PowerSuite

PowerSuite Overview

Version 2.0

Table of Contents

DOCUMENT VERSION HISTORY

The following table summarizes the change history of this document.

Doc Version No.	:	2.0
Change Reason	:	Regular Update
Date Updated	:	26Nov2021
Updated By	:	PJ

Doc Version No.	:	1.01
Change Reason	:	First Finalized Version
Date Updated	:	06Apr2020
Updated By	:	JC

List of Abbreviations found in this document:

Abbreviation	Meaning
AP	Accounts Payable
App	Application
AR	Accounts Receivable
BSP	Billing and Settlement Plan
Ctsf	Car Transfer
FOP	Form of Payment
GL	General Ledger
GST	Goods and Services Tax
IATA	International Air Transport Association
IUR	Interface User Record
JV	Journal Voucher
PCC	Pseudo City Code
PCI DSS	Payment Card Industry Data Security Standard
PDF	Portable Document Format
Pkg	Package
SO	Sales Order
UATP	Universal Air Travel Plan
URL	Uniform Resource Locator
XML	Excellent Management Limited
XO	Exchange Order

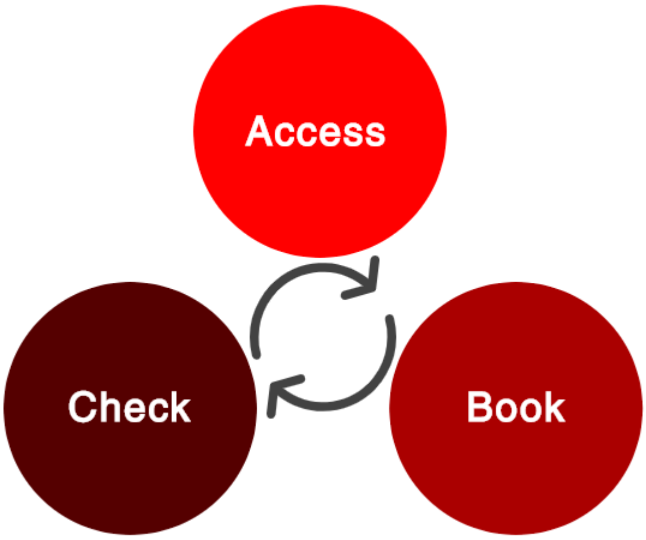
1 Introduction

PowerSuite allows you to run your business on the go. It is your all-in-one mid back office system to manage your client information and financial management solution which seamlessly unifies all your processes, from point-of-sale, invoicing, right through financial reporting. It enables each staff member on the move to work more productively and securely.

2 Scope

This Overview Guide is designed to provide users with a general understanding of the basic operation of PowerSuite on the following:

- Access
- Book
- Check



This document is not designed to be used as a training document; rather it should be read in conjunction with Training Manual or PowerPoint by Modules if more detailed information is needed.

They are available under the Quick Reference and Training Manual in the drop down of setting found in PowerSuite.

3 Requirement

3.1 Setup Acknowledgement

PowerSuite is simple and easy to use, and the implementation setup is simple.
To ensure that your implementation is fast and simple.
Below is our recommendation that you need to take note of and agree with when using System Standard setup which includes the following:

- Default System Product Code
- Default System Document Prefixes

- Default System Chart of Account
- Default System Admin Settings
- Default User Settings

You can also contact us if you have questions or require changing on the settings. If you agree with the default settings, implementation will be very quick at your agency.

Note: Any additional configuration, setup, training and onsite support which is unique to your agency can be further discussed and guided by your Sabre Account Manager or XML Team.

3.2 Prior Implementation

Following are actions required by your office:

Information & Material

☑ Provide list of Sabre PCC

☑ Provide content to be shown on document
- company logo (in jpg with resolution 1400 x 200)
- Document header content in static words (e.g. company address or contact)

Site Accessibility

☑ Perform, but not limited to, the followings to grant the accessibility to PowerSuite URL https://au.powersuitecloud.com/
- Put the URL in whitelist of your firewall
- Configure your firewall settings
- Configure proxy server (if you are using proxy)

SabreRed 360 Setup

☑ Perform Check for Updates in SabreRed 360 to get PowerSuite red app
(refer to the guide - Guide_SabreRed360_AppUpdate)

☑ Run PowerSuite app and input the PowerSuite URL to complete setup
(refer to the guide - Guide_SabreRed360_URLConfiguration)

3.3 Minimum Requirement

i Compatible Operation Systems
  a. Windows 10 (both 32 & 64 bit OS are certified)

ii Compatible Browsers
  a. Internet Explorer 11 or above
  b. Microsoft Edge
  c. Google Chrome

iii PDF Viewer

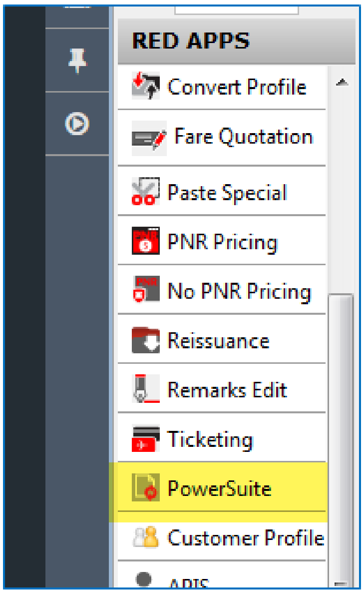
iv Stable Internet Connection

4 Access

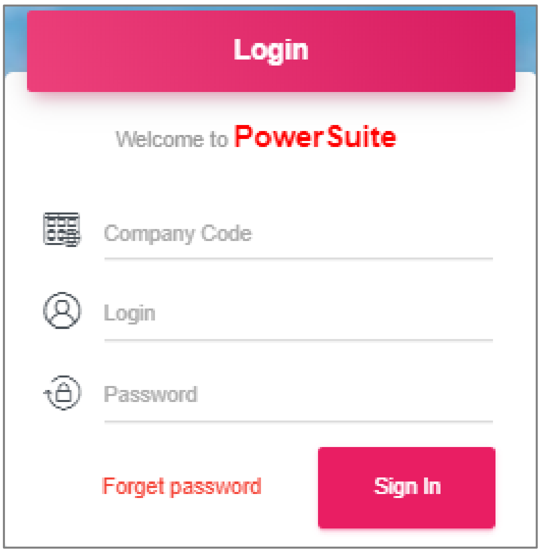
4.1 Login

There are 2 ways to access PowerSuite.

