

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

Term-End Examination,

December 2019

BPOI-005 : RECORD TO REPORT (R2R)

Time : 3 Hours]

[Maximum Marks : 100

Note : Attempt all the three Sections.

Section - A

1. State whether the following statements are true or false:
5×1=5

- a) The R2R is carried out in four stages.
- b) The R2R function is the main criteria for creditors to take decisions about extending credit to firms.
- c) Good will is recorded in the books as fixed assets of special types.
- d) Accounting Standard (AS) 6 is used for Define Cost accounting.
- e) Forecast is the basis for preparation of the budget.

2. Fill in the blanks. 5×1=5

- a) The preparation of cash budget by the method of adjusted profit and Loss account is also known as _____.

(2)

- b) Size of cash holding under precautionary motive is _____.
- c) In BPOs, pricing is determined on the basis of ____.
- d) When ledger account show debit balance it mean _____.
- e) Availability of _____ is important for outsourcing in R2R.

Section - B

3. Attempt any **three** questions. 3×5=15
- a) Explain the importance of R2R function to business.
 - b) Explain the procedure involved in fixed asset reconciliation.
 - c) Discuss the advantages of preparing a reconciliation statement.
 - d) Explain the ways to acquire fixed assets.
 - e) Explain the concept of Amortization. Depreciation and deflection.
4. Attempt any **three** questions. 3×5=15
- a) Explain in brief balance sheet method of preparing cash budget.
 - b) Explain any two methods of cash forecasting.
 - c) Discuss some of the major accuracy errors that may occur in R2R.
 - d) Briefly explain soft close.
 - e) Discuss the benefits of financial reporting.

(3)

Section - C

Attempt **any four** questions.

4×15=60

5. What do you understand by cash management? How can it be undertaken? Discuss. 15

6. Explain reasons for changing depreciation. Differentiate between various methods of calculating depreciation. 15

7. What is revaluation of fixed assets? Why there is a need for the same? Discuss various methods used for revaluation of fixed assets. 15

8. What is bank reconciliation statement? Why is it prepared? Explain the procedure for preparing bank reconciliation statement. 15

9. What are the sub processes involved in R2R? Briefly explain them with suitable example. 15

