PROMASTER

How to get set up and use the new Expense Management System

Expense Management

NDVR
Endeavour
Foundation

Where do I start?

The Endeavour Foundation EMS team will send you an email with confirmation that you have been set up with a profile and ready to go.
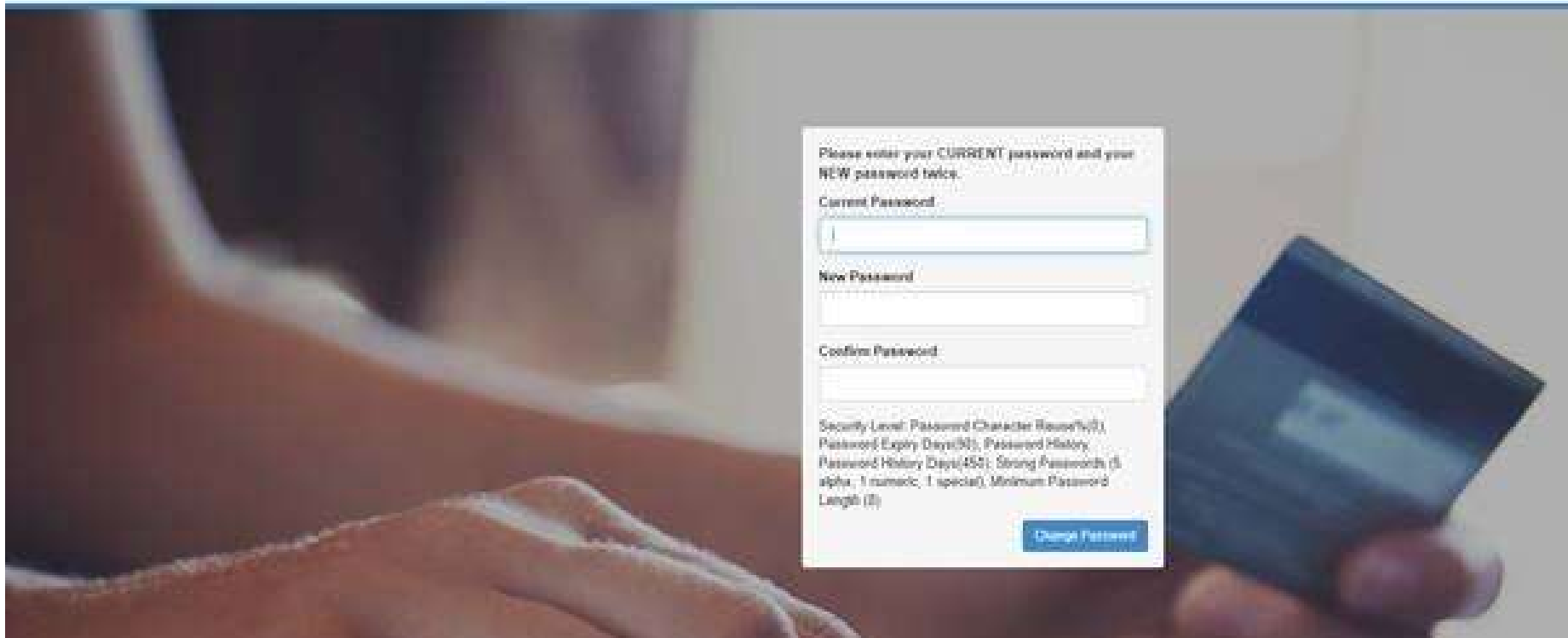
To access the system, follow the link provided:
https://secure.inlogik.com/endeavour/pm/base/logon.asp?standardlogon=Y

When you arrive at the screen, click on **'Forgot Password'** in the bottom left of the log in section.

Where do I start? (cont.)

- Enter your **username** *(your username is the person we support with capitals and no space ie: JohnSmith)*
- Then enter the **password** which has been emailed to you *(make sure to check your junk folder!)*
- You'll then be prompted to **set a new password** that you'll remember for next time.

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Change Password

Please enter your CURRENT password and your NEW password twice.

Current Password

New Password

Confirm Password

Security Level: Password Character Reuse%(0), Password Expiry Days(90), Password History, Password History Days(454), Strong Passwords (5 alpha, 1 numeric, 1 special), Minimum Password Length (8)

Change Password

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Using ProMaster

Once you have completed the set up you can access ProMaster.

When you have logged in, there are two main things that you can do.

View individual transactions
You can view each individual transaction, the receipt, cost, purpose and description. You can also download any transaction receipts that you choose.

Run bespoke reports
You can run reports over a timeframe of your choice to bring up a large range of transactions. These reports can be exported into Microsoft Excel for further review and analysis.

The next few pages will provide instructions on how to do both of these.

Viewing transaction details

- You will now be on the main screen.
- Click on '**Trustee Review**' to review your transactions in more detail.
- You will now see a full list of transactions and all their details.

To view the receipt, hover your mouse over the paperclip symbol on the left-hand side of the transaction. To **download the receipt**, click on the receipt symbol.

Running transaction reports

You can run reporting on any of the transactions which will give you access to any historical data.

- Go to Reports → Approval Routing Summary Report
- You can select a date range and click 'View Report'
- You can also search for Reference ID's, Merchants, Cash or Card transactions or by cardholders.

Running transaction reports

The report will provide lots of useful information such as transaction dates, merchant name, purpose and description and the amounts for any transactions made via the new expense management system.

Need Support?

For any assistance on using ProMaster, please get in touch using one of the mechanisms below:
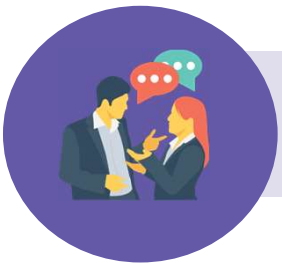
Email us at: **EMS@endeavour.com.au**

Contact us on 1800 112 112

Visit our website: **www.endeavour.com.au/pro-master**

Reach out to your local Endeavour contact person

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