

# Manual > Filing and Viewing Form GST PMT-09

## How can I file and view Form GST PMT-09?

To file and view Form GST PMT-09, perform following steps:

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

3. Click **File GST PMT-09 For Transfer of Amount** option.

4. Electronic Cash Ledger page is displayed. Under CASH LEDGER BALANCE, **Electronic Cash Ledger balance which is available for transfer and preview of updated Electronic Cash Ledger balance** is displayed.

## Electronic Cash Ledger

HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV

GSTIN - 07DCMPS3222R1ZV

Legal Name - HARIDAS MARUTI SHINDE

Trade Name -

FY - 2019-2020

Status - Not Filed

## CASH LEDGER BALANCE



## Cash ledger balance-available for transfer

Description	Cash ledger balance				
	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹0.00	₹0.00	₹0.00	₹95,000.00	₹95,000.00
Interest	₹99,677.00	₹0.00	₹0.00	₹1,00,000.00	₹1,99,677.00
Fee	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹5,000.00	₹5,000.00	₹0.00	₹10,000.00

## Cash ledger balance-preview of updated balance

Description	Cash ledger balance				
	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹0.00	₹0.00	₹0.00	₹95,000.00	₹95,000.00
Interest	₹99,677.00	₹0.00	₹0.00	₹1,00,000.00	₹1,99,677.00
Fee	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹5,000.00	₹5,000.00	₹0.00	₹10,000.00

## Add Record

Transfer amount from			Transfer amount to		
Major Head	Minor Head	Amount Available	Major Head	Minor Head	Amount
				Tax	₹0.00
				Interest	₹0.00
				Penalty	₹0.00
				Fee	₹0.00
				Others	₹0.00

BACK

SAVE

5. You can transfer any amount of tax, interest, penalty, fee or others to the appropriate tax, interest, penalty, fee or others head under IGST, CGST, SGST/UTGST and Cess. Enter the transfer amount from and transfer amount to details and click **SAVE** to continue.

Dashboard > Cash Ledger Balance
English

Electronic Cash Ledger
HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV

GSTIN - 07DCMPS3222R1ZV
Legal Name - HARIDAS MARUTI SHINDE
Trade Name -

FY - 2019-2020
Status - Not Filed

CASH LEDGER BALANCE
^

**Cash ledger balance-available for transfer**

Description	Cash ledger balance				
	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹0.00	₹0.00	₹0.00	₹95,000.00	₹95,000.00
Interest	₹99,677.00	₹0.00	₹0.00	₹1,00,000.00	₹1,99,677.00
Fee	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹5,000.00	₹5,000.00	₹0.00	₹10,000.00

**Cash ledger balance-preview of updated balance**

Description	Cash ledger balance				
	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹0.00	₹0.00	₹0.00	₹95,000.00	₹95,000.00
Interest	₹99,677.00	₹0.00	₹0.00	₹1,00,000.00	₹1,99,677.00
Fee	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹5,000.00	₹5,000.00	₹0.00	₹10,000.00

**Add Record**

Transfer amount from			Transfer amount to		
Major Head	Minor Head	Amount Available	Major Head	Minor Head	Amount
Cess	Tax	₹95,000.00	CGST		

Tax	₹47,500.00
Interest	₹0.00
Penalty	₹0.00
Fee	₹0.00
Others	₹0.00

BACK
SAVE

8. Click **YES** to proceed the transfer of amount.

[https://tutorial.gst.gov.in/userguide/ledgers/index.htm#t=Manual\\_pmt09.htm](https://tutorial.gst.gov.in/userguide/ledgers/index.htm#t=Manual_pmt09.htm)

3/11



## Warning

Are you sure, the amount indicated as above is intended to be transferred?

NO

YES

9. Notice that the details are added under “**Processed Records**” section and table for Cash Ledger Balance-Available for transfer and Cash Ledger Balance-Preview of Updated Balance is updated. You can add multiple records under **Add Record** option before clicking **PROCEED TO FILE**.

Dashboard > Cash Ledger Balance		HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV		English																																									
Electronic Cash Ledger																																													
GSTIN - 07DCMPS3222R1ZV	FY - 2019-2020	Legal Name - HARIDAS MARUTI SHINDE	Trade Name -																																										
			Status - Not Filed																																										
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<b>Cash ledger balance-available for transfer</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Description</th><th colspan="5">Cash ledger balance</th></tr> <tr> <th>Integrated tax (₹)</th><th>Central tax (₹)</th><th>State/UT tax (₹)</th><th>Cess (₹)</th><th>Total (₹)</th></tr> </thead> <tbody> <tr> <td>Tax</td><td>₹0.00</td><td>₹0.00</td><td>₹0.00</td><td>₹95,000.00</td><td>₹95,000.00</td></tr> <tr> <td>Interest</td><td>₹99,677.00</td><td>₹0.00</td><td>₹0.00</td><td>₹1,00,000.00</td><td>₹1,99,677.00</td></tr> <tr> <td>Fee</td><td>₹0.00</td><td>₹0.00</td><td>₹0.00</td><td>₹0.00</td><td>₹0.00</td></tr> <tr> <td>Penalty</td><td>₹0.00</td><td>₹0.00</td><td>₹0.00</td><td>₹0.00</td><td>₹0.00</td></tr> <tr> <td>Others</td><td>₹0.00</td><td>₹5,000.00</td><td>₹5,000.00</td><td>₹0.00</td><td>₹10,000.00</td></tr> </tbody> </table>					Description	Cash ledger balance					Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)	Tax	₹0.00	₹0.00	₹0.00	₹95,000.00	₹95,000.00	Interest	₹99,677.00	₹0.00	₹0.00	₹1,00,000.00	₹1,99,677.00	Fee	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	Others	₹0.00	₹5,000.00	₹5,000.00	₹0.00	₹10,000.00
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## Add Record

