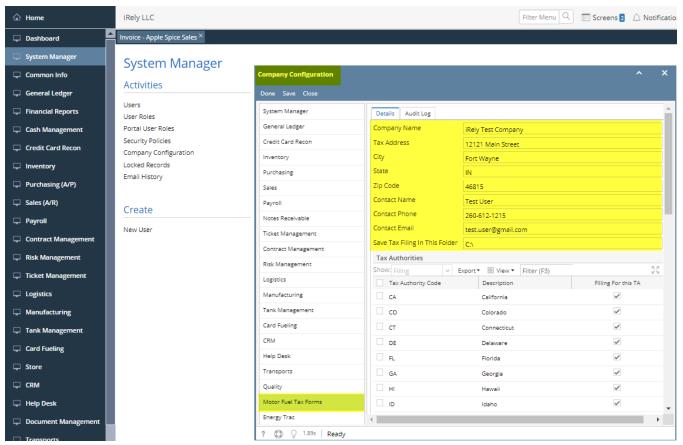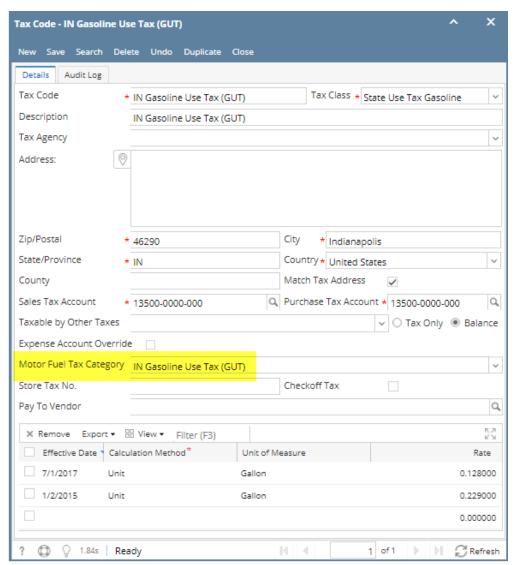# How to Setup i21 MFT

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.
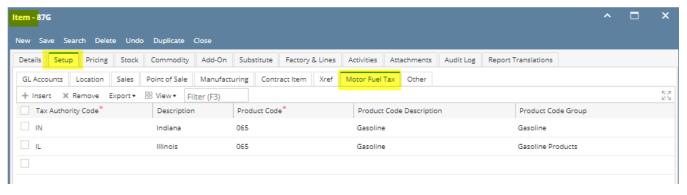

For Tax Codes that have a MFT implication, you need to map each of them to a Motor Fuel Tax Category. Go to Tax Code screen, then select a Motor Fuel Tax Category from the dropdown.

Tax Code - IN Gasoline Use Tax (GUT)

New   Save   Search   Delete   Undo   Duplicate   Close

Details   Audit Log

Field	Value		
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			

✕ Remove   Export ▾   ▦ View ▾   Filter (F3)

Effective Date	Calculation Method*	Unit of Measure	Rate
7/1/2017	Unit	Gallon	0.128000
1/2/2015	Unit	Gallon	0.229000
			0.000000

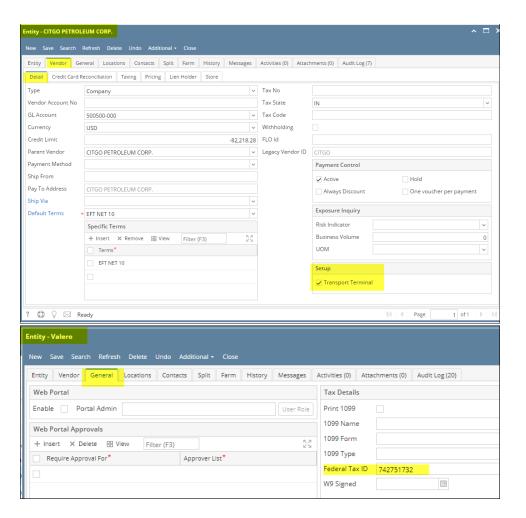? ⊕ ♡ 1.84s | Ready |◀ ◀   1 of 1   ▶ ▶| ↻ Refresh

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

+ Insert   ✕ Remove   Export ▾   ▦ View ▾   Filter (F3)

	Tax Authority Code*	Description	Product Code*	Product Code Description	Product Code Group
☐	IN	Indiana	065	Gasoline	Gasoline
☐	IL	Illinois	065	Gasoline	Gasoline Products
☐					

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.

New | Save | Search | Refresh | Delete | Undo | Additional ▾ | Close

Entity | **Vendor** | General | Locations | Contacts | Split | Farm | History | Messages | Activities (0) | Attachments (0) | Audit Log (7)

Detail | Credit Card Reconciliation | Taxing | Pricing | Lien Holder | Store

Type	Company	Tax No	
Vendor Account No		Tax State	IN
GL Account	500500-000	Tax Code	
Currency	USD	Withholding	☐
Credit Limit	-82,218.28	FLO Id	
Parent Vendor	CITGO PETROLEUM CORP.	Legacy Vendor ID	CITGO
Payment Method			
Ship From			
Pay To Address	CITGO PETROLEUM CORP.		
Ship Via			
Default Terms *	EFT NET 10		

Payment Control

☑ Active   ☐ Hold
☐ Always Discount   ☐ One voucher per payment

Exposure Inquiry

Risk Indicator	
Business Volume	0
UOM	

Setup

☑ Transport Terminal

Specific Terms

➕ Insert | ✕ Remove | ⊞ View | Filter (F3)

☐ Terms *
☐ EFT NET 10
☐

? ⊕ 💡 ✉ Ready   ◁◁ ◁ Page 1 of 1 ▷ ▷▷

Entity - Valero

New | Save | Search | Refresh | Delete | Undo | Additional ▾ | Close

Entity | Vendor | **General** | Locations | Contacts | Split | Farm | History | Messages | Activities (0) | Attachments (0) | Audit Log (20)

Web Portal

Enable ☐   Portal Admin [   ]   User Role

Web Portal Approvals

➕ Insert | ✕ Delete | ⊞ View | Filter (F3)

☐ Require Approval For * | Approver List *
☐

Tax Details

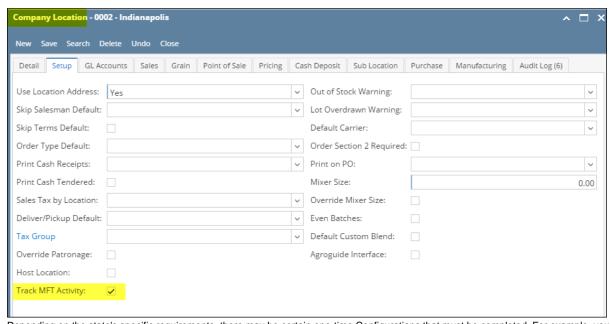|	
Print 1099	☐
1099 Name	
1099 Form	
1099 Type	
Federal Tax ID	742751732
W9 Signed	

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.

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**.