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										
	Month Export to Excel		De	scription	Indiana						
	Month to Date Preview		er License Number								
	Month to Date Export	to Excel	✓ Export •	🔠 View 🕶	Filter (F3)					K N K N
Cust	tom Date Range			Туре		Compo	nent Type	Note			Status
-	FORM CODE: NOT										
⊞ F	Form Code: GT-103										
B F	Form Code: MF-360										
~	1A Gai	lons Received Ta	ex Paid (Gasoline Ret	Gasoline /	Aviatio	Preview					~
~	2 Gal	lons Received fro	om Licensed Distrib	Gasoline /	Aviatio	Preview					~
~	2 Gal	lons Received fro	om Licensed Distrib	K-1 / K-2 K	erosene	Preview					~
~	2 Gal	lons Received fro	om Licensed Distrib	All Other I	Products	Preview					~
×	5 Gal	lons Delivered, T	ax Collected and Ga	Gasoline /	Aviatio	Preview					~
~	Ma	in Form				Report		Form N	1F-360		~
⊞ F	Form Code: SF-401										
	Form Code: SE-900									 	
	orm code. 3P-900									 	

 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										
)etails										
ate Range Last Month	~									
om: 9/1/2018		с. 8 а кал	12 Kerrene 18 2. 41 Oct	To: 9/30/20	18	ring Courting (Co. 🛛 🕅	ME 252			
roduct Code Transporter Nam Transporter	FEIN Mode Orig	gin State Desti	nation State Vendor Name	Vendor FEIN	Date Received	Document Numb	Net Gals	Gross Gals	Billed Gals	Exceptio
i 😋 065							2,185	2,185	C	5
🖃 😋 Root			Marathon Oil Corpo	oration			2,185	2,185		0
Refresh Export	Close									
Details										
Date Range	Last Mon	th			~					
From:	Last Mon	th								
1A - Gasoline / A	This Mont Custom	th to Da	ite			ation Gase	oline / (5a 🗵		
Product Code	Transport	er Nam	Transporte	er FEIN	Mode		Orig	in State		
i 🔄 065										

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

Refresh Export -	 Close 												
Details													
Date Range	Last Month		~										
From:	9/1/2018				1	To: 9/30/2	2018			E	Each Sche	dule is	on its 🛛 🖻
1A - Gasoline / A	Aviation Gasoline / G., 🗵	2 - Gasoline / A	viation Gasoline / Ga 🗵	2 - K-1 / K-2 Kerosen	e 🗵 2 - All Othe	r Products 🗵	5 - Gasoline / A	viation Gasolin	e / Ga 🗵	MF-360 🗵 🕻	own tab		
Product Code	Transporter Nam Trans	porter FEIN Mod	de Origin State	Destination State	e Vendor Name	Vendor FEIN	Date Receiv	red Docume	ent Numb	Net Gals	Gross Gals	Billed Gals	Exception
9 😋 065	Qualified t	ransactio	ons are displa	aved in a gri	id format					2,185	2,185	0	
🖃 😋 Roo	ot			, N	larathon Oil Corpo	ration				2,185	2,185		D
- 22 (065 Common Carrier Tru	Joking Inc 1234	56789	IN IN	Marathon Oi	il Corporation	TX1234	09/12/2018	-11	120	120	0	Add
- 23 (065 Common Carrier Tru	scking Inc 1234	56789	IN IN	Marathon O	il Corporation	TX1234	09/12/2018	11	150	150	•	Add
- 23 (065 Common Carrier Tru	scking Inc 1234	56789	IN IN	Marathon O	il Corporation	TX1234	09/12/2018	124	100	0 100	•	Add
- 22 (065 Common Carrier Tru	cking Inc 1234	56789	IN IN	Marathon Oi	il Corporation	TX1234	09/12/2018	124	120	5 120	0	Add
- 22 (065 Common Carrier Tru	scking Inc 1234	56789 I	IN IN	Marathon Oi	I Corporation	TX1234	09/12/2018	2323	10	D 100	0	Add
- 22 (065 Common Carrier Tru	cking Inc 1234	56789	IN IN	Marathon Oi	Corporation	TX1234	09/12/2018	2323	201	D 200	•	Add
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- 32 (065 Common Carrier Tru	cking Inc 1234	56789	IN IN	Marathon Oi	il Corporation	TX1234	09/12/2018	555	300	300	•	Add
- 32 (065 Common Carrier Tru	cking Inc 1234	56789	IN IN	Marathon Oi	il Corporation	TX1234	09/12/2018	777	100	0 100	۰ [Add
-32 (065 Common Carrier Tru	cking Inc 1234	56789 I	IN IN	Marathon Oil	Corporation	TX1234 0	9/26/2018	TEST-IN-01	50	0 500	۰ [Add
-32 (065 Common Carrier Tru	cking Inc 1234	56789 I	IN IN	Marathon Oil	Corporation	TX1234 0	9/29/2018	YESHA-01	12	D 120	۰ [Add
- 23 (065 Common Carrier Tru	cking Inc 1234	56789	IN IN	Marathon Oi	il Corporation	TX1234	09/12/2018	777	125	5 125	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 <u>export the reported transactions into Excel</u> <u>spreadsheets</u>.
- 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 Com	Ing Component Protein Ing Component Ing Comp		×				
Refresh Export							
Details							
Date Range	Last Month						
From:	9/1/2018		T T	0: 9/30/2018			13
1A - Gasoline /	Report is Component Proview Construction Variesting Equart - Construction Persiting Deck Range Least Moran Provide Image: State Construction Provide Image: State Construction Image: State Construction State Construction Image: State Construction Image: State Construction <						
						 X	
	Report Viewer - MF360	ain Forms are displa	yed in a sepa	rate window		~	
	Archive Close						
		Page 1 T of 2		Pdf *			
		There may be more than one page for the Main Form Mar Sea (74:17-09) Name of License (as indicated on lice if Ady Tet Company Mailing Advers 12121 Main Steet (201 or Tom	State Click S Iocal P Indiana Departm Consolidate Monthly T Due date is the 20th of For the month of Inse	C C C C C C C C C C C C C C C C C C C	dicated on license)		
		Section 1: Filing Types	46815	200-012-1215	Lest User		
		This is a consolidated return for all license ty	pe listed below. Place an "X"	n the box to the left of each license type for 1	which you are licensed		
		Gasoline	✓ Oil Inspection	Distributor Gasohol Blen	ier		

