

CrossCheck Travel Enterprise (CCTE) v22.05

Advisory number:	PA-4103		
Version:	01		
Effective date:	August 20, 2022	12am	EDT
High level description:	CrossCheck Travel Enterprise (CCTE) Version 22.05 includes various improvements and remediations including increased ability to import NDC Bookings.		
Impact summary:	CCTE users will benefit from the enhancements included within this release.		
Reason for issue:	First notification		
Impacted customers:	<input type="checkbox"/> Internal only Advisory <input checked="" type="checkbox"/> Agency customers <input type="checkbox"/> eCommerce customers	<input type="checkbox"/> Developers <input type="checkbox"/> Airline customers <input type="checkbox"/> Car, hotel, rail, cruise customers	
System(s):	<input checked="" type="checkbox"/> Travelport+ (1G) <input type="checkbox"/> Travelport Apollo (1V) <input type="checkbox"/> Travelport Worldspan (1P)		
Load to pre-production:	August 13, 2022	12am	EDT
Web services: (API and Messaging)	Not applicable		
Issue history:	Version 01 issue date: August 15, 2022		



Overview

CrossCheck Travel Enterprise (CCTE) Version 22.05 contains changes to the application which allow for:

- Enablement of NDC Multi Passenger Booking Import
- Upload of Traveler Information for Contact Tracing Information
- Refinement of the Client Upload screen and processes
- Implementation of a Month End Reports PDF print option

Also, to coincide with v22.05 Release, the Consultant User Guide and the Finance User Guides have been updated, these Guides are available at [MyTravelport](#) and can be located by searching the Knowledge Base (KB) for CCTE.

Customer Benefit

For **NDC Bookings** that contain **Multiple Passengers**; Quotes and Ticket Requisitions will be successfully created from the PNR Import process. The exception being that for Qantas NDC Bookings; Quotes and Ticket Requisitions will only be created if the Passenger Types are **all Adult** (ADT). The causes and implications of this variation are explained within this Advisory.

The changes implemented for **Contact Tracing** information will assist Travel Consultants in making bookings when passenger contact information is necessary.

Other changes introduced into the **Client Preference/Upload** screen will alleviate some previous issues with the upload process not completing.

The ability to save **Month End Reports** in **PDF** file format, avoids these reports from physically being printed, and promotes CCTE agents to generate **all reports** that can be selected as part of the Month End process.

Detail and Customer Examples

Section Contents

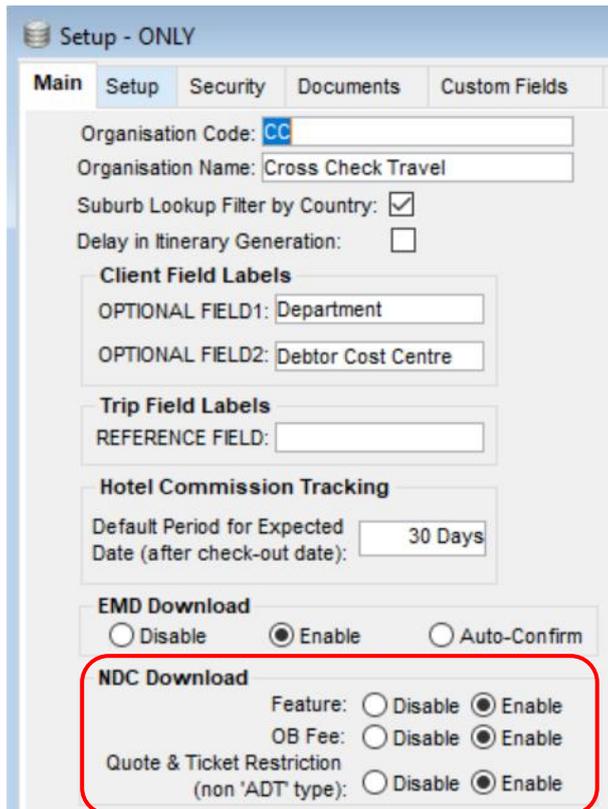
NDC Multi-Passenger Bookings.....	3
Passenger Contact Tracing Information	5
Destination Address / DOCA (SSR) Name and Fields	5
DOCA (SSR) Mandatory Items	6
Country Codes.....	7
Contact Tracing — Multiple Clients.....	10
Client Upload Refinements.....	11
DOCA (SSR) — Suburb/City Code Field	11
End of Month (EOM) PDF Print Option	14
Existing Processes	14



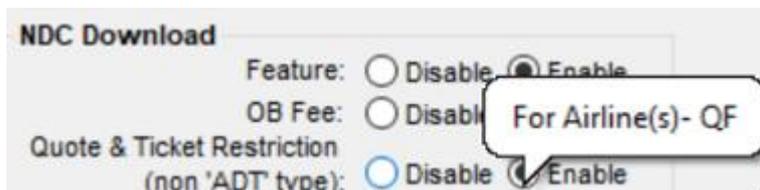
NDC Multi-Passenger Bookings

In general, the processes for creating NDC Bookings are not identical to those bookings made directly through Smartpoint — but, both types of Travelport+ PNRs will generate new Trips, Segments, Comments, Quotes and Ticket Requisitions in CCTE. Version 22.5 allows for the import of NDC Multi-Passenger bookings with a restriction in place regarding NDC Bookings which include Qantas Airways content.

By default, sites upgrading from CCTE v21.9 will already have the options under **NDC Download** within the Main tab in **Supervisor Setup** selected as *Enable*. The v22.5 release adds an extra option titled *Quote & Ticket Restriction (non 'ADT' type)* which will also be set by default as *Enable*.



