

Question

I have processed my transactions and submitted it to be approved. How do I look up that transaction?

Answer

From your Home page, select the Expenses Tab

The screenshot shows the PROMASTER Home Page. The 'Expenses' tab is highlighted in the top navigation bar. Below the navigation bar, there are sections for 'Outstanding Tasks' (showing 2 Waiting Accountholder Transactions) and 'New Actions' (Create Expense, Create Document Control). The main area displays a table of 'Outstanding Transactions/Expenses' with columns for Date, Description, Amount, and Actions. Below the table is a 'Transaction Count for you as Account Holder' section with various status icons and counts.

Date	Description	Amount	Actions
27-09-2009	JACK DUGGANS BUSH F	355.00	[Icons]
28-09-2009	SOUTH BATHURST BUTCHER	280.00	[Icons]
03-09-2009	ST JOHN AMBULANCE	175.00	[Icons]
07-09-2009	BATHURST TROPICS K	57.00	[Icons]
07-09-2009	SOUTH BATHURST BUTCHER	80.00	[Icons]
07-09-2009	THE BATHURST FLOWER SH	261.00	[Icons]
09-09-2009	HOTEL FORMULE I	800.00	[Icons]
09-09-2009	REG LOOSEMORE	3000.00	[Icons]
11-09-2009	HOTEL FORMULE I	806.00	[Icons]

Click in the date from box and a calendar will pop up on the right hand side of the screen. Use the arrow buttons on the calendar so that you can go back and select a date before the transaction you are looking for or if you want all you transactions select the date 1 August 2009 (arrow to the month and click on the date)

The screenshot shows the PROMASTER Expense Search page. The 'Expenses' tab is selected. The search parameters section includes fields for Date From (01-08-2009), Date To (01-02-2010), Account Type (All Types), and Account number (All Accounts). There are also fields for User Name, Reference ID, and Sort By. A 'Search' button is visible. On the right, there is a 'Status Filter' section with various checkboxes and a calendar for August 2009.

Then click on the search button to bring up all the transactions.

