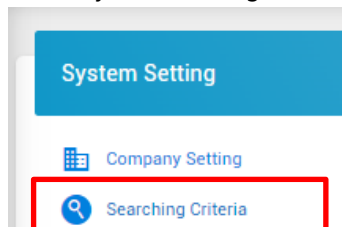


What's New in PowerSuite?

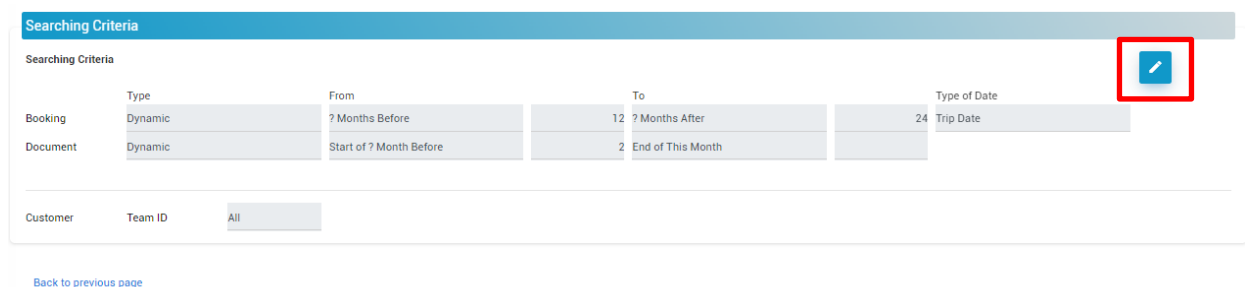
PowerSuite New Functions Highlights – October 2022

- 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.

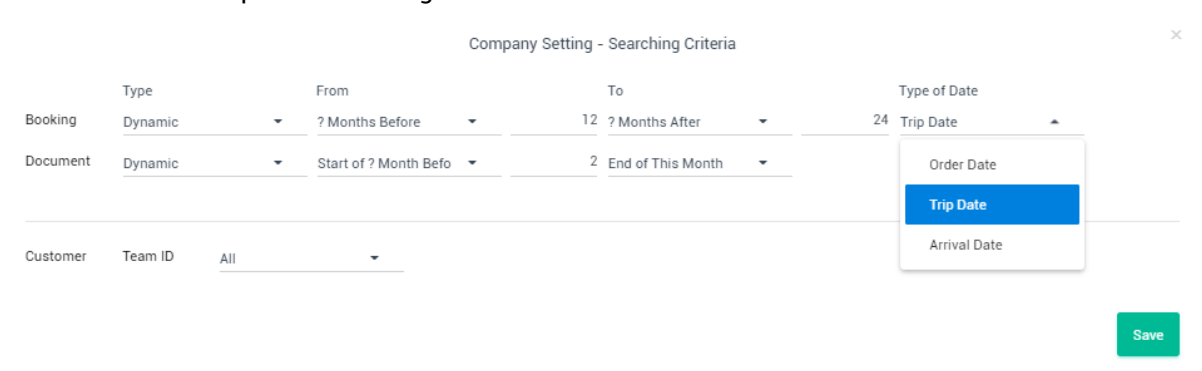
Go to System Setting > Searching Criteria.



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



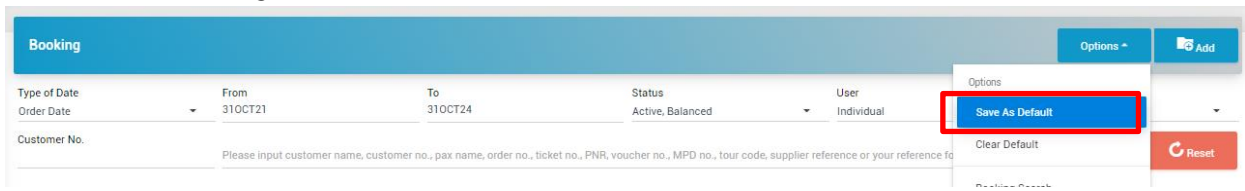
The system administrator can set up the default criteria, such as date type, period, and user group. Click “Save” to complete the setting.



