

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

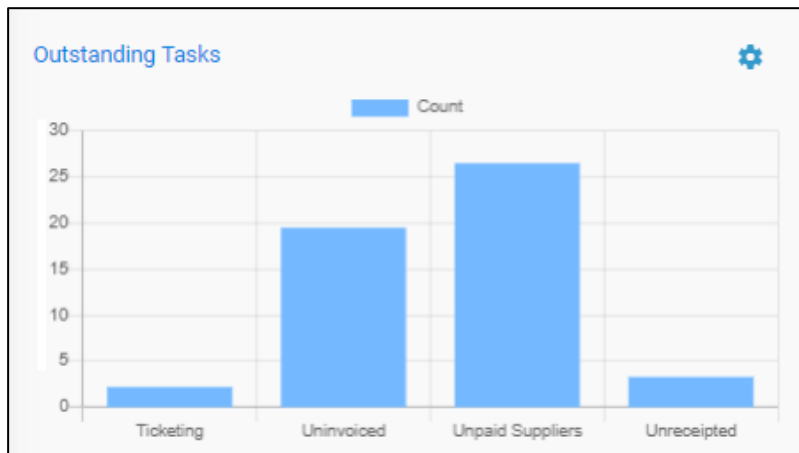
The recommended tasks to be completed daily are:

- 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.

Ticketing Tasks			
Document No.	Due Date	Passenger	Details
S0000000453	13Jan20	HO/PAUL MR	MELBOURNE / SYDNEY DEPARTURE DATE: 23NOV19 BY: QF 434 CLASS: Y

Uninvoiced Tasks			
Document No.	Due Date	Passenger	Details
S0000000465		Lai/Joan	HONG KONG / BANGKOK SUVARNABHUMI INTL DEPARTURE DATE: BY: CLASS:

Unpaid Suppliers Tasks			
Document No.	Due Date	Passenger	Details
S0000000348		LAI/natalie	HONG KONG- HKG Hotel 1 Room(s) x 1 Night(s) - Check-in Date : 22Nov19 1500 Check-out Date : 23Nov19 1100 Room Type : TWN Room Category : STD Guest/room : 1

Unreceipted Tasks			
Document No.	Due Date	Passenger	Details
INV000000439	13Jan20	Lai/Joan	HONG KONG / BANGKOK SUVARNABHUMI INTL DEPARTURE DATE: BY: CLASS: A

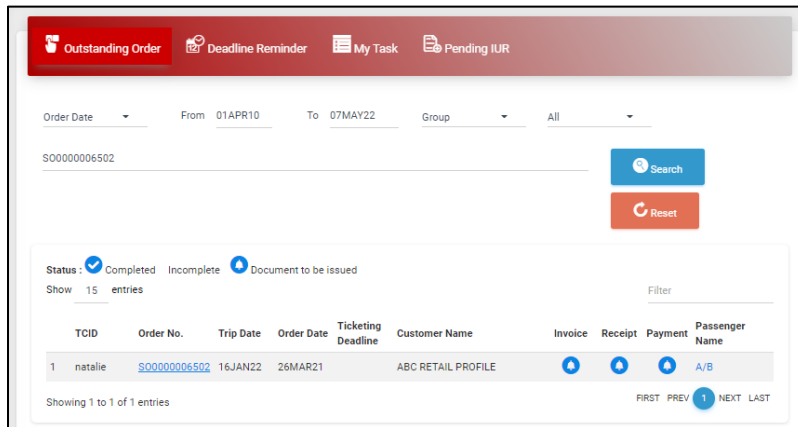
Consultants may take follow-up actions by clicking on order/ document.

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.

