



# Gateway User Guide

**DECAF**

**Form 22 Component**

**Data Entry - CNAV And Form 22**



## Table of Contents

How do I get to the application screen in Gateway?.....	3
Accessing the Data Entry - CNAV And Form 22 (DECAF) application.....	5
Select County from List .....	6
Manage County Functions .....	6
Add and Edit Funds .....	6
Manage Distributions.....	7
Step 1: Select “Manage Units and Distributions” .....	7
Step 2: Entering Distributions .....	8
Upload Form 22 Text Files to Gateway.....	8
Invalid Data: Possible Error Messages .....	10
Commit Valid Data into Distributions .....	11
Clear June/ December Data for entire county/ year .....	12
Distribution Manual Entry .....	13
Manage Funds.....	13
Manage Distributions.....	15
Step 3: Ready to Submit Distribution Data .....	22
Step 4: Submit Distributions .....	24
Submission: Form 22 Submission .....	25

## How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units, users will have a username and password that will allow access the program. The username is the e-mail address on file with the Department of Local Government Finance (DLGF). The DLGF 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 [gateway@dlgf.in.gov](mailto:gateway@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.





The first page users will see is the login page. Users may enter their username, which is typically the user's email address, and account password before clicking "Log In."

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

\*After 5 failed attempts, account will be locked

[Forgot your password?](#)

For forgotten passwords, click the "Forgot your password?" link. Users will be prompted to enter their username/email address.

Authorized Personnel Login

User Name:

Password:

\*After 5 failed attempts, account will be locked

[Forgot your password?](#)

Upon entering a username and clicking "Submit," a new password will be emailed to the email address on file.

**Forgot Your Password**

This login is for authorized personnel only. For information or questions about obtaining access, please contact the [Department of Local Government Finance](#) or [State Board of Accounts](#).

**Use this gateway to access:**

- SBOA Accounts
- DLGF County Assessor or Auditor Accounts
- SDF Online Applications

**Forgot Your Password?**

Enter your User Name to receive your password.

User Name:

Submit



**Accessing the Data Entry - CNAV And Form 22 (DECAF) application**

**General Information regarding DECAF and its purpose.**

After signing in, the user will be asked to select an application. Some of the options include the Budgets, Debt Management, and the Other Post-Employment Benefits modules. Choose the green "Data Entry for CNAV and Form 22" option in the lower left corner to proceed.

**Select Application**

Department of Local Government Finance (DLGF)		Deadline	State Board of Accounts (SBOA)		Deadline
Assessor Reports		Mar 31	100R		Jan 31
Budgets		<input type="button" value="Details"/>	Annual Financial Report		<input type="button" value="Details"/>
<b>Data Entry for CNAV and Form 22</b>		<input type="button" value="Details"/>	Conflict of Interest Disclosure		15 days after final action on the contract or purchase
Debt Management		<input type="button" value="Details"/>	E-1 Entity Annual Report		60 days after entity's fiscal year ends
Economic Development Reporting		Sep 30	ECA Risk Report		Aug 29
Other Post-Employment Benefits		Mar 1			
SB 131 Reporting for SWMDs		Mar 1			
TIF Management		Apr 15			

Each of the Gateway applications enables a local unit to submit its required forms, reports, or files to the appropriate state agency, which currently includes **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts), **IEERB** (Indiana Education Employment Relations Board) and **IGC** (Indiana Gaming Commission). If questions arise about a certain agency's form, reports, or files, please submit requests to the appropriate agency.

## Select County from List

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

Department of Local Government Finance - DECAF

[Home](#)
[About](#)
[Account Settings](#)
[Help](#)
[Logout](#)

Select County

### Select County from List All Units

Select Reporting Year: 2016 ⓘ

Unit Code	Unit Name	Unit Type	Unit County	User Role
0000	ADAMS COUNTY	County	Adams	Submit
0000	BOONE COUNTY	County	Boone	Submit

## Manage County Functions

Once the county is selected, users will be directed to a Manage County Functions screen. At this point, users may select between “Manage Units & Distributions,” which is largely associated with Form 22 data entry, or “Manage CNAV.”

Please note that users will use the “Manage Units & Distributions” section to add or remove funds for a taxing unit.