What's New in PowerSuite?

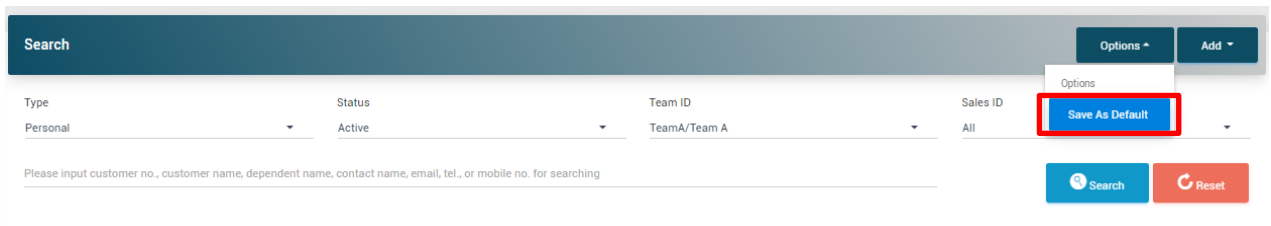
You can also set the default Booking Folder and Customer Profile searching criteria for an individual user.

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.



The screenshot shows the 'Booking' search interface. It features a header with 'Options' and 'Add' buttons. Below the header, there are several search criteria: 'Type of Date' (Order Date), 'From' (31OCT21), 'To' (31OCT24), 'Status' (Active, Balanced), and 'User' (Individual). A search input field is labeled 'Customer No.' with a placeholder text: 'Please input customer name, customer no., pax name, order no., ticket no., PNR, voucher no., MPD no., tour code, supplier reference or your reference for'. A dropdown menu is open, showing 'Save As Default' (highlighted with a red box), 'Clear Default', and 'Reset'.

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.



The screenshot shows the 'Search' interface for the Customer Profile module. It features a header with 'Options' and 'Add' buttons. Below the header, there are several search criteria: 'Type' (Personal), 'Status' (Active), 'Team ID' (TeamA/Team A), and 'Sales ID' (All). A search input field is labeled 'Please input customer no., customer name, dependent name, contact name, email, tel., or mobile no. for searching'. A dropdown menu is open, showing 'Save As Default' (highlighted with a red box), 'Clear Default', and 'Reset'.

What's New in PowerSuite?

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.

Mandatory	Original Name	PowerSuite Label	Field Type	Field Length Min. Max.	Editable	Default Value	Print
1	Header						
2 <input checked="" type="checkbox"/>	Account No.		Alphanumeric	0 20	<input checked="" type="checkbox"/>	ABN00001	<input checked="" type="checkbox"/>
3 <input checked="" type="checkbox"/>	Cost Centre		Alphanumeric	0 20	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
4 <input checked="" type="checkbox"/>	Department		Alphanumeric	0 20	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
5 <input checked="" type="checkbox"/>	Employee No.		Alphanumeric	0 20	<input checked="" type="checkbox"/>		<input type="checkbox"/>
6 <input checked="" type="checkbox"/>	Job Title		Alphanumeric	0 45	<input checked="" type="checkbox"/>		<input type="checkbox"/>
7 <input type="checkbox"/>	Our Reference		Alphanumeric	0 15	<input checked="" type="checkbox"/>		<input type="checkbox"/>
8 <input type="checkbox"/>	Project No.		Alphanumeric	0 20	<input checked="" type="checkbox"/>		<input type="checkbox"/>
9 <input type="checkbox"/>	TA No.		Alphanumeric	0 20	<input checked="" type="checkbox"/>		<input type="checkbox"/>
10 <input type="checkbox"/>	Your Reference		Alphanumeric	0 20	<input checked="" type="checkbox"/>		<input type="checkbox"/>

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

Order - SO0000002148 (jancy) - Billing Info. - SO0000002148 (jancy) - ABCTEC0008

Check the checkboxes in front of the data field(s) to display them in Invoice.

Customer: ABCTEC0008

Credit Term 10 Day Fee-based

TA No.

Cost Centre SALES

Purpose Code B/Business

Project No.

