

# What's New in PowerSuite?

## PowerSuite New Functions Highlights – 30<sup>th</sup> June

1. To facilitate travel consultants to locate booking orders quickly, “**Supplier Reference**” has been added in the Booking Folder > Service > Cost section

The screenshot shows the 'Cost' section of the PowerSuite interface. The 'Supplier Reference' field is highlighted with a red box, containing the value 'HTL290621'. Other fields include Supplier (HTLCEN), Supplier Due (30JUN21), Charge Type (Chargeable), Currency (AUD), Cost (500.00), Commission (10.000000%), Tax (0.00), Total Room Night(s) (7), GST (0.000000%), Total Cost (AUD) (450.00), FOC (0), Absorb GST (checked), Staff Commission (0.00), and TC ID (jancy/Jancy Leung).

You can search Booking Folder with “**Supplier Reference**” in Booking Folder Search

The screenshot shows the 'Order Search' interface. The search field contains 'HTL290621' and is highlighted with a red box. The search results table shows one entry with TCID 'jancy', Status 'Active', Order Date '29JUN21', Order No. 'S00000001832', Destination 'HKG', Trip Date '11SEP21', Customer Name 'CLARK STELLA', and Passenger Name 'CLARK/STELLA MS'. The interface also includes filters for Type of Date, From, To, Status, User, and Product, and a table with columns for TCID, Status, Order Date, Order No., Destination, Trip Date, Customer Name, Passenger Name, and Description.

# What's New in PowerSuite?

2. To facilitate travel consultants to manage prepayment, we have added “**Supplier Reference**” and deleted the Form of Payment in Prepayment. Travel consultants just required to input the prepayment amount.

Issue Prepayment - SO0000001832 (jancy) - CLARK STELLA

No. HTLCEN Name HOTEL BOOKING CENTRE

Type AP Deposit  Split

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

<input type="checkbox"/>	Supplier	Service	Description	Supplier Reference	Cost Amount	Supplier Due
<input checked="" type="checkbox"/>	HTLCEN	Hotel - 60	SHERATON HONG KONG(HKG) 1 X DELUXE SINGLE Date: 11SEP21 - 18SEP21	HTL290621	AUD 450.01	30Jun21

Prepayment amount AUD 200.00

“**Supplier Reference**” has been added in the Prepayment Request Note

Prepayment - DX0000000308 (jancy) - HOTEL BOOKING CENTRE - Raised

Prepayment - DX0000000308 (jancy) - HOTEL BOOKING CENTRE - Raised

1 of 1

**XML TRAVEL PTY LTD**  
GROUND FLOOR, 182 CAPEL STREET, SYDNEY  
Tel: +65 3256 9865 | Email: bookings@xmltrvl.com | ABN # 1286222133

**Prepayment Request Note**

Prepayment No. :	DX0000000308		
Prepayment Amount :	AUD	\$200.00	Date : 29-JUN-2021
Total Cost Incl. GST :	AUD	\$450.00	Booking Ref. : SO0000001832
Supplier No. :	HTLCEN	Supplier Reference :	HTL290621
Supplier Name :	HOTEL BOOKING CENTRE	Supplier Due :	30-JUN-2021
Remark :	Hotel - 60 SHERATON HONG KONG(HKG) 1 X DELUXE SINGLE Date: 11SEP21 - 18SEP21		
Prepared by :	Jancy Leung		

# What's New in PowerSuite?

Finance team can search the prepayment request with **“Supplier Reference”** in Prepayment Module

**Prepayment** Add

Date: 01JUN20 - 30JUN21 All Group

HTL290621 Search Reset

Status:  Raised  Printed  Paid  Contrasted  Refunded  Transferred  Void

Show 15 entries Filter

Date	Deposit No.	Supplier	Supplier Name	Supplier Reference	Description	Deposit Amount	Balance	TCID	Status
1 29JUN21	<b>DX0000000308</b>	HTLCEN	HOTEL BOOKING CENTRE	<b>HTL290621</b>	SO0000001832/Hotel - 60 SHERATON HONG KONG(HKG) 1 X DELUXE SINGLE Date: 11SEP21 - 18SEP21	200.00	0.00	jancy	<input type="checkbox"/>

