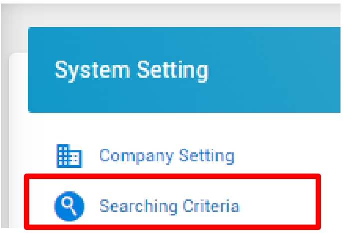
What's New in PowerSuite?

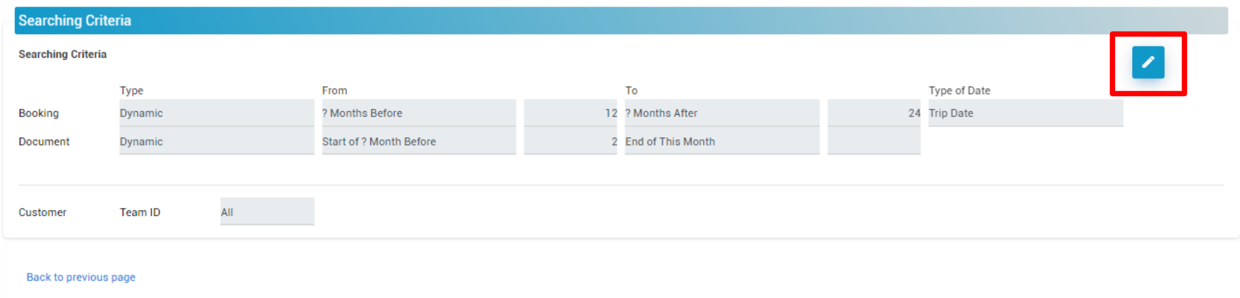
PowerSuite New Functions Highlights – October 2022

1. **Enhanced Booking, Document and Customer Search** – We enhanced PowerSuite to allow the system administrator to set searching criteria in Booking Folder, Document and Customer Profile.

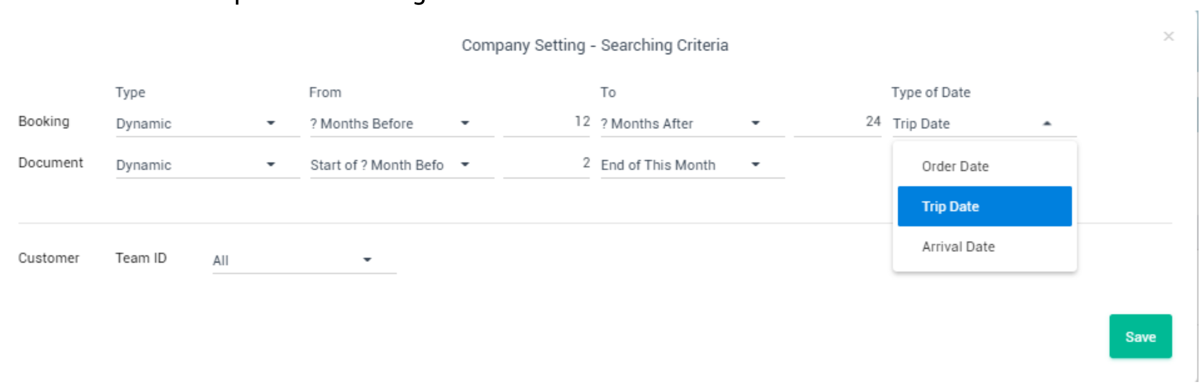
   Go to System Setting > Searching Criteria.

   The default searching criteria will be listed. Click the "pen" icon to adjust the default setting.

   The system administrator can set up the default criteria, such as date type, period, and user group. Click "Save" to complete the setting.

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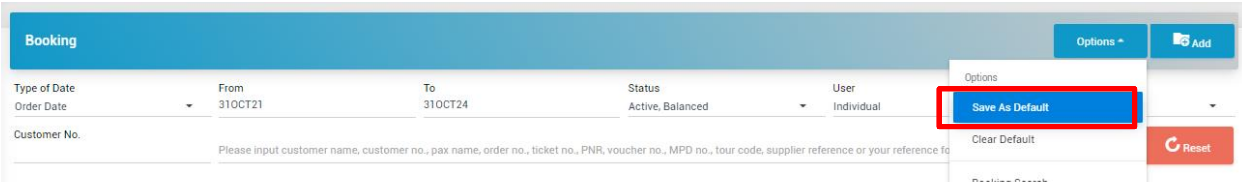
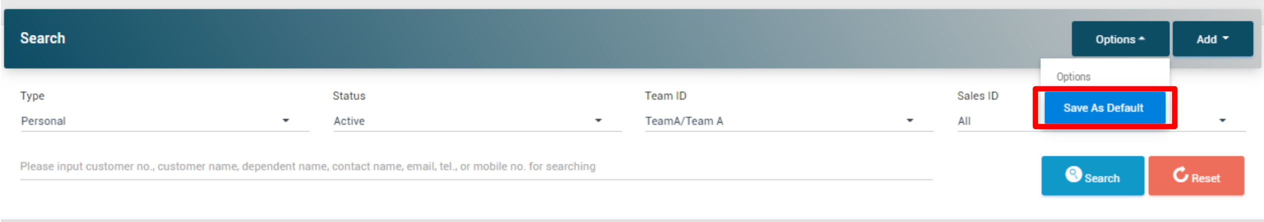
You can also set the default Booking Folder and Customer Profile searching criteria for an individual user.

