



# User Manual: e-Services Portal – Tax Ledger & Payment Allocation

Integrated Tax Administration System Project (ITAS)

V1.0

**Ghana Revenue Authority (GRA)**

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## Document Control

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Customer: Ghana Revenue Authority

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### Document Details

Name	Version Number	Description
e-Services Portal – Tax Ledger & Payment Allocation	1.0	This document contains User Manual for the Tax Ledger & Payment Allocation on e-Services Portal.

### Revision History

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1.0	26-Apr-26	First Version	<XX>

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## About This Document

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### Purpose

This User Manual is designed to guide the users in effectively using ITAS for the **e-Services Portal – Tax Ledger & Payment Allocation** functionality. It provides clear instructions and essential information to help users navigate and use the function. This User Manual aims to enhance user confidence and ensure a smooth experience with the solution.

### Intended Audience

This document is intended to be used by the users of the ITAS solution of the Ghana Revenue Authority.

### Authorized Use Permission

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## Abbreviations

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*Table 1: Abbreviations*

Abbreviation	Description
TBN	Tax Bill Number
TIN	Taxpayer Identification Number

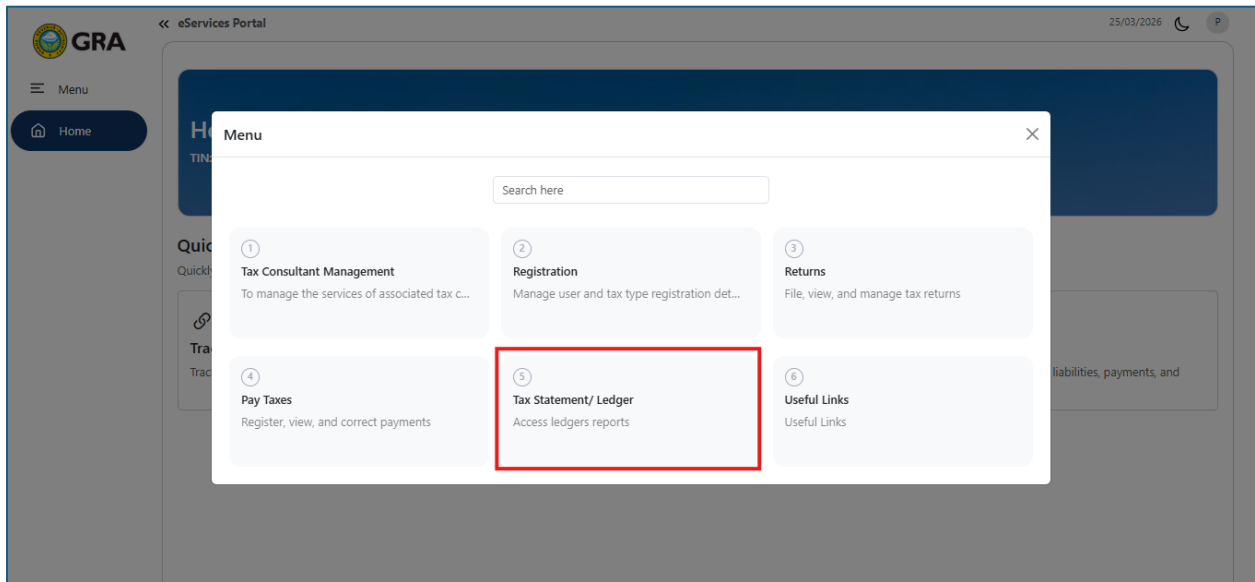
# 1 View Tax Ledger

The steps that need to be followed by taxpayers to view Tax Ledger on eServices Portal are provided below:

## 1.1 Step 1: Tax Statement / Ledger Menu

In this step, you need to click on Tax Statement / Ledger Menu to view the Tax Ledger.

