

What's New in PowerSuite?

PowerSuite New Functions Highlights – 27th April 2022

1. **Renamed Charge Type** – To standardize with market terminology we have renamed the service Charge Type from “Pay Direct by Company” to “Chargeable to Company”.

The screenshot displays the 'Supplier' interface in PowerSuite. The 'Charge Type' dropdown menu is open, showing options: 'Chargeable', 'Non-Chargeable', 'Chargeable to Agency', 'Chargeable to Company', and 'Pay Direct by Traveler'. The 'Chargeable to Company' option is highlighted with a red box. The interface also shows fields for 'Supplier Due' (06SEP21), 'Supplier Reference' (HTLCEN080921), 'Received Commission' (0.00), 'GST Inclusive' (checked), and 'Total Cost (AUD)' (835.88).

Field	Value
Supplier	HTLCEN
Supplier Due	06SEP21
Charge Type	Chargeable to Company
Supplier Reference	HTLCEN080921
Payment Narratives	
Currency	
Cost	
Commission	
Received Commission	0.00
Tax	
Total Room Night(s)	0
GST	0.000000 % 0.00
GST Inclusive	<input checked="" type="checkbox"/>
Amend	
Total Cost (AUD)	835.88
Staff Commission	0.00
TC ID	jancy/Jancy Leung

What's New in PowerSuite?

2. **Store Supplier Payment Email in the Booking Folder** – PowerSuite has been enhanced to store the supplier document email in the Booking Folder, in the same way customers' document emails are currently kept.

Now you can click on the "Email" hyperlink to retrieve the email content and download the Payment Voucher in the Booking Folder.

The screenshot shows the PowerSuite interface with a navigation bar at the top containing icons for Service, Pax, Itinerary, Document, Receipt/Payment, Trust, and Booking History. Below the navigation bar, there is a section for 'Issue Document' with a dropdown menu set to 'Please select a document'. A filter section includes checkboxes for 'Show all', 'Invoice', 'Costing', 'Refund', and 'Credit Note'. Below the filters is a table with columns for 'Type', 'Document No.', and 'Status'. Underneath this is a 'History' section with a table containing columns for 'Document Type', 'Document No.', 'Print Date', 'Email Date', and 'TCID'. The 'Email' links in the History table are highlighted with a red box.

Type	Document No.	Status			
History					
Document Type	Document No.	Print Date	Email Date	TCID	
Payment	PAY000000786	12APR22 17:28:26	12APR22 17:28:26	jancy	Download Email
Payment	PAY000000786	12APR22 17:28:24		jancy	Download Email

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3. **Bank Deposit** – Sometimes, mistakes in Bank Deposit Creation are made that cannot be reversed. PowerSuite has been enhanced to search the Bank Deposit record and even cancel the transactions.

Go to the Bank Deposit module and select the transactions to transfer to the Bank account.

The screenshot shows the 'Bank Deposit' module interface. At the top right, there is a 'Proceed' button highlighted with a red box. Below the header, there are fields for 'Date' (13APR22) and 'Type' (BANK DEPOSIT). A 'Reference' field contains '13042022BANKA'. Below this is a 'Receipt' section with a table of transactions:

	Doc. No.	Booking No.	Date	Reference	Pay Amount
1	DP5000000520	SO0000000201	13APR22	185001- /	AUD 350.00
2	DP5000000530	SO0000000209	13APR22	185001- /	AUD 500.00
Total Amount					AUD 850.00

Below the table, there is a 'Deposit to' section with a dropdown menu for 'Bank' (BK1-BANK A) and a field for the amount (850.00).

Bank Deposit will be created

The screenshot shows a 'BANK DEPOSIT REPORT' from XML TRAVEL PTY LTD. The report includes the following details:

XML TRAVEL PTY LTD
 GROUD FLOOR, 182 CAPEL STREET, SYDNEY
 Tel: +65 3256 9885 | Email: bookings@xmltrvl.com | ABN # 1286222133

BANK DEPOSIT REPORT

Issue Date	13-APR-22	Print By	jancy
Deposit To	Bank BK1 - BANK A	Bank Deposit #	BD0000000120
Reference	13042022BANKA	Total	AU \$850.00

D

Cash

Document	Booking No.	Date	Reference	Currency	Amount	Staff ID
DP529	SO2021	12-APR-22	ABCTEC 185001-	AUD	\$350.00	jancy
DP530	SO2036	13-APR-22	RETAIL0061 185001-	AUD	\$500.00	jancy
Subtotal for Cash					AUD	\$850.00

Total Deposit: AUD \$850.00

What's New in PowerSuite?

Go to Document Search > Bank Deposit. Search for the Bank Deposit batch and click the batch no.