Your Reference Our Reference

Booking Channel

Department SALES/SALES

Employee No. S14235

Account No. ABN00001

Job Title SALES MANAGER

Reload Updated Required Data Save

Name SMITH IVY MS Email ivy.smith@abctec.au Tel. 61 401 787 789 Address

REMARKS BILLING INFO. CREDIT CARD UPLOAD FILES MESSAGE TASK

What's New in PowerSuite?

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
Attn: MS IVY SMITH	Email: jancy@xmlhk.com
	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.

What's New in PowerSuite?

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".

Official Receipt - Continue Settlement (jancy) - ABC TECHNOLOGY LIMITED - Valid

XML TRAVEL PTY LTD
YOUR TRAVEL PARTNER

OFFICIAL RECEIPT
ABC TECHNOLOGY LIMITED
5/F, NO. 34,
QUEENS' STREET,
SYDNEY, NSW 5688

Receipt No: ST143
Account: ABCTEC
No:
Issue Date: 31-OCT-2022

Received From: ABC TECHNOLOGY LIMITED
Payment Type: Direct Deposit

Amount: AUD \$3,400.00

Ref	Amount	Ref	Amount	Ref	Amount
INV1350	\$1,450.00	INV1351	\$1,450.00	INV1369	\$500.00

Prepared by: jancy
Remark: Thank you for your payment. Please reach us if you have any query.

Total: AUD \$3,400.00

Page 1 of 1

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

Subject: Thank you - Back Office Settlement - ST143

Send to: MS WONG MARY (marywong@abctec.au)

Cc. (TC):

Cc.:

Bcc.:

Message

Dear Customer,
Thank you for your payment.
Best regards,
Jancy Leung
XML Travel
Tel: 2892 5688

Attachment

Attachment	Document	Document No.	Status
Official Receipt	INV00000135001	Download	
Official Receipt	INV00000135101	Download	
Official Receipt	INV00000136901	Download	

Send

What's New in PowerSuite?

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

Email

Subject: Thank you - Back Office Settlement - ST143

Send to: MS WONG MARY marywong@abcctec.au

Name Email

Name Email

Cc. (TC):


Cc. Email

Bcc. Email

Message

File Edit View Insert Format Tools Table Help

Dear Customer,
Thank you for your payment.
Best regards,
Jancy Leung
XML Travel
Tel. 2092 5600


YOUR TRAVEL PARTNER

Attachment	Document	Document No.	Status
	Official Receipt	ST000000143	Download
	Tax Invoice	INV000001350	Download
	Tax Invoice	INV000001351	Download
	Tax Invoice	INV000001369	Download

16 WORDS

Send

What's New in PowerSuite?

- 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.

What's New in PowerSuite?

- 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.

Payment Plan ×

Passenger

1. CLARK/STELLA MS ADT

Type	Date	Amount	Description	+	-
Deposit	02NOV22	500.00	Deposit for the trip	+	-
Balance	04NOV22	2,320.00	Balance for the trip	+	-

Summary

Booking Total	2,820.00
Payment Plan Total	2,820.00
Less Amount Received	500.00
Difference	-500.00

Save

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

Payment Plan ×

Passenger

1. CLARK/STELLA MS ADT

Type	Date	Amount	Description	+	-
Balance	04NOV22	2,320.00	Balance for the trip	+	-

Summary

Booking Total	2,820.00
Payment Plan Total	2,320.00
Less Amount Received	500.00
Difference	0.00

