OFFICE AUTOMATION
SIRC OF ICAI

CA. VINODH KOTHARI

SVINODHKOTHARI@GMAIL.COM

DATA MANAGEMENT IN CA OFFICE

DESKTOP / SERVER

LAN / WIFI

PRINTER / SCANNER

MS EXCEL / WORD / TAX SOFTWARE

CHALLENGES BY CA FIRM

OFFLINE DATA

TRACKING VARIOUS TASK ALLOTTED TO STAFF

NO/ LIMITED ACCESS TO LICENSED SOFTWARE

HOW TO SWITCH TO WORK FROM HOME

DIFFICULTY IN STAFF COMMUNICATION

RESTRICTED CLIENT MEETING

HOW TO SETUP EFFICIENT TECH SUPPORT

HOW TO START WITH ADOPTING LATEST TECHNOLOGY

MIND SET

SKILL SET

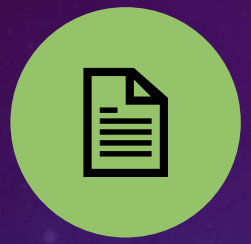
TOOL SET

WHY CHANGE / UPDATE TO NEW TECHNOLOGY

- INCREASED OUTPUT
- TRACKING OF TASK / SCHEDULING
- STRUCTURED DATA MAINTENANCE
- EASY ACCESSIBILITY & SHARING
- IMPROVED COMMUNICATION
- IMPROVED DATA STORAGE / BACKUP / SECURITY
- INCREASED MARKET VALUE OF FIRM
- IMPROVED TIME MANAGEMENT
- REMOTE WORKING

