

## **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**

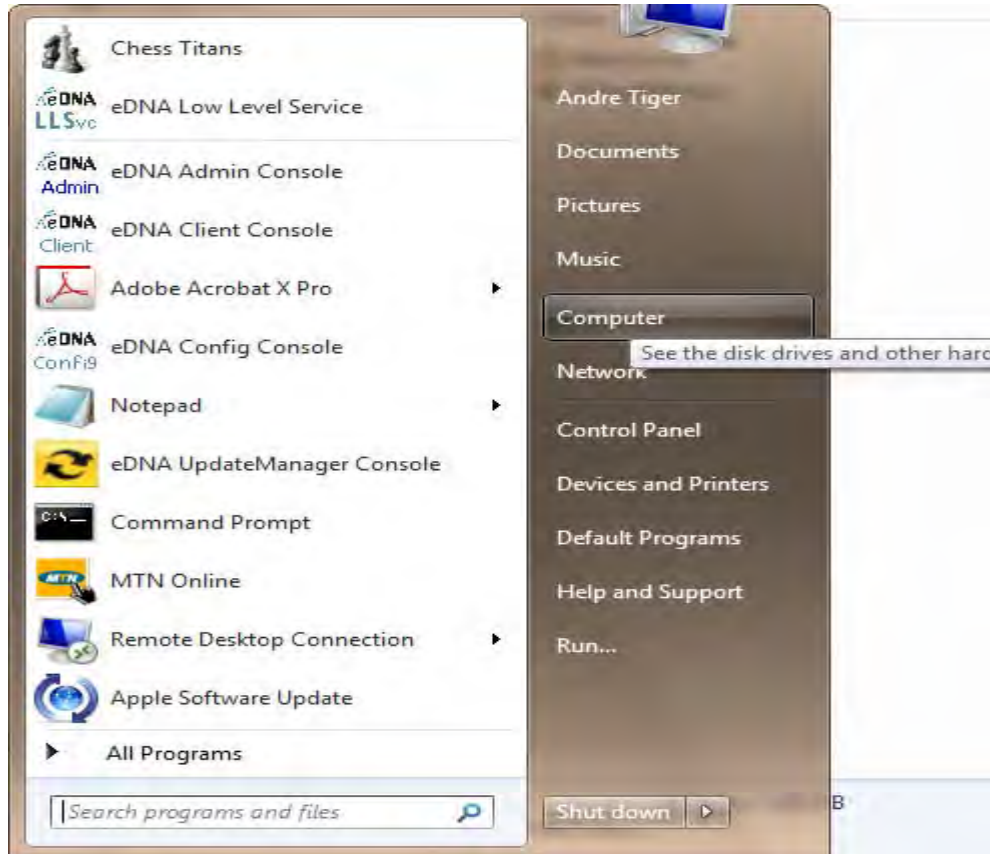
Technical Support  
Support and Interlinked Financial Systems  
Northern Cape Provincial treasury

