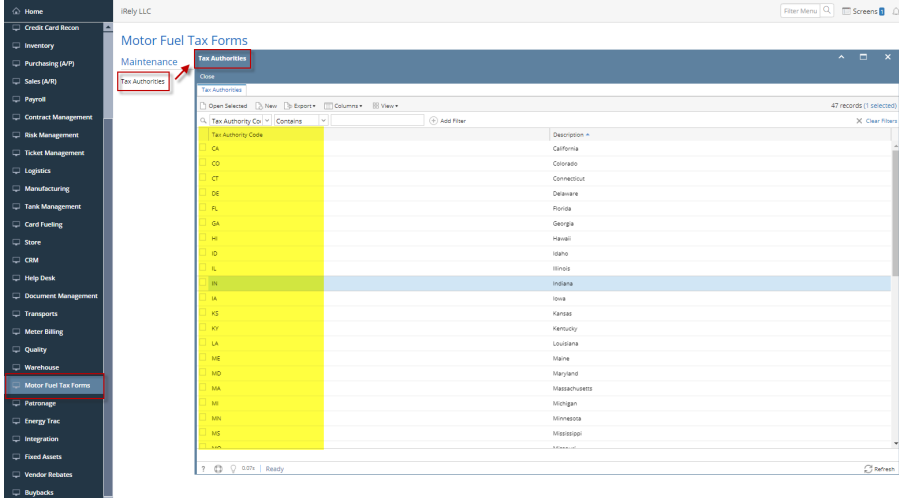


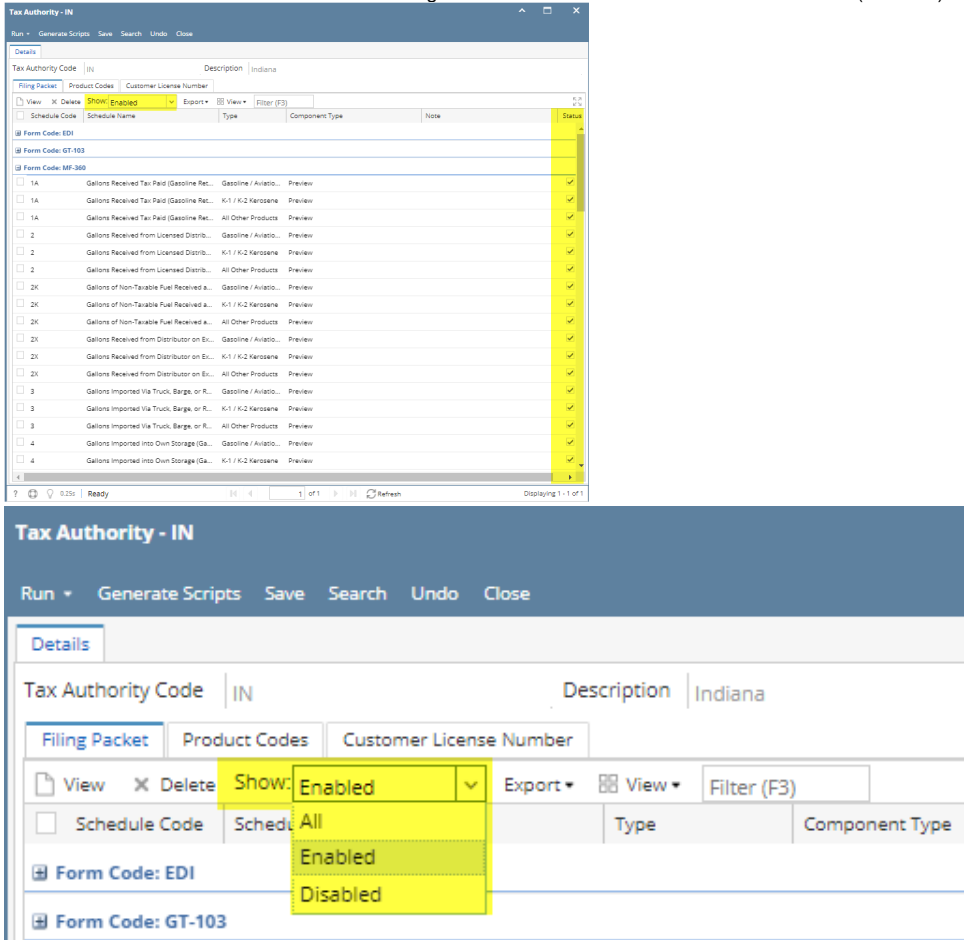
How to Enable Needed Schedules and Forms or Disable Unwanted Ones

Each available state in i21 MFT has several Schedules and Forms, not all of which you may need. To reduce clutter, you can enable only the needed ones for your business, and disable unwanted ones so they are out of sight. When your business changes and you need to file new Schedules and Forms, simply re-Enable them and they will become available.

1. Go to Motor Fuel Tax Forms menu, then Tax Authorities screen, select the state you file for, then click Open



2. By default, all Enabled Schedules and Forms are displayed. You can use the Show dropdown to display only Disabled ones, only Enabled ones, or All of them. The Status checkbox on the far right indicates if the Schedule or Form is Enabled (checked) or Disabled (unchecked).