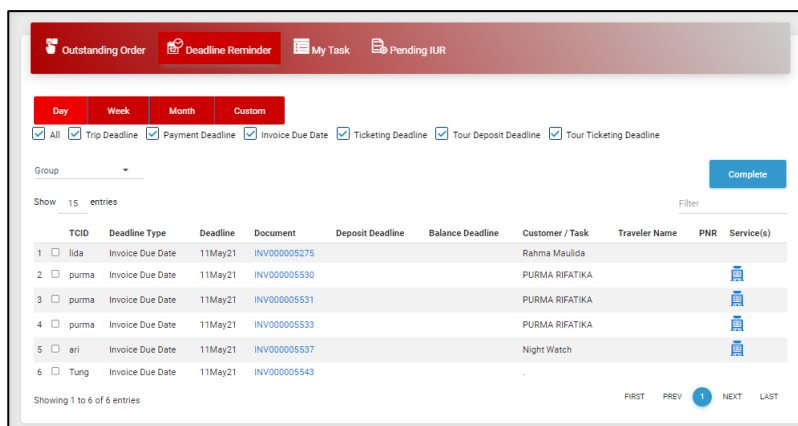
Action items are assigned to consultants based on the booking/ document owner. In other words, consultants are not able to see the action items of other consultants in this graph.

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

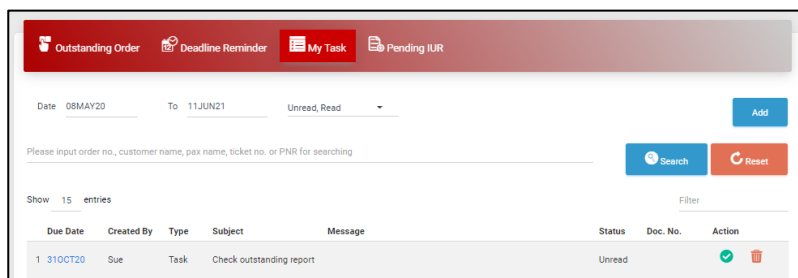


If consultants would like to locate the outstanding orders, simply search in Task → “Outstanding Order”. Please be noted to update the search criteria in order to have a desired result.

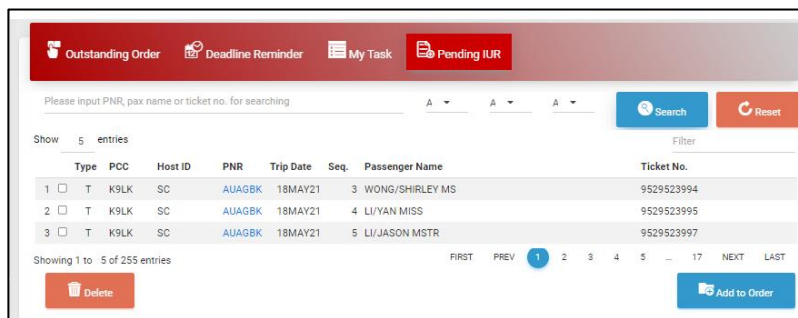


Consultants can identify action items by performing a search in Task → “Deadline Reminder”. The financial staff is suggested to pay attention on deposit and balance deadline in order to avoid outstanding settlement.

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

The screenshot shows the 'Booking' interface with search filters and a table of results. The filters are: Type of Date (Trip Date), From (01FEB21), To (15APR21), Status (Quoted), User (Group), and Product (All). There are 'Search' and 'Reset' buttons. Below the filters, there is a status legend: Quoted (pink), Active (green), Balanced (blue), Ended (purple), and Void (black). The table shows 15 entries with columns: TCID, Status, Order Date, Order No., Trip Date, Customer Name, Passenger Name, and Description. The status for all entries is 'Quoted'.

