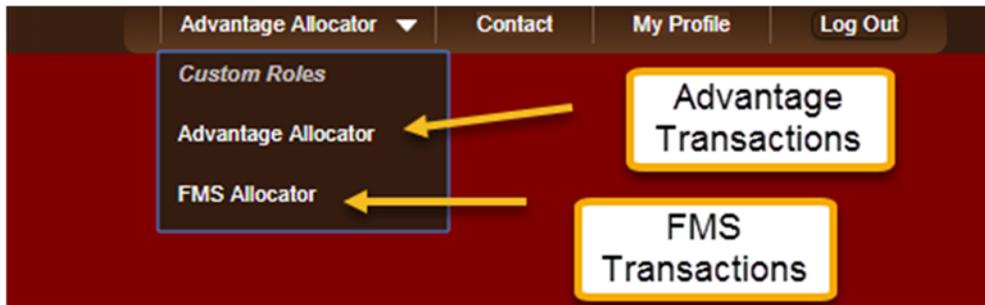


## PaymentNet Conversion Information

### Reallocating PCard Transactions in PaymentNet using the Advantage Allocator Role

When reallocating PCard transactions made June 6, 2018 or prior, please click on the drop down in the upper right hand corner and choose Advantage Allocator. PCard transactions based on the above date will no longer be available for reallocation effective June 22, 2018.



**Allocator Access (Post Conversion)**

With the new FMS departments will have the ability to have multiple Allocators in PaymentNet. This will allow for coverage when primary Allocator is out of the office.

### How to Request Allocator Access

1. Submit a request through the FMS role request portal
2. Wait for approval confirming access has been granted in the FMS
3. Submit a Payment Access Request Form requesting Allocator access to [PCard@asu.edu](mailto:PCard@asu.edu)
4. PCard Office will send an email confirming once Allocator access has been granted in PaymentNet

### Reallocating PCard Transactions in PaymentNet using the FMS Allocator Role

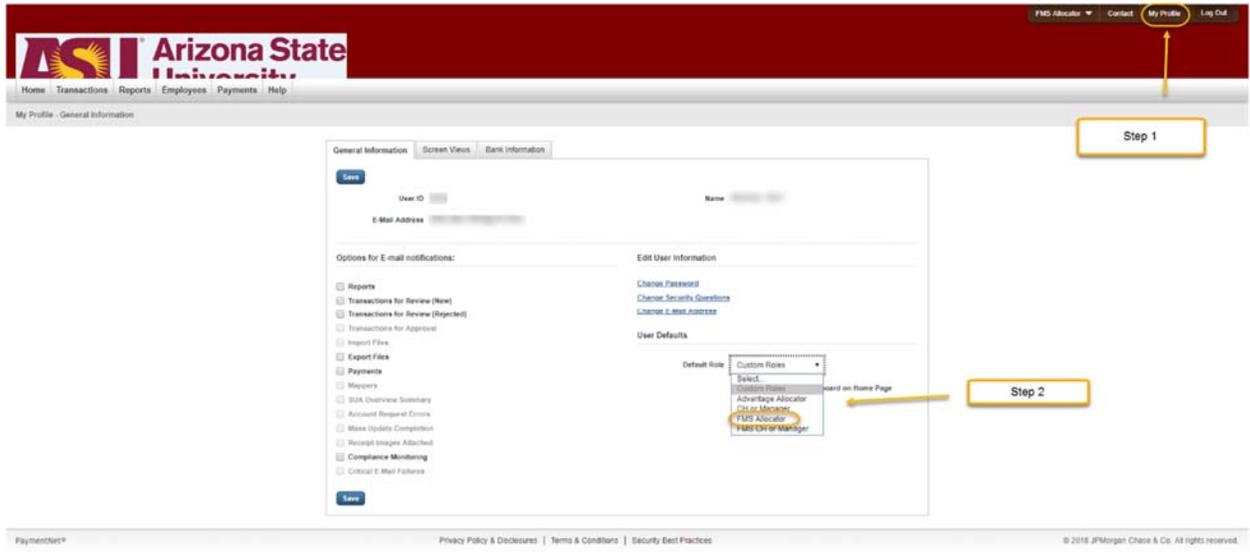
When reallocating PCard transactions made June 7, 2018 or after, please click on the drop down in the upper right hand corner and choose FMS Allocator.

**Note:** PCard transactions posted to PaymentNet between June 7, 2018-June 22, 2018 will be exported into the FMS on July 2, 2018. All PCard transactions with a post date of June 23, 2018 and after will be sent to the FMS following the current daily/weekly schedule.

### Changing Role from FMS CH or Manager to FMS Allocator

As an Allocator, you may have two roles to choose from within your profile. The FMS Allocator and FMS CH or Manager role. We recommend you default your view to FMS Allocator to

allocate transactions (to allocate click Transactions -> Manage). To set the default, follow the directions per the print screen image below.



If you wish to review your transactions as the Cardholder or Manager, click on the upper right hand corner per the image below and change your role to FMS CH or Manager.

