TUTOR MARKED ASSIGNMENT
Pay to Procure (P2P)

Maximum Marks: 100   Course Code: BPOI – 003
Weight age: 30%

Note: This assignment covers all of Course 3. Marks assigned to the questions have been shown in the bracket.

Section A
Attempt any 05 questions. Each question carries 8 marks.

1) Give a brief Overview of the P2P Process?   (8)
2) What is the purpose of efficiency tools?   (8)
3) What are the data that Purchase orders usually contain?   (8)
4) Describe the process of receiving the goods at the buyer's end?   (8)
5) Differentiate between Critical vendors and Normal vendors   (8)
6) What are all metrics that are measured in a process? Which one is the most important?
   Substantiate this statement with reasons.   (8)
7) What are the quality checks that are put in place while processing invoices?   (8)
8) What are the various risks associated with the P2P cycle?   (8)

Section B
All questions are compulsory & carry 10 marks each

1) Explain Accounts Payable cycle in Detail?   (10)
2) Discuss how the reasons for putting a non-PO invoice on hold differ from those for
   a PO invoice?   (10)
3) List some of the frequent errors that happen during the payment runs?   (10)
4) Explain the process of posting accounting entries from sub-ledger to general ledger?
   What are the accounts that mainly need to be reconciled?   (10)
5) Explain the significance of the Travel & Expense process for a business?   (10)
6) What are the stages in the Travel process?   (10)

Last Date for Submission of Assignment:

For June Exam   **31st March**

For December Exam   **30th September**