TCID	Status	Order Date	Order No.	Trip Date	Customer Name	Passenger Name	Description
1	Quoted	03MAY21	S00000007080	11APR21	PURMA RIFATIKA	PURMA RIFATIKA	✈️
2	Quoted	29APR21	S00000007033	03APR21	Night Watch	MOKA UKA/	✈️ 🚗
3	Quoted	15APR21	S00000006829	15APR21	RIFATIKA PURMA	PURMA RIFATIKA	✈️
4	Quoted	15APR21	S00000006826	15APR21	PURMA RIFATIKA	PURMA	✈️
5	Quoted	14APR21	S00000006811	27FEB21	MS JOYCE LO	CHAN/SUE MS	✈️
6	Quoted	14APR21	S00000006808	14APR21	PURMA RIFATIKA	PURMA RIFATIKA	✈️
7	Quoted	14APR21	S00000006807	14APR21	.	ASF/ASF MR	✈️
8	Quoted	12APR21	S00000006772	27FEB21	MS JOYCE LO	CHAN/SUE MS	✈️
9	Quoted	12APR21	S00000006755	08APR21	.	DOBLE/SIMON	✈️
10	Quoted	12APR21	S00000006751	12APR21	PURMA RIFATIKA	PURMA	✈️ 🚗
11	Quoted	12APR21	S00000006742	12APR21	.	CHAN/SUE	✈️ 🚗
12	Quoted	09APR21	S00000006726	01APR21	ABC RETAIL PROFILE	ASFASF/ASFSA MR	✈️
13	Quoted	09APR21	S00000006717	09APR21	.	TSANG/KWOK KEUNG	✈️
14	Quoted	09APR21	S00000006700	09APR21	PURMA RIFATIKA	NOBITA/MR	✈️ 🚗 🚚 🚚 🚚 🚚 🚚
15	Quoted	08APR21	S00000006681	08APR21	ABC RETAIL PROFILE		

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

The screenshot shows the 'Searching Criteria' form for the 'RTAU236 - Pending Bank Deposit Report'. It includes options for 'Preview', 'Excel', 'PDF', 'Word', 'Chart', and 'Schedule'. The search criteria are as follows:

- (D)etail/ (S)ummary =
- * Document Date: Between 01MAY21 and 31MAY21. There are 'x' icons next to the dates.
- This Month
- FOP Code =
- TCID =
- Document Type =

To check for any pending deposit transactions

2.2. Receipt → Bank Deposit

The screenshot shows the 'Selected Records' window with the following search criteria:

- Receipt Date: 10APR21 - 10MAY21
- Document Type: Settlement
- Currency: AUD
- FOP: Cheque
- Bank Code: All
- TCID: alan/alanlee

Search criteria input field: Please input document No., customer No., cheque No., bank code or cashbox account number. Search and Reset buttons are present.

Table showing 15 entries (Showing 1 to 1 of 1 entries):

<input type="checkbox"/>	Date	Doc. No.	Booking No.	FOP	Description	Cust No	Currency	Amount	TCID
<input type="checkbox"/>	30APR21	ST0000000429		Cheque	Trust	ALCOMP	AUD	0.00	alan

Navigation: FIRST, PREV, 1, NEXT, LAST. OK button at the bottom right.

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.

The screenshot shows the 'Selected Records' window with the following search criteria:

- Receipt Date: 10APR21 - 10MAY21
- Document Type: Payment
- Currency: AUD
- FOP: Cheque
- Bank Code: All
- TCID: alan/alanlee

Search criteria input field: Please input document No., customer No., cheque No., bank code or cashbox account number. Search and Reset buttons are present.

Table showing 15 entries (Showing 1 to 1 of 1 entries):

<input type="checkbox"/>	Date	Doc. No.	Booking No.	FOP	Description	Cust No	Currency	Amount	TCID
<input type="checkbox"/>	29APR21	PAY000002461		Cheque	Trust	IATA01	AUD	8,168.12	alan

Navigation: FIRST, PREV, 1, NEXT, LAST. OK button at the bottom right.

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

The screenshot shows the 'RPT215 - Credit Card Outstanding Report' search criteria form. It includes options for 'Preview', 'Excel', 'PDF', 'Word', 'Chart', and 'Schedule'. The 'Searching Criteria' section has 'Add' and 'Save' buttons. The 'Document Date' is set to 'Between 01MAY21' and '31MAY21'. Other fields include 'Profile Type', 'Profile No.', 'Currency Code', and 'Credit Card Type', all with '=' signs. There is a 'Show Card No.' checkbox.

To check for any outstanding transactions

3.2. Reconciliation → Credit Card Reconciliation

The screenshot shows the 'Search' section of the Credit Card Reconciliation form. It has 'Reconciliation' and 'History' radio buttons. The 'Card Type' is set to 'Status'. The 'Document Date' is '10MAY21'. The 'Customer' radio button is selected. There are 'Search' and 'Reset' buttons.