Showing 1 to 1 of 1 entries FIRST PREV 1 NEXT LAST

**“Supplier Reference”** will be shown in the prepayment request

Prepayment - DX0000000308 Booking No. Options Save

Type: DX Status: Printed

**Supplier Details**

Supplier No. HTLCEN Supplier Name HOTEL BOOKING CENTRE  Deposit on Costing Costing No. S00000001832  
Billing Amount AUD 450.00  Deposit on Booking

**Deposit Details**

Deposit Amount 200.00 Exchange Rate AUD Supplier Reference **HTL290621**  
Base Amount 200.00 Available Amount 0.00  
Description Hotel - 60 SHERATON HONG KONG(HKG) 1 X DELUXE SINGLE Date: 11SEP21 - 18SEP21

Payment Date Form of Payment  
Create Date 29JUN21 Print Date 29JUN21

# What's New in PowerSuite?

“Supplier Reference” has been added in the Payment module

The screenshot shows the 'Payment (jancy)' interface. At the top, there are fields for 'Payment Date' (29JUN21), 'Type' (Payment), 'Supplier No.' (HTLCEN), and 'Payee Name' (HOTEL BOOKING CENTRE). Below this is a 'Document' section with a table. The table has columns: Doc. No., Date, Reference, Supplier Inv.No./Ref., Pax Name, Outstanding Amount, and Pay Amount. The 'Supplier Inv.No./Ref.' field for the first row is highlighted with a red box. Below the table is a 'Form of Payment' section showing 'Cash' for 'AUD' with an amount of '200.00'.

Doc. No.	Date	Reference	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	Pay Amount
1	29JUN21	S00000001832	HTL290621	CLARK/STELLA MS	AUD 200.00	200.00
Total Amount					AUD 200.00	200.00

3. To facilitate the finance team to locate the booking records in the payment module, you can easily use “Supplier Reference” to search for the bookings for supplier payment.

The screenshot shows the same 'Payment (jancy)' interface as above, but with a search dialog box open. The dialog box is titled 'Search Costing for payment' and has a search bar containing 'HTL290621'. Below the search bar, there are checkboxes for 'Invoiced' and 'Settled', and a field for 'Supp. No. HTLCEN'. The search results are displayed in a table with columns: Date, Doc. No., Reference no., Supplier Inv.No./Ref., Pax Name, Outstanding Amount, and TCID. The first row shows '29JUN21', 'S00000001832', 'HTL290621', 'CLARK/STELLA MS', 'AUD 450.00', and 'jancy'. The dialog box also includes a 'Total' row showing 'Total AUD 0.00' and navigation buttons like 'FIRST', 'PREV', 'NEXT', and 'LAST'.

Date	Doc. No.	Reference no.	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	TCID
29JUN21	S00000001832		HTL290621	CLARK/STELLA MS	AUD 450.00	jancy
Total					AUD 0.00	

# What's New in PowerSuite?

- To streamline the payment process, we enhance the payment module that allows the finance team to amend costing while processing payment.

**Payment (jancy)** Options ▾ Proceed

Payment Date: 30JUN21    Type: Payment

Supplier No.: TKTWHO    Name: TICKET WHOLESALER    Payee Name: TICKET WHOLESALER

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**Document** Add

Doc. No.	Date	Reference	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	Pay Amount
1	30JUN21	S00000001834 (DFXGNG)		CLARK/STELLA MS	AUD 1,750.00	1,750.00
<b>Total Amount</b>					AUD 1,750.00	1,750.00

Form of Payment

Direct Deposit    AUD    1,750.00    Trust/TRUST ACCOUNT    Account No. +

Click on the Cost amount. You can adjust the Cost and Commission according to the Supplier Statement or Supplier Invoice.

In this example, I've adjusted the commission amount. Click Save.

