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

00372

Term-End Examination

December, 2018

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 *any six* questions.

(iii) Section-III : Has **six** questions and you have to answer *any four* questions, of which Question **19** is compulsory.

SECTION - I

All questions are **compulsory** in this section.
Fill in the blanks :

1. A business enterprise needs to buy goods and   1
    services to run its _____ operations.

2. There are number of software and hardware   1
    applications which are used to out source the AP
    process called as _____.

3. When an invoice is received from a vendor, it is   1
    compared with _____ and the _____
    to verify what was ordered and what was
    received respectively.

4.   Vendors bank details are available in _____.   1

5.   The document that is required for a three way   1
     match but not in a two way match is _____.

     State whether the following statements are
     True or **False** :
6.   The invoice processing team cannot trace the GRN   1
     mentioned on the invoice.

7.   Cheque is most preferred way of payment in cases   1
     of an International transaction.

8.   For Vendor setup, Accuracy is the most important   1
     criteria for success.

9.   CIF stands for Coverage Insurance and Freight.   1

10. Cash-in-transit is an asset account.   1

SECTION - II

Answer **any six** questions from this section :
11. Give a brief overview of the P2P process.   5

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

13. What is Goods Received Note ? What data is   5
     provided in a GRN ?

14. Explain the Receiving activities carried out by the   5
     buyer organisation at the time of taking delivery
     of goods.

15. Explain in brief why PO based invoices are easier   5
     to process than the ones that are not based on a
     PO ?

16. What may be the reasons for putting invoices on Hold? Explain in brief. 5

17. Write a note on Payment Instruments that are used to make the Payments. 5

18. What are the Quality Performance Metrics used to measure the vendor help desk? Explain in brief. 5

SECTION - III

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

19. Explain the steps involved in Invoice Processing. How "three way" match is different from "two way" match in case of Purchase Order Based Invoices? Explain with examples. 15

20. Explain in detail the steps involved on Vendor Creation process. 15

21. What is 'Hold' in AP process? Discuss how the reasons for putting a non-PO invoice on Hold differ from those for a PO Invoice? 15

22. Differentiate the EFT mode of making payments from the Direct Debit Form of Payment. 15

23. What are the quality checks that are put in place while processing invoices? What can be the consequences of poor Quality Control? Explain in brief. 15

24. Explain the steps involved in Travel and Expense (T and E) Process both pre approved and post approved. Give examples of each. 15