



# System Administration

Version

## USER OPERATION MANUAL



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## Table of Contents

Preface.....	3
Welcome to ebizframe System Administration .....	3
Who Should Use This Manual? .....	3
How to Use This Manual?.....	3
ACTION BUTTONS AND HELPTIPS .....	4
SYSTEM MESSAGES .....	5
Overview of ebizframe System Administration .....	5
Logo Master (30504).....	6
Login Background Image (30510) .....	7
Organization Chart (30530).....	8
Finger Print (30541) .....	8
SECURITY .....	9
Roles (30511).....	9
Users (30513) .....	10
Access Permission - Forms (30508) .....	11
Access Permission - Exceptional (30506).....	11
Assign Additional Role (30517).....	12
Define Workflow (30515).....	13
Redirect Workflow (30525).....	13
Dashboard Access Permission (30501) .....	14
Workflow Subtype (30543).....	15
Reports.....	15
User List (30001).....	15
Role List (30002).....	16



Ebizframe Log Book (30003).....	17
Company List (30004).....	17
User Role Menu List (30005) .....	18
Current Session (30006) .....	19
Finance Health Monitor (30007).....	19

## PREFACE

### Welcome to ebizframe System Administration

Thank you for choosing ebizframe System Administration, a core component of the ebizframe Enterprise Resource Planning (ERP) solution from Eastern Software Systems. This module empowers system administrators to manage user access, company settings, security policies, and more, ensuring a secure and efficient ERP environment.

### Who Should Use This Manual?

This manual is designed for System Administrators responsible for managing the ebizframe ERP system. It assumes familiarity with web-based interfaces, navigation menus, and basic computer operations such as using a mouse, selecting options from dropdowns, and interacting with dialog boxes.

### How to Use This Manual?

This manual serves as a comprehensive guide to help you navigate and utilize the ebizframe System Administration module effectively. Use it as a reference to explore

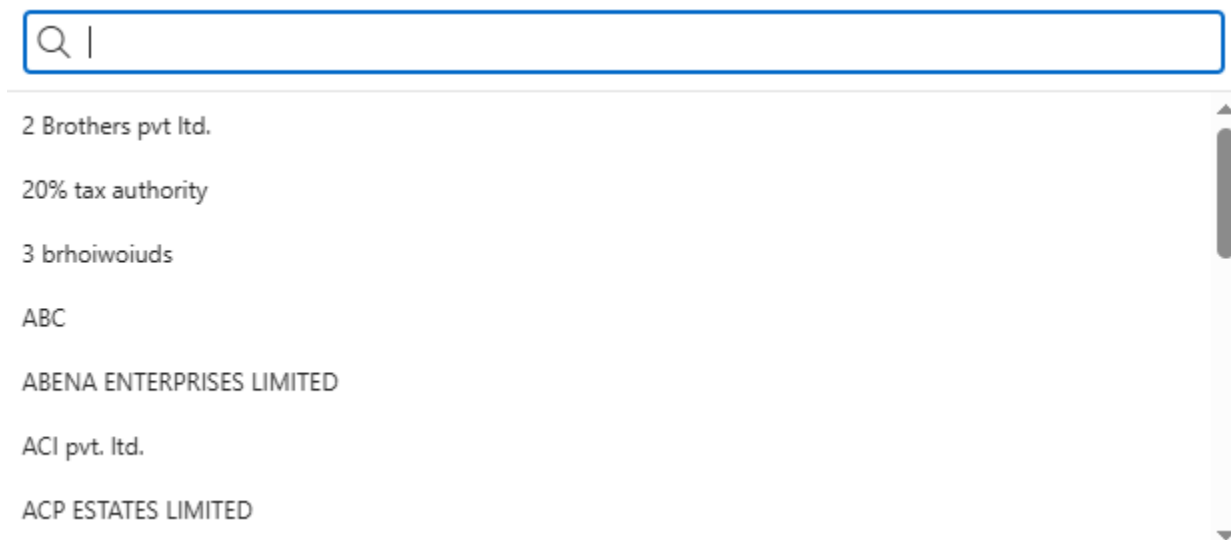
features, troubleshoot issues, or learn procedures for specific tasks. Refer to the Table of Contents to locate topics quickly, and use the detailed explanations and notes for guidance. For additional support, contact ESS support services.

