

Motor Fuel Electronic Tax Filing System

Taxpayer User Guide

State of Michigan
Department of Treasury

April 2014



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Introduction

The Michigan Motor Fuel Electronic Tax Filing System is a Motor Fuel Audit Compliance System designed to significantly reduce tax-filing errors, provide the tools required to reduce or eliminate tax avoidance and improve customer service by streamlining tax return processing through electronic filing. Reporting errors are reduced and compliance is enhanced – providing significant increases in the state’s motor fuel tax revenues.

The newly-designed iteration of this tax filing system offers highly intuitive, user friendly screens and streamlined functionality that will make all of the tax filing functions required straightforward and easy to manage.

Signing In

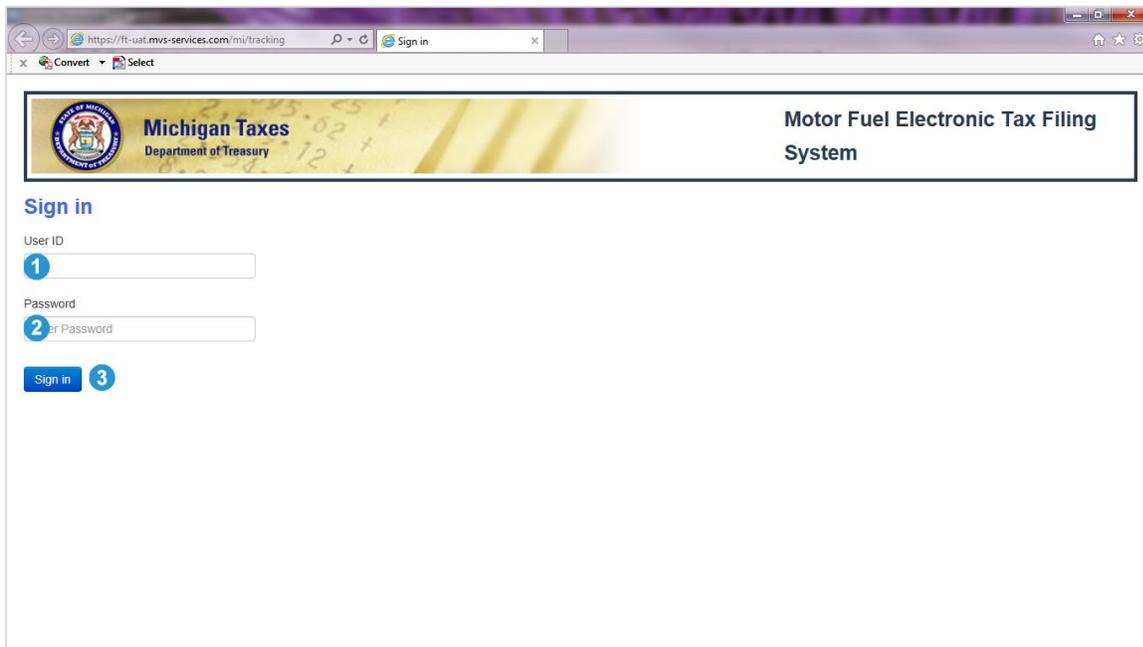
Internet access is required to sign in to the Michigan Motor Fuel Electronic Tax Filing System. Microsoft Internet Explorer web browser – Version 8.0 or greater is suggested at this time although the system is designed to function on most major web browsers. The access URL is: <https://ft.mvs-services.com/mi/tracking/>. To perform any processing on the system, each user must sign in with a unique user ID and password.

Note: Both the user ID and password should remain confidential between the user and the jurisdiction's systems administrator to maintain security and confidentiality of information.

Sign In View

To log on to the Michigan Motor Fuel Electronic Tax Filing System:

1. Enter User ID in designated field (1 below).
2. Enter Password in designated field (2 below).
3. Click **Sign On** (3 below).

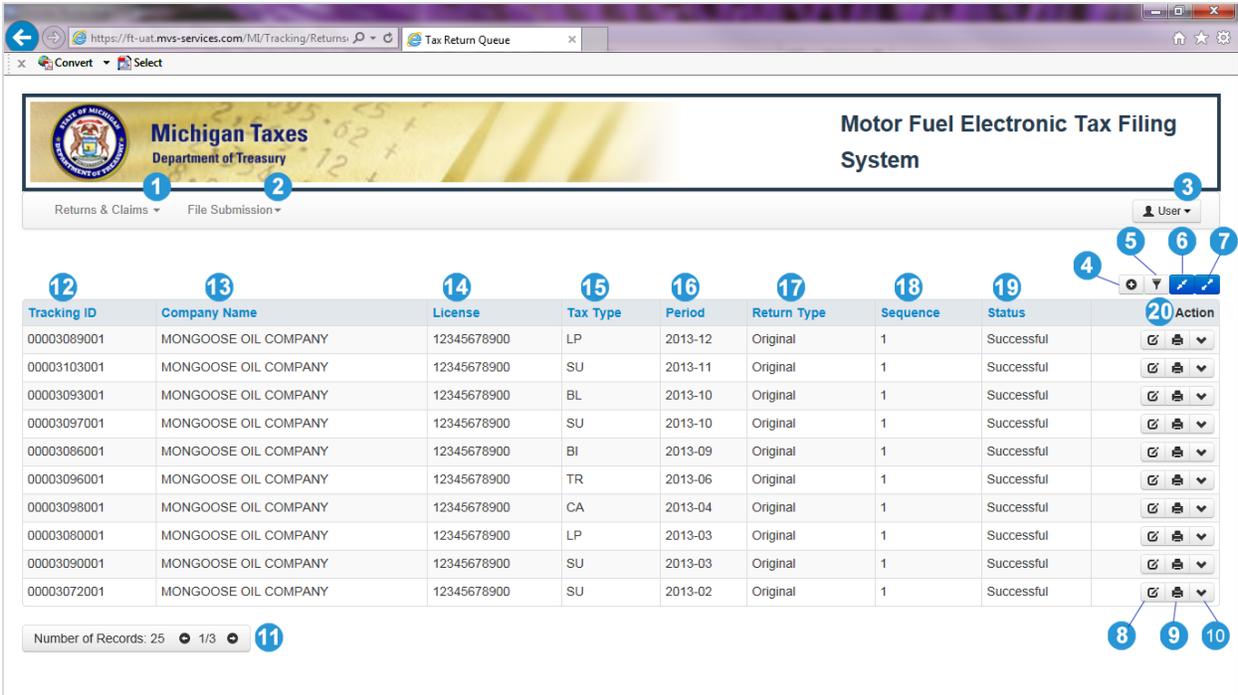


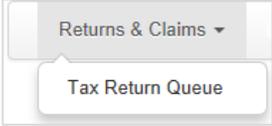
The screenshot shows a web browser window with the URL <https://ft-uat.mvs-services.com/mi/tracking>. The page header includes the Michigan Department of Treasury logo and the text "Michigan Taxes Department of Treasury" and "Motor Fuel Electronic Tax Filing System". Below the header, the "Sign in" section contains a "User ID" field with a blue circle containing the number 1, a "Password" field with a blue circle containing the number 2, and a "Sign in" button with a blue circle containing the number 3.

