



PowerSuite Cloud

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Explore the Latest PowerSuite Cloud Features – June 2023

1. **Enhanced Pax Name in Sales Folder Search** – You can now input any pax name components in the sales folder search and locate the respective sales folder.

Sales Folder Search > Input pax name. Click Search

The screenshot displays the 'Booking' section of the PowerSuite Cloud interface. At the top, there are filters for 'Type of Date', 'Order Date', 'From', 'To', 'Status', 'User Group', and 'Product'. Below these, a search bar is labeled 'Customer No.' and contains the text 'LEONARDO', which is highlighted with a red box. To the right of the search bar are 'Search' and 'Reset' buttons. Below the search bar, there are status indicators: Quoted (pink), Active (green), Balanced (blue), Ended (purple), and Void (black). A 'Show 15 entries' dropdown is visible, along with a 'Filter' button and an 'Excel' button. The main table has columns for 'TCID', 'Status', 'Order Date', 'Order No.', 'Destination', 'Trip Date', 'Customer Name', 'Passenger Name', and 'Description'. The first row shows a booking for 'jancy' with status 'Active', order date '08JUN23', order number 'SO0000001086', destination 'HKB', trip date '20JUN23', customer name 'POTTER PETER', and passenger name 'GRACE/STA MARIA LEONARDO MS', which is highlighted with a red box. At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes navigation buttons: 'FIRST', 'PREVIOUS', '1', 'NEXT', and 'LAST'.



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- Option to Show More Pax in the Sales Folder** – Sometimes, you may have a pax group in the sales folder where the pax section occupies excess space. You can now choose to “Show”/ “Hide” pax. By default, PowerSuite Cloud shows the nine pax.

Sales Folder > Show Other Pax / Hide Other Pax.

Pax

PTC	Passenger Name	Lead Pax		
1	ADT GRACE/STA MARIA LEONARDO MS	<input type="checkbox"/>	\$	
2	ADT LEONG/JOHN MR	<input type="checkbox"/>	\$	
3	ADT LEE/MEI SUM MS	<input type="checkbox"/>	\$	
4	ADT WONG/FEI HUNG MR	<input type="checkbox"/>	\$	
5	ADT TONY/MARIA MR	<input type="checkbox"/>	\$	
6	ADT WANG/MING MING MS	<input type="checkbox"/>	\$	
7	ADT LIU/KEVIN MS	<input type="checkbox"/>	\$	
8	ADT HUI/MAN MAN MS	<input type="checkbox"/>	\$	
9	ADT HUI/LI MAN MS	<input type="checkbox"/>	\$	

Show Other Pax

Add Service(s) / Fee

10	ADT LEI/MAN MAN MS	<input type="checkbox"/>	\$	
11	ADT HUI/QUEENIE MS	<input type="checkbox"/>	\$	
12	ADT CHEUNG/PING PING MS	<input type="checkbox"/>	\$	
13	ADT LI/DEBBIE MS	<input type="checkbox"/>	\$	
14	ADT LING/JENNY MS	<input type="checkbox"/>	\$	
15	ADT WONG/MEI FUNG MS	<input type="checkbox"/>	\$	
16	ADT WONG/FAI MR	<input type="checkbox"/>	\$	

Hide Other Pax



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- Enlarge the Payment Voucher Remarks** – You can input the payment voucher remarks up to 500 characters. You can pre-define the payment voucher remarks in the template maintenance and pick the remarks shown in the voucher.

Payment > Remarks

Payment (jancy) Options Proceed

Payment Date: 08JUN23 Type: Payment
Supplier No: EXP7OUT Name: Expert Tour Pte Ltd Payee Name: Expert Tour Pte Ltd

Document Apply To Expense Add

Doc. No.	Date	Reference	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	Pay Amount
1	X00000000225	03JAN23	W22322	LEUNG/TONY MR	SGD 150.00	150.00
Total Amount					SGD 150.00	150.00

Form of Payment

AutoPay SGD 150.00 BK1/BANK A 232232 +

Payment Details In Settlement of

Remarks
Vouchers are particularly important when an audit is performed. By law, public companies are subject to an audit procedure that verifies the veracity of the information in the financial statements. Thanks to the voucher, the auditor in charge can easily verify that the company received all the goods purchased or the services paid.



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- 4. **Added "Apply to Expense" Function in the Payment Module** – You can now perform payment to suppliers without XO / PR. You can also save the payment transactions as a template and reuse them for future payments.

Go to the Payment Module > Select Supplier > Click Apply to Expense.

Payment (jancy) Options Proceed

Payment Date 08JUN23 Type Payment

Supplier No. XYZSTAT Name XYZ Stationery Company Ltd Payee Name XYZ Stationery Company Ltd

Document Apply To Expense Add

Input the payment transactions. The "Form of Payment" section will show the total payment amount. Click "Proceed" to complete the payment.

Document Apply To Expense Add

Apply To Expense Copy Save as Template

Doc. No.	Date	Description	Amount	Key Account	Sub Account	DR/CR	GST	GST %	GST Amt.	To	Absorb GST
DOC2322221	08JUN23	Jun Stationery	4,500.00	110500		D/Debit		0	0.00		<input type="checkbox"/>
DOC2322221	08JUN23	May Stationery	5,400.00	110300		D/Debit		0	0.00		<input type="checkbox"/>

Form of Payment

Cheque SGD 9,900.00 HBC/Hong Kong Bank-Current 232223 Cheque Date 08JUN23



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Option to save the payment transactions as a template. Click "Save as Template". Input the template name and click "Save".

