

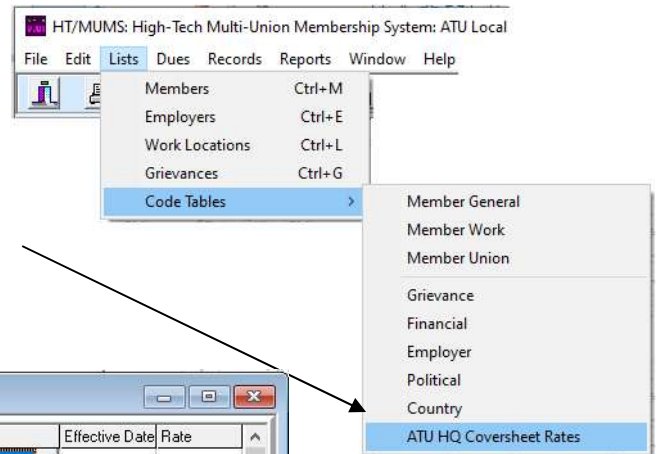
# ATU-MUMS/2000 Instructions for setting July 2026 Per Capita Amount

## CORRECTION

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

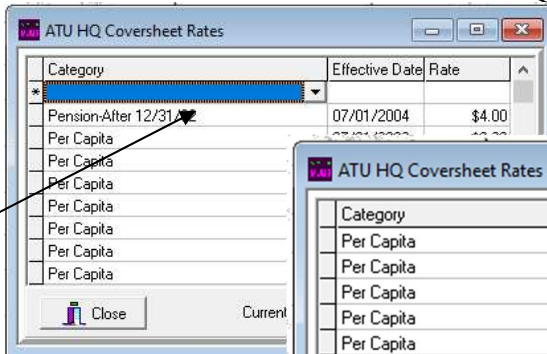
### Step #1 – Open ATU Coversheet Rates

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...**

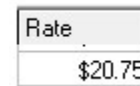
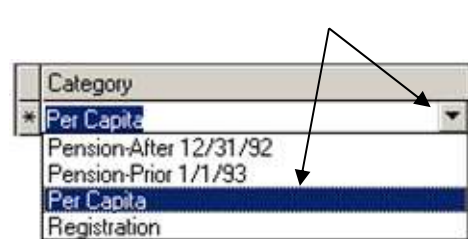


### Step #3 – Insert July 2026 Data

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

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

Enter New Rate of **“20.75”**



New line should look like this...

Category	Effective Date	Rate
Per Capita	07/01/2026	\$20.75



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](mailto:Support@MUMS2000.com)