To create a credit card reconciliation

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

The screenshot shows the 'Search' section of the Credit Card Reconciliation form. The 'Supplier' radio button is selected. The 'Supplier Name' field is active. There are 'Search' and 'Reset' buttons.

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.

Document No.	Receipt Seq No	Sequence No	Document Type	Booking No.	Payment Reference	Currency	Receipt amount	Base ROC Amount	Card No.	Card Type	Merchant Fee	GST	Profile No	Document Date
1	ST0000001196	01	0	BS	S0000001132	AUD	17,600.00	17,600.00	XXXXXXXXXXXXXXXXXXXX5646	Visa B	528.00	48.00	00LIDA	050CT20
2	ST0000002226	01	0	BS	S0000001865	AUD	9.00	9.00	XXXXXXXXXXXXXXXXXXXX0000	Others	0.27	0.00	00LIDA	270CT20
3	DP0000000845	0	D	D	S0000000208	AUD	100.00	100.00	XXXXXXXXXX111	ZVISA	0.00	0.00	00LIDA	280CT20
4	DP0000001323	0	D	D		AUD	4,900.00	4,900.00	XXXXXXXXXXXXXXXXXXXX0000	AE	99.00	9.00	00LIDA	22MAR21
5	Added DP0000001404	0	D	D	S00000004833 75764895076899691	AUD	3,000.00	3,000.00	XXXXXXXXXXXXXXXXXXXX1111	Misc Payments	0.00	0.00	00LIDA	16APR21
6	DP0000001176	0	D	D	S00000005677	AUD	600.00	600.00	XXXXXXXXXXXXXXXXXXXX0000	AE	13.20	1.20	00LIDA0031	16FEB21
7	RV0000000075	0	V	V		AUD	1.00	1.00	XXXXXXXXXXXXXXXXXXXX0000	Bill	0.00	0.00	00LIDA0001	280CT20
8	ST0000000227	01	0	BS	S0000004289	AUD	5.00	5.00	XXXXXXXXXXXXXXXXXXXX0000	Bill	0.00	0.00	01LIDA	280CT20
9	DP0000001396	0	D	D	S00000000034 537396235103430913	AUD	250.00	250.00	XXXXXXXXXXXXXXXXXXXX5006	Misc Payments	0.00	0.00	A00001	A & A CO Ltd 08APR21
10	INV000005438	01	0	FS	S0000007056	AUD	13,500.00	13,500.00	XXXXXXXXXXXXXXXXXXXX0000	Bill	0.00	0.00	A00001	A & A CO Ltd 30APR21

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.

Confirm

Currency: AUD Transaction Date: 10MAY21 Ref No.:

Total ROC Amt: 1,074,699.31 Merchant Fee: 12,667.21

Net Receivable: 1,062,032.10 Amt. from Card (Gross): 3,000.00

ROC Count: 533 Company Difference: -1,071,699.31

GST Amount: 881.14

Transfer To

Trust Account: Trust/TRUST ACCOUNT Difference Adjustment: 120100-/Detail Test -1,071,699.31

Remark:

Proceed

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.

