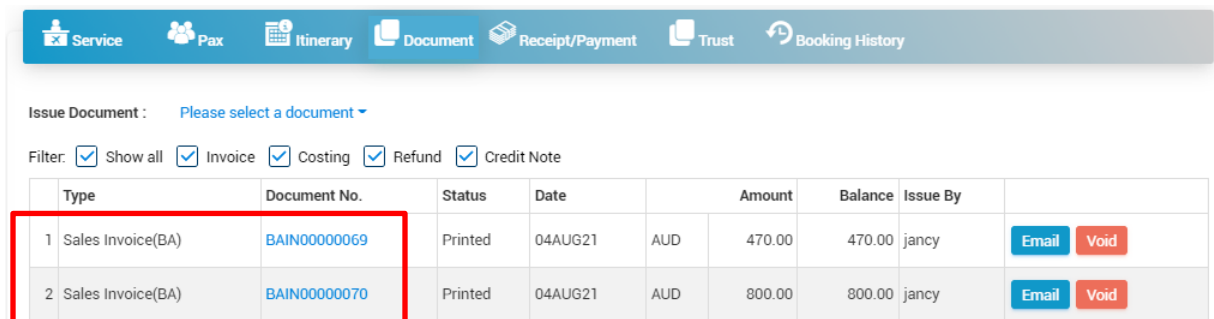


What's New in PowerSuite?

PowerSuite New Functions Highlights – 9th August 2021

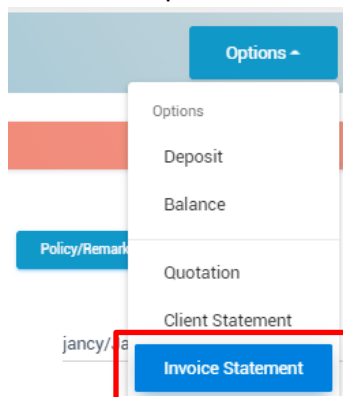
1. **New Invoice Statement** – We have added a new “Invoice Statement” accessed from the booking folder. The purpose is to consolidate the invoices issued within a booking folder to better service corporate customer requirements.

First, issue invoice(s) for the booking services



Type	Document No.	Status	Date	Amount	Balance	Issue By		
1 Sales Invoice(BA)	BAIN00000069	Printed	04AUG21	AUD	470.00	470.00	jancy	Email Void
2 Sales Invoice(BA)	BAIN00000070	Printed	04AUG21	AUD	800.00	800.00	jancy	Email Void


Next, click “Options” and select “Invoice Statement”.



What's New in PowerSuite?

An Invoice Statement will be issued with a listing of invoice(s) in the Booking Folder. You can download as PDF or email to the corporate customer.

BBSO00000029 (3).pdf 1 / 1 100%



XML TRAVEL PTY LTD

GROUND FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmltv.com | ABN # 1206022133

YOUR TRAVEL PARTNER

INVOICE STATEMENT

ABC TECHNOLOGY LIMITED
5/F, NO. 34,
QUEENS' STREET,
Australia Square, NSW, 2000, Australia

Booking # BBSO29
Date 04-AUG-2021
Consultant Jancy Leung
PNR HVVBHB

Departure Date: 06-OCT-2021

Document No.	Transaction Date	Passenger	Description	Gross (ex Tax)	Taxed	Amount	GST	Receipts	Balance
ABCTEC0001	MS LILY MORGAN								
BAIN00000069	04-AUG-2021	CLARK/STELLA MS	Air Ticket	\$380.00	\$90.00	\$470.00	\$42.73	\$0.00	\$470.00
BAIN00000070	04-AUG-2021	CLARK/STELLA MS	Hotel	\$800.00	\$0.00	\$800.00	\$72.73	\$0.00	\$800.00
				\$1,180.00	\$90.00	\$1,270.00	\$115.46	\$0.00	\$1,270.00
			Sub Total	\$1,180.00					
			GST				\$115.46		
			Total	\$1,270.00					
			Balance						\$1,270.00

Booking References

Department	S
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INVOICE STATEMENT - BBSO29 Page 1 of 1

What's New in PowerSuite?

2. **Deposit Receipt Heading** – By default the Receipt heading is “Deposit Receipt”. We enhanced PowerSuite to make the Deposit Receipt heading configurable, to what your company prefers.

In this example, the Deposit Receipt Title has been changed to “RECEIPT”. Please reach our support team at anzsupport@xmlhk.com if you want to change the Deposit Receipt Title.