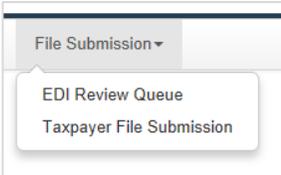
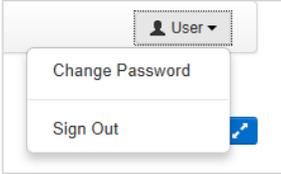
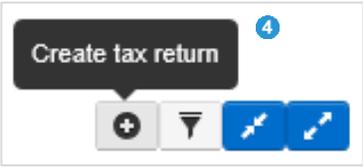
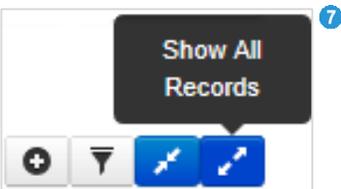
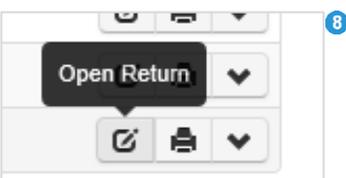
Returns & Claims

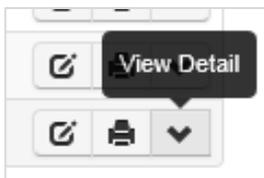
The **Tax Return Queue** is the first screen (landing page) seen after successful log in to the Motor Fuel Electronic Tax Filing system if the user’s system access allows viewing and/or creating returns. The landing page will differ depending on the user’s access. From this screen all processes and functions of the system can be accessed. The **Tax Return Queue** displays all of the tax returns related to user’s account.

Features of the Tax Return Queue



Screen Elements	
Element	Description
Returns & Claims Menu ①	Click the pull down menu arrow to reveal the menu of available options for returns and claims that system user-level security allows. If this menu option is unavailable but should be, user security settings will have to be adjusted by the State. 
File Submission ②	Click the pull down menu arrow to reveal the menu of available options for file submission that the system user-level security allows. If this menu option is unavailable but should be, user

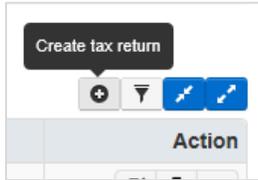
Screen Elements	
Element	Description
	<p>security settings will have to be adjusted by the State.</p> 
User 3	<p>Click the pull down menu arrow to reveal the menu of available options for user activities.</p> 
	<p>Click the Create Tax Return icon (shown here with roll over text present) to proceed to Account Selection. (See the Account Selection section below for more information.)</p>
	<p>Click the Filter icon (shown here with roll over text present) to open the filter pane, revealing additional filtering options. (See the Filter Pane section below for more information.)</p>
	<p>Click the Show Page icon (shown here with roll over text present) to show 10 records on the screen.</p>
	<p>Click the Show All Records icon (shown here with roll over text present) to show all records available.</p>
	<p>Action Icons: Click the Open Return icon (shown here with roll over text present) to open the selected tax return. See more detailed information below.</p>

Screen Elements	
Element	Description
	Action Icons: Click the Print icon (shown here with roll over text present) to print selected tax return.
	Action Icons: Click the View Detail icon (shown here with roll over text present) to view general tax return information.
	Indicates the total number of records for the selected account as well as the page currently displayed/total number of pages available for display.

Fields	
Field	Description
Tracking ID ¹²	Auto-filled with the system-assigned identification number. This number is used to locate the filing as it progresses through the system.
Company Name ¹³	Auto-filled with the legal name for the selected account.
License ¹⁴	Auto-filled with the license number for the selected account.
Tax Type ¹⁵	Auto-filled with the license type code of the selected return.
Period ¹⁶	Auto-filled with the tax reporting period for the selected return.
Return Type ¹⁷	Auto-filled with either original or amendment for the selected return.
Sequence ¹⁸	Auto-filled with a number used to show the order in which the filings were received.
Status ¹⁹	Auto-filled with the current filing status of the selected return.
Action ²⁰	This column contains action icons (⁸ , ⁹ , and ¹⁰ above) that allow opening the filing, printing a soft or hard copy for the filing, and viewing of general filing information.

Create a Return

To create a return, click the **Create tax return** icon on the **Tax Return Queue**.



This will advance the user to the **Account Selection** screen. To step through creation of a tax return:

1. Click the pull down menu arrow next to the field for **Tax Type | License | Status**.

Tax Type | License | Status:

2. Select the desired tax type and license for the return being created.

Tax Type | License | Status:

- Blender Monthly | 12345678900 | APPROVED
- Bonded Importer | 12345678900 | APPROVED
- Carrier | 12345678900 | APPROVED
- Exporter | 12345678900 | APPROVED
- Liquid Petroleum Gas | 12345678900 | APPROVED
- Retail Marine Diesel Dealer | 12345678900 | APPROVED
- Supplier | 12345678900 | APPROVED
- Terminal Operator Annual | 12345678900 | APPROVED
- Terminal Operator Annual | T12MI312300 | APPROVED
- Terminal Operator Annual | T12MI365400 | APPROVED
- Terminal Operator | 12345678900 | APPROVED
- Terminal Operator | T12MI312300 | APPROVED
- Terminal Operator | T12MI365400 | APPROVED
- Transporter | 12345678900 | APPROVED

3. Click the pull down menu arrow next to the field for **Return Period**.

Return Period:

4. Select the desired tax return period.



5. Select a Return Type by clicking the radio button for either **Original** or **Amendment**.

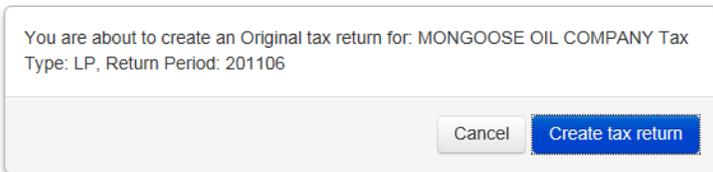
Return Type:

Original Amendment

6. Click **Create Tax Return**.



7. A confirmation window will appear. Click **Cancel** to cancel the operation. Click **Create tax return** to complete creation of tax return.



Filter

Click the **Filter** icon to reveal a window that will allow user to filter by any of the parameters shown.

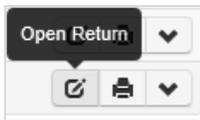


Filter parameters for **Tax Return Queue**: Tracking ID **1**, Tax Type **2**, Period **3**, Return Type **4**, and Status **5**.

Tracking ID:	Tax Type:	Period:	Return Type:	Status:
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Open Return

Click the **Open Return** icon in the **Actions** column to open the selected tax return to view the selected tax return.