In the Booking Folder module, input the criteria and click "Save As Default". The default criteria will be saved and retrieved for your next search. However, the date period will follow the system administration setting. You can click "Clear Default" to clear the default criteria set.

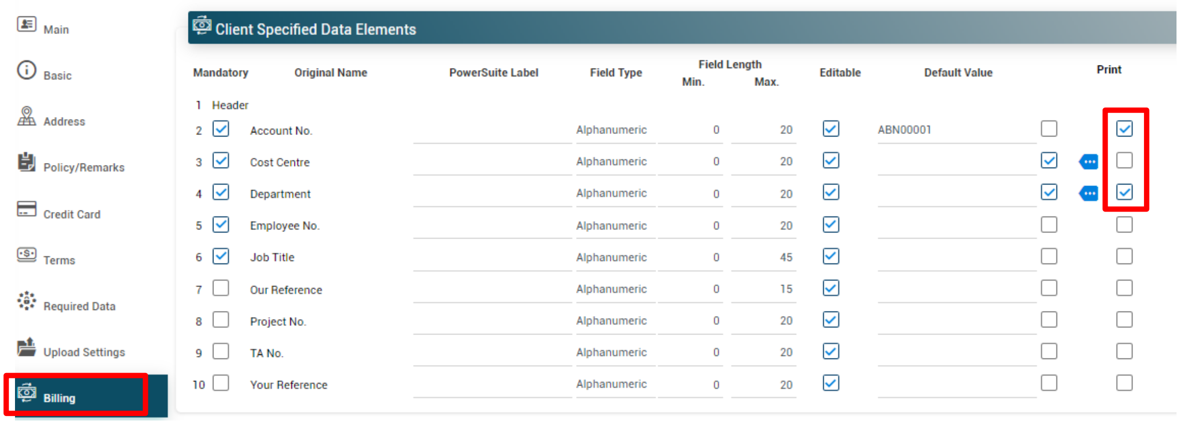


In the Customer Profile module, input the criteria and click "Save As Default". The default criteria will be saved and retrieved for your next search. You can click "Clear Default" to clear the default criteria set.

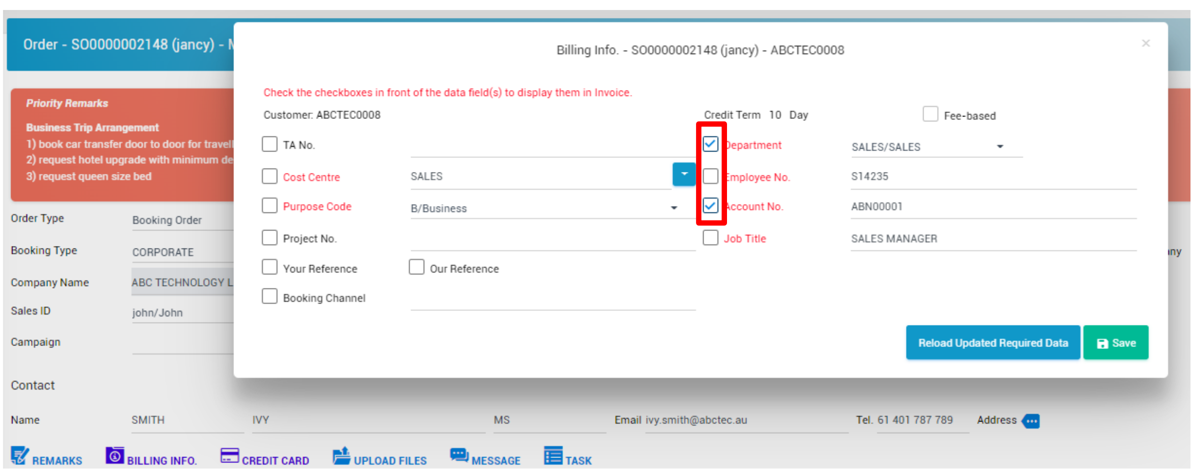


2. **Easy Profile Configuration of Client Reference to be Shown in Invoice / Client Statement** – Some corporate customers may require specific client references to be shown in the Invoice / Client Statement for the trip fulfilment purpose. We enhanced the PowerSuite customer profile to allow users to configure the client reference data fields.

   In Company Profile > Billing tab, you can click the "Print" checkbox to indicate the client reference data will be printed in the Invoice / Client Statement. Click "Save" to update the record.



   In the Booking Folder > Billing Info., the checkbox(es) of the client reference data fields will be selected.



The related client reference data will be shown in the Invoice / Client Statement.