## Add and Edit Funds

Funds cannot currently be added or removed for use with Form 22, and are based on the certified funds from the current Pay year. If there is a scenario in which non-certified funds should be added, please email [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

## Manage CNAV

Most functionality under “Manage CNAV” relates to CNAV data submission. Separate instructions for the CNAV component are available here:

<http://www.in.gov/dlgf/files/150630 - DECAF-CNAV User Guide.pdf>

The remainder of this guide will proceed with instructions related to the Form 22 portion of DECAF.



## Manage Distributions

### Step 1: Select “Manage Units and Distributions”

#### Manage County Functions

Boone County: Reporting Year 2016

Manage Units and Distributions

Last Activity at:

June Certified Pay 2016 Settlement Period:

0 of 26 units are ready to submit

\$0.00 in distributions entered for this county

December Certified Pay 2016 Settlement Period:

0 of 26 units are ready to submit

\$0.00 in distributions entered for this county

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

#### Manage County Functions

Boone County: Reporting Year 2016

Manage Units and Distributions

Last Activity at:

June Certified Pay 2016 Settlement Period:

0 of 26 units are ready to submit

\$0.00 in distributions entered for this county

December Certified Pay 2016 Settlement Period:

0 of 26 units are ready to submit

\$0.00 in distributions entered for this county

## Step 2: Entering Distributions

Users have two options for entering distributions:

- Use the “Upload” feature, which will allow users to populate the fields automatically; **OR**
- Manually enter the data into the Distribution interface screen
  - See “Distribution Manual Entry” starting on page 11.

### Upload Form 22 Text File to Gateway

The DECAF application supports flat file uploads from users to populate Form 22 Data. Each county’s Tax & Billing vendor demonstrated the ability to generate Form 22 files during 50 IAC 26 software compliance testing. For questions on how to generate the Form 22 files, please contact the county’s Tax & Billing vendor.

Users who elect to upload Form 22 data through the “Upload” feature simply need to select the “Upload” button at the top of page.

Select County > Manage County > Manage Units & Distributions



### Select Unit from List

Adams County: Reporting Year 2016

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
-----------	-----------	------------------------------	------------------------	----------------------------------	----------------------------

Once users select the “Upload” tool, the Form 22 text file that was provided by the county’s Tax & Billing system may be uploaded.

Please note that the Form 22 file must follow specifications provided to the vendor by the DLGF. Using a file that was not produced by a certified Tax & Billing system will likely result in an upload error.

**1. Select the file to upload**

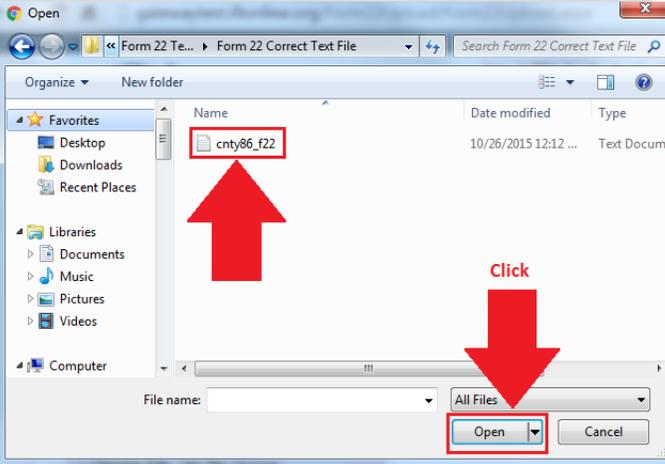
Select County > Manage County > Manage Units & Distributions > Form 22 Upload

Boone County - All Units

**File Upload**

Choose File No file chosen

**2. Click "Choose File" and Open the selected file**



**3. Verify the correct file is opened**

Select County > Manage County > Manage Units & Distributions > Form 22 Upload

Boone County - All Units

**File Upload**

Choose File cnty86\_f22.txt

**4. Click the blue "Process" Button**

Account Settings Help Logout

Click

Process

Upon successfully uploading the file, the Form 22 Data will populate the bottom of the page.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Form 22 Upload](#)

### Adams County - All Units: Reporting Year 2016

#### File Upload

No file chosen

File was processed successfully. Please review the processed data below to check for accuracy before committing processed distributions to the database. Then click the 'Commit Valid Data into Distributions' button to proceed.

