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BPOI-003

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

Term-End Examination

June, 2019

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

Time : 3 Hours

Maximum Marks : 100

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

*Section-II : Has eight questions and you
have to answer only six questions.*

*Section-III : Has six questions and you
have to answer four questions, of which Q.
No. 19 is compulsory.*

Section-I

*Note : All questions are compulsory in this
Section.*

Fill in the blanks :

1. is responsible for approving the T & E
requests.

1

2. The verifies the travel claim and clears it for payment. 1
3. Cash-in-transit is what type of account 1
4. Duplicate Payments can happen due to poor controls in as well as 1
5. The date associated with a payment run upto which all invoices are paid is called as 1

State whether the following statements are True *or* False :

6. Business provide importance to their critical vendors. 1
7. The quantity of goods invoiced is less than the quantity mentioned on the GRN. 1
8. The document that is required for a three way match but not in a two way match is GRN. 1
9. Logistics Company's address is a compulsory part of a PO. 1
10. Fatal errors are more serious than non-fatal errors. 1

Section-II

Note : Answer any six questions from this Section.

11. What are the key activities in P2P process ?
Explain. 5

12. Explain the importance of procurement to pay in an organisation. Give examples. 5
13. What are Telephony tools used in the AP process ? Explain them. 5
14. What is Purchase Order and its types ? What information is included in PO ? Explain. 5
15. What metrics are used to measure the performance of Vender setup process ? Explain in brief. 5
16. What are different types of Invoices used in AP process ? Explain in brief. 5
17. Explain the reasons for putting Invoices on Hold in brief. 5
18. Differentiate payment run date, payment date and pay through date (i. e. the various dates used in payment process). 5

Section-III

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

19. Explain step by step the payment process used by the Payment team to make payments to the Vendors in the AP Process. 15

20. Explain, what are SLA (Service Level Agreements) and give some examples. How does putting quality controls in place help to achieve SLAs ? Explain with examples. 15
21. What are the types of Risks involved in P2P process ? How can these risks be mitigated ? Explain with examples. 15
22. What are the different stages of the T and E cycle ? Explain these stages in brief to process T and E claim. 15
23. Explain the activities of a Vendor help desk team and their importance in AP process. Give examples to illustrate your answer. 15
24. Write a note on process involved in Invoice Processing as a part of Accounts Payable Cycle ? What metrics are used to measure the preference of Invoice Processing Team ? Discuss in brief. 15