3. To Disable a Schedule, uncheck its Status box, then click Save.

4. To Enable a Schedule, first choose Disabled from the Show dropdown, check its Status box, then click Save.

The screenshot shows a window titled "Tax Authority - IN". At the top, there are tabs for "Filing Packet", "Product Codes", and "Customer License Number". Below these, there are buttons for "View", "Delete", "Show" (set to "Disabled"), "Export", and "View" (with a filter icon). A "Filter (F3)" button is also present. Below the buttons, there is a table with columns: "Schedule Code", "Schedule Name", "Type", "Component Type", "Note", and "Status". The table has one row with "1A" in the "Schedule Code" column and "Gallons Received Tax Paid (Gasoline Ret..." in the "Schedule Name" column. The "Status" column has a yellow box with a checkmark. Below the table, there is a "Form Code: MF-360" label and a "Preview" button.

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1. Go to Motor Fuel Tax Forms menu, then Tax Authorities screen, select the state you file for, then click Open

The screenshot shows a sidebar menu on the left with the following items: "Home", "Filter...", "Motor Fuel Tax Forms" (highlighted with a red box), "Integration", "Tax Authorities" (highlighted with a red box), "Patronage", "Energy Trac", and "Integration". The main area on the right is titled "Tax Authorities" and has buttons for "New", "Open", "Refresh", and "Export". Below these buttons, there is a "Tax Authorities" tab and a "Filter Records (F3)" button. A table with columns "Tax Authority Code" and "Description" is shown. The table has one row with "IN" in the "Tax Authority Code" column and "Indiana" in the "Description" column. The "Tax Authority Code" column has a yellow box with a checkmark.

- By default, all Enabled Schedules and Forms are displayed. You can use the Show dropdown to display only Disabled ones, only Enabled ones, or All of them. The Status checkbox on the far right indicates if the Schedule or Form is Enabled (checked) or Disabled (unchecked).

Tax Authority

Run Save Search Undo Refresh Close

Tax Authority Code: Description: Paper Version Available: ☒ Electronic Version Available: ☒

Filing Packet Configurations EDI Terminal Control Numbers Product Codes

View **Show: Enabled** View

Schedule Code	Schedule Name	Type	Note	Status
EDI Electronic file				
GT-103 Recap of Gasoline Use by Distributors				
MF-360 Consolidated Gasoline Monthly Tax Return				
<input type="checkbox"/> 1A	Gallons Received Tax Paid (Gasoline Return Only)	Gasoline / Aviation Gasoline /...		<input checked="" type="checkbox"/>
<input type="checkbox"/> 1A	Gallons Received Tax Paid (Gasoline Return Only)	K-1 / K-2 Kerosene		<input checked="" type="checkbox"/>
<input type="checkbox"/> 1A	Gallons Received Tax Paid (Gasoline Return Only)	All Other Products		<input checked="" type="checkbox"/>
<input type="checkbox"/> 2	Gallons Received from Licensed Distributor or Oil Inspection Dis...	Gasoline / Aviation Gasoline /...		<input checked="" type="checkbox"/>
<input type="checkbox"/> 2	Gallons Received from Licensed Distributor or Oil Inspection Dis...	K-1 / K-2 Kerosene		<input checked="" type="checkbox"/>
<input type="checkbox"/> 2	Gallons Received from Licensed Distributor or Oil Inspection Dis...	All Other Products		<input checked="" type="checkbox"/>
<input type="checkbox"/> 2K	Gallons of Non-Taxable Fuel Received and Sold or Used for a Ta...	Gasoline / Aviation Gasoline /...		<input checked="" type="checkbox"/>
<input type="checkbox"/> 2K	Gallons of Non-Taxable Fuel Received and Sold or Used for a Ta...	K-1 / K-2 Kerosene		<input checked="" type="checkbox"/>
<input type="checkbox"/> 2K	Gallons of Non-Taxable Fuel Received and Sold or Used for a Ta...	All Other Products		<input checked="" type="checkbox"/>

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Tax Authority

Run Save Search Undo Refresh Close

Tax Authority Code: Description:

Filing Packet Configurations EDI Terminal Control Numbers

View **Show: Enabled** View

☐ Schedule Co

EDI Electr

All

Enabled

Disabled

- To Disable a Schedule, uncheck its Status box, then click Save.
- To Enable a Schedule, first choose Disabled from the Show dropdown, check its Status box, then click Save.

Tax Authority

Run Save Search Undo Refresh Close

Tax Authority Code: Description: Paper Version Available: ☒ Electronic Version Available: ☒

Filing Packet Configurations EDI Terminal Control Numbers Product Codes

View **Show: Disabled** View

Schedule Code	Schedule Name	Type	Note	Status
MF-360 Consolidated Gasoline Monthly Tax Return				
<input type="checkbox"/> 1A	Gallons Received Tax Paid (Gasoline Return Only)	Gasoline / Aviation Gasoline / ...		<input type="checkbox"/>