Deposit - BBS000000030 (jancy) - MS STELLA CLARK - Printed

XML TRAVEL PTY LTD
GROUND FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmlhk.com | ABN # 1266222133

RECEIPT

420 Queen St, Brisbane City
Brisbane, QLD, 4000, Australia

No. BADP27
Booking No. BBS030
Date 04-AUG-2021
Cust No. RETAIL0001
Consultant Jancy Leung
Email jancy@xmlhk.com
Phone

Booking No.	Passenger	Amount
BBS000000030	CLARK/STELLA MS	\$100.00
E. & O.E.		Deposit Received AUD \$100.00

Payment Summary

FOF	Description	Date	Currency	Amount	Drawer
Direct Deposit		04-AUG-21	AUD	\$100.00	MS STELLA CLARK

RECEIPT - BADP27 Page 1 of 1

3. **Streamlined Refund Process** – PowerSuite has been enhanced to shorten the refund steps. You can also create a refund application, even you do not have a ticket or voucher number!

Click “Options” in the Booking Folder and select “Refund”.

Options -

- Options
- Deposit
- Balance
- Quotation
- Client Statement
- Invoice Statement
- Itinerary
- Prepayment
- Invoice
- Delivery Order
- Refund**

What's New in PowerSuite?

Select the service to be refunded and click "Proceed".

Refund - BBSO00000030 (jancy) - MS STELLA CLARK Proceed

Refund type: Invoice item(s)

TC ID: jancy/Jancy Leung Type: Refund(BA) Only show refundable items

Product	Ticket/Voucher No.	Passenger	Sales	Service
<input checked="" type="checkbox"/> Air Ticket	4545454787	CLARK/STELLA MS	470.00	OOL/SYD/OOL

Refund: OOL/SYD/OOL

Refund Notice: _____

Remark: _____

Cancel Proceed

Refund - BBSO00000038 (jancy) - Proceed

Refund type: Invoice item(s)

TC ID: jancy/Jancy Leung Type: Refund(BA) Only show refundable items

Product	Ticket/Voucher No.	Passenger	Sales	Service
<input checked="" type="checkbox"/> Hotel	* Voucher number not entered in item	CLARK/STELLA MS	550.00	1 Room(s) X 1 Night(s) at SHERATON HOTEL

Refund: 1 Room(s) X 1 Night(s) at SHERATON HOTEL

Refund Notice: _____

Remark: _____

* System will auto generate a unique number if no ticket number or voucher number is provided.

Cancel Proceed

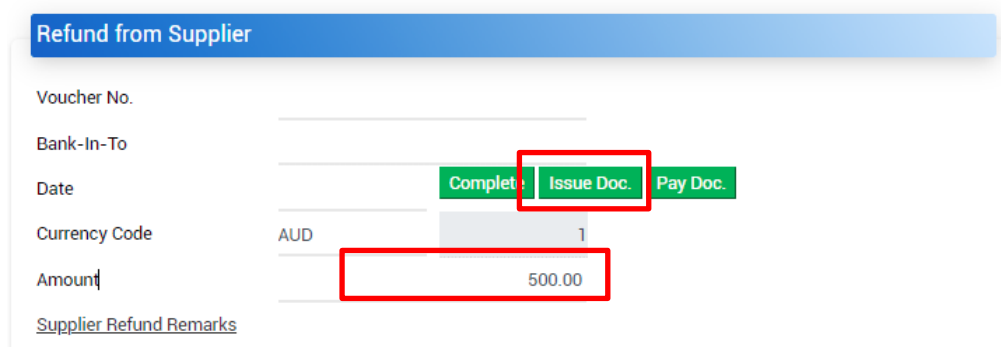
What's New in PowerSuite?

You may go to the Calculator page to input the penalty or refund charge imposed on the customer. PowerSuite will auto-calculate the net refund amount received and the refund amount pay to the customer.

REFUND FROM SUPPLIER

Issue Document

If there's no breakdown of the penalty or refund charges, go to the "Refund from Supplier" section to indicate the refund amount from your supplier.



The screenshot shows a web form titled "Refund from Supplier". It contains several input fields: "Voucher No.", "Bank-In-To", "Date", "Currency Code" (set to AUD), and "Amount" (set to 500.00). Below these fields is a link for "Supplier Refund Remarks". At the top right of the form area, there are three green buttons: "Complete", "Issue Doc.", and "Pay Doc.". A red rectangular box is drawn around the "Issue Doc." button.

