

Webinar on #COVID19 - Are we ready to Operate from Home?

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Hosted by



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6.30pm to 7.30pm

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- Practising Chartered Accountant with specialisation in Information System Assurance
- A futurist who specializes in
 - IT Consulting, Information Systems Assurance
 - GDPR & Privacy Law
 - Data Analytics, Implementation and Testing of Internal Financial Controls
 - SOX and SOC (SSAE-16 and 18)
- IS Auditor and Advisor for various BFSI, Sporting Organisations, start-up entities, Tech companies and many more
- DISA & CISA Faculty
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- Author on the book titled: "Digitising CA practise"

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- The views expressed herein may not be taken to necessarily represent the views of his firm, M/s. KEN & Co. Chartered Accountants.
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Agenda

☐ Challenges to be Considered

- Counter Measures
 - Approach
 - Tools & Tips

☐ Security Considerations

- General Considerations

Challenges To Be Considered



Do employees have adequate resources to enable working from home?



If all internal assets are over VPN, will it support the entire workforce connected at once?



How will employees communicate? Do all employees have access to web and audio conferencing accounts? Are chat programs in place?



Do you still use printers and need to file hard copies of documents?




Are you reimbursing any extra costs? What if an employee goes over their internet cap or cell phone usage?

From Professional Office perspective

Are internet speeds fast enough? Consider both download and upload speed



What is the bandwidth cap and what is the cost of going over the limit?



Is there a good area at home to work from?

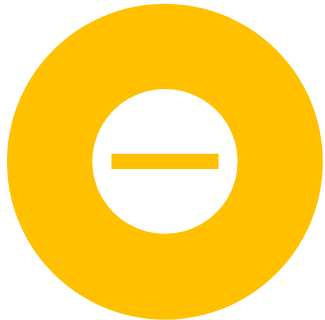
From the Employee's point of view



Is Anti-Virus and Malware detection being updated remotely?



Are the remote assets being scanned for vulnerabilities?



How are systems being secured, and are new unapproved applications being installed on these assets?



What is the plan should assets become infected or get broken?

From a security point of view

Counter Measures



Identify the Key Tasks for the next 2-3 weeks

Ex: GST Returns, Income tax Filing etc.



Identify the key resources required

Ex: Software, Laptop (on Rent), Files which are necessary, DSC

Identify if personal laptops can be used



Assign tasks to office team based on the above



Prepare a Matrix / Chart to map the above



Identify methods to track tasks and manage official communication



Try with a few users and then slowly move to majority of them

APPROACH

Tasks	Resources required	Solutions
GST filing	Accounting Data (Tally / Cloud)	Operate Tally on Remote Use Cloud based accounting tools
	GST Login credentials	Use Password Manager Apps & Cloud based spreadsheets
	Microsoft Office	Use Open Office /G Suite etc
	Software for Filing	Contact Vendor for Cloud/ Remote Desk Feature

CLEARLY SPECIFY THE PROBLEM STATEMENT

APPS AVAILABLE FOR WORK FROM HOME

VIDEO CONFERENCING



Where to Use:

- Client Meetings
- Training Articles
- Internal Discussion
- Screensharing etc

DISCUSSION & COLLABORATION



Where to Use:

- Internal Discussion
- Track work wise Discussion etc



Free chat for Teams and Businesses

The screenshot displays the Microsoft Teams interface. On the left is a sidebar with a list of chat conversations. The main window shows a chat in the 'Nine Ninjas' group. The chat history includes a line chart, a thank-you message from Marvin Bowen, and a note from Charlie Jones about sales forecasts. On the right, there are panels for 'Group & Contacts' and lists of 'RECENT GROUPS' and 'RECENT CONTACTS'.