ESSENTIAL TOOLS

COMPUTER SYSTEM STRUCTURE



DOCUMENT MANAGEMENT TOOLS

COMMUNICATION TOOLS

OFFICE MANAGEMENT TOOLS

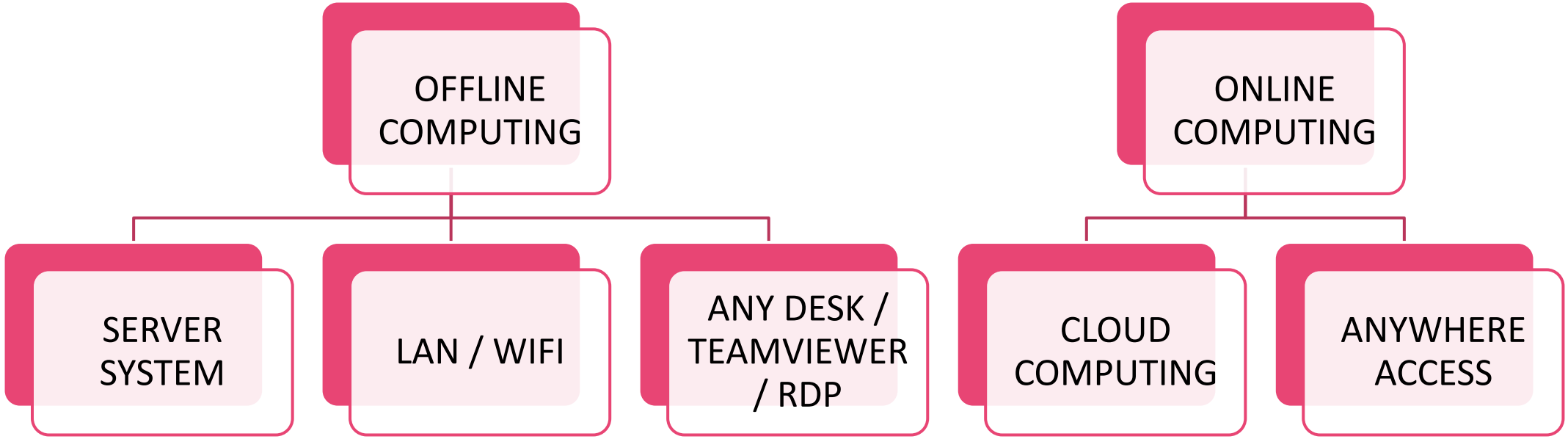
PRODUCTIVITY TOOLS

REMOTE WORKING TOOLS

WORK SPECIFIC SOFTWARE'S

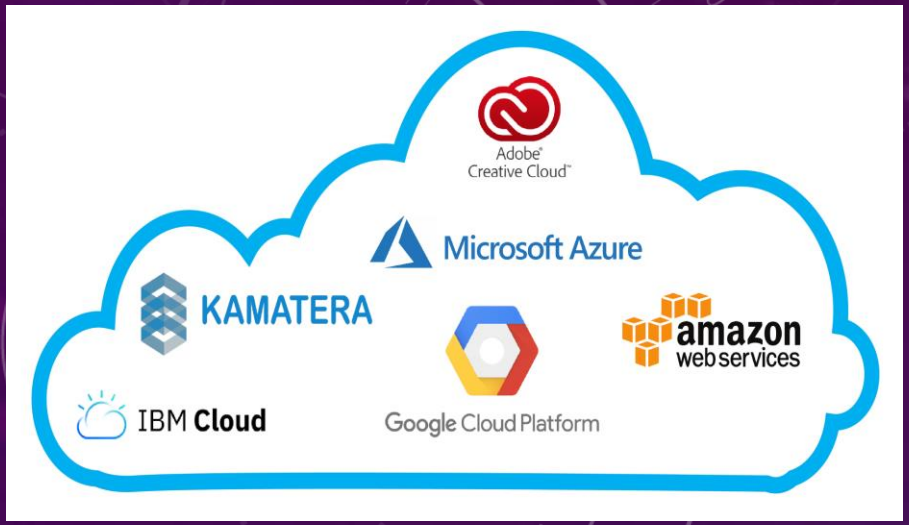
AI TOOLS

COMPUTER SYSTEM STRUCTURE



OFFLINE VS ONLINE

HARDWARE / DEPLOYMENT	In House IT Infrastructure Hosted in Service Provider Services accessed through Internet
COST INVOLVED	Servers / Systems / Networking / UPS / Licensing – High Cost Systems / Wifi / Pay as per Use for Cloud Computing Resources – Less Cost
SECURITY	Low / Medium High
FLEXIBILITY	Less Flexible Enable to work from any where
BACKUP / RECOVERY	On the Firm Service Provider
SOFTWARE UPDATING	Manually Done Cloud Service Provider