Credit Card Payment Listing

Show 10 entries

Document No.	Receipt Seq No	Sequence No	Document Type	Booking No.	Payment Reference	Currency	Receipt amount	Base ROC Amount	Card No.	Card Type	Merchant Fee	GST	Profile No	Profile Name	Document Date
1	DP0000001404	0	D	S000000094833	75744850074899491	AUD	3,000.00	3,000.00	XXXXXXXXXXXXXXXXXXXX1111	Mint Payments	0.00	0.00	00LIDA	Rahma Maulida N	16APR21
2	ST0000000196	01	0	BS	S00000001132	AUD	17,600.00	17,600.00	XXXXXXXXXXXXXXXXXXXX5555	Visa B	528.00	48.00	00LIDA	Rahma Maulida N	05OCT20
3	ST0000000226	01	0	BS	S00000001865	AUD	9.00	9.00	XXXXXXXXXXXXXXXXXXXX0000	Diners	0.27	0.00	00LIDA	Rahma Maulida N	27OCT20
4	DP0000000845	0	D	S00000000208		AUD	100.00	100.00	XXXXXXXXXXXX1111	ZVISA	0.00	0.00	00LIDA	Rahma Maulida N	28OCT20
5	DP0000001323	0	D			AUD	4,500.00	4,500.00	XXXXXXXXXXXXXXXXXXXX0000	AE	99.90	9.00	00LIDA	Rahma Maulida N	22MAR21
6	DP0000001176	0	D	S00000005877		AUD	600.00	600.00	XXXXXXXXXXXXXXXXXXXX0000	AE	13.20	1.20	00LIDA0001	MR ONE ASFASF	16FEB21
7	RV0000000075	0	V			AUD	1.00	1.00	XXXXXXXXXXXXXXXXXXXX0000	BH	0.00	0.00	00LIDA0001	MR ONE ASFASF	28OCT20
8	ST0000000227	01	0	BS	S00000004289	AUD	5.00	5.00	XXXXXXXXXXXXXXXXXXXX0000	BH	0.00	0.00	01LIDA	BAHMALIDA CREDIT TERM	28OCT20
9	DP0000001396	0	D	S00000000004	637396235103430913	AUD	250.00	250.00	XXXXXXXXXXXXXXXXXXXX0000	Mint Payments	0.00	0.00	A00001	A & A CO. LTD	09APR21
10	INV0000005438	01	0	FS	S00000007056	AUD	13,500.00	13,500.00	XXXXXXXXXXXXXXXXXXXX0000	BH	0.00	0.00	A00001	A & A CO. LTD	30APR21

Showing 1 to 10 of 533 entries

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

Home > RPT295 - Credit Card Deposit Batching Summary

Preview Excel PDF Word Chart Schedule

Searching Criteria

Transaction Date: Between 01MAY21 And 31MAY21

Credit Card Deposit No. =

Reference =

Bank Code =

Staff ID =

Document No. =

Status =

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.

RECOMMENDED WEEKLY TASKS

The recommended tasks to be completed weekly are:

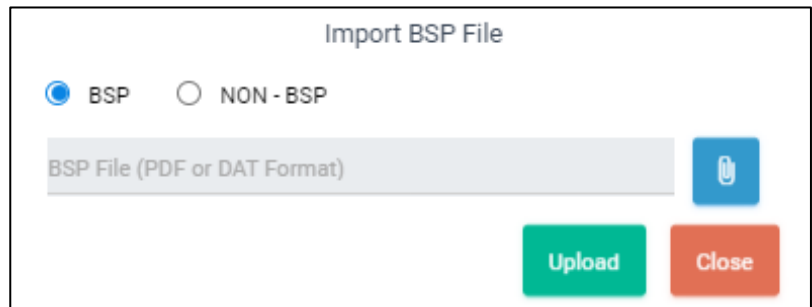
- BSP reconciliation
- Bank reconciliation
- Review booking balances (debtors)
- Review payments due (creditors)
- Review Pay Direct Items

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.



Import BSP File

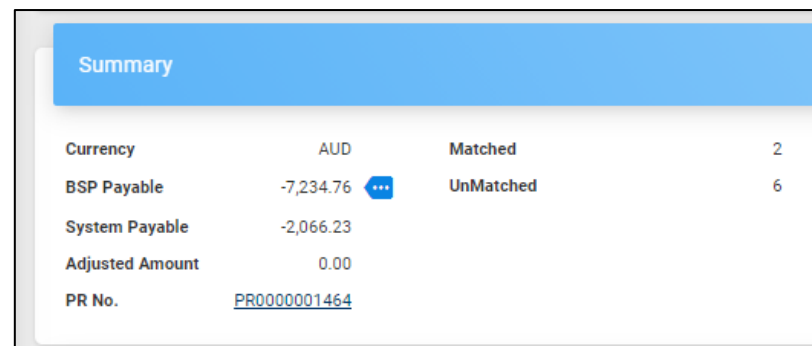
BSP NON - BSP

BSP File (PDF or DAT Format) 

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.