The screenshot shows the 'Document Search' interface with the 'Bank Deposit' tab selected. The search criteria are Transaction Date from 13APR22 to 30APR22, Status All, and User Group. A search bar prompts for Bank Deposit No., Document No., Booking No., Customer No., or Customer Name. The search results table shows one entry with Date 13APR22, Batch No. BD0000000120 (highlighted with a red box), Type Cheque, Bank Name BK1 - BANK A, Amount 850.00, Status Valid, and Issue By jancy. Navigation buttons for FIRST, PREVIOUS, NEXT, and LAST are visible at the bottom right of the table.

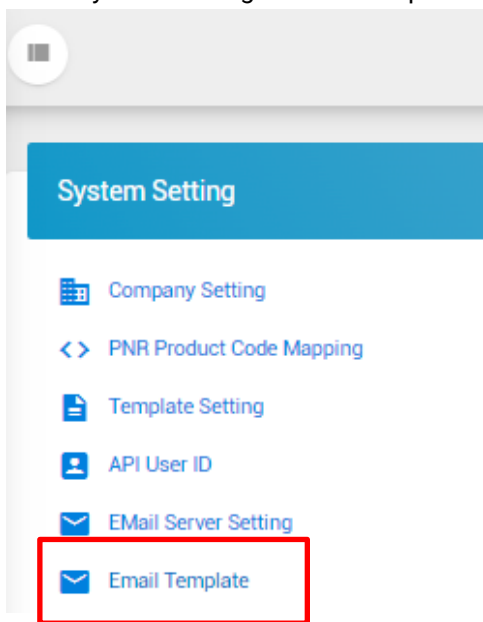
Click "Options". Select "Void" if required.

The screenshot shows the 'BANK DEPOSIT REPORT' for the batch BD0000000120. The report header includes the XML TRAVEL PTY LTD logo and contact information. The report details include Issue Date 13-APR-22, Deposit To Bank BK1 - BANK A, Reference 13042022BANKA, and Total AU \$850.00. A 'Cash' section lists documents DP529 and DP530 with their respective booking numbers, dates, references, currencies, amounts, and staff IDs. A 'Subtotal for Cash' is shown as AUD \$850.00. At the bottom, the 'Total Deposit' is AUD \$850.00. The 'Options' menu is open on the right, with 'Void' selected and highlighted by a red box.

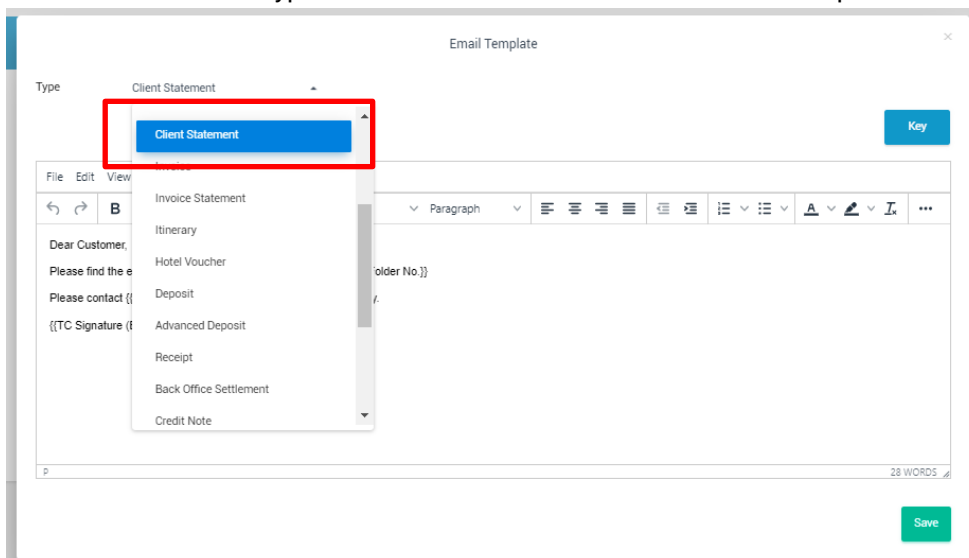
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- Email Template Setting** – You may need to type manually or copy and paste the email content while sending the documents via PowerSuite. PowerSuite has been enhanced to enable you to set up email content templates. You can also use the parameters (such as customer name, document no., destination, departure date, contact information etc) to personalize your email content.