COMPUTER SYSTEM STRUCTURE

CLOUD COMPUTING

SYSTEM

- CLOUD COMPUTING

OPERATING SYSTEM

- LICENSED SERVER SOFTWARE COST INCLUDED

ADVANTAGE

- REDUCTION IS CAPITAL COST
  NO UPS
  DATA SECURITY
  WORK FROM ANYWHERE
  USER CONTROL

SERVICE PROVIDERS

- AMAZON WEB SERVICE
- MICROSOFT AZURE
- GOOGLE CLOUD PLATFORM
- IBM CLOUD ETC . . SERVICES

CLOUD COMPUTING – COST / TIME

Rs. 6000/- to 8000/- Per Month

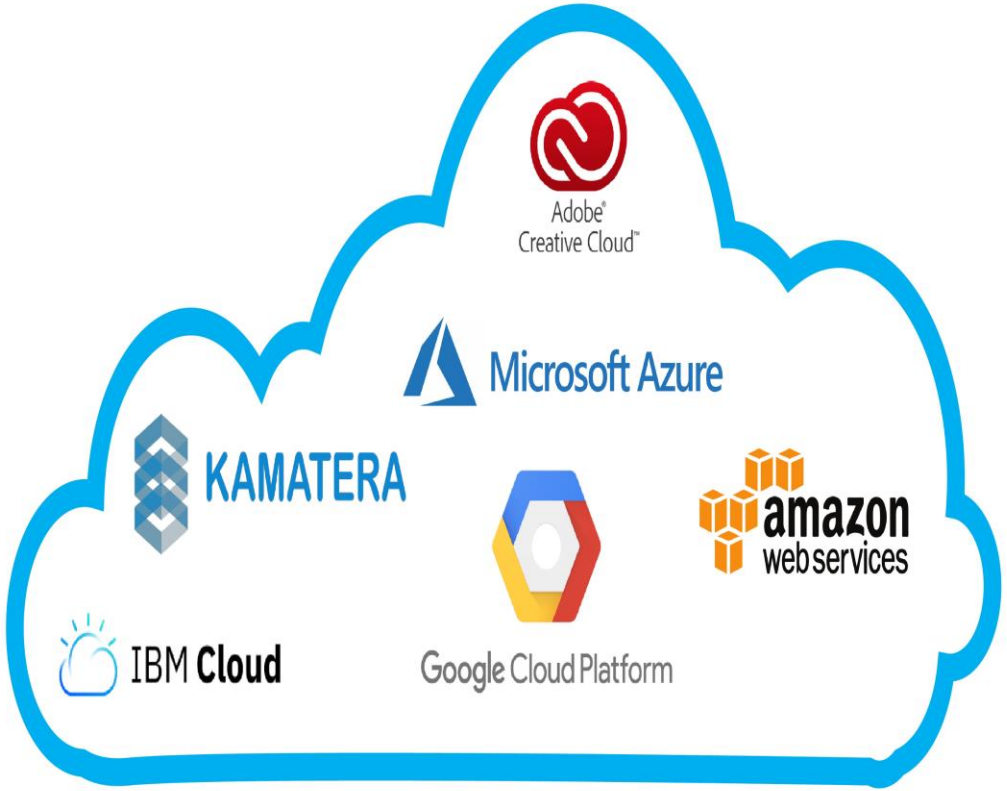
Approx 10 User / 7GB RAM

Installation in 1 Hour

Implementation & Training 5 Days

Pay as you Use

12 Month Free Trial Available



DOCUMENT MANAGEMENT TOOLS

DROPBOX

GOOGLE DRIVE

ONE DRIVE

COMMUNICATION TOOLS

GSUITE / GMAIL

MICROSOFT TEAMS

ZOOM

WEBEX

ZOHO CLIQ

SKYPE

PRACTICE MANAGEMENT TOOLS

PAPILIO

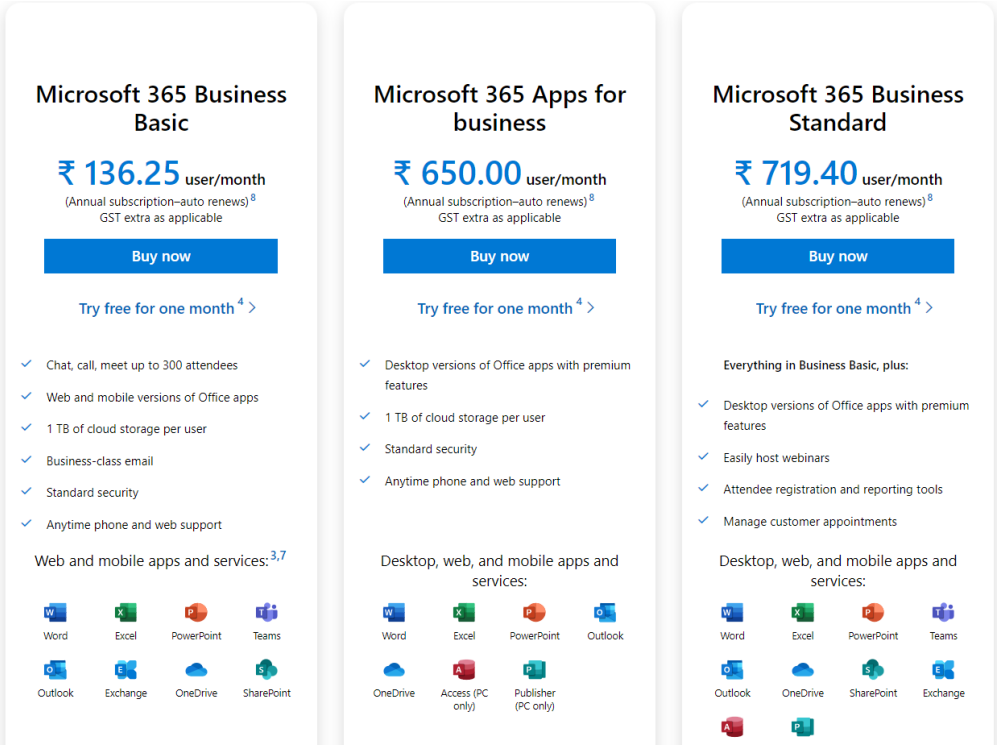
CORDL

ZOHO REMOTELY

MICROSOFT TEAMS

SLACK

PRICING MICROSOFT 365



Microsoft 365 Business Basic

₹ 136.25 user/month
(Annual subscription–auto renews)[8]
GST extra as applicable

Buy now

Try free for one month[4] >

- Chat, call, meet up to 300 attendees
- Web and mobile versions of Office apps
- 1 TB of cloud storage per user
- Business-class email
- Standard security
- Anytime phone and web support

Web and mobile apps and services:[3,7]

Word, Excel, PowerPoint, Teams, Outlook, Exchange, OneDrive, SharePoint

Microsoft 365 Apps for business

₹ 650.00 user/month
(Annual subscription–auto renews)[8]
GST extra as applicable

Buy now

Try free for one month[4] >

- Desktop versions of Office apps with premium features
- 1 TB of cloud storage per user
- Standard security
- Anytime phone and web support

