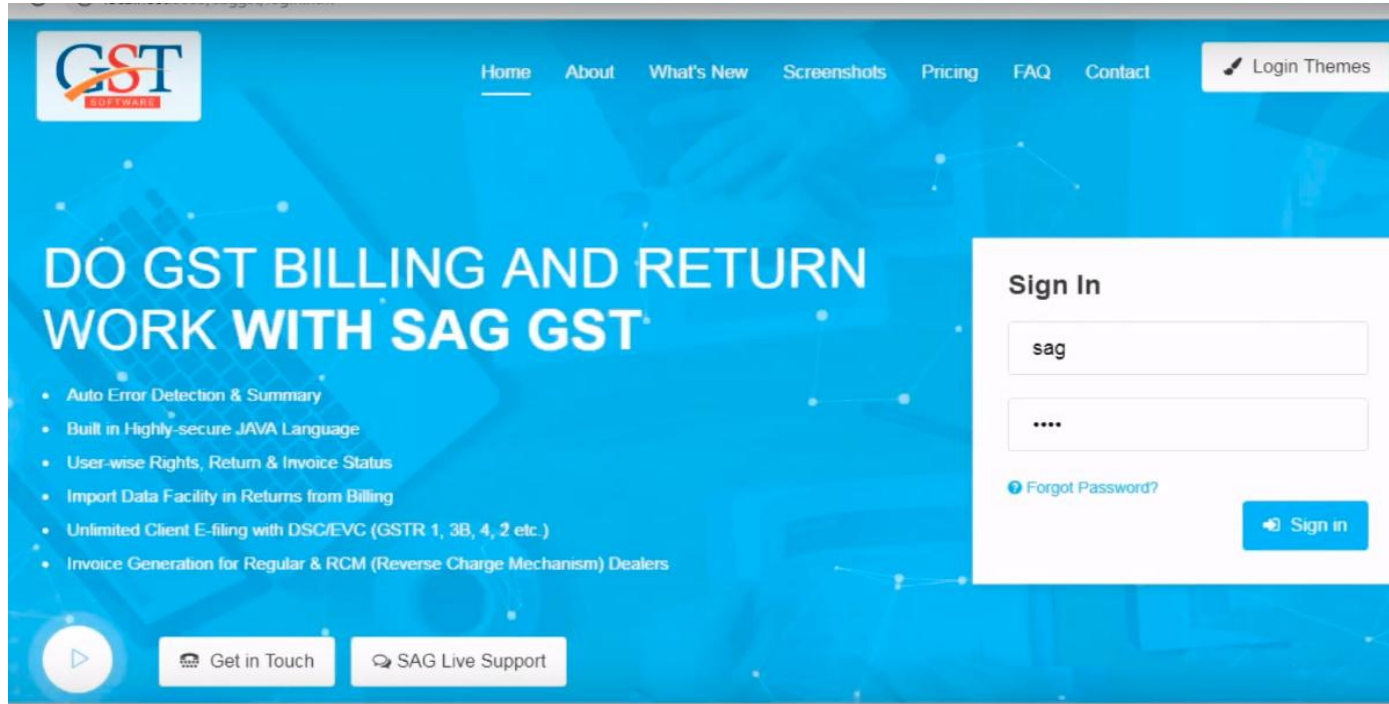




A Complete Guide
PMT 06 Under GST

STEP 1



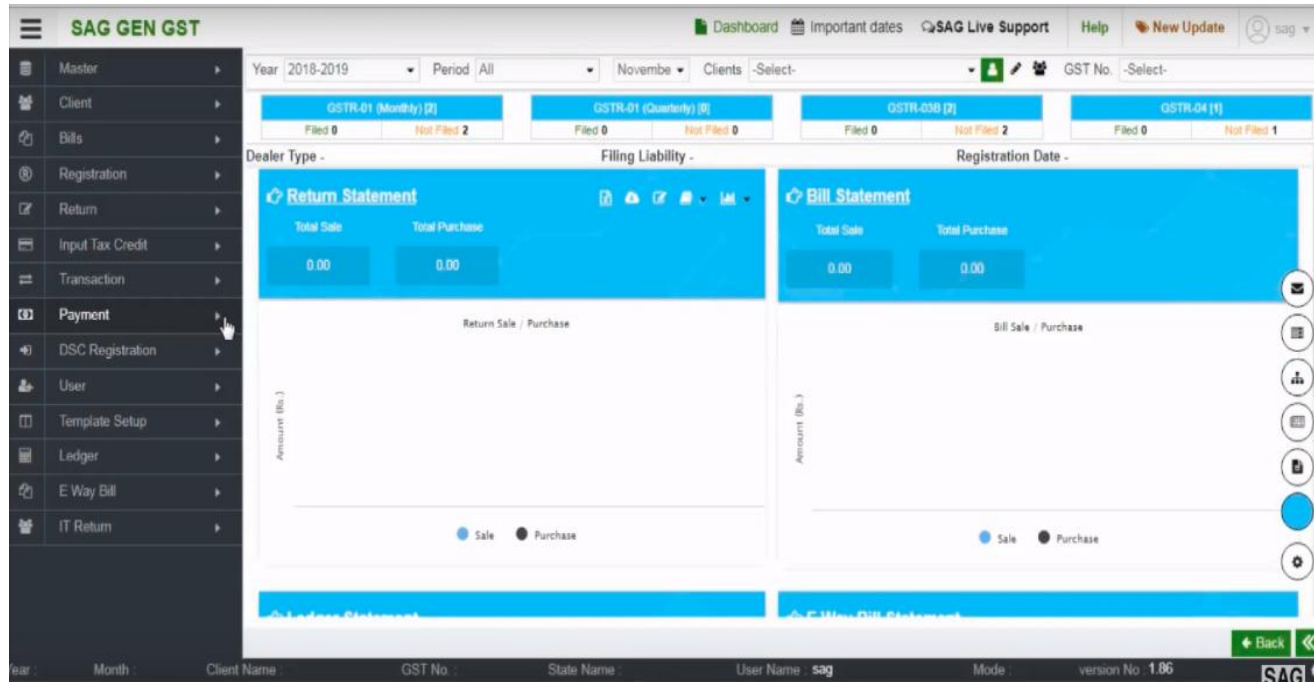
The screenshot shows the GST Software website interface. At the top left is the GST Software logo. The navigation menu includes Home, About, What's New, Screenshots, Pricing, FAQ, Contact, and a Login Themes button. The main heading reads "DO GST BILLING AND RETURN WORK WITH SAG GST". Below this is a list of features:

- Auto Error Detection & Summary
- Built in Highly-secure JAVA Language
- User-wise Rights, Return & Invoice Status
- Import Data Facility in Returns from Billing
- Unlimited Client E-filing with DSC/EVC (GSTR 1, 3B, 4, 2 etc.)
- Invoice Generation for Regular & RCM (Reverse Charge Mechanism) Dealers

At the bottom left, there are buttons for "Get in Touch" and "SAG Live Support". On the right side, there is a "Sign In" form with a username field containing "sag", a password field with masked characters, a "Forgot Password?" link, and a "Sign in" button.

