Getting Started

User Pre-requisites

Table of Contents

List of Documents required:

As a user you are required to have the following documents before entering the data

1. 3 years audited Profit and Loss account (preferably in Excel). Provisional P&L for unaudited year.
2. 3 years audited Balance Sheet (preferably in Excel). Provisional Balance Sheet for unaudited year.
3. Fixed Assets Schedule for audited years (preferably in Excel).
4. Loan Schedule for audited years (preferably in excel).
5. For New Term Loan: list of capex is required

Do's and Don'ts:
Do's:

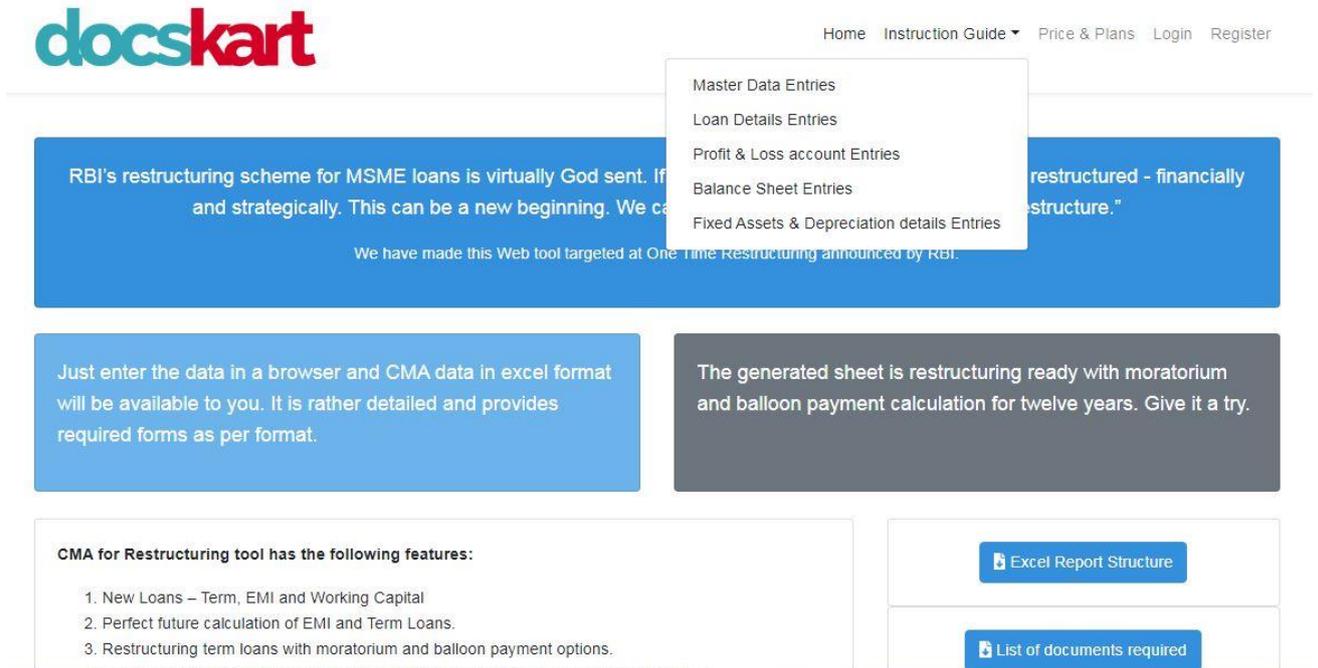1. Go to Instruction Guide and download all the pdf's and read before entering the data.