## ACTION BUTTONS AND HELPTIPS

The **ACTION BUTTONS** is located on the top right corner of the form. The **SAVE** button is used to save transactions on the forms. The **CANCEL** button is used to cancel an unsaved transaction on the forms. Below are the buttons used:



This **search box** is displayed in any dropdown for you to be able to search for anything without having to scroll through that much. All you need is to type the **first 3 letters** of what you are looking for.

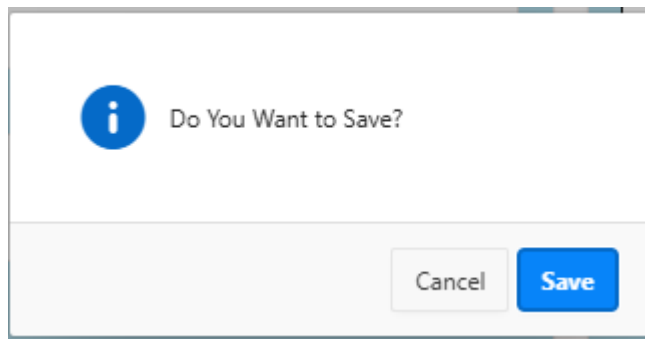


## SYSTEM MESSAGES

ebizframe displays a message box when it wants you to respond to something (usually an error message), or to confirm an action. Message boxes are of many types. In ebizframe Purchase, two kinds of message boxes commonly used are:

- When you are required to acknowledge a communication from the system (usually an error message), the message box has only a Save button in it.
- When you are required to confirm an action, the message box has the **Save** and **Cancel** buttons in it.

***Sample System Message Screen (Type1)***



***Sample System Message Screen (Type2)***

## Overview of ebizframe System Administration

The ebizframe System Administration module enables administrators to manage critical ERP configurations, including user access, company setups, security policies, and system reports. Key functionalities include:


























- Creating and managing companies (Head Office, branches) with active/inactive status.



- Defining user roles, access permissions, and workflows for secure and efficient operations.
- Customizing system visuals, such as logos and login background images.
- Generating reports to monitor user activity and system configurations.

The module is accessible via a web-based interface with intuitive pages, replacing the legacy forms-based system. The main menu includes:

- **Security:** Manage users, roles, permissions, and workflows.
- **Definition:** Configure company details, logos, and other master data.
- **Reports:** Generate reports for system administration insights.

 <b>Security*</b>	 <b>Definition</b>	 <b>Reports</b>
 Roles*	 Logo Master*	 User List*
 <a href="#">Users*</a>	 Login Background Image*	 Role List*
 Access Permission-Forms*	 Organization Chart*	 Ebizframe Log Book*
 Access Permission-Exceptional*	 Finger Print*	 Company List*
 Assign Additional Role*		 User Role Menu List*
 Define Workflow*		 Current Session*
 Redirect Workflow*		 Finance Health Monitor*
 Dashboard Access permission*		 Inventory Health Monitor*
 Workflow Subtype*		 DMS Console*

## Logo Master (30504)

### ***Purpose:***

The Logo Master page enables administrators to upload and assign company logos for use in the ERP interface and reports.

Company Logo

Company Name

ABC Limited

Logo

ebizframe-logo.png

Download

Mod. Date

29-04-2024

Created by


Admin

CANCEL

Delete

SAVE

Logo



## Login Background Image (30510)

### ***Purpose:***

This page customizes the login screen's background image for a branded user experience.

#### Background Image

Background Image (Size 10mb)

