ScaleSaathi | Stock Register Format — Print Packet

Educational templates · 23 Oct 2026 · Not a prescribed CBIC form · Not a bank annexure

Free ScaleSaathi educational packet: blank item ledger, monthly summary, physical verification sheet, and a filled FIFO ₹ example (Mehra Traders / Aarohi LED Bulb 9W). Keep real invoices, challans and GRNs separately. No real GSTIN, bank account or signature is used.

Part A — Blank item-wise stock ledger

Business: _____ Item: _____ Unit: _____ Location: _____

Opening qty: _____ Opening date: _____ Folio: _____

Date	Doc no.	Particulars / party	Inward	Outward	Adj.*	Balance qty	Remarks

**Adj. = Lost/stolen/destroyed / Written off / Gift or free sample (Rule 56(2) particulars — educational layout). Score out errors; do not erase.*

Part B — Blank monthly stock summary

Month / as on: _____ Prepared by: _____ Checked by: _____

Item code	Item name	Unit	Opening	Inward	Outward	Adj.	Closing	Rate ₹	Value ₹

Closing qty = Opening + Inward − Outward − Adj. Tie closing qty to physical count (Part C).

Part C — Physical verification sheet

Count date: _____ Location: _____ Counted by: _____ Witness: _____

Item code	Item name	Book qty	Physical qty	Difference	Reason / action	Correcting doc

Book vs physical: post a correcting Register row (do not silent-overwrite). Rule 56(8): no erase/overwrite; electronic registers need an edit/delete log. Ask CA before ITC decisions on shortages (see s.17(5)(h)).

Part D — FIFO worked example (filled)

Fictional firm: Mehra Traders · Item: Aarohi LED Bulb 9W (AR-LED9) · September 2026 · Rates excl. recoverable GST (illustration)

Date	Event	Doc	Qty	Rate ₹	Layer note
01-Sep-2026	Opening	OPN	100	40	Layer A: 100 @ ₹40
05-Sep-2026	Purchase	BILL-51	200	42	Layer B: 200 @ ₹42
10-Sep-2026	Purchase	BILL-58	150	45	Layer C: 150 @ ₹45
12-Sep-2026	Sale	INV-201	180	—	100@40 + 80@42 = ₹7,360
15-Sep-2026	Written off	DMG-01	10	—	10@42 = ₹420
18-Sep-2026	Sale	INV-205	100	—	100@42 = ₹4,200

Closing: 10 @ ₹42 + 150 @ ₹45 = 160 pcs · FIFO value ₹7,170

Qty check: 100+200+150−180−10−100 = 160 ✓ · Cost check: ₹19,150 − ₹7,170 = ₹11,980 issues ✓

Weighted-average contrast: many SMBs average cost instead of FIFO. AS 2 / Ind AS 2 allow FIFO or weighted average (lower of cost and NRV). Pick one method; ask your CA. Do not value books stock at MRP.

Part E — Checklist

☐ Opening qty entered once and agrees to last period closing / physical.

☐ Every movement has a document reference (invoice, challan, GRN, credit note, damage note).

☐ Loss / write-off / gift / sample columns used when applicable (not buried in Outward).

☐ No erased figures — score-out + correcting row (Rule 56(8) habit).

☐ Closing qty identity holds; CHECK / REORDER flags reviewed.

☐ Physical count differences posted, not overwritten.

☐ Bank stock statement (if any) reconciles to register + count; margins from sanction letter only.

☐ Files are educational — not CBIC blanks, not bank annexures.

Sources (educational): CGST s.35 / s.36 / s.17 — India Code; Rule 56/57 — CBIC PDF + HTML (cite Rule 56/57, never PDF "Rule 1"); AS 2 ICAI (FIFO/WAC; LIFO not permitted); RBI IRAC para 4.2.4 (stock statement ≤3 months for DP). Not a CBIC blank / not a bank annexure. Form 3CD / CARO / ITA omitted. Full URLs on the article Sources strip and Excel Sources sheet.