#### Processed Upload

Upload Id	Year	County #	Taxing Unit (Unit Type - Unit Code)	Warrant Number	Entity Type	Entity Code	Distribution Code	Advance	Distribution Date	Amount
164	2016	01	1 - 0000	0	F	2391	P	No	Jun 30 2016	\$242,897.78
164	2016	01	1 - 0000	0	F	2391	E	No	Jun 30 2016	(\$12,187.19)
164	2016	01	1 - 0000	0	F	0101	P	No	Jun 30 2016	\$3,680,293.04
164	2016	01	1 - 0000	0	F	0101	E	No	Jun 30 2016	(\$184,655.38)
164	2016	01	1 - 0000	0	F	0801	P	No	Jun 30 2016	\$90,890.79
164	2016	01	1 - 0000	0	F	0801	E	No	Jun 30 2016	(\$4,560.37)
164	2016	01	1 - 0000	0	F	1301	P	No	Jun 30 2016	\$25,856.87
164	2016	01	1 - 0000	0	F	1301	E	No	Jun 30 2016	(\$1,297.36)
164	2016	01	1 - 0000	0	F	0790	P	No	Jun 30 2016	\$382,368.14

Bottom 

**Populated Data**



### Invalid Data: Possible Error Messages

It is possible that after you click the blue "Process" button, you may receive a red error message at the bottom of the page. This is likely because the text file you attempted to upload had invalid data somewhere in it.

Some common examples are:

- Invalid Transmission Description
- Invalid Distribution Year
- Invalid County Code
- Invalid Unit Type Code
- Invalid Unit Code
- Invalid Distribution Code
- Invalid Entity Code



Example: Invalid Transmission Description

**Error**

The transmission description field doesn't begin with the target month and year.  
Please check to make sure that all values are correct and match the target unit and year. Then please try to upload your file again.

**Note:**

- This page is designed to allow the user to preview the data from the file to verify everything is correct, and then do a final commit to Gateway by clicking the “Insert valid data into distributions” button.
- Each fund should have a maximum of one final distribution per distribution type per period. There is no limit on the number of advances that may be reported.
- Advances will be considered part of the final distribution amount.

Verify that the information displayed is correct.



Click the blue “Commit Valid Data into Distributions” button at the bottom of the page.

164	2016	01	1 - 0000	0	F	1192	E	No	Jun 30 2016	(\$11,794.04)
164	2016	01	1 - 0000	0	F	0124	P	No	Jun 30 2016	\$36,826.46
164	2016	01	1 - 0000	0	F	0124	E	No	Jun 30 2016	(\$1,847.72)
164	2016	01	5 - 0001	0	F	0101	P	No	Jun 30 2016	\$131,370.85
164	2016	01	5 - 0001	0	F	0101	E	No	Jun 30 2016	(\$10,494.10)
164	2016	01	2 - 0001	0	F	1111	P	No	Jun 30 2016	\$3,226.92
164	2016	01	2 - 0001	0	F	1111	E	No	Jun 30 2016	(\$93.31)



Click

**Note:** The previously populated information will disappear.



## Clear June/ December Data for entire county/ year

This feature will clear ALL data for the associated distribution period, including any processed data on the upload page, any manually entered distributions, and any data previously uploaded and committed. Use this button to start over for a distribution period.

Select County > Manage County > Manage Units & Distributions > Form 22 Upload

### Adams County - All Units: Reporting Year 2016

#### File Upload

Choose File No file chosen

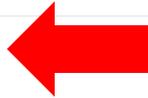
Process

File was processed successfully. Please review the processed data below to check for accuracy before committing processed distributions to the database. Then click the 'Commit Valid Data into Distributions' button to proceed.