The v22.5 release applies this restriction only to Qantas Airways — and this can be verified by hovering over the *Enable* option from within the Supervisor login.

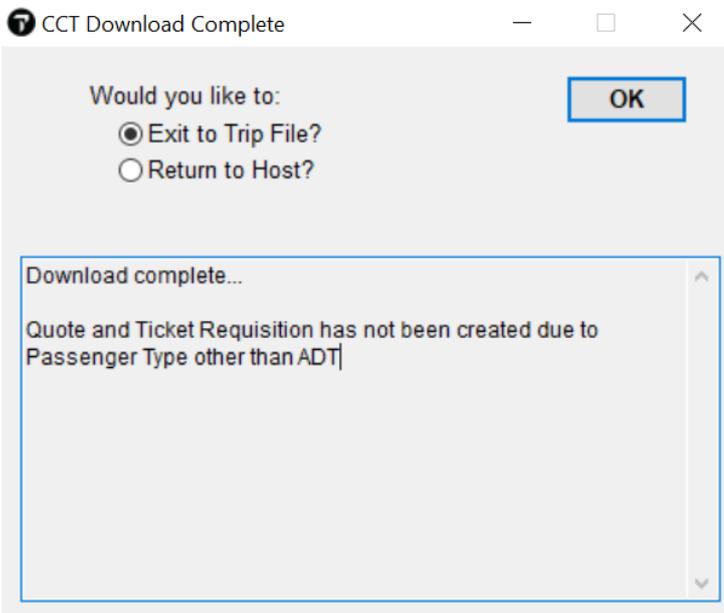


The restriction has been implemented due to a current issue with Qantas NDC Bookings regarding the order of Passenger Names and the related DI Lines containing Fare and Ticketing information. This topic is referenced in this Travelport Support NDC “Known Issue”: [Known Issues and troubleshooting \(travelport.com\)](https://travelport.com/known-issues-and-troubleshooting).



“The order of multiple passengers currently differs between NDC Web Plugin and DI Lines. Ticket numbers are assigned to passengers in alphabetic order by surname. The ordering in the DI lines is by ticket number sequence.”

The main implication for this issue for Qantas NDC Bookings is that it can cause Quotes and Tickets created in CCTE to be assigned a Passenger Name that is not the correct Passenger / Ticket association from the Qantas PNR. In situations where there are different Passenger Types in the booking, it also raises the possibility of Passengers being assigned incorrect Fare values in Quotes and Tickets. For these reasons, a restriction has been put in place that for Qantas NDC Bookings; **Quotes and Tickets** will only be auto generated **if all passengers are Adults (passenger type ADT)**. If the Qantas NDC bookings contain any other variation of Passenger Types, (e.g. a child or an infant), a Trip File will be generated in CCTE — but will only contain Segments and (Booking) Comments. For these bookings, Tickets and Quotes will need to be manually added into the Trip File after the PNR has been imported and this message will display at the completion of the Download:



The v22.5 upgrade only assigns this restriction to the “QF” supplier for NDC Bookings and it does not apply it to Qantas bookings made directly through Smartpoint. If, at some point in the future, the actual source issue does get addressed by Qantas/NDC — CCTE agents will be able to manually remove the restriction by changing the setup option to be “Disable” for the *Quote & Ticket Restriction (non ‘ADT’ type)*.

If it happens that another airline offering NDC content has the same issue with the order of passenger names being assigned to tickets, extra airlines can be added to the list with the same restrictions as QF. However, for this to occur — Travelport will need to update the agent’s database via a script.



Passenger Contact Tracing Information

To meet Government Requirements in Australia, a mandate was introduced for all domestic airlines to collect particular contact information within each booking. This is explained by AFTA on their web site and is outlined by Qantas as to what entries are required from bookings made through each GDS. Here are the relevant links:

[Passenger Contact Tracing | Australian Federation of Travel Agents \(afta.com.au\)](https://afta.com.au)

[Passenger Contact Tracing \(qantas.com\)](https://qantas.com)

To assist Travel Consultants in providing this passenger information, the CCTE Client Upload screen has been enhanced to provide fields applicable to the required Contact Tracing entries and to prompt for data to be entered in these fields.

The actual Client Screen has not been changed but the **Preference/Upload** screen has various changes — detailed below.

Destination Address / DOCA (SSR) Name and Fields

Prior to v22.5, the Address box within the Client Preference/Upload screen had a field labelled *Destination Address (SSR)* which provides a means to enter the Passenger's Residential (Home) Address or to provide a Destination address so as to upload into Booking Files.

Address:
☐ PUDDING/RICEGERALD Mr
 Home Address 44 Custard Slice,BAKERS BEACH,TAS,P/7307
 Business Address Trafalgar Square 540 GEORGE STREET,SYDNEY,NSW,P/2000
 Destination Address (SSR) / AU / 44 Custard Slice / BAKERS BEACH / TAS / 7307 All Pax

In v22.5, the field has been renamed to **DOCA (SSR)** and the selection of (R)esidential or (D)estination is from a drop-down selection, with the default option being (D)estination primarily for the purpose of providing the airline Passenger Contact information.

