22 November 2018

A Tiger

GENERAL LEDGER FILE DOWNLOAD PROCEDURE MANUAL

Purpose

To guide Northern Cape provincial departments how to access the FTP (File Transfer protocol) server to download General Ledger and Expenditure Reports used for auditing purposes situated at Northern Cape Provincial Treasury, MetLife Towers, Kimberley.

Provider

Technical Support Support and Interlinked Financial Systems Northern Cape Provincial treasury

Operating Systems

Windows 7 Windows 10

22 November 2018

A Tiger

Windows 7



22 November 2018

A Tiger

2. Click in Address Bar



22 November 2018

A Tiger

ftp://10.240.3	.220/
 Favorites Desktop Downloads Recent Places Libraries Documents Music Pictures Videos Homegroup 	Name Hard Disk Drives (2) Local Disk (E:) Local Disk (C:) Devices with Removable Storage (2) Removable Disk (L:) Removable Disk (K:) Network Location (6) Telephone (\\10.240.3.252) (Z:) Techtools (\\10.240.3.252) (Y:)
Computer	Image: Tools (\\10.240.3.59) (X:) Image: Telephone (\\10.240.3.59) (W:) Image: Telephone (\\10.240.3.59) (V:)

3. Enter in address bar the following information: <u>ftp://10.240.3.220</u>

22 November 2018

A Tiger

4. A logon screen appears, enter your departments login credentials which consist of a username and password

1×	accepted.	ער מטכא הטר מוטא מהטראוהטנא וסקווא טר ערפ ביהומו מעט באא אטר		
	FTP server:	10.240.3.220		
	User name:	health 👻		
	Password:			
	After you loo	on you can add this server to your Eavorites and return to it easily.		
	Anter you log i	on, you can add and actively to your ravornes and retain to re easily.		
	FTP does not server. To pr	encrypt or encode passwords or data before sending them to the otect the security of your passwords and data, use WebDAV instead		

22 November 2018

A Tiger



5. After successful login you the following screen will appear.

6. Navigate to your department and copy files you require to your local desktop.

*Please note that you will not have access to any other department.

22 November 2018

A Tiger

Windows 10

1. Locate THIS PC icon on your desktop and Double click on it.



22 November 2018

A Tiger

2. Click in Address Bar



22 November 2018

A Tiger



3. Enter in address bar the following information: <u>ftp://10.240.3.220</u>

22 November 2018

4. A logon screen appears, enter your departments login credentials which consist of a username and password

Log on a	as		×			
?	Either the server does not allow anonymous log-ins or the email address was not accepted.					
	FTP server:	10.240.3.220				
	<u>U</u> sername:	health ~				
	Password:	•••••				
Æ	After you've logged on, you can add this server to your Favourites and return to it easily. FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use WebDAV instead.					
	Log on <u>a</u> non	ymously Save password				

5. After successful login you the following screen will appear.

			- 0	×
Pin to Quick Copy Paste SP Clipboard	ath Move Copy to * to *	Delete Rename New folder	Properties History Open Select all	
🚽 🚽 🛧 💆 > The Internet	> 10.240.3.220 >		Search 10.240.3.220	P
Quick access	Î	AGRICULTURE	COGHSTA	
 Downloads Documents 	*	DEDAT	DENC	
This PC	3	DRPW	DSAC	
April - October 2018		EDUCATION	HEALTH	
Geptember 2018		LEGISLATURE	NCPT	
This PC		ОТР	SOCDEV	
Desktop				
Downloads				
12 items	~			

6. Navigate to your department and copy files you require to your local desktop.

22 November 2018

A Tiger

*Please note that you will not have access to any other department.