

DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Supporting a Commonwealth of Communities

DLS Gateway Modernization Schedule A

MMAAA Summer Conference
June 2017



Schedule A

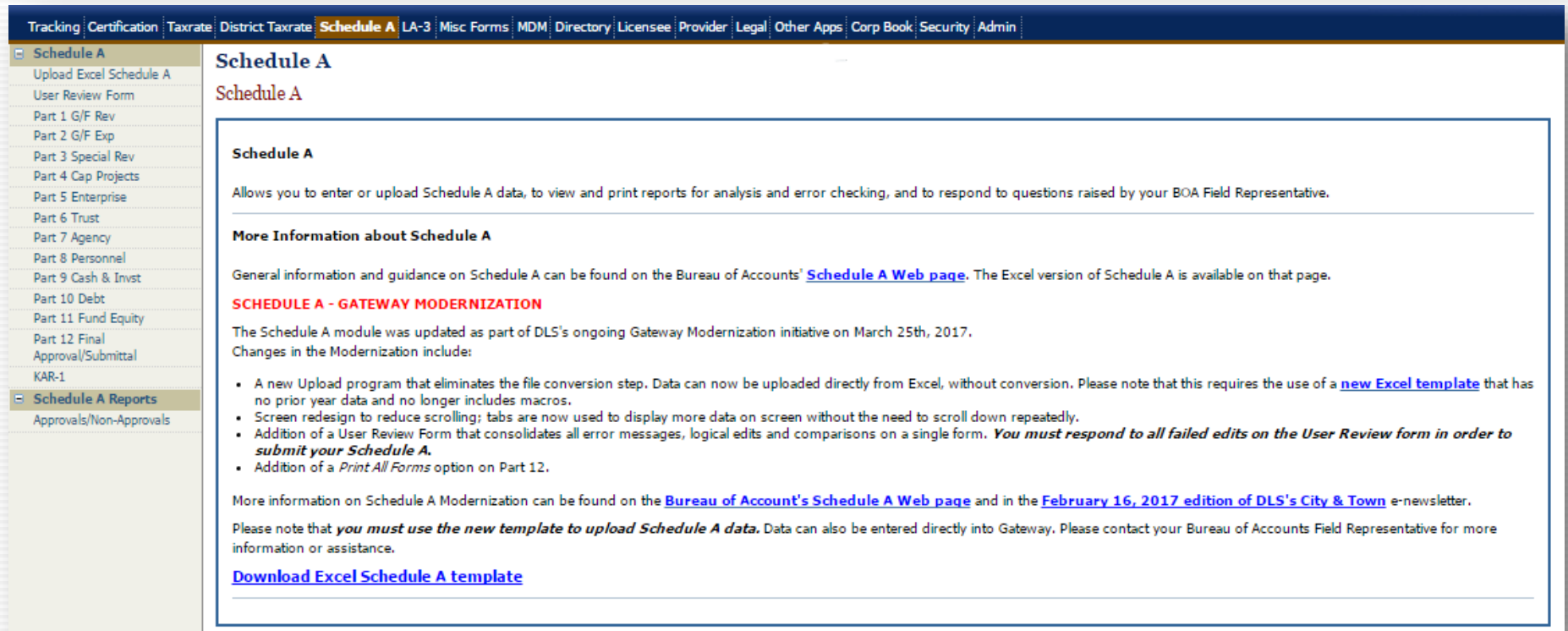
Release 4 - March 25, 2017

Schedule A Improvements:

- Direct Upload - no conversion step
- Form redesign - reduced scrolling
- New User Review form
- Enhanced Print options
- New Approved/Not Approved report