Address:
☐ TEST/SHORT Mr
 Home Address 44 West Street,SYDENHAM,NSW,P/2044
 Business Address Trafalgar House 35 Grafton Street,BONDI JUNCTION,NSW,P/2022
 DOCA (SSR) / AU / 44 West Street / SYDENHAM / NSW / 2044 All Pax
Passport & Visa (SSR):

Note: The “D” Type and “R” Type DOCA SSR entries are still unable to be uploaded simultaneously into Smartpoint — in situations where both are required in a Booking File, the advice is to upload the Residential Address information, then manually add the Destination information.



DOCA (SSR) Mandatory Items

Client Profile Example:

Type	Area	Number	Ext.	City Code	Comments	Primary	Email Group
M		0434567889				<input checked="" type="checkbox"/>	
H		0295678900				<input type="checkbox"/>	

Type	Building	Street	Suburb	State	PCode	City	Country	Primary
H		22 Johnson St.	LEICHHARDT	NSW	2040	SYD	Australia	<input checked="" type="checkbox"/>

As normal, all available data from a Client Profile will be placed into the Preference/Upload screen.

Passenger information fields requiring Contact Information such as **Phone & Email, and the DOCA Address Details** will now display as highlighted in **Orange** if there is no text in these fields.

Upload Details

All Data MAR Name Space in Pax Name Secure Flight Domestic International

Passenger Names

Family Name	Given Name	Middle Name	Title	Gender	Date of Birth	Mileage Memberships
<input checked="" type="checkbox"/> ADAMS	KEN	<input type="checkbox"/>	Mr	Male		

Phone & Email:

ADAMS/KEN Mr

Home Phone1 0295678900

Mobile1 0434567889

Send as: SSR OSI PHONE

ADAMS/KEN Mr

Email Address1

Email Address2

Email Address3

Address:

ADAMS/KEN Mr

Home Address 22 Johnson St., LEICHHARDT, NSW, P/2040

Business Address

DOCA (SSR) R / AU / 22 Johnson St. / LEICHHARDT / NSW / 2040 All Pax



All these fields can be manually updated from within the Preference/Upload screen or can be added to the Client Profile screen in CCTE, so that these items are permanently available for uploading into Booking Files. Once the mandatory details have been added, the **Orange** highlighting will get automatically removed.

Phone & Email:

ADAMS/KEN Mr

Home Phone1 0295678900

Mobile1 0434567889

Send as: SSR OSI PHONE

ADAMS/KEN Mr

Email Address1 ken.adams@test.com

Email Address2

Email Address3

Address:

ADAMS/KEN Mr

Home Address 22 Johnson St.,LEICHHARDT,NSW,P/2040

Business Address

DOCA (SSR) i R / AU / 22 Johnson St. / LEICHHARDT / NSW / 2040 All Pax

Country Codes

A necessary component of the DOCA SSR entry for the Passenger's Residential address is the two letter Country Code which should be present in the first field on screen for the DOCA (SSR) "R" entry. If this data isn't entered in the Preference/Upload screen, the DOCA SSR entry **will not be** generated into Smartpoint and CCTE will display the below illustrated alert message after the upload process has been completed.

Preference/Upload

Upload Details

All Data MAR Name Space in Pax Name Secure Flight Domestic International

Passenger Names Add Client

Family Name	Given Name	Middle Name	Title	Gender	Date of Birth	Mileage Memberships
<input checked="" type="checkbox"/> TEST	SHORT	<input type="checkbox"/>	Mr	Male		

Phone & Email:

TEST/SHORT Mr

Home Phone1 0295678999

Business Phone1 0297867776

Mobile1 0423567890

Address:

TEST/SHORT Mr

Home Address 44 West Street,SYDENHAM,NSW,P/2044

Business Address Trafalgar House 35 Grafton Street,BONDI J

DOCA (SSR) i R / / 44 West Street / SYDENHAM / NSW / 2044 All Pax

CrossCheck Travel

i Your upload is done. Data is incomplete in the following fields and has not been applied:
DOCA
Please go to Smartpoint to see your booking file.

This problem can be avoided by adding the Passenger's Country info within the Client Profile Home Address screen — by selecting the Passenger's home country from the available list.



Client - TESTSH001

TESTSH001 Mr SHORT TEST Default

Client Trips Cards Passports Preference

Personal Details
Family Name: TEST Middle Name:
Title: Mr Birth Date:
Preferred Name: Active:
BPAY CRN:

Company Details
Debtor: Company:
Position: Cost Centre Code:
Department: Debtor Cost Centre: Last

Contact Details

Type	Area	Number	Ext.	City Code
H	02	9567 8999		
B	02	9786 7776		

Addresses

Type	Building	Street	Suburb	State	PCode	City	Country	Primary
H		44 West Street	SYDENHAM	NSW	2044			<input type="checkbox"/>
B	Trafalgar Hou	35 Grafton Street	BONDI JUNCTION	NSW	2022			<input type="checkbox"/>

Search

Enter Criteria: au Apply To: Description

Selection:

Description	Country
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belgium	BE
Belize	BZ

Table Maintenance... OK Cancel

Addresses

Type	Building	Street	Suburb	State	PCode	City	Country	Primary
H		44 West Street	SYDENHAM	NSW	2044		Australia	<input type="checkbox"/>
B	Trafalgar Hou	35 Grafton Street	BONDI JUNCTION	NSW	2022			<input type="checkbox"/>

When saved into the Client Profile, the Preference/Upload for this client will then permanently display the applicable two letter Country Code in the DOCA (SSR) entry.

