



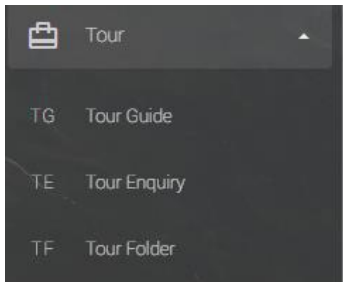
PowerSuite Cloud

Easy | Robust | Productive

Explore the Latest PowerSuite Cloud Features – January 2024

1. **NEW! Group Tour Module** – We launched the brand new Group Tour module for you to better manage group tour bookings. There are 3 modules under the Group Tour module: Tour Guide, Tour Enquiry and Tour Folder.

Please note that Tour module is an add-on chargeable module. Please contact your Sabre account manager if you would like to subscribe the add-on. You can jump to page 9 for other PowerSuite Cloud updates if you are not a group tour users.



Tour Folder

You can manage the travel dates, tour service details, costing, pricing, attach flyer in the tour folder

3DAYSHKG240224001 - 3 Days Flash Sales HKG Tour Options

Tour Code: 3DAYSHKG240224001 | Status: Open | Tour Date: 24Feb24 - 27Feb24 | Recommend
Tour Name: 3 Days Flash Sales HKG Tour | Tour Type: Group

Main | Itinerary | Service | P/L Projection | Pricing | Passenger | Guide | Inventory | AR | AP | Finance

Main

Basic Information

City Code	HKG	Depart. Date	24FEB24
Category	Asia Tour	Type	Shopping
Min. - Max Cap	10 - 30	Max Available Seats	0
No. of Day(s)	4	Cut-off Date	19FEB24
Deposit Deadline	7 Day(s) Before Departure Date		17FEB24
Description	Take a look of Hong Kong for yummy food, country park and shopping		

Booking Status

Seat Available	28	Confirm	2	Waiting	0	Reserved	0
----------------	----	---------	---	---------	---	----------	---



PowerSuite Cloud

Easy | Robust | Productive

You can attach the tour flyer to the tour folder. Otherwise, you can maintain the itinerary details to compose the tour service flyer in MS Word format.

Itinerary

Flight Info.

Airline Code	From	To	Class	Depart. Date	Depart. Time	Arr. Date	Arr. Time		
SQ	SIN	HKG	N	16SEP22	8:00 AM	16SEP22	12:00 PM	+	-
SQ	HKG	SIN	N	18SEP22	8:00 AM	18SEP22	12:00 PM	+	-

Daily Itinerary

DAY 1 Brief Description Big Bus Open-Top Hop-on Hop-off Sightseeing City Code HKG

Description
Explore Hong Kong at your own pace with a Classic, Premium or Deluxe ticket for 3 routes on this hop-on-hop-off sightseeing bus. Enjoy the choice of pre-recorded commentary in 10 languages and a range of extras.

Breakfast Lunch Dinner

Accommodation
Sheraton Hotel Hong Kong

3 Days Flash Sales HKG Tour (3DAYSHKG240224001)

Taka a look of Hong Kong for yummy food, country park and shopping

Itinerary

Day 1: Big Bus Open-Top Hop-on Hop-off Sightseeing

Explore Hong Kong at your own pace with a Classic, Premium or Deluxe ticket for 3 routes on this hop-on-hop-off sightseeing bus. Enjoy the choice of pre-recorded commentary in 10 languages and a range of extras.

Breakfast	Lunch	Dinner
Exclusive	Exclusive	Inclusive

Accommodation
Sheraton Hotel Hong Kong

Day 2: The Dragon's Back Hiking

Discover one of Hong Kong's finest trails on a guided tour, from mountain ridges and sheltered forest trails to the



PowerSuite Cloud

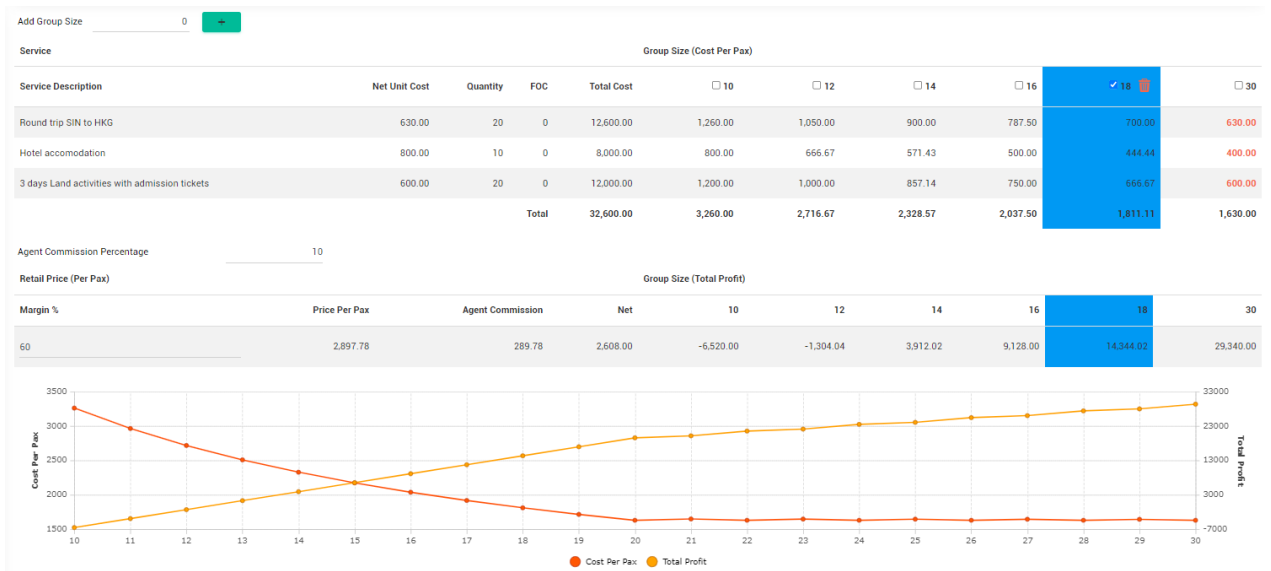
Easy | Robust | Productive

Also, you can project your tour P&L by selecting the default group size and tour services costs. It gives you a better decision on the tour pricing strategy.