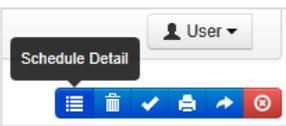
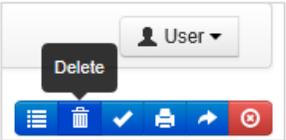
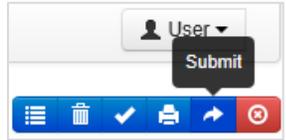


Tax Return Features

All Tax Types Return Information

A sample tax return header is shown below. The various returns used by the State of Michigan will contain varying detail information. However, information and possible actions displayed in the header portion on returns for most types of taxes includes those listed below, although there will be some variation from one type of return to another. A sample tax return screen is included below the table. All required fields must be completed; prompts will appear for information that is incorrect, incomplete, or missing.

 Michigan Taxes Department of Treasury		Motor Fuel Electronic Tax Filing System		
Returns & Claims ▾ File Submission ▾		1 2 3 4 5 6		
Michigan Department of Treasury		Blender Monthly		
Company Name: 7 MONGOOSE OIL COMPANY	TIN: 8 123456789	License: 9 12345678900	Tax Type: 10 BL	Year-Month: 11 2011-11
Filing Tracking ID: 12 00070779001	Return Type: 13 Original	Access: 14 Update	Postmark Date: 15 12/06/2013	Status: 16 Incomplete
				Return Seq: 17 1

Tax Return Features	
Icon	Description/Function
	<p>Click the Schedule Detail icon to create schedule detail for the tax return just created. (See detailed information below on creating schedule detail to accompany the tax return just created.)</p>
	<p>Click the Delete icon to delete the tax return just created.</p>
	<p>Click the Save icon to save the tax return just created.</p>
	<p>Click the Print icon to print the tax return just created.</p>
	<p>Click the Submit icon to submit the tax return just created. To submit the tax return, the user must complete an authorization form such as the one pictured. Enter the sign in password and click the Confirm push button to submit the return. This is as binding as signing a paper tax return. Click the Cancel push button to close this window and return to the tax return.</p> <div data-bbox="802 1220 1354 1654" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>I certify under penalty of perjury that this tax return and schedules are true and complete to the best of my knowledge. If you agree that this statement is true, and to finish submitting your late return (penalties and interest may be applicable), enter your 'Sign In' password in the box below, then click 'Confirm'. Otherwise click 'Cancel' to go back to your incomplete tax return to review and make possible changes before continuing with the submission process.</p> <p>eSignature for User ID <input type="text" value="MIWEB999"/></p> <p>Sign in Password <input type="password"/></p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Confirm"/> </p> </div>
	<p>Click the Close icon to close the tax return just created and return to the Tax Return Queue.</p>

Note: Different tax returns and tax types may display different combinations of icons depending on particular

Tax Return Features	
Icon	Description/Function
situations.	

Fields	
Field	Description
Company Name ⁷	Displays the company name of the selected account
TIN ⁸	Displays the Taxpayer Identification Number of the selected account
License ⁹	Displays the license number for the selected account
Tax Type ¹⁰	Displays the tax type for the selected return
Year-Month ¹¹	Displays the year and month of the return period for which the selected return was filed
Filing Tracking ID ¹²	Displays the system-assigned filing identification number
Return Type ¹³	Displays the return type for the selected return
Access ¹⁴	Displays the access level for the selected return
Postmark Date ¹⁵	Displays the postmark date for the selected return
Status ¹⁶	Displays the status of the selected return
Return Seq ¹⁷	Displays the position of the selected return

Sample Tax Return Screen



Returns & Claims - File Submission

User

Michigan Department of Treasury

Blender Monthly

Company Name MICHIGAN OIL COMPANY	TIN 123456789	License 1234567890	Tax Type BL	Year-Month 2016-01
Filing Tracking ID 002837901	Return Type Original	Account Update	Status Incomplete	Return Seq 1
		Publication Date 04/28/2014		

PART 1: TAX COMPUTATION

Schedule	1. Gasoline	2. Ethanol Blends (E70 - E 99)	3. Undyed Petroleum Diesel	4. Undyed Biodiesel (B06 or higher)	5. Aviation Gas
8. Gross taxable gallons from line 27	0	0	0	0	0
9. Tax-paid purchases	0	0	0	0	0
10. Subtract line 9 from line 8.	0	0	0	0	0
11. Collection allowance. Multiply line 10 by 1.5%	0	0	0	0	0
12. Subtract line 11 from line 10.	0	0	0	0	0
13. Enter gross gallons diverted TO Michigan.	0	0	0	0	0
14. Taxable gallons. Add lines 12 and 13.	0	0	0	0	0
Tax Rate	0.190000	0.190000	0.190000	0.190000	0.030000
15. Tax due. Multiply line 14 by tax rate.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16a. Add columns 1 and 2 from line 15 and enter in 16a.	\$0.00		16b. Add columns 3 and 4 from line 15 and enter in 16b.		
16b. Carry the Aviation Gas tax from line 15 to 16b.			\$0.00		
17. Add tax due from all columns on line 16.	\$0.00				
18. Penalty	\$0.00				
19. Interest	\$0.00				
20. Total Remittance	\$0.00				

PART 2: REPORTABLE INFORMATION

Schedule	Dyed Diesel / Dyed Biodiesel	Other / Aviation Gas
21. Unleaded product received	0	0
22. Dyed diesel diverted to Michigan.	0	0

PART 3: TAXABLE GALLONS

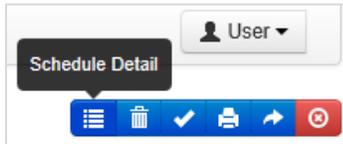
Schedule	Gasoline	Ethanol Blends (E70 - E99)	Undyed Petroleum Diesel	Undyed Biodiesel (B06 or higher)	Dyed Diesel (petroleum biodiesel)	Aviation Gas
23. Michigan taxable gallons	0	0	0	0	0	0
24. Aviation fuel sold to authorized dealers	0	0	0	0	0	0
25. Taxable dyed diesel fuel disbursements	0	0	0	0	0	0
26. Michigan taxable gallons sold or exported (licensed suppliers - exporters for export only)	0	0	0	0	0	0
27. Total taxable gallons. Add lines 23 - 26.	0	0	0	0	0	0

PART 4: OTHER DISBURSEMENTS

28. Dyed diesel disbursements	0				0	
29. Exports with destination state tax collected (licensed suppliers - exporters only)	0	0	0	0	0	0
30. Deliveries to U.S. Government	0	0	0	0	0	0
31. Deliveries to state & local governments in Michigan	0	0	0	0	0	0
32. Leased racing fuel disbursements	0				0	
33. Deliveries to tax-free storage (licensed suppliers only)	0	0	0	0	0	0
34. Deliveries to exempt institutions	0	0	0	0	0	0
35. Deliveries to fuel feedstock users	0	0	0	0	0	0
36. Non-taxable use	0	0	0	0	0	0

Schedule Detail Information

Click the **Schedule Detail** icon selected tax return to proceed to the **Schedule Detail List**. From the **Schedule Detail List** new schedule details can be added; schedule details also can be copied and/or printed. (**Note:** Different types of returns may show different sets of icons.)