1) Go to the PowerSuite from Sabre Workspace,

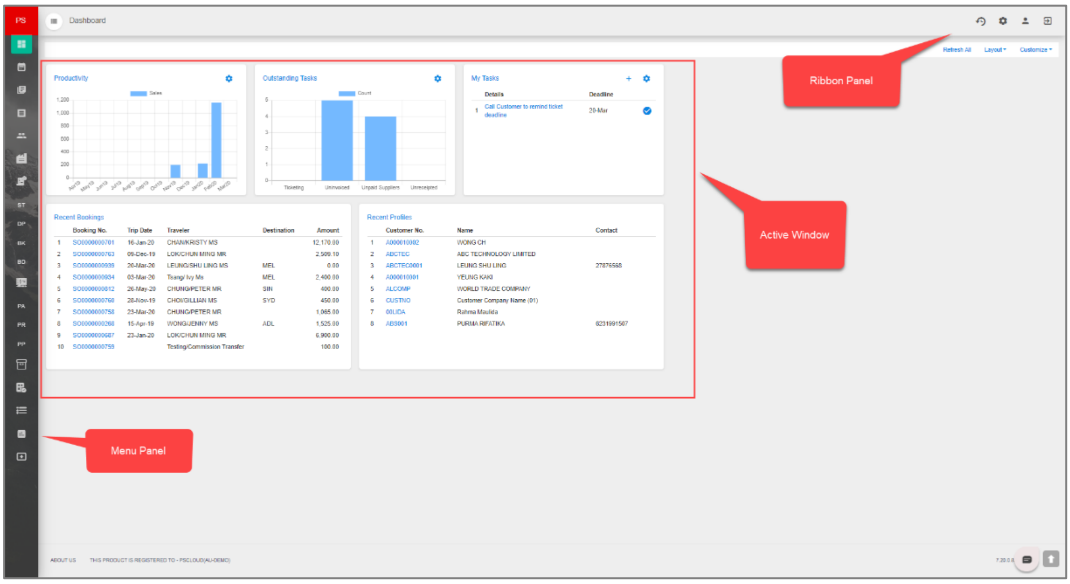


2) or visit the link. https://au.powersuitecloud.com/

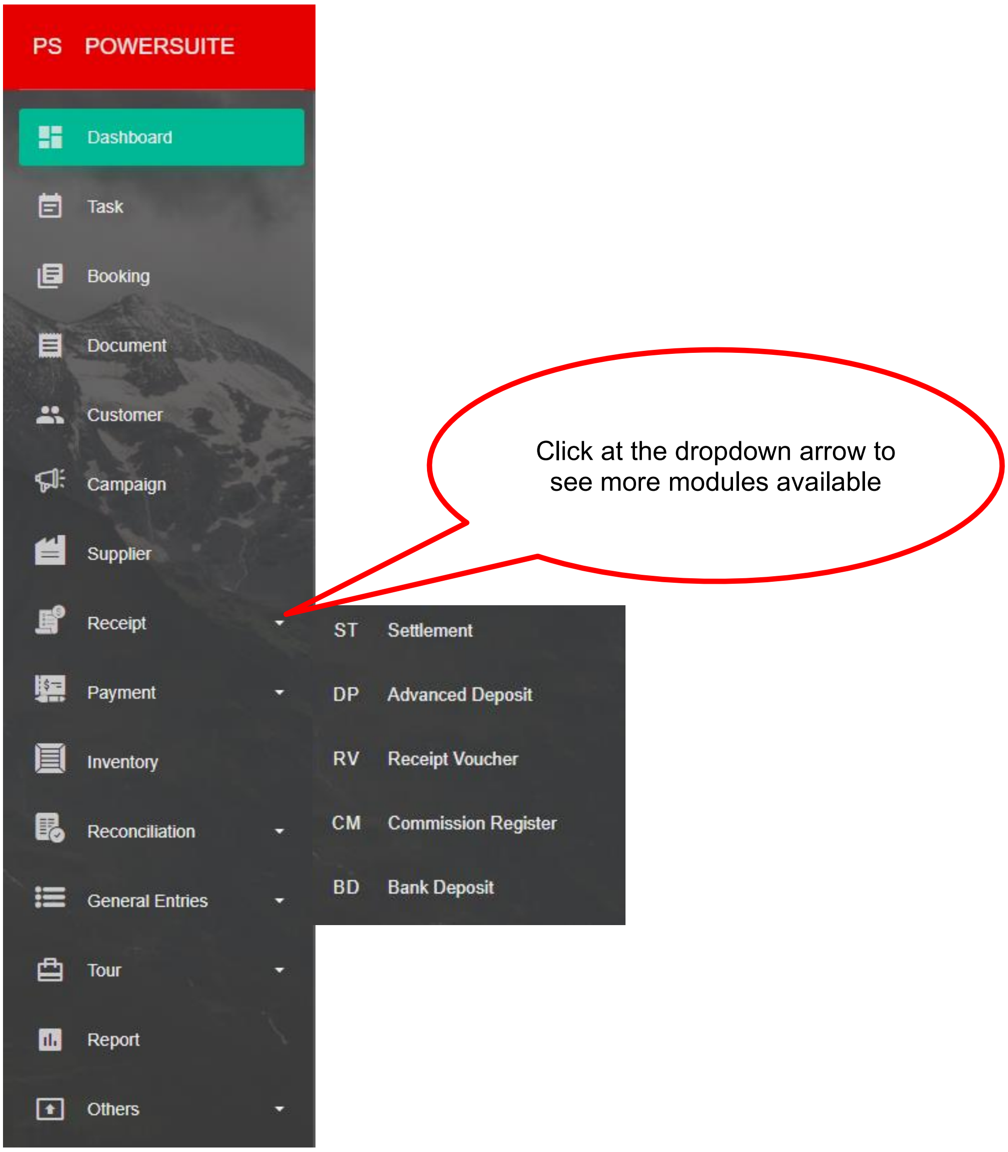


Note: Company Code and System Admin sign in will be share to you by our Implementation Team upon registration is complete. Each company code will be unique to the Travel Agency.

4.2 Navigation in PowerSuite

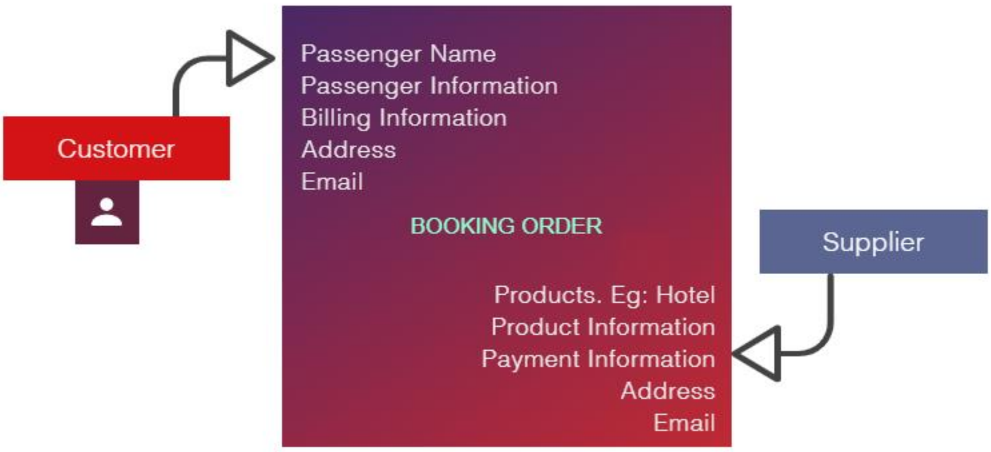


Menu Panel can be collapsed or expanded when mouse over.