Landing Page

Information on the Schedule A Landing Page



The screenshot shows a web application interface. At the top is a dark blue navigation bar with white text links: Tracking, Certification, Taxrate, District Taxrate, **Schedule A**, LA-3, Misc Forms, MDM, Directory, Licensee, Provider, Legal, Other Apps, Corp Book, Security, and Admin. Below this is a left sidebar with a light beige background. It contains two main sections: 'Schedule A' with links like 'Upload Excel Schedule A', 'User Review Form', and 'Part 1 G/F Rev'; and 'Schedule A Reports' with a link for 'Approvals/Non-Approvals'. The main content area has a white background. It features a 'Schedule A' heading, a brief description of the module's purpose, a 'More Information about Schedule A' section with a link to the Bureau of Accounts' web page, a red heading for 'SCHEDULE A - GATEWAY MODERNIZATION', a paragraph about the March 2017 update, a bulleted list of changes (new upload program, screen redesign, new review form, and a 'Print All Forms' option), and a link to download the Excel template.

Schedule A

Schedule A

Schedule A

Allows you to enter or upload Schedule A data, to view and print reports for analysis and error checking, and to respond to questions raised by your BOA Field Representative.

More Information about Schedule A

General information and guidance on Schedule A can be found on the Bureau of Accounts' [Schedule A Web page](#). The Excel version of Schedule A is available on that page.

SCHEDULE A - GATEWAY MODERNIZATION

The Schedule A module was updated as part of DLS's ongoing Gateway Modernization initiative on March 25th, 2017. Changes in the Modernization include:

- A new Upload program that eliminates the file conversion step. Data can now be uploaded directly from Excel, without conversion. Please note that this requires the use of a [new Excel template](#) that has no prior year data and no longer includes macros.
- Screen redesign to reduce scrolling; tabs are now used to display more data on screen without the need to scroll down repeatedly.
- Addition of a User Review Form that consolidates all error messages, logical edits and comparisons on a single form. **You must respond to all failed edits on the User Review form in order to submit your Schedule A.**
- Addition of a *Print All Forms* option on Part 12.

More information on Schedule A Modernization can be found on the [Bureau of Account's Schedule A Web page](#) and in the [February 16, 2017 edition of DLS's City & Town](#) e-newsletter.

Please note that **you must use the new template to upload Schedule A data**. Data can also be entered directly into Gateway. Please contact your Bureau of Accounts Field Representative for more information or assistance.

[Download Excel Schedule A template](#)

- Download the Excel Schedule A template
- Guidance from the Bureau of Accounts
 - Frequently Asked Questions (FAQs)

Landing Page

Frequently Asked Questions (FAQs): Solutions to common problems

Division of Local Services Gateway

Taxrate **Schedule A** LA-3 Misc Forms Directory Licensee Provider Security

Schedule A

Upload Excel Schedule A

User Review Form

Part 1 G/F Rev

Part 2 G/F Exp

Part 3 Special Rev

Part 4 Cap Projects

Part 5 Enterprise

Part 6 Trust

Part 7 Agency

Part 8 Personnel

Part 9 Cash & Invst

Part 10 Debt

Part 11 Fund Equity

Part 12 Final Approval/Submittal

KAR-1

Schedule A Reports

Approvals/Non-Approvals

Schedule A

Schedule A

FAQ's

Question

▼ If I upload data from the Excel Schedule A, can I make changes in Gateway?

Yes. Uploaded data can be edited in Gateway until the Schedule A is submitted.

▼ I'm having trouble uploading my Schedule A. How can I get help?

Please call DLS IT Support at 617-626-2350 for assistance with uploading Schedule A. You can also send an email to DLSITGroup@dor.state.ma.us and someone from Support will contact you.

▶ Do I have to sign and submit each Part in Schedule A?

▶ Do I have to use the Excel version of Schedule A?

▶ I submitted Schedule A and I need to make a correction, but the form is locked. How can I get it unlocked?

▶ How do I respond to BOA's questions about my Schedule A?

Schedule A

Allows you to enter

More Information

General information

SCHEDULE A - GA

The Schedule A mo

- A new Upload pr
- that has no prior
- Screen redesign
- Addition of a Use
- your Schedule A
- Addition of a Pri

More information on

Please note that the

Data can also be on

Upload

- You must use new template file (from Landing Page or DLS Web.)
- Direct upload, no conversion required. Choose Excel file and Upload.

