DIPLOMA IN BUSINESS PROCESS OUTSOURCING - FINANCE & ACCOUNTING (DBPOFA)

Term-End Examination

December, 2013

BPOI-003 : PROCURE TO PAY (P2P) ACCOUNTS PAYABLE

Time : 3 hours   *Maximum Marks : 100*

Note :   *Section - I*   *Question 1 to 10 are compulsory.*

Section - II   *has 8 questions - answer any six.*

Section - III   *has 6 questions, answer any four of which question 19 is compulsory.*

SECTION - I

Answer the following :

1. The firm or person who delivers these goods / services is termed as the _____ in P2P.   **1**

2. The tools that increase the automation of a task so that the efficiency and productivity of the team is enhanced is known as _____.   **1**

3. A scanner which can recognise the characters apart from imaging them.   **1**

4. Set of standards that enable a structured transmission of commercial data between organizations by electronic means are _____.   **1**

5. The unique identifier for a payment run is called   1
    as _____.

6. EFT means _____.   1

7. GRN means _____.   1

8. The error which render the entire transaction as   1
    defective is _____.

9. For vendor setup , _____ is the most   1
    important criterion for success.

10. Vendor maintenance consist of _____,   1
    _____ and _____.

SECTION - II
Answer **any six** questions

11. State the controls used in vendor set up process.   5
    Why do we need to have these controls ?

12. Describe a ' three way match ' in P2P process.   5

13. What are the metrics that are used to measure   5
    the effectiveness of invoice query (invoice on hold)
    process ?

14. Define the consequences of poor quality control   5
    in P2P process.

15. Define the different types of risk in P2P process.   5
    How these risks can be controlled ?

16. Define Direct debit payment process in P2P.   5

17. Explain the difference between scanning and document management tools. 5

18. Describe the purchase activities in detail in P2P process. 5

SECTION - III

Question **19** is **compulsory.** Attempt **any three** from the rest.

19. What are the different stages in procure to pay ? What are the various departments within a procure to pay process ? 15

20. What is the purpose of efficiency tools used in P2P ? List out the various tools used in P2P process. 15

21. Define the different stages in Travel and Expense cycle in P2P process. 15

22. Explain step by step, what happens after the payment register is sent to the bank to execute the payment instructions. 15

23. Define the Quality checks for various stages in the P2P process. 15

24. Describe the process metrics used for invoice processing to measure its accuracy , productivity and turn around time. 15