Input the tour service costs and descriptions.

Service Description	Product Code	Supplier No.	Currency Code	Total Cost (ADT/TWN)	Costing
3 days Land activities with admission tickets	LAND / Land Tour	EXPTOUT	SGD	12,000.00	Costing
Hotel accomodation	60 / Hotel - Domestic	EXPTOUT	SGD	8,000.00	Costing
Round trip SIN to HKG	10 / Int'l Air Tickets - XO	TKTWHO	SGD	12,600.00	Costing

Select the default group size for P & L projections.





PowerSuite Cloud

Easy | Robust | Productive

Comprehensive pricing and discount setting. Change the tour status to "Open" for selling.

Navigation: Main | Itinerary | Service | P/L Projection | **Pricing** | Passenger | Guide | Inventory | AR | AP | Finance

Pricing

Base (TWN)

	Normal Tour		Ticket Only		Land Only	
	Price	Tax	Price	Tax	Price	Tax
ADT / TWN	2,665.00	0.00	0.00	0.00	0.00	0.00
CHD / TWN	0.00	0.00	0.00	0.00	0.00	0.00
Others						

Add On

Price Type	Customer Type	PTC	Room Type	Amount
All	MATTA, C-Customer, National, Global, OTA	Adult	SQL	250.00

Commission

Customer Type	Commission %

Booking Group Size Discount

Group Size	Discount
4	30.00
0	0.00
0	0.00
0	0.00
0	0.00

Early Bird Discount

Departure	Join	Discount
15 days before	20.00	
0 days before	0.00	
0 days before	0.00	
0 days before	0.00	
0 days before	0.00	

Discount

Discount	PTC

Tour Enquiry

There are comprehensive search criteria for travel consultants to locate tour services.

Tour Search: Sabre Travel Network Asia Pacific (PS Cloud APAC) | Booking No. []

Search

Tour Type: Group | Departure Date From: 29JAN24 | To: 30APR24 | Country: | City: HKG | No. of Day: | To: | Status: Open, Confirmed | Price Range: SGD | Category: All | Type: All | Airline: | Promotion Only:

Please input tour code, tour name for searching

Customer Type: FIT | Origin: All

Search | Reset

Show 15 entries

Departure	Tour Code / Tour Name	Day	Type / Category	Customer Type	Price	Availability	Deposit Deadline	Status
03Feb24 (Sat)	3DAYSHKG240203001 (HKG) 3 Days Flash Sales HKG Tour	4	Shopping / Asia Tour	FIT	SGD 2,665.00+	28	27Jan24	Open
10Feb24 (Sat)	3DAYSHKG240210001 (HKG) 3 Days Flash Sales HKG Tour	4	Shopping / Asia Tour	FIT	SGD 2,665.00+	30	03Feb24	Open



PowerSuite Cloud

Easy | Robust | Productive

View the tour pricing, discounts, highlights and availability at a glance.

Price Details

Pricing
Summary

Base (TWN)

	Normal Tour		Ticket Only		Land Only	
	Price	Tax	Price	Tax	Price	Tax
ADT / TWN	2,665.00	0.00	0.00	0.00	0.00	0.00
CHD / TWN	0.00	0.00	0.00	0.00	0.00	0.00
Others						

Add On

Price Type	Customer Type	PTC	Room Type	Amount
All	MATTA, C-Custome	Adult	SGL	250.00

Booking Group Size Discount

Group Size	4	Discount	30.00
------------	---	----------	-------

Early Bird Discount

Departure	
Join 15 days before	Discount 20.00

Close

Highlights

Taka a look of Hong Kong for yummy food, country park and shopping

Close

Easy booking steps to create tour booking and manage deposit and customer receipts.

3 Days Flash Sales HKG Tour - 3DAYSHKG240203001 (4 Day) - Departure: 03FEB24

Order Type: Booking Order | Booking Type: Retail | Customer No.: RETAIL0004 | Name: POTTER PETER

FIT	Price - Quantity	Stay Behind - Quantity	Tax	Commission	Discount	Sub-Total	
Tour							
ADT							
- TWN			2,665.00	2	0.00	0	5,330.00
Total			5,330.00	2			5,330.00

Input Customer Contact

Potter Peter Mr Tel Email

Input Passenger Information

PTC	Title	Surname	Given Name	Customer No.	Date of Birth	Room Type	Stay Behind
1	ADT	MR	Potter	Peter		Normal Tou - TWN	<input type="checkbox"/>
2	ADT	MRS	Potter	Jenny		Normal Tou - TWN	<input type="checkbox"/>

Back to Modify Customer / No. of Pax
Order No. PLEASE INPUT ORDER No. Apply All Pax Create Booking



PowerSuite Cloud

Easy | Robust | Productive

We consolidated the tour bookings in the Passenger section for your booking management. You can assign rooms for the customers and generate a pax list.