Client Statement

Booking References	
Account No.	ABN00001
Department	SALES

Invoice

TAX INVOICE - INV1482

To:	**ABC TECHNOLOGY LIMITED**	**Issue Date:**	31-OCT-22
	SALES COST CENTRE ADDRESS 1	**Booking No.:**	SO2148
	SALES COST CENTRE ADDRESS 2	**Due Date:**	10-NOV-22
	SALES COST CENTRE ADDRESS 3	**Consultant:**	Jancy Leung
		Email:	jancy@xmlhk.com
	Attn MS IVY SMITH	**Phone:**	28308301
		Departure Date:	08-NOV-22

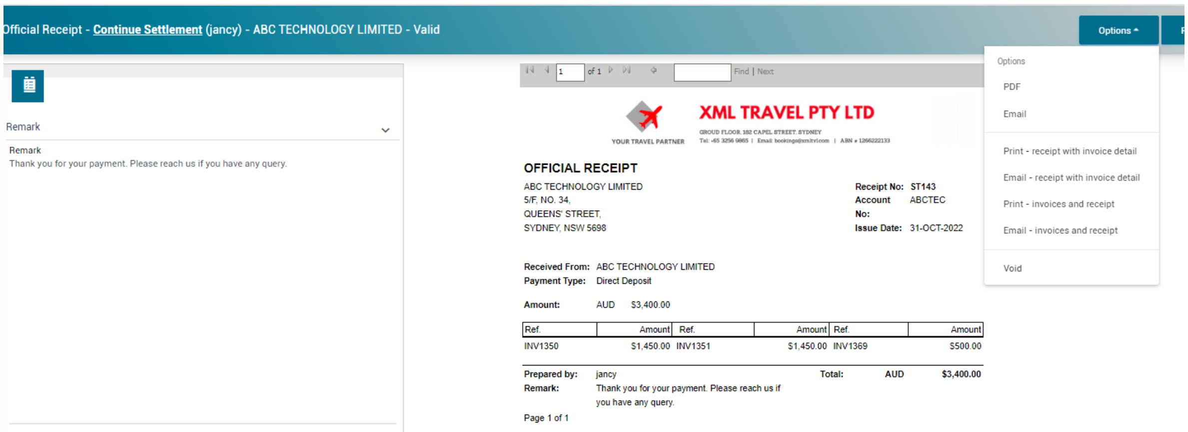
Thank you for your booking!

Booking References	
Account No.	ABN00001
Department	SALES

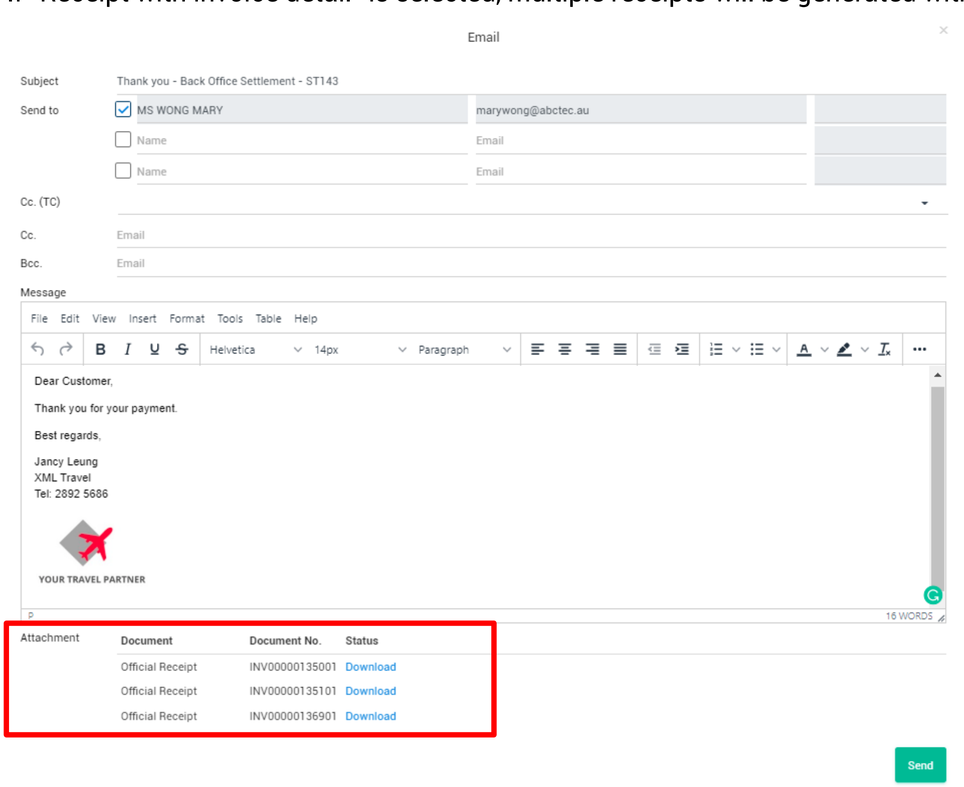
Please reach anzsupport@xmlhk.com to turn on the parameter for printing the client reference data.