Chat List (Left Sidebar):

- LeoCorp Enterprise
- Bruce Berry (Online from 10:15 Aug)
- Start Conversation (44)
- Helen Potter (This works. Thank!)
- Nine Ninjas (Charlie Jones: Guys, I have quickly put together my thoughts on sales...)
- Stanley McKenzie (Updating the images)
- Elora Armstrong (Tea break?)
- Muted Groups
- This and That (Isabella B: Good job)
- Dev Ninjas (Betsy M: My code's compiling...)
- Sales Superstars (Irene B: Where are last meet...)
- Support Gurus

Chat Content (Main Window):

Group & Contacts: Invite Contacts, Create Group

RECENT GROUPS:

- This and That
- Dev Ninjas
- Pet Lovers
- Daily Standups
- Sales Superstars
- Nine Ninjas
- Lunch Buddies
- Cricket Club

RECENT CONTACTS:

- Mark Carr
- Nancy Rhodes
- Leah Moran
- Marvin Bowen
- Cordele Jackson

Chat History:

- Rena Pearson** (12:00 pm): [Line chart showing sales forecasts]
- Marvin Bowen** (12:13 pm): Special thanks to @Bruce B and @Russell G who kept pushing everyone to contribute - I think the end result was achieved
- Charlie Jones** (1:10 pm): Guys, I have quickly put together my thoughts on sales forecasts here.
Weekly product sales forecasts
Forecasts for 3rd week of September
Our bankers will be interested in balance sheets and cash-flow statements. While venture capitalists are looking at the basic business concept and...

SHARING & STORING FILES



WorkDrive

Where to Use:


- File Repository
- Can act as Backup
- Large files can be stored
- Can be accessed over the web, without downloading

Alfred > Google Drive > company >

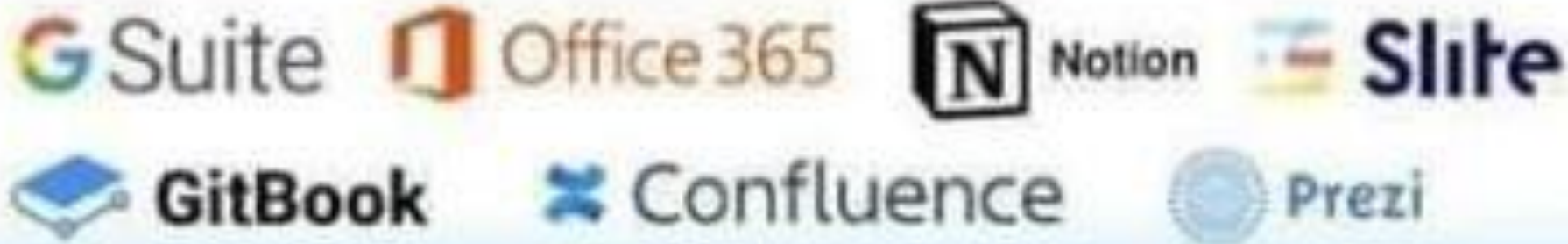
Organize ▾ Include in library ▾ Share with ▾ New folder

Name	Date modified	Type	Size
assets	2/24/2017 9:10 PM	File folder	
clients	2/26/2017 11:06 AM	File folder	
content	2/26/2017 12:17 PM	File folder	
deck	2/24/2017 9:10 PM	File folder	
deliverables	2/24/2017 9:10 PM	File folder	
documents	2/28/2017 8:43 PM	File folder	
finances	2/26/2017 1:26 PM	File folder	
infrastructure	2/24/2017 9:10 PM	File folder	
Leads	2/26/2017 8:24 PM	File folder	
PM	2/26/2017 12:35 PM	File folder	
products	2/24/2017 9:10 PM	File folder	
proposal	2/26/2017 12:26 PM	File folder	
resources	2/24/2017 9:10 PM	File folder	
sales	2/26/2017 6:12 PM	File folder	
SEO	2/26/2017 12:14 PM	File folder	
SEO (1)	2/24/2017 9:10 PM	File folder	
Stats	2/24/2017 9:10 PM	File folder	
teamwork	2/24/2017 9:09 PM	File folder	

Favorites: Desktop, Downloads, Recent Places, Dropbox, Google Drive
 Libraries: Documents, Music, Pictures, Videos
 Homegroup
 Computer: Local Disk (C:), Applications (D:), Miscellaneous (E:)



DOCUMENTS & SPREADSHEETS



POLARIS OFFICE

Where to Use:

- Few can be accessed over the Cloud
- Cloud version of these tools can be tried

TASK TRACKING & PROJECT MANAGEMENT



- These have good features to assign and update the status of tasks
- CA Practise Management software can also be used.
- Time tracking possible

FEW APPS



Now You Can Assign Action Items in Google Docs, Sheets, & Slides



Helps you to keep track of entire life cycle of management of all key processes in a professional & Enterprise office

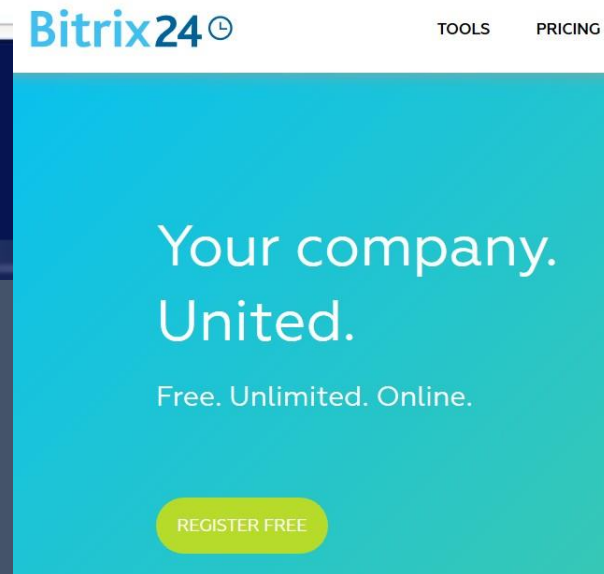
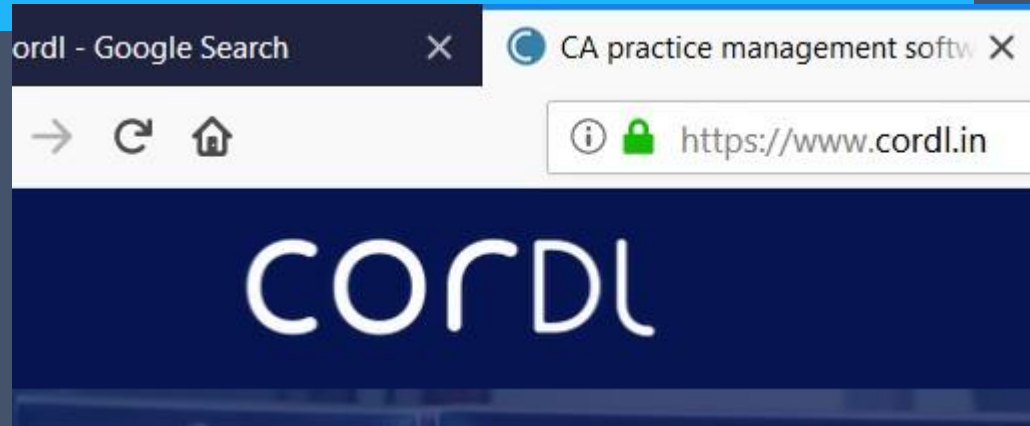


Courtesy : ProCAAT (Wincer Infotech)
sales@wincaat.com

Cordl
support@cordl.in

Simplify Practise
support@simplifypractice.com

Papilio
info@papilio.co.in



Get Microsoft Teams for free

That's right, free. As in \$0. Work together with features like chat, file sharing, and video calling.

SIGN UP FOR FREE

- Helps you edit online and in real-time



Communicate more effectively

Get your team on the same page with group chat, online meetings, calling, and web conferencing.



Work better together

Collaborate on files with built-in Office 365 apps like Word, Excel, PowerPoint, and SharePoint.



Customize your workspace

Add in your favorite Microsoft apps and third-party services to keep the business moving forward.