The screenshot shows the 'Payment (jancy)' form with a 'Save As' dialog box open. The dialog box has a 'Template Name' field containing 'Bimonthly Stat' and a 'Save' button. Below the dialog, the 'Apply To Expense' section has a 'Save as Template' button highlighted with a red box. The table below shows two expense entries:

Doc. No.	Date	Description	Amount	Key Account	Sub Account	DR/CR	GST	GST %	GST Amt.	To	Absorb GST
DOC2322221	08JUN23	Jun Stationery	4,500.00	110500		D/Debi		0	0.00		<input type="checkbox"/>
DOC2322221	08JUN23	May Stationery	5400.00	110500		D/Debi		0	0.00		<input type="checkbox"/>

For the upcoming payment, you can click "Copy" and select the payment template in the drop-down, and no need manually input the transactions.

The screenshot shows the 'Payment (jancy)' form with a 'Browse Saved Expense Payment Template' dialog box open. The dialog box has a 'Template Name' dropdown menu with 'Bimonthly Stationery' selected, a 'Delete' button, and a 'Select' button. Below the dialog, the 'Apply To Expense' section has a 'Copy' button highlighted with a red box.



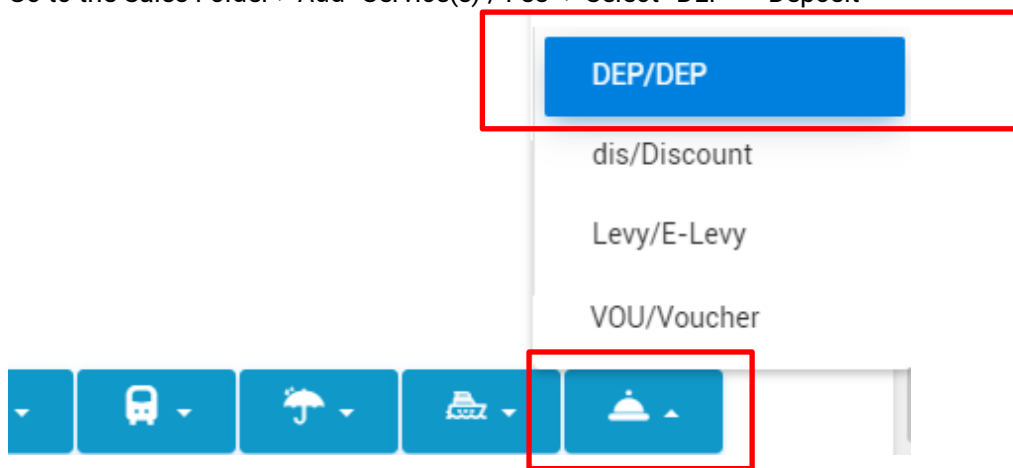
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- 5. **Deposit Invoice Handling** – PowerSuite has been enhanced to allow agents to issue Invoices to collect deposits. A sales folder deposit will be created upon the deposit invoice being settled.

Backend settings are required to enable the deposit invoice. Please get in touch with the Sabre MBO team if you want to adopt the deposit invoice workflow.

Go to the Sales Folder > Add "Service(s) / Fee" > Select "DEP" – Deposit





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Input the Deposit amount and description.

Details

Description: Deposit for SG Trip Status: HK City: Itin. Remarks:

Start Date/Time: _____ Description: _____

End Date/Time: _____ / _____ Description: _____

Cost

Supplier: _____ Supplier Due: _____

Charge Type: Chargeable Supplier Reference: _____

Currency: HKD @ 1.000000 Pay gross

Cost: 500.00 FOC: 0

Commission: 0.000000 % Tax: 0.00 Staff Commission: 0.00 TC ID: Jancy/

Total (Unit): 500.00 **Total Cost (HKD):** 500.00

Price

Customer: RETAIL0005

Currency: HKD @ 1.000000

Markup: 0.00

Price (Include Markup): 500.00

The Deposit item was added to the Sales Folder. Click "Invoice"

Service Pax Itinerary Document Receipt/Payment Booking History
Bundle

	Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales	Total Invoiced	Total Cost	Total Payment
1	Package - 50 3 Days Singapore Summer Package Date/Time: 15AUG23 - 17AUG23		HK	LEUNG/RAYMOND MR	B00011	1 HKD	5,250.00	0.00 HKD	5,000.00	0.00
							Invoice Deposit	Balance Prepay	Costing	Payment
2	DEP - DEP Deposit for SG Trip		HK	LEUNG/RAYMOND MR		1 HKD	500.00	0.00 HKD	500.00	0.00
							Invoice	Balance Costing		



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Click "Proceed"

Issue Invoice - **SO0023000478** (Jancy) - LEUNG RAYMOND Proceed

Customer No. RETAIL0005 Name LEUNG RAYMOND CREDIT INFORMATION Bill Company

Type Deposit Invoice Split Use Cost Centre Address Cost Centre ▼

Select following services(s) to issue invoice. Click "Split" if you want to issue invoice by pax or partial service

	<input checked="" type="checkbox"/>	Service	Description		Sales	Invoice Amount	
1	<input type="checkbox"/>	Package - 50	3 Days Singapore Summer Package Date/Time: 15AUG23 - 17AUG23	HKD	5,250.00	5,250.00	Part
2	<input checked="" type="checkbox"/>	DEP - DEP	Deposit for SG Trip Status: HK	HKD	500.00	500.00	

Cancel Proceed

Invoice issued and confirmed in "Printed" status

Service Pax Itinerary Document Receipt/Payment Booking History

Issue Document : Please select a document

Filter: Show all Invoice Costing Refund Credit Note Show Void Document

Type	Document No.	Status	Date	Amount	Balance	Issue By	
1 Deposit Invoice	<u>DI0023000021</u>	Printed	08JUN23	HKD 500.00	500.00	Jancy	Email Void Cancel



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Settle the Deposit Invoice. Go to the Sales Folder > Click Options & select "Balance"

Verify the amount and select the Form of Payment. Click "Proceed"

Settlement - SO0023000478 (Jancy) - LEUNG RAYMOND Proceed

Receipt Date: 08JUN23
Booking Type: Retail No. RETAIL0005 Name LEUNG RAYMOND

Deposit Balance Total Sales HKD 5,250.00 Total Settled HKD 0.00 Outstanding Amount HKD 5,250.00

Please select following invoice for balance payment

	Invoice #	Customer	Date	HKD	
1	<input checked="" type="radio"/> DI0023000021	LEUNG RAYMOND	08JUN23	HKD	500.00

There is / are service(s) without invoice in this order. Do you want to issue invoice now? [Issue Invoice](#) Total Billing Amount HKD **500.00**

Form of Settlement

Name of Drawer	LEUNG RAYMOND				
AutoPay	HKD	500.00	BCA/BANK BCA - P	23232	+

A sales folder deposit & receipt of the deposit will be created.