5 Book

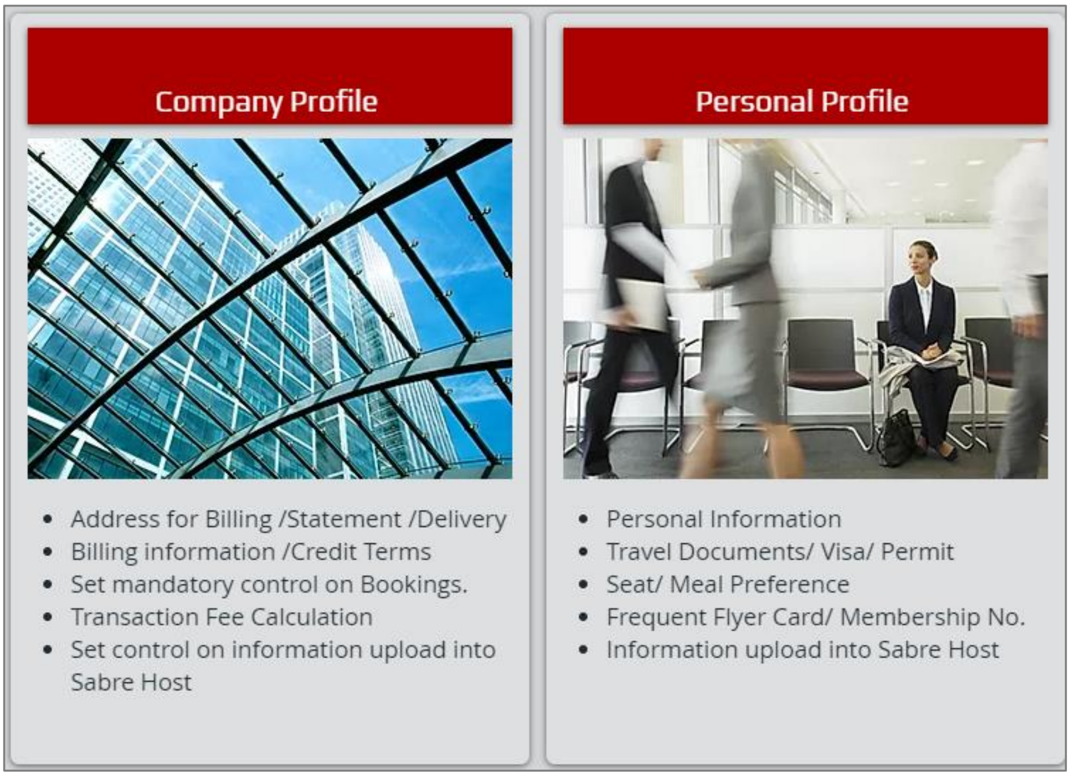
Before you begin your booking. Please take a few minutes to look at Profile Management. All bookings will require Customer and Supplier Profile.



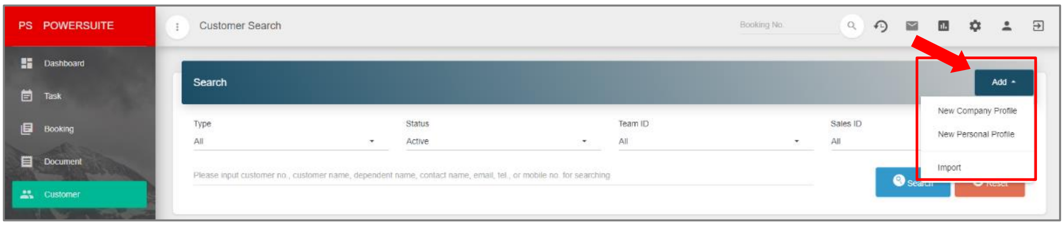
If this is your first time accessing the system, you may need to spend some time to create the Customer and Supplier Profiles.

5.1 Customer

It is important to keep your customers data especially for those who regularly make booking with you. In PowerSuite, we have 2 different types of customer profile.



From Menu Panel → Click on 'Customer' → Click 'Add' and select either 'New Company Profile' Or 'New Personal Profile' from the dropdown.

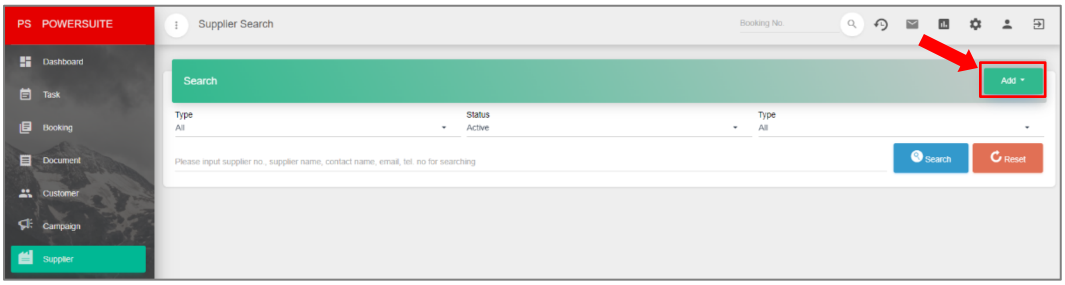


Note: You must have at least one Company Profile before creating New Personal Profile or you may select the default 'RETAIL' company profile (Use for Customers with no company)

5.2 Supplier

You can maintain your supplier only 'One Time' in PowerSuite and able to use the information for Voucher Printing. The Booking can be made directly with you or with your wholesaler and the information will only need to maintain 'Once'.

From Menu Panel → Click on 'Supplier' → Click 'Add'



5.3 Booking Flow

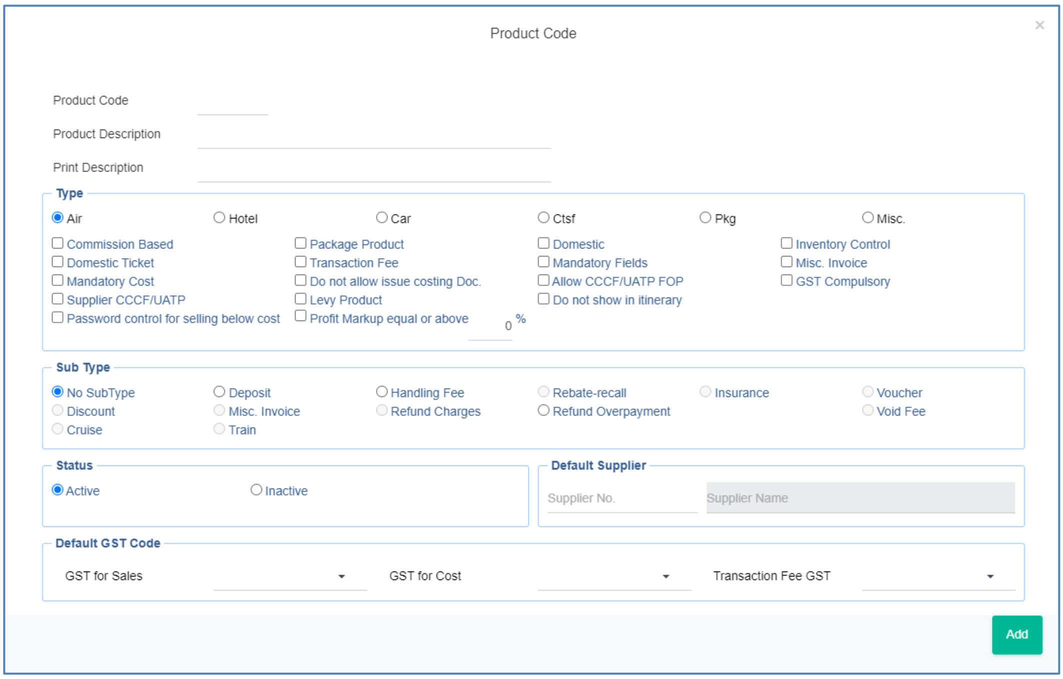
5.4 Booking Order

There are 3 ways to create a Booking in PowerSuite.

Note: Ticket issued from Sabre Host with Passenger and Ticket information including fares will be captured into the Booking Order for Import or Automation methods.
For PNRs without ticketing, they can be downloaded by using the Import function.

5.5 Product Type

Agency can create different Products that they always sell base on different settings.