Schedule Detail List Information



Michigan Taxes
Department of Treasury

Motor Fuel Electronic Tax Filing System

Returns & Claims ▾
File Submission ▾
User ▾

1 Company Name: MONGOOSE OIL COMPANY

2 TIN: 123456789

3 Tax Type: BL

4 License: 12345678900

5 Return Period: 2013-09

6 Tax Return Status: Incomplete

7 Seq:

8 Schd:

9 Fuel:

10 Buyer / Seller Name:

11 Carrier Name:

12 BOL Date:

13 Bill of Lading:

14 Net Gallons:

15

16

17

18

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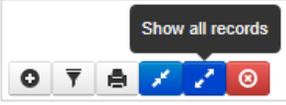
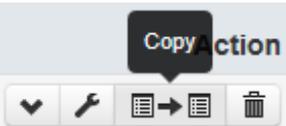
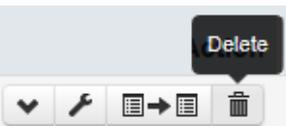
30

31

Seq	Schd	Fuel	Buyer / Seller Name	Carrier Name	BOL Date	Bill of Lading	Net Gallons	Gross Gallons	Billed Gallons	Update Indicator	Action
1	11A	076	NAME		09/18/2013	1	1	1	1		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/24/2013	1234	12	12	12		32 33 34 35 ⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	333	12	12	12		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	34	4	4	4		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	5421	87	87	87		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	5454	5	5	5		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	555	1	1	1		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	657	8	8	8		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	76545	8	8	8		⌵ ↗ ↶ ↷ 🗑
1	11A	076	NAME		09/30/2013	87	7	7	7		⌵ ↗ ↶ ↷ 🗑
Total Gallons:							386	386	386		

Number of Records: 12
1/2
36

Schedule Detail List Information -- Fields	
Fields	Description
Company Name ¹	Displays the company name of the selected account
TIN ²	Displays the Taxpayer Identification Number of the selected account
Tax Type ³	Displays the tax type for the selected account
License ⁴	Displays the license number for the selected account
Return Period ⁵	Displays the year and month of the return period for which the selected return was filed
Tax Return Status ⁶	Displays the status of the selected return
Filter Fields	
The following fields are revealed only when the Filter icon (² above) is clicked. One or more of these fields may be completed to perform filter. Once the desired field(s) have been filled in, press the <Enter> key on the keyboard to perform filter operation.	
Seq ⁷	Enter the position of the tax return on which to filter results
Schd ⁸	Enter the schedule on which to filter results
Fuel ⁹	Enter the fuel type on which to filter results
Buyer / Seller Name ¹⁰	Enter the buyer or seller name on which to filter results
Carrier Name ¹¹	Enter the name of the carrier on which to filter results
BOL Date ¹²	Enter the bill of lading date on which to filter results
Bill of Lading ¹³	Enter the number of the bill of lading on which to filter results
Net Gallons ¹⁴	Enter the number of net gallons on which to filter results
Results Fields	
Seq ¹⁵	Displays the position of the displayed return
Sched ¹⁶	Displays the number of the user-selected schedule.
Fuel ¹⁷	Displays the fuel type
Buyer/Seller Name ¹⁸	Displays the name of the buyer or the seller
Carrier Name ¹⁹	Displays the carrier name
BOL Date ²⁰	Displays the date of the bill of lading
Bill of Lading ²¹	Displays the bill of lading number
Net Gallons ²²	Displays net gallons reported
Gross Gallons ²³	Displays gross gallons reported
Billed Gallons ²⁴	Displays billed gallons reported
Update Indicator ²⁵	Displays the update indicator

Schedule Detail List Information -- Icons	
Icon	Description/Function
 26	Click the Add icon to create new schedule detail. (See more detailed information below.)
 27	Click the Filter icon to toggle the filter fields on and off.
 28	Click the Print icon to print the schedule detail list report. (Please see more detailed information below.)
 29	Click the Show Page icon to show
 30	Click the Show All Records icon to show all records on a single screen.
 31	Click the Close icon to close the Schedule Detail List and return to the selected return.
 32	Click the Detail icon to view selected schedule detail.
 33	Click the Update icon to update the selected schedule detail.
 34	Click the Copy icon to copy and save the selected schedule detail.
 35	Click the Delete icon to delete the selected schedule detail.
 36	This displays the total number of records as well as the number of the current screen displayed and the total number of screens for the selected account. Click the arrows to move between the screens for the selected account.

Add Schedule Detail

To add schedule detail, click the designated icon on the **Schedule Detail List**.



This will open a fillable schedule detail screen. Complete required blank fields (in red type on the screen) plus any optional information desired. Click the **Save** push button to save the schedule detail or the **Cancel** push button to close the schedule detail without saving the information.

Michigan Taxes
Department of Treasury

Motor Fuel Electronic Tax Filing System

Returns & Claims | File Submission | User

3 Company Name: MONGOOSE OIL COMPANY

4 TIN: 123456789

5 Tax Type: EX

6 License: 12345678900

7 Return Period: 2012-12

8 Tax Return Status: Incomplete

Add Schedule Detail

1 2 Save

Fields with red labels require data entry.

Schedule Code: 9

Fuel Code: 10

Buyer / Seller Name: 11

Buyer / Seller TIN: 12

Carrier Name: 13

Carrier TIN: 14

Bill of Lading Number: 15

Bill of Lading Date: 16

Mode: 17

Net Gallons: 18

Gross Gallons: 19

Billed Gallons: 20

Origin / Destination TCN - or - Origin / Destination City and Jurisdiction are required.

Origin TCN: 21

Origin City: 22

Origin Jurisdiction: 23

Origin Address: 24

Origin Zip: 25

Origin County: 26

Origin Country Code: 27

Destination TCN: 28

Destination City: 29

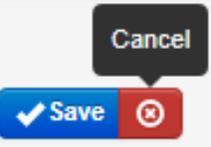
Destination Jurisdiction: 30

Destination Address: 31

Destination Zip Code: 32

Destination County: 33

Destination Country Code: 34

Icons	
Icon	Description
	Click the Save icon to save new schedule detail information.
	Click the Cancel icon to close the schedule detail without saving the information.

