

00366

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING - F & A PROGRAMME**

Term-End Examination

December, 2011

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

Time : 3 hours

Maximum Marks : 100

*Note : Section-I, question 1 to 10 are compulsory.
Section-II, has 8 questions - answer any six.
Section-III, has 6 questions-answer any four of
which question 19 is compulsory.*

SECTION - I

Expand the following :

- | | | |
|----|-----|---|
| 1. | ISP | 1 |
| 2. | ACD | 1 |
| 3. | TAT | 1 |
| 4. | EDI | 1 |
| 5. | ERP | 1 |
| 6. | EFT | 1 |

7. P2P cycle consists of two parts namely _____ and _____. 1
8. Vendor creation consists of _____ , _____ and _____. 1
9. When the goods are returned by the buyer, the buyer raises a : 1
(a) Credit Note or (b) Debit Note
10. Document required for a 3 way match but not in a two way match is _____. 1

SECTION - II

Answer any six questions.

11. What are the different stages of the P2P system. 5
Briefly explain each step in 2 lines ?
12. Explain the use of the following documents in the P2P Process ? 1+2+2=5
(a) Purchase requisition
(b) Credit Note
(c) Goods received Note
13. What do you mean by two way match process ? 5
14. List the differences between business metrics and process metrics with examples ? 5
15. Differentiate between : 2½+2½=5
(a) Critical Vendor and Normal Vendors
(b) Payment run date and payment date.
16. Explain Direct debit form of payment ? 5
17. State the different channels of Vendor queries ? 5
18. Briefly explain the metrics use to measure vendor helpdesk ? 5

SECTION - III

Question 19 is *Compulsory*. Attempt *any three* from the rest.

19. Explain the Role and Responsibilities of a quality control specialists ? 15
20. Explain the quality checks that can be implemented under various steps in P2P process ? 15
21. Describe the Travel expense process along with various steps ? 15
22. Explain the invoices on hold process. Briefly explain the reasons for putting the Invoices on hold ? 15
23. What is the use of source documents, what are the differences between Internal/External documents ? Mention the various types of source documents. 15
24. Describe the P2P process with a diagram along in the various steps. 15