Choose File

CANCEL

SAVE

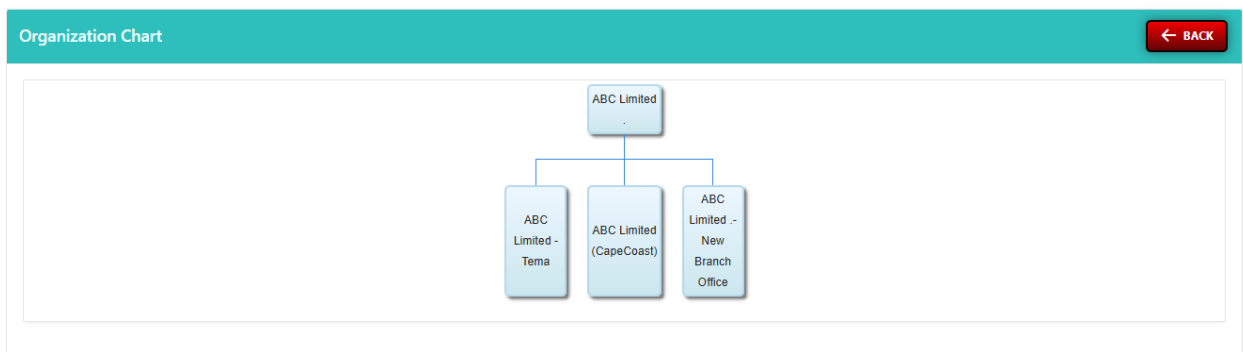
#### Current Image Preview



## Organization Chart (30530)

### **Purpose:**

The Organization Chart page facilitates the creation and visualization of the company's hierarchy, linking users, roles, and departments.



## Finger Print (30541)

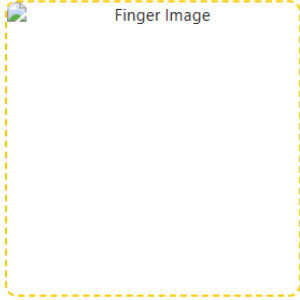
### **Purpose:**



This page integrates fingerprint authentication for secure user login or transaction approvals, enhancing system security.

Finger Print

Select a user  ▼ [Register Finger Print](#)

Finger Image

Capture

## SECURITY

This section manages user access, permissions, workflows, and authentication settings to ensure a secure ERP environment.

### Roles (30511)

#### ***Purpose:***

This page allows administrators to define roles and assign access to specific modules and menu options within the ebizframe system.

Role Setup

Role Name

Administrator

Role Code

01

Menu List

Expand All

Collapse All

Finance

Administration

Sales

Purchase

Inventory

Fixed Assets

Human Resources

Production

Production Planning

Equipment Maintenance

Transport

Workshop

POS

Project Management

Mobile Apps

Allocation to Role

Expand All

Collapse All

## Users (30513)

### Purpose:

The Users page allows administrators to create, view, or modify user accounts, including their company access, roles, and authorization status.

User Master

Users

CANCEL

SAVE

Login Name

Samual

Password

User Type

Non Payroll User

Full Name

Samual-Buckpress

Designation

Tester

Updated By

Mahesh Kodali

Maximum Try

Password Expiry (Days)

90

Mobile No

Email

samual@123.com

Mobile/PDA/ Device Id

Choose...

200 KB

Active User

Yes

No

Multiple Session Allowed

Yes

No

View Transactions

Own

All

Edit Transactions

Own

All

Company/Bra...

Role

Effective From

Effective To

Add

Company	Roles	Effective From	Effective To	Edit	Del
ABC Limited .	Production_user	18-07-2025	30-11-2025	<div></div>	<div></div>

1 - 1

## Access Permission - Forms (30508)

### Purpose:

This page allows administrators to set button-level restrictions (Add, View, Edit, Delete, Clear All) for users on specific pages and reports.

### Sample Access Permission - Forms Page

Button Level Access

Search

Company

ABC Limited .

User Name

Sourabh

Search...

Module

Filter Module

☐ Human Resources (73)
 ☐ Finance (48)
 ☐ Inventory (44)
 ☐ POS (36)
 ☐ Purchase (30)
 ☐ Sales (27)

Permissions

SAVE

CANCEL

Operation

☐ Add
 ☐ Edit
 ☐ View
 ☐ Delete
 ☐ Clear All

Select All

De-Select All

Module Name	Menu Name	Add	Edit	View	Delete
Finance	Journal Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Receipt Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Payment Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Contra Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Credit Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Debit Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Payment Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Sales Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Purchase Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	Voucher Posting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Access Permission - Exceptional (30506)

### Purpose:

This page grants exceptional authorizations to users for specific activities, bypassing standard role restrictions.

### Sample Access Permission - Exceptional Page

11

ebizframe System Administration

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## Exceptional Authorization



Exception Description

Enable GRN Cancellation

User

Sabir1

 CANCEL

 DELETE

## Assign Additional Role (30517)

### **Purpose:**

This page allows assigning additional roles to users for specific companies, enhancing access control flexibility.