Fields	
Field	Description
Note: * denotes required fields (designated by red type on the screen)	
Company Name 3	Company name for selected return is displayed.
TIN 4	Taxpayer Identification Number associated with selected return is displayed.
Tax Type 5	Tax type for selected return is displayed.
License 6	License number for selected return is displayed.
Return Period 7	Return period for selected return is displayed.
Tax Return Status 8	Status of selected return is displayed
Schedule Code* 9	Click the pull down menu arrow to select the appropriate code for the schedule detail being added.
Fuel Code* 10	Click the pull down menu arrow to select the appropriate code for the schedule detail being added.
Buyer / Seller Name* 11	Enter the name of either the buyer or seller associated with the schedule detail being added.
Buyer / Seller TIN* 12	Enter the TIN of either the buyer or seller associated with the schedule detail being added.
Carrier Name 13	Enter the name of the carrier associated with the schedule detail being added.
Carrier TIN 14	Enter the taxpayer identification number for the carrier associated with the schedule detail being added.
Bill of Lading Number* 15	Enter the bill of lading number associated with the schedule detail being added.
Bill of Lading Date* 16	Enter the bill of lading date associated with the schedule detail being added.
Mode 17	Click the pull down menu arrow to select the appropriate mode of transport.
Net Gallons* 18	Enter the net gallons associated with the schedule detail being added.

Fields	
Field	Description
Note: * denotes required fields (designated by red type on the screen)	
Gross Gallons* ¹⁹	Enter the gross gallons associated with the schedule detail being added.
Billed Gallons* ²⁰	Enter the billed gallons associated with the schedule detail being added.
Origin TCN* ²¹	Enter the TCN for the origination point associated with the schedule detail being added. (Not a required field of the Origin City and Origin Jurisdiction are provided.)
Origin City* ²²	Enter the city for the origination point associated with the schedule detail being added. (Not a required field of Origin TCN is provided.)
Origin Jurisdiction* ²³	Click the pull down menu arrow to select the correct jurisdiction for the origination point associated with the schedule detail being added. (Not a required field of Origin TCN is provided.)
Origin Address ²⁵	Enter the address for the origination point associated with the schedule detail being added.
Origin Zip Code ²⁴	Enter the zip code for the origination point associated with the schedule detail being added.
Origin County ²⁶	Enter the county for the origination point associated with the schedule detail being added.
Origin Country Code ²⁷	Enter the country for the origination point associated with the schedule detail being added.
Destination TCN* ²⁸	Enter the TCN for the destination associated with the schedule detail being added. (Not a required field of the Destination City and Destination Jurisdiction are provided.)
Destination City* ²⁹	Enter the destination city for either the destination associated with the schedule detail being added. (Not a required field of the Destination City and Destination Jurisdiction are provided.)
Destination Jurisdiction* ³⁰	Click the pull down menu arrow to select the correct jurisdiction for the destination associated with the schedule detail being added. (Not a required field of Origin TCN is provided.)
Destination Address ³¹	Enter the address for the destination associated with the schedule detail being added.
Destination Zip Code ³²	Enter the zip code for the origination point associated with the schedule detail being added.
Destination County ³³	Enter the county for the destination associated with the schedule detail being added.
Destination Country Code ³⁴	Enter the country for the origination point associated with the schedule detail being added.

Print Schedule Detail

To print schedule detail click the print icon on the **Schedule Detail List**.



The security notification shown below will appear. Click **Open** ¹ to open the PDF file; click **Save** (or the pull down menu arrow to reveal other save options) ² to save the schedule detail without opening; or click **Cancel** ³ to exit without opening or saving the document. To print, open the saved file and follow usual print procedures.



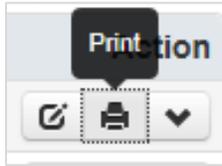
An example of the **Schedule Detail Report** that opens is included on the following page.

Schedule Detail List - Report

Name: MONGOOSE OIL COMPANY										FEIN/SS: 123456789		License: 12345678000		Month/Year: 201301		
Jurisdiction: 34										Return Seq: 1		Transmission Status: Submitted		Access:		
Sched Type	Fuel Type	Exp State	Ret State	Det Seq	Upld Seq	Trnp Mod	Recv Date	Ship Date	Bill Of Lading	Buyer/Seller Name FEIN	Net Gallons	Gross Gallons	Billed Gallons	Carrier Name FEIN	Destination City/State	Origin City/State
13C	065	XX	1	1	1	J	01/02/2013	159		TEST COMPANY 123456789	750	755	750	TEST CARRIER 123456456	TEST CITY MI	T12M13120
2X	065	XX	1	1	1	J	01/16/2013	123		TEST COMPANY 123456789	8,515	8,510	8,515	TEST CARRIER 123456456	TEST CITY MI	T12M13120
2X	065	XX	1	2	1	J	01/18/2013	456		TEST COMPANY 123456789	8,515	8,510	8,515	TEST CARRIER 123456456	TEST CITY MI	T12M13120
1	065	XX	1	1	1	J	01/22/2013	789		TEST COMPANY 123456789	8,519	8,515	8,519	TEST CARRIER 123456456	TEST CITY MI	T12M13120
5	065	XX	1	1	1	J	01/01/2013	12		TEST COMPANY 123456789	8,550	8,545	8,550	TEST CARRIER 123456456	TEST CITY MI	T12M13120
5	065	XX	1	2	1	J	01/18/2013	489		TEST COMPANY 123456789	8,519	8,515	8,519	TEST CARRIER 123456456	TEST CITY MI	T12M13120

Print Return

Click the **Print** icon in the **Actions** column to print the selected tax return.



Prompt appears at the bottom of the screen offering user several options **1**:

- **Open** **2** – opens the return to be viewed
- **Save** **3** – Click the pull down menu arrow to select:
 - **Save** – saves the return to a default location
 - **Save As** – allows user to select the location to which the return will be saved
 - **Save and Open** – saves the return to a default location and opens it to be viewed
- **Cancel** **4** – closes the prompt without further action

Tracking ID	Company Name	License	Tax Type	Period	Return Type	Sequence	Status	Action
00003089001	MONGOOSE OIL COMPANY	12345678900	LP	2013-12	Original	1	Successful	[Share] [Print] [Dropdown]
00003103001	MONGOOSE OIL COMPANY	12345678900	SU	2013-11	Original	1	Successful	[Share] [Print] [Dropdown]
00003093001	MONGOOSE OIL COMPANY	12345678900	BL	2013-10	Original	1	Successful	[Share] [Print] [Dropdown]
00003097001	MONGOOSE OIL COMPANY	12345678900	SU	2013-10	Original	1	Successful	[Share] [Print] [Dropdown]
00003086001	MONGOOSE OIL COMPANY	12345678900	BI	2013-09	Original	1	Successful	[Share] [Print] [Dropdown]
00070654001	MONGOOSE OIL COMPANY	12345678900	BL	2013-09	Original	1	Incomplete	[Share] [Print] [Dropdown]
00003096001	MONGOOSE OIL COMPANY	12345678900	TR	2013-06	Original	1	Successful	[Share] [Print] [Dropdown]
00003098001	MONGOOSE OIL COMPANY	12345678900	CA	2013-04	Original	1	Successful	[Share] [Print] [Dropdown]
00003080001	MONGOOSE OIL COMPANY	12345678900	LP	2013-03	Original	1	Successful	[Share] [Print] [Dropdown]
00003090001	MONGOOSE OIL COMPANY	12345678900	SU	2013-03	Original	1	Successful	[Share] [Print] [Dropdown]

Number of Records: 30 1/3

Do you want to open or save report.pdf (3.65 KB) from ft-uat.mvs-services.com?

