PowerSuite

Recommended Daily, Weekly, Monthly Tasks

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INTRODUCTION

This guide outlines the minimum recommended financial tasks to maintain data and financial accuracy within PowerSuite. Agencies may adapt the recommended tasks to their own frequency as required. For example, bank reconciliations may be more appropriate to be performed daily or monthly depending on the size of agency.
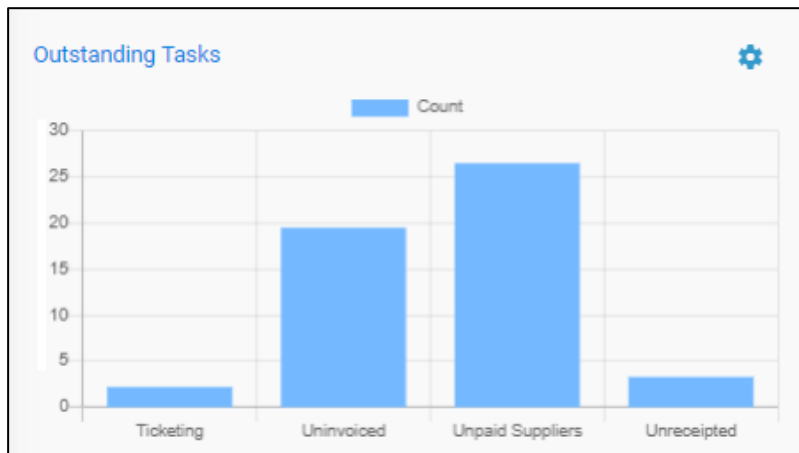
RECOMMENDED DAILY TASKS

The recommended tasks to be completed daily are:
- Outstanding Tasks
- Bank deposits
- Credit card deposits

1.0 Outstanding Tasks
There are 3 modules related to outstanding tasks.

1.1.Dashboard ➔ Choose Layout "Dashboard" ➔ Outstanding Tasks

It is recommended as a daily task to identify outstanding tasks. Consultants follow up their action items and perform any outstanding actions.

Automatically generated action items are displayed on a graph, categorised into actions required. The action items are displayed per order/ document with service details.

Action items are based on due date and will only display actions due within a certain timeframe which is set in the right up-hand gear icon.


Consultants may take follow-up actions by clicking on order/ document.

Some actions may not be relevant to consultants depending on the business role e.g. if finance pay suppliers, consultants will not be required to clear their unpaid suppliers bars and the finance department should have their own process for action.

Action items are assigned to consultants based on the booking/ document owner. In other words, consultants are not able to see the action items of other consultants in this graph.

Clicked the blue bar ➔ System would prompt the outstanding items list.

1.2.Task ➔ "Outstanding Tasks" tab/ "Deadline Reminder" tab/ "My Tasks" tab/ "Pending IUR" tab
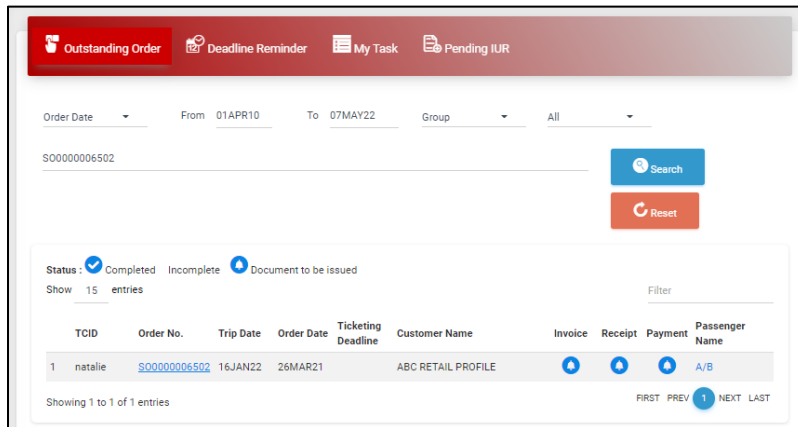

