What's New in PowerSuite?
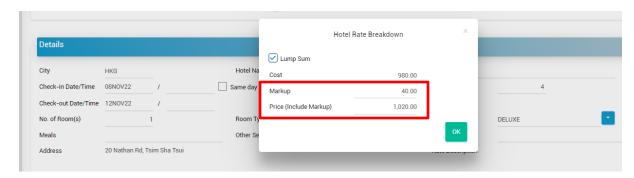
PowerSuite New Functions Highlights – 17th February 2022

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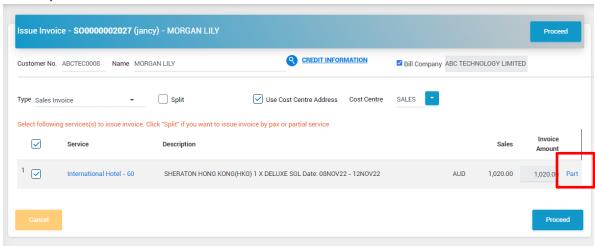
   Hotel Service Mark-up can be found in the service segment:

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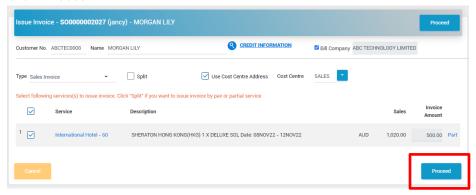
   This feature applies to agents who do not have supplier prepayment workflow. Please reach our support team anzsupport@xmlhk.com if you want to turn on the Split Invoice feature.

   Click "Options" and select Invoice. Select the service item. Click "Part"

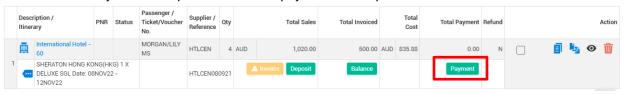   Input the supplier amount to be paid. Click "OK"

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Click "Proceed"
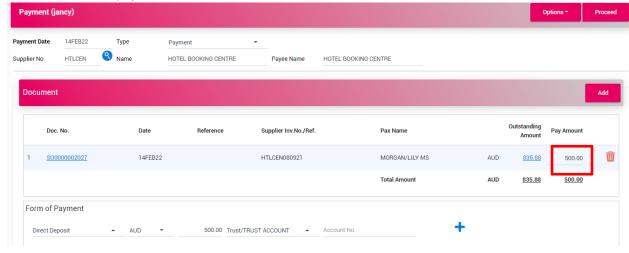

An invoice with a partial costing amount will be issued.
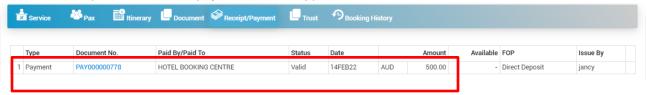

You can click "Payment" and proceed with the payment with a partial amount

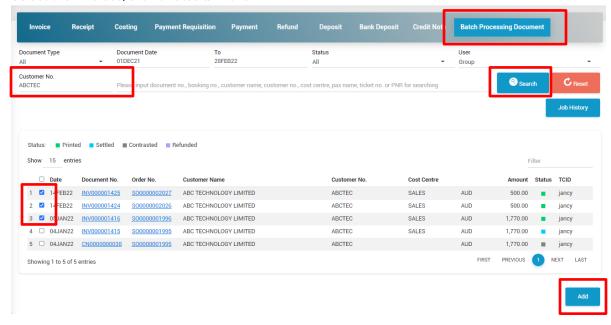Select the form of payment and click "Proceed."

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

3. **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.
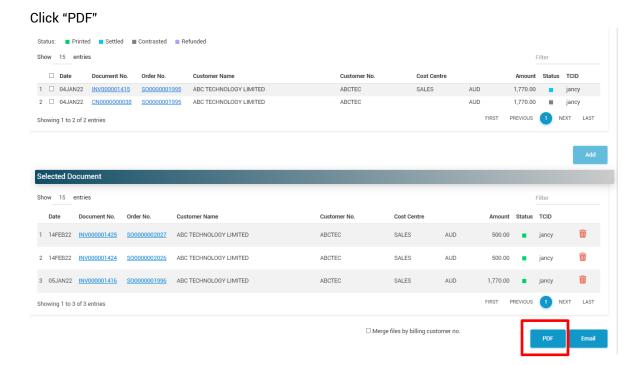
Go to Document. Select Batch Processing Documents. Input the searching criteria to retrieve invoices/credit notes. Click "Search"

Select the invoices/credit notes and click "Add."
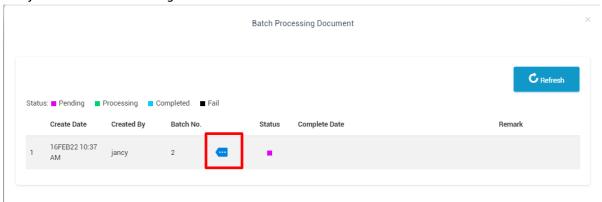
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The selected documents will be shown in the section of "Selected Document."

