BPOI-003

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

Term-End Examination

June, 2020

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

Time : 3 Hours   *Maximum Marks : 100*

Note : *(i)* *Section—I : Question Nos. 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 each

1. P2P cycle consists of two parts, namely _____ and _____.

2. The process of computing/comparing the contents of PO and invoice to clear the invoice for payment is called _____.

3. The database maintained by client, which contains database of all the vendors that the client does business with, is called _____.

4. When the vender is directly paid by the client's bank and the invoice is approved later, it is called _____.

5. CIF stands for _____.

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

6. GRNI is an Asset Account.

7. Client is usually more concerned with process metrics than business metrics.

8. The invoice processing team cannot trace the GRN mentioned on the invoice.

9. The process of comparing the contents of PO, invoice and GRN to clear the invoice for payment is called three-way match.

10. Productivity is the most important metric in the vendor setup process.

Section—II   5 each

11. Elaborate the importance of procure to pay in an organisation.

12. Explain the difference between scanning and document management tools.

13. What are the data that a purchase order usually contains ?

14. Describe the purchase activities in detail.

15. Why is a prompt follow-up required from the invoice processing team on the invoices on hold ?

16. Explain the method of sampling for controlling quality of a process.

17. What metrics are used to measure the performance of Vender setup process ? Explain in brief.   5

18. What are different types of Invoices used in AP process ? Explain in brief.   5

Section—III

19. (a) What steps does the P2P team need to take to prepare month end reports ? $7\frac{1}{2}$

(b) Explain the circumstances due to which the T and E claim may be returned to the employee. $7\frac{1}{2}$

20. Explain the stages involved in the travel process with a brief explanation of each.   15

21. Explain the use of following source documents in the P2P processes : ·   .   5 each

    (a) Purchase Requisites

    (b) Debit Note

    (c) Goods Received Note

22. Explain the process involved in vendor selection and vendor maintenance in P2P process with flow diagram.   15

23. Explain in detail the type of invoices used in P2P process. What stages are involved in the invoice processing ? Explain with flow diagram.   15

24. (a) Describe a three-way match process. $7\frac{1}{2}$

(b) Discuss, how the reasons for putting a non-PO invoice on hold differ from those for a PO invoice. $7\frac{1}{2}$