The screenshot shows the 'Schedule A' section of a web application. The top navigation bar includes links for Tracking, Certification, Taxrate, District Taxrate, **Schedule A**, LA-3, Misc Forms, MDM, Directory, Licensee, Provider, Legal, Other Apps, and Corp Book. A 'Help Mode' button is located in the top left. The left sidebar contains a tree view with 'Schedule A' expanded, showing options like Upload, User Review Form, and various Parts (1-12, KAR-1). The 'Upload' option is highlighted with a red arrow. Below the sidebar, the main content area is titled 'Schedule A Upload'. It displays 'Status: NO STATUS FOUND' and 'AMESBURY - 007'. There are dropdown menus for 'Jurisdiction' (set to Amesbury - 007) and 'Fiscal Year' (set to 2016), followed by a 'Go' button. Below these, there is a link to 'Download Schedule A Excel template'. At the bottom, there is a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. The footer of the page reads '©2017 Commonwealth of Massachusetts'.

Tracking Certification Taxrate District Taxrate **Schedule A** LA-3 Misc Forms MDM Directory Licensee Provider Legal Other Apps Corp Book

Help Mode

Schedule A

Upload

User Review Form

Part 1 G/F Rev

Part 2 G/F Exp

Part 3 Special Rev

Part 4 Cap Projects

Part 5 Enterprise

Part 6 Trust

Part 7 Agency

Part 8 Personnel

Part 9 Cash & Invst

Part 10 Debt

Part 11 Fund Equity

Part 12 Final Approval/Submittal

KAR-1

Schedule A Reports

Approvals/Non-Approvals

Schedule A

Upload

Status: NO STATUS FOUND

AMESBURY - 007

Jurisdiction Amesbury - 007 Fiscal Year 2016 Go

Download Schedule A Excel template

Choose File No file chosen Upload

©2017 Commonwealth of Massachusetts

Excel file is now in generic 2010 format, with no macros or extra sheets
No prior year data; template will not change from year to year

	A	B	C	D	E	F	G	H
1	Part III	Special Revenue Funds	Federal Grants					
2	Account Number	Item Description	Federal General Government Grants	Federal Public Safety Grants	Federal Public Works Grants	Federal Education Grants	Federal Emergency Management Agency (FEMA)	Federal Culture & Recreation Grants
3		REVENUES						
4	4100	Taxes and Excises						
5	4200	Charges for Services						
6	4500	Federal Revenue						
7	4600	State Revenue						
8	4800	Miscellaneous Revenue						
9	4820	Earnings on Investments						
10		TOTAL REVENUES	0	0	0	0	0	0
11		OTHER FINANCING SOURCES						
12	4910	Bond Proceeds						
13	4970	Transfers From Other Funds						
14	4990	Other Financing Sources						
15		TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0
16		TOTAL REVENUES AND OTHER FINANCING SOURCES	0	0	0	0	0	0
17		EXPENDITURES						

Part 1
Part 2
Part 3
Part 4
Part 5
Part 6
Parts 7-8-9
Part 10
Part11
KAR-1

Tabs: reduced page size, less scrolling

[illegible]

Print buttons

Form Redesign

Print: creates PDF using data on currently displayed tab only

Print All Tabs: creates PDF with data for all tabs

Schedule A Part 2

General Fund Expenditures - Public Works (400)

Status: NO STATUS FOUND

HARDWICK - 124 2017

Jurisdiction Fiscal Year

GENERAL GOVERNMENT
(100)

PUBLIC SAFETY (200)

EDUCATION (300)

PUBLIC WORKS (400)

HUMAN SERVICES (500)

CULTURE AND
RECREATION (600)

DEBT

Public Works (400)

Acct. No.	Object of Expenditure	Hwy/Streets (Snow/Ice)	Hwy/Streets (Other)	Waste Collect/Disp	Sewer Collect/Disp	Water Distribution	Parking Garage	
5100	Salary and Wages							
5700	Expenditures							
5800A	Construction							
5800B	Capital Outlay							
	TOTAL							

Form Redesign

Use Part 12 to:

Schedule A Part 12

Final Approval/Submittal

Status: NO STATUS FOUND

HARDWICK - 124 2017

Jurisdiction Hardwick - 124 Fiscal Year 2017 Go

Comments - [add comment](#)

Comments

No comments to display.