### **Sample Assign Additional Role Page**

## Assign Additional Role



User Name

AP Manager

Company Name

ABC Limited (CapeC)



Role Name

Finance Manager



W.E.F Date

23-07-2025



To Date

28-08-2025



 CANCEL

 SAVE

## Define Workflow (30515)

### **Purpose:**

This page configures multi-level authorization workflows for transactional pages (e.g., payment vouchers, purchase orders).

### **Sample Define Workflow Page**

Workflow Details
CANCEL SAVE

Workflow No  
12414
Active Status  
Yes No

Document Description  
Local Purchase Order
Document Type  
PO

Document Sub Type  
Local Purchase
Workflow Name  
TRANSACTION

Email Notification  
Yes No
Expected Approval Days  
3
Workflow Level  
2
GENERATE

Notification Emails

Level/rules

Level  
Rules  
--Select--
Days

User List

Level Seq  
--Select--
Amount Limit
User  
--Select--

	Level	Rules	Days		Level	User Name	Amount Limit
	2	None	0		1	Harsh Ruhela	
	1	None	0		2	Harsh Ruhela	
	1 - 2				1	Prakhar	

## Redirect Workflow (30525)

### **Purpose:**

This page enables administrators to redirect existing workflows to different users or levels for flexible approval processes.

### **Sample Redirect Workflow Page**

Doc.Type	Doc.No/Date	Forwarded By	Amount
[PO]Local Purchase	LP000012/30-04-2024	Ama	12500000 Ghana Cedi

**Workflow Status [Local Purchase]**

Action  
Approved

User Name

\* Remarks

BACK SAVE

**Audit Trail**

Audit Trail	Remark
Admin Forwarded to Ama On Date 30-04-2024	Test
Ama Forwarded to Sabir1 On Date 27-04-2025	Action by Sabir1 From Workflow Cockpit# rest

## Dashboard Access Permission (30501)

### **Purpose:**

This page controls user access to dashboards, specifying which widgets or data visualizations users can view or interact with.

### **Sample Dashboard Access Permission Page**

Dashboard Access

**Dashboard & Tickers Access**

User Name  
Mujeeb

Module Name  
Finance

Dashboard and Tickers List

>>  
>  
<  
<<

Finance  
Finance Tickers  
Debtors Postion[YTD]  
Creditors Postion[YTD]  
Cash Balance[YTD]  
Bank Balance[YTD]  
Sales Account[YTD]  
Indirect Expenses[YTD]  
Finance Dashboards  
Account Receivables