**Cost Amendment** × Proceed

No.	Description	QTY		Cost / Published Rate	Commission	Tax	GST	Total Cost
1	Int'l Air Ticket - WHOLESALER	1	AUD	1,520.00	20.00	250.00	0.00	1,750.00
<b>Adjusted Amount</b>				1,520.00	10.00	250.00	0.00	1,760.00

Save Close

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Doc. No.	Date	Reference	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	Pay Amount
1	30JUN21	S00000001834 (DFXGNG)		CLARK/STELLA MS	AUD 1,750.00	1,750.00
<b>Total Amount</b>					AUD 1,750.00	1,750.00

# What's New in PowerSuite?

PowerSuite updated the payment amount. You can select the Form of Payment to proceed with the payment.

**Payment (jancy)** Options Proceed

Payment Date: 30JUN21    Type: Payment

Supplier No.: TKTWHO    Name: TICKET WHOLESALER    Payee Name: TICKET WHOLESALER

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**Document** Add

Doc. No.	Date	Reference	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	Pay Amount
1	30JUN21	SO0000001834 (DFXGNG)		CLARK/STELLA MS	AUD 1,760.00	1,760.00
Total Amount					AUD 1,760.00	1,760.00

The adjusted amount will be reflected in the Cost section of the Service in Booking Folder.

**Cost**

Supplier: TKTWHO    Supplier Due: 10JUN21

Charge Type: Chargeable    Supplier Reference:

Currency: AUD @ 1.000000

Published Rate: 1,520.00

Commission: 0.657895 %    **10.00**     Net with comm.     Net without comm.

Nett Rate: 1,510.00

Tax: 250.00

Total (Unit): 1,760.00

Quantity: 1    FOC: 0

GST: 0.000000 %    0.00     Absorb GST    Amend

Total Cost (AUD): 1,760.00    Staff Commission: 0.00    TC ID: jancy/Jancy Leung

# What's New in PowerSuite?

- The corporate team associates cost centres with different corporate travellers by selecting the cost centre descriptions in the drop-down box that shows both cost centre codes and descriptions.

Customer Profile > Billing > Cost Centre

**Personal Profile - ABCTEC0001 (LEUNG SHU LING)**

Cust. No. ABCTEC 0001 Company ABC TECHNOLOGY LIMITED [Active](#) [Dependent](#)

Surname LEUNG Given Name SHU LING MS F

Middle Name MIDDLE Team ID SYS/ Sales ID amy/Amy

**Client Specified Data Elements**

Mandatory	Original Name	PowerSuite Label	Field Type	Field Length	Editable	Default Value
1	Header					
2 <input type="checkbox"/>	Account No.		Alphanumeric	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 <input checked="" type="checkbox"/>	Cost Centre		Alphanumeric	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 <input checked="" type="checkbox"/>	Department		Alphanumeric	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 <input checked="" type="checkbox"/>	Employee No.		Alphanumeric	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cost Centre dropdown options: S/Sales, F/Finance, M/Marketing, S/Sales

Issue Invoice > User Cost Centre Address > Cost Centre Selection

**Issue Invoice - S00000001831 (Jancy) - MORGAN LILY**

Customer No. ABCTEC0008 Name MORGAN LILY [CREDIT INFORMATION](#)  Bill Company ABC TECHNOLOGY LIMITED

Type Sales Invoice  Split  Use Cost Centre Address

Cost Centre SALES|

Cost Centre dropdown options: FINANCE/Finance, MARKETING/Marketing, SALES/Sales

Service	Description	
<input checked="" type="checkbox"/> Hotel - 60	SHERATON HONG KONG(HKG) 1 X DELUXE SINGLE Date: 11SEP21 - 18SEP21	AUD 710.00

# What's New in PowerSuite?

- 6. To streamline new customer profile creation, we have enhanced the system to create customer profiles directly from the Booking Folder.