3. **Enhanced Corporate Servicing with Options to Print Official Receipt** – You can now have options to email/print invoices together while completing the batch settlement for a corporate customer.

   Go to the Settlement module & complete the settlement process. The receipt will be generated. You can click “Option” and select “receipt with invoice detail” or “invoices and receipt”.



   If “Receipt with invoice detail” is selected, multiple receipts will be generated with invoice details.



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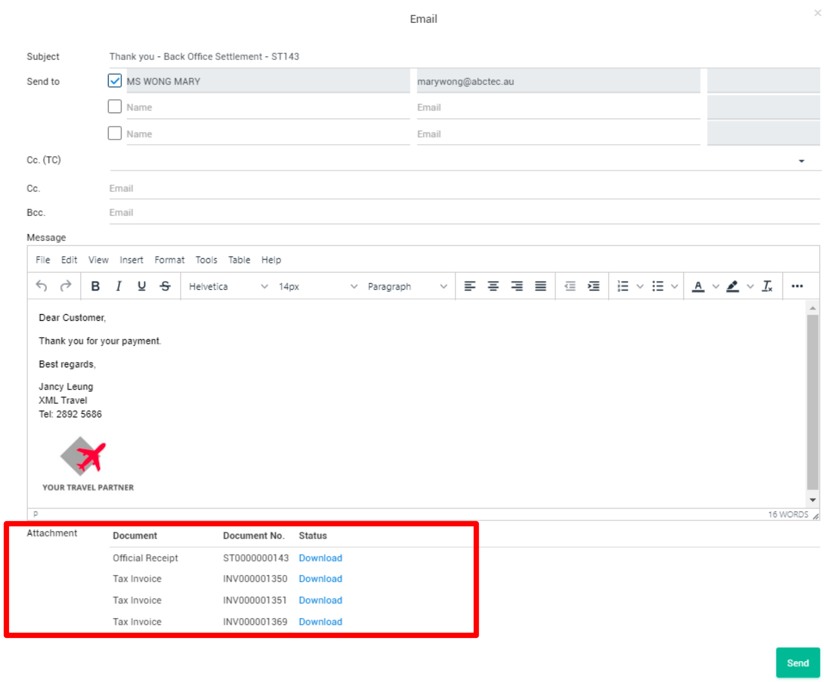
If "Invoices and receipt" are selected, one receipt with multiple invoices will be generated.



4. **Flexible to configure the label of "Tax"** - Sometimes, you may want to customize the "Tax" label in client documents – Client Statement, Invoice, Receipt and Credit Note. You can configure the content for the text label in the parameter setting.

Cost

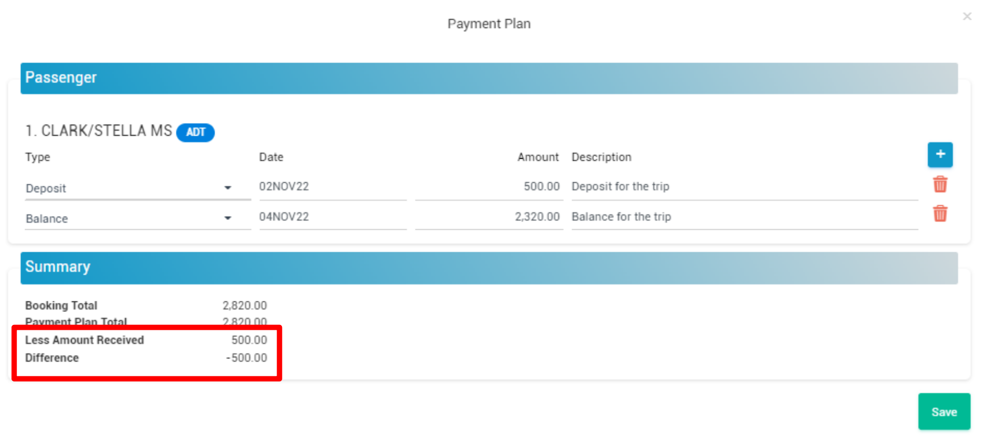
Description	Unit Fare	Tax & Charge	Qty	GST	Amount
1 **Domestic Air Ticket - BSP** CATHAY PACIFIC AIRWAYS, SYDNEY KINGSFORD/HONG KONG INTL/SYDNEY KINGSFORD	$1,520.00	$250.00	1		$1,770.00
Total	**$1,520.00**	**$250.00**		**$0.00**	**$1,770.00**

GST	AUD	$0.00
Total Includes GST	AUD	$1,770.00
Less Amount Received	AUD	$0.00
Balance Pay Online		**$1,770.00**

