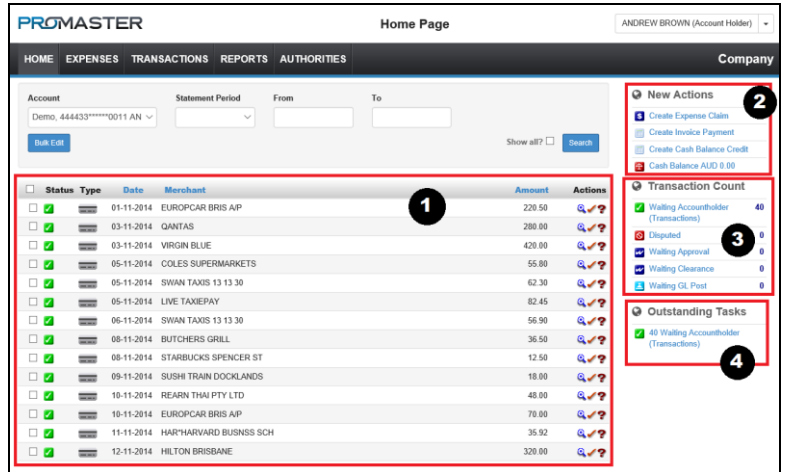


# Quick Reference Guide

## ProMaster Fast Track Home Page

1. **'Outstanding Transactions/Expenses'** – a list of transactions requiring verification by the account holder. There are several account holder action icons beside each transaction.
2. **'New Actions'** – Account Holder actions are listed here. Click the link to create new claims.
3. **'Transaction Count'** – at a glance you can see the number of transactions in different status within the system at any one time. Clicking on the links will take you to a full list of those transactions where you can edit and view individual transaction detail as required.
4. **'Outstanding Tasks'** – a list and links to Account Holder outstanding tasks. For Supervisors, this will include transactions awaiting approval.



## Verify a Credit Card Transaction Using Fast Track

Fast-Track Verification opens the action windows within the Home Page for quick access (i.e. does not open actions in a new window or page).

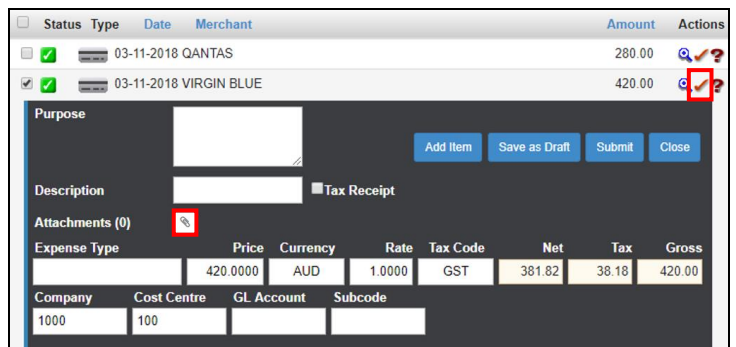
**Note:** When an expense has secondary breakdown windows it may only be verified via normal verification (only the green tick will be visible on the FastTrack view).

To verify a transaction:

✔ Click the Fast Verify icon beside the transaction. Enter the Purpose and Description.

Click on the paperclip icon to attach the receipt (see below).

Enter the Expense Type and adjust the GL codes if required. Click **'Submit'** or **'Save as Draft'** as required. To split the transaction, click **'Add Item'**.

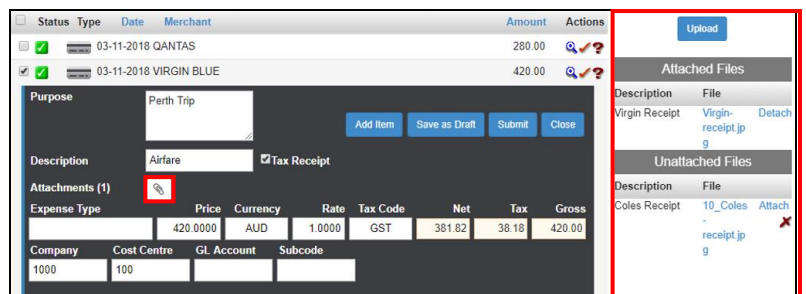


## Attaching Receipts

Click on the paperclip icon to attach view the receipt window.

The List of files under **'Unattached Files'** is a list of all receipts uploaded or emailed to the system for that user (see email receipts to ProMaster).

1. Match the transaction to a receipt uploaded under the **'Unattached Files'** list by clicking **'Attach'** beside the file required. It will move to the **'Attached Files'** list above.
2. Alternatively, upload a new receipt by clicking **'Upload'** – A new window will open to browse for the files and upload them. Once uploaded the file will be attached to the transaction.



When a file is listed under **'Attached Files'** the action is complete.

