

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

Term-End Examination,

December 2019

**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 Have 8 questions, answer any six.
(iii) Section III Have 6 questions, answer any four out
of which question 19 is compulsory.*
-

Section - I

All questions are compulsory in this section.

Fill in the blanks :

1. The programs used to direct the operation of a computer is called _____ . 1
2. Which field is not a necessary part of purchase order _____ . 1
3. After accepting the goods, a document is generated for inward stores called _____. 1

(2)

4. One of the metrics used for performance measurement of the invoice processing team is _____. 1

5. What is the full form of ACH _____. 1

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

6. Cheque is the most preferred way of payment in cases of an international transaction. 1

7. One of the channels through which vendor queries may be received is E-mail. 1

8. SLA's are the agreements between the service provider in-house and the outside client. 1

9. Credit indicates increase in assets. 1

10. 'Average time taken to process an invoice' is a metric for productivity. 1

Section - II

Attempt **any six** questions

11. Describe some of the best practices used by P2P teams to improve the processes. 5

12. Describe the travel and expense process briefly. 5

13. What are the controls that are used in the verification of a T and E claim. 5

(3)

14. What should be done in case a credit note is processed as an invoice? 5
15. Under what circumstances does an invoice processing team put an invoice on hold? 5
16. While selecting a vendor what are the factors that a procurement manager should consider. 5
17. What is the application of document management system in the AP process? 5
18. Give a brief overview of P2P process and steps involved. 5

Section - III

Q. 19 is compulsory. Attempt any three from the rest.

19. a) Discuss the importance of procure to pay process in any organisation with flow diagram. 7½
- b) Explain the reasons of outsourcing P2P process. 7½
20. Write a detailed note on type of source documents both internal and external that carries information on the transactions done by a business organisation. 15
21. Discuss with examples the purchase activities and receiving activities involved in P2P process. 15

(4)

22. Write a detailed note on the payment process involved in P2P process with suitable examples. 15
23. Explain the various steps involved when quality checks are implemented in the P2P process. 15
24. a) Explain how quality is monitored for the vendor help desk. 7½
- b) What actions would you take if the quality and price of items on the invoice do not match that on the PO? 7½