### **Operating Systems**

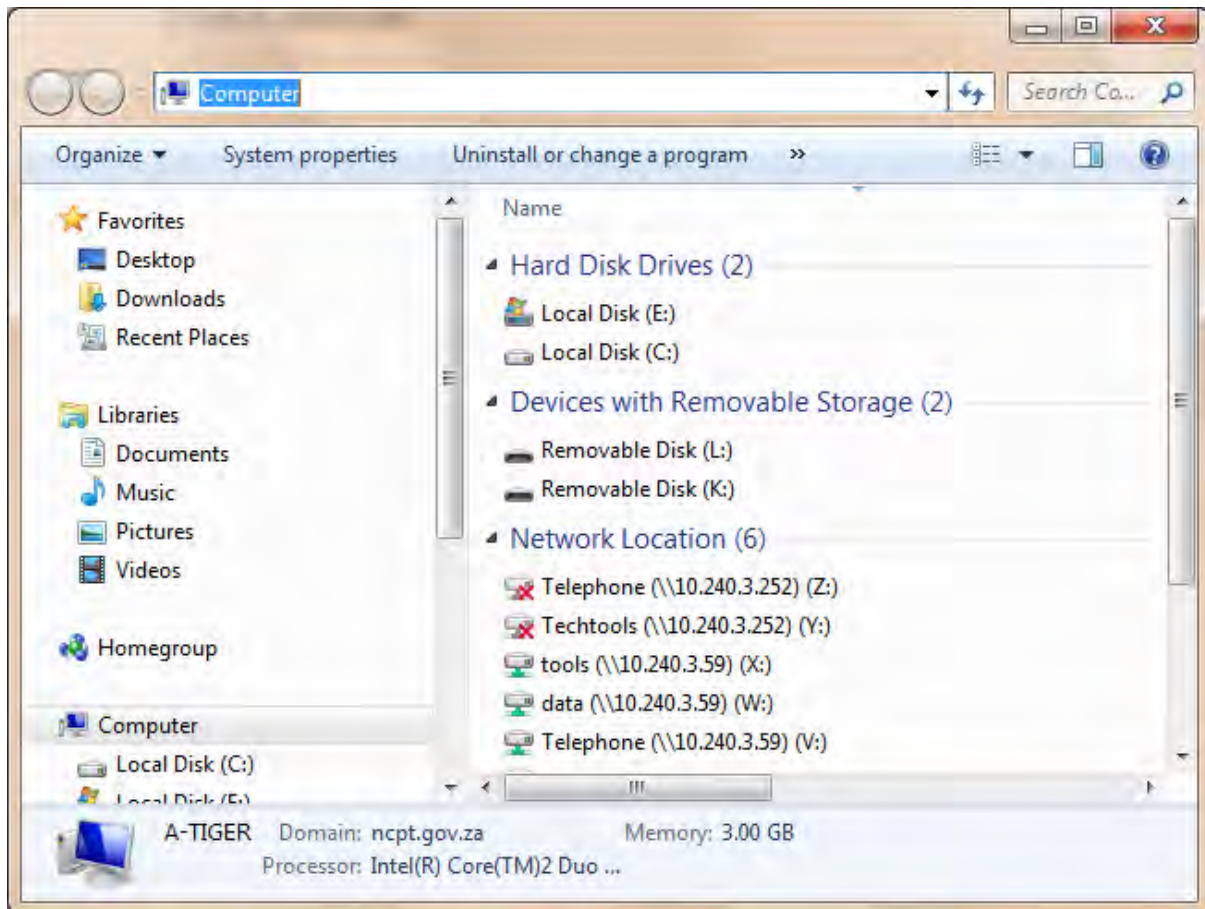
Windows 7  
Windows 10

## Windows 7