First, you need to sign-in on Gen GST Portal with valid ID & Password

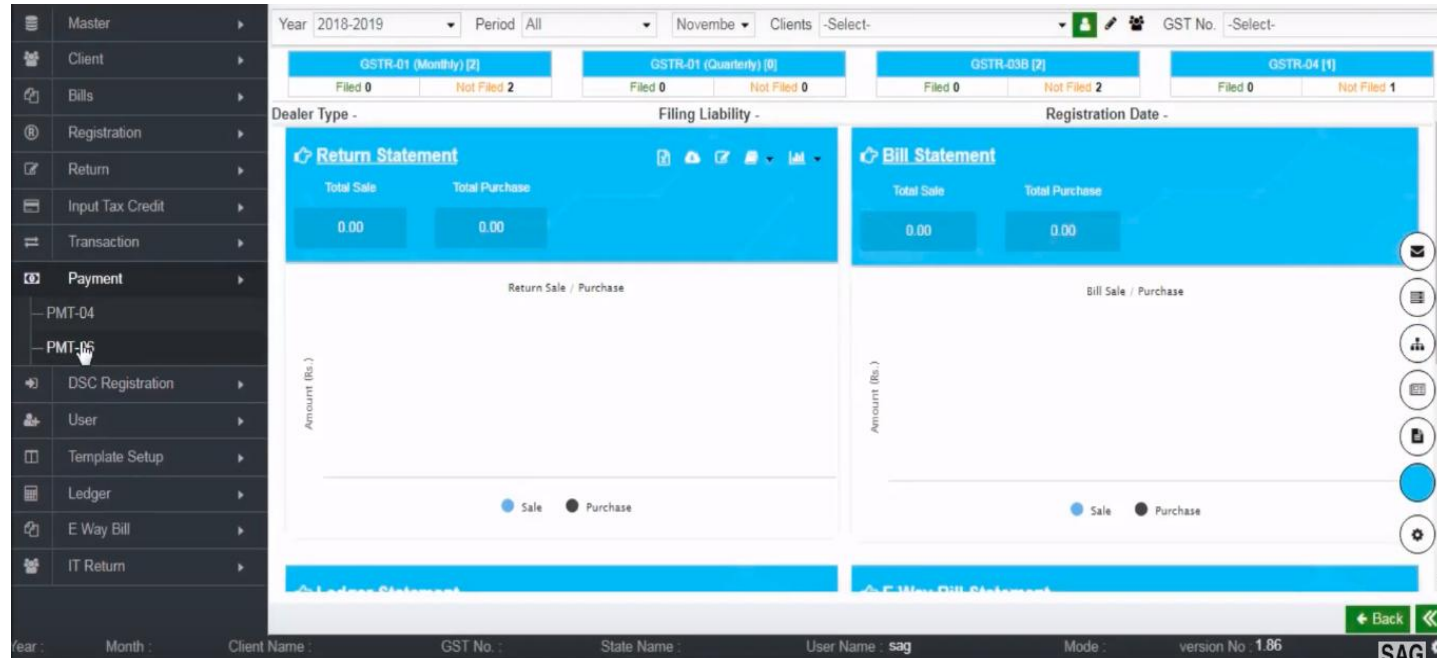
STEP 2



The screenshot shows the SAG GEN GST software interface. The sidebar menu on the left contains the following items: Master, Client, Bills, Registration, Return, Input Tax Credit, Transaction, **Payment** (highlighted), DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main dashboard area includes filters for Year (2018-2019), Period (All), and Month (Novembe). It features four GSTR summary cards: GSTR-01 (Monthly) [2], GSTR-01 (Quarterly) [0], GSTR-03B [2], and GSTR-04 [1]. Below these are sections for Return Statement and Bill Statement, each with Total Sale and Total Purchase fields showing 0.00. The bottom status bar displays: Year: Month Client Name GST No. State Name User Name: sag Mode: version No: 1.06.

After sign-in you will be at Dashboard, now click on “Payment” Option

STEP 3



The screenshot displays the GST Software interface. On the left is a dark sidebar menu with the following items: Master, Client, Bills, Registration, Return, Input Tax Credit, Transaction, Payment (highlighted), PMT-04, PMT-06 (with a mouse cursor), DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main area shows a top navigation bar with filters for Year (2018-2019), Period (All), Novembe, Clients (-Select-), and GST No. (-Select-). Below this are four summary cards for GSTR-01 (Monthly) [2], GSTR-01 (Quarterly) [0], GSTR-03B [2], and GSTR-04 [1], each with 'Filed' and 'Not Filed' counts. The main content area is split into two panels: 'Return Statement' and 'Bill Statement'. Both panels show 'Total Sale' and 'Total Purchase' as 0.00. Below these are empty areas for 'Return Sale / Purchase' and 'Bill Sale / Purchase' with a legend for Sale (blue dot) and Purchase (black dot). A 'Back' button is visible in the bottom right corner of the main area. The footer contains fields for Year, Month, Client Name, GST No., State Name, User Name (sag), Mode, and version No. (1.86), along with a 'SAG' logo.

Under Payment tab there are two option, select the “PMT-06”

STEP 4

SAG GEN GST | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: Challan
 Year: 2018-2019 | Month: December

S.No.	Client Code	Client Name	Status	GST No.	Pan	Mobile
1	81e12be9-76e8-4ef5-a6ca-e4f...	ABC LTD	Proprietorship	08AGMPG0450A1ZZ	AGMPG0450A	9414060505
2	47268388-7706-4b6c-bb3c-5dd...	COMPOSITION	Proprietorship	08ACIPS4159C1ZH	ACIPS4159C	9414276265
3	4f86afb6-7412-4007-a246-5e6...	TAX DEDUCTOR	Government Department	08JPRD02467D1DX	JPRD02467D	9414102070
4	ca7fd384-62e1-4499-9017-6f7...	XYZ LTD	Private Limited Company	08AAOCS2362J1ZY	AAOCS2362J	9414060505

