eBrix Bhatta Handbook

A quick memory refresher for bhatta owners, munshis and office staff. Each section tells you where a feature lives in the menu, what to do, and what to watch out for. Use the search box to jump straight to what you need.

Sales › Challans menu path (English) बिक्री › चालान menu path (Hindi screen)

I want to... मुझे यह करना है...

The fastest route to the screen you need. Type in the search box above to filter this list and the sections below.

TASK	GO TO	HINDI MENU
Check if setup is complete	**Profile › Configuration Status**	प्रोफाइल › कॉन्फ़िगरेशन स्थिति
Start a new financial year	**Profile › Setting › Session**	सेटिंग › सत्र
Book a new order	**Sales › New Order**	बिक्री › नया ऑर्डर
Make a challan for an order	**Sales › Orders › Make Challan**	बिक्री › ऑर्डर
Upload photo of signed challan / cancel challan	**Sales › Challans**	बिक्री › चालान
Take payment from a customer	**Clients › Clients › Ledger › Receive Payment**	ग्राहक › ग्राहक सूची
See today's cash collected	**Sales › Collection**	बिक्री › कैश प्राप्ती
Who owes us money	**Clients › Client Outstanding**	ग्राहक › ग्राहक के पास बकाया
Share a customer statement on WhatsApp	**Client Ledger › WhatsApp**	ग्राहक सूची › लेजर
Enter a supplier bill (coal, diesel...)	**Suppliers › New Purchase**	सप्लायर › नया खरीदारी
Whom we must pay, and when	**Suppliers › Account Payable**	सप्लायर › कितना पैसा देना है
Pay a supplier	**Suppliers › Payments** or Supplier Ledger › Make Payment	सप्लायर › भुगतान
Enter pathai (green bricks moulded)	**Production › Add Raw Brick by Labourer**	उत्पादन › पथाई लेबर द्वारा कच्चा उत्पाद

TASK	GO TO	HINDI MENU
Enter dhulai (carrying)	**Production › Carrying by Labourer**	उत्पादन › ढुलाई लेबर द्वारा ढुलाई
Enter bharai (kiln filling) and coal used	**Production › Brick Filling in Kiln by Labourer**	उत्पादन › भराई लेबर द्वारा भट्ठी में ईंट भराई
Move a chamber to firing / cooling	**Production › Firing Management**	उत्पादन › फायरिंग प्रबंधन
Enter nikasi (kiln exit)	**Production › Kiln Exit by Labourer**	उत्पादन › निकासी लेबर द्वारा निकासी
Grade fired bricks into items (Awwal, Doyem...)	**Production › Brick Segregation**	उत्पादन › ईंट अलग करें
Record kiln cleaning (rubbish removal)	**Production › Firing Management › Record Cleaning**	फायरिंग प्रबंधन › सफाई बाकी
See how many bricks are where	**Production › Current Brick Stock**	उत्पादन › वर्तमान ईंट का स्टॉक
Start or end a round	**Profile › Setting › Round Management**	सेटिंग › राउंड प्रबंधन
Pay labour / give advance	**Staff › Labourer Payment By Group**	स्टाफ › ग्रुप द्वारा लेबर पेमेंट
Change Pachisa / Breakage rules	**Profile › Setting › Wage Adjustments**	सेटिंग
Add an expense	**Expense › Add Expense**	खर्च › खर्च जोड़ें
Where did the money go (by head)	**Expense › Head Wise Expenses**	खर्च › मद वार खर्च देखें
Profit, cost per brick, season comparison	**Expense › Bhatta Performance**	खर्च › भट्ठा प्रदर्शन
Cash, bank, receivables at a glance	**Admin › Financial Performance**	एडमिन › वित्तीय प्रदर्शन
Allow a staff login to open a page	**Profile › Setting › Page Permissions**	सेटिंग › पेज अनुमति
Switch to my other bhatta	**Profile › Switch Bhatta**	प्रोफाइल
GST reports	**Reports › GST Sales (GSTR-1) / GST Purchase Register**	रिपोर्ट

01 Login & access लॉगिन

eBrix is online. Open it on a computer, a phone browser or the eBrix app. Everyone gets their own Login ID.

Signing in

1. Open the eBrix login page and enter your **Login ID** and **Password**.
2. Forgot your password? Tap **Forgot password** and verify with the OTP sent to your registered mobile.
3. Change your password any time: `Profile › Change Password`.
4. Always use `Logout` on a shared computer.

Where you land

- **Owner / Admin**: the Dashboard, with full access to every page.
- **Supervisor (munshi)**: straight onto the Pathai entry screen.
- **No financial year started?** You are taken to the Session page first. Every entry screen needs an active year.