Transfer amount from			Transfer amount to		
Major Head	Minor Head	Amount Available	Major Head	Minor Head	Amount
IGST	Interest	₹99,677.00	IGST	Tax	₹99,677.00
				Interest	₹0.00
				Penalty	₹0.00
				Fee	₹0.00
				Others	₹0.00

SAVE

## Processed Records(Validated Successfully)

Amount transferred from		Amount transferred to			
Major Head	Minor Head	Major Head	Minor Head	Total Amount	
CESS	Tax	CGST	view	₹47,500.00	
CESS	Tax	SGST	view	₹47,500.00	

BACK

PROCEED TO FILE

## 9. Click PROCEED TO FILE.

Dashboard > Cash Ledger Balance English

**Electronic Cash Ledger** HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV

GSTIN - 07DCMPS3222R1ZV Legal Name - HARIDAS MARUTI SHINDE Trade Name -  
FY - 2019-2020 Status - Not Filed

**CASH LEDGER BALANCE**

**Cash ledger balance-preview of updated balance**

Description	Cash ledger balance				
	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹0.00	₹0.00	₹0.00	₹95,000.00	₹95,000.00
Interest	₹99,677.00	₹0.00	₹0.00	₹1,00,000.00	₹1,99,677.00
Fee	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹5,000.00	₹5,000.00	₹0.00	₹10,000.00

**Cash ledger balance-preview of updated balance**

Description	Cash ledger balance

	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹1,99,677.00	₹52,000.00	₹52,000.00	₹0.00	₹3,03,677.00
Interest	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Fee	₹0.00	₹500.00	₹500.00	₹0.00	₹1,000.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

## Add Record

Transfer amount from			Transfer amount to		
Major Head	Minor Head	Amount Available	Major Head	Minor Head	Amount
▼	▼	▼	▼	Tax	₹0.00
				Interest	₹0.00
				Penalty	₹0.00
				Fee	₹0.00
				Others	₹0.00

SAVE

## Processed records(validated successfully) )

Amount transferred from		Amount transferred to		
Major Head	Minor Head	Major Head	Minor Head	Total Amount
CESS	Tax	CGST	view	₹47,500.00
CESS	Tax	SGST	view	₹47,500.00
IGST	Interest	IGST	view	₹99,677.00
CESS	Interest	IGST	view	₹1,00,000.00
CGST	Others	CGST	view	₹5,000.00
SGST	Others	SGST	view	₹5,000.00

BACK

PROCEED TO FILE

10. Select the **Verification** checkbox and select the **Authorised Signatory**. Click **FILE GST PMT-09**.

## Electronic Cash Ledger

HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV

## Cash ledger balance-preview updated cash ledger balance

Description	Cash ledger balance				
	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹1,99,677.00	₹52,000.00	₹52,000.00	₹0.00	₹3,03,677.00
Interest	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Fee	₹0.00	₹500.00	₹500.00	₹0.00	₹1,000.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

## Details of amount to be transferred from one account head

Amount transferred from		Amount transferred to		
Major Head	Minor Head	Major Head	Minor Head	Total Amount
CESS	Tax	CGST	Tax	₹47,500.00
CESS	Tax	SGST	Tax	₹47,500.00
IGST	Interest	IGST	Tax	₹99,677.00
CESS	Interest	IGST	Tax	₹1,00,000.00
CGST	Others	CGST	Tax	₹4,500.00
CGST	Others	CGST	Fee	₹500.00
SGST	Others	SGST	Tax	₹4,500.00
SGST	Others	SGST	Fee	₹500.00

## Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory •

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BACK

FILE GST PMT-09

11. Click YES.



## Warning

Are you sure, the amount indicated as above is intended to be transferred?