<^  
^  
v  
v

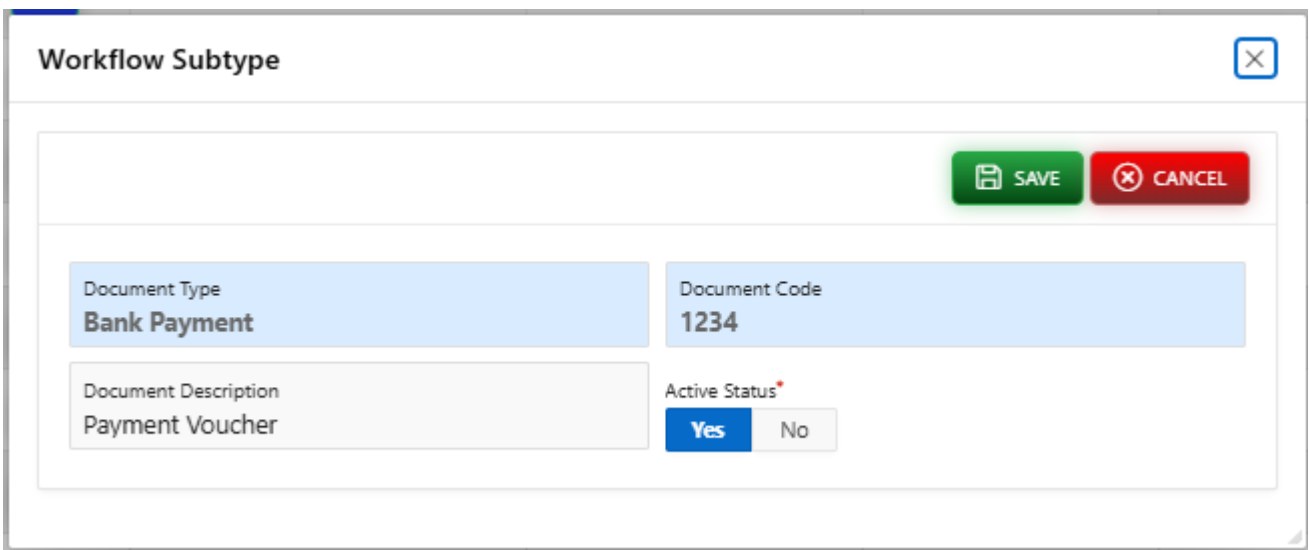
CANCEL SAVE

## Workflow Subtype (30543)

### ***Purpose:***

This page allows administrators to define subtypes for workflows, enabling granular control over specific transaction categories.

### ***Sample Workflow Subtype Page***



The screenshot shows a web form titled "Workflow Subtype" with a close button (X) in the top right corner. The form contains several input fields and buttons:

- Document Type:** A light blue box containing the text "Bank Payment".
- Document Code:** A light blue box containing the text "1234".
- Document Description:** A light gray box containing the text "Payment Voucher".
- Active Status:** A label with a red asterisk, followed by two buttons: "Yes" (blue) and "No" (gray).
- Buttons:** In the top right corner, there are two buttons: "SAVE" (green) and "CANCEL" (red).

## Reports

This section provides tools to generate reports for monitoring user activity, roles, system sessions, and operational health.

## User List (30001)

### ***Purpose:***

Generates a report listing all users, their assigned companies, and active/inactive status.

## Sample User List Report

User List

BACK

Filters

Q Search...

Company Name

☐ ABC Limited . (112)

☐ ABC Limited -Tema (38)

☐ ABC Limited (CapeCoast) (30)

☐ ABC Limited --New Branch Office (11)

User Name

☐ Desmondapk (4)

☐ Harsh Ruhela (4)

☐ Mahesh Kodali (4)

☐ Superuser01 (4)

User Name	Full Name	Company Name	Email	Active Status	Designation	Contact No	Effective From	Effective To
AP Manager	DANIEL ABERASH HIBO	ABC Limited .	santoshx20@gmail.com	Yes		0242511312	01-06-2024	01-06-2025
ASHU	Ashutosh Sharma	ABC Limited .	ashutosh.sharma@essindia.com	Yes	Software Trainee	7887256639	04-11-2024	30-11-2027
Aadarsh	DANIEL ABERASH HIBO	ABC Limited .	adarsh.bhandari@essindia.com	Yes	Software Trainee	7217710004	04-11-2024	20-05-2027
Abhiraj	DANIEL ABERASH HIBO	ABC Limited -Tema	abhiraj@gmail.com	Yes			04-06-2025	24-06-2027
Abhiraj	DANIEL ABERASH HIBO	ABC Limited .	abhiraj@gmail.com	Yes			01-02-2025	26-02-2027
Abhishek	DHRUV1	ABC Limited .	abhishekbisht@essindia.com	Yes	Software Trainee	09311238982	05-02-2025	14-02-2029
Adarsh		ABC Limited .	adarsh.admane@essindia.com	Yes	Software Trainee	7028877269	13-05-2025	16-05-2027
Admin	Amin	ABC Limited (CapeCoast)	xxx@ebizframe.com	Yes	Administrator	0242511312	01-05-2024	28-02-2029
Admin	Amin	ABC Limited (CapeCoast)	xxx@ebizframe.com	Yes	Administrator	0242511312	01-05-2024	28-02-2029

## Role List (30002)

### Purpose:

Produces a report of all defined roles, including assigned modules and menu options.

## Sample Role List Report

Roles List <span>BACK</span>	
Filters	Company Name ↑ %
<div>Q Search...</div> <div>Company Name</div> <div> <input type="checkbox"/> ABC Limited (CapeCoast) (25)           <input type="checkbox"/> ABC Limited -Tema (25)           <input type="checkbox"/> ABC Limited . (25)           <input type="checkbox"/> ABC Limited -New Branch Office (25)           <input type="checkbox"/> Petrosol Platinum Energy Limited (1)           <input type="checkbox"/> Petrosol Platinum Energy Limited-New Branch Office (1)         </div> <div>Role Name</div> <div> <input type="checkbox"/> Administrator (6)           <input type="checkbox"/> Accounts Payable (4)           <input type="checkbox"/> Additional Role (4)           <input type="checkbox"/> Administration (4)           <input type="checkbox"/> Anuj (4)           <input type="checkbox"/> Assistant logistics officer (4)         </div>	<div>Role Name</div> <div>           Accounts Payable            Additional Role            Administration            Administrator            Anuj            Assistant logistics officer            BigBoss            ERP Engineer            ERP Trainer            Finance Manager            HR Role            Inventory Only            Logistics Manager            Production_user            Purchaser            Quality Control Analyst            SIPF         </div>



