

TUTOR MARKED ASSIGNMENT (2021)**Procure to Pay (P2P)****Maximum Marks: 100****Course Code: BPOI – 003****Weight age: 30%****January 2021/ July 2021**

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

Q1. Fill in the blanks: (1x5=5)

- i. The activity of placing an order to buy stationery items belong to ----- stage.
- ii. The average time taken for a transaction to be completed is called -----.
- iii. Purchase activities consist of ----- and ----- process.
- iv. ----- Invoices are raised by the vendor for purchases that were made without raising PO.
- v. Measurements taken on an activity to measure its quality is called -----.

Q2. True or False: (1x5=5)

- i. Vendors bank details are available in Vendor Master.
- ii. The computer based application that allows the management of the requests from creation to closure is called Request Tracker.
- iii. The quality control team should be a part of the AP team to be most effective.
- iv. Degree of certainty of a possible outcome is Risk.
- v. The Duality principle of accounting is also called principle of accounting equivalence.

Q3. Write full form of the following: (1x5=5)

- i. EFT ii. ACH iii. EDI iv. ISP v. TAT

Q4. Write short notes on: (In about 200 -250 words) (10x4=40)

- i. Importance of Helpdesk
- ii. Role and Responsibility of Quality Control Specialist
- iii. Steps needed by P2P team to prepare month end report
- iv. Parties involved in the T & E process and their responsibilities

Q5. Explain all the Risks associated with the P2P cycle? How these risks are mitigated? (10+10=20)

Q6. Describe at least 10-12 best practices used by P2P team to improve the processes. (25)

Last Date for Submission of Assignment (or as and when notified by the University)

**For June TEE Exam
For December TEE Exam**

**31st March
30th September**