NO

YES

12. Click the **FILE WITH DSC** or **FILE WITH EVC** button.

Dashboard > Verification English

Electronic Cash Ledger HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV

GSTIN - 07DCMPS3222R1ZV Legal Name - HARIDAS MARUTI SHINDE Trade Name -

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## Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

**ⓘ DSC is compulsory for Companies & LLP**  
**ⓘ Facing problem using DSC? Click here for help**

BACK FILE WITH EVC FILE WITH DSC

13. Click **PROCEED**.

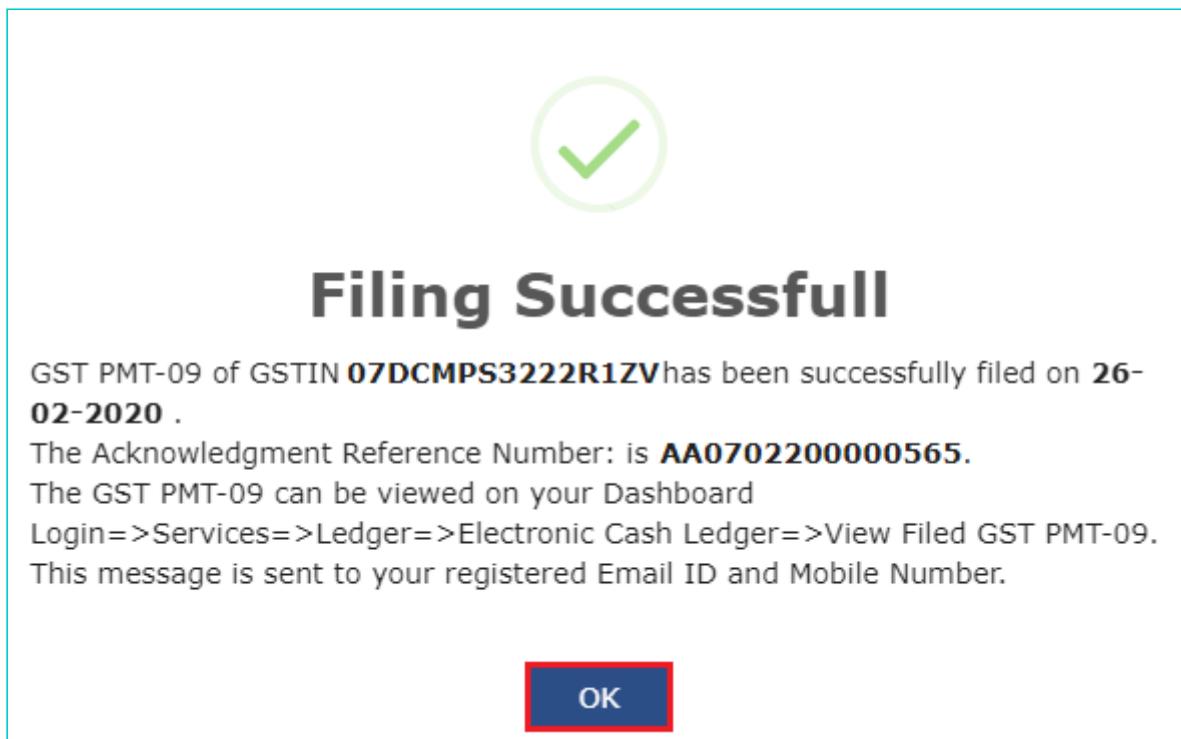
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### Information

You are about to file GST PMT-09. Would you like to proceed?

PROCEED

15. A confirmation message is displayed that the filing has been successful and ARN is displayed on the screen. Click **OK**.



16. Click the **Services > Ledgers > Electronic Cash Ledger > View Filed GST PMT-09** to view filed Form GST PMT-09.

17. You can **SEARCH** the details by entering the **ARN NUMBER** or **DATE**.

18. The details are displayed. You can click the **ARN** hyperlink to view the ARN details.

## Electronic Cash Ledger

HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV

## Search ARN

 Search By ARN  Search By Date

\* indicates mandatory fields

From\*

26/02/2020



To\*

26/02/2020



SEARCH

ARN	ARN Date	Amount Transferred(₹)	Status
AA070220000565	2020-02-26	304,677.00	Filed

19. You can click the **DOWNLOAD GST PMT-09(PDF)** to download the filed Form GST PMT-09.

## Electronic Cash Ledger

HARIDAS MARUTI SHINDE 07DCMPS3222R1ZV

## Cash ledger balance-preview updated cash ledger balance

Description	Cash ledger balance				
	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	₹1,99,677.00	₹52,000.00	₹52,000.00	₹0.00	₹3,03,677.00
Interest	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Fee	₹0.00	₹500.00	₹500.00	₹0.00	₹1,000.00
Penalty	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Others	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

## Details of amount to be transferred from one account head

Amount transferred from		Amount transferred to		
Major Head	Minor Head	Major Head	Minor Head	Total Amount
CESS	TAX	CGST	Tax	₹47,500.00
CESS	TAX	SGST	Tax	₹47,500.00
IGST	INT	IGST	Tax	₹99,677.00
CESS	INT	IGST	Tax	₹1,00,000.00
CGST	OTH	CGST	Tax	₹4,500.00
CGST	OTH	CGST	Fee	₹500.00
			Tax	₹4,500.00

CGST	OTH	CGST		
CGST	OTH	CGST	Fee	₹500.00
SGST	OTH	SGST	Tax	₹4,500.00
SGST	OTH	SGST	Fee	₹500.00
SGST	OTH	SGST	Tax	₹4,500.00
SGST	OTH	SGST	Fee	₹500.00

BACK

DOWNLOAD GST PMT-09(PDF)