3DAYSHKG240203001 - 3 Days Flash Sales HKG Tour

Tour Code: 3DAYSHKG240203001 | Status: Open | Tour Date: 03Feb24 - 06Feb24 | Recommend:

Tour Name: 3 Days Flash Sales HKG Tour | Tour Type: Group

Main | Itinerary | Service | P/L Projection | Pricing | **Passenger** | AP Guide | Inventory | AR | AP | Finance

Passenger

Confirmed, Waiting

Show 15 entries

Deposit	Name	Booking No.	Customer	PTC	Status	Phone	Email	Room Type	Room Id	Adjoin Room Id	Total Amount	Deposit	Outstanding Amount	Price Type	Remark
1	✗ Potter/Peter MR	S0000001454	PETA10004-POTTER PETER	ADT	Confirmed			TWN	0	0	2,645.00	0.00	2,645.00	Normal	Tour
2	✗ Tsang/Elsa MS	S0000001454	PETA10004-POTTER PETER	ADT	Confirmed			TWN	0	0	2,645.00	0.00	2,645.00	Normal	Tour
3	✓ Leung/Tony MR	S0000001456	PETA10002-LEUNG TONY	ADT	Cancelled			TWN	0	0	0.00	0.00	0.00	Normal	Tour Switched to 3DAYSHKG240224001
4	✓ Wong/Vivian MISS	S0000001456	PETA10002-LEUNG TONY	ADT	Cancelled			TWN	0	0	0.00	0.00	0.00	Normal	Tour Switched to 3DAYSHKG240224001

Showing 1 to 4 of 4 entries

Tour Operations

For event management, you can upload the passenger list for tour booking creation instead of creating the bookings individually.

Upload Passenger List

Passenger List File

Order Type: Booking Order

Recommend

Upload Cancel

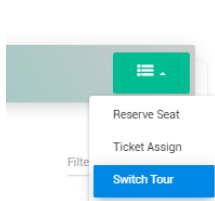
	A	B	C	D	E	F	G	H	I	J	K
1	Customer No.	Debtor	ID	Given Name	Surname	Title	PTC	Phone	Email	Remark	Room Type
2	ABCTEC0001	ABCTEC	1	SHU LING	LEUNG	MS	ADT	61410415458	shuling@abctec.au		TWN
3	ABCTEC0002	ABCTEC	2	KIM	CHOW	MR	ADT	454545555	kim.ball@abctec.au		TWN
4	ABCTEC0003	ABCTEC	3	JAMES	LAM	MR	ADT	98835451	james@abctec.au		TWN
5	ABCTEC0004	ABCTEC	4	PETER	SMITH	MR	ADT	6198989898	peter.smith@abctc.au		TWN
6											
7											



PowerSuite Cloud

Easy | Robust | Productive

Switch Tour: It is easy to switch tours with the deposit created and transferred to the new tour booking.



Switch Tour

Select Tour Folder to Switch

Departure Date From: 29JAN24 Please input tour code/name for searching

Tour Code	Tour Name	Tour Type	Departure Date	Status	Available Seat
<input type="checkbox"/> 3DAYSHKG240210...	3 Days Flash Sales HKG...	Group	10FEB24	Open	30
<input checked="" type="checkbox"/> 3DAYSHKG240217...	3 Days Flash Sales HKG...	Group	17FEB24	Open	30
<input type="checkbox"/> 3DAYSHKG240224...	3 Days Flash Sales HKG...	Group	24FEB24	Open	28
<input type="checkbox"/> 6DSNSYDMEL240...	6 Days 5 Nights Sydney...	Group	30JAN24	Open	8

Switch Tour

Select Pax

Id	Name	Booking No.	Status	Deposit
<input checked="" type="checkbox"/> 1	Potter/Peter MR	SO0000001454	Confirmed	0.00
<input checked="" type="checkbox"/> 2	Tsang/Elisa MS	SO0000001454	Confirmed	0.00
<input type="checkbox"/> 3	Leung/Tony MR	SO0000001456	Cancelled	0.00
<input type="checkbox"/> 4	Wong/Vivian MISS	SO0000001456	Cancelled	0.00



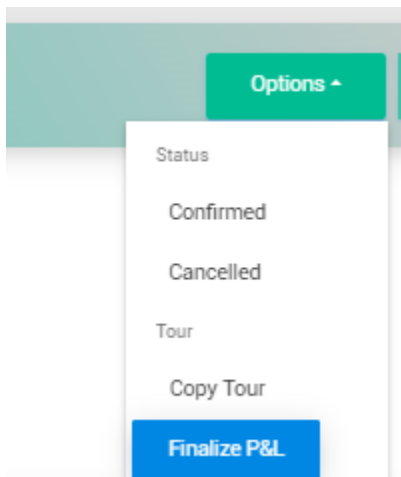
PowerSuite Cloud

Easy | Robust | Productive

PowerSuite indicates the passengers switched to the particular tour folder.

Deposit	Name	Booking No.	Customer	PTC	Status	Phone	Email	Room Type	Room Id	Adjoin Room Id	Total Amount	Deposit	Outstanding Amount	Price Type	Remark
1	Potter/Peter MR	SC0000001454	RETAIL0004-POTTER PETER	ADT	Cancelled			TWN	0	0	0.00	0.00	0.00	Normal Tour	Switched to 3DAYSHKG240217001
2	Tsang/Elsa MS	SC0000001454	RETAIL0004-POTTER PETER	ADT	Cancelled			TWN	0	0	0.00	0.00	0.00	Normal Tour	Switched to 3DAYSHKG240217001

Finalize Tour: You can manage the tour services payment in the tour folder and assign a tour guide (if any). Upon the tour departed or back to the hometown, you may finalize the tour with the P&L generation.





PowerSuite Cloud

Easy | Robust | Productive

- NEW! Visa module** – You can create a Visa service with comprehensive information for Visa service fulfilment.

Select the Visa icon.

Add Service(s) / Fee



Input the Visa details.

S00000001405 - Visa Save

Product

Visa/Visa PNR Suppress Itinerary

OK No.

