

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

**Term-End Examination**

**June, 2013**

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

*Time : 3 hours*

*Maximum Marks : 100*

*Note : Section-I, Question 1 to 10 are compulsory and they carry 1 mark each.*

*Section-II, has 8 questions and you have to answer any six questions.*

*Section-III, has 6 questions and you have to answer 4 questions of which question 19 is compulsory.*

**SECTION - I**

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

1. \_\_\_\_\_ document from a vendor could be mistaken for an invoice and wrongly processed. 1
2. For vendor setup, \_\_\_\_\_ is the most important criterion for success. 1
3. \_\_\_\_\_ is the supporting ledger of related accounts. 1

4. \_\_\_\_\_ time is the time taken to complete a transaction. 1

5. The payment to the employee is made by the \_\_\_\_\_ department. 1

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

6. P2P outsourcing helps faster processing of invoices. 1

7. The vendors of the client can access the work flow tool. 1

8. In case the vendor information form is incomplete, the team proceeds with the vendor creation anyway and also the vendor to supply the missing information later. 1

9. Cheques is the most preferred way of payment in case of an international transaction. 1

10. The quality control team should be a part of the AP team to be most effective. 1

## SECTION - II

Answer **any six** questions from this section.

11. What are the controls that are used in the verification of T & E claims ? 5
12. List the differences between business metres and process metres with examples. 5
13. Provide journal entries for the following transaction.
  - (a) Bought a machine for Rs. 1000 from ABC on credit. 2½
  - (b) Bought cement for Rs. 10,000 and steel rods to Rs. 8,000. 2½
14. What should be done in case a credit note is processed as an invoice ? 5
15. How is quality monitored for the vendor help desk ? 5
16. Explain the direct debit form of payment. 5
17. Indicate some metres that are used to measure accuracy, TAT and productivity in invoice processing stage. 5
18. What are the effects of a poorly implemented P2P process ? 5

### SECTION - III

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

19. What are a few practices which can be implemented by the client and the outsourcing teams to increase productivity and accuracy and lower turn around time of the transactions. 15
  20. Explain the invoice processing cycle along with a flow chart. 15
  21. How does putting quality controls in place help the team to achieve SLA's ? Explain with example. 15
  22. Explain step by step, what happens after the payment register is sent to the bank to execute the payment instruction ? 15
  23. What are the metres used to measure the performance of vendor set up ? Define them and discuss their significance in detail. 15
  24. Explain the various risks associated with a P2P cycle in detail. 15
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