Click on the Pax detail icon


Order - SO0000001835 (Jancy) - . - Quoted

Order Type: Booking Order | Trip Date: 11AUG21  
Booking Type: Retail | Customer No.: RETAIL  
Sales ID: mary/Mary | Your Ref.:  
Campaign:

Contact

Name: Surname | Given Name | Title | Email | Email

REMARKS | BILLING INFO | CREDIT CARD | UPLOAD FILES | MESSAGE | TASK

Pax	PTC	Passenger Name	Lead Pax
1	ADT	SMITH/WILSON MR	<input type="checkbox"/> 

Input the Traveler details – gender, birthday, contact & travel documents. Click “Create Profile”

PowerSuite will also capture the traveller details that manually input in Sabre PNR and present in Pax Details. You can add additional profile information and click “Create Profile.”

Pax Details

Pax 1

MR | SMITH | WILSON | Amend | **Create Profile** | ADT

Personal | Travel Documents

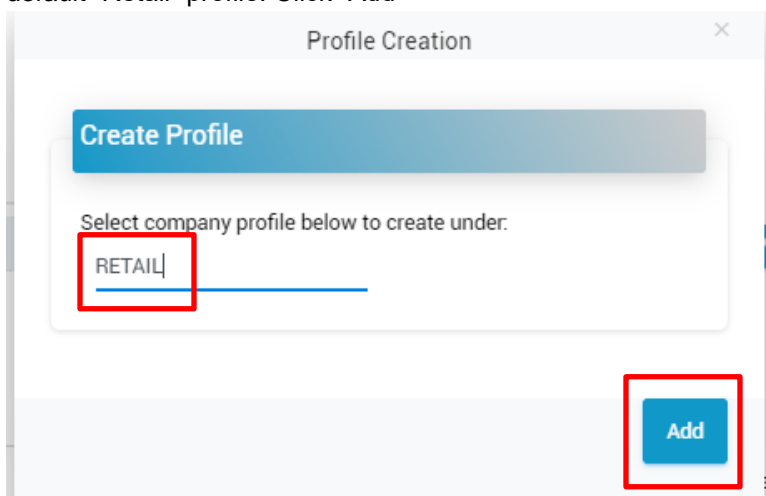
Gender: M | Birthday: 27AUG1980 | Age: 40  
Mobile: 9552455 | Home Tel.: | Office Tel.:  
Email: wilson@gmail.com | Fax: |  
Emergency Contact: Name | Email | Remarks  
Mobile: | Office Tel.:

Save



# What's New in PowerSuite?

Input the company profile ID that the traveller associated. For retail customers, you should select the default "Retail" profile. Click "Add"