Figure 1

2. In all the input sheets, user must enter the value in integer without comma seperator with or without two decimal places. In the below figure you can find the correct [Fig-2] and in correct [Fig-3] way of entering the data.
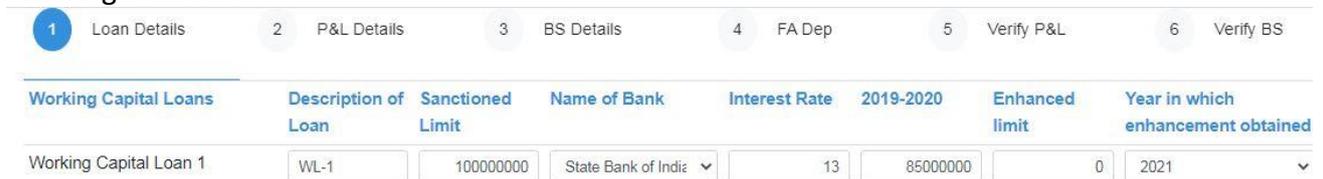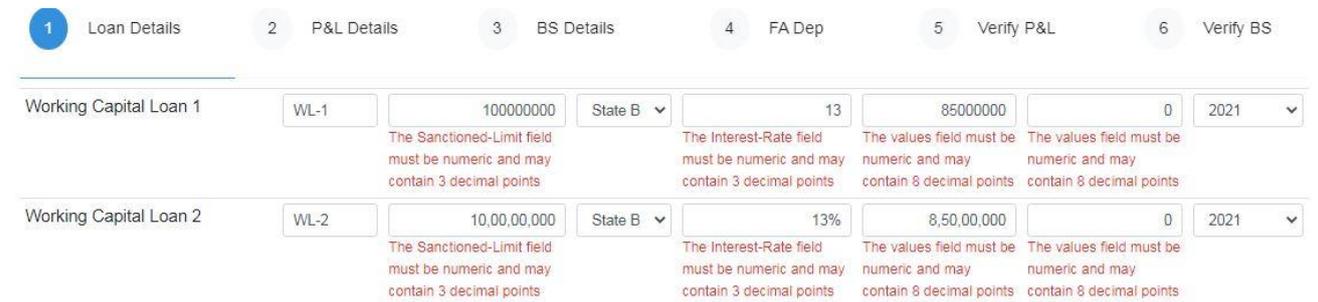

Figure 2

Figure 3

3. Select the right consitution while registering. It cannot be changed in future. In the below figure you can see that the Constitution is not editable.

4. Select the right nature of business while registering. It cannot be changed in future. In the above figure you can see that the Nature of Business is not editable.
5. In our system Base Year is the Current Year which is 2020-21

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.

Don'ts:

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 nagivate between cells.
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. Do not use cursor keys to navigate between cells. Use only "Tab key"
4. If you are copying data from excel, ensure the number format of the source file. Value with comma seperator needs to be changed into number format with or without decimals before copying.
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 is allowed to be changed. So double check financials before selecting the status.

How to register as a Consultant & Generate Report:

There are two ways to register in this portal. One way is as an Individual and the other is by way of a Consultant. Here we are going to see how to register as a consultant.

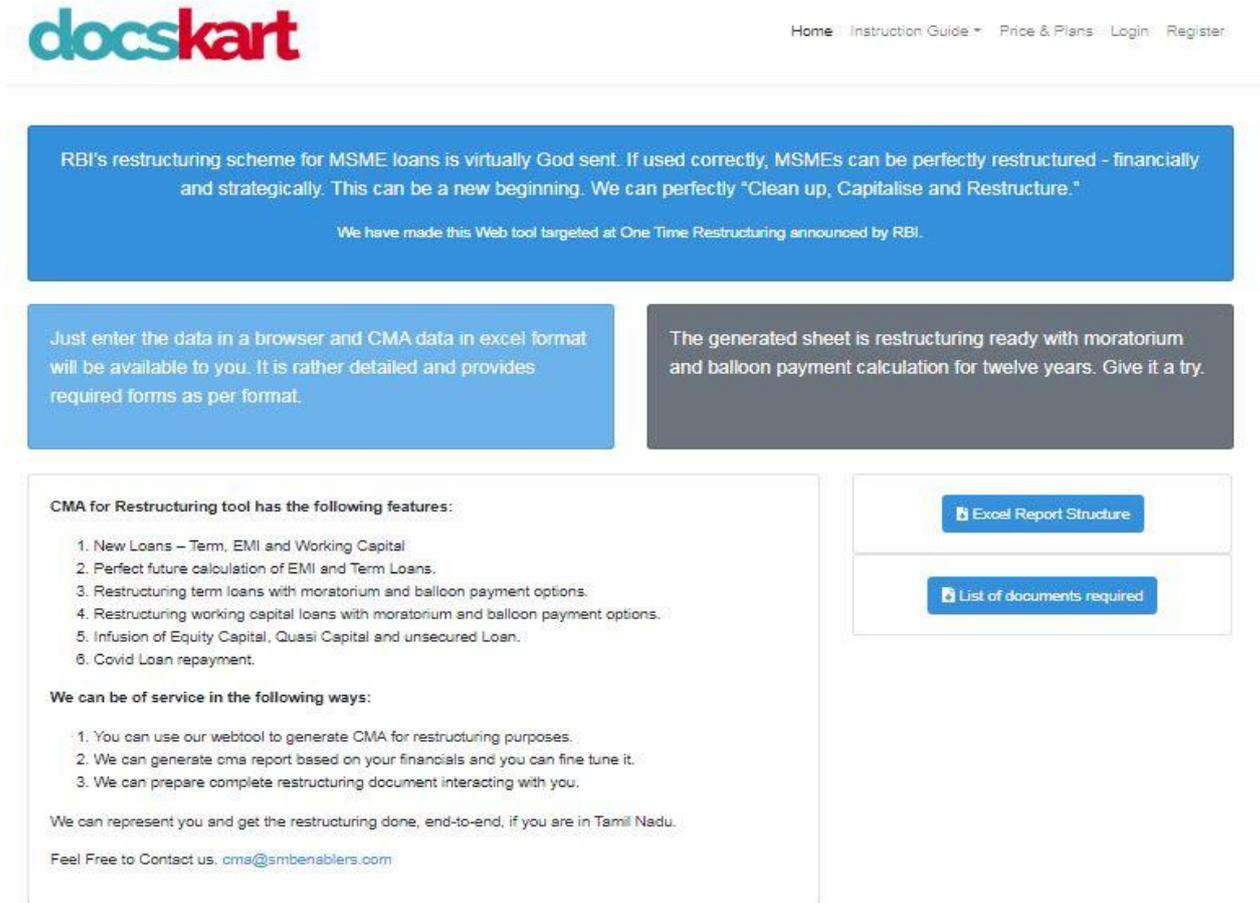Step 1.   Log on to the Portal https://cma.docskart.com. This will take you to the home page shown below.

