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# Gateway User Guide

## Debt Worksheet

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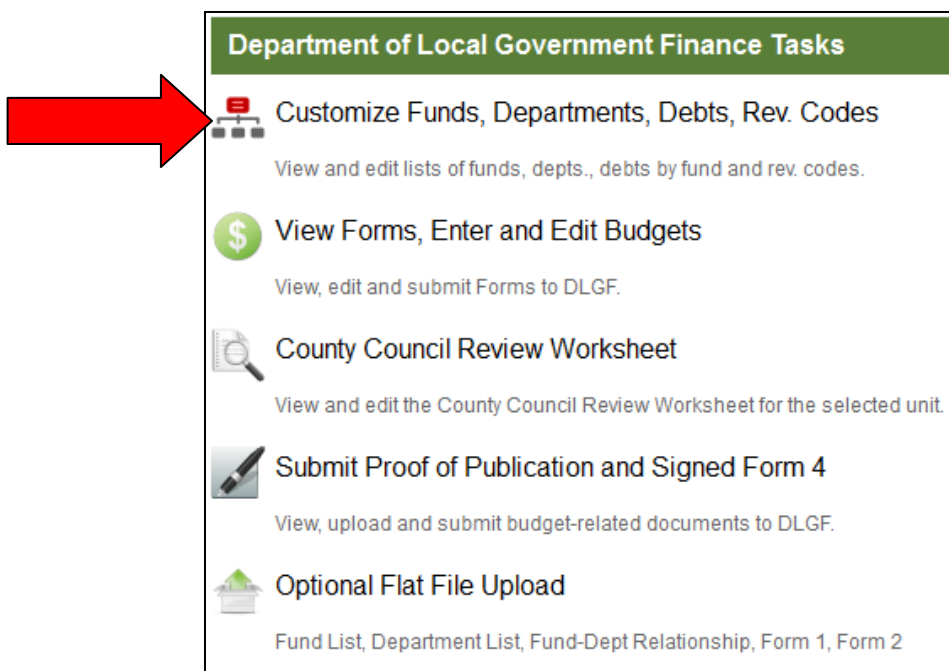
## Introduction

The Debt Worksheet is essential for those units that need to repay any types of debt from a property tax backed debt service fund. If your unit does not levy a debt service payment from a debt service fund, you will not need to complete or submit a Debt Worksheet. The data in this form can later be pulled into the Form 4B.

## Customizing Debts by Funds List

For those units needing to levy a debt service payment from a debt service fund, you will first need to link your 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. .

You may access the Customize Unit section from the Unit Main Menu by clicking “Customize Funds, Departments, Debts, Rev. Codes.”



The 2013 Budget program introduced the ability to link debt reported in Gateway’s Debt Management application to a debt service fund. These debt linkages should have rolled over into the 2014 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 your funds and debts are linked, you will be able to complete your Debt Worksheet and levy funds to fulfill upcoming debt service payments.

Select Unit > Unit Main Menu > Customize Unit

Selected Year: 2013 | Selected Unit: Jasper County - 0000 Jasper County


## Customize Funds/Depts./Rev.Codes/Debts Lists - Jasper County

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.






You will now be on the Customize Debts by Fund page. On this page you should notice debt service funds on the left and any linked submitted debts on the right. If you do not see any funds and need to levy funds to meet debt service payments from a separate debt service fund, you would need to access the Customize Funds List and add a debt service fund. 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.

### 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		NO DEBTS ATTACHED
0181 - DEBT PAYMENT		NO DEBTS ATTACHED



Clicking on the edit icon next to a fund will bring up a list of reported debts along with an option to link fees and anticipated debt service with the fund as well. By checking the box to the left of listed options and selecting “Update Record” you have linked a reported debt, fees, and/or anticipated debt service to the selected fund.

### Customize Debts by Fund

Selected Unit: 9992 Digi City 10, DLGFIBRC Co.