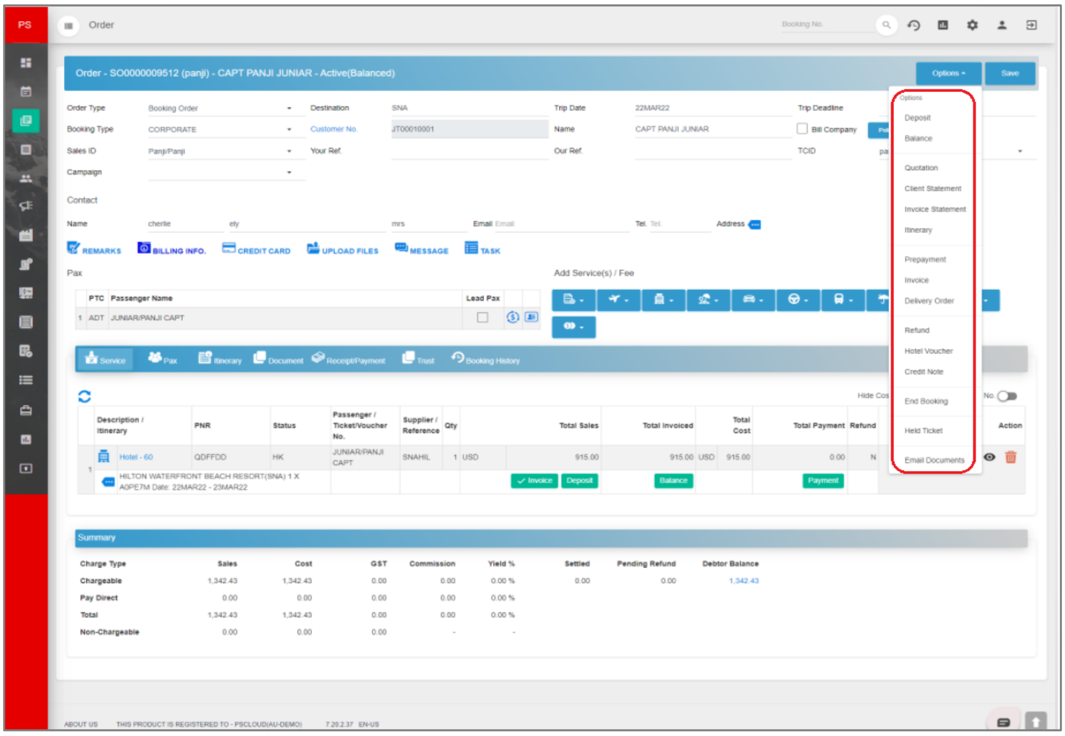


5.6 How to Create Booking

3 important information that are require in a booking

5.7 Documents with just 'One Click'

From 'Options' dropdown, you can select the different type of document.



What are the Documents?

Quotation

Quotation Document issued prior Booking confirmation. Allow user to select by passenger name and product items to provide quotation between price option 1 and 2.

Itinerary

Itinerary provides full detail information of the booking layout by dates. User can select passenger and insert additional remarks by segment if needed.

Client Statement

Client Statement provides full detail information of the booking layout by dates on top follow by price information all consolidated at the bottom.

Deposit

Deposit Document is issued as an official receipt when user receive money from customers. This can be make in the Booking Order which allow user to offset the amount with outstanding Invoice.

Invoice

An Invoice can be raised for all passengers and product in one document or by specify passenger or product.

Balance

Quick link to Settlement module from Booking Order. User is able to perform full or partial settlement of any outstanding invoice from this module.

Prepayment

Quick link to Advance Deposit to be make payable to Supplier from Booking Order.

XO

Exchange Order or also known as Purchase Order. Document is issued to Supplier for exchange of services or products.

Delivery Order

This document is issued to either collect or deliver documents to Passenger. Eg: Passport collection. Visa or Voucher Delivery.

Hotel Voucher

Hotel Voucher document is available when there is a hotel product in the Booking Order. It allows user to print or email Hotel Voucher to Passenger.

Refund

Quick link to Refund option is available from Booking Order. User is able to search and select related documents linked to Booking Order to perform refund.

Credit Note

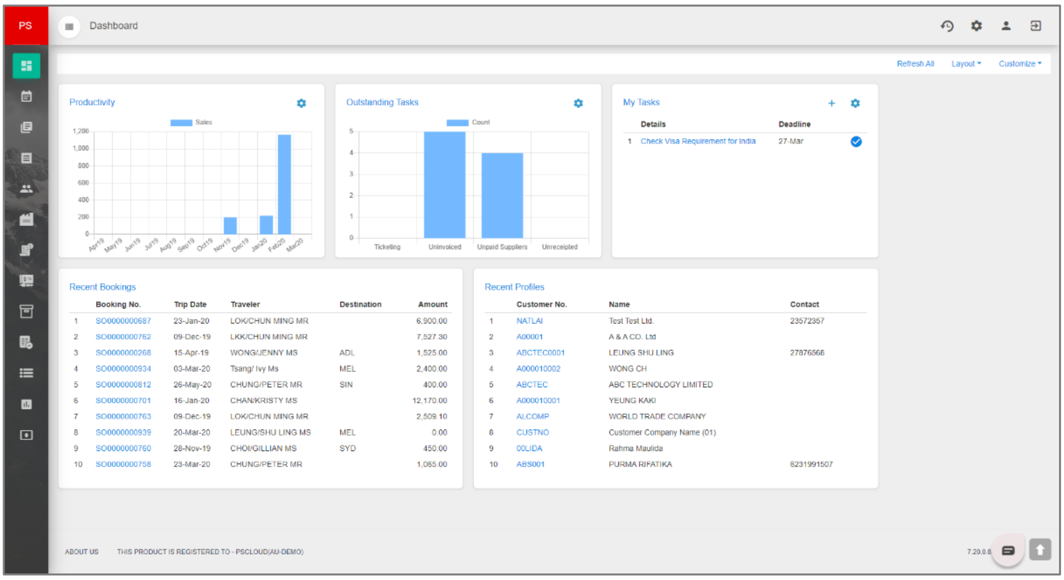
Quick link to perform issuance of Credit Note. This is useful for accounts when they need to issue Credit Note to offset with the Outstanding Invoice linked to the same Booking Order.

6 Check

PowerSuite allows you to do health check on your business, finance and more. Here are the modules you can use to check on your business.

6.1 Dashboard

Allow you to check your business in a quick glance.
You will usually access to this window when you first login to PowerSuite.
Or you can access 'Dashboard' from the Menu Panel.



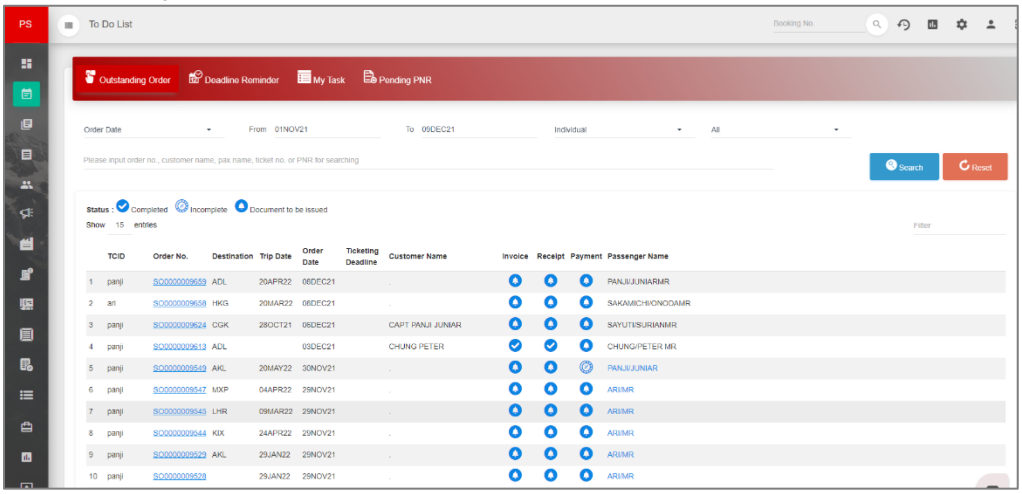
In this window, user can check deadline that they have set or access to their recent bookings or profile for action.

