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.

Goo	ds and S	Servio	ces Tax						🔺 AS TaxPayer 211 Lt
Dashboard	Services 🗸	Notifica	ations & Circula	nrs -	Acts & Rules 🗸	Downloads -			
Registration	Ledgers	Returns	Payments	Use	r Services				
Electronic Cas Tax Liability R	h Ledger egister				E	Electronic Credit Le	dger		

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.

Dashboard	Services 🗸	Notifications & Circulars 🗸	Acts & Rules 🗸	Downloads 🗸	Grievance				
Dashboard > Ele	ctronic Cash Leo	lger				🛛 English			
Electronic (Cash Ledger		Triala Dealers Private Limited 20AAECT5548F1ZK						
Financial Y	ear	Month	Cash balance as on date :- 30-06-2017						
2017-2018		June	र	₹ 25322.00					
• Electronic	: Cash Ledger]							

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.

Dashboard	Services 🗸	Notifications & Circul	ars -	Acts & Rules 🛨	Downloads 🗸	Grievance	
Dashboard > Ele	ectronic Cash Leo	lger					🔾 English
Electronic	Cash Ledger				Triala D	ealers Priva	te Limited 20AAECT5548F1ZK
Select Pe	riod						 indicates mandatory fields
From: •			To:•				
DD/MM	/YYYY	m	DD/	MM/YYYY	#	GO	
							BACK

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.

From: •			То	:•					indicates in	andatory	Tielus
15/06/	2017		m	30/06/2017		m	GO				
/iewing	Ledger details fror	m 15/06/203	17 to 30/06/20)17							
Sr.No	Date of deposit/Debit	of Time of Debit deposit	Reporting	Reference Tax Description Transac		Transaction	Amount debited / credited				
			bank)	140.	applicable		(Debit/ Credit)	Integrated Tax	Central Tax	State Tax	Ces
1	-	-	-	-	-	Opening Balance	-	-	-	-	-
2	26/06/2017	-	26/06/2017	111462	-	Amount deposited	Credit	3.00	7.00	1.00	2.0
3	28/06/2017	11:20:00	28/06/2017	111476	-	Amount deposited	Credit	1.00	1.00	2.00	1.0
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.

Electronic Cash Ledger				٦	Triala Dealer	s Private L	imited 20AAECT5548F1ZK
Select Period	Integra	ted Tax (₹)				×	 indicates mandatory fields
From: •	Tax	Interest	Penalty	Fee	Others	Total	
15/06/2017	0.00	2.00	0.00	1.00	0.00	3.00	

Viewing Ledger details from 15

Sr.No	Date of	Time of	Reporting	Reference	Tax Deviad if	Description	Transaction	Amou	nt debited	l / cred	ited (₹
	deposit/ Debit	deposit	bank)	NO.	applicable		(Debit/ Credit)	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 EXCEL