

TUTOR MARKED ASSIGNMENT

Pay to Procure (P2P)

Maximum Marks: 100
Weight age: 30%

Course Code: BPOI – 003

Note: This assignment covers all of Course 3. Marks assigned to the questions have been shown in the bracket.

Section A

Attempt any 05 questions. Each question carries 8 marks.

- 1) Describe a “three way match” in P2P process? (8)
- 2) What are the advantages & disadvantages of effectively implemented P2P process? (8)
- 3) What are the source documents? Explain the difference between internal and external source documents? (8)
- 4) Explain the difference between scanning and document management tools. (8)
- 5) Discuss the various types of Payment Mechanism in P2P process? (8)
- 6) What are all metrics that are measured in a process? Which one is the most important? Substantiate this statement with reasons. (8)
- 7) What are the reasons due to which an invoice is put ‘on hold’? What is the course of action when invoice put “on hold”? (8)
- 8) What is quality check in P2P process? What are the responsibilities of quality analyst? (8)

Section B

All questions are compulsory & carry 10 marks each

- 1) Explain Accounts Payable cycle in Detail? (10)
- 2) Explain the Payment run process in detail? What are the various metrics used in this process of P2P? (10)
- 3) Define the different stages in Travel and Expense cycle in P2P process? (10)
- 4) Explain the various risk involved with the P2P cycle & how these can be overcome? (10)
- 5) Briefly explain what is the role of Vendor Help Desk in P2P process? (10)
- 6) List out the best practices in P2P processes that can be implemented by the client or service provider to increase productivity and accuracy of the transaction in P2P process? (10)

Last Date for Submission of Assignment:

For June Exam

31st March

For December Exam

30th September