

§Do's and Don'ts			
	Do's:		Don'ts:
1.	Go to Instruction Guide and download all the pdf's and read before entering the data.	1.	Do not press "Enter key" while entering the data as it saves the page and goes to the top of that page. So, use "Tab key" to navigate between cells.
2.	In all the input sheets, user must enter the value in integer without comma separator with or without two decimal places.	2.	Do not enter data in irrelevant place. If by chance you have entered wrongly, the data gets saved. Either enter the correct number or enter "0 or 0.00". Do not cut the number or delete directly. If you do so the number saved earlier will not get updated, if the cell is empty.
3.	Select the right constitution while registering. It cannot be changed in future.	3.	Do not use cursor keys to navigate between cells. Use only "Tab key".
4.	Select the right nature of business while registering. It cannot be changed in future.	4.	If you are copying data from excel, ensure the number format of the source file. Value with comma separator needs to be changed into number format with or without decimals before copying.
5.	In our system Base Year is the Current Year which is 2020-21.	5.	User must ensure the financials that they are entering is audited or provisional. The year that is selected as audited cannot be changed. Only provisional year can be changed. So double check financials before selecting the status.
6.	Fill all the mandatory fields in all the sheets.		
7.	Use "Tab key" to navigate from one cell to another. Every time if you tab to next cell the data is saved.		