Figure 6

Step 2.   Click the Register. This will take you the register screen as shown below.
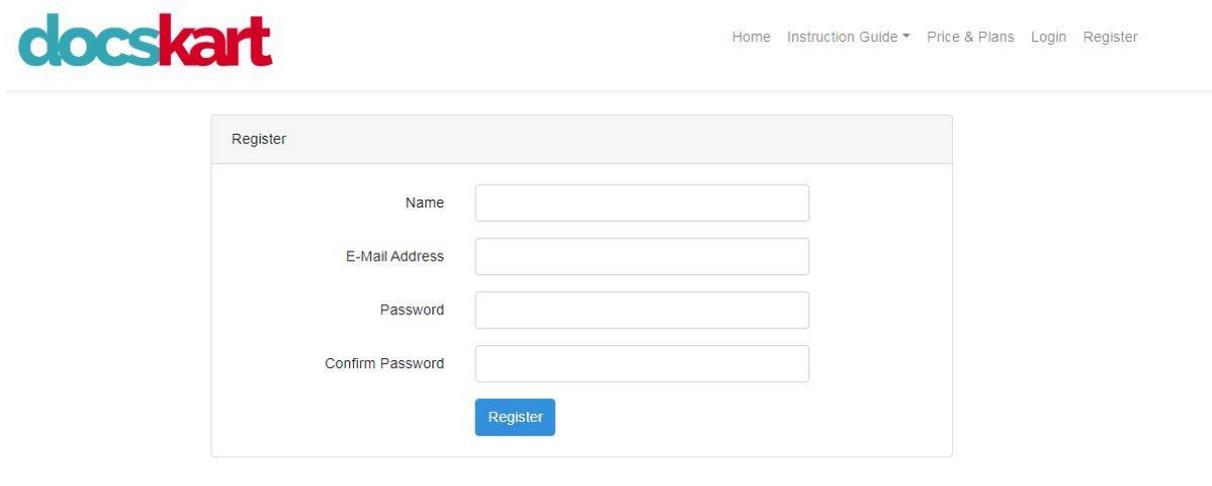

Figure 7

Fill up all the details requested and click Register button to get registered on the portal.

Name: Type the name of the Consultancy/Company/Firm/AoP/

E-Mail Address: Type a valid email ID to which a confirmation email will be sent.

Password: Type any value as password. Store it safely.

Confirm Password: Re-type the above password

Press "Register" button to get registered. Once registered a confirmation email will be sent to the above-mentioned Email ID. Press the link in the email to complete the registration process.