#### Processed Upload

View previously uploaded files

Clear June Distributions



Upload Id	Year	County #	Taxing Unit (Unit Type - Unit Code)	Warrant Number	Entity Type	Entity Code	Distribution Code	Advance	Distribution Date	Amount
164	2016	01	1 - 0000	0	F	2391	P	No	Jun 30 2016	\$242,897.78
164	2016	01	1 - 0000	0	F	2391	E	No	Jun 30 2016	(\$12,187.19)

Bottom  
↓

**Note:** The buttons will not appear under the following scenarios:

1. If the user doesn't have permission (read-only);
2. The county has submitted their data for that period; or
3. The reporting period has closed.



## Distribution Manual Entry

Use the following directions to manually enter distributions through the application.

## Manage Units and Distributions

Click the “Manage Units and Distributions” button.

[Select County](#) > [Manage County Functions](#)

### Manage County Functions

County: Reporting Year 2016

## Select Unit Name

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

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#)

[Upload](#)

## Select Unit from List

Carroll County: Reporting Year 2016

[Check for any warnings concerning your distributions](#)

[Manage Unit Ready-to-Submit Status](#)

[Submit June Distributions](#)

[Submit December Distributions](#)

Unit Name	Unit Type	Total Distributions for June	Submitted - June	Total Distributions for December	Ready To Submit - December
0000 - CARROLL COUNTY	1 - County	\$2,461,543.84	✓		\$0.00
0001 - ADAMS TOWNSHIP	2 - Township	\$6,512.37	✓		\$0.00
0002 - BURLINGTON TOWNSHIP	2 - Township	\$70,843.62	✓		\$0.00



## Manage Units

Click the "Manage Distributions" button.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > **Manage Units**

# Manage Unit

## ADAMS TOWNSHIP: Reporting Year 2016

Manage Funds

3 Funds Configured for this Unit.



Manage Distributions

\$6,512.37 in June Distributions entered.

\$0.00 in December Distributions entered.

## Manage Distributions

Select the appropriate settlement period (June or December).

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Unit](#) > **Manage Distributions**

# Manage Distributions

## ADAMS TOWNSHIP: Reporting Year 2016

Select Settlement Period



June

December





## Distributions (Manual Entry)

You may choose to manually enter your distribution data. In order to manually enter your distribution data, you will need to have six pieces of information:

1. Warrant Number
2. Distribution Type
3. Entity Type
4. Entity Code
5. Distribution Code
6. Amount of Distribution

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Unit](#) > [Manage Distributions](#) > [Distributions](#)

## June Distributions

Upload

ADAMS COUNTY: Reporting Year 2016

**Distribution Manual Entry**

County	01	<b>Step 1</b>
Taxing Unit	ADAMS COUNTY	
Unit Code	0000	
Warrant Number	<input type="text"/>	<input type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▾	<b>Step 2</b>
Entity Type	Fund ▾	<b>Step 3</b>
Entity Code	Select Entity... ▾	<b>Step 4</b>
Distribution Code	<input type="text"/>	<b>Step 5</b>
Distribution Date	6/30/2016	
Previous Advances		
Amount	<input type="text"/>	<b>Step 6</b>
		<b>Step 7</b> <input type="button" value="Add Distribution"/>

Enter check number or click "Check for 'ACH'" box.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

June Distributions Upload

ADAMS COUNTY: Reporting Year 2016

**Distribution Manual Entry**

County	01
Taxing Unit	ADAMS COUNTY
Unit Code	0000
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount
Entity Type	Fund
Entity Code	Select Entity...
Distribution Code	
Distribution Date	6/30/2016
Previous Advances	
Amount	

Add Distribution



From the dropdown next to "Distribution Type," select "Final Amount" or "Advance."

**Note:** User will not be able to later switch a distribution from "Advance" to "Final Amount."

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

June Distributions Upload

ADAMS COUNTY: Reporting Year 2016

**Distribution Manual Entry**

County	01
Taxing Unit	ADAMS COUNTY
Unit Code	0000
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount
Entity Type	Fund
Entity Code	Select Entity...
Distribution Code	
Distribution Date	6/30/2016
Previous Advances	
Amount	

Add Distribution





From the dropdown next to “Entity Type,” select “Fund”.