Users and permissions

- Admins see everything. Other users only see pages an admin allows in `Profile › Setting › Page Permissions`. If a user sees “Permission Denied”, this is where to fix it.
- **Transaction Password (Trans Pass)** is asked before editing, deleting or cancelling entries. Set it in `Profile › Company Details`. Keep it with the owner.
- Running more than one bhatta? Use `Profile › Switch Bhatta` to move between them without logging out.

LICENCE The licence runs for one year. Configuration Status warns you before it ends; after expiry the software stops opening until renewal.

02 One-time setup सेटअप

Do this once at the start of the season. `Profile › Configuration Status` shows each item as ready (green) or missing (red) with a button straight to the fix.

SET UP	WHERE	WHY IT MATTERS
Financial year	`Setting › Session`	Must exist before any entry. Add a new one each April.
Company details	`Profile › Company Details`	Name, GSTIN, GST type, language (English / Hindi), Trans Pass, Brick Segregation on/off, Dhulai Plan on/off, rows per page.
Units	`Setting › Add Unit`	Pc, Thousand, Ton, Trolley...
Items & rates	`Setting › Item List`	Sale items (Awwal, Doyem, Tukra...) with a sale rate. No rate means it cannot be sold.

SET UP	WHERE	WHY IT MATTERS
Delivery vehicle	Vehicle Op › Add New Vehicle	A challan cannot be made without one (Tractor / Hyva / Truck).
Expense heads	Setting › Expense Head List	Diesel, Coal, Salary... Each head says where it is entered: Direct, Purchase, Labour or Both.
Labour groups & labourers	Staff › Labourer Groups / Labourer List	One active group with labourers for each skill: Patheri, Dhulaiman, Loader (bharai), Unloader (nikasi), Kiln Cleaner.
Skill rates	Setting › Our Rates	Rate per 1000 bricks for each skill. A group's own rate overrides the general rate.
Wage adjustments	Setting › Wage Adjustments	Breakage / पैय्माइश is added to pay. Pachisa / पचीसा (default 25 per 1000, Patheri and Dhulaiman) is deducted.
Chambers	Setting › Chamber Management	Chamber size and total chambers. Kiln filling cannot be saved without it.
Round	Setting › Round Management	Start a round. With no active round, kiln filling will not open.
Firing hours	Setting › Firing Baseline Parameters	Normal hours for preheating, firing and cooling, so late chambers get flagged. Optional.
Rubbish per chamber	Setting › Estimated Rubbish Per Chamber	Expected trolleys of rubbish; used as the default when recording kiln cleaning.
Burning material	Admin › Consumables	Flag Coal, Turi etc. as burning material with a quantity per 1000 bricks. Lets you enter fuel used at filling and get real firing cost.
Payment modes	Configuration Status › Add a Payment Mode	Cash / bank modes so money received at the time of sale is recorded. Wallets are under Admin › Wallets.
Staff logins	Setting › Page Permissions	Give each non-admin login the pages they need.

03 Orders ऑर्डर

An order records what the customer is buying. Bricks leave the bhatta only through a challan made against the order.

Book a new order Sales › New Order

1. **Add Item**: pick the product, sale date, unit, check the rate, enter quantity, tap **CheckOut**. Repeat for each item.
2. Check **Order Items** and the order value. Use Clear Cart to start over.
3. **Customer & Payment**: pick the customer or tick "Is New Customer?" to add one on the spot.
4. Enter amount paid now and mode (cash / wallet). Add a second payment mode if the customer paid two ways.
5. Add delivery charge, other charges, GST and the date the customer promised to pay. Submit.

Manage orders Sales › Orders

- Each order shows Order Amount, Delivered Qty and Challan Amount, with status **OPEN** or **CLOSED**.
- Only open orders can be edited. Use **Make Challan** from here to deliver.
- Search by name, mobile or order ID; download the list if needed.

TIP An item with zero finished stock cannot be added to the cart. Do brick segregation first.

04 Challan & delivery चालान

A challan is the delivery slip for one trip. One order can be delivered in many challans until the remaining quantity is zero.

Make a challan Sales › Orders › Make Challan

1. Set the **Challan Date**.
2. For each item you see Ordered, Already Delivered and Remaining quantity. Enter **Delivery Qty** for this trip.
3. Choose the vehicle (Own Vehicle or a configured tractor/truck), who loaded it, and the loading amount.
4. Tap **Generate Challan**. Print or save the slip from the next screen.

After delivery Sales › Challans

- **Upload** a photo of the signed challan as proof; view it later with View Image.
- **Cancel** a wrong challan with a reason and the Trans Pass. The bricks go back to stock.

WATCH If Brick Segregation is switched off in Company Details, the challan screen will not show per-item stock while you choose quantities.