Selected Year: 2013

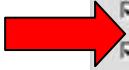
Available Debts:

☐ Check/Uncheck All

- ☒ First Mortgage Refunding Bonds, 2012
- ☒ First Mortgage Refunding Bonds, 1994
- ☐ Waterworks Revenue Bond Series 1994
- ☒ Fees
- ☐ Anticipated Debt Service

Cancel Update Record







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

### 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		First Mortgage Refunding Bonds, 2012 First Mortgage Refunding Bonds, 1994
0181 - DEBT PAYMENT		Anticipated Debt Service

## Accessing the Debt Worksheet


Now that you have linked your debts 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.

Department of Local Government Finance Tasks




**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.




**County Council Review Worksheet**

View and edit the County Council Review Worksheet for the selected unit.



**Submit Proof of Publication and Signed Form 4**

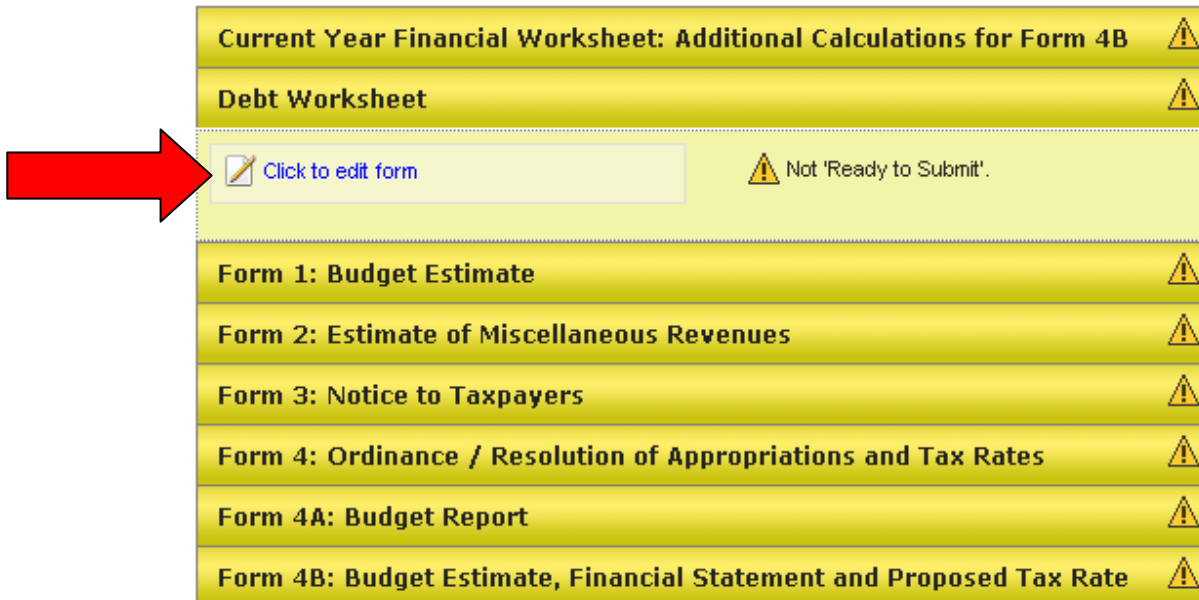
View, upload and submit budget-related documents to DLGF.



**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.”



The screenshot shows a menu of financial forms. A red arrow points to the 'Click to edit form' link next to the 'Debt Worksheet' entry. 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 your unit has multiple debt service funds.

**DEBT WORKSHEET**

Selected Year: 2013  
 Selected County: DLGFIBRC County  
 Selected Unit: Dlgf City 10  
 Select Fund:

0180 - DEBT SERVICE  
 0180 - DEBT SERVICE  
 0181 - DEBT PAYMENT

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
<a href="#">First Mortgage Refunding Bonds, 2012</a>		\$		\$		\$
<a href="#">First Mortgage Refunding Bonds, 1994</a>		\$		\$		\$
<a href="#">Fees</a>		\$ 0		\$ 0		\$ 0
<b>TOTALS BY FUND</b>		\$ 0		\$ 0		\$ 0
<b>TOTALS BY UNIT</b>		\$ 0		\$ 0		\$ 0

Uncompleted Debt Worksheets will display either “\$” or “\$0” until amounts have been assigned. To begin, click on the blue underlined debt name to access the amortization schedule.

