

**TUTOR MARKED ASSIGNMENT (2023)****Procure to Pay (P2P)****Maximum Marks: 100****Course Code: BPOI – 003/ 103****Weight age: 30%****January 2023 session & July 2023 session**

**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. Sending a cheque for the stationery bought will fall in the -----step of P2P process.
- ii. ----- is an average time taken for a transaction to be completed.
- iii. P2P cycle consists of two parts, ----- and -----
- iv. Vendor maintenance consists of -----, ----- and -----.
- v. Non-PO invoices are ----- to process than PO invoices.

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

- i. The invoice processing team cannot trace the GRN mentioned on the invoice.
- ii. Vendor bank details are available in Vendor Master.
- iii. While indexing, speed and accuracy both are important.
- iv. Cash in Transit is an asset account.
- v. No. of transactions requiring rework is a metric for accuracy

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

- i. COPC
- ii. OCR
- iii. TDS
- iv. ACH
- v. SLA

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

- i. Errors during Payment Runs
- ii. Controls in Vendor set up process
- iii. Buying Process in an organization
- iv. Consequences of poor quality control

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

**Q6. Explain how T&E is important to business. Discuss the policies and controls in T&E. (25)**

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

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

**31<sup>st</sup> March  
30<sup>th</sup> September**