ProCard Navigation

The navigation for ProCard has changed. These instructions will assist you in navigating 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

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.

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