Current Documents - [upload new documents](#)

Name

Action

No documents to display.

Signatures

Town Accountant

☐ Check to add signature

Save

Submit

Print

Print All Forms

Sign and
Submit

Add a
General
Comment

Print entire
Sched A
(Parts 1-12
and KAR-1)

User Review



Taxrate **Schedule A** LA-3

Schedule A

Update Final Schedule A

User Review Form

Part 1 G/F Rev

Part 2 G/F Exp

Part 3 Special Rev

Part 4 Cap Projects

Part 5 Enterprise

Part 6 Trust

Part 7 Agency

Part 8 Personnel

Part 9 Cash & Invst

Part 10 Debt

Part 11 Fund Equity

Part 12 Final Approval/Submittal

KAR-1

Schedule A Reports

Approvals/Non-Approvals

New interactive *User Review* form

Bureau of Accounts business rules are applied in User Review

Encourages real-time interaction between BOA Field Advisors and municipal finance staff

2 tabs:

Logical Edits

Prior Year Analysis

LOGICAL EDITS

PRIOR YEAR ANALYSIS

Logical Edits

Passed 11 of 11 Logical Edits for FY 2016

No failed edits to display; all edits have passed validation. Click [Show All Edits](#) to view the complete edit list.

User Review

Logical Edits tab:

- Displays the items that don't pass BOA business rules
- “Condition to Pass” shows how to change Fail to Pass

Schedule A User Review
Schedule A User Review
Status: NO STATUS FOUND
BELCHERTOWN - 024
Jurisdiction: Belchertown - 024 Fiscal Year: 2016 Go
BOA Field Advisor: Wagner, Deborah
Show All Edits

Show All Edits toggles between Failed Only and All Edits (passed and failed)

LOGICAL EDITS PRIOR YEAR ANALYSIS

Logical Edits
Passed 7 of 11 Logical Edits for FY 2016

Edit #	Process	Current Status	Current FY Value	Condition to Pass	Comments
1	Total Salaries And Wages Must Be Greater Than Zero.	Fail	0	Part VIII > 0	Comments...
2	Total Number Of Employees Should Be Greater Than Zero.	Fail	0	Part VIII > 0	Comments...
3	Total Cash Should Be > 0.	Fail	0	Total Cash should be > 0	Comments...

Edit #	Process	Current Status	Current Assets VII (A)	Current Liabilities VII (B)	Difference (B - A)	% Change (B - A)/A	Comments
6	Total Assets Ending Balance Must Equal Total Liabilities Ending Balance.	Fail	203,480	203,484	4	0.00	Comments...

Print Print All Forms

User Review

Prior Year Analysis tab:

Displays the items that exceed BOA's allowable % variance

All variances are 100% until data is entered (don't panic)

LOGICAL EDITS

PRIOR YEAR ANALYSIS

User Review

Schedule A Part 12

Final Approval/Submittal

- Comments must be entered for all failed edits in the User Review Form.
- Town Accountant : At least 1 signature/s are required for this group.

Status: NO STATUS FOUND

Enter a comment explaining every failed edit in both Logical Edits and Prior Year Analysis

Condition to Pass	Comments
Part VIII > 0	Comments...
Part VIII > 0	Comments...
Total Cash should be > 0	Comments...

