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

00462

Term-End Examination

December, 2016

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

Time : 3 hours   *Maximum Marks : 100*

Note : (i)   Section - I :   Questions 1 to 10 are compulsory and carry 1 mark each.

(ii)   Section - II : Has eight questions, and you have to answer only six questions.

(iii) Section - III : Has six questions, and you have to answer four questions, of which Question No. 19 is compulsory.

SECTION - I

All questions are **compulsory** in this section.

Fill in the blanks :

1. Raising a request to purchase some stationery. items belongs to _____ stage.   **1**

2. The documents that are used by the business to do business with outsiders are called _____.   **1**

3. P2P Cycle consists of two parts, namely _____ and _____.   **1**

4. _____ invoices get processed automatically and faster than the paper invoices.   **1**

5. In EFT the intermediary involved in settling the Payment transactions between two banks is called as the _____.   1

State whether the following statements are 'True' or 'False' :

6. Cheque is the most preferred mode of payment in case of an international transaction.   1

7. For Vendor setup accuracy is the most important criterion for success.   1

8. Productivity is the most important Criteria and metric in the vendor setup process.   1

9. Cash-in-transit is an Asset Account.   1

10. The quality control team should be a part of the AP team to be most effective.   1

SECTION - II

Answer **any six** questions from this section :

11. List the differences between business metrics and process metrics.   5

12. Explain the structure of Accounts Payable team with flow diagram in P2P ?   5

13. What steps does the P2P team need to take to. prepare month end reports ?   5

14. Describe a 'three way match'.   5

15. Explain the reasons for putting Invoices on Hold.   5

16. What are the metrics used to measure the performance of Vendor setup ?   5

17. What are the key activities in P2P process ? **5**
Explain diagrammatically.

18. Explain the following documents in P2P **5**
processes :
(a) Goods Received Note
(b) Debit Note

SECTION - III

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

19. Describe the quality checks for various stages in **15**
the P2P process ? Explain the consequences of
poor quality control ?

20. Why are PO based Invoices easier to process than **15**
ones that are not based on PO ? Describe how an
invoice that is not based on a PO is processed ?

21. Explain the different day to day issues in a P2P **15**
process ? How these issues are resolved ?

22. Explain the Vendor Helpdesk process using a flow **15**
diagram and giving its explanation. What are the
Performance Metrics to measure the vendor
helpdesk ?

23. What are the Quality Checks that are put in place **15**
while processing invoices ?

24. Explain the steps involved in T and E process in **15**
an automated environment. Give examples to
illustrate your answer.