

How to Run i21 MFT Schedules and Forms

Although many states don't require the prior month's MFT return be turned in until the 15th of the following month (or later), it is strongly recommended that you start the verification process early. i21 MFT uses data entries from other processes, such as Inventory Receipts, Sales Invoices, and Transports Loads. Starting verification sooner means potential programming and/or data entry errors can be caught and addressed sooner, which in turn ensures timely filing of the finalized return.

To run your Schedules and Forms for verification purposes, follow these steps:

- 1. On Tax Authority Screen, choose the Forms and Schedules you wish to verify by checking the boxes on the far left, then click the Run button > and selected option (ie. Last Month Preview).

Tax Authority - IN

Run - Generate Scripts Save Search Undo Close

Last Month Preview

Last Month Export to Excel

This Month to Date Preview

This Month to Date Export to Excel

Custom Date Range

Form Code: GT-103

Form Code: MF-360

Type	Component Type	Note	Status
1A	Gallons Received Tax Paid (Gasoline Ret...	Gasoline / Aviation...	Preview
2	Gallons Received from Licensed Distrib...	Gasoline / Aviation...	Preview
2	Gallons Received from Licensed Distrib...	K-1 / K-2 Kerosene	Preview
2	Gallons Received from Licensed Distrib...	All Other Products	Preview
5	Gallons Delivered, Tax Collected and Ga...	Gasoline / Aviation...	Preview
	Main Form	Report	Form MF-360

Form Code: SF-401

Form Code: SF-900

- 2. The Reporting Components Preview screen appears. Date Range defaults to "Last Month", and you can use the dropdown to change Date Range to "This Month to Date" and "Custom". When Custom is selected, you can enter the From and To dates directly. To re-generate results based on newly specified Dates, click the Refresh button.

Reporting Component Preview

Refresh Export Close

Details

Date Range: Last Month

From: 9/1/2018 To: 9/30/2018

Product Code	Transporter Name	Transporter FEIN	Mode	Origin State	Destination State	Vendor Name	Vendor FEIN	Date Received	Document Number	Net Gals	Gross Gals	Billed Gals	Exception
065										2,185	2,185	0	
Root						Marathon Oil Corporation				2,185	2,185	0	

Reporting Component Preview

Refresh Export Close

Details

Date Range: Last Month

From: 9/1/2018 To: 9/30/2018

1A - Gasoline / Aviation Gasoline / Ga...

Product Code: 065

Transporter Name: Root

Transporter FEIN:

Mode:

Origin State:

- Transactions fitting predetermined criteria are displayed in a grid format. Each Schedule or Form you select has its own tab.

Reporting Component Preview

Refresh Export Close

Details

Date Range

Last Month

From

9/1/2018

To

9/30/2018

1A - Gasoline / Aviation Gasoline / Gas... 2 - Gasoline / Aviation Gasoline / Gas... 2 - K-1 / K-2 Kerosene 2 - All Other Products 5 - Gasoline / Aviation Gasoline / Gas... MF-360

Each Schedule is on its own tab

Product Code Transporter Name Transporter FEIN Mode Origin State Destination State Vendor Name Vendor FEIN Date Received Document Number Net Gals Gross Gals Billed Gals Exception

065 Root

Qualified transactions are displayed in a grid format

Marathon Oil Corporation

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 11 120 120 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 11 150 150 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 124 100 100 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 124 120 120 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 2323 100 100 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 2323 200 200 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 555 250 250 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 555 300 300 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 777 100 100 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/26/2018 TEST-IN-01 500 500 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/29/2018 YEDHA-01 120 120 0 Add

065 Common Carrier Trucking Inc 123456789 IN IN Marathon Oil Corporation TX1234 09/12/2018 777 125 125 0 Add

- Review each tab and verify totals are correct, and each transaction has correct and full data, such as Names, FEINs, Document Numbers (Bill of Lading Numbers), etc. To switch to a different Schedule, simply click that tab. You can also [export the reported transactions into Excel spreadsheets](#).
- Main Forms (or Summaries) are displayed in a separate windows, from where you can review (note there may be more than one page), print, or save the Main Form.

Reporting Component Preview

Refresh Export Close

Details

Date Range: Last Month

From: 9/1/2018 To: 9/30/2018

1A - Gasoline / Aviation Gasoline / Gas... 2 - Gasoline / Aviation Gasoline / Gas... 2 - K-1 / K-2 Kerosene 2 - All Other Products 5 - Gasoline / Aviation Gasoline / Gas... MF-360

Main Forms are displayed in a separate window

Report Viewer - MF360

Archive Close

Page 1 of 2

There may be more than one page for the Main Form

Click Save to download the PDF to your local PC

Indiana Department of Revenue
Consolidated Gasoline
Monthly Tax Return
Due date is the 20th of the following month.
For the month of 09/01/2018

Name of Licensee (as indicated on license)		License Number (as indicated on license)	
iRelay Test Company		123456789	
Mailing Address		FEIN / SSN	
12121 Main Street		11-122293	
City or Town	State	Zip Code	Business Telephone Number
Fort Wayne	IN	46815	260-612-1215
Contact Name		Test User	

Section 1: Filing Types

This is a consolidated return for all license type listed below. Place an "X" in the box to the left of each license type for which you are licensed

☐ Gasoline ☒ Oil Inspection Distributor ☐ Gasohol Blender

Although many states don't require the prior month's MFT return be turned in until the 15th of the following month (or later), it is strongly recommended that you start the verification process early. i21 MFT uses data entries from other processes, such as Inventory Receipts, Sales Invoices, and Transports Loads. Starting verification sooner means potential programming and/or data entry errors can be caught and addressed sooner, which in turn ensures timely filing of the finalized return.