Address:

TEST/SHORT Mr

Home Address 44 West Street,SYDENHAM,NSW,P/2044

Business Address Trafalgar House 35 Grafton Street,BONDI JUNCTION,NSW,P/2022

DOCA (SSR) R / AU / 44 West Street / SYDENHAM / NSW / 2044 All Pax

If all mandatory Contact Tracing information has been auto generated or manually entered into the Preference/Upload screen, this message will display at completion of the Client Upload process — with all generated entries visible in Smartpoint.



Phone & Email:

TEST/SHORT Mr

Home Phone1 0295678999

Business Phone1 0297867776

Mobile1 0423567890

Address:

TEST/SHORT Mr

Home Address 44 West Street,SYDENHAM,NSW,P/2044

Business Address Trafalgar House 35 Grafton Street,BONDI JUNC

DOCA (SSR) ⓘ R / AU / 44 West Street

Send as: SSR OSI PHONE

TEST/SHORT Mr

Email Address1 test@test.com

CrossCheck Travel

Your upload is complete. Go to Smartpoint to see your booking file.

OK

Travelport Smartpoint - Application Window 1

*ALL *P *AD *NP *SI *EM *RV

1.1TEST/SHORT MR
** SERVICE INFORMATION EXISTS ** >*SI

FONE-MELH*0295678999 SHORT
2. MELB*0297867776 SHORT
3. MELM*0423567890 SHORT
4. MELE*TEST//TEST.COM

ADRS-MR SHORT TEST*44 WEST STREET*SYDENHAM*NSW*P/2044
DLVR-MR SHORT TEST*TRAFALGAR HOUSE 35 GRAFTON STREET*BONDI JUNCTION*NSW*P/2022

*** SPECIAL SERVICE REQUIREMENT ***
SEGMENT/PASSENGER RELATED
*** MANUAL SSR DATA ***
M 5. SSRDOCAYY HK R/AU/44 WEST STREET/SYDENHAM/NSW/2044 -1TEST/SHORT MR
M 6. SSRCTCMYY HK /0423567890-1TEST/SHORT MR
M 7. SSRCTCEYY HK /TEST//TEST.COM-1TEST/SHORT MR
*** OTHER SUPPLEMENTARY INFORMATION ***
CARRIER RELATED
1. YY CTCH MEL 0295678999 SHORT
2. YY CTCB MEL 0297867776 SHORT
3. YY CTCM MEL 0423567890 SHORT
4. YY CTCE MEL TEST//TEST.COM

EMAIL ADDRESS AND COMMENTS
TO- 1. TEST@TEST.COM



Contact Tracing — Multiple Clients

When the Client Upload is for more than one Passenger, the Preference/Upload screen will display alerts for any Client Profiles that do not contain the necessary Contact Tracing information.

Preference/Upload

Upload Details

All Data MAR Name Space in Pax Name Secure Flight Domestic International

Passenger Names Add Client

Family Name	Given Name	Middle Name	Title	Gender	Date of Birth	Mileage Memberships
<input checked="" type="checkbox"/> ABBEY	ROCHELLE	<input checked="" type="checkbox"/> DEANNE	Miss	Female	10/03/1991	
<input checked="" type="checkbox"/> ABBEY	SAMANTHA	<input checked="" type="checkbox"/> JANE	Mrs		12/08/1969	

Phone & Email: **Send as:** SSR OSI PHONE

<input type="checkbox"/> ABBEY/ROCHELLEDEANNE Miss	<input type="checkbox"/> ABBEY/ROCHELLEDEANNE Miss
<input type="checkbox"/> ABBEY/SAMANTHAJANE Mrs	<input type="checkbox"/> ABBEY/SAMANTHAJANE Mrs
<input type="checkbox"/> ABBEY/STEVENJAMES Mr	<input type="checkbox"/> ABBEY/STEVENJAMES Mr

Address:

<input type="checkbox"/> ABBEY/ROCHELLEDEANNE Miss
<input type="checkbox"/> ABBEY/SAMANTHAJANE Mrs
<input type="checkbox"/> ABBEY/STEVENJAMES Mr

Accessing these fields within the Preference/Upload screen allows for the data to be input per Client, or the missing information could be added into the individual Client Profiles prior to the upload process being performed.

Preference/Upload

Upload Details

All Data MAR Name Space in Pax Name Secure Flight Domestic International

Passenger Names Add Client

Family Name	Given Name	Middle Name	Title	Gender	Date of Birth	Mileage Memberships
<input checked="" type="checkbox"/> ABBEY	ROCHELLE	<input checked="" type="checkbox"/> DEANNE	Miss	Female	10/03/1991	
<input checked="" type="checkbox"/> ABBEY	SAMANTHA	<input checked="" type="checkbox"/> JANE	Mrs		12/08/1969	

Phone & Email: **Send as:** SSR OSI PHONE

<input type="checkbox"/> ABBEY/ROCHELLEDEANNE Miss	<input type="checkbox"/> ABBEY/ROCHELLEDEANNE Miss
<input type="checkbox"/> ABBEY/SAMANTHAJANE Mrs	<input type="checkbox"/> ABBEY/SAMANTHAJANE Mrs
<input type="checkbox"/> Mobile1 <input type="text"/>	<input type="checkbox"/> ABBEY/STEVENJAMES Mr

Address:

<input type="checkbox"/> ABBEY/STEVENJAMES Mr
<input type="checkbox"/> Home Address <input type="text"/>
<input type="checkbox"/> Business Address <input type="text"/>
<input type="checkbox"/> DOCA (SSR) <input type="text"/> / <input type="text"/> <input type="checkbox"/> All Pax



Client Upload Refinements

DOCA (SSR) — Suburb/City Code Field

To accurately reflect the usage of the field within the DOCA (SSR) entry that can contain a Suburb or City Name, the v21.9 field description **Town/City** has been changed to be **Suburb/City Code**.