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.

Run Save Search Undo Refresh Close					
Tax Authority Code: IN Description: Indiana			Paper Version Available:	 Electronic Version Avail 	lable: 🗸
Filing Packet Configurations EDI Terminal Control Numbers Product Codes					
View Show: Enabled v BB View Q Filter Records (F3)					K 21 21 21
Schedule Code Schedule Name	Туре	Note			Status
🕮 🔲 EDI Electronic file					
🛚 🔲 GT-103 Recap of Gasoline Use Tax by Distributors					
🖼 🔲 MF-360 Consolidated Gasoline Monthly Tax Return					
IA Gallons Received Tax Paid (Gasoline Return Only)	Gasoline / Aviation Gasoline / Gasohol				
2 Gallons Received from Licensed Distributor or Oil Inspection Distributor, Tax Unp	Gasoline / Aviation Gasoline / Gasohol				~
2 Gallons Received from Licensed Distributor or Oli Inspection Distributor, Tax Unp	K-1 / K-2 Kerosene				
2 Gallons Received from Licensed Distributor or Oil Inspection Distributor, Tax Unp	All Other Products				V
5 Gallons Delivered, Tax Collected and Gallons Blended or Dyed Fuel Used	Gasoline / Aviation Gasoline / Gasohol				~
V Main Form		Form MF-360			~
😠 🔲 SF-900 Consolidated Special Fuel Monthly Tax Return					

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 Comp	onent 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 Nan Transporter FEII Mode Origin State Destination Stat Vendor Name Vendor FEIN Date R
🚊 🔂 🛛 E10	
	CITGO PETROLEUM CORP.
Reportin Undo R	g Component Preview efresh Export - Close
Details	
Date Ran	i <mark>ge: Last Month Ý</mark>
From:	Last Month
1A - Ga	This Month to Date Gas X MF-

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

Undo Refresh												
Details												
Date Range:	Last Month	~										
From:	2/1/2017				1	To: 2/28/2	017					
1A - Ga 🗵	2 - Gas 🗵 2 - K-1 🗵	2 - All 🔀 5 - Ga	s 🗵 MF-360 🗵	Each Sch	edule is or	n its own ta	b					
Product Code	Transporter Nan Transpo	orter FEII Mode	Origin State	Destination Stat	Vendor Name	Vendor FEIN	Date Received	Document Num	Net Gals	Gross Gals	Billed Gals	Exception
🖨 😋 E10									295,036	290,346	242,027	
0	Qualified transact	tions are disp	ayed in a gri	d format ^{errg}	O PETROLEUM C	DRP.			287,033	2 282,342	234,02	3
	E10 ACME Transporter	11-1234567 J	MI	IN	CITGO PETROLE	UM CORP. 73-1	173881 02/02	2/2017 12345	6 7,	,850 7,70	1 7,701	Add
	E10 ACME Transporter	11-1234567 J	MI	IN	CITGO PETROLI	EUM CORP. 73-	1173881 02/0	2/2017 12345	i6	818 80	0 800	Add
	E10 ACME Transporter	11-1234567 J	м	IN	CITGO PETROLE	UM CORP. 73-1	173881 02/03	3/2017 12345	56 5,	,418 5,30	5 5,305	Add
	E10 ACME Transporter	11-1234567 J	м	IN	CITGO PETROLE	UM CORP. 73-1	173881 02/03	3/2017 12345	i6 3,	,270 3,20	4 3,204	Add
	E10 ACME Transporter	11-1234567 J	М	IN	CITGO PETROLE	UM CORP. 73-1	173881 02/03	3/2017 12345	i6 8,	,174 8,00	5 8,006	Add
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 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 <u>export the reported transactions into Excel</u> 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 Comp	oonent Preview								
Undo Refresh									
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-3	360 🗵						
	Report Viewer - MF3	360							
		Main Forms are di	splayed in a	i separate wi	ndov	N			
	Archive Close								
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		There may b than one pag the Main Forr	e more le for m _{India}	Click PDF t	Save to yo Revenu	e to download the ur local PC e	0		Â
		ME 360	Co	onsolidated Gas	oline				
		State Form 49276 (R4 \ 7-09)	N Due date is	the 20th of the fol	turn lowing	month.			
			For th	he month of Febr	uarv,				
		Name of License (as indicated on 1	license)			License Number (as indicated on license)			
		Mailing Address P. O. Box 1789		FEIN/SSN					
		City or Town	State IN	Zip Code 46581	Busi	ness Telephone Number	Contact Name		
		Section 1: Filing Types		1					