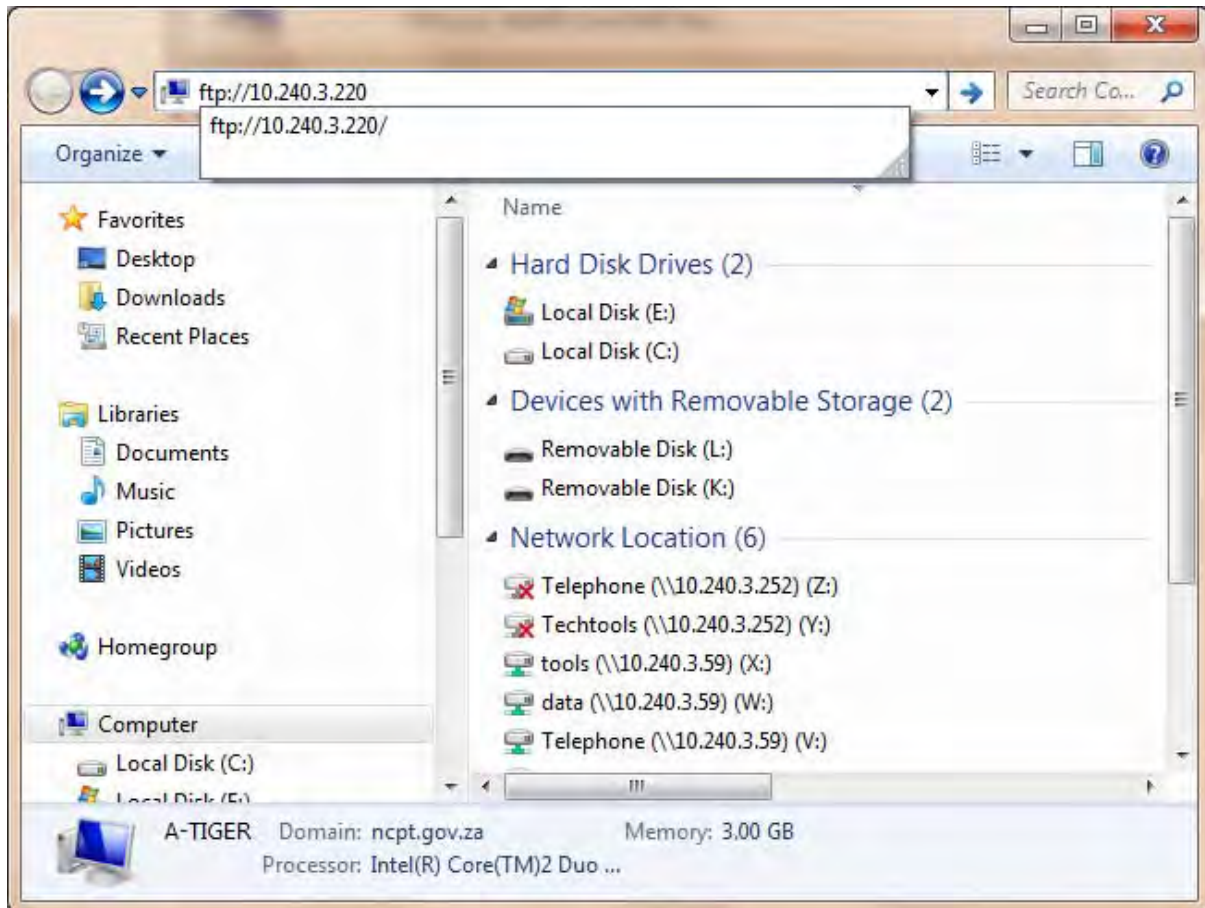
1. Click start → Computer



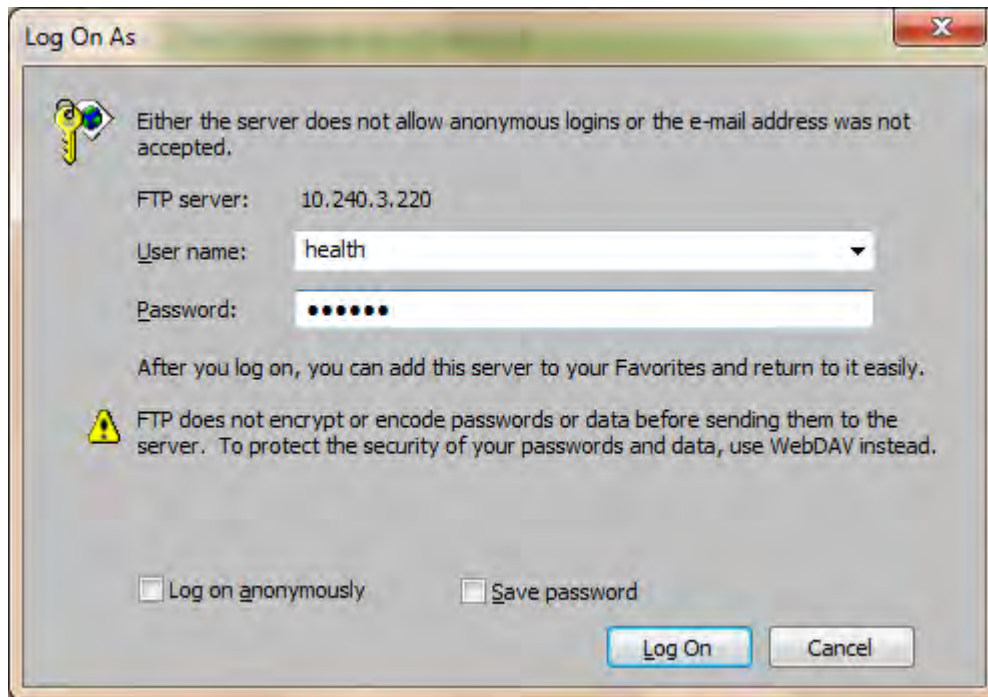
## 2. Click in Address