You need to click "Issue Doc" in the "Supplier from Refund" section if

- a. You not yet receive supplier refund and want to add the record for follow-up
- b. You do not have the authority to process the supplier payment

After clicking "Issue Doc", a Payment Requisition with a negative amount will be created in "Approved" status.

What's New in PowerSuite?

The Payment Requisition no. will be shown in the "Refund from Supplier" section

Refund from Supplier

Voucher No. [REDACTED]

PR **BAPR00000014**

Date 04AUG21

Currency Code AUD 1

Amount 500.00

[Supplier Refund Remarks](#)

Upon receiving the Refund from the supplier, go to the Payment module and use Refund no. to search for the record.

Payment (jancy)

Payment Date 06AUG21
Supplier No. AIRTKT

Document

Doc. No. Date
Form of Payment
eNett

Search Costing for payment

Costing Date 01JUN20 - 31AUG21 Invoiced Settled Supp. No. AIRTKT

BARF00000009

Show 15 entries

Date	Doc. No.	Reference no.	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	TCID
04AUG21	BAPR00000014	BARF00000009	BARF00000009	CLARK, STELLA MS	-500.00	jancy

Total AUD 0.00

Showing 1 to 1 of 1 entries

FIRST PREV **1** NEXT LAST

Select the form of payment and record the refunded amount from the supplier.

What's New in PowerSuite?

Pay Document

You click "Pay Doc." in the "Supplier from Refund" section if

- You received the supplier refund amount when you raised the refund application AND
- You have the authority to access the Payment module.

Refund from Supplier

Voucher No. _____

Bank-In-To _____

Date _____ Complete Issue Doc. Pay Doc.

Currency Code AUD 1

Amount 480.00

[Supplier Refund Remarks](#)

After you click "Pay Doc", PowerSuite will divert you to the Payment module for payment. A negative amount will be shown as the payment amount.

Select the form of payment that you've received from the supplier, click "Proceed".

Payment (jancy)

Options ▼ Proceed

Payment Date 06AUG21 Type BA/Green Hills

Supplier No. AIRTKT Name Air Tickets Payee Name Air Tickets

Document

Add

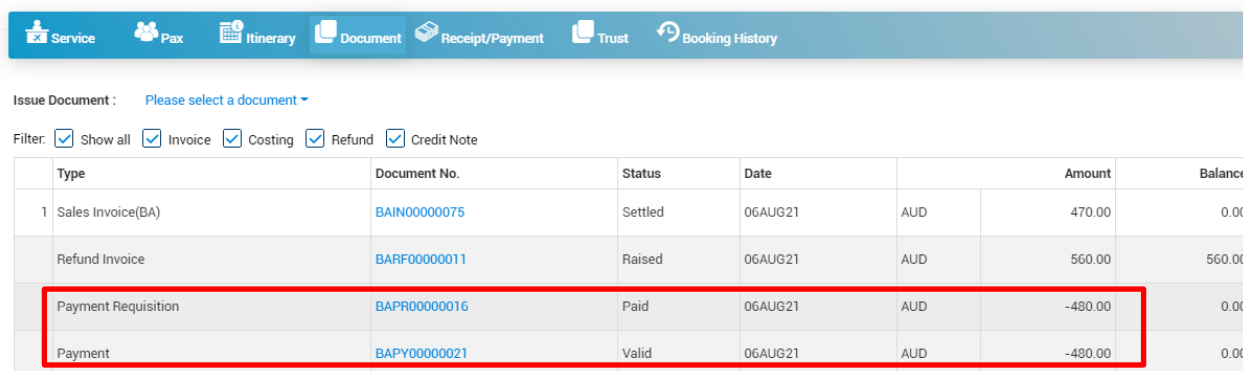
Doc. No.	Date	Reference	Supplier Inv.No./Ref.	Pax Name	Outstanding Amount	Pay Amount
1 BAPR00000016	06AUG21		BARF00000011	CLARK/STELLA MS	AUD -480.00	-480.00
Total Amount					AUD -480.00	-480.00

Form of Payment

Direct Deposit ▼ AUD ▼ -480.00 TRUSTBA/Trust Account - Green ▼ 800132 +

What's New in PowerSuite?

