

# 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. Under 'Filing Packet', the 'View' button is 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', 'Main Form', and 'GT-103 XML File'.

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. It shows a configuration table with one row: 'Reporting Period GUT Rate' with a value of '0.138'. The 'Save' button is highlighted in the top bar.

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 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. It has tabs for 'Details', 'Base', 'Other Criteria', 'Reporting Component Configuration', and 'Output Designer'. The 'Reporting Component Configuration' tab is active. It shows 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 these fields is a table for 'Configuration' with columns for 'Configuration Name' and 'Value'.

Configuration Name	Value
Reporting Period GUT Rate	0.0122