REMARKS MIS DESCRIPTION

Details

Title	Surname	Given Name	PTC	Gender	Nationality	Destination	Visa Code	Price	Cost	Passport	Contact
1	MR.	TESTING	PAX1	Male	PK/PAKISTAN	AE/UNITED AR.	UAE - VISIT/D.	50.00	40.00		

Entries: Single Purpose: Tourist Urgency: Validity Period: 3 months Length of Stay: Over 15 days Process Day: 5

App Status: Document not received yet

Remark:

+



PowerSuite Cloud

Easy | Robust | Productive

You can also maintain the Visa details & requirements in the Visa maintenance system table, which the travel consultant can save time by inputting all the Visa details for booking.

Visa Maintenance Sabre Travel Network Asia Pacific (PS Cloud APAC) Booking No.

Visa

Destination: N
Entries: All
Show 15 entries

Visa Code	Visa Description
1 CNT0SiN7D	China Tourist Visa
2 UAE - VISIT	DXB VISIT VISA

Showing 1 to 2 of 2 entries

Visa

Visa Code	CNT0SiN7D	Visa Description	China Tourist Visa
Destination	CN/CHINA	Purpose	Tourist
Require Visa	Yes	Nationality	
Document Type		Length of Stay	1-7 days
Validity		No. of Entries	Single
Urgency	Normal		
Photo	YES	Next Stop	No
Forms	YES	Validity	3 Months
Ticket	No	Working Day	4
Selling Price	SGD 120.00	Approval	<input type="checkbox"/>
Cost	SGD 100.00		
Requirement	Requirement		
Remark	Prepare a photo 3x3 pix		
File Path			

Consulate Copy Delete Save

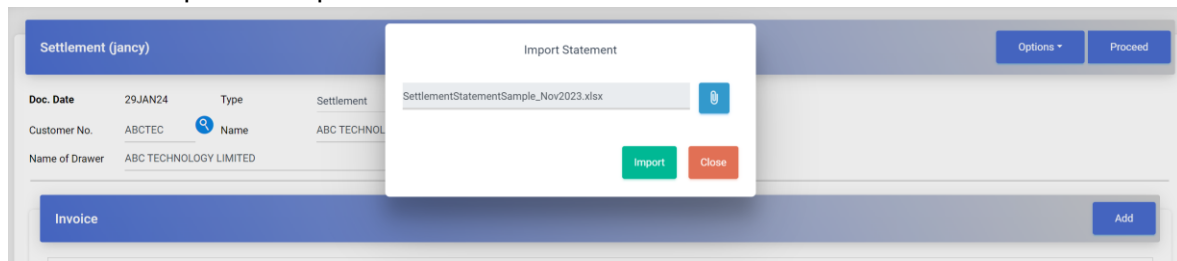


PowerSuite Cloud

Easy | Robust | Productive

- Import Statement for Batch Settlement** – You can import the statement in a pre-defined Excel file for batch settlement instead of selecting outstanding invoices individually.

Settlement > Options > Import Statement



Sample statement file

	A	B
1	Document Number	Document Amount
2	INV000000774	1395.6
3	INV000000825	920
4	INV000000824	390
5	INV000000823	920
6	INV000000821	1310
7	INV000000970	1418
8	INV000001015	993.6
9		



PowerSuite Cloud

Easy | Robust | Productive

You can verify the statement by clicking the "View Statement".

Import Statement (SettlementStatementSample_Nov2023.xlsx)

* Matched

Show 15 entries Filter [Excel](#)

Doc. No.	Your Ref.	Date	Booking Ref.	Customer / Supplier	Outstanding Amount	Pay Amount	TC ID
1 INV000000774		14DEC22	SO0000000879	ABCTEC/ABC TECHNOLOGY LIMITED SGD	1,395.60	1,395.60	jancy
2 INV000000821		09FEB23	SO0000000901	ABCTEC/ABC TECHNOLOGY LIMITED SGD	1,310.00	1,310.00	jancy
3 INV000000823		09FEB23	SO0000000902	ABCTEC/ABC TECHNOLOGY LIMITED SGD	920.00	920.00	jancy
4 INV000000824		09FEB23	SO0000000903	ABCTEC/ABC TECHNOLOGY LIMITED SGD	390.00	390.00	jancy
5 INV000000825		09FEB23	SO0000000905	ABCTEC/ABC TECHNOLOGY LIMITED SGD	920.00	920.00	jancy
6 INV000000970		24MAR23	SO0000000964	ABCTEC/ABC TECHNOLOGY LIMITED SGD	1,418.00	1,418.00	jancy
7 INV000001015		11APR23	SO0000000996	ABCTEC/ABC TECHNOLOGY LIMITED SGD	993.60	993.60	jancy
Total Amount SGD					7,347.20	7,347.20	

Showing 1 to 7 of 7 entries FIRST PREVIOUS **1** NEXT LAST

Select the Form of Payment, verify the payment amount, and proceed with the settlement.

Settlement (jancy) [Options](#) [Proceed](#)

Doc. Date: 29JAN24 Type: Settlement

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

Name of Drawer: ABC TECHNOLOGY LIMITED

Invoice [View Statement](#) [Add](#)

Doc. No.	Your Ref.	Date	Booking Ref.	Reference	Customer No.	Customer Name	Outstanding Amount	Pay Amount
1	SettlementStatementSample_Nov2023.xlsx				ABCTEC	LEUNG SHU LING	SGD 7,347.20	7,347.20
Total Amount							SGD 7,347.20	7,347.20

Form of Payment

Cheque SGD 7,347.20 AEI/Bank - Inhouse Amex Cheque No. Cheque Date +

Remark: SettlementStatementSample_Nov2023.xlsx

Billing Address: 5/F, NO. 34, QUEENS' STREET, SINGAPORE



PowerSuite Cloud

Easy | Robust | Productive

- 4. **Enhance the Copy Function in the Customer Profile** – You can now copy the address and particular fee to the selected customer profiles.

