

00651

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

Term-End Examination

June, 2015

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

Time : 3 hours

Maximum Marks : 100

- Note :** (i) *Section - I question 1 to 10 are compulsory and they carry 1 mark each.*
- (ii) *Section - II has 8 questions and you have to answer any six questions.*
- (iii) *Section - III has 6 questions and you have to answer four questions of which question 19 is compulsory.*
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SECTION - I

All questions are compulsory in this section.

Fill in the blanks.

1. For vendor setup _____ is the most important criterion for success. **1**

2. The document that is required for a three way match but not in a two way match is _____. **1**

3. Vendor maintenance consists of _____, _____ and _____. **1**

4. In EFT the intermediary involved in settling the payment transactions between two banks is called as _____.

5. The _____ verifies the travel claims and clears it for payment.

State whether the following statements are 'True' or 'False'

6. No of transactions requiring rework is metric for accuracy.

7. While indexing, speed and accuracy both are important.

8. Cheque is most preferred way of payment in cases of an international transaction.

9. Price is not the only criterion while selecting a vendor.

10. Document imaging system stores physical invoice copy.

SECTION - II

Answer **any six** questions from this section.

11. Explain procure to pay (P2P) process and its importance.

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

13. Explain structure of Account payable team with diagram. 5
14. Explain the direct debit form of payment. 5
15. What are the quality checks associated with payment runs ? 5
16. Describe the travel and expense process briefly. 5
17. List out the reasons for putting invoices on Hold in P2P process. 5
18. What are the consequences of a poorly implemented P2P process ? 5

SECTION - III

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

19. What are the various IT applications that you would be using on a regular basis ? 15
20. Explain the use of the following source documents in the P2P process. 15
- (a) Purchase Requisition
 - (b) Debit note
 - (c) Goods Received note
21. Explain the Vendor Creation process in Vendor Maintenance process. List out all the stages of Vendor Maintenance process. 15

22. Explain the process of two way match and three way match of PO invoices. 15
23. Describe the various payment instruments in P2P process. 15
24. (a) Describe the process metrics used for invoice processing to measure its accuracy, productivity and turnaround time. 15
- (b) Explain the circumstances due to which the T and E claim may be returned to the employee.
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