If consultants would like to locate the outstanding orders, simply search in Task ➔ "Outstanding Order". Please be noted to update the search criteria in order to have a desired result.
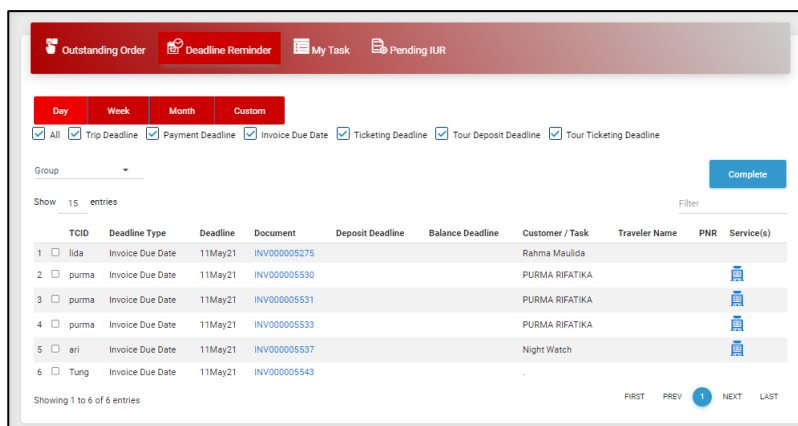

Consultants can identify action items by performing a search in Task ➔ "Deadline Reminder". The financial staff is suggested to pay attention on deposit and balance deadline in order to avoid outstanding settlement.

There is a report used to identify the customers who need to pay deposit/ settle order, go to *Report Module ➔ RTAU134 - Deposit and Balance Deadline*
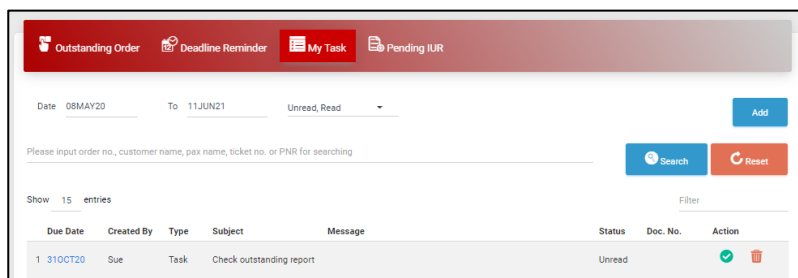
Supervisors may assign the outstanding orders to consultants via "My Tasks". For example, update the costing, order reference, and end the order. Consultants is suggested to check 'My Tasks' every day.
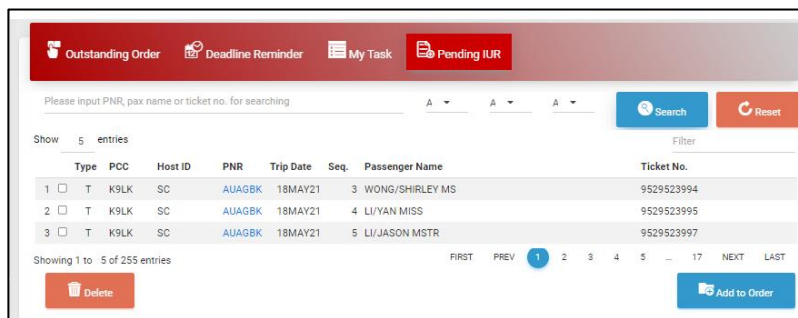
If the PNR created without customer number, it will capture in "Pending IUR" tab. Consultants need to add PNR to booking order. If there are several records with the same PNR reference, it means the PNR is downloaded several times. Select the PNR with the most updated sequence.

For more detailed instructions on the tasks covered in the above section, please refer to the Dashboard Manual, and Task Manual.

1.3. Booking ➔ Search Quote Status Bookings

Follow 'Quote' Status Booking

Search the Quote orders in Booking.

Consultants may take follow-up actions to customer. As a result, turning "Quote" bookings to be "Active" bookings.

