

No. of Printed Pages : 5

BPOI-003/BPOI-103

DIPLOMA IN BUSINESS PROCESS OUTSOURCING–FINANCE AND ACCOUNTING (DBPOFA)

Term-End Examination

December, 2022

**BPOI-003/BPOI-103 : PROCURE TO PAY
(P2P ACCOUNTS PAYABLE)**

Time : 3 Hours

Maximum Marks : 100

Note : (i) Section I : Question No. 1 to 10 are compulsory.

(ii) Section II : Has 8 questions, answer any six.

(iii) Section III : Has 6 questions, answer any four of which Question No. 19 is compulsory.

P. T. O.

Section—I

Fill in the blanks : 1 each

1. The documents that are used by the business to do business with outsiders are called _____ source documents.
2. Once the client decides that he will not be doing any more business with the vendor, the vendor is _____ from the master.
3. Out of all the steps in invoice processing, _____ usually happens at the client location.
4. After a travel request has been approved, the _____ helps the employee, make the travel related reservations.
5. For vendor setup, _____ is the most important criterion for success.

State whether the following statements are true *or* false : 1 each

6. The User dept. is involved in negotiating the best possible commercial terms with the vendors.

7. Workflow increases the process of efficiency.
8. Cheque is most preferred way of payment in cases of international transaction.
9. While indexing, speed and accuracy both are important. Discuss.
10. Metrics can indicate whether a team's performance has improved or deteriorated with time.

Section—II

Note : Answer any **six** questions from Q. Nos. 11 to 18. Each question carries 5 marks.

11. What are the key activities in P2P process ? Explain.
12. What is the purpose of efficiency tools ?
13. Describe the process of receiving the goods at the buyer's end.
14. List some of the frequent errors that happen during the payment runs.
15. What are the quality checks associated with payment runs ?

16. What should be done in case a credit note is processed as an invoice ?
17. Why does the management need to have a good control over T&E process ?
18. What are the different types of invoices used in AP process ? Explain in brief.

Section—III

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

19. What is the use of source documents ? Differentiate between internal/external documents. Mention the various types of source documents. 15
20. (a) Explain the three-way and two-way match in P2P process. $7\frac{1}{2}$
(b) Explain the benefits of outsourcing P2P. $7\frac{1}{2}$
21. Why is it important to keep the payment team separate from the invoice processing and vendor setup teams ? 15

22. Define any *three* of the following : 5×3=15
- (a) Purchase Requisition
 - (b) Goods Received Note (GRN)
 - (c) Purchase Order (PO)
 - (d) Credit Note
 - (e) Debit Note
23. What are the various IT applications that you would be using on regular basis ? 15
24. Explain the receiving activities carried out by the buyer organisation at the time of taking delivery of goods. 15