You must enter a comment for every failed edit prior to submitting Schedule A (from Part 12)

User Review

Do not use Part 12 to explain variances or edits

Comments

Comments

Prior Year Analysis Part 1 Total Licenses, Permits, and Fees The majority of the difference, \$ 702,661 was due to an increase of Building Permits, FY15 \$ 985,694, compared to FY16 \$1,688,355. This was mostly due to the development in the Myles Standish Industrial Park. Part I Total Other Financing Sources The City did a major refunding of bonds in FY16, which reflected by refunding of bonds of \$ 15,043,923, minus payments to Refunded Bond Escrow of (\$15,177,740), which netted to the (\$133,817) Part III Total State Grant Expenditures State Education Grants expenses decreased in FY16 to \$ 1,868,933 from \$ 3,300,686 in FY2015 due to a decrease in spending in the Circuit Breaker Account Also, there were no capital Expenses in FY16, whereas FY15 has \$ 646,276 due to improvements to Hopewell Park, and Downtown Sidewalk Improvements Also, in Other State Grants there was a decrease in FY16 of \$ 48,251, compared to \$ 912,721 in FY15 due to work at the Airport in the Mass Aero Grant Part III Receipts Reserved for Appropriation Revenue In FY16, the City sold some Real Estate which resulted in a \$ 500,000 increase over FY15 Part III Receipts Reserved for Appropriated Expenditures In FY16 the City had an increase in Insurance Reimbursements expenses of \$ 200,591 over \$ 46,956 in FY2016 Part IV Total Capital Projects Revenue In FY16 the City received \$ 619,389 in Chapter 9 Reimbursements over \$ 1,916,451 in FY2015. This was due to the majority of the FY16 reimbursement requests were not processed until the end of FY2016, and therefore not received until FY2017 Part VI Trust Fund Revenue In FY2016 the City received \$ 499,275, over \$ 113,335 in Other Trust Funds. This was due to the additional reported of Affordable Trust and Law Enforcement Trust in the Trust Funds, which total



User Review

Explain each variance separately

LOGICAL EDITS

PRIOR YEAR ANALYSIS

Prior Year Analysis

Part #	Process	Current Status	PFY - 2015 (A)	PFY - 2016 (B)	Difference (B - A)	% Diff (B - A)/A	Comments	
I	In Lieu Of Taxes	Fail	49,577	28,176	-21,403	-43.17	RECEIVED EXTRA LATE PAYMENT IN FY15	Comments...
I	Total Charges For Services/Other Departmental Revenues	Fail	2,369	2,369	1,550	189.26	NOT MATERIAL	Comments...
II	Total Public Works Expenditures	Fail	357,141	357,720	-261,421	-42.22	PURCHASE OF GRADER IN FY15	Comments...
III	Total State Grants Revenue	Fail	10,789	16,153	5,364	49.72	NOT MATERIAL	Comments...
III	Total State Grants Expenditures	Fail	9,282	14,139	4,857	52.33	NOT MATERIAL	Comments...
III	Total Revolving Funds Expenditures	Fail	19,425	34,227	14,802	76.20	NOT MATERIAL	Comments...
III	Total Other Special Revenue Fund Revenue	Fail	2,574	4,843	2,269	88.15	NOT MATERIAL	Comments...
III	Total Other Special Revenue Fund Expenditures	Fail	3,294	771	-2,523	-76.59	NOT MATERIAL	Comments...
IV	Total Capital Project Revenue	Fail	1,116,362	541,756	-574,606	-51.47	RECEIVED STRAP GRANT IN FY15	Comments...
IV	Total Capital Project Expenditures	Fail	1,306,239	307,398	-998,841	-76.47	EXPENDED STRAP GRANT	Comments...
VI	Total Trust Fund Revenue	Fail	7,477	67	-7,410	-99.10	NOT MATERIAL	Comments...

User Review

Using Comments

Condition to Pass	Comments	
Part VIII > 0		Comments...
Part VIII > 0		Comments...
Total Cash should be > 0		Comments...

Click the Comment button to add an explanation (popup box will appear)

Add/Edit Comments for Edit #1 ✕

Total Salaries And Wages Must Be Greater Than Zero.

Comment

Comments
No comments to display.

User Review

- Additional comments can be added
- Existing comments can be edited or deleted

Add/Edit Comments for Edit #1

Total Salaries And Wages Must Be Greater Than Zero.