Version 21.9

Address:
☐ PUDDING/RICEGERALD Mr
 Home Address 44 Custard Slice,BAKERS BEACH,TAS,P/7307
 Business Address Trafalgar Square 540 GEORGE STREET,SYDNEY,NSW,P/2000
 Destination Address (SSR) / AU / 44 Custard Slice /BAKERS BEACH / TAS / 7307 All Pax

Passport & Visa (SSR):
Passenger Name **Country** **Number** **Expiry Date** **Visa** **Town/City** **visa number** **Visa Expiry Type**

Version 22.5

Address:
☐ TEST/SHORT Mr
 Home Address 44 West Street,SYDENHAM,NSW,P/2044
 Business Address Trafalgar House 35 Grafton Street,BONDI JUNC
 DOCA (SSR) R / AU / 44 West Street / SYDENHAM / NSW / 2044 All Pax

Note: A callout box labeled 'Suburb/City Code' points to the SYDENHAM field in the DOCA (SSR) entry.

Note: this field draws its information from the *Suburb* field from the Client Profile Home Address, or if this is blank — the Upload/Preference screen will pull in the City Code if it has been entered. For example:

Addresses								
Type	Building	Street	Suburb	State	PCode	City	Country	Primary
B	Trafalgar Hou	35 Grafton Street	BONDI JUNCTION	NSW	2022			<input type="checkbox"/>
H		44 West Street		NSW	2044	SYD	Australia	<input type="checkbox"/>

Address:
☐ TEST/SHORT Mr
 Home Address 44 West Street,NSW,P/2044
 Business Address Trafalgar House 35 Grafton Street,BONDI JUNCTION,NSW,P/2022
 DOCA (SSR) R / AU / 44 West Street / SYD / NSW / 2044 All Pax



```
*** SPECIAL SERVICE REQUIREMENT ***
SEGMENT/PASSENGER RELATED
*** MANUAL SSR DATA ***
M 5. SSRDOCAYY HK R/AU/44 WEST STREET/SYD/NSW/2044 -1TEST/SHORT MR
M 6. SSRCTCMYY HK /0423567890-1TEST/SHORT MR
M 7. SSRCTCEYY HK /TEST//TEST.COM-1TEST/SHORT MR
*** OTHER SUPPLEMENTARY INFORMATION ***
CARRIER RELATED
1. YY CTCH MEL 0295678999 SHORT
2. YY CTCB MEL 0297867776 SHORT
3. YY CTCM MEL 0423567890 SHORT
4. YY CTCE MEL TEST//TEST.COM
```

Preference/Upload

Upload Details

All Data MAR Name Space in Pax Name Secure Flight Domestic International

Passenger Names Add Client

Family Name	Given Name	Middle Name	Title	Mileage Memberships	Company Code	Cost Centre
<input checked="" type="checkbox"/> PUDDING	RICE	<input checked="" type="checkbox"/> GERALD	Mr	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> WOODHOUSE	DANIELLE	<input type="checkbox"/>	Ms	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Phone & Email: Send as: SSR OSI PHONE ALL

PUDDING/RICEGERALD Mr PUDDING/RICEGERALD Mr

WOODHOUSE/DANIELLE Ms WOODHOUSE/DANIELLE Ms

Address:

PUDDING/RICEGERALD Mr

Home Address

Business Address

Destination Address (SSR) All Pax



Preference/Upload

Upload Details

All Data MAR Name Space in Pax Name Secure Flight Domestic International

Passenger Names Add Client

Family Name	Given Name	Middle Name	Title	Mileage Memberships	Company Code	Cost Centre
<input checked="" type="checkbox"/> PUDDING	RICE	<input checked="" type="checkbox"/> GERALD	Mr	<input type="checkbox"/>		
<input checked="" type="checkbox"/> WOODHOUSE	DANIELLE	<input type="checkbox"/>	Ms	<input type="checkbox"/>		

Phone & Email:

PUDDING/RICEGERALD Mr **Send as:** SSR OSI PHONE ALL
 WOODHOUSE/DANIELLE Ms PUDDING/RICEGERALD Mr
 WOODHOUSE/DANIELLE Ms

Address:

WOODHOUSE/DANIELLE Ms

Passport & Visa (SSR):

Passenger Name	Country	Number
<input checked="" type="checkbox"/> PUDDING/RICEGERALD Mr		
<input checked="" type="checkbox"/> WOODHOUSE/DANIELLE Ms		

Credit Cards:

CrossCheck Travel

Error in XML AgencyPNRBuildModify transaction during upload.
Error message: SINGLE ITEM FIELD

Tuesday 24 May 2022 14:03:03 Close

In v22.5, the situation remains that only the Home Address from the main passenger will be generated into Smartpoint — but the Upload process will successfully complete for all available fields.

