

What's New in PowerSuite?

PowerSuite New Functions Highlights – 17th February 2022

1. **Enhanced Hotel Service Mark-up** – PowerSuite has enhanced the hotel service mark-up feature. Agents can now input the cost and mark-up. PowerSuite will auto-calculate the selling price.

Hotel Service Mark-up can be found in the service segment:

Details

City HKG Hotel Name
Check-in Date/Time 08NOV22 / Same day
Check-out Date/Time 12NOV22 /
No. of Room(s) 1 Room Type
Meals Other Services
Address 20 Nathan Rd, Tsim Sha Tsui

Hotel Rate Breakdown

Lump Sum

Cost	980.00
Markup	40.00
Price (Include Markup)	1,020.00

OK

What's New in PowerSuite?

2. **Split Invoice** – Sometimes, agents are required to issue invoices with a partial amount for supplier payment. If you are not a fan of “supplier prepayment” workflow, you may need to create multiple costing items with the supplier amount you need to pay.

PowerSuite has been enhanced to streamline your workflow with Split Invoice by amount. You can create a Single costing item and issue multiple payments to the supplier.

This feature applies to agents who do not have supplier prepayment workflow. Please reach our support team anzsupport@xmlhk.com if you want to turn on the Split Invoice feature.

Click “Options” and select Invoice. Select the service item. Click “Part”

Issue Invoice - S00000002027 (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

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

	Service	Description	Sales	Invoice Amount		
1	<input checked="" type="checkbox"/>	International Hotel - 60	SHERATON HONG KONG(HKG) 1 X DELUXE SGL Date: 08NOV22 - 12NOV22	AUD 1,020.00	1,020.00	Part

Cancel Proceed

Input the supplier amount to be paid. Click “OK”

Partially Invoice

	Cost	Markup	Tax	Fee	Total
Balance	980.00	40.00	0.00	0.00	1,020.00
Amount	500	0	0.00	0.00	500.00

OK

What's New in PowerSuite?

Click "Proceed"

Issue Invoice - S0000002027 (jancy) - MORGAN LILY Proceed

Customer No. ABCTEC0008 Name MORGAN LILY CREDIT INFORMATION Bill Company ABC TECHNOLOGY LIMITED

Type Sales Invoice Split Use Cost Centre Address Cost Centre SALES

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

	Service	Description	Sales	Invoice Amount	
1	<input checked="" type="checkbox"/>	International Hotel - 60	SHERATON HONG KONG(HKG) 1 X DELUXE SGL Date: 08NOV22 - 12NOV22	AUD 1,020.00	500.00 Part

Cancel Proceed

An invoice with a partial costing amount will be issued.

Issue Document : [Please select a document](#)

Filter: Show all Invoice Costing Refund Credit Note

Type	Document No.	Status	Date	Amount	Balance	Issue By	
1 Sales Invoice	INV000001425	Printed	14FEB22	AUD 500.00	500.00	jancy	Email Void

You can click "Payment" and proceed with the payment with a partial amount

Description / Itinerary	PNR	Status	Passenger / Ticket/Voucher No.	Supplier / Reference	Qty	Total Sales	Total Invoiced	Total Cost	Total Payment	Refund	Action
1 International Hotel - 60 SHERATON HONG KONG(HKG) 1 X DELUXE SGL Date: 08NOV22 - 12NOV22			MORGAN/LILY MS	HTLCEN	4 AUD	1,020.00	500.00 AUD	835.88	0.00	N	Invoice Deposit Balance Payment

Select the form of payment and click "Proceed."

Payment (jancy) Options Proceed

Payment Date 14FEB22 Type Payment

Supplier No. HTLCEN Name HOTEL BOOKING CENTRE Payee Name HOTEL BOOKING CENTRE

Document Add

Doc. No.	Date	Reference	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	Pay Amount
1 S0000002027	14FEB22		HTLCEN080921	MORGAN/LILY MS	AUD 835.88	500.00
Total Amount					AUD 835.88	500.00

Form of Payment

Direct Deposit AUD 500.00 Trust/TRUST ACCOUNT Account No. +

What's New in PowerSuite?

A payment record will be created. You can repeat the steps to issue an invoice with the payment amount to complete the balance payment to the supplier

Type	Document No.	Paid By/Paid To	Status	Date	Amount	Available	FOP	Issue By
1 Payment	PAY000000778	HOTEL BOOKING CENTRE	Valid	14FEB22	AUD	500.00	- Direct Deposit	jancy

What's New in PowerSuite?

