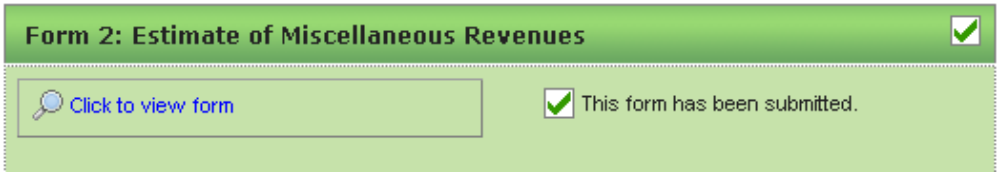
Note that after Form 2 has been marked as Ready to Submit, Form 2 under the Budget Form Menu now shows a green submit option.



If Form 2 is complete and you have adopted your budget, click on the green "Click to submit completed form to DLGF" button.

A pop-up box appears asking if you are sure you want to submit this form. If you haven't cleared off any errors, please take care of those first. If you are ready to submit, simply press "OK."

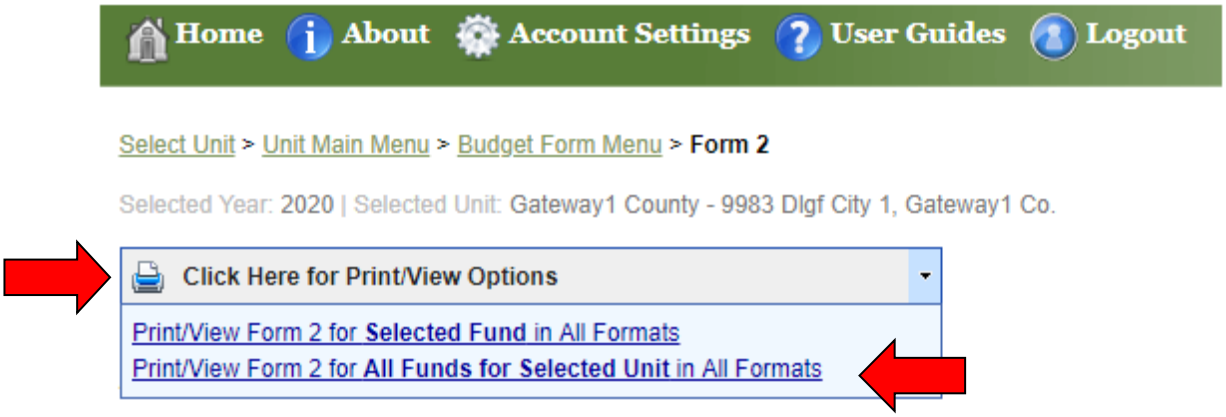
As noted below, Form 2 on the Budget Form Menu will now appear green and will now only have the option to view the form as "read-only."



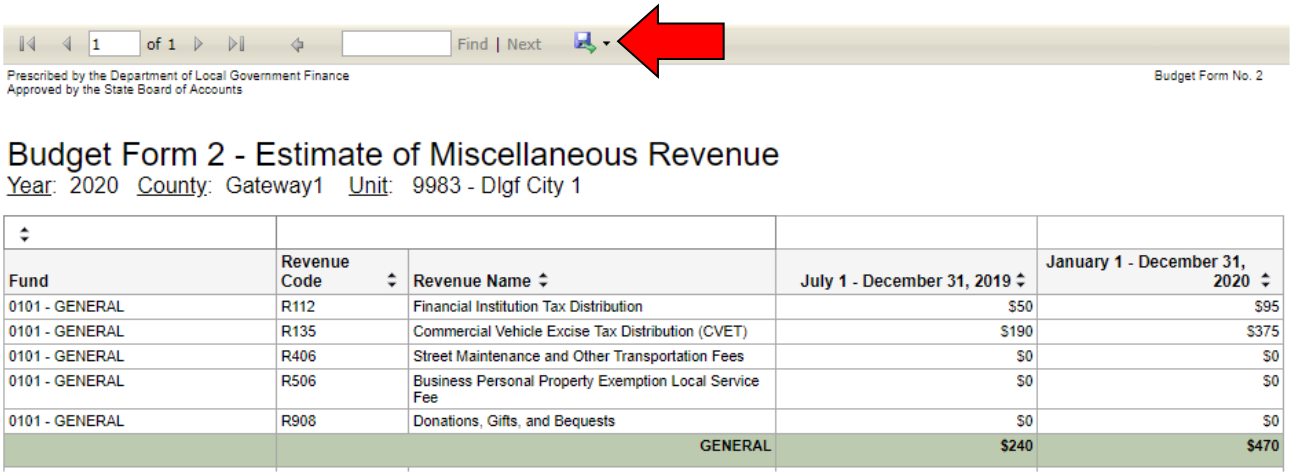
You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.

Viewing and Printing the Form

At any point, Form 2 can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, "Click Here for Print/Viewing Options." From here, the user has the option to print the currently selected funds or all funds. Please select one.

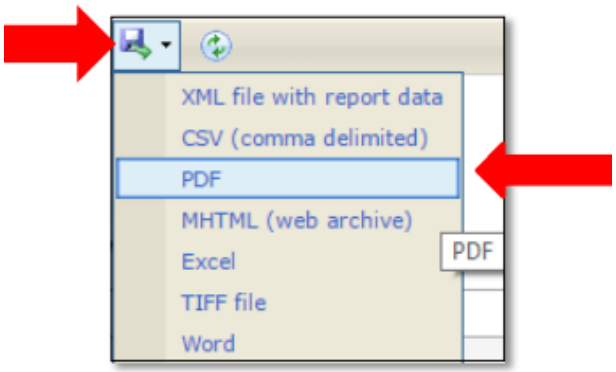


Once the page appears in a new window, click on the save icon in the middle of the top of the page to view the export options.



Fund	Revenue Code	Revenue Name	July 1 - December 31, 2019	January 1 - December 31, 2020
0101 - GENERAL	R112	Financial Institution Tax Distribution	$50	$95
0101 - GENERAL	R135	Commercial Vehicle Excise Tax Distribution (CVET)	$190	$375
0101 - GENERAL	R406	Street Maintenance and Other Transportation Fees	$0	$0
0101 - GENERAL	R506	Business Personal Property Exemption Local Service Fee	$0	$0
0101 - GENERAL	R908	Donations, Gifts, and Bequests	$0	$0
		GENERAL	$240	$470

From the list of export options, Form 2 may be exported into a PDF, Word, Excel, or many other different file types. This allows for personalization of how the data is displayed.



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

Congratulations! You have successfully submitted Form 2. Please see our 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.