Desktop, web, and mobile apps and services:

Word, Excel, PowerPoint, Outlook, OneDrive, Access (PC only), Publisher (PC only)

Microsoft 365 Business Standard

₹ 719.40 user/month
(Annual subscription–auto renews)[8]
GST extra as applicable

Buy now

Try free for one month[4] >

Everything in Business Basic, plus:

- Desktop versions of Office apps with premium features
- Easily host webinars
- Attendee registration and reporting tools
- Manage customer appointments

Desktop, web, and mobile apps and services:

Word, Excel, PowerPoint, Teams, Outlook, OneDrive, SharePoint, Exchange

PRICING GOOGLE WORKSPACE

Business Starter

₹136.90 INR

~~₹230~~ *

per user/month, one-year commitment

Start free trial

- Custom and secure business email
- 100-participant video meetings
- 30 GB pooled storage per user**
- Security and management controls
- Standard support

Business Standard

₹736 INR

~~₹920~~ *

per user/month, one-year commitment

Start free trial

- Custom and secure business email
- **150**-participant video meetings + **recording**
- **2 TB** pooled storage per user**
- Security and management controls
- Standard support (paid upgrade to enhanced support)

Business Plus

₹1380 INR

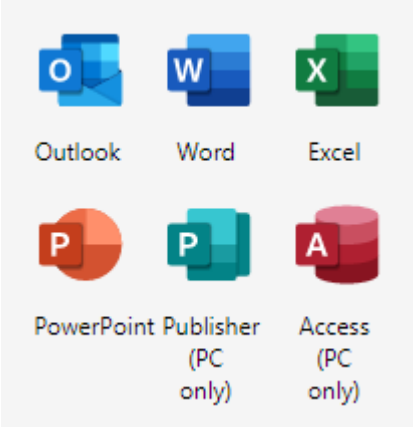
per user/month, one-year commitment

Start free trial

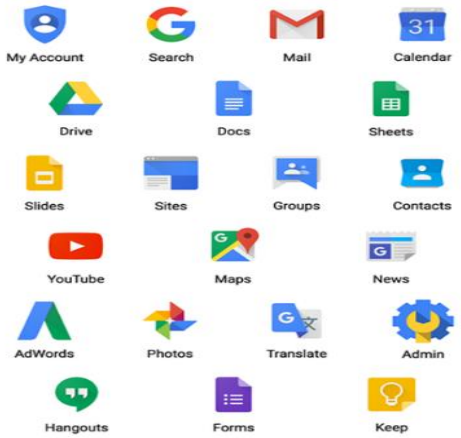
- Custom and secure business email + **ediscovery, retention**
- **500** participant video meetings + recording, **attendance tracking**
- **5 TB** pooled storage per user**
- **Enhanced** security and management controls, including **Vault and advanced endpoint management**
- Standard support (paid upgrade to enhanced support)

PRODUCTIVITY TOOLS

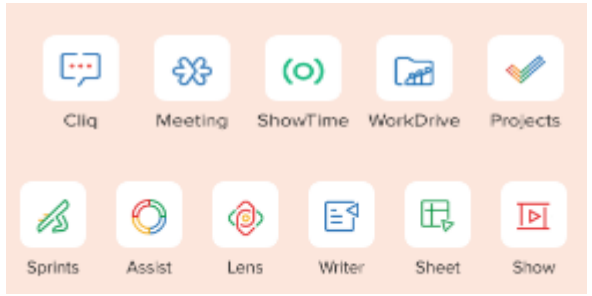
MICROSOFT 365



GOOGLE WORKSPACE



ZOHO REMOTELY



ICAI – COMMITTEE FOR MEMBERS IN PRACTICE

WWW.CMPBENEFITS.ICAI.ORG

Zoho Accounting Software: An initiative of the Committee for Members in Practice (CMP)

Tally Software Solutions

Papilio Software for the Practitioners

Access to Probe42 platform: An initiative of the Committee for Members in Practice (CMP)

Automating Account Confirmations and Reconciliation Software: An initiative of the Committee for Members in Practice (CMP)

ICAI – COMMITTEE FOR MEMBERS IN PRACTICE

- WWW.CMPBENEFITS.ICAI.ORG

MICROSOFT 365

Practice Management Software for CA Practitioners & CA Firms

(Free of Cost for Members of ICAI)