Save

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

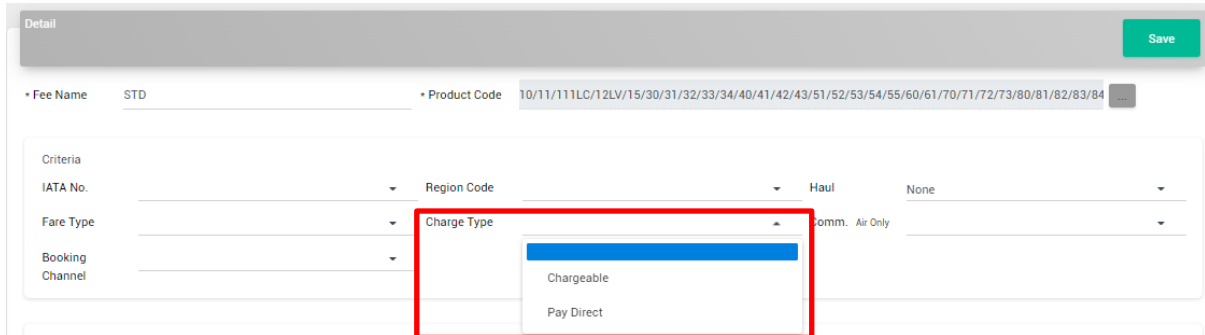
Payment Plan

CLARK/STELLA MS - ADT

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

What's New in PowerSuite?

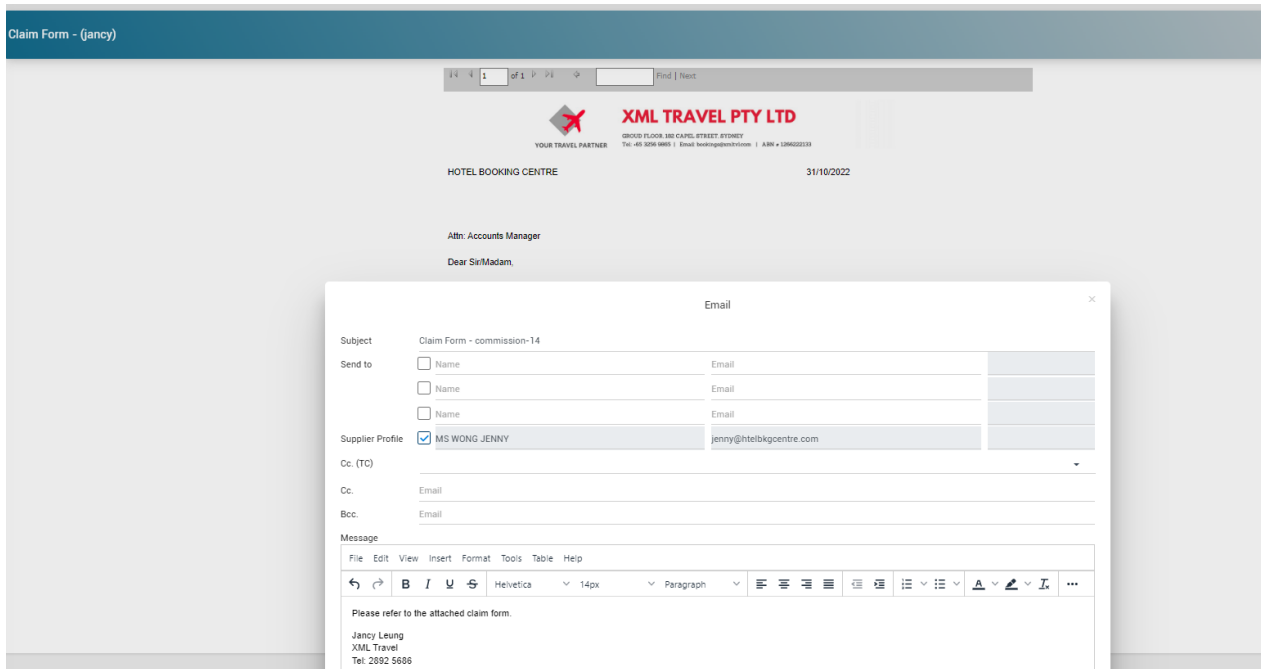
- Enhanced the Fee Setting in Customer Profile to Support Different Charge Types** – PowerSuite has been enhanced to cater fee settings with different charge types. We will apply the service fees according to the defined charge type.