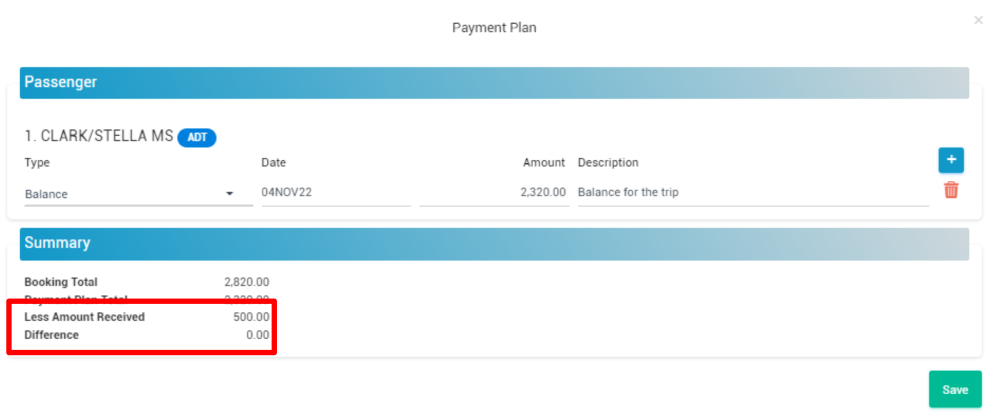
Please reach anzsupport@xmlhk.com if you want to change the "Tax" label in the client documents.

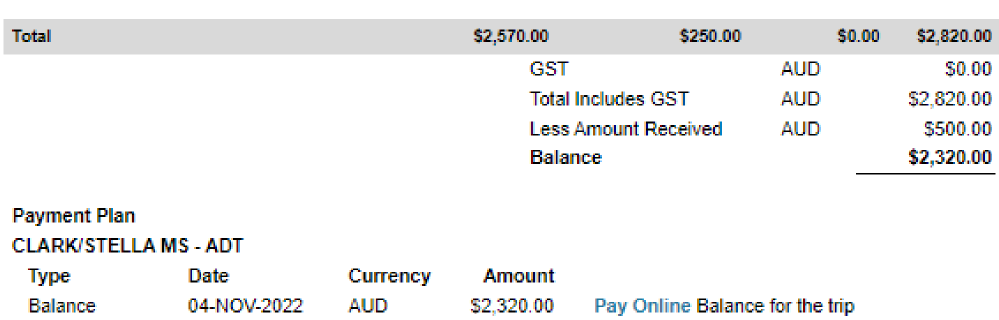
5. **Enhanced Payment Plan to Show Receipt Amount –** PowerSuite has been enhanced to show the receipt amount in the Payment Plan to facilitate users to update their customer payment schedule.

   After the deposit is processed, the payment plan will show the receipt amount and the difference between the payment plan total and the amount received.



   Users can delete/update the payment schedule and amount to show the correct payment information in the Client Statement.



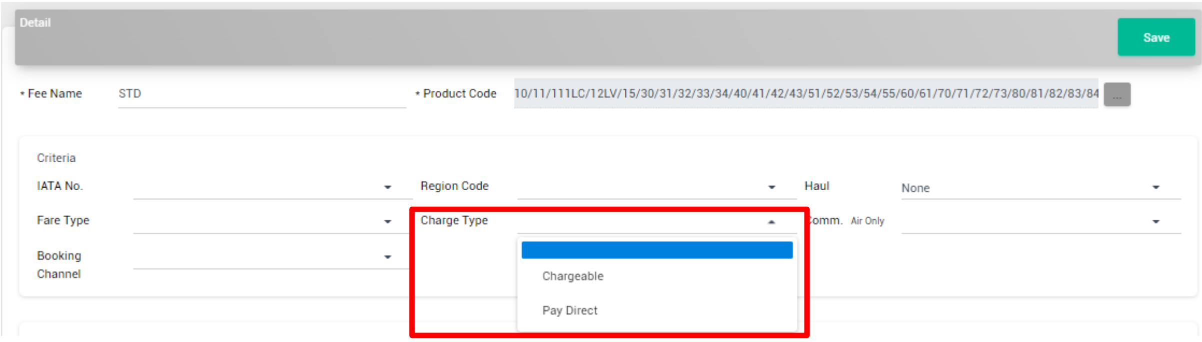


Total	$2,570.00	$250.00	$0.00	$2,820.00
	GST		AUD	$0.00
	Total Includes GST		AUD	$2,820.00
	Less Amount Received		AUD	$500.00
	Balance			$2,320.00

