

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

Term-End Examination

December, 2017

**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

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

Fill in the blanks :

1. The _____ places the order for the material required. 1
2. P2P Cycle consists of two namely _____ and _____ 1
3. When the goods are received by the buyer, a _____ is created to indicate the quantity of goods received. 1

4. The documents that are used by the business to do business without outsiders are called _____ . 1
5. _____ Invoices get processed automatically and Faster than the paper invoices. 1
- State whether the following statements are True or False.
6. Electronic Funds Transfer is also called 'Automated Clearing House'. 1
7. Vendors bank details are available in Vendor Master. 1
8. Cheque is most preferred way of payment in case of an international transaction. 1
9. While indexing, speed and accuracy both are important. 1
10. GRNI is an asset account. 1

SECTION - II

(Attempt any six questions)

11. State the controls used in vendor Set up process. Why do we need to have these controls ? 5
12. Describe the importance of T & E to business. 5
13. What do you mean by P2P process ? 5
14. Write short note on 'credit note'. 5

15. Briefly explain the vendor selection process. 5
16. Briefly discuss the metrics that are used to measure the invoice processing. 5
17. State the vendor reconciliation process. 5
18. List out the frequent errors that happen during the payment runs. 5

SECTION - III

(Q. No. 19 is compulsory. Attempt any three from the rest)

19. (a) Explain in detail the P2P process in an organization with its different stages diagrammatically. 7½+7½
- (b) What is the importance of Procure to Pay for an organization & effect of poorly implemented P2P process in organization ?
20. What are quality checks ? Explain various steps where quality checks are implemented in the P2P process. 15
21. Explain various issues that are involved in P2P process. 15
22. What are the various metrics that are used for invoice processing to measure its accuracy, productivity and turn around time. 15
23. What is meant by T & E process ? Describe the significance of T & E process for a business. 15

24. (a) What is the use of source documents ? What are the differences between internal and external source documents ? 7½+7½
- (b) Explain the following in P2P process :
- (i) Purchase Requisition (PR)
 - (ii) Purchase Order (PO)
 - (iii) Invoice
 - (iv) Goods Received Note (GRN)
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