**Note:** User will not be able to later change the type of distribution.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Unit](#) > [Manage Distributions](#) > **Distributions**

Upload

## June Distributions

ADAMS COUNTY: Reporting Year 2016

**Distribution Manual Entry**

County	01
Taxing Unit	ADAMS COUNTY
Unit Code	0000
Warrant Number	<input type="text" value="ACH"/> <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	<input type="text" value="Final Amount"/>
Entity Type	<input type="text" value="Fund"/>
Entity Code	<input type="text" value="Select Entity..."/>
Distribution Code	
Distribution Date	<input type="text" value="6/30/2016"/>
Previous Advances	
Amount	<input type="text"/>



From the dropdown next to "Entity Code," select the appropriate entity code.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Manage Unit](#) > [Manage Distributions](#) > **Distributions**

Upload

## Distributions

### Distribution Manual Entry

County	86
Taxing Unit	WARREN COUNTY
Unit Code	0000
Warrant Number	<input type="text"/> <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▼
Entity Type	Fund ▼
Entity Code	Select Entity... ▼
Distribution Code	0061 - RAINY DAY 0101 - GENERAL
Distribution Date	0102 - ELECTION/REGISTRATION 0124 - 2015 REASSESSMENT
Previous Advances	0706 - LOCAL ROAD & STREET 0790 - CUMULATIVE BRIDGE
Amount	0801 - HEALTH 2391 - CUMULATIVE CAPITAL DEVELOPMENT



Add Distribution



From the dropdown next to “Distribution Code,” select the appropriate Distribution Code. The system enforces a maximum of one final distribution per distribution type per period.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

Upload

## Distributions

**Distribution Manual Entry**

County	86
Taxing Unit	WARREN COUNTY
Unit Code	0000
Warrant Number	<input type="text"/> <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▼
Entity Type	Fund ▼
Entity Code	0101 - GENERAL ▼
Distribution Code	F - Financial Institution Tax ▼
Distribution Date	F - Financial Institution Tax L - License Excise P - Property Tax
Previous Advances	X - Commercial Vehicle Excise Tax E - Examination of Records
Amount	<input type="text"/>

**Step 5** ←

Add Distribution

In the box next to "Amount," enter in the amount of distribution. Click the gray "Add Distribution" box in the lower right corner.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## June Distributions

Upload

ADAMS COUNTY: Reporting Year 2016

**Distribution Manual Entry**

County: 01  
 Taxing Unit: ADAMS COUNTY  
 Unit Code: 0000  
 Warrant Number: ACH  Check for 'ACH'  
 Distribution Type: Final Amount  
 Entity Type: Fund  
 Entity Code: 0101 - GENERAL  
 Distribution Code: P - Property Tax  
 Distribution Date: 6/30/2016

Previous Advances

Amount: 100000.50

**Step 7**

**Step 6**

Add Distribution

Verify the information is correct.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## June Distributions

Upload

ADAMS COUNTY: Reporting Year 2016

**Distribution Manual Entry**

County: 01  
 Taxing Unit: ADAMS COUNTY  
 Unit Code: 0000  
 Warrant Number:   Check for 'ACH'  
 Distribution Type: Final Amount  
 Entity Type: Fund  
 Entity Code: Select Entity...  
 Distribution Code:   
 Distribution Date: 6/30/2016

Previous Advances

Amount:

**Step 8**

Add Distribution

---

**Previous Distributions**

Entity Code	Warrant Number	Distribution Code	Distribution Type	Distribution Date	Amount	
0101 - GENERAL ...	ACH	P - Property Tax	Final	06/30/2016	\$100,000.50	Edit Delete

Total Final Distributions: \$100,000.50

**Note:** If information is incorrect, the user may click “Edit” to edit the information or “Delete” to delete.

**Previous Distributions**

Entity Code	Warrant Number	Distribution Code	Distribution Type	Distribution Date	Amount	
0101 - GENERAL ...	ACH	P - Property Tax	Final Amount	12/31/2015 12:00:00 AM	\$916,438.71	<a href="#">Edit</a> <a href="#">Delete</a>
Total: \$916,438.71						

**Note:** If user wishes to either a) switch a distribution from advance to final; or b) change the type of distribution, then they will need to delete the row and add a new one.

**Step 3: Ready to Submit Distribution Data**

In the “breadcrumbs,” select “Manage Units & Distributions.”

