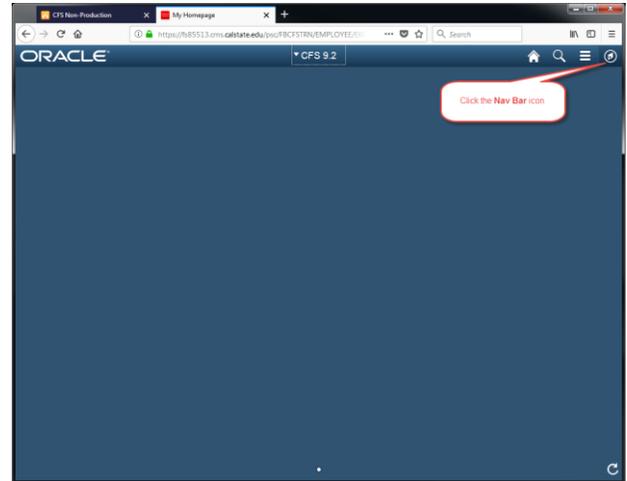




ProCard Navigation

The navigation for ProCard has changed. These instructions will assist you navigation to the ProCard module.

1. When CFS opens, your screen will be blank. Click the NavBar  icon.



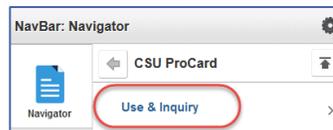
2. When the NavBar opens, click the Navigator button



3. When the menus appear, scroll down to **CSU ProCard** and click it



4. Click **Use & Inquiry**



5. Click **ProCard Adjustment**



6. The **ProCard Adjustment** search page appears. Enter your search criteria to retrieve your transactions.
- Enter Business Unit, such as *BKCMP*
 - Enter the cardholder's last name, such as *Radney*
 - If desired, enter the cardholder's first name, such as *Terri*
 - Click the **Search** button

ProCard Adjustment
Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

Search Criteria

Business Unit =

Origin begins with

Invoice Date =

Last Name begins with

First Name begins with

Invoice Number begins with

Case Sensitive

7. From the **Search Results**, select the hyperlink for the invoice you would like to view. You may not see Search Results, if there is only one row to select.

Search						
View All						
Business Unit	Origin	Invoice Date	Last Name	First Name	Invoice Number	Cardmember Number
BKCMP	USB	*****	Duck	Donald	AB111	*****
BKCMP	USB	*****	Duck	Duey	AB112	*****
BKCMP	USB	*****	Duck	Huey	AB119	*****

8. The **ProCard Adjustment** page appears. Proceed with your ProCard reconciliation.

ProCard Adjustment

Business Unit: BKCMP ProCard Origin: USB Name: Know, Ida #0000ASKDICJ

Invoice: PC10110002 Invoice Date: 10/07/2011 Total: 77.22

Transactions First 1 of 1 Last

Vendor Name: Office World State: CA

Transaction Date: 09/21/2011 Merchandise Amt: 77.22

Description: 12828 STATIONERY STORE/SUPPLIES 12828