Step 3.   Profile selection. Here we must select the profile 1) Individual 2) CA/Consultants. The screen is shown below
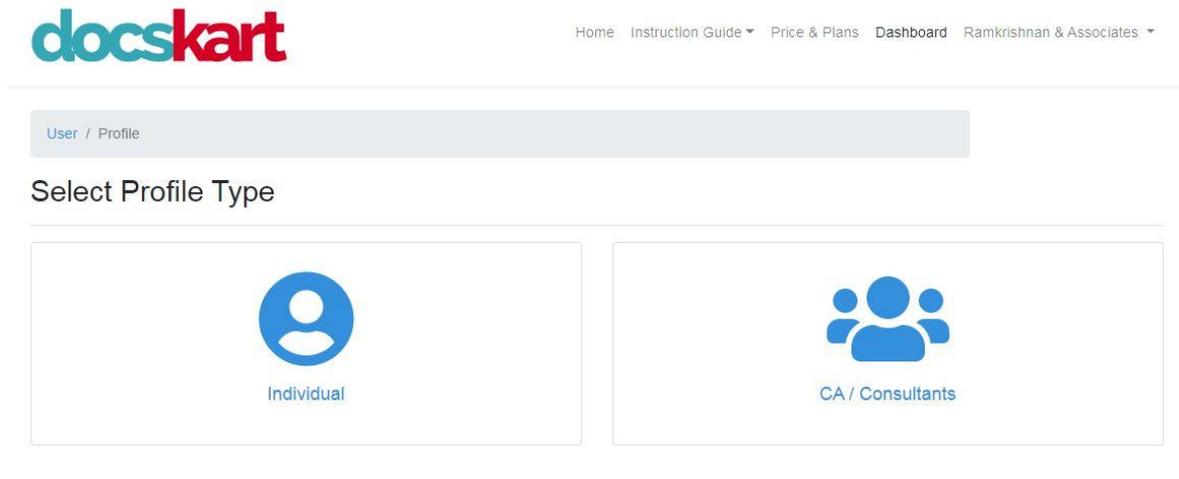
Figure 8

Here we are going to select CA/Consultants.

Step 4.   Basic details of the Consultancy and partners details.
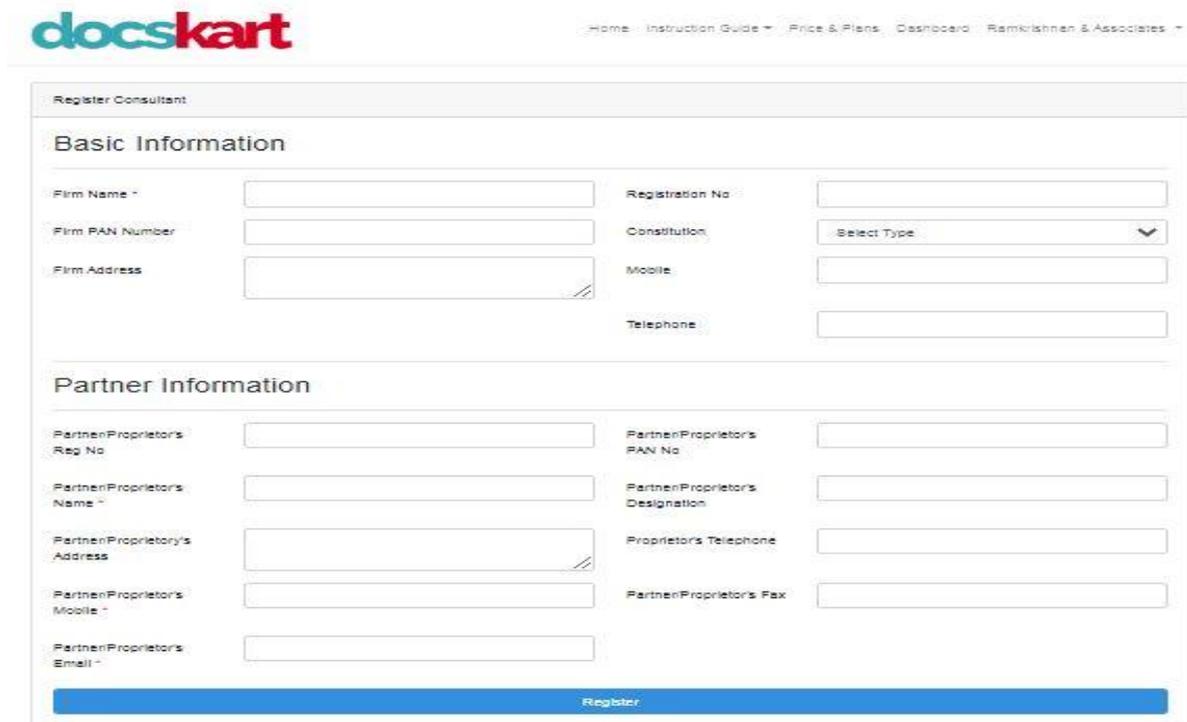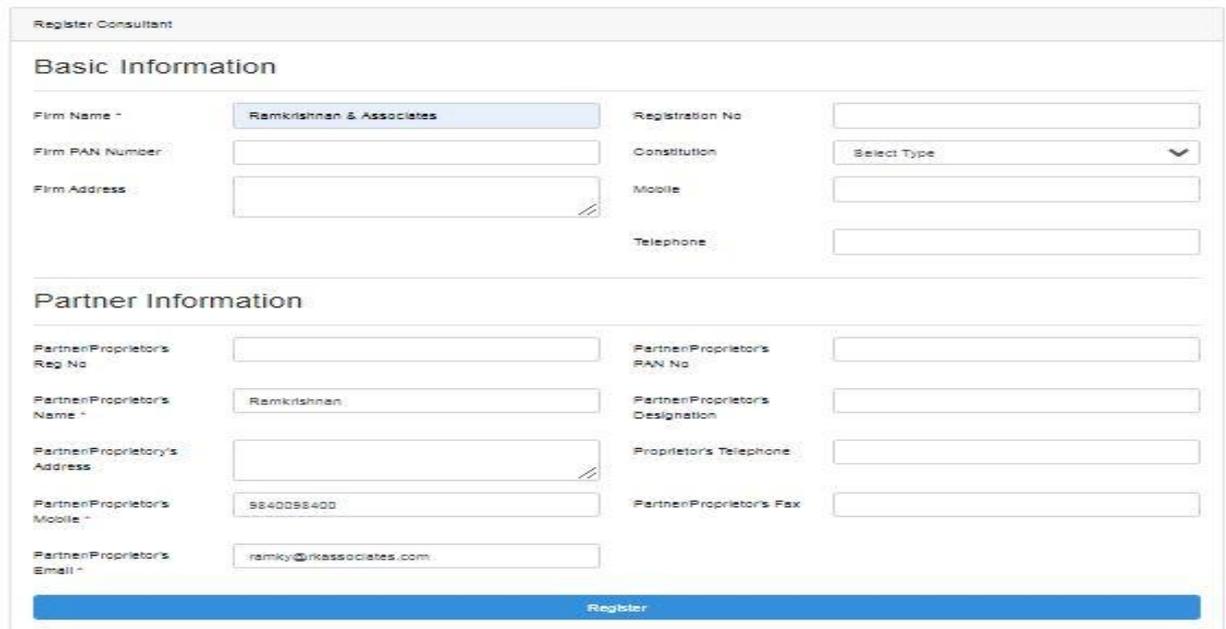