If the booking includes pay direct items only, update the booking status to be "Ended".

If the booking is defined as unsuccessful, update the booking status to be "Void".

It is suggested to update the booking status manually in order to know Consultant productivity.

2.0 Bank Deposits

Bank deposit is to record the receipt and withdrawal made in cash/cheque. This can facilitate the bank reconciliation process when cash and cheque will be deposited into/withdrawn from bank in a batch.

2.1. Report ➔ AR ➔ RTAU236 - Pending Bank Deposit Report

To check for any pending deposit transactions

2.2. Receipt ➔ Bank Deposit

To create a bank deposit

In the 'Selected Records' window, input the searching criteria, then search the document. The default filter is settlement document, Cheque, and all bank code.

It is suggested to update the FOP, and Bank Code to have efficient search.

If user would like to preform bank deposit with supplier document, update document type to be 'Payment'.

Transactions that are pending deposit and match the bank account and criteria will be returned.

If user would like to select all document, please select to show 'All' entries, and select the checkbox in column header.

Bank Deposit   [Proceed]

Date   10MAY21   Type   BANK DEPOSIT   ▾

Reference _____

Receipt   [Add]

	Doc. No.	Booking No.	Date	Reference		Pay Amount	
1	PAY000002349		14APR21		AUD	-10,000,000.00	🗑
2	PAY000002393		21APR21	2154 /	AUD	-100.00	🗑
3	PAY000002435		27APR21		AUD	-100.00	🗑
4	PAY000002436		27APR21		AUD	-100.00	🗑
5	PAY000002453		29APR21		AUD	-490.00	🗑
6	PAY000002454		29APR21		AUD	1,052.00	🗑
7	PAY000002455		29APR21		AUD	-1,070.00	🗑
8	PAY000002458		29APR21		AUD	75.00	🗑
9	PAY000002459		29APR21		AUD	36.00	🗑
10	PAY000002460		29APR21		AUD	-2,104.00	🗑
11	PAY000002461		29APR21		AUD	8,168.12	🗑
12	PAY000002469		30APR21		AUD	-278.00	🗑
13	PAY000002478		30APR21		AUD	367.00	🗑
14	PAY000002527		06MAY21		AUD	-1,704.00	🗑
15	PAY000002528		06MAY21		AUD	36.00	🗑
16	ST0000000429		30APR21		AUD	0.00	🗑
				Total Amount	**AUD**	**-9,996,211.88**	

Once all selections are made, verify the document amount and total amount.

Then, process if no any outliers.

This will create the bank deposit for reconciliation

To check the bank deposit report ➔ AR ➔ RTAU234 - Bank Deposit Report

3.0 Credit Card Reconciliation

Credit card deposits record the deposit and withdrawal of funds for credit cards. This may consist of multiple transactions and a mix of deposits and withdrawals. The total value should reflect the value of the transaction in the bank account. It is a need to reconcile credit card transaction against credit card statement or bank statement, then identify any fault and make necessary adjustment.

3.1. Report ➜ AR ➜ RPT215 - Credit Card Outstanding Report

To check for any outstanding transactions

3.2. Reconciliation ➜ Credit Card Reconciliation

To create a credit card reconciliation

In the 'Search' section, maintain the search criteria, then search the document. The default filter is customer.

If user would like to have credit card reconciliation with supplier side, update the filter to be supplier.

It is suggested to update the Card type, and card no. to have efficient search.

Transactions that are pending deposit and match the bank account and criteria will be returned in 'Pending Transaction List'.

If user would like to select all document, please select to show 'All' entries, select the checkbox in column header, and the add document.

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Once all selections are made, verify the document amount in the 'Credit Card Payment Listing' section and verify the Total ROC Amount in 'Confirm' section.

Then, select process if no any outliers. This will create the bank deposit for reconciliation.

3.3. Report ➔ AR ➔ RPT295 - Credit Card Deposit Batching Summary

To check the credit card reconciliation

For more detailed instructions on the tasks covered in the above section, please refer to the Credit Card Reconciliation Manual.