05 Collection & customer dues कैश प्राप्ती और बकाया

Receive payment

1. Open Clients › Clients, find the customer and open the ledger.
2. Tap **Receive Payment**. The current due and any advance are shown.

Know who owes what

- Sales › Collection receipts for Today / Yesterday / Week / Month. Cancel a wrong receipt here with the Trans Pass.
- Clients › Client Outstanding total due per customer.

3. Enter amount, mode, date and next receive day. Split across two modes if needed. Submit.

- Clients › Accounts Receivable due by promised date: today, tomorrow, this week.

Client ledger

Shows opening balance, every sale, receipt and order. From here you can **Download PDF**, **Share on WhatsApp**, **Give Credit** (discount or adjustment) and **Add New Bill**.

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06 Purchase & accounts payable खरीदारी और देनदारी

Every supplier bill goes in once as a purchase. eBrix then tells you what you owe and when it is due.

New Purchase
नया खरीदारी
Enter the bill

→

Account Payable
कितना पैसा देना है
See what is due

→

Payments
भुगतान
Pay the supplier

→

Supplier Ledger
लेजर
Check the balance

Enter a bill Suppliers › New Purchase

1. Select the supplier (or Quick Add Supplier), bill/invoice number, challan number and date.
2. Add each item with rate, quantity, HSN and GST. Add discount or cess if on the bill.
3. Set **Pay by Date** and upload the invoice photo. Submit.

Pay on time

- Suppliers › Account Payable lists each supplier with total payable and status **On time** or **Overdue**. Filter Today / Tomorrow / Week / Month.
- Pay from Suppliers › Payments or the supplier's ledger › **Make Payment**: choose the purchase, amount, mode and next due date.
- Suppliers › Supplier List › Ledger shows opening balance, purchases, payments and closing balance. Use **All Sessions** for the full history.

TIP Purchased coal, diesel and other consumables also add to stock under Production › Purchased material .

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07 Production: Pathai to Nikasi उत्पादन चक्र

A brick passes through these stages. Each entry moves bricks from one stock to the next and earns pay for the labourer who did that work.

Pathai
पथाई · Patheri
Green bricks moulded

→

Dhulai
ढुलाई · Dhulaiman
Carried to kiln

→

Bharai
भराई · Loader
Filled in chamber

→

Firing
फायरिंग
Pre-heat, fire, cool

→

Nikasi
निकासी · Unloader
Taken out of kiln

Segregation
→ छँटाई
Graded into items

STAGE	MENU	WHAT YOU ENTER
Pathai	Production › Add Raw Brick by Labourer	Date, Patheri group, labourer, quantity moulded. Adds to **Raw stock**.
Dhulai	Production › Carrying by Labourer	Date, from which pathai location / Patheri, Dhulai labourer, quantity. Moves Raw → **Carried stock**. Use Carrying Stock To Stock to shift between yards.
Bharai	Production › Brick Filling in Kiln by Labourer	Chamber number, Loader labourer, quantity, and **burn usage** (coal etc.). Moves Carried → **Kiln stock**.
Firing	Production › Firing Management	Tap **Advance to Next Stage** as a chamber goes preheating → firing → cooling.
Nikasi	Production › Kiln Exit by Labourer	Cooled chamber, Unloader labourer, quantity. Moves Kiln → **Exited stock**.
Segregation	Production › Brick Segregation	Split exited bricks into sale items (Awwal, Doyem...). Moves Exited → **Finished stock** ready to sell.

Chamber journey

Empty → Loading → Preheating → Firing → Cooling → Cleaning Pending → Empty

- A chamber becomes **Preheating automatically** once filled up to the chamber size. No separate “seal” step.
- Only **Cooling** chambers appear in Kiln Exit. You cannot take bricks out before cooling.
- When a chamber is fully unloaded it moves to **Cleaning Pending** (see Kiln cleaning).
- If firing hours are set, Firing Management flags a chamber running longer than normal.

Handy to know

- **Normal Mode** saves one entry at a time. **Expert Mode** lets you add many rows (one per labourer) and press **Submit All** at the end of the day.
- Edits and cancellations ask for a reason and the Trans Pass, so every correction is traceable.
- Production › Current Brick Stock shows Raw, Carried, Kiln, Exited and Finished stock with value, and stock by location.
- Reports: Raw Production, Dhulai, Kiln In Out and Work-in-Progress Valuation under Reports.
- If Dhulai Plan is on and no plan exists for the day, use **Add Plan Now** or pick the Patheri source directly.

WATCH Kiln filling will not open without an active round, and will not save without chambers set up. Check Configuration Status if a screen redirects away.

08 Kiln cleaning भट्ठी की सफाई

After nikasi, each chamber is cleaned of ash and rubbish before it can be filled again. eBrix records who cleaned it and credits their pay.

