



CCT Enterprise Account Management (2 Days)

Delivery method

Scheduled Instructor-led Classroom Training

Audience

For travel agency staff with a prior knowledge of book keeping and bank reconciliation procedures, this course demonstrates the powerful accounting features in CrossCheck Travel, our leading mid to back office accounting and client management system.

Pre-requisites

- Compulsory prior knowledge of accounting terminology, book keeping & bank reconciliation procedures.
- Significant computer literacy, including familiarity with common MS Windows™ keyboard and mouse commands.

Course Value

AUD 660.00 or NZD 660.00

* Current Galileo subscribers have a training allocation built into subscriber agreement.

Course Objectives

Key topics covered in this course:

- Setting up new users.
- Changing user records.
- Loading comments for document production.
- Maintaining security levels for users
- Creating and maintaining systems tables.
- Splash functionality.
- Creation of Debtor, Creditor files.
- Issuing receipts to Debtor accounts.
- Refunding Debtor.
- Paying Creditors.
- Processing Payments and refunds from Creditors.
- Making Adjustments to Trip, Debtor and Creditor files.
- Processing the daily banking.
- Reconciling bank statements.
- Completing end of period cut offs.
- Preparing accounting reports.