Service Pax Itinerary Document Receipt/Payment Booking History Show Void Document

Type	Document No.	Paid By/Paid To	Status	Date	Amount	Available	FOP	Issue By	
1 Deposit	DP0023000061	LEUNG RAYMOND	Valid	08JUN23	HKD 500.00	500.00	G		Void
2 Receipt	DI002300002101	LEUNG RAYMOND	Valid	08JUN23	HKD 500.00	-	AutoPay	Jancy	Void



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You can issue the Invoice for the service as per the usual steps.

Issue Invoice - S00023000478 (Jancy) - LEUNG RAYMOND
Proceed

Customer No. RETAIL0005 Name LEUNG RAYMOND [CREDIT INFORMATION](#) Bill Company

Type Sales Invoice Split Use Cost Centre Address Cost Centre

Select following services(s) to issue invoice. Click "Split" if you want to issue invoice by pax or partial service

	<input checked="" type="checkbox"/>	Service	Description		Sales	Invoice Amount	
1	<input checked="" type="checkbox"/>	Package - 50	3 Days Singapore Summer Package Date/Time: 15AUG23 - 17AUG23	HKD	5,250.00	5,250.00	Part

Cancel
Proceed

Upon the customer wants to settle the service, go to the Sales Folder, click "Options", and select "Balance" The deposit will be shown for selection to pay the Invoice.

Settlement - S00023000478 (Jancy) - LEUNG RAYMOND
Proceed

Receipt Date 08JUN23

Booking Type Retail No. RETAIL0005 Name LEUNG RAYMOND

Deposit Balance Total Sales HKD 5,250.00 Total Settled HKD 500.00 Outstanding Amount HKD 4,750.00

Please select following invoice for balance payment

	<input checked="" type="radio"/>	Invoice #	Customer	Date		
1	<input checked="" type="radio"/>	INV023000600	LEUNG RAYMOND	08JUN23	HKD	5,250.00
Total Billing Amount					HKD	5,250.00

Form of Settlement

Please select deposit for balance payment

	<input checked="" type="checkbox"/>	Deposit	Customer	Date		
1	<input checked="" type="checkbox"/>	DP0023000061	LEUNG RAYMOND	08JUN23	HKD	500.00
Total Deposit					HKD	500.00
Total Outstanding					HKD	4,750.00

Name of Drawer LEUNG RAYMOND

Cash HKD 4,750.00 110400-111/Other Equipmer Client Reference +



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Verify the Form of Payment and Click "Proceed" The service will be settled by the deposit and the amount that you input in the "Form of Payment" section.

Type	Document No.	Status	Date	Amount	Balance	Issue By	
1 Deposit Invoice	DI0023000021	Settled	08JUN23	500.00	0.00	Jancy	Email
2 Sales Invoice	INV023000600	Settled	08JUN23	5,250.00	0.00	Jancy	Email

Type	Document No.	Paid By/Paid To	Status	Date	Amount	Available	FOP	Issue By	
1 Deposit	DP0023000061	LEUNG RAYMOND	Valid	08JUN23	500.00	0.00	G		-
2 Receipt	DI002300002101	LEUNG RAYMOND	Valid	08JUN23	500.00	-	AutoPay	Jancy	Void
3 Receipt	INV02300060001	LEUNG RAYMOND	Valid	08JUN23	500.00	-	Deposit	Jancy	Void
4 Receipt	INV02300060002	LEUNG RAYMOND	Valid	08JUN23	4,750.00	-	Cash	Jancy	Void

To remind you that the backend settings are required to enable the deposit invoice, please contact the Sabre MBO team if you want to adopt the deposit invoice workflow.



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6. **Add the Document Short-cut Linkage in the Journal Entries** – You can now click on document no. / customer no. / supplier no. in the analysis code to cross-check the documents /customer/supplier in the Journal Entries module.

Date: 07JUN23

Source Ledger: TV | Journal Period: 062023 | Type: JV/Journal Voucher

Narratives: System Journal as At 07/06/23

Created By: Taki | Modified By: Taki | Modified Date: 07JUN23

Journal Entries

Entry No. 22

Show 15 entries Filter

Trans.Date	Account No.	Sub Account	DR Amt	CR Amt	Description	Analysis Code 1	Analysis Code 2	Analysis Code 3	Analysis Code 4	Analysis Code 5	Analysis Code 6
1 07JUN23	239190/Other Accounts Payable		100.00	0.00		PAY023000102	PR0023000081	GGHTL	PR0023000081		PR0023000081
2 07JUN23	231130/Supplier Accounts Payable		0.00	100.00		PAY023000102	PR0023000081	GGHTL	PAY023000102		PR0023000081
3 07JUN23	239190/Other Accounts Payable		0.00	1,000.00		PAY023000102	PR0023000082	CCGG	PR0023000082		PR0023000082



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7. Add the "Import Document" function in the Settlement Module – PowerSuite has been enhanced to allow users to import other customers' transactions for settlement.

Go to the Settlement Module > Input the Customer No. > Click "Option" and Select "Import Doc."

Settlement (jancy)

Options ^ Proceed

Doc. Date 08JUN23 Type Settlement

Customer No. ABCTEC Name ABC TECHNOLOGY LIMITED

Name of Drawer ABC TECHNOLOGY LIMITED

Import Doc

Input the searching criteria and locate the appropriate transactions for settlement.

