

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

Term-End Examination

June, 2022

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

Time : 3 hours

Maximum Marks : 100

Note :

*Section I – Questions no. 1 to 10 are **compulsory** and carry 1 mark each.*

*Section II has eight questions and students have to answer only **six** questions.*

*Section III has six questions and students have to answer only **four** questions, of which question no. 19 is **compulsory**.*

SECTION I

All questions are **compulsory** in this section.

Fill in the blanks.

1. If the vendor has closed his bank account, the payment into the account is _____. 1
2. P2P cycle consists of two parts, namely _____ and _____. 1

3. _____ invoices get processed automatically and faster than paper invoices. 1
4. _____ is responsible for approving the T&E requests. 1
5. The _____ helps the employee with travel and hotel reservations. 1

State whether the following statements are True or False :

6. P2P outsourcing helps in faster processing of invoices. 1
7. Productivity is the most important metric in the vendor set-up process. 1
8. Most of the errors committed during the process are reversible and the damage can be controlled. 1
9. Client is usually more concerned with process metrics than business metrics. 1
10. Whenever the cash goes out of the business, the cash account should be credited. 1

SECTION II

Answer any **six** questions. Each question carries five marks.

11. What are the effects of a poorly implemented P2P process ? 5
12. What is the application of Document Management Systems in the AP process ? 5
13. Differentiate between the following : $2 \times \frac{1}{2} = 5$
- (a) EFT and Wire transfer
 - (b) Critical Vendors and Normal Vendors
14. What are the different channels to receive vendors' queries ? 5
15. Explain the method of sampling for controlling quality of a process. 5
16. Why does the management need to have a good control over T&E process ? 5
17. Explain the different types of service level agreements, with suitable examples. 5
18. Explain the role and responsibilities of a quality control specialist. 5

SECTION III

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

19. What are the different stages in Procure to Pay ?
What are the various departments within the Procure to Pay process ? 15
20. What are the metrics used to measure the performance of vendor set-up ? Explain them and discuss their significance in detail. 15
21. Explain the circumstances due to which the T&E claim may be returned to the employee. 15
22. Explain the process of posting accounting entries from sub-ledger to general ledger. What are the accounts that mainly need to be reconciled ? What are the possible reasons that the account balances in SL and GL may not reconcile ? 15
23. Indicate some metrics that are used to measure accuracy, TAT and productivity in invoice processing stage. 15
24. (a) How does a workflow tool facilitate collaboration across the teams ? $7\frac{1}{2}$
- (b) List some of the frequent errors that happen during the payment runs. $7\frac{1}{2}$
-