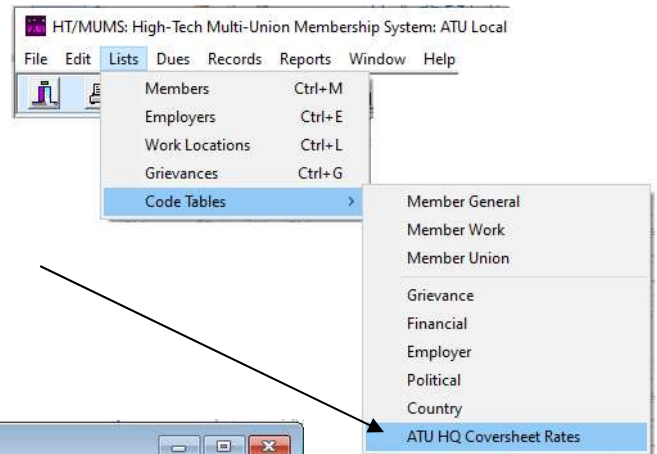


ATU-MUMS/2000 Instructions for setting July 2024 Per Capita Amount

Note: This MUST be done prior to creating the July Month-end Coversheet

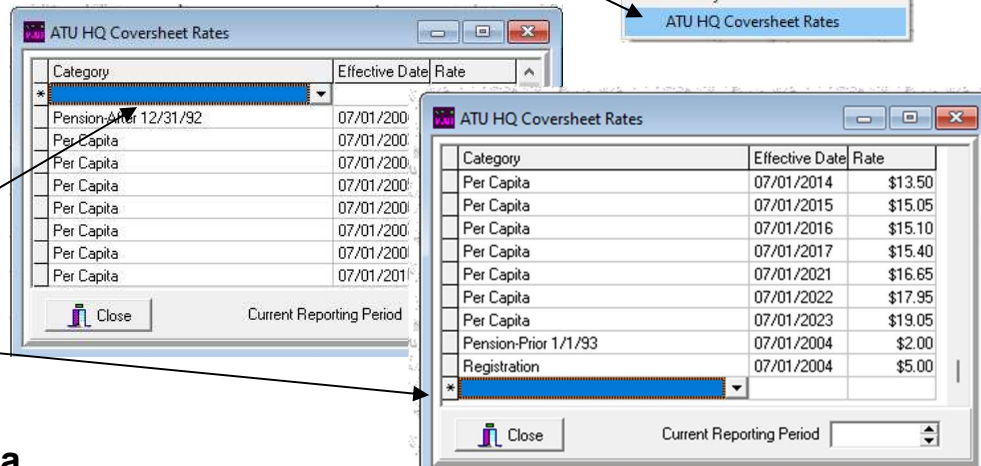
Step #1 – Open ATU Coversheet Rates

This is done by using menu item **Lists | Code Tables | ATU HQ Coversheet Rates...**



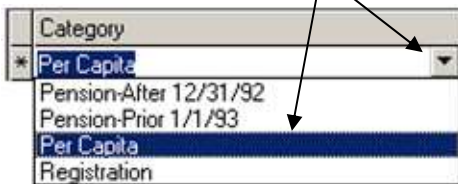
Step #2 – Insert new line

This is done by pressing the **“INS”** key on the keyboard to open new line in the table. **Or tab down until it opens a new line...**



Step #3 – Insert July 2023 Data

Using the Pull-Down, select **Per Capita** as the Category



Using the Pull-down on Effective Date, then scroll to **July & click on 1st**



Enter New Rate of **“19.70”**



New line should look like this...

Category	Effective Date	Rate
Per Capita	07/01/2024	\$19.70



When done **CLOSE** to exit. (Program will re-sort entries after you are done)

NOTES:

- Be sure your rate table includes Pension-After, Per Capita, Pension-Before and Registration entries.
- For assistance email Support@MUMS2000.com