CrossCheck Travel
Enterprise 11.2

CrossCheck Travel Enterprise (CCTE) is regularly updated to ensure the latest functionality is available to do your job effectively. As our customers, we appreciate your feedback and have incorporated many of your requests in CrossCheck Travel version 11.2 (CCTE v 11.2).

Below is a description of some of the features and benefits now available in CCTE.

For more information, CCTE Guides and CCTE Product Advisories are located on ASK Travelport . Once you have logged in, search by keying in Category "CCT" and Keyword "Guides" or "Product Advisories". You can also register for Virtual Training which covers the latest enhancements, by clicking here: How to Register for Training.

CrossCheck Travel Enterprise Features & Benefits	Description
Multi-branching	• *CrossCheck Travel Enterprise (CCTE) allows multiple agency branches/locations access to a single database. All accounting data from Trips, Creditors, Debtors and Cashbook is centrally located to consolidate accounting and reporting functions. Multi-branching also caters for multiple trust accounts within a single agency.*
Corporate, Leisure & Variable Workflows	• *The database is set up to enable agents to operate corporate and leisure workflows within the same branch. Ideal for agents looking to expand their retail business into the corporate arena without the investment of a new system. Corporate agencies can also manage retail work without having to adhere to some of the rules around corporate workflow.*
MyCCT	• ***Searching*** *and the* ***Search Results*** *screen for Trip Files include new fields/data along with two new filters in this area: My Active Trips and Departs Next Month.*

	• *A new folder 'Other' has been added with subfolders to provide information on files entered during their current CCTE session as well as document and user settings.*
Client Profiles	• *The "upload" feature caters for single or multiple passengers and includes client data, contact details, passport, Visa and credit card details taken from CCTE profiles and uploaded into the Galileo GDS. This improves efficiency, reduces errors and caters for the new legislation required in the PNR for flights into the USA.*
My Files	• *In My Files, hyperlinks to Trip, Client, Creditor and Debtor Files can be moved to Folders for easy reference. Mailing labels can be created from these files.*
Itinerary	• *Segment text can easily be inserted when creating the document and selected for inclusion/exclusion on itineraries before it is produced.* • *Hotel Segments include an area for Cancellation Policy which appears on itineraries.* • *Service types can be relabelled for itinerary production (e.g. 'Hotel' can be changed to 'Bed and Breakfast' for certain bookings.)* • *CCTE itinerary styles have been updated reflect the following references, where available: GDS (for the Galileo booking), individual airline booking, supplier booking for passive non-air segments and Low Cost Carrier booking. Page numbers will also appear on PDF itineraries.*
Documentation	• *Layout and design formats have been improved. Default output formats can be set at various levels in the agency, as well as for a corporate client, if Debtor Hierarchy is activated.* • *CCTE documents can be emailed directly from CCTE in either Word or PDF format and sent to multiple recipients, with*

	sender identified as either consultant or the branch. • *Documents can be saved to any location such as a local workstation or on a shared network in the agency. Documents can be saved to a central location where they can easily be located.* • *Client, Trip, Debtor and Creditor Modules all now have a Docs tab to record when and who has produced a document from the module.* • *Selectable footers (narratives) for most Trip Documents can be configured to automatically attach to a document. The Narratives can be formatted in different fonts, sizes and colours to highlight important information on documentation and can be configured to individual branches (if multi-branching).* • *Documents can be printed on agency letter head which can, based on selection, contain: both the logo and agency details, logo only or agency detail only.* • *Word-based documents can be set up to automatically save in .rtf, .doc or .docx formats. A .doc format will reduce file size freeing up space on the document save location.*
Trip File	• *Fields have been added for data capture including Trip Keywords, Ordered By, Order Method, Trip Fare Quote and Trip Reference.* • *Workflow Action Items have Priority, Alarm Date, Time and Text updated.* • *A Documents Tab records date, time, consultant reference and contains a hyperlink to any docs created in the trip.* • *An Overview Tab shows a summary record of what has happened on the Trip File, including segments, quotes, accounting and comments, in a single screen.* • *A Duplicate Trip button allows users to copy the details, segments, fees and quotes of an existing trip into one or*

	more new Trip Files.
	• *A Balance button on the Trip Tab allows users to quickly and easily view Accounting and Statement of Account balances from the front of the file. The view and contents configurable in supervisor. This allows a one click view to the balance owing on a trip file.*
	• *A Cheque Requisition type: CRC – Refund of Payment to Creditor by Cheque (or direct debit) is available. (This can be used instead of a QCC when it is a cash-type refund).*
	• *Ticket Requisition types: NRC – Net Remit Payment by Credit Card, and NRR – Refund Net Remit Payment by Credit Card, have been added.*
	• *Net and Exchange Ticket types, commission amounts and CAT35 fare types download from Galileo host.*
	• *The AB Trip Text save area allows printing directly from the tab.*
	• *Automatic and seamless download is available for KDS and Galileo Online Trave users.*
	• *The OB Tax is captured at the time of download and will show as a separate tax in the ticket requisition.*
	• *Commission on Airline Taxes captured in the download. This is configured and maintained in the Taxes table against specific carriers and sales codes.*
	• *Both Manual and Downloaded segments will automatically sort based on the date and time of departure and will retain their order on redownload.*
Debtors and Corporate Hierarchy Structure	• *Hierarchy levels for corporate clients now include Company, Group, Department and Cost Centre. These can be used in addition or instead of the current Debtor setup.*
	• *Funds allocated incorrectly against invoices can be undone using the 'Unallocate' function which is activated in your agency's supervisor area.*