Summary			
Currency	AUD	Matched	2
BSP Payable	-7,234.76	UnMatched	6
System Payable	-2,066.23		
Adjusted Amount	0.00		
PR No.	PR0000001464		

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.

Account No. TRUSTACCT-, Period 062021, AUD (Open)

Statement No / Date	20210512	30JUN21	Ledger Opening	-7,777,777,001,440.83
Statement Opening		0.00	Deposits In Transit (+)	1,348,433,203,877.29
Statement Balance		0.00	Unpresented Checks (-)	7,834,604,855,318.63
Deposits		100.00	Unreconciled Difference:	1,291,605,349,999.49
Withdrawals		3,860.00	Ledger Balance	-7,777,777,001,440.83
Variance		3,760.00		

Bank Fee	0.00	110100/Leasehold Im	Selected Deposits	0.00
Bank Interest	0.00	110100/Leasehold Im	Selected Withdrawals	0.00

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.

Statement No	Statement Date	Status	Statement Opening	Deposit Balance	Withdrawal Balance	Statement Balance	Bank Fee	Bank Interest
20210512	30JUN21	Open	0.00	100.00	3,860.00	0.00	0.00	0.00

Showing 1 to 1 of 1 entries

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
Statement Opening		0.00		Bank Interest	0.00
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 creditor transactions. 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.

The screenshot shows a web interface for the 'RTAU303 - Supplier Payment Due Report'. At the top, there are navigation options: 'Home > RTAU303 - Supplier Payment Due Report' and a star icon. Below this are icons for 'Preview', 'Excel', 'PDF', 'Word', 'Chart', and 'Schedule'. The main section is titled 'Searching Criteria' and includes a dropdown menu with 'Add' and 'Save' options. Below the dropdown is a search bar with '(S)ummary/ (D)etail' and a search icon. The search criteria are listed as follows:

Field	Operator	Value	Separator	Value
Supplier Due Date	Between		And	
Supplier No.	Between		And	
Order No.	Between		And	
Document No.	Between		And	

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.

The screenshot shows a web interface for the 'Commission Register'. At the top, there are tabs for 'Hotel', 'Car Rental', and 'Other', along with an 'Options' dropdown. Below the tabs are search fields for 'Booking No.', 'Supplier', 'Hotel' (with a note 'Please input hotel name or chain code for search'), and 'City Code'. There are also fields for 'Check-out' (with a dropdown arrow), 'From' (with the value '01FEB21'), 'To' (with the value '22FEB22'), and 'Outstanding Items' (with a dropdown arrow). At the bottom right, there are 'Search' and 'Reset' buttons.

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:

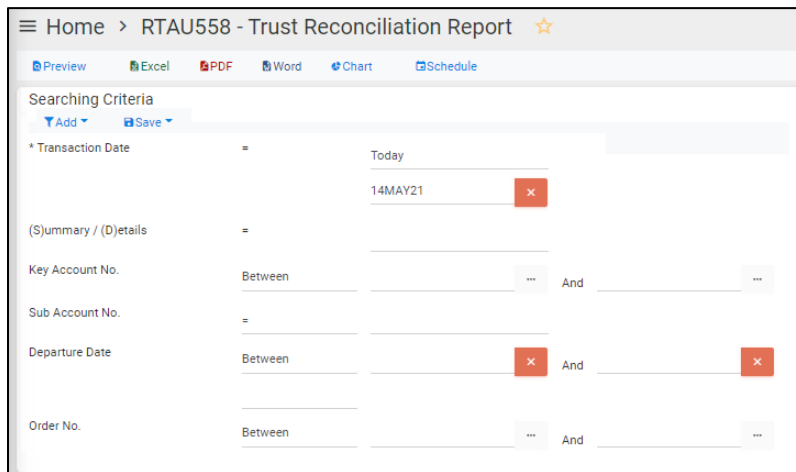
- Aged debtor analysis

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 screenshot shows the search criteria for the RTAU558 - Trust Reconciliation Report. The form includes the following fields and options:

- Transaction Date:** Set to "Today" with a dropdown menu showing "14MAY21" and a red "X" button to clear the selection.
- (S)ummary / (D)etails:** A dropdown menu.
- Key Account No.:** A "Between" range selector with "And" options.
- Sub Account No.:** A text input field.
- Departure Date:** A "Between" range selector with "And" options and red "X" buttons to clear the selection.
- Order No.:** A "Between" range selector with "And" options.