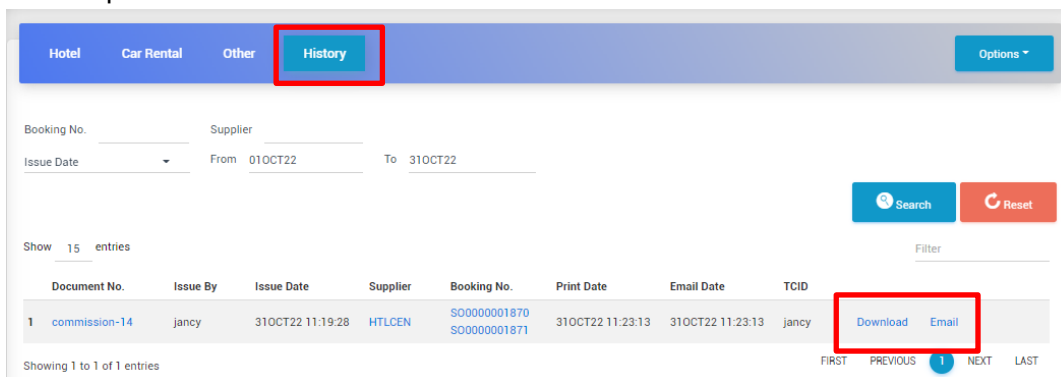
The screenshot displays the 'Detail' section of the PowerSuite interface. At the top right, there is a green 'Save' button. Below the header, there are two input fields: 'Fee Name' with the value 'STD' and 'Product Code' with a long alphanumeric string. The main area contains a table of criteria with dropdown menus for 'IATA No.', 'Region Code', 'Haul', 'Fare Type', 'Booking Channel', and 'Charge Type'. The 'Charge Type' dropdown is currently open, showing two options: 'Chargeable' (highlighted in blue) and 'Pay Direct'. A red rectangular box highlights the 'Charge Type' dropdown menu.

What's New in PowerSuite?

- 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.



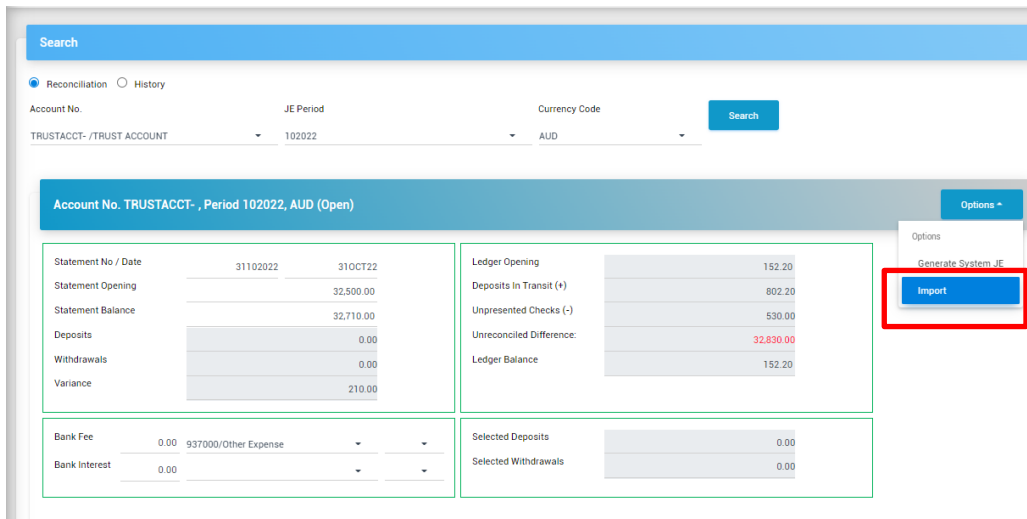
PowerSuite has been enhanced to keep track of the claim form sent in the "History" tab for your easy follow-up. You can download the claim form and email content sent.