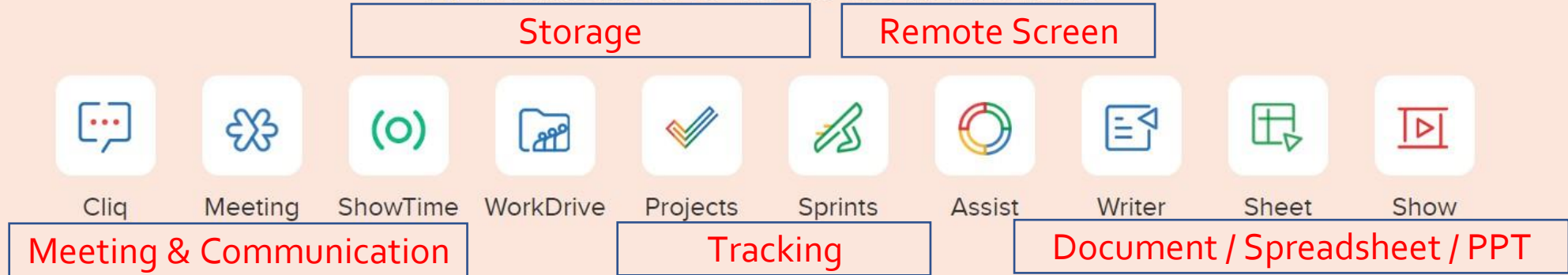


Keep your team secure

Get end-to-end security, administrative control, and compliance—all powered by Office 365.

SUITE OF REMOTE WORKING PRODUCTS

APPS INCLUDED IN ZOHO REMOTELY



NOTE: Remotely will remain free till July 1, 2020 by which time we hope the Coronavirus crisis tides over. We wish this is of help to all teams.

REMEMBERING PASSWORDS

Splikity

Splikity uses 'military-grade' encryption to remember your passwords so you don't have to. Splikity automatically saves your passwords and then syncs them across all your devices, entering them on to websites when required. Splikity Premium costs \$4.99 per month.

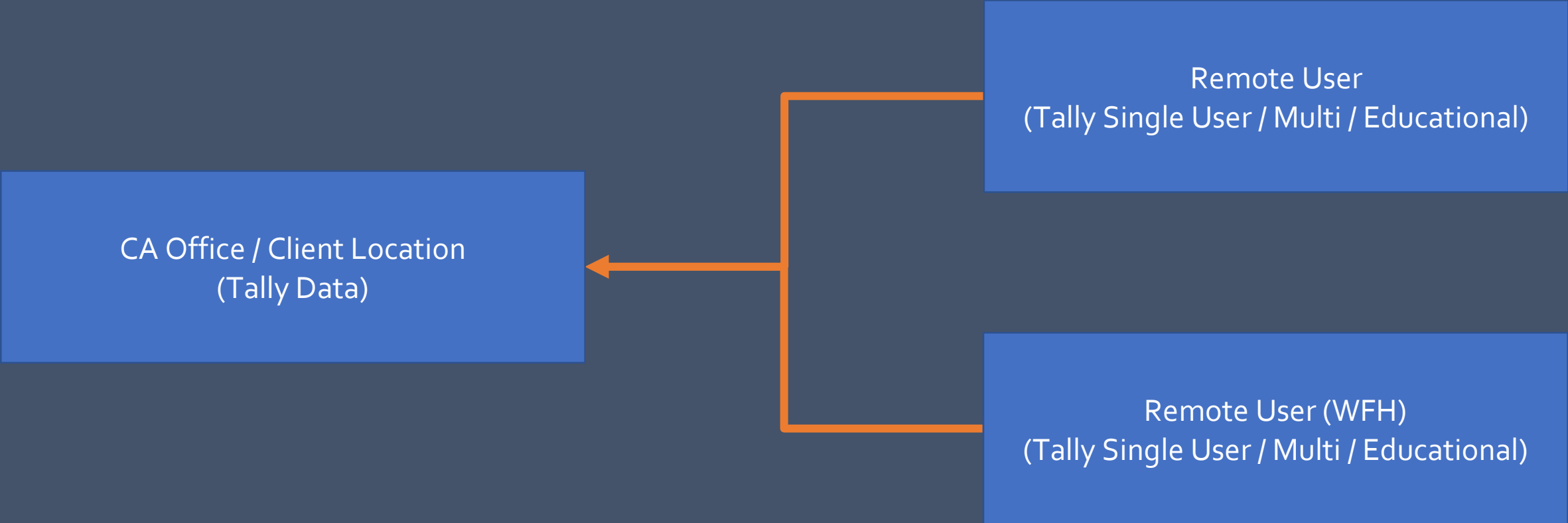
LastPass

LastPass is a free password manager app that works on smartphones and desktops. LastPass automates passwords on websites. By saving passwords across different websites and applications, LastPass saves you time and effort as you no longer have to remember and fill in passwords.