## Ebizframe Log Book (30003)

### **Purpose:**

Tracks user login details, including dates, times, IP addresses, machine names, and modules accessed.

### **Sample Ebizframe Log Book Report**

Ebizframe Logbook <span>BACK</span>										
Filter	Company Name	Erp User	Module Name	Login Date ↑↓	Login Time	Tcp Ip	Page Name	Page No	Serial#	Sid
From Date 12-07-2023	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:49:16	103.12.135.146	System Administration	3	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:37:12	136.232.133.234	System Administration	3	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:37:16	136.232.133.234	User Master	30513	50377	198
To Date 23-07-2025	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:37:30	136.232.133.234	System Administration	3	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:37:38	136.232.133.234	Access Permissions	30508	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:41:59	136.232.133.234	Access Permissions	30508	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:42:36	136.232.133.234	Access Permissions	30508	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:44:01	136.232.133.234	System Administration	3	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:44:18	136.232.133.234	System Administration	3	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:44:20	136.232.133.234	Access Permission-Exceptional	30506	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:44:24	136.232.133.234	Assign Additional Role	30517	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:44:53	136.232.133.234	Access Permissions	30508	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:38:01	103.12.135.146	System Administration	3	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:38:04	103.12.135.146	User Master	30513	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:38:27	136.232.133.234	System Administration	3	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:38:29	136.232.133.234	User Master	30513	50377	198
	ABC Limited .	Aman	Administration	01-02-2025	01-02-2025 10:39:12	136.232.133.234	EbizframeNeo Home	100	50377	198

## Company List (30004)

### **Purpose:**

Generates a report listing all companies, including their type, initials, and active/inactive status.

### **Sample Company List Report**

## Company List

[BACK](#)

Company Name	Type	Status
ABC Limited .	Head Office	Y
ABC Limited -Tema	Branch Office	Y
ABC Limited (CapeCoast)	Branch Office	Y
ABC Limited .-New Branch Office	Branch Office	Y
<a href="#">Download</a>		

1 - 4

## User Role Menu List (30005)

### Purpose:

Details menu access for users or roles, filterable by user, role, or menu.

### Sample User Role Menu List Report

## User Role Menu List

[BACK](#)

Filters	User Name ↑	Role Name	Module	Menu Name	Menu Code
<div> <input type="text"/> Search...         </div> <div> <b>Role Name</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> aLL_ACCESS_ROLE (61)</li> <li><input type="checkbox"/> SIPF (1,764)</li> <li><input type="checkbox"/> Training_Role (84)</li> <li><input type="checkbox"/> Production_user (59)</li> <li><input type="checkbox"/> Accounts Payable (30)</li> <li><input type="checkbox"/> Warehouse Manager (29)</li> <li><input type="checkbox"/> Administrator (24)</li> </ul> <a href="#">Show All</a> </div> <div> <b>User Name</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASHU (683)</li> <li><input type="checkbox"/> Aadarsh (683)</li> <li><input type="checkbox"/> Abhiraj (683)</li> <li><input type="checkbox"/> Abhishek (683)</li> </ul> </div>	AP Manager	Accounts Payable	Finance	General Ledger	01
	AP Manager	Accounts Payable	Finance	Transactions	0101
	AP Manager	Accounts Payable	Finance	Journal Voucher	010101
	AP Manager	Accounts Payable	Finance	Payment Voucher	010103
	AP Manager	Accounts Payable	Finance	Credit Note	010105
	AP Manager	Accounts Payable	Finance	Debit Note	010106
	AP Manager	Accounts Payable	Finance	Payment Advice	010110
	AP Manager	Accounts Payable	Finance	PDC Posting	010115
	AP Manager	Accounts Payable	Finance	Cheque Bounce	010117
	AP Manager	Accounts Payable	Purchase	Purchase	01
	AP Manager	Accounts Payable	Purchase	Purchase Bill	0120
	AP Manager	Accounts Payable	Purchase	Purchase Bill -Domestic	012001
	AP Manager	Accounts Payable	Purchase	Purchase Bill -Import	012002
	AP Manager	Accounts Payable	Purchase	Definitions	06
	AP Manager	Accounts Payable	Purchase	Suppliers	0601
	ASHU	aLL_ACCESS_ROLE	Administration	Security	01

## Current Session (30006)

### Purpose:

Provides a real-time report of active user sessions, including login times and accessed modules.