The refunded amount from the supplier will be shown in the Booking Folder > Document



Issue Document : Please select a document ▾

Filter: Show all Invoice Costing Refund Credit Note

Type	Document No.	Status	Date	Amount	Balance
1 Sales Invoice(BA)	BAIN00000075	Settled	06AUG21	AUD 470.00	0.00
Refund Invoice	BARF00000011	Raised	06AUG21	AUD 560.00	560.00
Payment Requisition	BAPR00000016	Paid	06AUG21	AUD -480.00	0.00
Payment	BAPY00000021	Valid	06AUG21	AUD -480.00	0.00

REFUND TO CUSTOMER

It's time to process the Customer refund. Search for the Refund no. in Document Search and go to the "Refund to Customer" section.

Input the refund amount and select the form of payment. There are 2 Options to record the Refund to the customer.

- a. Payment Requisition:
 - It applies when you pay the refund amount directly to the customer via direct deposit or any form of payment. It applies to retail customers.
- b. Credit Note:
 - It applies when you reserve the refund amount for the settlement of the outstanding invoice. It applies to corporate customers.

What's New in PowerSuite?

Issue Document

Click "Issue Doc." in the "Refund to Customer" section under three scenarios.

- You want to add the record for follow-up the refund amount that will pay to the customer.
- You do not have the authority to process the payment to the customer.
- You select "Credit Note" as the form of payment, in which the refunded amount will be used to settle the outstanding invoices.

The screenshot shows the 'Refund to Customer' form. The 'Form of Payment' dropdown is set to 'Payment Requisition'. The 'Doc. No.' dropdown is set to 'Credit Note'. Below the dropdowns, there are three buttons: 'Complete', 'Issue Doc.', and 'Pay Doc.'. The 'Issue Doc.' button is highlighted with a red box. The form also shows fields for 'Date', 'Currency Code' (AUD), and 'Amount' (400.00). There are links for 'Refund Remarks' and 'Customer Refund Remarks' at the bottom.

Issue Payment Requisition

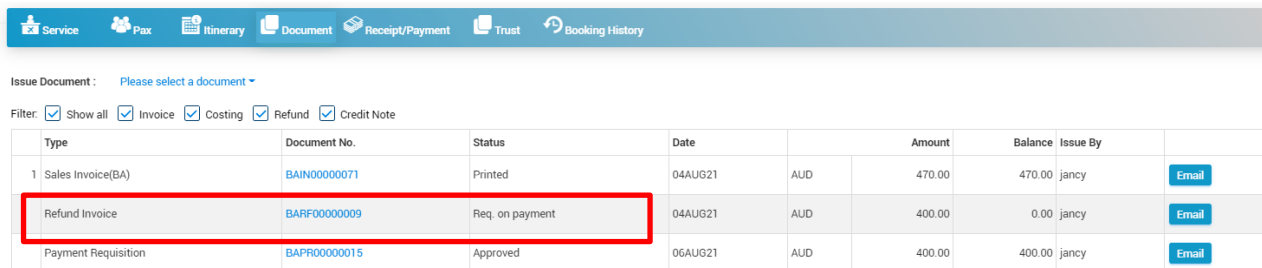
Let's select the "Payment Requisition". Click "Issue Doc." In the "Refund to Customer" section.

A Payment Requisition will be created in "Approved" status with the refund amount. In Refund, the payment requisition no. will be shown.

The screenshot shows the 'Refund to Customer' form. The 'Form of Payment' dropdown is set to 'Payment Requisition'. The 'Doc. No.' dropdown is set to 'BAPR00000015'. The 'Issue Doc.' button is highlighted with a red box. The form also shows fields for 'Date', 'Currency Code' (AUD), and 'Amount' (400.00). There are links for 'Refund Remarks' and 'Customer Refund Remarks' at the bottom.

What's New in PowerSuite?

In the Booking Folder, the refund record status has been updated to "Request on payment".



