

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 highlighted in blue. Other rows include '1R Receipt Schedule Gasoline Preview', '1R Receipt Schedule Gasohol Preview', '2D Disbursement Schedule Gasohol Preview', 'Main Form Report Form GT-103', and 'XML GT-103 XML File XML'.

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 'Details' tab is active. The 'Form' is 'GT-103' and the 'Form Name' is 'Recap of Gasoline Use Tax by Distributors'. The 'Schedule' is '2D' and the 'Schedule Name' is 'Disbursement Schedule'. The 'Type' is 'Gasoline'. The 'Component Type' is 'Preview'. The 'Transaction Type' is 'Invoice'. The 'Source SP' is 'uspTFGT103InvoiceTax'. The 'Reporting Component Configuration' tab is highlighted. Below, a table shows the configuration. The row for 'Reporting Period GUT Rate' has a value of '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 fields for 'Tax Authority Code' (IN) and 'Description' (Indiana). A table lists various schedules and forms. The '2D Disbursement Schedule' under the 'GT-103 Recap of Gasoline Use Tax by Distributors' category is highlighted. The table has columns for 'Schedule Code', 'Schedule Name', 'Type', 'Note', and 'Status'.

Schedule Code	Schedule Name	Type	Note	Status
IN	IN EDI file	EDI		✓
1R	Receipt Schedule	Gasoline		✓
1R	Receipt Schedule	Gasohol		✓
2D	Disbursement Schedule	Gasoline		✓
2D	Disbursement Schedule	Gasohol		✓
	Main Form		Form GT-103	✓

- 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 'Base', 'Other Criteria', 'Reporting Component Configuration', and 'Output Designer'. The 'Reporting Component Configuration' tab is active. It shows a form with fields for 'Tax Authority Code' (14), 'Sequence Number', 'Form' (GT-103), 'Form Name' (Recap of Gasoline Use Tax by Distributors), 'Schedule' (2D), 'Schedule Name' (Disbursement Schedule), 'Type' (Gasoline), 'Note', 'Inventory Receipt' (uspTFGT103InventoryTax), 'Sales Invoice' (uspTFGT103InvoiceTax), and 'Run Report' (uspTFGenerateGT103). Below the form, there is a table for 'Configuration' with columns for 'Configuration Name' and 'Value'. The 'Reporting Period GUT Rate' is set to 0.0122.

Configuration Name	Value
Reporting Period GUT Rate	0.0122