Bar



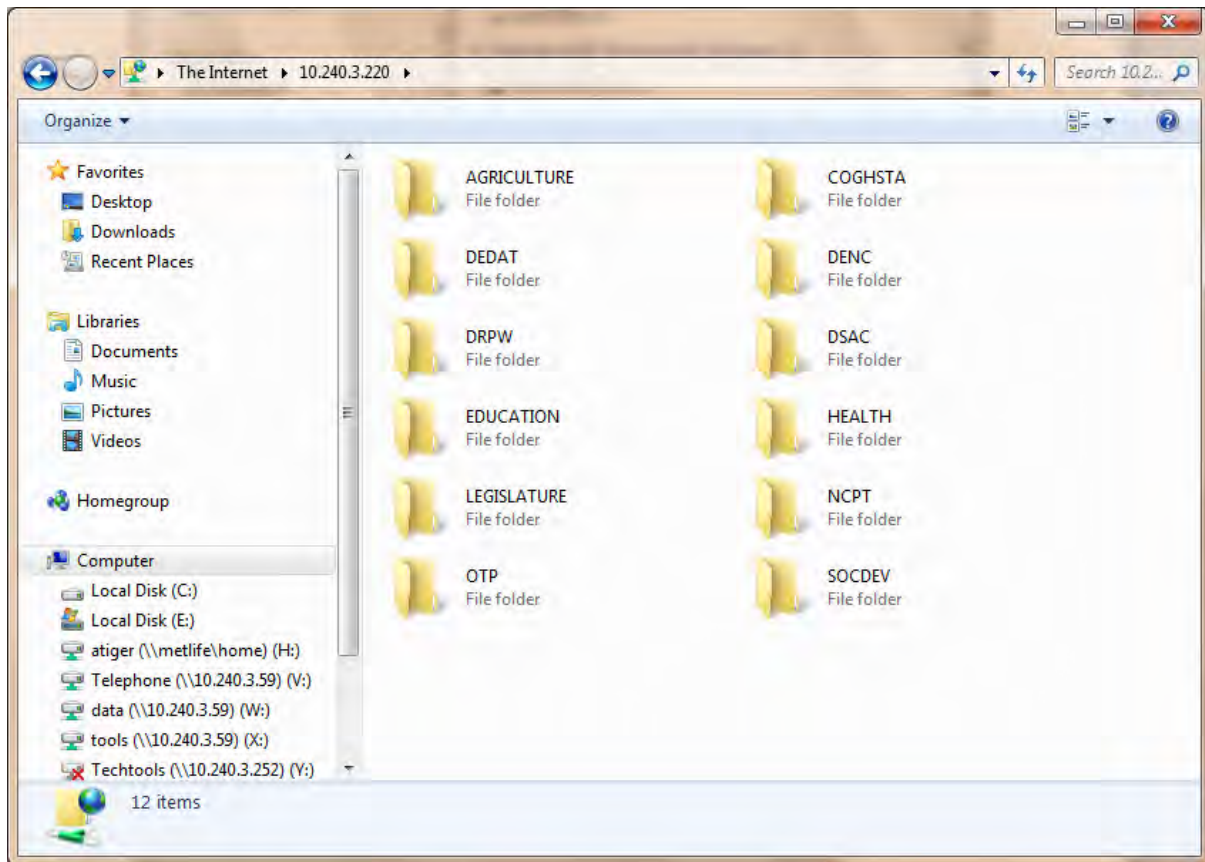
3. Enter in address bar the following information: <ftp://10.240.3.220>