## E-mail Receipts or Upload Receipts to ProMaster

1. To attach a receipt to ProMaster on the go, email a scanned (or photo) copy of the receipt to: [receipts.aerotech@inlogik.com](mailto:receipts.aerotech@inlogik.com). Once processed it will appear on the list of **'Unattached Files'** for matching to transactions. The subject line of the email will form the description of the attachment.


**Important:** the e-mail address the receipt is sent **from** must be registered against the user profile in the system.

## Bulk Update/Verify Transactions Using Fast Track

1. Select the Transactions for Bulk Update.
2. Click 'Edit' in the 'Bulk Update' box.
3. Update the 'Purpose', 'Description', 'Expense Type' (and amend GL codes if required) and Submit/Save.
4. If a transaction is under the threshold for receipt evidence it will automatically move to 'Waiting Approval'. If a receipt is required, it will not be processed with the others and remain on the list for an attachment to be associated with it.

## Create an Out of Pocket Expense

To create an Expense:

Click the 'Create Expense Claim' icon  on the Home Page found under 'New Actions'.

1. Enter a 'Purpose' (a reason) for the Expense.
2. Click on the paperclip icon to attach the receipt (see previous page for details).
3. Enter a 'Date' the expense was incurred, The 'Merchant' and a 'Description' of the Expense.
4. Tick whether Tax Receipt/Documentation is available (note – this will only be available if expense is greater than ATO limit for requirement of receipts).
5. Select the correct 'Expense Type' and enter the 'Price' (value) of the transaction and check the 'Tax Code' and 'GL Account' and update if required.
6. Click 'Submit'. If not ready click 'Save as Draft' to edit and submit later.

## Change Your Password

If you need to change your password:


1. Go to the Profiles tab.

2. Click 'Change Password' on the Profiles tab.
3. Enter the current password, then enter the new Password and confirm the new entry.
4. Click 'Change Password'.

## Supervisor Approval

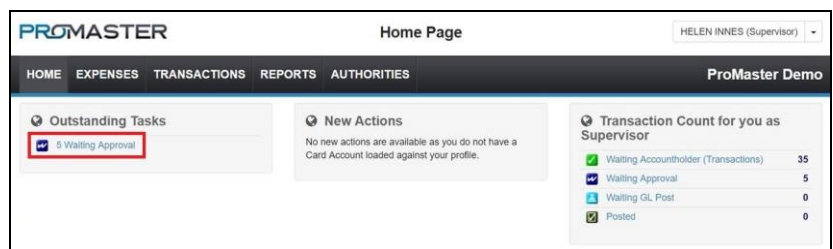
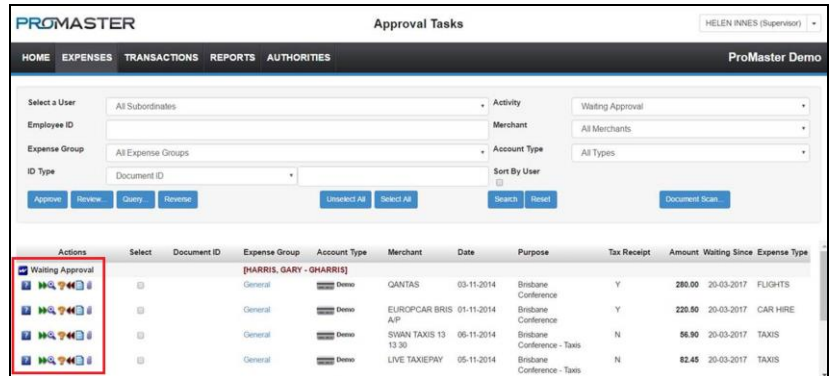
To approve expenses:

1. From the 'Home Page' under the 'Outstanding Tasks' heading, click on 'Waiting Approval'.
2. The 'Approval Tasks' window will open. The Approvals list displays Transactions for all subordinates that require supervisor approval.

**TIP:** Hovering over the  icon beside individual transactions will display the transactions details for review:

Supervisor Actions – select the transaction(s) for approval/review and click the relevant action icon.

The transactions can be actioned in bulk or individually.



## Supervisor Actions

**Individual:**  
Click icon beside the transaction:

**Bulk:** Select one or more transactions for action and click



Approve

**Approve** – Selected Transaction(s) are approved and progress in Workflow.



Review...

**Review** – The Transaction details are displayed. A link to stored receipt images is also provided.



Query...

**Query** – A query message box is displayed and requires a direct question / comment. On clicking the OK button, the query is reversed in the Workflow back to the User with the Query note on the Transaction display.

**Prompt**

Processing Query. Please enter your comments.



Reverse

**Reverse** – removes the transaction from the Approval stage to the previous workflow stage (usually verification). No query or note will display on the transaction.



N/A

**View Attached Notes** – opens a new window displaying any additional notes associated with transaction (if available).



N/A

**View Attachments** – this icon will only display against transactions that have an attachment associated with it. Click on the icon to view the attached receipt.