

CrossCheck Travel Enterprise

Creating a PDF of Accountancy Transactions



Copyright

© 2007 Galileo International. All rights reserved.

All Travelport logos and marks as well as all other proprietary materials depicted herein are the property of Travelport and/or its subsidiaries. © Copyright 1999-2007. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or non-disclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of Galileo International.

Trademarks

Galileo International may have patents or pending patent applications, trademarks copyrights, or other intellectual property rights covering subject matter in this document. The furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property rights except as expressly provided in any written license agreement from Galileo.

All other companies and product names are trademarks or registered trademarks of their respective holders.

Disclaimer

This guide should be used for guidance purposes only and should not be relied upon as taxation or legal advice, nor used in substitution for obtaining your own taxation or legal advice.

All information in this document is confidential and should not be used for any purpose other than as a guide for use in conjunction with CrossCheck Travel Enterprise (CCT Enterprise). No reliance may be placed on the information contained in this document. Galileo disclaims all representations made in this guide, including but not limited to representations as to the quality and accuracy of the information contained in this document. This guide is subject to change without notice.

Neither the whole nor any part of this document shall be disclosed to any party in any form without the written consent of Galileo International.

Authoring

This document was authored by Alan Berry of Galileo Southern Cross, Solutions Services, Sydney, Australia.

For questions or comments, please contact the Galileo Service Centre:

Australia: 1300 555 000

New Zealand: 0800 425 453

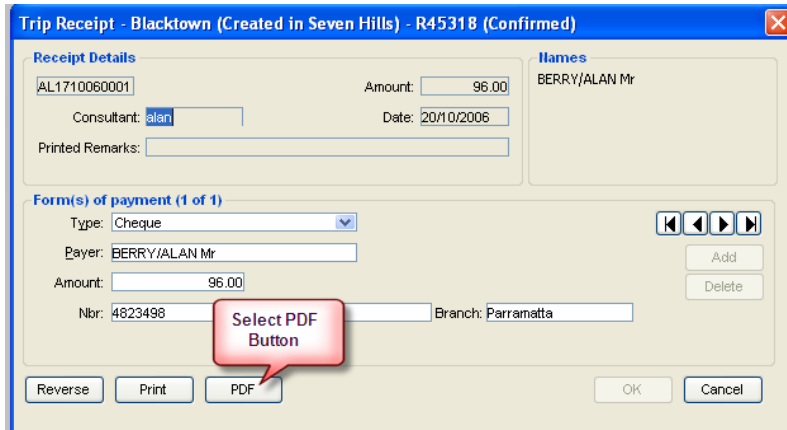
Revision History

Revision	Status	Date	Update Summary
1.0	Original Release	23 Oct 2006	
1.1	Rebranded	14 Feb 07	Rebranding only

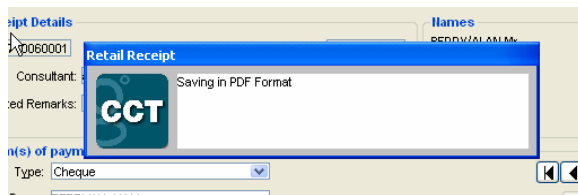
Overview

CCT Enterprise has been enhanced to allow a read only PDF to be created from saved Accounting Transactions in all Modules. This will allow these documents to be emailed to Clients, Debtors and Creditors in a secure manner.

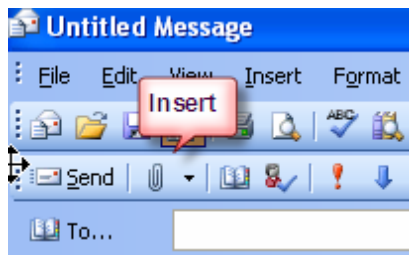
1. Open the saved Accounting Transaction from the Accounting tab of the applicable Module (eg) **Trip Accounting** tab. The **PDF Button** will be available on the saved transaction, select to create the PDF



The prompt 'Saving in PDF Format' is received.



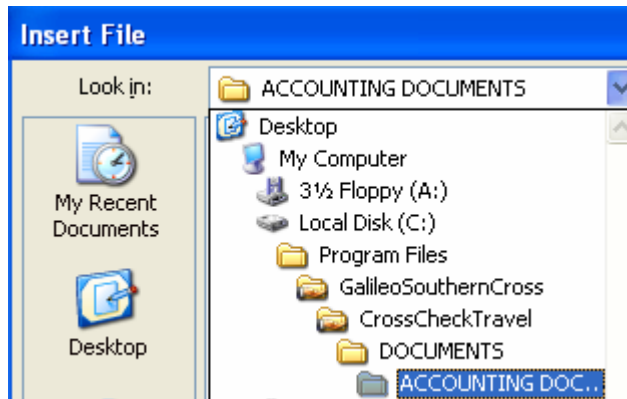
2. Once the PDF is created close the transaction by selecting '**Cancel**' or '**X**'
3. Go into email. In the message select the '**Insert**' button



- The PDF will have been saved in:

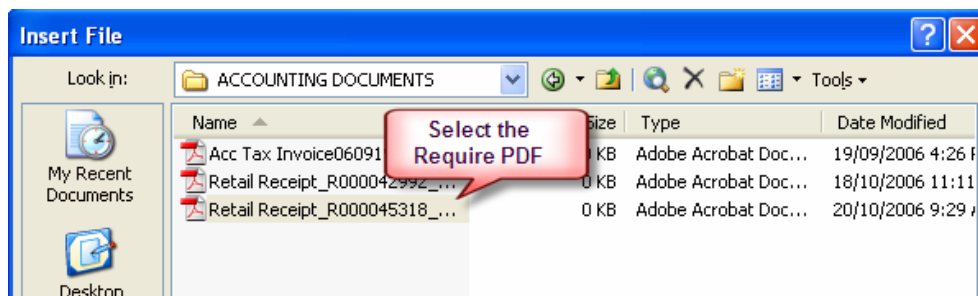
Local Disk (C:) Program Files/GalileoSouthernCross/DOCUMENTS/ACCOUNTINGDOCUMENTS

You may need to click on the 'Look in' dropdown to navigate to the **ACCOUNTING DOCUMENTS** folder.



- Select the required PDF then the 'Insert' button

The PDF is created using the Transaction Type and CCT reference (eg) 'Retail Receipt R45318' and creation date and time.



- The PDF will be inserted into the email and can be sent as required