Preference/Upload

Upload Details

All Data MAR Name Space in Pax Name Secure Flight Domestic International

Passenger Names Add Client

Family Name	Given Name	Middle Name	Title	Gender	Date of Birth	Mileage Memberships
<input checked="" type="checkbox"/> TEST	SHORT	<input type="checkbox"/>	Mr	Male		
<input checked="" type="checkbox"/> ZIVANOVIC	DANIEL	<input type="checkbox"/>	Mr	Male	24/04/1972	

Phone & Email:

TEST/SHORT Mr **Send as:** SSR OSI PHONE
 ZIVANOVIC/DANIEL Mr TEST/SHORT Mr
 ZIVANOVIC/DANIEL Mr ZIVANOVIC/DANIEL Mr

Address:

TEST/SHORT Mr

ZIVANOVIC/DANIEL Mr

Home Address

Business Address



```
1.1TEST/SHORT MR 2.2ZIVANOVIC/DANIEL MR/LJUBICA MS
** SERVICE INFORMATION EXISTS ** >*SI

FONE-MELH*0295678999 SHORT
 2. MELB*0297867776 SHORT
 3. MELM*0423567890 SHORT
 4. MELM*99999999 LJUBICA
 5. MELM*99999999 DANIEL
 6. MELE*TEST//TEST.COM
 7. MELE*YOUREMAIL//TRAVELPORT.COM

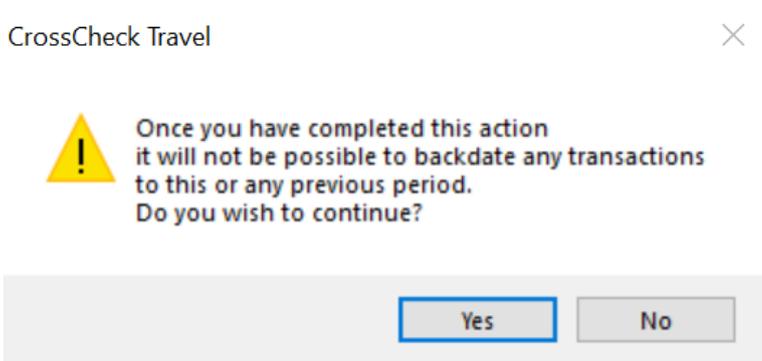
ADRS-MR SHORT TEST*44 WEST STREET*SYDENHAM*NSW*P/2044
DLVR-MR SHORT TEST*TRAFALGAR HOUSE 35 GRAFTON STREET*BONDI JUNCTION*NSW*P/2022
```

End of Month (EOM) PDF Print Option

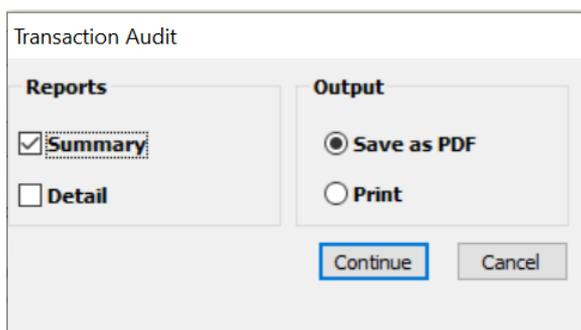
Existing Processes

The overall process to perform the EOM has not changed from this release — but the ability to print EOM Reports as PDF files will be of benefit to most CCTE agencies.

The selecting of “End of Month” will still invoke this Prompt:



As per previous versions, selecting **Yes** to continue displays the options to print the **Transaction Audit Report** which can be produced in Summary or Detailed format and can be printed or saved as a PDF from these options:





The Transaction Audit Reports when selected as *Save as PDF* generate into a “Transaction Audit” folder. The location of the folder is dictated by the *Document Save* setup within the Consultant Maintenance screen of the logged in User.

Consultant Maintenance ✕

Consultant Id: Group:

Given Name: Active: Expire:

Family Name: Backdate Transactions:

Position:

Remarks:

Email Address:

Document Save:

> CCTE > Transaction Audit

Name	Date modified	Type	Size
Summary_20220524_152503.pdf	24/05/2022 3:25 PM	Adobe Acrobat Docu...	51 KB
Summary_20220524_152322.pdf	24/05/2022 3:23 PM	Adobe Acrobat Docu...	48 KB
Summary_20220524_145627.pdf	24/05/2022 2:56 PM	Adobe Acrobat Docu...	54 KB
Summary_20220518_140047.pdf	18/05/2022 2:00 PM	Adobe Acrobat Docu...	48 KB
Summary_20220518_135902.pdf	18/05/2022 1:59 PM	Adobe Acrobat Docu...	48 KB
Summary_20220518_125829.pdf	18/05/2022 12:58 PM	Adobe Acrobat Docu...	48 KB
Summary_20220518_125549.pdf	18/05/2022 12:55 PM	Adobe Acrobat Docu...	48 KB
Summary_20220518_084140.pdf	18/05/2022 8:41 AM	Adobe Acrobat Docu...	48 KB
Summary_20220518_084031.pdf	18/05/2022 8:40 AM	Adobe Acrobat Docu...	48 KB
Summary_20220517_222734.pdf	17/05/2022 10:27 PM	Adobe Acrobat Docu...	48 KB
Summary_20220517_222445.pdf	17/05/2022 10:24 PM	Adobe Acrobat Docu...	48 KB
Summary_20220517_222040.pdf	17/05/2022 10:20 PM	Adobe Acrobat Docu...	54 KB

The update that has occurred is that the **End of Period Reports** screen has been enhanced in v22.5 so that **Save as PDF** is now an output option for the selected reports.