Import Documents for Settlement

Doc. Date 01APR22 - 30JUN23 Type Invoice

LEUNG/TONY MR

Show 15 entries

Date	Doc. No.	Reference no.	Your Ref.	Cust No	Cust Name	Doc. OS Amt.	TCID
08JUN23	INV000001158	SQ0000001087		RETAI 0002	JOHN	MR SGD 3,138.00	jancy

Showing 1 to 1 of 1 entries

Reset Filter

PREVIOUS 1 NEXT LAST

OK



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- 8. **Add "Batch Add" function in the Settlement Module** – PowerSuite has been enhanced to cater for agents with large volume transactions. Agents can now select "Batch Add" in the Settlement module to retrieve up to 5,000 transactions for settlement.

Go to the Settlement Module > Input the Customer No. > Click "Option" and Select "Batch Add."

Settlement (jancy) Options -

Doc. Date 08JUN23 Type Settlement

Customer No. ABCTEC Name ABC TECHNOLOGY LIMITED Include Other Debtor's Document(s)

Name of Drawer ABC TECHNOLOGY LIMITED

Options

Import Doc

Batch Add

Input the date range and click "Add". The outstanding transactions will be added to the Settlement module.

Batch Add Documents for Settlement

Doc. Date 01APR21 - 30JUN23 Customer No. ABCTEC

Add



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9. Enhanced Settlement Module to Show Customer Information – PowerSuite has been enhanced to show more relevant customer information for easy reference.

a) Show the “Pax Name” and “Your Reference” in the outstanding transactions section.

Search Document for Settlement

Doc. Date: 01APR22 - 30JUN23 Customer No. ABCTEC

Please input document no., customer name, customer no., pax name, PNR, your ref. for searching

Search Reset

Show 15 entries Filter

<input type="checkbox"/>	Date	Doc. No.	Reference no.	Your Ref.	Customer Name	Pax Name	Invoice Outstanding Amount	TCID
<input type="checkbox"/>	08.JUN23	INV023000601	S00023000479	TRIP9890223	ABC TECHNOLOGY CO. LTD	METALLICA/MR	HKD 200.00	Jancy

Showing 1 to 1 of 1 entries

FIRST PREVIOUS 1 NEXT LAST

OK

Settlement (Jancy)

Doc. Date: 08JUN23 Type: Settlement

Customer No. ABCTEC Name: ABC TECHNOLOGY CO. LTD

Name of Drawer: ABC TECHNOLOGY CO. LTD

Include Other Debtor's Document(s)

Invoice Add

Doc. No.	Your Ref.	Date	Booking Ref.	Reference	Customer No.	Customer Name	Outstanding Amount	Pay Amount
1 INV023000601	TRIP9890223	08.JUN23	S00023000479		ABCTEC	ABC TECHNOLOGY CO. LTD	HKD 200.00	200.00
Total Amount							HKD 200.00	200.00

b) Show the customer name for a credit note and advanced deposit

Deposit No.	Your Ref.	Date	Remark	Customer No.	Customer Name	Available Amount	Amount
1 DP0000000176		09JUN23		ABCTEC	ABC TECHNOLOGY LIMITED	SGD 1,888.00	0.00
2 CN0000000089		07APR22	S00000000714	ABCTEC	ABC TECHNOLOGY LIMITED	SGD 770.00	0.00



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10. Flexibility in Invoice Amendment – PowerSuite has been enhanced to allow users to amend Invoices instead of voiding the original Invoice.

Please reach the Sabre support team for the backend setting if you want to have the invoice amendment function in place.

a) Add service item in the Raised Invoice.

Issue the Invoice in “Raised” status for the service item in the Sales Folder.

Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales	Total Invoiced	Total Cost	Total Payment	Refund
Package - 50 3 Days Hong Kong Package Date/Time: 18JUL23 - 20JUL23		HK	LEUNG/TONY MR	EXPTOUT	1 SGD	2,100.00	2,100.00 SGD	1,999.04	0.00	N

Customers may add in more services after the Invoice has been issued. You can add the service item in the Sales Folder per the usual steps. Click “Option” and select “Invoice.”

You can select to issue a NEW Invoice or add the service to the original raised status Invoice. Click “Proceed”

Issue Invoice - S0000001087 (jancy) - LEUNG TONY Proceed

Customer No. RETAIL0002 Name LEUNG TONY CREDIT INFORMATION Bill Company

Select Invoice <New Invoice>

Type Sales Inv <New Invoice> Use Cost Centre Address Cost Centre

Select following **INV000001158 - RETAIL0002/LEUNG TONY (08JUN23)** Invoice by pax or partial service

<input checked="" type="checkbox"/>	Service	Description	Sales	Invoice Amount
<input checked="" type="checkbox"/>	Car Rental - 32	HOME/AIRPORT By Date/Time: 08JUN23 Status:HK	SGD 250.00	250.00 Part

Cancel Proceed



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The services will be added to the original Invoice.

Description	Unit Fare	Tax	Qty	GST	Amount
1 Package 3 Days Hong Kong Package Start Date/Time: 18JUL23 End Date/Time: 20JUL23 Passenger(s): LEUNG/TONY MR	2,100.00		1	0.00 GST @0.00%	2,100.00
2 Car Rental Itinerary: HOME/AIRPORT Departure Date/Time: 08JUN23 Arrival Date/Time: 08JUN23 Passenger(s): LEUNG/TONY MR	250.00		1	0.00 GST @0.00%	250.00
Total	2,350.00				2,350.00
E. & O.E.	GST 8%			SGD	0.00
	Total Includes GST 8%			SGD	2,350.00
	Less Amount Received			SGD	0.00
	Balance				2,350.00

GST Code	Rate	Amount before GST	GST Amount
GST @0.00%	0 %	2,350.00	0.00
Total		2,350.00	0.00

Service Pax Itinerary Document Receipt/Payment Booking History									
									Bundle <input type="checkbox"/>
Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales	Total Invoiced		
Package - 50 3 Days Hong Kong Package Date/Time: 18JUL23 - 20JUL23		HK	LEUNG/TONY MR	EXPTOUT	1 SGD	2,100.00	2,100.00	SGD	
						INV000001158			
Car Rental - 32 HOME/AIRPORT By Date/Time: 08JUN23		HK	LEUNG/TONY MR	EXPTOUT	1 SGD	250.00	250.00	SGD	
						INV000001158			



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b) Amend pricing in the service after the Invoice is issued in "Raised" status.