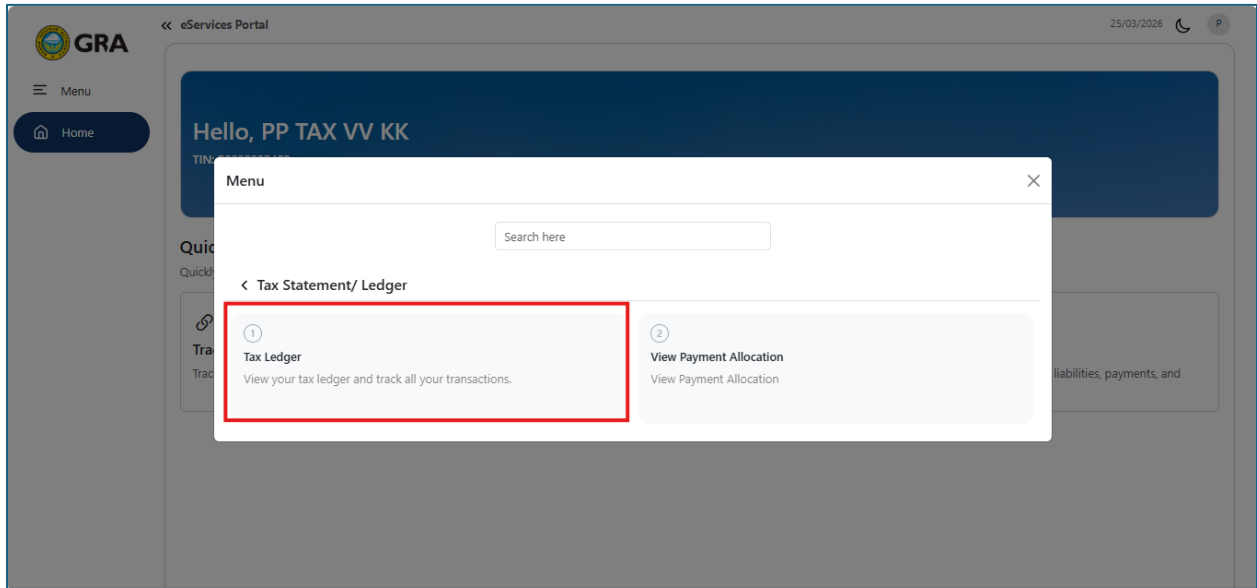
Figure 1: Tax Statement / Ledger Menu



## 1.2 Step 2: Tax Ledger Menu

In this step, you need to click on the Tax Ledger Menu option

Figure 2: Tax Ledger Menu



### 1.3 Step 3: Input Parameters to generate Tax Ledger

In this step, you need to provide the input parameters to generate the Tax Ledger.

Figure 3: Input Parameters to generate Tax Ledger

The screenshot displays the eServices Portal interface for generating a Tax Ledger. The search criteria section is highlighted with a red box and numbered 1 through 3. The table below shows the resulting transactions, with the period and closing balance highlighted with a red box and numbered 7.

Sr.No.	Transaction Number	Transaction Date	Transaction Type	Particulars/Narration	Transaction Reference	Debit	Credit
<b>01/02/2026 - 28/02/2026</b>							
1	528	11/03/2026	Self Assessment	For original return filed for Pay As You Earn (PAYE) for 01/02/2026 to 28/02/2026	120000001850	4,952.13	0.00
2	529	11/03/2026	Payment	Payment reconciled	ITAS260311118322	0.00	2,952.13
3	690	23/03/2026	Payment	Payment reconciled	ITAS260323698624	0.00	2,006.12
4	691	23/03/2026	Interest	For interest charged on Pay As You Earn (PAYE) account for the period 01/02/2026 to 28/02/2026 .	120000001850	6.12	0.00
<b>Period Balance: 0.00</b>							
<b>Tax Ledger Closing Balance: 0.00</b>							