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



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



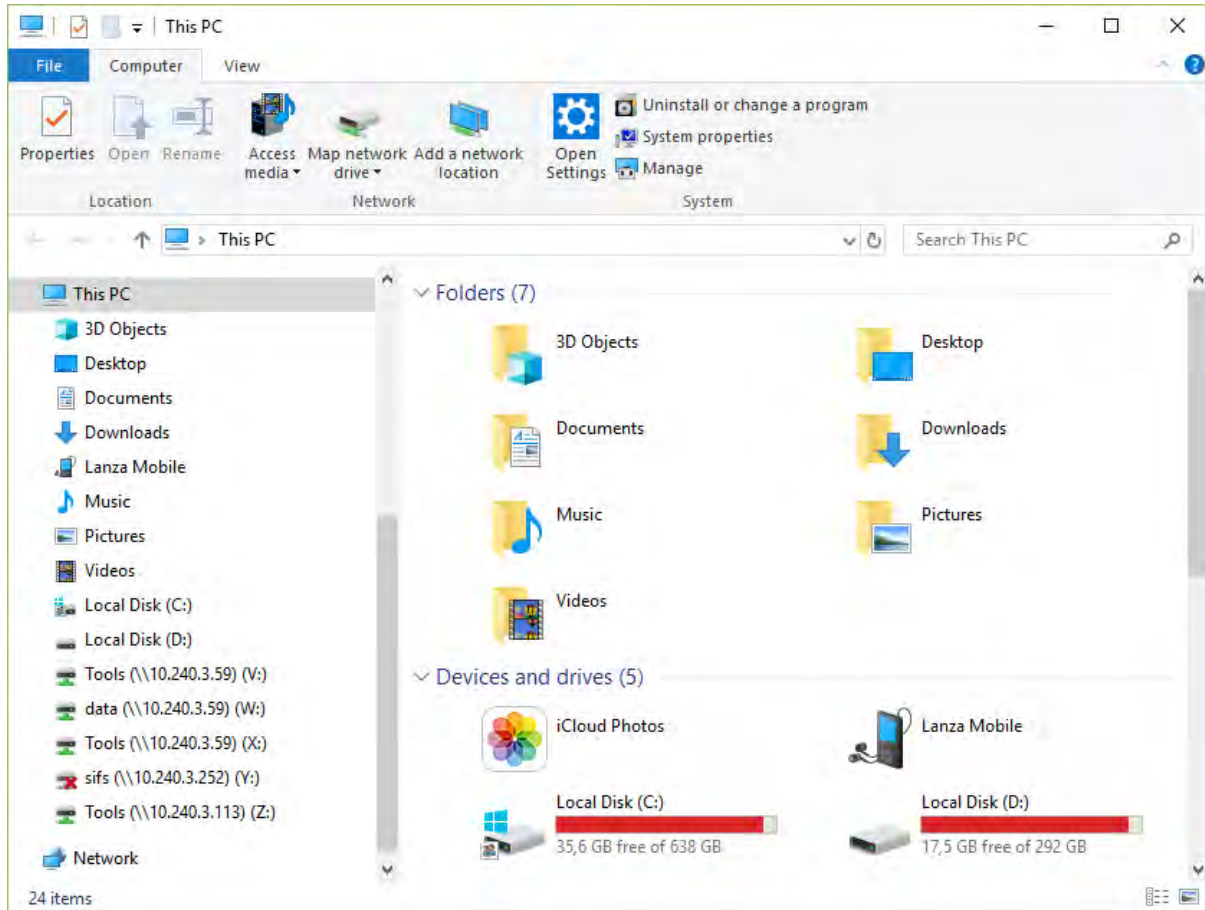
6. Navigate to your department and copy files you require to your local desktop.