Sometimes, pricing may change after the Invoice has been issued in "Raised" status. You can still amend the pricing amount; the updated amount will be shown in the Invoice.

An invoice had been issued for the service.

Service Pax Itinerary Document Receipt/Payment Booking History									
Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales			
1 Package - 50 3 Days Hong Kong Package Date/Time: 18JUL23 - 20JUL23		HK	LEUNG/TONY MR	EXPTOUT	1 SGD	2,100.00	INV000001158		
2 Car Rental - 32 HOME/AIRPORT By Date/Time: 08JUN23		HK	LEUNG/TONY MR	EXPTOUT	1 SGD	250.00	INV000001158		

Go to the service details > price section > Click "Amend"

Price		Amend	
Customer	RETAIL0002		
Currency	SGD	@	1.000000
Markup			0.00
Price (Include Markup)			2,100.00
Discount	0.000000 %		0.00
Rebate	0.000000 %		0.00
Tax			0.00
Total (Unit)			2,100.00
Transaction Fee			0.00



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The pricing information will be open for amendment. You can update the pricing information. Click "Save"

Price			
Customer	RETAIL0002		
Currency	SGD	@	1.000000
Markup			788.00
Price (Include Markup)			2,888.00
Discount	0.000000	%	0.00
Rebate	0.000000	%	0.00
Tax			0.00
Total (Unit)			2,888.00
Transaction Fee			0.00
Quantity			1
FOC	0		
GST		0.000000 %	0.00



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The pricing has been updated in the Sales Folder as well as the Invoice

Service
Pax
Itinerary
Document
Receipt/Payment
Booking History

Bundle Hide

Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales	Total Invoiced
Package - 50 1 3 Days Hong Kong Package Date/Time: 18JUL23 - 20JUL23		HK	LEUNG/TONY MR	EXPTOUT	1	SGD 2,888.00	2,888.00
						INV000001158	

Description	Unit Fare	Tax	Qty	GST	Amount
1 Package 3 Days Hong Kong Package Start Date/Time: 18JUL23 End Date/Time: 20JUL23 Passenger(s): LEUNG/TONY MR	2,888.00		1	0.00 GST @0.00%	2,888.00
2 Car Rental Itinerary: HOME/AIRPORT Departure Date/Time: 08JUN23 Arrival Date/Time: 08JUN23 Passenger(s): LEUNG/TONY MR	250.00		1	0.00 GST @0.00%	250.00
Total	3,138.00				3,138.00
E. & O.E.	GST 8%			SGD	0.00
	Total Includes GST 8%			SGD	3,138.00
	Less Amount Received			SGD	0.00
	Balance				3,138.00

GST Code	Rate	Amount before GST	GST Amount
GST @0.00%	0 %	3,138.00	0.00
Total		3,138.00	0.00

Remark



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c) Amend product code/service details after the Invoice is issued in the "Raised" status.

An invoice had been issued for the service in "Raised" status.

Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales	Total Invoiced
1 Package - 50		HK	LEUNG/TONY MR	EXPTOUT	1 SGD	2,888.00	2,888.00
3 Days Hong Kong Package Date/Time: 18JUL23 - 20JUL23							

Click the service details. Click "Amend" next to the product code and select the appropriate "Product Code."

Product

50/Package Amend

DK No. []

REMARKS MIS DESCRIPTION

Click the "Amend" button in the service details to adjust the service description

Details Amend

Package Name 3 Days Hong Kong Package Status HK City HKG Itin. Remarks

Start Date/Time 18JUL23 / End Date/Time 20JUL23 /



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Click "Save" after the product code and service details amendment. The Invoice will be updated.

Description	Unit Fare	Tax	Qty	GST	Amount
1 FIT Package 3 Days Hong Kong Food Tour Package Start Date/Time: 18JUL23 End Date/Time: 20JUL23 Passenger(s): LEUNG/TONY MR	2,888.00		1	0.00 GST @0.00%	2,888.00
Total	2,888.00				2,888.00
E. & O.E.	GST 8%			SGD	0.00
	Total Includes GST 8%			SGD	2,888.00
	Less Amount Received			SGD	0.00
	Balance				2,888.00

GST Code	Rate	Amount before GST	GST Amount
GST @0.00%	0 %	2,888.00	0.00
Total		2,888.00	0.00

d) Amend "Customer Name", "Attention Person", & "TCID" in the Invoice in the "Raised" status.

You can now be flexible to change "Customer Name", "Attention Person", & "TCID" in the Invoice with "Raised" status.

Click the Invoice > Select "Modify".

Tax Invoice - S0000001089 (jancy) - TONY LEUNG - Raised

Options Print

Options
PDF
Email
Modify
Void

INV00001159 1 / 1 92%

XML TRAVEL PTY LTD
YOUR TRAVEL PARTNER 08000 FLORA, 881 CAVEL STREET, #1901 TEL: 65 9060 9893 | Email: xml@xmlhk.com | AEM - 50888033

TAX INVOICE

To: TONY LEUNG
Attn: LEUNG TONY

Invoice No.: INV00001159
Issue Date: 08-JUN-23
Customer No.: RETAIL0002
Booking No.: S0000001089
Consultant: Jancy Leung
Email: jancy@xmlhk.com



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Modify the "Customer Name", "Attention Person", & "TCID". Click "Save"

Invoice Detail - INV000001159 (jancy) - 08JUN23 (Raised)

No. RETAIL0002 Bill Company Type

Name **TONY LEUNG MAN WEI MR** Payment Term

Address Job No.
Our Ref.