	- If **Debtor Structure** has been activated, the **Output to** function can be defaulted at various levels to ensure invoices are addressed and directed to the correct recipients i.e. cost centre level. - Defaults can be set for the output format of Accounting Invoices and Debtor Statements based on the client's preference. Default settings on the Accounting Invoices and Debtor Statements will be driven by the document output configuration on either the company or corporate debtor. - Debtor Statements can now be output directly to Excel. - New Credit Card Extract functionality is available (for an additional fee) to support Amex and Diners Enhanced Data requirements.
Creditors and Suppliers	- Suppliers / Creditors can be deactivated when the file is no longer required for use in Segments/Tickets/Cheques (will still be available in reporting). - The BSP Reconciliation uses the electronic file from BSPLink and provides full exception reporting (both missing and incorrect tickets) with automated correction (adjustment) of tickets based on a user-determined discrepancy threshold. HOT File types are now supported. - Negative or Zero Payment enables a user to process the payment for any Creditor from the Payment and Bulk Payment screens even if the Total Payable amount is a Zero value or in the case of multi-branching, the branch total is a Negative Amount. - Cyclical Approval allows retrieval of outstanding creditor amounts to a different approval area where small discrepancies can be easily written off to commission (on the original trip file). This eliminates the need to create a manual adjustment. - ePayment Creditors have been relabelled to Bulk Payment

	Creditors.
	• *Payment instructions are uploaded to the eNett website and payment details received in emails from eNett are downloaded/imported. The import of the eNett payment data will automatically create payment entries in CCTE, therefore saving time and increasing the accuracy of internet payment processing.*
	• *A CSV file can be imported to reconcile return-based creditors (if provided in a specified format) where bulk approvals and ADM/ACM's can be generated for small discrepancies.*
Cashbook	• *MyCCT Cashbook filters and enhances bank accounts to allow for multi- branching.*
Reports	• *New fields are available throughout the MyCCT reports to enhance reporting capabilities.*
	• *My CCT Report – Trips allows the user to track workflow action items (in particular, those relating to quotes).*
	• *Client Analysis Report determines top spending clients with different report parameters available. The report can be exported into a pre-designed easy to read excel forma. The report will assist to maintain and develop customer relationship and marketing capabilities. *An additional report parameter in version 11.0 enables reporting by Sales Region.*
	• *A new MyCCT Trip Ratio Report to track quote to booking data.*
	• *PRISM reports (provided to a 3ʳᵈ party) are available for use.*
Supervisor and Tables	• *The Supervisor area has separation into Branch and Setup areas, with a new 'Main' tab to enter agency name.*
	• *New Service Types can be created in the database to be used for more descriptive Itineraries and for Reporting – e.g. Package*

	• *A code for a TransTasman sales type is available to enhance reporting capabilities.*
	• *Fields within the Trip and Client File can be relabelled.*
	• *Mandatory Quicktrip fields are configurable.*
	• *Pop-up reminders to change trip status or create workflow action items based on Trip Status code are available. This is used in the Trip Status Ratio Reporting. This is activated via a few easy steps.*
	• *Supervisor Access Overview Tab provides a snapshot of the agency setup.*
	• *There are new Hotel Chain, Bank Account, Service Types and Narratives tables now available.*
PCI Compliancy	• *CCTE is PCI Compliant. If activated at the supervisor level, all credit cards fields will be masked within CCTE.*
Automatic Upgrade Tool	• *The latest CCTE updates are now quickly and easily available to download and install via our new auto-update tool. Information and instructions are provided by Travelport each time a new upgrade is available.*
BPAY and Payment Reference	• *BPAY Customer Reference Numbers can be imported into CCTE for allocation to applicable modules such as Trip or Client Files. Selected documents are generated with BPAY logos and payment information. This offers an additional option to receive payments.*
Email Features	• *Email financial documents, itinerary's and reports directly from CCTE*
	• *CCTE stored email addresses (hyperlink) can be used to click open a new email to that email address.*
	• *Email groups can be specified and email addresses assigned to groups. This assists automatic pre-selection of addresses when emailing from certain modules in CCTE.*
	• *Bcc recipients are included along with the ability to include plain text in the body of the emails sent from CCTE.*

Bulk Company Statement	• *Corporate agencies can generate statements via a batch which have the "Statement Type" set to 'Standard Open Item' in the company profile. The statement can be saved, printed or emailed depending on an individual company's setting, eliminating manual effort of individually producing these reports.* • *A new MyCCT Report will generate customised statements which can be saved in excel to allow greater flexibility with both in internal and customer reporting.*
Automated Reminders from Trip File	• *The agency supervisor can set automated reminders to consultants and managers for the trips which are "Out of Balance" or "Travel Completed". The user will either receive the reminder as an email or be able to view it in CCTE.*