User Manual for Daily Stock Entry / Back Log Entry

Step-1: Login with your username and Password.

Step-2: After Successful login, click on the Dealerwise Stock Entry menu in Permits menu to access the entry page.
Step-3: In the Page shown below, the daily stock entry contains fields like sale date, sale type, brand name, pack size etc., user facilitated automatic calculation of Revised MRP, SED per bottle, Total sale and Total SED component. The user should ensure that the breakup sale i.e. (1) if sale type is FL1 Godown sale, then sales to FL1-dealers and sale to FL1-Retail and FL2-dealers needs to be entered or (2) if sale type is FL1 Retail sale, then sale from existing stock and sale from new stock needs to be entered. Ensure that the total sale value should match with breakup sale. If any changes after submitting entry you can re-submit the data it will get updated in the exiting value on the sale date. Else you can delete the record and re-enter the value till the challan generation. After challan generation the submitted values can’t be altered.
Step-4: Click the **Backlog Entry Form** in Permits menu to update your back log entry. This form is facilitated to enter the backlog purchase and sales details (previous purchase and sale details which were not updated in the portal) of the dealers. The dealers can update the value of total new stock purchase, new stock sale etc., If any dealer missed to pay the existing stock sale in a particular day, then they can enter the details in this backlog form. The total sale and purchase details of both main entry and backlog entry can be viewed in the MIS report of **dealer wise sale report MIS** option.

Step-5: **Backlog Entry Form** is provisioned to update the New Stock Purchase and New Stock Sale. When you click New Stock Purchase below details will be displayed.
Step 6: When you click New Stock Sale below details will be displayed.

Step 7: Dealer is provisioned to capture the data of unlisted/missing brand in the stock entry from those missing brands can be entered through Missing Brand Entry form.

This option must be used only for those brands which are not listed in the brands list. Misuse of this option will be punishable as per rules.
Step 8: After completion of stock entry on the sale date then go to menu, click the **Stock Challan Generation** option in **Permits menu** to view your brand entries before generating the challan. Please ensure that if any additional brands added in the missing brand entry form the duty is included along with this challan.

Step 9: In that select the **Sale Type** and date and view your entries before challan generation.
Step-10: Please verify the Brand entries before generating the challan. If any modification is required, you can **delete** the entry and make new entry through Dealerwise Stock entry form. Once Challan generated you cannot alter the submitted values on the respective sale date.

Step-11: There is a separate menu for Backlog Challan Generation. It is same as the Stock Challan Generation.
Step-12: Once the challan is generated, click the **Stock Challan Print** menu to print your Challan. In that, select the type and press the Submit button to print your challan.

Step-13: Click the **Print** Link to print your challan.
Sample Challan Copy.

<table>
<thead>
<tr>
<th>Name and address of the Party</th>
<th>Dept. Office from whose book the demand emanated</th>
<th>Full particulars of the nature of remittance &amp; or authority</th>
<th>Amount (Rs.)</th>
<th>Head of Account</th>
<th>A/C officer by whom adjustable</th>
<th>order to the Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office of the Dy. Commissioner (Excise), Puducherry</td>
<td>Special Excise Duty</td>
<td>6540</td>
<td>0039-State Excise 105</td>
<td>Indian Made Foreign Liquor</td>
<td>D.A.T</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(In Words) Rupees Six Thousand Five Hundred and Forty Rupees Only

(This challan is electronically generated and need not be signed)

Received payment (in words) Rupees________________________

Date:

Agent or Manager/Officer

Note: If any brand is not enabled in the list, the dealers should make entries through Missing Brand Entry form.