### Sample Current Session Report

Current Sessions													BACK
<div> <input type="text" value="Search..."/> </div> <div> <b>User Name</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aadarsh (1)</li> <li><input type="checkbox"/> eugene (1)</li> <li><input type="checkbox"/> evans (1)</li> </ul> </div> <div> <b>Company</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> ABC Limited . (2)</li> <li><input type="checkbox"/> ESS - Kenya (1)</li> </ul> </div> <div> <b>Module Name</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administration (1)</li> <li><input type="checkbox"/> Equipment Maintenance (1)</li> <li><input type="checkbox"/> Human Resources (1)</li> </ul> </div> <div> <b>Page Name</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Session (1)</li> </ul> </div>													
Company	Logon Time	Sid	Serial#	Status	Ip	User Name	Login	Process	Module Name	Last Change	Page Name	Page Id	
ABC Limited .	23-07-2025	570	35446	INACTIVE	154.160.2.179	eugene	23-07-2025 12:01:15	1234	Administration	23-07-2025 12:01:49	System Administration	3	
ABC Limited .	23-07-2025	570	35446	INACTIVE	182.95.31.26	Aadarsh	23-07-2025 12:01:15	1234	Human Resources	23-07-2025 12:01:44	EbizframeNeo Home	100	
ESS - Kenya	23-07-2025	570	35446	INACTIVE	197.248.163.118	evans	23-07-2025 12:01:15	1234	Equipment Maintenance	23-07-2025 12:01:26	Job Order	11507	
ESS - Mauritius	23-07-2025	380	55186	ACTIVE	182.95.31.26	prashant.k	23-07-2025 12:00:54	1234	Transport	23-07-2025 12:01:25	Vehicle Master	17602	
Download													

## Finance Health Monitor (30007)

### Purpose:

Monitors the health of financial transactions, highlighting discrepancies, pending approvals, or anomalies. This can be downloaded.

### Sample Finance Health Monitor Report

## Finance checks

1 - 12

Cr ↑	Dr	Diff	Company	Voucher No	Voucher Date
0	69960960	69960960	OC	OCSI000001	31-12-2023
0	262691100	262691100	OC	OCBP000010	01-12-2023
0	12680	12680	01	01BP000003	13-12-2023
0	4000	4000	01	01BP000001	08-12-2023
0	200000000	200000000	OC	OCBR000001	01-12-2023
0	4000	4000	01	01BP000002	14-12-2023
2000	0	-2000	01	01BP000004	30-12-2023
11000	0	-11000	01	01CR000001	31-12-2023
659327.462752	659327.460176	-.002576	OC	OCPB000094	29-08-2024
6539283.790144	6539283.79272	.002576	OC	OCPB000100	29-08-2024
70000000	0	-70000000	OC	OCBR000007	01-12-2023
3276000004.24736	3276000004.251	.00364	07	07DN000005	28-08-2024

[Download](#)

## Outstanding checks

Vc Default Comp ↑	Ch Account Type	Nu Account Code	Vc Account Name	Cr	Dr	Os
01	C	51	WALK IN CUSTOMER	9018	5961760.77484	-5952742.77484
01	C	52	Ghana Revenue Authority	231813633.21	23115052	208698581.21
01	C	70	Global MART	62408015.5172	98878625.66	-36470610.1428
01	C	71	SAM MANGO	1139684.1379	7530991.6	-6391307.4621
01	C	77	DAN NKANSAH ENTERPRISE PVT LTD PRIVATE LIMITED COP	56186.21	4786156.3404	-4729970.1304
01	C	80	Laxmi SPRL	4303400	8370852.99784	-4067452.99784
01	C	82	Sameer mango	119185501.48	12549.9	119172951.58