

## PRO MASTER – AEROTECH CREDIT CARDS

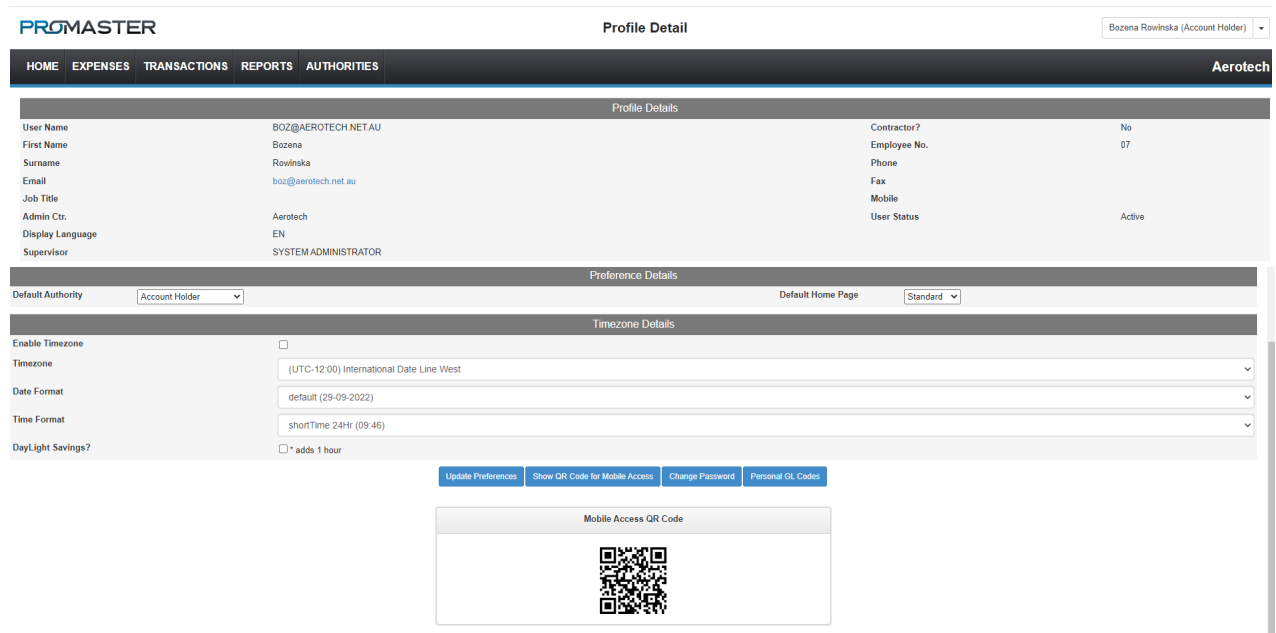
Please install the new app for credit card receipt management on your computer and phone as per instructions below to manage your receipts.

To get access on your laptop/desktop, please follow steps:

- URL: <https://secure.inlogik.com/aerotech>
- User ID: *Use your email address (check with Mirella, Boz if unsure)*
- Password – if you forgot your password, please click on ‘Forgot Password’, and follow instructions you will receive via e-mail.
- If you log yourself out – please contact Mirella or Boz, and one of them will be able to re-set your password.

Once you create a profile you can download app to your phone: [https://www.inlogik.com/log\\_in](https://www.inlogik.com/log_in)

To easily log in in your app, simply log in to ProMaster then click on the Account Holder – in my case Bozena Rowinska (Account Holder) on the right-hand side, and then click on the Show QR Code for Mobile Access (Blue writing in the middle of the screen towards the bottom):



The screenshot displays the ProMaster web interface. At the top, the 'Profile Detail' page is shown for user 'Bozena Rowinska (Account Holder)'. The navigation menu includes HOME, EXPENSES, TRANSACTIONS, REPORTS, and AUTHORITIES. The main content area is divided into three sections: Profile Details, Preference Details, and Timezone Details. The Profile Details section lists user information such as User Name (BOZ@AEROTECH.NET.AU), First Name (Bozena), Surname (Rowinska), Email (boz@aerotech.net.au), Job Title (Aerotech), Admin Ctr. (EN), Display Language (EN), Supervisor (SYSTEM ADMINISTRATOR), Contractor? (No), Employee No. (07), Phone, Fax, Mobile, and User Status (Active). The Preference Details section shows Default Authority (Account Holder) and Default Home Page (Standard). The Timezone Details section includes options for Enable Timezone, Timezone (UTC-12:00 International Date Line West), Date Format (default (29-09-2022)), Time Format (shortTime 24Hr (09:46)), and Day/Light Savings? (adds 1 hour). Below these sections are buttons for 'Update Preferences', 'Show QR Code for Mobile Access', 'Change Password', and 'Personal GL Codes'. The 'Show QR Code for Mobile Access' button is highlighted, and a QR code is displayed in a box below it.