Figure 9

Fill up all the information above. Those with Asterisks are mandatory fields. It is a one-time activity, but you can come again and update.

Figure 10

Once registered you can create multiple Companies

Step 5.   Creating Companies
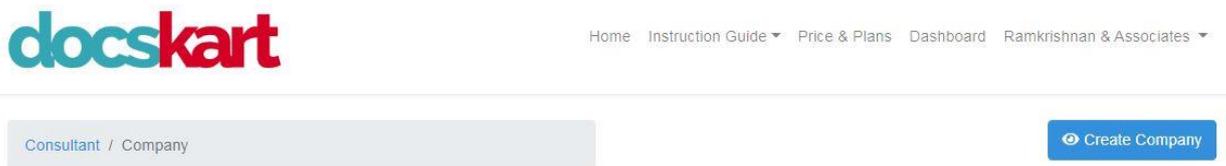
Figure 11

Press Create Company

This is also a one-time activity, where basic information of the company are entered. **Users must be very careful while choosing the constitution and the nature of business. This determines the screen template. Also once this two fields are chosen and saved, it cannot be changed.**
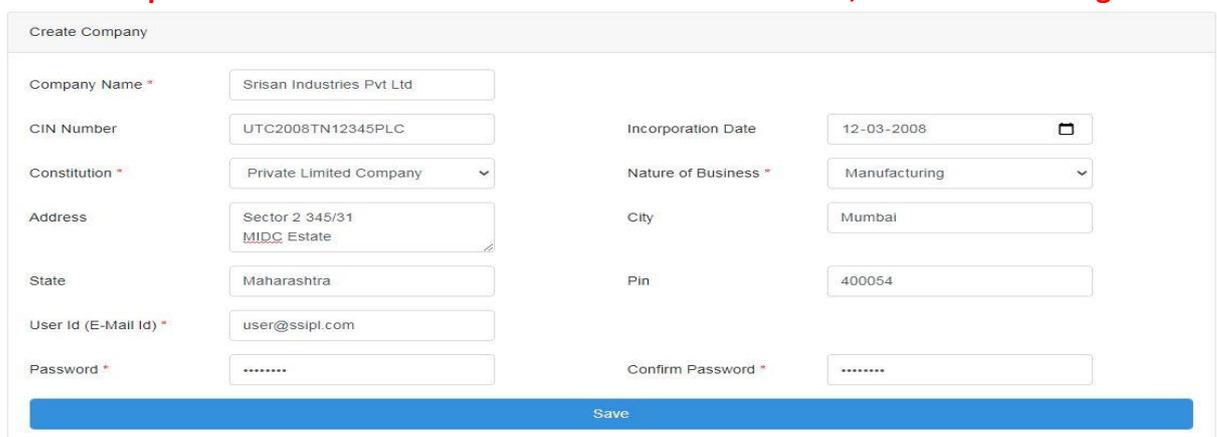
Figure 12

A sample of how the company details are entered in the screen is shown above. Like wise you can create multiple companies here.

