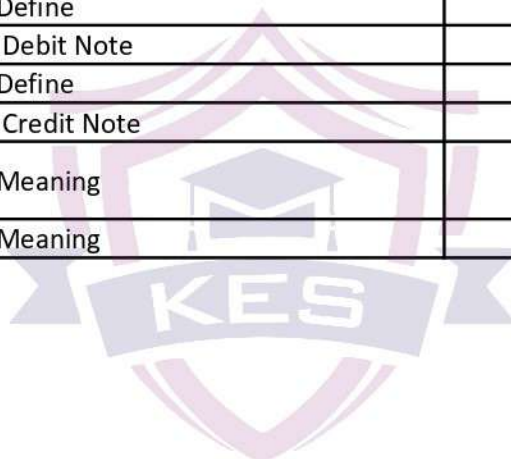


CHAPTER- OTHER SUBSIDIARY BOOKS

		CTSE	Self Evaluation Grades			
Sr.No.	Topic	Sub-Topic	Date			
1	Subsidiary Books	(i) Meaning				
		(ii) Need for subsidiary books				
		-Record cash transactions				
		-Reduce error				
2	Purchase Book	-Easy way				
		(i) Define				
		(ii) Format of Purchase Book				
		-Date				
		-Invoice				
		-Particulars				
		-Ledger Folio				
3	Difference Between Trade Discount and Cash Discount	-Details				
		-Total Amount				
		(iii) Invoice				
		(i) Meaning				
4	Difference Between Purchase Book and Purchase Discount	(ii) Record				
		(iii) Invoice				
		(iv) Motive				
		(i) Meaning				
		(ii) Entry				
5	Advantages of Purchase Book	(iii) Record				
		(iv) Transfer				
		(v) Error				
		(i) Clear picture				
6	Sales Books	(ii) Detail record				
7	Difference Between Sales Book and Sales Account	(iii) Detailed information				
		(iv) Save time or labour				
		(i) Define				
		(ii) Record				
8	Advantages of Sales Book	(iii) Detailed information				
		(iv) Affect				
		(i) Clear Picture				
9	Purchase Return Book	(ii) Information any time				
10	Sales Return Book	(iii) Save time & labour				
		(i) Define				
11	Bill Receivable Book	(ii) Debit Note				
		(ii) Credit Note				
12	Bill Payable Book	(i) Meaning				



CHAPTER- OTHER SUBSIDIARY BOOKS

		CTSE	Self Evaluation Grades			
Sr.No.	Topic	Sub-Topic	Date			
13	Journal Proper or General Journal	(i) Define				
		(ii) Opening Entries				
		(iii) Closing Entries				
		(iv) Transfer Entries				
		(v) Rectification Entries				
		(vi) Adjustment Entries				
		(vii) Other Entries				
		Signature of Student				
		Signature of Mentor/Teacher				
Key To Grades			This self Evaluation sheet has four date columns. Student shall fill grades to all topics in one date column in a sitting. By the fourth attempts, all grades should be 'A' for getting best marks in exams.			
Write 'A' if you know the concept fully (when you know 100%)						
Write 'B' if you need revision once (when you know between 75%-100%)						
Write 'C' if you know the concept partially (when you know about 50%)						
Write 'D' if you know the concept very little (when you know about 25%)						
Write 'E' if you don't know the concept at all (when you know 0%)						



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