Automating Account Confirmations and Reconciliation Software: An initiative of the Committee for Members in Practice (CMP)

RazorpayX - Banking, Payroll & Other Finances for Members in Practice

DEMO GOOGLE FORM, GSHEET > EXCEL

DEMO
OFFICE 365
POWER QUERY
TALLY ODBC

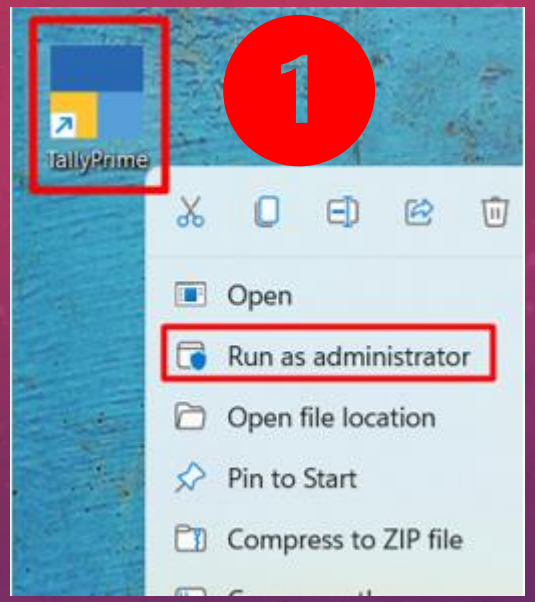
SOFTWARE

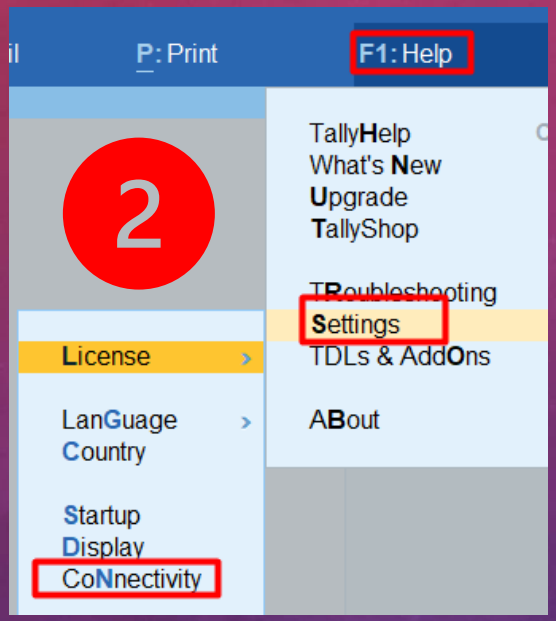
TALLY PRIME

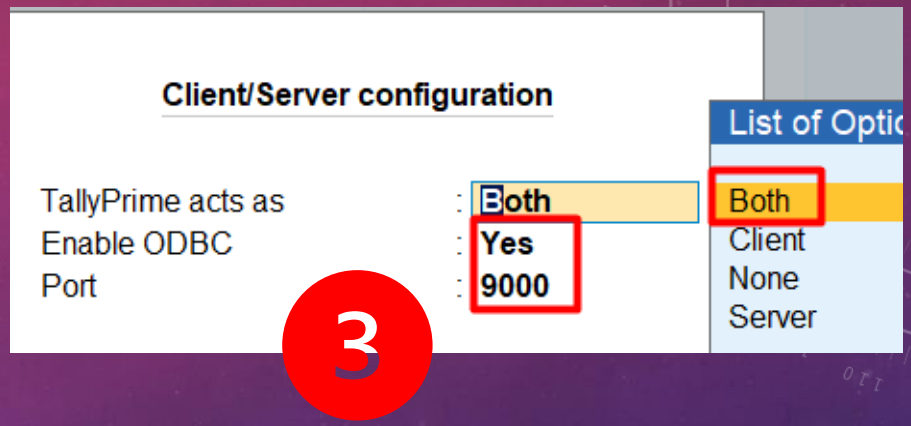
OFFICE 365

FINANCIAL STATEMENT USING REAL TIME TALLY TO EXCEL UPDATE

- Step 1 – Open Tally with Run as Administrator
- Step 2 – F1 > Settings > Connectivity > Client/Server Configuration
- Step 3 – Tally Prime acts as > Both, Enable ODBC > Yes, Port > 9000
- Step 4 – Excel > Data > Get Data > From Other Sources > From Microsoft Query > Select Tally ODBC64_9000*
- Step – 5 > Selection of required Column from Tally Database



