



GALILEO™

CCT 3.0

Financial Take-up



CrossCheck Travel Financial Take-up

Galileo Southern Cross is responsible for the installation, training and support of CrossCheck Travel. GSC staff will answer all questions relating to CrossCheck Travel functionality, however, *are not responsible for any accounting reconciliations or business management consulting*. It is recommended all travel agencies utilise the services of an accountant or bookkeeper for guidance with all financial accounting purposes.

The financial information from your previous accounting system must be in an appropriate format and prepared accurately. This will ensure the financial take-up into CrossCheck Travel will be entered correctly. On completion of the financial take-up, CrossCheck Travel will reflect your closing balances from the previous accounting system. Should a delay occur with the processing of the financial take-up or your close off date from the old system to the new system differs, you will need to record all accounting transactions **manually** and then re-process these transactions into CrossCheck Travel.

All financial accounting information supplied to GSC is for the purpose of assisting you in setting up the CrossCheck Travel system and will be treated with **strict confidentiality**.

Once you have reconciled your trust bank account you will be required to transfer the information to the following documents

- Client Balances (Form 1)
- Debtor Balances (Form 2)
- Creditor Balances (Form 3)
- Trust Account Reconciliation plus Bank Account Details (Forms 4 & 5)

If you have only one bank account you will be required to provide a Trial Balance instead of the Trust Account Reconciliation form.

As mentioned previously you will be required to use a manual accounting system to record any financial information between the cut-off date of your current system and the completion of these figures into CrossCheck Travel.

Please be aware that it is your responsibility to ensure that the figures provided to GSC are accurate. Subsequent enquiries to GSC regarding the financial take-up will be checked against the figures provided. If the enquiry is a result of a processing error during the financial take-up, GSC are able to assist. If the enquiry is a result of incorrect information being provided to GSC at the time of financial take-up, we will request that you direct this question to your accountant, bookkeeper, or the person responsible for compiling the financial take-up information.

Please be aware that during the financial take-up process, your office will not be able to post any new transactions until completion of the process. Upon completion, the GSC staff member will print a series of reports, reflecting the figures that were provided. GSC requests that a representative from your business “sign off” the reports to indicate that the financial take-up has been completed as per the figures provided.

On the day of financial take-up, if your bank reconciliation or trial balance is not ready, your agency may incur additional charges by GSC, or the delay of your financial take-up. Please refer to section titled **Delay in Installation and Charges** for further information.

Trust Account Reconciliation for Cross Check Travel Financial Take-up

FINANCIAL TAKE-UP DATE

___/___/___

Client Funds

OUTSTANDING CLIENT BALANCES @TAKEUP DATE \$ _____
(Total from Form 1)

LESS: DEBTORS BALANCE @TAKEUP DATE \$ _____
(Total from Form 2)

PLUS: CREDITORS BALANCE @TAKEUP DATE \$ _____
(Total from Form 3)

LESS/PLUS GST \$ _____

PLUS: COMMISSION NOT YET TRANSFERRED \$ _____

TOTAL (This should equal the **CASH AT BANK** figure below) \$ _____

Bank Account

BANK STATEMENT BALANCE @TAKEUP DATE \$ _____

PLUS: OUTSTANDING DEPOSITS \$ _____
(List all deposits on Form 4)

LESS: UNPRESENTED CHEQUES \$ _____
(List all outstanding cheques on Form 5)

LESS/PLUS: BANK CHARGES/INTEREST ETC \$ _____

CASH AT BANK (this should equal the **TOTAL** figure above) \$ _____