Select County > Manage County > **Manage Units & Distributions** > Form 22 Upload

**Select Files**

Select File to Upload

No file chosen

**Previous Upload**

**Select**

No data to upload.

**Note that the previously populated Form 22 data is now gone.**

Click the blue “Manage Unit Ready-to-Submit Status” button.

Select County > Manage County > **Manage Units & Distributions**

**Select Unit from List**

**BOONE COUNTY**

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
0000 - BOONE COUNTY	1 - County	\$0.00		\$1,257,886.85	
0001 - CENTER TOWNSHIP	2 - Township	\$0.00		\$0.00	
0002 - CLINTON TOWNSHIP	2 - Township	\$0.00		\$0.00	
0004 - HARRISON TOWNSHIP	2 - Township	\$0.00		\$0.00	

**Note that the “Total Distributions” field has now populated.**

Select each box individually under the appropriate "Ready to Submit" column (June or December) or click "All".

Select County > Manage County > Manage Units & Distributions

Upload

## Select Unit from List

BOONE COUNTY

Done Editing Units
Check for any warnings concerning your distributions
Submit June Distributions
Submit December Distributions

Click a link below to select your unit.

Units are not able to be marked as "Ready to Submit" if they issued advances without final amount distributions

Unit Name	Unit Code	Unit Type	Unit County	Ready To Submit June	Ready To Submit December
BOONE COUNTY	0000	1 - County	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CENTER TOWNSHIP	0001	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLINTON TOWNSHIP	0002	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HARRISON TOWNSHIP	0004	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JACKSON TOWNSHIP	0005	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JEFFERSON TOWNSHIP	0006	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MARION TOWNSHIP	0007	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>

After you have selected all units as "Ready to Submit," click the blue "Done Editing Units" box on the left side of the page.

ZIONSVILLE COMMUNITY SCHOOL CORPORATION	0630	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LEBANON COMMUNITY SCHOOL CORPORATION	0665	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SHERIDAN COMMUNITY SCHOOLS	3055	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LEBANON PUBLIC LIBRARY	0015	5 - Library	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
THOMAS PUBLIC LIBRARY	0016	5 - Library	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELD MEMORIAL LIBRARY	0296	5 - Library	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BOONE COUNTY SOLID WASTE MANAGEMENT DISTRICT	1040	6 - Special	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Done Editing Units
Check for any warnings concerning your distributions
Submit June Distributions
Submit December Distributions

## Step 4: Submit Distributions

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

Select County > Manage County > Manage Units & Distributions

Upload

### Select Unit from List

BOONE COUNTY

Manage Unit Ready-to-Submit Status

Check for any warnings concerning your distributions

Submit June Distributions

Submit December Distributions

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
0000 - BOONE COUNTY	1 - County	\$0.00		\$1,257,886.85	✓
0001 - CENTER TOWNSHIP	2 - Township	\$0.00		\$0.00	✓
0002 - CLINTON TOWNSHIP	2 - Township	\$0.00		\$0.00	✓
0004 - HARRISON TOWNSHIP	2 - Township	\$0.00		\$0.00	✓
0005 - JACKSON TOWNSHIP	2 - Township	\$0.00		\$0.00	✓

Note: A green checkmark should now appear next to each row.

## Distribution Warnings

The Distribution Warnings page displays a list of units that have more than a 10% difference in distributions from the previous year.

You may access the Distribution Warnings page by clicking the red “Check for any warnings concerning your distributions” button on the “Manage Units & Distributions” page.

## Submission: Form 22 Submission

Enter in your: Name; Title; Signature/ PIN (4-Digit PIN), then click the green “Sign and Submit Form” button.

As is the case with other DLGF forms, the Form Signature fields are completed by the DECAF Submitter using the four digit PIN supplied during the account creation.

Users who do not have their four digit PIN may contact [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) to receive a PIN reminder to the email address on file.

[Select County](#) > [Manage County](#) > **Submission**

## Form 22 Submission

Check for any warnings concerning your distributions

**Form Signature**

NAME

TITLE

SIGNATURE/PIN

DATE

**Enter in your:  
Name;  
Title; &  
4-Digit PIN**

**SIGN AND SUBMIT FORM**

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.

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

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