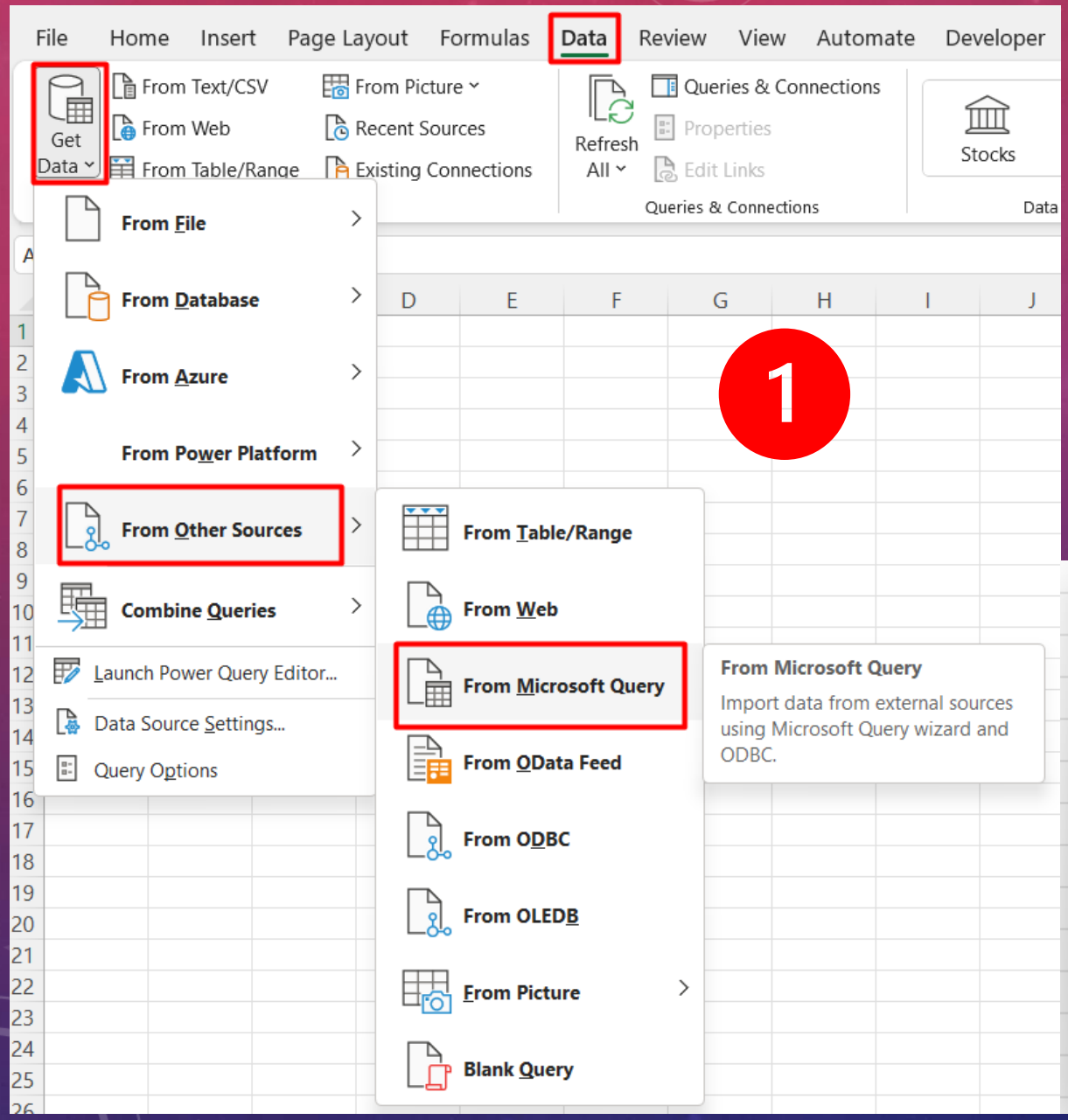


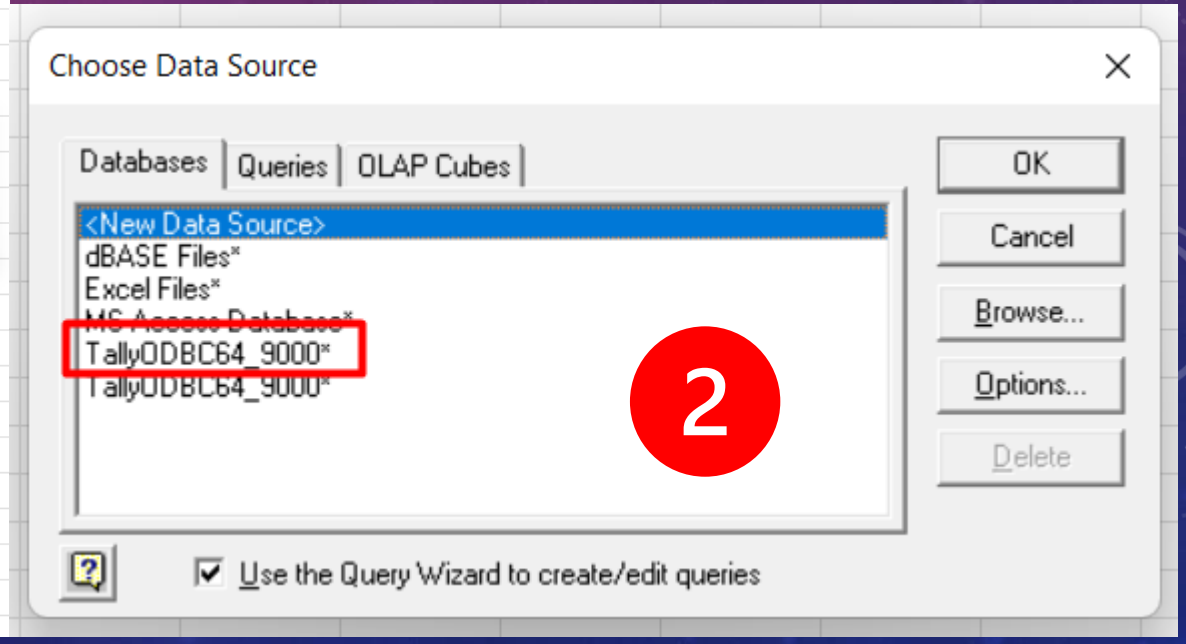


TallyPrime

ACTIVATE TALLY ODBC

EXCEL POWER QUERY
(FOR FINANCIAL STATEMENT & REPORT PREPARATION)





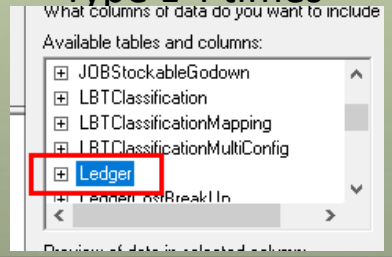
Office 365

FINANCIAL STATEMENT USING REAL TIME TALLY TO EXCEL UPDATE

Database

Database named **LEDGER** to be selected.

Type L 4 times >

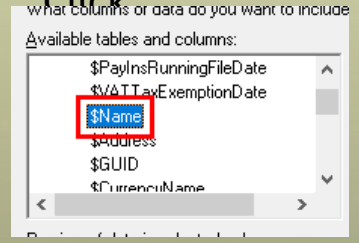


Name Field

Type $N

(type non-stop)

$Name > Double Click

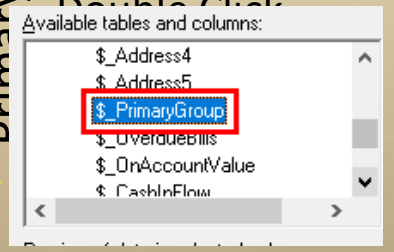


Primary Group Field

$_P

(type non-stop)

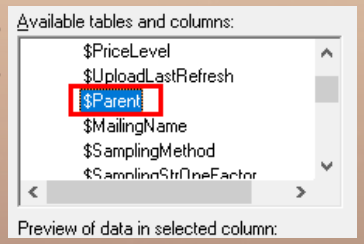
$_PrimaryGroup > Double Click



Parent Group Field

$U > Select $Parent

(type non-stop 3 T)

