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

Then to PROCUREMENT CARD PURCHASES

Then to PAYMENT DISTRIBUTION RULES (PRE-PROGRAMMED)
Enter your clearing center.

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

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**.
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.

After you have changed or modified the distribution rule, the following screen will be presented that the distribution rule was added successfully.
To delete a record, type a P in the action column in front of the clearing center.

ENTER to confirm purge.