Sales ID Murshedul TC ID Harun/

Email Billing Currency SGD E

Attention MS **WONG** Given Name EMILY

The Invoice will be updated with "Customer Name" and "Attention."

TAX INVOICE

To: **TONY LEUNG MAN WEI MR**
Attn: WONG EMILY

Invoice No.: INV000001159
Issue Date: 08-JUN-23
Customer No.: RETAIL0002
Booking No.: SO0000001089
Consultant: Harun
Email: Arun.Assirvatham@sabre.com

However, the flexibility of Invoice amendment will be different if the Invoice has been "Printed". Here is the summary. Given the user has been assigned access rights.

Action	Invoice in Raised Status	Invoice in Printed Status
Add new service in the same Invoice.	✓	✗
Amend product code	✓	✓
Amend service details	✓	✓
***Amend pricing	✓	✓
Amend Attention / Customer Name	✓	✓
Amend TC ID	✓	✓

*** It is a system configuration to allow the user to amend the pricing for the "Printed" Invoice



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11. Flexibility in Exchange Order (XO) Amendment – PowerSuite has been enhanced to allow users to amend XO instead of voiding the original XO.

Please reach the Sabre support team for the backend setting if you would like to have the XO amendment function in place.

a) Amend costing in the service after XO is issued in "Raised" status.

Sometimes, costing may change after the XO has been issued in "Raised" status. You can still amend the costing amount; the updated amount will be shown in the XO.

XO had been issued for the service.

Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales	Total Invoiced	Total Cost
Package - 50 3 Days Hong Kong Package Date/Time: 18JUL23 - 20JUL23		HK	LEUNG/TONY MR	EXPTOUT	1 SGD	2,888.00	0.00 SGD	1,999.04

Go to the service details > cost section > Click "Amend"

Supplier: EXPTOUT
Supplier Due: 17JUL23
Supplier Reference: [blank]Charge Type: Chargeable
Currency: SGD @ 1.000000
Cost: 2,100.00
Commission: 4.807692 % 100.96
Tax: 0.00
Total (Unit): 1,999.04
Quantity: 1
GST: 0.000000 % 0.00
Total Cost (SGD): 1,999.04
FOC: 0
Absorb GST: [checkbox]
Staff Commission: 0.00 TC ID: jancy/Jancy Leung



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The costing information will be open for amendment. You can update the costing information. Click "Save"

Cost			
Supplier	EXPTOUT	Supplier Due	17JUL23
Charge Type	Chargeable	Supplier Reference	
Currency	SGD @ 1.000000		
Cost		1,800.00	
Commission	2.777778 %	50.00	<input type="checkbox"/> Pay gross
Tax		0.00	
Total (Unit)		1,750.00	
Quantity		1	FOC 0
GST	0.000000 %	0.00	<input type="checkbox"/> Absorb GST Amend
Total Cost (SGD)		1,750.00	Staff Commission 0.00 TC ID jancy/Jancy Leung



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The costing has been updated in the Sales Folder as well as XO.

Service Pax Itinerary Document Receipt/Payment Booking History									
							Bundle <input type="checkbox"/>		Hide Cost <input type="checkbox"/>
Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty		Total Sales	Total Invoiced	Total Cost
1 Package - 50		HK	LEUNG/TONY MR	EXPTOUT	1	SGD	2,588.00	0.00	SGD 1,750.00
3 Days Hong Kong Package Date/Time: 18JUL23 - 20JUL23						X00000000367			

Description	Currency	Unit Fare	Comm.	Tax	Qty	Amount
1 Package LEUNG/TONY MR	SGD	1,800.00	50.00	0.00	1	1,750.00

Description: 3 Days Hong Kong Package
 Start Date: 18JUL23
 End Date: 20JUL23



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b) Amend Supplier Name, Address and Attention after XO is issued in "Raised" status.

Go to the XO. Click "Options" and select "Modify."

Costing - S00000001090 (jancy) - Expert Tour Limited - Raised

Options - Print

Options
PDF
Email
Modify
Supplier Invoice
Void

EXCHANGE ORDER
To Expert Tour Limited
Suites 405, Henry's Building,
George Street
Singapore

No. X00000000367
Booking No. S00000001090
Date 08-JUN-2023
Supplier No. EXPTOUIT
Consultant Jancy Leung

No. EXPTOUIT
Name Expert Tour PTE Ltd
Address Suites 808, Henry's Building,
King's Street
Singapore
Attention MS Li

Type Exchange Order
Currency SGD Exchange Rate
Payment Due Date 08JUN23
TC ID Harun/
Costing Remarks Footer Remarks
Given Name Jenny

Click "Save". The XO will be updated.

EXCHANGE ORDER

To Expert Tour PTE Ltd
Suites 808, Henry's Building,
King's Street
Singapore

Tel Fax

No. X00000000367
Booking No. S00000001090
Date 08-JUN-2023
Supplier No. EXPTOUIT
Consultant: Harun

The flexibility of the XO amendment will be different if XO has been "Printed". Here is the summary. Given the user has been assigned access rights.

Action	XO in Raised Status	XO in Printed Status
Add new service in the same XO.	✗	✗
Amend product code	✗	✗
Amend service details	✗	✗
***Amend costing	✓	✓
Amend Supplier Name	✓	✓
Amend TC ID	✓	✗

***There is a setting that disallows users to modify the cost of the XO if the related journal entries are posted. Please check with your Sabre support team.



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12. Flexibility in Credit Note Amendment – PowerSuite has been enhanced to allow users to amend the Credit Note in Raised status.

Please reach the Sabre support team for the backend setting if you want to have the invoice amendment function in place.

a) Modify the company name, address and attention of the Credit Note.

A credit Note is issued with Raised status for the service. Click the “Modify” icon to launch the Credit Note screen.

