

**GLS UNIVERSITY**  
**B.COM [HONOURS]**  
**FIRST YEAR SEMESTER - II**  
**TALLY ACCOUNTING**  
**SOFT SKILLS**

**Course Content:**

<b>Unit No.</b>	<b>Topics / Chapters Name</b>
I	Introduction to Accounting: Accounting basis and terms -Branches of accounting - Mode of accounting - Manual accounting - Computerized accounting fundamentals.
II	Accounting with Tally : Introduction to Tally - Tally interface - f11 features - f12 configuration - Company creation - Accounting groups - Accounting ledgers - Accounting vouchers - Vouchers entry.  Inventory Management with Tally - Stock groups - Stock items - Stock category - Unit of measures - Godown inventory vouchers (Pure inventory and inventory vouchers).
III	Tax Application in Tally - Introduction to GST – GST computation
IV	Accounting and Inventory Reports - Trading, Profit and loss A/c - Balance Sheet - Ledgers - Cost centre and budget reports - Cash book and bank book - Inventory reports - Decision supporting tools - Ratio analysis - Cash flows - Fund flow - Budgeting system - Printing of reports - Voucher and bill printing etc.