Go to the customer profile > Select "Copy Profile". You can select the "address" to copy

Copy Customer Profile

Copy To
Customer No. XYZCOM

Copy From
Customer No. ABCTEC Name ABC TECHNOLOGY LIMITED

Copy Information

Tab	Section
<input checked="" type="checkbox"/> Main	<input checked="" type="checkbox"/> Contact
<input checked="" type="checkbox"/> Basic	
<input checked="" type="checkbox"/> Address	
<input checked="" type="checkbox"/> Policy/Remarks	<input checked="" type="checkbox"/> Travel Policy
	<input checked="" type="checkbox"/> Remarks & Priority Remarks
<input checked="" type="checkbox"/> Terms	
<input checked="" type="checkbox"/> Required Data	
<input checked="" type="checkbox"/> PNR Mapping	
<input checked="" type="checkbox"/> Upload Settings	<input checked="" type="checkbox"/> Upload
	<input checked="" type="checkbox"/> Host Command
<input checked="" type="checkbox"/> Billing	
<input checked="" type="checkbox"/> Fee	<input checked="" type="checkbox"/> Fee
	<input checked="" type="checkbox"/> Automation
<input checked="" type="checkbox"/> Interface	

Copy Close



PowerSuite Cloud

Easy | Robust | Productive

Go to the customer profile > Select "Copy Fee". You can select the particular fees to be copied.

Copy Fee Setting

Select Profile(s)

Customer No. A12345 To AAAA11

Copy Information

Item Fee (Include Rule Name Print Description)
 Booking Fee
 Supplementary Fees

Show 15 entries Filter

<input checked="" type="checkbox"/>	Fee Code	Description	Amount
<input checked="" type="checkbox"/>	CANTRIP	Trip Cancellation Fee	20.00
<input type="checkbox"/>	DOMATRIP	Domestic Amendment Fee	10.00
<input type="checkbox"/>	INTATRIP	International Amendment Fee	30.00

Showing 1 to 3 of 3 entries FIRST PREVIOUS **1** NEXT LAST

[Copy](#) [Close](#)



PowerSuite Cloud

Easy | Robust | Productive

- 5. Flexible to Select the GL Entries in Refund** – PowerSuite has been enhanced to allow users to select the GL account when processing refunds.

Refund - RFD000003367 (Refunded) - Azreen

Refund No: RFD000003367 (Air Ticket) Date: 26JUN24

Details

Airlines: 807 Issue Date: 01JUN24
 Number: HHH000001 Passenger: AZREEN/AZHAR MS
 BSP Reference: [Redacted]
 Routing: [Redacted]
 Service: KUL/PEN
 Refund: KUL/PEN Travel Date: 30JUN24
 Refund Notice: [Redacted]

Invoice Detail

Invoice No:	INV00001568	Debit:	TEST010002	Customer:	TEST010002/AZHAR AZREEN
Sales:	30.00	Discount:			0.00
Costing BSP No:		Supplier:	/	Booking No:	00000001568
Cost:	20.00	Commission:			0.00

Refund to Customer

Form of Payment: Credit Note
 Doc No: CND00000330
 Date: 26JUN24
 Currency Code: SGD
 Refund amount: 20.00
 Refund Remarks: Customer Refund Remarks

Refund from Supplier

Voucher No: [Redacted]
 Bank In To: [Redacted]
 Date: 26JUN24
 Currency Code: SGD
 Amount: 20.00
 Supplier Refund Remarks: [Redacted]

Entry

Supplier Refund Entries		Billing DR Amount		Billing CR Amount	
Supplier A/C	Account No: 231140 - (Accounts Payable - UATP)		20.00		0.00
Refund Payable	690900 - SR/Miscellaneous Sabre		0.00		20.00

Customer Refund Entries		Billing DR Amount		Billing CR Amount	
Sales A/C	Account No: 610100 - SR/Air Sales others Sabre		30.00		0.00
Discount A/C	530100 - SR/Discount on Air Tickets Sabre		0.00		0.00
Sales GST A/C	260100 - SR/GST Output Sabre		0.00		0.00
Cost A/C	610100 - SR/Air others Sabre		0.00		20.00
Cost GST A/C	160100 - SR/GST Input Sabre		0.00		0.00



PowerSuite Cloud

Easy | Robust | Productive

6. **Flexible to Select Date Range in the System JE** – You can now select a specific date range when generating system JE.

<input checked="" type="checkbox"/>	Prefix	Description	Status	Result
<input checked="" type="checkbox"/>	JV	Journal Voucher		

Use Specify Date 01JAN24 to 28JAN24



PowerSuite Cloud

Easy | Robust | Productive

7. Flexible to Amend Service Details in Credit Note – PowerSuite has been enhanced to allow users to amend service details when Credit Note is in "Raised" status.

The flexibility of credit note amendment will be different if the credit note has been "Printed". Here is the summary. Please note that the user should be assigned access rights, and the related parameter is "on".

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.	✓	✓

8. Flexible to Select other Customer when Issue RV Credit Note – PowerSuite has been enhanced to allow user to select other customer during RV credit note issuance.

The original Credit Note customer which should be the same as the invoice debtor.

Credit Note - SO0000001474 (jancy) -

Refund type: RV Credit Note

TC ID: jancy/Jancy Leung | Type: Credit Note

Customer No. RETAIL0002 | Name LEUNG TONY

Flexible to change to other customer.

Credit Note - SO0000001474 (jancy) -

Refund type: RV Credit Note

TC ID: jancy/Jancy Leung | Type: Credit Note

Customer No. RETAIL0003 | Name HON ELISE

Invoice #	Date	SGD	Invoice Amount	Refund amount	Remark
1	29JAN24	SGD	920.00	920.00	REMARKS

Passenger: LEUNG/TONY MR

Description: Refund



PowerSuite Cloud

Easy | Robust | Productive

9. New Credit Note Type for Refund Overpayment – PowerSuite has been enhanced to refund the customer's payment.

The Document module has a new section of "Overpayment". Select the overpayment transactions and click "CN."