Comment

Is Community Accessible

Save Comment

Cancel

Edit and Delete apply to your own comments only

Comments	Is Community Accessible	
Positive. No money, no problem. Comment by: Paula L. Roberts 6/12/2017 3:22 PM	<input checked="" type="checkbox"/>	
That's somewhat unusual; are you sure? Comment by: Henry Williams 6/12/2017 3:20 PM	<input checked="" type="checkbox"/>	<div>EditDelete</div>
We don't pay any wages; everyone here works for free. Comment by: Paula L. Roberts 6/12/2017 3:09 PM	<input checked="" type="checkbox"/>	

User Review

Conversations relative to edits are displayed on both the Logical Edits and Prior Year Analysis tabs




To see the full text of all comments,
click the Comments button

LOGICAL EDITS

PRIOR YEAR ANALYSIS

Logical Edits

Passed 8 of 11 Logical Edits for FY 2016

Edit #	Process	Current Status	Current FY Value	Condition to Pass	Comments	
1	Total Salaries And Wages Must Be Greater Than Zero.	 Fail	0	Part VIII > 0	Positive. No money, no problem. That's somewhat unusual; are you sure? We don't pay any wages; everyone here works for fr...	Comments...
2	Total Number Of Employees Should Be Greater Than Zero.	 Fail	0	Part VIII > 0		Comments...
3	Total Cash Should Be > 0.	 Fail	0	Total Cash should be > 0		Comments...

Approved/Not Approved Report

Lists Approved communities first, then those still in process

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES

Schedule A Approval/ Non-Approval Report - Fiscal Year 2016 Fiscal Year 2016

Communities With Schedule A Approved
Sorted by Date Approved

Appr. Rank	Jur. Code	Community Name	Date Submitted	Date Reviewed	Date Approved	BOA Advisor
1	120	Hampden	08/12/2016	08/12/2016	08/12/2016	Podolak, James
2	076	Dighton	08/23/2016	08/30/2016	08/30/2016	Guilfoyle, Thomas
3	123	Hanson	08/17/2016	08/30/2016	08/30/2016	Dimunah, Martin
4	146	Lakeville	08/22/2016	08/30/2016	08/30/2016	Dimunah, Martin
5	006	Alford	09/09/2016	09/09/2016	09/09/2016	Podolak, James
6	218	Norton	09/13/2016	09/13/2016	09/14/2016	Dimunah, Martin
7	113	Great Barrington	09/27/2016	09/27/2016	09/27/2016	Podolak, James
8	065	Cohasset	09/01/2016	09/23/2016	09/27/2016	Dimunah, Martin
9	001	Abington	09/23/2016	09/23/2016	09/27/2016	Dimunah, Martin
10	169	Marion	09/16/2016	09/21/2016	09/27/2016	Curtis, Jared

Number of Communities Not Approved: 16
Number of Communities Approved: 337

Release 5 – June 25th

Tax Rate - BLA
Omited & Revised Assessment Report
LA-13A
LA-4
LA-13
Tax Rate - BOA
A-1 Offset Receipts
A-2 Enterprise Funds
A-3 Revolving Funds
A-4 CPF
B-1 Free Cash
B-2 Other Funds
OL-1 Overlay
DE-1
Tax Title
Levy Limit

Municipal Modernization: revisions to Tax Rate, Certification, Schedule A

DLSLaw Library: Public Search



Public Reports and Database

- ▶ Municipalities with Approved Tax Rate
- ▶ Municipal Fiscal Year Recaps
- ▶ Municipal Proforma Recap
- ▶ Municipal Levy Limit
- ▶ Districts with Approved Tax Rate
- ▶ District Fiscal Year Recaps
- ▶ District Pro Forma Recap
- ▶ City/Town Official Directory
- ▶ LA3 - Parcel Search
- ▶ Corporation Book On-line Search
- ▶ Search DLSLAW Library

Free Cash Calculations Beginning in FY14

- ▶ City & Town Free Cash
- ▶ District Free Cash
- ▶ Regional School District Excess & Deficiency