- Batch Processing Documents** – Good news for corporate agents. You can now send the invoice/credit notes by batches in PDF to your corporate customers. It enhances the turnaround time to locate the account receivable documents. PowerSuite intelligence merges the documents into a single PDF file according to the debtor. This function will streamline your corporate customers' reconciliation and accounting process. Happy customers, happy settlement with improved cash flow.

Go to Document. Select Batch Processing Documents. Input the searching criteria to retrieve invoices/credit notes. Click "Search"

Select the invoices/credit notes and click "Add."

The screenshot displays the PowerSuite interface for Batch Processing Documents. The top navigation bar includes tabs for Invoice, Receipt, Costing, Payment Requisition, Payment, Refund, Deposit, Bank Deposit, Credit Note, and Batch Processing Document. The Batch Processing Document tab is active. Below the navigation bar, there are search filters: Document Type (All), Document Date (01DEC21), To (28FEB22), Status (All), and User Group. A search input field contains 'Customer No. ABCTEC' with a placeholder text 'Please input document no., booking no., customer name, customer no., cost centre, pax name, ticket no. or PNR for searching'. A 'Search' button and a 'Reset' button are visible. Below the search filters, there is a legend for Status: Printed (green), Settled (blue), Contrasted (grey), and Refunded (purple). The search results are displayed in a table with columns: Date, Document No., Order No., Customer Name, Customer No., Cost Centre, Amount, Status, and TCID. The table shows 5 entries for ABC TECHNOLOGY LIMITED. The first three entries are selected. An 'Add' button is located at the bottom right of the table.

	Date	Document No.	Order No.	Customer Name	Customer No.	Cost Centre	Amount	Status	TCID	
<input checked="" type="checkbox"/>	14-FEB22	INV000001425	SO0000002027	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	500.00	Printed	jancy
<input checked="" type="checkbox"/>	14-FEB22	INV000001424	SO0000002026	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	500.00	Printed	jancy
<input checked="" type="checkbox"/>	03-JAN22	INV000001416	SO0000001996	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	1,770.00	Printed	jancy
<input type="checkbox"/>	04-JAN22	INV000001415	SO0000001995	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	1,770.00	Settled	jancy
<input type="checkbox"/>	04-JAN22	CNO000000038	SO0000001995	ABC TECHNOLOGY LIMITED	ABCTEC		AUD	1,770.00	Contrasted	jancy

What's New in PowerSuite?

The selected documents will be shown in the section of "Selected Document."

You can either select to generate documents in PDF files or Email. If the debtors are different, you can click "Merge files by billing customer no.", PowerSuite will group the documents by debtor upon file generated.

Click "PDF"

Status: Printed Settled Contrasted Refunded

Show 15 entries Filter

<input type="checkbox"/>	Date	Document No.	Order No.	Customer Name	Customer No.	Cost Centre	Amount	Status	TCID
1	04JAN22	INV000001415	SO0000001995	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD 1,770.00	<input type="checkbox"/>	jancy
2	04JAN22	CN0000000038	SO0000001995	ABC TECHNOLOGY LIMITED	ABCTEC		AUD 1,770.00	<input type="checkbox"/>	jancy

Showing 1 to 2 of 2 entries FIRST PREVIOUS 1 NEXT LAST

[Add](#)

Selected Document

Show 15 entries Filter

	Date	Document No.	Order No.	Customer Name	Customer No.	Cost Centre	Amount	Status	TCID	
1	14FEB22	INV000001425	SO0000002027	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD 500.00	<input checked="" type="checkbox"/>	jancy	
2	14FEB22	INV000001424	SO0000002026	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD 500.00	<input checked="" type="checkbox"/>	jancy	
3	05JAN22	INV000001416	SO0000001996	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD 1,770.00	<input checked="" type="checkbox"/>	jancy	

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

Merge files by billing customer no.

[PDF](#) [Email](#)

What's New in PowerSuite?

The job will be added and pending process. There are different statuses to indicate the process – Pending, Processing, Completed & Failed

The job status is in "Pending". Click ... button to retrieve the documents.