The screenshot shows the 'Overpayment' section of the PowerSuite Cloud interface. The top navigation bar includes 'Invoice', 'Receipt', 'Costing', 'Payment Requisition', 'Payment', 'Refund', 'Deposit', 'Overpayment', 'Bank Deposit', 'Credit Note', and 'Batch Processing Document'. The 'Overpayment' tab is selected. Below the navigation bar, there are search filters for 'Receipt date' (29JAN24 to 31JAN24), 'Status' (All), and 'User' (Individual). A search bar prompts the user to input 'Overpayment, Receipt No., Customer No., Customer Name for searching'. Below the search bar, there are status indicators for 'Valid' and 'Void', and a 'Show 15 entries' option. The main table displays the following data:

Date	Overpayment Ref.	Receipt No.	Cust No	Customer Name	Amount	Available Amount	Status	TCID
29JAN24	SYSOP0000049	INV00000157101	RETAIL0001	WONG VIVIAN	SGD 10.00	10.00	Valid	jancy

At the bottom right of the table, there are two buttons: 'PR' and 'CN'. The 'CN' button is highlighted with a red box. Below the table, there are navigation controls: 'Showing 1 to 1 of 1 entries', 'FIRST', 'PREVIOUS', '1', 'NEXT', and 'LAST'. An 'Excel' button is also visible on the right side of the table.

Issue the Credit Note with the type "Overpayment."

The screenshot shows the 'Credit Note - (jancy) -' form in the PowerSuite Cloud interface. The 'Refund type' dropdown menu is set to 'Overpayment' and is highlighted with a red box. Below the dropdown, there are fields for 'TC ID' (jancy/Jancy Leung), 'Type' (Credit Note), 'No.' (RETAIL0001), and 'Name' (WONG VIVIAN). The 'Product Code' is set to '100/Service Fee'. Below these fields, there is a table with the following data:

Deposit #	Date	Deposit Bal.	Handling Fee	Refund amount	FOP	Payee Name
<input checked="" type="checkbox"/>	SYSOP0000049	29JAN24	SGD 10.00	0.00	10.00	Cash WONG VIVIAN
		10.00	0.00	10.00		

At the bottom of the form, there are 'Cancel' and 'Proceed' buttons. The 'Proceed' button is highlighted with a red box.



PowerSuite Cloud

Easy | Robust | Productive

10. Issue Rebate Credit Note in a Batch – You can now issue credit notes for rebates in a batch.

Go to Batch Processing Document > Select Batch Type "Credit Note (Rebate)". Select the transaction records and click "Create Credit Note (Rebate)."

A batch of credit notes has been created.



PowerSuite Cloud

Easy | Robust | Productive

11. **Flexible to Amend Service Details when XO is in "Raised" Status** – PowerSuite has been enhanced to allow users to amend the service details.

The flexibility of the XO amendment will be different if XO has been "Printed". Here is the summary. Given that 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.