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
<a href="#">First Mortgage Refunding Bonds, 2012</a>		\$		\$		\$
<a href="#">First Mortgage Refunding Bonds, 1994</a>		\$		\$		\$
<a href="#">Fees</a>		\$ 0		\$ 0		\$ 0

The amortization schedule will be pulled directly from Debt Management. 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 you do not see the amortization schedule 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: DLOFIBRC 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: First Mortgage Refunding Bonds, 2012

<div>  <a href="#">Click Here to Refresh All Values from Debt Management</a>  </div> <div>(WARNING: All item selections will be removed on data update)</div>							
Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014	Line 11 01/01/2015 to 06/30/2015
1/15/2012	226,263			226,263	<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, you will tell Gateway when the payments are made. For example, it is very possible that a payment that reads 1/5/2013 is paid in December 2012, so be careful to verify the payment dates with your records prior to completing the following steps.

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

**Total** – This is the total amount that is derived from the lease payment amounts for leases or 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 check boxes in this column are to be checked for any payments made between July 1 and December 31, 2013. This amount can be pulled into Line 2 of the Form 4B.

**Line 1** – The check boxes in this column are to be checked for any payments made between January 1 and December 31, 2014. This is the 2014 budgeted amount and can be carried over into Line 1 on your Form 4B.

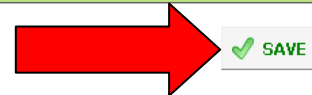
**Line 11** – The check boxes in this column are to be checked for any payments made between January 1 and June 30, 2015. This amount is the operating balance and can be carried over into Line 11 of the Form 4B.

For the example, let's assume that the payments are made on the same day as listed in the amortization schedule.

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014	Line 11 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2013	227,075			227,075	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7/15/2013	228,925			228,925	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/15/2014	230,663			230,663	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7/15/2014	227,288			227,288	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

7/15/2021	431,263			431,263	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/15/2022	547,038			547,038	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 0	\$ 0	\$ 0
TOTALS BY FUND					\$ 0	\$ 0	\$ 0
TOTALS BY UNIT					\$ 0	\$ 0	\$ 0



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

TOTALS BY DEBT					\$ 230,225	\$ 456,000	\$ 230,663
TOTALS BY FUND					\$ 230,225	\$ 456,000	\$ 230,663
TOTALS BY UNIT					\$ 230,225	\$ 456,000	\$ 230,663

Form values saved at 04:31 PM and 01 seconds.

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



[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > [DebtWorksheet](#) > **Debt Worksheet Data Entry**




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 allow 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 on 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 has 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.

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
<a href="#">First Mortgage Refunding Bonds, 2012</a>	07/15/2012	\$ 230,225	07/15/2013	\$ 456,000	01/15/2014	\$ 230,663
<a href="#">First Mortgage Refunding Bonds, 1994</a>	09/01/2012	\$ 26,785	09/01/2013	\$ 26,335	09/01/2014	\$ 25,885
<a href="#">Fees</a> 		\$ 0		\$ 0		\$ 0
TOTALS BY FUND		\$ 257,010		\$ 482,335		\$ 256,548
TOTALS BY UNIT		\$ 257,010		\$ 482,335		\$ 256,548

Once you select 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.

Line 2 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014	Line 11 01/01/2015 to 06/30/2015
<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS BY DEBT	\$ 0	\$ 0
TOTALS BY FUND	\$ 257,010	\$ 482,335
TOTALS BY UNIT	\$ 257,010	\$ 482,335



**Line 2** – This field is used to enter the total payments made between July 1 and December 31, 2013. This amount can be pulled into Line 2 of the Form 4B.

**Line 1** – This field is used to enter the total payments made between January 1 and December 31, 2014. This amount can be pulled into Line 1 of the Form 4B.

**Line 11** – This field is used to enter the total payments made between January 1 and June 30, 2015. This amount can be pulled into Line 11 of the Form 4B.

Simply click in a box and type in the amount for each of the three fields. If you do not have any payments for a certain time period, you may leave it blank or type in a zero. Once completed you will want to press the “Save” button to save your entries.