Batch Processing Document

Status: ■ Pending ■ Processing ■ Completed ■ Fail

	Create Date	Created By	Batch No.	Status	Complete Date	Remark
1	16FEB22 10:37 AM	jancy	2	■		

Just in a minute, the job has been completed. Click "Close"

Details

Status: ■ Pending ■ Processing ■ Completed ■ Fail

Show 15 entries

	Document Type	Document No.	Customer No.	Cost Centre	Status	Processing Time	Complete Date	Remark
1	Invoice	INV000001416	ABCTEC	SALES	■	16FEB22 10:38 AM	16FEB22 10:38 AM	
2	Invoice	INV000001424	ABCTEC	SALES	■	16FEB22 10:38 AM	16FEB22 10:38 AM	
3	Invoice	INV000001425	ABCTEC	SALES	■	16FEB22 10:38 AM	16FEB22 10:38 AM	

Showing 1 to 3 of 3 entries

FIRST PREVIOUS 1 NEXT LAST

Close

What's New in PowerSuite?

Click "Job History" Input the criteria to search for the job. Click "Download"

Batch Processing Document Job History

Create Date: 16FEB22 To: 28FEB22 Status: All User: Individual

Customer No. Please input document no., batch no., cost centre searching

[Search](#) [Reset](#)

Status: ■ Pending ■ Processing ■ Completed ■ Fail

Show 15 entries Filter

	Create Date	Created By	Batch No.	Status	Complete Date	Remark
1	16FEB22 10:37 AM	jancy	2	■	16FEB22 10:38 AM	Download
2	16FEB22 10:08 AM	jancy	1	■	16FEB22 10:10 AM	Download

Showing 1 to 2 of 2 entries FIRST PREVIOUS 1 NEXT LAST

Zip file will be downloaded. Open the Zip file to retrieve the PDF file.

Documents_Batch...zip

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
ABC TEC-Combined-BatchNo2	Chrome HTML Document	112 KB	No	133 KB	16%	2/16/2022 10:46 AM

What's New in PowerSuite?

The selected documents will be generated in single PDF file.


ABCTEC-Combined-BatchNo2.pdf | 1 / 6 | 100% | [Icons]

Thumbnail 1

Thumbnail 2

Thumbnail 3

Thumbnail 4



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 Tel: +65 3256 9865 | Email: bookings@xmltrvl.com | ABN # 1206222133

TAX INVOICE - INV1416

To: ABC TECHNOLOGY LIMITED SALES COST CENTRE ADDRESS 1 SALES COST CENTRE ADDRESS 2 SALES COST CENTRE ADDRESS 3	Issue Date: 05-JAN-22 Booking No.: SO1996 Due Date: 14-JAN-22 Consultant: Jancy Leung Email: jancy@xmlhk.com Phone: 28308301 Departure Date: 08-NOV-21
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Thank you for your booking!

Booking References

Cost Centre	SALES
Account No.	ABN00001
Department	SALES
Employee No.	S14235
Job Title	SALES MANAGER

Passenger(s)

1. MORGAN/LILY MS

Description	Unit Fare	Tax	Qty	GST	Amount
1 Domestic Air Ticket - BSP CATHAY PACIFIC AIRWAYS Itinerary: SYDNEY/HONG KONG/SYDNEY Departure Date/Time: 08NOV21 0200 Airline PNR: POWEWR Passenger(s): MORGAN/LILY MS	\$1,520.00	\$250.00	1	\$160.91	\$1,770.00
Total	\$1,520.00	\$250.00		\$160.91	
E. & O.E.		GST		AUD	\$160.91
		Total Includes GST		AUD	
		Less Amount Received		AUD	
		Balance Pay Online			<u>\$1,770.00</u>

Remarks

What's New in PowerSuite?

If you need to send the selected documents to the customer, click "Email". You can also select "Merge files by customer no." The selected documents will be grouped into a single PDF file.

Status: ■ Printed ■ Settled ■ Contrasted ■ Refunded

Show 15 entries Filter

<input type="checkbox"/>	Date	Document No.	Order No.	Customer Name	Customer No.	Cost Centre	Amount	Status	TCID
1 <input type="checkbox"/>	05JAN22	INV000001416	SO0000001996	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	1,770.00	■ jancy
2 <input type="checkbox"/>	04JAN22	INV000001415	SO0000001995	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	1,770.00	■ jancy
3 <input type="checkbox"/>	04JAN22	CN0000000038	SO0000001995	ABC TECHNOLOGY LIMITED	ABCTEC		AUD	1,770.00	■ jancy

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

[Add](#)

Selected Document

Show 15 entries Filter

<input type="checkbox"/>	Date	Document No.	Order No.	Customer Name	Customer No.	Cost Centre	Amount	Status	TCID	
1 <input type="checkbox"/>	14FEB22	INV000001425	SO0000002027	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	500.00	■ jancy	
2 <input type="checkbox"/>	14FEB22	INV000001424	SO0000002026	ABC TECHNOLOGY LIMITED	ABCTEC	SALES	AUD	500.00	■ jancy	

Showing 1 to 2 of 2 entries FIRST PREVIOUS **1** NEXT LAST

Merge files by billing customer no.

