

**TUTOR MARKED ASSIGNMENT (2022)****Introduction to Finance and Accounting: Business Process Outsourcing****Maximum Marks: 100****Course Code: BPOI – 001/101****Weight age: 30%****January 2022 session & July 2022 session**

**Note:** This assignment covers all of **Course 1**. **All questions are compulsory**.  
Marks assigned to the questions have been shown in the bracket.

- Q1. Fill in the blanks: (1x5=5)**
- Employees in Process Associates/ Call Centers agent roles report to employees at ----- level.
  - To handle -----, one should know how to submit an invoice professionally.
  - Procure to Pay is more ----- in nature than -----
  - In F & A BPO, an employee gains expertise in Accounting and -----
  - Information security is defined as the means of -----
- Q2. True or False: (1x5=5)**
- Accounting software is used to store accounting related records.
  - The only thing that is constant in life is change.
  - In third party outsourcing, customer has huge risk of government permits and tax compliance.
  - Base cost reporting is not a part of closing and reporting function.
  - Invoice is issued before the purchase order in AR cycle.
- Q3. Write short notes on: (In about 200 -250 words) (10x3=30)**
- Benefits of F & A outsourcing
  - Selection criteria used by employers in F&A BPO
  - Working conditions in BPO
- Q4. Differentiate between: (12.5x2=25)**
- Captive and Third party arrangement
  - Off-shoring and Out sourcing
- Q5. List and describe the new areas of outsourcing? (15)**
- Q6. Draw and define the various functions of Procure to pay (20)**

**Last Date for Submission of Assignment (or as and when notified by the University)**

**For June TEE Exam  
For December TEE Exam**

**31<sup>st</sup> March  
30<sup>th</sup> September**