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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

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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

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