Open Save [Dropdown] Cancel

An example of the report that opens is located on the next page of this document.

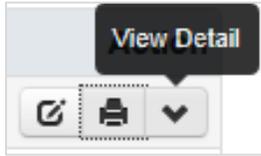
**Michigan Department of Treasury
Motor Fuel Electronic Tax Filing System**

Dealer's Liquid Petroleum Gax Tax Report

Company Name: MONGOOSE OIL COMPANY		TIN: 123456789	License: 12345678900
Tax Type: LP	Return Type: Original	Return Seq: 1	Year-Month: 2013-12
Filing Tracking ID: 00003089001	Status: Successful	Postmark Date: 11/04/2013	
DIRECT SALES OR DELIVERY TO MOTOR VEHICLES			
8. L.P. gas sold or delivered by placing into a permanently attached fuel supply tank of a motor vehicle.			51
9. L.P. gas sold or delivered by exchanging or replacing the fuel supply tank of a motor vehicle.			55
SALES TO STORAGE FACILITIES			
10. L.P. gas delivered into a storage facility used exclusively for resale to or for use by motor vehicles.			100
COMPANY USE			
11. L.P. gas withdrawn from cargo container of truck, trailer or semi-trailer for operation of motor vehicles			200
12. L.P. gas delivered to company-owned motor vehicles			300
You must complete lines 13 through 17			
13. Gross taxable gallons. Add lines 8 through 12			706
TAX COMPUTATION			
14. Tax due at 15 cents per gallons (line 13 x .15)			\$105.90
15. Penalty (5% of tax due per month to a maximum of 25%)			\$0.00
16. Interest (1% above prime rate set January 1 and July 1 of each year)			\$0.00
17. TOTAL REMITTANCE Add lines 14 through 16			\$105.90

View Detail

Click the **View Detail** icon to view the filing details for the selected tax return. (More detailed information on schedule detail can be found earlier in this user guide.)



The **Tax Return Detail** information appears above the list of available returns for the selected filer in the **Tax Return Queue**. It shows all general filing information not displayed on the standard view of the tax return queue for the selected record.

Tax Return Detail information includes the following:

- **Tracking ID** for the selected tax return ¹
- **Company Name** for the selected account ²
- **TIN** (Taxpayer Identification Number) for the selected account ³
- **License** number for the selected account ⁴
- **Tax Type** for the selected tax return ⁵
- **Return Period** for the selected tax return ⁶
- **Return Type** for the selected tax return ⁷
- **Return Sequence** for the selected tax return ⁸
- **Status** of the selected tax return ⁹
- **Status Date** – date on which the displayed status was achieved for the selected tax return ¹⁰
- **Create User ID** for the user creating the selected tax return ¹¹
- **Mode** for creation of the selected tax return ¹²
- **Create Date** – date on which the selected return was created ¹³
- **Postmark Date** – date on which return information was postmarked ¹⁴
- **Source** – indicates how return was created, that is by Web, file upload (813 or ASCII), or Jurisdiction User ¹⁵

Click the **Close Detail** icon ¹⁶ to hide the tax return detail information for the selected return.



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User

Tax Return Detail

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Close Detail

Tracking ID: 1 03089001	Company Name: 2 MONGOOSE OIL COMPANY	TIN: 3 456789	License: 4 45678900
Tax Type: 5	Return Period: 6 3-12	Return Type: 7 Original	
Return Sequence: 8	Status: 9 Successful	Status Date: 10	Create User ID: 11 WEB999
Mode: 12 Schedule	Create Date: 13 4/2013 3:15:10 PM	Postmark Date: 14 4/2013	Source: 15

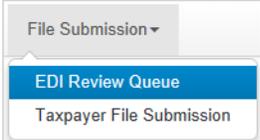
Tracking ID	Company Name	License	Tax Type	Period	Return Type	Sequence	Status	Action
00003089001	MONGOOSE OIL COMPANY	12345678900	LP	2013-12	Original	1	Successful	
00003103001	MONGOOSE OIL COMPANY	12345678900	SU	2013-11	Original	1	Successful	
00003093001	MONGOOSE OIL COMPANY	12345678900	BL	2013-10	Original	1	Successful	
00003097001	MONGOOSE OIL COMPANY	12345678900	SU	2013-10	Original	1	Successful	
00003086001	MONGOOSE OIL COMPANY	12345678900	BI	2013-09	Original	1	Successful	
00070654001	MONGOOSE OIL COMPANY	12345678900	BL	2013-09	Original	1	Incomplete	
00003096001	MONGOOSE OIL COMPANY	12345678900	TR	2013-06	Original	1	Successful	
00003098001	MONGOOSE OIL COMPANY	12345678900	CA	2013-04	Original	1	Successful	
00003080001	MONGOOSE OIL COMPANY	12345678900	LP	2013-03	Original	1	Successful	
00003090001	MONGOOSE OIL COMPANY	12345678900	SU	2013-03	Original	1	Successful	