Remote Access in Tally

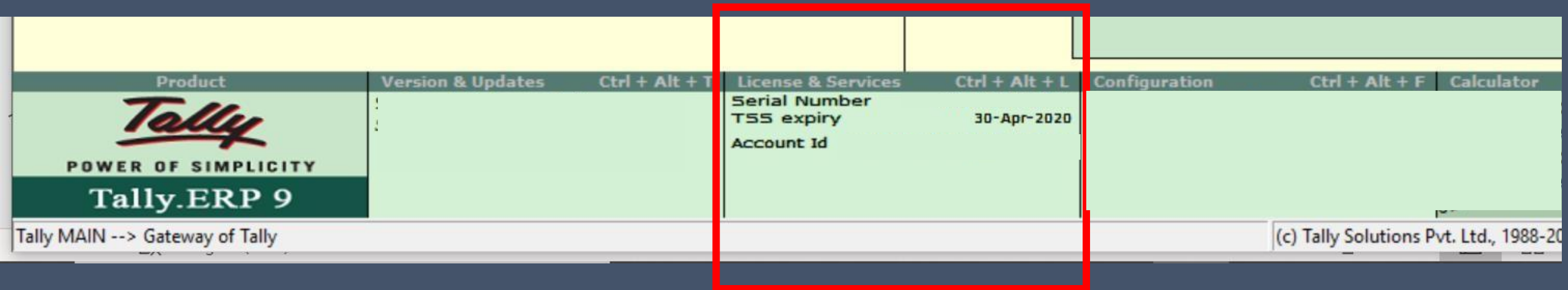
Remote Access in Tally.ERP9

- The Remote Access capability in Tally.ERP 9 lets you access your business data even while you are away from your office.
- This is made possible by the Tally.NET framework which provides a secure connection through trusted Remote Access.
- Tally.NET which does not store any data, uses advanced encryption to ensure that it is not accessible to anyone outside the system.



Pre-Requisites

- Check the Tally "TSS" Validity




Login as Tally.NET User

Your Tally.NET ID :

Your Tally.NET Password :

Press F5 if you have forgotten your Tally.NET password. You will receive an e-mail with a link to reset your password.

 POWER OF SIMPLICITY Tally.ERP 9	Version & Updates	License & Services	Configuration
		Serial Number TSS expiry 30-Apr-2020 Account Id	

Account ID : ca.narasi23@gmail.com

L : Licensing and Configuration

I : License Management

D : TDL Management

TDL management for one or more locations/sites.

J : Jobs and Recruitment

Search for people, publish your requirements, set online examinations to test knowledge of candidates.

E : Employee Assessment

Assess the knowledge and competency of employees.

A : Profile Management

Set and check details about the account

U : User Management

Manage security and other aspects of all users including Tally.NET remote users.

C : Change Account Administrator

Change the account administrator.

N : Manage Data Sessions

Session-wise details of other users logged into this account.

User Management		Test			Ctrl + M
<u>User Management</u>					
Account ID : ca.narasi23@gmail.com					
S.No.	Security Level	Tally.NET ID	Tally.NET User	Status	
1	Standard User		Yes	Active	
2	Owner		No	Active	
3	Owner		Yes	Active	

Gateway of Tally

Company Info.

Select Company

CoNnect Company

SHut Company

Create Company

Create Group Company

Alter

SEcurity Control

Change Tallyvault

SPlit Company Data

Backup

Restore

Quit

Gateway of Tally

Company Info.