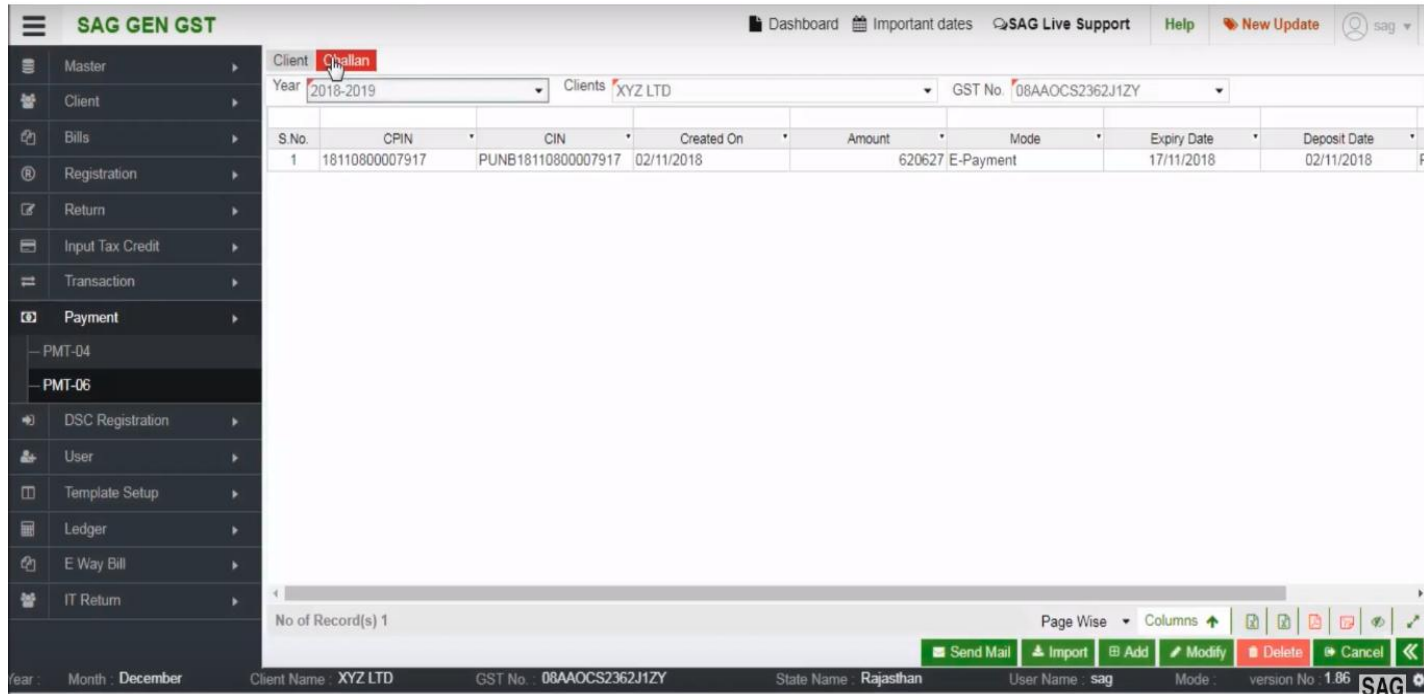
Page No: 1 of 1 | No of Record(s): 4 | Page Wise | Columns

Year: Month: December | Client Name: XYZ LTD | GST No: 08AAOCS2362J1ZY | State Name: Rajasthan | User Name: sag | Mode: version No: 1.86

[Add Challan](#)

After clicking PMT-06, client table view, here you can select the client challan you want to see

STEP 5



The screenshot shows the SAG GEN GST software interface. The left sidebar contains a menu with the following items: Master, Client, Bills, Registration, Return, Input Tax Credit, Transaction, Payment (with sub-items PMT-04 and PMT-06), DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main area displays the 'Challan' tab for client 'XYZ LTD'. The interface includes a top navigation bar with 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. Below the navigation bar, there are dropdown menus for 'Year' (2018-2019), 'Clients' (XYZ LTD), and 'GST No.' (08AAOCS2362J1ZY). A table lists the following data:

S.No.	CPIN	CIN	Created On	Amount	Mode	Expiry Date	Deposit Date
1	18110800007917	PUNB18110800007917	02/11/2018	620627	E-Payment	17/11/2018	02/11/2018

At the bottom of the table, it indicates 'No of Record(s) 1'. Below the table is a toolbar with buttons for 'Send Mail', 'Import', 'Add', 'Modify', 'Delete', and 'Cancel'. The footer of the interface shows: Year: Month: December, Client Name: XYZ LTD, GST No.: 08AAOCS2362J1ZY, State Name: Rajasthan, User Name: sag, Mode: version No.: 1.86, and the SAG logo.

