

00952

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING - FINANCE AND
ACCOUNTING (DBPOFA)**

Term-End Examination

December, 2015

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

Time : 3 hours

Maximum Marks : 100

- Note :** (i) **Section - I** : Question 1 to 10 are **compulsory**.
(ii) **Section - II** : has 8 questions, answer **any six**.
(iii) **Section - III** : has 6 questions, answer **any four** of
which question 19 is **compulsory**.

SECTION - I

Fill in the blanks.

1. P2P cycle consists of two parts, namely 1
_____ and _____.
2. The _____ verifies the travel claim and clears 1
it for Payment.
3. For vendor setup _____ is the most 1
important criterion for success.
4. Duplicate Payments can happen due to poor 1
controls in _____, _____ as well as
_____.
5. The date associated with a payment run upto 1
which all invoices are paid is called as
_____.

State whether the following statements are **True** or **False**.

- | | | |
|-----|---|---|
| 6. | Business provides importance to their critical vendors. | 1 |
| 7. | Productivity is the most important metric in the vendor setup process. | 1 |
| 8. | The vendors of the client can access the workflow tool. | 1 |
| 9. | Electronically invoices get processed automatically and faster than the paper invoices. | 1 |
| 10. | Cheque is the most preferred way of payment in cases of an international transaction. | 1 |

SECTION - II

Answer **any six** questions :

- | | | |
|-----|---|---|
| 11. | What are the controls that are used in the verification of a T and E claim ? | 5 |
| 12. | Explain the P2P process diagrammatically. | 5 |
| 13. | List the difference between business metrics and process metrics. | 5 |
| 14. | Provide Journal entry for the following Transaction :
(a) Paid advance to M/s XYZ Supplier to supply stationery (₹ 10,000/-)
(b) Received stationery from M/s XYZ Supplies against the advance. | 5 |
| 15. | What should be done in case a credit note is processed as an invoice ? | 5 |
| 16. | Explain the process of Two-way match in P2P process. | 5 |

- | | | |
|-----|--|---|
| 17. | Explain the direct debit form of Payment. | 5 |
| 18. | What are the metrics that are used to measure the effectiveness of Invoice query (invoice on hold) process ? | 5 |

SECTION - III

Question No. 19 is **compulsory**. Answer **any three** from the rest.

- | | | |
|-----|--|----|
| 19. | What are the different types of source documents ? Explain the different documents with examples ? | 15 |
| 20. | While selecting a vendor what are the factors that a procurement manager should consider ? Give the metrics used to measure the performance of vendor setup. | 15 |
| 21. | What are the reasons of outsourcing P2P process ? How does a workflow tool facilitate collaboration across the term ? | 15 |
| 22. | What are the quality checks associated with payment runs ? | 15 |
| 23. | What are the typical issues in vender setup/ maintenance in a P2P process ? Explain them in brief. | 15 |
| 24. | Describe some of the best practices used by the P2P teams to improve the processes. | 15 |