Go to System Setting > Email Template

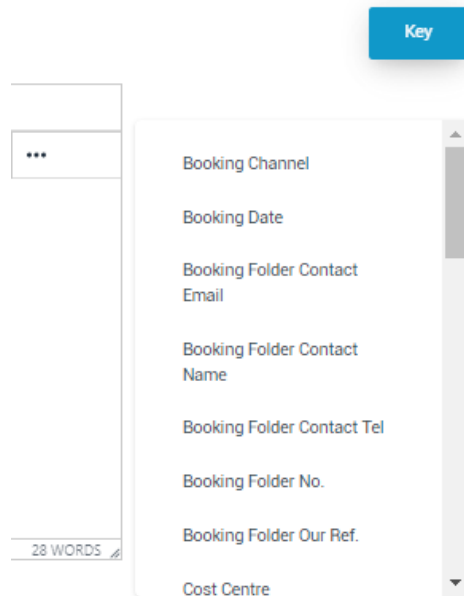


Select the Document Type. Let's select "Client Statement" in this example

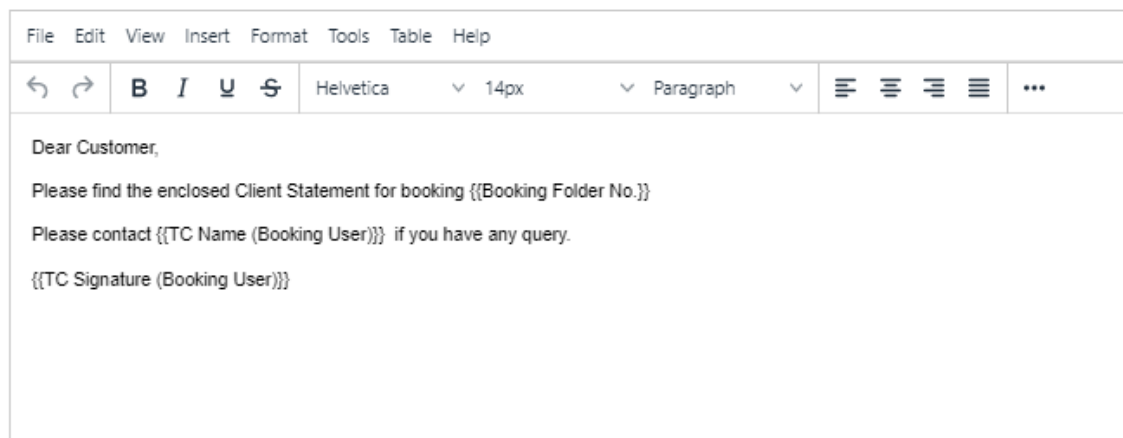


What's New in PowerSuite?

Compose the email content. You may select the font type, style and colour. Also, you can click the "Key" to select the variables in the email content.

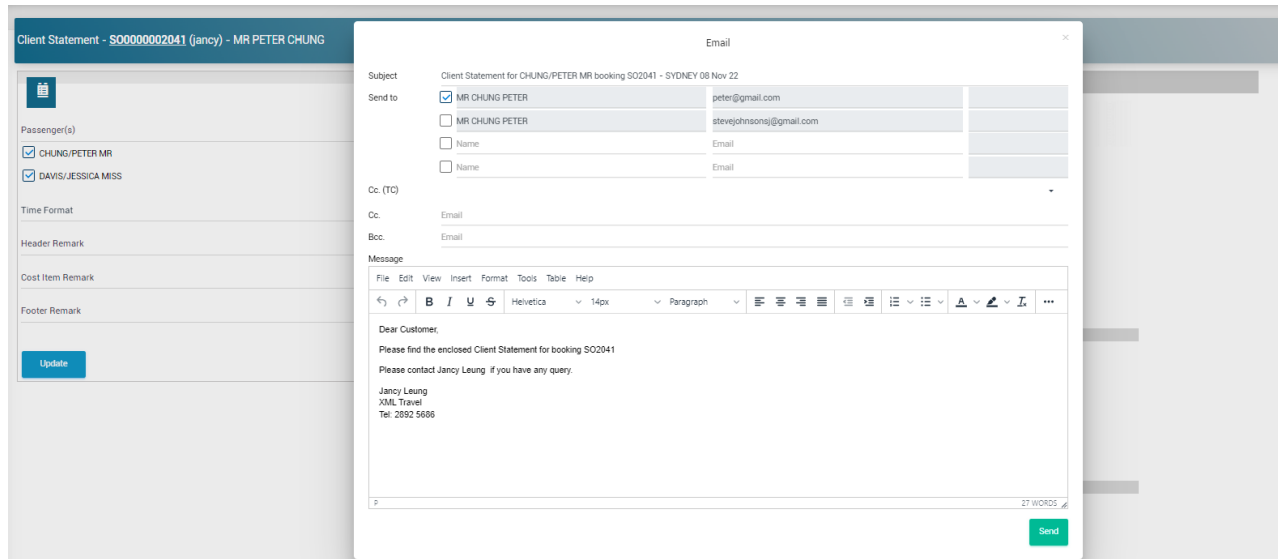


The variables will be shown as {xxxxxxx} in the email content.



What's New in PowerSuite?

When you email the client statement from the booking folder, the email content will be shown with the variables indicated in the Email Template setting.



You can configure the email content for Quotation, Client Statement, Invoice, Invoice Statement, Itinerary, Hotel Voucher, Deposit receipt, Advanced deposit receipt, Front Office receipt, Back Office receipt, Credit Note, Payment, Prepayment, Delivery Order, Email Documents in Booking Folder and Batch Processing Documents in Document module.

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