After selecting client, click on “Challan” tab

STEP 6

SAG GEN GST | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Client: **Challan**

Year: 2018-2019 | Clients: XYZ LTD | GST No.: 08AAOCS2362J1ZY

S.No.	CPIN	CIN	Created On	Amount	Mode	Expiry Date	Deposit Date
1	18110800007917	PUNB18110800007917	02/11/2018	620627	E-Payment	17/11/2018	02/11/2018

No of Record(s) 1

Page Wise | Columns | Send Mail | **Import** | Add | View | Delete | Cancel

Year: Month: December | Client Name: XYZ LTD | GST No.: 08AAOCS2362J1ZY | State Name: Rajasthan | User Name: sag | Mode: version No: 1.86 | SAG

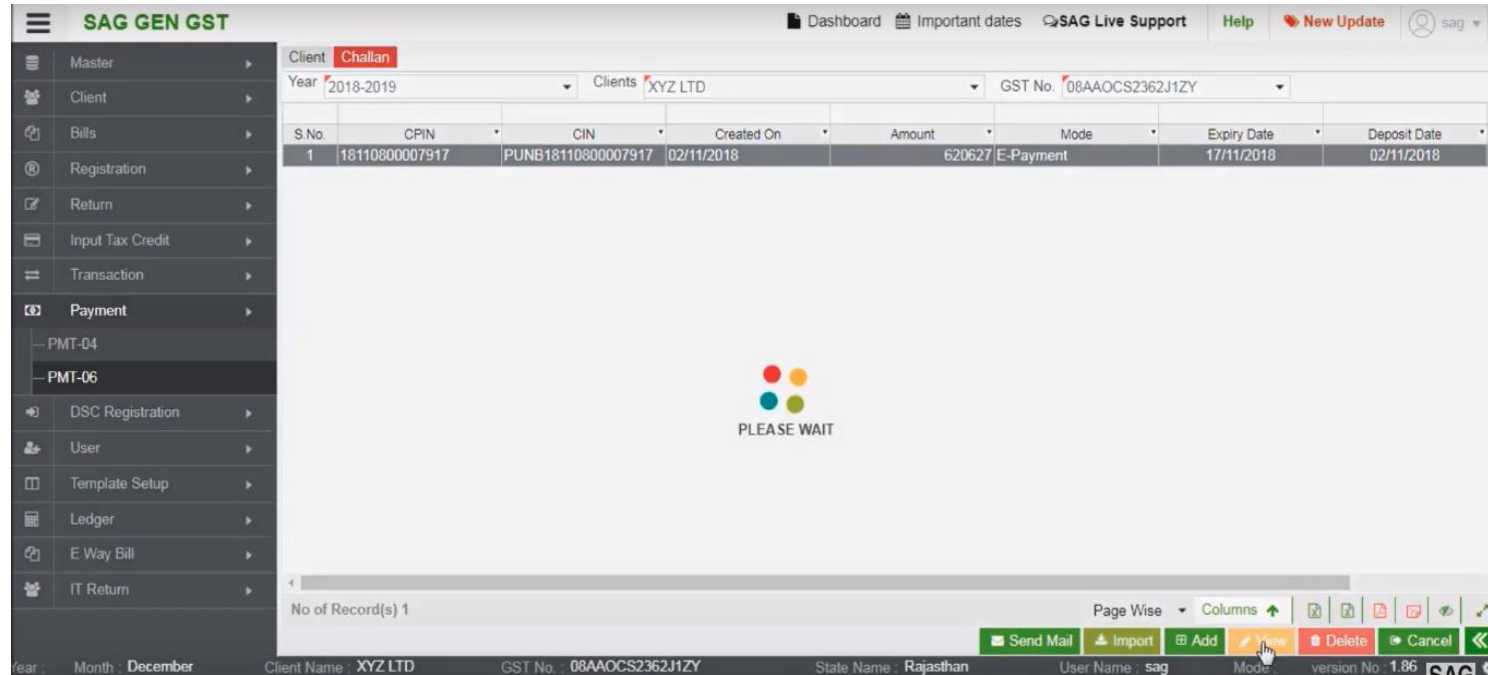
If you want to import your client challan details then click on “import” option below