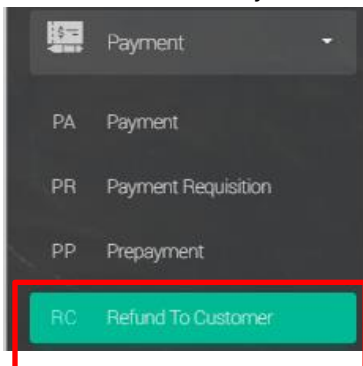
Issue Document : Please select a document

Filter: Show all Invoice Costing Refund Credit Note

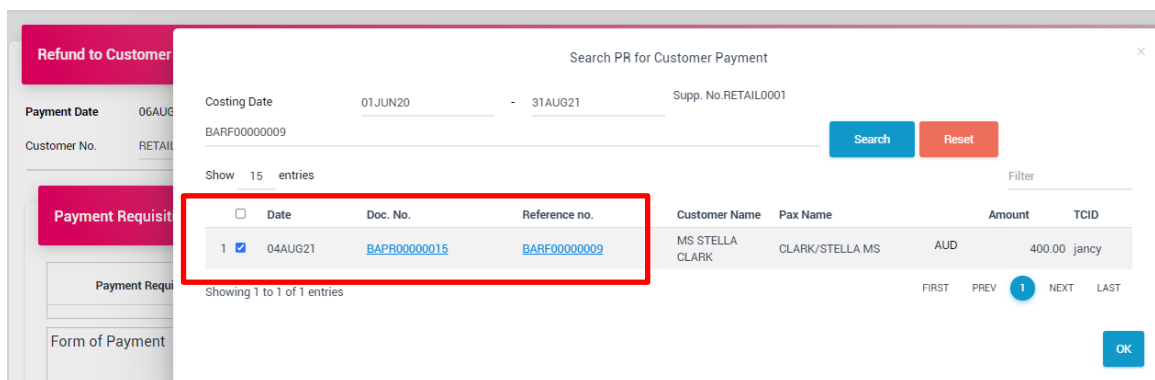
Type	Document No.	Status	Date	Amount	Balance	Issue By	
1 Sales Invoice(BA)	BAIN00000071	Printed	04AUG21	470.00	470.00	jancy	Email
Refund Invoice	BARF00000009	Req. on payment	04AUG21	400.00	0.00	jancy	Email
Payment Requisition	BAPR00000015	Approved	06AUG21	400.00	400.00	jancy	Email

Pay the Refund to Customer

Once you are ready to pay the amount to the customer, go to the left manual bar and select "Refund to Customer" under "Payment".



Input the customer no. and click "Add". Next, input the Refund no. and search. Select the record.



Refund to Customer

Search PR for Customer Payment

Costing Date: 01JUN20 - 31AUG21 Supp. No. RETAIL0001

Payment Date: 06AUG21

Customer No.: RETAIL0001

Payment Requisition: BARF00000009

Show 15 entries

	Date	Doc. No.	Reference no.	Customer Name	Pax Name	Amount	TCID
1 <input checked="" type="checkbox"/>	04AUG21	BAPR00000015	BARF00000009	MS STELLA CLARK	CLARK/STELLA MS	AUD 400.00	jancy

Showing 1 to 1 of 1 entries

FIRST PREV 1 NEXT LAST

OK

What's New in PowerSuite?

Select the Form of Payment. Click Proceed.

Refund to Customer (jancy) Proceed

Payment Date: 06AUG21 Type: BA/Green Hills
Customer No.: RETAIL0001 Name: MS STELLA CLARK Payee Name: _____

Payment Requisition Add

Payment Requisition #	Date	Document No.	Outstanding Amount	Pay Amount
1	06AUG21	BARF00000009 / 04AUG21	AUD 400.00	400.00
Total Amount			AUD 400.00	400.00

Form of Payment
Direct Deposit AUD 400.00 RUSTBA/Trust Account - Gree Account No. +

In Booking Folder, the refund status will be changed to "Refunded".

Service Pax Itinerary Document Receipt/Payment Trust Booking History

Issue Document: Please select a document

Filter: Show all Invoice Costing Refund Credit Note

Type	Document No.	Status	Date	Amount	Balance
1 Sales Invoice(BA)	BAIN00000071	Printed	04AUG21	AUD 470.00	470.00
Refund Invoice	BARF00000009	Refunded	04AUG21	AUD 400.00	0.00

What's New in PowerSuite?

Issue Credit Note

If you reserve the refund amount to settle the customer's outstanding invoices, you can select Credit Note and click "Issue Doc." in the "Refund to Customer" section.

A Credit Note will be generated.

Refund to Customer

Form of Payment: Credit Note

Doc. No.:

Date: Complete Issue Doc. Pay Doc.

Currency Code: AUD

Amount: 400.00

[Refund Remarks](#) [Customer Refund Remarks](#)

The credit note will be shown upon selecting the outstanding invoices in the settlement module.