Services for Authorized Local Officials

- ▶ Tax Rate Recapitulation
- ▶ Schedule A Annual Revenues & Expenditures
- ▶ LA3 Real Estate Sales
- ▶ Miscellaneous Accounting Forms

Release 5 – June 25th

DLSLaw Library: Public Search

Legal System
Product Search
Product Number (Format XXX-YYYY-999 where XXX = IGR, BUL, or LFO and YYYY = year)

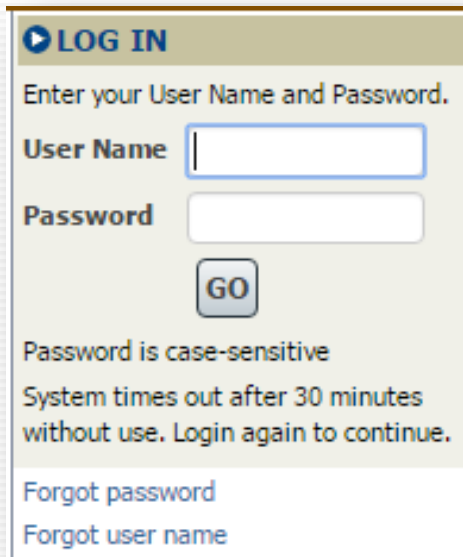
	Include		Exclude
Title	<input type="text"/>	Title	<input type="text"/>
Keywords	<input type="text"/>	Keywords	<input type="text"/>
Statutes	<input type="text"/>	Statutes	<input type="text"/>
Cases	<input type="text"/>	Cases	<input type="text"/>
Summary	<input type="text"/>	Summary	<input type="text"/>

Last Action Date: From To
Product Types

--Select a Product Type -- ▼
--Select a Product Type --
Bulletin
IGR
Local Finance Opinion

IGRs and Bulletins 2016-2017
will be released first

Release 5 – June 25th



LOG IN

Enter your User Name and Password.

User Name

Password

Password is case-sensitive
System times out after 30 minutes
without use. Login again to continue.

[Forgot password](#)
[Forgot user name](#)

User account changes

Strong Password requirement:
8 character minimum/20 maximum

1 upper case letter

1 lower case letter

1 number

1 special character

System will prompt you to change on first login

My Profile

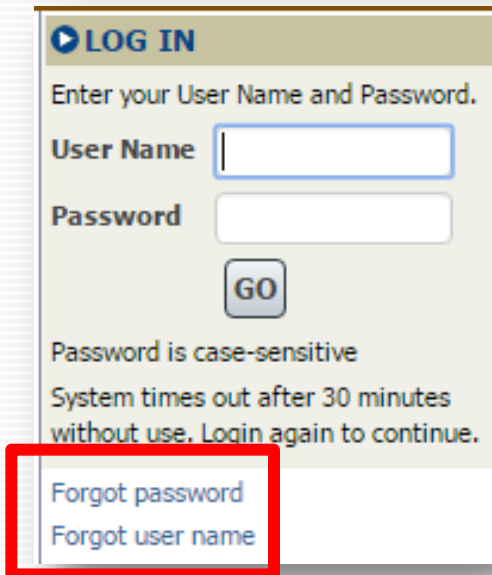
User Profile Information

You have a password that does not conform to the new DLS strong password policy, please change it now to continue using the system.

Release 5 – June 25th

Self-service Password Reset

Make sure your Directory listing has an accurate email address



LOG IN

Enter your User Name and Password.