STEP 7

The screenshot displays the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar lists various menu items such as Master, Client, Bills, Registration, Return, Input Tax Credit, Transaction, Payment (with sub-items PMT-04 and PMT-06), DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return. The main content area shows a table with columns: S.No, CPIN, CIN, Created On, Amount, Mode, Expiry Date, and Deposit Date. A single record is visible with S.No 1, CPIN 18110800007917, CIN PUNB18110800007917, Created On 02/11/2018, Amount 620627, Mode E-Payment, Expiry Date 17/11/2018, and Deposit Date 02/11/2018. A modal dialog box titled 'Challan Import Date' is open in the center, featuring two input fields for 'From Date' and 'To Date', both with a date format of DD/MM/YYYY. Below the fields are 'OK' and 'Cancel' buttons. The bottom status bar shows 'No of Record(s) 1' and a toolbar with buttons for 'Send Mail', 'Import', 'Add', 'View', 'Delete', and 'Cancel'. The footer contains metadata: Year 2018-2019, Client XYZ LTD, GST No. 06AAOCS2362J1ZY, State Name Rajasthan, User Name sag, and version No 1.06.

After clicking on Import, a pop up will appear and mention dates of whichever challan you want to download

STEP 8



The screenshot shows the SAG GEN GST software interface. The top navigation bar includes 'Dashboard', 'Important dates', 'SAG Live Support', 'Help', and 'New Update'. The left sidebar contains a menu with options like Master, Client, Bills, Registration, Return, Input Tax Credit, Transaction, Payment (with sub-options PMT-04 and PMT-06), DSC Registration, User, Template Setup, Ledger, E Way Bill, and IT Return.

The main content area displays a table for 'Challan' records. The table has columns for S.No., CPIN, CIN, Created On, Amount, Mode, Expiry Date, and Deposit Date. One record is visible with S.No. 1, CPIN 18110800007917, CIN PUNB18110800007917, Created On 02/11/2018, Amount 620627, Mode E-Payment, Expiry Date 17/11/2018, and Deposit Date 02/11/2018.

Below the table, there is a 'PLEASE WAIT' message with a loading icon. At the bottom of the interface, there is a toolbar with buttons for 'Send Mail', 'Import', 'Add', 'View', 'Delete', and 'Cancel'. The 'View' button is highlighted with a mouse cursor.

At the bottom of the screen, there is a status bar showing: Year: Month: December, Client Name: XYZ LTD, GST No.: 08AAOCS2362J1ZY, State Name: Rajasthan, User Name: sag, Mode: , version No: 1.86.

After downloading the challan, you can view challan by clicking on “View” option

STEP 9

SAG GEN GST | Dashboard | Important dates | SAG Live Support | Help | New Update | sag

Master | GST Challan

Client | CPIN: 18110800007917 | Challan Generation Date: 02/11/2018 | Challan Expiry Date: 17/11/2018

Bills | Mode of Payment :- E-Payment

Registration

Return

Input Tax Credit

Transaction

Payment

— PMT-04

— PMT-06

DSC Registration

User

Template Setup

Ledger

E Way Bill

IT Return

Payment Particulars

CIN: PUNB18110800007917 | Bank Name: PUNJAB NATIONAL BANK | BRN: 5024893402

Details of Taxpayer

GSTIN: 08AAOCS2362J1ZY | Email Address: iXXX@XXXXXXXXXXXXXom | Mobile Number: 9XXXXX0505