Settlement (jancy) Proceed

Doc. Date: 06AUG21 Type: BA/Green Hills

Customer No.: RETAIL000 Name: MS STELLA CLARK

Name of Drawer: MS STELLA CLARK

Invoice Add

Doc. No.	Date	Reference	Outstanding Amount	Pay Amount
1	02AUG21	BAIN00000055	AUD 470.00	470.00
2	02AUG21	BAIN00000061	AUD 470.00	470.00

Deposit available

Deposit No.	Date	Remark	Available Amount	Amount
1	06AUG21	BACN00000001	AUD 400.00	400.00
Total Amount			AUD 540.00	540.00

Form of Payment: Direct Deposit AUD 540.00 TRUSTBA/Trust Acc Account No.

What's New in PowerSuite?

Pay the Refund to Customer

Click "Pay Doc." In the "Refund to Customer" section if you have the authority to process payment to customers.

Select the "Payment Requisition" as Form of Payment in the "Refund to Customer" section. Click "Pay Doc."

Refund to Customer

Form of Payment: Payment Requisition

Doc. No.:

Date: Complete Issue Doc. Pay Doc.

Currency Code: AUD

Amount: 380.00

[Refund Remarks](#) [Customer Refund Remarks](#)

PowerSuite will divert you to "Refund to Customer". Select the "Form of Payment" and click "Proceed".

You have completed the "Refund to Customer" process.

Refund to Customer (jancy) Proceed

Payment Date: 06AUG21 Type: BA/Green Hills

Customer No.: RETAIL0001 Name: MS STELLA CLARK Payee Name: MS STELLA CLARK

Payment Requisition Add

Payment Requisition #	Date	Document No.	Outstanding Amount	Pay Amount
1 BAPR00000017	06AUG21	BARF00000012 / 06AUG21	AUD 380.00	380.00
Total Amount			AUD 380.00	380.00

Form of Payment

Direct Deposit AUD 380.00 TRUSTBA/Trust Account - Account No. +

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

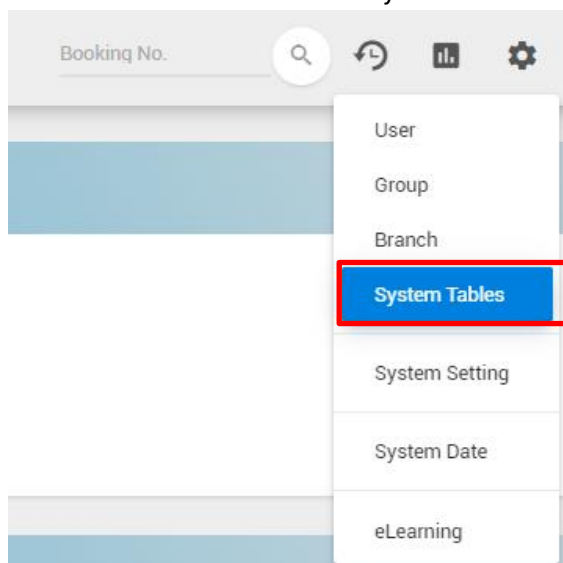
What's New in PowerSuite?

4. **Supplementary Fees Handling** - some agents will impose trip amendment/cancellation fees on customers. PowerSuite has been enhanced to cater for the supplementary fees handling.

General Supplementary Fee

Let's see how to set up the general supplementary fee. The general supplementary fees apply to all customers in general. The defined fee amount and description will be shown in the Booking Folder for selection.

Click the Gear icon and select System Tables.



Input "Supplementary Fees" and click "Search". Click "Supplementary Fees" to launch the table.



What's New in PowerSuite?

Define the Supplementary Fees with the following:

- Product Code:
 - Select the product code in the drop-down (You can set a specific product code for the fee. Please go to the product code table and add a new one if required).
- Description:
 - Input the description. The defined description will be shown in client documents.
- Amount:
 - Input the fee amount. The defined amount will be shown in the Booking Folder for selection.

Click "Save"

Selection Criteria

Product Code

Description

Only display first 100 data per search

Supplementary Fees

	Product Code	Description	Amount	
1	80/Miscellaneous International	INTERNATION TRIP AMENDMENT FEE	50.00	<input type="button" value="Delete"/>
2	80/Miscellaneous International	INTERNATIONAL TRIP CANCELLATION FEE	100.00	<input type="button" value="Delete"/>
3	81/Miscellaneous Domestic	DOMESTIC TRIP AMENDMENT FEE	30.00	<input type="button" value="Delete"/>
4	81/Miscellaneous Domestic	DOMESTIC TRIP CANCELLATION FEE	40.00	<input type="button" value="Delete"/>
5			0.00	<input type="button" value="Delete"/>




What's New in PowerSuite?