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

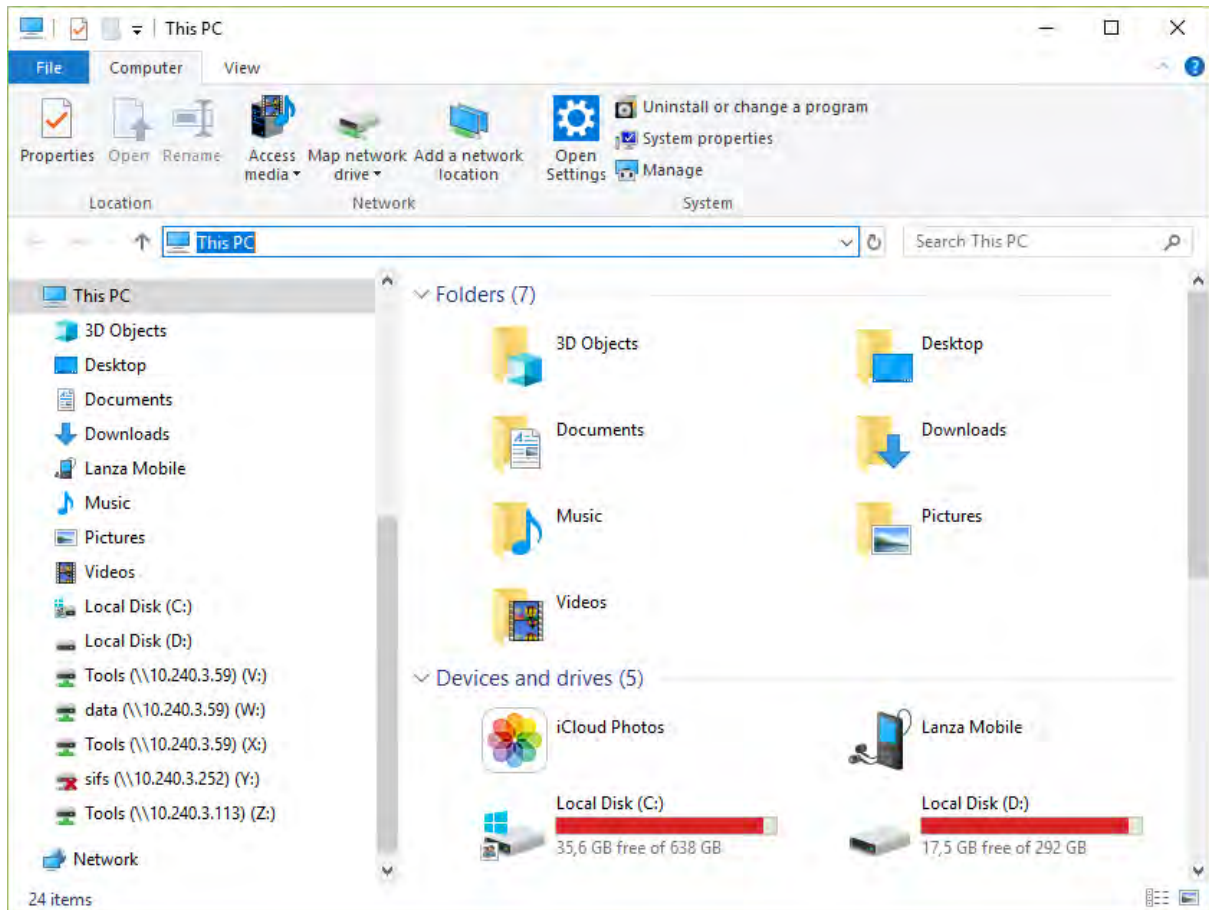


## Windows 10

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