Name: SAG INFOTECH PRIVATE LIMITED | Address: XXXXXXXXXXXX Rajasthan,302004

Details of Deposit

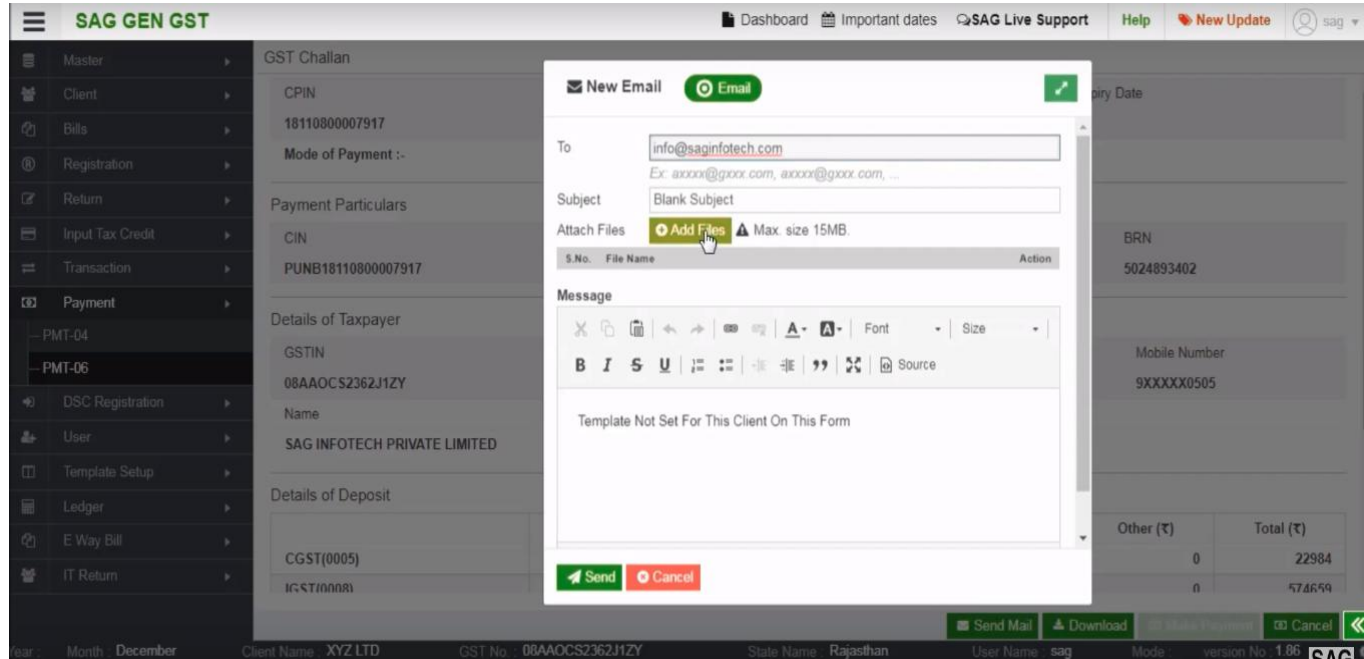
	Tax (₹)	Interest (₹)	Penalty (₹)	Fees (₹)	Other (₹)	Total (₹)
CGST(0005)	22984	0	0	0	0	22984
IGST(0008)	574659	0	0	0	0	574659

Year: Month: December | Client Name: XYZ LTD | GST No: 08AAOCS2362J1ZY | State Name: Rajasthan | User Name: sag | Mode: version No: 1.86

Send Mail | Download | Make Payment | Cancel

You can also send this challan to your client by clicking on the “Send Mail” option

STEP 10



The screenshot shows the SAG GEN GST software interface. A 'New Email' pop-up window is open, allowing the user to send an email. The background shows the 'GST Challan' form with the following details:

- Client:** CPIN 18110800007917
- Mode of Payment :-**
- Payment Particulars:** CIN PUNB18110800007917
- Details of Taxpayer:** GSTIN 08AAOCS2362J1ZY, Name SAG INFOTECH PRIVATE LIMITED
- Details of Deposit:** CGST(0005), IGST(0008)

The 'New Email' pop-up window contains the following fields and options:

- To:** info@saginfotech.com
- Subject:** Blank Subject
- Attach Files:** Add Files (Max. size 15MB)
- Message:** Template Not Set For This Client On This Form
- Buttons:** Send, Cancel

At the bottom of the software interface, there are additional buttons: Send Mail, Download, Make Payment, and Cancel.

After clicking on send email, a pop-up will appear. Here, enter your client ID and attach the downloaded challan and send it.

GEN GST SOFTWARE



- Gen GST Hosts Complete GSTR Forms i.e. 7, 8, 1, 3B, 4
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- GST Billing & E Way Bill Solutions
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