The recommended tasks to be completed weekly are:
- BSP reconciliation
- Bank reconciliation
- Review booking balances (debtors)
- Review payments due (creditors)
- Review Pay Direct Items
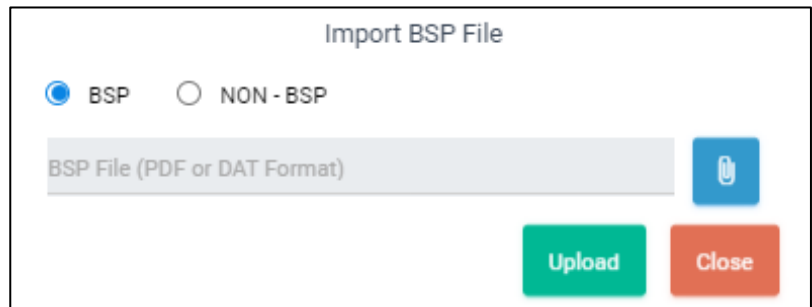
4.0 BSP Reconciliation

4.1. Reconciliation ➔ BSP Reconciliation

To reconcile self-issued ticket against BSP billing report, then identify any fault and make necessary adjustment.

If you are a BSP ticketing agency, it is recommended BSP reconciliation commences as soon as new BSP bills are available.
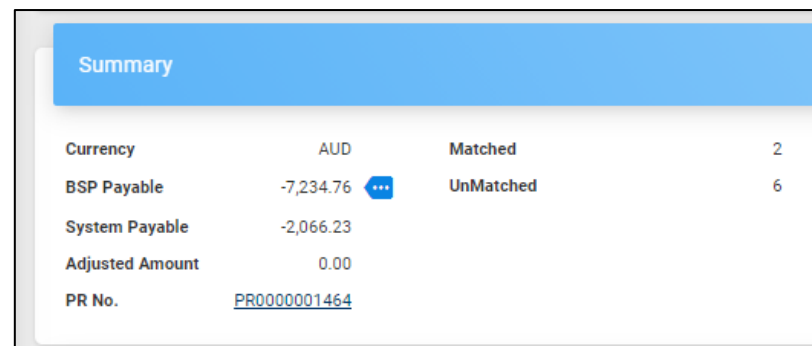
BSP reconciliation can be automated or manual.

Automated BSP requires the import of a BSP File in .PDF / .DAT format. Files are downloaded from BSPLink. To organise files in this format, please contact IATA. Use the import file function for automated BSP Billing.

Manual BSP involves creating a BSP batch for the date period and then retrieving matching tickets and for reconciliation.

Once uploaded the BSP file/ search the records, system will update the Summary section and return the tickets for that batch, and display tickets in Matched tabs if the cost from system is matched with imported file.

If there are refunded tickets in the BSP file but not refunded in PowerSuite, tickets are returned in Not Found tab. Consultants should create Missing refund.

For more detailed instructions on the tasks covered in the above section, please refer to the BSP Reconciliation Manual.

5.0 Bank Reconciliation

The bank reconciliation is an important task that reconciles PowerSuite transactions to the balance of the bank account. It is essential that transactions selected match the movement of funds in and out of the trust account.

It is recommended that agencies reconcile their bank reconciliation as frequently as possible so that transactions are entered into PowerSuite during the same period they occur in the bank, minimising the occurrence of back-dating into past financial periods, which can have an effect on back office and GL Download processing due to time delays.

5.1. *Reconciliation* ➜ *Bank Reconciliation* ➜ *Reconciliation*

To reconcile bank transaction against bank statement

Select the relevant bank account no. if applicable.

Search the related transactions within selected JE period. The account summary would be displayed. Enter the Statement No., Date and Statement Balance as per your bank statement.

Update the bank fee and bank interest if any.

Select the creditor related document in the "Withdrawals and Payments" section.

Select the debtor related document in the "Deposits and Receipts" section.

Once verified the "Deposits" and "Withdrawals" amount, then update the transactions.

