

# Virtual CCT Enterprise Accounting Enhancements (90 Minutes)

## Delivery method

Scheduled Instructor-led Virtual Training.

Virtual classes are scheduled at a range of times to suit customers across different time zones. The start times are quoted in the course title are ***always Australian Eastern Standard or Summer Time (Sydney / Melbourne time)***.

## Audience

Intended for experienced Account Management users only who are upgrading from CCT 3.1 to CCT Enterprise. Untrained users are recommended our 2 day Account Management classroom course. Single branch functionality only. Talk to your Travelport Account Executive if you seek multi-branching content.

## Pre-requisites

- Completion of the CrossCheck Travel Account Management course
- Use CCT back office functionality on a regular basis
- Access to the Internet and a phone(preferably with mute functionality)
- Have knowledge of:
  - Security Setting
  - Bank Reconciliation
  - General Ledger Accounts

## Course Value\*

AUD 110.00 or NZD 110.00

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

## Course Objectives

Upon completion of this course consultants will be familiar with the functionality enhancements of Cross Check Travel Enterprise

Key topics covered in this course:

- View different user group access rights and their Branch setting
- Identify new fields on the Branch tab
- Move from Branch to Set-up sections in Supervisor CCT
- Create new Consultant records selecting Branch access levels
- Identify new Trip fields in the Mandatory Trip tab
- Access full branch records from the Access Overview tab
- Review new CCTE entries in the Tables
- Adjust settings for new CCTE items:
  - Within the Security tab
  - Within the Documents tab, including adding Prefix and Suffix text