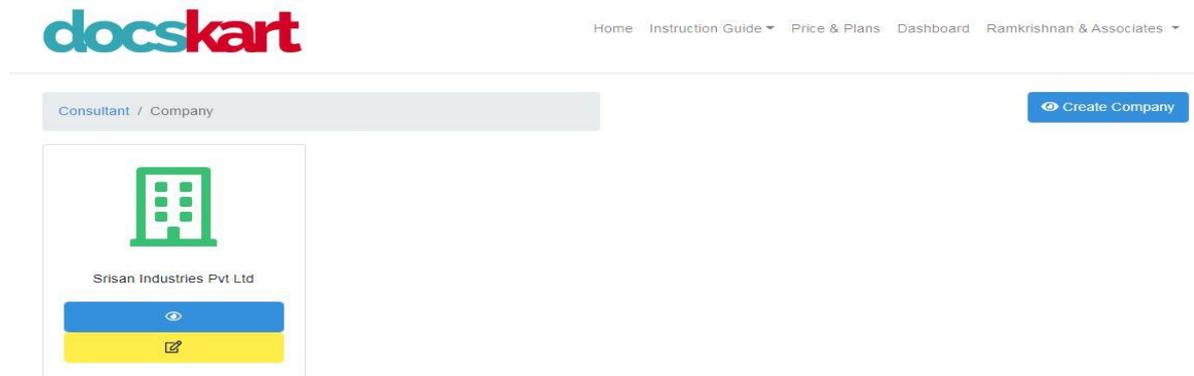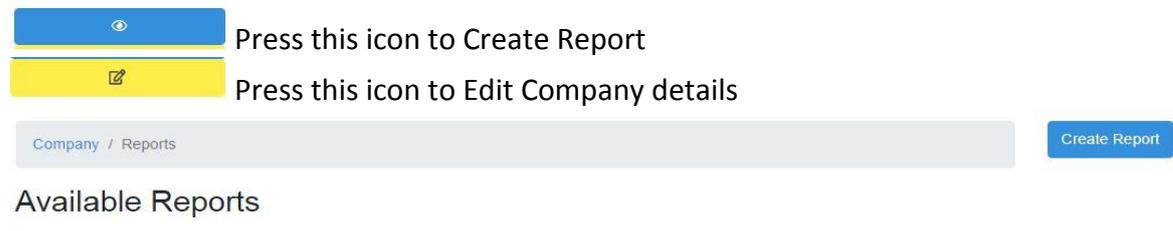This is how it will look once a company is saved

Figure 13

 Press this icon to Create Report
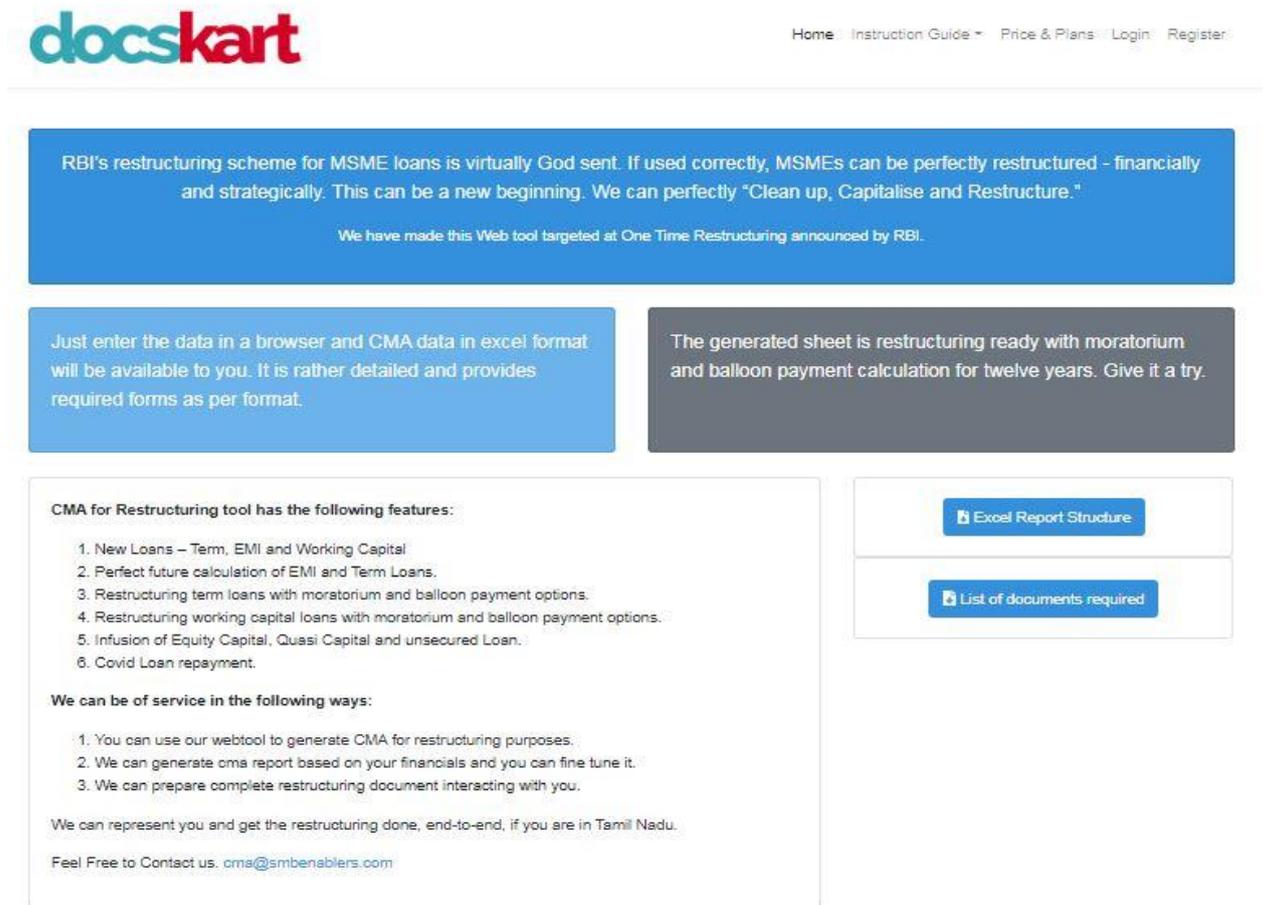
 Press this icon to Edit Company details