End of Period Reports



Reports to Print

Debtor Statements	<input checked="" type="checkbox"/>	Print Statements With Zero Balance :	<input type="checkbox"/>
Debtor Trial Balance :	<input checked="" type="checkbox"/>		
Creditor Trial Balance :	<input checked="" type="checkbox"/>		
Cashbook Trial Balance :	<input checked="" type="checkbox"/>		
Outstanding Balances :	<input checked="" type="checkbox"/>		
Cheques To Pay :	<input checked="" type="checkbox"/>		
Bank Reconciliation:	<input checked="" type="checkbox"/>		

Status

Transaction Audit completed

This will be a LIVE end of period

Current Period	1122
Period being finalised	1022

Output

Save as PDF

Print

Ok

Cancel

Users can select any combination of the available reports to either *Print* or *Save as PDF*. (It is permitted that no reports are selected from this screen — if the User prefers to just to move forward to run the EOM process).

End of Period Reports



Reports to Print

Debtor Statements :	<input type="checkbox"/>	Print Statements With Zero Balance :	<input type="checkbox"/>
Debtor Trial Balance :	<input checked="" type="checkbox"/>		
Creditor Trial Balance :	<input checked="" type="checkbox"/>		
Cashbook Trial Balance :	<input type="checkbox"/>		
Outstanding Balances :	<input type="checkbox"/>		
Cheques To Pay	<input type="checkbox"/>		
Bank Reconciliation:	<input type="checkbox"/>		

Status

Transaction Audit completed

This will be a LIVE end of period

Current Period	1122
Period being finalised	1022

Output

Save as PDF

Print

Ok

Cancel



Depending on the reports output selection of Print or Save as PDF, either of these prompts will display:

End of Period Reports

Reports to Print

Debtor Statements :	<input type="checkbox"/>	Print Statements With Zero Balance :	<input type="checkbox"/>
Debtor Trial Balance :	<input checked="" type="checkbox"/>		
Creditor Trial Balance :	<input checked="" type="checkbox"/>		
Cashbook Trial Balance :	<input type="checkbox"/>		
Outstanding			
Cheques To			
Bank Recon			

Status

Transaction Audit comp

This will be a LIVE en

Current Period	1122
Period being finalised	1022

Print

Ok Cancel

CrossCheck Travel

Print end of month reports ?

Yes No

End of Period Reports

Reports to Print

Debtor Statements :	<input type="checkbox"/>	Print Statements With Zero Balance :	<input type="checkbox"/>
Debtor Trial Balance :	<input checked="" type="checkbox"/>		
Creditor Trial Balance :	<input checked="" type="checkbox"/>		
Cashbook Trial Balance :	<input type="checkbox"/>		
Outstand			
Cheques			
Bank Rec			

Status

Transaction Audit c

This will be a LIV

Current Period	1122
Period being finalised	1022

Print

Ok Cancel

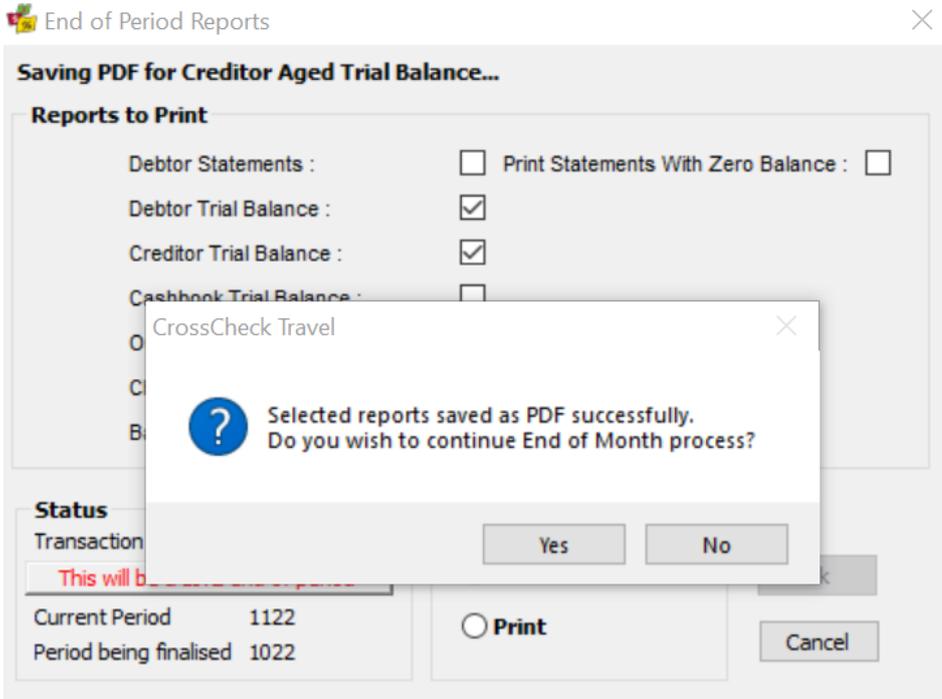
CrossCheck Travel

Save End of Month reports as PDF ?