Type	Document No.	Status	Date	Amount	Balance	Issue By	
1 Sales Invoice	INV000001164	Printed	09JUN23	2,988.00	2,988.00	jancy	Email Void
RV Credit Note	CN0000000236	Raised	09JUN23	2,988.00	2,988.00	jancy	Email Void

You can modify the company name, address and attention. Click “Save”

Credit Note

TCID: jancy/Jancy Leung Prepared by: jancy

Billing Info.

No: ABCTEC

Name: ABC TECHNOLOGY LTD (ADMIN COST CENTRE)

Address: 5/F, NO. 888, WILSON STREET, SINGAPORE 888888

Attention: LIONG ADRIAN

TR: _____ Department: _____

CR: _____ Project No.: _____

Job No.: _____ Employee No.: _____

Our Reference: _____

Credit Note is updated.

CREDIT NOTE

ABC TECHNOLOGY LTD (ADMIN COST CENTRE)
 5/F, NO. 888,
 WILSON STREET,
 SINGAPORE 888888

Attn LIONG ADRIAN

No. CN0000000236
 Date 09-JUN-2023
 Cust. No. ABCTEC
 Consultant Jancy Leung
 Email jancy@xmlhk.com



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b) Add service item in the Credit Note.

The user is flexible to add service items in the existing raised status Credit Note.

The credit note will cover two service items

CREDIT NOTE

ABC TECHNOLOGY LTD (ADMIN COST CENTRE)
5/F, NO. 888,
WILSON STREET,
SINGAPORE 888888

No. CN0000000236
Date 09-JUN-2023
Cust. No. ABCTEC
Consultant Jancy Leung
Email jancy@rmlhk.com

Attn LIONG ADRIAN

Passenger(s)

LEUNG/TONY MR

Booking No. SO0000001092
Departure Date 18-JUL-2023

Description	Unit Fare	Discount	Tax Qty	GST	Amount
1 FIT Package	2,988.00		1	0.00	2,988.00
3 Days Hong Kong Package with Tour Guide Start Date/Time: 18JUL23 End Date/Time: 20JUL23 Passenger(s): LEUNG/TONY MR Invoice No.: INV000001164					
2 FIT Package	2,308.00		1	0.00	2,308.00
2 Days Macau Package Start Date/Time: 27JUL23 End Date/Time: 28JUL23 Passenger(s): LEUNG/TONY MR Invoice No.: INV000001165					

Total	5,296.00			0.00	5,296.00
E. & O.E.			GST	SGD	0.00
			Total Includes GST	SGD	5,296.00



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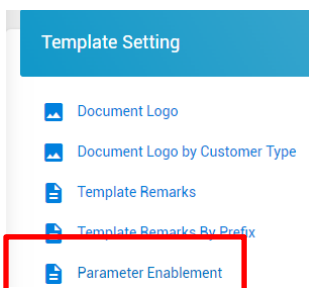
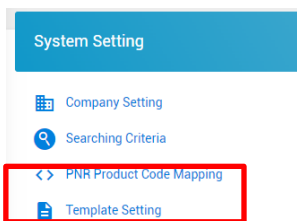
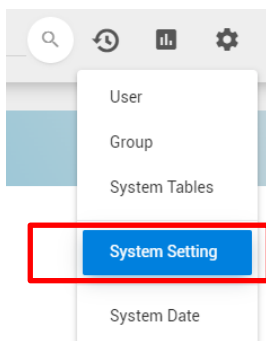
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The flexibility of credit note amendment will be different if the credit note has been "Printed". Here is the summary. Given the user has been assigned access rights.

Action	CN in Raised Status	CN in Printed Status
Add new service in the same credit note.	✓	✗
Amend service details	✗	✗
Amend Company name, address and attention.	✓	✓

13. Flexibility in Document Template Configuration – Users are now flexible in configuring the document set.

Go to System Setting > Select Template Setting > Parameter Enablement.





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You can select the document type and select the content.

The screenshot shows the 'Parameter Enablement' interface. A dropdown menu is open for the 'Invoice' document type, with 'Invoice' selected. The interface includes various parameters and features, some of which are highlighted in blue.

Document Type	Feature
Invoice	Commission Claim Form
	Costing
	Credit Note
	Deposit Receipt
	Front Office Receipt
	Invoice
	Payment
	Petty Cash
	PR
	Settlement

Parameter Enablement

Document Type

Feature

Parameter Category: 1. General

Enable Authorised Signature

Hide Document Header From Hard Copy

Show Cost Information

Use HTML5 template

Parameter Category: 2. Header

Change section style to transparent colour with border

Hide the GST in the total section

Show 2 MIS value in a line

Show Attention

Show Customer No.

Show Departure Date



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Here highlight some parameters in the document templates.

- a) Show Airline PNR – the system will not show the Airline PNR if the parameter is turned off. It applies to Invoices & Credit Notes.

Show Airline PNR

Description
1 Int'l Air Ticket - XO
SINGAPORE AIRLINES
Flight Departure: MH567 Class: Y
Itinerary: HONG KONG/HO CHI MINH
Departure Date/Time: 30MAY23 1100
PNR: SABREQ
Passenger(s): SHANICE/GOH MS

- b) Show Print by – the system will show the Print by the person if the parameter is turned on. It applies to Invoice, Credit Notes and Exchange Order (Costing)

Show Print By

TAX INVOICE

Invoice No.: INV000001167
Issue Date: 09-JUN-23
Customer No.: ABCTEC
Booking No.: SO0000001094
Due Date: 19-JUN-23
Consultant: Jancy Leung
Email: jancy@xmlhk.com
Print By: Jancy Leung



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- c) Hide TC Email Address – the system will not show the TC email address if the parameter is turned off. It applies to Invoice, Credit Note and Exchange Order (Costing)

Show TC Email

TAX INVOICE

Invoice No.: INV000001167
Issue Date: 09-JUN-23
Customer No.: ABCTEC
Booking No.: SO0000001094
Due Date: 19-JUN-23
Consultant: Jancy Leung
Print By: Jancy Leung

- d) Airline penalty – flexible to set to show the airline penalty in the Credit Note.