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

The screenshot shows a search criteria form for the RTAU138 - Pending Commission Transfer Report. The form includes fields for Departure Date, Order No., Supplier No., TCID, and Customer No., each with a 'Between' range and 'And' connector. The Departure Date field is populated with '01MAY21' and '31MAY21'. There are also 'Add' and 'Save' buttons at the top left of the form.

To identify costings that do not meet the above conditions.

10.2. Reconciliation → Commission Transfer

The screenshot shows the 'Commission Transfer Recall' form. It has fields for 'Account' (TRUST ACCOUNT), 'Trip Date From' (01APR21), 'To' (30APR21), and 'Booking No.'. A 'Search' button is located to the right of the Booking No. field.

To transfer commission

Select the relevant bank account.

Change the trip date if required.

The screenshot shows the 'Process Commission Transfer' form. It includes fields for 'Transfer From' (TRUST ACCOUNT), 'Transfer To' (BANK BCA - P), and 'Transfer Date' (14MAY21). Below these fields is a table of entries with columns for Booking No., Product Description / Receipt No., Ticket No., Traveler, Trip Date, Amount, and Due Amount (GST). Two entries are shown, both checked. A 'Total Amount' of 2,656.86 is displayed at the bottom left. There are 'PREV' and 'NEXT' buttons at the bottom right.

Booking No.	Product Description / Receipt No.	Ticket No.	Traveler	Trip Date	Amount	Due Amount (GST)
<input checked="" type="checkbox"/> S00000006611	LAND / LAND TOUR		LAI/NATALIE MISS	22Apr21	525.00	525.00 (0.00)
<input checked="" type="checkbox"/> S00000006611	LAND / LAND TOUR		CHAN/KRISTY MS	22Apr21	475.00	475.00 (0.00)

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

JE Period	Batch No.	Description	Type	Status	Created By
032021	JV2103000003	System Journal as At 03/03/21	System JE	Ready to Post	sysadm

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

Home > RTAU545 - Trial Balance Report by Journal Period

Preview Excel PDF Word Chart Schedule

Searching Criteria

Add Save

* Journal Period Between 062020 And 122020

Show Zero Amount (Y/N) =

Key Account Between And

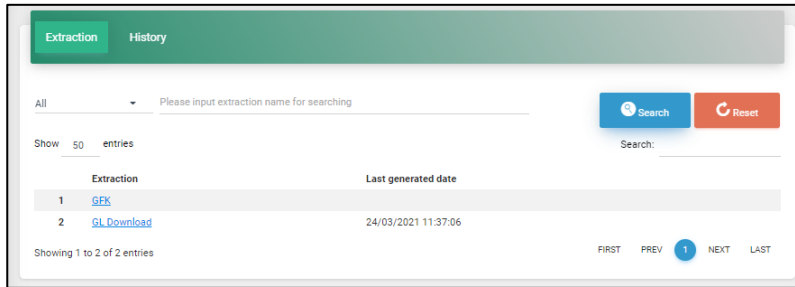
Sub Account =

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

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.