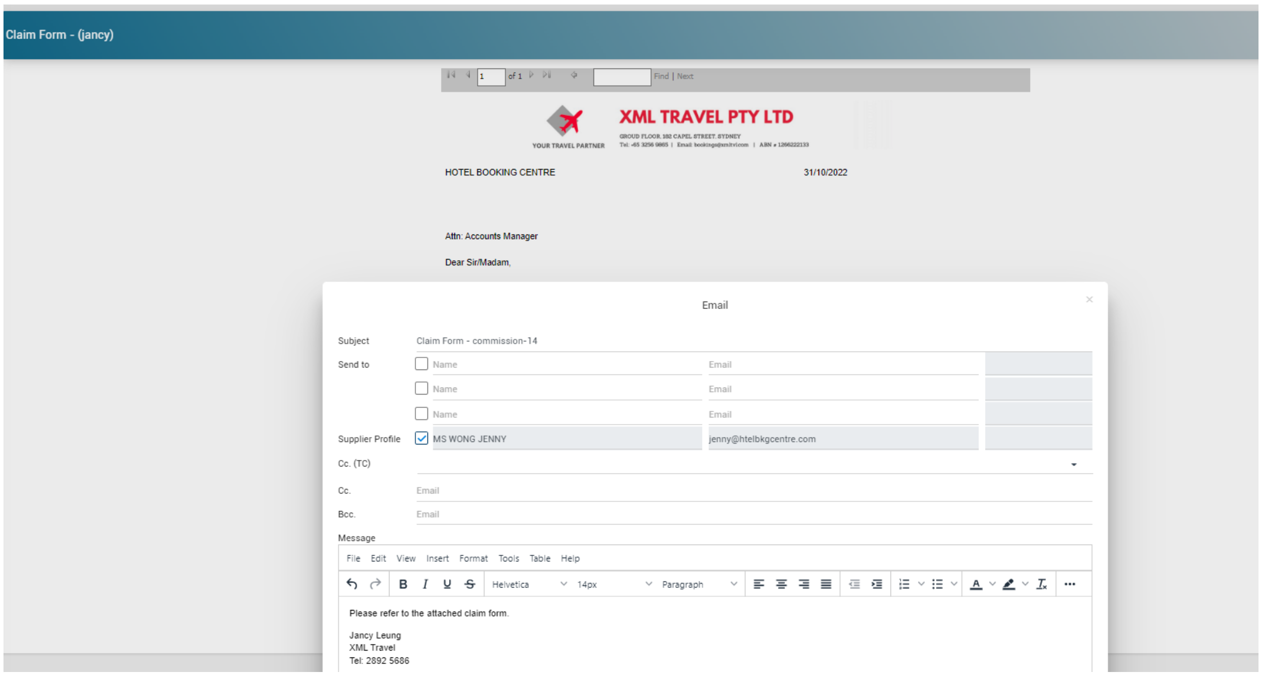
Payment Plan
CLARK/STELLA MS - ADT

Type	Date	Currency	Amount	
Balance	04-NOV-2022	AUD	$2,320.00	Pay Online Balance for the trip

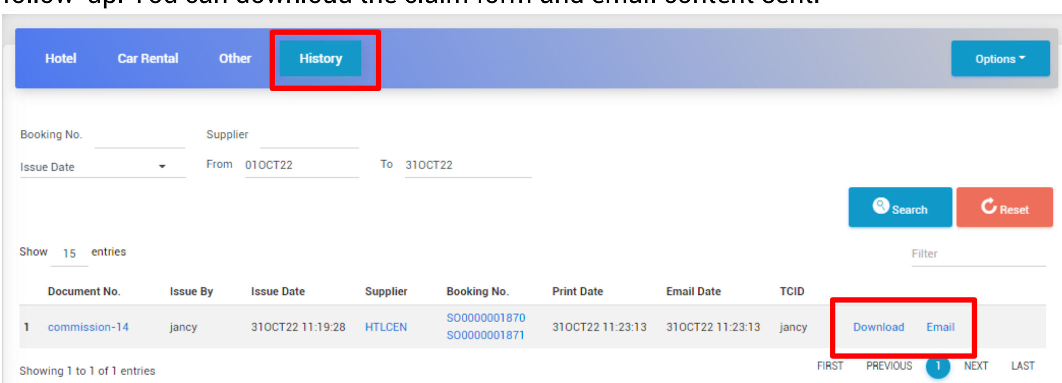
6. **Enhanced the Fee Setting in Customer Profile to Support Different Charge Types –** PowerSuite has been enhanced to cater fee settings with different charge types. We will apply the service fees according to the defined charge type.



7. **Enhanced Commission Register Module to Keep Track of the Commission Claim Form –** You can follow up on the vendor commission in the Commission Register module by generating the claim form and email to the vendor.