Security Control

Users and Passwords

Types of Security

Password Policy

Quit

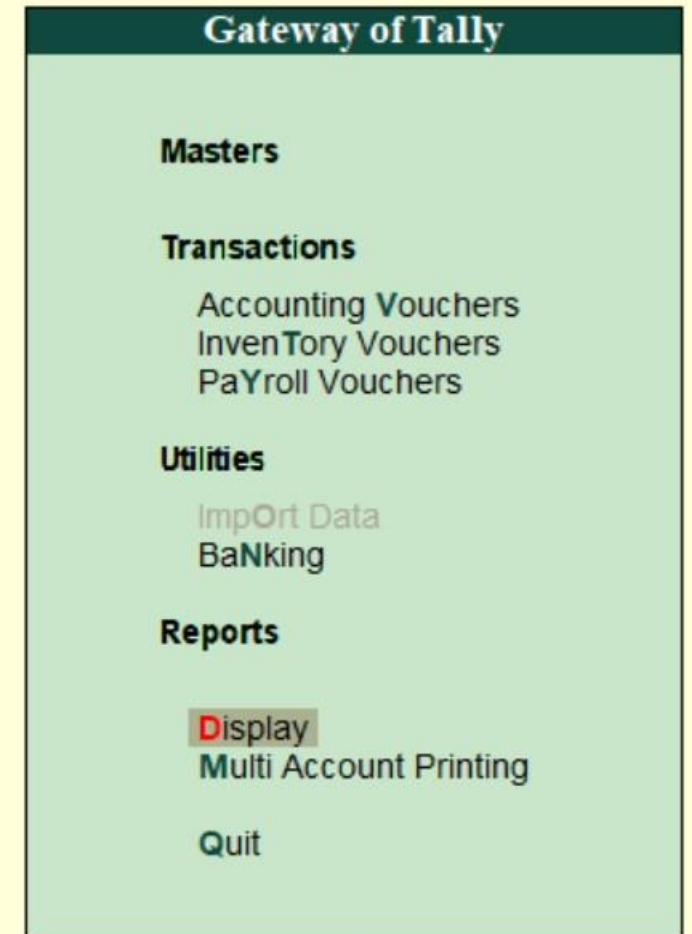
List of Users for Company

Name: **Test**

Security Level	Username	Password (if any)	Allow Remote Access	Allow Local TDL Files	Allow SMS Access
Tally.NET User	xyz@gmail.com		No	No	No

Challenges In Using Tally In Remote

- Heavy Load on CA Office Internet Connectivity
- Internet speed at remote location to be looked into
- Performance beyond 10 companies could be challenging
- Creating Ledgers / Masters not possible



ALTERNATIVE OPTIONS

- Purchase Tally on Rental Option for a few months
- Microsoft Windows Remote Desk
- Install Firewall & VPN License (Ex: Fortigate)
 - Internet Connection with Static / Public IP (speak to ISP)
 - Cost starting from INR 25,000
- Use Remote Sharing Options -
https://help.tallysolutions.com/article/faqs/all_releases/5337.html

FEW SUGGESTIONS & IDEAS

- Explain to Clients regarding the steps you are taking and how it may impact deliverables
- Identify tasks which cannot be done through “work from home”. E.g. Physical Verification of Inventory etc. and prepare suitable plans
- Educate everybody on need to be work together and meet this challenge
- Do no compromise on Security and PII of the data

SECURITY CONSIDERATIONS

SECURITY CONSIDERATIONS – FROM HOME

- Self Awareness:
 - Hackers Target persons rather than devices
 - They trick by creating a sense of urgency
 - Example calling in the name of software technical support
- Home network:
 - Every home network starts with wireless network controlled by router or wireless point
 - Change the default administrator password, giving access to people who you trust,
Strong password

SECURITY CONSIDERATIONS – FROM HOME

- Passwords:
 - Strong password with more characters
 - A passphrase is nothing more than a password made up of multiple words, such as “bee honey bourbon.”
 - Use a password manager specialized program that securely stores all your passphrases in an encrypted format
 - Two-step verification
- Updates
 - Cyber attackers are constantly looking for new vulnerabilities in the software your devices use
 - By ensuring your computers and mobile devices install these updates promptly, you make it much harder for someone to hack you

SECURITY CONSIDERATIONS – FROM HOME

- Kids and guests:
 - Make sure Kids and family not use your work system
 - They can accidentally erase or modify information, or, perhaps even worse, accidentally infect the device.