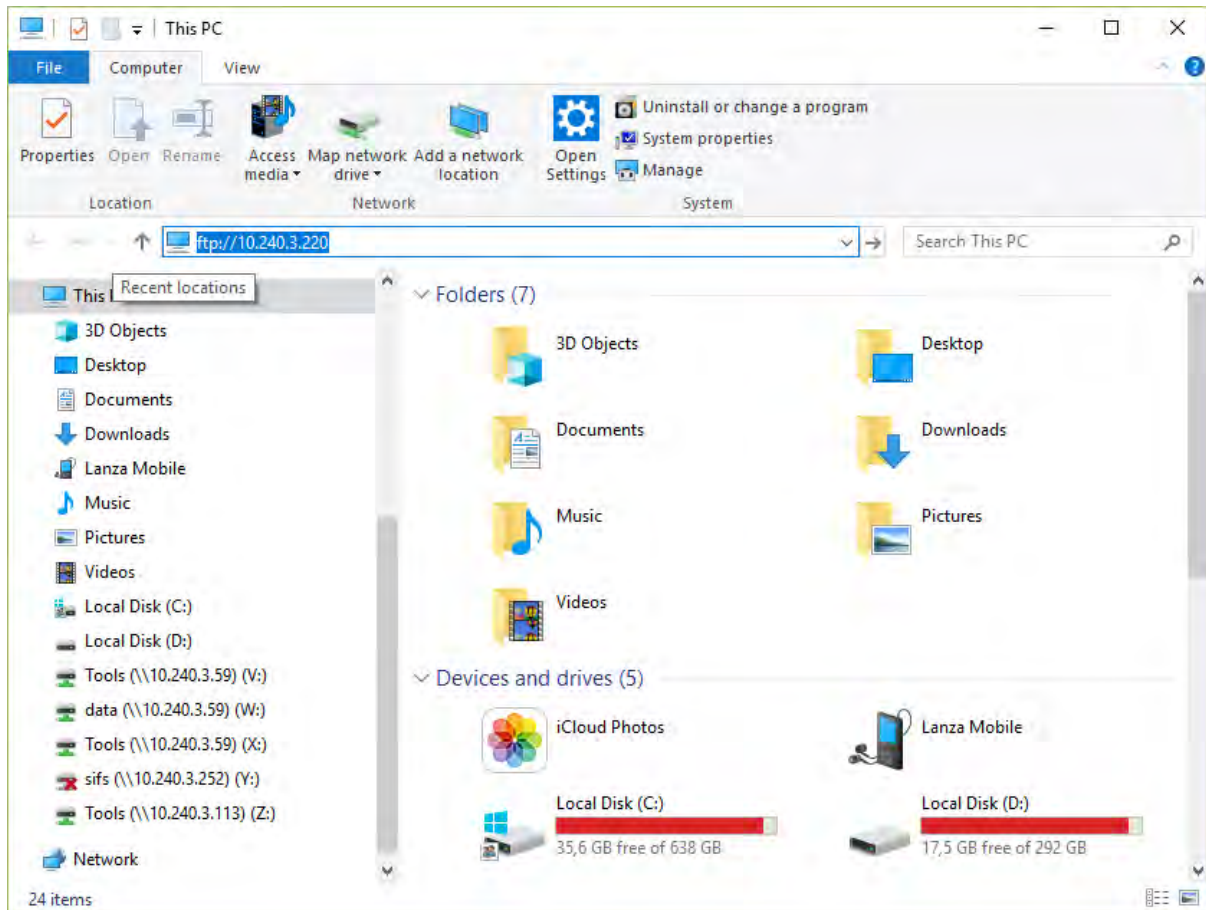


## 2. Click in Address Bar

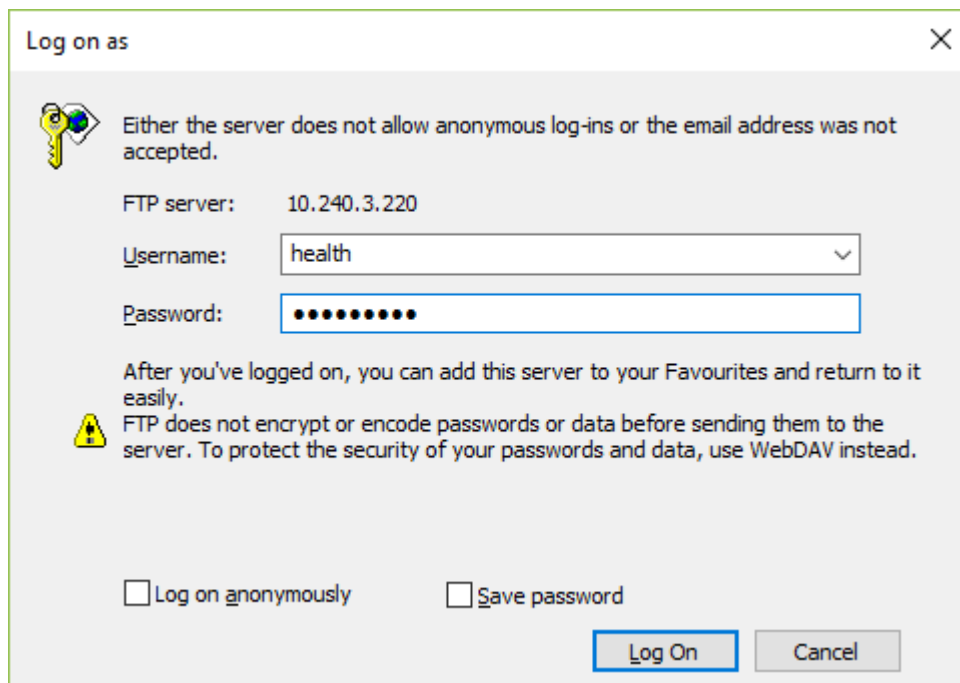