1. Open `Production › Firing Management`. Fully emptied chambers show **Cleaning Pending / सफाई बाकी**.
2. Tap **Record Cleaning** on that chamber.
3. Choose cleaner type: **Individual** labourer or a **Group**.
4. Choose payment basis: **Per Kiln** (paid per chamber) or **Monthly** (salaried).
5. Check the rate per chamber and the estimated rubbish in trolleys (pre-filled from settings). Add remarks and **Save Cleaning**.

- The chamber returns to **Empty** and is ready for the next filling.
- For per-kiln cleaners, the amount is credited to their **Kiln Cleaner Ledger**. Pay them from the ledger with **Pay Cleaner**.
- Monthly cleaners are paid through salary, not per chamber.

SETUP Create a group with work “Kiln Cleaner”, set the rate per chamber, and set Estimated Rubbish Per Chamber in Settings.

09 Labour payment लेबर पेमेंट

Production entries build each labourer's earnings automatically. You only record what is paid.

- `Staff › Labourer Payment By Group`: skill tabs on top, group and labourer tree on the left, ledger on the right. Give advance, khoraki or payment from here.
- `Staff › Labourer Payment By EmpId`: quick payment when you know the labourer's number.
- Each labourer is paid only for bricks they put into their stage: Patheri for pathai, Dhulaiman for dhulai, Loader for bharai, Unloader for nikasi.
- **Breakage** (rain or cattle damage) is added to pay. **Pachisa** is deducted per 1000 bricks for the skills chosen in Wage Adjustments.
- Crews paid one lump sum (for example a fireman with helpers) can be marked as pool pay; they have no individual ledger.
- Salaried staff: `Staff › Salary Settings / Salary Management / Attendance Management`. Loaders paid per trip: `Staff › Loader Payment`.

TIP Labour payments are saved as expenses automatically. Do not enter them again in Add Expense.

10 Expenses खर्च

Add an expense
Expense › Add Expense

1. Pick the **Expense Head** (Diesel, Electricity, Mess...).
2. Enter date, amount, mode (cash / wallet) and Paid To.
3. Write a short description and remarks. Submit.

Previous expenses of the same head are shown below the form, so you can spot a duplicate.

Review

- Expense › View Expenses: filter by date, search, edit or delete (Trans Pass). Each entry has a Voucher ID.
- Expense › Head Wise Expenses: totals per head with bar and pie charts.
- Reports › Income Expense Report: money in against money out.

AVOID DOUBLE ENTRY Heads marked Purchase or Labour are filled automatically from New Purchase and Labourer Payment. Use Add Expense only for direct heads.

11 Bhatta performance भट्ठा प्रदर्शन

Three screens tell you how the bhatta is doing. Start with the Dashboard daily and Bhatta Performance weekly.

SCREEN	WHAT IT ANSWERS
Dashboard (home icon)	Today at a glance: orders, collection, expenses, purchase, production and live chamber status for the current round. Tap a tile for detail.
Expense › Bhatta Performance	For a chosen season: Sales, Purchase, Expenses, Total Cost, Bricks Fired and **Cost per Brick**. Status shows **Profitable**, **Near Break-even** (margin within ±8%) or **Profit Awaited** (no sales yet). Includes a season-by-season chart, per-brick cost breakdown (estimated vs actual) and labour payable by skill.
Admin › Financial Performance	Health check: cash in hand, bank, receivables, labour payable, work-in-progress value and working balance, marked Healthy, Caution or Immediate attention.

Useful reports Reports

- Daily Receipt, Income Expense, Item Wise Sale, Today's Receivable
- Raw Production, Dhulai, Kiln In Out, Location Wise, Work-in-Progress Valuation
- GST Sales (GSTR-1) and GST Purchase Register for your accountant

READ IT RIGHT Bhatta Performance counts money when it is actually paid or received. Early in the season costs come before sales, so “Profit Awaited” is normal.

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12 eBrix mobile app ईब्रिक्स ऐप

The Android app puts the same eBrix on your phone: dashboard, orders, ledgers and entries, from anywhere.

Install

1. Open Google Play Store and search **eBrix**, or open play.google.com/store/apps/details?id=co.ebrix.app.
2. Tap Install. Needs Android 8.0 or newer.
3. Sign in with the same Login ID and password as the website.

An APK is also on the eBrix Download page; Play Store is the safer option.

Good to know

- The app keeps you signed in on that phone for up to 60 days.
- Tapping Logout forgets the phone; you will need to sign in again.
- It needs internet. Entries made on the phone show up on the computer instantly.
- Your data is backed up automatically twice a day. No manual backup needed.
- Page permissions apply in the app too.

SUPPORT support@ebrix.co.in · 07316980809

Prepared from the eBrix application, November 2026. Menu names follow the English and Hindi screens; your bhatta may have renamed some labour categories.