

How to Setup i21 MFT

Before you can start using i21 MFT, you need to configure certain parts of your i21 system in order for MFT to work properly. Each of the following areas needs to be setup.

You need to enter some basic information for MFT filing purposes. Go to System Manager menu Company Configuration screen Motor Fuel Tax Forms, then enter information in all fields in the Company Setup area.

Home

Dashboard

System Manager

Common Info

General Ledger

Financial Reports

Cash Management

Credit Card Recon

Inventory

Purchasing (A/P)

Sales (A/R)

Payroll

Contract Management

Risk Management

Ticket Management

Logistics

Manufacturing

Tank Management

Card Fueling

CRM

Help Desk

Document Management

Transports

iRely LLC

Filter Menu

Screens

Notification

Invoice - Apple Spice Sales

System Manager

Activities

Users

User Roles

Portal User Roles

Security Policies

Company Configuration

Locked Records

Email History

Create

New User

Company Configuration

Done Save Close

Details Audit Log

System Manager

General Ledger

Credit Card Recon

Inventory

Purchasing

Sales

Payroll

Notes Receivable

Ticket Management

Contract Management

Risk Management

Logistics

Manufacturing

Tank Management

Card Fueling

CRM

Help Desk

Transports

Quality

Motor Fuel Tax Forms

Energy Trac

Company Name

iRely Test Company

Tax Address

12121 Main Street

City

Fort Wayne

State

IN

Zip Code

46815

Contact Name

Test User

Contact Phone

260-612-1215

Contact Email

test.user@gmail.com

Save Tax Filing In This Folder

C:\

Tax Authorities

Show: Filing

Export

View

Filter (F3)

☐

Tax Authority Code

☐

CA

☐

CO

☐

CT

☐

DE

☐

FL

☐

GA

☐

HI

☐

ID

Description

California

Description

Colorado

Description

Connecticut

Description

Delaware

Description

Florida

Description

Georgia

Description

Hawaii

Description

Idaho

Filing For this TA

☒

Filing For this TA

☒

Filing For this TA

☒

Filing For this TA

☒

Filing For this TA

☒

Filing For this TA

☒

Filing For this TA

☒

Filing For this TA

☒

1.89s

Ready

For Tax Codes that have a MFT implication, you need to map each of them to a Motor Fuel Tax Category. Go to Tax Code screen, then select a Motor Fuel Tax Category from the dropdown.

Tax Code - IN Gasoline Use Tax (GUT)

New Save Search Delete Undo Duplicate Close

Details Audit Log

Tax Code * IN Gasoline Use Tax (GUT) Tax Class * State Use Tax Gasoline

Description IN Gasoline Use Tax (GUT)

Tax Agency

Address:

Zip/Postal * 46290 City * Indianapolis

State/Province * IN Country * United States

County Match Tax Address ☒

Sales Tax Account * 13500-0000-000 Purchase Tax Account * 13500-0000-000

Taxable by Other Taxes ☐ Tax Only ☒ Balance

Expense Account Override ☐

Motor Fuel Tax Category IN Gasoline Use Tax (GUT)

Store Tax No. Checkoff Tax ☐

Pay To Vendor

Effective Date	Calculation Method*	Unit of Measure	Rate
<input type="checkbox"/> 7/1/2017	Unit	Gallon	0.128000
<input type="checkbox"/> 1/2/2015	Unit	Gallon	0.229000
<input type="checkbox"/>			0.000000

? 1.84s Ready 1 of 1 Refresh

For fuel Items, you need to map each of them to a Product Code for each State you filing MFT for. Go to Item screen Setup tab Motor Fuel Tax tab, then select a Tax Authority (the state you file MFT for), then select the correct Product Code for that fuel Item.

Note: if an Item is required to report under two different Product Codes, you can do so on this screen. i21 MFT allows for this "multiple Product Code" setup and reports properly.

Item - 87G

New Save Search Delete Undo Duplicate Close

Details Setup Pricing Stock Commodity Add-On Substitute Factory & Lines Activities Attachments Audit Log Report Translations

GL Accounts Location Sales Point of Sale Manufacturing Contract Item Xref Motor Fuel Tax Other

Tax Authority Code*	Description	Product Code*	Product Code Description	Product Code Group
<input type="checkbox"/> IN	Indiana	065	Gasoline	Gasoline
<input type="checkbox"/> IL	Illinois	065	Gasoline	Gasoline Products
<input type="checkbox"/>				

1. For Vendors from whom you purchase fuel, you need to check **Transport Terminal** checkbox for that Entity on the Vendor Detail tab, and enter their FEIN on Vendor General Tax Details area.

Entity - CITGO PETROLEUM CORP.