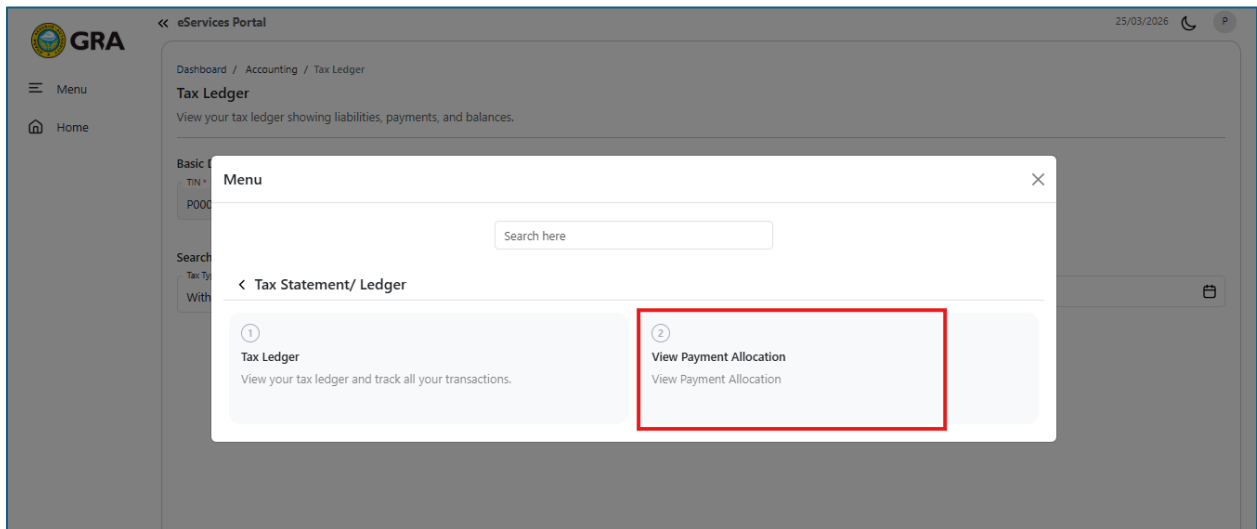
1. Select the tax type for which you wish to see the Tax Ledger
2. Select the start date of the period for which you wish to see the Tax Ledger
3. Select the end date of the period for which you wish to see the Tax Ledger

## 2 View Payment Allocation

In this step, you can view the payment allocation details for the payment made against the Tax Bill.

### 2.1 Step 1: View Payment Allocation Menu

Figure 4: View Payment Allocation Menu



## 2.2 Step 2: Payment Allocation Page

In this step, you need to provide parameters for viewing the details of payment allocation.

Figure 5: Payment Allocation Details

GRA eServices Portal 17/04/2026

Dashboard / Accounting / View Payment Allocation

**View Payment Allocation**

Review how your tax payments have been allocated against liabilities.

**Basic Details**

TIN: P0057280370 Tax Payer Name: Kwame Mensah Type: Tax Bill Number

**Search Criteria**

\* You can either search with one of any Tax Bill Number or dates or Both

Tax Bill Number: ITAS260409396157 Date From: DD/MM/YYYY Date To: DD/MM/YYYY

Search Reset

Sr.No.	Tax Bill Number	Tax Bill Number Date	Tax Type	Return Period From	Return Period To	Liability Type	Payment/Credit Allocated Amount
1	ITAS260409396157	09/04/2026	Pay As You Earn (PAYE)	01/11/2025	30/11/2025	Penalty on late return	25000
2	ITAS260409396157	09/04/2026	Pay As You Earn (PAYE)	01/11/2025	30/11/2025	Penalty on late return	1650
3	ITAS260409396157	09/04/2026	Pay As You Earn (PAYE)	01/11/2025	30/11/2025	Interest on Principal	2700
4	ITAS260409396157	09/04/2026	Pay As You Earn (PAYE)	01/11/2025	30/11/2025	Interest on Principal	3592.77
5	ITAS260409396157	09/04/2026	Pay As You Earn (PAYE)	01/11/2025	30/11/2025	Interest on Principal	152.68
6	ITAS260409396157	09/04/2026	Pay As You Earn (PAYE)	01/11/2025	30/11/2025	Self assessed liability	35000
7	ITAS260409396157	09/04/2026	Pay As You Earn (PAYE)	01/11/2025	30/11/2025	Self assessed liability	2098.48

1. Enter the Tax Bill Number for you need to see the payment allocation details
2. Click on Search button to display the payment allocation details for the payment received against a Tax Bill Number
3. This table displays the details of the liability against which the payment is allocated. The liability details include the Tax Type, Tax Period, Liability Type and Liability Amount.