Profile Specific Supplementary Fee

If you have defined supplementary fees for specific corporate customers, you can specify the fees in the corporate profile.

In Corporate Profile > Fee, there is a section of "Supplementary Fees". Click "+" icon

The screenshot shows the 'Supplementary Fees' section in the PowerSuite interface. The left sidebar contains menu items: Required Data, Upload Settings, Billing, PNR Mapping, and Fee (highlighted with a red box). The main content area displays a table with the following data:

Fee Code	Description	Product Code	Amount	
DAMEND	Domestic Amendment Fee	81/Miscellaneous Domestic	10.00	
DCANCEL	Domestic Cancellation Fee	81/Miscellaneous Domestic	22.00	
IAMEND	International Amendment Fee	80/Miscellaneous International	25.00	

Define the Supplementary Fees with the following:

- Fee Code:
 - Input the fee code for identification.
- Description:
 - Input the description. The defined description will be shown in client documents.
- Product Code:
 - Select the product code in the drop-down (You can set a specific product code for the fee. Please go to the product code table and add a new one if required).
- Amount:
 - Input the supplementary fee amount. The defined amount will be shown in the Booking Folder for selection.

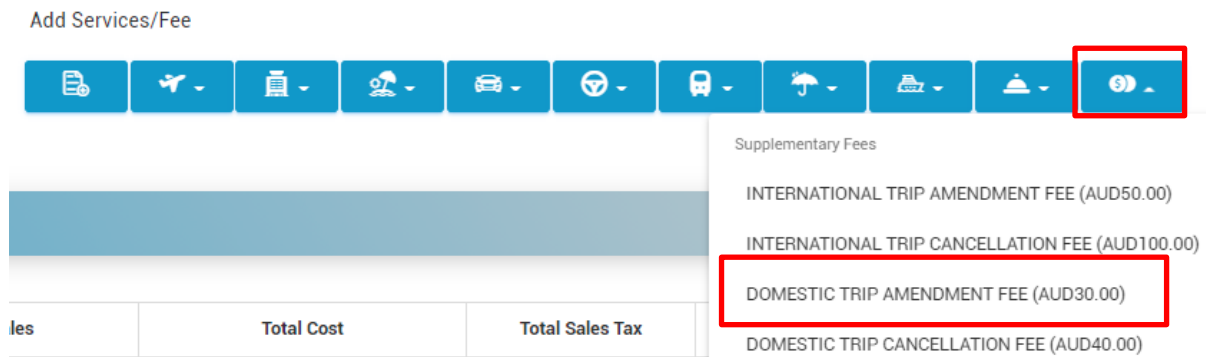
Click "Save"

What's New in PowerSuite?

Add Supplementary Fee in the Booking Folder

After you have defined the supplementary fees have been defined, you can select the "Supplementary Fees" under the "Add Services/Fee" section.

Add Services/Fee



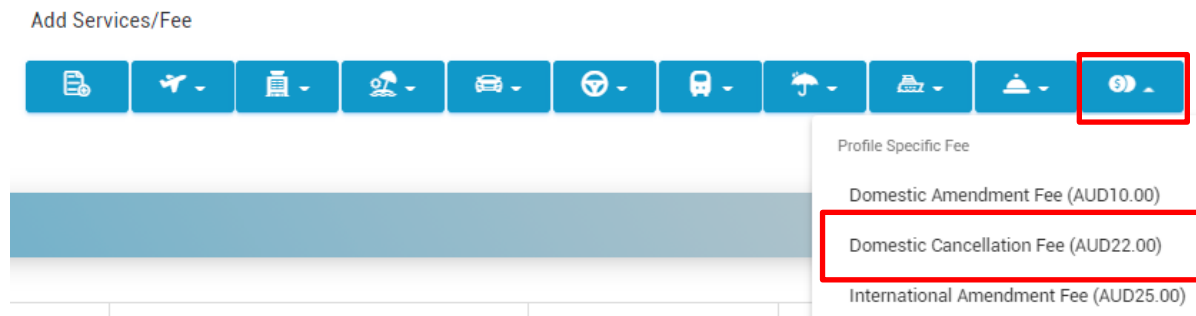
The screenshot shows a horizontal menu of service icons. The 'Supplementary Fees' icon (a dollar sign with a plus) is highlighted with a red box. A dropdown menu is open, listing the following options:

- INTERNATIONAL TRIP AMENDMENT FEE (AUD50.00)
- INTERNATIONAL TRIP CANCELLATION FEE (AUD100.00)
- DOMESTIC TRIP AMENDMENT FEE (AUD30.00)
- DOMESTIC TRIP CANCELLATION FEE (AUD40.00)

The 'DOMESTIC TRIP AMENDMENT FEE (AUD30.00)' option is highlighted with a red box. Below the menu is a table with columns for 'Items', 'Total Cost', and 'Total Sales Tax'.

If you have defined supplementary fees in the corporate profile, you can select "Profile Specific Supplementary Fee" in the Booking Folder.

Add Services/Fee



The screenshot shows a horizontal menu of service icons. The 'Profile Specific Fee' icon (a dollar sign with a plus) is highlighted with a red box. A dropdown menu is open, listing the following options:

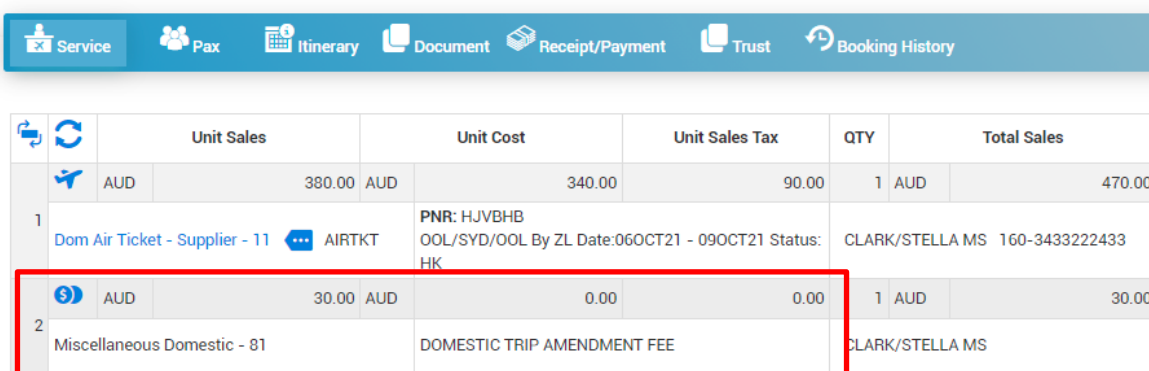
- Domestic Amendment Fee (AUD10.00)
- Domestic Cancellation Fee (AUD22.00)
- International Amendment Fee (AUD25.00)

The 'Domestic Cancellation Fee (AUD22.00)' option is highlighted with a red box. Below the menu is a table with columns for 'Items', 'Total Cost', and 'Total Sales Tax'.

What's New in PowerSuite?

Upon you have selected the fee, the fee item will be created with the defined amount.

The supplementary fee description and amount will be shown in the invoice.



The screenshot shows a navigation bar with icons for Service, Pax, Itinerary, Document, Receipt/Payment, Trust, and Booking History. Below is a table with the following columns: Unit Sales, Unit Cost, Unit Sales Tax, QTY, and Total Sales. The table contains two rows. The first row is for a 'Dom Air Ticket - Supplier - 11' with a unit sales of 380.00 AUD, unit cost of 340.00 AUD, unit sales tax of 90.00, and a total sales of 470.00. The second row, highlighted with a red box, is for a 'Miscellaneous Domestic - 81' with a unit sales of 30.00 AUD, unit cost of 0.00 AUD, unit sales tax of 0.00, and a total sales of 30.00. The description for the second row is 'DOMESTIC TRIP AMENDMENT FEE'.

	Unit Sales	Unit Cost	Unit Sales Tax	QTY	Total Sales
1	AUD 380.00	AUD 340.00	90.00	1 AUD	470.00
Dom Air Ticket - Supplier - 11 AIRTKT PNR: HJVBHB OOL/SYD/OOL By ZL Date:06OCT21 - 09OCT21 Status: CLARK/STELLA MS 160-3433222433 HK					
2	AUD 30.00	AUD 0.00	0.00	1 AUD	30.00
Miscellaneous Domestic - 81 DOMESTIC TRIP AMENDMENT FEE CLARK/STELLA MS					

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