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BPOI-003/103

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

Term-End Examination

December, 2023

**BPOI-003/103 : PROCURE TO PAY (P2P)-
ACCOUNTS PAYABLE**

Time : 3 Hours

Maximum Marks : 100

Note : (i) **Section I** : All questions are compulsory.

(ii) **Section II** : Answer any **six** questions out of eight.

(iii) **Section III** : Question No. 11 is compulsory. Answer any **three** questions from Question Nos. 12 to 16.

Section—I

1. Fill in the blanks : 1 each
- (a) document from a vendor could be mistaken for an invoice and wrongly processed.

P. T. O.

- (b) Once the client decides that he will not be doing any more business with the vendor the vendor is from the master.
 - (c) The documents that are used by the business with outsiders are called
 - (d) Non-PO invoices are to process than the PO invoices.
 - (e) The document that is required for a three-way match but not in a two-way match is
2. State whether the following statements are true *or* false : 1 each
- (a) The Accounts Payable Manager is responsible for making sure that the material supplied was of good quality.
 - (b) The vendors to the clients can access the workflow tool.
 - (c) Productivity is the most important metric in the vendor setup process.
 - (d) Business provides importance to their critical vendors.
 - (e) The quality control team should be a part of the Accounts Payable team to be most effective.

Section—II

Note : Answer any **six** questions. Each question carries 5 marks.

3. Explain what are service level agreements and give some examples. 5
4. Explain the various risks associated with a P2P cycle. 5
5. Pass the following Journal Entries :
 - (a) When some goods are found defective worth ₹ 4,000 and are returned to the vendor. $2\frac{1}{2}$
 - (b) Bought goods from vendor worth ₹ 46,000 but the vendor does not send the invoice yet. $2\frac{1}{2}$
6. What steps does the P2P team need to take to prepare month end reports ? 5
7. List the differences between business metrics and process metrics. 5
8. List the advantages of using IT application for managing the Travel and Expense process. 5
9. What are the controls that are used in the verification of T and E claim ? 5
10. Explain the importance of help desk to the client with examples. 5

Section—III

Note : *Question No. 11 is compulsory. Attempt any three questions from Q. Nos. 12 to 16.*

11. Explain the steps involved in Accounts Payable process. Discuss the steps where the quality checks are implemented in the P2P process. 15
12. Write a note on various External Source Documents that are used with a brief explanation of each document. 15
13. What are the various stages of vendor maintenance process ? Discuss these stages with a flow diagram. 15
14. How is two-way match different from three-way match in processing of purchase order based invoices ? Explain with example and flow diagram. 15
15. List the few best practices for the Accounts Payable team along with the resultant benefit in the form of a table. 15
16. Explain the stages involved in the expense process. Discuss with an example. 15