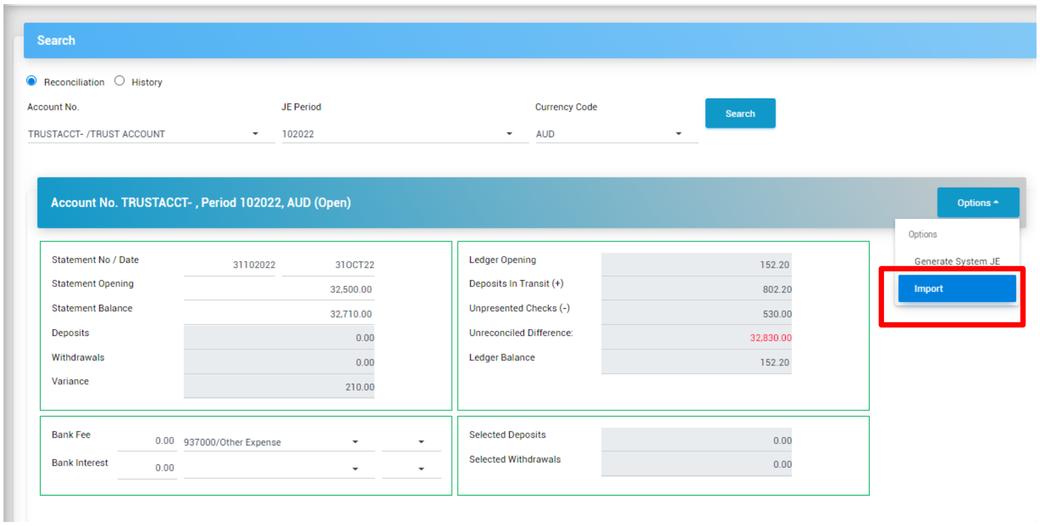


PowerSuite has been enhanced to keep track of the claim form sent in the "History" tab for your easy follow-up. You can download the claim form and email content sent.

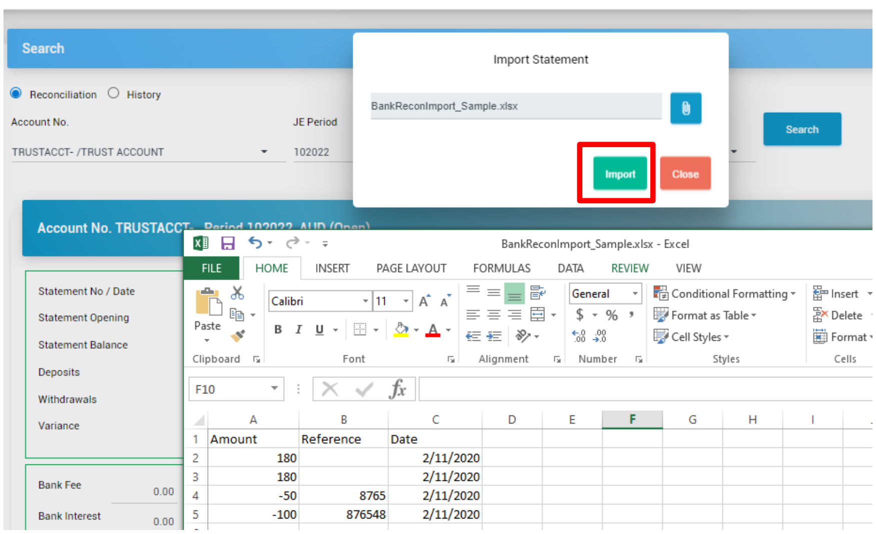


8. **Import File for Auto Bank Reconciliation –** PowerSuite has been enhanced for the accounting team to import a defined excel file and reconcile the bank reconciliation.

   Go to the Bank Reconciliation module and add the bank statement. Click “Option” and “Import”.



   Select the excel file to import.



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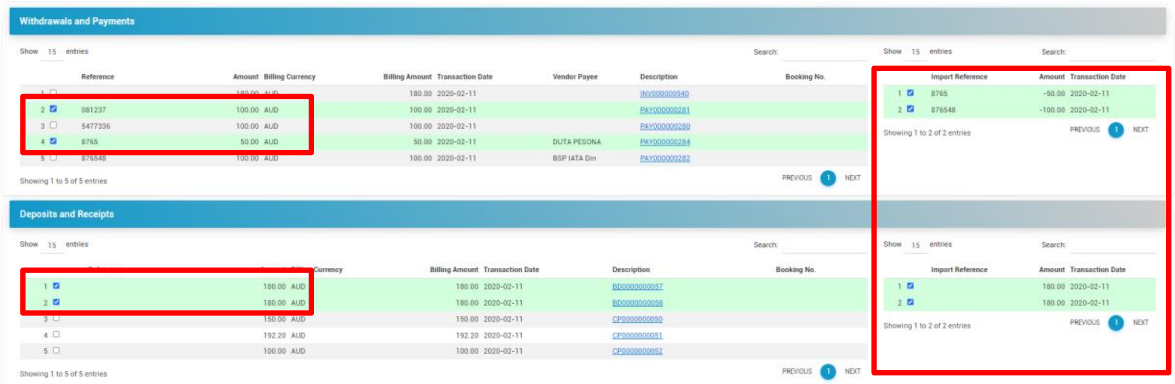
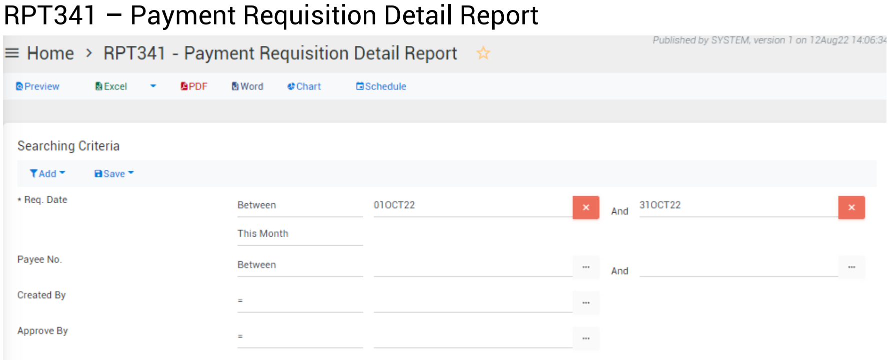
The system will auto-select the transactions for reconciliation. You can click" Update" once the reconciliation is completed.