GENERAL CONSIDERATIONS

As Employers

- Show your support to your employees and their families
- Educate employees about necessary precautions
- Implement more flexible working hours and relaxation on deliverables
- Sanitise and increase hygiene at the workplace
- Evaluate your group insurance policy to see if it covers COVID-19

As IT Departments

- Place emphasis on security
- Enable VDI, Virtual machine, remote logins etc
- Consider relaxing a few information security policy requirements without compromising organisational security
- Obtain additional required equipment to enable workforce to be connected.

As Employees

- Keep yourself away even if you are slightly sick
- Keep yourself clean and wash your hands regularly
- If working from home, use the time saved on commute productively
- If you feel lonely working from home try doing something outside of work that you are passionate about.

As Millennials

- Share only accurate and valid information
- Keep yourself and your surroundings clean
- Follow guidance issued by the government
- Defer your social obligations and in-person meetings



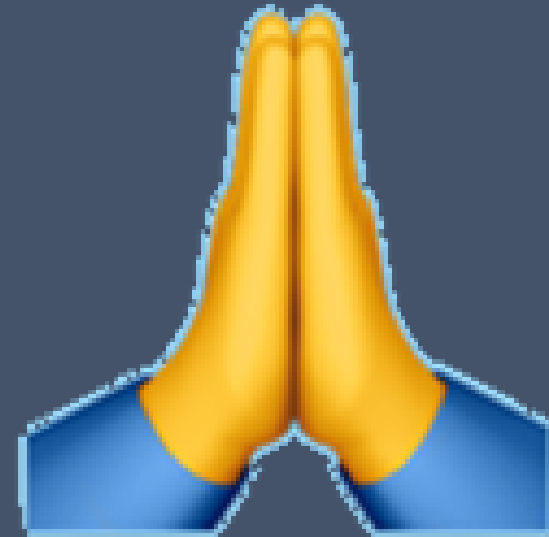
TIPS FOR WORKING FROM HOME

TIPS FOR WORKING FROM HOME

❑ Implement a work routine

- **Speak / connect with team regularly and update**
- **Establish work-life boundaries.**
- **Ensure connectivity and back up option**
- **As Leaders, need to gear up new way of managing.**

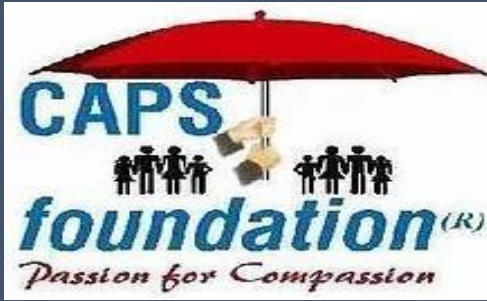
MOVE ON FROM



#StaySafe #StayProtected

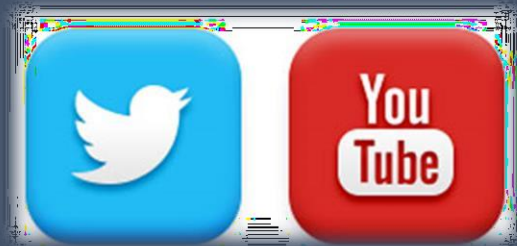
Further Reading And Preparation

- My LinkedIn / Taxguru Article on “Are we ready to operate from Home”
 - <https://www.linkedin.com/pulse/we-ready-operate-from-home-narasimhan-elangovan>
- Remember these key contacts in case of help:
 - **The Helpline Number for coronavirus (India): +91-11-23978046**
 - **Helpline Numbers for State and Union Territory**
 - (<https://www.mohfw.gov.in/coronavirushelplinenumber.pdf>)
 - Business Pandemic Influenza Planning Checklist for large businesses (<https://www.cdc.gov/flu/pandemic-resources/pdf/businesschecklist.pdf>)
 - Official Website of Ministry of Health & Family Welfare, Government of India (<https://www.mohfw.gov.in/>)
 - Kids, Vayu & Corona – A comic for COVID-19 Awareness– (https://www.mohfw.gov.in/Corona_comic_PGI.pdf)



<https://www.capsfoundation.in/>

Thank You! Questions?



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Online Classes

APNA COURSE™



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