

After you have signed into FM01, proceed to PAYMENT SYSTEMS,

```
FM01P010          ***** SOUTH DAKOTA FINANCIAL SYSTEMS *****          FM01M010
Jan 06,12                                               11:03 AM

CODE      FUNCTION
-----
ATTN      BULLETIN BOARD
PSDFS     PRINT BULLETIN BOARD              (FM01UR01)
REPT      FINANCIAL REPORTS
TABL      TABLES AND CODES
PAYMT     PAYMENT SYSTEMS
-----
PP04      PERSONNEL SYSTEM
?         HELP
.         TERMINATE
-----
CODE:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help  retrn quit          flip                               main
```

Then to PROCUREMENT CARD PURCHASES,

```
FM01P070          ***** PAYMENT SYSTEMS *****          FM01M070
Jan 06,12                                               11:05 AM

CODE      FUNCTION
-----
SCHED     SCHEDULED PAYMENTS
PROC      PROCUREMENT CARD PURCHASES
-----
?         HELP
.         TERMINATE
-----
CODE:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help  retrn quit          flip                               main
```

Then to PAYMENT DISTRIBUTION RULES (PRE-PROGRAMMED)

```
FM01P300          ***** PROCUREMENT CARD PURCHASES *****          FM01M300
Jan 06,12                                               11:06 AM

CODE      FUNCTION
-----
CARD      CARDHOLDER/ACCOUNT
DIST      PAYMENT DISTRIBUTION RULES (PRE-PROGRAMMED)
SCHD      PAYMENT SCHEDULE
APPR      PAYMENT APPROVAL
-----
?         HELP
.         TERMINATE
-----
CODE:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help  retrn quit          flip                               main
```

Enter your clearing center.

```
FM01P600          ***** DISTRIBUTION RULES *****          FM01M600
Jan  6,12          - BROWSE SCREEN -                          11:07 AM

ACTION    CLEARING  PAY CODE  DIST  RULE DESCRIPTION
-----
CLEARING CENTER: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  add  flip          bkwrdr frwr          main
```

From this screen, your choices are to Add, Display, Modify, Purge, or Copy.

```
FM01P600          ***** DISTRIBUTION RULES *****          FM01M600
Jan  6,12          - BROWSE SCREEN -                          11:07 AM

ACTION    CLEARING  PAY CODE  DIST  RULE DESCRIPTION
-----
- 0111    PROC PURCH  01    COMMISSIONER AND BUDGET
- 0111    PROC PURCH  02    EXEC MGMT FINANCE OFFICE
- 0111    PROC PURCH  03    BF&M ACCOUNTING
- 0111    PROC PURCH  04    BF&M PAYROLL
- 0111    PROC PURCH  05    BF&M BUDGET
- 0111    PROC PURCH  06    BOP 0141130627
- 0111    PROC PURCH  07    BOP 0141120627
- 0111    PROC PURCH  08    BOP 3035 0141710606
- 0111    PROC PURCH  09    BOP 3035 0141600604
- 0111    PROC PURCH  10    BOA COMMISSIONER - EXEMPT
- 01211   PROC PURCH  DEFAULT  DEFAULT 01211 RULE 4
- 01211   PROC PURCH  01    BOA COMMISSIONER - EXEMPT

ENTER ACTION CODE NEXT TO DESIRED RULE (A,D,M,P,C)
CLEARING CENTER: 0111_____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  add  flip          bkwrdr frwr          main
```

To add a new distribution rule and to reduce the chance for errors, pick a rule that is similar to what you want to add. i.e. exempt and place a 'C' for Copy in the Action column in front of the distribution rule to copy.

```
FM01P600          ***** DISTRIBUTION RULES *****          FM01M600
Jan  6,12          - BROWSE SCREEN -                          11:44 AM

ACTION    CLEARING  PAY CODE  DIST  RULE DESCRIPTION
-----
C 0111    PROC PURCH  01    COMMISSIONER AND BUDGET
- 0111    PROC PURCH  02    EXEC MGMT FINANCE OFFICE
- 0111    PROC PURCH  03    BF&M ACCOUNTING
- 0111    PROC PURCH  04    BF&M PAYROLL
- 0111    PROC PURCH  05    BF&M BUDGET
- 0111    PROC PURCH  06    BOP 0141130627
- 0111    PROC PURCH  07    BOP 0141120627
- 0111    PROC PURCH  08    BOP 3035 0141710606
- 0111    PROC PURCH  09    BOP 3035 0141600604
- 0111    PROC PURCH  10    BOA COMMISSIONER - EXEMPT
- 01211   PROC PURCH  DEFAULT  DEFAULT 01211 RULE 4
- 01211   PROC PURCH  01    BOA COMMISSIONER - EXEMPT

ENTER ACTION CODE NEXT TO DESIRED RULE (A,D,M,P,C)
CLEARING CENTER: 0111_____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  add  flip          bkwrdr frwr          main
```

From this screen, you will need to change the Dist Rule to the next number and add a new description (DESC). Effective Dates and any changes in the account or center will also be changed or modified. If you need to place an indicator in the account, this can be done by entering that indicator in the appropriate position in the account designated below by 3, 7, 8 and 9-18.

```

Enter new record
FM01N610          ***** DISTRIBUTION RULES *****          FM01M610
Jan 06,12          - MAINTENANCE SCREEN -                      11:13 AM
CLEARING ACCOUNT:                                PAGE 1
COMPANY: 9030 ACCOUNT: 1520100 CENTER: 0111
PAY CODE: . PROC PURCH_ DESC: PROCUREMENT CARD PURCHASE
DIST RULE: 01_   DESC: TESTING
                NORMAL ACCOUNT: 52059800
NO    EFFECTIVE DATES    NORMAL ACCOUNT: 52059800
FROM  FROM    THRU    COMP 3 7 8 9-18    CENTER    PERCENT
01 07 01 1998 06 30 2099 1000 - - - - 01111    100.00000
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
REPORT CENTER: _____ PRESS PF8 TO SEE MORE RULES
DIRECT COMMAND: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          flip pref bkwrd frwr          main
  