Figure 14

Step 6.   Create Report
If you press the blue icon the screen looks like the above. Press Create Report to enter the financial data for three years

How to register as an Individual, Company & Generate Report:

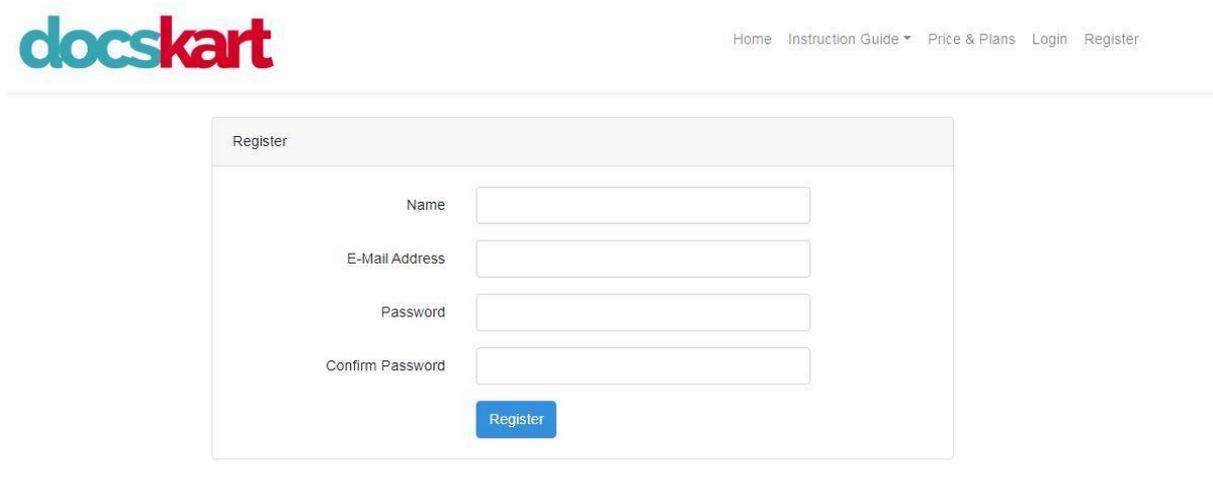Here we are going to see how to register as an Individual.

Step 1.   Log on to the Portal https://cma.docskart.com. This will take you to the home page shown below.

Figure 15

Step 2.   Click the Register. This will take you the register screen as shown below.

Figure 16

Fill up all the details requested and click Register button to get registered on the portal.

Name: Type the name of the Individual/Consultancy/Company/Firm/AoP
E-Mail Address: Type a valid email ID to which a confirmation email will be sent.
Password: Type any value as password. Store it safely.
Confirm Password: Re-type the above password
Press "Register" button to get registered. Once registered a confirmation email will be sent to the above-mentioned Email ID. Press the link in the email to complete the registration process.