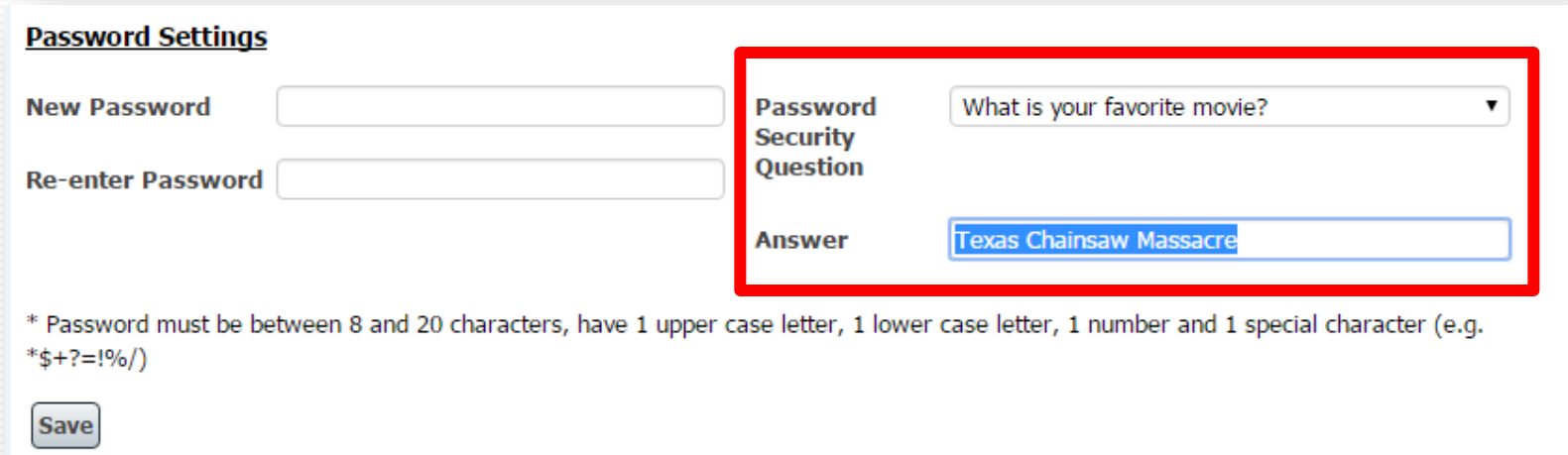
User Name

Password

Password is case-sensitive
System times out after 30 minutes without use. Login again to continue.

[Forgot password](#)
[Forgot user name](#)

Go to My Profile to select and answer a Security Question



Password Settings

New Password

Re-enter Password

Password Security Question

Answer

* Password must be between 8 and 20 characters, have 1 upper case letter, 1 lower case letter, 1 number and 1 special character (e.g. *\$+?-=!%/)

Schedule A

Need assistance?

Gateway Support:
Boston (617) 626-2350
Springfield (413) 452-3974
DLSITGroup@dor.state.ma.us

Division of Local Services Gateway



OUR ORGANIZATION

- Division of Local Services
- Executive
- Bureau of Accounts
- Information Technology
- Local Assessment
- MDM/TAB
- Municipal Finance Law

Welcome to

Massachusetts Division of Local Services Gateway

DLS Gateway offers local officials an immediate way to enter data and verify submission status across all the regulatory review programs administered by Division of Local Services. The following online services are currently available:



Public Reports and Database

- Municipalities with Approved Tax Rate
- Municipal Fiscal Year Recaps
- Municipal Proforma Recap
- Municipal Levy Limit
- Districts with Approved Tax Rate
- District Fiscal Year Recaps
- District Pro Forma Recap
- City/Town Official Directory
- LA3 - Parcel Search
- Corporation Book On-line Search

Free Cash Calculations Beginning in FY14

- City & Town Free Cash
- District Free Cash
- Regional School District Excess & Deficiency

Services for Authorized Local Officials

- Tax Rate Recapitulation
- Schedule A Annual Revenues & Expenditures
- LA3 Real Estate Sales
- Miscellaneous Accounting Forms

Gateway Help System : Tutorials, Tips, and Topics

LOG IN

Enter your User Name and Password.

User Name:

Password:

GO

Password is case-sensitive
System times out after 30 minutes without use. Login again to continue.

Forgot password
Forgot user name

How to Become an Authorized User?
DLS Gateway is restricted to elected and appointed municipal officials. To learn more about how to become an authorized user, please [click here](#)

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