6.2 To Do List

User or Managers can also go to 'Task' at Menu Panel to check out Booking that are 'Outstanding Order' to be follow up or view deadline that will be due at 'Deadline Reminder'. They can also check on task being assigned to them or to others in 'My Task'. Lastly, they can also go to 'Pending PNR' to check on ticketed PNR which require action.

6.2.1 Outstanding Order

This is a great place to start your work, user can check Booking Orders that are pending for follow up actions. Below is a screen capture for your better understanding.



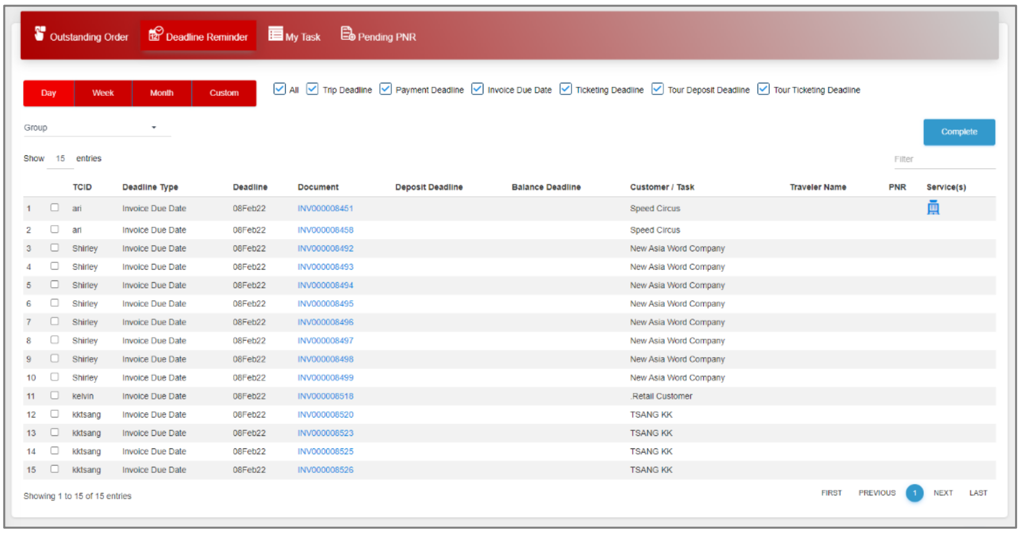
Note: Order No. in blue are hyperlink and allow user to click and access the booking quickly.

Status icon:

Completed	Incompleted	Documents to be issued
All order items are generated with corresponding documents and document(s) are all in printed or settled or paid status	All order items are generated with corresponding documents but not all document(s) are all in printed or settled or paid status; OR, Partially generate document for a/some order items which is on raised, printed, settled or paid status.	No document has been generated for any order item.

6.2.2 Deadline Reminder

You can choose to view deadline by Day, Week, Month or Custom.



1 Day
Shows item(s) being due today

2 Week
Shows item(s) being due this week

3 Month
Shows item(s) being due this month

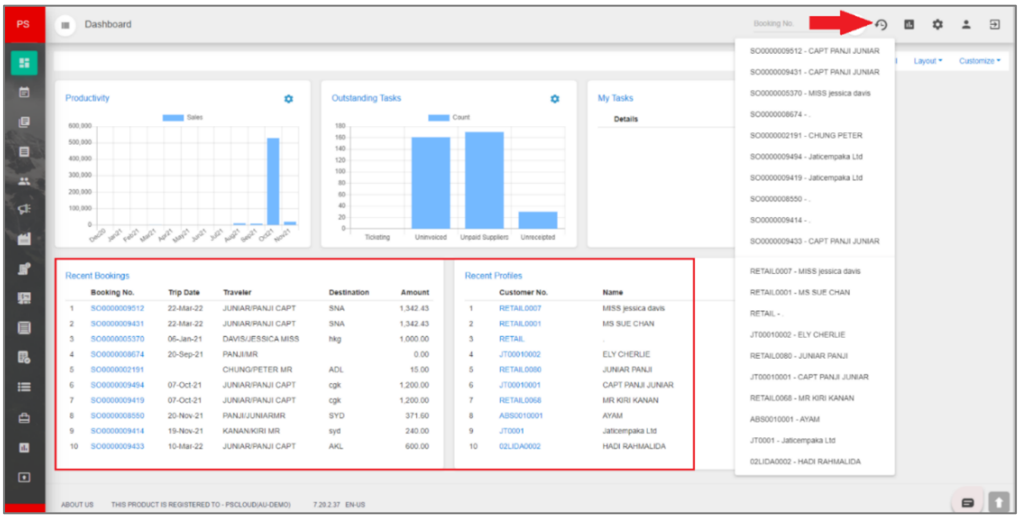
4 Custom
Self define the date range

6.3 History

There are many History that you can check in PowerSuite for different purpose. Here are a few tips where to find them.

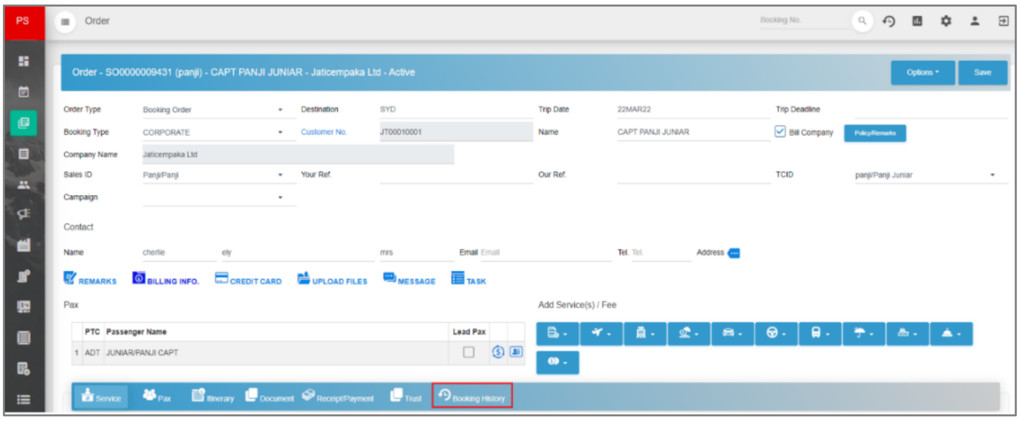
6.3.1 Recent Bookings/Profiles

Go to Dashboard. See Bookings and Profiles in box up.
Or you can access quickly anywhere in PowerSuite by clicking at the red arrow ‘History’ button and able to select the Bookings or Profile from the drop down.