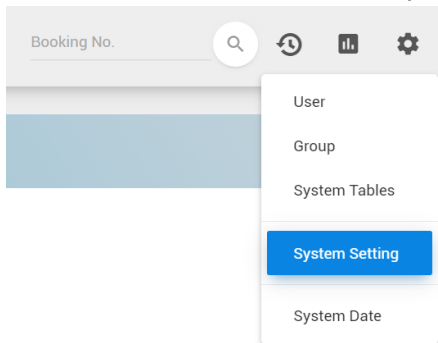


PowerSuite Cloud

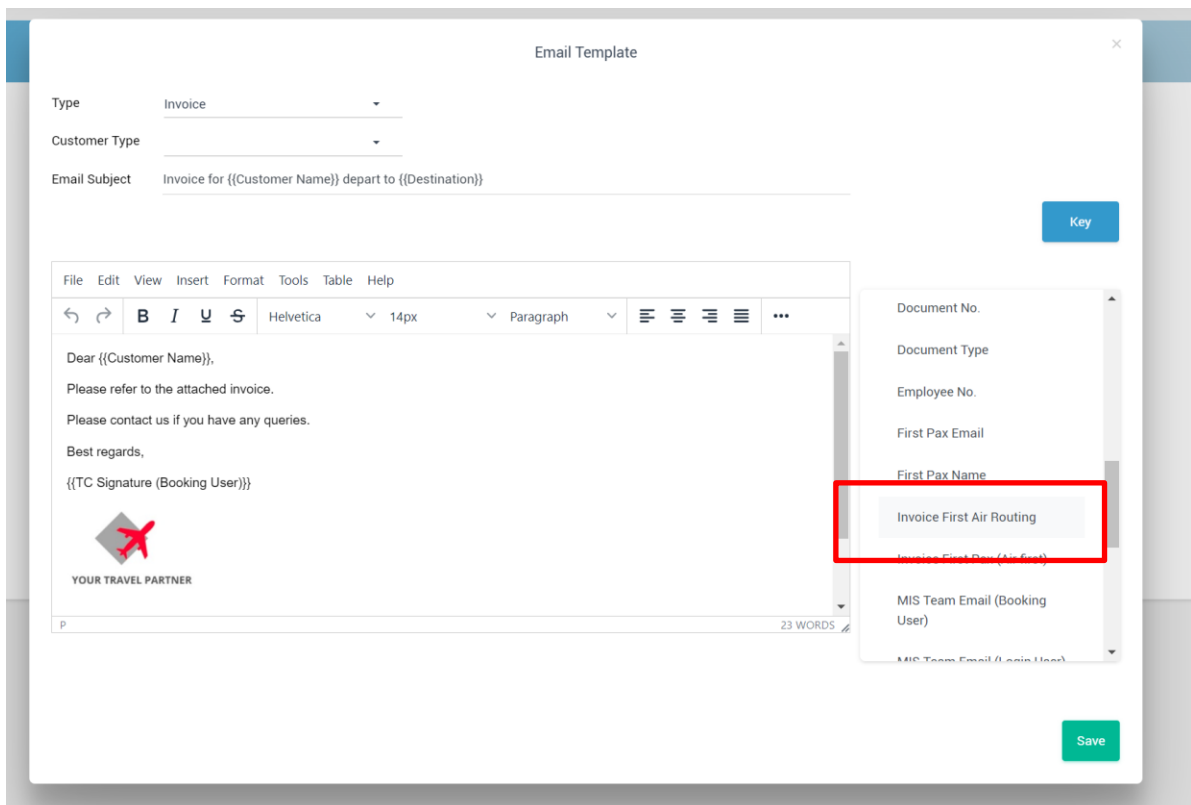
Easy | Robust | Productive

12. **Enrich Email Template Setting Component** – PowerSuite has been enhanced to add a new parameter data field – "Routing of the First Invoice" in the default email setting.

You can set the default email template in the System Setting > Email Template



There are multiple parameters for the email subject and email body setup. Once the email templates are setup, PowerSuite users are no longer required to manually compose the email content to deliver the documents to customers or vendors.





PowerSuite Cloud

Easy | Robust | Productive

13. Revamp the Report Schedule Setting – PowerSuite has been enhanced to add more security settings for report schedules to customers.

Go to Report > Schedule. You can review the report schedule history log and upcoming report schedule in this section.

Click Setting > Select customer-related reports, and set up the trusted email and domain. Remember to go to the customer profile to maintain the customer email addresses if you want to deliver the Report directly to your customers.

Schedule

History Upcoming **Setting**

Profile Report Setting

Available Report	Approved Report
<input type="checkbox"/> Report	<input type="checkbox"/> Report
<input type="checkbox"/> ABC1234/Invoice Header Report_ABC	<input type="checkbox"/> RPT115/Daily Invoice Report
<input type="checkbox"/> ALIED001/Sales Analysis Report	<input type="checkbox"/> RPT211B/AR Statement of Account
<input type="checkbox"/> ALLIED10.2/Monthly Sales Analysis Report (By TC)	<input type="checkbox"/> RPT270/Daily Transaction Listing (Invoice Detail)
<input type="checkbox"/> AQ1506/GL AP Ageing Report	
<input type="checkbox"/> AQ1506d/GL AP Ageing Report	
<input type="checkbox"/> AQ23101901/GL AP Ageing Report	
<input type="checkbox"/> AQ538/Detail General Ledger Account	

Save

Trusted Email Setting

TC Email

Email
<input type="checkbox"/> iqbali@sabretrn.co.id
<input type="checkbox"/> Iwanj@sabretrn.co.id
<input type="checkbox"/> triastina.g@sabretrn.co.id
<input type="checkbox"/> wawan@sabretrn.co.id
<input type="checkbox"/> abdullah.sajad@sabretrn.co.id
<input type="checkbox"/> aditya.s@sabretrn.co.id
<input type="checkbox"/> ahsan.sirdinul@sabretrn.com.nk

Trusted Email

Email
<input type="checkbox"/> Aqilah.Hasan@sabre.com
<input type="checkbox"/> Arun.Assirvatham@sabre.com
<input type="checkbox"/> Asmailla.Hashim@sabre.com
<input type="checkbox"/> azreen.azhar@sabre.com
<input type="checkbox"/> hasni.cheabdullah@sabre.com
<input type="checkbox"/> Shanicce.Siaufung@sabre.com

Save

Trusted Domain Setting

TC Email Domain

Domain
<input type="checkbox"/> gmail.com

Trusted Domain

Domain
<input type="checkbox"/> sabre.com

Add

You can also set up the email footer for disclaimer maintenance.

Email Content

This email is intended only for the use of the party to which it is addressed and may contain information that is privileged, confidential, or protected by law. If you are not the intended recipient, you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify me immediately by replying to the message and deleting it from your computer.

Note: The content will be appended to the end of schedule email.



PowerSuite Cloud

Easy | Robust | Productive

Go to the respective Report and select the Report generated by the profile.

The screenshot shows the PowerSuite Cloud interface. On the left, there is a sidebar with a menu icon, a home icon, and a report title "RPT115 - Daily Invoice Report". Below the title, there is a status bar indicating "TC Group Control is applied." and a row of icons for "Preview", "Excel", "PDF", "Word", "Chart", and "Schedule". The main content area is titled "Searching Criteria" and contains a table with one row: "Invoice Date" in the first column, "Between" in the second column, and "This Month" in the third column. On the right, a "Schedule Report Setting" dialog box is open. It has a "Schedule Name (-)" field and an "Export Type" dropdown set to "PDF". Below these, there is a "Run As User" field with the value "jancy". There are three checkboxes: "Is Active" (checked), "Report By Profile" (checked and highlighted with a red box), and "Schedule Email" (checked).



PowerSuite Cloud

Easy | Robust | Productive

14. Generation of Credit Card Transactions Listing in Excel for Reconciliation – PowerSuite has been enhanced to allow users to generate the credit card transactions listing in an Excel file for review before confirmation of reconciliation.

Select the credit card transactions and added to the listing. Click the "Excel" icon.

The screenshot shows a web interface with a table titled 'Credit Card Payment Listing'. The table contains 5 rows of transaction data. At the top right of the table area, there is a search bar and a green 'Excel' button. Below the table, there are navigation controls for 'PREVIOUS' and 'NEXT'.