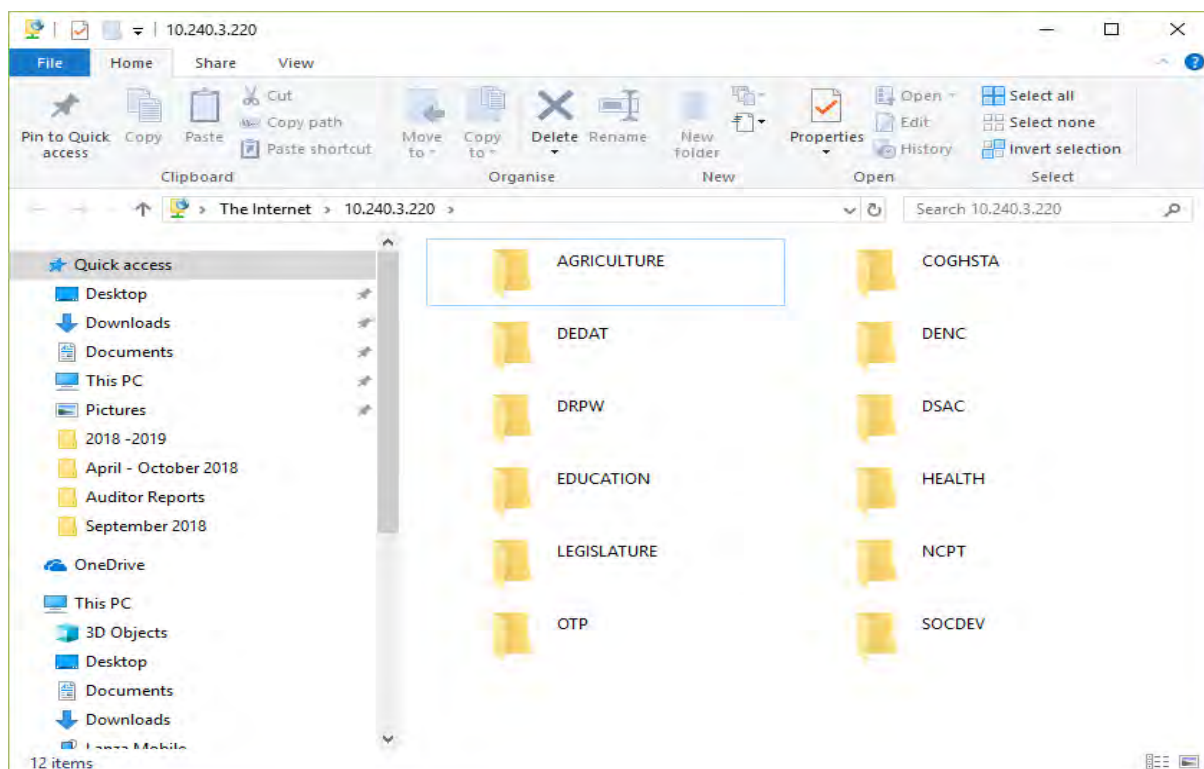
3. Enter in address bar the following information: <ftp://10.240.3.220>



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