

TUTOR MARKED ASSIGNMENT (2024)**Procure to Pay (P2P)****Maximum Marks: 100****Course Code: BPOI– 003/103****Weight age: 30%****January 2024/ July 2024**

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

Q1. Fill in the blanks: (1x5=5)

- i. The activity of placing an order to buy stationery items belong to-----stage.
- ii. The average time taken for a transaction to be completed is called-----.
- iii. Purchase activities consist of ----- and----- process.
- iv.----- Invoices are raised by the vendor for purchases that were made without raising PO.
- v. Measurements taken on an activity to measure its quality is called-----.

Q2. True or False: (1x5=5)

- i. Vendors bank details are available in Vendor Master.
- ii. The computer based application that allows the management of the requests from creation to closure is called Request Tracker.
- iii. The quality control team should be a part of the AP team to be most effective.
- iv. Degree of certainty of a possible outcome is Risk.
- v. The Duality principle of accounting is also called principle of accounting equivalence.

Q3. Answer the following: (In about 200 -250 words) (10x5=50)

- i. Importance of Helpdesk
- ii. Role and Responsibility of Quality Control Specialist
- iii. Reasons for putting a non-PO invoice on hold differ from those for a PO invoice?
- iv. Parties involved in the T & E process and their responsibilities
- v. Stages in the Travel process

Q4. Explain all the Risks associated with the P2P cycle? How these risks are mitigated? (10+10=20)

Q5. Describe at least 10-12 best practices used by P2P team to improve the processes. (20)

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

For June TEE Exam

31st March

For December TEE Exam

30th September