Document No.	Receipt Seq No	Sequence No	Document Type	Booking No.	Payment Reference	Currency	Receipt amount	Base ROC Amount	Card No.	Card Type	Merchant No.	Merchant Fee	GST	Profile No	Profile Name	Document Date
1 ST0000000191	01	0	BS	S00000001230		SGD	290.00	290.00	5432	Visa	123	5.80	0.00	AQ0010	PUBLIC TRAVEL	18OCT23
2 DP0000000053		0	D		TEST	SGD	200.00	200.00	2568	Visa	123	6.00	0.00	ASMA01	ASMA TEST PROFILE	17SEP21
3 INV000000968	01	0	FS	S0000000969		SGD	100.00	100.00	0000	Visa	123	2.00	0.00	CHTAN10001	TAN CHEE HONG	24MAR23
4 ST0000000061	01	0	BS	S0000000728	ABC	SGD	1,050.00	1,050.00	0000	Visa	123	21.00	0.00	COMTWO	COMPANY TWO	06APR22
5 INV000000361	01	0	FS	S0000000645	Card - Visa test	SGD	1,124.00	1,124.00	1008	Visa	123	22.48	0.00	KUL0010002	SHANICE GOH	25JAN22

The selected records will be generated in Excel format for review.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Document No.	Receipt Seq No	Sequence No	Document Type	Booking No.	Payment Reference	Currency	Receipt amount	Base ROC Amount	Card No.	Card Type	Merchant No.	Merchant Fee	GST
1	ST0000000191	01	0	BS	S00000001230		SGD	290.00	290.00	5432	Visa	123	5.80	0.00
2	DP0000000053		0	D		TEST	SGD	200.00	200.00	2568	Visa	123	6.00	0.00
3	INV000000968	01	0	FS	S0000000969		SGD	100.00	100.00	0000	Visa	123	2.00	0.00
4	ST0000000061	01	0	BS	S0000000728	ABC	SGD	1,050.00	1,050.00	0000	Visa	123	21.00	0.00
5	INV000000361	01	0	FS	S0000000645	Card - Visa test	SGD	1,124.00	1,124.00	1008	Visa	123	22.48	0.00

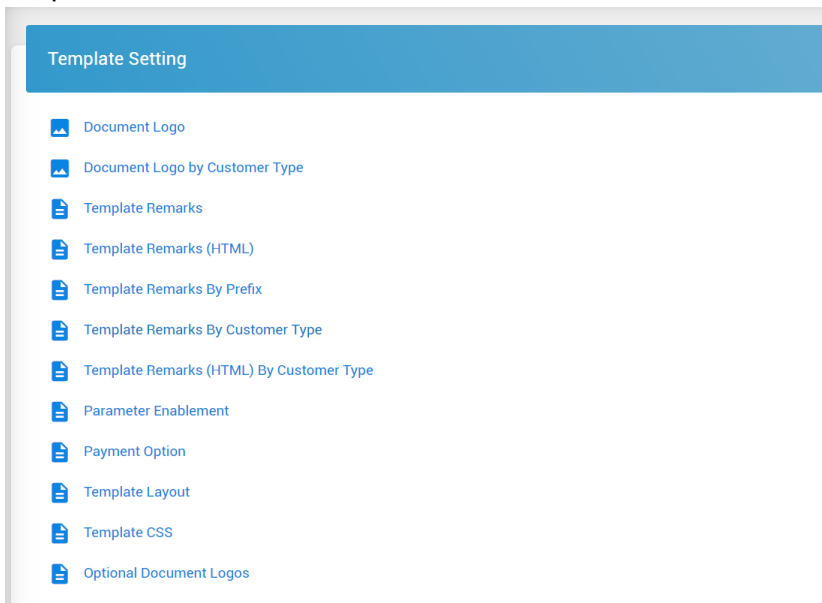


PowerSuite Cloud

Easy | Robust | Productive

15. **Flexibility in Document Template Setting** – PowerSuite has been enhanced to allow users to customize various document templates, including logo, remarks, layout, and the service content to be shown.

You can go to System Setting > Template Setting. It is the area for the user to customize the template.



We have gone through the parameter enablement setting for user to customize the service content in the last product updates. We now focus on other template settings.



PowerSuite Cloud

Easy | Robust | Productive

Template Layout

You can select the margin and paper size for different document types.

Template Layout

Document Type: Invoice

Page Size: System Default

Width: 210.00 mm Height: 297.00 mm

Orientation: Portrait Landscape

Page Margin: Default Custom

Top: 5.00

Left: 13.00

Right: 13.00

Bottom: 20.00

Page Width (mm)

Page Height (mm)

Top Margin (mm)

Left Margin (mm)

Right Margin (mm)

Bottom Margin (mm)

Footer message (HTML)

Footer message Margin (Bottom): 0 mm

* Effective only when footer message is specified



PowerSuite Cloud

Easy | Robust | Productive

Template CSS

Currently, the CSS setting applies to the header section of the Invoice type, allowing users to set up the layout and margin of the invoice.

Template CSS

Document Type: Invoice

```
.header_left_box {  
width: 60%;  
}  
.header_right_box {  
width: 40%;  
}  
.header_right_box_label {  
width: 40%;  
}  
.header_right_box_value {  
width: 60%;  
}
```

Template Remarks

Users can set up remarks for different document types. If you want to have rich formatting in remarks, please use the HTML setting, which allows you to have formatting, colour, and hyperlinks of the remarks.

Document Remark (HTML)

Footnotes

Name: Footnotes Use for

Code: Invoice Footer Remarks 1

Remark

File Edit View Insert Format Tools Table Help

← ↻ B I U ↵ Helvetica 14pt Paragraph

Have a safe trip!

Call our [24 hours helpdesk](#) if you need help!

Don't hesitate to get in touch with the [Sabre MBO team](#) if you have any questions.