5.2. *Reconciliation* ➜ *Bank Reconciliation* ➜ *History*

To identify any fault and make necessary adjustment.

Select History and search with account no. and JE period.

Select "Report" to have the bank reconciliation report.

Once the statement has been reconciled i.e. there is a 0.00 variance, confirm the transactions. Then, the reconciliation is updated to be "Confirmed".

Account No. TRUSTACCT- , Period 062021, AUD (Confirmed)			Options ▾
Statement No / Date	20210512	30JUN21	Bank Fee	0.00	110100/Leasehold Impro ▾	▾
Statement Opening		0.00	Bank Interest	0.00	110100/Leasehold Impro ▾	▾
Statement Balance		0.00				
Deposits		100.00				
Withdrawals		3,860.00				
Variance		3,760.00				

5.3. Report ➔ GL ➔ RPT509 - Bank Reconciliation Report

To check the Bank Reconciliation Statement

Enter a JE period to generate the bank statement.

The bank reconciliation report preview will be shown, allowing you to view or print the report.

≡ Home › RPT509 - Bank Reconciliation Report ☆

📄Preview   📊Excel ▾   📕PDF   📄Word   ⟳Chart   📅Schedule

Searching Criteria

▼Add ▾   💾Save ▾

Key A/C No.	=	
Sub-A/C No.	=	
JE Period (MMYYYY)	=	···
Currency Code	=	
Statement No	=	
Statement Status	=	
Reference	=	

6.0 Review Booking Balances (Debtors)

6.1. Report ➔ Business ➔ RTAU135 - Booking Balance Report (Maintained the Trip date)

The report with trip date filter limits results to only those bookings which have already departed.

≡ Home › RTAU135 - Booking Balance Report ☆

📄Preview   📊Excel   📕PDF   📄Word   ⟳Chart   📅Schedule

Searching Criteria

▼Add ▾   💾Save ▾

* Hide Zero Balance (Y/N)	=		y		
(S)ummary/(D)etails	=		d		
Trip Date	Between		✕	And	✕
Order No.	Between	···	And	···
Customer No.	Between	···	And	···
TC ID	Between	···	And	···
MIS Team	=				

7.0 Review Payments Due (Creditors)

7.1. Report ➔ AP ➔ RTAU303 - Supplier Payment Due Report

The report assists to identify outstanding creditortransactions. Reports do not include pay direct transactions.

The Payments Due report is based on the creditor terms, aged based on the transaction creation date.

The due date may be changed editing the payment request on the Order ➔Item detail ➔ Cost section ➔ Supplier Due.

8.0 Review Pay Direct Items

8.1. Receipt ➔ Commission Register

To identify completed pay direct items and mark the commission has received.

Consultants are suggested to update commission records weekly to ensure the commission is received.

RECOMMENDED MONTHLY TASKS

The recommended monthly tasks are:
- Trust Reconciliation
- Commission Transfer
- Journal Entry Posting
- Prepare Trial Balance Report
- Extraction Of Journal Entry
- Uninvoiced Costing
- GST Report
- Review Outstanding Booking Balances (Debtors):
- Booking Statistic By TCID

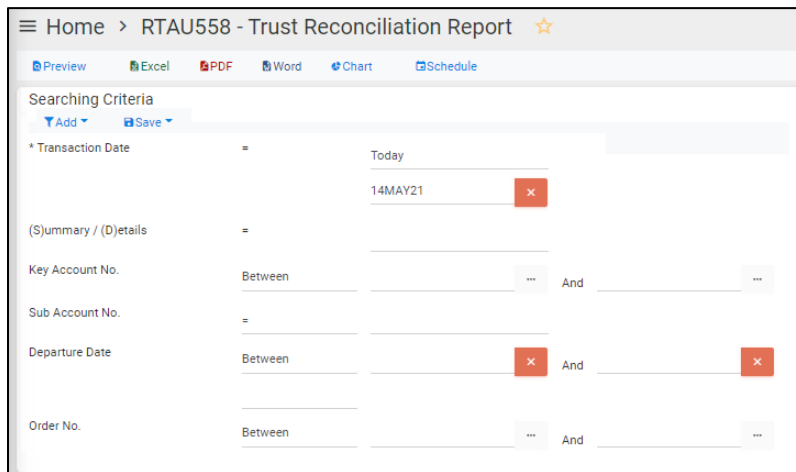Additionally, for agencies providing credit terms to customers:
- Aged debtor analysis