[PDF](#) [Email](#)

Input the email subject and content. Click "Send"

Email ×

Subject: Invoice batch Feb 22

Send to: Jancy Leung jancy@xmlhk.com

Name Email

Name Email

Cc. (TC): _____

Cc.: Email

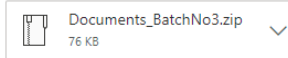
Bcc.: Email

Message: Please refer to the attached batch of Feb invoices.]

What's New in PowerSuite?

The customer will receive the selected documents by email in a minute.

To: Jancy Leung




Please refer to the attached batch of Feb invoices.


[Reply](#) | [Forward](#)

The customer can download and open the Zip file and retrieve the PDF file with a batch of invoices.


ABCTEC-Combined-BatchNo3.pdf
1 / 4 | 100% +




1




2



3



4



XML TRAVEL PTY LTD
YOUR TRAVEL PARTNER

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TAX INVOICE - INV1424

To: ABC TECHNOLOGY LIMITED SALES COST CENTRE ADDRESS 1 SALES COST CENTRE ADDRESS 2 SALES COST CENTRE ADDRESS 3	Issue Date: 14-FEB-22 Booking No.: SO2026 Due Date: 24-FEB-22 Consultant: Jancy Leung Email: jancy@xmlhk.com Phone: 28308301 Departure Date: 08-NOV-22
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Thank you for your booking!

Booking References

Cost Centre	SALES
Account No.	ABN00001
Department	SALES
Employee No.	S14235
Job Title	SALES MANAGER

Passenger(s)

1. MORGAN/LILY MS

Description	Unit Fare	Tax	Qty	GST	Amount
1 Int'l Air Ticket - WHOLESALER CATHAY PACIFIC AIRWAYS Itinerary: SYDNEY/HONG KONG/SYDNEY Departure Date/Time: 08NOV22 0200 Airline PNR: POWEWR Passenger(s): MORGAN/LILY MS	\$500.00		1		\$500.00
Total	\$500.00			\$0.00	
E. & O.E.		GST		AUD	\$0.00
		Total Includes GST		AUD	
		Less Amount Received		AUD	
		Balance Pay Online			\$500.00

Remarks

What's New in PowerSuite?

- Receipt Notification** –When a customer has made a payment via the Pay Online link in a client statement or invoice, agents have had difficulty knowing this and previously have had to check with the customer by phone/email to keep track of the payment status.

PowerSuite has been enhanced to give agents a better view of payment process. The notification applies to both Mint Payment and TravelPay integration.

Upon the customer paying the transaction online via the Client Statement / Invoice, a notification will be sent to the travel consultant in the "My Task" module.

in regard to entry to that country.

Total	\$5,460.00	\$324.00	\$0.00
	GST	AUD	\$0.00
	Total Includes GST	AUD	
	Less Amount Received	AUD	
	Balance		

Payment Plan

CLARK/STELLA MS - ADT

Type	Date	Currency	Amount	
Deposit	23-FEB-2022	AUD	\$500.00	Pay Online Deposit for the trip
Balance	01-MAR-2022	AUD	\$2,392.00	Pay Online Balance for the trip

CHUNG/PETER MR - ADT

Type	Date	Currency	Amount	
Deposit	23-FEB-2022	AUD	\$500.00	Pay Online Deposit for the trip
Balance	01-MAR-2022	AUD	\$2,392.00	Pay Online Balance for the trip

What's New in PowerSuite?

The payment creation date, booking folder no. and a message of “payment has been received” will be shown.

The screenshot displays the 'My Task' section of the PowerSuite interface. At the top, there are navigation tabs for 'Outstanding Order', 'Deadline Reminder', 'My Task', and 'Pending PNR'. Below the tabs, there are filters for 'Date' (13FEB22), 'To' (16MAR22), and 'Unread, Read'. A search bar is present with a search button and a reset button. The main content area shows a table with one entry:

Due Date	Created By	Type	Subject	Message	Status	Doc. No.	Action
13FEB22	online	Task	Payment	Payment has been received - DP0000000521	Unread	S00000002020	

Please get in touch with anzsupport@xmlhk.com if you have any questions.