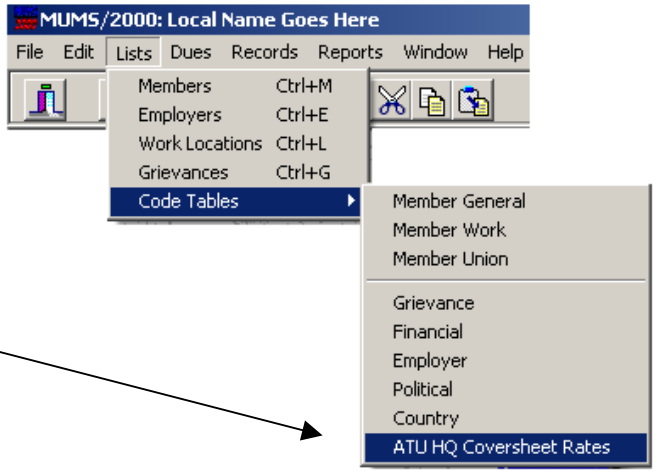
ATU-MUMS/2000 Instructions for setting July 2010 Per Capita Amount

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

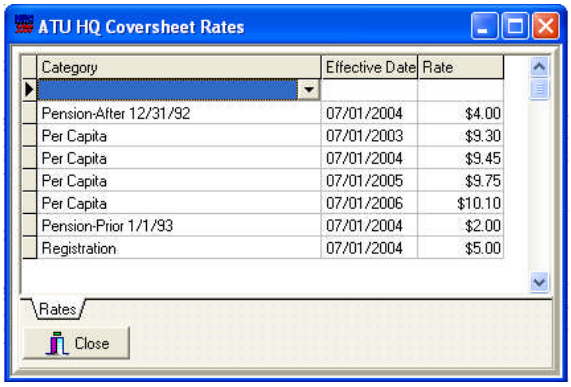
Step #1 – Open ATU Coversheet Rates

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



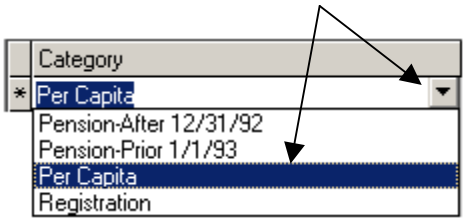
Step #2 – Insert new line

This is done by pressing the **"INS"** key on the keyboard to open new line in the table.



Step #3 – Insert July 2010 Data

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

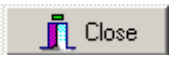


Using the Pull-down on Effective Date, then scroll to July & click on 1st

Enter New Rate of "11.10"

New line should look like this..

Category	Effective Date	Rate
Per Capita	07/01/2010	$11.10



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