

How to Change Configurations for Certain Schedules and Forms

Certain Schedules and Forms have Configurable values that need to be either updated for each reporting period (for example, Indiana changes its GUT rate monthly), or when business scenario changes (for example, Indiana adjusts GUT Allowance Rate based on business volume), or when the state requirement changes. Due to these reasons, you must be aware of these Configurable values for the Schedules and Forms you use, and also update them before you start your monthly verification process.

Each state has their own unique requirements on MFT filing. Due to this nature, the exact Configurable values are categorized by State, then Form, then Schedule (when applicable). Check the [individual state's page](#) for exact values needing updated. On the other hand, how to change these values are consistent, regardless which state they are for

Follow the below steps to change Configurable values:

1. On Tax Authority screen, select the Schedule or Form for which there are Configurable values, then click View.

The screenshot shows the 'Tax Authority - IN' window. The 'Details' tab is active. The 'Tax Authority Code' is 'IN' and the 'Description' is 'Indiana'. The 'Filing Packet' section has 'View' highlighted. Below, a table lists various forms and schedules. The row for '2D Disbursement Schedule Gasoline Preview' is selected, and the 'View' button is highlighted.

Schedule Code	Schedule Name	Type	Component Type	Note	Status
Form Code: EDI					
Form Code: GT-103					
<input type="checkbox"/>	1R Receipt Schedule	Gasoline	Preview		<input checked="" type="checkbox"/>
<input type="checkbox"/>	1R Receipt Schedule	Gasohol	Preview		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2D Disbursement Schedule	Gasoline	Preview		<input checked="" type="checkbox"/>
<input type="checkbox"/>	2D Disbursement Schedule	Gasohol	Preview		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Main Form		Report	Form GT-103	<input checked="" type="checkbox"/>
<input type="checkbox"/>	XML GT-103 XML File		XML		<input checked="" type="checkbox"/>
Form Code: MF-360					
Form Code: SF-401					
Form Code: SF-900					

2. On Reporting Component screen, go to Reporting Component Configuration tab. Enter the new value in the Value column for each Configuration, then click Save. You may need to repeat this process for each impacted Schedule and Forms.

The screenshot shows the 'Reporting Component - IN - GT-103 - 2D - Gasoline' window. The 'Reporting Component Configuration' tab is active. The 'Configuration' table shows the 'Reporting Period GUT Rate' set to '0.138'.

Configuration Name	Value
Reporting Period GUT Rate	0.138

- [Configurable Values for Each State](#)
 - [Illinois](#)
 - [Indiana](#)
 - [Louisiana](#)
 - [Michigan](#)
 - [Mississippi](#)
 - [New Mexico](#)
 - [Ohio](#)
 - [Oregon](#)

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Follow the below steps to change Configurable values:

1. On Tax Authority screen, select the Schedule or Form for which there are Configurable values, then click View.

The screenshot shows the 'Tax Authority' application window. At the top, there are tabs for 'Filing Packet', 'Configurations', 'EDI', 'Terminal Control Numbers', and 'Product Codes'. Below these, there are input fields for 'Tax Authority Code' (set to 'IN') and 'Description' (set to 'Indiana'). There are also checkboxes for 'Paper Version Available' and 'Electronic Version Available', both of which are checked. A 'View' button is highlighted in yellow. Below the input fields, there is a table with columns: 'Schedule Code', 'Schedule Name', 'Type', 'Note', and 'Status'. The table contains several rows, including 'IN EDI file', '1R Receipt Schedule', '2D Disbursement Schedule', and 'Main Form'. The '2D Disbursement Schedule' row is highlighted in blue, and its 'Status' column contains a checkmark. The 'Main Form' row also has a checkmark in the 'Status' column.

2. On Reporting Component screen, go to Reporting Component Configuration tab. Enter the new value in the Value column for each Configuration, then click Save. You may need to repeat this process for each impacted Schedule and Forms.

The screenshot shows the 'Reporting Component' application window. At the top, there are tabs for 'Details', 'Base', 'Other Criteria', 'Reporting Component Configuration', and 'Output Designer'. The 'Reporting Component Configuration' tab is highlighted in yellow. Below the tabs, there are input fields for 'Tax Authority Code' (set to '14'), 'Sequence Number', 'Form' (set to 'GT-103'), 'Form Name' (set to 'Recap of Gasoline Use Tax by Distributors'), 'Schedule' (set to '2D'), 'Schedule Name' (set to 'Disbursement Schedule'), 'Type' (set to 'Gasoline'), 'Note', 'Inventory Receipt' (set to 'uspTFGT103InventoryTax'), 'Sales Invoice' (set to 'uspTFGT103InvoiceTax'), and 'Run Report' (set to 'uspTFGenerateGT103'). Below these input fields, there is a table with columns: 'Configuration Name' and 'Value'. The table contains one row: 'Reporting Period GUT Rate' with a value of '0.0122'. The 'Value' column is highlighted in yellow.