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

Term-End Examination

June, 2018

**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: Has 8 questions, answer any six.

*(iii) Section - III : Has 6 questions, answer any four of
which Question 19 is compulsory.*

SECTION - I

(1 to 10 compulsory)

Fill in the blanks.

1. In EFT the intermediary involved in settling the payment transactions between two banks is called as the _____. 1
2. The _____ is responsible for updating the inventory records of the business when goods are received. 1
3. _____ is responsible for approving the T & E requests. 1
4. The _____ of the client can access the workflow tool. 1

5. When goods are returned by a buyer, the vendor submits a _____ to the buyer. 1

State whether the following statements are true or false.

6. Non PO invoices are easier to process than PO invoices. 1

7. Source documents are of three types. 1

8. Purchase Requisition is an internal document. 1

9. A purchase order usually does not contain the PO number. 1

10. P2P cycle consists of two parts. 1

SECTION - II

(Answer any six questions)

11. What do you mean by vendor creation ? 5

12. What are external source documents ? 5

13. State the benefits of outsourcing. 5

14. Discuss any two steps in P2P process. 5

15. What do you understand by quality performance measurement ? 5

16. What are the reasons for putting Invoices on hold ? 5

17. What is EFT in P2P process ? Explain the EFT cycle diagrammatically. 5

18. Discuss some of the best practices used by the P2P team to improve the processes. 5

SECTION - III

(Q. No. 19 is compulsory. Answer any three from the remaining questions.)

19. Explain in detail the Role and Responsibilities of a quality control specialist. Discuss the measures to enhance quality of services. 15
20. Discuss Risk Management in P2P Processes. 15
21. (a) Explain the three-way and two-way match in P2P process. $7\frac{1}{2}+7\frac{1}{2}$
(b) Explain the benefits of outsourcing P2P ?
22. What do you mean by process metrics ? Differentiate between process and business metrics. Explain the significance of metrics. 15
23. Describe the various steps in T & E process. How is T & E process delivered in an outsourced scenario ? 15
24. Write short notes on the following : 5+5+5
(a) Purchase card process
(b) Stages in travel process
(c) Stake holders in T & E process
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