

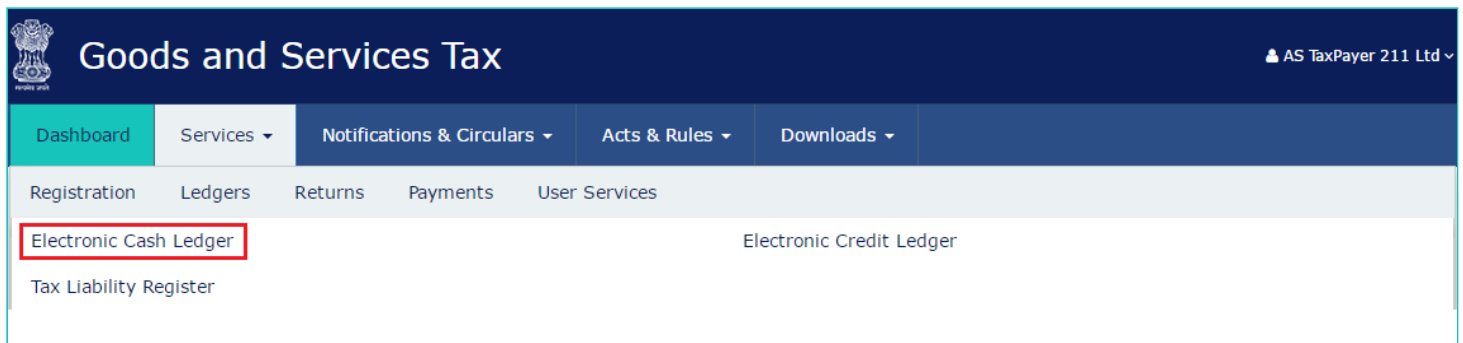
# Manual > Electronic Cash Ledger

## How can I view the Electronic Cash Ledger?

The Electronic Cash Ledger contains a summary of all the deposits made by a taxpayer. In the ledger, information is displayed major head-wise i.e., IGST, CGST, SGST/UTGST and CESS. Each major head is further divided into five minor heads: Tax, Interest, Penalty, Fee and Others.

To view the Electronic Cash Ledger, perform the following steps:

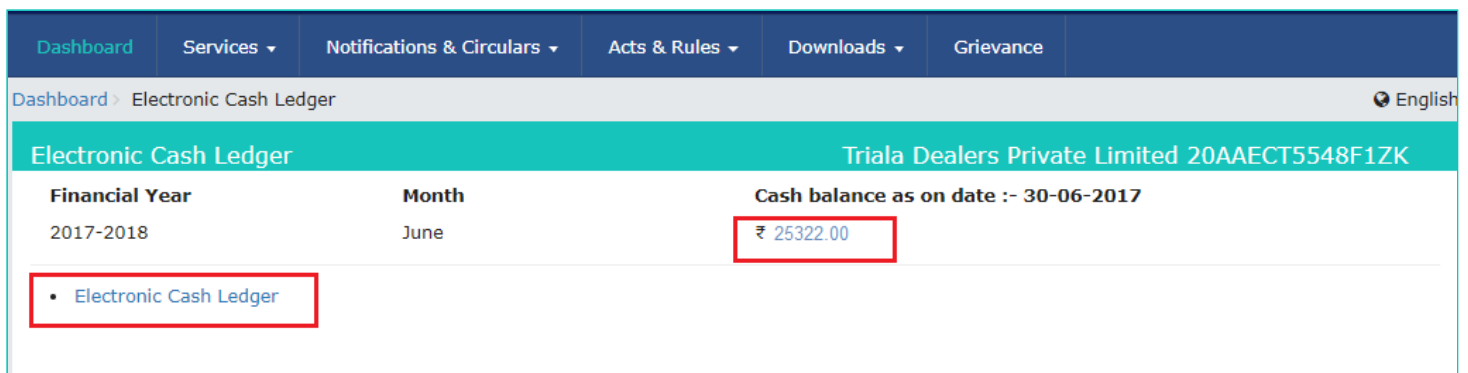
1. Access the <https://www.gst.gov.in/> URL. The **GST Home** page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Ledgers > Electronic Cash Ledger** command.



4. The **Electronic Cash Ledger** page is displayed. Under the **Cash Balance as on date** column, the cash balance is displayed.

**Note:** You can click the link for the amount displayed under **Cash Balance as on date** to view the summary of the Cash Balance.

5. Click the **Electronic Cash Ledger** link.



6. Select the **"From"** and **"To"** date using the calendar to select the period for which you want to view the Electronic Cash Ledger.

7. Click the **GO** button.

**Note:** You can view the Electronic Cash Ledger for a maximum period of six months only.

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Dashboard > Electronic Cash Ledger English

### Electronic Cash Ledger Triala Dealers Private Limited 20AAECT5548F1ZK

Select Period • indicates mandatory fields

From:

The Electronic Cash Ledger – Details are displayed.

**Note:**

- Click the **SAVE AS PDF** button to save the Electronic Cash Ledger in the pdf format.
- Click the **SAVE AS EXCEL** button to save the Electronic Cash Ledger in the excel format.

Electronic Cash Ledger Triala Dealers Private Limited 20AAECT5548F1ZK

Select Period • indicates mandatory fields

From:

Viewing Ledger details from 15/06/2017 to 30/06/2017

Sr.No	Date of deposit/Debit	Time of deposit	Reporting date (by bank)	Reference No.	Tax Period, if applicable	Description	Transaction Type (Debit/Credit)	Amount debited / credited (₹)			
								Integrated Tax	Central Tax	State Tax	Cess
1	-	-	-	-	-	Opening Balance	-	-	-	-	
2	26/06/2017	-	26/06/2017	111462	-	Amount deposited	Credit	3.00	7.00	1.00	2.00
3	28/06/2017	11:20:00	28/06/2017	111476	-	Amount deposited	Credit	1.00	1.00	2.00	1.00
4	-	-	-	-	-	Closing Balance	-	-	-	-	

You can click the amount displayed under any of the Major Heads to view the Minor Heads details.

The pop-up window appears with the respective Minor Head details of the selected Major Head, as shown in the screen.

Select Period

From: \*

15/06/2017

Viewing Ledger details from 15

Integrated Tax (₹)



Tax	Interest	Penalty	Fee	Others	Total
0.00	2.00	0.00	1.00	0.00	3.00

\* indicates mandatory fields

Sr.No	Date of deposit/Debit	Time of deposit	Reporting date (by bank)	Reference No.	Tax Period, if applicable	Description	Transaction Type (Debit/Credit)	Amount debited / credited (₹)			
								Integrated Tax	Central Tax	State Tax	Cess
1	-	-	-	-	-	Opening Balance	-	-	-	-	
2	26/06/2017	-	26/06/2017	111462	-	Amount deposited	Credit	3.00	7.00	1.00	2.00
3	28/06/2017	11:20:00	28/06/2017	111476	-	Amount deposited	Credit	1.00	1.00	2.00	1.00
4	-	-	-	-	-	Closing Balance	-	-	-	-	

BACK

SAVE AS PDF

SAVE AS EXCEL