	500	1,000	500
TOTALS BY DEBT	\$ 500	\$ 1,000	\$ 500
TOTALS BY FUND	\$ 257,510	\$ 483,335	\$ 257,048
TOTALS BY UNIT	\$ 257,510	\$ 483,335	\$ 257,048

Form values saved at 08:34

SAVE

Once the form has been saved, you should notice the total row calculated and red text stating the time the form was saved.

## Troubleshooting Incorrect Amounts

If you access a specific debt in the Debt Worksheet with either no amounts or incorrect amounts, you will first need to correct the issue in Debt Management.

**Zero Amounts** – For a lease, add your lease payment amounts under the lease payment column. For any other types of debt, add your 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 semi annually. If the dates are correct, you need to check the amounts. 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, semi annually.

In the event that you will need to make a correction to a submitted debt report, you will need to contact the DLGF and request which debt(s) you would like to be unlocked. Requests can be made to the DLGF by emailing [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or calling (317) 232-3777

Once your correction has been made in Debt Management, you will need 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. Once you refresh the values, you will need to check the appropriate boxes and then press “Save”.

Selected Debt: General Obligation Bond 2011

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 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014
6/30/2011	48,500			48,500	<input type="checkbox"/>	<input type="checkbox"/>

## Signing the Form Electronically

At the bottom of the Debt Worksheet, there is a box for you to use 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 DLGF at [gateway@dlgf.in.gov](mailto:gateway@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.

NAME

John Smith

TITLE

Auditor

SIGNATURE/PIN

••••

DATE

06/12/2012

Form signature values saved at 02:54 PM and 58 seconds.

✓ SIGN AND DATE FORM

Once you see the red text stating “Form Signature Values Saved,” you have successfully signed the Debt Worksheet.

## Marking the Form “Ready to Submit”

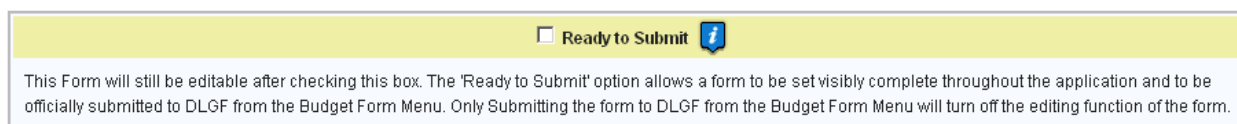
At the bottom of the Debt Worksheet and all other forms you will notice the Ready to Submit status boxes. Before you complete the form you will notice a grey box that is titled Not Ready to Submit.

The budget forms 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 previous years. Under a closer look, you will notice that the box states,

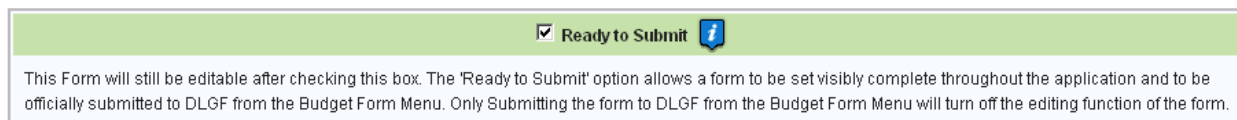
*“You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN.”*

A grey rectangular box with a yellow warning triangle icon and the text "Not Ready To Submit" in bold. Below this, in smaller text, it says: "You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN."

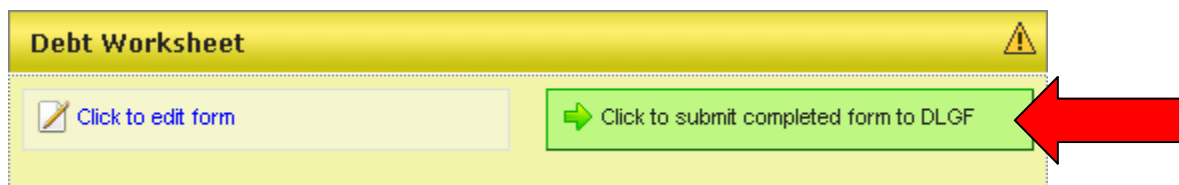
Once the form has been signed, the yellow “Ready to Submit” option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. You will not want to check this box until all necessary debt service payments, in all debt service funds have been accounted for in the Debt Worksheet.

