No. of Printed Pages : 5

BPOI-003/BPOI-103

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

Term-End Examination

December, 2024

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

Time : 3 Hours *Maximum Marks : 100*

Note : *Section–I : Q. Nos. 1 to 10 are compulsory and carry 1 mark each.*

Section–II has eight questions and students have to answer only ***six*** *questions.*

Section–III has six questions and students have to answer only ***four*** *questions of which Q. No. 19 is compulsory.*

Section—I

Note : All questions are compulsory in this Section.

Fill in the blanks :

1. The documents that are used to do business with outsiders are called 1

2. Non-PO invoices are .... to process than PO invoices. 1

3. If the vendor has closed his Bank Account the payment into the account is 1

4. The client gets into .... with the service provider to make sure that service level to the vendors are not compromised. 1

5. .... is responsible for approving the T & E requests. 1

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

6. The procurement manager places the orders for the material required. 1

7. After the buyer returns the goods back to the vendor, the vendor may issue a credit note to the buyer. 1

8. Cheque is most professed way of payment in case of an international transaction. 1

9. The vendors of the client can access the workflow tool. 1

10. Duplicate payments can be usually caught during payment runs. So the invoices processing team need not pay much attention to it. 1

Section—II

Note : Answer any *six* questions. Each question carries 5 marks.

11. Elaborate the importance of Procure to Pay in an organization. 5

12. State the controls used in vendor set up process. Why do we need to have these controls ? 5

13. List some of the frequent errors that happen during the payment runs. 5

14. Explain the method of sampling for controlling quality of process. 5

15. List the differences between business metrics and process metrics. 5

16. How does the T & E process change in an outsourced environment ? 5

17. Describe the following terms : $2\frac{1}{2}\times 2=5$

 (a) Expense report

 (b) T & E verification process

18. Explain the difference between scanning and document management tools. 5

Section—III

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

19. As an employee working in a P2P process. What are the various IT applications that you would be using on a regular basis ? 15

20. How can we make sure that the bank account related information provided during the vendor setup has not been tampered with ? What are the implications if this control is weak ? 15

21. Differentiate between the following : $3 \times 5 = 15$

(a) Critical Vendors and Normal Vendors

(b) Payment run date, Payment date and Pay through date

(c) EFT and Wire transfer

22. What are the roles and responsibilities of the employee, manager and the T & E desk in the T & E process ? 15

23. How is a credit note identified ? What are the implications of processing a credit note erroneously as an invoice ? 15

24. What actions would you take if the quantity and price of items on the invoice do not match that on the PO ? 15

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