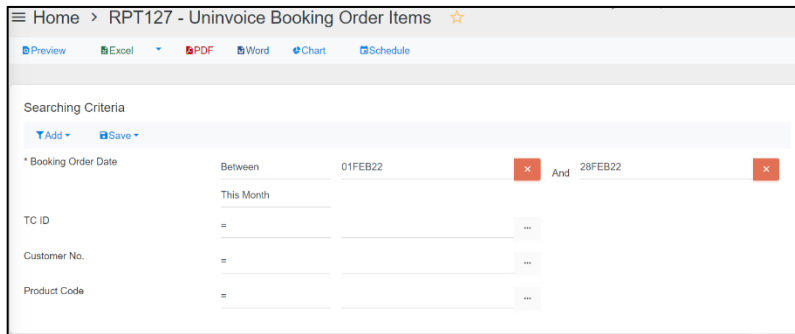
13.1. Others → Extraction



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]

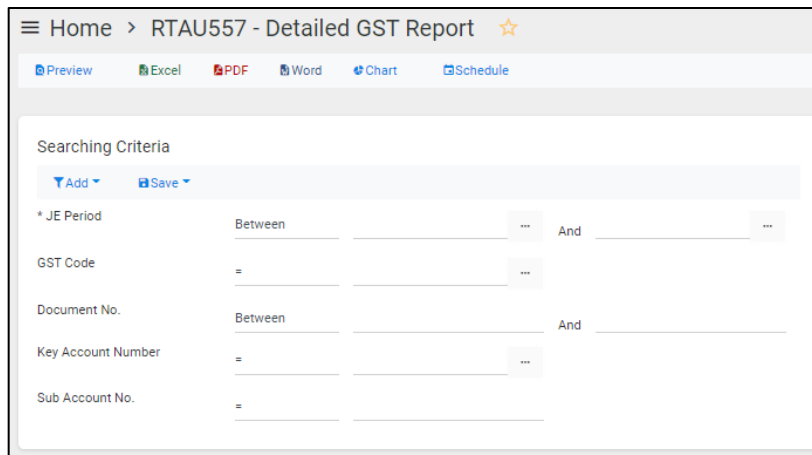


To identify overdue and long outstanding customer balance.

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)

The screenshot shows the search criteria for the RTAU135 - Booking Balance Report. The form includes the following fields and options:

- Buttons: 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 [] (with red X buttons)
- Order No.: Between [] And [] (with dropdown arrows)
- Customer No.: Between [] And [] (with dropdown arrows)
- TC ID: Between [] And [] (with dropdown arrows)
- MIS Team: = []

To identify booking with outstanding booking balances

17.0 Booking Statistic By TCID

- 17.1. Report → Business → RTAU118 - Future Sales Report

The screenshot shows the search criteria for the RTAU118 - Future Sales Report. The form includes the following fields and options:

- Buttons: Preview, Excel, PDF, Word, Chart, Schedule
- Searching Criteria: Add, Save
- * Balance Due Date: Between 01MAY21 And 31MAY21 (with red X buttons)
- This Month: []
- Customer No.: = [] (with dropdown arrow)
- Team Code: = []
- TCID: Between [] And [] (with dropdown arrows)

To identify the expected yield of order.

- 17.2. Report → AR → RTAU128 - Quote Conversion Report

The screenshot shows the search criteria for the RTAU128 - Quote Conversion Report. The form includes the following fields and options:

- Buttons: Preview, Excel, PDF, Word, Chart, Schedule
- Searching Criteria: Add, Save
- (S)ummary/(D)etails: = []
- * Order Date: Between 01MAY21 And 31MAY21 (with red X buttons)
- This Month: []
- Order No.: Between [] And [] (with dropdown arrows)
- TCID: = [] (with dropdown arrow)

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

18.0 Aged debtor analysis

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

The screenshot shows a web application interface for the 'RPT221C-D - AR Ageing Analysis Detail Report (As At)'. The page has a navigation bar with 'Home' and a star icon. Below the navigation bar are tabs for 'Preview', 'Excel', 'PDF', 'Word', 'Chart', and 'Schedule'. The main content area is titled 'Searching Criteria' and contains a form with the following fields:

Field	Operator	Value
Customer No.	Between	Today
* AS AT	=	14MAY21
Overdue Range (30, 60, 90 ...)	=	
Company Level (Y/N)	=	
Customer No.	=	
(C)ompany / (P)ersonal	=	
Currency	=	
Customer Type	=	
Customer Category	=	
Trade Group	=	
Report Group	=	
Branch No.	=	
Document Type	In	

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.