

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

**Term-End Examination**

**June, 2010**

**BPOI-003 : PROCURE TO PAY**

*Time : 3 hours*

*Maximum Marks : 100*

*Note : Section-I, Questions 1 to 10 are compulsory and carry one mark each.*

*Section-II, has 8 questions and you have to answer any six questions.*

*SECTION-III, has 6 questions and you have to answer 4 questions of which Question 19 is compulsory.*

**SECTION-I**

*All Questions are compulsory.*

**1 mark each**

Expand the following (Q.No. 1 to 5) :

1. GRN
2. ERP
3. EFT
4. IVRS
5. DD

00522

6. Average time taken for a transaction to be completed is called \_\_\_\_\_.
7. A communication received from the vendor in the form of a question is termed as a \_\_\_\_\_.
8. \_\_\_\_\_ defines the number of days in which the payment should be made.
9. The \_\_\_\_\_ verifies the travel claim and clears it for payment.
10. \_\_\_\_\_ is not the only criteria while selecting a vendor.

## SECTION-II

Answer *any six* questions :

5 marks each

11. What do you mean by a 3-way match process ?
12. What is the difference between a Debit note and a Credit note ?
13. What is the difference between a payment run date and payment date ?
14. What are the 3 performance measurement metrics used by client ?
15. Name 3 payment instruments and explain them briefly.
16. What are the pre-checks before doing a payment run ?
17. What are the steps in a TQE process ?
18. Provide journal entry for :
  - (a) Bought goods for cash (\$ 500)
  - (b) Returned goods to ABC (\$ 100)
  - (c) Paid advance for purchase of computer (\$ 1000)

### SECTION-III

*Question No. 19 is compulsory. Answer any 3 from the rest :* **15 marks each**

19. Explain Invoice processing cycle along with a flow chart.
  20. What are the benefits of out sourcing the P2P function ?
  21. Explain the vendor creation process along with a flow diagram.
  22. Explain the process steps to clear NON PO based invoice with a flow chart.
  23. What are the reasons for putting a PO invoice or hold with explanations ?
  24. Explain the vendor help desk process.
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