

CHAPTER- VOUCHERS AND TRANSACTIONS

		CTSE	Self Evaluation Grades			
Sr.No.	Topic	Sub-Topic	Date			
1	Sources Documents	(i) Meaning				
2	Most Commonly used sources of documents	(i) Cash Memo				
		(ii) Invoice or Bill				
		(iii) Receipts				
		(iv) Pay in Slip				
		(v) Cheque				
		(vi) Debit Note				
		(vii) Credit Note				
		(viii) Vouchers				
		-Define				
		-Features				
		-Types of Vouchers				
		(a) Cash Vouchers				
		-Debit Vouchers				
		-Credit Vouchers				
		(b) Non-Cash Vouchers				
		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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