9.0 Trust Reconciliation
The trust reconciliation process assists with balancing booking ledgers. The overall trust balance is the value of transactions as they have been entered into PowerSuite.

To reconcile bank transaction against the actual trust account balance, then identify any outliers and make necessary adjustment.

9.1. Report ➜ GL ➜ RTAU558 - Trust Reconciliation Report [Maintained departure date filter]

The trust reconciliation report is run as at specified date, giving the balance of transactions up to that date and a booking level breakdown of receipts, payments and commission transfer transactions.

This assists to identify any bookings that may require adjustments to balance files. Refunds or costings that have been amended after commission has been transferred may require a commission recall from Reconciliation Module ➜ Commission Transfer ➜ Recall.

After maintained the departure date filter, Trust Reconciliation report includes only those bookings with a balance and departure date has passed.

A negative balance on the report indicates the booking has been overdrawn i.e. more money has been paid out of the booking than what has been received.

10.0 Commission Transfer

The commission transfer process identifies commission that is available to be transferred and creates the transaction to record funds between trust and general bank accounts.

Costing commission is available to be transferred once the Chargeable item is:
- Fully invoiced
- Invoice is fully paid
- Creditor is fully paid

Costing commission is available to be transferred once the Pay Direct item is:
- Commission register is completed

10.1. *Report ➔ Business ➔ RTAU138 - Pending Commission Transfer Report*

To identify costings that do not meet the above conditions.

10.2. *Reconciliation ➔ Commission Transfer*

To transfer commission

Select the relevant bank account.

Change the trip date if required.

Make any necessary selections and verify total value for transfer.

11.0 Journal Entry Posting

Although PowerSuite offers auto-posting feature, consultants are suggested to post the journal entry balance to general ledger account so that back office reports can show the up-to-date account balance.

11.1. General Entries ➔ Posting

To do posting manually

Select and post the batch post.

PowerSuite allows user to select multiple batches to do posting.

12.0 Prepare Trial Balance Report

The trial balance report is a summary of all the transactions for a specified batch range. The report classifies the GL accounts into

- Asset
- Liability
- Revenue/ Sales
- Expense

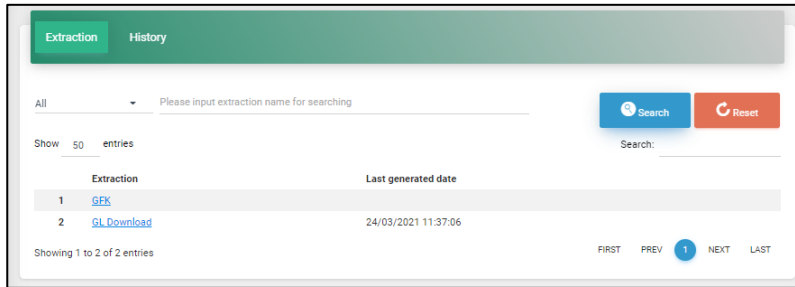### 12.1. Report ➔ GL ➔ RTAU545 - Trial Balance Report by Journal Period

To examine and identify any abnormal balances in the trial balance report

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13.0   Extraction Of Journal Entry