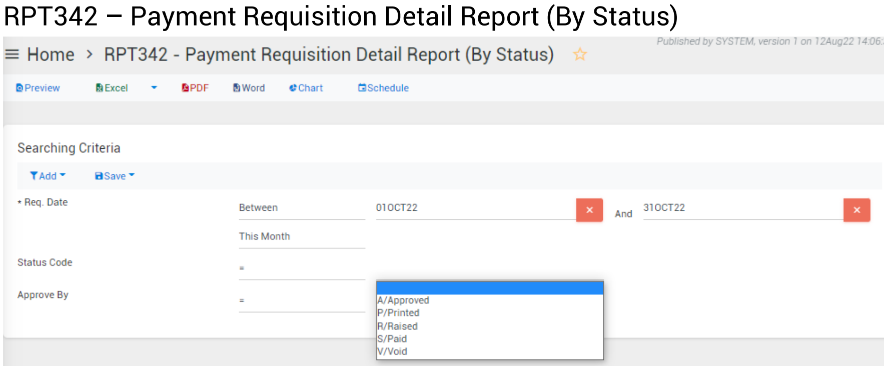


9. New Reports – We developed two reports to facilitate the accounting team to keep track of the payment requests.

RPT341 – Payment Requisition Detail Report



RPT342 – Payment Requisition Detail Report (By Status)



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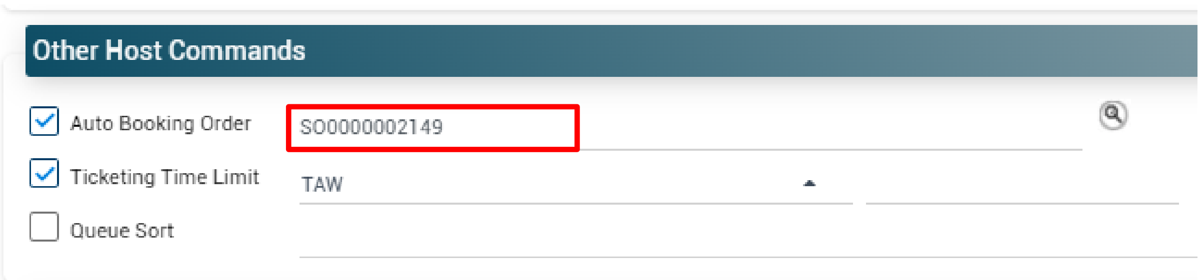
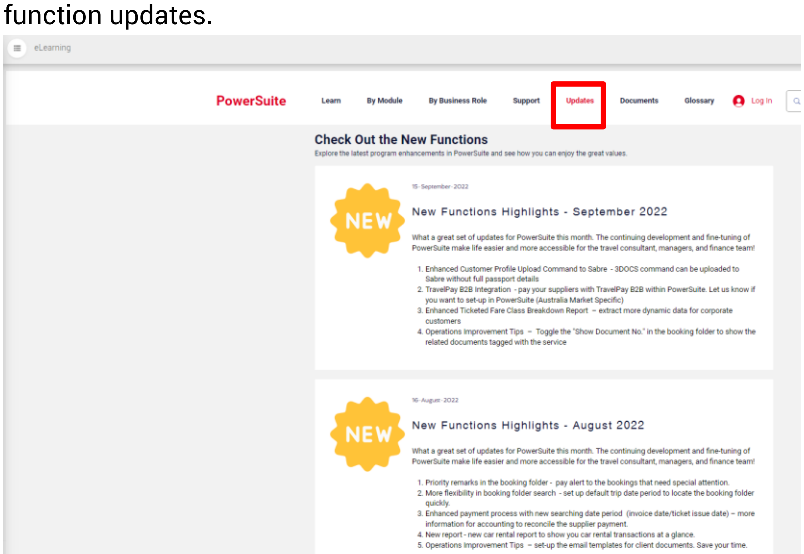
OPERATIONS IMPROVEMENT TIPS

Want to import flight booking to an existing PowerSuite booking folder?

- You can hold seats in Sabre as normal
- Go to the PowerSuite App to retrieve the customer profile
- Click the “Upload” tab and input the booking folder no. or search the booking folder using the magnifying glass.
- Click the “Upload” button. The flight booking will be captured in the booking folder defined.



Missed our previous product updates? You can access the eLearning Centre > Updates to check our function updates.



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