To run your Schedules and Forms for verification purposes, follow these steps:

- On Tax Authority Screen, choose the Forms and Schedules you wish to verify by checking the boxes on the far left, then click the Run button.

Tax Authority

Run Save Search Undo Refresh Close

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

Filing Packet Configurations EDI Terminal Control Numbers Product Codes

View Show: Enabled Filter Records (F3)

Schedule Code	Schedule Name	Type	Note	Status
EDI	EDI Electronic File			
GT-103	Recap of Gasoline Use Tax by Distributors			
MF-360	Consolidated Gasoline Monthly Tax Return			
1A	Gallons Received Tax Paid (Gasoline Return Only)	Gasoline / Aviation Gasoline / Gasohol		<input checked="" type="checkbox"/>
2	Gallons Received from Licensed Distributor or Oil Inspection Distributor, Tax Unp...	Gasoline / Aviation Gasoline / Gasohol		<input checked="" type="checkbox"/>
2	Gallons Received from Licensed Distributor or Oil Inspection Distributor, Tax Unp...	K-1 / K-2 Kerosene		<input checked="" type="checkbox"/>
2	Gallons Received from Licensed Distributor or Oil Inspection Distributor, Tax Unp...	All Other Products		<input checked="" type="checkbox"/>
5	Gallons Delivered, Tax Collected and Gallons Blended or Dyed Fuel Used	Gasoline / Aviation Gasoline / Gasohol		<input checked="" type="checkbox"/>
	Main Form		Form MF-360	<input checked="" type="checkbox"/>
SP-900	Consolidated Special Fuel Monthly Tax Return			

- The Reporting Components Preview screen appears. Date Range defaults to "Last Month", and you can use the dropdown to change Date Range to "This Month to Date" and "Custom". When Custom is selected, you can enter the From and To dates directly. To re-generate results based on newly specified Dates, click the Refresh button.

Reporting Component Preview

Undo Refresh Export Close

Details

Date Range: Last Month

From: 2/1/2017 To: 2/28/2017

1A - Ga... 2 - Gas... 2 - K-1... 2 - All... 5 - Gas... MF-360

Product Code	Transporter Name	Transporter FEIN	Mode	Origin State	Destination State	Vendor Name	Vendor FEIN	Date Received
E10								
CITGO PETROLEUM CORP.								

Reporting Component Preview

Undo Refresh Export Close

Details

Date Range: Last Month

From: Last Month

1A - Ga... 2 - Gas... 2 - K-1... 2 - All... 5 - Gas... MF-360

Gas... MF-

- Transactions fitting predetermined criteria are displayed in a grid format. Each Schedule or Form you select has its own tab.

Reporting Component Preview

Undo Refresh Export Close

Details

Date Range: Last Month

From: 2/1/2017 To: 2/28/2017

1A - Ga... 2 - Gas... 2 - K-1... 2 - All... 5 - Gas... MF-360

Each Schedule is on its own tab

Product Code	Transporter Name	Transporter FEIN	Mode	Origin State	Destination State	Vendor Name	Vendor FEIN	Date Received	Document Num	Net Gals	Gross Gals	Billed Gals	Exception
E10	ACME Transporter	11-1234567	J	MI	IN	CITGO PETROLEUM CORP.	73-1173881	02/02/2017	123456	7,850	7,701	7,701	Add
E10	ACME Transporter	11-1234567	J	MI	IN	CITGO PETROLEUM CORP.	73-1173881	02/02/2017	123456	818	800	800	Add
E10	ACME Transporter	11-1234567	J	MI	IN	CITGO PETROLEUM CORP.	73-1173881	02/03/2017	123456	5,418	5,305	5,305	Add
E10	ACME Transporter	11-1234567	J	MI	IN	CITGO PETROLEUM CORP.	73-1173881	02/03/2017	123456	3,270	3,204	3,204	Add
E10	ACME Transporter	11-1234567	J	MI	IN	CITGO PETROLEUM CORP.	73-1173881	02/03/2017	123456	8,174	8,006	8,006	Add
E10	ACME Transporter	11-1234567	J	MI	IN	CITGO PETROLEUM CORP.	73-1173881	02/04/2017	123456	4,394	4,297	4,297	Add

- Review each tab and verify totals are correct, and each transaction has correct and full data, such as Names, FEINs, Document Numbers (Bill of Lading Numbers), etc. To switch to a different Schedule, simply click that tab. You can also [export the reported transactions into Excel spreadsheets](#).

5. Main Forms (or Summaries) are displayed in a separate windows, from where you can review (note there may be more than one page), print, or save the Main Form.

Reporting Component Preview

Undo Refresh Export Close

Details

Date Range: Last Month

From: 2/1/2017 To: 2/28/2017

1A - Ga... 2 - Gas... 2 - K-1... 2 - All... 5 - Gas... MF-360

Report Viewer - MF360 Main Forms are displayed in a separate window

Archive Close

Page 1 of 2 Pdf

There may be more than one page for the Main Form

Click Save to download the PDF to your local PC

Indiana Department of Revenue

**Consolidated Gasoline
Monthly Tax Return**

MF-360
State Form 49276
(84, 7-09)

Due date is the 20th of the following month.

For the month of February.

Name of License (as indicated on license)		License Number (as indicated on license)	
Mailing Address P.O. Box 1789		FEIN / SSN	
City or Town	State IN	Zip Code 46581	Business Telephone Number
Contact Name			

Section 1: Filing Types