Number of Records: 30 | 1/3

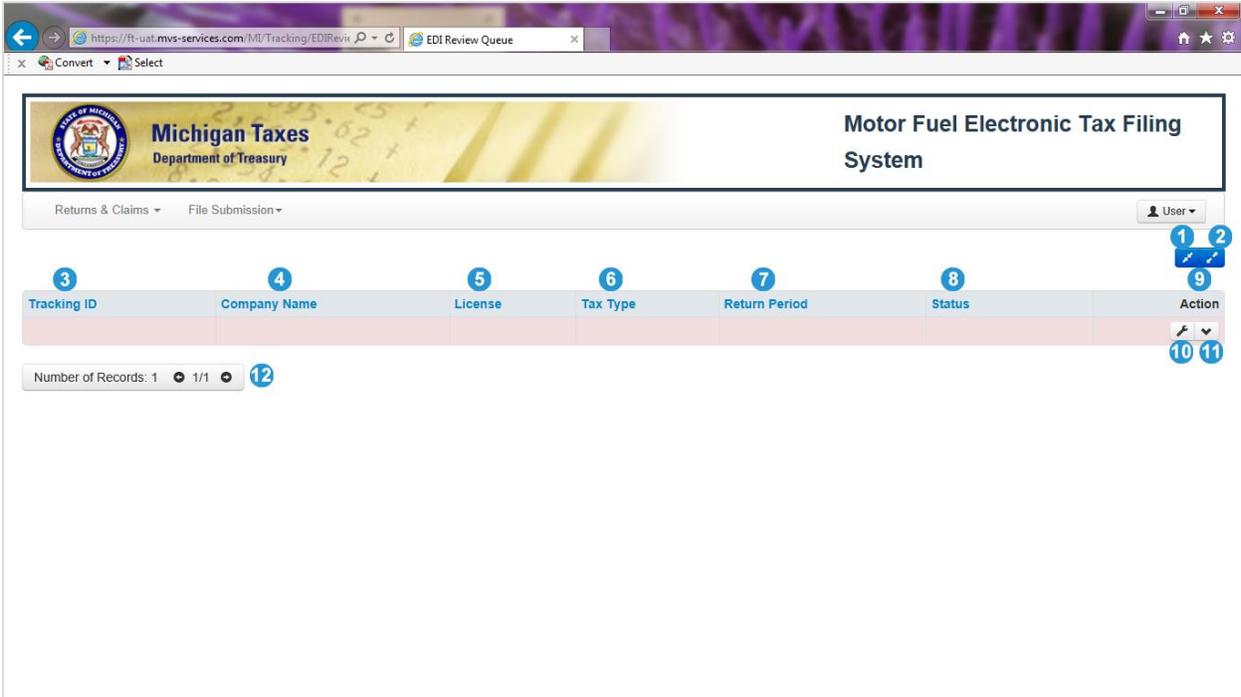
File Submission

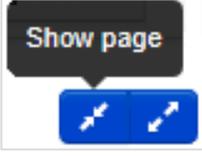
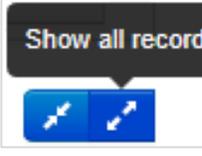
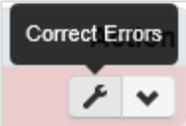
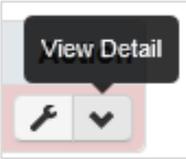
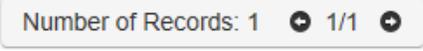
EDI Review Queue

To access the EDI Review Queue, click the pull down menu arrow next to **File Submission** and select **EDI Review Queue**. In the **EDI Review Queue** users can correct errors or view detail.



Features of the EDI Review Queue



Screen Elements	
Element	Description
	Click the Show Page icon to show all pages for the selected account.
	Click the Show all records icon to show all records for the selected account on a single page.
Tracking ID ³	Auto-filled with the system-assigned identification number for each record displayed.
Company Name ⁴	Auto-filled with the company name for each record displayed
License ⁵	Auto-filled with the license number for each record displayed.
Tax Type ⁶	Auto-filled with the tax type for each record displayed.
Return Period ⁷	Auto-filled with the return period for each record displayed.
Status ⁸	Auto-filled with the “Errors Exist” status for each record displayed.
Action ⁹	Icons in the Action column allow user to correct errors or view detail (see ¹⁰ and ¹¹ below).
	Click the Correct Errors icon (shown here with roll over text present) to proceed to the EDI Error List (see below for more detail).
	Click the View Detail icon (shown here with roll over text present) to proceed view schedule detail for the selected return (see below for more detail).
	Indicates the total number of records displayed for the selected account as well as the page currently displayed/total number of pages available for display.

EDI Errors

To view EDI errors for selected account click the **Correct Errors** icon for the desired record on the **EDI Review Screen**.



EDI Error List Features Accept Error Only Option

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Error Description	Error Value	Error Count	Action
Latest Tax Return is Incomplete	Latest Tax Return is Incomplete	400	✔ ✖

Number of Records: 1
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Correct Error Option

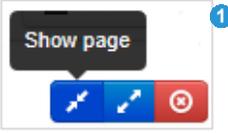
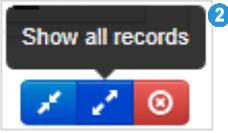
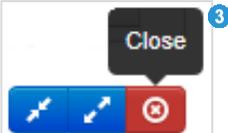
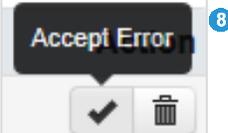
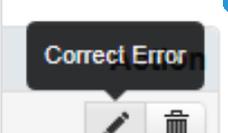
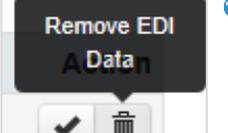
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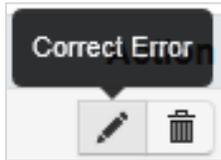
Error Description	Error Value	Error Count	Action
Invalid State Number		1	✔ ✖

Number of Records: 1
1/1

Elements	
Element	Description
	Click the Show Page icon to show all pages for the selected account.
	Click the Show all records icon to show all records for the selected account on a single page.
	Click the Close icon to close the EDI Error List and return to the EDI Review Queue .
Error Description ⁴	Displays the description of the error.
Error Value ⁵	Displays the value of the selected error.
Error Count ⁶	Displays the error count for the selected error.
Action ⁷	Icons in the Action column allow user to accept errors or delete errors (see ⁸ and ⁹ below).
	Click the Accept Error icon to accept the EDI error as shown on the view. (This option is only available for certain types of errors. Other types of errors will allow for error correction – see ⁹ below and on lower screen shot.)
	Click the Correct Error icon to accept the EDI error as shown on the view. (This option is only available for certain types of errors. Other types of errors only allow for error acceptance – see ⁸ above and on upper screen shot.)
	Click the Remove EDI Data to delete the selected EDI error.
	Indicates the total number of records displayed for the selected account as well as the page currently displayed/total number of pages available for display.

Correct/Accept/Remove EDI Errors

To take additional action on EDI file errors in EDI files, click the **Correct Error** icon in the **Action** column on the **EDI Error List** (above). This will open up the EDI Error List to reveal the error(s) to be corrected, accepted or deleted, as well as the value or information in error, as well as a field in which correct value or information can be entered.



Correct EDI Error

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Correct EDI Error

1 **Cancel**

2 Error Value Submitted:

3 Change Value To:

Error Description	Error Value	Error Count	Action
Invalid State Number		1	

Number of Records: 1 | 1/1

Screen Elements	
Element	Description
	Click the Cancel icon to close the Correct EDI Error window on the EDI Error List .
Error Value Submitted: 2	Auto-filled with the error to be corrected.
Change Value To: 3	Click the pull down menu arrow and select the correct value or information from the displayed menu options. (See below for more information.)

Click the pull down menu arrow next to the Change Value To field 3 (below) and select the desired value from the menu that appears.