Profile Creation

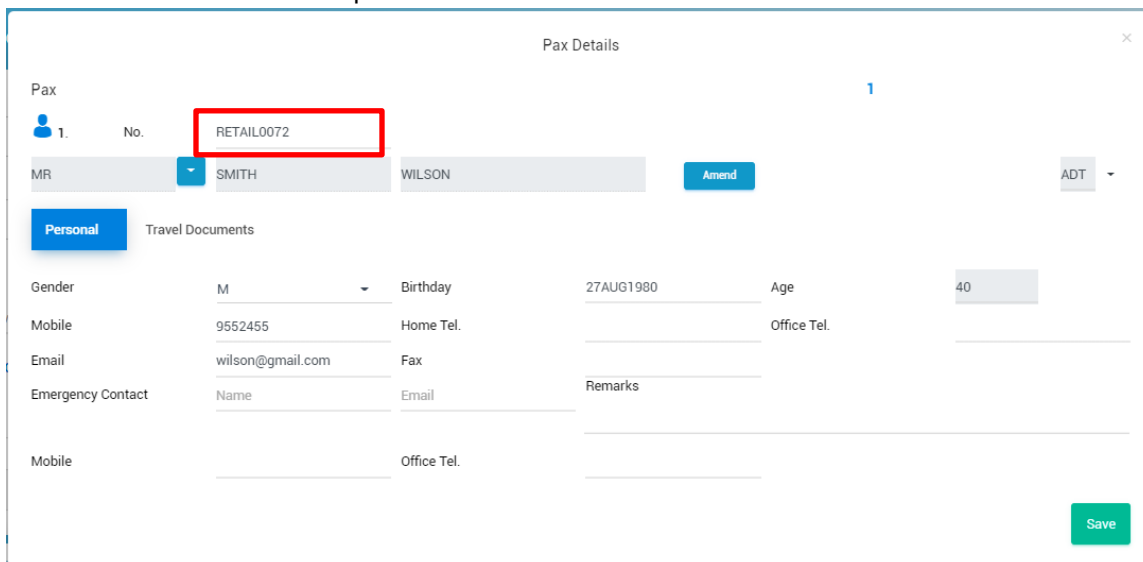
Create Profile

Select company profile below to create under:

RETAIL

Add

PowerSuite will create a new profile with customer no.



Pax Details

Pax 1

No. RETAIL0072

MR SMITH WILSON Amend ADT

Personal Travel Documents

Gender M Birthday 27AUG1980 Age 40

Mobile 9552455 Home Tel. Office Tel.

Email wilson@gmail.com Fax

Emergency Contact Name Email Remarks

Mobile Office Tel.

Save

# What's New in PowerSuite?

Optional - You may change the customer no. in the Booking Folder to the newly created profile ID

Order - SO0000001835 (jancy) - SMITH WILSON MR - Quoted

Order Type	Booking Order	Trip Date	11 AUG21	Trip Deadline	
Booking Type	Retail	Customer No.	smith	Name	SMITH WILSON
Sales ID	mary/Mary	Your Ref.	ABCTEC0006 SMITH PETER ABCTEC0009 SMITH IVY RETAIL0006 SMITH ROBERT RETAIL0046 SMITH JOHN RETAIL0051 SMITH PAUL RETAIL0069 SMITH PETER RETAIL0072 SMITH WILSON		
Campaign					
Contact					

The newly created personal profile with gender, birthday, contact & travel documents information.

Personal Profile - RETAIL0072(SMITH WILSON) Options Save

Cust. No. RETAIL 0072 Company Active Dependent

Surname SMITH Given Name WILSON MR M ADT/Adul

Middle Name Team ID Sales ID

**Main**

Customer Type Cust. Category Trade Group  TC Profile

Tag + Add

<b>Contact 1</b>	<b>Passenger</b>
Surname	Surname SMITH
Given Name	Given Name WILSON
Title	Title MR
Office Tel. Ext.	Office Tel. Ext.
Home Tel.	Home Tel.
Mobile	Mobile 9552455
Fax	Fax
Job Title Role	Job Title Role
Email	Email wilson@gmail.com

# What's New in PowerSuite?

7. A new system table category – “Cruise” has been added. You can now access the Cruise related system tables – Cruise Type, Cruise Company, Seaport Code, Ship Name under the “Cruise” category.

### System Table Search

Category: **Cruise**  Search Reset

Show 15 entries Filter

System Table	Category
1 <a href="#">Cabin Type Maintenance</a>	Cruise
2 <a href="#">Cruise Company Maintenance</a>	Cruise
3 <a href="#">Seaport Code Maintenance</a>	Cruise
4 <a href="#">Ship Name Maintenance</a>	Cruise

Showing 1 to 4 of 4 entries FIRST PREV 1 NEXT LAST

You can select the pre-defined Cruise Type, Cruise Company, Seaport Code, Ship Name in the Cruise service in Booking Folder.

### Details

Voyage Name	SG Cruise Package		
Cruise Co.	Costa Cruises	Ship Name	Coata Voyager <span>Ship No.</span>
Embark Date	15DEC21 <span>Time</span>	Embark	SIN/Singapore
Disembark Date	17DEC21 <span>Time</span>	Disembark	SIN/Singapore
Duration	3 days	Cabin Type	Balcony <input type="text" value="Cabin No. 121"/>
Booking Ref.	Status		

Please contact [anzsupport@xmlhk.com](mailto:anzsupport@xmlhk.com) if you require further assistance.