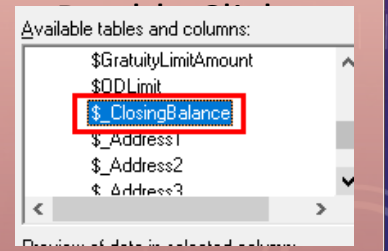


Closing Stock Field

$_C

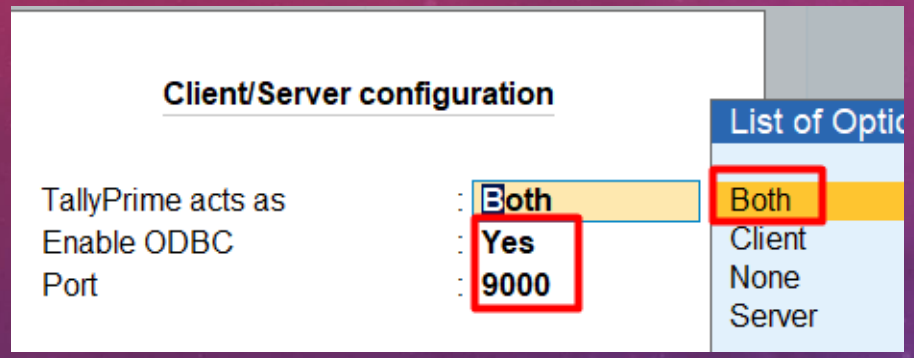
(type non-stop)

$_ClosingBalance

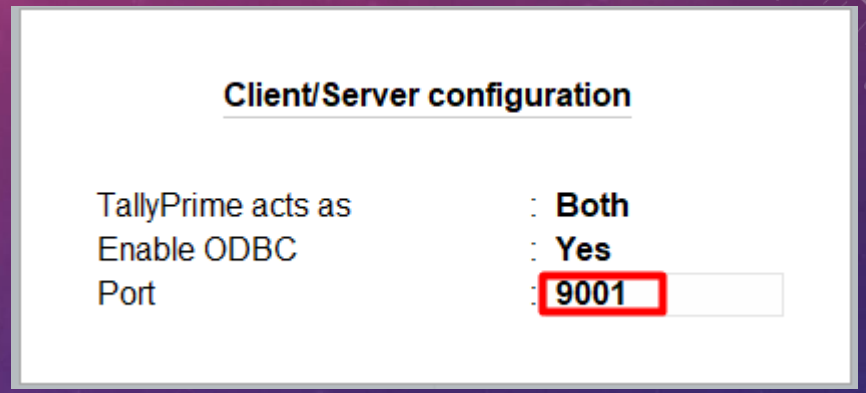


TALLY ODBC > EXCEL MULTIPLE BRANCHES

OPEN 1ST TALLY PORT 9000



OPEN 2nd TALLY PORT 9001



AI TOOLS

CHAT GPT

GOOGLE BARD

GRAMMARLY

DEMO
AI TOOLS

WORK SPECIFIC SOFTWARE

TAX COMPLIANCE

- COMPUTAX - COMPUWEB
- CLEAR TAX
- GEN SOFTWARE
- WINMAN

ACCOUNTING / INVOICE SOFTWARE

- TALLY
- ZOHO
- QUICKBOOKS

TALLY FEATURE

- AUDIT
- TALLY TO EXCEL REAL TIME ACCESS
- TALLY MASTER

DOWNLOADS

DOWNLOAD OUR FREE TOOLS

Balance Sheet Automation Tool

Balance Sheet Automation Tool is an Excel based fully automation tool which creates Balance Sheet, Profit and Loss Account and Schedules directly from Tally ERP 9 with a click of few buttons.

Download Trial Version

GST ONE VIEW TEMPLATE (ALL IN ONE RECONCILIATION)

This is GST One View Template with 3 dimension reconciliation format. This template contains tables to capture GST data as per books, as per GSTR 3B, GSTR 1, GSTR 2A and other reconciliation reports are readily available. GST Electronic Credit ledger balance and GST ledger balances as per books can be tracked easily on month on month basis using this template.

GST One View Template DOWNLOAD

GSTR 9C AUTOMATION TOOL

GSTR 9C Automation Tool has been developed and designed to prepare GSTR 9C form flexibly. Prepare GSTR 9C form in just 3 sheets and export it to GSTR 9C Offline utility with click of one button.

gstr-9c-automation-tool_1.0.1-2 DOWNLOAD

PERPETUAL DEPRECIATION CALCULATOR WITH FAR

As per Schedule II of the Companies Act, 2013, depreciation needs to be calculated based on useful life of assets as per either straight line method(SLM) or written down value(WDV) method. These all activities are cumbersome where numbers of fixed assets are high and movement is also frequent. Perpetual Depreciation Calculator is the tool which has been designed and developed to address all above issues and make dynamic dashboard for fixed assets and depreciation calculation.

Perpetual Depreciation Calculator with FAR DOWNLOAD

SOFTWARE'S FOR ANALYTICS

OPTO TAX

MS EXCEL

POWER QUERY

POWER BI

IDEA

MS Power Automate

AirTable

?
Q & A

m
Thank
You