For agencies who adopt MYOB/ XORO system to manage the financial and accounting information, download the extracted data and import the data in MYOB/ XORO system.
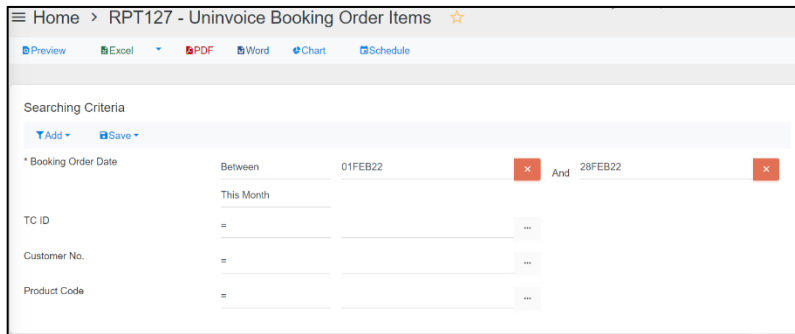
13.1.   Others ➜ Extraction

To extract data in a format accepted by MYOB/XERO.

14.0   Uninvoiced Costing

14.1.   Report ➜ Business ➜ RTAU127 - Uninvoice Booking Order Items) [Maintain the filter departure date]
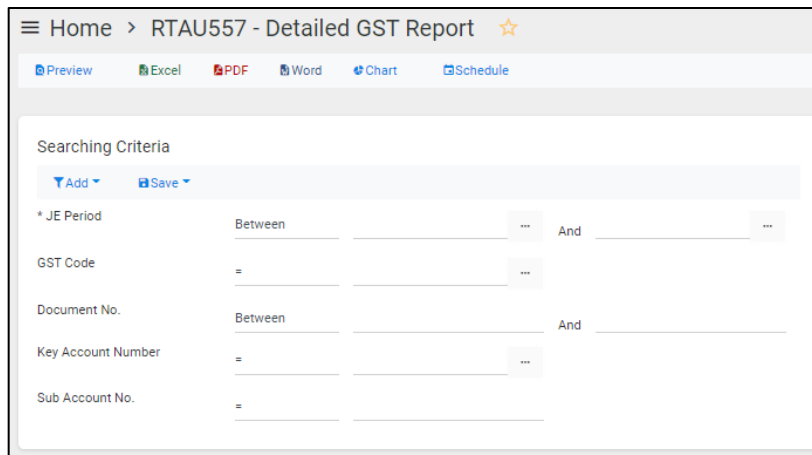

To identify overdue and long outstanding customer balance.

Uninvoice Booking Order Items report allows agency the ability to check the booking item on booking order without or with Invoice with 'Raised' status

15.0   GST Report

15.1.   Report ➜ GL ➜ RTAU557 - Detailed GST Report

To extract transaction with GST amount for accounting/audit purpose.

GST report provides transaction level supporting detail for the GST received and GST paid values.

16.0   Review Outstanding Booking Balances (Debtors)

16.1.   Report ➔ Business➔ RTAU117 - Outstanding Balance Report [Maintain the filter trip date] /
RTAU135 - Booking Balance Report [Maintain the filter trip date] /
RTAU135A - Booking Balance Report (By Consultant)

To identify booking with outstanding booking balances

17.0   Booking Statistic By TCID

17.1.   Report ➔ Business ➔ RTAU118 - Future Sales Report

To identify the expected yield of order.

17.2.   Report ➔ AR ➔ RTAU128 - Quote Conversion Report

To check the agent performance

Quote Conversion report indicates how many orders are successfully transformed to be actual sales by consultants. It is measured by the order status changed from Active/ balance/ End created in specific period

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18.0   Aged debtor analysis

18.1.   Report ➔ AR➔ RPT221C-D - AR Ageing Analysis Detail Report (As At)

To identify overdue and long outstanding customer balance.

This report is important for agencies offering credit terms to customers and will provide a break-down of balances by credit period based on the debtor account credit terms. The report is run based on 'as at' date.

Also, a similar report RPT221C-D is provided.
RPT221C-D report captures data from the booking level whereas balance of debtor ledger account is composed from journal entry governed by posting rule and the journal period.

There is a chance that difference between RPT221C-D and trial balance figure exist.

In such case, please check RPT1505 - GL AR Ageing Report for the breakdown of trial balance account figure.