NewSaveSearchRefreshDeleteUndoAdditionalClose

EntityVendorGeneralLocationsContactsSplitFarmHistoryMessagesActivities(0)Attachments(0)Audit Log(7)

DetailCredit Card ReconciliationTaxingPricingLien HolderStore

TypeCompany

Vendor Account No

GL Account500500-000

CurrencyUSD

Credit Limit-82,218.28

Parent VendorCITGO PETROLEUM CORP.

Payment Method

Ship From

Pay To AddressCITGO PETROLEUM CORP.

Ship Via

Default TermsEFT NET 10

Specific Terms

+ Insert X Remove ViewFilter(F3)

Terms

EFT NET 10

Tax No

Tax StateIN

Tax Code

Withholding

FLO Id

Legacy Vendor IDCITGO

Payment Control

Active

Hold

Always Discount

One voucher per payment

Exposure Inquiry

Risk Indicator

Business Volume0

UOM

Setup

Transport Terminal

Ready

Page1 of 1

Entity - Valero

NewSaveSearchRefreshDeleteUndoAdditionalClose

EntityVendorGeneralLocationsContactsSplitFarmHistoryMessagesActivities(0)Attachments(0)Audit Log(20)

Web Portal

EnablePortal AdminUser Role

Web Portal Approvals

+ Insert X Delete ViewFilter(F3)

Require Approval For

Approver List

Tax Details

Print 1099

1099 Name

1099 Form

1099 Type

Federal Tax ID742751732

W9 Signed

2. For Vendors who operate a Terminal, you need to enter a Terminal Control Number for that Vendor Location. Go to Entity screen. Locations tab select a Location to open Entity Location screen. Supply Point tab, then select a Terminal Control Number from the dropdown. If the reporting state requires the Fuel Dealer's License Number, then you need to enter it into the Fuel Dealer ID 1 field.

The screenshot displays the 'Entity - Apple Spice Sales' application. The main window has a menu bar with 'New', 'Save', 'Search', 'Refresh', 'Delete', 'Undo', 'Additional', and 'Close'. Below the menu is a tabbed interface with 'Entity', 'Customer', 'Vendor', 'General', 'Locations' (highlighted), 'Contacts', 'Split', 'Farm', 'History', and 'Messages'. The 'Locations' tab shows a table with columns: 'Location Name', 'Address', 'City', 'State/Province', 'Zip/Postal Code', and 'Country'. Two locations are listed: 'Apple Spice S...' and 'Chicago Term...'. The 'Chicago Term...' row is selected and highlighted in green. Below this, a smaller window titled 'Entity Location - Chicago Terminal' is open. It has a menu bar with 'New', 'Save', 'Delete', 'Undo', and 'Close'. The 'Details' tab is active, showing fields for 'Gross or Net' (set to 'Gross'), 'Fuel Dealer ID1' (set to 'D-1234'), 'Fuel Dealer ID2', 'Default Origin', 'Terminal No' (set to 'T-38-MI-3034'), 'Tax Group', 'Supply Point for Rack Prices', 'Multiple Due Dates' (checkbox), and 'Multiple BOL's Invoiced' (checkbox). The 'Supply Point' tab is also visible, showing 'Rack Price Equation' and 'Product Search'.

Location Name	Address	City	State/Province	Zip/Postal Code	Country
Apple Spice S...	16125 Alta Drive	Fort Wayne	IN	46803	U
Chicago Term...		Morton Grove	IL	60053	U

Entity Location - Chicago Terminal	
New Save Delete Undo Close	
Details Supply Point Audit Log (0)	
Details Rack Price Equation Product Search	
Gross or Net	Gross
Fuel Dealer ID1	D-1234
Fuel Dealer ID2	
Default Origin	
Terminal No	T-38-MI-3034
Tax Group	
Supply Point for Rack Prices	
Multiple Due Dates	<input type="checkbox"/>
Multiple BOL's Invoiced	<input type="checkbox"/>

If you have a Company Location to which you transfer Fuel inventory, you need to check **Track MFT Activity** on the Setup tab.

For example, if you purchase fuel and then take it to one of your own Convenience Stores (which are created as Company Locations in i21), you need to check this in order for MFT to properly track these transfers.

Company Location - 0002 - Indianapolis

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing Audit Log (6)

Use Location Address: Yes

Skip Salesman Default:

Skip Terms Default:

Order Type Default:

Print Cash Receipts:

Print Cash Tendered:

Sales Tax by Location:

Deliver/Pickup Default:

Tax Group

Override Patronage:

Host Location:

Track MFT Activity:

Out of Stock Warning:

Lot Overdrawn Warning:

Default Carrier:

Order Section 2 Required:

Print on PO:

Mixer Size: 0.00

Override Mixer Size:

Even Batches:

Default Custom Blend:

Agroguide Interface:

Depending on the state's specific requirements, there may be certain one-time Configurations that must be completed. For example, your license number as a filer, etc. To find out what these state-specific Configurations are, refer to each [individual state's page](#).