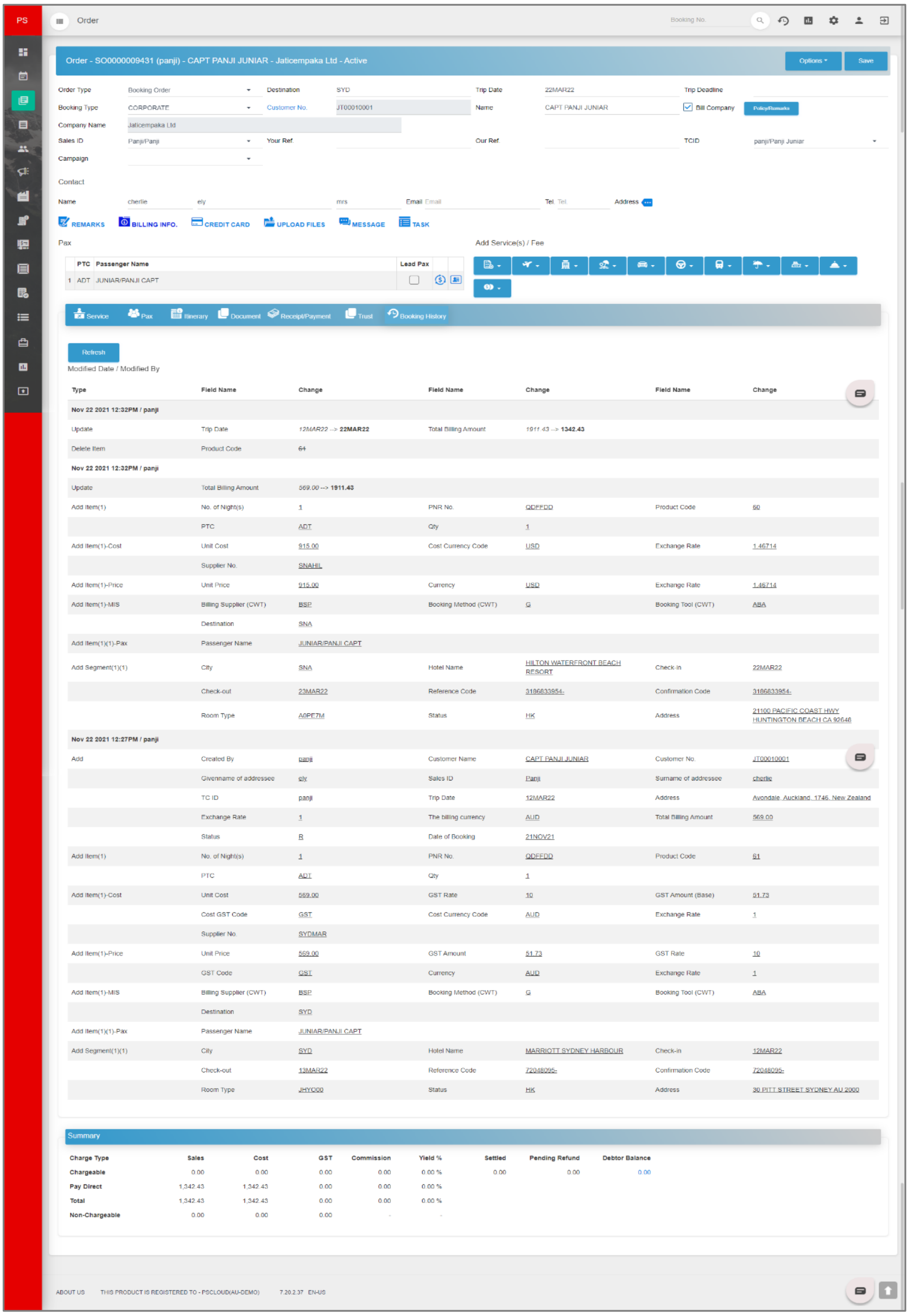


6.3.2 Booking History

You can also check on Booking History to view who or when documents are created, or cost being amended. This is very useful for investigation.

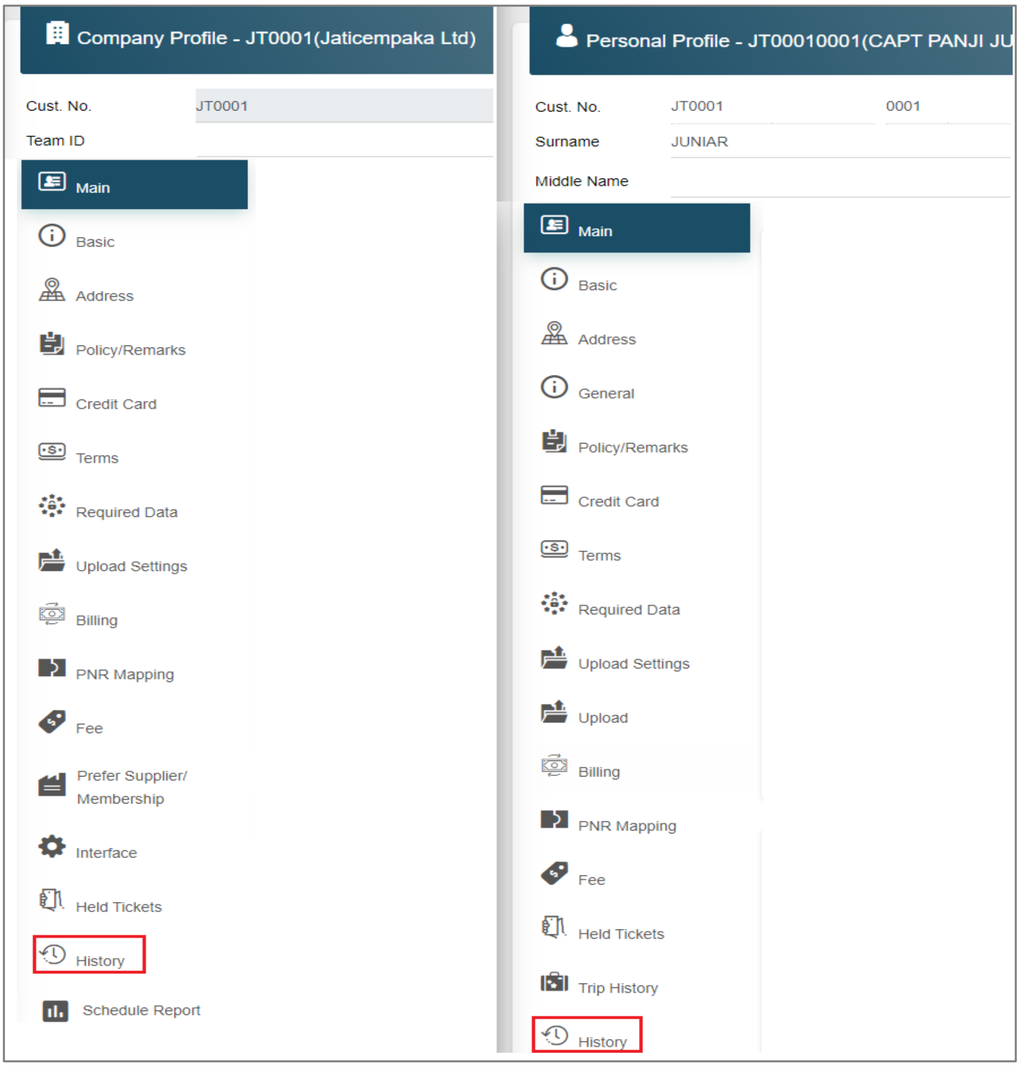


Click on ‘Booking History’

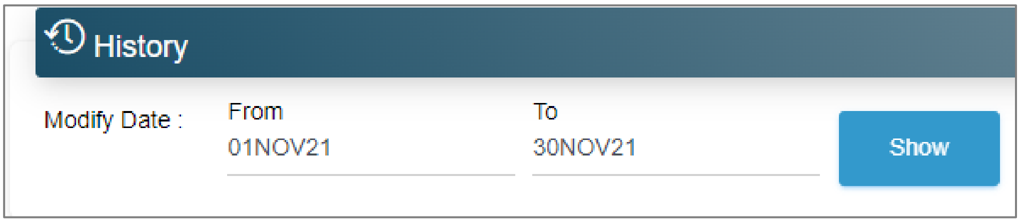


6.3.3 Customer Profile History

History is also available in Company and Personal Profiles.