Parameter turn off - the system will not show the airline penalty in the Credit Note

Show airline penalty in separate line

Description	Unit Fare	Discount	Tax Qty	GST	Amount
1 Int'l Air Ticket - XO	1,100.00		1	0.00	1,100.00
				GST @0.00%	
Cancellation Fee: SINGAPORE AIRLINES					(588.00)

Parameter turn on – the system will show the airline penalty as a breakdown (Airline Charges) in the Credit Note

Show airline penalty in separate line

Description	Unit Fare	Discount	Tax Qty	GST	Amount
1 Int'l Air Ticket - XO	1,100.00		1	0.00	1,100.00
				GST @0.00%	
Airline Charges/Penalty:					(500.00)
Cancellation Fee:					(88.00)



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e) Show Invoice no. in XO – the user can show the Invoice no. in the XO.

Show invoice number linked to the costing



Description	Currency	Unit Fare	Comm.	Tax	Qty	Amount
1 Hotel - International SHANICE/GOH MS	SGD	600.00	0.00	0.00	3	1,800.00
City:	SINGAPORE					
Hotel Name:	Sheraton Singapore Hotel					
Check-In Date:	28Jun23 1200	Check-Out Date:	01Jul23			
Room Type:	SINGLE	Rm Category:	DELUXE			
Number of room(s):	1	Status:	HK			
28Jun23 - 29Jun23: SGD 500.00 x 1 Night(s)						
29Jun23 - 30Jun23: SGD 600.00 x 1 Night(s)						
30Jun23 - 01Jul23: SGD 700.00 x 1 Night(s)						

Invoice No. : INV000001169

f) Show the "Re-print" indicator in the documents – it applies to Costing, Credit Note, Deposit, Front Office Receipt, Invoice & Settlement.

Show re-print indicator



09-JUN-23 12:06 PM



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14. Show the Hotel Breakdown in XO – PowerSuite has been enhanced to show the hotel cost breakdown in XO if the costing breakdown is input in the hotel service item.

Hotel cost breakdown in the service

Date	Weekday	Cost Per Night (SGD)	Price Per Night (SGD)
28Jun23	Wed	500.00	600.00
29Jun23	Thu	600.00	700.00
30Jun23	Fri	700.00	800.00
Total		1,800.00	2,100.00

Lump Sum

OK

Hotel cost breakdown in XO

Description	Currency	Unit Fare	Comm.	Tax	Qty	Amount
1 Hotel - International	SGD	600.00	0.00	0.00	3	1,800.00
SHANICE/GOH MS						
City: SINGAPORE						
Hotel Name: Sheraton Singapore Hotel						
Check-In Date: 28Jun23 1200						
Check-Out Date: 01Jul23						
Room Type: SINGLE						
Rm Category: DELUXE						
Number of room(s): 1						
Status: HK						
28Jun23 - 29Jun23: SGD 500.00 x 1 Night(s)						
29Jun23 - 30Jun23: SGD 600.00 x 1 Night(s)						
30Jun23 - 01Jul23: SGD 700.00 x 1 Night(s)						
E. & O.E.				Grand Total	SGD	1,800.00
				Less Paid	SGD	0.00
				Balance	SGD	1,800.00



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15. **Enhancement in Payment Requisition Template** – PowerSuite has been enhanced to show the accounting entries and corresponding base currency (if the PR is in foreign currency).

PAYMENT REQUISITION

No. PR0000000245

Payment Type :	Payment to Supplier	Req. Date :	07-JUN-2023
Payee A/c No :	KESC01		
Payee Name :	K ELECTRIC		
Doc No. / Date :	BILL JUNE 07/06/23		
Doc Type :	BILL		
Reference No. :			
Payment Amount :	AUD 200.00	Equivalent to SGD	182.00
Remark :			
Prepared By :		Approved Staff :	

Accounting Entries:					
A/C Code	A/C Description	DR	CR	Equivalent to SGD	Remarks
160100	GST Input	7.41	0.00	6.74	
239190	Other Accounts Payable	92.59	0.00	175.26	
239190	Other Accounts Payable	0.00	200.00	(182.00)	
	TOTAL	100.00	200.00	0.00	



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16. Show all pax names for all packaged services in the Invoice.

Description	Unit Fare	Tax	Qty	GST	Amount
1 Hotel Package	2,820.00		1	1.60	2,821.60
Hotel Package Passenger(s): LEE/PETER MR, SHANICE/GOH MS, WONG/JAMES MR, WONG/JOSEPH MR GST @0.00%					
Hotel - International City: SINGAPORE Hotel Name: Sheraton Singapore Hotel Check-In Date: 28JUN23 1200 Check-Out: 01JUL23 Room(s): 1 Room(s) x 3 Night(s) Passenger(s): SHANICE/GOH MS, LEE/PETER MR, WONG/JOSEPH MR					
Land Tour Description: Land Tour (by hotel) Start Date/Time: 09JUN23 Start Description: End Date/Time: 09JUN23 End Description: Passenger(s): SHANICE/GOH MS, WONG/JAMES MR					

17. Add the Signature section in the Petty Cash voucher.

Petty Cash Voucher

Paid to: Branch A Petty Cash
 From: 185002-

Voucher Date : 09Jun23
 Voucher No. PC0000000008

Description	Currency	Amount
	SGD	100.00
Total	SGD	100.00

Requested by	Approved by		Paid by Cashier	Received by
	Dept.Head	Finance		
			jancy	

For Accounting Only						Verified by
Account Code	Account Name	Amount	Debit	Credit	Entry Description	
934000	Office Expense	100.00	100.00	0.00		
						Posted by

Please contact the [Sabre MBO team](#) if you have any questions.