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.
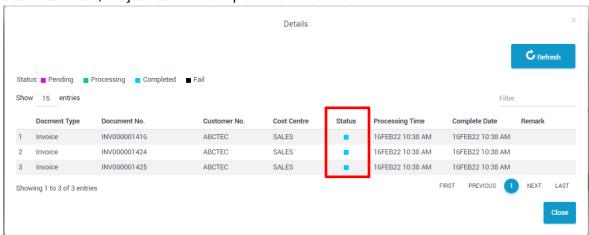
Click "PDF"

The job will be added and pending process. There are different statuses to indicate the process – Pending, Processing, Completed & Failed
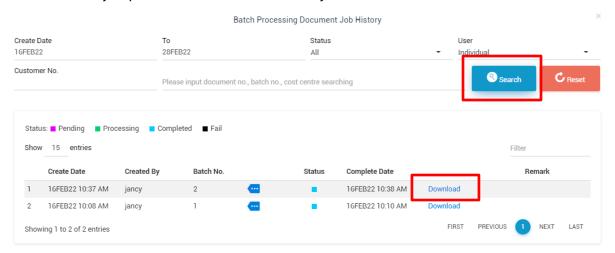
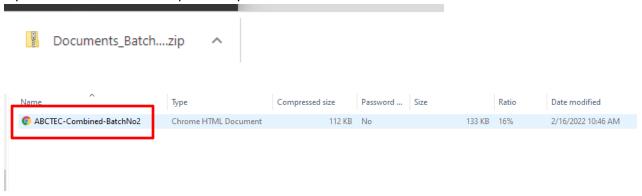The job status is in "Pending". Click … button to retrieve the documents.

Just in a minute, the job has been completed. Click "Close"
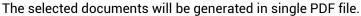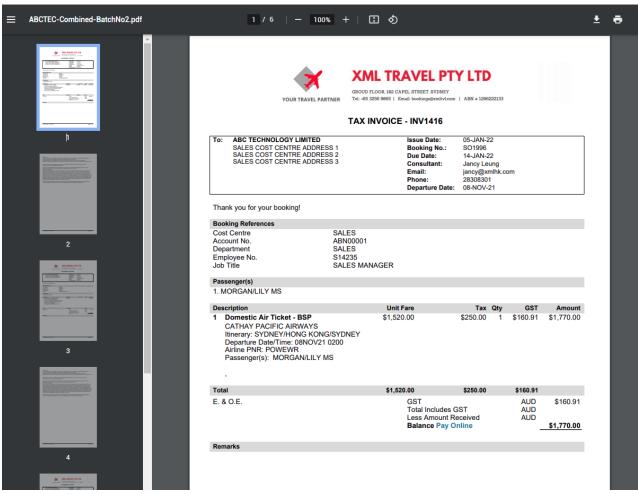
Click "Job History" Input the criteria to search for the job. Click "Download"

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

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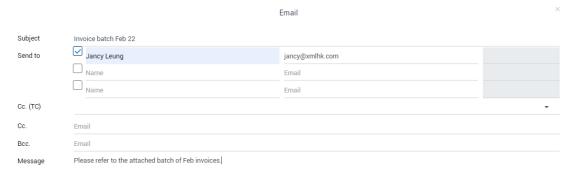The selected documents will be generated in single PDF file.

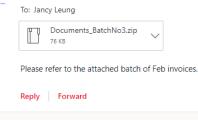If you need to send the selected documents to the customer, click "Email". You can also select "Merge files by customer no." The selected documents will be grouped into a single PDF file.
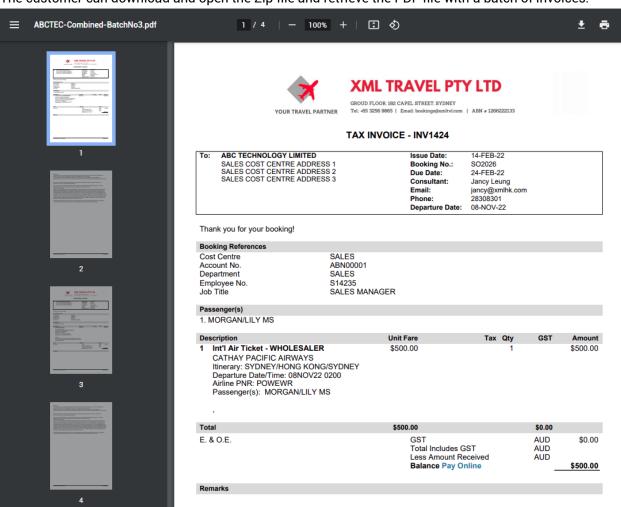

Input the email subject and content. Click "Send"

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

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

4. **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.
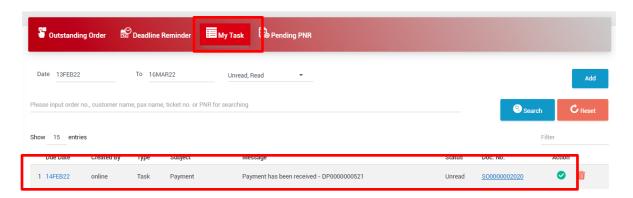
    PowerSuite has been enhanced to give agents a better view of payment process. The notification applies to both Mint Payment and TravelPay integration.

    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

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

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