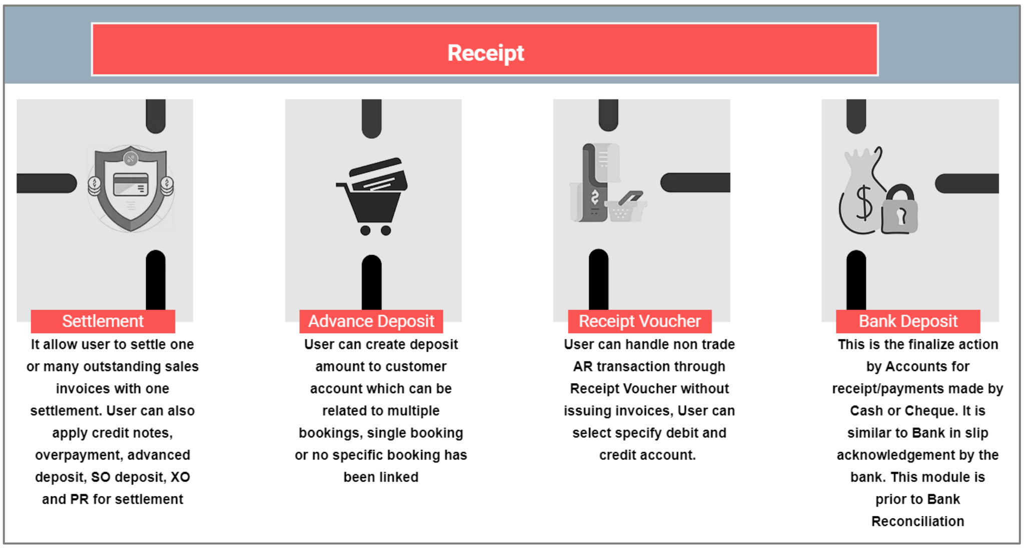
After clicking on ‘History’, Enter the date range you would like to search and click on ‘Show’



6.4 Finance

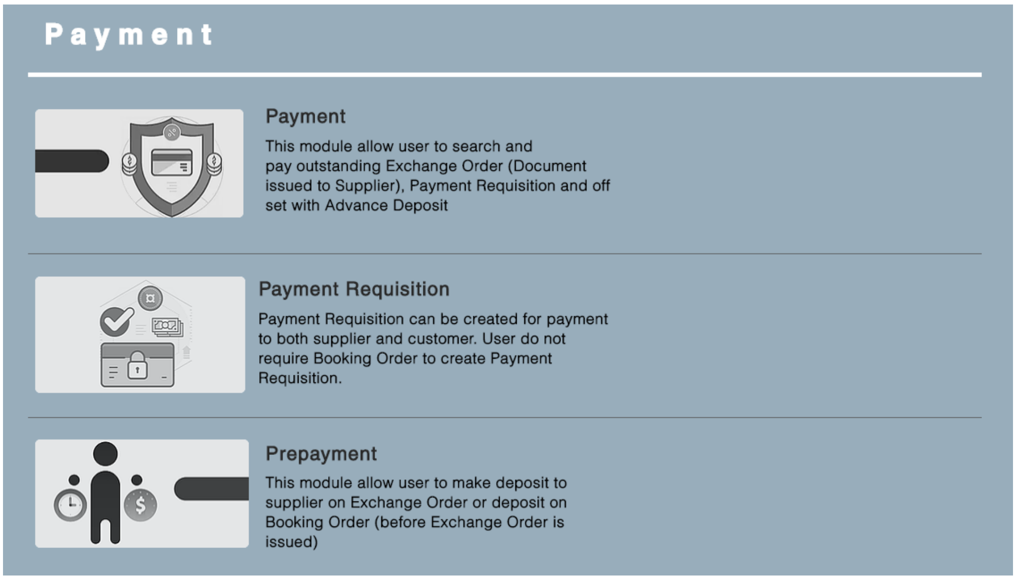
Here are the modules you can use to check on your Finance.

6.4.1 Receipt



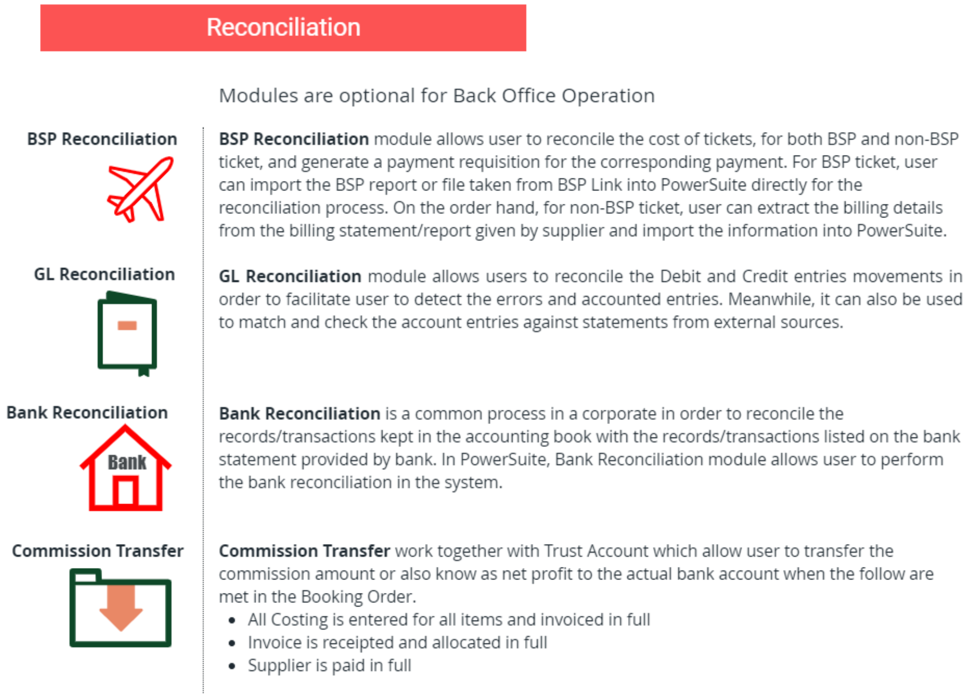
6.4.2 Payment

The different type of Payment available in PowerSuite:



6.4.3 Reconciliation

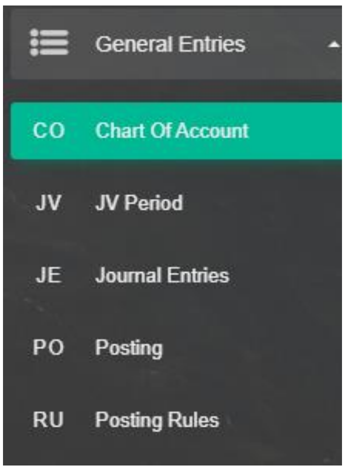
In PowerSuite, we provide reconciliation modules which allow user to keep track of their financial health.