Step 3.   Profile selection. Here we must select the profile 1) Individual 2) CA/Consultants. The screen is shown below
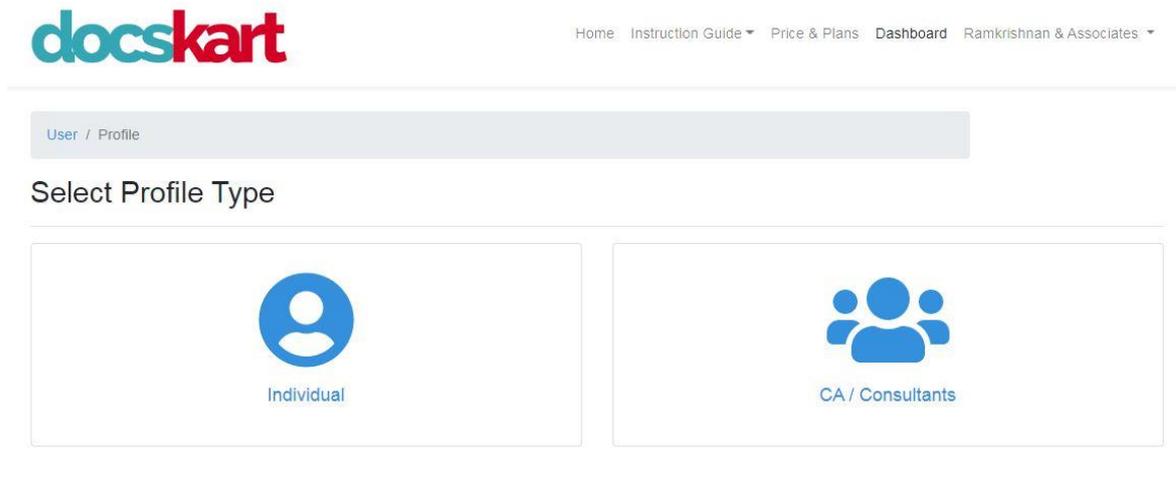

Figure 17

Here we are going to select Individual.

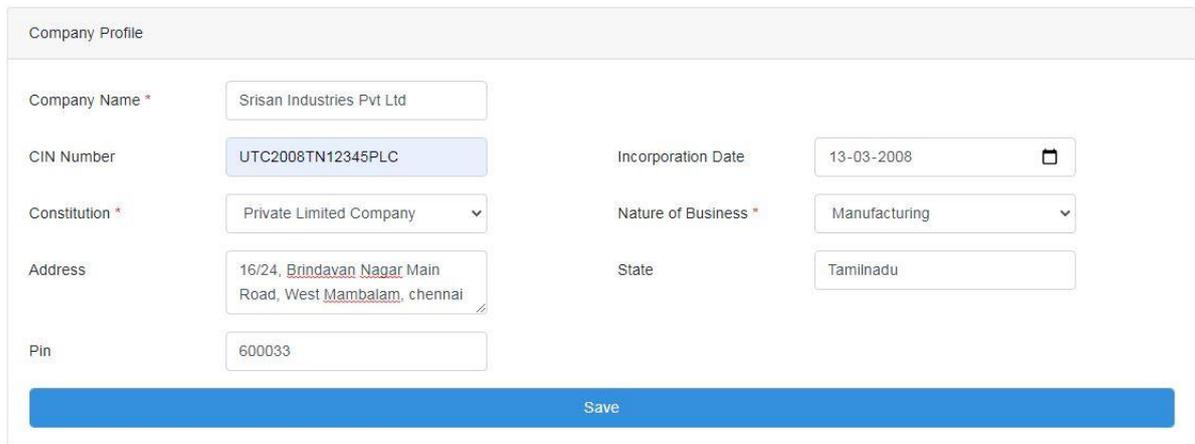Step 4.   Basic details of the Company/Firm/Sole proprietorship

Figure 18

Fill up all the information above. Those with Asterisks are mandatory fields. It is a one-time activity. **Users must be very careful while choosing the constitution and the nature of business. This determines the screen template. Also once this two fields are chosen and saved, it cannot be changed.**

Step 5.   Create Report
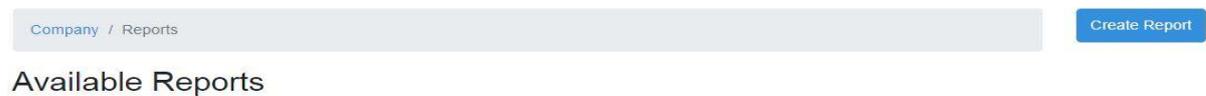Once company profile is saved then you can create report. The screen is shown below

Figure 19