You can watch you Tube vide on how to use ProMaster:

[ProMaster - Card Submission & Approval - YouTube](#)

## COST CENTRES

### AEROTECH HELICOPTERS

Account Code	Name	Description
60015	Aircraft Fuel & Oil	Aircraft Fuel & Oil
60032	Aircraft Maintenance - Black Hawk	Expenses related to black hawk - minor parts, maintenance etc
60035	Aircraft Maintenance - Extnl	Expenses in relation to aircraft - minor parts, maintenance etc
61500	Computer IT & Expenses	Apps, web-based subscriptions (like Dropbox), computer accessories
61850	Fuel & Oil - Vehicles	Car fuel, but only for company cars
61900	Fees, Licences, Memberships	Memberships etc
62315	Minor Equipment Purchases	Various work accessories - phone accessories etc
62350	Printing, Postage Stationery	Office supplies etc
62740	R&M Vehicles	Costs of maintaining company car- service, tyres, repairs
62800	Staff amenities	Staff supplies - office supplies like milk coffee snacks etc
63000	Staff training	Payment for training courses, but not travel and overnight stay etc
63300	Travel - Meals & Accom (Domestic)	Meals and accomm within Au
63301	Travel - Meals & Accom (International)	Meals and accomm international
63320	Travel - Flights (Domestic)	Flights only within Au
63321	Travel - Flights (International)	Flights only- international
63360	Travel - Other	All other travel costs such as: car park, uber, taxi, car hire, fuel for hired car, fuel for travel, toll, other

### AEROTECH MAINTENANCE

Account Code	Name	Description
53000	Purchases	Purchases, consumables
53005	Purchases - Paint Shop	Purchases, parts, consumables paint shop only
61450	Chemicals & Paints	Chemicals & Paints
61500	Computer IT & Expenses	Apps, web-based subscriptions (like Dropbox), computer accessories
61850	Fuel & Oil - Vehicles	Car fuel, but only for company cars
61900	Fees, Licences, Memberships	Memberships etc
62310	Manuals, Publications	Manuals, Publications
62315	Minor Equipment Purchases	Various work accessories - phone accessories etc
62340	Parts	Parts
62350	Printing, Postage Stationery	Office supplies etc
62740	R&M Vehicles	Costs of maintaining company car- service, tyres, repairs
62800	Staff amenities	Staff supplies - office supplies like milk coffee snacks etc
63000	Staff training	Payment for training courses, but not travel and overnight stay etc
63300	Travel - Meals & Accom (Domestic)	Meals and accomm within Au
63301	Travel - Meals & Accom (International)	Meals and accomm international
63320	Travel - Flights (Domestic)	Flights only within Au
63321	Travel - Flights (International)	Flights only- international
63360	Travel - Other	All other travel costs such as: car park, uber, taxi, car hire, fuel for hired car, fuel for travel, toll, other
63600	Waste & Rubbish Removal	Waste & Rubbish Removal

### AEROTECH AUSTRALASIA

Account Code	Name	Description
61450	Chemicals & Paints	Chemicals & Paints
61500	Computer IT & Expenses	Apps, web-based subscriptions (like Dropbox), computer accessories
61900	Fees, Licences, Memberships	Memberships etc
61850	Fuel & Oil - Vehicles	Car fuel, but only for company cars
62150	Hire Expenses	Hire expenses - trailers, tools etc.
62740	R&M Vehicles	Costs of maintaining company car- service, tyres, repairs
62315	Minor Equipment Purchases	Various work accessories - phone accessories etc
62350	Printing, Postage Stationery	Office supplies etc
62785	Safety Equipment	Safety Equipment
62800	Staff amenities	Staff supplies - office supplies like milk coffee snacks etc
62900	Staff Recruitment Costs	Jobs ads on Seek etc
63000	Staff training	Payment for training courses, but not travel and overnight stay etc
63200	Tools & Workshop Supplies	Tools & Workshop Supplies
63300	Travel - Meals & Accom (Domestic)	Meals and accomm within Au
63301	Travel - Meals & Accom (International)	Meals and accomm international
63320	Travel - Flights (Domestic)	Flights only within Au
63321	Travel - Flights (International)	Flights only- international
63360	Travel - Other	All other travel costs such as: car park, uber, taxi, car hire, fuel for hired car, fuel for travel, toll, other
63600	Waste & Rubbish Removal	Waste & Rubbish Removal

### AEROTECH FIRST RESPONSE

Account Code	Name	Description
61500	Computer IT & Expenses	Apps, web-based subscriptions (like Dropbox), computer accessories
61900	Fees, Licences, Memberships	Memberships etc
61850	Fuel & Oil - Vehicles	Car fuel, but only for company cars
62740	Vehicles - Repairs & Maintenance	Costs of maintaining company car- service, tyres, repairs
62315	Minor Equipment Purchases	Various work accessories - phone accessories etc
62350	Printing, Postage Stationery	Office supplies etc
62800	Staff Amenities	Staff supplies - office supplies like milk coffee snacks etc
63000	Staff training	Payment for training courses, but not travel and overnight stay etc
63300	Travel - Meals & Accom (Domestic)	Meals and accomm within Au
63301	Travel - Meals & Accom (International)	Meals and accomm international
63320	Travel - Flights (Domestic)	Flights only within Au
63321	Travel - Flights (International)	Flights only- international
63360	Travel - Other	All other travel costs such as: car park, uber, taxi, car hire, fuel for hired car, fuel for travel, toll, other
63600	Waste & Rubbish Removal	Waste & Rubbish Removal