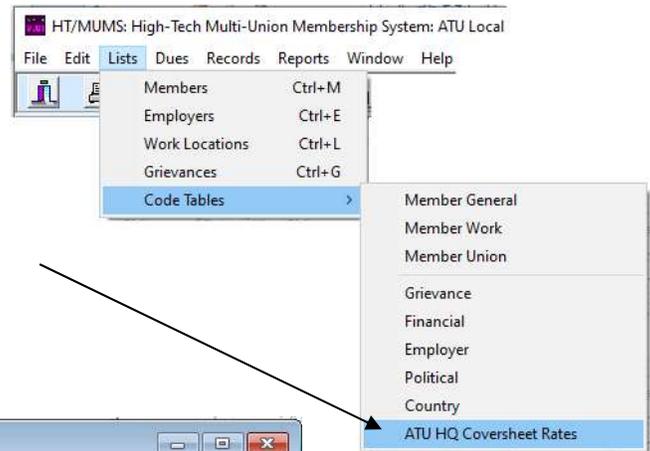


ATU-MUMS/2000 Instructions for setting July 2025 Per Capita Amount

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

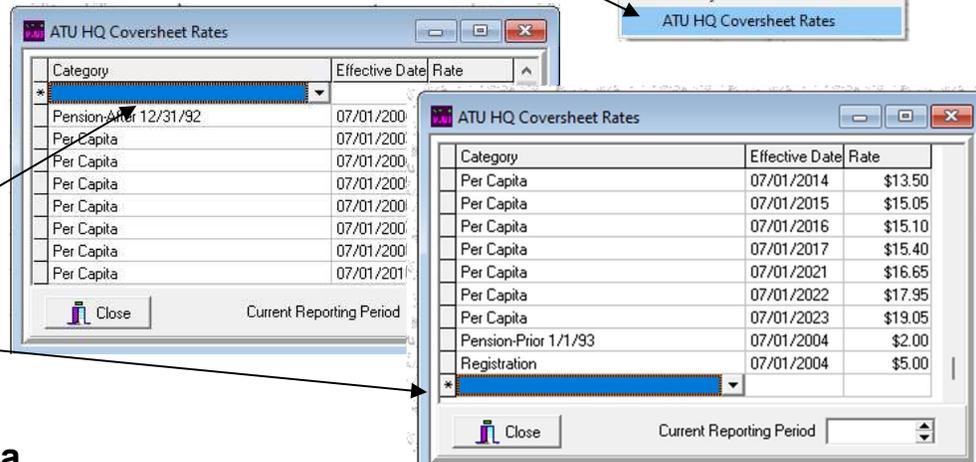


Step #1 – Open ATU Coversheet Rates

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

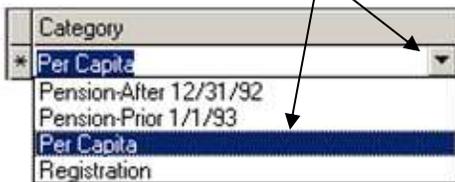
Step #2 – Insert new line

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

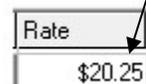
Using the Pull-Down, select Per Capita as the Category



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



Enter New Rate of “20.25”



New line should look like this...

Category	Effective Date	Rate
Per Capita	07/01/2025	\$20.25



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