6.4.4 Back Office

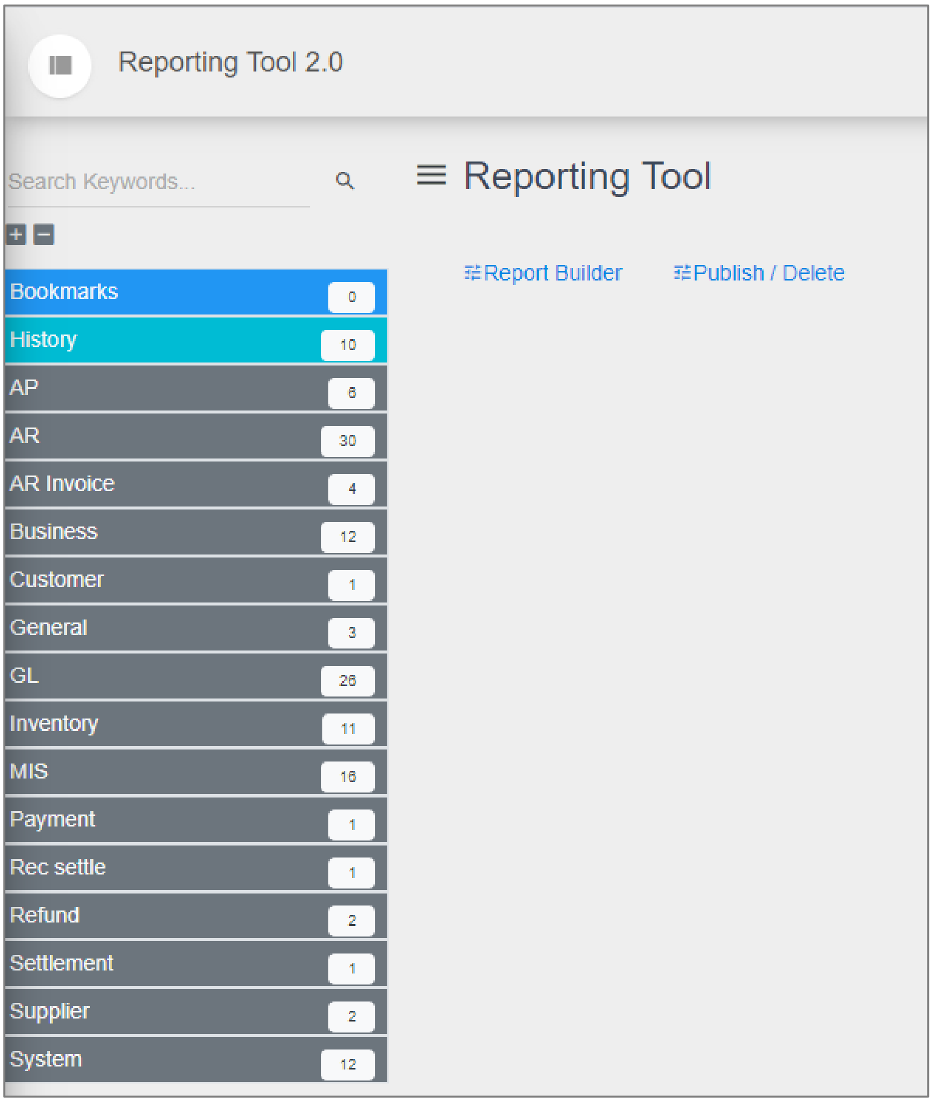
Back-office functions include chart of accounts setup, defining JV Period, posting rules setup.
To ensure that your implementation is fast and simple, we have offer standard setup which is the default setting as mention in section 3.1

You can also change or modify these settings if needed by going to the 'General Entries' at the menu panel.

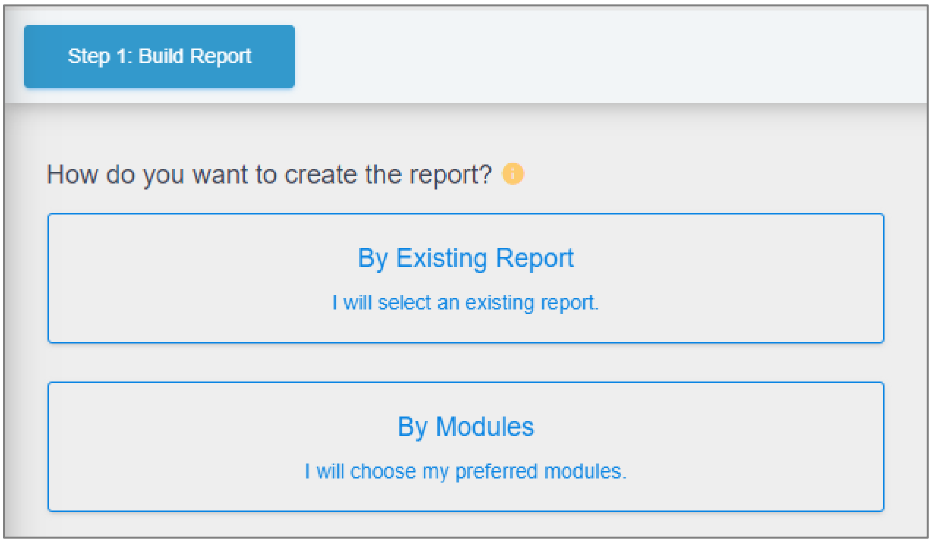


6.4.5 Reports

PowerSuite has more than 100 standard reports. User can search reports or select drop down from the different report category as shown.



User can also build their own report if the existing report do not meet their requirement.



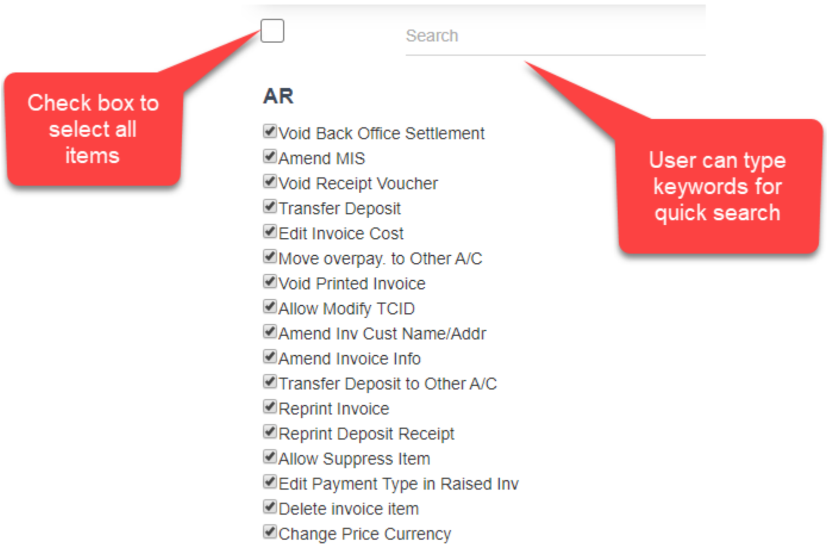
6.5 Security

PowerSuite is easy to use, quick to implement, allow user to access whenever with flexibility as well as security. Following are some security measures which user can control.

6.5.1 Employees

User access control can be set unique to individual or by work group or team. As for login and password, based on security, each employee is recommended have their own personal login.

Below is an example on the control settings.



6.5.2 PCI DSS

Payment Card Industry Data Security Standard is an global security requirement to protect client credit card information.

Under the Passenger Sales Agency Rules, all IATA Accredited Agencies must ensure its full compliance with the PCI DSS. PCI DSS is a comprehensive card security standard regulated by the world's leading card associations, that evaluate a payment account data security by assessing the company's network, software architecture along with its security policies and data protective procedures. This attestation is required by any provider who stores, processes or transmits cardholder data.

In PowerSuite, we use Microsoft Cloud, this cloud platform is PCI DSS compliance and our development are also PCI DSS compliance since 2018. We are committed to maintain high security standard with penetration testing being performed every quarterly.

Contact us if you would like to explore more on PowerSuite to accelerate your business.

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