A yellow rectangular box with a checkbox labeled "Ready to Submit" and an information icon. Below this, in smaller text, it says: "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."

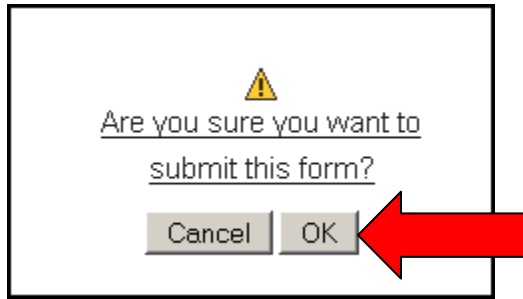
Once this box is checked, the box will turn green and the form will now be marked as “Ready to Submit.” The Debt Worksheet can still be edited until it is submitted.

A green rectangular box with a checked checkbox labeled "Ready to Submit" and an information icon. Below this, in smaller text, it says: "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."

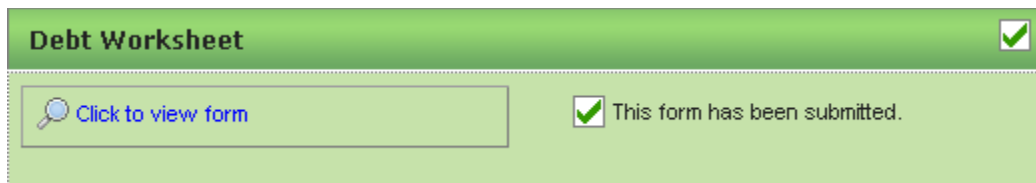
Note that after the Debt Worksheet has been marked as “Ready to Submit,” the Debt Worksheet section of the Budget Form Menu now shows a green submit option.

A screenshot of the Budget Form Menu. The "Debt Worksheet" section is highlighted in yellow. It contains two buttons: "Click to edit form" (with a pencil icon) and "Click to submit completed form to DLGF" (with a green arrow icon). A large red arrow points to the green submit button.

If you have completed your Debt Worksheet and will not need to make any changes, you may click on the green “Click to submit completed form to DLGF” button. You will notice a pop-up box asking you if you are sure you want to submit this form. If you are ready to submit, simply press “OK.”



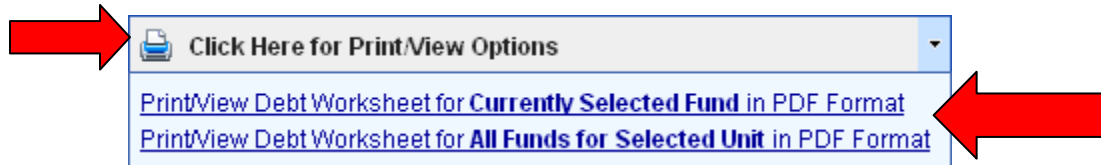
As you will note below, Debt Worksheet on the Budget Form Menu will now appear green and will now only have the option to view the form.



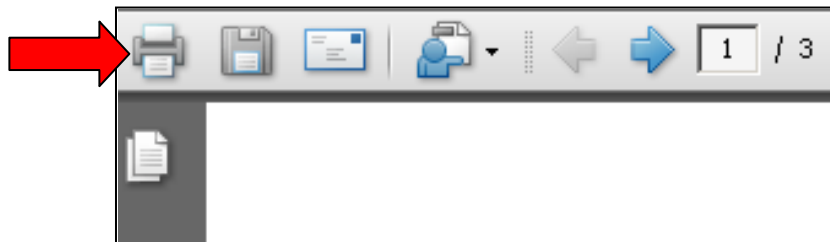
You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777.

## 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 you see the page appear in a new window, click on the printer icon on the top left hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email copies of your budget or post them on a website.



Congratulations! You have successfully submitted your Debt Worksheet. Please see our other user guides for assistance with other forms. If you have any questions, please email the Gateway inbox at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).