```

After you have changed or modified the distribution rule, the following screen will be presented that the distribution rule was added successfully.

```

DISTRIBUTION RULES 9030-1520100- added successfully
FM01P600          ***** DISTRIBUTION RULES *****          FM01M600
Jan 6,12          - BROWSE SCREEN -                      11:16 AM

ACTION    CLEARING CENTER    PAY CODE    DIST RULE    RULE DESCRIPTION
-----
C - 0111    PROC PURCH    01          COMMISSIONER AND BUDGET
- 0111    PROC PURCH    02          EXEC MGMT FINANCE OFFICE
- 0111    PROC PURCH    03          BF&M ACCOUNTING
- 0111    PROC PURCH    04          BF&M PAYROLL
- 0111    PROC PURCH    05          BF&M BUDGET
- 0111    PROC PURCH    06          BOP 0141130627
- 0111    PROC PURCH    07          BOP 0141120627
- 0111    PROC PURCH    08          BOP 3035 0141710606
- 0111    PROC PURCH    09          BOP 3035 0141600604
- 0111    PROC PURCH    10          BOA COMMISSIONER - EXEMPT
- 0111    PROC PURCH    12          TESTING
- 01211   PROC PURCH    DEFAULT     DEFAULT 01211 RULE 4
ENTER ACTION CODE NEXT TO DESIRED RULE (A,D,M,P,C)
CLEARING CENTER: 0111
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit add flip          bkwrd frwr          main
  
```

To delete a record, type a P in the action column in front of the clearing center.

```

DISTRIBUTION RULES 9030-1520100- added successfully
FM01P600          ***** DISTRIBUTION RULES *****          FM01M600
Jan 6,12          - BROWSE SCREEN -                             11:16 AM

ACTION   CLEARING   PAY CODE   DIST      RULE
CENTER                                     DESCRIPTION
-----
C  - 0111     PROC PURCH 01      COMMISSIONER AND BUDGET
  - 0111     PROC PURCH 02      EXEC MGMT FINANCE OFFICE
  - 0111     PROC PURCH 03      BF&M ACCOUNTING
  - 0111     PROC PURCH 04      BF&M PAYROLL
  - 0111     PROC PURCH 05      BF&M BUDGET
  - 0111     PROC PURCH 06      BOP 0141130627
  - 0111     PROC PURCH 07      BOP 0141120627
  - 0111     PROC PURCH 08      BOP 3035 0141710606
  - 0111     PROC PURCH 09      BOP 3035 0141600604
  - 0111     PROC PURCH 10      BOA COMMISSIONER - EXEMPT
  - 0111     PROC PURCH 12      TESTING
  - 01211    PROC PURCH DEFAULT  DEFAULT 01211 RULE 4
  -
ENTER ACTION CODE NEXT TO DESIRED RULE (A,D,M,P,C)
CLEARING CENTER: 0111
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit add flip bkwrdr frwrdr main
  
```

ENTER to confirm purge.

```

Press ENTER to confirm purge
FM01N610          ***** DISTRIBUTION RULES *****          FM01M610
Jan 06,12        - BROWSE-DELETE SCREEN -                       11:18 AM
CLEARING ACCOUNT:
COMPANY: 9030 ACCOUNT: 1520100 CENTER: 0111
PAY CODE.. PROC PURCH__ DESC: PROCUREMENT CARD PURCHASE
DIST RULE. 12_____ DESC: TESTING_____
NORMAL ACCOUNT: 52059800
NO FROM EFFECTIVE DATES THRU NORMAL COMP 3 7 8 9-18 CENTER PERCENT
01 07 01 1998 06 30 2099 1000 - - - 0111 100.00000
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
PROJECT COMP: _____ PROJECT: _____ DESC: _____
REPORT CENTER: _____ PRESS PF8 TO SEE MORE RULES
DIRECT COMMAND:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit flip pref bkwrdr frwrdr main
  
```

```

DISTRIBUTION RULES 9030-1520100- purged successfully
FM01P600          ***** DISTRIBUTION RULES *****          FM01M600
Jan 6,12          - BROWSE SCREEN -                             11:18 AM

ACTION   CLEARING   PAY CODE   DIST      RULE
CENTER                                     DESCRIPTION
-----
- 0111     PROC PURCH 01      COMMISSIONER AND BUDGET
- 0111     PROC PURCH 02      EXEC MGMT FINANCE OFFICE
- 0111     PROC PURCH 03      BF&M ACCOUNTING
- 0111     PROC PURCH 04      BF&M PAYROLL
- 0111     PROC PURCH 05      BF&M BUDGET
- 0111     PROC PURCH 06      BOP 0141130627
- 0111     PROC PURCH 07      BOP 0141120627
- 0111     PROC PURCH 08      BOP 3035 0141710606
- 0111     PROC PURCH 09      BOP 3035 0141600604
- 0111     PROC PURCH 10      BOA COMMISSIONER - EXEMPT
- 01211    PROC PURCH DEFAULT  DEFAULT 01211 RULE 4
- 01211    PROC PURCH 01      BOA COMMISSIONER - EXEMPT
-
ENTER ACTION CODE NEXT TO DESIRED RULE (A,D,M,P,C)
CLEARING CENTER: 0111
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit add flip bkwrdr frwrdr main
  
```