

00932

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

Term-End Examination

June, 2016

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

Time : 3 hours

Maximum Marks : 100

- Note :*
- (i) Section - I : Questions 1 to 10 are compulsory.*
 - (ii) Section - II : has 8 questions, answer any six.*
 - (iii) Section - III : has 6 questions, answer any four, of which question no. 19 is compulsory.*

SECTION - I

Fill in the blanks.

1. The _____ places the orders for the material required. 1
2. _____ increases the process efficiency. 1
3. Out of all steps in invoice processing _____ usually happens at the client location. 1
4. In EFT the intermediary involved in settling the payment transactions between two banks is called as the _____. 1

5. Vendor maintenance process is divided into three stages _____ , _____ and _____ . 1
State whether the following are **True** or **False**.
6. Productivity is the most important metric in the vendor setup process. 1
7. "Average Time taken to process an invoice" is a metric for productivity. 1
8. Vendor's bank details are available in Vendor Master. 1
9. Employee submits the work detail after the travel is over to claim the re - imbursement. 1
10. Quality controls are put in place to enable the operations team to meet the target SLAs. 1

SECTION - II

Answer any six questions :

11. Explain the process of vendor creation in P2P process. 5
12. Indicate some metrics that are used to measure accuracy, TAT and productivity in invoice processing stage. 5
13. Explain the different payment instruments in P2P process. 5
14. What are the activities involved in month end reporting in a P2P process ? 5
15. What are Internal Control Risks and how these risks can be mitigated in the P2P process ? 5
16. Discuss briefly the typical issues in P2P process. 5

17. Explain the Role and Responsibilities of a quality control specialist. 5
18. List performance measurement metrics used to measure the effectiveness of Invoice Processing Team. 5

SECTION - III

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

19. What steps are involved in Invoice Processing in P2P process ? What are Two Way and Three Way Matches ? Give examples to illustrate your answer. 15
20. Explain the T and E policies and controls. Discuss the steps in T and E process. 15
21. Explain the use of the following source documents used in P2P processes. 15
- (a) Purchase Requisites
 - (b) Debit Note
 - (c) Goods Received Note
22. Explain the Quality Checks for various stages in the P2P process. 15
23. Explain step-by-step the Vendor Help Desk process. What are the metrics that can be used to measure the performance of Vendor Help Desk ? 15
24. Explain what are service level agreements. Give example. How does putting quality controls in place help the team to achieve SLAs ? Give examples. 15