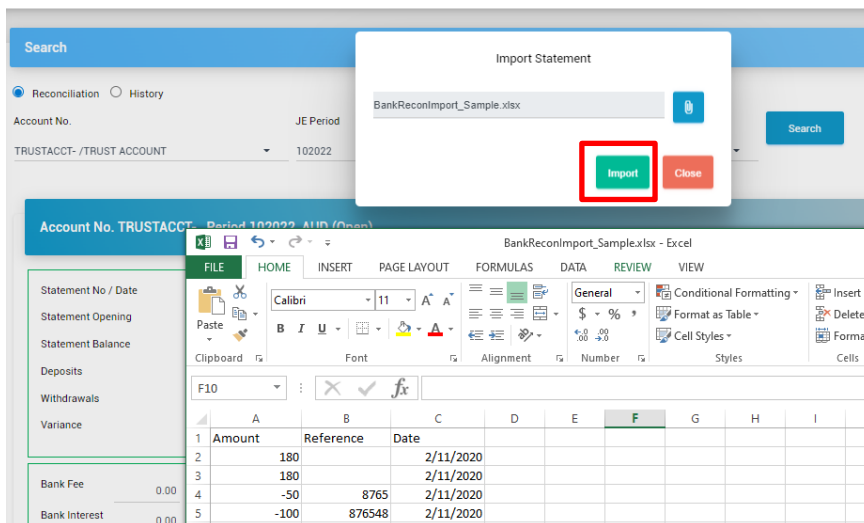
What's New in PowerSuite?

- 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.



What's New in PowerSuite?

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

The screenshot displays two main tables: 'Withdrawals and Payments' and 'Deposits and Receipts'. In the 'Withdrawals and Payments' table, rows 2, 3, and 4 are highlighted with a red box. In the 'Deposits and Receipts' table, rows 1 and 2 are highlighted with a red box. To the right, a smaller table shows a reconciliation summary with two rows, also highlighted with a red box. The interface includes search bars and pagination controls for each table.

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

RPT341 – Payment Requisition Detail Report

The screenshot shows the RPT341 report interface. At the top, there are navigation options: Home > RPT341 - Payment Requisition Detail Report. Below this are icons for Preview, Excel, PDF, Word, Chart, and Schedule. The 'Searching Criteria' section includes:

- Req. Date: Between 01OCT22 and 31OCT22
- Payee No.: Between
- Created By: =
- Approve By: =

RPT342 – Payment Requisition Detail Report (By Status)

The screenshot shows the RPT342 report interface. At the top, there are navigation options: Home > RPT342 - Payment Requisition Detail Report (By Status). Below this are icons for Preview, Excel, PDF, Word, Chart, and Schedule. The 'Searching Criteria' section includes:

- Req. Date: Between 01OCT22 and 31OCT22
- Status Code: =
- Approve By: =

 A dropdown menu is open for the 'Approve By' field, showing the following options: A/Approved, P/Printed, R/Raised, S/Paid, and V/Void.

What's New in PowerSuite?

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.

Other Host Commands	
<input checked="" type="checkbox"/> Auto Booking Order	S00000002149
<input checked="" type="checkbox"/> Ticketing Time Limit	TAW
<input type="checkbox"/> Queue Sort	

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

Check Out the New Functions
Explore the latest program enhancements in PowerSuite and see how you can enjoy the great values.

16 September 2022
New Functions Highlights - September 2022

What a great set of updates for PowerSuite this month. The continuing development and fine-tuning of PowerSuite make life easier and more accessible for the travel consultant, managers, and finance team!

1. Enhanced Customer Profile Upload Command to Sabre - SDOC command can be uploaded to Sabre without full passport details
2. TravelPay B2B Integration - pay your suppliers with TravelPay B2B within PowerSuite. Let us know if you want to set-up in PowerSuite (Australia Market Specific)
3. Enhanced Ticketed Fare Class Breakdown Report - extract more dynamic data for corporate customers
4. Operations Improvement Tips - Toggle the "Show Document No." in the booking folder to show the related documents tagged with the service

16 August 2022
New Functions Highlights - August 2022

What a great set of updates for PowerSuite this month. The continuing development and fine-tuning of PowerSuite make life easier and more accessible for the travel consultant, managers, and finance team!

1. Priority remarks in the booking folder - pay alert to the bookings that need special attention
2. More flexibility in booking folder search - set up default trip date period to locate the booking folder quickly
3. Enhanced payment process with new searching date period (invoice date/ticket issue date) - more information for accounting to reconcile the supplier payment
4. New report - new car rental report to show you car rental transactions at a glance
5. Operations Improvement Tips - set-up the email templates for client documents. Save your time.

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