<https://ft-uat.mvs-services.c>
Convert Select



Michigan Department of Treasury

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Motor Fuel Electronic Tax Filing System

User

Correct Error Cancel

Correct EDI Error

Error Value Submitted:

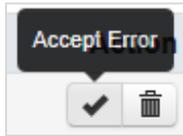
Change Value To: 1

Error Description	Error Value	Error Count	Action
Invalid State Number		1	

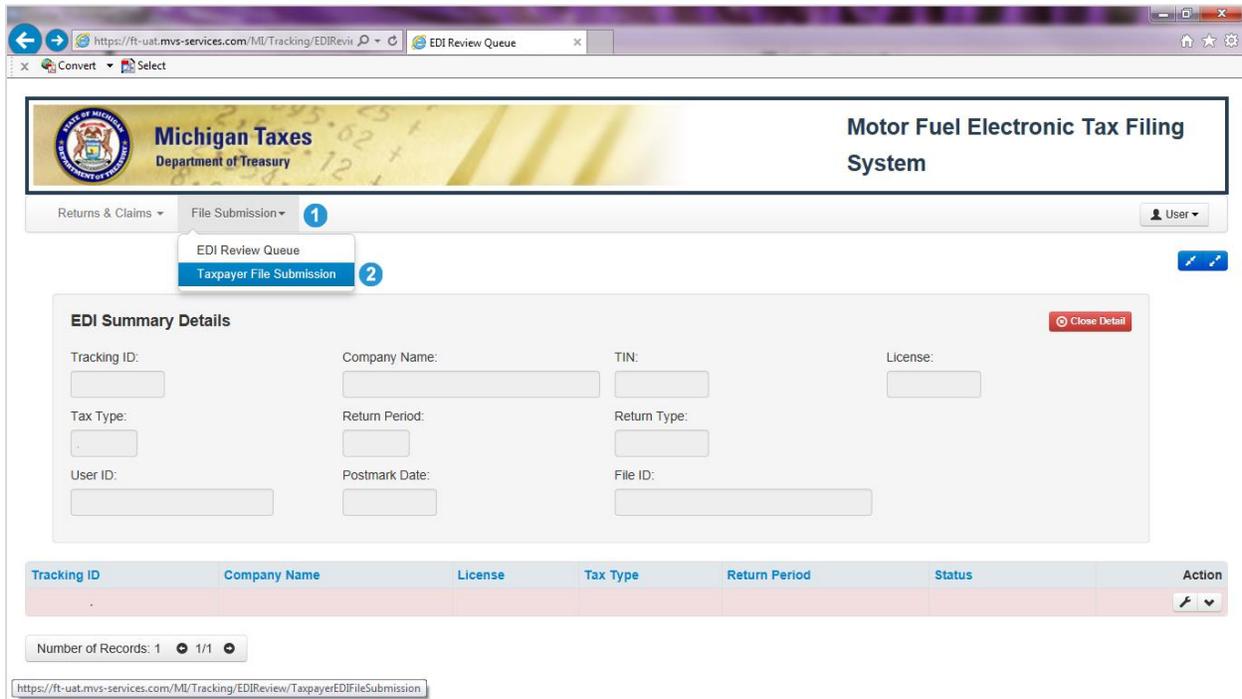
Number of Records: 1 1/1

Accept EDI Error

Click the **Accept Error** icon on the **EDI Error List**.

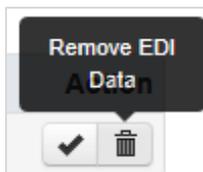


A confirmation screen will pop up. Click **Cancel** ① to return to the **EDI Error List** without accepting the selected EDI error. Click **OK** ② to accept the selected EDI error.



Remove EDI Error

Click the **Remove EDI Error** icon on the **EDI Error List**.



A confirmation screen will pop up. Click **Cancel** ① to return to the **EDI Error List** without removing the selected EDI error data. Click **OK** ② to continue with removal of the selected EDI error data.

Browser tabs: Convert, Select, Google News, Google, Google, Google, EDI Error List

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Error Description	Error Value	Error Count	Action
Latest Tax Return is Incomplete	Latest Tax Return is Incomplete	400	✓ ✕

Number of Records: 1 | 1/1

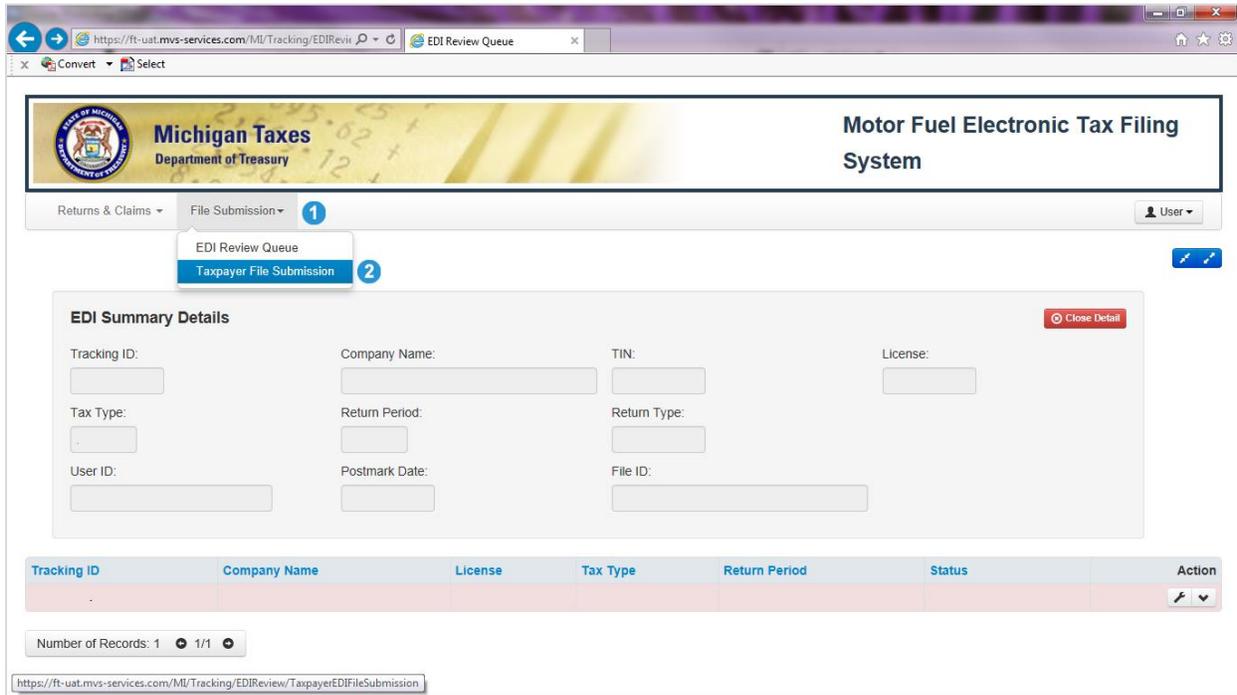
You are about to 'Remove' this entire EDI filing. Continue?

1 2

Cancel OK

Taxpayer File Submission

To upload a tax return file to the tax filing system, click the pull down menu arrow next to **File Submission 1** on the **Tax Return Queue** and select **Taxpayer File Submission 2** from the menu that drops down.



This will advance the user to the **Taxpayer File Submission** screen.

To upload a file, click **Select File** ①. This will access the file directory on the user's computer ② and allow the user to find and select the desired file to upload. Once the file to upload is selected, click **Submit Select File** to send the file to the system for processing.

Click **Close** ③ to return to the **Tax Return Queue**.