Yes No



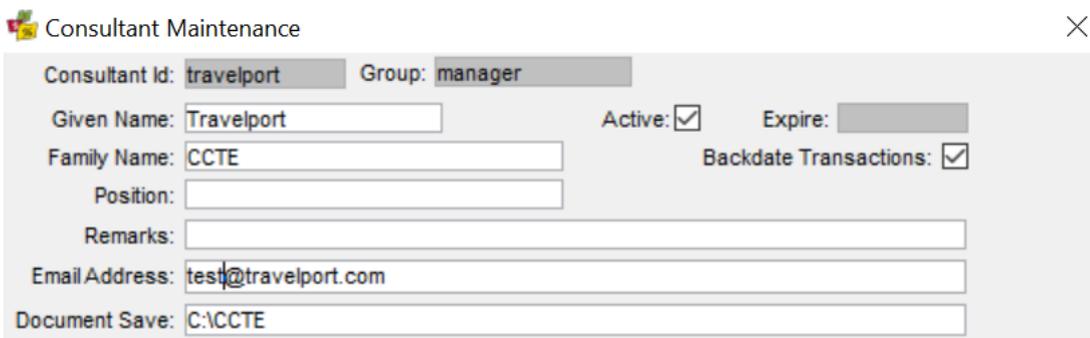
If *Save as PDF* was selected, at the completion of all the reports being generated as PDF files, the following prompt will display:



Similar to the process for when the EOM Reports have been actually printed, at the completion of the reports generated as PDF files, the User can run the EOM rollover by selected **Yes** at this prompt.

Selecting **No**, does not perform the Month End — allowing the user to run the EOM process at a later point of time.

The reports created in PDF format will be saved into an “End of Period” folder that also exists as a sub folder of the Consultant’s *Document Save* setup.





Report files are individually named as they are being created through the EOM Report Printing process. The naming convention for each report is the report selection name (e.g. *Creditor_Trial_Balance*), followed by the Date and Time when the report was produced. For the *Debtor Statements* option, which may produce multiple individual files, these are named with the Debtor Code included in the filename.

> CCTE > End of Period

Name	Date modified	Type	Size
Creditor_Trial_Balance_20220524_152848.pdf	24/05/2022 3:28 PM	Adobe Acrobat Docu...	38 KB
Debtor_Trial_Balance_20220524_152829.pdf	24/05/2022 3:28 PM	Adobe Acrobat Docu...	68 KB
Debtor_Trial_Balance_20220518_140210.pdf	18/05/2022 2:02 PM	Adobe Acrobat Docu...	68 KB
Debtor_Statment_PEN_20220518_140205.pdf	18/05/2022 2:02 PM	Adobe Acrobat Docu...	51 KB
Debtor_Statment_LINFOX_20220518_140201.pdf	18/05/2022 2:02 PM	Adobe Acrobat Docu...	50 KB
Debtor_Statment_ARN_20220518_140157.pdf	18/05/2022 2:01 PM	Adobe Acrobat Docu...	50 KB
Debtor_Statment_AMEX_20220518_140152.pdf	18/05/2022 2:01 PM	Adobe Acrobat Docu...	51 KB
Cashbook_Trial_Balance_20220518_125943.pdf	18/05/2022 12:59 PM	Adobe Acrobat Docu...	46 KB
Debtor_Statment_PEN_20220517_222835.pdf	17/05/2022 10:28 PM	Adobe Acrobat Docu...	51 KB
Debtor_Statment_LINFOX_20220517_222832.pdf	17/05/2022 10:28 PM	Adobe Acrobat Docu...	50 KB
Debtor_Statment_ARN_20220517_222830.pdf	17/05/2022 10:28 PM	Adobe Acrobat Docu...	50 KB
Debtor_Statment_AMEX_20220517_222827.pdf	17/05/2022 10:28 PM	Adobe Acrobat Docu...	51 KB

Glossary

Term	Definition
ADT	Adult
AFTA	Australian Federation of Travel Agents
CCTE	CrossCheck Travel Enterprise
DOCA (SSR)	Specific SSR containing the Passenger's Residential or Destination Address
EOM	End of Month
GDS	Global Distribution System (e.g. Travelport+)
NDC	New Distribution Capability
PDF	Portable Document Format
PNR	Passenger Name Record
QANTAS	Queensland And Northern Territory Aerial Services
SSR	Special Service Request
Travelport+	Previously known as Travelport Galileo (1G)



Travelport Advisories Listing

The full Travelport Advisory Listing is viewable within [MyTravelport > Help and resources > Resources > Travelport Advisories](#). At a minimum, the last 24 months of Advisories will be displayed. You can easily **sort** the Advisory Listing by any of the data columns presented, in ascending or descending order. You may also use the **filter** in order to filter and sort the Advisory Listing, as required. Advisories are **searchable** from this same screen — you may wish to search for Advisories by specific Advisory number, or by specific key words. When searching by number; remember to include 'PA' and the hyphen/dash in front of the relevant four digit Advisory number (e.g. PA-1234). If wishing to search for Developer Advisories; remember to include 'DA' and the hyphen/dash in front of the relevant three digit Advisory number (e.g. DA-123).

A **PDF copy** of this Advisory is attached to this Advisory record within [MyTravelport](#).

Travelport Customer Voice Panel

Want to help us build products that work for you and simplify travel? Join the exclusive Travelport Customer Voice Panel and participate in activities where you'll:

- Inform our roadmap with your ideas
- Help us build better products by sharing your experience
- Help us tackle industry challenges by participating in customer research
- Gain a better understanding of how we prioritize our features with visibility of peer feedback
- Get early access to new products by participating in customer alpha programs

[Join the Customer Voice Panel](#) or [Find out more](#)

Please note that all research and activities on the Customer Voice Panel will be conducted in English.

Issue History Information

Version 01 issue date: August 15, 2022.

Travelport provides this document for information purposes only and does not guarantee that the information contained in this document is accurate, current, or complete. This document and the products listed herein are subject to change without notice.

© 2022 Travelport. All rights reserved. Travelport, the Travelport logo, Apollo, Galileo, and Worldspan are trademarks of Travelport. All other marks are the property of their respective owners.